



PANNETT PARK | WHITBY | YO21 1RE
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Dear Councillor,

30 June 2022

You are **summoned** to attend the **MEETING** of the **TOWN COUNCIL OF WHITBY** to be conducted at the Coliseum Centre on **Tuesday 5 July 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.

Please note, at the request of members, Standing Order 3(j) shall be observed at this meeting – ***“A person shall stand when requesting to speak and when speaking except when a person has a disability or is likely to suffer discomfort. The chair of the meeting may at any time permit a person to be seated when speaking.”***

AGENDA

1. APOLOGIES FOR ABSENCE

To receive and resolve upon apologies for inability to attend.

2. DECLARATION OF INTERESTS

To declare any interests which members have in the following agenda items.

3. 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 public¹ (limited to 3 mins per person).

4. EXTERNAL REPORTS

To receive reports on behalf of external bodies if present

- a. North Yorkshire Police
- b. Anglo American
- c. Scarborough Borough Council – Nick Edwards attending
- d. County & Borough Councillors

| 5. MINUTES | Page |
|--|----------------------|
| a. To approve as an accurate record minutes of the following meeting: | |
| i. Council | 17 May 2022 5 |
| ii. Extraordinary Council | 31 May 2022 15 |
| iii. Council | 21 June 2022 17 |
| b. To receive the (draft) minutes of the following committee meetings: | |
| i. Planning | 24 May 2022 19 |
| ii. Finance, Policy & General Purposes | 7 June 2022 27 |
| iii. Planning | 14 June 2022 33 |
| iv. Town Development & Improvement | 21 June 2022 35 |
| v. Joint Management | 28 June 2022 38 |
| vi. Planning | 28 June 2022 42 |
| | |
| 6. COMMITTEE RECOMMENDATIONS | |
| a. Planning Committee 24 May 2022 | |
| 015/22 LISTED BUILDING | |
| RECOMMEND that the Town Council writes to Scarborough Borough Council raising concerns at the increase in number of applications to convert residential/business properties into holiday accommodation, with inadequate room sizes which would not be acceptable for residential dwellings. | |
| b. FP&GP Committee 7 June | |
| i) 032/22 c)i) Twinning Sub Committee (two spaces) | |
| RECOMMENDED that Cllrs Abbott, Coughlan, Jones and Mrs Wild be appointed to the subcommittee and that further nominations to the subcommittee be invited at full council. | 28 |
| ii) 032/22 c)ii) Events Sub Committee (three spaces) | |
| RECOMMENDED that Cllrs Dalrymple and Mrs Wild be appointed to the subcommittee and that further nominations to the subcommittee be invited at full council. | 28 |
| iii) 037/22 APPROVAL OF EXPENDITURE | |
| RECOMMENDED that the schedule of expenditure up to 31 May 2022 in the sum of £52,751.67 (as attached) is approved and submitted to full council. | 30 |
| c. TD&I Committee 21 June | |
| i) 052/22 b)i) Allotments Sub Committee (six spaces) | |
| RECOMMENDED that nominations to the subcommittee be invited at full council. | 36 |
| ii) 052/22 b)ii) Christmas Lights Sub Committee (six spaces) | |
| RECOMMENDED that nominations to the subcommittee be invited at full council. | 36 |
| d. Any other matters arising from the minutes noted above. | |

7. FUTURE CEMETERY PROVISION

Presentation by Jonathan Bramley, Head of Environment and Regulation Services at Scarborough Borough Council and Justin Smith, Director of CDS Group, consultants, assisting with the future cemeteries provision project, on various feasibility studies of plots of land in Whitby and dialogue with key planning consultees on any future cemetery site to be developed, including with the Environment Agency and North Yorkshire County Council. (PowerPoint Presentation circulated separately)

8. REPORTS FROM REPRESENTATIVES ON EXTERNAL BODIES

An opportunity for members appointed to represent the town council on named bodies to report on activity since the last meeting.

9. OUTCOME OF THE TOWN POLL

47

10. CONSULTATION ON FUTURE OF DESTINATION MANAGEMENT FOR YORKSHIRE

49

11. APPLICATION FOR CO-OPTION

51

12. MAYOR'S REPORT

Civic engagements since 17 May 2022 and other activities undertaken to note.

13. CLERK'S REPORT

The Clerk will provide an update on issues and correspondence arising since the last meeting.

14. FLOODING AWARENESS - STANDING ITEM

Tides above 5.5 metres up until 6 September (next Full Council).

- 14-18 July
- 12-17 August
- 28-31 August
- 1 September

WHITBY TOWN COUNCIL

Minutes of the meeting of the Town Council of Whitby, duly convened, and conducted in Pannett Art Gallery on Tuesday 17 May 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, A Jones, J Nock, J Redfern, C Riddolls, S R Smith, Mrs H Sumner and Mrs N Wilson.

Also M King, Town Clerk, Mrs A Cowey, Deputy Town Clerk & Civic Officer, with PCSO Katie Butler (North Yorkshire Police), Councillors P Trumper and N Swannick (NYCC).

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

001/22 TOWN MAYOR

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

RESOLVED unanimously that Councillor Mrs L Wild be appointed Town Mayor of Whitby for the Municipal Year 2022-2023

The newly elected Town Mayor made and subscribed the Declaration of Acceptance of Office.

002/22 DEPUTY TOWN MAYOR

Two nominations were received for Deputy Town Mayor and voted on by a show of hands.

Councillor R Dalrymple was Moved by Councillor J Nock, seconded by Councillor Mrs N Wilson – 7 Votes

Councillor A Abbott was moved by Councillor Mrs H Sumner, seconded by Councillor C Riddolls – 6 Votes

MOVED by Councillor J Nock seconded by Councillor Mrs N Wilson

RESOLVED that Councillor R Dalrymple be appointed Deputy Town Mayor of Whitby for the Municipal Year 2022-2023

The newly elected Deputy Town Mayor made and subscribed the Declaration of Acceptance of Office.

003/22 APOLOGIES

No apologies were received.

004/22 DECLARATION OF INTERESTS

There were no declarations of interest.

005/22 PUBLIC PARTICIPATION

There were no public present.

006/22

EXTERNAL REPORTS

To receive reports on behalf of external bodies if present

North Yorkshire Police

PCSO Butler commented on the Police report which was circulated with the agenda prior to the meeting, including the recent spate of car thefts within the Town. Information was circulated about 'Mini Police' with an overview of the principle of this project. The Police will work with ten school children giving them an insight into policing. This project will go ahead if/when funding is obtained. The Town Mayor granted North Yorkshire Police £380.00 from the Mayoral Allowance to enable the purchase of uniforms etc for this project to go ahead.

PCSO Butler answered members questions on:

- The car thefts which were mostly locally owned, high-end cars - the investigation is on going
- Concern about the seemingly increase in violence by young people - The Police Liaison Officer is working with all schools
- The need for the Police to support the continuation of the Cumulative Impact Zone – This request will be taken back

Scarborough Borough Council

Apologies were received from Mr Nick Edwards for inability to attend. The Town Clerk read out a report updating issues since the last meeting which included the Cliff Lift, Sunshine Project, Paddling Pool, repainting of railings etc. The total spend from the fund in Whitby is £865,000.

Members commented that the Cliff Lift and Paddling Pool maintenance/repairs should not come out of Project Sunshine funding – these are annual maintenance issues with budgets.

MOVED by Councillor Abbott, seconded by Councillor J Nock

RESOLVED (i) that copies of the maintenance contracts for the cliff lift and paddling pool are obtained from Scarborough Borough Council.

1 Against

MOVED by Councillor R Barnett, seconded by Councillor Mrs H Sumner

RESOLVED (ii) unanimously that a detailed breakdown of the £185,000.00 expenditure through project sunshine is obtained

MOVED by Councillor Mrs N Wilson, seconded by Councillor R Dalrymple

RESOLVED (iii) unanimously that Scarborough Borough Council is asked what provision is to be made for wheelchair users and people with mobility issues to enable access to the beach huts while the cliff lift is inoperative.

MOVED by Councillor Goodberry, seconded by Councillor Mrs H Coughlan

RESOLVED (iv) unanimously the Scarborough Borough Council increase the street cleaning to include the yards.

MOVED by Councillor J Nock, seconded by Councillor Mrs H Coughlan

RESOLVED (v) that Scarborough Borough Council give a rebate to all Beach Hut owners due to the access issues caused by the cliff lift being inoperative. 2 Abstentions

(Cllr R Dalrymple declared a pecuniary interest in the above resolution and did not take part in any discussion or vote.)

Concern was raised about the 'Made in Yorkshire' Market and the conflict with the businesses within the town. Members were made aware that this would not be taking place over the Armed Forces Week. Councillor Trumper informed members that the Market could be moved from Market Square to Dockend while works are carried out on the Old Town Hall Building, which could prevent Made in Yorkshire attending Whitby during this renovation period

County & Borough Councillors

Following his election to NYCC, Councillor Trumper informed members that he is looking forward to working with Whitby Town Council and hopes that there are a number of assets that could be brought under the control of the Town and something very positive come from it.

Councillor Swannick spoke of exciting times ahead with the reorganisation including the amalgamation of budgets and how the budget will be spent. He reported that he wants to ensure that Whitby's voice is heard and will work with Councillor Trumper for the best for Whitby. He wants to work with the Town Council and meet the Town Mayor, Town Clerk and Councillor Trumper to work together to enable the deliverance of council services within the capacity of the Town Council.

Councillor Swannick intends to set up and monthly advice surgery to offer advice and referrals for people who find their selves on hard times.

MOVED by Councillor Mrs H Coughlan, seconded by Councillor A Jones and

RESOLVED unanimously that the above reports are received

007/22

MINUTES

MOVED by Councillor Mrs N Wilson, seconded by Councillor A Abbott

RESOLVED unanimously that the Minutes of the ordinary meeting of the Full Council held on 29 March 2022 are confirmed as an accurate record and signed by the Town Mayor.

MOVED by Councillor J Harston, seconded by Councillor R Dalrymple

| | |
|--|---------------|
| RESOLVED unanimously that following Committee meetings are received en bloc | |
| Planning Committee | 12 April 2022 |
| Finance Policy & General Purposes Committee | 12 April 2022 |
| Town Development & Improvement Committee | 25 April 2022 |
| Planning Committee | 26 April 2022 |
| Pannett Art Gallery Committee | 4 May 2022 |

008/22

COMMITTEE RECOMMENDATIONS

a) **FP&GP Committee 12 April 2022**

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.

MOVED by Councillor J Harston, seconded by S Smith

The motion was discussed at length and an amendment was

MOVED by Councillor R Barnett, seconded by J Harston

RESOLVED to add the words ", layout of the room and lighting."

