



PANNETT PARK | WHITBY | YO21 1RE  
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Dear Councillor,

12 May 2022

You are **summoned** to attend the **ANNUAL MEETING** of the **TOWN COUNCIL OF WHITBY** to be conducted Pannett Gallery on **Tuesday 17 May 2022 at 6:00pm**, the agenda for which is set out below.

Michael King  
Town Clerk

To: Councillors Abbott, Barnett, Mrs Brown, Mrs Coughlan, Dalrymple, Goodberry, Harston, Jones, Nock, Redfern, Riddolls, Smith, Mrs Sumner, Mrs Wild and Mrs Wilson

**NOTICE OF MEETING – Public notice of the meeting is given in accordance with schedule 12, paragraph 10(2) of the Local Government Act 1972.**

## AGENDA

1. **ELECTION OF TOWN MAYOR FOR THE MUNICIPAL YEAR 2022-23**
2. **ELECTION OF DEPUTY TOWN MAYOR FOR THE MUNICIPAL YEAR 2022-23**
3. **APOLOGIES FOR ABSENCE**  
To receive and resolve upon apologies for inability to attend.
4. **DECLARATION OF INTERESTS**  
To declare any interests which members have in the following agenda items.
5. **PUBLIC PARTICIPATION**  
Standing Orders will be suspended for up to 15 minutes to allow for questions or statements about business items on the agenda, submitted by members of the public<sup>1</sup> (limited to 3 mins per person).
6. **EXTERNAL REPORTS**  
To receive reports on behalf of external bodies if present
  - a. North Yorkshire Police (April Report attached separately)
  - b. Scarborough Borough Council – (Nick Edwards)
  - c. County & Borough Councillors
7. **MINUTES**

		page 7
a.	To approve as an accurate record minutes of the following meetings:	
i.	Council	29 March 2022      7
b.	To receive the minutes of the following meetings:	
i.	Planning	12 April 2022      13
ii.	Finance, Policy & General Purposes	12 April 2022      19

iii.	Town Development & Improvement	25 April 2022	25
iv.	Planning	26 April 2022	29
v.	Pannett Art Gallery	4 May 2022	35

## 8. COMMITTEE RECOMMENDATIONS

### a. Finance, Policy & General Purposes Committee 258/22 NOTICE OF MOTION

**RECOMMENDED** that facilities in the Art Gallery are made compatible with the needs of people present with hearing impairment. All participants to have access to equipment to enable all persons present to fully take part in meetings, and be able to hear what speakers, the chair and members of the public are saying. (page 20)

### b. Finance, Policy & General Purposes Committee 259/22 APPROVAL OF EXPENDITURE

**RECOMMENDED** that the schedule of expenditure up to 31 March 2022 in the sum of **£116.20** (as attached) is approved and that the income in the sum of **£10,085.89** is noted. (page 20)

### c. Finance, Policy & General Purposes Committee 261/22 QUOTATIONS FOR CHRISTMAS LIGHTING 2022-2025

**RECOMMENDED** That the quotation from Blachere Illuminations UK Ltd, for three-year hire, installation, removal & storage of Christmas Lighting at an annual cost of £22,488.72 (ex VAT) be approved. (page 21)

d. Any other matters arising from the minutes noted above.

## 9. ITEMS FOR REVIEW AT THE ANNUAL MEETING OF THE TOWN COUNCIL

Please note that the current versions of documents, as previously and considered below, are available on the town council's website:

(<https://www.whitbytowncouncil.gov.uk/documents.html?query=&tag=Policies&sort=latest>)

### a) REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, STAFF AND OTHER LOCAL AUTHORITIES; & REVIEW OF THE TERMS OF REFERENCE FOR COMMITTEES AND WORKING PARTIES

**Recommendation:** That the Terms of Reference of Committees and Scheme of Delegation, as last approved on 4 May 2022, be adopted.

### b) APPOINTMENT OF MEMBERS TO EXISTING COMMITTEES

A list of Councillors' preferences will be circulated to members separately.

i Appointment by poll, of the membership of committees which are over-subscribed on first preference. Each over-subscribed committee to be considered in turn. A poll will be held in which each member may vote for as many candidates as there are committee places (generally 7). Candidates (as self-nominated) will be ranked and places filled in the order of votes cast. In the event of a tie affecting the outcome, a run-off will be held between tied candidates. Substitute members will be drawn from the ranked list in order.

A confirmatory vote to be moved on the conclusion of polling on all committees.

ii Appointment by confirmatory vote, of the membership (and substitute membership) of committees which are fully or under-subscribed on first preference.

Nominations (including self-nomination) to be made at the meeting.  
A confirmatory vote to be moved on the conclusion of nominations to all under-subscribed committees.

**c) REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS**

Revised drafts of both documents have been circulated to members separately. A report on the revisions to model documents issued by NALC in April 2022 is attached. (page 39)

**Recommendation:** That the revised Standing Orders and Financial Regulations, as circulated, be adopted.

**d) REVIEW OF ARRANGEMENTS, INCLUDING ANY CHARTERS AND AGENCY AGREEMENTS, WITH OTHER LOCAL AUTHORITIES AND REVIEW OF CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES**

To note that there are none in place.

**e) REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK**

A list of those currently appointed is attached (page 41)

Nominations (including self-nomination) will be made at the meeting.  
A confirmatory vote to be moved on the conclusion of nominations to external bodies.

**Recommendation:** (i) That those standing nominated be appointed as representatives on the respective bodies and;  
(ii) That substantive reports, following meetings of the external body be made to the next scheduled meeting of Full Council.

**f) REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT**

**Recommendation:** That Asset Register as approved by the Finance Policy and General Purposes Committee on 1 March 2022 (205/22), be adopted.

**g) CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS**

**Recommendation:** To note that all insurance cover in respect of the art gallery (and museum building), the councils services and public liability is assigned to Blackwall Green – specialist broker at an annual premium of £11,091.31.

**h) REVIEW OF THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES**

**Recommendation:** (a) To note that the town council is a member of the Yorkshire Local Councils Association (& National Association of Local Councils) at an annual subscription (2022/23) of £1,496; and  
(b) To note that the Clerk and Deputy Clerk are (contractually) members of the Society of Local Council Clerks at an annual subscription (2022) of £606.

**i) REVIEW OF THE COUNCIL'S POLICIES AND PROCEDURES:**

- i. COMPLAINTS PROCEDURE**
- ii. REVIEW OF THE COUNCIL'S POLICIES, PROCEDURES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 2018**
- iii. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE MEDIA**
- iv. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES AND PROCEDURES**

**Recommendation:** That the policies and procedures listed, as last adopted on 4 May 2021, or where subsequently revised by resolution, be adopted.

**j) REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER s137 OF THE LOCAL GOVERNMENT ACT 1972**

**Recommendation:** That consideration of s137 expenditure be deferred until consideration of unaudited accounts by Council in June.

**k) DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF FULL COUNCIL.**  
Attached (page 43)

**Recommendation:** That Council adopts the attached calendar of meetings, based on a bi-monthly cycle.

**10. LOBSTER HATCHERY**

Cllr Redfern, as General Manager at The Whitby Lobster Hatchery will provide an update on the facility. (Separate report attached).

**11. CO-OPTION ARRANGEMENTS** (page 45)

Council's formal decision to proceed with co-option to the four vacancies resulting from the recent elections is requested.

**12. MAYOR'S REPORT**

Civic engagements in the 2021/22 Mayoral Year, undertaken since 29 March 2022 and other activities to note.

**13. CLERK'S REPORT**

The Clerk will provide a update on issues and correspondence arising since the last meeting. (page 47)

#### **14. FLOODING AWARENESS - STANDING ITEM**

Tides above 5.5 metres up until 5 July (next Ordinary Full Council).

- 16-18 May
- 14-18 June

1. Anyone who wishes to register to participate under Item 3, please contact the Town Clerk ([town.clerk@whitbytowncouncil.gov.uk](mailto:town.clerk@whitbytowncouncil.gov.uk))



## WHITBY TOWN COUNCIL

Report of the meeting of the Town Council of Whitby, duly convened, and conducted in Pannett Art Gallery on Tuesday 29 March 2022 at 6.00pm.

**Present** Councillor Mrs L Wild (Mayor) and Councillors A Abbott, R Barnett, Mrs H Coughlan, R Dalrymple, G Goodberry, J Harston, G Jackson, A Jones, J Nock, J Redfern, C Riddolls, S Smith, Mrs H Sumner and Mrs N L Wilson.

**Also** M King, Town Clerk (Via Zoom), Mrs A Cowey, Deputy Town Clerk, with Mr N Edwards, Deputy Chief Executive, Scarborough Borough Council, Mr R Marr (NYCC Area Manager), PSCO Katie Butler (North Yorkshire Police) and 5 members of the public.

**NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972.**

### 233/22 APOLOGIES

**MOVED** by Councillor J Nock, seconded by J Harston and

**RESOLVED** that apologies for inability to attend are received from Councillors Mrs A Brown and Mrs S Smith.

### 234/22 DECLARATION OF INTERESTS

There were no declarations of interest.

### STANDING ORDERS SUSPENDED

### 235/22 PUBLIC PARTICIPATION

A member of the public spoke about further education in Whitby – as this was not on the agenda they were asked to submit this issue in writing to the Council office to be placed on a future agenda.

### STANDING ORDERS REINSTATED

### 236/22 EXTERNAL REPORTS

To receive reports on behalf of external bodies if present

#### a) North Yorkshire Police

PCSO Katie Butler reported on the crime figures and the work being carried out with Licenced premises including going into the schools to work with the teachers regarding teenage drink and drug issues.

Councillors asked the following questions:-

Whether or not the police knew who was supplying the drink and drugs – *The Police have a good idea who they are;*

The need for the Police to talk to the schools and parents and get their support to promote and tackle the issues;

In the past the Police have been asked to support the CIZ and no response has

been received – PSCO Butler will report back and pursue;

The drug issue is serious what are the Police doing to combat this issue – The Police have an idea regarding the supplying of some of the drugs but the edibles are obtained online and this issue is being dealt with at a higher level;

Tate Hill Beach is littered with gas canisters regularly – The Police struggle to get reports on this type of incident.

**b) Anglo American**

Matt Parsons sent his apologies

**c) Scarborough Borough Council – Nick Edwards**

Mr Edwards reported on:

- Local Government reorganisation – the structural change orders are in place and a date for the local elections has been set for the 5 May 2022. There will be some restrictions from the 23 May as all ratifications will need to go to the shadow cabinet relating to financial thresholds and contractual arrangements.
- Paul Thompson met with some councillors to walk around the town to look at areas which would benefit from funding through project Sunshine, such as: painting of railings – solar compactable bins – signage – addition of benches and planters on Baxtergate – new seating on Church Street and Dockend as well as additional planters. Larger projects under consideration are the tennis courts and paddling pool on West Cliff. Some ideas have been put forward which are being worked on in similar areas in Filey – these ideas will come back to the Town Council.

Councillors asked questions on the paddling pool - any ideas brought forward regarding this area will be taken to Town Development and Improvement Committee; Union Steps was highlighted along with yards leading from Baxtergate to New Quay Road which are overgrown with weeds and rubbish and in need of regular attention – All areas in need of attention should be given to the Town Clerk to pass on to Mr Thompson for attention.

**d) County & Borough Councillors**

None Present.

**MOVED** by Councillor J Harston, seconded by Councillor G Jackson and

**RESOLVED** unanimously that the above reports are noted

237/22

**MINUTES**

**MOVED** by Councillor G Jackson, seconded by Councillor J Nock and

**RESOLVED** unanimously that the Minutes of the ordinary meeting of the Full Council held on 15 February 2022 are confirmed as an accurate record and signed by the Town Mayor.



**MOVED** by Councillor J Harston, seconded by Councillor S Smith

<b>RESOLVED</b> unanimously that following Committee meetings are received en bloc	
Human Resources	22 February 2022
Planning Committee	22 February 2022
Finance Policy & General Purposes	01 March 2022
Planning Committee	08 March 2022
Town Development & Improvement	14 March 2022
Joint Management	17 March 2022
Planning Committee	22 March 2022

**238/22 COMMITTEE RECOMMENDATIONS**

a. Human Resources Committee 22 February 2022

**i) HR189/22 STAFFING**

**RECOMMENDED** that with staff agreement they carry over 5 day and any outstanding holidays at the end of March 2022 are paid.

b. FP&GP Committee 1 March

**i) F202/22 APPROVAL OF EXPENDITURE**

**RECOMMENDED** that the schedule of expenditure up to 23 February 2022 in the sum of **£127,503.63** is approved and that the income in the sum of **£13,879.57** is noted.

**ii) F204/22 (a) REVIEW OF INTERNAL CONTROLS (RISK REGISTER)**

**RECOMMENDED** that the town council's risk policy and register be approved

**ii) F205/22 REVIEW OF INTERNAL CONTROLS (ASSET REGISTER)**

**RECOMMENDED** that the town council's asset register be approved

**MOVED** Councillor G Goodberry, seconded by Councillor J Harston and

**RESOLVED** that the Committee recommendations listed above are approved.

c. Any other matters arising from the minutes noted above.

Mr Marr NYCC Area Manager spoke to members and answered questions following an invitation from the Town Improvement and Development to attend the next meeting of Full Council.

- There are no plans to sign post pedestrian use of the Swing Bridge
- There are no plans to introduce additional variable vehicle signage or temporary traffic control at Helredale Road and Prospect Hill but NYCC are monitoring the situation
- Park and Ride (West) is open as normal – SBC has been approached regarding funding towards the Park & Ride from the Abbey Plain Car Park
- Traffic orders are in place to close the swing bridge for any events in the town or to respond to excessive pedestrian crowds

- There are no plans at present to proceed with automatic number plate recognition – it is felt that this would not be good for tourism
- Information regarding diversionary routes for traffic unable to cross the swing bridge which isn't visible in the town centre will be installed, but it will not be in place for the beginning of the summer season.
- There are no plans in place to publish and publicise alternative parking provision for displaced cars
- Tin Ghaut Car Park is out of action VMS will be put in place to identify car parks - the signage will be variable and altered daily

Councillors asked questions regarding

- Pedestrian signage on the swing bridge – *this may be removed as social distancing restrictions are no longer in place*
- The promotion of safety on the bridge, not aware of any fatalities on the bridge – *the pedestrianisation of the swing bridge funding is from the Town Deal therefore the Highways do not have to adhere to the same criteria for funding as through the highway authority*
- The need for a Park and Ride opposite Sainsburys – *the Abbey Plain car park is too far out of the town – Park and Ride is not part of this scheme and highways are struggling to find funding for another of review of parking in Whitby*
- The use of s106 money from the building of B&M and Aldi be used to implement a Park and Ride Scheme – *106 funding cannot be used for park and ride it is for issues coming from the development such as the need for pedestrian crossings etc.*
- Joint venture with SBC to run a bus service to the Abbey Plain Car Park – *it comes down to finances*
- Could bollard be used on the swing bridge to help with public safety – *the area needs to be kept open – this system was tried unsuccessfully on St Ann's Staith*
- The chaos caused by road works on the A171 which is a major feeder route into Whitby – *Highways have a duty to maintain the highways and try to carry out as much work as possible out of season.*
- Could taxis be allowed to go over the swing bridge when pedestrianised – *following initial discussion it was agreed that while the trial was in place taxis would not be allowed to use the pedestrianised swing bridge as it could have a negative impact on the results of the trial*

Mr Marr responded to the three written questions submitted by members of the public

- As part of the public consultation, they would be happy to meet the public and attend a meeting at the Green Lane Centre.
- As it was an experimental Traffic Order in place the Highways department are not required to hold a public consultation
- Spital Bridge Junction improvements is going to be re-visited – there is no funding at present any proposals and no works will be carried out this

summer. Once the funding has been received in May any works will be carried out on this junction prior to works in the centre of town.

**MOVED** by Councillor G Jackson, seconded by Councillor J Redfern

**RESOLVED** unanimously that the report from Mr Marr is received.

**239/22 REPORTS FROM REPRESENTATIVES ON EXTERNAL BODIES**

The Town Mayor reported on the last meeting of the Harbour Users Group where the situation with the fishermen in the town was discussed – there has been no financial help forthcoming. The Harbour Master reported that the shellfish situation has cleared up, but it will be many years before the stocks are replenished.

Councillor Mrs Coughlan attended the meeting of the Friends of Pannett Park – the minutes will be forwarded on to the Town Clerk.

**240/22 LOCAL ELECTIONS**

Information about the local elections 2022 was circulated to all member with the agenda

**MOVED** by Councillor S Smith, seconded by Councillor G Jackson

**RESOLVED** unanimously that the information regarding the local elections 2022 is received.

**241/22 ANNUAL TOWN MEETING**

Members were made aware that an Annual Town Assembly will take place at 6.30pm on Wednesday 20 April 2022 at the Coliseum.

**MOVED** by Councillor G Jackson, seconded by Councillor A Abbott

**RESOLVED** unanimously that the above information is received.

**242/22 YEAR END APPROVALS**

**MOVED** by Councillor G Goodberry, seconded by Councillor A Jones

**RESOLVED** unanimously that the payments on behalf of the council to the 23 March 2022 and the year-end reserve movements for the 2021–22 financial year are approved.

**243/22 MAYORS REPORT**

The Town Mayor reported on her Mayoral engagements and meetings attended on behalf of the council since the 15 February 2022

**MOVED** by Councillor J Redfern, seconded by Councillor R Dalrymple and

**RESOLVED** unanimously that the Mayoral report is received.

**244/22 CLERKS REPORT**

Members discussed in full the issues relating to the Made In Yorkshire Market highlighted by a letter signed by a number of market traders.

