



City of Durham Parish Council

The City of Durham Parish Council. Office 3, Clayport Library. 8
Millennium Place. Durham. DH1 1WA.

Telephone: 07510 074875

Email: parishclerk@cityofdurham-pc.gov.uk

Date of Summons: 21st June 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 **Meeting of the Council** to be held in the **Main Hall of the Merryoaks Community Hall, Park House Rd, Durham DH1 3QF** on **Thursday 27th June 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. TO RECEIVE AND APPROVE (OR NOT) APOLOGIES FOR ABSENCE FROM TODAY'S MEETING**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS**
- 3. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 23RD MAY 2024**
- 4. PRESENTATION BY DOROTHY HAMILTON, NORTH EAST COMMUNITY AND NETWORK FOR SENIORS, ON HOUSING FOR SENIOR RESIDENTS**
- 5. PUBLIC PARTICIPATION**
- 6. COMMITTEE UPDATES**
 - **Planning and Licensing Committee minutes from meetings held on 17th and 31st 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 14th May 2024**

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

 - Response to the Air Quality Management Plan consultation
 - **Finance Committee minutes from meetings held on 17th January 2024**

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

 - Report on proposed reallocation of funding from underspends in 2023-24.
- 7. CHAIR'S UPDATE**

The Chair will provide a verbal update on matters arising since the Full Parish Council meeting on 23rd May 2024
- 8. TERMS OF REFERENCE AND APPOINTMENT OF THE PARISH COUNCIL'S ARMED FORCES CHAMPION**
- 9. REPORT ON GRANT FUNDING ALLOCATION FOR 2024-25**
- 10. REQUEST FOR A CONTRIBUTION TOWARDS THE MAYOR'S CHARITIES APPEAL**
- 11. PROPOSALS ON FUNDING TO PROVIDE SUPPORT FOR BUSINESSES**
- 12. PROPOSAL TO FUND THE PRODUCTION OF A CITY SAFETY CARD**
- 13. ARRANGEMENTS FOR WORKS TO THE CITY THEATRE**

14. RESPONSE TO THE PUBLIC SPACES PROTECTION ORDER FOR DURHAM CITY CONSULTATION

15. RESPONSE TO CONSULTATION ON PROPOSED CHANGES TO DURHAM COUNTY COUNCIL'S CUSTOMER ACCESS POINTS

16. REPORT(S) FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- Report from Councillor C Lattin on the most recent meeting of the University's Community Engagement Task Force's Lived Environment Sub-Group
- Report from the Clerk on the most recent meeting of Durham BID's board
- Report from Councillor J Ashby on the most recent meeting of the University's Community Engagement Task Force.

City of Durham Parish Council

Minutes of the annual meeting of the City of Durham Parish Council held on Thursday 23rd May 2024 at 7:00pm in the Main Hall of the Merryoaks Community Hall, Park House Rd, Durham DH1 3QF.

Present: Councillors A Doig, V Ashfield, L Brown, N Brown, D Freeman, R Friederichsen, G Holland, C Lattin, R Ormerod and S Walker.

Also present: Parish Clerk Adam Shanley and Ms Polly Low (member of the public).

1. ELECTION OF CHAIR

Councillor S Walker was elected as Chair of the Parish Council. Proposed by Councillor A Doig and seconded by Councillor R Ormerod. Councillor S Walker read out and signed the Declaration of Acceptance of this Office.

There were no other nominations for the role of Chair.

2. ELECTION OF VICE-CHAIR

Councillor R Ormerod was proposed by Councillor G Holland and seconded by Councillor D Freeman for the role of Vice-Chair.

Councillor V Ashfield was also proposed by Councillor A Doig and seconded by Councillor R Friederichsen for the role of Vice-Chair.

Councillor V Ashfield was elected as Vice-Chair of the Parish Council by 5 votes to 3. There were 2 abstentions from this vote.

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

Apologies were received and accepted from Councillors J Ashby, E Ashby, R Hanson, E Scott and H Weston.

4. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

None received.

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

The minutes of the meeting held on 25th April 2024 were unanimously **agreed** as a true and accurate record of proceedings.

6. PUBLIC PARTICIPATION

Ms Polly Low advised that she was attending the meeting with a general interest in all Agenda items on behalf of Elvet Residents Association.

7. COMMITTEE UPDATES

• Planning and Licensing Committee

Councillor G Holland presented the minutes from the Planning and Licensing Committee meetings held on 22nd March and 5th and 19th April and 3rd May 2024. There were no queries from Members on these minutes. Councillor D Freeman did report however that the appeal for the care home facility at South Road in the parish had been allowed by the Inspectorate.

• Environment Committee

Councillor C Lattin presented the minutes from the Environment Committee meetings held on 12th March and 9th April 2024. There being no queries from Members on these minutes, Councillor C Lattin moved on to Committee reports.

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

Members considered the proposal for a new blue plaque for 33 Claypath as the former Women's Hostel linked to St. Mary's College and which helped to provide residential accommodation for women to access higher education.

Councillor C Lattin advised that she felt that this was an excellent proposal originally put forward by Councillor J Ashby. Councillor C Lattin thanked Councillor J Ashby for his excellent work to date on this initiative.

Councillor C Lattin highlighted that Durham University's St. Mary's College is celebrating its 125th Anniversary this coming Academic Year 2024/25 and this would be an important aspect of events taking place over this Academic Year to celebrate this milestone in the College's history.

Councillor V Ashfield advised that she fully supported this proposal and felt that, at some stage, the Parish Council should produce its own walking trail with all of its blue plaques included.

Councillor L Brown advised that she fully supported this proposal too and she looked forward to yet another successful unveiling event and hoped that the Clerk could secure another 'big name' to support its unveiling.

Councillor C Lattin highlighted that the City of Durham Trust has done a lot of work on the issue of plaques and she was pleasantly surprised to discover that the City has over 150 plaques in its area.

If approved, the Clerk advised that he would happily work with colleagues to ensure a successful unveiling event, with St. Mary's College already agreeing to fund the reception element of this project. In particular, the Clerk highlighted the plaque's location and the work which will need to be done on the logistics of this unveiling event, given the limited footpath space and how busy Claypath is from a traffic perspective.

Members unanimously **agreed** to support the production and financing of this plaque, as set out in the above report.

• **Business Committee**

Councillor R Ormerod presented the minutes from the Business Committee meeting held on 19th March 2024. There being no queries from Members, Councillor R Ormerod moved on to Committee reports.

Proposal from Durham Fringe on the 2024 Festival

Councillor R Ormerod advised that the Business Committee had recently met with the organisers of Durham Fringe and had a very good discussion with them about this year's forthcoming event.

Councillor R Ormerod particularly highlighted the growth in ticket sales, shows and attendees from 2023 compared with the 22 event. 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.

Councillor R Ormerod advised that the organisers believe that part of the reason for this success was the beautiful new performance space they created on Palace Green, in a magnificent sculptured stretch marquee.

Councillor R Ormerod advised that the organisers 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 Clerk highlighted that 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. The total cost of delivering the stretch tent marquee, giving the festival visibility in this high-profile space, is £10,700.

Councillor R Ormerod advised that the organisers 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.

Councillor R Ormerod advised that the Business Committee had recently met and agreed to provide the requested £5,000 funding, as set out in this report.

The Clerk also advised that the Fringe has offered to acknowledge the Parish Council's support in all literature and marketing materials for this year's Festival.

Members unanimously **agreed** to support the event and to provide the £5,000, as set out in the above report.

To consider a proposal from the Parish Council's retail consultant on ongoing professional support for businesses

The Clerk reminded Members that, in agreeing to continue to provide professional support for local businesses, the Parish Council had agreed to continue to fund the Indie Durham City project for a further 2 months' period until the end of May only.

The Clerk highlighted that a special meeting of the Parish Council's Business Committee had taken place where this matter was recently discussed and the Committee felt more minded to request from the Parish Council's retail consultant a set of key targets or KPIs to help guide the Committee on its ongoing commitment with this service.

Members considered the updated proposal from the Council's retail consultant on proposed future priorities and services. Members unanimously **agreed** to refer this back to a further meeting of the Business Committee, where a more project-based approach to this funding could be considered. The Clerk highlighted that a further special meeting of the Business Committee would be taking place in mid-June and Members unanimously **agreed** to extend the current arrangement with the Indie Durham City project until the end of June to allow the Committee and Full Council to consider proposals.

8. CHAIR'S UPDATE

The Chair provided a verbal update on matters arising since the Full Parish Council meeting on 25th April 2024 as follows:

The Chair began by paying tribute to my predecessor Councillor Alan Doig. Being Chair of a Parish Council is a difficult and at times thankless role. As a Council that doesn't stand still for a moment and one which is always working on the next project, there are always bound to be disagreements and compromises to be made. But Alan has led this organisation with great skill and much energy. Whilst Elizabeth's legacy as Chair was establishing the Council in the first place and building up our Remembrance activities to what they are today, Alan's legacy will most certainly be more police on our streets and the Council achieving a Quality Award last year. A very big thank you Alan.

The Chair also offered her thanks to Alan for the tremendous way he chaired yesterday's annual meeting of our parish. The Chair remarked that it was great to see that the weather did not put off members of the public from attending, hearing about the work of this Council and asking questions. The meeting was an extremely positive one the Chair felt and encouraged more Members to attend this event in future please. The Chair thanked Durham Sixth Form Centre for stepping in at the last minute, accommodating us so wonderfully and free-of-charge too. The Chair also thanked our guest speaker Dave Clarke who have a terrific update on policing in the city.

