

# City of Durham Parish Council

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21 October 2019

Dear Planning Committee Member,

In accordance with the Local Government Act 1972 I hereby give you notice that a meeting of the **Planning Committee** will be held in **Office 2, Clayport Library Building at 14:00 on Friday 25 October 2019** to transact the following business:

- 1. Welcome and apologies**
- 2. To receive any declarations of interest from members.**
- 3. To receive and approve as a correct record the minutes of the meeting on 10 October 2019.**
- 4. To receive any public participation comments on the following agenda items.**
- 5. Matters arising:**
  - a. Reconsideration of decision to note planning applications **DM/19/02871/AD** (Replacement Signage), **DM/19/02874/LB** (External Re-decoration), **DM/19/02966/FPA** and **DM/19/02967/LB** (both Internal Alterations and Refurbishment of External Customer Area) all at the Half Moon Hotel 86 New Elvet Durham DH1 3AQ:
  - b. to approve the following responses (for text of letter see Parish web site):  
**DM/19/02988/FPA** | 11 Juniper Way Durham DH1 4GZ  
**DM/19/03007/FPA** | 30 May Street Durham DH1 4EN  
**DM/19/03018/VOC** | 24 The Avenue Durham DH1 4ED  
**DM/19/03033/FPA** | Old Coach House 2 Percy Terrace Durham DH1 4DY
- 6. Neighbourhood Plan**

To progress the decision of the Parish Council meeting of 24 October
- 7. County Durham Plan**
  - a. To note the replies to Inspector's Supplementary Questions on Matters 1-4
  - b. Consideration of draft replies to Inspector's Supplementary Questions on Matters 5-7
  - c. Verbal report on week 1 of the Examination in Public (Matters 1-4)
  - d. Verbal report on the County Durham Vision 2035
- 8. Proposed new County HQ on the Sands (planning reference DM/18/02369/FPA): Any relevant developments**

**9. Proposed amendment to the definitive map of public rights of way at Baxter Wood, Durham (see appendixes)**

**10. Planning applications:** To consider making representations on the following (the date in parenthesis is the deadline to call the application to committee):

**DM/19/02640/AD** | Display of bronze plaque to display information related to St. Cuthbert and The Journey Statue. | Clayport Library 8 Millennium Place Durham DH1 1WA (8 November)

**DM/19/02996/LB** | Various restoration and repair works to Listed Building (including roof coverings, rain water goods, external staircase, windows to front, re-pointing, rendering, replacement of boundary wall and bird netting) | 6 - 7 Market Place Durham DH1 3HL (8 November)

**DM/19/03030/AD** | Dibond Sign mounted to the front of the shop Height 80 cm x 490 cm length with the white background to match the style of the shop front sounding and orange text to match company colours. | 9 Silver Street Durham DH1 3RB (1 November)

**DM/19/03139/FPA** | Construction of extension, new bin store and associated works. | Crematorium South Road Durham DH1 3TQ (28 October)

**DM/19/03143/LB** | To retain the timber clad fridge storage structure (retrospective) and to raise the existing masonry walls to north and east elevations to a height of 2.46m to form masonry screen to rear yard area of 44 Saddler Street, Durham | Basement 41 - 42 Saddler Street Durham DH1 3NU (7 November)

**DM/19/03170/CEU** | Certificate of lawful use application for the change of use of C3 Dwellinghouse to C4 HMO prior to the Article 4 Direction coming into force | 11 Mayorswell Close Durham DH1 1JU (6 November)

**DM/19/03173/LB** | Repairs to the existing timbers within the shopfront. Amendments to the shopfront design to allow for retention of the existing timbers. Replacement of the timber landings, goings, risers and stringers to the stair with new softwood to match the configuration of the existing. | 34 - 35 Saddler Street Durham DH1 3NU (7 November)

**DM/19/03176/FPA** | Change of use of the dwelling (use Class C3) to a small House in Multiple Occupation (use Class C4) | 18 Mavin Street Durham DH1 3AU (7 November)

**DM/19/03177/FPA** | Change of use of the dwelling (C3) to a small House in Multiple Occupation (C4) | 13 Mavin Street Durham DH1 3AU (14 November)

**DM/19/03188/FPA** | Two-Storey Front, Side and Rear Extensions (Re-submission DM/19/01612/FPA) | Fourstones Newcastle Road Crossgate Moor Durham DH1 4HX (1 November)

**DM/19/03200/FPA** | Detached shed | 9 St Giles Close Gilesgate Durham DH1 1XH (5 November)

**DM/19/03229/FPA** | Erection of two storey pitched roof extension to side of existing dwelling | 4 Whitesmocks Durham DH1 4HW (5 November)