Mr Edwards took on board the concerns and complaint made and comments by members and offered to take this issue back to SBC to establish the operating framework for these markets.

**MOVED** by Councillor Mrs Wilson, seconded by Councillor Mrs H Sumner

**RESOLVED** unanimously that Mr Edwards takes this issue back to SBC for a resolution

**245/22 FLOODING AWARENESS - STANDING ITEM**

Tides above 5.5 metres up until 17 May 2022

31 March 2022

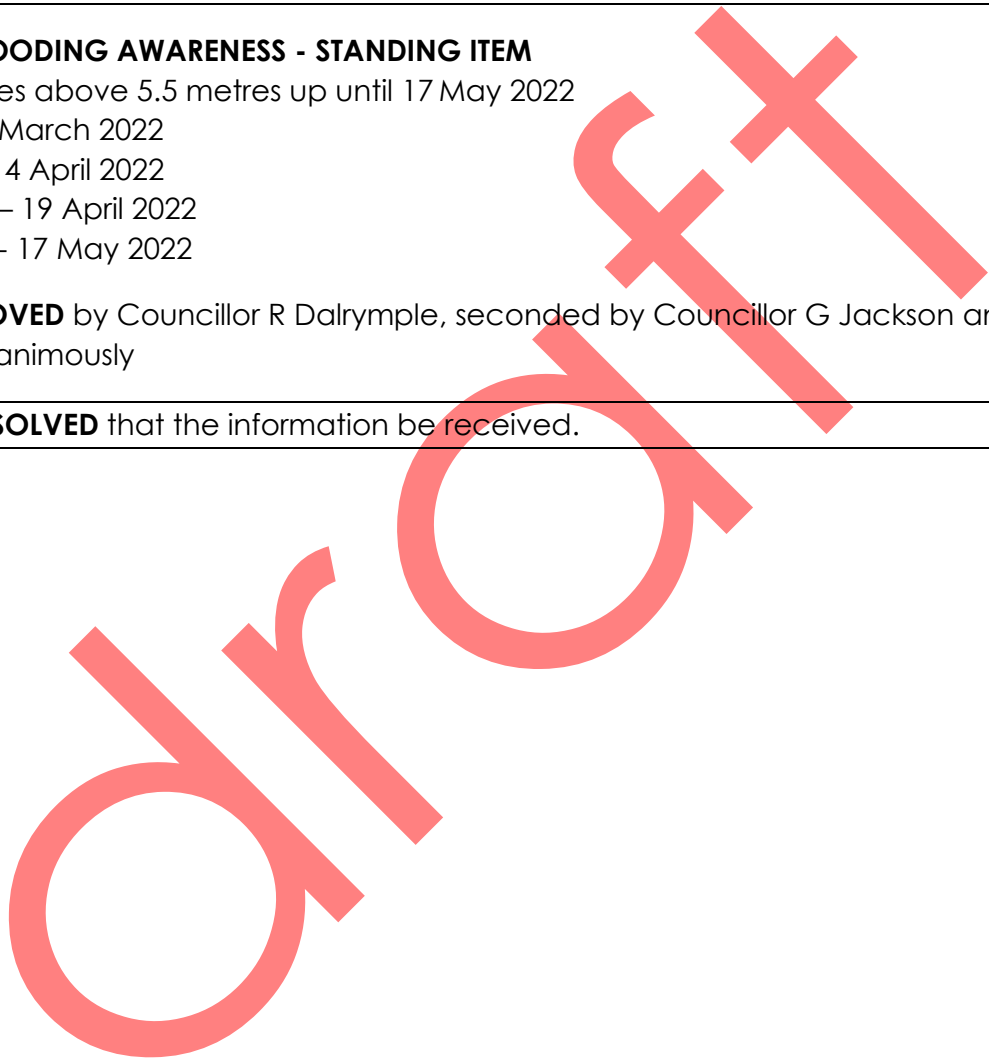
1 – 4 April 2022

16 – 19 April 2022

16 - 17 May 2022

**MOVED** by Councillor R Dalrymple, seconded by Councillor G Jackson and unanimously

**RESOLVED** that the information be received.



## WHITBY TOWN COUNCIL

Minutes of the meeting of the **PLANNING** Committee conducted on **Tuesday 12 April 2022** at 5.30pm in Pannett Art Gallery, Whitby.

**Present** Councillors Mrs N Wilson (Chair), R Dalrymple, J Harston and J Nock.

**Also** Mrs A Cowey Deputy Clerk

**NOTICE OF MEETING – Public Notice of the Meeting has been given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972.**

### 246/22 APOLOGIES

Apologies for inability to attend were received from Councillors G Jackson and Mrs S Smith.

### 247/22 DECLARATION(S) OF INTEREST

Councillor Mrs Wilson declared an interest in Planning application 22/00478/HS – 37 Rose Avenue

Councillor J Harston declared an interest in Planning application 22/00479/LB – Abbey Stables, East Cliff

### STANDING ORDERS SUSPENDED

### 248/22 PUBLIC PARTICIPATION

No public participation

### STANDING ORDERS REINSTATED

### 249/22 PLANNING APPLICATIONS

**RESOLVED** that the Planning Applications, as detailed at Annex A, were considered and the Planning Committees recommendations duly recorded and submitted to the Planning Authority.

Councillor Mrs Wilson did not vote or take part in any discussion regarding application 22/00428/HS

### 250/22 LISTED BUILDINGS

Nothing to report

### 251/22 LICENCING

**MOVED** by Cllr J Nock, seconded by Councillor R Dalrymple and

**RESOLVED** that Licensing Services are asked to notify the Town Council of any licensing applications within Whitby.

### 252/22 STREET NAMING

**MOVED** by Councillor J Harston, seconded by Councillor R Dalrymple and

**RESOLVED** unanimously that this item is deferred to the next meeting of the Planning Committee

draft

## Planning Applications Considered on 12 April 2022

<b>1</b>	<i>Plan Number</i> 22/041	<i>District Reference</i> 21/02371/FL	<i>Road/Street</i> Brunswick Street	<i>Date of meeting</i> 05.04.22
	<i>Applicant</i> Shearers (Mrs Clare Buckley)	<i>House Name</i>	<i>Road</i> 16 Brunswick Street	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO211RG	<i>Application date</i> 17/03/22

**Change of use from a hair salon (Class E) to a holiday let (C£) with associated alterations, Shearers (Mrs Clare Buckley), 16 Brunswick Street, WHITBY, North Yorkshire, YO211RG**

*Comment*

**object - Parking issues - over development -inappropriate use of a building**

<b>2</b>	<i>Plan Number</i> 22/042	<i>District Reference</i> 21/02921/HS	<i>Road/Street</i> Argyle Road	<i>Date of meeting</i> 05.04.22
	<i>Applicant</i> Mr Nick Howell	<i>House Name</i>	<i>Road</i> 4 Metropole Towers	<i>Locality</i> Argyle Road
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213HU	<i>Application date</i> 17/03/22

**Installation of Upvc windows and doors, Mr Nick Howell, 4 Metropole Towers, Argyle Road, WHITBY, North Yorkshire, YO213HU**

*Comment*

**Support this application**

<b>3</b>	<i>Plan Number</i> 22/043	<i>District Reference</i> 22/00095/FL	<i>Road/Street</i> New Quay Road	<i>Date of meeting</i> 05.04.22
	<i>Applicant</i> Kymel Trading Ltd	<i>House Name</i> Trenchers	<i>Road</i> New Quay Road	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO211DH	<i>Application date</i> 17/03/22

**Erection of single storey rear extension to restaurant, Kymel Trading Ltd, Trenchers, New Quay Road, WHITBY, North Yorkshire, YO211DH**

*Comment*

**Object - Over development - unacceptable loss of a green space - impact on a listed building - out of character in a conservation area - fire safety concerns**

<b>4</b>	<i>Plan Number</i> 22/044	<i>District Reference</i> 22/00241/FL	<i>Road/Street</i> John Street	<i>Date of meeting</i> 05.04.22
	<i>Applicant</i> Mrs Kerry Woods	<i>House Name</i>	<i>Road</i> 17 John Street	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213ET	<i>Application date</i> 17/03/22

**Installation of replacement windows in Upvc, Mrs Kerry Woods, 17 John Street, WHITBY, North Yorkshire, YO213ET**

*Comment*

**support this application subject to the use of heritage style windows with bars**

**5**    *Plan Number*    *District Reference*    *Road/Street*    *Date of meeting*  
 22/045    22/00297/HS    Westbourne Road    05.04.22

*Applicant*    *House Name*    *Road*    *Locality*  
 Beverley Winspear       19 Westbourne Road

*Town*    *County*    *Post Code*    *Application date*  
 WHITBY    North Yorkshire    YO213ND    17/03/22

