

Minutes of the Community Residents' Association Forum meeting held on 10th March 2021.

Present: Simon Priestley (Crossgate Community Partnership), Alexandra Earle (Merryoaks Residents Association), Richard Hornby and Carole Lattin (Gilesgate Residents Association), Kirk Lester (St. Nicolas Community Forum), Alan Hayton and Desmond Ward (Whinney Hill Residents Group), Fiona Adamson (Mount Oswald Residents Association), Roz Layton (Elvet Residents Association), Clare Tellez and Will Greeves (Neville's Cross Residents Association), Adam Shanley and Alan Doig (City of Durham Parish Council).

1. Welcome and apologies

Apologies were received from Mr Robin Humphrey, representative of the Sidegate Residents' Association.

2. Election of Officers

Cllr Alan Doig was elected as Convener of the Forum, stating that he would do this for the time being but if any member of the Forum wishes to take over this role, he would be happy to step aside on this.

Adam Shanley was elected as Secretary of the Forum.

3. Confirmation of Terms of Reference for this Community Forum

Members **agreed** the Terms of Reference for the Forum as follows:

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.

4. Consideration of main issues within the City of Durham Parish area

Representatives of the Forum reported on ongoing complaints from local residents regarding late night noise disturbance, bins being left out on the streets and general anti-social behaviour by students as well as a disregard for the Covid-19 regulations.

The Forum **agreed** that the effect of the expansion of Durham University, student related anti-social behaviour and the growing levels of student HMOs within the parish were the main issues in the parish area and issues which the Forum wishes to focus on.

There being no further business, the Convener thanked all members for their attendance and contribution and closed the meeting.

Signed,

A handwritten signature in black ink, appearing to be 'A. M.', with a long horizontal line extending to the right.

**Forum Convener
(21st July 2021)**