MOVED by Councillor J Harston, seconded by S Smith

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, layout of the room and lighting.
9 for, 3 against, 1 abstain

b) **FP&GP Committee 12 April 2022**

259/22 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.

MOVED by Councillor R Dalrymple, seconded by Councillor J Redfern

RESOLVED unanimously that the schedule of expenditure up to 31 March 2022 in the sum of £116.20 is approved and that the income in the sum of £10,085.89 is noted.

c) **FP&GP Committee 12 April 2022**

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.

MOVED by Councillor Mr N Wilson seconded by Councillor G Goodberry

RESOLVED unanimously 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) is approved.

d) **Any other matters arising from the minutes noted above.**
None

009/22

ITEMS FOR REVIEW AT THE ANNUAL MEETING OF THE TOWN COUNCIL

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**

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

RESOLVED unanimously that the Terms of Reference of Committees and Scheme of Delegation, as last approved on 4 May 2022, are adopted.

b) **APPOINTMENT OF MEMBERS TO EXISTING COMMITTEES**
TOWN DEVELOPMENT AND IMPROVEMENT COMMITTEE

MOVED by Councillor Mrs H Coughlan, seconded by Mrs H Sumner

RESOLVED unanimously that Councillors Mrs A Brown, R Dalrymple, J Harston, A Jones, J Nock, S Smith and Mrs N Wilson be appointed to the Town Development and Improvement Committee with Councillor Mrs H Coughlan appointed substitute for the Municipal year 2022 - 2023

PANNETT ART GALLERY COMMITTEE

MOVED by Councillor J Harston, seconded A Jones and

RESOLVED unanimously that Councillors Mrs A Brown, Mrs H Coughlan, R Dalrymple, J Harston, A Jones, Mrs L Wild and Mrs N Wilson be appointed to the Pannett Art Gallery Committee with Councillor G Goodberry appointed substitute for the Municipal year 2022 - 2023.

FINANCE POLICY AND GENERAL PURPOSES

MOVED by Councillor R Dalrymple, seconded by Councillor Mrs N Wilson

RESOLVED unanimously that Councillors A Abbott, Mrs H Coughlan, R Dalrymple, J Harston, A Jones, Mrs L Wild and Mrs N Wilson be appointed to the Finance, Policy and General Purposes Committee with Councillor G Goodberry appointed substitute for the Municipal year 2022-2023.

PANNETT ART GALLERY AND WHITBY MUSEUM JOINT MANAGEMENT COMMITTEE

MOVED by Councillor Mrs N Wilson, seconded by Councillor J Redfern and

RESOLVED unanimously that Councillors Mrs A Brown, Mrs H Coughlan, R Dalrymple, J Harston, A Jones, Mrs L Wild, Mrs N Wilson,

G Goodberry and J Nock plus the Chairs of the Finance Policy and General Purposes Committee and Human Resources are appointed to the Pannett Art Gallery and Whitby Museum Joint Management Committee for the Municipal year 2022-2023.

It was noted that if the Chairs of the Finance Policy and General Purposes Committee and Human Resources Committee are already selected any resulting vacancies are to be brought back to Full Council for resolution.

HUMAN RESOURCES COMMITTEE

MOVED by Councillor J Redfern and J Nock

RESOLVED unanimously that Councillors Mrs H Coughlan, R Dalrymple, G Goodberry, J Harston, S Smith, Mrs L Wild and Mrs N Wilson be appointed to the Human Resources Committee for the Municipal year 2022-2023.

PLANNING COMMITTEE

MOVED by Councillor J Redfern, seconded by Councillor J Nock and

RESOLVED unanimously that Councillors R Barnett, R Dalrymple, J Harston, G Goodberry, J Nock, S Smith and Mrs N Wilson be appointed to the Planning Committee for the Municipal year 2022-2023

HARBOUR COMMITTEE

MOVED by Councillor J Redfern seconded by Councillor A Jones

RESOLVED unanimously that Councillors A Abbott, R Barnett, G Goodberry, A Jones, J Redfern, C Riddolls and Mrs L Wild be appointed to the Harbour Committee with Councillor R Dalrymple appointed substitutes for the Municipal year 2022 – 2023.

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

MOVED by Councillor J Harston, seconded by S Smith

RESOLVED unanimously that the revised Standing Orders and Financial Regulations are 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

MOVED by J Harston, seconded by Councillor R Dalrymple

RESOLVED unanimously noted that there are none in place.

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

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

MOVED by J Harston, seconded by Councillor R Dalrymple

RESOLVED unanimously that the listed representatives are confirmed.

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

MOVED by Councillor J Harston, seconded by Councillor R Dalrymple

RESOLVED unanimously that the Asset Register as approved by the Finance Policy and General Purposes Committee on 1 March 2022 (205/22), is adopted

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

MOVED Councillor R Dalrymple, seconded by Councillor S Smith

RESOLVED unanimously 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 are noted.

h) REVIEW OF THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES
MOVED by Councillor S Smith, seconded by Councillor G Goodberry

RESOLVED unanimously that it is noted that(a) 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) 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. POLICIES, PROCEDURES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 2018
- iii. POLICY FOR DEALING WITH THE MEDIA
- iv. EMPLOYMENT POLICIES AND PROCEDURES

MOVED by Councillor Mrs H Coughlan, seconded by Councillor J Redfern

RESOLVED that items (i-iv) are taken *en bloc* and the policies and procedures listed, as last adopted on 4 May 2021, or where subsequently revised by resolution, are adopted.

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

MOVED by Councillor Mrs H Coughlan, seconded by Councillor J Redfern

RESOLVED 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.

MOVED by Councillor S Smith, seconded by Councillor J Harston

RESOLVED unanimously that the circulated calendar of meetings, based on a bi-monthly cycle is adopted.

010/22

LOBSTER HATCHERY

Councillor Redfern reported on the year one report circulated with agenda to members prior to the Annual Meeting of Council, and answered members questions on

- the diminishing number of crustaceans and the recent issues with the dead lobsters and crabs being washed ashore – there will be a procession of boats sailing to Tees dock to encourage DEFRA to re-open the investigation into the deep dredging at Tees dock and Hartlepool. York, Hull and Newcastle universities are investigating the issues with the crustaceans and should have some results by the end of June.

- Issues with untreated waste being discharged into the sea. Gary Caldwell at Newcastle University is looking at the impact pyridines on crustations
- A crowd funding page is on Facebook to raise funding for a deposit for the hatchery - £10,000 is required.

MOVED by Councillor R Dalrymple, seconded by Councillor G Goodberry

RESOLVED unanimously that the above report is received.

(Councillor Mrs N Wilson left the meeting following the above agenda item).

011/22 **CO-OPTION ARRANGEMENTS**

MOVED by Mrs H Sumner, seconded by Councillor S Smith

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

012/22 **MAYORS REPORT**

The Town Mayor reported on her engagements including a Royal Naval event held in Hull. Commodore Waterhouse is very interested in the proposed Maritime Hub for Whitby.

MOVED by Councillor Mrs H Sumner, seconded by Councillor J Redfern and

RESOLVED unanimously that the Mayoral report is received.

013/22 **CLERKS REPORT**

The Clerk reported on the damage to the War Memorial by Made in Yorkshire when taking down the marquee.

Councillor Abbott reported on Scarborough Borough Council meetings and reports including the National Armed Forces Day – Energy rebates – Wayfinding Signs – staffing issues at Whitby Pavilion which are now sorted – Whitby and Scarborough Town Deal, no appears to have seen business plans – A meeting to take place on Wednesday regarding the cemetery - Spike in dog illness in January 2022 – business taken to court regarding D-BID.

MOVED by Councillor J Harston, seconded by Councillor J Nock

RESOLVED unanimously that the above reports are received.

014/22 **FLOODING AWARENESS - STANDING ITEM**

Tides above 5.5 metres up until 5 July 2022

16 - 18 May 2022

14 - 18 June 2022

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

RESOLVED that the information is received.

WHITBY TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Town Council of Whitby, duly convened, and conducted in the Normanby Room, Whitby Museum on Tuesday 31 May 2022 at 11.00am.

Present Councillor Mrs L Wild (Mayor) and Councillors A Abbott, Mrs A Brown, G Goodberry, A Jones, J Nock, J Redfern, C Riddolls, S Smith and Mrs H Sumner.

Also M King, Town Clerk, Mrs A Cowey, Deputy Town Clerk, with Cllr P Trumper (SBC)/(NYCC), 1 member of the press and 1 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.

015/22 APOLOGIES

RESOLVED that apologies for inability to attend are received from Councillors Mrs H Coughlan, R Dalrymple, J Harston and Mrs N L Wilson.

016/22 DECLARATION OF INTERESTS

There were no declarations of interest.

STANDING ORDERS SUSPENDED

017/22 PUBLIC PARTICIPATION

A member of the public spoke about her concerns regarding the proposals for the old Town Hall/Market Place and the consultation process.

Councillor Trumper spoke about the proposed Maritime Hub and its benefits to the Town

STANDING ORDERS REINSTATED

018/22 WHITBY TOWN DEAL

A link to the business cases for the approved Whitby projects was circulated to all Councillors prior to this meeting. Councillors discussed the projects approved

by government including the Town Hall and Maritime Hub. Councillors were made aware that Scarborough Borough Council is the professional and accountable body for the Town Deal and in the case of the Maritime Hub the Harbour Office is the client.

MOVED by Councillor Mrs H Sumner, seconded by Councillor G Goodberry and

RESOLVED unanimously that Officers from Scarborough Borough Council are invited to give a full presentation to the town council on the proposals contained in the full business cases approved by Government.

..... 5 July 2022

WHITBY TOWN COUNCIL

Minutes of the meeting of the **Full Council** held in the Pannett Gallery on Tuesday 21 June 2022 at 6:45pm.

Present: Councillors Mrs Wild (Chair), Abbott, Barnett, Mrs Brown, Mrs Coughlan, Dalrymple, Harston, Jones, Nock, Riddolls, Smith and Mrs Wilson.

Also: M King, Town 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

055/22 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Goodberry, Redfern and Mrs Sumner.

MOVED by Councillor Mrs Wild, seconded by Councillor Dalrymple and

RESOLVED that the received apologies be accepted.

056/22 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

None.

057/22 PUBLIC PARTICIPATION

None.