**Proposed 2 storey side extension, Beverley Winspear, 19 Westbourne Road, WHITBY, North Yorkshire, YO213ND**

*Comment*  
**support this application**

**6**    *Plan Number*    *District Reference*    *Road/Street*    *Date of meeting*  
 22/046    22/00309/HS    East Way    05.04.22

*Applicant*    *House Name*    *Road*    *Locality*  
 Mr E Chadwick       18 East Way

*Town*    *County*    *Post Code*    *Application date*  
 WHITBY    North Yorkshire    YO213PE    17/03/22

**Single storey rear extension to create bedroom and living room, Mr E Chadwick, 18 East Way, WHITBY, North Yorkshire, YO213PE**

*Comment*  
**support this application**

**7**    *Plan Number*    *District Reference*    *Road/Street*    *Date of meeting*  
 22/047    21/02940/FL    Chubb Hill Road    05.04.22

*Applicant*    *House Name*    *Road*    *Locality*  
 Cooks Quarters Ltd (B Thorpe)       2 Chubb Hill Road

*Town*    *County*    *Post Code*    *Application date*  
 WHITBY    North Yorkshire    YO211JP    18/03/22

**Sub-division and alteration of dwelling to form apartments, Cooks Quarters Ltd (B Thorpe), 2 Chubb Hill Road, WHITBY, North Yorkshire, YO211JP**

*Comment*  
**Object - over development - Highways and access**

**8**    *Plan Number*    *District Reference*    *Road/Street*    *Date of meeting*  
 22/048    22/00137/FL    High Street Ruswarp    05.04.22

*Applicant*    *House Name*    *Road*    *Locality*  
 Mr C and Mrs A Scarth    Old Hall Hotel    4 - 6 High Street    RUSWARP

*Town*    *County*    *Post Code*    *Application date*  
 WHITBY    North Yorkshire    YO211NH    18/03/22

**Removal of 1 no beech tree, partial demolition and rebuilding of wall and associated gate piers, Mr C and Mrs A Scarth, Old Hall Hotel, 4 - 6 High Street, RUSWARP, WHITBY, North Yorkshire, YO211NH**

*Comment*  
**support this application**



**9** *Plan Number* 22/049 *District Reference* 21/01523/FLA *Road/Street* Cliff Street *Date of meeting* 05.04.22  
*Applicant* Mr C Middleton *House Name* The Mount *Road* Cliff Street *Locality*  
*Town* WHITBY *County* North Yorkshire *Post Code* YO223DD *Application date* 22/03/22

**Variation of condition 1 on decision reference 20/02697/FL to allow formation of garage and roof terrace, Mr C Middleton, The Mount, Cliff Street, WHITBY, North Yorkshire, YO223DD**

*Comment*

**Object - support highways objections**

**10** *Plan Number* 22/050 *District Reference* 22/00223/HS *Road/Street* Carr Hall Gardens *Date of meeting* 05.03.22  
*Applicant* Mr Stephen Davies *House Name* *Road* 4 The Stables *Locality* Carr Hall Gardens  
*Town* Ruswarp *County* North Yorkshire *Post Code* YO211RW *Application date* 22/03/22

**Replacement of timber windows with upvc, Mr Stephen Davies, 4 The Stables, Carr Hall Gardens, Ruswarp, North Yorkshire, YO211RW**

*Comment*

**support this application subject to the use of like for like**

**11** *Plan Number* 22/051 *District Reference* 22/00428/HS *Road/Street* Captain Cook Crescent *Date of meeting*  
*Applicant* Mr & Mrs M & K Young *House Name* *Road* 5 Captain Cook Crescent *Locality*  
*Town* WHITBY *County* North Yorkshire *Post Code* YO224HL *Application date* 23/03/22

**Erection of single storey rear extension, Mr & Mrs M & K Young, 5 Captain Cook Crescent, WHITBY, North Yorkshire, YO224HL**

*Comment*

**support this application**

**12** *Plan Number* 22/052 *District Reference* 22/00478/HS *Road/Street* Rose Avenue *Date of meeting* 05.04.22  
*Applicant* Mr Trotter *House Name* *Road* 37 Rose Avenue *Locality*  
*Town* WHITBY *County* North Yorkshire *Post Code* YO213JA *Application date* 24/03/22

**Erection of single storey front extension, Mr Trotter, 37 Rose Avenue, WHITBY, North Yorkshire, YO213JA**

*Comment*

**support this application subject to restrictions on building hours 8pm - 8am**

<b>13</b>	<i>Plan Number</i> 22/053	<i>District Reference</i> 22/00265/FL	<i>Road/Street</i> Nightingale Drive	<i>Date of meeting</i> 05.04.22
	<i>Applicant</i> Mr Jake Howell	<i>House Name</i>	<i>Road</i> 54 Nightingale Drive	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224QP	<i>Application date</i> 24/03/22

**Retrospective planning permission for the installation of ground floor window opening on sought elevation, Mr Jake Howell, 54 Nightingale Drive, WHITBY, North Yorkshire,**

*Comment*

**support this application - unhappy with another retrospective application**

<b>14</b>	<i>Plan Number</i> 22/054	<i>District Reference</i> 21/02512/HS	<i>Road/Street</i> Esplanade	<i>Date of meeting</i> 05.04.22
	<i>Applicant</i> Mrs Sally Tucker	<i>House Name</i> Flat 5	<i>Road</i> 9 Esplanade	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213HH	<i>Application date</i> 28/03/22

**Installation of velux windows to mansard roof, Mrs Sally Tucker, Flat 5, 9 Esplanade, WHITBY, North Yorkshire, YO213HH**

*Comment*

**Object - additional window not in keeping with the number of windows on the building in a conservation area**

<b>15</b>	<i>Plan Number</i> 22/055	<i>District Reference</i> 22/00479/LB	<i>Road/Street</i> East Cliff	<i>Date of meeting</i> 05.04.22
	<i>Applicant</i> YHA(England & Wales) Ltd (Mr Phil Kenwright)	<i>House Name</i> Abbey Stables	<i>Road</i>	<i>Locality</i> East Cliff
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224JT	<i>Application date</i> 29/03/22

**Refurbishment of stables building to provide staff accommodation, YHA(England & Wales) Ltd (Mr Phil Kenwright), Abbey Stables, East Cliff, WHITBY, North Yorkshire, YO224JT**

*Comment*

**support this application subject to the retention of the carved YHA on the Church Lane side of the building**

<b>16</b>	<i>Plan Number</i> 22/056	<i>District Reference</i> 21/00750/LB	<i>Road/Street</i> St Hildas Terrace	<i>Date of meeting</i> 05.05.22
	<i>Applicant</i> Mr T Ruff	<i>House Name</i>	<i>Road</i> 7 St Hildas Terrace	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213AE	<i>Application date</i> 19/03/22

**Formation of new garage door opening, removal of existing chimney stack and alterations to rear roof, Mr T Ruff, 7 St Hildas Terrace, WHITBY, North Yorkshire, YO213AE**

*Comment*

**support this application**

## WHITBY TOWN COUNCIL

Minutes of the meeting of the **Finance, Policy and General Purposes** Committee held in the Pannett Gallery on Tuesday 12 April 2022 at 6:05pm (following a meeting of the Planning Committee).

**Present:** Councillors Harston (Chair) Mrs Coughlan, B Dalrymple, Goodberry, Mrs L Wild, and Mrs N Wilson.

**Also:** M King, Town Clerk.

### **NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972**

#### **253/22 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor G Jackson.

**MOVED** by Councillor Harston, seconded by Councillor Mrs Wilson and unanimously

**RESOLVED** that Cllr Jackson's apologies be accepted.

#### **254/22 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION**

None.

#### **255/22 PUBLIC PARTICIPATION**

No members of the public were present.

### **GENERAL PURPOSES & POLICY**

#### **256/22 MINUTES OF MEETING HELD ON 1 MARCH 2022**

**MOVED** by Councillor Mrs Wilson, seconded by Councillor Mrs Wild and unanimously

**RESOLVED** that the minutes of the meeting of the Finance Policy & General Purposes Committee meeting, held 1 March 2022 are accepted as an accurate record.

#### **257/22 ACTION OUTSTANDING FROM PREVIOUS MEETING**

The Clerk provided a verbal update on the progress of resolutions from the previous meeting, which had been referred to Council, or for action at future meetings.

It was noted that following the unopposed election of 15 members with effect 9 May 2022, the resulting (4) vacancies would be advertised for co-option with a date for determination (prior to 28 June 2022) to be made at Annual Council on 17 May.

**MOVED** by Councillor Mrs Coughlan, seconded by Councillor Goodberry and unanimously

**RESOLVED** that the information be received.

**258/22 NOTICE OF MOTION**

The motion was raised on the agenda by Cllr Barnett. Under Standing Order 1c it was taken on by Cllr Mrs Wild with a new seconder (Cllr Goodberry).

