



# City of Durham Parish Council

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Date of Summons: 3<sup>rd</sup> July 2023

## SUMMONS

**To all Members of the City of Durham Parish Council's Planning and Licensing Committee:** Councillors E Ashby, N Brown, A Doig, G Holland, C Lattin, R Ormerod and S Walker.

You are hereby summoned to attend the **Planning and Licensing Committee meeting** to be held **via Zoom at 12:00pm on Friday 7<sup>th</sup> July 2023** for the purpose of transacting the following Agenda business as shown.

**The link to join this meeting is below:**

<https://us02web.zoom.us/j/85399634330>

Meeting ID: 853 9963 4330

*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**

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## **AGENDA**

- 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 held on 28<sup>th</sup> June 2023**
- 4. To receive any public participation comments on the following agenda items.** Please email the Parish Clerk [parishclerk@cityofdurham-pc.gov.uk](mailto:parishclerk@cityofdurham-pc.gov.uk) to register to speak.
- 5. Matters arising:**
  - (a) To agree the draft responses to the following planning and licensing application(s), pre-application(s) and/or appeal(s):**

**DM/23/01564/FPA** | Alterations to internal layout, re-paint of rear, install 2 No. vent axia fans to first floor rear side elevation. Repairs to external wall on ground floor front elevation | Big Jug 83 Claypath Durham DH1 1RG

**DM/23/01565/LB** | Alterations to internal layout, re-paint of rear, install 2 No. vent axia fans to first floor rear side elevation. Repairs to external wall on ground floor front elevation | Big Jug 83 Claypath Durham DH1 1RG
  - (b) To consider the outcome of the following planning and licensing application(s) and/or appeal(s):**

**DM/23/01031/FPA** | Change Use of dwellinghouse (C3) into a small house in multiple occupation (C4) with minor external alterations | Magdalene Heights Gilesgate Durham DH1 1SY

**DM/23/00711/CEU** | Application for a Lawful Development Certificate for change of use of C3 Dwellinghouse to C4 HMO prior to the Article 4 Direction coming into force | 3 Alma Terrace Nevilles Cross Bank Durham DH1 4JQ
  - (c) To consider the latest updates on the following planning application(s) in the parish:**

**DM/23/00241/FPA** | Change of Use from 6 Bed dwellinghouse to 2no. 2 bed flats. (amended description 09.02.2023) | 24 Nevilledale Terrace Durham DH1 4QG
- 6. To consider the following new licensing applications in the parish area:**

Mr Samuel Harper	40 Winks 40 South Street Durham DH1 4QP	<b>Application for the grant of a premises licence</b>  Sale of alcohol (on the premises) Monday to Sunday 10.00am to 6.00pm	13 July 2023
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New Express Limited	Shop Local 5 New Elvet Durham DH1 3AQ	<b>Application for the grant of a premises licence</b>  Late night refreshment (outdoors) Monday to Sunday 11.00pm to 5.00am  Sale of alcohol (off the premises) Monday to Thursday 7.00am to 11.30pm, Friday to Sunday 7.00am to 12.30am	27 July 2023

**7. To consider the following new planning applications in the parish area**

**a) To note:**

**DM/23/01685/PNC** | Conversion of office space to 2no. two-bedroom flats | 7 Old Elvet Durham DH1 3HL

**DM/23/01686/FPA** | 1no rooflight | 7 Old Elvet Durham DH1 3HL

**DM/23/01743/FPA** | Replacement of ground floor window on front elevation with a door, and internal alterations in connection with disabled use of ground floor. | 216 Gilesgate Durham DH1 1QN

**DM/23/01744/LB** | Replacement of ground floor window on front elevation with a door, and internal alterations in connection with disabled use of ground floor. | 216 Gilesgate Durham DH1 1QN

**b) To discuss:**

**DM/23/01777/FPA** | Change of use of from hot food takeaway and bar on the ground and first floors to a large House in Multiple Occupation (HMO) (sui generis), including alterations to the west elevation and removal of two flues on the east elevation. | 29 - 33 Neville Street Durham DH1 4EY

**8. Update on the planning/licensing report for Durham City centre**

**9. Consideration of draft responses to recent Supplementary Planning Documents and PROW Plan consultations by DCC.**

**10. Dates of future meeting(s) of this Committee:**

21<sup>st</sup> July 2023

4<sup>th</sup> August 2023

18<sup>th</sup> August 2023

# City of Durham Parish Council

## **Minutes of the Planning and Licensing Committee meeting held via Zoom at 12:00pm on Wednesday 28<sup>th</sup> June 2023**

**Present:** Cllr G Holland (in the Chair), Cllr E Ashby, Cllr C Lattin, Cllr R Ormerod and Cllr S Walker.

**Also present:** Mr A Shanley (Parish Clerk), Mr John Ashby, Mr Roger Cornwell and Mr John Lowe (members of the public) and Prof. David Sparkes (DCC Design and Conservation).