058/22 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2021/22

Questions were asked and answered on the definition of headings in the financial statement and the contents of the Internal Auditor's report.

a. Financial Statement – Cashbook

MOVED by Councillor Mrs Wilson, seconded by Councillor Nock and

RESOLVED that the Financial Statement be noted.

b. Internal Auditor's Report

MOVED by Councillor Mrs Coughlan, seconded by Councillor Jones and

RESOLVED that the Internal Auditor's report be accepted.

c. AGAR Section 1 (Annual Governance Statement)

MOVED by Councillor Mrs Wilson, seconded by Councillor Nock and

RESOLVED that the AGAR Section 1 be approved.

d. AGAR Section 2 (Accounting Statement)

MOVED by Councillor Mrs Jones, seconded by Councillor Dalrymple and

RESOLVED that the AGAR Section 2 be approved.

059/22 APPLICATIONS FOR CO-OPTION

Submitted: notification that no applications for co-option had been received by the published deadline (7 June 2022).

MOVED by Councillor Nock, seconded by Councillor Jones and

RESOLVED that the co-option process is left open and that any applications for co-option received are considered at the next scheduled Council meeting.

060/22 QUOTATION FOR RIBA 2 REPORT AND SURVEYS FOR THE PANNETT ART GALLERY

Submitted: a tender response from the contractor allocated from the panel of suitable firms drawn from the YORConsult Framework Agreement to undertake to develop a RIBA 2 report and Outline Business Case for the extension of the Pannett Gallery using funding granted by Scarborough Borough Council.

A member sought assurance that the project did not form part of the Whitby Town Deal. It was confirmed that the project, although part of the Whitby Town Investment Plan and Blueprint had ceased to be part of the Town Deal in April 2021.

MOVED by Councillor Dalrymple, seconded by Councillor Mrs Wilson.

An amendment to the substantive motion moved by Councillor Barnett and seconded by Councillor Riddolls to add the words that 'three quotes should be obtained', was voted upon and rejected; and it was consequently

RESOLVED that the competitive tender (under the YORConsult framework agreement) from TetraTec in the sum of £129,915.63 is accepted.

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5 July 2022

WHITBY TOWN COUNCIL

Minutes of the meeting of the **PLANNING** Committee held in Pannett Art Gallery, on **Tuesday 24 May 2022** at 6:00pm.

Present Councillor Mrs N Wilson (Chair) with Councillors R Barnett, R Dalrymple, G Goodberry 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.

P015/22 CHAIR

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

RESOLVED unanimously that Councillor Mrs N Wilson is elected Chair of the Planning Committee until the next Annual Meeting of the Council.

P016/22 APOLOGIES

Apologies for inability to attend were received from Councillor J Harston – Work commitments.

P017/22 VICE-CHAIR

MOVED by Councillor J Nock, seconded by Councillor G Goodberry and

RESOLVED unanimously that Councillor R Dalrymple is appointed Vice-Chair of the Planning Committee until the next Annual Meeting of the Council.

P018/22 TO CONSIDER ACTIONS REQUIRED IN ACCORDANCE WITH TERMS OF REFERENCE AT THE FIRST COMMITTEE MEETING OF A NEW COUNCIL YEAR.

a) MINUTES

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

RESOLVED unanimously that minutes of the Planning Committee held on 12 and 26 April 2022 having been circulated be taken as read and confirmed as a correct record and signed by the Chair.

b) Review of the terms of reference of the Committee.

c) Review of delegation arrangements to employees

d) Review and adoption of appropriate standing orders, policies and procedures relating to the functions of the Committee.

e) Review of the training needs in relation to planning matters of any Committee member or nominated substitute.

RESOLVED unanimously that items b – e be taken *en bloc* and received.

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

RESOLVED unanimously that Planning Training is sought for members of Whitby Town Council's Planning Committee from Planning Services, Scarborough Borough Council.

f) Review of the anticipated Committee workload for the coming year

RESOLVED unanimously that item f is received.

P019/22 DECLARATION(S) OF INTEREST

None.

STANDING ORDERS SUSPENDED

P020/22 PUBLIC PARTICIPATION

No public present

STANDING ORDERS REINSTATED

P021/22 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.

P022/22 LISTED BUILDINGS

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

RECOMMEND that the Town Council writes to Scarborough Borough Council raising concerns at the increase in number of applications to convert residential/business properties into holiday accommodation, with inadequate room sizes which would not be acceptable for residential dwellings.

Planning Applications Considered on 24 April 2022

| | | | | |
|----------|--|---|---|-------------------------------------|
| 1 | <i>Plan Number</i> 12/076 | <i>District Reference</i> 21/028825/LB | <i>Road/Street</i> Baxtergate | <i>Date of meeting</i> 24.05.22 |
| | <i>Applicant</i> Mr J Livingstone and J O'Donnell | <i>House Name</i> | <i>Road</i> Outpost 31Clarence House | <i>Locality</i> 32 Baxtergate |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO211BN | <i>Application date</i> 18/05/22 |

Removal of timber boarding and cleaning of stonework, replacement front windows restoration of basement stone door surround, formation of paved area to front and installation of iron railings, Mr J Livingstone and J O'Donnell, Outpost 31Clarence House, 32 Baxtergate, WHITBY, North Yorkshire, YO211BN

Comment

SUPPORT this application

| | | | | |
|----------|---|---|------------------------------------|-------------------------------------|
| 2 | <i>Plan Number</i> 20/71 | <i>District Reference</i> 22/00670/FLA | <i>Road/Street</i> Cliff Street | <i>Date of meeting</i> 24.05.22 |
| | <i>Applicant</i> Open Aspect Property Consultants Ltd (Mr C Middleton) | <i>House Name</i> The Mount | <i>Road</i> Cliff Street | <i>Locality</i> |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO213DD | <i>Application date</i> 13/05/22 |

Variation of condition 1 (plans) to decision 20/02697/fl to allow amended parking and new amenity space, Open Aspect Property Consultants Ltd (Mr C Middleton), The Mount, Cliff Street, WHITBY, North Yorkshire, YO213DD

Comment

SUPPORT this application subject to adhering to Highways recommendations

| | | | | |
|----------|---|----------------------------------|------------------------------|-------------------------------------|
| 3 | <i>Plan Number</i> 21/139/AMENDED | <i>District Reference</i> | <i>Road/Street</i> | <i>Date of meeting</i> |
| | <i>Applicant</i> Mr D Smith | <i>House Name</i> | <i>Road</i> 12 Flowergate | <i>Locality</i> |
| | <i>Town</i> | <i>County</i> North Yorkshire | <i>Post Code</i> YO213BA | <i>Application date</i> 04/05/22 |

21/139 - Amended plan

Received amended plans from agent on 14 April 2022 removing roof terrace element of the proposal, and received amended Heritage Statement.

Comment

OBJECT over development of a listed building - loss of a shop in a retail area

4 Plan Number District Reference Road/Street Date of meeting
22/018/AMENDED

| | | | |
|-------------------------------------|---------------------------|-----------------------|------------------------------|
| Applicant Manxguard (Mr D Smith) | House Name | Road 12 Flowergate | Locality |
| Town | County North Yorkshire | Post Code YO213BA | Application date 04/05/22 |

22/018 - Amended plan

Amendment required following the receipt of amended plans from the agent to remove the terrace element of the proposal.

Comment

OBJECT- Overdevelopment of the building - out of character with the building and area - loss of a shop in a retail area - detrimental effect to future occupants.

5 Plan Number District Reference Road/Street Date of meeting
22/064 22/00403/HS Uppang Lane 10.05.22

| | | | |
|---------------------------|---------------------------|------------------------|------------------------------|
| Applicant Craig Burton | House Name | Road 49 Uppang Lane | Locality |
| Town WHITBY | County North Yorkshire | Post Code YO213HZ | Application date 21/04/22 |

Proposed dropped kerb and creation of hardstanding parking area, Craig Burton, 49 Uppang Lane, WHITBY, North Yorkshire, YO213HZ

Comment

SUPPORT this application in line with highway recommendations

6 Plan Number District Reference Road/Street Date of meeting
22/065 NY/2022/0083/FUL Prospect Hill 10.05.22

| | | | |
|-------------------------------------|---------------------------|-----------------------|------------------------------|
| Applicant Caedmon College Whitby | House Name | Road Prospect Hill | Locality |
| Town WHITBY | County North Yorkshire | Post Code YO211LA | Application date 25/04/22 |

Planning application for the purposes of the Gate and Fencing safeguarding works, Normanby site. (Revised scheme) on land at Caedmon College Whitby, Prospect Hill, WHITBY, North Yorkshire, YO211LA

Comment

SUPPORT this application

7 Plan Number District Reference Road/Street Date of meeting
22/066 22/00768/HS Cliff Street 10.05.22

| | | | |
|----------------------------|---------------------------|-------------------------|------------------------------|
| Applicant Mr C Chisholm | House Name | Road 55 Cliff Street | Locality |
| Town WHITBY | County North Yorkshire | Post Code YO213DD | Application date 03/05/22 |

Creation of vehicular access Mr C Chisholm, 55 Cliff Street, WHITBY, North Yorkshire, YO213DD

Comment

OBJECT support Highways objections and refusal

| 8 | Plan Number | District Reference | Road/Street | Date of meeting |
|---|------------------|--------------------|----------------------|-------------------------|
| | 22/067 | 22/00794/FL | Wellington Terrace | 10.05.22 |
| | <i>Applicant</i> | <i>House Name</i> | <i>Road</i> | <i>Locality</i> |
| | Mr & Mrs Wilson | | 4 Wellington Terrace | |
| | <i>Town</i> | <i>County</i> | <i>Post Code</i> | <i>Application date</i> |
| | WHITBY | North Yorkshire | YO213HF | 03/05/22 |

Conversion of dwelling into 4no Holiday let apartments, Mr & Mrs Wilson, 4 Wellington Terrace, WHITBY, North Yorkshire, YO213HF

Comment

OBJECT- Overdevelopment - Highways and Access - Community Safety - Increase parking - support highways comments - inappropriate development - bin storage issues - support Residential Regulation Managers comments.

| 9 | Plan Number | District Reference | Road/Street | Date of meeting |
|---|------------------|----------------------|------------------|-------------------------|
| | 22/068 | 22/00576/FL | Flowergate | 24.05.22 |
| | <i>Applicant</i> | <i>House Name</i> | <i>Road</i> | <i>Locality</i> |
| | Tim Parratt | Masons of Whitby Ltd | 11 Flowergate | |
| | <i>Town</i> | <i>County</i> | <i>Post Code</i> | <i>Application date</i> |
| | WHITBY | North Yorkshire | YO213BA | 04/05/22 |

Change of use from green grocers (Used class E(a)) to a micro pub (Use class Sui Generis), Tim Parratt, Masons of Whitby Ltd, 11 Flowergate, WHITBY, North Yorkshire,

