

City of Durham Parish Council

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Date of Summons: 17th May 2024

SUMMONS

To all Members of the City of Durham Parish Council: Councillors E Ashby, J Ashby, V Ashfield, L Brown, N Brown, A Doig, D Freeman, R Friederichsen, R Hanson, G Holland, C Lattin, R Ormerod, E Scott, S Walker and H Weston.

You are hereby summoned to attend the **Annual Meeting of the Council** to be held in the **Main Hall of the Merryoaks Community Hall, Park House Rd, Durham DH1 3QF** on **Thursday 23rd May 2024 at 7:00pm** for the purpose of transacting the following Agenda business as shown.

Members of the public and press are also cordially invited to attend. Members of the public may address Council, Committee or Sub-Committee meetings for up to three minutes, with the agreement of the Chair of the meeting, provided that the statement is related to an item on the agenda. The speaker should approach the Clerk before the meeting commences to request to speak during the meeting.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities, Health & Safety, Civility and Respect and Human Rights plus Social, Economic and Environmental matters.

Yours faithfully,

A. Shanley

Mr Adam Shanley

Clerk to the City of Durham Parish Council

AGENDA

1. ELECTION OF CHAIR

To elect the Chair of the Parish Council for the ensuing year. The Parish Council Chair will read and sign the Declaration of Acceptance of this Office.

2. ELECTION OF VICE-CHAIR

To elect the Vice Chair of the Parish Council for the ensuing year. No Declaration of Acceptance of this office is required.

3. TO RECEIVE AND APPROVE (OR NOT) APOLOGIES FOR ABSENCE FROM TODAY'S MEETING

4. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

5. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 25TH APRIL 2024

6. PUBLIC PARTICIPATION

7. COMMITTEE UPDATES

• Planning and Licensing Committee minutes from meetings held on 22nd March and 5th and 19th April and 3rd May 2024

Copies of all approved minutes from these meetings can be found here:
<http://cityofdurham-pc.gov.uk/agendas-minutes/planning-committee/>

• Environment Committee minutes from meetings held on 12th March and 9th April 2024

Copies of all approved minutes from these meetings can be found here:
<http://cityofdurham-pc.gov.uk/agendas-minutes/environment-committee/>

- Proposal for a blue plaque to commemorate the establishment of the first college for women at 33 Claypath, later St Mary's college

• Business Committee minutes from meetings held on 19th March 2024

Copies of all approved minutes from these meetings can be found here:
<http://cityofdurham-pc.gov.uk/agendas-minutes/business-committee/>

- Proposal from Durham Fringe on the 2024 Festival
- To consider a proposal from the Parish Council's retail consultant on ongoing professional support for businesses – report attached.

8. CHAIR'S UPDATE

The Chair will provide a verbal update on matters arising since the Full Parish Council meeting on 25th April 2024.

9. ANNUAL REVIEW OF PARISH COUNCIL STANDING ORDERS, FINANCIAL REGULATIONS, COMMITTEE TERMS OF REFERENCE AND COUNCIL POLICIES

10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2023/24

- (i) to consider and agree any actions arising from the report of the internal auditor 2023-24 (copy attached)
- (ii) to approve the annual governance statement 2023-24 (copy attached)
- (iii) to approve the draft annual accounts for 2023-24 (copy attached)
- (iv) to approve the register of assets 2023-24 (copy attached)
- (v) to approve the accounting statement and explanation of variances 2023-24 (copies attached)

11. TERMS OF REFERENCE AND APPOINTMENT OF THE PARISH COUNCIL'S CLIMATE LEAD

12. TERMS OF REFERENCE AND APPOINTMENT OF THE PARISH COUNCIL'S ARMED FORCES CHAMPION

13. TO DECIDE ON APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES ON LOCAL ORGANISATIONS

14. TO DECIDE ON PARISH COUNCIL COMMITTEE MEMBERSHIP

15. CYCLE OF FULL COUNCIL MEETINGS

Suggested Cycle of Meetings (all commencing at 7pm)

2024

27th June
25th July
26th September
24th October
28th November

2025

23rd January
27th February
27th March
24th April

City of Durham Parish Council

Minutes of the meeting of the City of Durham Parish Council held on Thursday 25th April 2024 at 7:00pm in the Main Hall of the Merryoaks Community Hall, Park House Rd, Durham DH1 3QF.

Present: Councillors A Doig (in the Chair), E Ashby, J Ashby, V Ashfield, D Freeman, R Friederichsen, G Holland, C Lattin and S Walker.

Also present: Parish Clerk Adam Shanley and 4 members of the public.

