



City of Durham Parish Council

The City of Durham Parish Council. Office 3, Clayport Library. 8 Millennium Place. Durham. DH1 1WA.

Telephone: 07510 074875

Email: parishclerk@cityofdurham-pc.gov.uk

Date of Summons: 20th November 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 24th November 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/84860679612>

Meeting ID: 848 6067 9612

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

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 10th November 2023**
- 4. To receive any public participation comments on the following agenda items.** Please email the Parish Clerk parishclerk@cityofdurham-pc.gov.uk to register to speak.

5. Matters arising:

(a) To approve the responses to the following planning/ licensing application(s):

Application for the grant of a premises licence by Lebaneat (Yarm) Limited for Manakeet. 22 Silver Street. Durham. DH1 3RD.

Application to vary a premises licence by News Express Limited for Shop Local. 5 New Elvet. Durham. DH1 3AQ.

(b) To consider the outcomes of the following planning and licensing application(s) in the parish area:

DM/23/02371/FPA | Change of use from dwellinghouse (Use Class C3) to flexible use permission as a dwellinghouse (Use Class C3) and a House in Multiple Occupation (Use Class C4) under the provisions of Class V of Part 3 of Schedule 3 of the Town and Country Planning (General Permitted Development) (England) Order 2015 including conversion of garage into habitable room, internal alterations and insertion of roof lights to front and rear | 4 St Margarets Garth Durham DH1 4DS

DM/23/01709/FPA | Replacement shop front and installation of first floor gable window | 22 Silver Street Durham DH1 3RD

(c) To consider the latest updates on the following planning and licensing application(s)/ appeal(s) in the parish area:

Application for the review of a premises licence by the City of Durham Parish Council for Ye Olde Elm Tree. 12 Crossgate. Durham. DH1 4PS.

DM/23/02989/AD | Display of 8 no. internally illuminated fascia signs and 3 no. non-illuminated hanging signs | Units 40 To 41 The Riverwalk Millburngate Durham DH1 4SL.

6. To consider the following new planning applications in the parish area:

a) To note:

DM/23/02919/FPA | Remedial works to the ventilation system to include removal of redundant MEP plant, replacement/upgrade of plant, remedial works to roof coverings, and minor structural alterations/new door openings with formation of new staircase and landings | Durham University Life Sciences Support Unit (LSSU) Science Site Durham DH1 3LE

DM/23/03302/VOC | Variation of Condition 2 (Approved Plans) of approval reference DM/22/02767/FPA to add north facing window in side wall of rear extension, east facing window in side utility extension and remove north facing side window in snug area | 12 Ferens Park Durham DH1 1NU

DM/23/03153/LB | Re-roofing main building and single-story extension in the back | 22 Hallgarth Street Durham DH1 3AT

DM/23/03255/TPO | T1. Conifer - fell due to tree's roots infiltrating drains causing damage and blockage | 19 Briardene Durham DH1 4QU

DM/23/03337/FPA | Refurbishment of mortuary department including demolition and erection of carport, installation of 7no. condenser units enclosed with 2.5m high metal security enclosure | University Hospital Of North Durham North Road Durham DH1 5TW

b) To discuss:

DM/23/02758/FPA | Erection of single storey dwellinghouse | 164A Gilesgate Durham DH1 1QH

DM/23/02728/FPA | Replace red plastic-coated front door with white UPVC (retrospective) | 53 Hallgarth Street Durham DH1 3AY

- 7. To consider the publication of the local heritage list and any follow-up actions required from this.**
- 8. Consideration of the Planning and Licensing Committee's draft budget proposal for 2024/25 – report included.**
- 9. To approve the responses to the following supplementary planning documents (SPDs) consultations:**
 - County Durham Design Code (2nd draft)
 - Trees, Woodlands and Hedges (2nd draft)
 - Shop Fronts
 - Energy Efficiency, Renewables and the Historic Environment
- 10. Dates of future meeting(s) of this Committee:**
 - 8th December 2023
 - 19th January 2024
 - 2nd February 2024

City of Durham Parish Council

Minutes of the Planning and Licensing Committee meeting held via Zoom at 12:00pm on Friday 10th November 2023

Present: Cllr G Holland (in the Chair), Cllr E Ashby, Cllr N Brown, Cllr C Lattin and Cllr S Walker.

Also present: Mr A Shanley (Parish Clerk), Mr Roger Cornwell and Mr John Lowe (members of the public) and Mr Alex Allen, Mr Michael Fleming, Mr Alan Jobson and Ms Holly Jackson (representatives for Yume World).

1. Welcome and apologies

Apologies were received from Councillor R Ormerod.

2. To receive any declarations of interest from members

None received.

