

City of Durham Parish Council

Minutes of the Planning and Licensing Committee meeting held via Zoom at 10:00am on Friday 31st October 2025

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

Also present: Mr A Shanley (Parish Clerk) and Dr Francis Whalley (member of the public).

1. Welcome and apologies

Apologies were received and **accepted** from Councillor P Layton. The Chair **accepted** that Councillor S Walker was attending as a substitute for Councillor P Layton.

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 17th October 2025

The minutes of the meeting held on 17th 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.

5. Consultation on the World Heritage Site Management Plan (2025-2035)

The Clerk provided an overview of the upcoming consultation process. He noted that every 10 years the World Heritage Site Management Plan needs to be updated, and this is the current cycle.

The Clerk advised that he had attended a recent World Heritage Site steering board meeting, where it was agreed that the boundary of the World Heritage Site will not be extended, which he found disappointing as the riverbanks are an important part of the site. However, the riverbanks have other protections in place.

The Clerk also reminded Members that the Parish Council is supporting a public consultation event on 4th November in Durham Town Hall, where the plan will be introduced and feedback gathered from the community. The Clerk advised that the newsletter, with details of the consultation, has been distributed to every household in the parish.

The Committee agreed to write a letter of support for the Plan and to commend the World Heritage Site steering board for this excellent work.

Councillor R Cornwell also noted that he has a meeting scheduled with Lee Hall to discuss potentially including the Grey College and Collingwood College buildings within the Hill College Conservation Area.

6. To consider the Parish Council's response to the Government's call for evidence on reforming the licensing system

The Committee firstly noted that the Government has given a very short timeline in which to respond to this consultation and thanked the Clerk for his extensive work in producing this draft response.

The Committee expressed their appreciation for the quality of the draft response and Councillor G Holland described this as an absolutely superb report which makes some tremendously powerful arguments against the Government's proposals. The Committee agreed that the draft should be finalised and submitted, with the addition of the statistics suggested by Councillor R Cornwell regarding the City Safety Hub. There was also discussion about sharing the response with local MP Mary Foy, as she has been supportive of the parish council's campaign for a public health licensing objective and this was **agreed** unanimously.

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. The Committee **noted** that this application had now been withdrawn and that enforcement action is being investigated on this matter.

DM/25/02450/FPA | Two storey front extension including alterations to roof, fenestration, and application of render | 7 Orchard Drive Durham DH1 1LA. The Committee noted that enforcement had been contacted regarding the works commencing prior to planning consent being given.

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. The Committee noted that enforcement had been contacted regarding the erection of a fence seemingly without the necessary planning consent at this site.

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

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

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

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

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

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

DM/25/02516/AD | New signage to update the business' logo | 84 Claypath Durham DH1 1RG. It was **agreed** to object to this application. The Clerk **agreed** to draft an objection letter to this application.

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. It was **agreed** to submit a comment relating to fire safety on this application. Councillor S Walker **agreed** to draft this letter.

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. It was **agreed** to object to this application. Councillor R Cornwell **agreed** to draft the response to this application.

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. It was **agreed** to object to this application. The Clerk **agreed** to draft the response to this application.

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

There being no further business, the Chair thanked all attendees for their attendance and contributions and closed the meeting.

Signed,

Liz Brown

**Chair of the City of Durham Parish Council Planning and Licensing
Committee
(14th November 2025)**