**DM/19/03257/FPA** | Change of use from small HMO (Use class C4) to 9 bed large HMO (Use Class *Sui Generis*) including erection of part two-storey/part single-storey extension to rear and pitched roof over existing flat roof at side. | 32 Whinney Hill Durham DH1 3BE (11 November)

**DM/19/03281/FPA** | Single storey rear extension, construction of garden

room and WC above existing garage, replacement basement window and door and roof to the existing rear offshoot and rendering of walls, steel steps to the front, simplifying the soil stack arrangement to the front elevation. | 14 Albert Street Durham DH1 4RL (11 November)

**DM/19/03285/FPA** | Proposed Rear Porch | Rosslyn The Avenue Durham DH1 4DX (8 November)

**DM/19/03297/TPO** | Fell 2no. Lime trees (T1 + T2) and 2no. Sycamore trees (T3 + T4), crown reduce and reshape by 3-4m to 2no. Sycamore trees (T5) also remove epicormic growth from main stem (T6) and remove epicormic growth from main stem to 1no. Oak tree | 5 Bishops Gate Durham DH1 4JU (7 November)

**DM/19/03311/TPO** | Reduce height by 2.5m and prune sides to balance/shape of two Birch trees and reduce height by 3m and prune top to shape of one Cedar tree in rear garden area (protected by a tree preservation order). | 7 Almoners Barn Durham DH1 3TZ (11 November)

**DM/19/03317/CPO** | Certificate of lawfulness for a proposed use to replace the existing timber windows with upvc and replace front door. | 6 Mitchell Street Durham DH1 4DQ (Not available)

**DM/19/03330/FPA** and **DM/19/03332/LB** | Change of use of ground floor of small C4 HMO to podiatry clinic (D1 use) | 45 Claypath Durham DH1 1QS (11 November)

## **11. Dates of future meetings**

8 November 2019 - 14.00 to 16.00 hrs – Office 2, Clayport Library Building.

22 November 2019 - 14.00 to 16.00 hrs – Office 2, Clayport Library Building.

And, pursuant to the provisions of the above-named Act, I Hereby Summon You to attend the said meeting.

**Adam Shanley**  
**Clerk to the City of Durham Parish Council**

# City of Durham Parish Council

**Minutes of Planning Committee meeting held at 14:00 pm on Thursday 10<sup>th</sup> October 2019 in Office 2, Clayport library building, 8 Millennium Pl, DH1 1WA.**

**Present:** Cllr R Cornwell (in the Chair), Cllr V Ashfield, Cllr L Brown and Cllr C Reeves

**Also present:** Parish Clerk Adam Shanley, Mr John Lowe (Secretary of the Neighbourhood Plan Working Party) and Mr Peter Allan (DCC Officer).

## **1. Welcome and apologies**

Apologies were received from Cllrs J Ashby, J Elmer and G Holland

## **2. To receive any declarations of interest from members**

Cllrs R Cornwell, V Ashfield and C Reeves declared an interest in planning application DM/19/02853/FPA. Cllr L Brown declared an interest in Item 6 on the Agenda and also in application DM/19/03032/FPA. Cllr R Cornwell also declared an interest in application DM/19/03018/VOC.

## **3. To receive and approve as a correct record the minutes of the meeting on 27 September 2019**

The Minutes of the meeting held on 27<sup>th</sup> September 2019 were unanimously agreed as a true and accurate record of proceedings.

## **4. To receive any public participation comments on the following agenda items**

Mr Peter Allan (DCC Officer) attended the meeting to present the plans for the new interpretation board for the statue by Dr Fenwick Lawson, known as the Journey. Mr Allan advised that this would soon be submitted as a planning application. Mr Allan advised that the board had been produced in conjunction with the Fenwick family who were very happy with this. Mr Allan advised that the original proposal to have an illuminated sign had been scrapped and this board was its proposed alternative. Mr Allan advised that he hope the Parish Council would support this as and when it came forward for planning consideration.

Cllr V Ashfield asked how the Journey is expected to be illuminated. Mr Allan advised that this wouldn't be via underfloor lighting as previously believed to be but would be done sympathetically with the surroundings and would be lit via a light attached to a nearby post.

The Chair thanked Mr Allan for presenting the proposals. Mr Allan left the meeting.

## **5. Matters arising:**

to approve the following responses (for text of letter see Parish web site):

The Clerk advised that he had not received the responses to these applications in advance of the meeting and therefore, at the timing of the meeting, these were not on the Parish Council website. The Chair advised that he would send these on to the Clerk.

**DM/19/02459/FPA** | Change of use from 4-bedroom C4 HMO to 7-bedroom *Sui Generis* HMO| 13 Mowbray Street Durham DH1 4BH. The response to this application was unanimously **agreed** by the Committee.