1. TO RECEIVE AND APPROVE (OR NOT) APOLOGIES FOR ABSENCE FROM TODAY'S MEETING

Apologies were received and accepted from Councillors L Brown, N Brown, R Ormerod, E Scott and H Weston.

Apologies were received but not accepted from Councillor R Hanson following a vote of Members (1 vote in favour, 5 against and 3 abstentions to accept apologies).

2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

None received.

3. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 28TH MARCH 2024

The minutes of the meeting held on 28th March 2024 were unanimously **agreed** as a true and accurate record of proceedings.

4. PUBLIC PARTICIPATION

Mrs Roz Layton advised that she was attending the meeting with a general interest in all Agenda items on behalf of Elvet Residents Association.

Mr Michael Hurlow advised that he was attending the meeting to hear the discussion on item 7 on the Agenda.

Mr Allan Gemmill advised that he was attending the meeting to hear the discussion on item 7 on the Agenda.

Mr John Lowe advised that he was attending the meeting to hear the discussion on item 7 on the Agenda.

5. CHAIR'S UPDATE

The Chair provided a verbal update on matters arising since the Full Parish Council meeting on 28th March 2024 as follows:

The Chair thanked Councillors Ashfield and Lattin on their terrific work in securing the agreement of Whitfield Chemist on Sunderland Road to host the Parish Council's Terracycle boxes. The Chair remarked that the pill packet recycling scheme is a hugely popular initiative with local residents which has really put the Council on the recycling map. In Boots, the Chair reminded Members that the Council recycled approximately 300,000 packets. The Chair advised that whilst it is disappointing that Boots themselves ended the scheme without notice, it is great that the Parish Council has acted so swiftly on this to ensure that this provision is still in place.

The Chair also offered congratulations to the St. Nicholas Church graveyard working group for their exceptional work in improving this once neglected graveyard in the Sands part of the parish. The Chair reminded Members that the Clerk has recently circulated the group's latest newsletter and remarked that it is great to see the spirit of volunteering alive and well in the City. The Chair advised that he is aware that a lot of fundraising has taken place to support this work by Councillor Ashfield and others and the Council looks forward to seeing this completed and perhaps we can host a grand opening of the site.

The Chair advised that planning for tomorrow's big event for the unveiling of the Durham Ice Rink blue plaque has been taking place furiously and that he is aware of the amount of work the Clerk has put into this special occasion. The Chair remarked that the Council is delighted to welcome ITV and Jayne Torvill and Christopher Dean tomorrow for the unveiling event. The Chair gave a special thanks to those involved in this project and to Durham Sixth Form Centre; the Chair advised that the staff there have been outstanding in helping to arrange this event.

The Chair also extended his congratulations to Durham Hospital Radio on their recent awards at the National Radio finals earlier this month. The Chair advised that the Clerk presented Tony with the National Innovation Award earlier today; having been asked to do so thanks to his efforts in supporting the station raise a phenomenal £10,000 in recent years to support their work. This station offers patients and their families some much-needed comic relief in very difficult circumstances.

The Chair also offered a very big thank you too to Councillor Esther Ashby for her work in chairing the Fowler's Yard meeting with local businesses. The Chair advised that he has heard the meeting was well-attended by businesses and that the Business Committee will be progressing solutions for the waste issue in this area as soon as possible. The Chair advised that Members should be in no doubt that there is no magic wand or quick fix to this issue but it is great to have DCC working so proactively with us on this issue.

The Chair advised that representatives of our Planning and Licensing Committee recently met with DCC officers to go through the recent appeal decisions on HMO conversions in Neville's Cross and the Chair thanked Stephen Reed and Sarah Eldridge for making the time to meet with the Parish Council and go through this. The Chair remarked that it is startling to hear that over 240 pre-applications for conversions to HMOs were submitted last year alone; in that same period only 11 actually made it through to application stage. This serves as a reminder of the

excellent work officers do on this issue but also the continued development pressure our parish faces.

The Chair advised that he was alarmed to see a report today regarding the quality of school meals in County Durham – the Chair advised that he found it frankly scandalous that the nutrition levels, food waste levels, spiralling costs and quality are so desperately poor that children are coming home from school hungry and families are facing into increased costs still. The Chair advised that he supports the calls for the Council to review its existing contract and adopt a model similar to Brandon Primary school, as championed in the papers today by Councillor Elmer.

The Chair offered his many congratulations to Doctor Rosemary Coogan – a Durham graduate – who becomes the UK's third astronaut, following Helen Sharman and Tim Peake, and who is set for her first space mission. The Chair advised that this is yet further proof that not even the sky is the limit for what our Durham graduates can and are achieving in the world.