The Chair advised that she was disappointed not to be able to hold our annual meeting at the usual venue of the Town Hall this year. The Chair echoed the concerns expressed by Members across this Council at the direction the Town Hall appear to be going in, in terms of their high room hire costs now. Each booking now has to put a minimum of £500 behind the till in order to secure a booking – this makes our City's Town Hall – an asset to our community and a jewel in our county's crown – completely unreachable for many groups and I hope that Durham County Council will review this direction of travel.

The Chair highlighted that the Clerk has been working tirelessly on the organisation of the D-Day anniversary event on 6th June. The Chair reminded

Members that a reception is planned at County Hall with the lighting of the beacon taking place immediately afterwards by none other than His Majesty's Lord Lieutenant Mrs Sue Snowdon and the new Mayor of Durham. The Chair thanked the Charter Trust for their support with this event and for agreeing to fund part of this reception. The Chair remarked that she felt that the Memorandum of Understanding with the Freeman about these events ought to be reviewed in due course too, in order to avoid any perception that the Parish Council is solely responsible for the lighting of this beacon.

The Chair also took the opportunity to thank all those involved in the brilliant day unveiling the blue plaque dedicated to Durham City Ice Rink. The Chair advised that she was well aware of the enormous work the Clerk and others put into making this event so wonderful. Not least, securing Torvill and Dean and raising the profile of the Parish Council's work is extraordinary – thank you again to Durham Sixth Form, local artist Lewis Hobson, Councillor Ashfield and Lattin and Icy Smith's family for making this a day to remember.

The Chair advised that she was delighted to read that our Clerk has managed to secure British actor, comedian and author Sir Tony Robinson from Time Team to unveil the plaque for Professor Dame Rosemary Cramp. This event will now take place on 21st June with further details to follow in due course. The Chair advised that she understands that Durham University have been lending our Clerk every support and we hope to have a wonderful reception at Palace Green Museum of Archaeology, where the exhibition "Under Durham" will still be on display. Thank you to our Clerk and Elvet Residents Association for their work to date on this.

The Chair reminded Members that all official communications from the Parish Council – or which may be perceived as being from the Parish Council – must go through the Parish Clerk in advance. This will help to avoid any misunderstanding of the Parish Council's stance on a particular issue in our parish.

The Chair remarked that she was rather disappointed to hear today that we weren't consulted on the works at Gilesgate and Leazes Road by DCC Highways in advance of a letter hitting doormats. The Chair advised that she was sure this was an oversight for which we have received an apology. The Chair advised that the removal of Leazes Bridge is a sensitive and controversial issue in our City and we hope to have more consultation on these issues in advance. The Chair advised that the site visit with officers is still going ahead as planned for Councillors only later this month.

The Chair advised that it is great news to see the works to Durham City Theatre progressing so well. The planning application the Clerk acted as agent on was approved earlier this week and the grant application to DCC has gone in and hopefully a suitable supplier from the four who have quoted to date can be selected and these works started ASAP. The Chair advised that it is right that we support organisations such as the City Theatre as an independent cultural facility in our City. The Chair thanked the Council's economic development team who have been wonderful in their support with the grant funding.

The Chair advised that it is wonderful to see that the Story at Mount Oswald is now set to open to the public from 14th June. The Chair advised that we are all

really looking forward to seeing this much-anticipated archive and history centre for our County open its doors. There is a real sense of excitement for this and our thanks to Councillor Elizabeth Scott and her team for their work on this.

The Chair thanked everyone who did a lot of the work on the Council's response to the Council's Statement of Licensing Policy review earlier this month. Nicola Allan has produced a fantastic case in favour of a cumulative impact policy and a late-night levy for the City.

The Chair also reminded Members that there are two very important consultations live at present – the County Council's Air Quality Management Plan and a proposed ASB Public Space Protection Order for the City. Very important issues indeed for our City and the Parish Council will be responding to these in due course, having already agreed to support the PSPO.

Finally, the Chair wished Councillor Liz Brown many congratulations indeed on becoming the new Mayor of Durham. The Chair expressed best wishes to Liz at her Mayor Making next month and advised that she could think of no better representative for our County than Liz. The Chair also thanked Lesley wholeheartedly for all the support she has given to our events this year.

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

The Clerk reminded Members that there is a legal requirement for Parish Councils to review on an annual basis its Standing Orders, Financial Regulations and other important documents.

The Clerk advised that, as per the agreement at the April Full Council meeting, a Working Group, comprising Councillors A Doig, E Ashby, J Ashby and S Walker, had reviewed these documents and the amendments had been set out in reports to Councillors.

The content and wording of each document was **agreed** as set out in the following link: <https://cityofdurham-pc.gov.uk/important-documents-and-policies/> (Votes were as follows: 10 votes in favour, 0 votes against, 0 abstentions).

The Chair took the opportunity to thank Councillors Ashby, Ashby and Doig for their work and support with this work.

10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2023/24

- I. Members unanimously **agreed** the actions arising from the report of the internal auditor 2023-24
- II. Members unanimously **agreed** the annual governance statement 2023-24
- III. Members unanimously **agreed** the draft annual accounts for 2023-24
- iv. Members unanimously **agreed** the register of assets 2023-24
- V. Members unanimously **agreed** the accounting statement and explanation of variances 2023-24.

In doing so, Members took the opportunity to thank the Clerk for his expert management of the Parish Council's finances and for his work on this audit.

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

The Clerk reminded Members that, in February 2022, the Parish Council had agreed to appoint Councillor R Friederichsen as its first Climate Lead. This was again agreed at the Full Council meetings in May 2022 and May 2023 and a set of Terms of Reference for this position were also established.

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

Members unanimously **agreed** the Terms of Reference for the Climate Lead role and also unanimously **agreed** to appoint Councillor R Friederichsen as its Climate Lead for the ensuing year of the Parish Council; as proposed by Councillor C Lattin and seconded by Councillor V Ashfield.

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

The Clerk reminded Members that, in June 2023, the Parish Council had agreed to appoint Councillor E Scott as its first Armed Forces Champion. The Clerk advised that this role was primarily a ceremonial role where Councillor E Scott may represent the Parish Council at such events as the Remembrance Day parade and all other events with a main focus on the past and present contributions of the armed services. In addition, the role involves working with the Clerk and partners on the organisation of these important events.

The Clerk reminded Members that this role and the Terms of Reference associated with this role must be reviewed on an annual basis at the Council's annual meeting.

Councillor C Lattin advised that she was unaware that this role even existed and had she been aware, she would have voted against it on the basis of the precedent it sets for the need for other Champion roles for other demographics.

The Chair reminded Members that this role was established last year and that Councillor E Scott has worked a lot with the Clerk on the organisation of Remembrance Day in particular and also represented the Council at this event.

It was **agreed** to defer a decision on this item until the next Parish Council meeting, in order that Councillor E Scott may speak more on what this role has entailed since it was established.

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

Members considered the current list of Parish Council representatives on all of the local organisations listed in the report to Council.

Members also considered that the Parish Council has agreed to have a representative on outside local organisations only where the aims of these groups are aligned with the strategic objectives of the Parish Council in the exercise of its functions.

In considering this list of organisations, Members were of the view that the University's Community Engagement Task Force's Economic and Citizenship sub-groups, the PBSA Liaison Group and Durham Access Group were no longer in existence.

In addition, Councillor S Walker advised that the AAP Board decided on the Parish Council representative on its Board and this would not be a decision for the Parish Council itself to take. Councillor S Walker confirmed that the AAP Board already has an AAP representative covering their area, including City of Durham parish. The Clerk also reported that he had been asked to represent the Parish Council on the World Heritage Site Steering Group.

In view of all this, Members unanimously **agreed** that the Parish Council should be represented on the following organisations, with the respective representative for each of these organisations being as follows:

Local organisation/ body	City of Durham Parish Council representative
Community Engagement Task Force	Victoria Ashfield
Community Engagement Task Force sub group - Lived Environment	Carole Lattin
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
World Heritage Site Steering Group	Adam Shanley

14. TO DECIDE ON PARISH COUNCIL COMMITTEE MEMBERSHIP

Members unanimously **agreed** the membership of each Committee for this year of the Parish Council as follows:

Planning and Licensing Committee (7 Members) Grenville Holland Susan Walker John Ashby Carole Lattin Esther Ashby Nicola Brown Robert Hanson	Environment Committee (6 Members) Carole Lattin Victoria Ashfield David Freeman Liz Brown Susan Walker Rupert Friederichsen
--	--

Personnel Committee (5 Members) Alan Doig Elizabeth Scott Grenville Holland Victoria Ashfield Susan Walker	Business Committee (6 Members) Richard Ormerod David Freeman Nicola Brown Grenville Holland Esther Ashby Alan Doig
Finance Committee (6 Members) Alan Doig David Freeman John Ashby Victoria Ashfield Helen Weston Liz Brown	

15. CYCLE OF FULL COUNCIL MEETINGS

The following cycle of meetings (all commencing at 7pm) were unanimously **agreed** by Members:

2024

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

2025

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

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
(27th June 2024)**

ITEM 6: REPORT ON DURHAM COUNTY COUNCIL'S CONSULTATION ON THE AIR QUALITY MANAGEMENT PLAN

By Cllrs Victoria Ashfield and Rupert Friederichsen

1. Introduction

The County Council is required to produce a revised Air Quality Management Plan (AQMP) and is currently consulting on a draft.

