

Community Residents' Association Forum meeting - Agenda

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21st April 2023

Dear Forum Members,

I hereby invite you to a meeting of the **Community Residents' Association Forum** will be held in **Clayport library meeting room** on **Wednesday 26th April 2023 at 17:00pm** to transact the following business:

- 1. Welcome and apologies**
- 2. Election of Officers** – Convener, Deputy Convener and Secretary
- 3. Approval of the draft minutes of the Forum meeting held on 25th January 2023**
- 4. Consideration of the Terms of Reference for this Forum**
- 5. Update on the Service Level Agreement between Durham Police and the City of Durham Parish Council**
- 6. Discussion on proposed report on a) additional HMO licensing and b) the impact of Durham University on the parish area**

We look forward to welcoming you to this meeting.

Kindest regards,

Adam Shanley
Forum Secretary

Minutes of the Community Residents' Association Forum meeting held on Wednesday 25th January 2023

Present: Adam Shanley and Alan Doig (City of Durham Parish Council) Sylvia Hope and Carole Lattin (Gilesgate Residents Association), Alan Hayton and Des Ward (Whinney Hill Community Group) Roz Layton (Elvet Residents Association), Simon Priestley (Crossgate Community Partnership), David Rosser (Sheraton Park Residents Association), Mike Costello (Distressed Residents in the Viaduct Area), Kirk Leister (St. Nicholas Community Forum) and Walia Kani (Durham University Residents Forum).

1. Welcome and apologies

Apologies were received from Fiona Adamson (Mount Oswald) and Richard Hornby (Gilesgate Residents Association).

2. To receive and approve as a correct record the minutes of the Forum meeting held on 18th October 2022

The minutes of the meeting held on 18th October 2022 were unanimously **agreed** as a true and accurate record of proceedings, subject to the following addition under AOB:

"It was suggested that an independent economic and social impact assessment of the City Centre and, particularly the impact on the traditional residential communities immediately located within the boundaries of the City of Durham Parish Council, be undertaken to establish the negative and beneficial effects Durham University and its expansion plans has upon them. This was agreed by all those present, including the Parish Clerk and the Convenor and it was also agreed that this would be presented to the Full Parish Council".

In proposing this addition, Alan Hayton noted his disappointment that 3 months had been lost since the last meeting and this request to Building Research Environment (BRE), the company who carried out the 2012 review for the County Council, had not been made.

The Secretary advised that at present BRE had only been tasked with producing a scoping document and quotation to provide an evidence base in favour of the introduction of Additional Licensing across the City of Durham parish area.

The Secretary also highlighted that Durham University had recently commissioned a report by Biggar Economics to assess the economic impact of the University on the City and wider regional economy. Members of the Forum felt that the Biggar report had been very biased, had followed a national template and amounted to a public relations exercise by the University.

Alan Hayton offered to draft a scoping document to provide to BRE so that they might provide a quotation for this report to be carried out.

The Forum unanimously **agreed** to request this from BRE.

3. Addressing ASB/ progressing the Service Level Agreement with Durham Police for enhanced policing

The Convenor highlighted that the Parish Council had been working for a number of months on this proposed SLA with Durham Police to provide an enhanced policing service for the parish area.

The Convenor advised that it is looking likely that the Parish Council will agree a total fund of £50,000 towards this SLA and the enhanced policing will commence in April

2023. The Convener advised that this would fund two additional police officers (not PCSOs) for Wednesday, Friday and Saturday evenings.

As part of this SLA, Durham Police will be providing a vehicle and fuel (fully funded) and Joy Allen is also funding a Safer Streets Coordinator who will be responsible for, amongst other activities, producing reports to the Parish Council and providing feedback to residents who contact 101 / 999.

The Convener highlighted that the SLA has been shared around Forum Members and its content is set to be discussed and agreed at Full Council in January 2023.

Des Ward highlighted that the Police and Crime Commissioner's precept is also set to increase and advised that he was unhappy at having to pay twice for the same service.

Alan Hayton also expressed his unhappiness at the proposed increase in the Parish Council's precept and advised that he felt that residents are having to subsidise an ever expanding night-time economy for students.

Alan Hayton advised that residents were expected to pay for the Safety Hub and he could see no benefit from this service.

Roz Layton highlighted her previous work as part of the Street Angels programme and advised that she had seen the hub in operation and felt that it was providing an invaluable service.

The Secretary highlighted that only 3 weeks ago the staff from the Hub had saved the lives of 2 men on Milburngate Bridge as well as other actions throughout the month.

Des Ward advised that he felt that it would be helpful to receive some monthly stats from the Hub so that residents can better appreciate the service being provided. Des advised that he felt that the Parish Council funding the Safety Hub was not a good use of public money and this was supported by other Forum Members. The Forum **agreed** to request monthly stats from the Hub.

The Secretary also highlighted that the Hub offered a safe journey home service for anyone in need whereby the cost of the taxi home would be covered by the Hub. Des Ward felt that this was a bad use of public money and supported students' abdication of personal responsibility in relation to the consumption of alcohol. The Secretary advised that he understood that the safe journey home service had been used less than a handful of times but he would request confirmation of this.

