



City of Durham Parish Council

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Date of Summons: 15th September 2025

SUMMONS

To all Members of the City of Durham Parish Council's Planning and Licensing Committee: Councillors G Holland, L Brown, S Walker, C Lattin, R Cornwell, P Layton and R Handy

You are hereby summoned to attend the **Planning and Licensing Committee meeting** to be held **via Zoom at 10:00am on Friday 19th September 2025** for the purpose of transacting the following Agenda business as shown.

Join Zoom Meeting

<https://us02web.zoom.us/j/89701348523>

Meeting ID: 897 0134 8523

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 25th July 2025**
- 4. To receive any public participation comments on the following agenda items.**
- 5. Update on the proposed Article 4 Direction relating to the removal of front gardens for additional in-curtilage parking**
- 6. Update following the joint meeting with HMO licensing/ Planning on licensed HMOs and their planning consent**
- 7. Matters arising:**

- (a) To consider the latest updates on the following planning / licensing application(s)/ appeal(s):**

DM/25/01503/VOC | Variation of condition 2 (approved plans) pursuant to planning permission DM/21/04095/LB to allow the use of flat capping and an increase in height. (amended description) | Leazes Cottage Leazes Place Durham DH1 1RE

DM/25/01525/VOC | Removal of condition 12 (lift provisions) pursuant to planning permission DM/18/03487/VOC | The Riverwalk Millburngate Durham DH1 4SL

- (b) To consider the outcome of the following planning/ licensing applications in the parish area:**

DM/24/02806/FPA | Change of use of first floor offices to residential flat (Use Class C3) | 37 North Road Durham DH1 4SE

DM/25/00643/FPA | Two storey side, rear and front extensions and demolition of garage. Alterations to garden | 7 Diamond Terrace Durham DH1 5SX

DM/25/02306/FPA | Change of use from dwellinghouse (Use Class C3) to a 4-bedroom small House in Multiple Occupation (Use Class C4) | 76 Illingworth Grove Durham DH1 3BL

New Premises Licence Application for 5A North Road. Durham. DH1 4SH.

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

- a) To note:**

DM/25/02362/TPO | T146. Willow - Pollard to 6m T162. Sycamore - Remove major deadwood T483. Beech - Reduce limb to 1m stub, reduce limb to branch closest to stem | Car Park University Hospital Of North Durham North Road Durham DH1 5TW

DM/25/02367/TPO | Various tree works | Woodland at St Leonards Catholic School North End Durham DH1 4NG

DM/25/02453/TPO | Various tree works to G1 and G2 as described within the Arboricultural Management Report dated 3rd September 2025 | Land West Of 6 And 8 Blaidwood Drive Durham DH1 3TD

b) To discuss:

25/00033/ENF | Appeal against Operational Development Enforcement Notice dated 10 July 2025 - relating to re-roofing and replacement windows | 30 May Street Durham DH1 4EN

DM/25/02307/FPA | Creation of an 8-bedroom HMO by enlarging and extending existing HMO, including change of use of vacant café | 19 And 19A Silver Street Durham DH1 3RB

DM/25/02345/LB | Replacement of all windows and internal alterations | 26 Old Elvet Durham DH1 3HY

DM/25/02401/LB | Convert existing house into 4 flats, internal alterations to all floors, removal of one external rear door and demolition of external outhouses to rear garden. Installation of 2 conservation area rooflights to rear first floor roof | 56 Claypath Durham DH1 1QS

DM/25/02344/FPA | Change of use from seminar and lecture rooms (use class F1) to dwellinghouse (C3) | 26 Old Elvet Durham DH1 3HY

DM/25/02470/FPA | Shopfront alterations and installation of external plant equipment to north elevation consisting of 2 no extraction grills and AC condenser | Dunelm Garage Darlington Road Durham DH1 4PE

DM/25/02471/AD | One internally illuminated fascia sign and one internally illuminated projecting sign | Dunelm Garage Darlington Road Durham DH1 4PE

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

Kobit-A Limited	Katie O'Briens Unit 3 Freemans Place Durham DH1 1SQ	Minor variation of a premises licence To approve layout changes as detailed on the plan of the premises accompanied with the application	25 September 2025
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10. Dates of future meeting(s) of this Committee:

3rd October 2025 at 10:00am via Zoom

17th October 2025 at 10:00am via Zoom

City of Durham Parish Council

Minutes of the Planning and Licensing Committee meeting held via Zoom at 10:00am on Monday 8th September 2025

Present: Cllr L Brown (in the Chair), Cllr G Holland, Cllr R Cornwell, Cllr R Handy, Cllr P Layton, Cllr C Lattin and Cllr S Walker.