The Chair also took the opportunity to welcome Dasha Murphy to her new post as Durham University's Community Liaison Manager. Dasha takes over from Hannah who moves on to a more senior role within the University. The Chair wished them both the best of luck in these challenging roles.

The Chair also wished Alice Wilkes the very best of luck in her new teaching role. Alice has now left post at the Markets Company to return to primary school teaching. The Chair wished Alice well and advised that the Parish Council looks forward to working with Alice's replacement in due course.

6. PROPOSAL TO ESTABLISH A WORKING PARTY TO REVIEW COUNCIL POLICY DOCUMENTS/ STANDING ORDERS/ COMMITTEE TERMS OF REFERENCE.

The Clerk reminded Members that there is a need to review the Council's Standing Orders, Financial Regulations, Committee Terms of Reference and Council policies on an annual basis.

The Clerk advised that the Council usually agrees the establishment of a Working Group to review these documents each April, with recommended amendments coming forward for ratification at the Council's annual meeting in May. The Clerk therefore advised that there is a need for Members to agree the membership of the Working Group.

It was **agreed** that Councillors A Doig, E Ashby, J Ashby and S Walker should form a Working Group to review these documents and recommend any amendments to the May annual meeting of the Council.

7. CONSIDERATION OF APPLICATION DM/24/00705/FPA (PRINCE BISHOPS SHOPPING CENTRE HIGH STREET DURHAM DH1 3UJ)

The Chair thanked all Members who had carried out a lot of work on this important application and remarked that it was only right that a development of this

magnitude should be given as much consideration as possible and he was pleased to support this being the substantive item of discussion at this evening's meeting.

The Chair reminded Members that the application was supported with over 100 technical documents and drawings and, as such, the Parish Council's Planning and Licensing Committee had agreed to divide the workload on this into 4 specific areas and sub-groups as follows: Design and Conservation (architectural merit), Environmental and sustainability impact, Rationale / bedspaces needs assessment / hotel use and Construction method and transport.

Each sub-group presented findings from their assessments of this development proposal. In addition, Mr Michael Hurlow presented the City of Durham Trust's stance on the development, with a particular regard to the design of the proposed scheme.

Councillor E Ashby expressed her concerns about the development and advised that she would be voting in favour of objecting to the proposal in its entirety. Councillor E Ashby advised that she was concerned that the provision of small units only for independent retail would mean there will be limit options for the site if a business requiring a larger footprint wished to come to Durham.

Councillor E Ashby also felt that the scheme offered very little in terms of architectural merit and the significance of the Conservation Area in which the site sits.

Councillors E Ashby also expressed her concerns at the lack of space for community use within the development, in spite of repeated requests to the site owners.

Members agreed by 7 votes in favour and 1 vote against not to object to the development and to support this with the following main points:

- The Local Planning Authority rightly identifies this application as a major one. In fact, this proposal is likely to be the most significant application the City of Durham Parish Council, our residents and other important consultees will consider in the immediate Durham city centre this year, if not this decade.
- Its implications for both the vitality and viability of our city centre, our local retail economy and the wider region as a whole are substantial. The City of Durham Parish Council very much welcomes opportunities in principle to diversify and improve our city's retail and tourism offering.
- The Parish Council accepts that the current operating model for the centre is unsustainable and no longer financially viable. Our comments below are therefore not intended to be an objection but rather setting out a case for making this an exemplar mixed-use development.

Design and Conservation

- The development is located within the inner setting of the World Heritage Site and the Durham City Conservation Area, yet it adds very little architectural value at all, albeit the addition of the bridges and public square are generally welcome, the skyline is particularly flat and not in keeping with this part of the Conservation Area – not necessarily a point of objection but rather an observation that this could be better (**see doc: PROPOSED ELEVATIONS – RIVERFRONT**)
- The retail space which is proposed to be retained has been designed as smaller units, which are forecast to likely be occupied by smaller, more independent retailers, with some slightly larger units for national operators who wish to operate on a smaller scale. Whilst the provision of these types of units for smaller independent retailers is welcome, the development appears to restrict itself by adopting a “unit before operator” approach. This can be easily overcome in design terms if the internal walls within the unit were able to be moved/ altered in a way which would accommodate a larger retailer (**see doc: LANDSCAPE SITE PLAN - LEVEL 05 OVERVIEW**).

Environment and Sustainability

- We understand the justification for demolition and rebuilding of the site but this in itself will have an adverse environmental impact. As such, it is essential that this development, once built, is zero carbon. Whilst we welcome the addition of PV cells, electric panel heaters and air source heat pumps, we are not satisfied that these will be sufficient in ensuring that the full site is powered by renewable, green energy sources. Water Source Heat Pumps appear to have been discounted completely and we would ask that they be seriously considered (**see doc: ENERGY AND SUSTAINABILITY STATEMENT (pg. 28)**)
- We would also welcome a credible strategy to demonstrate that the development will contribute to the County Council’s Climate Emergency Response Plan and the goal to reach net zero by 2050. At present this is missing.