Air pollution is associated with adverse health impacts and is specifically recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution particularly affects the most vulnerable in society: children, the elderly, and those with existing heart and lung conditions. Key measures to reduce air pollution have significant co-benefits for health (active travel) and climate (active travel and public transport).

Several areas of the city have long been identified as air pollution hot spots. The Parish Council and residents have previously urgently been exploring solutions to localised air pollution problems and supported the more decisive encouragement of active travel.

The Parish Council welcomes the opportunity to engage with DCC around the AQMP and all measures that will improve air quality in Durham city.

2. Analysis of the AQMP

There is a contradiction at the heart of the AQMP. It is that a) the root causes and the nature of the problem of air pollution are very well understood by all key actors, and b) the existing policy vision and policies are clear about the direction to take; however, c) the impact of the solutions is not sufficiently measured, the implementation of solutions is not resourced appropriately or implementation is insufficient for other reasons, which means the problem has persisted for over a decade and it will continue to persist. The evidence for this reading of the AQMP can be found in the AQMP itself as follows.

Causes and nature of the problem: The AQMP states that the main source of air pollution is road traffic (p. 12) and differentiates in detail which categories of vehicles cause which locations to be affected by air pollution.

Figure 1 (p.13) illustrates the extent of the AQMA right across the city from Stonebridge in Southwest to Sunderland Road in the Northeast; and from New Elvet to Church Street. The worst affected locations, listed on p. 14, are located within the AQMA and NO₂ mean annual concentrations are **predicted** to be between 32 and 40 µg/m³. The national air quality objective for NO₂ is 40 µg/m³ which was due to be achieved by 31 December 2005 (and maintained thereafter) (see [DEFRA online](#)). The WHO guideline level for NO₂ is 10 µg/m³ (See [WHO Air Quality Guidelines](#)).

The AQMP fully acknowledges the complexities of air pollution. Its health impact which tends to affect deprived areas most, the connection to climate action, and numerous policies and plans that affect air quality (pp.17-20).

Overall, the Parish Council is satisfied that the AQMP presents the nature of the problem of air quality appropriately. However, the report fails to acknowledge the frustrating lack of progress on air quality. It is content, with qualifications, that “air quality is improving” (p. IV). There is no summary assessment of the impact on air quality made by the previous AQMP and the current plan does not convey a sense that DCC wants to learn from experience regarding which measures have worked and which haven’t.

Stating plainly that, despite the AQMA being in place since 2011, significant numbers of Durham residents are and will continue being denied their legal right to clean air would signal a more appropriate level of urgency (see Figures A15 to A17 on pages 74-76 marking non-compliant properties. The residents of the properties marked with red dots are the worst hit and they will continue to suffer dangerous and illegal levels of air pollution, keeping in mind that the UK legal standard itself is four times the level internationally agreed as safe.

Vision and policy context:

The AQMP lists the visions of various policy documents, including

- the Northeast Transport Plan vision of “moving to a green, healthy, dynamic and thriving North East” (p. 18), and
- the Durham County Council Strategic Cycling and Walking Delivery Plan 2019-29 vision “to make cycling and walking part of Durham’s culture and to make them safe, affordable, enjoyable, everyday modes of transport for everyone.” (p. 19)

Moreover, the resulting imperative to **increase highway space for active travel**, to reach air quality as well as climate targets is mentioned (p. 19).

The Parish Council strongly supports the policy vision presented in the AQMP and to which it is designed to contribute. We also note that the connections between the AQMP and CERP are only mentioned most briefly (p.18); they fail to point out the very important alignment of climate and clean air policy goals that can be reached through transport policy. We are very concerned that the ambitious target mentioned in the Climate Emergency Response Plan 2 (p. 122 – to achieve “35,000 fewer petrol and diesel cars on our roads” across the County between 2019 and 2023) is not updated and broken down to a goal to reduce the number of cars on the roads of Durham City as part of the AQMP.

Implementation, impact and resourcing:

Table 11 on pages 40 to 47 detail the AQAP Measures. They are not ordered from top to lowest priority, but it is not explained how they are ordered.

The table’s column “Reduction in Pollutant / Emission from Measure” is the closest the report gets to quantifying the impact of the proposed measures. The reductions in air pollution to be achieved by each measure are most welcome but the amount of data provided is very limited. As a consequence, the Parish Council feels that the AQMP fails to give it the required information to monitor and assess the impact of the AQMP as a whole. Therefore, the AQMP fails to give levers to residents and the Parish Council to hold the County Council accountable for the success of the AQMP.

The Parish Council wishes to comment on the AQMP actions by **key theme** and in descending order of priority as we perceive it (numbers of actions are as in the AQMP, pages IV and V).

1. Active travel: Despite its focus on the health impact of air pollution, the AQMP does not mention that the health benefits of active travel constitute significant co-benefits, which may be part of the reason why the action "Implement the Strategic Cycling and Walking Delivery Plan 2019-2029" is item 20, i.e. the second lowest priority on the list of 21 actions (p. IV). This action should be given a much higher priority. The resourcing of this line at £10k-£50k and the comment "not progress to date" (p. 44) consolidate the impression that, in total contradiction to the vision for active travel, it's actual promotion is in fact being utterly deprioritised. This impression is further exacerbated by the recent changes made to the crossing outside White Church which did not make any provisions for cycling whilst focusing entirely on improving the flow (and increasing the number) of cars.

Public transport: We welcome the intention of action 8 to reduce the level of pollution caused by buses but note that it is resourced at only £10k-50k and are concerned that this is a minor action with potentially very minor impact. We urge DCC to add the stretch action to the final AQMP. We welcome actions 14, 15 and note that action 15 will have negligible impact on the city's air quality.

We feel that opportunities afforded by the new bus station have been missed: Only bus providers using electric, or retrofitted buses should be allowed to use the bus station. For years climate campaigners have been asking DCC to engage with bus operators to agree dates for the upgrading of buses. No agreements have been negotiated. We strongly suggest adding a timetable for the exclusive use of electric buses at the new Bus Station.

2. Park and ride: We welcome actions 5, 7, 11 and the work that has already begun to expand park and ride sites. We would like DCC to consider means of incentivising more people using fewer cars to come to the Park and Ride, e.g. by applying charges per car instead of per bus passenger. More passengers riding in fewer cars would reduce the air pollution in the periphery of the city.

3. Planning: We welcome actions 2 and 3. However, the development at Bent House Lane is very much in contradiction to the AQMP: This huge development has been allowed to commence without any requirements for ceasing gas use in houses and improving bus routes so that they serve the whole of the development. We urge DCC to engage with the Parish Council and developers to avoid increasing further the flow of polluting traffic through Gilesgate.

4. Freight and delivery freight: We welcome action 19 because it addresses the growing issue of home deliveries. We are concerned that "obtain a better understanding" and "potentially followed by a feasibility study" demonstrates a low level of ambition.

5. Parking: We welcome action 6.

6. Electric vehicles: We welcome actions 4, 12 and look forward to learning how much impact it will have had in due time.

- 7. Workplace travel plans:** We welcome action 9 and look forward to learning how much impact it will have had in due time.
- 8. Awareness raising:** We welcome actions 10, 13, and 117, and look forward to learning how much impact they will have had in due time. We note that given the start of AQMA in 2011, it feels very late indeed to "Define and Implement a Public Awareness Campaign focusing on air quality" in 2024.
- 9. Taxis:** We are disappointed by the lack of ambition of action 16. We urge DCC to go much further, starting with setting strategic goals for the reduction of emissions by the taxi fleet and the level of its electrification.
- 10. Green infrastructure:** We note action 18 is at a very early stage and look forward to learning more about the potential contribution of Green infrastructure to reducing air pollution (and contributing to the resilience and adaptation capacity of the city during the climate emergency).
- 11. Traffic flow:** We are pleased that the Urban Traffic Control (UTC) system is operational (action 21) and would welcome further improvements it might deliver for Claypath. We are disappointed to not see more ambition on reducing the amount of traffic through the city.
- 12. Cross-cutting measures:** We support an overall higher level of ambition (working with organisations such as Climate Action Durham, Space for Durham, cycle groups in Durham, etc).
- 13. Actions missing from the AQMP:** We urge DCC to work with
 - a. schools across the county to find ways to reduce car-based school journeys, implement "school streets", and parking enforcement in the vicinity of schools, and
 - b. Durham University to support the introduction of restrictions on student cars.
- 14. Making progress on the AQMP transparent and enabling accountability:** We note the detail provided in table 11 but strongly suggest it is insufficient to enable residents to monitor progress satisfactorily. In particular, each action in the AQMP must have a) a target that specifies the measurable improvement in air quality each action is expected to deliver; b) clear timescales (start and completion dates); c) monitoring (who is responsible for checking that progress towards targets is on track at regular intervals).

3. Conclusion

The Parish Council concludes that the AQMP in its current form does not provide a credible path towards solving the problem of dangerous and in certain places illegal levels of air pollution in Durham City.

We appreciate the measures proposed in the AQMP and have detailed requests for additional and more ambitious measures to bring the AQMP in line with DCC's stated policy visions and national air quality standards.

Significant detail must be added to the plan to enable the measurement of progress towards specified targets. In the absence of mechanisms that allow residents to check and verify the level of progress made, the AQMP is not a credible

tool to achieve safe and legal air quality for all Durham City residents which calls into question its very purpose.