### **11. Welcome and apologies**

Apologies were received from Councillor A Doig.

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

None received.

### **13. To receive and approve as a correct record the minutes of the meeting held on 9<sup>th</sup> June 2023**

The minute of the meeting held on 9<sup>th</sup> June 2023 were unanimously **agreed** as a true and accurate record of proceedings.

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

Mr John Ashby advised that he was attending the meeting with a general interest in all agenda items.

Mr Roger Cornwell advised that he was attending the meeting with a general interest in all agenda items.

Mr John Lowe advised that he was attending the meeting with a general interest in all agenda items.

### **15. Discussion with Anne Allen, World Heritage Site Coordinator and David Sparkes, DCC Design and Conservation on the requirements for a WHS setting survey**

Professor David Sparkes thanked the Parish Council for allowing him to come along and speak to Committee.

David advised that he was aware that the Clerk had recently met with the new WHS Coordinator Anne Allen and discussed the possibility of the Parish Council supporting the production of a World Heritage Site setting study.

David highlighted that the protection of the setting of a Durham Castle and Cathedral World Heritage Site is inextricably linked to the protection of the site itself. This is particularly true in the case where the landscape of the site and its surroundings not only enhances but has been instrumental in the location, form and special character embodied in the core values of the site.

David advised that a key document which has never been produced for the World Heritage Site is a settings study. David advised that this is an essential piece of work in order to inform how new development proposals within the inner and outer setting of the World Heritage Site are assessed against issues such as OUVs.

David highlighted a number of applications had raised ICOMOS's interest in Durham and this put Durham on a watch list along with other sites in the UK.

David advised that, running alongside this document, is the production of both the Conservation Area Management Plan and the World Heritage Site Management Plan. David highlighted that this work would help to inform these pieces of work.

David advised that Anne had secured funding from partners such as DCC, Durham Cathedral, Durham University and Historic England and asked if the Parish Council would consider putting in £5,000 worth of funding towards this work, which is an approximately £30,000 piece of work.

The Clerk asked who would carry out this work. David advised that this would be an external piece of work carried out by an external consultant, this also meant that this would be a neutral piece of work.

The Chair asked if the setting study could be fed into the County Durham Plan. David confirmed that this would feed into the Conservation Area Management Plan which would be an adopted planning document.

Mr John Lowe advised that the World Heritage Site Committee is meeting on 20<sup>th</sup> July and the Committee is aware that this is an important piece of work to be carried out.

The Committee agreed to support this proposal and to recommend this to Full Council for approval.

David advised that he would provide a report to the Clerk to support this going to Full Council in July.

The Chair thanked David for attending the meeting today. At this point, David thanked the Committee and left the meeting.

## **16. Pre-application discussion with Saddlers Land and Property regarding refurbishment/ redevelopments in the City centre including Silver Street, Saddler Street and North Road**

The Clerk advised that Saddlers Land and Property hoped to meet with the Parish Council at a later stage and would therefore not be part of this meeting.

## **17. Matters arising:**

### **(d) To agree the draft responses to the following planning and licensing application(s), pre-application(s) and/or appeal(s):**

**DM/23/01077/FPA** | Proposed development of 26 holiday lodges, security office and associated recreational hub with access, parking and landscaping. | Land To The North Of Industrial Estate Frankland Lane Durham DH1 5TA. The Committee **approved** the response to this application.

**DM/23/01329/FPA** | Rear extension to form a covered external terrace for restaurant (Use Class E), a 3-bed HMO (Use Class C4) and basement storage with alterations to the adjoining external staircase | 30 - 31 Silver Street Durham DH1 3RD. The Committee **approved** the response to this application.