We are particularly keen to review this development against the following:

1. Nationally, the Climate Change Act 2008 (A legal duty to act - Climate Change Committee (theccc.org.uk))
2. County Durham Plan, paragraph 5.341
3. The Durham City Neighbourhood Plan, policy S1, items g) and h)

(**see doc: ES V1 - CHAPTER F CLIMATE CHANGE AND RESILIENCE**)

Bedspace assessment

- The Parish Council supports accommodation to the upper floors of premises where this subsidises the retention of the retail use to the ground floor (in this case level 5 of the development). As such, the Parish Council supports the PBSA on this site. However, the bedspace assessment is woefully mistaken. It makes an assessment of demand by projecting the growth in student numbers based on the annual figures up to the Academic Year

2020/21 when there were 22,220 Durham University students. At the extreme, this past growth rate approach arrives at 33,150 students in the year 2027/28. On that basis, the document arrives at a need for between 3,830 and 10,480 more student bedspaces.

Whilst supporting this PBSA use of the site, we really wish to challenge this assessment in a very big way as others will use this as a justification for similar uses in less acceptable locations. We recommend that the applicant talk to the university about their future plans for student numbers which will mean that they can be much more realistic in their estimate. It is noteworthy that the Spatial Planning team has raised concerns about this too (see docs: **BEDSPACE ASSESSMENT** and **SPATIAL POLICY RESPONSE**)

Transport and construction

- Generally, we would like to see a phased re-development of the site as opposed to a single demolition. This may help in minimising disruption to local residents as well as offering existing tenants to keep trading as long as possible. There are very few alternative and appropriate “meanwhile use” units for these traders and their continued livelihoods is an overarching concern with how this development will be delivered.
- The proposed two car space layby next to Leazes roundabout (**see Appendix C of the TRANSPORT STATEMENT document**) is totally unworkable and actually detrimental to highways safety – where will a vehicle linger/ stay if these spaces are occupied – surely not on the roundabout? How will this be managed/ enforced? The arrangements at Leazes roundabout are complicated enough without adding to this – this layby should be removed entirely.
- The cycle parking is insufficient as Active Travel England have stated – far below the standards required in terms of spaces and the majority are located on deck 1 of the MSCP; doing nothing to promote the take-up of cycling as a sustainable transport means. This will be essential for a number of reasons:
 - 1) The site is on a national cycling route and therefore the development should promote its connection to this important sustainable transport link.
 - 2) The MSCP already has high occupancy rates (93% on Saturdays and 75% on Wednesdays at peak times) – adding vehicles for staff at the PBSA and hotel as well as other users will cause a serious deficit in parking spaces, made worse by the reduction of spaces from 401 to 392.(**see doc: TRANSPORT STATEMENT, ACTIVE TRAVEL ENGLAND response** and **SPATIAL POLICY RESPONSE**)
- The proposed drop-off/ pick-up for the hotel is in the Market Place – totally unworkable as this is exceptionally busy nearly all of the time.

Miscellaneous

- The Spatial Policy response states: "The OSNA sets standards based on sqm per person and sets out that it costs £1,581 per person to provide new open space to meet the County Durham standard for open space (to be borne by the developer as part of the development scheme). These calculations are to be used to calculate the required quantum of open space in sqm taking account of Table 19 of the OSNA which sets out the thresholds for when different typologies of open space should be delivered on or off-site. ***The OSNA states that where it is not possible and/or desirable to provide facilities on site, and the council are willing to accept a contribution to improve existing facilities off site, a 50% reduction in the above calculation will be applied in recognition that the cost to upgrade facilities can be less than providing new facilities altogether***".

The Parish Council is totally opposed to against a 50% reduction and stresses the need for the full 100% requirement for Section 106 monies to be applicable in this case.

- The Parish Council would like to see a unit dedicated as a community hub space and believes this will allow the community to make much better use of the facilities.
- The public toilets at the existing centre are well-used and should remain open throughout the development and additional public toilet facility should also be included with this development.

There being no further business, the Chair thanked all those present for their attendance and participation and closed the meeting.