**DM/19/02853/FPA** | The change of use from a dwelling (Use Class C3) to a small HMO (Use Class C4). | 27 May Street Durham DH1 4EN. The response to this application was unanimously **agreed** by the Committee.

**DM/19/02862/FPA** | Change of use from 6 bedroom HMO to 7 bedrooms (C4 to *Sui Generis*) and Loft conversion | 35 Elvet Crescent Durham DH1 3AP. The response to this application was unanimously **agreed** by the Committee.

**DM/19/02864/FPA** | Change of use: 5 bedroom HMO to 7 bedrooms (C4 to *Sui Generis*) and two storey side extension | 1 Elvet Crescent Durham DH1 3AP. The response to this application was unanimously **agreed** by the Committee.

**DM/19/02945/LB** | Internal alterations | 45 Claypath Durham DH1 1QS. The response to this application was unanimously **agreed** by the Committee.

**DM/19/03006/FPA** | Single storey rear extension to allow the creation of a 6th bedroom to an existing C4 HMO | 63 Gilesgate Durham DH1 1HY. The response to this application was unanimously **agreed** by the Committee.

## **6. Update on Service Level Agreement for enhanced Planning Enforcement Officer service with DCC following meeting with DCC Officers.**

The Chair reported that he and the Clerk had attended a very productive meeting with DCC Officers to put together an SLA for an enhanced planning enforcement service for the City of Durham Parish area. The Chair advised that the proposed SLA would cover 475 hours for a duration of 12 months and the work would be undertaken by two planning officers (with knowledge of enforcement). It is expected that the SLA would begin in January 2020 and the officers would focus on dealing with "to let" signs, unregistered HMOs and other matters.

The Clerk advised that he had approached the Director of Partnerships at DCC as the four County Councillors on the Parish Council had offered to fund 50% of the SLA costs as part of their County Council budget. The Clerk advised that he was awaiting a response on this.

## **7. Neighbourhood Plan:** To consider any amends from Members to date on the latest version of the Neighbourhood Plan.

John Lowe advised that he had proofread the latest version of the Neighbourhood Plan and a number of amends had been proposed as follows:

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There are a small number of typos, which will be corrected

### *Other amendments*

- para 4.137 and Policy E1. Suggested change of title of policy as now only one site is included: Policy E1: Large Employment Site OR The Aykley Heads Business Park
- para 4.194 Updated to take account of the fact that the Article 7 Direction is being implemented this month
- para. 4.208 A question whether the percentage of students is only 53%; in Our Neighbourhood it is more like 70%. The 53% figure comes from the 2011

census and this should be noted in the text. We would need an official source for the 70% figure to be able to use that and include a citation to this source.

- para. 5.5 Deletion of indicator 15: Encouraging provision of public art as this aspect has been moved from Sustainability Policy S1 into Community Policy C1: Provision for Arts and Culture.
  - Appendix D updates, which will be made:
    - Empty Shop now in North Road
    - Include 'Bridge Inn, North Road' in list of hotels
    - para. D12. Amended to read: "There is no provision for coach parking in Durham City following the recent development of the Sands for the new County Hall offices. Coaches now park adjacent to the Belmont Park and Ride car park which is out of Our Neighbourhood."
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Members agreed to put the current version of the Neighbourhood Plan to Full Council in October with a recommendation to accept this version of the Plan with the amends as outlined above.

## **8. County Durham Plan**

- a. Members unanimously **agreed** the replies to the Inspector's Questions on Matters 1-7.
- b. The Chair reported that the draft replies on Matters 8-14 would soon be circulated for consideration.
- c. The Chair advised that the most recent information provided to the Inspector by DCC, in considering up to what percentage level of HMOs within a 100-metre radius of any new C4/ sui generis HMO application they would challenge, were proposing a level of 90%. This was broadly welcomed by the Parish Council Planning Committee.

The Chair and Mr Lowe also expressed concern at the new information which had been provided by DCC to the Inspector as to the justification of a new Northern Relief Road. The Chair advised that the new information was a very significant amount of new information and it was felt that there would be insufficient time for proper consideration of the new information based on the current timescales to respond. The Chair advised that the City of Durham Trust (on behalf of the Durham Coalition) would be submitting a letter to the Programme Officer expressing concern about this and asking if the Inspector will accept this new information at this late stage and, if so, whether there would be a further opportunity to respond to this.

## **9. Proposed new County HQ on the Sands (planning reference DM/18/02369/FPA):**

- a. The Chair reported that he had attended a meeting with Jean Crowden (member of the public) who advised him that she is pursuing the matter of the fencing off of the common land with the County Council. The Chair reminded Members that the coach park remained Common land and the fencing off of this land is considered to be unlawful.
- b. The Clerk reminded Members that a meeting was due to take place between DCC, Kier and the Parish Council and an update following this meeting would be included in the Full Council Agenda in October.

