



City of Durham Parish Council

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Date of Summons: 27TH 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 31st October 2025** for the purpose of transacting the following Agenda business as shown.

Join Zoom Meeting

<https://us02web.zoom.us/j/84220223830>

Meeting ID: 842 2022 3830

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 17th October 2025**
- 4. To receive any public participation comments on the following agenda items.**
- 5. Consultation on the World Heritage Site Management Plan (2025-2035) <https://letstalkcountydurham.co.uk/en-GB/projects/world-heritage-site-management-plan>**
- 6. To consider the Parish Council's response to the Government's call for evidence on reforming the licensing system: <https://www.gov.uk/government/calls-for-evidence/reforming-the-licensing-system>**
- 7. Matters arising:**
 - (a) To consider the latest updates on the following planning / licensing application(s)/ appeal(s):**

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

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
- 8. To consider the following new planning applications in the parish area**
 - a) To note:**

DM/25/02769/LB|Replacement of 3no existing timber windows|The Chorister School The College Durham DH1 3EL

DM/25/02787/LB|Fabric repairs to external elevations including reconstruction, stone replacement, indents and repointing, localised dismantling of existing parapet, install new damp proof course and reconstruct existing stone. Replacement of existing lead roof with hollow rolls, new lead roof with wood cored rolls. Amendments to existing decorative metal framed balustrade|14 The College Durham DH1 3EQ

DM/25/02770/AD|1no. external signage at the Main Entrance and 1no. external signage at the Sport Entrance|St Leonards Catholic School North End Durham DH1 4NG

DM/25/02910/LB|External repairs to the render on the front elevation of 4 South Bailey (Bowes House).|St Johns College 1 - 7 South Bailey Durham DH1 3RJ

DM/25/02890/TPO|Prune overhanging branches of 2no Sycamore and 2no Willow plus 1no Whitebeam (G1) to 3m from garden side of boundary fence|4 Pickwick Close Merryoaks Durham DH1 3QU

b) To discuss:

DM/25/02846/CEU|Certificate of Lawful Existing Use to confirm that the property's established use as a small HMO (Class C4) was in place before the introduction of the Durham City Article 4 Direction (1 September 2016) and has continued lawfully to the present day.|4 New Street Durham DH1 4DH

DM/25/02516/AD|New signage to update the business' logo.|84 Claypath Durham DH1 1RG

DM/25/02569/FPA|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/25/02827/FPA|Change of use from office to purpose built student accommodation (Sui Generis), commercial space (Class E) and external alterations to building|7 Atherton Street Durham DH1 4DJ

DM/25/02965/VOC|Application to vary Condition 2 (Approved Plans) to amend the internal layout of the dwelling and Condition 4 (Bedroom Restriction) to allow subdivision of the ground floor to create an additional bedroom bringing the total number from four to five pursuant to planning permission DM/23/02118/FPA |12 The Hallgarth Durham DH1 3BJ

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

14th November 2025 at 10:00am via Zoom

28th 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 17th October 2025

Present: Cllr G Holland (in the Chair), 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 Allan Gemmill (members of the public).

1. Welcome and apologies

Apologies were received and **accepted** from Councillor L Brown. In Councillor L Brown's absence, Councillor G Holland chaired this meeting.

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 3rd October 2025

The minutes of the meeting held on 3rd October 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 Allan Gemmill advised that he was attending the meeting with a general interest in all Agenda items.

5. To review the Planning and Licensing Committee's strategic aims for 2026/27

The Chair reminded Members that 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 Clerk highlighted that 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 Clerk advised that 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 were also reminded that the Parish Council had 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 were being asked to agree their priorities for the forthcoming financial year so that this can feed into the Parish Council's budget agreement.

Members **agreed** that the strategic priorities for the Planning and Licensing Committee for 2026/27 are:

Planning and Licensing Committee

Council priorities 2026/27	Planning priorities 2026/27	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. Ensuring that all accommodation, including that for students, is safe and of a suitable standard.	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. Representing our residents during the review of the 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	Supporting accommodation above retail units in the City centre.	Theme 1: A City With A Sustainable Future

encouraging tourism to improve prosperity of parish		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 2026/27	Licensing priorities 2026/27	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	Theme 1: A City With A Sustainable Future

	representations on licensing matters.	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

6. To consider the Planning and Licensing Committee's budget for 2026/27

The Clerk reminded Members that 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, the Clerk advised that each Committee of the Council is being asked to propose a budget against their individual identified priorities for next year.

In view of this, the Committee **agreed** the following budget for 2026/27:

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

7. Matters arising:

(b) 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. Members noted the recent changes to the NPPF and how this superseded certain points within CDP Policy 30. As such, Members **agreed** to submit a follow-up response to this application setting out further reasons for this application's refusal.

DM/24/03226/CEU | Certificate of Lawful Use falling within Class C4 - Small House in Multiple Occupation (HMO) | 11 Mayorswell Street Durham DH1 1LQ. Members noted that, in spite of the lack of planning consent for the use of this premises as an HMO, the applicant had housed students in this property. As such, Members **agreed** to follow-up on this matter via planning enforcement.

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. Members **approved** the draft response from Councillor R Cornwell on this application, highlighting the fire safety concerns within this application.

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

c) To note:

DM/25/02331/AD | 1no non-illuminated external vinyl sign | Durham University The Waterside Building Riverside Place Durham DH1 1SL. It was **agreed** to note this application.

DM/25/02412/LB | Replacement roof on outbuilding, replacement of kitchen window and replacement of rear door to garden | 194 Gilesgate Durham DH1 1QN. It was **agreed** to note this application.

DM/25/02524/AD | Retrospective display of mural-style advertisement | The Boathouse Inn Elvet Bridge Durham DH1 3AF. It was **agreed** to note this application.

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

DM/25/02595/FPA | Reconstruction and enlargement of rear dormer window | 14 Mount Joy Crescent Durham DH1 3BA. It was **agreed** to note this application.

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

DM/25/02450/FPA | Two storey front extension including alterations to roof, fenestration, and application of render | 7 Orchard Drive Durham DH1 1LA. In agreeing that the proposal itself was acceptable, Members **agreed** to draw the fact that the development had already commenced to the planning enforcement team at DCC. The Clerk **agreed** to write to the enforcement team on this matter.

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. Whilst noting the proposal itself, Members **agreed** to write to enforcement regarding the issue of the fence surrounding the site and the lack of planning consent for this. Councillor R Cornwell **agreed** to draft the letter on this issue.

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

- **Application for a minor variation by Hatfield College at Hatfield College. North Bailey. Durham. DH1 3RQ.** It was **agreed** to note this application.

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

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
(31st October 2025)**