

PANNETT PARK | WHITBY | YO21 1RE  
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Dear Councillor,

5 January 2023

You are **summoned** to attend the **MEETING** of the **TOWN COUNCIL OF WHITBY** to be conducted at the Pannett Gallery on **Tuesday 10 January 2023 at 6:00pm**, the agenda for which is set out below.



Michael King  
Town Clerk

To: Councillors Abbott, Barnett, Mrs Brown, Mrs Coughlan, Croft, Dalrymple, Goodberry, Harrison, Harston, Hinchliffe, Jones, Nock, Redfern, Riddolls, Smith, Mrs Sumner, Mrs Turner, 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 public<sup>1</sup> (limited to 3 mins per person).

### 4. EXTERNAL REPORTS

To receive reports on behalf of external bodies if present

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

### 5. MINUTES

		<b>Page</b>
a.	To <b>approve</b> , as an accurate record, minutes of the following meeting:	
i.	Council	8 November 2022 3
ii.	Extraordinary Council	22 November 2022 21
b.	To <b>receive</b> the (draft) minutes of the following committee meetings:	
i.	Planning	15 November 2022 9
ii.	Planning	29 November 2022 23
iii.	Finance Policy & General Purposes	6 December 2022 27

iv.	Joint Management	13 December 2022	33
v.	Planning	13 December 2022	37
vi.	Town Development & Improvement	20 December 2022	41

## 6. COMMITTEE RECOMMENDATIONS

- a. FP&GP Committee 6 December 2022  
**265/22 d) REVISED CODE OF CONDUCT**
- RECOMMENDED** the revised Code of Conduct be approved and recommended to the January meeting of Full Council for adoption. 28
- b. FP&GP Committee 6 December 2022  
**269/22 APPROVAL OF EXPENDITURE**
- RECOMMENDED** that the schedule of expenditure up to 30 September 2022 in the sum of **£149,139.78** (as attached) is approved. 29
- c. FP&GP Committee 6 December 2022  
**270/22 RECOMMENDATION OF DRAFT BUDGET**
- RECOMMENDED** that the draft budget, as presented, is recommended to Full Council for approval. 29  
(Item 7, below, refers)
- d. Joint Management Committee 13 December 2022  
**277/22 b) EXTERNAL DECORATION**
- RECOMMEND** that a quotation received for the external decoration of the building; £13,950 for labour and materials plus £6,100 for scaffolding be submitted to Full Council for approval. 36
- e. Any other matters arising from the minutes noted above.

7. **BUDGET SETTING 2023-24** 47  
Draft budget recommended for approval at the Finance Policy and General Purposes Committee meeting held on 6 December 2022 (270/22).

8. **NEIGHBOURHOOD PLAN** 53  
Report attached.

9. **ASSET AND SERVICE TRANSFER – DOUBLE DEVOLUTION PILOT** 57  
Report attached.

10. **NOTICES OF MOTION SUBMITTED BY MEMBERS**  
a. **Social Housing Provision**

**MOVED** by Councillor Barnett, seconded by Councillor Harrison

That Whitby Town Council calls upon the relevant local planning authorities to ensure that only "Social Housing" is built within three miles of Whitby Town Centre, for a period of at least ten years and that these homes must prioritise the needs of people born, resident or employed in Whitby.

11. **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.

**12. MAYOR'S REPORT**

Civic engagements since 8 November 2022 and other activities undertaken to note.

**13. CLERK'S REPORT**

**67**

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 7 March 2023.

- 22-27 January
- 7-8 February
- 19-24 February



## WHITBY TOWN COUNCIL

Minutes of the meeting of **FULL COUNCIL** held in Pannett Art Gallery, Pannett Park, Whitby on Tuesday 8 November 2022 at 6:00pm.

**Present:** Councillors Mrs Wild (Town Mayor), Abbott, Barnett, Mrs Brown, Mrs Coughlan, Croft, Dalrymple, Goodberry, Harrison, Harston, Nock, Redfern, Riddolls, Smith, Mrs Sumner, Mrs Turner and Mrs Wilson.

**Also:** M King, Town Clerk, Mrs A Cowey, Deputy Town Clerk, Mr N Edwards (CE Scarborough Borough Council), Mr M Parsons (Anglo American), Councillor P Trumper (NYCC) and 4 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**

### 230/22 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Harrison and Jones.

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

**RESOLVED** that apologies for inability to attend from Councillors Harrison and Jones are accepted.

### 231/22 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

None.

#### STANDING ORDERS SUSPENDED

### 232/22 PUBLIC PARTICIPATION

Peter Croft and Sandra Turner both spoke to the members giving information about themselves as well as their reasons for wanting to be co-opted on to Whitby Town Council (Minute No 236/22).

A member of the public spoke about the urgent need for a reduction of speed limits to 20mph within Whitby

#### STANDING ORDERS REINSTATED

### 233/22 EXTERNAL REPORTS

#### a. Anglo American

Mr Parsons reported on the work taking place to date, including sinking the third shaft, on which good progress is being made. There have been no issues to date with the drill and blast process being used. Lady Cross site is being prepared and the ventilation shaft will begin next year.

An amended planning application has been submitted to National Parks to enable the use of the caravan park for a period of 5 years for 400 workers.

Support has been given by Anglo American's 'Business Start-up Programme' to 31 new local businesses and employment of 300 people.

Councillors asked questions about:

- The Ladycross Campsite and concern about the loss of trade for local pubs and restaurants – Anglo American are in discussions with National Parks<sup>1</sup>
- The employment of local people - over 75% of 1,300 people employed are from the local area
- Number of lorries – the allowance is 63 lorries a day - there are nowhere near that amount of lorry journeys being used.
- Is there an exit plan in place – the caravan site will have additional pitches and will be returned to a caravan site.

**b. North Yorkshire Police**

There were no police present - a report had been circulated to all members.

**c. Scarborough Borough Council**

Mr Edwards reported on:

- Mr Green has left his position as Chief Executive at Scarborough Borough Council and taken a position up at Stockton. Mr Edwards has been appointed to the Role as Chief Executive to Scarborough Council and will continue to attend meetings at Whitby Town Council.
- Work will begin in early 2023 on a 'changing places' room at the Marina Toilets.
- Work on the tennis courts will begin w/c 21 November from the Sunshine fund. Planning will be required for flood lights.
- Waiting for feedback from Whitby Town Council regarding the proposed pump track.

Members asked questions on:

- Town/neighbourhood plan – an application has been received from WTC
- Regalia and artifacts relating to Whitby at Scarborough Borough Council Town Hall – Andrew Clay is carrying out an audit on all artifacts
- Star in the Harbour is leaving the premises – the building will be back on the market
- What is the situation will the odour from the sewage works, as building has begun before this issue has been corrected – this will be investigated.

**d. County Councillors**

Apologies were received from County Councillor Swannick.

County Councillor Trumper reported on and answered questions on the following:

- Local Government Review and the proposed Area Community Networks including the concerns raised regarding the potential to undermine

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<sup>1</sup> Application for campsite use withdrawn on 17 November

Town/Parish Councils also how to include Town/Parish Councils and Community Organisations.

- VAS signs for Ruswarp Lane which he will pay for out of his locality budget. Following research, it recommended that these signs are moved to different areas every three to six months to avoid complacency.
- A request was put out for volunteers to help with Remembrance and Christmas Festival

Councillors asked questions and made statements on:

- VAS Signage suggesting the need for them on Stakesby Road and Love Lane
- Community Network Committees
- Parking on Fishburn Park
- Problems caused by the parking of camper vans

**e. Borough Councillors**

Nothing to report

**RESOLVED** unanimously that the above reports are received.

**234/22 MINUTES OF MEETING HELD ON 5 JULY 2022.**

**MOVED** by Councillor Nock, seconded by Councillor Smith and

**RESOLVED** (a) unanimously that the Minutes of the meeting of the Full Council held on 6 September 2022 is confirmed as an accurate record and signed by the Town Mayor.

