



City of Durham Parish Council

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Date of Summons: 13th October 2025

SUMMONS

To all Members of the City of Durham Parish Council's Planning and Licensing Committee: Councillors G Holland, L Brown, 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 17th October 2025** for the purpose of transacting the following Agenda business as shown.

Join Zoom Meeting

<https://us02web.zoom.us/j/82548916991>

Meeting ID: 825 4891 6991

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 3rd October 2025**
- 4. To receive any public participation comments on the following agenda items.**
- 5. To review the Planning and Licensing Committee's strategic aims for 2026/27 – report included.**
- 6. To consider the Planning and Licensing Committee's budget for 2026/27 – report included.**

7. Matters arising:

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

DM/25/02009/FPA | Change of use of vehicle showroom premises (Sui Generis) to Class E | Dunelm Garage Darlington Road Durham DH1 4PE

DM/24/03226/CEU | Certificate of Lawful Use falling within Class C4 - Small House in Multiple Occupation (HMO) | 11 Mayorswell Street Durham DH1 1LQ

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

a) To note:

DM/25/02331/AD | 1no non-illuminated external vinyl sign | Durham University The Waterside Building Riverside Place Durham DH1 1SL

DM/25/02412/LB | Replacement roof on outbuilding, replacement of kitchen window and replacement of rear door to garden | 194 Gilesgate Durham DH1 1QN

DM/25/02524/AD | Retrospective display of mural-style advertisement | The Boathouse Inn Elvet Bridge Durham DH1 3AF

DM/25/02583/FPA and DM/25/02584/LB | Installation of x7 Solar Photovoltaic panels to the two storey North-West pitched roof | 28A Church Street Durham DH1 3DG

DM/25/02595/FPA | Reconstruction and enlargement of rear dormer window | 14 Mount Joy Crescent Durham DH1 3BA

b) To discuss:

DM/25/02138/LB | Internal separation of the West end of the building from the remainder of 7 The College to create an additional dwelling (7A The College) by way of blocking up existing internal doors, reconfiguration of the internal partition walls on the ground floor, division of the basement to provide individual access for no.7 and 7A, M&E adaptations and general

planned maintenance & repairs to achieve an acceptable standard for residential use | 7 The College Durham DH1 3EQ

DM/25/02450/FPA | Two storey front extension including alterations to roof, fenestration, and application of render | 7 Orchard Drive Durham DH1 1LA

DM/25/01967/CEU | Application for certificate of lawful existing use in relation to a 2-4 storey workplace building at St Cuthberts House and associated landscaping as per planning reference DM/21/03682/FPA | St Cuthberts House Diamond Terrace Durham DH1 5SU

9. To consider the following new licensing applications within the parish area:

Hatfield College	Hatfield College North Bailey Durham DH1 3RQ	Application for a minor variation To amend the plan attached to the current licence in relation to areas for consumption of alcohol	21 October 2025
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10. Dates of future meeting(s) of this Committee:

31st October 2025 at 10:00am via Zoom

14th November 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 Friday 3rd October 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), Dr Francis Whalley, Mr John Lowe and Mr John Ashby (members of the public).

1. Welcome and apologies

Apologies were received from Councillor L Brown and therefore Councillor G Holland (Vice-Chair) chaired this meeting of the Committee. The Chair accepted that Councillor S Walker was attending as a substitute for Councillor L Brown.

2. To receive any declarations of interest from members

Councillor S Walker declared an interest in application DM/25/02384/FPA and took no part in the discussion or vote on this application.

3. To receive and approve as a correct record the minutes of the meeting held on 19th September 2025

The minutes of the meeting held on 19th September 2025 were unanimously **agreed** as a true and accurate record of proceedings.

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

Dr Francis Whalley 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.

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 application(s):

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. The Committee **approved** the response to this appeal.

25/00034/ENF | Appeal against Enforcement Notice for Breach of Conditions dated 10 July 2025- relating to DM/19/03007/FPA | 30 May Street Durham DH1 4EN. The Committee **approved** the response to this appeal.

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. The Committee **approved** the response to this application.

DM/25/02345/LB | Replacement of all windows and internal alterations | 26 Old Elvet Durham DH1 3HY. The Committee **approved** the response to this application.

DM/25/02344/FPA | Change of use from seminar and lecture rooms (use class F1) to dwellinghouse (C3) | 26 Old Elvet Durham DH1 3HY. The Committee **approved** the response to this application.

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. The Committee **approved** the response to this application.

DM/25/02009/FPA | Change of use of vehicle showroom premises (Sui Generis) to Class E | Dunelm Garage Darlington Road Durham DH1 4PE. The Committee **approved** the response to this application.

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

DM/25/00762/FPA | Hybrid application comprising full planning permission for the construction of 140 dwellings, primary site access and associated SuDS and landscaping; and outline planning permission with all matters reserved for the construction of up to 260 dwellings, local centre incorporating retail (up to 4,000 sqft) (Use Class E) and mini-mobility hub, and associated SuDS and landscaping (Amended Description) | Red Barns Brandon Durham DH7 8DA. The Committee **noted** the recent amendments to this application and **agreed** to maintain its objection to this proposal.

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

DM/25/01939/FPA | Retrospective application for the installation of UPVC window units with bottom openings in a mock sash style of top hung timber casement windows | 45 The Avenue Durham DH1 4ED. The Committee **noted** that this application had now been approved.