DECISION REQUIRED	For Members to agree to the main content of this report being submitted as the City of Durham Parish Council's position on the AQMP.
------------------------------	--

ITEM 6: REPORT ON PROPOSED REALLOCATION OF FUNDING FROM UNDERSPENDS IN 2023-24

After a total expenditure of £283,545 during the financial year 2023-24, the Parish Council ended the financial year with just over £65,000 remaining in its account. This includes the Parish Council's reserves which now stand at £45,000 – an appropriate level of reserves based on national guidance.

In addition to which, our VAT rebate from expenditure from financial year 2023-24 totals £9,526.48. This will be repaid to the Parish Council this financial year and effectively means that the Council ended FY 23-24 with approximately £74,000 remaining in the account.

The Council based its budgeting process for this current financial year on an assumption that we would be left with £45,000 in reserves only. Effectively leaving a £29,274 surplus. Members need also consider that the contingency fund, which sits alongside our reserves, is also replenished from our precept this current year.

This surplus was in part because of a number of budgets not being fully allocated and the success the Parish Council had in securing outside finance for things such as events, landlord appeal, community emergency plan, etc.

At the last Finance Committee meeting, Members considered the Detailed Income & Expenditure by Budget Heading report set out by the Clerk. From this report, it was highlighted that:

- Only 44.9% of the training budget was allocated in 2023-24 leaving £1,792.
- 46% of the budget for the licensed economy report was allocated and this left £2,700.
- £2,383 was also left over in our contingencies fund.

The Finance Committee has agreed not to carry these over under the same budget heading for 2024-25.

Significantly £5,036 was remaining in the Durham in Bloom (now Greening of the Parish) budget as the Market Place project has yet to come to fruition and there is a desire by the Environment Committee to carry this budget over for delivery this financial year. This was agreed by the Finance Committee.

The remaining fund achieved through the Green Move Out appeal of £4,363 is also expected to carry over to this financial year, with additional waste collections booked for Sundays as part of the Green Move Out operation. This was agreed by the Finance Committee.

In addition, £5,000 has been drawn from underspends from FY 2023-24 to fund the allocation of funds to the Fringe, as agreed at the Full Council meeting in May 2024.

Furthermore, Members noted that – as usual – there is a greater demand on our grants budget this year than the allocation of £10,000 and therefore the Committee agreed to allocate an additional £2,400 to this fund.

The Parish Council has just completed a successful Internal Audit with our auditor Gordon Fletcher once again commending the Parish Council for its excellent governance and sound financial management.

In January 2024, Full Council agreed an ambitious programme of work for this financial year, with expenditure thereof totalling £262,400 with a contingency fund – in addition to reserves - of £15,000 for unforeseen expenditure during the year as well as an election reserve of £5,000. The Parish Council has agreed to build up this election reserve over time in the event of a by-election.

Our total income to date is £282,780. That figure includes:

- £282,429.66 from the precept.
- £6 refund for groceries from ASDA for an event.
- £345 from this year's landlord appeal launched last week (a further £2,500 has been committed by Durham University).

The Parish Council's expenditure to date (excluding VAT) totals £62,169.46 and spends are all within allocated budget headings.

Members noted that the Operation Lentil budget is rather low at present. We estimated that we would finish the previous financial year with approximately £15,000 remaining in this budget which we proposed to add to the reduced allocation (down from £50,000) of £30,000 for FY 2024-25.

As Members will have seen, that remaining balance was not achieved and in fact the spend from 2023-24 went over by £674. This occurred because – in mid-February – towards the end of the financial year a significant bill of £16,917 was received from the police.

To date, we have incurred £10,303.59 in expenditure from the Operation Lentil budget allocated for FY 24-25, leaving just £19,696. Whilst the Clerk is engaging with Dave Clarke on this to ensure that this allocation is kept within budget and we map where there will be need for provision at peak times over the course of this year, the Finance Committee also agreed to ringfence the remaining £12,475 as an Operation Lentil contingency fund for 2024-25.

The reallocation of underspends was agreed as follows:

Total remaining fund from 23-24 (post VAT rebate).	£29,274
Allocations for FY 24-25	
Greening the parish area - carried over	£5,036
Green Move Out – carried over	£4,363
Durham Fringe	£5,000
Grants	£2,400
Operation Lentil (ringfenced contingency)	£12,475

DECISION REQUIRED	For Members to approve the proposed reallocation of funding as set out in the above report.
--------------------------	---

ITEM 8: 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.

This was discussed at the last Full Council meeting and Members agreed to defer a decision on this matter until the next meeting of Full Council in June.

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 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.

ITEM 9: REPORT ON GRANT APPLICATIONS 2024-25

Members are reminded that at the January meeting of the Full Parish Council 2024, Councillors formally agreed to allocate £10,000 of the budget for 2024/25 towards grants for local and voluntary organisations.

- The project to be funded meets the aims and objectives of the Parish Council.
- Assistance will be given on the basis of need, merit and contribution to the local community.
- Applicants must clearly show how any assistance given will benefit the people living in the Parish or will benefit the environment of our Parish.
- Any assistance given will be subject to on-going monitoring and subsequent evaluation of the outcome of the grant.
- Organisations should not make a presumption that funding will continue on a year-to-year basis.

In accordance with the Parish Council's current grant awards policy, the City of Durham Parish Council provides grant funding to support the following aims:

- To enable local people to participate in voluntary groups and activities.
- To help the parishes' voluntary groups to improve their effectiveness.
- To ensure the provision of services, needed by the residents, via the voluntary sector.
- To support organisations which meet the needs of people experiencing social and economic difficulties.
- To ensure that there is equality of access and opportunity for all parishioners of City of Durham to the services it provides and funds.
- To improve or enhance the local environment.
- To achieve value for money.

The grant funding window opened on 1st April 2024 and this has been advertised on social media, the Parish Council's website, through the local press and through direct e-mails.

Organisations were asked to apply by early June 2024 in order that the Finance Committee may consider this at its meeting in June and make a recommendation to Full Council in June. Once approved, all grant payments will be made at the end of June 2024. Members have been provided with the full details of all applications.

At its most recent meeting, the Finance Committee noted that there was an underspend from the previous financial year and has agreed to reallocate £2,400 of this funding towards additional funding for grants this financial year.

For ease of reference, the applicant, the amount requested from each applicant and a summary of each project is provided below:

DECISION REQUIRED	For Members to consider the merits of each of the grant applications and to agree to the allocation of funding as set out in the below table.
--------------------------	---

Organisation	Project	Amount requested	Amount agreed by Finance Committee
Call Yourself An Artist CIC	Collecting stories and holding public consultations on mural artwork for Durham City based on the heritage of the ice rink. This funding will enable us to gather vital evidence so we can seek further funding from larger pots. We will also do some small scale public mural works to gather interest. Our work is to gather communities together and help them represent their histories, tackling isolation and documenting our shared culture.	£2,000	£0
Alington House	Alington House exists to serve the community of Durham City and surrounding areas with activities which enhance confidence and combats loneliness. We promote this through volunteering and we act as a hub for organisations which deals with rape counselling, victims of abuse, homelessness and rehabilitation of offenders. Seeking funding for Chair Exercise for the over 50's (Tutor Fees)	£3,000	£0
Durham Hospital Radio	Whilst the radio station is manned by a team of dedicated unpaid volunteers it still incurs operating costs of over £3000 pa in order to provide the service. The grant would be used towards those running costs.	£1,000	£1,000
Friends of St. Margarets	Purchase of equipment to allow us to run 'bioblitz' sessions, i.e. public participation in surveying and identifying plants and animals of the churchyard throughout summer months, to help us make a record of the wildlife of the churchyard as a baseline from which to make habitat improvements, and to provide a fun way to raise public awareness of the importance of this green city space.	£200	£200

Merryoaks Community Hall	To enhance the privacy of our function rooms, which feature windows and glass doors overlooking a public park, we seek funding to install window coverings on as many of these windows and doors as possible. This enhancement is crucial to ensure that health and mental health consultations, support groups focusing on delicate topics, exercise classes addressing specific health concerns (such as pelvic floor classes), and other activities requiring confidentiality can take place without the risk of being observed by passersby. By ensuring a private and secure environment, participants will feel more comfortable and safer, thereby encouraging greater engagement and attendance. Furthermore, the ability to exclude light will significantly improve the visibility of presentations shown on our audio-visual equipment, thereby enhancing the learning and participation experience for all attendees. These improvements will not only meet the immediate needs of our community but also allow us to expand the range of activities we can offer at the centre in alignment with our charitable objectives, ultimately fostering a more supportive and inclusive environment.	£2,000	£2,000 (subject to full cost estimates being provided).
---------------------------------	--	---------------	--

St. Leonards Boat club	The club faces significant challenges that make its continued success and improvement difficult. Not least of these is the fact that the club's boathouse is not fit for purpose. We have no changing or basic hygiene facilities at the boathouse and that limits its use to no more than a boat storage facility. We have none of the necessary utilities with no running water or power supply. This restricts our ability to maximise the use of the boathouse and means that the club is significantly disadvantaged in terms of how we can develop this asset and attract new members. We have negotiated with a neighbouring building to link into their water and electricity supplies. This will involve considerable work by approved contractors to install the necessary connections and dig the lengthy trench to allow the cables and pipes to be laid underground. All approvals have been sought and estimated costs are in place. Once connected to mains services we will be able to provide a safer and healthier working environment for our rowers and volunteers. The project should take two or three weeks to complete and cost approximately £7000. This is a chance to make a real difference allowing the boathouse to be used to its full potential.	£2,000	(up to) £2,000
-----------------------------------	--	---------------	---------------------------