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

**RESOLVED** (b) To receive *en bloc* the (draft) minutes of the following committee meetings:

Joint Management	27 September 2022
Planning	4 October 2022
Finance Policy & General Purposes	4 October 2022
Human Resources	11 October 2022
Planning	11 October 2022
Town Development & Improvement	18 October 2022

**235/22 COMMITTEE RECOMMENDATIONS**

**a. FP&GP Committee 4 October 2022  
196/22 APPROVAL OF EXPENDITURE**

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

**RESOLVED** that the schedule of expenditure up to 30 September 2022 in the sum of **£70,722.04** as recommended by Finance Policy and General Purposes Committee is approved.

**b. Human Resources Committee 11 October 2022**  
**207/22 STAFFING**

**MOVED** by Councillor Mrs Wilson, seconded by Councillor Dalrymple 'that the requests for flexible working in respect to the posts of Clerk, Deputy Clerk and Curator be approved.'

An amendment was

**MOVED** by Councillor Redfern, seconded by Councillor Harston, to add the words, '...and reviewed in 6 months'.

A vote on the amendment was taken first

It was **RESOLVED** that the amendment is carried by 10 votes to four, with one abstention.

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

**RESOLVED** that the requests for flexible working inspect to the posts of Clerk, Deputy Clerk and Curator be approved and reviewed in 6 months  
 7 in favour 6 against

**236/22 APPLICATIONS FOR CO-OPTION**

**MOVED** by Councillor Harston, seconded by councillor Mrs Wilson

**RESOLVED** that a paper ballot is used to vote for applicants for co-option

A vote having been taken and declared, it was then

**MOVED** by Councillor Abbott, seconded by Councillor Mrs Sumner

**RESOLVED** that Councillor Mrs Sandra Turner is co-opted on to Town Ward South and that Councillor Peter Croft is co-opted on to West Cliff Ward.

Both Councillors signed the Declaration of Acceptance of Office and joined the meeting

**237/22 COMMITTEE PLACES**

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

**RESOLVED** unanimously that the following councillors are appointed to the stated vacancies on committees and subcommittees:

**PLANNING**  
 Cllr S Hinchliffe is appointed to the Planning Committee and that Councillors Mrs Turner and Mrs Sumner are appointed substitutes

**PANNETT ART GALLERY & WHITBY MUSEUM JOINT MANAGEMENT**  
 Cllr Redfern is appointed substitute

**PANNETT ART GALLERY**  
 Cllr Redfern is appointed substitute



**FINANCE POLICY & GENERAL PURPOSES**

Cllr Croft is appointed substitute

**TWINNING SUBCOMMITTEE**

Cllr Harston and Redfern are appointed substitutes

**EVENTS SUBCOMMITTEE**

Cllrs Mrs Turner and Mrs Sumner are appointed to the Committee and Cllrs Harston and Hinchliffe are appointed substitutes

**TOWN DEVELOPMENT & IMPROVEMENT**

Cllrs Mrs Wild and Mrs Turner are appointed substitutes

**CHRISTMAS LIGHTS SUBCOMMITTEE** Cllrs Redfern and Croft are appointed substitutes

**ALLOTMENT SUBCOMMITTEE** Cllr Dalrymple is appointed to the committee and Cllrs Harston and Mrs Turner are appointed substitutes

**HARBOUR** Cllr Mrs Turner is appointed substitute

238/22

**WHITBY PUMP TRACK**

Standing orders were suspended to allow members of the public to speak about the proposed development of the pump track and answer questions from Councillors.

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

**RESOLVED** unanimously that Whitby Town Council reiterates its support for the Whitby Pump Track

239/22

**RUSWARP VEHICLE ACTIVATED SIGN (VAS)**

**MOVED** Councillor Dalrymple, seconded by Councillor Nock

**RESOLVED** unanimously that Whitby Town Council enters into an agreement with NYCC to operate a speed sign on Ruswarp Lane with capital funding from Councillor Trumper and that Whitby Town Council will meet the annual £10.00 (estimated) running costs.

240/22

**REPORTS FROM REPRESENTATIVES ON EXTERNAL BODIES**

Councillor Mrs Coughlan reported on a meeting she attended with Councillors Abbott and Riddolls at Scarborough Town Hall regarding the returning of regalia and artifacts relevant to Whitby.

Councillor Redfern reported on the House of Commons hearing regarding the mortality of Crabs and lobsters of the NE coast – waiting for a response from the Secretary of State.

Councillor Mrs Wild reported on a Yorkshire Local Council's meeting where she had been appointed Vice-Chairperson – Coastal Parish Forum and Town Deal.

**MOVED** by Councillor Dalrymple, seconded by Councillor Harston

**RESOLVED** unanimously that the above reports are received.

**241/22 MAYOR'S REPORT**

A list of the Town Mayor's engagements was circulated to members.

**MOVED** by Councillor Smith, seconded by Councillor Mrs Brown

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

**242/22 CLERK'S REPORT**

The Town Clerk Reported on:

- Consultations on Street Signage and Taxi Licencing have been received
- Pay awards which have been agreed and backdated to April
- LGR – still awaiting the template inviting bids to develop on of six pilot studies for asset and service transfer from NYCC to Town and Parish Councils
- Three places are available to visit the Woodsmith Site

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

**RESOLVED** that Councillors Smith, Goodberry and Riddolls are appointed to attend Woodsmith Mine as representatives of Whitby Town Council.

**MOVED** by Councillor Dalrymple, seconded by Councillor Mrs Brown

**RESOLVED** that signage is put on a future agenda of Town Improvements and Development Committee, Taxi Licencing Consultation is put on a future agenda of the Planning Committee, and the report be received

**243/22 FLOODING AWARENESS – STANDING ITEM**

**MOVED** by Councillor Redfern, seconded by Councillor Smith

**RESOLVED** unanimously that information on tides above 5.5 metres up until  
31 December be received.  
8-10 November  
23-27 November  
23-26 December

Signature ..... 10 January 2023

## WHITBY TOWN COUNCIL

Minutes of the meeting of the **PLANNING** Committee held in the Pannett Gallery on **Tuesday 15 November 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 was given in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972.**

**244/22 APOLOGIES FOR ABSENCE**

Apologies for inability to attend were received from Councillors Harston and Hinchliffe.

**245/22 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION**

Councillor Nock declared a personal and non-prejudicial interest in planning applications 22/02029/HS - 1 Sandside, YO22 4DN

**STANDING ORDERS SUSPENDED**

**246/22 PUBLIC PARTICIPATION**

No members of the public present

**STANDING ORDERS REINSTATED**

**247/22 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.

**248/22 LISTED BUILDINGS**

Nothing to report.

**249/22 LICENSING**

It was reported that a Licencing application has been lodged for early opening hours 8am for the Duke of York and an amendment to the Bridge Inn Licence to open later. Councillor Nock will be in attendance at the Licencing meeting.

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## Appendix A

## Planning Applications Considered on 15 November 2022

<b>1</b>	<i>Plan Number</i> <b>20/158</b>	<i>District Reference</i> 22/01902/FL	<i>Road/Street</i> Crescent Avenue	<i>Date of meeting</i> 01.11.22
	<i>Applicant</i> Mark McKay	<i>House Name</i>	<i>Road</i> 10 Crescent Avenue	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213ED	<i>Application date</i> 18/10/22

**Conversion of B & B to holiday accommodation units (C3), Mark McKay, 10 Crescent Avenue, WHITBY, North Yorkshire, YO213ED**

*Comment*

**Support this application subject to the conditions stated for holiday let only**

<b>2</b>	<i>Plan Number</i> <b>22/144</b>	<i>District Reference</i> 22/01947/FL	<i>Road/Street</i> Havelock Place	<i>Date of meeting</i> 15.11.22
	<i>Applicant</i> Mr Andrew Bailey	<i>House Name</i> Kimberley House	<i>Road</i> 7 Havelock Place	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213ER	<i>Application date</i> 06/10/22

**Installation of dormer window, Mr Andrew Bailey, Kimberley House, 7 Havelock Place, WHITBY, North Yorkshire, YO213ER**

*Comment*

**Support this application**

<b>3</b>	<i>Plan Number</i> <b>22/145</b>	<i>District Reference</i> 22/01963/HS	<i>Road/Street</i> Heworth Drive	<i>Date of meeting</i> 15.11.22
	<i>Applicant</i> Ms Alison Bedford	<i>House Name</i>	<i>Road</i> 18 Heworth Drive	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213UA	<i>Application date</i> 10/10/22

