

# City of Durham Parish Council

Office 3 D4.01d Clayport Library  
8 Millennium Place  
Durham  
DH1 1WA  
Telephone 07704 525630  
Email: parishclerk@cityofdurham-pc.gov.uk

4 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 **Thursday 10 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 27 September 2019**
- 4. To receive any public participation comments on the following agenda items**

**5. Matters arising:**

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

**DM/19/02459/FPA** | Change of use from 4 bedroom C4 HMO to 7 bedroom *Sui Generis* HMO | 13 Mowbray Street Durham DH1 4BH

**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

**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

**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

**DM/19/02945/LB** | Internal alterations | 45 Claypath Durham DH1 1QS

**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

- 6. Update on Service Level Agreement for enhanced Planning Enforcement Officer service with DCC following meeting with DCC Officers.**
- 7. Neighbourhood Plan:** To consider any amends from Members to date on the latest version of the Neighbourhood Plan.
- 8. County Durham Plan**
  - a. To note the replies to the Inspector's Questions on Matters 1-7
  - b. Consideration of draft replies on Matters 8-14
  - c. Any recent developments, including responses by other parties, especially the County Council, to the Inspector's questions. (It is anticipated that these will be listed on <https://durhamcc.objective.co.uk/portal/planning/elp2/> )

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

- a. Illegal enclosure of The Sands
- b. Any other relevant developments

**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
  - DM/19/02874/LB** | External Re-decoration
  - 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
  - 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
- 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
  - 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
  - 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
  - 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
  - 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
  - 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
  - DM/19/03026/FPA** | Single-Storey Side and Rear Extensions. | 12 Percy Terrace Durham DH1 4DY
  - 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
  - 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
  - DM/19/03112/AD** | 1no. Illuminated fascia sign and 1no. Illuminated projecting sign | 34 High Street Durham DH1 3UL

**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

**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.

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 Friday 27<sup>th</sup> September 2019 in Office 2, Clayport library building, 8 Millennium Pl, DH1 1WA.**

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

**Also present:** Parish Clerk Adam Shanley and Mike Costello (member of the public)

## **1. Welcome and apologies**

Apologies were received from Cllr G Holland

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

Cllr J Ashby declared an interest in planning application DM/19/02821/LB and Cllrs J Ashby, V Ashfield, R Cornwell and C Reeves declared an interest in planning application DM/19/02853/FPA.

## **3. To receive and approve as a correct record the minutes of the meeting on 13 September 2019.**

The Minutes of the meeting held on 13<sup>th</sup> September 2019 were agreed as a true and accurate record of proceedings.

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

Mike Costello advised that he was attending the meeting to hear discussions on Items 6 and 7 on the Agenda.

## **5. Matters arising:**

to approve the following response:

**DM/19/02734/FPA** | Installation of illuminated artwork to the South Elevation | Clayport Library 8 Millennium Place Durham DH1 1WA (26 September). The Clerk advised that the draft submission was not yet on the website and that Councillors would need to approve the submission at this meeting. Councillors agreed their response to this (for text of letter see Parish web site).

## **6. Neighbourhood Plan**

To note that the Working Party has now completed its work, and

- a. Members received the notes of the final Neighbourhood Plan Working Party meeting;
- b. The Chair advised that the Clerk had circulated the latest version of the Neighbourhood Plan document. The Chair advised that the documents circulated together with the Plan were as up to date as they possibly could be at this stage as the Working party were waiting to hear back from AECOM on a number of points. It was **agreed** that hard copies of the latest version of the Plan should be ordered and circulated to Councillors, with a deadline of 14<sup>th</sup> October to get any amends to policies and content back to the Clerk, in time for the next Full Parish Council meeting.

The Committee also wished to put on record its thanks to the members of the Neighbourhood Plan Working Party for the enormous amount of work they have done on the Plan.

## **7. County Durham Plan**

- a. Cllr J Ashby advised that he and Cllr Cornwell would be working on responses for Matters 1-7 with a deadline to get these submitted to the Clerk by 3<sup>rd</sup> October. Cllr J Ashby also advised that he would be working on Matters 8-14 and would be aiming to have those submitted to the Clerk in time for the deadline of midday on 18<sup>th</sup> October.
- b. The Clerk advised that he felt the Full Parish Council had made the correct decision in supporting the Durham City Coalition and delegating authority on urgent decisions to the Chair of the Parish Council, the Chair of the Parish Council Planning Committee and the Clerk as this was the only conceivable way of hitting various deadlines in the process.

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

- a. No matters referred by the Parish Council meeting on 26 September
- b. The Chair reported that he had received correspondence from the Clerk of Durham Freeman stating that a number of containers had been illegally installed on the grass land at the Sands. The Clerk of the Freeman had written to the County Council requesting that they immediately be removed.