Also present: Mr A Shanley (Parish Clerk), Mr Allan Gemmill, Mr John Lowe and Mrs Esther Ashby (members of the public).

1. Welcome and apologies

None received.

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 25th July 2025

The minutes of the meeting held on 25th July 2025 were unanimously **agreed** as a true and accurate record of proceedings.

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

Mr Allan Gemmill 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.

Mrs Esther Ashby advised that she was attending the meeting with a particular interest in applications DM/25/01680/AD and DM/25/01749/LB.

5. To consider each assessment of the Durham City Conservation Area Management Plan (CAMP) - Phase 2 Consultation

Members discussed their assessment of the Durham City Conservation Area Management Plan (CAMP) - Phase 2 Consultation. The Clerk provided an overview, noting the parish council had divided up the work and each Member of the Committee had been asked to carry out an assessment. The Clerk stated the responses he had seen so far were very impressive, with some good points made.

The Clerk highlighted concerns that the consultation questions were felt to be very leading and didn't leave much scope for additional comments. He also noted there were a lot of typos and errors across the consultation documents that needed addressing.

The Clerk highlighted that one deviation from the Phase 1 response was the inclusion of Grey College and Collingwood College within the boundary, which Councillor R Cornwell had argued for, though the university had previously

rejected this. The Committee agreed with the proposal from Councillor R Cornwell and expressed its happiness with the responses the Parish Council had put together.

Councillor L Brown expressed disappointment with the quality of the consultation questions, stating she had to write her own report and then answer the questions, as she felt they could have been much better.

Councillor R Cornwell noted that the City of Durham Trust's comments aligned well with the Parish Council's. Councillor R Cornwell made a strong case for including Grey and Collingwood Colleges, arguing they were part of the post-war university expansion strategy.

The discussion also touched on the removal of 20th century housing from the Sands area, and concerns about the potential loss of protections like the Regulation 7 direction and TPOs in those areas. Overall, Members were satisfied with the responses compiled so far and planned to submit them by the 15th September deadline, after Members had a final chance to review them.

6. Consideration of the latest updates regarding application DM/25/01525/VOC (Riverwalk lift)

The Committee discussed the latest updates regarding the Riverwalk lift under application DM/25/01525/VOC. The Clerk informed the Committee that a meeting had been scheduled with the applicant's agent, Litchfields, in order to discuss the matter further. The Clerk advised that he had requested that the meeting be moved forward by an hour to 10am in order to accommodate a separate licensing hearing that day.

The Clerk reported that the Council's Active Travel Officer had provided a substantive response strongly objecting to the proposed deviation from the lift proposal, and that Highways had indicated they would not accept anything other than the originally agreed lift design.

The Committee expressed concern about the safety implications of removing the lift, noting that crossing the Milburngate side of the bridge was extremely hazardous, particularly for those with mobility issues or pushing prams.

Councillor L Brown stated she was not prepared to rescind the Council's objections, and the Committee **agreed** that the meeting with the applicant was likely to be challenging. The Committee agreed to await the outcome of the upcoming meeting with the applicant.

7. Consultation on proposed countywide Article 4 Direction to improve the management of HMOs – briefing paper included.

The Committee considered the consultation on the proposed countywide Article 4 Direction, in order to improve the management of Houses in Multiple Occupation (HMOs).

Councillor R Cornwell presented a report on the matter, which the Committee warmly welcomed and wholeheartedly supported the conclusions of.

Councillor R Cornwell noted that the report contained a mistake regarding the average number of HMOs per county division, as it only accounted for the C4 HMOs in areas with selective licensing, not the full picture. Councillor R Cornwell highlighted that while the Article 4 Direction was a positive step, it would not solve the problem on its own, as the Council would need to have appropriate policies in place in the County Durham Plan or a supplementary planning document to effectively manage HMOs.

The Clerk also highlighted that the call for a selective licensing scheme in this report should instead refer to additional licensing, which the Committee agreed with. The Committee **agreed** that, with those small amendments, the report should be presented to Full Council for further discussion, given the significant interest in this matter.

8. Matters arising:

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

Appeal for DM/24/00766/FPA | 3no 1.5 storey 2-bedroom dwellings with associated parking/turning area | Land East Of 7 Church Street Villas Durham DH1 3DW. The Committee **approved** the response to this appeal.

DM/25/01680/AD and DM/25/01749/LB | Replacement signage comprising 1no externally illuminated double-sided hanging sign upon existing bracket, 1no externally illuminated fascia sign, 1no non-illuminated door plaque and fascia sign, 1no internally illuminated menu case plus 6no window vinyls | The Library 45 - 46 Saddler Street Durham DH1 3NU. Committee Members noted that no response had yet been drafted for these applications, however, in light of the City of Durham Trust's comments (already submitted) mirroring the position of the Parish Council on these applications, it was **agreed** to leave this matter to the officers to determine.

