



City of Durham Parish Council

The City of Durham Parish Council. c/o The Enginemen Secretary's Office
The Miners Hall. Flass Street. Durham. DH1 4BE

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Date of Summons: 24th April 2026

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 1st May 2026** for the purpose of transacting the following Agenda business as shown.

Join Zoom Meeting

<https://us02web.zoom.us/j/82753931511>

Meeting ID: 827 5393 1511

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 2nd April 2026**
- 4. To receive any public participation comments on the following agenda items.**
- 5. Consultation on the Shincliffe Pre-Submission Draft Neighbourhood Plan:**
<https://shincliffeparish.gov.uk/planning-consultation-information/>
- 6. Update on the proposed Article 4 Direction (front gardens) for parts of Durham City**
- 7. Matters arising:**

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

DM/26/00765/FPA | Change of use of the upper floors, including internal alterations and roof extension, to create three apartments (Use Class C4) | 6 - 7 Market Place Durham DH1 3HL

DM/26/00566/FPA | Revised scheme incorporating amendments, for the redevelopment of the existing shopping centre, comprising partial demolition of the shopping centre above the existing mall level (Levels 5 and above) and erection of replacement commercial units (Class E), and purpose built student accommodation (Sui Generis) at Level 5 and above, along with a new outdoor public square and public realm improvements. External alterations to the boat repair and maintenance workshop including use of external area to create outside terrace (Class E), external alterations to the elevations of the retained areas of the shopping centre and car park, hard and soft landscaping and other associated works | Prince Bishops Shopping Centre High Street Durham DH1 3UJ

DM/26/00602/FPA | Change of use of the existing retail unit to a drinking establishment | 13 - 15 Silver Street Durham DH1 3RB

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

DM/26/00357/FPA | Remove front door and windows, dwarf wall to provide level plane and new black aluminium bifold doors | Coviello 24 Silver Street Durham DH1 3RD

DM/21/02697/FPA | Addition of conservatory and terrace to serve the restaurant and bar | Farnley Tower The Avenue Durham DH1 4DX

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

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

a) To note:

DM/26/00883/LB | Internal re-configuration of a small ground floor area, used as student accommodation, to form 3 new en-suite bedrooms and a laundry room | St Johns College 1 - 7 South Bailey Durham DH1 3RJ

DM/26/00891/LB | Replacement of three timber windows and one external timber door with new double-glazed windows and door to same appearance; draught-proofing and secondary glazing to another window | 75 Hallgarth Street Durham DH1 3AY

DM/26/00911/LB | Alterations to facilitate level access for wheelchair users and persons with ambulant disabilities. Alterations to the main entrance door, including removal of the stone threshold steps. Lowering a portion of the internal floor with the provision of a platform lift | 12 Market Place Durham DH1 3NE

DM/26/00884/FPA | Retention of engineering operations to the rear and installation of boundary treatments to front and rear elevations | 7 Orchard Drive Durham DH1 1LA

DM/26/00983/LB | Repainting of shop front and replacement of existing signage with new hand painted signage | 26 Elvet Bridge Durham DH1 3AA

b) To discuss:

DM/26/00592/CEU | Use of existing residential property for short-term holiday letting purposes | Rowanwood Clay Lane Durham DH1 4QL

DM/26/00808/CEU | Certificate of lawfulness for the existing use of the property as a Class C4 House in Multiple Occupation | 3 Southend South Road Durham DH1 3TG

DM/26/00975/FPA | Rear kitchen extension | 14 Hawthorn Terrace Durham DH1 4EL

DM/26/00980/FPA | Replacement of the front timber sash windows with new timber sash windows. Replacement of the rear timber sash windows with upvc sash windows. Replacement of the rear timber casement windows with upvc casement windows. Infill of 1 existing window opening with brick to match existing. Installation of 1 velux window to the rear slope of the main roof. Replacement of the dormer felt roof with EDPM. Replacement of conservatory acrylic sheet roof with fibre cement slate tiles and 2x velux windows. Replacement gutter, downpipes and soil pipes | 12 Brierville Durham DH1 4QE

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

15th May 2026 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 Thursday 2nd April 2026

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

Also present: Mr A Shanley (Parish Clerk) and Mr John Ashby, Mr Matthew Phillips and Mr John Lowe (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 20th March 2026

The minutes of the meeting held on 20th March 2026 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.

Mr John Lowe advised that he was attending the meeting with a general interest in all agenda items.

Mr Matthew Phillips advised that he was attending the meeting with a particular interest and concern relating to the proposed "stopping up" of the footpath connected to the 7 Atherton Street site.

5. County Durham Plan Houses in Multiple Occupation Interim Policy

Councillor R Cornwell presented a report on Durham County Council's consultation regarding the proposed Interim Houses in Multiple Occupation (HMO) Policy.

Members were advised that the policy is intended to manage the growth of HMOs outside the existing Durham City Article 4 areas and to provide planning guidance pending the wider review of the County Durham Plan. Councillor Cornwell outlined that HMOs provide an important source of affordable accommodation but can create issues where they become overly concentrated, affecting residential amenity and balanced communities.

Councillor R Cornwell highlighted that the consultation also follows the approval of a countywide Article 4 Direction, due to take effect from 17 August 2026, requiring planning permission for most new HMO conversions.