**Erection of single storey side extension to form garage, Ms Alison Bedford, 18 Heworth Drive, WHITBY, North Yorkshire, YO213UA.**

*Comment*

**OBJECT - effect on the amenity of neighbours - garage dimensions are too small for a car**

<b>4</b>	<i>Plan Number</i> <b>22/146</b>	<i>District Reference</i> 22/01879/FL	<i>Road/Street</i> Muncaster Way	<i>Date of meeting</i> 15.11.22
	<i>Applicant</i> Mr Michael Estill	<i>House Name</i>	<i>Road</i> 25 Muncaster Way	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224JW	<i>Application date</i> 10/10/22

**Change of use and enlargement of detached single garage to form self-contained holiday let, Mr Michael Estill, 25 Muncaster Way, WHITBY, North Yorkshire, YO224JW**

*Comment*

**OBJECT - Over development - Highways and access - affect on the amenity of neighbours**

<b>5</b>	<i>Plan Number</i> 22/147	<i>District Reference</i> 22/01927/FLA	<i>Road/Street</i> Ruswarp Lane	<i>Date of meeting</i> 15.11.22
	<i>Applicant</i> Richard Atherton	<i>House Name</i> Annex at	<i>Road</i> 118 Ruswarp Lane	<i>Locality</i> Ruswarp
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO211ND	<i>Application date</i> 11/10/22

**Removal of condition 2 on decision 16/02593/FL dated 29.03.2017 to allow transfer of land and self-contained annexe from No 118 to No 116, Richard Atherton, Annex at, 118 Ruswarp Lane, Ruswarp, WHITBY, North Yorkshire, YO211ND**

*Comment*

**OBJECT - support the original decision to retain condition 2.**

<b>6</b>	<i>Plan Number</i> 22/148	<i>District Reference</i> 22/01607/RG4	<i>Road/Street</i> New Way Ghaut	<i>Date of meeting</i> 15.11.22
	<i>Applicant</i> Bell Snoxell Building Consultants Street	<i>House Name</i> Rowi	<i>Road</i> Whitby Friendship Amateur	<i>Locality</i> New Way Ghaut Church
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224DH	<i>Application date</i> 11/10/22

**Erection of balcony to the yard, Bell Snoxell Building Consultants Ltd (Mr Louis Stainthorpe), Whitby Friendship Amateur Rowing Club, New Way Ghaut, Church Street, WHITBY, North Yorkshire, YO224DH**

*Comment*

**Support this application**

<b>7</b>	<i>Plan Number</i> 22/149	<i>District Reference</i> 22/01608/LB	<i>Road/Street</i> New Way Ghaut	<i>Date of meeting</i> 15.11.22
	<i>Applicant</i> Bell Snoxell Building Consultants Street	<i>House Name</i> Rowi	<i>Road</i> Whitby Friendship Amateur	<i>Locality</i> New Way Ghaut Church
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224DH	<i>Application date</i> 12/10/22

**Erection of balcony to the yard, Bell Snoxell Building Consultants Ltd (Mr Louis Stainthorpe), Whitby Friendship Amateur Rowing Club, New Way Ghaut, Church Street, WHITBY, North Yorkshire, YO224DH**

*Comment*

**Support this application**

<b>8</b>	<i>Plan Number</i> 22/150	<i>District Reference</i> 22/01895/LB	<i>Road/Street</i> Kiln Yard	<i>Date of meeting</i> 15.11.22
	<i>Applicant</i> Mrs Michell Dolan	<i>House Name</i> Kiln Cottage	<i>Road</i> 12 Kiln Yard	<i>Locality</i> Church Street
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224DF	<i>Application date</i> 13/10/22

**Installation of replacement double glazed sash windows in timber and replacement timber door, Mrs Michell Dolan, Kiln Cottage, 12 Kiln Yard, Church Street, WHITBY, North Yorkshire, YO224DF**

*Comment*

**Support this application subject to like for like**

<b>9</b>	<i>Plan Number</i> 22/151	<i>District Reference</i> 22/01663/HS	<i>Road/Street</i> Clarence Place	<i>Date of meeting</i> 15.11.22
	<i>Applicant</i> Mr B Stovall	<i>House Name</i>	<i>Road</i> 6 Clarence Place	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213AS	<i>Application date</i> 17/10/22

**Retrospective application for demolition and reconstruction of existing single storey side extension and alterations to parking area, Mr B Stovall, 6 Clarence Place, WHITBY, North Yorkshire, YO213AS**

*Comment*

**Support this application - concerned about another retrospective application**

<b>10</b>	<i>Plan Number</i> 22/152	<i>District Reference</i> 22/01907/HS	<i>Road/Street</i> Grape Lane	<i>Date of meeting</i> 15.11.22
	<i>Applicant</i> Mrs Denise Bann	<i>House Name</i>	<i>Road</i> 10B Grape Lane	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224BA	<i>Application date</i> 17/10/22

**Installation of replacement windows to first and second floor front elevation and rooflight to front roof slope, Mrs Denise Bann, 10B Grape Lane, WHITBY, North Yorkshire, YO224BA**

*Comment*

**Support this application subject to the use of traditional style windows**

<b>11</b>	<i>Plan Number</i> 22/153	<i>District Reference</i> 22/01941/LB	<i>Road/Street</i> Grape Lane	<i>Date of meeting</i> 15.11.22
	<i>Applicant</i> Mrs Denise Bann	<i>House Name</i>	<i>Road</i> 10B Grape Lane	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224BA	<i>Application date</i> 17/10/22

**Mrs Denise Bann, 10B Grape Lane, WHITBY, North Yorkshire, YO224BA Replacement of four windows to front elevation and velux window in attic bedroom, A full planning application has been submitted reference PP 11552245. In addition to the planning application submitted a Heritage Statement is appended to this application reference Appendix 1 Listed Building consent is required under this application and is to run alongside the planning application submitted the reference provide by Scarborough Council Planning for this additional information is 22 The extra information provided in this form is to be added and considered in addition to the information already provided in the planning application referenced above**

*Comment*

**Support this application subject to the use of traditional style windows**

<b>12</b>	<i>Plan Number</i> 22/154	<i>District Reference</i> 22/02038/LB	<i>Road/Street</i> St Hilda's Terrace	<i>Date of meeting</i> 15.11.22
	<i>Applicant</i> Mr & Mrs N & T Russ	<i>House Name</i>	<i>Road</i> 9 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> 18/10/22

**Single storey rear extension and relocation of entrance door, Mr & Mrs N & T Russ, 9 St Hilda's Terrace, WHITBY, North Yorkshire, YO213AE**

*Comment*

**support this application**

<b>13</b>	<i>Plan Number</i> 22/155	<i>District Reference</i> 22/02037/HS	<i>Road/Street</i> St Hildas Terrace	<i>Date of meeting</i> 15.11.22
	<i>Applicant</i> Mr & Mrs N & T Russ	<i>House Name</i>	<i>Road</i> 9 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> 18/10/22

**Single storey rear extension, Mr & Mrs N & T Russ, 9 St Hilda's Terrace, WHITBY, North Yorkshire, YO213AE**

*Comment*  
**Support this application**

<b>14</b>	<i>Plan Number</i> 22/156	<i>District Reference</i> 22/01740/FLA	<i>Road/Street</i> Stakesby Road	<i>Date of meeting</i> 15.11.22
	<i>Applicant</i> SPAR	<i>House Name</i> Stakesby Garage	<i>Road</i> Stakesby Road	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO211JE	<i>Application date</i> 18/10/22

**Variation of condition 1 on decision reference 20/02836/FL for Erection of a single storey rear extension to create ancillary storage and preparation are, to allow addition of bin store to north elevation, SPAR, Stakesby Garage, Stakesby Road, WHITBY, North Yorkshire, YO211JE**

*Comment*  
**Support this application**

<b>15</b>	<i>Plan Number</i> 22/157	<i>District Reference</i> 22/02057/HS	<i>Road/Street</i> Starbeck Close	<i>Date of meeting</i> 15.11.22
	<i>Applicant</i> Mr David 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> 18/10/22