St Oswalds Brownies	In the last two years we have successfully ran two Unit away days from our usual meeting place, so that our girls get to experience Guiding but in a less familiar environment. Our first was a camp in a day, which saw us complete camp-based activities with a camp themed menu which girls enjoyed thoroughly. This year we ran Around the World in a day, where girls hopped around continents completing activities and crafts from around the world and had a global feast. We hope to run a similar event in Feb 2025. Whilst we are unsure of the theme this will take our girls have suggested animals, safari, and magic. It has become a popular and somewhat requested activity by our older girls and the feedback from parents after we run the events has always been positive and girls are always exhausted and happy when they leave at the end of the day. Due to the rising cost of living and the fact that our national subscriptions in Feb 2024 were over £1044 and we already know the individual rate will be increasing we are unlikely to have funds available to run it as we want to minimise the cost imposed on the families involved and whilst we have remaining funds from this year's Unit day we have ear-marked them for a Christmas Cinema Treat to minimise the cost for families ahead of Christmas.	£200	£200
---------------------	---	------	------

Durham City Street Friends (DAAC)	Street Friends are a group of volunteers based in Durham City Centre working collaboratively with Durham Constabulary, Durham County Council and the Police and Crime Commissioner for Durham. In conjunction with the SWAN Hub and Op Lentil Officers a group of volunteers patrol the city on a Wednesday (during university term time), Friday and Saturday evenings offering practical support such as directing them to the SWAN Hub, basic first aid, handing out water to calling loved ones and helping report a crime. The volunteers have radios connecting them to the CCTV control room, as well as security staff at other town centre venues. It aims to increase safety and the feeling of safety, particularly among women and girls in the town centre. The purpose of the grant is to support the ongoing service in the city centre which requires the purchase of more equipment which is used out on patrol to help those in need along with more uniform as the volunteer cohort increases. The vision is for Street Friends to be the main project in the city for those members of the public who wish to donate to help those in need in Durham City Centre rather than giving out cash. The purpose of this is so to prevent giving cash directly to rough sleepers for example who have been witnessed to purchase alcohol and illegal substances which has had a negative impact on anti-social behaviour within the local parish area.	£5,000	£5,000
--	---	---------------	---------------

Durham Sixth Form Centre	There are limited opportunities in Durham city for local people to access subsidised and accessible creative art classes, local people need a place to go that is welcoming, warm and open to people with a range of experience. Building on the successes of our 2022 and 2023 programmes, we have class planned up until the summer holidays but are seeking funding for the Autumn/Winter programme 2024. We have now successfully delivered a series of over 40 community classes to local people largely recruited through local charities and organisations. Our community classes are open to all and deliberately promoted these via charities in the first instance. This includes local art and mental health charity RT Projects, local branches of national organisations such as Age UK and Mind UK. We also have established a list of wider organisations and charities. Our classes were promoted to local community groups and church groups with flyers delivered to key locations or organisations. Our local community needs places and activities like this to meet new people, support their wellbeing and spend time with artists and creatives in a safe accessible space. The class is open to all and is hosted in an accessible space. We have found that many of our participants have disabilities such as hearing impairments, heart conditions and limited mobility. The people we work with face several increased challenges post pandemic and in a cost-of-living crisis. The most significant of which is being isolated. We find that many of your participants come not solely for the art activities, but to meet people and talk to others. Many of our participants live alone and have made friends already through our classes.	£2,000	£2,000
	Total	£17,400	£12,400

ITEM 10: REQUEST FOR A CONTRIBUTION TOWARDS THE MAYOR'S CHARITIES APPEAL

The Parish Council has received correspondence from the Mayor's PA at Durham County Council on behalf of newly elected Mayor of Durham City Councillor Liz Brown, asking if we would consider supporting this year's Mayor's Charity Appeal.

Following her election as Mayor in May 2024 and in a break with tradition, Councillor Liz Brown announced that she would be supporting two charities, both representing causes close to her heart.



The first is Feeding Families. This charity was started by Juliet Sanders back in 2016 as a small-scale project to help families in need in Gateshead. Gradually, it has expanded throughout the North East and last year distributed over 33 thousand food boxes. We all know families are struggling because of the cost-of-living crisis and the aftermath of the pandemic. Feeding Families is doing its bit to support them and your donations will help provide yet more food boxes to those in need.

<https://feedingfamilies.org.uk/>

Registered charity in England and Wales (1179694)



Stray Aid is a charity set up by Sue Bielby in 2006. As a vet, she was concerned at how many otherwise healthy animals were being destroyed simply because they had been brought in as strays. The charity is based in Coxhoe and over the last couple of years, has seen a rise in strays being brought in from all over the county due once again to the cost-of-living crisis and changes in legislation. They are raising money to build new kennels to cope with this influx and with your help, I hope that this project will come to fruition.

Stray Aid Dogs & Cats Home, Coxhoe, Durham, DH6 4EL

Stray Aid (Registered Charity N^o: 1117372) was founded in 2006

Again, no specific amount has been requested in the letter from the Mayor's PA and any offers of a donation will be gratefully received and acknowledged and any donations will be divided equally between both charities.

In 2020, 2022 and 2023, the Parish Council supported the previous Mayors' appeals with a donation of £500 towards the Fire Fighters Charity, Durham Samaritans and St. Cuthbert's Hospice respectively.

DECISIONS REQUIRED	1) For Members to agree to support the Mayor's Charities Appeal for Feeding Families and Stray Aid. 2) If 1) is agreed, for Members to agree an appropriate donation to the Mayor's Charities Appeal.
-------------------------------	---

ITEM 11: PROPOSALS ON FUNDING TO PROVIDE SUPPORT FOR BUSINESSES

As Members are aware, in agreeing to continue to provide professional support for local businesses, the Parish Council agreed at its March Full Council meeting to continue to fund the Indie Durham City project for a further 2 months' period until the end of May only.

A special meeting of the Parish Council's Business Committee took place in the interim where this matter was discussed and the Committee felt more minded to request from the Parish Council's retail consultant a set of key targets or KPIs to help guide the Committee on its ongoing commitment with this service.

Members considered the updated proposal from the Council's retail consultant on proposed future priorities and services at the Full Council meeting in May. At that time, Members unanimously agreed to refer this back to a further meeting of the Business Committee, where a more project-based approach to this funding could be considered.

In doing so, Members also unanimously agreed to extend the current arrangement with the Indie Durham City project until the end of June to allow the Committee and Full Council to consider proposals.

The Business Committee held a special meeting in mid-June to discuss this in more detail and wishes to propose the following projects and virements to its budget for 2024-25.

Current budgets

- Professional support for businesses – remaining budget of £8,100.00 (upon payment of June invoice).
- UKSPF match funding project for meanwhile uses - £5,000.

Proposed changes

Indie Durham City

Members felt that social media marketing of the city is already delivered well by bodies such as Durham BID and Visit County Durham and attractions and events are very often publicised on the Parish Council's website. In addition, whilst the added positive social media presence for the City through Indie Durham City is welcome, Members did not feel that this was a measurable service which delivers the best value-for-money outcomes for the aims of the Parish Council.

As such, it was agreed that this element of the Indie Durham City project should be withdrawn.

Members felt that the filling of empty business units and supporting prospective businesses to collaborate and engage more positively with landlords and agents was a top priority for the Business Committee.

As such, Members approved the funding of one day per month for Indie Durham City (£300 per month and a total cost of £2,700 for the remainder of the financial year) towards specifically supporting the marketing and future filling of empty

business premises across the parish area. A number of units are currently being marketed in the city as vacant business premises and Members felt that this could be a measurable outcome they'd like to see delivered from the Indie Durham City relationship.

Project with Durham University Business School

Members agreed to support a proposal that the Parish Council seeks to partner with Durham University's Business School on a project to work alongside secondary schools and sixth forms to support school leavers to set up their own businesses in the City.

The Committee felt that this would be a positive project engaging with both the University and local schools; highlighting our commitment to supporting young people in the parish area and also help to promote a spirit of youth entrepreneurship in the city.

The Clerk has arranged a meeting with the Business School in late July to discuss this and Members have provisionally agreed to allocate £5,000 towards this project.

UKSPF funding

At present, Members did not feel that there is a strong demand for use of this funding on this particular priority and instead agreed to collaborate with partners such as Durham BID and/ or Visit County Durham on a project relating to events and/or promoting group travel offer to Durham City. VCD has already agreed to meet with the Business Committee at its next meeting on 16th July 2024.

DECISIONS REQUIRED	1) For Members to agree to the proposed new projects and reallocation of funding, as set out in the above report. 2) For Members to agree to delegate to the Business Committee full responsibility for the delivery of these projects.
-------------------------------	---

ITEM 12: PROPOSAL TO FUND THE PRODUCTION OF A CITY SAFETY CARD

As Members are aware, the Parish Council takes an active role on issues such as anti-social behaviour, tackling crime and supporting vulnerable residents.

As part of this commitment, the Parish Council is an active member of the City Safety Group, the City's Operational Group (alongside Durham Police), a key funding partner for the Safety Hub, ShopWatch, PubWatch and much more.