**10. Planning applications:** To consider making representations on the following (the date in parenthesis is the deadline to call the application to committee):

- a. All for Half Moon Hotel 86 New Elvet Durham DH1 3AQ:
  - DM/19/02871/AD** | Erection and Display of Replacement Signage consisting of 1No Illuminated Hanging Sign, 1No Illuminated Fascia Sign, 1No Non-Illuminated Hanging Sign, 1No Non-Illuminated Fascia Sign, 2No Non-Illuminated Wall Mounted Painted Signs. It was **agreed** to note this application.
  - DM/19/02874/LB** | External Re-decoration. It was **agreed** to note this application.
  - DM/19/02966/FPA** | Internal Alterations, Refurbishment of External Customer Area comprising Conversion of Outbuilding to Bottle Bar, Creation of Bin Store, Erection of Glazed Canopy and External Lighting. It was **agreed** to note this application.
  - DM/19/02967/LB** | Internal Alterations, Refurbishment of External Customer Area comprising Conversion of Outbuilding to Bottle Bar, Creation of Bin Store, Erection of Glazed Canopy and External Lighting. It was **agreed** to note this application.
- b. Other planning applications
  - DM/19/02976/FPA** | Change of use from Gym (Class D2) to dental practice (Class D1) | 1A Hawthorn Terrace Durham DH1 4EL. It was **agreed** to note this application.
  - DM/19/02988/FPA** | Single storey extension to rear and internal alterations to create 2no additional bedrooms within C4 property (6 bedrooms altogether) | 11 Juniper Way Durham DH1 4GZ. It was **agreed** to object to this application. Cllr R Cornwell **agreed** to draft the response to this application.
  - DM/19/03001/CPO** | Internal changes to increase the number of bedrooms from 4 to 6 in existing C4 HMO property | 1 Juniper Way Durham DH1 4GZ. It was **agreed** to note this application.
  - DM/19/03007/FPA** | 4 bedroom C4 HMO to 6 bedroom C4 HMO. Proposed front and rear dormers, internal alterations | 30 May Street Durham DH1 4EN. It was **agreed** to object to this application. Cllr L Brown **agreed** to draft the response to this application.
  - DM/19/03018/VOC** | Variation of Condition no. 2 (Approved Plans) and removal of Condition No's. 3,4,5,7,8,9 and 10 pursuant to approved planning permission DM/17/00011/FPA, to allow minor material alterations to the layout and external design of the proposals. 24 The Avenue Durham DH1 4ED. It was **agreed** to object to this application. Cllr R Cornwell **agreed** to draft the response to this application.
  - DM/19/03021/TPO** | Fell 1no. Ash (T1), reduce branches away from house to give 2m clearance of 1no. Laurel (T2), 1no. Ash (T3), 1no. Holly (T6), reduce branches away from house to give 2.5m clearance of 1 no. Norway Maple (T5) and 1no. Holly (T4) | 25 Dalton Crescent Nevilles Cross Durham DH1 4FB. It was **agreed** to note this application.
  - DM/19/03026/FPA** | Single-Storey Side and Rear Extensions. | 12 Percy Terrace Durham DH1 4DY. It was **agreed** to note this application.
  - DM/19/03032/FPA** | Installation of goal posts and short access footpath to community field | Sheraton Park North Of Kirkwood Drive Nevilles Cross DH1 4FF. It was **agreed** to note this application.

**DM/19/03033/FPA** | Retention of Timber Cladding and Render to Existing Single-Storey Side Extension and Installation of Rear Door to West Facing Rear Elevation. | Old Coach House 2 Percy Terrace Durham DH1 4DY. It was **agreed** to object to this application. Cllr L Brown **agreed** to draft the response to this application, however the objection would be signed on behalf of the Parish Council Planning Committee.

**DM/19/03112/AD** | 1no. Illuminated fascia sign and 1no. Illuminated projecting sign | 34 High Street Durham DH1 3UL. It was **agreed** to note this application.

**DM/19/03120/VOC** | Variation of condition 2 (approved plans) to amend the shop front design relating to planning approval DM/19/01935/FPA for change of use to ground floor pub and upper floor sui generis 7 bed HMO, including alterations and installation of new shop front. | 34 - 35 Saddler Street Durham DH1 3NU. It was **agreed** to note this application.

## **11. Dates of future meetings**

25 October 2019 - 14.00 to 16.00 hrs – Office 2, Clayport Library Building.

8 November 2019 - 14.00 to 16.00 hrs – Office 2, Clayport Library Building.

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

**Signed**

**Chair of the City of Durham Parish Council Planning Committee**