Comment

OBJECT - Conflict with nearby users - Disturbance - Community Safety, no evidence of an external fire escape

| 10 | Plan Number | District Reference | Road/Street | Date of meeting |
|----|-------------------|--------------------|------------------|-------------------------|
| | 22/069 | 22/00034/HS | Love Lane | 24.05.22 |
| | <i>Applicant</i> | <i>House Name</i> | <i>Road</i> | <i>Locality</i> |
| | Mr David Bosworth | | 18 Love Lane | |
| | <i>Town</i> | <i>County</i> | <i>Post Code</i> | <i>Application date</i> |
| | WHITBY | North Yorkshire | YO213LJ | 06/05/22 |

Extension to dropped kerb, Mr David Bosworth, 18 Love Lane, WHITBY, North Yorkshire, YO213LJ

Comment

SUPPORT application based on Highways recommendations

| 11 | Plan Number | District Reference | Road/Street | Date of meeting |
|----|---------------------------------------|--------------------|------------------|-------------------------|
| | 22/070 | 22/00556/HS | Manor Close | 24.05.22 |
| | <i>Applicant</i> | <i>House Name</i> | <i>Road</i> | <i>Locality</i> |
| | Mr & Mrs Peter and Pauline Littlewood | | 14 Manor Close | |
| | <i>Town</i> | <i>County</i> | <i>Post Code</i> | <i>Application date</i> |
| | WHITBY | North Yorkshire | YO211HR | 12/05/22 |

Replacement of lounge window and utility door, Mr & Mrs Peter and Pauline Littlewood, 14 Manor Close, WHITBY, North Yorkshire, YO211HR

Comment

SUPPORT this application

| 12 | <i>Plan Number</i> | <i>District Reference</i> | <i>Road/Street</i> | <i>Date of meeting</i> |
|--|--------------------|---------------------------|--------------------|-------------------------|
| | 22/071 | 22/00121/FL | Hunter Street | 24.05.22 |
| <i>Applicant</i> | | <i>House Name</i> | <i>Road</i> | <i>Locality</i> |
| PTP Luxury Stays Ltd (Parminder Chan) | | | 6 Hunter Street | |
| <i>Town</i> | | <i>County</i> | <i>Post Code</i> | <i>Application date</i> |
| WHITBY | | North Yorkshire | YO213DA | 16/05/22 |

Change of use from beauticians (Sui Generis) to two bedroom holiday let (C3) and associated alterations, PTP Luxury Stays Ltd (Parminder Chan), 6 Hunter Street, WHITBY, North Yorkshire, YO213DA

Comment

OBJECT - Community Safety - affect and amenity of neighbours - support Residential Regulation Managers Comments.

| 13 | <i>Plan Number</i> | <i>District Reference</i> | <i>Road/Street</i> | <i>Date of meeting</i> |
|---------------------|--------------------|---------------------------|--------------------|-------------------------|
| | 22/072 | 22/00673/FL | Mulgrave Road | 24.05.22 |
| <i>Applicant</i> | | <i>House Name</i> | <i>Road</i> | <i>Locality</i> |
| Mr Graham Collinson | | | 21 Mulgrave Road | |
| <i>Town</i> | | <i>County</i> | <i>Post Code</i> | <i>Application date</i> |
| WHITBY | | North Yorkshire | | 16/05/22 |

Erection of 1no. Dwelling in garden, Mr Graham Collinson, 21 Mulgrave Road, WHITBY, North Yorkshire

Comment

OBJECTIONS - Out of character with the neighbourhood - adverse visual impact on the

| 14 | <i>Plan Number</i> | <i>District Reference</i> | <i>Road/Street</i> | <i>Date of meeting</i> |
|------------------|--------------------|---------------------------|--------------------|-------------------------|
| | 22/073 | 22/00905/FL | Woodwarks Yard | 24.05.22 |
| <i>Applicant</i> | | <i>House Name</i> | <i>Road</i> | <i>Locality</i> |
| Mr Guy Hudson | | | 1A Woodwarks Yard | Church Street |
| <i>Town</i> | | <i>County</i> | <i>Post Code</i> | <i>Application date</i> |
| WHITBY | | North Yorkshire | YO224DG | 17/05/22 |

Installation of 2 no. Heritage roof lights, Mr Guy Hudson, 1A Woodwarks Yard, Church Street, WHITBY, North Yorkshire, YO224DG

Comment

SUPPORT this application

| 15 | <i>Plan Number</i> | <i>District Reference</i> | <i>Road/Street</i> | <i>Date of meeting</i> |
|------------------|--------------------|---------------------------|--------------------|-------------------------|
| | 22/074 | 22/00656/LB | Woodwarks Yard | 24.05.22 |
| <i>Applicant</i> | | <i>House Name</i> | <i>Road</i> | <i>Locality</i> |
| Mr Guy Hudson | | | 1a Woodwarks Yard | Church Street |
| <i>Town</i> | | <i>County</i> | <i>Post Code</i> | <i>Application date</i> |
| WHITBY | | North Yorkshire | YO224DG | 17/05/22 |

Removal/alteration to internal walls and installation of 2 no. Heritage roof lights Mr Guy Hudson, 1a Woodwarks Yard, Church Street, WHITBY, North Yorkshire, YO224DG

Comment

SUPPORT this application

Minutes

Item 5b

| | | | | |
|--------------------------------------|-------------------------------------|--|-------------------------------------|------------------------------------|
| 16 | <i>Plan Number</i> 22/075 | <i>District Reference</i> 21/01883/LB | <i>Road/Street</i> Church Street | <i>Date of meeting</i> 24.05.22 |
| <i>Applicant</i> Mr Melvin Newton | <i>House Name</i> | <i>Road</i> 130 Church Street | <i>Locality</i> | |
| <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO224DE | <i>Application date</i> 18/05/22 | |

Installation of timber double glazed window units to existing dormer, Mr Melvin Newton, 130 Church Street, WHITBY, North Yorkshire, YO224DE

Comment

SUPPORT this application

| | | | | |
|--|-------------------------------------|--|--|------------------------------------|
| 17 | <i>Plan Number</i> 22/076 | <i>District Reference</i> 22/00685/HS | <i>Road/Street</i> Loggerheads Yard | <i>Date of meeting</i> 24.05.22 |
| <i>Applicant</i> Manhattan Property Solutions | <i>House Name</i> | <i>Road</i> 13 Loggerheads Yard | <i>Locality</i> New Quay Road | |
| <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO211DL | <i>Application date</i> 18/05/22 | |

Installation of uPVC windows, composite door, clay pantile roof, plastic soil and rainwater goods and re-rendering, Manhattan Property Solutions, 13 Loggerheads Yard, New Quay Road, WHITBY, North Yorkshire, YO211DL

Comment

OBJECT - affect on the character and appearance of the area - UPVC windows out of keeping within the conservation area

WHITBY TOWN COUNCIL

Minutes of the meeting of the **Finance, Policy and General Purposes** Committee held in the Pannett Gallery on Tuesday 7 June 2022 at 6:00pm.

Present: Councillors Dalrymple (Chair), Abbott, Mrs Coughlan, Harston, Jones and Mrs L Wild.

Also: M King, Town 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

027/22 CHAIR

Nominations were sought for a Chair of the Finance Policy and General Purposes Committee for the ensuing year.

Proposed by Councillor Harston, seconded by Councillor Mrs Wild that Cllr Dalrymple be nominated

Proposed by Councillor Mrs Coughlan, seconded by Councillor Abbott that Cllr Abbott be nominated

A vote was taken in favour of each candidate, with the votes cast 4:2 in favour of Cllr Dalrymple.

RESOLVED that Cllr Dalrymple be appointed as Chair for the ensuing year.

028/22 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Mrs Wilson and from Cllr Goodberry (as substitute).

MOVED by Councillor Harston, seconded by Councillor Mrs Wild and unanimously

RESOLVED that Cllr Wilson's (and Cllr Goodberry's) apologies be accepted.

029/22 VICE-CHAIR

Nominations were sought for a Vice Chair of the Finance Policy and General Purposes Committee for the ensuing year.

Proposed by Councillor Harston, seconded by Councillor Dalrymple that Cllr Harston be nominated

Proposed by Councillor Mrs Coughlan, seconded by Councillor Jones that Cllr Abbott be nominated

A vote was taken in favour of each candidate, with the votes cast 4:2 in favour of Cllr Harston.

RESOLVED that Cllr Harston be appointed as Vice Chair for the ensuing year.

030/22 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

None.

031/22 PUBLIC PARTICIPATION

None.

032/22 TO CONSIDER ACTIONS REQUIRED IN ACCORDANCE WITH TERMS OF REFERENCE AT THE FIRST COMMITTEE MEETING OF A NEW COUNCIL YEAR.

- a. Confirmation of the accuracy of the minutes of the last meeting of the Committee held 12 April 2022

MOVED by Councillor Harston, seconded by Councillor Mrs Coughlan and unanimously

RESOLVED that minutes of the meeting held on 12 April 2022 be approved and signed by the Chair as a correct record.

- b. Review of the terms of reference of the Committee.

A member asked if future Boundary Reviews were within the ToR. It was identified that these were covered under sections 3 l) & w).

MOVED by Councillor Jones, seconded by Councillor Harston and unanimously

RESOLVED that the terms of reference of the committee be approved.

- c. Review of the terms of reference of any sub-committee(s) of the Finance Policy & General Purposes Committee and appoint members as required.
i. Twinning Sub Committee.

MOVED by Councillor Nock, seconded by Councillor Coughlan and unanimously

RESOLVED that the terms of reference of the subcommittee be approved, that Cllrs Abbott, Coughlan, Jones and Mrs Wild be appointed to the subcommittee and that further nominations to the subcommittee be invited at full council.

- ii. Events Sub Committee.

MOVED by Councillor Jones, seconded by Councillor Coughlan and unanimously

RESOLVED that the terms of reference of the subcommittee be approved, that Cllrs Dalrymple and Mrs Wild be appointed to the subcommittee and that further nominations to the subcommittee be invited at full council.

- d. Review of delegation arrangements to employees and to any sub-committee(s) of the Finance Policy & General Purposes Committee.

MOVED by Councillor Abbott, seconded by Councillor Jones and unanimously

RESOLVED that the delegation arrangements to employees and to the subcommittees be approved.

e. Review of the anticipated Committee workload for the coming year.

Issues noted likely to be of relevance to the committee were: parish boundary governance reviews (last undertaken in 2017) and transitional arrangements linked to the replacement of the county and district councils with the unitary North Yorkshire Council from April 2023.

