



## 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: 4<sup>th</sup> December 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 8<sup>th</sup> December 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/86258872470>

Meeting ID: 862 5887 2470

*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 24<sup>th</sup> November 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. To discuss the latest updates regarding the public inquiry into the Sniperley Park development(s).**
- 6. Matters arising:**
  - (a) To approve the responses to the following planning/ licensing application(s):**

**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

**DM/23/01709/FPA** | Replacement shop front and installation of first floor gable window | 22 Silver Street Durham DH1 3RD
  - (b) To consider the outcomes of the following planning and licensing application(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.
  - (c) To consider the latest updates on the following planning and licensing application(s)/ appeal(s) in the parish area:**

**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

Application for a Premises Licence at Manakeet, 22 Silver St, Durham DH1 3RD.
- 7. To consider the following new planning applications in the parish area:**
  - a) To note:**

**DM/23/03152/FPA** | re-roofing main building and single story extension in the back | 22 Hallgarth Street Durham DH1 3AT

**DM/23/03470/LB** | Replacement of decayed wood window to rear elevation | 52 South Street Durham DH1 4QP

**DM/23/03397/FPA** | Construction of handrail and guarding supported by an independent steel framework | Elvet Hill Lecture Rooms Elvet Hill Road Durham DH1 3TJ

**DM/23/03463/TPO** | 1. Sycamore - Prune back overhanging branches by approx. 4m 2. Apple - Reduce crown and reshape by 2m | 13 The Grove North End Durham DH1 4LU

**DM/23/03489/FPA** | Installation of 2no. single storey Portakabin buildings to be used as a mortuary and associated office for a temporary 2-year period. | University Hospital of North Durham North Road Durham DH1 5TW

**DM/23/03510/AD** | Replace 1no. Projecting signage with new 500mm, retain existing brackets, existing projecting sign brackets to be painted blue to match new logo, replace 1no. Logo with 1no. new blue heritage logo with 185mm logo height, remove window message "Building Society" & make good as necessary, replace 1no. ATM tablet and decals with new, replace statutory signage with new, sand and re-varnish doors. | 9 Market Place Durham DH1 3PN

**DM/23/03518/FPA** | Erection of two storey extension to rear. | St Oswalds Church Institute Church Street Durham DH1 3DQ

**b) To discuss:**

**DM/23/03400/FPA** | Change of use for the first floor of Bridge House from office (Use Class E) to purpose-built student accommodation (PBSA) (Sui generis) providing 8 x new studio apartments. Replacement and enlargement of one existing window to install a new uPVC window to match existing. | First Floor Office Bridge House North Road Durham DH1 4PW

**DM/23/03345/FPA** | Erection of a new shop window and doorway, brickwork stall riser & the carrying out of repair work to inside of new window framework. | 10 Market Place Durham DH1 3NB

**DM/23/03504/TPO** | G1 - Willow X2 - Fell as close to current ground level as practical T2 - Poplar - Remove the lowest branch growing closest to the garage block back to the main stem | 12 The Bowers Durham DH1 4EH

**DM/23/03543/FPA** | Construction of detached dwelling (resubmission). | Land South West Of 39 Fieldhouse Lane Durham DH1 4LT

**DM/23/02414/FPA** | Proposed first floor side extension and part two storey and single storey rear extensions to small HMO (Use Class C4) | 80 Hallgarth Street Durham DH1 3AY

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

Hang Sing Hong Manchester Limited	Taste the Orient Unit 9 The Riverwalk Durham DH1 4SL	<b>Application for the grant of a premises licence</b> Sale of alcohol (off the premises) Monday to Sunday 10.00am to 7.30pm	1 January 2024
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**9. To discuss the arrangements for considering new planning/licensing application(s) within the parish area over the Christmas holidays.**

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

19<sup>th</sup> January 2024  
2<sup>nd</sup> February 2024  
16<sup>th</sup> February 2024

# City of Durham Parish Council

## Minutes of the Planning and Licensing Committee meeting held via Zoom at 12:00pm on Friday 24<sup>th</sup> November 2023

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

**Also present:** Mr A Shanley (Parish Clerk) and Mr John Ashby (member of the public).

### 1. Welcome and apologies

Apologies were received from Councillors R Ormerod and N Brown.

