

# City of Durham Parish Council

**Minutes of the Planning and Licensing Committee meeting held via Zoom at 12:00pm on Friday 8<sup>th</sup> March 2024**

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

**Also present:** Mr A Shanley (Parish Clerk), County Councillor Liz Brown, Mr John Lowe, Mr Roger Cornwell, Mr Allan Gemmill, Dr Francis Whalley and Mr Jimmy Llewellyn (members of the public).

## **1. Welcome and apologies**

Apologies were received and accepted from Councillor A Doig.

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

Councillor S Walker declared an interest in application DM/23/03233/FPA and took no part in the discussion or vote on this application.

Councillor E Ashby declared an interest in application DM/24/00462/LB as well as the licensing application for the Big Jug and took no part in the discussion or vote on these applications.

Councillor J Ashby declared an interest in application DM/24/00462/LB as well as the licensing application for the Big Jug and took no part in the discussion or vote on these applications.

## **3. To receive and approve as a correct record the minutes of the meeting held on 23<sup>rd</sup> February 2024**

The minutes of the meeting held on 23<sup>rd</sup> February 2024 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 Lowe 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 Allan Gemmill advised that he was attending the meeting with a general interest in all Agenda items.

Dr Francis Whalley advised that he was attending the meeting with a general interest in all Agenda items.

Mr Jimmy Llewellyn identified himself as the application for application DM/24/00009/FPA. Jimmy advised that he was aware that the Parish Council had objected and called in the application and advised that he hoped to address all of the Parish Council's concerns in writing.

In particular, Jimmy offered to provide a sustainability statement and updated ecological impact assessments to the Council. Jimmy also highlighted that, in design terms, the fallback position of a refusal would be the much larger development approved under application DM/21/03455/FPA.

The Committee **agreed** to review its original stance on the application, subject to the issues of the design, sustainability and ecological impact being suitably addressed. The Clerk advised that he had asked the case officer to re-consult the Parish Council upon receipt of these new documents.

## **5. DCC Statement of Licensing Policy review 2024-2029 consultation**

The Clerk highlighted that the Planning and Licensing Committee had now agreed to hold a weekly working group meeting on Mondays each week – though not set in stone – in order to properly review the existing Statement of Licensing Policy.

The Clerk also highlighted that the first meeting of this group would be 11<sup>th</sup> March and that it was hoped that the Committee could invite interested parties to these meetings.

The Committee **agreed** to engage with partners and Nicola Allan on this ongoing consultation.

## **6. Report from meeting with DCC planning policy team on strengthening CDP Policy 16**

Councillor J Ashby presented the following report to Committee Members on the recent meeting with DCC planning policy officers:

The meeting had been arranged to discuss the report 'Managing HMOs in Durham City – strengthening CDP Policy 16' prepared for the City of Durham Parish Council by Jo-Anne Garrick, January 2024.

The discussion focussed on the four key points made in the report. Taking these in turn:

1. The sandwich approach: the meeting felt that this could be a useful extra test in a reviewed Policy 16.
2. More metrics: there is public concern to have a better metric than just Class N Exemptions but DCC needs any metric to be easy and efficient to obtain. Jo-Anne Garrick agreed to explore further how other authorities acquire their additional metrics.
3. An SPD: this would explain how current policies 16, 29 and 312 all bear upon applications for student accommodation. Perhaps useful but DCC are very busy with various SPDs already.
4. Neighbourhood Plan policy: DCC is happy to review Policy 16 as part of the County Durham Plan Review hopefully starting next year, and will continue to work closely with the Parish Council on this issue, so there is no need to pursue through a Neighbourhood Plan review.

Once Jo-Anne Garrick has been able to provide further details on workable metrics, a further meeting will be held.

Both Councillor J Ashby and the Clerk took the opportunity to thank DCC for their positive and ongoing engagement on this issue. The Committee **agreed** to take a proactive and supporting role in the CDP review process.

## **7. Matters arising:**

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

**DM/24/00009/FPA** | Demolition of existing dwelling and construction of new dwelling | 5 Valeside Durham DH1 4RF. The Committee approved the response to this application, with the caveat that this position may change depending on new information.