MOVED by Councillor Harston, seconded by Councillor Mrs Coughlan and unanimously

RESOLVED that the potential impact of local government reorganisation in North Yorkshire be noted.

033/22

ACTION OUTSTANDING FROM PREVIOUS MEETINGS

The Clerk provided a verbal update on items outstanding from earlier meetings. It was noted that Meeting Accessibility was on the agenda and that the contract for Christmas Lighting had been entered into.

MOVED by Councillor Harston, seconded by Councillor Jones and unanimously

RESOLVED that the information be noted.

034/22

**NORTH YORK MOORS NATIONAL PARK AUTHORITY
Parish Member Elections 2022**

To consider the council's voting intention with respect the election of a parish member on the North York Moors National Park Authority by the deadline for response of 14 June 2022. The ballot was completed at the meeting and posted to the returning officer after the meeting.

MOVED by Councillor Mrs Wild, seconded by Councillor Nock and

RESOLVED that the council's vote be made in favour of R Thompson.

035/22

MEETING ACCESSIBILITY

Submitted: an update on investigations to improve the accessibility of meetings. It was noted that Extraordinary Council was held in the Normanby Room on 31 May 2022. Similarly, Full Council scheduled on 5 July and 6 September had been booked into The Coliseum.

Proposals would also be sought on technical solutions to the perceived problems of acoustics in the main gallery.

Members considered that wider accessibility issues that acoustics alone should be considered, including location and parking.

MOVED by Councillor Mrs Wild, seconded by Councillor Nock and

RESOLVED that the information be received.

036/22

LETTER FROM CHAIR OF WHITBY LITERARY AND PHILOSOPHICAL SOCIETY

Submitted: a letter from the Chair of the WLPS for a response to be recommended to Full Council as trustee of the Pannett Art Gallery and Whitby Museum Trust.

Members noted the issues raised that, if not resolved informally, would require legal advice to be obtained in order to make a formal response from the Council (as trustee).

MOVED by Councillor Abbott, seconded by Councillor Mrs Coughlan and unanimously

RESOLVED that the Clerk should arrange an initial, informal meeting with the Chair of the WLPS to include Cllrs Wild and Dalrymple.

037/22

APPROVAL OF EXPENDITURE

MOVED by Councillor Harston, seconded by Councillor Abbott and unanimously

RESOLVED that the schedule of expenditure up to 31 May 2022 in the sum of **£52,751.67** (as attached) is approved and submitted to Full Council.

038/22

COST CENTRE EXPENDITURE TO 31 MAY 2022

MOVED by Councillor Harston, seconded by Councillor Jones and unanimously

RESOLVED that the presented expenditure by cost centre to 31 May 2022 be noted.

.....
7 August 2022

APPROVAL OF EXPENDITURE TO 31 MAY 2022

| Ledger date | Tran | Net | Detail |
|-------------|------|------------------|---|
| 09/03/2022 | 3 | 2,329.77 | Everflow Limited - Water Bill - February |
| 17/03/2022 | 2 | 242.25 | Made By Cooper Ltd. - 500 off Queen's Platinum Jubilee Enamel Badge |
| 18/03/2022 | 4 | -2,329.77 | Everflow Limited - Water Bill - February (Re-estimated) Amount Due |
| 01/04/2022 | 5 | 595.27 | Scarborough Borough Council - Trade Refuse 2022-23 |
| 01/04/2022 | 6 | 6,000.00 | Scarborough Borough Council - Pier Footbridge Contribution 2022-23 |
| 01/04/2022 | 7 | 1,496.00 | YLCA - Subscription 2022-23 |
| 01/04/2022 | 8 | 119.90 | Zoom - Subscription 2022-23 |
| 01/04/2022 | 11 | 71.00 | SAGE UK Ltd - Payroll Subscription April 2022 |
| 01/04/2022 | 14 | 155.15 | Document Solutions - April Bill |
| 01/04/2022 | 22 | 176.73 | Grenke Leasing - Quarterly Charge - Photocopier Lease |
| 01/04/2022 | 34 | 308.98 | Seimens Financial Services Ltd - Telephone lease charge and fee |
| 04/04/2022 | 21 | 13.00 | Barclays Bank - Commission Charges 14 Feb - 13 Mar |
| 05/04/2022 | 33 | 12.65 | Coates Marine - Flagpole rope (11m) |
| 06/04/2022 | 23 | 100.00 | Whitby Football Club - Town Mayor's Donation |
| 07/04/2022 | 13 | 954.73 | ENGIE Gas Limited - Gas Charges - April 2022 |
| 08/04/2022 | 12 | 107.50 | Double Tree By Hilton (Hull) - Room & Breakfast 8 April 2022 - Mayoral Visit |
| 12/04/2022 | 15 | 85.00 | Scarborough Lifts - Supplied and laid on the lift pit floor Granules to soak up the oil |
| 13/04/2022 | 16 | 112.20 | Edge It Systems Ltd - Microsoft 365 Monthly Fee (March) |
| 15/04/2022 | 9 | 1,966.36 | Ellis Whittam - Employment (Year 4) |
| 15/04/2022 | 10 | 145.00 | Ellis Whittam - Employment Insurance (DIFFERENT BANK DETAILS) |
| 18/04/2022 | 19 | 740.69 | Everflow Limited - Water Bill - April (Re-estimated) Amount Due |
| 20/04/2022 | 17 | 65.00 | Whitby Area Development Trust - Hire of James Cook Theatre - Annual Town Assembly, 20 April 2022 |
| 21/04/2022 | 25 | 13.11 | EE Limited - Mobile Phone Charge (April) |
| 21/04/2022 | 39 | 180.00 | Brian Oakley - External window clean - April |
| 25/04/2022 | 26 | 1,006.49 | TotalEnergies Gas & Power - Electricity (PAG & Museum) April |
| 25/04/2022 | 42 | 979.93 | TotalEnergies Gas & Power - Electricity (PAG & Museum) May |
| 27/04/2022 | 20 | 20.00 | Edge It Systems Ltd - Additional Concurrent User (pro-rata to 20-09-22) for Internal Audit |
| 27/04/2022 | 32 | 19.50 | Cathedral Hygiene - Air Freshener Servicing (April) |
| 28/04/2022 | 18 | 70.00 | Green End Electrical - Call out to investigate track lighting in exhibition room. Switch and track inspected and tested, several lamps removed and replaced. |
| 01/05/2022 | 38 | 71.00 | SAGE UK Ltd - Payroll Subscription May 2022 |
| 07/05/2022 | 40 | 668.08 | ENGIE Gas Limited - Gas Charges - May 2022 |
| 10/05/2022 | 36 | 10.30 | Barclays Bank - Commission Charges 14 Mar - 13 Apr |
| 11/05/2022 | 35 | 100.00 | Collective Knowledge Fund - Town Mayor's Donation |
| 11/05/2022 | 37 | 200.00 | North Sea Conservation - Town Mayor's Donation |
| 18/05/2022 | 43 | 2,802.11 | Everflow Limited - Water Bill - May |
| 23/05/2022 | 41 | 13.11 | EE Limited - Mobile Phone Charge (May) |
| | | 19,621.04 | |
| | | 33,130.63 | Confidential Transactions |
| | | 52,751.67 | Total |

WHITBY TOWN COUNCIL

Report of the meeting of the **PLANNING** Committee held in Pannett Art Gallery, on **Tuesday 14 June 2022** at 6:00pm.

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

Also Mrs A Cowey Deputy Clerk and one member of the public

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.

P039/22 APOLOGIES

There were no apologies for inability to attend.

P040/22 MINUTES

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

RESOLVED unanimously that minutes of the Planning Committee held on 24 May 2022 having been circulated be taken as read and confirmed as a correct record and signed by the Chair.

P041/22 DECLARATION(S) OF INTEREST

There were no declarations of interest.

STANDING ORDERS SUSPENDED

P042/22 PUBLIC PARTICIPATION

No public participation

STANDING ORDERS REINSTATED

P043/22 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.

P044/22 LISTED BUILDINGS

Nothing to report

P045/22 LICENCING

Notice of a hearing regarding 11 Flowergate was received from Licencing Services, Scarborough Borough Council.

MOVED by Councillor J Harston, seconded by Councillor R Dalrymple

RESOLVED unanimously that Councillor J Nock is appointed the Planning Committees Representative to attend and respond at the hearing to be held on 1 July 1 2022 at 10am.

Planning Applications Considered on 14 June 2022

| | | | | |
|----------|--------------------------------------|---|-----------------------------|-------------------------------------|
| 1 | Plan Number 22/049/AMENDED | District Reference 21/01523/FLA | Road/Street | Date of meeting |
| | Applicant Mr C Middleton | House Name The Mount | Road Cliff Street | Locality |
| | Town | County North Yorkshire | Post Code YO223DD | Application date 26/05/22 |

22/049 - Amended plan

Variation of the plans no garage or roof terrace on the amended plans.

Comment

OBJECT - Highways and access - Community Safety - effect on the character and appearance of the area - pedestrian safety

| | | | | |
|----------|-------------------------------------|--|-------------------------------------|-------------------------------------|
| 2 | Plan Number 22/077 | District Reference 22/00530/HS | Road/Street Mayfield Road | Date of meeting 14.06.22 |
| | Applicant Mr Hasim Turgay | House Name | Road 14Mayfield Road | Locality |
| | Town WHITBY | County North Yorkshire | Post Code YO211LX | Application date 19/05/22 |

Two storey extension to the side, increase in roof height and increase to chimney to the side proposed dormers to the front and rear and conversion of garage to habitable room to the side, Mr Hasim Turgay 14 Mayfield Road, Whitby, North Yorkshire, YO21 1LX

Comment

OBJECT - Out of keeping with the area as all bungalows in this vicinity - Effect on the character and appearance of the area - Effect on the amenity of neighbours - Gross over development

| | | | | |
|----------|------------------------------------|---|----------------------------------|-------------------------------------|
| 3 | Plan Number 22/078 | District Reference 22/00979/LB | Road/Street Flowergate | Date of meeting 14.06.22 |
| | Applicant Mr Tim Parratt | House Name Masons of Whitby Ltd | Road 11 Flowergate | Locality |
| | Town WHITBY | County North Yorkshire | Post Code YO213BA | Application date 25/05/22 |

Internal alterations associated with change of use from Shop (Use Class E(a)) to Micropub (Sui Generis) including removal of staircase and formation of new stair to basement - Mr Tim Parratt, Masons of Whitby Ltd, 11 Flowergate, WHITBY, North Yorkshire, YO213BA

Comment

OBJECTION - Conflict with nearby users - disturbance - community safety - no evidence of an external fire escape

| | | | | |
|----------|-----------------------------------|--|-------------------------------------|-------------------------------------|
| 4 | Plan Number 22/079 | District Reference 22/01018/HS | Road/Street Mulgrave Road | Date of meeting 14.06.22 |
| | Applicant Mr Steve Kent | House Name | Road 35 Mulgrave Road | Locality |
| | Town WHITBY | County North Yorkshire | Post Code YO213JL | Application date 01/06/22 |

Construction of detached garage and erection of boundary fence, Mr Steve Kent, 35 Mulgrave Road, WHITBY, North Yorkshire, YO213JL

Comment

Support subject to highways recommendations

WHITBY TOWN COUNCIL

Minutes of the meeting of the **Town Development & Improvement** Committee held in the Pannett Gallery on Tuesday 21 June 2022 at 6:00pm.