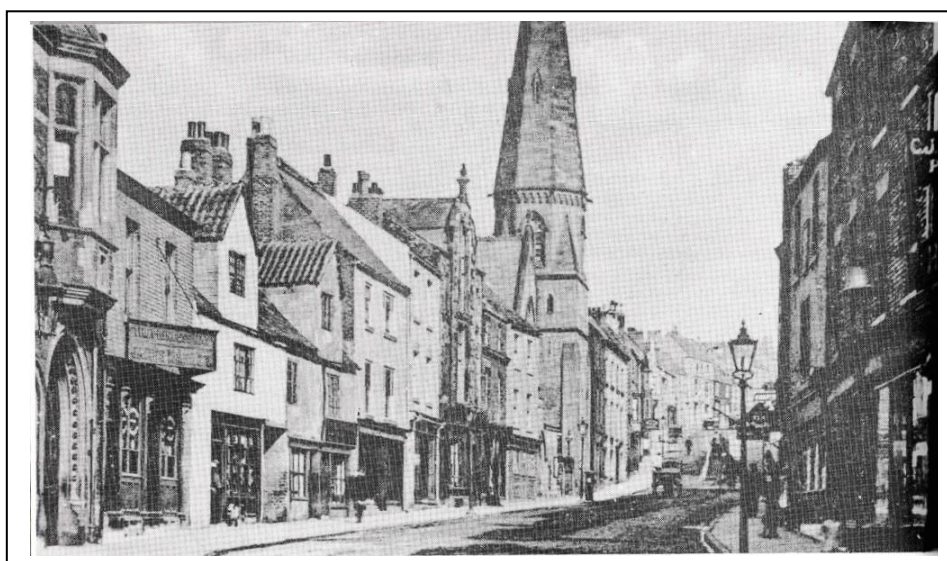
Signed,

**Chair of the City of Durham Parish Council
(23rd May 2024)**

ITEM 7: PROPOSAL FOR A BLUE PLAQUE TO COMMEMORATE THE ESTABLISHMENT OF THE FIRST COLLEGE FOR WOMEN AT 33 CLAYPATH, LATER ST MARY'S COLLEGE

As Members are aware, the City of Durham Parish Council has funded the production of new blue plaques around the parish area, as part of our aim of promoting the rich and diverse heritage of the City. These blue plaques seek to celebrate a person, event or building of significance and have been popular with visitors and local residents. In addition to the Parish Council's own scheme, the County Council has also run a similar scheme to celebrate heritage and the two projects have complemented one another.

Councillor John Ashby proposes that a Parish blue plaque should be erected at 33 Claypath as the site is of considerable historical significance. 125 years ago, on 22nd April, 1899, a Women's Hostel opened at 33 Claypath to receive women who would go on to study for degrees at Durham University in the 1899/1900 academic year. It was the first opportunity for women to study on the same residential basis as men. The Women's Hostel was renamed in 1920, becoming St Mary's College. In the 2024/25 academic year St Mary's College will celebrate 125 years since that pioneering start.



Copyright: St Mary's College and Marilyn Hird BA ALA

A report by the Archivist of St Mary's College, Anne Elliot, provides the following information.

The first women undergraduates (Mary Gibson, Dora Heslop and Winifred Hindmarch, for whom a Parish Council blue plaque has been installed) were admitted to Durham University by St Hild's but they had no permanent abode. In October 1897 a scholarship for women was introduced. But the University remained reluctant to find a permanent residence.

However, by February 1899 the University had agreed to take 33 Claypath for the purpose of a Women's Hostel for 3 years at £45 annual rent. Provision was made for a Principal, 6 students and 2 servants. In October 1899 the Hostel's first full academic year began when the first 3 fully Durham undergraduates, namely the scholarship girls Bessie Callender and Constance Tunnicliffe, and a Miss Korner took up residence, along with 3 girls from Darlington.

On March 29th 1899 Miss Laura Roberts was appointed Principal at a salary of £50 a year with full board and 11th April set for her arrival in Durham. From the first she was unimpressed by the impractical, unimaginative living conditions provided. *"All the rooms were coloured bright yellow of a particularly irritating shade save one which had formerly been a solicitor's office. It was painted a dull green, and contained a huge shallow cupboard useful for books and for such stores as could not be kept in a damp kitchen."* She left after one year!

Led by the second Principal, Elizabeth Robinson (1900-1913), the Women's Hostel moved to Abbey House on Palace Green. By 1904 the Women's Hostel held 30 and expanded further into Abbey Cottage adjoining Abbey House. After Principal Phyllis Wragge (1913-1915), came Rachel Donaldson (1915-40) who led the Hostel through the First World War to historic changes in 1919: the granting of collegiate status, the new name St Mary's College and the new home 8 The College in Cathedral Close. And so after 20 years the Women's Hostel became St Mary's College.

