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Dear Councillor,

1 September 2022

You are **summoned** to attend the **MEETING** of the **TOWN COUNCIL OF WHITBY** to be conducted at the Coliseum Centre on **Tuesday 6 September 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, Harrison, 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. 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. HOUSING PRESENTATION**
Stonebridge Homes will present to the council its intended development proposals at land to the south of Sandpiper Close, Whitby.
- 5. EXTERNAL REPORTS**
To receive reports on behalf of external bodies if present
 - a. North Yorkshire Police
 - b. Scarborough Borough Council – Nick Edwards attending
 - c. County & Borough Councillors

6. MINUTES	Page
a. To approve , as an accurate record, minutes of the following meeting:	
i. Council	5 July 2022 5
b. To receive the (draft) minutes of the following committee meetings:	
i. Human Resources	12 July 2022 13
ii. Planning	12 July 2022 15
iii. Planning	26 July 2022 19
iv. Harbour	26 July 2022 23
v. Twinning	2 August 2022 29
vi. Finance Policy & General Purposes	2 August 2022 31
vii. Town Development & Improvement	16 August 2022 37
viii. Planning	30 August 2022 41

7. COMMITTEE RECOMMENDATIONS

- a. Planning Committee 26 July 2022
114/22 NEIGHBOURHOOD PLAN

RECOMMEND that that Whitby Town Council undertakes a Neighbourhood Plan. 20

Members should note that the first stage is for the town council to apply to Scarborough Borough Council as the local planning authority for a neighbourhood area to be designated {Regulation 5 of the Neighbourhood Planning (General) Regulations 2012 (as amended)}. This must include a statement explaining why the proposed neighbourhood area is an appropriate area.

- b. FP&GP Committee 2 August
138/22 APPROVAL OF EXPENDITURE

RECOMMENDED that the schedule of expenditure up to 30 June 2022 in the sum of **£44,468.10** (as attached) is approved. 32

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

8. NOTICES OF MOTION SUBMITTED BY MEMBERS

a) Governance Review

MOVED by Councillor Abbott, seconded by Councillor Riddolls

To instruct the Finance Policy and General Purposes Committee to review of the Council's current Governance structure (including its Standing Orders, Financial Regulations, policies, procedures and committees) in order to be prepared and capable of accepting devolved responsibilities from the new Unitary Council from April 2023.

b) Civic Artefacts Sub Committee

MOVED by Councillor Mrs Coughlan, seconded by Councillor Abbott

- i) To establish a 'Civic Artefacts' Sub Committee of Full Council with the terms of reference to research artefacts (mayoral chains, paintings, etc.) removed from Whitby Urban District Council & Whitby Rural District Council by Scarborough

Borough Council in 1974 and recommend a process for reinstatement of these to full Council, following the demise of SBC in April 2023.

- ii) That the 'Civic Artefacts' Sub Committee shall meet as an advisory sub-committee and that its meetings should be held via Zoom and not be subject to the statutory requirements of Schedule 12 of the Local Government Act 1972, other than its quorum shall be three.
- iii) To appoint (at least three) members of council to serve on the 'Civic Artefacts' Sub Committee {Nominated at the meeting} and that the sub-committee shall determine its own Chair at its first meeting.
- iv) That the sub-committee shall be time limited and report its final recommendations to Full Council on 8 November 2022.
- v) That the public and press are permitted to attend meetings of the sub-committee.
- vi) That the public may participate at a meeting of the sub-committee.
- vii) That the advance public notice requirements required for the meetings of the sub-committee are three clear days.

c) Whitby Hospital Services

MOVED by Councillor Mrs Sumner, seconded by Councillor Abbott

To record Whitby Town Council's concerns for the hospital services provided, and the proposed extra care housing, located at the Whitby Hospital site, and write to the Humber and North Yorkshire Integrated Care Partnership, to ensure local health and care services meet the needs of Whitby & District residents, including the cross-border agreements with the Integrated Care Service providers to ensure all local hospitals can discharge patients to Whitby hospital, not just those based in the Humber & North Yorkshire Integrated Care Partnership.

9. 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.

10. BUDGET 2023/24 – TIMETABLE & BASIC ASSUMPTIONS 47

11. APPLICATIONS FOR CO-OPTION 53

To consider three applications received for the vacancies in Stakesby and Town South Wards – circulated separately in confidence to members of Council, using the process set out at page 53.

12. MAYOR'S REPORT

Civic engagements since 6 July 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 8 November (next Full Council).

- 9-15 September
- 26-30 September
- 8-13 October
- 25-29 October
- 7-8 November

WHITBY TOWN COUNCIL

Minutes of the meeting of the **Full Council** held in the Coliseum, Victoria Place, Whitby on Tuesday 5 July 2022 at 6:00pm.

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

Also: M King, Town Clerk, Mrs A Cowey Deputy Town Clerk, N Edwards, Director, J Bramley, Head of Environment and Regulations Services (Scarborough Borough Council) J Smith, Director (CDS Group), M Parsons (Anglo American), Councillors N Swannick and P Trumper (NYC/SBC) and twelve 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

078/22 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Harston, Goodberry and Redfern.

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

RESOLVED unanimously that the received apologies be accepted.

079/22 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

None.

STANDING ORDERS SUSPENDED

080/22 PUBLIC PARTICIPATION

Michael Harrison gave information about himself in relation to agenda item 11 Co-Option.

The Town Clerk read out emails from two members of the public unable to attend to night's meeting regarding:

Better Homes Project/Broomfield Farm Net Zero Living.

Concerns and objections regarding the proposed use of Larpool Playing Field as a Cemetery.

A member of the public voiced her concerns about the proposed use of Larpool playing field as a Cemetery and the loss of another valuable area of green land on the Eastside of Whitby.

STANDING ORDERS REINSTATED

081/22 EXTERNAL REPORTS

a) North Yorkshire Police

There were no Police present, but a report had been circulated to all members.

MOVED by Councillor Barnett, seconded by Councillor Riddolls:

'That the Police are made aware at the amount of partying in Holiday lets and the lack of Policing regarding this issue'.

An amendment was

MOVED by Councillor Nock, seconded by Councillor Mrs Wilson and voted on first:

To add the words, "and that the North Yorkshire Police reinstate and support the Cumulative Impact Zone to assist in policing issues of this type."

RESOLVED unanimously that the Police are made aware at the amount of partying in Holiday lets and the lack of Policing regarding this issue and that the North Yorkshire Police reinstate and support the Cumulative Impact Zone to assist in policing issues of this type.

b) Anglo American

Matt Parsons gave an update on the sinking of 3 shafts on the mine site. Preparation is being made for 2 intermediate shafts at the Lady Cross Plantation site and the shaft at Lockwood Beck has been sunk. The tunnel is now 18.7 m from the mine site.

Seventy-five percent of the workforce at the end of May were from the local area – 150 workers from the immediate Whitby area. The Social Economic Programme has been successful in helping start up 15 new businesses – 7 from the Whitby area. The Woodsmith Foundation is looking for young and talented people from local secondary schools with skills for development.

MOVED by Councillor Nock, seconded by Councillor Abbott and

RESOLVED unanimously that the report from Anglo American is received

c) Scarborough Borough Council

Nick Edwards responded to the question on the need for more social and affordable homes in Whitby. Since the last local plan 142 social/affordable homes have been allocated to local people in Whitby.

Following the inspection of the cliff lift and the difficulty to obtain spare parts, the decision has been made to close it for this season. A minibus will be running from 10am to 5pm, 7 days a week for 9 weeks.

Although still to be finalised it is proposed that 12 electrical car charging points will be installed – 2 on Church Street – 5 on Marina Car Park – 5 on West Cliff. Mr Edwards suggested that Harry Baross (Climate Change Programme Manager SBC) be invited to a future meeting of the Town Council to report and answer any questions on electric charging points.

Councillors asked questions on What is Affordable Housing, the allocation

policy, housing stock, social housing and electrical charging points. Mr Edwards will report back to council with a definitive answer on affordable housing.

MOVED by Councillor Dalrymple, seconded by Councillor Mrs Coughlan

RESOLVED unanimously that the Report given by Mr Edwards SBC is received

d) County & Borough Councillors

Councillor Swannick reported on

- Double devolution
- A request that Scarborough/Whitby meetings are held alternatively in Whitby and Scarborough.
- Data profile for Scarborough/Whitby area
- Proposed reduction of the Fire and Rescue
- The taking over of assets and services, the need for the Town Council to submit its expression of interest
- Councillor Swannick will hold a surgery on the first Saturday of every month between 10am and 11am except August.

Councillor Trumper reported on

- Asset transfer
- The area committees which are open to the public
- The importance of highway issues in the town

Councillors were made aware that Whitby Town Council had submitted a comprehensive list of assets it would like to have transferred over in 2020

Councillor Abbott informed members that the Commonwealth baton will be coming to Whitby on 13 July 2022

Councillor Nock reported on

- his request for a refund for seasonal renters of beach huts – there will be no refunds given, Clause 7 of the lease
- Electric Charging Points
- The Pavilion
- Harbour- going to court in the Autumn
- Project Sunshine – a deep clean had started in Station Square and will continue on a circular basis until the whole of Whitby has been covered.

Councillors asked questions on the following the need for the all the yards and alleys to be included in the deep clean being carried out under operation sunshine.

What is the meaning of Community Network?

Councillor Trumper explained that Community Network is in progress and will get input from the Town Council

MOVED by Councillor Jones, seconded by Councillor Mrs Coughlan

RESOLVED that the above County and Borough Councillor reports are received.
2 Against

082/22 MINUTES

MOVED by Councillor Nock, seconded by Councillor Jones and

RESOLVED (a) that the Minutes of the Annual meeting of the Full Council held on 17 May 2022 is confirmed as an accurate record and signed by the Town Mayor.
2 Against

MOVED by Councillor Nock, seconded by Councillor Jones and

RESOLVED that the Minutes of the Extraordinary meeting of the Full Council held on 31 May 2022 is confirmed as an accurate record and signed by the Town Mayor.
1 Against

MOVED by Councillor Nock, seconded by Councillor Jones and

RESOLVED unanimously that the Minutes of the ordinary meeting of the Full Council held on 21 June 2022 are confirmed as an accurate record and signed by the Town Mayor.