It was agreed that in response to the proposed motion, the areas to be examined should include:

- Acoustic dampening
- Portable wireless microphones and amplification; and
- Induction loop technology

**MOVED** by Councillor Mrs Wild, seconded by Councillor Goodberry and unanimously

**RESOLVED** that facilities in the Art Gallery are made compatible with the needs of people present with hearing impairment. All participants to have access to equipment to enable all persons present to fully take part in meetings, and be able to hear what speakers, the chair and members of the public are saying.

**FINANCE**

**259/22 APPROVAL OF EXPENDITURE**

To approve payments and note receipts on behalf of the Council to 31 March 2022 (Appendix A).

**MOVED** by Councillor Mrs Coughlan, seconded by Councillor Goodberry and unanimously

**RESOLVED** that the schedule of expenditure up to 31 March 2022 in the sum of **£116.20** (as attached) is approved and submitted to Full Council and that the income in the sum of **£10,085.89** is noted.

**260/22 UNAUDITED BALANCE SHEET TO 31 MARCH 2022**

Submitted: the unaudited out-turn figures for the year ending 31 March 2022.

**MOVED** by Councillor Mrs Wild, seconded by Councillor Dalrymple and unanimously

**RESOLVED** that the information be received.

**261/22 CONSIDER QUOTATIONS FOR CHRISTMAS LIGHTING 2022-2025**

Submitted: three quotations from two suppliers to provide Christmas Lighting for the tree seasons 2022-23, 2023-24 and 2024-25.

The preferred specification was:

HIRE, INSTALLATION, REMOVAL & STORAGE OF:

22 no. Bio-Print pole mounted motifs

7 no. Bio-Print 1m x 1m star motifs

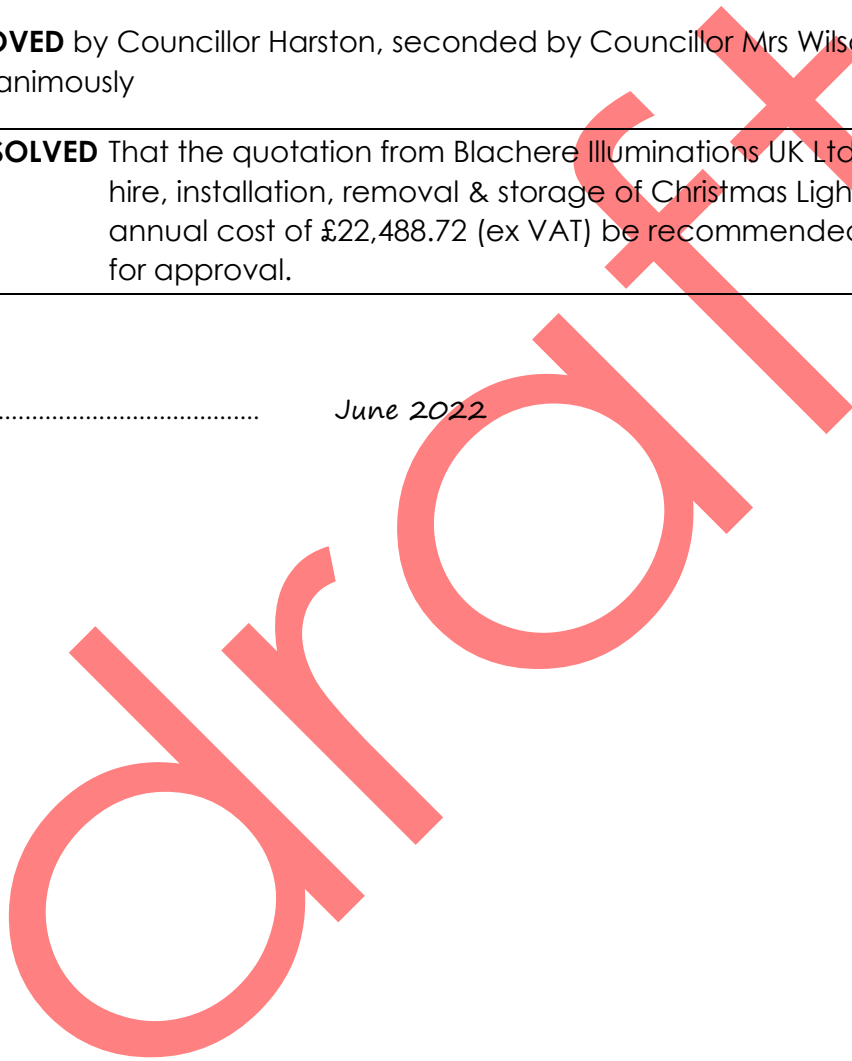
4 no. 1.15m x 1.5m Bio-Print star motifs

- 2 no. 1m x 1m Warm white bow motifs
- 4 no. W.2m x H.5m Twinkling warm white curtain lights
- 1 no. Bespoke 'Merry Christmas Whitby Bio-Print motif
- 120m Low voltage warm white twinkling string lights to 2 no. Trees
- 120m Low voltage red twinkling string lights to 2 no. Trees
- 120m Low voltage blue twinkling string lights to 2 no. Trees
- 2 no. 0.6m x 0.6m Star tree toppers
- 1 no. Recy-Print Whale
- 1 no. 150W Projector installed and left in situ
- Testing of 48 no. Eyebolts – Year 1
- Health check of electrical infrastructure – Year 1

**MOVED** by Councillor Harston, seconded by Councillor Mrs Wilson and unanimously

**RESOLVED** That the quotation from Blachere Illuminations UK Ltd, for three-year hire, installation, removal & storage of Christmas Lighting at an annual cost of £22,488.72 (ex VAT) be recommended to full council for approval.

..... June 2022





**FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 12 APRIL 2022  
APPROVAL OF EXPENDITURE & NOTING OF INCOME**

**Whitby Town Council**

Expenditure transactions - payments approval list – period to **31 March 2022**

Tn No	Gross	Date	Detail	
371	£13.68	28/03/2022	Sapphire Print Solutions	Cost per copy charges for February 2022
372	£23.40	28/03/2022	Cathedral Hygiene	Supply of Hygiene Services
373	£79.12	31/03/2022	Normans Business Solutions	Stationery & Supplies
	<b>£116.20</b>		<b>Total</b>	

Income transactions - period to **31 March 2022**

Tn No	Gross	Date	Detail	Heading
1154	£2.23	07/03/2022	Barclays Bank - Loyalty Reward	4000/15
1163	£3.46	07/03/2022	Barclays Bank - Base Rate Tracker Account Gross Interest 7 Dec - 6 Mar	11
1153	£20.00	08/03/2022	School (Toilet Code) - Toilet Code - Cheque - Ingleby Mill Primary	4000/18
1156	£30.00	08/03/2022	School (Toilet Code) - Toilet Code - Cheque - Churwell Primary	4000/18
1159	£4,720.20	09/03/2022	Literary & Philosophical Society - 60% Admission February 2022	4000/7
1157	£20.00	10/03/2022	School (Toilet Code) - Toilet Code - Cheque - Strawberry Fields	4000/18
1158	£30.00	14/03/2022	School (Toilet Code) - Toilet Code - Cheque - Cross Gates	4000/18
1160	£5,000.00	16/03/2022	Scarborough Borough Council - Grant for Pannett storage development	4000/16
1161	£250.00	23/03/2022	Stallholder, Christmas Festival 2022 Stall	4000/17
1162	£10.00	28/03/2022	School (Toilet Code) - Toilet Code - BACS - Academy St James	4000/18
	<b>£10,085.89</b>		<b>Total</b>	





## WHITBY TOWN COUNCIL

Minutes of the meeting of the **TOWN DEVELOPMENT & IMPROVEMENT** Committee held on **Monday 25 April 2022** conducted in the Pannett Gallery at 6:00pm.

**Present** Councillors Harston (Chair), G Jackson, A Jones, J Nock, Mrs L Wild and Mrs N Wilson (sub).

**Also** M King, Clerk and one member of the public.

**NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972.**

### 262/22 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Dalrymple.

**MOVED** by Cllr Harston, seconded by Cllr Mrs Wild and unanimously

**RESOLVED** that Cllr Dalrymple's apologies be approved.

### 263/22 DECLARATION OF INTEREST AND REQUESTS FOR DISPENSATION

No declarations of interests or requests for dispensations were received.

#### STANDING ORDERS SUSPENDED

### 264/22 PUBLIC PARTICIPATION SESSION

Standing Orders were suspended to enable a member of the public speak on an issue to be considered at Minute TDI266(A) (below) to speak.

#### STANDING ORDERS REINSTATED

### 265/22 MINUTES OF MEETING HELD ON 14 MARCH 2022

**MOVED** by Cllr Mrs Wild, seconded by Cllr Jackson and unanimously

**RESOLVED** that the minutes of the meeting of the Town Development and Improvement Committee held on 14 March 2022 are accepted as an accurate record and approved.

### 266/22 CLERK'S UPDATE ON MATTERS RAISED PREVIOUSLY

#### A) Whitby Golf Club

Submitted: Background information on the council's request to Scarborough Borough Council to support the Whitby Golf Club by agreeing a new lease, writing off its debts and repairing the bridge over the Upgang Ravine, as landlord in June 2021.