**DM/24/00201/FPA** | Change of use from dwellinghouse (Use Class C3) to a house in multiple occupation (Use Class C4) including single storey rear extension, cycle parking and bin storage | 31 Bradford Crescent Gilesgate Durham DH1 1ER. The Committee approved the response to this application.

**DM/24/00402/FPA** | Change of use of ground floor office (E) to a 2-bedroom flat (C3) for student accommodation including replacement of 1no window for 1no door and window to rear | 44 Claypath Durham DH1 1QS. The Committee approved the response to this application

**DM/24/00129/FPA** | Loft conversion comprising rear dormer window with additional bedroom and en-suite to existing five-bedroom HMO | 15 Mistletoe Street Durham DH1 4EP. The Committee approved the response to this application.

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

**DM/23/03233/FPA** | To extend car park | St Cuthberts Hospice Park House Road Durham DH1 3QF. The Clerk highlighted the response received from St. Cuthbert's Hospice's estates manager, setting out the needs assessment for additional parking and their response to the matter of light pollution. It was **agreed** that the Clerk and Councillor Lattin should again request a site meeting with the Hospice to discuss the concerns around light pollution.

**Appeal for DM/23/01975/FPA** | Conversion of care home (C2) to Student Accommodation comprising 69 bedspaces in the form of 9 cluster apartments, re-roofing of conservatories, erection of new cycle shelter and replacement bin store | Hallgarth Care Home Hallgarth Street Durham DH1 3AY. Given its original stance on the matter of which section of Policy 16 this application should be considered under, the Committee **agreed** to note this appeal and allow DCC to argue its original position on this scheme.

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

### **a) To note:**

**DM/24/00267/FPA** | Replacement of existing windows to provide ventilation louvres for internal refurbishment works, including associated ventilation duct runs externally. Replacement rooftop air handling units. Roof replacement to existing single-storey block with insulated render panels over existing structural concrete panel to provide suitable weatherproof detail. Replacement of external

doors. | Durham University Science Site South Road Durham DH1 3LE. It was **agreed** to note this application.

**DM/24/00317/FPA** | Demolition of existing rear extensions and replace with single storey and first floor extensions with a balcony to the rear elevation with internal alterations | 194 Gilesgate Durham DH1 1QN. It was **agreed** to note this application.

**DM/24/00318/LB** | Demolition of existing rear extensions and replace with single storey and first floor extensions with a balcony to the rear elevation with internal alterations | 194 Gilesgate Durham DH1 1QN. It was **agreed** to note this application.

**DM/24/00410/FPA** | Loft conversion with rooflights | Eden House 57 The Avenue Durham DH1 4EB. It was **agreed** to note this application.

**DM/24/00378/AD** | 6 no. flagpole with attached flags displaying the Banks Homes logo (retrospective). | Land East Of 2 Richardby Crescent Durham DH1 3TY. It was **agreed** to note this application.

**b) To discuss:**

**DM/24/00462/LB** | To link number 4 and 5 Leazes Place with associated internal alterations | 4 Leazes Place Durham DH1 1RE. It was **agreed** to note this application.

**DM/24/00539/FPA** | Change of use from C3 (Dwellinghouse) to flexible use of either C3 or C4 (Small HMO), including construction of a bin store and bike shelter in rear garden | 56 Old Dryburn Way Durham DH1 5SE. It was **agreed** to defer a decision on this application until further information on the HMO % within the locality was available.

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

- Application for the grant of a premises licence by Mr Wenfeng Du for Dingsway Sushi. 5 Neville Street. Durham. DH1 4EY. It was **agreed** to defer a decision on this application until further information about the internal layout of the premises and whether off-sales were also proposed was available.
- Application to vary a premises licence by Star Pubs and Bars Limited for The Big Jug. Claypath. Durham. DH1 1RG. It was **agreed** to defer a decision on this application until further information about the internal layout and a copy of the latest application was available.

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

22<sup>nd</sup> March 2024

5<sup>th</sup> April 2024

19<sup>th</sup> April 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  
(22<sup>nd</sup> March 2024)**