Through our engagement with Durham Police and other partners, the issue of signposting both partners and residents to the most appropriate service and having an easy to access, distributable information source has been highlighted as an issue in the city.

There are very many organisations working to support the physical and mental health of residents as well as those involved in supporting residents with addiction and crime issues. It is felt that a closer collaboration between and identification of these services could prove vital moving forward.

In particular, any changes to the Council's Customer Access Point in the City – which provides essential signposting to services and other support avenues – may cause issues for other partner organisations such as the Police, NHS, etc.

As such, it is proposed that the Parish Council funds the production of a City Safety Card with key partner contact details to signpost residents to appropriate services. The content has yet to be formally agreed however it is felt that signposting to housing solutions, local neighbourhood police contact details, opening times for Sanctuary 21, the Safety Hub, emergency services, details of public toilets in the city and much more could be included in this Safety Card.

The Clerk is able to design this leaflet and the cost of production for 10,000 x 6-sided, Z-fold, full colour A6 size card would be: £1,024.00.

This work builds on the "Who to contact if you have a local issue in Durham" leaflet the Parish Council produces and distributes annually to local residents. Whilst it is proposed that these cards could be used and handed out by the Police, emergency services, local Members, Durham University, etc, it is not proposed to distribute these to every household in Durham.

The design and content of this Safety Card will also be approved by Members prior to printing.

DECISION REQUIRED	For Members to agree to the production of the City Safety Card, as set out in the above report.
------------------------------	---

ITEM 13: ARRANGEMENTS FOR WORKS TO THE CITY THEATRE

As Members are aware, improving the quality of Fowlers Yard in our parish is a key aim of the Parish Council's Business Committee. Amongst other issues, two pressing matters remain top priorities for the Business Committee:

- a) Tackling the proliferation of bins in the service yard area of Fowlers Yard.
- b) Replacing the windows and re-pointing the brickwork to the façade of the Victorian section of the Durham City Theatre building – the current windows are seriously impacting on the façade of the building and the wider area and are also proving hazardous to the integrity of the building and repair works are deemed urgent.

The Victorian section attached to the south-end of the Theatre is a large-scale warehouse building constructed from handmade brick and incorporating timber windows painted in red (North elevation) and blue (West elevation). Although this part of the building has been heavily altered over time, with the upper floor rebuilt from modern brick, this section of the building is considered to be of considerable character, appearance and historic interest.

The Clerk recently submitted a planning application for the like-for-like replacement of the windows to this section of the building (application ref: DM/24/00447/FPA) and this has now been approved. Equally, the brick re-pointing is permitted development and does not form part of the application submitted for the Theatre but does form part of the grant funding provided for these works.

The City Theatre has managed to secure £20,000 in monies from the Targeted Business Improvement fund from Durham County Council. This funding must be spent by October 2024.

In total, the works (including production, fitting, scaffolding, permits and brick repointing) will be £29,728.40 (ex VAT).

Earlier this year, Members also approved the reallocation of the £10,000 earmarked for improving public toilets to this project. The requirement for this full amount is now no longer required as the City Theatre is able to allocate £4,000 of its own funds to this project. As such, there is now only a requirement for the Parish Council to provide £6,000 of its own funds towards this project.

Earlier this month, the Clerk set out a proposed arrangement for payment of invoices associated with these works and Members were predominantly content with those proposed arrangements. However, that since that

correspondence, the Theatre has now confirmed that they would be in a position to pay the full funds up front for these works but would prefer to do this via the Parish Council, if this is agreeable to Members.

Durham County Council has set out a number of conditions associated with its funding to the Theatre and it is understood that the Theatre is happy to accept these conditions in their entirety.

In addition to those DCC conditions, it is also proposed that the following conditions be attached to the funding being managed by the Parish Council on behalf of the Theatre at their request.

Conditions

- All works must be carried out in accordance with your Planning /Advertising approval Reference Number (DM/24/00447/FPA) and in accordance with the Terms and Conditions set out in the County Council's Targeted Business Improvement scheme (Terms of Funding).
- In the event that these works are not carried out in accordance with the above, the City Theatre shall accept full liability for any reduction or non-payment of grant funding. In view of this, it is recommended that a designated Trustee of the Theatre should be appointed to project manage these works accordingly.
- No works shall be commenced until the City Theatre has signed both this document and the Terms and Conditions set out in the County Council's Targeted Business Improvement scheme (Terms of Funding).
- The City Theatre shall agree to pay the amount of £24,000 for these works to the Parish Council and then reclaim the Targeted Business Improvement grant fund directly from the County Council upon satisfactory completion of these works.
- All future maintenance is the responsibility of the property owner/tenant.
- The Parish Council has agreed to provide the sum of £6,000 towards these works. Should the property be altered or sold within 3 years of the completion of these works, the Theatre will repay 100% of this amount to the Parish Council.
- All works set out above to the Theatre must be completed by no later than 31st October 2024.
- The Theatre is responsible for ensuring that they comply with all applicable legal and statutory requirements (including those relating to health and safety and equalities) and securing confirmation of the

prior engagement of any third party which may be involved in the delivery or implementation of the project.

- Acknowledgement of the financial support received from the Council is required on documentation and any promotional material, including websites.
- Failure to comply with any conditions attached to this funding may result in the funding being withdrawn or impact on future financial assistance.

The Clerk, together with Cllr Ashby, on behalf of the Parish' Business Committee has offered the Theatre significant support in order to get the project as far as it is today. It is proposed that some immediate project management support will be required from the Parish Council as the timeframes are relatively tight for funding and works already booked in for Fowler's Yard and its general day-to-day functioning will need to be factored into these works. In particular, the logistics in relation to the scaffolding and on-site parking will need some focus.

However, it is anticipated that there will be ongoing engagement by the Theatre owners as work progresses.

Delivery of these improvements to this important independent community facility – whose key aim is to provide cultural/ theatrical entertainment at an affordable cost to the public – will give the area a real uplift.

DECISION REQUIRED	For Members to agree to the proposed arrangements for works to the City Theatre, as set out in the above report.
------------------------------	--

ITEM 14: RESPONSE TO THE PUBLIC SPACES PROTECTION ORDER FOR DURHAM CITY CONSULTATION

Durham County Council is presently seeking public views on anti-social behaviour issues in Durham City and measures which could be introduced to help tackle these issues.

One of these measures is a Public Spaces Protection Order. The City already has such Orders for issues such as street drinking and dog fouling in place.

PSPOs are put in place to make sure that people can use and enjoy public spaces safely, away from anti-social behaviour. They can be a swift and effective tool to tackle ASB in areas where it has been shown that there is an ongoing problem that is having a negative effect on residents, businesses, and visitors. DCC has the power to make a PSPO under the Anti-Social Behaviour, Crime and Policing Act 2014.

In 2022, DCC asked for views on introducing additional measures to control begging in Durham City. At the time, some local residents shared their concerns about the impact on homeless people. The County also deemed that there was not enough evidence provided to justify the introduction of a PSPO. DCC's Cabinet, therefore, decided not to introduce a PSPO to control begging, but recommended that further monitoring of ASB in the area should be carried out.

Since then, information has been put forward on a range of anti-social incidents in the city. Begging that is considered a nuisance or aggressive is seen by some as a continuing issue in the city centre, and there has been a reported increase in the seriousness and scale of the problem. Persistent beggars who employ aggressive techniques have been identified in the city centre area by DCC's staff who operate in the city, the Police and Parish Council.

Members previously agreed to support the introduction of this PSPO and also funded the production and distribution of a leaflet to every residential property in the Parish area, in order to promote as wide a public engagement as possible on these important issues.

The Clerk has circulated a response in writing to all Members and this was approved in writing and submitted to DCC. The content of this response is as follows:

Response to consultation

The City of Durham Parish Council write to express its full support for the proposed Public Spaces Protection Order (PSPO) on anti-social behaviour in Durham City and to urge Durham County Council to introduce this PSPO at the earliest possibility.

As you are aware, the County Council launched a public consultation exercise between 18th March 2022 and 29th April 2022 to seek public views on whether a PSPO should be introduced to control aggressive begging in Durham City. At that time, the Council's Cabinet felt that there was insufficient evidence to justify the

introduction of the PSPO and rightly asked that a larger evidence base be provided ahead of any further formal review.

Given that these orders can restrict what people can do and how they behave in public spaces, the County Council rightly takes the view that it is important that the restrictions imposed are focused on specific behaviours and are proportionate to the detrimental effect that the behaviour is causing or can cause, and are necessary to prevent it from continuing, occurring or recurring.

The legal tests focus on the impact that anti-social behaviour is having on victims and communities. A Public Spaces Protection Order can be made by the Council if they are satisfied on reasonable grounds that the activity or behaviour concerned, carried out, or likely to be carried out, in a public space:

- has had, or is likely to have, a detrimental effect on the quality of life of those in the locality;*
- is, or is likely to be, persistent or continuing in nature;*
- is, or is likely to be, unreasonable; and*
- justifies the restrictions imposed.*

Whilst we recognise that introducing a PSPO for specific activities cannot always be a silver bullet solution to what are often complex and personal issues, this can be an effective additional tool for the police and local authority to deal with issues where they are causing a public nuisance in our City. By way of an example, the Council's highly effective PSPO against street drinking has had a tremendous impact on our City and is reducing the number of incidents through effective education and enforcement.