**Single storey rear extension and side extension above garage, Mr David Archer, 4 Starbeck Close, WHITBY, North Yorkshire, YO211LF**

*Comment*  
**Support this application**

<b>16</b>	<i>Plan Number</i> 22/158	<i>District Reference</i> 22/01832/LB	<i>Road/Street</i> Market Place	<i>Date of meeting</i> 15.11.22
	<i>Applicant</i> Mr Paul Clemitshaw	<i>House Name</i> Abbey Wharf Market Hall	<i>Road</i> Market Place	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224DD	<i>Application date</i> 20/10/22

**Creation of roof terrace with balcony and glazed link. Extension of first floor balcony. Formation of external emergency escape. Replacement of existing stone façade to extension. Mr Paul Clemitshaw, Abbey Wharf Market Hall, Market Place, WHITBY, North Yorkshire, YO224DD**

*Comment*  
**OBJECT - out of keeping in a conservation area and on a listed building - detrimental to the aesthetics of the conservation area - concerns regarding the fire escape**



<b>17</b>	<i>Plan Number</i> 22/159	<i>District Reference</i> 22/02029/HS	<i>Road/Street</i> Sandside	<i>Date of meeting</i> 15.11.22
	<i>Applicant</i> Mr P Noble	<i>House Name</i>	<i>Road</i> 1 Sandside	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224DN	<i>Application date</i> 25/10/22

**Removal of chimney stack, shed and rear boundary wall. Installation of 2no. Bi-fold doors, 1no. Enlarged and 2no. New windows, 1 no. replacement and 2no. New rooflights, 2 no new balcony style rooflights and glazed balustrade, Mr P Noble, 1 Sandside, WHITBY, North Yorkshire, YO224DN**

*Comment*

**Support this application**

<b>18</b>	<i>Plan Number</i> 22/160	<i>District Reference</i> 22/01988/FL	<i>Road/Street</i> Southend Gardens	<i>Date of meeting</i> 15.11.22
	<i>Applicant</i> Glenn Ackroyd	<i>House Name</i>	<i>Road</i> 3a Southend Gardens	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO211JY	<i>Application date</i> 26/10/22

**Construction of 2no five bedroom semi detached dwellings Glenn Ackroyd, 3a Southend Gardens, WHITBY, North Yorkshire, YO211JY**

*Comment*

**OBJECT - over development - highways and access - out of keeping - effect on the amenity of neighbours - not to be used for holiday lets.**

<b>19</b>	<i>Plan Number</i> 22/161	<i>District Reference</i> 22/02056/HS	<i>Road/Street</i> Eskdale Road	<i>Date of meeting</i> 15.11.22
	<i>Applicant</i> Mr John Cummings	<i>House Name</i>	<i>Road</i> 21 Eskdale Road	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224JH	<i>Application date</i> 26/10/22

**Single storey rear and side extension, Mr John Cummings, 21 Eskdale Road, WHITBY, North Yorkshire, YO224JH**

*Comment*

**Support this application**

<b>20</b>	<i>Plan Number</i> 22/162	<i>District Reference</i> 22/01831/FL	<i>Road/Street</i> Market Place	<i>Date of meeting</i> 15.11.22
	<i>Applicant</i> Mr Paul Clemitshaw	<i>House Name</i> Abbey Wharf	<i>Road</i> Market Hall	<i>Locality</i> Market Place
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224DD	<i>Application date</i> 26/10/22

**Creation of roof terrace with balcony and glazed link. Extension of first floor balcony. Formation of external emergency escape. Replacement of existing stone façade to extension. Mr Paul Clemitshaw, Abbey Wharf, Market Hall, Market Place, WHITBY, North Yorkshire, YO224DD**

*Comment*

**OBJECT - out of keeping in a conservation area and on a listed building - detrimental to the aesthetics of the conservation area - concerns regarding the fire escape**

<b>21</b>	<i>Plan Number</i> <b>22/163</b>	<i>District Reference</i> 22/02015/FL	<i>Road/Street</i> High Street	<i>Date of meeting</i> 15.11.22
	<i>Applicant</i> Tri-Core Developments Ltd (Mr Dominic Woodward)	<i>House Name</i>	<i>Road</i> St Bartholomews Church	<i>Locality</i> High Street RUSWARP
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO211NH	<i>Application date</i> 27/10/22

**Conversion of former Church into 2 no dwellings, Tri-Core Developments Ltd (Mr Dominic Woodward), St Bartholomew's Church, High Street, RUSWARP, WHITBY, North Yorkshire, YO211NH**

*Comment*

**support this application subject to primary resident use only**

<b>22</b>	<i>Plan Number</i> <b>22/164</b>	<i>District Reference</i> 22/01981/HS	<i>Road/Street</i> The Avenue	<i>Date of meeting</i> 15.11.22
	<i>Applicant</i> Mr & Mr A Binnen	<i>House Name</i>	<i>Road</i> 10 The Avenue	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213NH	<i>Application date</i> 01/11/22

**Proposed single storey rear extension with decking Mr & Mr A Binnen, 10 The Avenue, WHITBY, North Yorkshire, YO213NH**

*Comment*

**Support this application**

<b>23</b>	<i>Plan Number</i> <b>22/165</b>	<i>District Reference</i> 22/02047/FL	<i>Road/Street</i> New Quay Raod	<i>Date of meeting</i> 15.11.22
	<i>Applicant</i> HTS Management Ltd	<i>House Name</i> Subway	<i>Road</i> 7B New Quay Road	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO211DH	<i>Application date</i> 01/11/22

**Change of use from a Retail Unit (Class E) to a Hot Food Takeaway (Sui Generis), installation of plant equipment and external alterations, HTS Management Ltd, Subway, 7B New Quay Road, WHITBY, North Yorkshire, YO211DH**

*Comment*

**Support this application**

<b>24</b>	<i>Plan Number</i> <b>22/166</b>	<i>District Reference</i> 22/02103/FLA	<i>Road/Street</i> Land off Green Lane	<i>Date of meeting</i> 15.11.22
	<i>Applicant</i> Wharfedale Homes Ltd (Mr Matthew Gibson)	<i>House Name</i> Land off Green Lane	<i>Road</i>	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224JP	<i>Application date</i> 02/11/22

**Variation of condition 2 (Plans) on decision 19/02258/FL to allow changes to plots 20 and 22 to house type R+, corrected roof handing for lots 30, 32 and 33 and house type O with an additional gable window. Wharfedale Homes Ltd (Mr Matthew Gibson, Land off Green Lane, WHITBY, North Yorkshire, YO224JP**

*Comment*

**Support this application**

<b>25</b>	<i>Plan Number</i> 22/167	<i>District Reference</i> 22/02078/FL	<i>Road/Street</i> Church Street	<i>Date of meeting</i> 15.11.22
	<i>Applicant</i> Ms J Blackburn	<i>House Name</i> Middle Earth Tavern	<i>Road</i> 25-26 Church Street	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224AE	<i>Application date</i> 01/11/22

**Extension of street café area to site frontage Ms J Blackburn, Middle Earth Tavern, 25-26 Church Street, WHITBY, North Yorkshire, YO224AE**

*Comment*

**OBJECT - Community safety - obstruction to the pavement - overdevelopment**

<b>26</b>	<i>Plan Number</i> 22/168	<i>District Reference</i> 22/02140/HS	<i>Road/Street</i> Uppang Lane	<i>Date of meeting</i> 15.11.22
	<i>Applicant</i> Ms & Mr S & M Kinight & Lund	<i>House Name</i>	<i>Road</i> 127 Uppang Lane	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213JW	<i>Application date</i> 02/11/22

**Two storey side extension, Ms & Mr S & M Kinight & Lund, 127 Uppang Lane, WHITBY, North Yorkshire, YO213JW**

*Comment*

**Support this application**

<b>27</b>	<i>Plan Number</i> 22/169	<i>District Reference</i> 22/01319/fl	<i>Road/Street</i> Church Street	<i>Date of meeting</i> 15.11.22
	<i>Applicant</i> Casi Laundry (Mr S Page & Miss C Locker)	<i>House Name</i>	<i>Road</i> 35- 36 Church Street	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224AE	<i>Application date</i> 02/11/22