**(e) To consider the outcome of the following planning and licensing application(s) and/or appeal(s):**

**DM/23/01161/FPA** | Installation of baby memorial, new handrails and renewal of footpaths | St Cuthberts Church North Road Durham DH1 4NH. The Committee **noted** that this application had now been approved.

**DM/23/00993/FPA and DM/23/00911/LB** | Loft conversion including a glass dormer window in centre of roof, with 3x conservation velux windows. Convert and extend the existing garage to a 1.5 storey garden room, with 2x dormer windows | 90 Gilesgate Durham DH1 1HY. The Committee **noted** that these applications had now been refused.

**18. To consider the following new licensing applications in the parish area:**

**Minor variation of a premises licence by WLHPLUS Limited for Happiness 2. Restaurant and Karaoke Bar. 17 North Road. Durham. DH1 4SH.** It was **agreed** to note this application.

**Application to vary a premises licence for El Pincho Limited for El Pincho. Unit 16 The Riverwalk. Durham. DH1 4SJ.** It was **agreed** to seek guidance from Durham Police on whether they support/ object to this application and to follow their lead on this.

**Application for the grant of a premises licence by Mr Samuel Harper for 40 Winks. 40 South Street. Durham. DH1 4QP.** It was **agreed** to defer a decision on this application until such a time as the Committee was able to meet with the applicant/ undertake a site visit of the premises.

**19. To consider the following new planning applications in the parish area**

**c) To note:**

**DM/23/01557/TPO** | Various works to trees covered by a Tree Preservation Order, further information within the provided tree survey. | East Durham And Houghall Community College Houghall Durham DH1 3SG. It was **agreed** to note this application.

**DM/23/01306/FPA** | Replace existing rear conservatory with new conservatory | 221 Gilesgate Durham DH1 1QN. It was **agreed** to note this application.

**DM/23/01564/FPA** | Alterations to internal layout, re-paint of rear, install 2 No. vent axia fans to first floor rear side elevation. Repairs to external wall on ground floor front elevation | Big Jug 83 Claypath Durham DH1 1RG. It was **agreed** to

object to this application. The Clerk **agreed** to draft the response to this application.

**DM/23/01565/LB** | Alterations to internal layout, re-paint of rear, install 2 No. vent axia fans to first floor rear side elevation. Repairs to external wall on ground floor front elevation | Big Jug 83 Claypath Durham DH1 1RG. It was **agreed** to object to this application. The Clerk **agreed** to draft the response to this application.

**DM/23/01423/FPA** | Extension to existing roof (raising of roof ridge level and construction of gable walls) | Crossways Toll House Road Crossgate Moor Durham DH1 4HU. It was **agreed** to note this application.

**DM/23/01282/FPA** | Erection of temporary double classroom | Houghhall Farm Farm Road Houghall Durham DH1 3SN. It was **agreed** to note this application.

**DM/23/01584/TPO** | Crown lifting to 5m of 4 trees as shown on Drawing Number 149525/8006, Rev A. | East Durham And Houghall Community College Houghall Durham DH1 3SG. It was **agreed** to note this application.

**DM/23/01355/AD** | 1 no. proposed fascia sign (1.8m width, 0.6m height) and 2 no. proposed projecting fascia sign (0.75m width, 0.55m height, 0.1m depth) | MyDentist Framwelgate Bridge Durham DH1 4SJ. It was **agreed** to note this application.

**DM/23/01655/TPO** | Removal of a branch hanging, remove 1 and 2-inch deadwood visible in the crown, prune branches as shown in figures 1 and 2 on the North face to lift the crown and prune to crown lift the south face to 7m | 27 Dalton Crescent Nevilles Cross Durham DH1 4FB. It was **agreed** to note this application.

**d) To discuss:**

**DM/23/01587/FPA** | Replacement windows | St Margarets Flats Durham DH1 4DS. It was **agreed** to note this application.

**DM/23/01581/FPA** | Conversion of garage, block paving to extend drive, dropped kerb, modification to gable roof edge and external rendered wall cladding | 18 Redhills Lane Crossgate Moor Durham DH1 4AJ. It was **agreed** to note this application.

**20. Dates of future meeting(s) of this Committee:**

7<sup>th</sup> July 2023  
21<sup>st</sup> July 2023  
4<sup>th</sup> August 2023

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

Signed,

**Chair of the City of Durham Parish Council Planning and Licensing  
Committee  
(7<sup>th</sup> July 2023)**