MOVED by Councillor Nock seconded by Councillor Jones and unanimously

RESOLVED (b) that following Committee meetings are received *en bloc*:

i Planning	24 May 2022
ii Finance, Policy & General Purposes	7 June 2022
iii Planning	14 June 2022
iv Town Development & Improvement	21 June 2022
v Joint Management	28 June 2022

083/22 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.

MOVED by Councillor Dalrymple, seconded by Councillor Mrs Wilson

RESOLVED unanimously that 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 as recommended by the Planning Committee.

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.

MOVED by Councillor Mrs Wilson, seconded by Councillor Jones

RESOLVED that Cllrs Abbott, Mrs Coughlan, Dalrymple, Jones, Mrs Wild and Mrs Wilson be appointed to Twinning Subcommittee for the ensuing year.
8 in favour 3 abstentions

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.

MOVED by Councillor Jones, seconded by Councillor Brown

RESOLVED that Cllrs Mrs Coughlan, Dalrymple, Mrs Wild and Mrs Wilson be appointed to the Events subcommittee for the ensuing year. 1 abstention

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.

MOVED by Councillor Jones, seconded by Councillor Nock

RESOLVED that the schedule of expenditure up to 31 May 2022 in the sum of **£52,751.67** (as attached) is approved by full council

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.

MOVED by Councillor Jones, seconded by Councillor Dalrymple

RESOLVED that Councillors Mrs Brown, Mrs Coughlan, Jones, Riddolls and Mrs Wild are appointed to the Allotment Subcommittee for the ensuing year
1 abstention

ii) 052/22 b)ii) Christmas Lights Sub Committee (six spaces)

RECOMMENDED that nominations to the subcommittee be invited at full council.

MOVED by Councillor Dalrymple, seconded by Councillor Jones

RESOLVED unanimously that Councillors Mrs Brown, Mrs Coughlan, Dalrymple, Smith, Mrs Wild and Mrs Wilson be appointed to the Christmas Lights Subcommittee for the ensuing year.

084/22

FUTURE CEMETERY PROVISION

A presentation was given by Jonathan Bramley, Head of Environment and Regulation Services, Scarborough Borough Council and Justin Smith, Director of CDS Group, Consultants assisting with the future cemeteries provision project.

Members asked questions and made statements on

- the number of burials and how long this cemetery will last?
- The loss of green space/playing field
- Wild animal corridor on Larpool
- Cannot take away anymore playing fields – where will children be able to play
- SBC could change its mind – 50% of residents want the cemetery at golf club
- People do not want houses on golf club land
- Broomfield Farm had been earmarked for cemetery provision but sold off for housing
- Think of alternative land area such as farmland and keep Whitby's green spaces

MOVED by Councillor Mrs Sumner, seconded by Councillor Riddolls

RESOLVED that Whitby Town Council do everything within it powers to challenge Scarborough Borough Councils decision to use the field behind Love Lane (previously part of the golf course) for housing instead of the cemetery and Larpool Playing Fields remain as is.

MOVED by Councillor Mrs Sumner, seconded by Mrs Brown and

RESOLVED that Standing Orders are suspended to allow members of the public to speak and ask questions.

2 against 1 abstention

STANDING ORDERS SUSPENDED

Members of the public spoke against the proposed use of Larpool playing field as cemetery commenting that:

- The Golf area ticks nearly all the boxes for the cemetery including being on a bus route and 50% of residents do not want the proposed cemetery on Larpool playing field
- Compulsory purchase was used for the park and ride site this option should be considered for a suitable cemetery site – Helredale playing field has gone and the 3g pitch has to be hired
- Large amounts of amounts of space used for affordable housing no space has been left for a cemetery – it is essential to take part of HA22 land for the cemetery and look at existing housing stock
- Population is falling - for every affordable development there are 5 unaffordable houses built
- Unsafe for a bus stop at the proposed cemetery site

STANDING ORDERS REINSTATED

085/22 REPORTS FROM REPRESENTATIVES ON EXTERNAL BODIE

Councillor Mrs Coughlan reported on the Friend of Pannett Park AGM which she attended on behalf of the Town Council

Councillor Mrs Wild reported on the meeting she had attended on behalf of the Town Council – Anglo American Group - Whitby Town Deal Advisory Meeting – Presentation on the Old Town Hall

MOVED by Councillor Mrs Wilson, seconded by Councillor Nock

RESOLVED unanimously that the reports from representatives on external bodies are received.

086/22 OUTCOME OF THE TOWN POLL

MOVED by Councillor Jones, seconded by Councillor Abbott

RESOLVED that Whitby Town Council write to all 6 Borough Councillors representing the Parish of Whitby, all members of the Planning & Development Committee, the Portfolio holder for "Stronger Communities and Housing" and the Council Leader asking "Will they follow through on the commitment they unanimously made at the meeting on 24 January to introducing a Primary Residency Scheme by putting it onto the agenda of either Full Council or the Planning & Development Committee with the aim of developing either a Primary Residency Scheme or other Housing Policy designed to solve the housing Crisis in light of the democratic mandate they have received from the people of Whitby on this matter." 1 abstention

087/22 CONSULTATION ON FUTURE OF DESTINATION MANAGEMENT FOR YORKSHIRE

MOVED Councillor Mrs Sumner, seconded by Councillor Riddolls

RESOLVED what provision will be made to seek local input for locally held events rather than 'Welcome to Yorkshire' with a tent on Dockend. 3 abstentions

088/22 APPLICATION FOR CO-OPTION

MOVED by Councillor Mrs Coughlan, seconded by Councillor Mrs Sumner

RESOLVED that Michael Harrison is co-opted on to Whitby Town Council Abbey Ward. 6 in favour 2 against 3 abstentions

Cllr Harrison signed his declaration of acceptance of Office

089/22 MAYORS REPORT

The Town Mayor reported on her Civic Engagements since the last meeting of the Town Council

MOVED by Councillor Smith, seconded by Mrs Wilson

RESOLVED unanimously that the Mayoral Report is received.

090/22 CLERK'S REPORT

The Town Clerk noted the issues which had already been reviewed in discussions on the activities of the county and borough councils and invited questions on correspondence and activities notified to members in weekly updates since the last meeting.

MOVED by Councillor Dalrymple, seconded by Councillor Mrs Brown

RESOLVED that the report be received

091/22 FLOODING AWARENESS – STANDING ITEM

MOVED by Councillor Mrs Wilson, seconded by Councillor Mrs Coughlan

RESOLVED unanimously that information on tides above 5.5 metres up until 6 September be received:
 14 – 18 July
 12 – 17 August
 28 – 31 August
 1 September

..... 6 September 2022

WHITBY TOWN COUNCIL

Minutes of the meeting of the **HUMAN RESOURCES** Committee held on Tuesday 22 February 2022 in Pannett Art Gallery at 4:30pm.

Present Councillors Mrs N Wilson (Chair), Mrs H Coughlan (from item 092/22), R Dalrymple, G Goodberry, J Harston and Mrs L Wild.

Also M King, 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.

092/22 ELECTION OF CHAIR

MOVED Councillor Harston, seconded by Councillor Dalrymple

RESOLVED that Councillor Mrs N Wilson is elected Chair of the Human Resources Committee for the ensuing year.

093/22 APOLOGIES FOR ABSENCE

Apologies were received from Cllr S Smith

MOVED Councillor Dalrymple, seconded by Councillor Harston

RESOLVED that Councillor Smith's apologies be accepted.

094/22 ELECTION OF VICE-CHAIR

MOVED by Councillor Mrs Wild, seconded by Councillor Goodberry

RESOLVED that Councillor Mrs Coughlan is appointed Vice-Chair of the Human Resources Committee for the ensuing year

095/22 DECLARATION OF INTEREST AND REQUESTS FOR DISPENSATION

No declarations of interests or requests for dispensations were received.

096/22 TO CONSIDER ACTIONS REQUIRED IN ACCORDANCE WITH THE 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 on 22 February 2022.

MOVED by Councillor Dalrymple, seconded by Councillor Mrs L Wild

RESOLVED that the minutes of the of the Human Resources Committee held on the 22 February 2022 be taken as read and confirmed as a correct record and signed by the Chairman

- 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, financial regulations, policies and procedures relating to the functions of the Committee.

e) Review of the anticipated Committee workload.

MOVED by Councillor Harston, seconded by Councillor Mrs H Coughlan

RESOLVED that items b-e are taken on block, received and approved.

STANDING ORDERS SUSPENDED

097/22 PUBLIC PARTICIPATION SESSION

No public participation

STANDING ORDERS REINSTATED

098/22 UPDATE ON 2021/22 AND 2022/23 PAY AWARDS

Members received a report on the 2021/22 pay award, finalised in March 2022 and the advice from the Local Government Association on progress with discussions at NJC regarding the 2022/23 award.

MOVED by Cllr Harston, seconded by Cllr Goodberry and

RESOLVED unanimously that the information is noted.

099/22 EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEM HR189, BELOW)

MOVED by Cllr Goodberry, seconded by Cllr Harston and

RESOLVED unanimously that under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the matter referred to at item HR189, below, due to the confidential nature of the business to be transacted.

100/22 STAFFING

Submitted: a report detailing a request in respect of three members of staff, for consideration under Section 80F of the Employment Rights Act 1996, for flexible working arrangements. The committee identified additional information requirements regarding phone and office cover arrangements.