3. To receive and approve as a correct record the minutes of the meeting held on 27th October 2023

The minutes of the meeting held on 27th October 2023 were unanimously **agreed** as a true and accurate record of proceedings.

4. To receive any public participation comments on the following 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.

5. Matters arising:

(d) To approve the responses to the following planning/ licensing application(s):

DM/23/02963/TPO | 1. Horse Chestnut - Prune to clear the overhead cable and BT pole by 1.5m 2. Sycamore - Prune to clear the overhead cable and BT pole by 1.5m and crown clean/deadwood 3. Sycamore - Crown clean and deadwood 4. Lime - Crown clean/deadwood and remove the epicormic growth from the main stem to a height of 3m 5. Sycamore - Crown clean and deadwood 7. Laburnum - Fell as close to current ground level as practical 8. Birch - Sever the ivy at the base and remove 1m from ground level 14. Beech - Prune to clear the overhead cable by 1.5m and crown clean/deadwood | Grey Lodge Whitesmocks Durham DH1 4LH. The Committee **approved** the response to this application.

DM/23/02988/FPA | The material change of use of a dwellinghouse (Use Class C3) to a small House in Multiple Occupation (Use Class C4) | 10 Mavin Street Durham DH1 3AU. The Committee **approved** the response to this application.

(e) To consider the outcomes of the following planning and licensing application(s) in the parish area:

DM/23/01710/AD | Rebranding of current front and side signage, replacement of wall mounted signage, replacement of existing awnings' material | 22 Silver Street Durham DH1 3RD. The Committee **noted** that this application had now been approved.

(f) To consider the latest updates on the following planning and licensing application(s)/ appeal(s) in the parish area:

Application for the review of a premises licence by the City of Durham Parish Council for Ye Olde Elm Tree. 12 Crossgate. Durham. DH1 4PS. The Committee **noted** that this review application is now going to a hearing on 28th November 2023. Councillor S Walker **agreed** to represent the Parish Council at this hearing.

DM/23/02836/AD | Installation of 9 no. freestanding external wayfinding signs around the site of Durham Cathedral. | Durham Cathedral The College Durham DH1 3EH. The Committee considered the additional information submitted by the Cathedral, including their report from their own internal access group, and **agreed** to note this application.

DM/23/02630/VOC | Removal of Condition(s) 5 (Archaeology Monitoring) and 6 (Archaeology Reporting and Monitoring) pursuant to planning permission DM/23/00527/FPA | 15 Moor Edge Crossgate Moor Durham DH1 4HT. The Committee noted the response from Archaeology to this application and agreed to support the Archaeology in maintaining their position on this proposal.

6. To consider the following new licensing application(s) in the parish area:

Application for the grant of a premises licence by Lebaneat (Yarm) Limited for Manakeet. 22 Silver Street. Durham. DH1 3RD. It was **agreed** to object to this application. The Clerk **agreed** to draft the response to this application.

Application to vary a premises licence by News Express Limited for Shop Local. 5 New Elvet. Durham. DH1 3AQ. It was **agreed** to object to this application. The Clerk **agreed** to draft the response to this application.

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

c) To note:

DM/23/03156/PN56 | Install 1no fridge and 1no freezer or 2no storage containers for fieldwork kit. | Durham University Calman Learning Centre And Earth Sciences And Computing And Information Services Science Site South Road Durham DH1 3LE. It was **agreed** to note this application.

DM/23/03124/LB | Installation of 1no. new wrought iron handrail to a staircase | Durham University Palace Green Library Palace Green Durham DH1 3RN. It was **agreed** to note this application.

DM/23/03088/FPA | Demolition of existing rear garage and making good boundary wall. Erection of inner stone walls/fence and garden alterations. | 9 Crossgate Peth Durham DH1 4PZ. It was **agreed** to note this application.

DM/23/03179/FPA and DM/23/03180/LB | Externally existing signage and alarm box to be removed and made good; existing night safe's face plate

to be removed and existing aperture to be infilled with stonework to match existing; existing ATM to be removed and existing aperture to be infilled with stonework to match existing; existing letter boxes to be sealed internally; existing "BARCLAYS BANK" chambers texts to be removed and made good. Internally remove cashiers counters from the ground floor; remove all furniture and Barclays fittings from all floors; removal of metal cage from basement level; removal of 1no existing glazing partition and 1no existing glazing door from ground level. | 6 - 7 Market Place Durham DH1 3HL. It was **agreed** to note these applications, however the Clerk was asked to investigate the potential future use of this building with Barclays directly.

DM/23/03221/FPA and DM/23/03222/LB | Refurbishment of existing shopfront with replaced lighting and new framework to fascia to accommodate planting | 39 Saddler Street Durham DH1 3NU. It was **agreed** to note these applications.