Present: Councillors Harston (Chair), Mrs Brown, Dalrymple, Jones, Nock, Smith and Mrs Wilson.

Also: M King, Town Clerk, Cllr Mrs Coughlan 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

046/22 ELECTION OF CHAIR

Nominations were sought for a Chair of the Town Development & Improvement Committee for the ensuing year.

Proposed by Councillor Nock, seconded by Councillor Mrs Wilson that Cllr Harston be nominated

RESOLVED that Cllr Harston be appointed as Chair for the ensuing year.

047/22 APOLOGIES FOR ABSENCE

None.

048/22 ELECTION OF VICE-CHAIR

Nominations were sought for a Vice Chair of the Town Development & Improvement Committee for the ensuing year.

Proposed by Councillor Mrs Wilson, seconded by Councillor Nock that Cllr Dalrymple be nominated

RESOLVED that Cllr Dalrymple be appointed as Vice Chair for the ensuing year.

049/22 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

None.

050/22 PUBLIC PARTICIPATION

None.

051/22 MINUTES OF THE MEETING HELD ON 25 APRIL.

MOVED by Councillor Nock, seconded by Councillor Mrs Wilson and unanimously

RESOLVED that minutes of the meeting held on 25 April 2022 be approved and signed by the Chair as a correct record.

052/22

TO CONSIDER ACTIONS REQUIRED IN ACCORDANCE WITH TERMS OF REFERENCE AT THE FIRST COMMITTEE MEETING OF A NEW COUNCIL YEAR.

a. Review of the terms of reference of the Committee.

MOVED by Councillor Smith, seconded by Councillor Dalrymple and unanimously

RESOLVED that the terms of reference of the committee be approved.

b. Review of the terms of reference of any sub-committee(s) of the Town Development & Improvement Committee and appoint members as required.

i. Allotment Subcommittee.

MOVED by Councillor Nock, seconded by Councillor Coughlan and unanimously

RESOLVED that the terms of reference of the subcommittee be approved and that nominations to the subcommittee be invited at full council.

ii. Christmas Lights Subcommittee.

MOVED by Councillor Smith, seconded by Councillor Jones and unanimously

RESOLVED that the terms of reference of the subcommittee be approved and that nominations to the subcommittee be invited at full council.

c. Review of delegation arrangements to employees and to any sub-committee(s) of the Town Development & Improvement Committee.

MOVED by Councillor Mrs Wilson, seconded by Councillor Smith and unanimously

RESOLVED that the delegation arrangements to employees and to the subcommittees be approved.

d. Review of the anticipated Committee workload for the coming year.

Issues noted likely to be of relevance to the committee were: transitional arrangements linked to the replacement of the county and district councils with the unitary North Yorkshire Council leading to devolution of some services from April 2023.

MOVED by Councillor Jones, seconded by Councillor Dalrymple and unanimously

RESOLVED that the potential impact of local government reorganisation in North Yorkshire be noted.

053/22

CLERK'S UPDATE ON MATTERS RAISED PREVIOUSLY

The Clerk provided a verbal update on items discussed at earlier meetings

An email had been received from the Team Leader for Road Safety at NYCC setting out the approach taken to funding and implementing Bikeability in 2022.

Clarification was required on the figures supplied which, once finalised would be shared with local schools.

Initial progress with activities within Project Sunshine Phase II were noted.

An update on recent discussions between Whitby Golf Club and Scarborough Borough Council was anticipated.

MOVED by Councillor Jones, seconded by Councillor Nock and unanimously

RESOLVED that the information be received.

054/22

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. **Concrete Post** - noted that this post in the footpath leading to the bowling club from Upgang Lane had yet to be painted as previously raised with SBC.
2. **Litter Bins on sea wall** – enquire whether these are among those to be supplemented under Project Sunshine Phase II.
3. **End of promenade at Upgang Ravine** – request additional signage warning of danger of cliff instability between the ravine and Sandsend.
4. **Allotments** – call meeting of Subcommittee to undertake inspection and reletting of vacant plots.
5. **Shelters on West Cliff** – enquire on the quality of the roof repairs which have been carried out which are reportedly below an expected standard.
6. **Benches at Dock End** – enquire if these are to be replaced as under Project Sunshine Phase II.
7. **Condition of Yards and overhanging hedges** – enquire what enforcement powers are available and are used.

MOVED by Councillor Mrs Wilson, seconded by Councillor Mrs Brown and unanimously

RESOLVED that the issues noted are raised with the appropriate authority.

..... 16 August 2022

WHITBY TOWN COUNCIL

Minutes of the meeting of the **Pannett Art Gallery and Whitby Museum Joint Management Committee** held on **Tuesday 28 June 2022 at 2:00pm** in the Normanby Room, Whitby Museum.

Present Whitby Town Council: Councillors Mrs A Brown, Mrs H R Coughlan, G Goodberry, A Jones, J Nock (Chair), S Smith (Sub), Mrs L Wild and Mrs N L Wilson; Whitby Literary & Philosophical Society Mrs D Gilroy, G Pipe, C Pyrah, Mrs A Roberts. Mrs H Wright (sub)

Also: Michael King, Town Clerk, Anne Cowey Deputy Clerk & Civic Officer, Helen Berry, PAG Curator and two 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.

JMC061/22 ELECTION OF CHAIR FOR YEAR 2022 - 2023

Nominations were sought for a Chair of the Pannett Art Gallery and Whitby Museum Joint Management Committee for the ensuing year

MOVED by Councillor Mrs H Coughlan, seconded by Councillor G Goodberry

RESOLVED that Councillor J Nock is elected as Chair of the Pannett Art Gallery and Whitby Museum Joint Management Committee for the year.

JMC062/22 ELECTION OF VICE-CHAIR FOR YEAR 2022-2023

Nominations were sought for Vice-Chair of the Pannett Art Gallery and Whitby Museum Joint Management Committee for the ensuing year.

MOVED by Councillor J Nock, seconded by Councillor Mrs N Wilson

RESOLVED that Councillor Mrs H Coughlan is elected Vice-Chair of the Pannett Art Gallery and Whitby Museum Joint Management Committee for the ensuing year.

JMC063/22 APOLOGIES

Apologies for inability to attend were received from Councillors R Dalrymple and J Harston (Whitby Town Council), Ms S Booth and D Rodwell Whitby Literary & Philosophical Society.

Introductions went around the table. Clarification was sought regarding the Chair of the Trustees – It was confirmed that Mrs Roberts is chair of both Whitby Literary and Philosophical Society Charities

JMC064/22 DECLARATION(S) OF INTEREST & REQUEST FOR DISPENSATION

None.

STANDING ORDERS SUSPENDED

JMC065/22 PUBLIC PARTICIPATION SESSION

No public participation.

STANDING ORDERS REINSTATED

JMC066/22 MINUTES

The Chair of the Trustees identified the omission within the minutes of the Lit & Phil's Health and Safety concerns regarding the grating in the floor the museum which was specifically asked to be minuted.

MOVED by Councillor A Jones, seconded by Councillor G Goodberry

'that the minutes of the Pannett Art Gallery and Whitby Museum Joint Management Committee Held on 17 March 2022 having been circulated be taken as read and signed by the Chairman as true record.'

MOVED - An amendment to add the words 'the Literary & Philosophical Society's Health and Safety concerns regarding the grating in the museum are noted in the minutes at point JMC225/22'.

A vote on the amendment was taken first

It was **RESOLVED** that the amendment is carried.

A vote on the substantive motion including the amendment was then taken

RESOLVED that subject to the amendment that 'the Literary & Philosophical Society's Health and Safety concerns regarding the grating in the museum are noted at point JMC225/22', the minutes of the Pannett Art Gallery and Whitby Museum Joint Management Committee Held on 17 March 2022 having been circulated be taken as read and signed by the Chairman as true record.

JMC067/22 PROCEDURAL REVIEW

a) Terms of Reference of the Committee.

A heated and in-depth discussion took place about the Terms of Reference of the Committee and the lease. The Town Clerk explained the procedural issues under local government law regarding the setting of the budget, which cannot be undertaken by this Committee.

MOVED by Councillor J Nock, seconded by Councillor Mrs N Wilson

RESOLVED that the Terms of Reference of the Committee are approved for this Meeting, and the Literary & Philosophical Society are to submit any proposed amendments to the Terms of Reference to the Town Clerk for inclusion in the next agenda of Joint Management Committee to be held on 27 September 2022.

b) Delegation Arrangements to Employees

MOVED by Councillor S Smith, seconded by Councillor Mrs Linda Wild

RESOLVED that the delegation Arrangements to Employees are received and approved

c) Adoption of Appropriate Standing Orders, Policies and Procedures Relating to the Functions of the Committee

MOVED by Councillor J Nock, seconded by Councillor Mrs Linda Wild

RESOLVED that the appropriate Standing Orders, Policies and Procedures relating to the functions of the committee are adopted.

JMC068/22 ANTICIPATED COMMITTEE WORKLOAD FOR THE COMING YEAR

a) Day-to-day Operational Improvements

Members of the Lit & Phil spoke to a list of proposals circulated at the meeting.

The Clerk reported that an initial report is anticipated in September from TetraTec Ltd who will be undertaking building surveys.

b) Potential for External Grant Programmes, Investment and Development

It was reported that will be third round of MEND funding available in 2023

c) Repairs and Maintenance

Discussions took place about repairs and maintenance to be carried out under the lease.