MOVED by Cllr Dalrymple, seconded by Cllr Harston and

RESOLVED that the Committee formally acknowledges the application for flexible working arrangements and seeks clarification on the mitigations necessary for practical implementation and to address any associated issues relating to cover arrangements prior to making a recommendation to full council. 3 for, 2 against, 1 abstain

WHITBY TOWN COUNCIL

Report of the meeting of the **PLANNING** Committee held in Pannett Art Gallery, on **Tuesday 12 July 2022** at 6:00pm.

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

101/22 APOLOGIES

There were no apologies for inability to attend.

102/22 MINUTES

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

RESOLVED unanimously that minutes of the Planning Committee held on 14 and 28 June 2022 having been circulated be taken as read and confirmed as a correct record and signed by the Chair.

103/22 DECLARATION(S) OF INTEREST

There were no declarations of interest.

STANDING ORDERS SUSPENDED

104/22 PUBLIC PARTICIPATION

The member of the public stated that he was delighted to hear that the Town Council are looking to carry out a Neighbourhood Plan

STANDING ORDERS REINSTATED

105/22 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.

106/22 LISTED BUILDINGS

Nothing to report

107/22 LICENCING

Councillor Nock reported on the Licencing hearing where he spoke against the application on behalf of the Town Council – this application was approved.

FUTURE AGENDA ITEM

To investigate neighbourhood planning

Planning Applications Considered on 12 July 2022

1	<i>Plan Number</i> 18/070/AMENDED	<i>District Reference</i>	<i>Road/Street</i>	<i>Date of meeting</i>
	<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
	<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 24/06/22

18/070 - Amended plan - Revised Layout and design

Comment

Support the amendment

2	<i>Plan Number</i> 21/138/AMENDED	<i>District Reference</i>	<i>Road/Street</i>	<i>Date of meeting</i>
	<i>Applicant</i> McCarthy Stone (Mr William Bird)	<i>House Name</i> Former Highways Depot	<i>Road</i> The Garth	<i>Locality</i>
	<i>Town</i>	<i>County</i> North Yorkshire	<i>Post Code</i>	<i>Application date</i> 29/06/22

21/138 - Amended plan - revised design

Comment

Support the amendment

3	<i>Plan Number</i> 22/085	<i>District Reference</i> 22/00814/FL	<i>Road/Street</i> Whitehall Landings	<i>Date of meeting</i> 12.07.22
	<i>Applicant</i> Mr Andrew Jordan	<i>House Name</i>	<i>Road</i> 9 Richardson Court	<i>Locality</i> WHITEHALL LANDINGS
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224FH	<i>Application date</i> 23/06/22

Installation of replacement windows and doors in Upvc, Mr Andrew Jordan, 9 Richardson Court, WHITEHALL LANDINGS, WHITBY, North Yorkshire , YO224FH

Comment

OBJECTION - out of keeping - effect on amenity of neighbours - Views of consultees and interested parties.

4	<i>Plan Number</i> 22/086	<i>District Reference</i> 22/00621/FL	<i>Road/Street</i> Pier Road	<i>Date of meeting</i> 12.07.22
	<i>Applicant</i> North Sea Conservation (Mr Joe Redfern)	<i>House Name</i>	<i>Road</i> Fish Market Pier Road	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i>	<i>Application date</i> 24/06/22

Change of use and alteration of existing (B1) unit to form Lobster Hatchery and Marine Discovery Centre (F!) with new external door, windows, shutters and cladding, North Sea Conservation (Mr Joe Redfern), Fish Market, Pier Road, WHITBY, North Yorkshire

Comment

Support this application

5	<i>Plan Number</i> 22/087	<i>District Reference</i> 22/00925/FL	<i>Road/Street</i> Abbotts Road	<i>Date of meeting</i> 12.07.22
	<i>Applicant</i> Eastside Community Centre	<i>House Name</i>	<i>Road</i> Abbotts Road	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224EB	<i>Application date</i> 24/02/22

Erection of single storey side extension to include a café and replacement roof, Eastside Community Centre, Abbotts Road, WHITBY, North Yorkshire, YO224EB

Comment

Support this application

6	<i>Plan Number</i> 22/088	<i>District Reference</i> 22/00476/FL	<i>Road/Street</i> Normanby Terrace	<i>Date of meeting</i> 12.07.22
	<i>Applicant</i> Victoria Marriott	<i>House Name</i> Sunnyvale House	<i>Road</i> 12 Normanby Terrace	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213ES	<i>Application date</i> 27/06/22

Erection of second floor rear extension and formation of one-bed holiday let unit (C3) Victoria Marriott, Sunnyvale House, 12 Normanby Terrace, WHITBY, North Yorkshire, YO213ES

Comment

OBJECTIONS - over development - effect on the amenity of neighbour - Disturbance - Conflict with nearby users - effect on the character and appearance of an area - Capacity of services and infrastructure - parking issues.

7	<i>Plan Number</i> 22/089	<i>District Reference</i> 22/00950/FL	<i>Road/Street</i> Park Terrace	<i>Date of meeting</i> 12.07.22
	<i>Applicant</i> Mrs Sandra Skinner	<i>House Name</i>	<i>Road</i> 13 Park Terrace	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO211PN	<i>Application date</i> 27/06/22

Sub-division of dwelling to form 2no flats, Mrs Sandra Skinner, 13 Park Terrace, WHITBY, North Yorkshire, YO211PN

Comment

Support this application

8	<i>Plan Number</i> 22/090	<i>District Reference</i> 22/00611/FL	<i>Road/Street</i> Green Lane	<i>Date of meeting</i> 12.07.22
	<i>Applicant</i> Mr M Walker	<i>House Name</i> Folly Gardens	<i>Road</i> Green Lane	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224EN	<i>Application date</i> 28/06/22

Alterations including installation of dormer window and change of use to form 1 no. Holiday Cottage from existing domestic garage/store Mr M Walker, Folly Gardens, Green Lane, WHITBY, North Yorkshire, YO224EN

Comment

OBJECTIONS - inappropriate use of existing building - effect on the amenity of neighbours - disturbance

9	<i>Plan Number</i> 22/091	<i>District Reference</i> 21/02824/FL	<i>Road/Street</i> Baxtergate	<i>Date of meeting</i> 12.07.22
	<i>Applicant</i> Mr J Livingstone and J O'Donnell	<i>House Name</i>	<i>Road</i> Outpost 31, Clarence House	<i>Locality</i> 32 Baxtergate
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO211BN	<i>Application date</i> 05/07/22

Change of use of shop (E1) to holiday let apartment (C3) and associated alterations, Mr J Livingstone and J O'Donnell, Outpost 31, Clarence House, 32 Baxtergate, WHITBY, North Yorkshire, YO211BN

Comment

Support this application

10	<i>Plan Number</i> 22/092	<i>District Reference</i> 22/00792/HS	<i>Road/Street</i> Derwent Road	<i>Date of meeting</i> 12.07.22
	<i>Applicant</i> S Walker	<i>House Name</i>	<i>Road</i> 18 Derwent Road	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213LU	<i>Application date</i> 05/07/22

Two storey and single storey rear extensions, S Walker, 18 Derwent Road, WHITBY, North Yorkshire, YO213LU

Comment

Support this application

11	<i>Plan Number</i> 22/093	<i>District Reference</i> 22/01013/FL	<i>Road/Street</i> Castle Road	<i>Date of meeting</i> 12.07.22
	<i>Applicant</i> Mr J & Mrs F Forster	<i>House Name</i>	<i>Road</i> 18 Castle Road	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213NQ	<i>Application date</i> 06/07/22

Retrospective consent for the change of use of part of the garage for dog grooming business, Mr J & Mrs F Forster, 18 Castle Road, WHITBY, North Yorkshire, YO213NQ

Comment

Support this application

12	<i>Plan Number</i> 22/094	<i>District Reference</i> 22/00844/FL	<i>Road/Street</i> Broomfield Farm	<i>Date of meeting</i> 12.07.22
	<i>Applicant</i> Broomfields Holidays (Mr Laurie Farmer)	<i>House Name</i>	<i>Road</i> Broomfield Farm	<i>Locality</i> Stainsacre Lane
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224NW	<i>Application date</i> 06/07/22

Installation of Solar PV Ground Array with associated infrastructure, Broomfields Holidays (Mr Laurie Farmer), Broomfield Farm, Stainsacre Lane, WHITBY, North Yorkshire,

Comment

Support this application

WHITBY TOWN COUNCIL

Report of the meeting of the **PLANNING** Committee held in Pannett Art Gallery, on **Tuesday 26 July 2022** at 5.30pm.

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

Also Mrs A Cowey Deputy Clerk and three members 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.

108/22 APOLOGIES

There were no apologies for inability to attend.

109/22 DECLARATION(S) OF INTEREST

There were no declarations of interest.

STANDING ORDERS SUSPENDED

110/22 PUBLIC PARTICIPATION

Two members of the public asked questions about a proposed plans

STANDING ORDERS REINSTATED

111/22 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.

112/22 LISTED BUILDINGS

a) NEW QUAY ROAD

MOVED by Councillor Dalrymple, seconded by Councillor J Nock

RESOLVED that clarification is sought on whether or not planning permission is required regarding the new signage on the Old News Agents, New Quay Road which is in the conservation area.

b) ST HILDA'S TERRACE

MOVED by Councillor Dalrymple, seconded by Councillor Nock

RESOLVED that Planning Services are informed that the timber Xebec Ship has not been reinstated on the newly installed gates at 18 St Hilda's Terrace, which should have been carried out within a month of completion to comply with Planning consent.

113/22 LICENCING

Councillor Nock informed members that 11 Flowergate had received an alcohol licence and planning permission.