## **9. Update on progressing the Service Level Agreement with Durham County Council for a Planning Enforcement Officer for Durham City.**

The Clerk reported that he had now heard back from Stephen Reed on the proposed Service Level Agreement to have an enhanced planning enforcement service for the City of Durham Area. This was a positive response and the Clerk and the Chair would be meeting Mr Reed to discuss the mechanics of how this SLA would function.

Cllr J Ashby advised that he felt that this is a very good use of Parish Council funds.

Cllr V Ashfield advised that the City of Durham Parish Council was proving to be a very cost-effective Parish Council for residents.

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

**DM/19/02459/FPA** | Change of use from 4 bedroom C4 HMO to 7 bedroom Sui Generis HMO with single storey lean to on existing kitchen and 2 storey extension with pitch roof to rear of property. | 13 Mowbray Street Durham DH1 4BH (17 October). It was **agreed** to object to this application. Cllr L Brown **agreed** to draft the letter of objection for this application.

**DM/19/02756/FPA** | Change of use from shop (A1) to cafe/restaurant (A3) - Retrospective | 3 Neville Street Durham DH1 4EY (17 October). It was **agreed** to note this application.

**DM/19/02811/FPA** and **DM/19/02812/AD** | Illuminated and non-illuminated fascia and hanging signs. | 16 The Riverwalk Millburngate Durham DH1 4SL (17 and 10 October respectively). It was **agreed** to note this

application, as long as this was conforming to policy.

**DM/19/02821/LB** | Listed building consent for internal alterations to provide a change in internal layout including en-suite facilities. | 72 - 73 Claypath Durham DH1 1QT (10 October). It was **agreed** to note this application.

**DM/19/02853/FPA** | The change of use from a dwelling (Use Class C3) to a small house in multiple occupation (Use Class C4). | 27 May Street Durham DH1 4EN (2 October). It was **agreed** to object to this application. Cllr L Brown **agreed** to draft the letter of objection for this application.

**DM/19/02860/FPA** | Installation of french doors to replace existing window and installation of sun tunnel in roof. | 39 Hallgarth Street Durham DH1 3AT (10 October). It was **agreed** to note this application.

**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 (10 October). It was **agreed** to object to this application. Cllr L Brown **agreed** to draft the letter of objection for this application.

**DM/19/02864/FPA** | Change of use from 5 bedroom HMO to 7 bedrooms (C4 to *Sui Generis*) and two storey side extension | 1 Elvet Crescent Durham DH1 3AP (10 October). It was **agreed** to object to this application. Cllr L Brown **agreed** to draft the letter of objection for this application.

**DM/19/02890/LB** | To replace window like for like with timber frames | 59 Hallgarth Street Durham DH1 3AY (10 October). It was **agreed** to note this application.

**Listed Building Consent** for the installation of one eyebolt for the rigging of a steel wire rope catenary across the South Bailey in connection with Lumiere, at the following addresses (all 10 October):

**DM/19/02900/LB** | 10 South Bailey Durham DH1 3EE. It was **agreed** to note this application.

**DM/19/02901/LB** | St Johns College (Former 3 South Bailey) Durham DH1 3RJ. It was **agreed** to note this application.

**DM/19/02902/LB** | St Johns College (Former No. 6 South Part, South Bailey) Durham DH1 3RJ. It was **agreed** to note this application.

**DM/19/02903/LB** | 3 The College Durham DH1 3EQ. It was **agreed** to note this application.

**DM/19/02904/LB** | St Johns College (Former 1 South Bailey) Durham DH1 3RJ. It was **agreed** to note this application.

**DM/19/02924/AD** | 2 illuminated fascia signs, 1 non illuminated projecting sign, seating barriers and window vinyls (resubmission of DM/18/03723/AD) | Unit 19 Riverwalk Millburngate Durham DH1 4SL (10 October). It was **agreed** to defer a decision on this application until Cllrs R Cornwell and L Brown were able to consult on this. If minded to object, Cllrs R Cornwell and L Brown would bring along a response for approval at the Planning Committee meeting on 10<sup>th</sup> October.

**DM/19/02945/LB** | Internal alterations to convert existing first floor kitchen to bedroom, alterations to first floor bedroom to form bathroom, and alterations to ground floor to form kitchen/dining room. | 45 Claypath Durham DH1 1QS (17 October). It was **agreed** to object to this application. Cllr L Brown **agreed** to draft the letter of objection for this application.

**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 (17

October). It was **agreed** to object to this application. Cllr L Brown **agreed** to draft the letter of objection for this application.

**11. Dates of future meetings**

**Thursday** 10 October 2019 - 14.00 to 16.00 hrs – Office 2, Clayport Library Building.

25 October 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**