Simon Priestley advised that he felt that the Parish Council should be commended for having reached a point whereby the Hub had been established and residents now had the offer of two additional police officers to safeguard the public around the parish.

Mike Costello advised that he felt that the tax burden on residents had steadily increased over the last few years.

The Convener highlighted that this SLA was a 12-month trial and it would be reviewed in 2024.

Alan Hayton and Des Ward asked that monthly reports from the Safer Streets Coordinator be circulated to residents.

4. Paper from the Convener on feedback on the Forum from the Whinney Hill Community Group

The Convener thanked Alan Hayton and the Whinney Hill Community Group for their work in producing a report on the work of the Forum and how it functions.

Alan Hayton advised that he understood that the Forum would be for residents only who would set the Agenda of meetings focusing on a small number of specific issues. Alan also advised that he understood that there would be no Parish Councillor involvement in the Forum but that the Clerk of the Parish Council would act as an intermediary between CRAF and the Parish Council.

The Convener advised that the Forum would be deciding on its membership and constitution at its forthcoming AGM in April 2023.

5. Dates of future meetings in April 2023 (AGM), July 2023, October 2023

The dates of future meetings of the Forum were **agreed** as follows:

Wednesday 26th April 2023 (AGM) at 5pm.

Wednesday 26th July 2023 at 5pm.

Wednesday 25th October 2023 at 5pm.

There being no further business, the Convener thanked Forum Members for their attendance and contributions and closed the meeting.

Signed,

**Forum Convener
(26th April 2023)**

CITY OF DURHAM PARISH COUNCIL COMMUNITY AND RESIDENTS' ASSOCIATIONS FORUM

TERMS OF REFERENCE

1. PURPOSE

The Parish Council Community and Residents' Associations Forum is established to ensure meaningful resident consultation and be an effective forum for expressing views that would inform the work of the Parish Council.

The Forum is not a decision-making body of the Parish Council. Its primary role is to comment on and add value to the Council relating to its work throughout the year and to work towards providing a collective voice on matters of shared concern from local residents.

2. STRUCTURE AND COMPOSITION OF THE COMMUNITY AND RESIDENTS' ASSOCIATIONS FORUM

Forum Composition and voting

The membership of the Forum comprises each formally constituted community and residents' association within the Parish Council area which are open to all residents within their area, have a valid constitution and hold an annual AGM.

Each member of the Forum – that is, each community and residents' association - shall nominate up to 2 representatives or delegates from its membership to attend meetings of the Forum. Others may be invited in a non-voting, non-speaking capacity (unless invited to speak by the Forum). The Parish Clerk will act as the Secretary of the Forum. All members have equal rights and votes will be taken on contentious issues or where consensus is not achieved on those items where the Forum wishes to make a formal statement or proposal. In the case of an equality of votes, the Convenor (or Deputy if the Convenor is absent) shall have a second or casting vote.

The Forum operates on a one member, one vote basis.

The quorum necessary for the transaction of the business of the Forum shall be no less than one third of members of the Forum.

At every meeting, members present should appoint one of their members to act as convenor for the meeting, whose role it will be to conduct and chair the business of the meeting.

Officers of the Forum

The membership of the Forum shall elect from their own voting membership a Convenor, a Deputy Convenor and a secretary for a period of 12 months, from the date of the first full meeting of the Forum.

3. RESPONSIBILITIES OF THE COMMUNITY AND RESIDENTS' ASSOCIATIONS FORUM

The Forum shall be responsible for:

- Representing the interests of affected residents in their consideration of relevant issues affecting the Parish.
- Promoting equality in the work of the Forum and in the development of relevant projects.
- Working with the City of Durham Parish Council and other stakeholders to implement proposals to the benefit of all residents.
- Providing information and sign posting assistance to residents.
- Making representations to the Parish Council, Parish Council committees and other stakeholders on a range of issues which are (either negatively or positively) impacting local residents, as appropriate.

Members of the Forum will be expected to:

- Represent the interests of all residents;
- Use their best endeavours to work together to enable the Forum to meet its responsibilities;
- Treat others at the meeting with respect.

4. PROCEEDINGS AT MEETINGS

Notice of Meetings

Items for inclusion on the Agenda should be submitted to the Convenor and Secretary no later than 10 working days prior to a meeting.

The Agenda and papers for discussion shall be circulated no less than 7 working days prior to the meeting.

Late items will be accepted at the discretion of the Convenor and shall only be matters that are urgent and could not be included in the Agenda.

Dates, times and means of access to meetings will be publicised on the Parish Council website. As far as possible, members should also publicise dates, times and means of access to meetings on their own websites.

Servicing of Meetings

Servicing of meetings will be arranged by the Forum Secretary. Minute taking and reports will be the responsibility of the Forum Secretary in consultation with the Convenor and Deputy Convenor. Approval of minutes will be sought at the next scheduled meeting of the Forum.

Frequency of Meetings

The Forum will meet once every 3 months. The Convener, after consultation with the Forum Secretary, may convene an extra-ordinary meeting outside the agreed schedule to discuss any urgent issues that cannot wait until the next regular meeting.

Review of Terms of Reference

These Terms of Reference will be reviewed once every 12 months from the date of the first full meeting of the Forum.