The site of the Women's Hostel is the former Post Office, now Claypath Court. Anchor Hanover Group are the owners and have been informally approached about the possibility of a blue plaque and have responded most enthusiastically. There is a small grey plaque installed by St Mary's College in 1999, and the Principal of the College is fully supportive of a Parish blue plaque.

It is proposed that the blue plaque captures the history with the following wording:

*33 Claypath
The site of Durham University's Women's Hostel
established on 22nd April 1899
as the first residential accommodation for women students.
It was later renamed St. Mary's College
which is now located on Elvet Hill Road.*

If approved, a blue plaque at the site would be acquired by the same company which provided the other blue plaques and the costs would be approximately £700.

Although the Parish Council has previously conducted a public nomination process for awarding such plaques, the local St Nicholas Community Forum and a number of Members are keen to support this proposal and to mark this important location in this way.

**DECISION
REQUIRED**

For Members to agree to the production of a blue plaque for 33 Claypath, as set out in the above

ITEM 7: PROPOSAL FROM DURHAM FRINGE FOR THE 2024 FESTIVAL

The Durham Fringe Festival 2023 was a huge success with an 82% increase in ticket sales and 93% of ticket purchasers saying they would recommend the festival to a friend or colleague.

Part of the reason for this success was the beautiful new performance space we created on Palace Green, in a magnificent sculptured stretch marquee. Nestled between the Cathedral and the Castle it was a wonderful temporary addition to this World Heritage Site, as performers filled the air with their song and the words of Shakespeare (just yards from where a copy of the First Folio lies).

We want to build on the success of the Palace Green marquee, and in 2024 fill it with even more performances, including choirs, plays, children's shows and spoken word.

The main marquee is 15 x 20 metres and seats 160. There will be a linked catering marquee, which will be where audiences gather before and after shows. We are working in partnership with New College Durham, who will provide a pop-up catering service on weekdays. It is anticipated that one of our venue partners, the much-loved local business Fabios, will support the festival with licensing and staffing.



Costs of delivering the stretch tent marquee

The total cost of delivering the stretch tent marquee, giving the festival visibility in this high-profile space, is £10,700.

Palace Green	Cost
Palace Green security 7 nights @£120+	£900.00
Tech Equipment	£1,500.00
Engineer Level Cover 8 days (complex get in/out)	£1,800.00
2x 10mx10m Marquees + stretch tent	£3,500.00

Rigging within stretch tent (truss)	
Re-seeding grass	£2,000.00
Seating Hire	£500.00
Pedestrian fence 100m	£500.00
Total	£10,700.00

Contribution requested from the City of Durham Parish Council

- We are requesting a contribution of £5,000 towards the costs of delivering the marquee. This would be a much-needed contribution to our overall costs of c. £107,000 this year.

What Durham Fringe Festival could offer, and do to say thanks

- We will acknowledge the City of Durham Parish Council's support through the prominent display of your logo on the barriers surrounding the marquee.
- We will also acknowledge your support on our website, on marketing materials such as our printed programme, and on the pop-up banners in each venue,
- We will make available a partners/sponsors social media toolkit which you can use to maximise your own profile as a supporter of Durham Fringe Festival. The toolkit is here: <https://durhamfringe.co.uk/sponsors-and-partners-toolkit/>

DECISION REQUIRED

For Members to agree to the proposed sponsorship of £5,000 towards Durham Fringe 2024, as set out in the above report.

ITEM 11: TERMS OF REFERENCE AND APPOINTMENT OF THE PARISH COUNCIL'S CLIMATE LEAD

In May 2023, the Parish Council agreed to appoint Councillor R Friederichsen as its first Climate Lead. In doing so, the following Terms of Reference for this position were also established.

Members are reminded that this role and these Terms of Reference must be reviewed on an annual basis at the Council's annual meeting of the Council.

Climate Lead Terms of Reference

1. The Nomination

The Parish Council shall nominate one councillor of the Environment Committee at its annual meeting in May to undertake various roles consequential on the Parish Council's declaration of a climate emergency in March 2019. The councillor will be termed 'City of Durham Climate Lead' and will act to strengthen the Council's climate-related work in the short and long term. Strong climate action is strategic; it integrates the various parts of the Council, and covers mitigation as well as adaptation.

2. The Nomination process

Any councillor may nominate themselves for the role. Any nomination should be submitted in writing to the Clerk 7 clear working days before the meeting. Any nomination should be seconded by another councillor whose name should be recorded on the written submission. The nomination will be subject to a majority vote of the full Council. In the event of two or more nominations, there will an election whereby the successful nomination will have a majority of votes cast; in the event of a tie, the Chair will have the casting vote.

3. The Length of Nomination

The period of nomination shall be for one calendar year; it may be renewed annually.