DM/23/03212/TPO | Works to trees protected by TPO PN1-435-B as outlined in Tree Report submitted 25th Oct 2023 | Sheraton Park North Of Kirkwood Drive Nevilles Cross DH1 4FF. It was **agreed** to note this application.

d) To discuss:

DM/23/02989/AD | Display of 8 no. internally illuminated fascia signs and 3 no. non-illuminated hanging signs | Units 40 To 41 The Riverwalk Millburngate Durham DH1 4SL. Members expressed concerns to the representatives of Yume World regarding the potential for internal light pollution spilling into the public realm. Holly advised that she would take these back to her client and see if it might be possible to add some screening to the elevations to deter from light pollution. Holly advised that she would circulate additional information on this as soon as possible.

Members also expressed concerns about the arcade use of this site and asked when a likely change of use application would be coming forward. Holly advised that she understood that this had already been approved but confirmed that she would check on this too.

DM/23/03129/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 | 37 Elvet Crescent Durham DH1 3AP. It was **agreed** to note this application.

DM/23/03138/AD | Erection and display of 4no illuminated fascia sign and 1no non-illuminated hanging sign | 9 The Riverwalk Millburngate Durham DH1 4SL

DM/23/03150/CEU | Application for a Lawful Development Certificate for change of use to HMO (Sui Generis) | 30 Highgate Durham DH1 4GA. It was **agreed** to note this application.

DM/23/03167/CEU | Application for a Lawful Development Certificate for existing use of property as large HMO (Sui Generis) | 99 Gilesgate Durham DH1 1JA. It was **agreed** to note this application.

DM/23/03225/CEU | Application for a Lawful Development Certificate for change of use to C4 (HMO) prior to the Article 4 Direction coming into

force | 9 Percy Square Durham DH1 3PZ. It was **agreed** to note this application.

DM/23/03228/TPO | Fell and remove Tree A (Ash, dead from ADB), Tree B (Dead Hawthorn) | Land North Of 2 Richardby Crescent Durham DH1 3TY. It was **agreed** to note this application.

DM/23/03256/TPO | Various works to trees covered by a Tree Preservation Order detailed on the received application form. | Durham Miners Association Miners Hall Flass Street Durham DH1 4BE. It was **agreed** that the Clerk should approach the Chief Executive of Redhills and ask if one of the sycamore trees scheduled for felling could be retained.

8. To consider the latest updates with ongoing enforcement issues in the parish area

The Clerk updated the Council that the enforcement cases for 2 Albert Street and 41 Fieldhouse Lane were ongoing and that he continued to pursue these issues directly with the relevant case officers.

9. To review the Planning and Licensing Committee's strategic aims for 2024/25

The Clerk reminded Members that the Parish Council has agreed to formulate its strategy for 2024/25 ahead of the budget setting process in January 2024.

As part of this, all Parish Council Committees are being asked to agree their priorities for the forthcoming financial year so that this can feed into the Parish Council's budget agreement.

For this current year, the Clerk highlighted that Members had agreed that the five overarching priorities for the Parish Council are as follows:

- 1.** Being an ambitious voice for the city
- 2.** Enhancing the physical and mental wellbeing of our residents and addressing inequalities in our parish
- 3.** Upholding the Neighbourhood Plan and representing the parish on planning matters
- 4.** Creating a positive environment for businesses and encouraging tourism to improve prosperity of parish
- 5.** Taking action to combat the climate and ecological emergencies.

The Committee considered its own priorities for 2024/25 and **agreed** these priorities as follows:

Planning and Licensing Committee

Council priorities 2024/25	Planning priorities 2024/25	Looking Forwards initiative(s)
1. Being an ambitious voice for the city	Representing the Parish as a consultee on planning matters	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City Theme 4: A City With Attractive And Affordable Places To Live
	Consulting the Parish on planning matters	Theme 1: A City With A Sustainable Future
2. Enhancing physical and mental wellbeing of our residents and addressing inequalities in our parish	Ensuring schemes deliver the required levels of affordable housing and adapted housing for the disabled and elderly.	Theme 4. A City With Attractive And Affordable Places To Live
	Promoting the creation and adoption of new Public Rights of Way and ensuring that they are accessible to all.	Theme 2: A Beautiful And Historic City Theme 5: A City With A Modern And Sustainable Transport Infrastructure
	Protecting our green infrastructure and assets within our parish boundary and ensuring that they are used to the best possible public benefit.	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City