### 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 10<sup>th</sup> November 2023

The minutes of the meeting held on 10<sup>th</sup> November 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 John Ashby 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):

Application for the grant of a premises licence by Lebaneat (Yarm) Limited for Manakeet. 22 Silver Street. Durham. DH1 3RD. Members **approved** the response to this application and **agreed** to maintain the objection to this proposal until the licence came

Application to vary a premises licence by News Express Limited for Shop Local. 5 New Elvet. Durham. DH1 3AQ. After further consideration, Members **agreed** to note this application.

#### (e) 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. Members **noted** that this application had now been refused.

**DM/23/01709/FPA** | Replacement shop front and installation of first floor gable window | 22 Silver Street Durham DH1 3RD. Members noted that this application had now been approved, in spite of the Council's objections to this proposal. It was **agreed** that a follow-up letter be sent to the Planning Development Manager on this application.

**(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 Councillor S Walker would be representing the Parish Council at the hearing on 28<sup>th</sup> November 2023. The Chair thanked Councillor S Walker for doing this on behalf of the Committee.

**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 **noted** that the additional screening would be added to the frontage of this premises as requested of the applicant.

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

**c) 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. It was **agreed** to note this application.

**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. Members noted the neighbouring property's objection and **agreed** to defer a decision on this matter until Councillor C Lattin had carried out a site visit to gain a better understanding of the issues at hand.

**DM/23/03153/LB** | Re-roofing main building and single-story extension in the back | 22 Hallgarth Street Durham DH1 3AT. It was **agreed** to note this application.

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

**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. It was **agreed** to note this application.

**d) To discuss:**

**DM/23/02758/FPA** | Erection of single storey dwellinghouse | 164A Gilesgate Durham DH1 1QH. It was **agreed** to object to this application and call this application in to Committee. The Clerk **agreed** to draft the objection letter to this proposal.

**DM/23/02728/FPA** | Replace red plastic-coated front door with white UPVC (retrospective) | 53 Hallgarth Street Durham DH1 3AY. It was **agreed** to object to this application. The Clerk **agreed** to draft the objection letter to this proposal.

**7. To consider the publication of the local heritage list and any follow-up actions required from this.**

The Committee warmly welcomed the production of the local heritage list and thanked the relevant DCC officers for their work on this. The Clerk advised that he would be working with Sue Childs in order to update the list at Appendix B of the Neighbourhood Plan with this additional information.

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

Members **approved** the following draft budget for 2024/25 for the Planning and Licensing Committee:

<b>Planning and Licensing Committee</b>	
<b>Item of expenditure</b>	<b>Cost (£)</b>
<b>PRIORITY 1: Representing the parish on planning and licensing matters</b>	
Professional support in responding to planning applications and licensing hearings	£5,000.00
Review of County Durham Plan policies	£3,000.00
<b>PRIORITY 2: Improving the licensed economy</b>	
Enhanced drug searching scheme with Durham Police	£600.00
Review of the Statement of Licensing Policy (February 2025)	£5,000.00
<b>TOTAL PROVISION IN 2024-25 AGAINST PRIORITIES</b>	<b>£13,600.00</b>

**9. To approve the responses to the following supplementary planning documents (SPDs) consultations:**

Members thanked Councillor C Lattin for her work in producing an excellent response to the 2<sup>nd</sup> draft of the Trees, Woodlands and Hedges SPD. The Committee also agreed to draft responses to the following SPD consultations, as follows:

**County Durham Design Code (2nd draft).** It was **agreed** that Councillor E Ashby should draft the response to this consultation.

**Shop Fronts.** It was **agreed** that the Clerk should draft the response to this consultation.

**Energy Efficiency, Renewables and the Historic Environment.** It was **agreed** that Councillor G Holland should draft the response to this consultation.

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

8<sup>th</sup> December 2023

19<sup>th</sup> January 2024

2<sup>nd</sup> February 2024

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  
(8<sup>th</sup> December 2023)**