The relative priority of this request was considered with those made against Phase II of the Sunshine Fund, following the last meeting. It was noted that officers of the borough council had indicated that mainstream funding to support Whitby Golf Club was available from other sources. Work to repair the bridge had previously been discussed as fundable by the borough council at the time of the land transfer deal involving the area behind Love Lane now forming area HA22 of the local plan.

It was further noted that lack of inclusion of the bridge repairs in the list of projects might be interpreted as lack of priority for the works from the town council.

**MOVED** by Cllr Mrs Wild, seconded by Cllr Nock and unanimously

**RESOLVED** (a) that, by 23 May 2022, in addition to the list of town priorities identified for funding from phase II of the Sunshine Fund, Whitby Town Council requests that this fund, or suitable alternatives, are prioritised to be used to repair the pedestrian bridge over the Upgang ravine, consistent with the request made to the Chief Executive of Scarborough Borough Council dated 15 June 2021 and that it be noted that the costs of these repairs would have been considerably less if the work had been carried out in 2018; and  
(b) that an approach be made to Newholm cum Dunsley Parish Council for a joint request to NYCC Highways to restrict vehicles from using the bridleway between the A171 and the sea at Upgang Ravine.

**B) Verbal report from the Clerk**

The clerk confirmed that actions resolved at the previous meeting had been taken and that responses were awaited from NYCC, SBC and Ruswarp School.

**MOVED** by Cllr Mrs Wild, seconded by Cllr Mrs Wilson and unanimously

**RESOLVED** (c) that the information be received.

267/22

**NOTICES OF MOTION**

**MOVED** by Councillor Jones, seconded by Councillor Mrs Wilson and unanimously

**RESOLVED** (a) that Whitby Town Council should engage with North Yorkshire County Council and the five primary schools in Whitby to identify and bridge the potential funding gap that may exist in Bikeability being free at the point of use for Year 5 and 6 primary school pupils in Whitby.

**MOVED** by Councillor Jackson, seconded by Councillor Mrs Wild and unanimously

**RESOLVED** (b) that the council comment on the issues raised in the press regarding the increasing number of second homes in Whitby and its effect on the availability of properties for local home occupiers.

The committee considered the policy options available, chiefly to district councils, through planning and local taxations powers to prioritise the building of affordable housing as primary residences. Members discussed the approach taken to the identification and management of dwellings converted to holiday

lets or used from time to time for short-term letting and the regulation and tax position that affected dwellings in these categories.

It was also noted that the enforcement of existing provisions, particularly with respect to the percentage of affordable dwellings within new developments was key to achieving good results in this area.

**MOVED** by Councillor Nock, seconded by Councillor Jones and unanimously

**RESOLVED** (c) that the council should investigate the approaches that are taken by others to support affordability and reduce the impact of second and holiday homes on the stock of local housing by researching and documenting the proportions of dwellings in each category in Whitby and the enforcement of existing powers by (among others) the borough council.

268/22

**WHITBY CLIFF LIFT**

Submitted: an update on the condition of the cliff lift from the West Cliff to the Esplanade, which had been prepared for borough councillors.

**MOVED** by Councillor Nock, seconded by Councillor Jackson and unanimously

**RESOLVED** that in view of the comments attributed to the borough council, Scarborough Borough Council should be asked whether it had a case against the workmanship of repairs carried out in the past three years and to explain its plans for the repair and maintenance of the cliff lift.

269/22

**MATTERS OF REPAIR AND MAINTENANCE REQUIRED IN TOWN**

The following areas of concern were identified to be brought to the attention of the appropriate department at the borough or county council.

1. **24A-24C Church Street**, following redevelopment of a garage in this location, the sign for 'Prospect Place' had ben removed.

**MOVED** by Cllr Harston, seconded by Cllr Nock and unanimously

**RESOLVED** a) That the Clerk write to Scarborough Borough Council to request that the 'Prospect Place' sign is replaced by the developer.



## WHITBY TOWN COUNCIL

Minutes of the meeting of the **PLANNING** Committee conducted on **Tuesday 26 April 2022** at 5.30pm in Pannett Art Gallery, Whitby.

**Present** Councillors Mrs N Wilson (Chair), R Dalrymple, J Harston, G Jackson and J Nock.

**Also** Mrs A Cowey Deputy Clerk

**NOTICE OF MEETING – Public Notice of the Meeting has been given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972.**

### 270/22 APOLOGIES

Apologies for inability to attend were received from Councillor Mrs S Smith.

### 271/22 DECLARATION(S) OF INTEREST

Councillor R Dalrymple declared a non-pecuniary interest in Planning application 21/02917/LB and 21/02916/FL Kirbys Flats, 1 East Terrace

### STANDING ORDERS SUSPENDED

### 272/22 PUBLIC PARTICIPATION

No public participation

### STANDING ORDERS REINSTATED

### 273/22 PLANNING APPLICATIONS

**RESOLVED** that the Planning Applications, as detailed at Annex A, were considered and the Planning Committees recommendations duly recorded and submitted to the Planning Authority.

### 274/22 LISTED BUILDINGS

Nothing to report

### 275/22 LICENCING

Councillors considered and discussed an application for a premises licence in respect of 11 Flowergate, Whitby, YO21 3BA

**MOVED** by Cllr R Dalrymple, seconded by Councillor J Nock and

**RESOLVED** that objections are submitted to SBC Licensing on public safety (no fire escape) and the negative impact on the area

### 276/22 STREET NAMING

Members considered the proposed street names put forward for the development at Broomfield Farm.

**MOVED** by Councillor J Harston, seconded by Councillor G Jackson and

**RESOLVED** unanimously that the following street names are submitted to replace street names are put forward by the developer:  
Abbey View Road replaces Abbey View Way  
Merlin Lane replaces Voyage Lane  
Corncrake Drive replaces Captains Drive

draft

## Planning Applications Considered on 26 April 2022

<b>1</b>	<i>Plan Number</i> <b>22/057</b>	<i>District Reference</i> 22/00589/HS	<i>Road/Street</i> Upgang Lane	<i>Date of meeting</i> 26.04.22
	<i>Applicant</i> Mr Nigel Heath	<i>House Name</i>	<i>Road</i> 129 Upgang Lane	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213JW	<i>Application date</i> 05/04/22

**Proposed annexe and glazed link Mr Nigel Heath, 129 Upgang Lane, WHITBY, North Yorkshire, YO213JW**

*Comment*

**SUPPORT this application subject to the annexe not being used for holiday lets**

<b>2</b>	<i>Plan Number</i> <b>22/058</b>	<i>District Reference</i> 22/00317/HS	<i>Road/Street</i> Clevedon Square	<i>Date of meeting</i> 26.04.22
	<i>Applicant</i> Mr C & Mrs M Hewkin	<i>House Name</i>	<i>Road</i> 2 Clevedon Square	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213QB	<i>Application date</i> 08/04/22

**Installation of rear dormer window and balcony rooflight, juliet balcony and french doors to front. Replacement rendering and installation of replacement windows throughout. Enlargement of store, Mr C & Mrs M Hewkin, 2 Clevedon Square, WHITBY, North Yorkshire, YO213QB**

*Comment*

**OBJECT- effect on the character and appearance of the area - over development - visually detrimental to the property and area**

<b>3</b>	<i>Plan Number</i> <b>22/059</b>	<i>District Reference</i> 22/00400/HS	<i>Road/Street</i> Mayfield Road	<i>Date of meeting</i> 26.04.22
	<i>Applicant</i> Mr M & Mrs L Coates	<i>House Name</i>	<i>Road</i> 115 Mayfield Road	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO211LT	<i>Application date</i> 13/04/22

**Proposed alterations & single storey extensions to provide holiday cottage (C3) Mr M & Mrs L Coates, 115 Mayfield Road, WHITBY, North Yorkshire, YO211LT**

*Comment*

**OBJECT - Highways and access - inappropriate accommodation for a holiday let - over development**

<b>4</b>	<i>Plan Number</i> <b>22/060</b>	<i>District Reference</i> 21/02917/LB	<i>Road/Street</i> East Terrace	<i>Date of meeting</i> 26.04.22
	<i>Applicant</i> Able Property Services Limited (Mrs Rosalie Abel)	<i>House Name</i>	<i>Road</i> Kirbys Flats 1 East Terrace	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> Y21 3HB	<i>Application date</i> 13/04/22

**External works including window and door refurbishment/replacement. Installation of a secure bin store siting of CCTC cameras and satellite dish and redesign of rear porches. Refurbishment of Ground Floor railings basement access steps and ground/basement external decoration. Balcony repairs and railing refurbishment. Front and gable render repair, rear re-pointing. Weatherproofing by means of external redecoration. Abel Property Services Limited (Mrs Rosalie Abel), Kirby's Flats, 1 East Terrace, WHITBY, North Yorkshire, YO21 3HB**

