

City of Durham Parish Council

Minutes of the Planning and Licensing Committee meeting held via Zoom at 12:00pm on Friday 24th 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 10th November 2023

The minutes of the meeting held on 10th 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:

(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. 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.

(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. 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.

(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. The Committee **noted** that Councillor S Walker would be representing the Parish Council at the hearing on 28th 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:

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. 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.

b) 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:

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
Review of the Statement of Licensing Policy (February 2025)	£5,000.00
TOTAL PROVISION IN 2024-25 AGAINST PRIORITIES	£13,600.00

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 2nd 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:

8th December 2023

19th January 2024

2nd February 2024

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

Signed,

G. Holland

**Chair of the City of Durham Parish Council Planning and Licensing
Committee
(8th December 2023)**