**Change of use of the ground floor to a laundrette (sui generis) including the installation of a flue on the rear roofslope of No 36 (storage unit), Casi Laundry (Mr S Page & Miss C Locker), 35- 36 Church Street, WHITBY, North Yorkshire, YO224AE**

*Comment*

**OBJECT - Noise issues - wrong place- why is this business operating without planning permission and listed building consent?**

<b>28</b>	<i>Plan Number</i> 22/170	<i>District Reference</i> 22/01320/LB	<i>Road/Street</i> Church Street	<i>Date of meeting</i> 15.11.22
	<i>Applicant</i> Casi Laundry (Mr S Page & Miss C Locker)	<i>House Name</i>	<i>Road</i> 35-36 Church Street	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224AE	<i>Application date</i> 02/11/22

**Removal of the 2 no dryer exhausts (4 inch diameter) at the rear of No35 and the installation of a flue on the rear roofslope of No36 (storage unit) together with signage as installed (part retrospective), Casi Laundry (Mr S Page & Miss C Locker), 35-36 Church Street, WHITBY, North Yorkshire, YO224AE**

*Comment*

**OBJECT - Noise issues - wrong place- why is this business operating without planning permission and listed building consent?**

**29** *Plan Number* 22/171 *District Reference* 22/01956/RG4 *Road/Street* St Peters Court *Date of meeting* 15.11.22  
*Applicant* c/o Agent Smile Dental Care *House Name* *Road* 2 St Peters Court *Locality*  
*Town* WHITBY *County* North Yorkshire *Post Code* YO224JQ *Application date* 03/11/22

**Change of use of ground floor Community Hall (F2) to Dental Surgery (Use Class E) c/o Agent Smile Dental Care, 2 St Peters Court, WHITBY, North Yorkshire, YO224JQ**

*Comment*

**Support this application**

**30** *Plan Number* 22/172 *District Reference* 22/01987/HS *Road/Street* Sndside *Date of meeting* 15.11.22  
*Applicant* Mr Stuart Constable, Paul Robinson *House Name* *Road* 2 & 3 Sandside *Locality*  
*Town* WHITBY *County* North Yorkshire *Post Code* YO224DN *Application date* 03/11/22

**Replace existing rear dormer windows with Velux Caribo roof balcony and removal of shared chimney stack, Mr Stuart Constable, Paul Robinson, 2 & 3 Sandside, WHITBY, North Yorkshire, YO224DN**

*Comment*

**Support this application**

**31** *Plan Number* 22/173 *District Reference* 22/01374/FL *Road/Street* Khyber Pass *Date of meeting* 15.11.22  
*Applicant* The Fishermans Wife *House Name* Graveleys *Road* Khyber Pass *Locality*  
*Town* WHITBY *County* North Yorkshire *Post Code* YO213PZ *Application date* 07/11/22

**Extensions and alterations to reinstate the tower element, extend 1st floor kitchen and provide lower ground bin storage area. Installation of balcony, The Fisherman's Wife, Graveleys, Khyber Pass, WHITBY, North Yorkshire, YO213PZ**

*Comment*

**Support this application**

**32** *Plan Number* 22/174 *District Reference* 22/01821/FL *Road/Street* St Anns Staith *Date of meeting* 15.11.22  
*Applicant* Hope and Beans Ltd (Mr Richard Exley) *House Name* *Road* 2 St Anns Staith *Locality*  
*Town* WHITBY *County* North Yorkshire *Post Code* YO213PW *Application date* 07/11/22

**Change of use of part of café (Class E) at first floor to form 1 no holiday apartment (C3), Hope and Beans Ltd (Mr Richard Exley), 2 St Anns Staith, WHITBY, North Yorkshire, YO213PW**

*Comment*

**OBJECT - Highways and access**

<b>33</b>	<i>Plan Number</i> 22/175	<i>District Reference</i> 22/02205/FL	<i>Road/Street</i> Coast Guard Cottages	<i>Date of meeting</i> 15.11.22
	<i>Applicant</i> Byond Housing Ltd (imon Armistead)	<i>House Name</i> 2, 3, 5, and 7 Old Coastguard	<i>Road</i>	<i>Locality</i> East Cliff
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224JS	<i>Application date</i> 07/11/22

**Re-rendering of cottages and installation of external wall insulation to existing extensions, Beyond Housing Ltd (Simon Armistead), 2, 3, 5, and 7 Old Coastguard Cottages, East Cliff, WHITBY, North Yorkshire, YO224JS**

*Comment*

**Support this application**

<b>34</b>	<i>Plan Number</i> 22/176	<i>District Reference</i> 22/02165/HS	<i>Road/Street</i> Mill View	<i>Date of meeting</i> 15.11.22
	<i>Applicant</i> Miss A Hughes	<i>House Name</i> 3 Mill View	<i>Road</i> The Carrs	<i>Locality</i> Ruswarp
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO211RL	<i>Application date</i> 08/11/22

**Erection of single storey rear extension following removal of existing conservatory, Miss A Hughes, 3 Mill View, The Carrs, Ruswarp, WHITBY, North Yorkshire, YO211RL**

*Comment*

**Support this application**

<b>35</b>	<i>Plan Number</i> 22/177	<i>District Reference</i> 22/02166/LB	<i>Road/Street</i> Mill View	<i>Date of meeting</i> 15.11.22
	<i>Applicant</i> Miss A Hughes	<i>House Name</i> 3 Mill View	<i>Road</i> The Carrs	<i>Locality</i> Ruswarp
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO211RL	<i>Application date</i> 08/11/22

**Erection of single storey rear extension following removal of existing conservatory and internal alterations, Miss A Hughes, 3 Mill View, The Carrs, Ruswarp, WHITBY, North Yorkshire, YO211RL**

*Comment*

**Support this application**

<b>36</b>	<i>Plan Number</i> 22/178	<i>District Reference</i> 22/01789/RG4	<i>Road/Street</i> Larpool Lane	<i>Date of meeting</i> 15.11.22
	<i>Applicant</i> Mr S Corner	<i>House Name</i> Land Adj to Railway Line (Sust	<i>Road</i> Crowdy Hall	<i>Locality</i> Larpool Lane
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224NE	<i>Application date</i> 08/11/22

**Siting of 1 no. refreshment hut with seating area and access ramp, Mr S Corner, Land Adj to Railway Line (Sustrans), Crowdy Hall, Larpool Lane, WHITBY, North Yorkshire, YO224NE**

*Comment*

**Support this application**



## WHITBY TOWN COUNCIL

Minutes of the extraordinary meeting of **FULL COUNCIL** held in Pannett Art Gallery, Pannett Park, Whitby on Tuesday 22 November 2022 at 6.00pm.

**Present:** Councillor Mrs Wild (Town Mayor) and Councillors Abbott, Barnett, Mrs Brown, Mrs Coughlan, Croft, Dalrymple, Goodberry, Harston, Hinchliffe, Jones, Nock, Riddolls, Smith, Mrs Turner and Mrs Wilson.

**Also:** M King, Town Clerk and Mrs A Cowey, Deputy Town Clerk,

**NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972. The meeting was convened in accordance with Schedule 12, paragraph 9(1) of the Act.**

### 250/22 APOLOGIES FOR ABSENCE

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

**MOVED** by Councillor Harston, seconded by Councillor Croft and unanimously

**RESOLVED** that apologies for inability to attend from Councillors Harrison and Mrs Sumner are accepted

### 251/22 DECLARATION OF INTERESTS

There were no declarations of interest.

#### STANDING ORDERS SUSPENDED

### 252/22 PUBLIC PARTICIPATION

No public present.

#### STANDING ORDERS REINSTATED

### 253/22 CALENDAR OF COUNCIL MEETINGS

**MOVED** by Councillor Abbott seconded by Councillor Riddolls

That:

- a) Meetings of Full Council are scheduled on 6 December 2022, 7 February 2023 and 4 April 2023 (in addition to those already scheduled for 10 January 2023, 7 March 2023 and 2 May 2023 – Annual Council);
- b) Meetings of the Finance Policy and General Purposes Committee, otherwise displaced, are cancelled and the ordinary business of these committees incorporated in the agenda of the relevant additional meetings of Full Council;
- c) Whitby Town Council establishes a Neighbourhood Plan Working Group, to consist of at least three members of the town council, appropriate individuals and representatives of community organisations, reporting to Full Council to develop the content of a neighbourhood plan for the parish of Whitby with the support of the local planning authority.