114/22 NEIGHBOURHOOD PLAN

MOVED by Councillor Nock, seconded by councillor Harston

<p>RESOLVED To RECOMMEND to Full Council that Whitby Town Council undertakes a Neighbourhood plan</p>
--

Planning Applications Considered on 26 July 2022

1	<i>Plan Number</i> 22/095	<i>District Reference</i> 22/00320/HS	<i>Road/Street</i> The Avenue	<i>Date of meeting</i> 26.07.22
	<i>Applicant</i> Emma Carpenter	<i>House Name</i> 1 Croft Farm	<i>Road</i> The Avenue	<i>Locality</i> Ruswarp
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> Y21 1NY	<i>Application date</i> 07/07/22

Installation of new double doors and balcony at first floor to rear elevation, Emma Carpenter 1 Croft Farm, The Avenue, Ruswarp, Whitby, North Yorkshire, YO21 1NY

Comment

REFUSE - Out of keeping with the building - over development

2	<i>Plan Number</i> 22/096	<i>District Reference</i> 22/001171/HS	<i>Road/Street</i> Harrier Place	<i>Date of meeting</i> 26.07.22
	<i>Applicant</i> Mr Josh Gale	<i>House Name</i>	<i>Road</i> 2 Harrier Place	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224QS	<i>Application date</i> 11/07/22

Mr Josh Gale, 2 Harrier Place, WHITBY, North Yorkshire, YO22 4QS Single storey rear orangery extension

Comment

Support this application

3	<i>Plan Number</i> 22/097	<i>District Reference</i> 22/01177/FL	<i>Road/Street</i> Victoria Place	<i>Date of meeting</i> 26.07.22
	<i>Applicant</i> Whitby Area Development Trust (Mr Cekia Imogen)	<i>House Name</i>	<i>Road</i> The Coliseum	<i>Locality</i> Victoria Place
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO211EZ	<i>Application date</i> 12/07/22

Whitby Area Development Trust (Mr Cekia Imogen), The Coliseum, Victoria Place, WHITBY, North Yorkshire, YO211EZ Conversion of office space to self contained flat, at 2nd floor,

Comment

Support this application

4	<i>Plan Number</i> 22/098	<i>District Reference</i> 22/01187/HS	<i>Road/Street</i> St Hilda's Terrace	<i>Date of meeting</i> 26.07.22
	<i>Applicant</i> Mr & Mrs A & M Wilson	<i>House Name</i>	<i>Road</i> 24 St Hilda's Terrace	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213AE	<i>Application date</i> 19/07/22

Mr & Mrs A & M Wilson, 24 St Hilda's Terrace, WHITBY, North Yorkshire, YO213AE Alterations to rear boundary wall removal of rear extensions and construction of new portico

Comment

Support this application

5	<i>Plan Number</i>	<i>District Reference</i>	<i>Road/Street</i>	<i>Date of meeting</i>
	22/099	22/01188/LB	St Hildas Terrace	26.07.22
	<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
	Mr & Mrs A & M Wilson		24 St Hilda's Terrae	
	<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>
	WHITBY	North Yorkshire	YO213AE	19/07/22

Mr & Mrs A & M Wilson, 24 St Hilda's Terrae, WHITBY, North Yorkshire, YO213AE
Alterations to rear boundary wall, removal of rear extensions and construction of new

Comment

Support this application

WHITBY TOWN COUNCIL

Minutes of the meeting of the **HARBOUR** Committee held in Pannett Art Gallery, Whitby, on Tuesday 26 July 2022 at 6pm, following a meeting of the Planning Committee.

Present Councillor C Riddolls(Chair) and Councillors A Abbott, R Barnett, G Goodberry, A Jones and Mrs L Wild.

Also M King, Town Clerk, Mrs A Cowey, Deputy Town Clerk with Mr Chris Burrows (Whitby Harbour Master) and Cllr Nock.

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.

115/22 ELECTION OF CHAIR

MOVED by Councillor Abbott, seconded by Councillor Goodberry and

RESOLVED unanimously that Councillor Riddolls be elected Chair of the Harbour Committee for the ensuing year.

116/22 APOLOGIES

Apologies for inability to attend was received from Councillor J Redfern.

117/22 ELECTION OF VICE-CHAIR

MOVED by Councillor Goodberry, seconded by Councillor Riddolls and

RESOLVED unanimously that Councillor Abbott is appointed Vice-Chair of the Harbour Committee for the ensuing year.

118/22 DECLARATION(S) OF INTERESTS & REQUEST FOR DISPENSATION

There were no declarations of disclosable pecuniary interests, and other interests or dispensation requests.

119/22 TO CONSIDER ACTIONS REQUIRED IN ACCORDANCE WITH THE 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 on 8 February 2022

MOVED by Councillor Abbott, seconded by Councillor Jones and

RESOLVED unanimously that the notes of the (advisory) Harbour Committee held on 8th February 2022 having been circulated be taken as read and signed by the Chairman as an accurate record.

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

MOVED by Councillor Abbott, seconded by Councillor Goodberry and

RESOLVED unanimously that the review of the terms of reverence of the committee are approved.

c) Review of delegation arrangements to employees and to any subcommittee(s) of the Harbour Committee

MOVED by Councillor Abbott, seconded by Councillor Jones

RESOLVED that the delegation arrangements to employees and to any sub-committee(s) of the Harbour Committee are approved.

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

MOVED by Councillor Jones, seconded by Councillor Goodberry

RESOLVED that the review and adoption of appropriate standing orders, financial regulations, policies and procedures relating to the functions of the Committee are noted

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

MOVED by Councillor Jones, seconded by Councillor Abbott

RESOLVED that information on any anticipated committee workload will come back to this committee

STANDING ORDERS SUSPENDED

120/22

PUBLIC PARTICIPATION

No members of the public present.

STANDING ORDERS REINSTATED

121/22

HARBOUR MASTER

Captain Burrows, circulated the Harbour Master Briefing Note to Harbour Executive (27.06.22) and went through the report answering all members questions on;

- Shellfish Mortality - as there has been a recurrence of shell fish mortality following the recommencing of dredging at Tees-dock there is a possibility that Government may re look at this problem. The impact on the fishing community has been hard – there are no schemes in place to help the industry, but individual fishermen could obtain support if they applied. Scarborough has not been impacted as heavily as Whitby and this issue has had no effect at Filey. The only support the Harbour Master has been able to offer fishermen affected is help with the payment of the harbour dues. He is demanding further investigation by the government.
- Due to climate change white fish have migrated further north to the colder water.
- The infrastructure is regularly inspected including the life belts. There has been an issue with these being thrown into the harbour. Better cases are being sought.
- A net structure has been put around the lighthouse which has enabled the seating to be restored and the Heras fencing to be removed. Funding is being sought to restore the light house, and it has been suggested that the structure is upgraded to a grade2* listed building which will give more

funding options.

- The Harbour master will look at the seating issue in the bandstand
- Councillors were made aware that any underwater surveys of the harbour would be organised by the Borough Engineers.
- The funding has been awarded for the Maritime Hub by central government, but work will not commence until the harbour issue is sorted. The £10m will have to be returned to central government if the maritime hub does not go ahead.
- There has been an increase in foreign visitors since the pandemic – boats have visited from Holland and Germany
- Dogger Bank – Whitby Harbour is being used as port for the offshore wind traffic.
- Although the swing bridge did stick in the hot weather it worked a lot better than anticipated
- Operation Kraken is still in operation – this has been transferred to the Border Force from the Police.

MOVED by Councillor Abbott, seconded by Councillor Jones

RESOLVED unanimously that the Harbour Masters report is received.

122/22

HARBOUR ISSUES

Councillor Mrs Wild reported on a swan causing traffic issues on the east side – various organisations have been contacted and it is hoped that the swan will be relocated imminently.

**NOTES OF THE PILOT HARBOUR EXECUTIVE MEETING HELD VIA VIDEO CONFERENCE
TUESDAY 4 MAY 2021 AT 12:30 VIA VIDEO CONFERENCE**

Executive: Nick Edwards, Director (NE) & Chair
Cllr J Jefferson, Portfolio Holder (JJ)
Alex Richards, Economic Development Project Manager (AR)

Requested Supporting Officers:

Capt. Ian Vasey, Port Manager (IV)
Capt. Chris Burrows, Borough Harbour Master (CB)
James Buck, Deputy Harbour Master (JB)
Gary Pearson, Deputy Harbour Master (GP)
Kevin Wardell, Accountant (KW)
Lesley Dale, Ports Business Manager (LD)

1. Welcome and Apologies

John Woodhead and Martin Lloyd sent their apologies.

2. Notes of Previous Meeting

Notes of meetings on 1 February 2021 (Appendix 1) were agreed as accurate record.

3. Matters Arising (not on agenda)

There were no matters arising.

4. Port Marine Safety Code (PMSC) (GP)

GP advised the Group of three incidents since the last meeting. A fishing vessel had damaged a fender at Scarborough an invoice would be issued for the costs of repair. A pleasure tripping craft had grounded at Whitby with passengers on board, this was reported to the MAIB. A pollution incident at Scarborough from an overspill whilst transferring fuel. There had been a further grounding over the previous weekend as the skipper had misjudged the tide.

5. Stakeholder Engagement on Strategy/ Strategic Direction (AR)

CB updated the Group, regular meetings are being held with the stakeholder consultation due in 4 weeks. There were no major changes to the vision except water feature had been removed. The Town Deal funding does not cover all of the proposed scheme and the plans are considered as phase one, which will be extended should more funding become available. Plans to go to the Town Deal Board. The Group considered it essential that the fishermen's requirements should be accommodated within the scheme where possible.

6. Borough Harbour Master Briefing Note – 4 May 2021 (Appendix 2)

CB presented the report, which was received. He explained that the fishing continues to contract at Whitby due to many factors. The electricity to the Scarborough West Pier continues to be an issue and it was proposed that James Hird, Energy Manager, be invited to the next meeting.