The Parish Council also commends the County Council for its recognition that the enforcement of this PSPO should only be used along with a range of other intervention methods including education and support services. As you aware, the Parish Council is very heavily involved in organisations such as the City Safety Group (and its ASB-sub group prior to this), Durham University's Community Engagement Task Force, PubWatch, ShopWatch and Durham BID, we are a main funding body for the Durham City Safety Hub and Durham City Street Friends, we provide additional Police Officers as part of Operation Lentil in City and additional Neighbourhood Wardens through a Service Level Agreement with the County Council. This is in addition to the regular grant funding we provide to key partners such as Harbour support services, Sanctuary 21, the Winter Night Shelter and many more. No third parties can be in any doubt that our primary goal is to support vulnerable individuals.

Evidence base

Anecdotal evidence from members of the public, partner organisations and businesses in Durham City highlights that begging and anti-social behaviour are occurring more frequently in our City and that this is having a negative impact and perception of our community.

Since DCC Cabinet's decision in 2022, we understand that Durham Constabulary has undertaken key scanning and analysis of the situation in Durham City, in order to present two statistical reports underpinning the need for a PSPO. This reflects the evidence Darlington provided in their successful application for a PSPO.

The advantage of this approach is that the quality and reliability of the evidence is high. However anecdotal evidence suggests that the scope and scale of the issue is heavily unreported.

In August 2023, the impact of this behaviour was set out in a Victim Impact Statement on behalf of no fewer than 80 local independent businesses in our city (see Appendix 1), in which businesses stressed that nuisance begging in and around the Market Place is disruptive to their trade and is having a detrimental impact on the sense of safety and good ambiance we should all expect in Durham. In submitting this Statement, local independent businesses asked the Council to urgently review its position on the anti-social behaviour PSPO in the city.

The Parish Council supports the proposed PSPO area, as set out in Appendix 2 of the report to Cabinet¹ and consequently we have analysed data on relevant crime and incidents categories in the D1 Beat area (primarily Durham City Centre), as set out below:

Anti-social behaviour incidents

Between 1st July 2023 – 30th April 2024 there were 377 ASB incidents in Durham City. The most common type of ASB is ASB Nuisance which equates to 75%, followed by ASB Environmental at 18% and ASB personal at 7%.

Of 377 ASB Incidents in Durham City 81 (21%) were given a youth qualifier, 135 (36%) had an alcohol qualifier and 9 (2%) had both alcohol and youth qualifiers.

87% of ASB incidents in Durham City are not youth related.

Alcohol and drug-related incidents

*There were **3659** incidents overall within the Durham City area between the 1st of July 2023 – 30th April 2024. Of these, **830 (23%)** had an alcohol qualifier, **176 (5%)** had a youth qualifier and **21 (1%)** had both alcohol and youth qualifiers.*

*Between 1st July 2023 – 30th April 2024 there were **118** incidents in Durham where there was a "drug" qualifier linked to the incident.*

Homeless incidents

*Between 1st July 2023 – 30th April 2024 there were **85** incidents in Durham where there was a "homeless" qualifier linked to the incident. (**Please note:** 'homeless'*

¹ <https://democracy.durham.gov.uk/documents/s186328/PSPO%20Final.pdf>

is a tag placed on an incident by a call handler, based on information given in the call and the perception of the caller).

*In relation to the type of homeless incident reported, the most common type is ASB Nuisance (**35%**), followed by concern/collapse/inj/illness (**21%**).*

Theft

*Between 1st July 2023 – 30th April 2024 there were **538** theft offences in Durham City, of which 48.1% were a shoplifting offence.*

Conclusion

We trust that this data, alongside the Victim Impact Statement from local businesses, is sufficient to support your assessment. As always, we welcome the opportunity for partnership working with the Council, in order to address issues of concern in the City.

We look forward to reviewing the results of this consultation and to your eventual subsequent report to Cabinet on this matter.

End of response

DECISIONS REQUIRED	3) For Members to approve the content of the above response to this consultation. 4) For Members to agree to work positively with DCC, the Police and partners in order to address ASB issues within the City.
-------------------------------	--

ITEM 15: RESPONSE TO CONSULTATION ON PROPOSED CHANGES TO DURHAM COUNTY COUNCIL'S CUSTOMER ACCESS POINTS

Durham County Council is presently consulting on proposed changes to the Council's Customer Access Points (CAPs).

There are currently eight CAPs across the county located in Barnard Castle, Stanley, Seaham, Spennymoor, Durham City, Crook, Chester-le-Street and Consett which support residents who are struggling to access our services online or over the phone.

At present, 90% of the enquiries DCC receives are made by phone, email or online. And despite opening hours being reduced at the four least used CAPs last October, demand for face-to-face customer services remains low, with only 38% of available appointment slots being used since these changes were introduced.

DCC wants to ensure that the remaining 10% of residents, who cannot access our services in any way, other than face to face, are best served by what the County Council provides.

DCC's aim now, therefore, is to develop a more responsive offer which delivers customer service support to the places it is most needed. This does, however, require a reduction in the opening times of the current CAPs to avoid increasing DCC's costs to deliver the service. The following new opening days are therefore proposed at our current locations:

- Barnard Castle: Wednesday
- Chester-le-Street: Monday
- Consett: Wednesday
- Crook: Wednesday
- Durham City (Clayport): Thursday
- Spennymoor: Thursday
- Seaham: Friday
- Stanley: Tuesday

At present, the CAP in Durham City is open 5 days per week 9:00am-17:00pm. The Clerk circulated details of this consultation and received an overwhelming response against this proposal. As such, the following response has been drafted and circulated to Members.

The closing date for comments is 5.00pm on 28 July 2024.

Response to consultation

The City of Durham Parish Council wishes to register its serious concerns at the County Council's proposals to limit the face-to-face Customer Access Point (CAP) opening times at Clayport library to one day per week (Thursday). The access statistics highlighted in your consultation material go some way in demonstrating how much this facility provides essential advice and support and serves as a crucial interface between the County Council and our community.

The face-to-face Customer Access Point at Clayport is invaluable in assisting residents with a wide range of issues, including housing, social services, benefits and other Council services. We regard the easy access, predominantly appointment-free, face-to-face aspect of this service to be of real benefit to our residents.

For many in our community, especially the elderly, disabled and those without reliable internet access, the CAP represents a vital resource for obtaining information and support. The face-to-face assistance offered at the CAP cannot be replaced for 80% of the working week by online services or telephone support, which we know some residents find difficult to navigate.

Limiting access to this facility would disproportionately impact the most vulnerable members of our community who rely on direct interaction to resolve their issues. It would also undermine the Council's commitment to accessibility and community support.

Just as seriously however, the CAP is also the go-to location in the City for many support services in the event that someone is in urgent need of housing. The Parish Council office sits just above this facility and we regularly see prison-leavers and other individuals seeking housing and other support from the CAP staff. Limiting this service will surely impact on other Local Authority and Policing services and leave individuals without any support at all.

The presence of the Customer Access Point (CAP) within the city not only enhances the quality of service provided by the Council but also fosters a sense of trust and accessibility and the CAP is a crucial part of the Council's dedication to being present and responsive to the needs of our residents.

The County Council quite rightly already integrates this service with the library as part of a cost-saving co-location of services and this is to be commended. Whilst the Parish Council fully appreciates the financial situation facing Durham County Council and other Local Authorities across the UK, we firmly believe that any suggested cost savings from this proposal cannot be used to justify a policy that will worsen accessibility, safety and access to other key services.

We would urge the County Council to consider this proposal carefully and to explore alternative solutions that would maintain this critical service 5 days per week.

Preserving the face-to-face Customer Access Point in Durham City is essential to ensuring that all residents have equitable access to the services and support they need. We sincerely hope that the Council will take our concerns into account and, as ever, we would be happy to work with you on supporting the continuation of this service in its present form.

End of response

DECISION REQUIRED	For Members to approve the above response for submission to this important consultation.
------------------------------	--

ITEM 16: REPORT BY COUNCILLOR CAROLE LATTIN ON THE MOST RECENT MEETING OF THE UNIVERSITY'S COMMUNITY ENGAGEMENT TASK FORCE'S LIVED ENVIRONMENT SUB-GROUP

- The Community Garden alongside the old swimming baths can be used by members of the public when teaching is not happening.
- The work on the footbridge across from Maiden Castle to the Pelaw side of the river has been completed. This bridge is widely used and disruption kept to a minimum with work cleared away at the end of the fortnight it was being repaired, and the bridge re-opened to the public. The replaced span is attractive and safe – the university are to be congratulated. The decking was replaced and bollards erected to prevent vehicles crossing.
- The kissing gate leading from the footpath to Maiden Castle has recently been padlocked. I raised this issue and the padlock was removed straight away. Quentin Sloper has no idea why it was padlocked at all!!
- Bardon House project to be completed by January 2025. Professional Services will be occupying the building.
- Chemistry is to have refurbishment costing £15 million.
- A new entrance is to be built at the Botanic Gardens
- The Nursery on Leazes Road is being re-developed.
- All contractors are now working to social values requirements. Local students have been offered apprenticeships and local firms are used wherever possible.
- An offer has been accepted for 23 - 26 Old Elvet
- The footbridge over Leazes Road: the university is concerned about speeds on Leazes Road. An independent survey was carried out and some vehicles reached 70 mph over such a short distance. The university have already raised this with the police who dismissed their concerns, saying there was no correlation between speed and accidents. Given the proposed new crossing of that road, their concerns have increased, especially considering that when completed, HildBede and the new College will house over 1,000 students. David Loudon committed to writing the DCC again, asking for further speed restrictions and expressed worries about the loss of the footbridge.
- A progress report was given on Green Move Out
- The Vice Chancellor will be attending the next meeting of DURF. The topic will be clean air.
- The university have a Memorandum of Understanding with DCC and are working with DCC on student housing.
- David Loudon confirmed that the university have responded to DCC's consultation on licensing. The university has a large percentage of licensed premises.
- Thanks and appreciation were given to David Loudon. This was his last meeting as he is retiring.
- The next meeting is 15 July 2024

ITEM 16: REPORT FROM THE CLERK ON THE MOST RECENT MEETING OF DURHAM BID'S BOARD

Durham BID Board meeting held on Wednesday, June 12th at 14:00pm at the Durham BID Offices - 27 High Street

Executive Summary

Overview

This executive summary outlines the key points and agenda items for the upcoming Durham Business Improvement District (BID) Board Meeting. The Durham BID aims to enhance the economic vitality and quality of life in the district by supporting local businesses, improving public spaces, providing animation and vibrancy in Durham city centre and fostering community engagement.