MOVED by G Pipe, seconded by A Roberts, that the workload for the coming year be:

1. ASCERTAIN:

A. WHAT IS CURRENTLY REQUIRED TO ENSURE/PLACE THE PREMISES DEMISED TO WLPS (BOTH INSIDE AND OUTSIDE) IN GOOD TENANTABLE REPAIR AND CONDITION IN ALL RESPECTS HAVING REGARD TO THE PURPOSES FOR WHICH THE SAID BUILDINGS ARE TO BE USED AND THE NATURE AND VALUE OF THE CONTENTS THEREOF, AND THE COSTS OF IMPLEMENTING THE SAME BEARING IN MIND:

I. WLPS' DECLARED INTENTION TO APPOINT A SURVEYOR TO REPORT ON CONDITION;

II. THAT SUCH SURVEY WILL HIGHLIGHT ANY FAILURE BY WTC TO CAUSE REMEDIAL WORKS TO BE UNDERTAKEN AND OF THIS COMMITTEE TO ADDRESS THIS ISSUE IN LIGHT OF THIS AGENDA ITEM IF THIS JMC FAILS TO DO SO;

III. THAT THE COUNCIL IS COMMISSIONING A SURVEY OF THE BUILDING, BY REFERENCE TO A TENDER, WHICH MAY OR MAY NOT ADDRESS THE DUTIES OF THIS COMMITTEE TO ASCERTAIN CONDITION DEPENDING UPON THE REMIT PROVIDED TO THE COUNCIL'S SURVEYORS;

IV. THAT ANY DISPUTE AS TO WHETHER WORKS ARE REQUIRED IS TO BE DEALT WITH BY INDEPENDENT EXPERT DETERMINATION UNDER THE LEASE ABSENT AGREEMENT BETWEEN THE COUNCIL AND WLPS;

V. THE NEED FOR WTC AS THE BODY WITH THE OBLIGATION TO FUND THE ENTIRETY OF THE ACTIVITIES AND OBLIGATIONS OF THIS

COMMITTEE, SUBJECT TO LIMITED CONTRIBUTION FROM WLPS, TO PUT IN PLACE ADEQUATE FUNDING FOR THESE OBLIGATIONS TO BE PERFORMED.

- B. THE MAINTENANCE NEEDS OF THE ART GALLERY IN ACCORDANCE WITH ITS LEASE OBLIGATIONS, IF ANY AND THE LIKELY COSTS OF THE SAME.
- C. THE LIKELY FUTURE MAINTENANCE NEEDS OF THE MUSEUM AND THE GALLERY AND THEIR LIKELY COSTS TO ENSURE THAT PROPER BUDGETING TAKES PLACE TO SATISFY THESE REQUIREMENTS
- D. THE HEATING NEEDS OF THE BUILDINGS AND THE LIKELY COSTS OF THE SAME.
- E. THE LIGHTING NEEDS OF THE BUILDINGS AND THE LIKELY COSTS OF THE SAME.
- F. WHAT OTHER ADMINISTRATIVE SERVICES ARE REQUIRED AND THE LIKELY COSTS OF THE SAME INCLUDING, WITHOUT LIMITATION:
 - I. ANY OTHER UTILITIES;
 - II. THE EMPLOYMENT OF A CARETAKER FOR THE MUSEUM;
 - III. ANY OTHER STEPS AS THIS COMMITTEE DEEMS NECESSARY FOR THE PROPER PROTECTION OF THE PREMISES DEMISED TO WLPS AND THE CONTENTS THEREOF.

2. REVIEW AND CONSIDER, SEQUENTIALLY, WHAT SYSTEMS AND PROCESSES ARE IN PLACE TO ENSURE THAT EACH DUTY IS MET HAVING REGARD TO THE NEEDS ASCERTAINED UNDER THE PREVIOUS AGENDA ITEMS.

3. IN RELATION TO EACH SUCH SYSTEM AND PROCESS, IF THE SAME IS NOT COMPLIANT WITH THIS COMMITTEE'S DUTIES, DECIDE WHAT CHANGES ARE TO BE MADE AND SET OUT STEPS FOR THE IMPLEMENTATION OF EACH.

MOTION NOT CARRIED

5 in favour - 7 against – 1 abstain

JMC069/22 JM069/22 CORRESPONDENCE FROM THE CHAIR OF WLPS.

In depth discussion took place regarding letters received from the Chair of Trustees for the Whitby Literary and Philosophical Society.

RESOLVED that works identified in the survey, would be carried out once funding was obtained.

10 in favour 1 abstain

(On a point of order) **MOVED** by Councillor Goodberry, seconded by Councillor Mrs Linda Wild that this meeting is adjourned until legal representation is sought

MOTION NOT CARRIED

2 in favour - 9 against

JMC070/22 BUILDING MAINTENANCE EXPENDITURE 2020/22

This item deferred until the next meeting

JMC071/22 REPORT ON OTHER PROPERTY MATTERS

The Town Clerk reported that Work had been carried out on the Air Conditioning and Heating systems; there are issues in procuring contractors to carry out jobs such as external decoration since Covid.

The emergency phone in the lift is connected but the Town Clerk is awaiting confirmation regarding whether or not the phone lines infrastructure will be compatible in 2023.

It was highlighted that there is a need of enhanced signage for the Pannett Art Gallery/Whitby Museum around the park.

MOVED by Mrs A Brown, seconded by Councillor A Jones

RESOLVED that the Curator of the Art Gallery and the Museum Manager organise the replacement of the small signs to the front and rear of the building and a walk around Pannett Park to identify areas for enhance signage includes representatives from the Friends of Pannett Park

draft

WHITBY TOWN COUNCIL

Minutes of the meeting of the **PLANNING** Committee held in Pannett Art Gallery, on **Tuesday 28 June 2022** at 6:00pm.

Present Councillor Mrs N Wilson (Chair) with Councillors R Barnett, G Goodberry and J Nock.

Also Mrs A Cowey Deputy Clerk and one member of the public

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.

P072/22 APOLOGIES

Apologies for inability to attend were received from R Dalrymple and J Harston.

P073/22 DECLARATION(S) OF INTEREST

Councillor Goodberry declared a non-prejudicial interest in planning application 22/00927FL – Installation and replacement windows in uPVC, 28 Bagdale, O21 1QL

STANDING ORDERS SUSPENDED

P074/22 PUBLIC PARTICIPATION

No public participation

STANDING ORDERS REINSTATED

P075/22 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.

P076/22 LISTED BUILDINGS

Nothing to report

P077/22 LICENCING

Nothing to report

Planning Applications Considered on 28 June 2022

1 *Plan Number* *District Reference* *Road/Street* *Date of meeting*
2121/085 22/00927/FL Bagdale 28.06.22

Applicant *House Name* *Road* *Locality*
Philip Burley & Co 28 Bagdale

Town *County* *Post Code* *Application date*
WHITBY North Yorkshire YO211QL 20/06/22

Installation of replacement windows in Upvc, Philip Burley & Co, 28 Bagdale, WHITBY, North Yorkshire, YO211QL

Comment
Support this application

2 *Plan Number* *District Reference* *Road/Street* *Date of meeting*
22/080 22/01029/FL Crescent Place 28.06.22

Applicant *House Name* *Road* *Locality*
Mr & Mrs Simon Rhodes The Corner Guest House 3-4 Crescent Place

Town *County* *Post Code* *Application date*
WHITBY North Yorkshire YO213HE 15/06/22

Change of use and sub-division of guest house (C1) to dwelling (C3) at No 4 Crescent Place and 7 No bedroom guest house (C1) at No 3 Crescent Place with associated alterations. Mr & Mrs Simon Rhodes, The Corner Guest House, 3-4 Crescent Place, WHITBY, North Yorkshire, YO213HE

Comment
Support this application

3 *Plan Number* *District Reference* *Road/Street* *Date of meeting*
22/081 22/00845/LB Mill View 28.06.22

Applicant *House Name* *Road* *Locality*
Mrs Emma Hatchard 3 Mill View The Carrs RUSWARP

Town *County* *Post Code* *Application date*
WHITBY North Yorkshire YO211RL 15/06/22

Installation of replacement Upvc rear dormer window with wood Mrs Emma Hatchard, 3 Mill View, The Carrs, RUSWARP, WHITBY, North Yorkshire, YO211RL

Comment
Support this application

4 *Plan Number* *District Reference* *Road/Street* *Date of meeting*
22/082 22/00537/HS East Way 28.06.22

Applicant *House Name* *Road* *Locality*
Miss Louise Jamieson 5 Eastway

Town *County* *Post Code* *Application date*
WHITBY North Yorkshire Y21 3PE 16/06/22

Installation of dropped kerb and formaton of driveway Miss Louise Jamieson, 5 Eastway, WHITBY, North Yorkshire, Y21 3PE

Comment
Support this application

| | | | | |
|----------|-------------------------------------|---|-------------------------------------|-------------------------------------|
| 5 | <i>Plan Number</i> 22/083 | <i>District Reference</i> 22/0261/HS | <i>Road/Street</i> New Way Ghaut | <i>Date of meeting</i> 28.06.22 |
| | <i>Applicant</i> Joseph Hudson | <i>House Name</i> | <i>Road</i> 11 New Way Ghaut | <i>Locality</i> Church Street |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO224DH | <i>Application date</i> 20/06/21 |