*Comment*

**SUPPORT - subject to the refurbishment and retention of the Kirby's sign.**

<b>5</b>	<i>Plan Number</i> <b>22/061</b>	<i>District Reference</i> 21/02916/FL	<i>Road/Street</i> East Terrace	<i>Date of meeting</i> 26.04.22
	<i>Applicant</i> Able Property Services Limited (Mrs Rosalie Abel)	<i>House Name</i>	<i>Road</i> Kirbys Flats 1 East Terrace	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213HB	<i>Application date</i> 13/04/21

**Alterations to railings, steps, balcony, render and rear porches. Installation of replacement window and door, secure bin store, CCTV cameras and satellite dish, Able Property Services Limited (Mrs Rosalie Abel), Kirby's Flats, 1 East Terrace, WHITBY, North Yorkshire, YO213HB**

*Comment*

**SUPPORT - subject to the refurbishment and retention of the Kirby's sign.**

<b>6</b>	<i>Plan Number</i> <b>22/062</b>	<i>District Reference</i> 22/002247/RG4	<i>Road/Street</i> mud and sand foreshore	<i>Date of meeting</i> 26.04.22
	<i>Applicant</i> Groundwork NE & Cumbria (Mr Matt Machouki)	<i>House Name</i> Mud and Sand Foreshore, South	<i>Road</i>	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i>	<i>Application date</i> 14/04/22

**Installation of coir rolls and brushwood fascines fixed with chestnut posts to create a saltmarsh terrace, Groundwork NE & Cumbria (Mr Matt Machouki), Mud and Sand Foreshore, South of the Whitby Road Bridge (A171) adjacent to the East bank of the Rive, WHITBY, North Yorkshire**

*Comment*

**SUPPORT this application**



<b>7</b>	<i>Plan Number</i> 22/063	<i>District Reference</i> 22/00374/HS	<i>Road/Street</i> Welton Mews	<i>Date of meeting</i> 26.04.22
	<i>Applicant</i> Mr Stuart Gunn	<i>House Name</i>	<i>Road</i> Welton Mews	<i>Locality</i> Welton Court
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213JZ	<i>Application date</i> 20/04/22

**Erection of two storey front extension with balcony, Mr Stuart Gunn, Welton Mews, Welton Court, WHITBY, North Yorkshire, YO213JZ**

*Comment*  
**Support this application**

draft



## WHITBY TOWN COUNCIL

Minutes of the meeting of the **PANNETT ART GALLERY** Committee conducted on **Wednesday 4 May 2022** at 2:00pm in the Normanby Room, Whitby Museum, Pannett Park, Whitby.

**Present:** Councillors Mrs L Wild (Chair) with Councillors Mrs A Brown (Substitute), Mrs H Coughlan and Mrs N Wilson.

**Also:** Mrs A Cowey - Deputy Clerk, Mrs H Berry – Curator and one member of the public

**NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972**

**277/22 APOLOGIES FOR ABSENCE**

Apologies for inability to attend were received from Councillors R Dalrymple and G Jackson.

**278/22 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION**

There were no declarations of interest.

**279/22 MINUTES**

**MOVED** by Councillor Mrs N Wilson, seconded by Councillor Mrs H Coughlan

**RESOLVED** that the Minutes of the meeting of the Pannett Art Gallery Committee held on the 18 December 2021 having been circulated be taken as read and approved.

**280/22 PUBLIC PARTICIPATION**

No public participation.

**281/22 CURATORS REPORT**

The Curator went through her report circulated prior to the meeting.

**MOVED** by Councillor Mrs N Wilson, seconded by Councillor Mrs A Brown

**RESOLVED** unanimously that the Curators Report is received.

**FINANCE**

**282/22 PAYMENT OF CHEQUES**

**MOVED** by Councillor Mrs L Wild, seconded by Councillor Mrs H Coughlan

**RESOLVED** that the payment of accounts as circulated up to 19 February 2022, totalling £6,969.69 are approved

Members were made aware that the credit card charges had been reduced from over £79.00 per month to £46.68

**283/22 SOPER COLLECTION**

The alteration of the front office to form a storeroom/kitchen in readiness for the Soper Collection is nearing completion. It was agreed that a completion date is obtained for the works. It was agreed that the gallery storeroom will also be re-arranged to accommodate this collection, which will incur additional costs.

A request has been received from the trustees of the Soper collection to rename the Weatherill Gallery to the Weatherill/Soper Gallery.

There will be a cost implication of approximately £1,000.00 for transportation costs of the collection which will be split 50/50 between the Soper Trustees and Pannett Art Gallery.

The Committee agreed that funding applications be submitted to obtain grants towards the purchase of bespoke storage cabinets for this collection.

**MOVED** by Councillor Mrs N Wilson, seconded by Councillor Mrs H Coughlan

**RESOLVED** unanimously that there are no objections to the renaming of the Weatherill Gallery to the Weatherill/Soper Gallery once the collection is in place.

**MOVED** by Councillor Mrs H Coughlan, seconded by Councillor Mrs A Brown

**RESOLVED** unanimously that Pannett Art Gallery pays £500.00 towards the transportation costs of the Soper Collection.

**284/22 ACCREDITATION**

It is anticipated that the Pannett Art Gallery will be invited to re-apply for accreditation in October 2022.

**285/22 DATE OF NEXT MEETING**

June 2022 to be confirmed.

.....

**Appendix A****Imperial War Museum – Peace Rose**

I have identified a suitable cabinet that Scarborough Museums Trust are happy to loan us to display the Peace Rose. I now just need to fill out the facilities reports for the IWM and arrange transport of the Rose and the cabinet.

**Soper Collection**

This is moving ahead at a rapid pace. We are negotiating a loan agreement and creating additional storage space at the Pannett, though we still need to make more space available.

Due to the scale of the collection, we will need to recruit additional support to administer the loan, at least in the first few years. I am talking to the new Cultural Officer at SBC this week, with a view to him helping me to write an ACE funding application. I have also contacted Gillian Greaves and Katharine Boardman to discuss this with them.

Taking over this collection will cause a major disruption to the Pannett and does push us outside our comfort zone, but it is also a very exciting opportunity that has the potential to be a tremendous attraction for locals and tourists.

**Environmental Exhibition**

Towards the end of summer we are staging an open exhibition of two dimensional artwork illustrating one small adaptation to lifestyles, that people can easily adopt, to help to tackle climate change, reduce carbon emissions, or improve the environment.

Alongside this I have secured funding to employ an actor to visit local primary schools in the character of an Environmental Superhero, to inspire discussions and ideas. This will be followed up with an artist going into the schools to run a practical workshop on the same theme, generating artworks for the exhibition. There will also be a small number of workshops in the gallery and with community groups.

**Pannett Extension**

Michael is in conversation with the consultants to negotiate the work required within the budget available.

**Queens Platinum Jubilee**

Working with Whitby DAG we are inviting local crafters to create items to make up a knitted street party.

**Exhibitions**

The Tindale photography competition has been well received. The next exhibition is Caedmon College A level Art students, followed by a printmaking exhibition by Hull based artist Richard Lees.



**REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS**

Recent guidance (April 2022) on the model Standing Orders and Financial Regulations, issued by the National Association of Local Councils (NALC) has revised the wording and threshold values referenced in these documents.

These changes cover section 18 of the Standing Orders and section 11 of Financial Regulations. A procurement exercise by a local council is subject to the requirements in s.135 of the Local Government Act 1972 and the Public Contracts Regulations 2015. Contracts are dealt with at three levels:

- Low value contracts (up to £25,000) – as defined by Standing Orders and Financial Regulations.
- All contracts over £25,000 but below the threshold below £213,477 – use of Contracts Finder/ find a tender website and other light touch rules in the 2015 Regulations.
- Public service or supply contract over £213,477, or public works contract over £5,336,937 - Follow most complex procedure.

It is likely that councils considering such high value contracts will require technical and or legal advice from those who specialise in public procurement. Set out below is a very brief overview of the full requirements of the 2015 Regulations – where they apply.

- Procurement must take one of five forms; the open procedure, the restricted procedure, competitive dialogue, the innovations partnership procedure; and competitive procedure with negotiation;
- Accelerated forms of the open procedure and competitive procedure with negotiation and the restricted procedure in situations of urgency that a local council can duly substantiate;
- There is a pre-qualification stage;
- Councils will need to comply with the requirements in respect of tenders;
- Contracts should be awarded on the “most economically advantageous tender (Regulation 67);
- Contracts can be varied without going through a new procurement exercise in specified situations. (Regulation 72).