ACTION: Invite JH

7. Financial Report (KW)

KW provided general update, Scarborough Harbour was currently showing a projected £5K surplus given the requisite Government COVID rebate, reserves were projected to stand at

£123k holding and any unspent maintenance budget would be added to these for utilisation in future years. Accruals were made to cover the cost of unbilled water charges. Whitby was showing a shortfall in income but it was hoped that central government funding would assist with any shortfall. KW updated the Group on the Dredger Management financial arrangements. CB advised of the operational side, still awaiting update on excavator pump. NE to contact Managing Director of Dalby Offshore and a Teams meeting to be arranged with NE, KW, CB and Managing Director, Dalby Offshore. **ACTION: NE & LMD**

8. Maintenance and Assets

NE had requested that JW and ML complete capital bids for the Fish Pier and Eskside Wharf.

9. Fish pier (JW/ML)

CB advised meetings with the RNLI are progressing but the RNLI engineers have made alternative proposals which are being discussed.

10. PRIVATE & CONFIDENTIAL

11. Whitby Maritime Training Hub

AR updated Group on the Whitby Town Deal Board and the proposal to establish a Maritime Training Hub on Endeavour Wharf. Many partners have expressed an interest and are keen to be included with the hope of establishing a Beacon of Excellence. The Government have approved the £10M Bid and the project is to be delivered before 2025. Project and advisory Groups have been established to progress the schemes. The possible requirement for a Harbour Revision Order is also a consideration. Plans/footprint of the proposed building are those previously submitted by Dalby Offshore Ltd, which were widely consulted on.

12. PRIVATE & CONFIDENTIAL

13. Partnership Agreements

CB advised Group of history of leisure craft partnerships and how vessel owners had been using this to bypass the waiting lists, which were considerable. A plan of Scarborough Harbour showed 32 of the 77 partnerships had family connections. A customer had recently disclosed that some were actually attempting to 'sell' the berth with the boat using the partnership as a cover. It was proposed to establish a new procedure to stop this occurring and to backdate it for 2 years. CB to consult with User Groups and new procedure to be established. All partnerships requests from 1 April 2021 to be suspended until procedure established. **ACTION: CB & LMD**

14. PRIVATE & CONFIDENTIAL

15. Any Other Business

Ian Vasey, Port Manager – NE advised this would be the last meeting with Ian and thanked him for all his help, support and guidance.

Filey – JJ advised that a local Councillor had asked if land to the South of the Coble Landing could be transferred to Filey Town Council as part of the upcoming Government reorganisation.

16. Date of Next Meeting

Monday 23 August 2021 at 13.30 pm via video conference

WHITBY TOWN COUNCIL

Minutes of the meeting of the **TWINNING SUB-COMMITTEE** held in The Normanby Room, Whitby Museum, on Tuesday 2 August 2022 at 11am.

Present Councillor Mrs N Wilson(Chair) and Councillors R Dalrymple and A Jones

Also Mrs A Cowey, Deputy Town 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.

123/22 ELECTION OF CHAIR

MOVED by Councillor Dalrymple seconded by Councillor Jones and

RESOLVED unanimously that Councillor Mrs Wilson be elected Chair of the Harbour Committee for the ensuing year.

124/22 APOLOGIES

Apologies for inability to attend was received from Councillors Abbott, Mrs Coughlan, Mrs Wild.

125/22 ELECTION OF VICE-CHAIR

MOVED by Councillor Mrs Wilson, seconded by Councillor Dalrymple and

RESOLVED unanimously that Councillor Jones is appointed Vice-Chair of the Harbour Committee for the ensuing year.

126/22 DECLARATION(S) OF INTERESTS & REQUEST FOR DISPENSATION

There were no declarations of disclosable pecuniary interests, and other interests or dispensation requests.

STANDING ORDERS SUSPENDED

127/22 PUBLIC PARTICIPATION

No members of the public present.

STANDING ORDERS REINSTATED

128/22 TO CONSIDER ACTIONS REQUIRED IN ACCORDANCE WITH THE TERMS OF REFERENCE AT THE FIRST COMMITTEE MEETING OF A NEW COUNCIL YEAR.

- a) Review of the terms of reference of the Committee.
- b) Review of delegation arrangements to employees
- d) Review and adoption of appropriate standing orders, financial regulations, policies and procedures relating to the functions of the Sub-Committee.
- e) Review of the anticipated Committee workload for the coming year.

MOVED by Councillor Dalrymple seconded by Councillor Jones

RESOLVED that a-e of the above actions required be taken on block and received

129/22

WHITBY ONTARIO

Mayor Don Mitchel from Whitby, Ontario, will be visiting Whitby from 5 September 2022 departing on 8 September 2022. It was agreed that Mayor Mitchel and his wife are invited to visit WTC office on 7 September 2022 to meet the Town Mayor and members of the Twinning Committee. It was agreed that Mayor Mitchel's friends (2 people) be included in the invitation.

MOVED by Councillor Jones seconded by Councillor Dalrymple

RESOLVED that the Deputy Clerk:

- i) Organises a tour of Pannett Art Gallery /Whitby Museum in the morning
- ii) Arranges a visit to Whitby Abbey in the afternoon
- iii) Contacts Abbey Wharf to book tables for lunch – all Councillors to be invited – Councillors will pay for their own meal - WTC will pay for the visitors
- iv) Arranges gifts – jet necklaces in stock presented to the Mayoress and an engraved letter opener be sought for the Mayor as a memento along with a PAG/WTC tote bag with small gifts relevant to Whitby ie post cards/rock etc.

130/22

FALKLAND ISLANDS

The Town Mayor and Consort have been invited to Stanley, Falkland Islands to attend Battle Day held on 8 December 2022 to Commemorate the 40th Anniversary of the Falklands War.

MOVED by Councillor Dalrymple, seconded by Councillor Jones

RESOLVED that Godbold Blacksmith be contacted and asked if he can create a small original gift up to the value of £250.00 for the Town Mayor to take to the Falkland Islands

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 Wilson.

Also: M King, Town Clerk and three 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

131/22 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Mrs Wild.

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

RESOLVED that Cllr Mrs Wild's apologies be accepted.

132/22 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

None.

STANDING ORDERS SUSPENDED

133/22 PUBLIC PARTICIPATION

Cllr Riddolls (as a member of the public) raised comments on three items on the agenda:

- a) Advocating that Option 5 is chosen over Option 4 under question 9 at Item 6
- b) Suggesting the Full Council should determine the response to the expression of interest request raised at Item 7
- c) Suggesting that provision is made to increase the Earmarked Reserve for elections and polls from its current value (£0) to reflect the known costs of the recently undertaken parish poll.

STANDING ORDERS REINSTATED

134/22 MINUTES OF MEETING HELD ON 7 JUNE 2022.

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

RESOLVED that minutes of the meeting held on 7 June 2022 be approved and signed by the Chair as a correct record.

135/22 ACTION OUTSTANDING FROM PREVIOUS MEETINGS

The Clerk provided a verbal update on items from earlier meetings. It was noted that the vote for the parish representative on the North York Moors National Park had been posted and that the issue of correspondence with the

Chair of the Lit & Phil was under consideration by the Joint Management Committee.

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

RESOLVED that the information be noted.

136/22 SHORT TERM HOLIDAY LETS

To consider a draft response to the consultation by DCMS on Short-Term Holiday Lets, for direct submission and indirectly to contribute to a sectoral response from NALC.

MOVED by Councillor Harston, seconded by Councillor Abbott and

RESOLVED that the council's response (appendix A) be forwarded to NALC by 30 August and directly through the DCMS website by 21 September.

137/22 LOCAL GOVERNMENT REORGANISATION

Submitted: an update to prepare a position paper for consideration by full council in support of developing an expression of interest in participating in the proposed pilot asset and service transfer workstream, once the parameters of this are known.

MOVED by Councillor Mrs Wilson, seconded by Councillor Harston and

RESOLVED that the clerk is delegated to work with members, with county councillors and with other representatives in the community to refine a list of potential assets or services suitable for submission to the pilot programme for approval by full council.

138/22 APPROVAL OF EXPENDITURE

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

RESOLVED that the schedule of expenditure up to 30 June 2022 in the sum of **£44,468.10** (as attached) is approved and submitted to Full Council.

139/22 FINANCIAL STATEMENT - CASHBOOK TO 30 JUNE 2022

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

RESOLVED that the cashbook balance sheet for the quarter ending 30 June 2022 be noted.

NB. Questions 1-4 are concerned with the suppliers of short-term lets and the compliance framework for health and safety. NALC is requesting views on Questions 5-10, which are of relevance to local councils and their communities.

Question 5: Do you consider there to be other legal provisions concerning the supply of short-term and holiday letting to paying guests which are not covered elsewhere in this call for evidence but where there are issues with awareness, compliance and/or enforcement?

- Option 1 - Yes

Short term and other holiday lets should form a specific planning use class, which would enable reference between planning records and any registration scheme and would enable LPA's to manage the supply of such properties and to mitigate the impact on residential housing supply. There should be a fixed allowance of permissible cumulative use, set at a neighbourhood level by the LPA.

Question 6: Do you consider the increase in short-term and holiday letting in England to have had adverse consequences on the housing market?

- Option 1 - Yes, this is a major problem

The proliferation of short-term holiday letting in Whitby has led to inflation in the price of housing, making local residential accommodation unaffordable for local people. There are examples of local employers who have to bus staff into Whitby to work because homegrown accommodation is not available. There is evidence to support the view that the proportion of non-residential housing in the town of Whitby exceeds 40% of the stock and that local estate agents are inundated with demand to take residential property into the short-term letting and second home market. The loss of full-time rental properties is a significant distortion of the local housing market, which reduces the supply and creates an acute shortage of affordable housing for primary occupation.

Question 7: Do you consider noise, anti-social or other nuisance behaviour in short-term and holiday lets in England to be a problem? If so, why?

