

City of Durham Parish Council

Minutes of the Planning and Licensing Committee meeting held via Zoom at 10:00am on Friday 28th November 2025

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

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

1. Welcome and apologies

Apologies were received and **accepted** from Councillor G Holland. The Chair **accepted** that Councillor S Walker was attending today's meeting as a substitute for Councillor G Holland.

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 14th November 2025

The minutes of the meeting held on 14th November 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 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.

5. Report on countywide Article 4 Direction to control the amount and location of properties converted into small Houses of Multiple Occupation

Councillor R Cornwell provided a detailed report on this matter and Members noted that the countywide Article 4 Direction will now be introduced, following a no objection stance from the Secretary of State.

In his briefing, Councillor R Cornwell highlighted that he felt the county council had not properly differentiated between selective and additional licensing schemes in their report.

Members echoed that specific point and agreed that the Parish Council should push for a fully funded additional licensing scheme across the county to help identify all HMOs, as the current policy under the County Durham Plan (Policy 16) is inadequate.

The Committee **agreed** to provide feedback to the county council, highlighting the need to properly distinguish between selective and additional licensing and emphasizing the Parish Council's support for an additional licensing scheme to better address the HMO issue.

6. Consultation to update the Open Spaces Needs Assessment (OSNA) ahead of the adoption of the new County Durham Plan

The Clerk introduced this item by highlighted that the last countywide OSNA was conducted in around 2018 and that this new consultation aims to gather community feedback on the quality, accessibility and needed improvements to parks, allotments, rights of way, green spaces and other open areas.

The Clerk highlighted specific issues within the parish, such as the high demand for allotment spaces and the need to protect valuable open spaces.

Councillor R Cornwell emphasised the importance of ensuring the OSNA aligns with the Durham City Neighbourhood Plan policies on green space. The Committee agreed it would be important for all Councillors to provide input to the consultation, highlighting any areas where new or improved open space provision is needed. The Clerk offered to draft the response to this consultation.

7. Update on the Durham City Conservation Area – report on Hill Colleges Conservation Area

Councillor R Cornwell provided an update on his work relating to the Hill Colleges, noting that he and Ms Sue Childs had jointly approached the County Council officers on this issue.

Whilst the County Council's proposals did not fully address the Parish Council's concerns, Councillor R Cornwell indicated there were some positive outcomes, such as the council committing to protect the significant tree cover in the Collingwood and Grey College areas. Sadly, the County Council would not be persuaded to include Collingwood and Grey Colleges within the Hill Colleges Conservation Area.

The Clerk added that the County Council would be conducting another round of public consultation on the proposals, which would provide an opportunity for the Parish Council to provide further feedback.

The Committee **agreed** it was important to follow up on this and therefore **agreed** to engage positively with the next round of public consultation on the Conservation Area Management Plan.

8. Matters arising:

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

DM/25/01503/VOC | Variation of condition 2 (approved plans) pursuant to planning permission DM/21/04095/LB to allow an increase in height. (amended description) | Leazes Cottage Leazes Place Durham DH1 1RE. The Committee **approved** the response to this application.

DM/25/02747/AD | To install a fascia sign to the front of the building advertising the business name- 3D built up illuminated letters with acrylic faces. internal illumination via yellow led modules. Projecting Sign - double sided aluminium sign case with acrylic faces. Sign mounted on welded steel bracket. Internal illuminated yellow modules | 25-26 Silver Street Durham DH1 3RD. The Committee **approved** the response to this application.

DM/25/02946/FPA | Change of use from Class E to a drinking establishment with enhanced food provision (Sui Generis) | Units 22 To 24 The Riverwalk Millburngate Durham DH1 4SL. The Committee **approved** the response to this application.

(b) To consider the outcome of the following planning application(s)/ appeal(s):

DM/25/01525/VOC | Removal of condition 12 (lift provisions) pursuant to planning permission DM/18/03487/VOC | The Riverwalk Millburngate Durham DH1 4SL. The Committee **noted** that this application had now been withdrawn by the applicant.

(c) To consider the latest update(s) on the following planning application(s)/ appeal(s):

DM/25/01503/VOC | Variation of condition 2 (approved plans) pursuant to planning permission DM/21/04095/LB to allow an increase in height. (amended description) | Leazes Cottage Leazes Place Durham DH1 1RE. The Committee carefully considered the revised plans and agreed to maintain its objection and call-in request until such a time as its substantive concerns were appropriately addressed by the applicant.