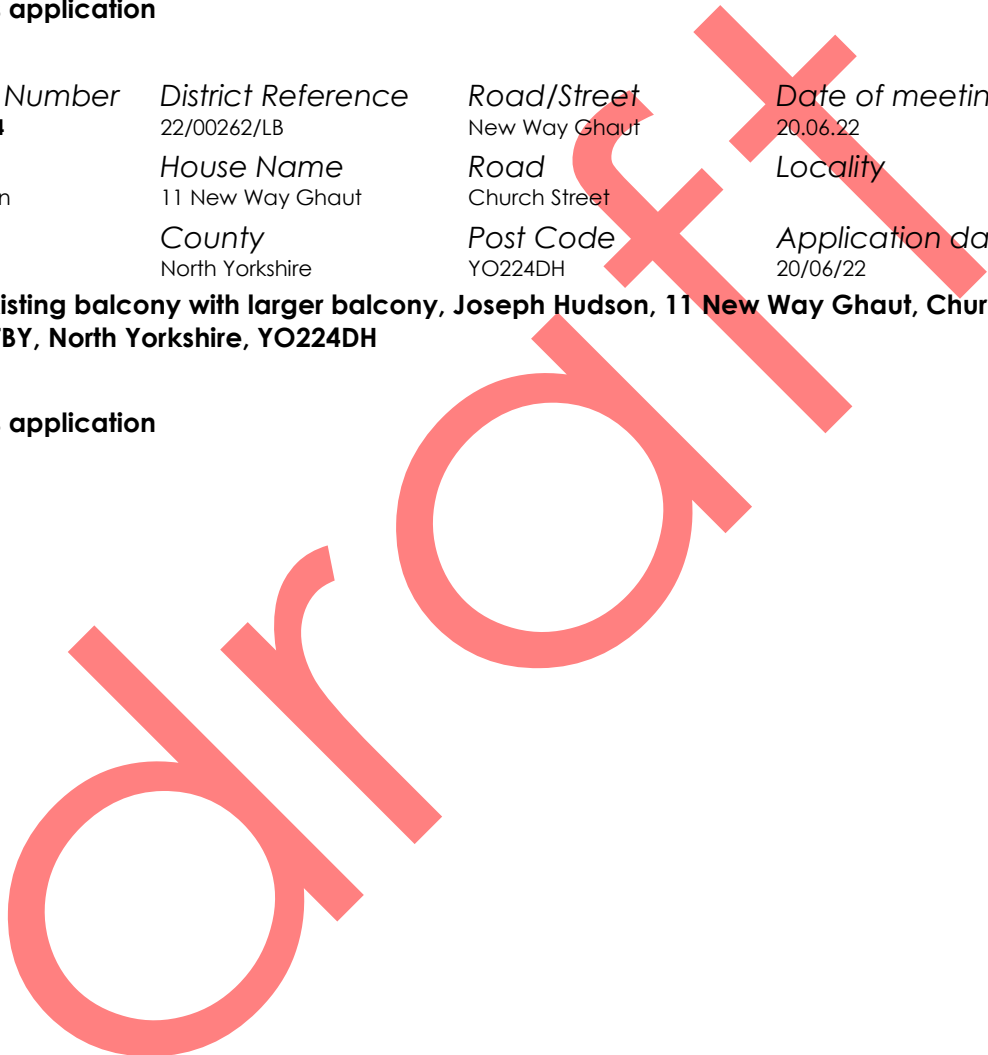
Replace existing balcony with larger balcony Joseph Hudson, 11 New Way Ghaut, Church Street Whitby North Yorkshire YO22 4DH

Comment
Support this application

| | | | | |
|----------|-------------------------------------|--|-------------------------------------|-------------------------------------|
| 6 | <i>Plan Number</i> 22/084 | <i>District Reference</i> 22/00262/LB | <i>Road/Street</i> New Way Ghaut | <i>Date of meeting</i> 20.06.22 |
| | <i>Applicant</i> Joseph Hudson | <i>House Name</i> 11 New Way Ghaut | <i>Road</i> Church Street | <i>Locality</i> |
| | <i>Town</i> WHITBY | <i>County</i> North Yorkshire | <i>Post Code</i> YO224DH | <i>Application date</i> 20/06/22 |

Replace existing balcony with larger balcony, Joseph Hudson, 11 New Way Ghaut, Church Street, WHITBY, North Yorkshire, YO224DH

Comment
Support this application



**WHITBY TOWN COUNCIL
MEETING – 5 JULY 2022****OUTCOME OF THE TOWN POLL****Introduction**

This report records the outcome of the Town Poll, called by electors of the parish, and conducted on 13 June 2022.

Background

Two questions were asked of voters. Both votes showed large majorities (respectively) in favour of restricting new build and additional housing to local occupation and against Whitby being in the same area committee as Scarborough in the new North Yorkshire unitary council.

The outcome of the poll is a measure of public opinion which needs to be considered by Scarborough Borough Council and North Yorkshire County Council as the responsible bodies for these issues.

Primary Residence Restriction

In response to the Town Poll question, "Should all new build and additional housing in Whitby Parish be restricted to full time local occupation as a primary residence only and forever (in perpetuity)?" 2,111 residents voted 'Yes' while 157 voted 'No'.

The power to tackle this lies with the borough council – which has made some attempts to recognise the problem - and with government – which needs to amend the planning regulations to make it possible to better protect local housing for primary residence.

At a full council meeting of Scarborough Borough Council on 24 January 2022, a motion requiring the Council to introduce a Primary Residency Scheme following an investigation and reporting back on the implementation of it was passed unanimously.

A subsequent report was presented to the Planning & Development Committee meeting on 3 March, which examined the processes which might be used by the Local Planning Authority, drawing on examples deployed in Cornwall and elsewhere. It was resolved to note the report with no further action taken.

Scarborough has, though, lobbied the MP to petition for a use class to apply to holiday lets. In the introduction of the Levelling Up Bill to parliament, this issue was also debated alongside the proposed Council Tax multipliers which may be introduced to cover holiday and second homes.

The issues raised in the poll were widely reported in the press. Recent reports, highlights that short-term holiday lets have grown in the borough of Scarborough more than in any other part of the country, "Among the BBC's findings, the seaside resort of Scarborough, which includes Whitby, had the highest number of holiday lets, rising from 2,032 in 2018 to

2,913 in 2021"¹. Whitby is highlighted alongside communities in Cornwall, North Norfolk, Northumberland and the Lakes.

It should be noted that Scarborough Borough Council's response to the poll has been muted.

Area Committee

In response to the Town Poll question, "Do you want to stay in the same area committee as Scarborough in the new North Yorkshire unitary council?" 1,982 residents voted 'No' while 253 voted 'Yes'.

There has been no official response from North Yorkshire County Council or (more properly) the shadow unitary authority on the outcome of the poll, other than to note that it is non-binding. Recent briefings on the unitary transition have reiterated the intention to establish area committees based exclusively on parliamentary constituency boundaries.

Conclusion

Though neither question is directly within the power of the town council to act, there is an opportunity for this council to formally reiterate the expressed opinion of local residents and write to the borough and county councils asking for a direct statement addressing the issues raised. Council may also wish to consider if there is a wider community of interest in neighbouring communities, including but not limited to Sandsend and Robin Hoods Bay which might be engaged in promoting either outcome.

Recommendation: - That Council considers what action to take with the borough and county councils and with other organisations in response to the outcome of the parish poll.

¹ <https://www.bbc.co.uk/news/uk-politics-61966359>

**WHITBY TOWN COUNCIL
MEETING – 5 JULY 2022****CONSULTATION ON FUTURE OF DESTINATION MANAGEMENT FOR YORKSHIRE**

Discover Yorkshire Coast has been in the process of approaching a number of stakeholder groups to obtain private sector feedback on what if anything should be put in place to replace Welcome To Yorkshire as a 'Destination Management Organisation' (DMO).

Some research has already been carried out by various organisations as well as the feedback they receive from their sessions with various stakeholder groups across the region.

They have asked for feedback from the town council, to meet their deadline of 11 July, but were unable to attend tonight's meeting.

A statement has been made by the principal Local authorities responsible for commissioning tourism services. Officers are currently liaising with key business and sector forums in the four sub regions across Yorkshire, to test the feedback from previous engagement undertaken with both private and public organisations and understand ambitions for a sustainable region wide destination marketing organisation.

This includes positive initial dialogue with the new owners of Welcome to Yorkshire's previous assets, Silicon Dales, to understand their aspirations and intentions. The partner organisations state that they recognise that it is important that this is 'done right', and so these vital conversations across a range of stakeholders and service providers will take place throughout the early summer to help shape the remit and form of a new regional organisation.

The questions asked are:

Need for a DMO

- What are the benefits of undertaking tourism and destination marketing at the Yorkshire level?
- Who are the main beneficiaries of marketing at the Yorkshire level?
- Do you have any evidence, anecdotal or data to illustrate the effectiveness of the regional brand?
- In which markets (local/regional/UK/international) do you see a regional brand as most important?

Remit/activities

- With sustainable funding in mind, what activities should be carried out at the Yorkshire level?
- Which of the activities suggested as being carried out at the regional level is the most important?

- What do you think a Yorkshire organisation should not do?

Delivery model/structure

- Should a Yorkshire level organisation seek to fulfil the role of the 'Destination Development Partnership' as defined by the De Bois review? If not, how else could activities be better delivered?
- How could this work best, taking into account existing agencies/structures?
- How could this forum/are there any active players who could support or contribute to this, and how?

Link to the De-Bois report -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011664/2585-C_The_de_Bois_Review_ACCESSIBLE_for_publication.pdf

Recommendation: That council considers its response to these consultation questions.

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Applications For Co-Option

Following the declaration of the uncontested elections scheduled for 5 May 2022, four vacancies remained on the town council in the following wards:

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

These vacancies were advertised using the prescribed notice on 29 April and any Elector (over 18) interested in applying for co-option as a Town Councillor was asked to contact the Town Clerk for more details.

The closing date for submission of applications was set at Tuesday 7 June 2022.

By the closing date, no applications had been received.

At its meeting on 21 June, Council resolved that the co-option process is left open and that any applications for co-option received are considered at the next scheduled Council meeting.

An application was received after the deadline for 'Streonshalh Ward' (sic) – the proposer and seconder are resident in the Abbey Ward, where there is one vacancy.

A copy of the information received has been circulated separately to members.

Recommendation:

To receive the application and consider co-option to current vacancy in the parish ward of Abbey.

Extract of the Town Council's Co-option Policy**2. APPLICATION PROCESS TO BE FOLLOWED**

- 2.6. Copies of the applicant's application form and written summary will be circulated to all councillors by the Town Clerk... All documents will be treated by the Clerk and all councillors in accordance with data protection requirements where they contain personal information.
- 2.7. Candidates will be sent a full agenda of the meeting at which they are to be considered for appointment, together with a copy with the Code of Conduct, Standing Orders and Financial Regulations of the Council. Candidates will also be informed that they may, if they so wish, speak for up to 3 minutes about their application during the Public Session of that Council meeting.
- 2.8. Applicants can withdraw not later than 24 hours prior to the meeting where the co-options are to be considered.

3. VOTING PROCEDURE

- 3.6. At the appropriate business item Councillors will proceed direct to voting.
- 3.7. Voting will be according to the statutory requirements, in that a successful candidate must receive a majority vote of those present and voting.
 - If there are more than two candidates for one vacancy and no one of them at the first count receives a majority over the aggregate votes given to the rest, the candidate with the least number of votes will be removed from consideration and the remainder will then be put to the vote again.
 - This process will, if necessary, be repeated until a majority is obtained.
 - This process will be followed separately for each individual vacancy for which co-option is under consideration.
 - If no candidate secures an absolute majority of votes cast for an individual vacancy, then that vacancy remains unfilled (e.g. 18 councillors are present and 10 abstain from voting then there is no absolute majority)
- 3.8. Councillors shall vote by show of hands, or, if at least two members so request, by paper ballot. However, if any member so requires, the Clerk shall record the names of members who voted on any question so as to show whether they voted for, against, or abstained.
- 3.9. In the case of an equality of votes, the Chairman of the meeting has a second or casting vote.
- 3.10. After the vote has been concluded, the Chairman will declare the successful candidate duly elected and after signing their declaration of acceptance of Office may take their seat immediately.