- Option 1 - Yes, this is a major problem

There are increasing incidents of large properties, which were formerly guest houses, being let as 'party houses' and occupied on a short-term, holiday basis by large groups. There are reports from the public and from the owners of neighbouring properties of noise and anti-social behaviour including drinking and excessive littering/fly tipping. Landlords need to be responsible for the behaviour of short-term tenants – linked to an appropriate licensing condition and monitoring (see response to Question 9.)

To date, complaints to local police or to licensing authority have not been effective.

Question 8: Aside from the impacts on housing and incidents of anti-social/nuisance behaviour, do you consider the increase in short-term and holiday letting in England to have had other adverse impacts on local communities and residents?

- Option 1 - Yes

The imbalance between residential and non-residential property reshapes the nature of the community in the heart of the town. Its impacts are considerable in terms of parking and vehicle movements. Holiday let properties in the historic centre of the town are without dedicated off-street parking in many cases. The on-street parking strains to cope and the off-street parking is constrained against the needs of day-visitors and residents with restricted mobility.

There is an impact on the availability of labour in the local job market as a consequence of the reduction in affordable housing.

Question 9: Which of the following do you consider to be the most appropriate form of response in the short-term letting market?

- 5 - Develop a licencing scheme with physical checks of the premises

Local authority licensing, with nationally collated data to inform utilization and policy development, is necessary to quantify the number of properties and to monitor changes in the proportion of short-term lets in the overall residential housing stock. This would work most effectively if combined with relevant planning controls, such as the introduction of a specific use class for short-term letting properties.

Are there other options that should be considered?

Question 10: What do you consider to be the costs and associated burdens of these options, who would bear the costs and how might they be mitigated?

Licensing should be charged on a self-financing basis. The costs should be borne by the landlords of the short-term letting properties.

APPROVAL OF EXPENDITURE TO 30 JUNE 2022

Ledger date	Tran	Net (£)	Detail
24/05/2022	90	110.00	Keighley Town Council - Yorkshire Day Attendance 2022
27/05/2022	87	19.50	Cathedral Hygiene - Air Freshener Servicing (May)
29/05/2022	56	350.00	Gordon Fletcher - Audit of 2021/22 Accounts
31/05/2022	62	401.25	Lewis Hart Security Services - Mobile Patrols - May
31/05/2022	72	32.08	Sapphire Print Solutions - Billing to end of April
01/06/2022	64	71.00	SAGE UK Ltd - Payroll Subscription June 2022
01/06/2022	69	155.15	Document Solutions - June Bill
07/06/2022	77	878.81	TotalEnergies Gas & Power - Electricity (PAG & Museum) June
07/06/2022	78	61.44	Pitney Bowes - Quarterly charge and maintenance
08/06/2022	59	48.19	Rentokil Initial UK Ltd - Hygiene Services July 22
09/06/2022	57	449.82	ENGIE Gas Limited - Gas Charges - June 2022
10/06/2022	58	10.80	Caedmon College Whitby - Laser cutting for Jubilee
14/06/2022	83	112.50	Medics UK - Medical Cover - 2 June Picnic in the Park
15/06/2022	44	9,343.04	WTC Salaries - June 2022
15/06/2022	45	3,451.40	North Yorkshire Pension Fund - Contributions - June
15/06/2022	46	3,757.97	HMRC - PAYE & NI - June
15/06/2022	60	25.00	Bagdale Hall - Deposit for visit of Rt Hon R Spink MLA - Falkland Islands
20/06/2022	89	421.93	Everflow Limited - Water Bill - Rebilled
21/06/2022	88	13.11	EE Limited - Mobile Phone Charge (June)
22/06/2022	84	2,147.08	Everflow Limited - Water Bill - June
23/06/2022	96	100.00	Armed Forces Day Cash Float - Float for Armed forces day
24/06/2022	47	55.00	Keighley Town Council - Yorkshire Day Attendance 2022
24/06/2022	85	346.26	UK Safety Management - PAT testing
28/06/2022	75	40.97	Sapphire Print Solutions - Billing to end of May
30/06/2022	74	401.25	Lewis Hart Security Services - Mobile Patrols - June
01/07/2022	65	71.00	SAGE UK Ltd - Payroll Subscription July 2022
01/07/2022	91	176.73	Grenke Leasing - Quarterly Charge - Photocopier Lease
03/07/2022	79	90.76	Pitney Bowes - Quarterly maintenance & set up fee
05/07/2022	71	130.00	Rural Services Partnership Ltd - Subscription 2022-23
05/07/2022	76	2,255.00	John Nobles - Fence at allotments
05/07/2022	86	901.74	TotalEnergies Gas & Power - Electricity (PAG & Museum) July
11/07/2022	92	10,145.61	WTC Salaries - July 2022
12/07/2022	93	3,754.02	North Yorkshire Pension Fund - Contributions - July
12/07/2022	94	4,139.69	HMRC - PAYE & NI - July
		44,468.10	Total

WHITBY TOWN COUNCIL

Minutes of the meeting of the **TOWN DEVELOPMENT & IMPROVEMENT** Committee held on **Tuesday 16 August 2022** conducted in the Pannett Gallery at 6:00pm.

Present Councillors Dalrymple (Chair), A Brown, H Coughlan (sub), A Jones, J Nock, S Smith and Mrs N Wilson.

Also M King, 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.

140/22 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Harston.

MOVED by Cllr Nock, seconded by Cllr Smith and unanimously

RESOLVED that Cllr Harston's apologies be approved.

141/22 DECLARATION OF INTEREST AND REQUESTS FOR DISPENSATION

No declarations of interests or requests for dispensations were received.

STANDING ORDERS SUSPENDED

142/22 PUBLIC PARTICIPATION SESSION

None.

STANDING ORDERS REINSTATED

143/22 MINUTES OF MEETING HELD ON 21 JUNE 2022

MOVED by Cllr Mrs Wilson, seconded by Cllr Mrs Coughlan and unanimously

RESOLVED that the minutes of the meeting of the Town Development and Improvement Committee held on 21 June 2022 are accepted as an accurate record and approved.

144/22 CLERK'S UPDATE ON MATTERS RAISED PREVIOUSLY

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

Further information was anticipated from NYCC on a model SLA for the management of the 'Whitby' signs on the A171 and A174. It was suggested that officers at SBC should be contacted about the optimal siting of the signs.

Whilst revised figures for participation in the Bikeability scheme were awaited, it was agreed that the Clerk would circulate the incomplete figures provided by NYCC.

MOVED by Cllr Mrs Wilson, seconded by Cllr Mrs Coughlan and unanimously

RESOLVED that the information be received.

145/22

PARKING ISSUES**a) Back St Hilda's Terrace**

Approach by a resident of St Hilda's Terrace to refer parking restrictions on Back St Hilda's Terrace to NYCC for resolution. The resident has been in discussion with Area 3 Highways for the last 18 months or so.

MOVED by Councillor Coughlan, seconded by Councillor Smith and unanimously

RESOLVED (a) that the issue be referred to Highways via the parish portal, and to County Councillor Swannick.

b) Park Terrace/Fishburn Road

Approach by a resident with concerns regarding the increasing numbers of vehicles using the Park Terrace/Fishburn Road junction, and surrounding areas of Fishburn Park as parking.

MOVED by Councillor Nock, seconded by Councillor Smith and unanimously

RESOLVED (b) that the issue be referred to Highways via the parish portal, to County Councillor Swannick, and Borough Councillors Campbell and Stonehouse, with a request to forward any reply from NYCC within 28 days.

c) Esplanade at foot of Upgang Ravine

Concern had been expressed about parking, including overnight parking, by camper vans on the sea wall and esplanade at the foot of Upgang Ravine.

MOVED by Councillor Nock, seconded by Councillor Smith and unanimously

RESOLVED (c) that the issue be referred to Scarborough Borough and North Yorkshire County councils, to take appropriate enforcement action and to County Councillors Trumper and Chance, and Borough Councillors Pearson, Watson, Abbott and Tucker with a request to forward any reply from SBC/NYCC within 28 days, thus:

There is a growing concern about cars and camper vans parked on the sea wall between Upgang Slip and the chalets. One day last week, there were nine cars parked. Three camper vans were on the apron between the slip and the chalets, one of which had been there for seven nights. They park there for nothing and can sleep in them. Residents who pay over £600 for a chalet are forbidden to do so. We ask you to investigate existing policies and bylaws to see if any enforcement can be enacted to prevent this abuse.

Additionally, cars and camper vans are parked on both sides of the ravine under and beyond the footbridge to the extent that the nippy lift replacement minibus has difficulty negotiating a way through. It may be impossible for emergency vehicles to gain access to the chalets. There is a risk that vehicles parked in the vicinity of the

footbridge may be hit by golf balls. Appropriate warning signage and road markings are essential. Please investigate the possibility of such action urgently being taken.

We request that you acknowledge receipt of this e-mail and advise the responses from Scarborough Borough Council and North Yorkshire County Council within 28 days.

146/22 TOURIST DESTINATION SIGNS

Submitted: a request from Area 3 Highways (NYCC) for comment on the content of brown tourist signs on A171 and A174 related to the part-pedestrianisation of the Swing Bridge.

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

RESOLVED that the proposed destinations appeared appropriate, but that variable matrix signs need to be adjusted to clearly differentiate and direct to parking by the Abbey and east and the harbour on the west.

147/22 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. **Street Trading Licensing**, the extension of relaxation of street trading terms was leading to businesses increasingly encroaching on footpaths and the highway.
2. **Excavation Rubble at Kirkham Road**, rubble from domestic garden works and excavation has been dumped on the verge at Kirkham Road behind Chub Hill Road. To be reported to SBC, via DoItOnline.
3. **Hedges at the Cleared End of the Hospital Site**, hedges are no longer being maintained. The Clerk is to enquire who now owns this land and establish who is responsible for preventing the hedges overhanging the footway.
4. **Wreaths on the War Memorial**, consider removing poppy wreaths which have become shabby in consultation with Harbour Master and RBL.