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

a) To note:

DM/25/03048/CEU | Lawful development certificate to confirm that the development has commenced to trigger the commencement of the planning consent DM/21/01876/FPA (Demolition of existing house and construction of replacement house on same footprint) and DM/23/02530/FPA (Demolition of outbuildings, conservatory and retaining walls, erection of two storey side extension to south elevation, single storey front and side extensions to north and east elevations, raise roof height to facilitate first floor accommodation, alterations to openings and internal alterations) | Sidegate House Sidegate Durham DH1 5SY. It was **agreed** to note this application.

DM/25/03132/LB | Installation of new passenger help points to Durham Railway Station, cable management and provision of power and data supplies to the western entrance to platform 1, and to the north elevation of the platform 2 entrance | Railway Station Station Approach Durham DH1 4RB. It was **agreed** to note this application.

DM/25/02962/LB | Listed building consent for the dismantling and removal of a chimney stack to the west elevation above the Buttery (retrospective) | University College Durham Castle Palace Green Durham DH1 3RW. It was **agreed** to note this application.

DM/25/03156/FPA | Installation of metal balustrade to the rear of first-floor flat | 96 Gillesgate Durham DH1 1JA. It was **agreed** to note this application.

DM/25/03163/LB | Replacement of wood lintel with stone lintel above fireplace, installation of 2no coach lights to front elevation | 57 South Street Durham DH1 4QP. It was **agreed** to note this application.

DM/25/03183/FPA | Retention of the installation of 2no velux windows to front elevation | 8 Church Street Durham DH1 3DG. It was **agreed** to note this application.

DM/25/03191/LB | Replacement of 11no. flush casement windows to the north east and south east elevations with 11no. flush casement windows | St Johns College 1 - 7 South Bailey Durham DH1 3RJ. It was **agreed** to note this application.

DM/25/03223/LB | Repainting front and windows | 144 Gilesgate Durham DH1 1QQ. It was **agreed** to note this application.

DM/25/03024/FPA | Demolish existing rear offshoot, construct single storey rear extension, replace/enlarge windows, replace decking and various internal alterations | 14 Grays Terrace Crossgate Moor Durham DH1 4AU. It was **agreed** to note this application.

DM/25/03158/TPO | Pruning works to 3no Prunus sp (T1, T2, T3) | East Durham and Houghall Community College Houghall Durham DH1 3SG. It was **agreed** to note this application.

DM/25/03161/TPO | Felling and removal of 7no mature Ash (G1) | East Durham and Houghall Community College Houghall Durham DH1 3SG. It was **agreed** to note this application.

b) To discuss:

DM/25/03094/FPA | Change of use of ground floor shop from retail (Class E) to a high-end cocktail bar (Sui Generis). Replace existing entrance doors, install retractable awning and internal reconfigurations | 19 Silver Street Durham DH1 3RB. It was **agreed** to object to this application. The Clerk **agreed** to draft the response to this application.

DM/25/03095/AD | Hand-painted fascia sign | 19 Silver Street Durham DH1 3RB. It was **agreed** to note this application.

DM/25/03199/PN56 | Prior Notification under Class MA of Part 3 of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for the change of use of the 1st floor of Bridge House from Class E to six C3 residential dwellings | First Floor Office Bridge House North Road Durham DH1 4PW. It was **agreed** to seek a condition on occupancy levels in relation to this application. The Clerk **agreed** to draft the response to this application.

10. To consider the following new licensing application(s) within the City of Durham Parish area:

Application for the grant of a premises licence by Muztard Limited for Muztard Social Kitchen, 25 and 26 Silver Street. Durham. DH1 1RD. It was **agreed** to object to this application under the objective of promoting public safety. The Clerk agreed to draft the response to this application.

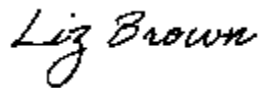
11. Dates of future meeting(s) of this Committee:

9th January 2026 at 10:00am via Zoom

23rd January 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,

A handwritten signature in black ink that reads "Liz Brown". The signature is written in a cursive style with a large, stylized 'L' and 'B'.

**Chair of the City of Durham Parish Council Planning and Licensing
Committee
(9th December 2025)**