4. The Roles

The Climate Lead's roles are as follows:

- to support the Chair and Vice-Chair on climate-related discussions and decisions relating to the Full Council;
- to advise on and support coordination of climate action across the Committees of the Council through the Committees' Chairs and Vice-Chairs;
- to provide guidance on, and - where tasked to do so - coordinating, the actions of the Parish Council as a whole and its committees;
- to provide guidance on those areas of Parish Council where there is a climate aspect, including:
 - procurement and commissioning;

- place shaping (planning, development, transport);
 - showcasing;
 - partnerships;
 - involving, engaging, communicating (see Local Government Association (2021; point 3.2) A councillor's workbook on the local pathway to net zero).
- to support the development of external relationships when tasked to do so by the Parish Council and its Committees;
 - to attend meetings of external partners to provide guidance on, and - where tasked to do so – coordinating, the actions of the Parish Council as a whole and its committees;
 - to support learning and development regarding climate policy;
 - to access technical expertise to inform the Parish Council's climate action.

5. Reporting

The Climate Lead reports to the Chair and Vice Chair of the Environment Committee and to the Chair and Vice-Chair of the Full Council, as appropriate.

6. Standing Orders and Financial Regulations

The nomination should act at all times within the Parish Council's Standing Orders, with particular reference to SO18 (Financial Controls and Procurement), SO22 (Relations with Press/Media), SO24 (Communicating with District and County or Unitary Councillors), SO25 (Restrictions On Councillor Activities), FR 10 (Orders for work, goods and services), FR11 (Contracts), FR15 (Insurance) and FR17 (Risk management). The nomination should also act in accordance with City of Durham Parish Council policies on Communications, Environment and Sustainability, Equality and Diversity, Health and Safety, Safeguarding and Social Media.

DECISIONS REQUIRED	1) For Members to agree the Terms of Reference for the Climate Lead role. 2) If 1) is agreed, for the Council to appoint a Climate Lead from within its Membership for this year of the Parish Council.
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ITEM 12: TERMS OF REFERENCE AND APPOINTMENT OF THE PARISH COUNCIL'S ARMED FORCES CHAMPION

As Members are aware, the Parish Council has taken a lead at a local level on events such as Battle of Britain, D-Day commemorations, Remembrance Day and many more.

In order to promote the role of the Parish Council in its support for our Armed Forces personnel, in June 2023, the Parish Council agreed to establish a new Armed Forces Champion role from within its membership and voted for Councillor Elizabeth Scott to assume this role.

The agreed primary aim of the Armed Forces champion is to maintain the Parish Council's commitment to support the Armed Forces and their families and veterans, and raise the profile of the support provided by the Council and the community as a whole.

To help define this role, the following Terms of Reference were also agreed in 2023:

Armed Forces Champion Terms of Reference

1. The Nomination

The Parish Council shall nominate one Member at its annual meeting in May to undertake various roles consequential on the Parish Council's activities to honour our Armed Forces and continued links with the DLI. The councillor will be termed 'City of Durham Parish Council Armed Forces Champion' and will act to strengthen the Council's work on events such as D-Day, the Battle of Britain, Armistice Day, Remembrance Day, etc.

2. The Nomination process

Any councillor may nominate themselves for the role. Any nomination should be submitted in writing to the Clerk 7 clear working days before the meeting. Any nomination should be seconded by another councillor whose name should be recorded on the written submission. The nomination will be subject to a majority vote of the Full Council. In the event of two or more nominations, there will be an election whereby the successful nomination will have a majority of votes cast; in the event of a tie, the Chair will have the casting vote.

3. The Length of Nomination

The period of nomination shall be for one calendar year; it may be renewed annually.

4. The Roles

The Armed Forces Champion's roles are as follows:

- Principal objective - raise the profile and needs of the Armed Forces community, within the Council and the parish area.
- Foster and maintain good working relationships with the Armed Forces community.
- Represent the Parish Council at key events centred around honouring the Armed Forces community both past and present, e.g., Durham City Remembrance Day.
- To act as the cultural link between the Parish Council and the DLI, County Council, Armed Forces and other stakeholders on the redevelopment of the DLI museum.
- Understand the aims of the Armed Forces Covenant (AFC) and the needs of the Armed Forces Community in relation to Council policies and service delivery. Ensure awareness is cascaded to staff who have daily contact with the public through engagement.
- Actively communicate the AFC and the work in promoting it within the Council and the community, ensuring that Armed Forces Champion names and contact details are publicised and known both internally and externally through various communication channels.
- Act as the first point of contact for local Armed Forces Units and other key stakeholders, such as Service charities and other service providers.
- Ensure all areas of Council services recognise the needs of the Armed Forces community
- Understand Armed Forces activities and events within the parish area

5. Reporting

The Armed Forces Champion reports to the Chair and Vice Chair of the Full Council, as appropriate.