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

RESOLVED a) That the Clerk write to Scarborough Borough Council to request information on pavement licensing and enforcement, copying in district ward members, seeking confirmation of receipt and a response within 28 days;
 b) That the other issues identified are progressed with the relevant body.

..... 18 October 2022

WHITBY TOWN COUNCIL

Report of the meeting of the **PLANNING** Committee held in Pannett Art Gallery, on **Tuesday 30 August 2022** at 6:00pm.

Present Councillor R Dalrymple (Chair) with Councillors G Goodberry, 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.

148/22 APOLOGIES

Apologies for inability to attend were received from Councillors; Mrs N Wilson and R Barnett.

149/22 MINUTES

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

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

150/22 DECLARATION(S) OF INTEREST

Councillor Goodberry declared a personal and non-prejudicial interest in planning application 22/01434/HS – 23 Westbourne Avenue, YO21 3NF

STANDING ORDERS SUSPENDED

151/22 PUBLIC PARTICIPATION

No public present

STANDING ORDERS REINSTATED

152/22 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.

153/22 LISTED BUILDINGS

Nothing to report

154/22 LICENCING

Nothing to report

Planning Applications Considered on 30 August 2022

1	<i>Plan Number</i> 21/138/AMENDED	<i>District Reference</i> 21/02517/FL	<i>Road/Street</i>	<i>Date of meeting</i>
	<i>Applicant</i> McCarthy Stone (Mr William Bird)	<i>House Name</i> Former Highways Depot	<i>Road</i> The Garth	<i>Locality</i>
	<i>Town</i>	<i>County</i> North Yorkshire	<i>Post Code</i>	<i>Application date</i> 22/08/22

21/138 - Amended plan

The applicant has changed the nature of the proposed development, rather than being an application for a 'residential institution (use class C2)', the application is now for 60 open market flatted dwelling houses (use class C3).

Comment

OBJECT - lack of parking - overdevelopment of site - inappropriate use of land.

2	<i>Plan Number</i> 22/043/AMENDED	<i>District Reference</i> 22/00095/FL	<i>Road/Street</i> New Quay Road	<i>Date of meeting</i>
	<i>Applicant</i> Kymel Trading Ltd	<i>House Name</i> Trenchers	<i>Road</i> New Quay Road	<i>Locality</i>
	<i>Town</i>	<i>County</i> North Yorkshire	<i>Post Code</i> YO211DH	<i>Application date</i> 22/08/22

22/043 - Amended plan - economic impact assessment, planning design and access statement, and heritage impact assessment received on 1st and 2nd August 2022.

Comment

OBJECT - Over development - should remain as green space - garden has belonged to a listed building since 1828.

3	<i>Plan Number</i> 22/100	<i>District Reference</i> 22/01119/HS	<i>Road/Street</i> Westbourne Avenue	<i>Date of meeting</i> 09.08.22
	<i>Applicant</i> Mr Michael Clarke	<i>House Name</i>	<i>Road</i> 25 Westbourne Avenue	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213NF	<i>Application date</i> 27/07/22

Erection of single storey garage to side elevation, Mr Michael Clarke, 25 Westbourne Avenue, WHITBY, North Yorkshire, YO213NF

Comment

SUPPORT this application

4	<i>Plan Number</i> 22/101	<i>District Reference</i> 22/1312/HS	<i>Road/Street</i> Royal Crescent	<i>Date of meeting</i> 09.08.22
	<i>Applicant</i> Mr Nick Hargreaves	<i>House Name</i> Flat 1	<i>Road</i> 15 Royal Crescent	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213EJ	<i>Application date</i> 26/07/22

Replacement of existing timber windows with upvc to front elevation, Mr Nick Hargreaves, Flat 1, 15 Royal Crescent, WHITBY, North Yorkshire, YO213EJ

Comment

SUPPORT this application subject to the use of heritage style windows

5	<i>Plan Number</i> 22/102	<i>District Reference</i> 22/01150/HS	<i>Road/Street</i> Abbey Terrace	<i>Date of meeting</i> 30.08.22
	<i>Applicant</i> Lynn Hutchinson	<i>House Name</i> Basement Flat 1	<i>Road</i> 7 Abbey Terrace	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213HQ	<i>Application date</i> 04/08/22

Replacement front door, Lynn Hutchinson, Basement Flat 1, 7 Abbey Terrace, WHITBY, North Yorkshire, YO213HQ

Comment

SUPPORT this application subject to the letter box being waist height as identified in the plans

6	<i>Plan Number</i> 22/103	<i>District Reference</i> 22/01257/HS	<i>Road/Street</i> Ruswarp Lane	<i>Date of meeting</i> 30.08.22
	<i>Applicant</i> Mr Paul Spink	<i>House Name</i>	<i>Road</i> 84 Ruswarp Lane	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO211ND	<i>Application date</i> 04/08/22

Erection of single storey front link extension and conversion of existing garage into bedroom/study with alterations to roof height, Mr Paul Spink, 84 Ruswarp Lane, WHITBY, North Yorkshire, YO211ND

Comment

SUPPORT this application

7	<i>Plan Number</i> 22/104	<i>District Reference</i> 22/01307/HS	<i>Road/Street</i> Hudson Street	<i>Date of meeting</i> 30.08.22
	<i>Applicant</i> Mr Robin Howard	<i>House Name</i> Flat 1, Flat 2 and Flat 3	<i>Road</i> 22 Hudson Street	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213EP	<i>Application date</i> 05/08/22

Replacement of timber windows and door with upvc to front elevation, Mr Robin Howard, Flat 1, Flat 2 and Flat 3, 22 Hudson Street, WHITBY, North Yorkshire, YO213EP

Comment

SUPPORT this application

8	<i>Plan Number</i> 22/105	<i>District Reference</i> 22/01088/HS	<i>Road/Street</i> Starbeck Close	<i>Date of meeting</i> 30.08.22
	<i>Applicant</i> Mr & Mrs D Archer	<i>House Name</i>	<i>Road</i> 4 Starbeck Close	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO211LF	<i>Application date</i> 05/08/22

Single storey rear and side extension above garage, Mr & Mrs D Archer, 4 Starbeck Close, WHITBY, North Yorkshire, YO211LF

Comment

SUPPORT this application

9	<i>Plan Number</i> 22/106	<i>District Reference</i> 22/01346/LB	<i>Road/Street</i> Church Street	<i>Date of meeting</i> 30.08.22
	<i>Applicant</i> Whitby Merchant Seamen's Hospital Houses Geoffrey	<i>House Name</i> Seamens Hospital Houses	<i>Road</i> Church Street	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224AP	<i>Application date</i> 09/08/22

Repairs to the external masonry, new lead weatherings at cornice level, repair and redecoration of the external joinery and repair of the rainwater goods and installation of wired lead chutes, Whitby Merchant Seamen's Hospital Houses Geoffrey Thomson, Seamens Hospital Houses, Church Street, WHITBY, North Yorkshire, YO224AP

Comment
SUPPORT this application

10	<i>Plan Number</i> 22/107	<i>District Reference</i> 22/01354/FLA	<i>Road/Street</i> Land off Green Lane	<i>Date of meeting</i> 30.08.22
	<i>Applicant</i> Wharfedale Homes Limited (Mr Matthew Gibson)	<i>House Name</i>	<i>Road</i> Land off Green Lane	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 11/08/22

Variation of conditions 2 (plans) on decision 19/02258/FL, to allow changes to house types relocation of substation and solar panels to the roofs, Wharfedale Homes Limited (Mr Matthew Gibson), Land off Green Lane, WHITBY,

Comment
SUPPORT this application - welcome the use of solar panels - Recommend that the footpath is designated as a public right of way.

11	<i>Plan Number</i> 22/108	<i>District Reference</i> 22/01434/HS	<i>Road/Street</i> Westbourne Avenue	<i>Date of meeting</i> 30.08.22
	<i>Applicant</i> Mr Andrew Cass	<i>House Name</i>	<i>Road</i> 23 Westbourne Avenue	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213NF	<i>Application date</i> 17/08/22

Erection of single storey rear extension and two storey side extension, Mr Andrew Cass, 23 Westbourne Avenue, WHITBY, North Yorkshire, YO213NF

Comment
SUPPORT this application

12	<i>Plan Number</i> 22/109	<i>District Reference</i> 22/01350/FL	<i>Road/Street</i> Land west of Lilacs Back St Hildas Terr	<i>Date of meeting</i> 30.08.22
	<i>Applicant</i> Mr & Mrs N & T Russ	<i>House Name</i>	<i>Road</i> Land West of The Lilacs	<i>Locality</i> Back St Hildas Terrace
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i>	<i>Application date</i> 18/08/22

Demolition of existing modern garage retaining concrete base and making good in concrete, Mr & Mrs N & T Russ, Land West of The Lilacs, Back St Hildas Terrace, WHITBY, North Yorkshire

Comment
SUPPORT this application

13	<i>Plan Number</i> 22/110	<i>District Reference</i> 22/01332/HS	<i>Road/Street</i> Havelock Place	<i>Date of meeting</i> 30.08.22
	<i>Applicant</i> Ark Design (Andrew Kitney)	<i>House Name</i> Flat 4	<i>Road</i> 6 Havelock Place	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213ER	<i>Application date</i> 18/08/22

Front dormer with roof terrace and rear dormer window Ark Design (Andrew Kitney), Flat 4, 6 Havelock Place, WHITBY, North Yorkshire, YO213ER