A point of order was raised in respect of parts b) and c) of the motion due to, respectively, a decision made at Council on 4 September 2022, which would be negated under the six-month rule and the subject of the motion not being relevant to the agenda item. The Chair upheld the point of order and discounted parts b) and c) from the debate and motion.

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

**RESOLVED** that a paper ballot is used for this motion.

10 in favour - 5 against – 1 abstain

A paper ballot was held on the substantive motion, "That meetings of Full Council are scheduled on 6 December 2022, 7 February 2023 and 4 April 2023 (in addition to those already scheduled for 10 January 2023, 7 March 2023 and 2 May 2023 – Annual Council)."

**MOTION NOT CARRIED**

7 in favour - 9 against

draft



## WHITBY TOWN COUNCIL

Minutes of the meeting of the **PLANNING** Committee held in the Pannett Gallery on **Tuesday 29 November 2022** at 6.00pm.

**Present:** Councillor Mrs N Wilson (Chair) with Councillors R Barnett, R Dalrymple, G Goodberry, J Harston, S Hinchliffe and Mrs S Turner (substitute for Cllr Nock).

**Also:** Mrs A Cowey Deputy Clerk with Cllr P Croft 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.**

**254/22 APOLOGIES FOR ABSENCE**

Apologies for inability to attend were received from Councillor J Nock.

**255/22 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION**

Councillor Mrs Turner declared a personal and prejudicial interest in planning application 22/02116/RG4 – Eastside Community Centre, YO22 4EB

**STANDING ORDERS SUSPENDED**

**256/22 PUBLIC PARTICIPATION**

A member of the public raised concerns about a previous planning application proposed for Southend Gardens and the affect if approved it will have on his property.

**STANDING ORDERS REINSTATED**

**257/22 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.

**258/22 LISTED BUILDINGS**

It was reported that the unauthorised work to create a balcony on the Middle Earth Pub had been stopped and the balcony removed.

**259/22 LICENSING**

Nothing to report.

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## Planning Applications Considered on 29 November 2022

<b>1</b>	<i>Plan Number</i> 183/22	<i>District Reference</i> 22/01433/HS	<i>Road/Street</i> New Quay Road	<i>Date of meeting</i> 29.11.22
	<i>Applicant</i> Ms Gill Brooks	<i>House Name</i>	<i>Road</i> 3 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> 22/11/22

**Installation of replacement windows in Upvc, Ms Gill Brooks, 3 Loggerheads Yard, New Quay Road, WHITBY, North Yorkshire, YO211DL**

*Comment*

**Support this application subject to the use of traditional style heritage windows.**

<b>2</b>	<i>Plan Number</i> 22/179	<i>District Reference</i> 22/02225/FL	<i>Road/Street</i> St Hildas Terrace	<i>Date of meeting</i> 29.11.22
	<i>Applicant</i> Mrs A Wraith	<i>House Name</i>	<i>Road</i> 1 Mews Cottages	<i>Locality</i> 21 St Hilda's Terrace
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213AE	<i>Application date</i> 16/11/22

**Replacement timber windows, Mrs A Wraith, 1 Mews Cottages, 21 St Hilda's Terrace, WHITBY, North Yorkshire, YO213AE**

*Comment*

**Support this application**

<b>3</b>	<i>Plan Number</i> 22/180	<i>District Reference</i> 22/02227/LB	<i>Road/Street</i> St Hilda's Terrace	<i>Date of meeting</i> 29.11.22
	<i>Applicant</i> Mrs A Wraith	<i>House Name</i>	<i>Road</i> 1 Mew Cottage	<i>Locality</i> 21 St Hilda's Terrace
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213AE	<i>Application date</i> 16/11/22

**Replacement timber windows, Mrs A Wraith, 1 Mew Cottage, 21 St Hilda's Terrace, WHITBY, North Yorkshire, YO213AE**

*Comment*

**Support this application**

<b>4</b>	<i>Plan Number</i> 22/181	<i>District Reference</i> 22/02271/FL	<i>Road/Street</i> Park Terrace	<i>Date of meeting</i> 29.11.22
	<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> 18/11/22

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

*Comment*

**OBJECT to this application - Highways and access - loss of on street parking - community safety - overdevelopment - lass of starter housing stock**

**5**    *Plan Number*    *District Reference*    *Road/Street*    *Date of meeting*  
 22/182    22/02116/RG4    Abbots Road    29.11.22

*Applicant*    *House Name*    *Road*    *Locality*  
 Mrs Sandra Turner    Eastside Community Centre    Abbots Road

*Town*    *County*    *Post Code*    *Application date*  
 WHITBY    North Yorkshire    YO224EB    21/11/22

**New external staircase, window and door, external wall lights and internal alterations to exiting community centre, Mrs Sandra Turner, Eastside Community Centre, Abbots Road, WHITBY, North Yorkshire, YO224EB**

*Comment*  
**Support this application**

**6**    *Plan Number*    *District Reference*    *Road/Street*    *Date of meeting*  
 22/184    22/01236/FL    Chubb Hill Road    29.11.22

*Applicant*    *House Name*    *Road*    *Locality*  
 Mrs Meena Jalali    Beachwalk Villa    10 Chubb Hill Road

*Town*    *County*    *Post Code*    *Application date*  
 WHITBY    North Yorkshire    YO211JU    22/11/22

**Conversion of property into 3no flats, Mrs Meena Jalali, Beachwalk Villa, 10 Chubb Hill Road, WHITBY, North Yorkshire, YO211JU**

*Comment*  
**Support this application subject to residential use only - and building should be named Mulgrave Villa as in the pre war census (1901)**

**7**    *Plan Number*    *District Reference*    *Road/Street*    *Date of meeting*  
 22/185    22/01904/FL    Chubb Hill    29.11.22

*Applicant*    *House Name*    *Road*    *Locality*  
 Mr & Mrs Geoff Hogarth       7A Chubb Hill Road

*Town*    *County*    *Post Code*    *Application date*  
 WHITBY    North Yorkshire    YO211JU    22/11/22

**Change of use of land to garden and parking area, Mr & Mrs Geoff Hogarth, 7A Chubb Hill Road, WHITBY, North Yorkshire, YO211JU**

*Comment*  
**OBJECT to this application - highways and access - sight line issues - community safety**

**8**    *Plan Number*    *District Reference*    *Road/Street*    *Date of meeting*  
 22/186    22/02282/LB    16 High Stakesby Raod    29.11.22

*Applicant*    *House Name*    *Road*    *Locality*  
 Miss Nicole Wilson    Castle View    16 High Stakesby Raod

*Town*    *County*    *Post Code*    *Application date*  
 WHITBY    North Yorkshire    YO211JL    22/11/22

**Various works to property, including reinstatement of period detailing to front door re-blocking up of first floor window, replacement of all windows and external doors, installation of 2no. Roof windows to rear, replacement of part of upper floor staircase, changes to internal layout, Miss Nicole Wilson, Castle View, 16 High Stakesby Road, WHITBY, North Yorkshire, .**

*Comment*  
**Support this application**

## WHITBY TOWN COUNCIL

Minutes of the meeting of the **FINANCE, POLICY AND GENERAL PURPOSES** Committee held in the Pannett Gallery on Tuesday 6 December 2022 at 6:00pm.

**Present:** Councillors Dalrymple (Chair), Abbott, Croft, Harston, Jones, Mrs Turner and Mrs Wilson.

**Also:** M King, Town Clerk, Cllr Nock 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**

### 260/22 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Mrs Coughlan and Mrs Wild

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

**RESOLVED** that Cllr Mrs Coughlan and Cllr Mrs Wild's apologies be accepted.

### 261/22 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

None.

#### STANDING ORDERS SUSPENDED

### 262/22 PUBLIC PARTICIPATION

Cllr Nock raised issues in relation to items 255/22 c) and 258/22, which were deferred by the Chair for discussion under those headings.