6. Standing Orders and Financial Regulations

The nomination should act at all times within the Parish Council's Standing Orders, with particular reference to SO18 (Financial Controls and Procurement), SO22 (Relations with Press/Media), SO24 (Communicating with District and County or Unitary Councillors), SO25 (Restrictions On

Councillor Activities), FR 10 (Orders for work, goods and services), FR11 (Contracts), FR15 (Insurance) and FR17 (Risk management). The nomination should also act in accordance with City of Durham Parish Council policies on Communications, Environment and Sustainability, Equality and Diversity, Health and Safety, Safeguarding and Social Media.

DECISIONS REQUIRED	1) For Members to agree the Terms of Reference for the Armed Forces Champion. 2) If 1) is agreed, for the Council to appoint an Armed Forces Champion from within its Membership for this year of the Parish Council.
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ITEM 13: TO DECIDE ON APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES ON LOCAL ORGANISATIONS

As Members are aware, the Parish Council has agreed to have a representative on outside local organisations, where the aims of these are aligned with the strategic objectives of the Parish Council in the exercise of its functions.

The below table shows the current Parish Council representatives on outside local organisations.

Members are reminded that, as per the terms of reference of the CDALC Larger Councils Forum, the City of Durham Parish Council may have up to a maximum of three representatives, which may include either three Parish Councillors or two Parish Councillors and the Clerk.

Members are reminded that, as per the terms of reference of the City Safety Group, this group is an officer only group and therefore the representative of the Parish Council on this group must be the Clerk.

Members are also reminded that there is a need for all Parish Council representatives to provide a report to Full Council on the work of these organisations/ bodies.

There is also a need for the Parish Council to review its membership of these organisations on an annual basis.

Local organisation/ body	City of Durham Parish Council representative
Community Engagement Task Force	Victoria Ashfield
Community Engagement Task Force sub group - Economic	Esther Ashby
Community Engagement Task Force sub group – Citizenship	Victoria Ashfield
Community Engagement Task Force sub group - Lived Environment	Carole Lattin
PBSA Liaison Group	Esther Ashby
Durham Access Group	Nicola Brown and Susan Walker
CDALC Larger Councils Forum	Esther Ashby, Adam Shanley and Richard Ormerod
City Safety Group	Adam Shanley
Durham BID board	Adam Shanley
Durham AAP Board	Susan Walker
Durham University Housing Group	John Ashby

DECISIONS REQUIRED	1) For Members to agree which of these local organisations they wish for the Parish Council to remain represented on. 2) With 1) being agreed, for Members to agree who the Parish Council representatives should be on these organisations.
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ITEM 14: TO DECIDE ON PARISH COUNCIL COMMITTEE MEMBERSHIP

There is a need for the Parish Council to agree its committee membership for this year of the Parish Council.

At present, the Parish Council has five Committees as well as Full Council. Each of these Committees carries out a specific function of the Parish Council, as set out in the Committee Terms of Reference. In some cases, a committee has delegated authority to act on behalf of Full Council (for example the Planning and Licensing Committee responds on behalf of Full Council to planning applications) but decisions on expenditure where appropriate and of a strategic nature are taken at Full Council.

The below grid provides an overview of the current membership of each of the Committees.

In all cases, the quorum (the minimum number of Members in attendance necessary to conduct the business of the Committee) for the Parish Council's Committees is three or one third of the total Committee membership (whichever is the greater) but not less than three.

In all cases, the maximum number of Members per committee is set out within the Terms of Reference for each Committee and is included in the grid below.

Planning and Licensing Committee (7 Members) Grenville Holland (Chair) Susan Walker (Vice-Chair) John Ashby Carole Lattin Alan Doig Esther Ashby Nicola Brown	Environment Committee (6 Members) Carole Lattin (Chair) Victoria Ashfield (Vice-Chair) David Freeman Liz Brown Susan Walker Rupert Friederichsen
Personnel Committee (5 Members) Alan Doig (Chair) Elizabeth Scott (Vice-Chair) Liz Brown Victoria Ashfield Grenville Holland	Business Committee (6 Members) Richard Ormerod (Chair) David Freeman (Vice-Chair) Nicola Brown Grenville Holland Esther Ashby Victoria Ashfield
Finance Committee (6 Members) Alan Doig (Chair) David Freeman (Vice-Chair) John Ashby Victoria Ashfield Helen Weston Liz Brown	

DECISION REQUIRED	For Members to agree the membership of each Committee for this year of the Parish Council
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