Key Highlights

Work is underway on a number of new business openings in Durham city to join those recently opened:

Notch – Elvet Bridge

Andersons Grocers – Prince Bishops Place

Café at the Quarter – Prince Bishops Place

Saints – Prince Bishops Place

Belli E Brutti – Saddler Street

The owners of Course are opening two new businesses on North Road

The owner of Riverview Kitchen is opening another location on Silver Street

The owner of Nkd Bird, Belli E Brutti (and others) is currently working on another location tbc.

The BID supported Durham Pride event was a success despite the weather. Sunday footfall showed a marked increase on previous and subsequent Sundays.

Next Steps

- To continue to encourage additional business involvement in the BID Board of management.
- Manage the budgets for the remainder of the year effectively and avoiding overspend.
- Continue with face-to-face engagements.
- Strengthen and build our digital offering as a one-stop source for the latest news and information.

1. Financial Performance

Budgets

Financial Summary Report - Budget Status				
Business Plan Anticipated Income £325,600				
Durham BID				
Expenditure	Allocated	Actual Spent TD	% Spent	Budget Left
Promoted	£ 124,500.00	£ 95,767.37	76.92%	£ 28,732.63
Safer	£ 14,000.00	£ 2,472.03	17.66%	£ 11,527.97
Vibrant	£ 25,000.00	£ 18,118.18	72.47%	£ 6,881.82
Supported	£ 29,000.00	£ 11,016.84	37.99%	£ 17,983.16
Administration	£ 96,460.00	£ 62,578.10	64.87%	£ 33,881.90
Collection (incl. above)				
Bad debt				
Contingency	£ 5,000.00			
TOTAL (EXCL. VAT)	£ 293,960.00	£ 189,952.52	64.62%	
Income		Received TD	% Received	
Starting Balance	£ 37,980.30	£ 37,980.30	100.00%	
BID Levy	£ 232,860.00	£ 256,296.07	110.06%	
Additional Income	£ 23,200.00	£ 32,685.55	140.89%	
TOTAL	£ 294,040.30	£ 326,961.92	111.20%	
Account Balance at 31st May 2024		£ 78,603.40		

VAT Return

The 1st quarter VAT return was submitted in May with a total due to HMRC of £30,967.33.

Annual accounts

The book-keeping for our annual accounts is being carried out now and will be brought to the board for approval at the next meeting.

Levy Collection

Levy collection currently stands at 110.06% of projected income. This is a result of the collections team at DCC having some success with collecting previous years levy. With new builds (Bus station and Durham University) possibly hitting the ratings this year, we will see additional income from these, amounts tbc. No further news on Millburngate development.

Summary

Budgets will remain challenging for the remainder of the year as expected. The large outlay for Fire and Ice even taking into account the removal of the evening shows was a substantial cost. Please note that costs for this coming Christmas WILL NOT come from this budget which ends on 31st October. We may need some assistance with operational cashflow in the form of advance payment on 2024/2025 levy as in previous years.

Due to a bank error, salaries for 1 month were paid out x3 and paid back in x2. This has resulted in a notional increase in additional income and administration costs. Only 1 salary payment ultimately left the bank account but is included in the figures above for bookkeeping purposes.

2. Operational Performance

Major Events, Promotions and Initiatives

Durham Independents Campaign

This popular campaign will return this Summer for 5 weeks from Saturday 27th July with the first of 5 draws taking place on Friday 2nd August. With a total budget of £6,000, which includes £3,000 going straight back into participating businesses tills. The Indy Campaign is a very resource intensive promotion but has proven extremely popular with our businesses and shoppers alike.

Durham Restaurant Week

After taking feedback from participating businesses, we have brought this campaign forward to August instead of September. Restaurant Week will commence on 23rd August. With a total budget of £2,500, this relatively inexpensive campaign is an important week in the calendar for our hospitality sector that becomes more popular with each outing.

Night Hub Support

Durham BID funding of £10,000 has helped to secure the night hub for a further 3 years to take us to the end of this 3rd term. Along with other partners including Parish Council, Durham University, DCC and the PCC, this important facility will remain in operation as part of our 'Safer' theme.

Events and Marketing Working Group

This group continues to meet monthly to discuss and agree campaigns, promotions and events. There are a number of events coming through the committee with the last meeting focussing on the impacts of Durham Pride and possible changes to the event structure.

Social Media

Facebook

We reached 85,491 people in May, engaging 13,329 people, with an additional 63 followers.

Top performing content:

- Promo on Belli E Brutti, reached 24,034 people
- Promotion on Café Cenno, reached 19,865 people
- Photo of Durham – asking the audience what they think of the city, reached 16,056 people
- Northern Stores and Deli promo, reached 11,206 people
- Café at the Quarter, reached 10,734 people
- El Pincho's new afternoon tea, reached 7,616 people

Top performing video reels:

- Bookwyrms promo, 4.2K plays
- Anderson's Greengrocers, 3.6K plays
- Durham City promo, 2.6K plays
- Luxmuralis Ticket Launch, 2.6K plays
- Coarse new menu, 2K plays
- Chapters, 1.6K plays
- Oxfam Durham, 1.3K plays
- Zaaps, 1K plays
- Estabulo, 1.6K plays
- Whittards New Tea, 880 plays

Instagram

We reached 6.4K accounts on Instagram with content. This was up by 60% as we invited accounts to collaborate with us. We had an increase of 52 followers.

Top performing content:

- Chapters Durham promo, reached 1.7K people
- Bookwyrms Durham promo, reached 2.2K people
- The Drunken Duck promo, reached 1.9K people
- Zizzi influencer review, reached 1.2K people

Website

2.2K visitors in May to the website. Top performing pages are: Durham Pride, Durham Passport Office, Dog Friendly Durham and the Business Directory.

Footfall

Footfall in Durham continues to show strong numbers with the cumulative figure higher than 2022 and 2023 - +9.86% and +2.5% respectively.

3. Governance and Compliance

Board Members

As agreed at the previous board meeting, some priority has been given to increasing the number of board members for Durham BID to ensure our future compliance with our Articles of Association. These discussions are continuing and positions have been promoted in our newsletter with interest from a number of businesses.

4. Human Resources

Whilst challenging in terms of resourcing the delivery of the business plan and maintaining links with partner organisations, the current structure of Durham BID, with the bought in support of Spotty Media is working well. In the context of a difficult budget this levy year, Durham BID is delivering on agreed aspects of the business plan and forging new links with businesses that have perhaps been a little 'unreachable' in the past thanks to a much-improved digital presence and

efforts to increase crucial face-to-face engagement. Paul will continue to monitor the situation to ensure best value for money for our levy payers.

306 face-to-face contacts have been recorded in May (boosted largely by calls to businesses for Durham Independents, Restaurant Week and a day spent with Sally Dixon from the Fringe Festival to encourage support).

In addition, the BID Manager also attended the City of Durham Parish Council's AGM and Business Committee meetings, the AAP Board meeting, the Northern BIDs Group meeting, hosted the Shopwatch meeting, attended Bystander Training as part of his volunteering work with the Street Friends amongst others.

ITEM 16: REPORT BY COUNCILLOR JOHN ASHBY ON THE MOST RECENT MEETING OF THE UNIVERSITY'S COMMUNITY ENGAGEMENT TASK FORCE ON 19 JUNE 2024

1. I attended as a substitute for Cllr Victoria Ashfield. Most of the meeting was taken up with the University's public-facing activities since the previous meeting in February 2024.
2. Although established by the University as a one-year task force, it is now in its 5th year and the University has been working on an "Engagement Strategy" presumably to replace it, but no drafts have been shared as yet. We will be given an update at the next meeting.
3. The Memorandum of Understanding (MoU) between the University and the County Council was revised and expanded in 2022 but thought is now underway as to adapting it to reflect the creation of the Combined Authority.
4. The departure of the University's Director of Estates in May meant that there was no update from the Interim Director Phil Marsh on the work of the Lived Environment Sub-Group.
5. The presentation on how the University is adding social value to the local and wider community was impressive, notably the interface with the Durham 6th Form Centre.
6. In partner updates I stressed the value of good relationships between the Parish Council and the University are working for the benefit of the Parish's residents, visitors and businesses.