Comment

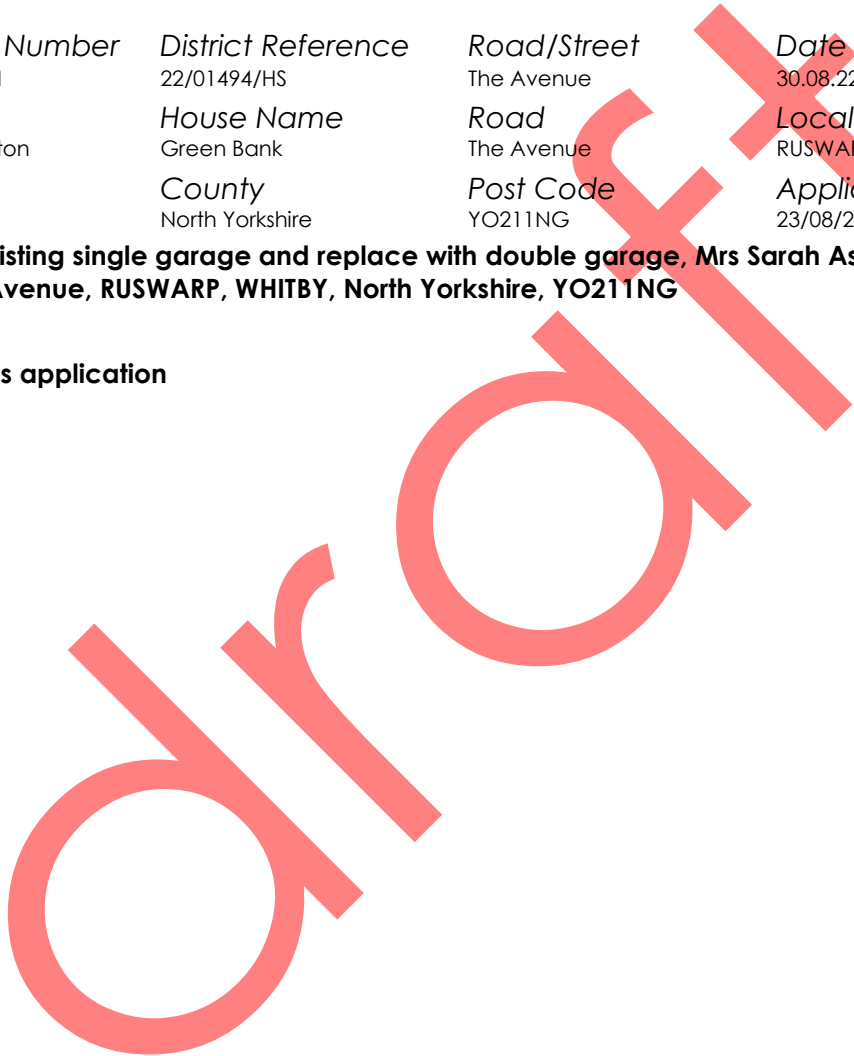
OBJECT - Out of keeping with the character and appearance of the area

14	<i>Plan Number</i> 22/111	<i>District Reference</i> 22/01494/HS	<i>Road/Street</i> The Avenue	<i>Date of meeting</i> 30.08.22
	<i>Applicant</i> Mrs Sarah Ashton	<i>House Name</i> Green Bank	<i>Road</i> The Avenue	<i>Locality</i> RUSWARP
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO211NG	<i>Application date</i> 23/08/22

Remove existing single garage and replace with double garage, Mrs Sarah Ashton, Green Bank, The Avenue, RUSWARP, WHITBY, North Yorkshire, YO211NG

Comment

SUPPORT this application



**WHITBY TOWN COUNCIL
MEETING – 6 SEPTEMBER 2022**

BUDGET 2023/24 – TIMETABLE & BASIC ASSUMPTIONS

1. Introduction

- 1.1. This report sets out a preparation timetable for the 2023/24 budget, the major pressures to be considered in preparing the budget and seeks Members' views and direction on the principles to be adopted for 2023/24.

2. Budget Preparation Timetable

- 2.1. Preparation of the budget will follow a structured review of all current income, expenditure and investment and consider options put forward to meet current and future requirements.
- 2.2. At this meeting, Members will consider the overall budgetary position and identify growth factors to be considered. Individual budget headings will be examined in detail at the committee meetings scheduled up to the meeting of Finance Policy & General Purposes on 4 December, alongside proposals for additional expenditure and new projects, based on the schedule of meetings at Appendix B.
- 2.3. The December FP&GP Committee meeting will examine the growth and efficiency submissions from the other committees, alongside a draft revised Medium Term Financial Plan to enable FP&GP to recommend a draft budget to the Full Council meeting scheduled for 10 January 2023.

3. Inflationary/Other Factors to Be Taken Into Consideration

- 3.1. We have not received indication of the likely effect of changes in the local tax base on the town council's funding next year. The tax base reflects the number of 'Band D equivalent' properties. It is increased by new build properties but will be reduced if greater numbers of council-tax payers are in receipt of universal credit. Figures are anticipated from Scarborough Borough Council as the billing authority.
- 3.2. The absolute effect of this reduction will be reported into the budget setting process, once this is finalised by the borough council.
- 3.3. The national pay award for 2022/23 is yet to be agreed between the National Joint Committee of local government employers and unions. Once agreed this will be backdated to 1 April. The employers' current offer is £1,925 across the board – which equates to a net increase across all posts of 8%. This year's budget assumed an increase of 2%, which leaves a differential to be funded from reserves of £12,000, offset by savings on the staffing budget in the first half of the year of £8,000, leaving £4,000 unfunded. Any correction to that assumption and a reasonable assessment of the effect of any future agreement will be fed into the November or December meetings. These will then be built into the base-budget together with incremental progression for those staff not on the top of their scale.
- 3.4. It is possible that net salary increases in the economy will mirror headline inflation rates. The rates of the National Living Wage and the National Minimum Wage now

change every April. An announcement for the rates applying from 2023 will form part of any autumn statement.

- 3.5. Non-pay inflation in the wider economy is currently running at 8.8% (July 2022) and has risen over this year, driven in the main by energy prices. The town council's energy rates are fixed until 2025, reducing its exposure to these pressures for now – depending only on greater volatility in the energy market. Members may wish to consider applying a 7.5% inflation factor to goods and services headings during the current budget preparation. Any specific inflationary demands in charges and subscriptions will be identified against individual budget headings. It may be prudent to also apply 7.5% to salary projections for 2023/24.
- 3.6. The Department for Levelling Up, Housing & Communities (DLUHC) has continued to indicate that capping is unlikely to be applied to local councils for 2023/24. Indeed, inflationary pressure may put the historic 2% cap on principal authorities under pressure. It is expected that this will be confirmed prior to the December local government financial settlement.

4. Unrealised Commitments and Known Underspends

- 4.1. All known variations occurring in the 2022/23 budget will be considered when deliberating the recommended figure to be put forward for 2023/24.

5. Projects, Growth and Efficiencies

- 5.1. All Members will be contacted to indicate any projects they wish to put forward for consideration within the 2023/24 budget, along with proposed growth or efficiencies in existing budgets with timescales dictated by the agenda deadlines for the relevant service committees in the cycle – Appendices A & B.
- 5.2. All items will be considered by the relevant committee, and then by FP&GP, as part of the normal budgetary process.

6. Conclusion

- 6.1. The following recommendations are made to assist the processes and issues to be considered at the Finance Policy and General Purposes Committee meeting scheduled for 4 December when careful consideration will need to be given to any new items or projects for onward transmission to Council.

Recommendation – That the detail within sections 2 to 5 (above) be agreed:

- (a) That the budget timetable is as detailed in Section 2;
- (b) That the position on tax base be noted;
- (c) That pay inflation of 7.5% be assumed (subject to the outcome of JNC negotiations);
- (d) That non-pay inflation of 7.5% be assumed; and
- (e) That any proposals for new budget items, growth or efficiencies in existing budget headings be submitted to the relevant committee in the next cycle.

Michael King
Town Clerk & RFO

DRAFT LETTER TO ALL COUNCILLORS

8 September 2022

2023/24 Budget Preparation

Dear Councillor

Council has begun its 2023/24 budgetary deliberations at its meeting on 6 September 2022.

The preparation of a draft budget will be collated by the Finance, Policy & General Purposes Committee. At its meeting on 4 October, individual budgetary heads will be considered in detail, with a further meeting scheduled if necessary. The Committee meeting on 6 December 2022 will examine the whole of the proposed budget for 2023/24, including submissions from other committees. The recommendations formulated will then be presented to the full council meeting on 10 January 2023.

So that new or additional expenditure may be considered as part of that process, individual Members are being asked to indicate any projects or ideas they wish to put forward for consideration. Any project put forward should be 'more than just an idea' and must include some background detail in order for an informed decision to be made as to whether the project should be progressed for consideration as part of the budget; please contact me if you want additional information to scope or cost a particular proposal. Proposed projects will be considered by the relevant committee prior to being referred to Finance, Policy & General Purposes in December.

The relevant committee meeting to consider proposals for new projects, growth or efficiencies are set out in the appended table. In view of the timescale above, it would be helpful if you would respond by **the deadlines set out in the table, overleaf**.

Yours sincerely

Michael King
Clerk

2023/24 BUDGET PREPARATION TIMETABLE

Date	Committee/ Council	Action	Deadline
6 September	Council	Overall budgetary position considered, and growth factors identified.	
27 September	JMC	Growth items, efficiencies and new projects considered within Committee portfolio.	20 September
4 October	FP&GP	Individual budget headings examined; growth items and new projects considered within Committee portfolio.	27 September
11 October	Human Resources	Growth items, efficiencies and new projects considered within Committee portfolio.	4 October
18 October	TD&I	Growth items, efficiencies and new projects considered within Committee portfolio.	11 October
25 October	Planning	Growth items, efficiencies and new projects considered within Committee portfolio.	18 October
8 November	Council	Growth items, efficiencies and new projects considered for those items outside a committee portfolio.	1 November
22 November	Harbour	Growth items, efficiencies and new projects considered within Committee portfolio.	15 November
6 December	FP&GP	Entire proposed 2023/24 budget examined, including growth items, efficiencies and new projects from all committees.	
10 January 23	Council	Recommended 2023/24 budget presented for approval.	

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.