#### STANDING ORDERS REINSTATED

### 263/22 MINUTES OF MEETING HELD ON 4 OCTOBER 2022.

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

**RESOLVED** that minutes of the meeting held on 4 October 2022 be approved and signed by the Chair as a correct record.

### 264/22 ACTION OUTSTANDING FROM PREVIOUS MEETINGS

The Clerk provided a verbal update on items from earlier meetings. It was noted that actions had been taken other than as listed on this agenda.

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

**RESOLVED** that the information be noted.

### 265/22 REVIEW OF GOVERNANCE ARRANGEMENTS

Submitted: revised versions of the following documents, comprising the council's governance arrangements

#### a) Standing Orders

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

**RESOLVED** that the revised Standing Orders be approved and recommended to The Annual Meeting of Full Council for adoption.

**b) Financial Regulations**

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

**RESOLVED** that the revised Financial Regulations be approved and recommended to The Annual Meeting of Full Council for adoption.

**c) Terms of Reference & Scheme of Delegation**

**MOVED** by Councillor Harston, seconded by Councillor Croft and unanimously

**RESOLVED** that the revised Terms of Reference & Scheme of Delegation be approved and recommended to The Annual Meeting of Full Council for adoption.

**d) Other Policies and Procedures – including revised Code of Conduct**

**MOVED** by Councillor Abbott, seconded by Councillor Croft and unanimously

**RESOLVED** that

- (a) the revised Code of Conduct be approved and recommended to the January meeting of Full Council for adoption; and
- (b) the other revised Policies and Procedures be approved and recommended to The Annual Meeting of Full Council for adoption.

266/22

**MEETING ACCESSIBILITY**

The committee reviewed the approaches taken so far to model improved accessibility to meetings of full council and the feedback received.

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

**RESOLVED** that a protocol is developed to encourage members to use microphones appropriately, so that the speaker is always holding and speaking directly into a microphone.

267/22

**LOCAL GOVERNMENT REORGANISATION**

Members noted the progress reported by the county council's transition team via the recent webinars, the development of ideas around the form and function of 'community networks' and the preparation of a 'Parish Councils Charter'. A proposal to respond to the call for expressions of interest in developing pilot business cases for the transfer of assets and services would be considered by full council in January.

**MOVED** by Councillor Jones, seconded by Councillor Abbott and

**RESOLVED** that the information is received.

268/22

**APPROVAL OF WORKS TO WHITBY MUSEUM**

Submitted: requests from the Literary and Philosophical Society for permission under the lease to a) reassign the operating licence for the café and b) approve works to the rear entrance.

[NB as a member of the Lit & Phil without a controlling interest, Cllr Harston noted a non-declarable interest].

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

**RESOLVED** a) that approval is given in principle, subject to appropriate monitoring of energy usage and reimbursement by the JMC.  
5 in favour, 1 against, 1 abstention

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

**RESOLVED** unanimously b) that approval is given in principle to the proposed changes, subject to a keypad entry system remaining on the external door.

**269/22 APPROVAL OF EXPENDITURE**

**MOVED** by Councillor Harston, seconded by Councillor Croft and

**RESOLVED** that the schedule of expenditure up to 30 November in the sum of **£149,139.78** (as attached) is approved and submitted to Full Council.

**270/22 BUDGET PREPARATION 2023/24**

Submitted: a report setting out a draft budget, including growth proposals, in the context of known national controls and predicted funding levels. The recommendations formulated to be presented to the Full Council meeting scheduled for 10 January 2023.