(b) To consider the outcome of the following planning applications in the parish area:

DM/25/01666/FPA and DM/25/01667/AD | This application relates to the installation of a modern, multifunction Hub unit featuring an integral advertisement display and defibrillator | Land To The East Of Elvet Riverside 1 New Elvet Durham DH1 3JT. The Committee **noted** that these applications had now been refused by the Local Planning Authority, in line with the Parish Council's objection points.

DM/25/01669/FPA and DM/25/01670/AD | Installation of a modern, multifunction Hub unit featuring an integral advertisement display and defibrillator | Pavement To The North East Of 18 North Road Durham DH1 4SH. The Committee **noted** that these applications had now been refused by the Local Planning Authority, in line with the Parish Council's objection points.

DM/25/01132/CEU | Use of the property as a 6-bedroom HMO (Use Class C4) | 12 Brierville Durham DH1 4QE. The Committee **noted** that this application had now been withdrawn by the applicant and that the Council's Planning Enforcement Team was looking into this case.

DM/25/01133/CEU | Use of property as a 6-bedroom HMO (Use Class C4) | Holly Tree House Holly Street Durham DH1 4ER. The Committee **noted** that this application had now been withdrawn by the applicant and that the Council's Planning Enforcement Team was looking into this case.

DM/25/01130/CEU | Lawful development certificate for use of property as Class C4 HMO (5 beds) | 51 Highgate Durham DH1 4GA. The Committee **noted** that this application had now been withdrawn by the applicant and that the Council's Planning Enforcement Team was looking into this case.

DM/25/01129/CEU | Application for a Lawful Development Certificate for use as a 7 bed HMO (Sui Generis) | 7 Highgate Durham DH1 4GA. The Committee **noted** that this application had now been withdrawn by the applicant and that the Council's Planning Enforcement Team was looking into this case.

DM/25/01131/CEU | Use of property as Use Class C4 HMO (6 beds) | Ash Tree House Holly Street Durham DH1 4ER. The Committee **noted** that this application had now been withdrawn by the applicant and that the Council's Planning Enforcement Team was looking into this case.

9. To consider the following new planning applications in the parish area (from those received since 26th August 2025):

a) To note:

DM/25/02258/LB | Structural repairs to existing roof timbers (Retrospective) | First to Third Floors 70 Saddler Street Durham DH1 3NP. It was **agreed** to note this application.

DM/25/02193/FPA | Relocation of a sculpture to the north face of the Ogden Centre for Fundamental Physics West. Sculpture will be affixed to two smooth-finished pre-cast concrete columns with aluminium fixings with pebble finish to ground | Durham University Ogden Centre Science Site South Road Durham DH1 3LE. It was **agreed** to note this application.

DM/25/01860/FPA | First floor rear extension | Park Villa 22 Moor Edge Crossgate Moor Durham DH1 4HT. It was **agreed** to note this application.

DM/25/02302/TPO | Poplar (T1) - crown reduce 2m. Sycamore (T2) - remove branches over hanging boundary. Lime (T3) - remove branches over hanging boundary Sycamore (T4) - crown thin by 10% | 4 Bishops Gate Durham DH1 4JU. It was **agreed** to note this application.

DM/25/02366/TPO | Proposed tree works involving works including crown-lifting, pruning and dead wooding to individual and groups of trees and the felling of 1no. conifer, 1no. ash, 1no. hawthorn, and self-seeded ash trees within identified group | St Leonards Catholic School North End Durham DH1 4NG. It was **agreed** to note this application.

b) To discuss:

DM/25/01913/AD | Externally illuminated fascia sign | Court Inn Court Lane Durham DH1 3AW. It was **agreed** to note this application.

DM/25/02192/VOC | Variation of condition 3 (approved plans) pursuant to planning permission DM/19/01912/FPA to allow for changes to extend the previously approved ground floor extension, creation of first floor with dormer window above and alterations to front porch | Beau View Quarry House Lane Crossgate Moor Durham DH1 4JA. It was **agreed** to note this application.

10. To consider the following licensing matters within the parish area:

Notice of Hearing of 17th September 2025 – New Premises Licence Application for 5A North Road, Durham. DH1 4SH. The Committee noted that this application would be going to a hearing on 17th September 2025 and the Committee **agreed** to maintain its strong objection to this proposal. It was **agreed** that Councillor L Brown should represent the Parish Council at this hearing.

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

19th September 2025 at 10:00am via Zoom

3rd October 2025 at 10:00am via Zoom

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
(19th September)**