3. Upholding the neighbourhood plan and representing the parish on planning matters.	Upholding the development plans for the area i.e. Neighbourhood Plan and County Durham Plan.	<p>Theme 1: A City With A Sustainable Future</p> <p>Theme 2: A Beautiful And Historic City</p> <p>Theme 4: A City With Attractive And Affordable Places To Live</p>
	To maintain and develop an evidence-base to update the Neighbourhood Plan and comment on planning applications.	<p>Theme 1: A City With A Sustainable Future</p> <p>Theme 2: A Beautiful And Historic City</p> <p>Theme 4: A City With Attractive And Affordable Places To Live</p>
	Protecting our World Heritage Site, Conservation Areas and designated and non-designated heritage assets.	Theme 2: A Beautiful And Historic City
	Delivering a Conservation Area Management Plan	Theme 2: A Beautiful And Historic City
	Protecting against overdevelopment	<p>Theme 1: A City With A Sustainable Future</p> <p>Theme 2: A Beautiful And Historic City</p>

		Theme 4: A City With Attractive And Affordable Places To Live
4. Creating a positive environment for businesses and encouraging tourism to improve prosperity of parish	Supporting accommodation above retail units in the City centre.	Theme 1: A City With A Sustainable Future Theme 4: A City With Attractive And Affordable Places To Live
	Supporting tourist attractions and transport infrastructure for the visitor economy	Theme 1: A City With A Sustainable Future
5. Taking action to combat the climate and ecological emergencies.	Putting green future at the heart of planning considerations	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City
	Resisting schemes which do not deliver net zero by 2030 and supporting those which do.	Theme 1: A City With A Sustainable Future

Council priorities 2023/24	Licensing priorities 2023/24	Looking Forwards initiative(s)
1. Being an ambitious voice for the city	Representing the Parish on licensing matters	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City
2. Enhancing physical and mental wellbeing of our residents and addressing inequalities in our parish	Ensuring that all new licensing applications and existing premises promote the four licensing objectives.	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City

	Empowering our residents to make informed representations on licensing matters.	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City Theme 3: A City with a diverse and resilient economy
	Supporting a cumulative impact policy for the parish Supporting a late night-levy on licensed premises in the parish.	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City Theme 3: A City with a diverse and resilient economy
	Making licensing as open as possible through hosting an online licensing map	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City
	Making the City more accessible to all by representing the needs of all users in relation to pavement and outdoor seating applications.	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City Theme 3: A City with a diverse and resilient economy
3. Upholding the neighbourhood plan and representing the parish on planning matters.	Ensuring that the objectives of licensing and planning are aligned.	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City Theme 3: A City with a diverse and resilient economy
4. Creating a positive environment for businesses and encouraging tourism	Promoting the early evening economy to families and tourists	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City

to improve prosperity of parish		Theme 3: A City with a diverse and resilient economy
5. Taking action to combat the climate and ecological emergencies.	To encourage all new taxi licenses granted by DCC to be for low emissions/ electrical vehicles only.	Theme 1: A City With A Sustainable Future

10. Consideration of the Planning and Licensing Committee's draft budget proposal for 2024/25

Councillor E Ashby expressed concerns that the Planning and Licensing Committee represents an enormous amount of work for the Parish Council and yet the proposed budget did not reflect this in comparison with other Committees' budgets. Councillor E Ashby also expressed concerns that only £600 had been earmarked towards improving the night time economy.

It was **agreed** that this item should be revisited at the meeting on 24th November 2023.

11. Dates of future meeting(s) of this Committee:

24th November 2023
8th December 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
(24th November 2023)**

ITEM 8: CONSIDERATION OF THE PLANNING AND LICENSING COMMITTEE'S DRAFT BUDGET PROPOSAL FOR 2024/25

As Members are aware, the Committee considered its budget at its last meeting on 10th November 2023. The Parish Council is required to agree its budget and precept request for the forthcoming financial year in January 2024.

In order to assist the Council in agreeing both the budget and precept for 2024/25, each Committee of the Council is being asked to propose a budget against their individual identified priorities for next year.

The Parish Council's Finance Committee will be meeting in early January to consider each Committee's budget request.

The Parish Council's Planning and Licensing Committee have delegated responsibility to represent the Parish Council on all planning and licensing related matters.

At the previous meeting, Members expressed concern at the lack of funding proposed for the improvements to the night-time economy and Councillors Holland and Ashby and the Clerk met with a company last week to discuss the issue of fake IDs as a potential project the Parish Council might be able to support to tackle a big issue in the City. The previous budget proposed at the 10th November Committee meeting was as follows:

Planning and Licensing Committee

Item of expenditure	Cost (£)
PRIORITY 1: Representing the parish on planning and licensing matters	
Professional support in responding to planning applications and licensing hearings	£5,000.00
Review of County Durham Plan policies	£3,000.00
PRIORITY 2: Improving the licensed economy	
Enhanced drug searching scheme with Durham Police	£600.00
TOTAL PROVISION IN 2024-25 AGAINST PRIORITIES	£8,600.00

DECISION REQUIRED	For Members to consider the above report and agree a proposed budget for the Parish Council's Planning and Licensing Committee for 2024/25.
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