DM/25/01398/FPA | Change of use from dwellinghouse (Use Class C3) to a large house in multiple occupation (sui generis) | 170 Gilesgate Durham DH1 1QH. The Committee **noted** that this application had now been refused.

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

a) To note:

DM/25/02544/FPA and DM/25/02545/LB | Retrospective application for replacement of conservatory glazed roof with conservation style slate roof and rooflights | 28A Church Street Durham DH1 3DG. It was **agreed** to note this application.

DM/25/02495/VOC | Variation of Condition 1 (approved plans) and condition 13 (BMMP) pursuant to planning permission DM/24/02605/VOC to

allow a revised fire escape design and amended BNG strategy. | DLI Museum Durham DH1 5TU. It was **agreed** to note this application.

DM/25/02006/FPA | Two storey side and rear extension. Widened pavement crossing and increase car parking area | 18 Geoffrey Avenue Durham DH1 4PF. It was **agreed** to note this application.

DM/25/02464/TPO | See attached arboricultural statement justifying the removal of a declining coniferous tree | Almet Barn 3 Almoners Barn Durham DH1 3TZ. It was **agreed** to note this application.

DM/25/02093/FPA | Erection of sculpture | Sheraton House Sheraton Park Durham DH1 4FL. It was **agreed** to note this application.

DM/25/02666/TPO | Sycamore (T1) - felling and removal, Sycamore (T2) - monolith to 5m, Ash (T3) - pollard to 40% crown removal, Ash, Hawthorn, Sycamore (G1) - felling and removal, 2no Ash (G2) - felling and removal | The Story Mount Oswald South Road Durham DH1 3TQ. It was **agreed** to note this application.

b) To discuss:

DM/25/02475/VOC | Variation of Condition 2 (approved plans) of planning permission DM/24/00149/FPA (PBSA) to amend internal layout and external appearance to improve access, maintenance, safety and sustainability | Land To The North West Of Melbury Court Old Dryburn Way Durham DH1 5SE. It was **agreed** to note this application.

DM/25/02038/FPA | Proposed change of use of the upper floors, including internal alterations, to create two 4-bed apartments (Use Class C4) at 19 - 20 Market Place Durham DH1 3NL accessed from Market Chambers (21 Market Place Durham DH1 3NJ) | 19 Market Place Durham DH1 3NL. It was **agreed** to note this application.

DM/25/02602/FPA | Change of use of the upper floors to create a 5-bed HMO (use class C4) and alteration to shop front to create separate access to HMO | 13 - 15 Silver Street Durham DH1 3RB. It was **agreed** to note this application.

DM/25/02384/FPA | Installation of a garden shed to store garden tools and potting shed to house tender young plants before planting out and general gardening work. This part of the initial development of our community garden | Lowes Barn Community Centre Park House Road Durham DH1 3QF. It was **agreed** to note this application.

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

17th October 2025 at 10:00am via Zoom

31st 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
(17th October 2025)**

ITEM 5: TO REVIEW THE PLANNING AND LICENSING COMMITTEE'S STRATEGIC AIMS FOR 2026/27

The aim of the Parish Council's strategy is to give local residents, Councillors and Officers a clear understanding of what the council is trying to achieve and how it intends to deliver its aims and objectives. The strategy sets out what the areas of development or change the Council intends to focus on over the next year outlining those areas of service that are identified as priority aims and objectives.

The City of Durham Parish Council has five overarching priorities for our area:

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.

Councillors are reminded that the Parish Council has agreed to formulate its strategy for 2026/27 ahead of the budget setting process in November 2025.

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.

Looking Forwards

The 'Looking Forwards' document has also been included as part of this work. 'Looking Forwards' is a companion document to the Durham City Neighbourhood Plan and has been developed by the City of Durham Parish Council Neighbourhood Plan Working Party. It is built on the aspirations and views as expressed by local people for their City during the five years of preparation of the Plan. It looks forward to greater involvement of the community in making Durham a more creative and sustainable City.

Committee priorities

The priorities for the Planning and Licensing Committee in 2025/26 are set out below:

Planning and Licensing Committee

Council priorities 2025/26	Planning priorities 2025/26	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
	Protect existing Rights of Way and 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.	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
	To maintain and develop an evidence-base to update the Neighbourhood Plan and comment on planning applications.	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
	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	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
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 2025/26	Licensing priorities 2025/26	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. Lobbying central Government on ensuring that health impacts become the fifth 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 by supporting DCC's new online licensing portal	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 to improve prosperity of parish	Promoting the early evening economy to families and tourists	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
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

DECISION REQUIRED	For Members to consider the above report and agree the Planning and Licensing Committee priorities for 2026/27.
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ITEM 6: TO CONSIDER THE PLANNING AND LICENSING COMMITTEE'S BUDGET FOR 2026/27

As Members are aware, the Parish Council is required to agree its budget and precept request for the forthcoming financial year in November 2025.

In order to assist the Council in agreeing both the budget and precept for 2026/27, each Committee of the Council is being asked to propose a budget against their individual identified priorities for next year.

In view of these ongoing commitments and other projects by the Planning and Licensing Committee, the following budget is proposed:

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	£2,000.00
PRIORITY 2: Improving the licensed economy	
Enhanced drug searching scheme with Durham Police	£600.00
To support the Best Bar None initiative	£2,000.00
TOTAL PROVISION IN 2026-27 AGAINST PRIORITIES	£9,600.00

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