**Revised documents are circulated separately for approval.**





REPRESENTATIVES OF WHITBY TOWN COUNCIL ON OUTSIDE BODIES 2021/2022

OUTSIDE BODY OR WORKING PARTY	COUNCILLORS REPRESENTING WHITBY TOWN COUNCIL
<b>Emergency Plan Working Party</b> (Town Development & Improvement)	S Smith, Mrs L Wild, Mrs H Sumner, Vacant
<b>Town Hall &amp; Market Working Group</b> (Finance Policy & General Purposes)	R Dalrymple, J Harston, Mrs H Sumner, Mrs L Wild, Vacant
<b>Whitby In Bloom (4)</b>	R Dalrymple, J Harston, Mrs L Wild, Vacant
<b>Friends of Pannett Park Management Group (2)</b>	Mrs H Coughlan, R Dalrymple
<b>Yorkshire Local Councils Association (2+)</b>	Mrs H Sumner, Vacant
<b>North York Moors Nat Park Coastal Area Parish Forum (2)</b>	Mrs H Sumner, Mrs L Wild
<b>Esk Valley Railway (1)</b>	J Harston
<b>Harbour Users Consultative Group (1)</b>	Mrs L Wild
<b>Woodsmith Project Liaison Group<sup>1</sup> (1)</b>	Mrs L Wild
<b>Hambleton &amp; Richmondshire CCG Stakeholders (2)</b>	R Dalrymple, Mrs L Wild
<b>s106 York Potash Steering Group</b>	S Smith
<b>Whitby Hospitality Group</b>	Vacant, Vacant

<sup>1</sup> Formerly York Potash Consultative Group



**WHITBY TOWN COUNCIL – CALENDAR OF MEETINGS  
2022 – 2023**

**Bi-monthly Cycle**

All meeting to take place at 18:00 at Pannett Art Gallery/Town Council Offices unless indicated otherwise.

<b>MAY</b>	<b>2022</b>	
17		<b>FULL COUNCIL (ANNUAL MEETING)</b>
24		Planning Committee
<b>JUNE</b>		
7		Finance Policy and General Purposes Committee
14		Planning Committee
21		Town Development & Improvement
21	<b>18:45</b>	<b>FULL COUNCIL (AGAR)</b>
28	<b>14:00</b>	Joint Management Committee
28		Planning Committee
<b>JULY</b>		
5		<b>FULL COUNCIL</b>
12	<b>14:00</b>	Human Resources Committee
12		Planning Committee
19		Harbour Committee
26		Planning Committee
<b>AUGUST</b>		
2		Finance Policy and General Purposes Committee
9		Planning Committee
16		Town Development & Improvement Committee
30		Planning Committee
<b>SEPTEMBER</b>		
6		<b>FULL COUNCIL</b>
13		Planning Committee
27	<b>14:00</b>	Joint Management Committee
27		Planning Committee
<b>OCTOBER</b>		
4		Finance Policy and General Purposes Committee
11	<b>14:00</b>	Human Resources Committee
11		Planning Committee
18		Town Development & Improvement Committee
25		Planning Committee
<b>NOVEMBER</b>		
8		<b>FULL COUNCIL</b>
15		Planning Committee
22		Harbour Committee
29		Planning Committee
<b>DECEMBER</b>		
6		Finance Policy and General Purposes Committee
13	<b>14:00</b>	Joint Management Committee
13		Planning Committee
20		Town Development & Improvement Committee

<b>JANUARY</b>		<b>2023</b>	
10		<b>17:30</b>	Planning Committee
10			<b>FULL COUNCIL (Budget Setting)</b>
24		<b>14:00</b>	Human Resources Committee
24			Planning Committee
<b>FEBRUARY</b>			
7			Finance Policy and General Purposes Committee
14			Planning Committee
21			Town Development & Improvement Committee
28			Planning Committee
<b>MARCH</b>			
7			<b>FULL COUNCIL</b>
14		<b>14:00</b>	Joint Management Committee
14			Planning Committee
21			Harbour Committee
22		<b>18:30</b>	[Annual Town Assembly]
28			Planning Committee
<b>APRIL</b>			
4			Finance Policy and General Purposes Committee
12	(Wed)		Planning Committee (Due to Easter)
18			Town Development and Improvement Committee
25		<b>14:00</b>	Human Resources Committee
25			Planning Committee
<b>MAY</b>			
2			<b>FULL COUNCIL (ANNUAL MEETING)</b>

**CO-OPTION ARRANGEMENTS**

It has been confirmed by Scarborough Borough Council that, following the recent elections, there remain four vacancies and that the town council should proceed to fill the vacancies by co-option, no later than 28 June 2022.

- Abbey Ward in the Parish of Whitby - 1 vacancy
- Stakesby Ward in the Parish of Whitby - 1 vacancy
- Town South Ward in the Parish of Whitby - 1 vacancy
- West Cliff Ward in the Parish of Whitby – 1 vacancy

Previously, the town council has invited expressions of interest in vacancies using its existing co-option procedure. Details of the form used appear at Appendix A.

In anticipation of a decision to proceed at this meeting, a vacancy notice has been published on the town council's website, with an indicative deadline for responses of 7 June.

Members are asked to consider whether to follow this procedure or to modify it in this round. Subject to the decision at 9(k) to set the dates of future meetings, it is **recommended** that candidates for co-option be considered at the Full Council meeting scheduled to take place on 21 June 2022.

**Procedure**

Applicants are asked to submit a written summary covering their reasons for wishing to be a councillor; previous voluntary / community / council work; any other skills they can bring to the Council; their interests and recent career history.

The criteria are:

“In order to be eligible for co-option as a Whitby Town Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and be 18 years of age or over on the ‘relevant date’ (i.e. the day on which you are nominated or if there is a poll the day of the election). You must additionally be able to meet one of the following qualifications:

- I am registered as a local government elector for the parish of Whitby, **or**
- I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish of Whitby, **or**
- My principal or only place of work during those twelve months has been in the parish of Whitby, **or**
- I have during the whole of twelve months resided within 3 miles of the parish of Whitby.

Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

- a) holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented, **or**
- b) is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors\* (but see below), **or**
- c) has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine, **or**
- d) is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

Each application must also carry a nomination proposed and seconded by a voter registered in the relevant ward.

**a) Future Cemetery Provision**

Further to the site visit held at Larpool Lane in November 2021, Jonathan Bramley the Head of Environment and Regulation Services at Scarborough Borough Council would like to have an opportunity to provide feedback from the outcome of the borough's public consultation exercise on future cemetery provision to the Town Council meeting in July.

He will be accompanied by Justin Smith, Director of CDS Group, who are the consultants, assisting with the future cemeteries provision project. Justin will provide a presentation on the work his team have done on various feasibility studies of plots of land in Whitby. They have also been in dialogue with key planning consultees on any future cemetery site developed, such as Environment Agency and North Yorkshire County Council.

Separately, Cllr Abbott has asked that the draft SBC report on this subject is forwarded to members.

**b) Whitby Town Deal**

It has been confirmed by Barry Harland, the Chair of the Whitby Town deal Board, that all the business case submissions have been approved by central government.

On behalf of the Board, this is great news for Whitby as this allows the projects to move to the delivery phase.

At its next meeting the Town Deal Board will consider its role in this phase.

**c) Community Alcohol Partnership**

The local police are aiming to set up a Community Alcohol Partnership – CAP for the Whitby area.

They are running a very successful CAP in Scarborough, which launched last July (2021) the schools involved with this are Scalby, Graham, St Augustine's RC and PRS and they are also launching a CAP for the Filey Areas covering Filey Town, Eastfield and Hunmanby with Ebor and George Pindar Academies involved. All CAP resources are completely free of charge and funded by CAP, which is an independent charity are supported by large retailers including Sainsbury's, Tesco, ASDA and Lidl.

Working with CAP, the police aim to involve both Eskdale School and Caedmon College and also possibly Whitby sixth form, the Neighbourhood Policing Team are already invited to a CAP awareness session.

The aim of CAP is to reduce harm from the effects of alcohol to young people, up to age 25 – to correlate with the retailers' Challenge 25 campaign. They will carry out baseline surveys at local off-license premises and also with local residents, who may be affected by alcohol related anti-social behaviour.

NYP website: <https://www.northyorkshire.police.uk/news/northyorkshire/news/news/2022/03-march/community-alcohol-partnership-launches-in-filey-eastfield-and-hunmanby/>

PCSO Rowland Baxter, who is leading this in Whitby, has invited Whitby Town Council to nominate a representative or to join as one of the Key Partners.

Their first meeting with schools took place last week.

It is **recommended** that Council nominates a representative to serve on the group.

**d) Art Gallery Extension Feasibility Project**

Scarborough Borough Council has awarded the town council £131,000 development funds to produce RIBA Stage II plans for the potential extension to the art gallery. I have had further discussions with a consultancy under the YorHUB framework agreement to discuss the proposed business case development project. This follows useful feedback on their initial proposal developed with the Museum, Civic Society and Museums Development Yorkshire. The consultants will now adjust their proposal to meet the core requirements of our tender invitation, which must deliver full condition and structural surveys of the whole building and its electrical and heating systems, within the strictly limited funding available. A contract to progress this work will need to be formally considered and approved by Full Council.

**e) Parish Meeting**

I will provide an update on any actions or issues arising from the parish Meeting of Electors scheduled for 12 May 2022.