In presenting the Parish Council's draft response, Councillor Cornwell highlighted support for measures to prevent over-concentration and "sandwiching" of family

homes between HMOs, together with the requirement for management plans and higher accommodation standards.

Councillor R Cornwell further noted concerns that existing HMO data sources may undercount properties and recommended that planning permissions granted, council tax exemptions and future landlord registers should also be considered when assessing applications. It was also argued that the additional safeguards should apply equally within the current Durham City Article 4 areas to ensure consistency and strengthen decision-making at appeal.

The Chair thanked Councillor R Cornwell for his forensic analysis of this consultation and recommended the Committee approved this in full, subject to the latest DH postcode data from Durham University.

The Committee **approved** the formal response to Durham County Council's Interim HMO Policy consultation as set out in the report provided and agreed to present this for formal approval at the April Full Council meeting, as agreed at March Full Council.

6. Matters arising:

(c) To approve the responses to the following planning/ licensing application(s)/ appeal(s):

DM/26/00357/FPA | Remove front door and windows, dwarf wall to provide level plane and new black aluminium bifold doors | Coviello 24 Silver Street Durham DH1 3RD. The Committee **approved** the response to this application.

DM/26/00489/FPA | Demolition of the gable chimney stack and flues, various repair works including the introduction of parrass 2 plates to stabilise the gable wall, and replacement of rainwater goods and cladding | 3A Ravensworth Terrace Durham DH1 1QP. The Committee **approved** the response to this application.

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

DM/24/02972/FPA | Conversion of a former care home to Purpose Built Student Accommodation (PBSA) comprising 48 studio bedspaces, including re-roofing of conservatories; cycle shelter; bin store; EV bays and associated works | Hallgarth Care Home Hallgarth Street Durham DH1 3AY. The Committee thanked all those involved in representing the case against this appeal at the recent public hearing at Durham Town Hall and agreed to await the outcome of this appeal in the coming weeks.

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. The Committee noted the advice from the case officer relating to the "stopping up" issue; noting that the footpath would still very much remain open and would not be physically blocked off. With this confirmed, the Committee **agreed** to note that this application would be going to Committee and were happy to see this approved.

DM/26/00137/FPA | Two storey rear extension to existing small HMO | 23 Mistletoe Street Durham DH1 4EP. The Committee **noted** the recent amendments to this application and **agreed** to withdraw its standing objection to this proposal on this basis.

DM/25/03404/OUT | Outline planning application for the erection of commercial buildings (B2 (General Industrial), B8 (Storage and Distribution)) with ancillary office floorspace, part new road linking the A688 to the A177 with associated infrastructure, access, landscaping and other related works (all matters reserved) | Integra 61 Phase 2 To The West Of Amazon UK Integra 61 West Bowburn DH6 5FG. The Committee **noted** that this application had been approved by the County Planning Committee.

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

c) To note:

DM/26/00543/FPA | Single storey rear kitchen extension, and removal of garage to replace with store room within rear yard | 13 St Johns Road Nevilles Cross Durham DH1 4NU. It was **agreed** to note this application.

DM/26/00286/FPA | Refurbishment of an existing vacant Class E unit, including installation of an external extraction system, alterations to the shopfront, and change of use of adjacent open space to provide an external seating area | 17 The Riverwalk Millburngate Durham DH1 4SL. It was **agreed** to note this application.

DM/26/00680/LB | Like-for-like replacements of the front and kitchen door. Like-for-like replacements of the kitchen, bathroom and landing window | 128 Gilesgate Durham DH1 1QG. It was **agreed** to note this application.

DM/26/00694/LB | Lead roof covering renewal; stonework conservation and repair; lead hopper and downpipes; redecoration and conservation of ribbed vaults | Durham Cathedral The College Durham DH1 3EH. It was **agreed** to note this application.

d) To discuss:

DM/26/00228/FPA | Rear extension to form a 4-bed HMO (Use Class C4) with additional basement storage and alterations to the adjoining external staircase | 30 - 31 Silver Street Durham DH1 3RD. It was **agreed** to note this application.

DM/26/00566/FPA | Revised scheme incorporating amendments, for the redevelopment of the existing shopping centre, comprising partial demolition of the shopping centre above the existing mall level (Levels 5 and above) and erection of replacement commercial units (Class E), and purpose-built student accommodation (Sui Generis) at Level 5 and above, along with a new outdoor public square and public realm improvements. External alterations to the boat repair and maintenance workshop including use of external area to create outside terrace (Class E), external alterations to the elevations of the retained areas of the shopping centre and car park, hard and soft landscaping and other associated works | Prince Bishops Shopping Centre High Street Durham DH1 3UJ. It was **agreed** to write a letter of support for this application. The Clerk **agreed** to draft this letter.

DM/26/00633/FPA and DM/26/00634/LB | Change of use from Class E to form a C4 HMO through the incorporation of a second-floor room previously used as commercial space | 70 Saddler Street Durham DH1 3NP. It was **agreed** to note these applications.

DM/26/00765/FPA | Change of use of the upper floors, including internal alterations and roof extension, to create three apartments (Use Class C4) | 6 - 7 Market Place Durham DH1 3HL. It was **agreed** to object to this application and to call this application to Committee. The Clerk **agreed** to draft this letter.

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

17th April 2026 at 10:00am via Zoom

1st May 2026 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
(1st May 2026)**