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

**RESOLVED** that the draft budget, as presented, is recommended to Full Council for approval.

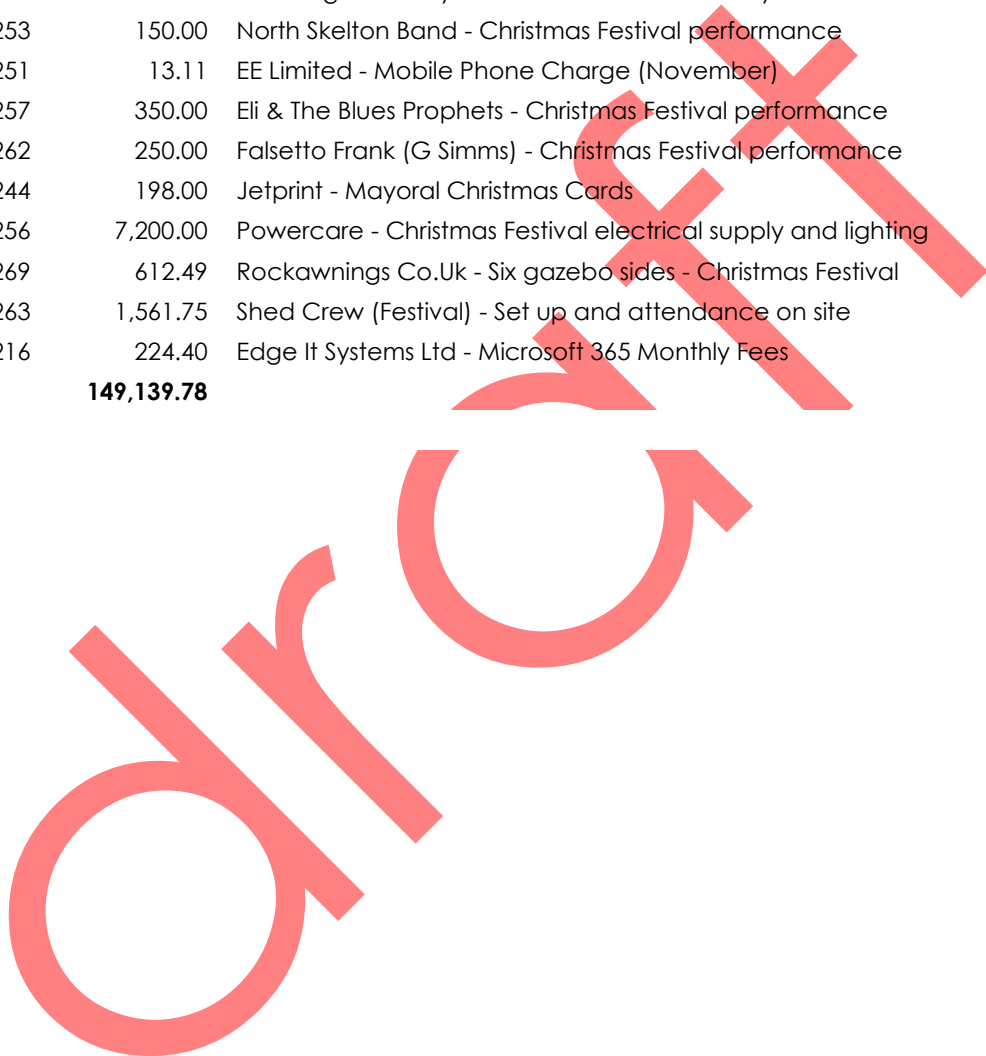




## APPROVAL OF EXPENDITURE TO 28 NOVEMBER 2022

Ledger date	Tran	Net (£)	Detail
01/10/2022	224	176.73	Grenke Leasing - Quarterly Charge - Photocopier Lease
01/10/2022	220	71.00	SAGE UK Ltd - Payroll Subscription October 2022
01/10/2022	225	308.98	Siemens Financial Services Limited - Telephone lease charge and fee
05/10/2022	222	221.40	RAF Benevolent Fund - Armed Forces Day collection
05/10/2022	231	61,123.98	Tetra Tech Limited - PANNETT ART GALLERY EXTENSION RIBA II Interim bill
05/10/2022	226	1,524.44	TotalEnergies Gas & Power - Electricity (PAG & Museum) October
05/10/2022	223	500.00	Veterans In Action - Armed Forces Day collection
09/10/2022	228	314.51	ENGIE Gas Limited - Gas Charges - October 2022
12/10/2022	198	39.86	Rentokil Initial UK Ltd - Hygiene Services November 22
14/10/2022	201	3,855.24	HMRC - PAYE & NI - October
14/10/2022	202	3,741.65	North Yorkshire Pension Fund - Contributions - October
14/10/2022	200	10,407.75	WTC Salaries - October 2022
16/10/2022	248	1,310.00	Green End Electrical - Replace light units, switches and extractor fans
18/10/2022	230	4,114.72	Everflow Limited - Water Bill - October
19/10/2022	265	241.67	Saxonville Hotel Whitby - Room
19/10/2022	247	235.00	Whitby Advertiser - Full Page advert - Christmas Festival
20/10/2022	232	9.01	Barclays Bank - Commission Charges 13 Sep - 12 Oct
20/10/2022	245	334.50	Big Boolies.Com Ltd - Mini Police Lanyards and paraphernalia
21/10/2022	227	13.11	EE Limited - Mobile Phone Charge (October)
24/10/2022	270	331.67	Screwfix - Shelving for Soper Collection
26/10/2022	214	1,265.50	Edge It Systems Ltd - AdvantEDGE Online - 4 user (annual renewal)
26/10/2022	240	7,225.00	JD Roach (Builders) Ltd - Concluding Invoice for works to gallery
27/10/2022	275	71.49	Cathedral Hygiene - Air Freshener Servicing (October)
28/10/2022	213	22.13	Sapphire Print Solutions - October Invoice - Printing Charges
31/10/2022	271	0.01	Barclaycard - Transaction fee (exchange rate fluctuation)
31/10/2022	210	12.44	Normans Business Solutions - Stationery
31/10/2022	272	21.00	Scarborough Borough Council - TENS (Christmas Festival)
01/11/2022	237	278.43	ADT Fire & Security PLC - Repair to fire sensor
01/11/2022	276	310.30	Document Solutions - September & October Bill
01/11/2022	221	71.00	SAGE UK Ltd - Payroll Subscription November 2022
01/11/2022	241	738.42	Vistech Security Ltd - Park/Museum Patrols - October
05/11/2022	235	1,588.39	TotalEnergies Gas & Power - Electricity (PAG & Museum) November
07/11/2022	215	216.72	Edge It Systems Ltd - Sentinel One Security (annual)
09/11/2022	229	520.68	ENGIE Gas Limited - Gas Charges - November 2022
09/11/2022	260	39.86	Rentokil Initial UK Ltd - Hygiene Services November 22
10/11/2022	266	11.67	Boyes of Whitby - Padlocks - Christmas Festival
10/11/2022	238	180.00	Brian Oakley - External window clean - October
10/11/2022	249	3,500.00	Fool's Paradise Ltd - Snow Globe
10/11/2022	243	35.95	Jetprint - Overprinted Hi-Vis Jacket
10/11/2022	239	2,623.20	Phoenix Fireworks - Christmas Festival Display
10/11/2022	236	192.00	St George Security - Penny Hedge for Soper Collection
10/11/2022	242	738.42	Vistech Security Ltd - Park/Museum Patrols - November
10/11/2022	268	10.00	Whitby Museum Tea Room - Refreshments
11/11/2022	273	10.41	Amazon Services Europe S.A.R.L - Replacement chain sleeve
11/11/2022	258	210.00	Godbold Blacksmiths Ltd - Plaque - decorative exchange gift

Ledger date	Tran	Net (£)	Detail
11/11/2022	250	5.60	H Berry - Expenses - sundries for Christmas Festival
13/11/2022	267	18.15	Whistlestop Café - Catering
14/11/2022	206	6,011.88	HMRC - PAYE & NI - November
14/11/2022	207	5,493.95	North Yorkshire Pension Fund - Contributions - November
14/11/2022	205	15,085.51	WTC Salaries - November 2022
16/11/2022	252	100.00	James Hutton Christmas Festival performance
16/11/2022	259	300.00	Lawsons Builders and High Access Ltd - clearing of all gutters
17/11/2022	264	211.21	Harrisons Van Hire - Hire of 2 vans - 15/11 - 17/11
18/11/2022	274	1,760.49	Everflow Limited - Water Bill - November
18/11/2022	261	25.00	The Flowerpot (Whitby) Ltd - Flowers for Christmas Festival prize winner
19/11/2022	255	800.00	St George Security - Christmas Festival Security
20/11/2022	253	150.00	North Skelton Band - Christmas Festival performance
21/11/2022	251	13.11	EE Limited - Mobile Phone Charge (November)
21/11/2022	257	350.00	Eli & The Blues Prophets - Christmas Festival performance
21/11/2022	262	250.00	Falsetto Frank (G Simms) - Christmas Festival performance
21/11/2022	244	198.00	Jetprint - Mayoral Christmas Cards
22/11/2022	256	7,200.00	Powercare - Christmas Festival electrical supply and lighting
22/11/2022	269	612.49	Rockawnings Co.Uk - Six gazebo sides - Christmas Festival
22/11/2022	263	1,561.75	Shed Crew (Festival) - Set up and attendance on site
30/11/2022	216	224.40	Edge It Systems Ltd - Microsoft 365 Monthly Fees
		<b>149,139.78</b>	



## WHITBY TOWN COUNCIL

Minutes of the meeting of the **PANNETT ART GALLERY AND WHITBY MUSEUM JOINT MANAGEMENT** Committee held in the Normanby Room, Whitby Museum on Tuesday 13 December 2022 at 2:00pm.

**Present:** Whitby Town Council: Councillors, J Nock (Chair), Mrs A Brown, R Dalrymple, G Goodberry, J Harston, A Jones, J Redfern (Sub), Mrs S Turner (Sub) and Mrs N Wilson;  
Whitby Literary & Philosophical Society Ms S Booth, Mrs D Gilroy, G Pipe, Mrs W Price(Sub), Mrs A Roberts, Mrs H Wright (sub).

**Also:** M King, Town Clerk, A Cowey Deputy Clerk & Civic Officer and H Berry, PAG Curator.

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

### 271/22 APOLOGIES FOR ABSENCE

Apologies for inability to attend were received from Councillor, Mrs H R Coughlan, Councillor Mrs L Wild, D Rodwell-Cox and C Pyrah.

**MOVED** by Councillor J Redfern, seconded by Councillor A Jones and unanimously

**RESOLVED** that the apologies be accepted.

### 272/22 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

None.

#### STANDING ORDERS SUSPENDED

### 273/22 PUBLIC PARTICIPATION

None.

#### STANDING ORDERS REINSTATED

### 274/22 MINUTES OF MEETING HELD ON 27 SEPTEMBER 2022.

**MOVED** by Councillor Mrs Wilson, seconded by Mrs A Roberts and

**RESOLVED** that minutes of the Pannett Art Gallery and Whitby Museum Joint Management Committee Held on 27 June 2022 having been circulated be taken as read and signed by the Chairman as true record. 7 in favour 3 against 1 abstention

It was noted that the members of the Literary and Philosophical Society raised concerns on minute no 180/22 it was not noted that the WLLPS refused to provide indemnification of liability documents for the work carried out on the grills contrary to what was put in the minutes.

**275/22 PROCEDURAL REVIEW**

Members went through the proposed Terms of Reference and Scheme of Delegation circulated prior to the meeting.

**MOVED** by Councillor Mrs N Wilson, seconded by Councillor Mrs A Roberts, and

**RESOLVED** unanimously that the following amendments are included in the procedures;

- i) there are at least four meetings of the Joint Management Committee held a year;
- ii) written procedures are developed;
- iii) a monitoring/ review is implemented.

The Terms of Reference, as amended, are referred to Finance Policy and General Purposes Committee for approval.

**MOVED** by G Pipe, seconded by Councillor J Nock,

**RESOLVED** unanimously that the Town Clerk produces a procedure for the future maintenance of the building, to be discussed at the next meeting of the Joint Management Committee.

**276/22 BUILDING MAINTENANCE EXPENDITURE 2022/23 AND BUDGET BIDS**

The Town Clerk answered questions about the above circulated prior to the meeting.

**MOVED** by Mrs Roberts seconded by Councillor A Jones and

**RESOLVED** unanimously that the building maintenance expenditure 2022/23 and budget bids are received.

**277/22 REPORT ON PROPERTY MATTERS****a) External Decoration**

A quotation has been received for the external decoration of the building; £13,950.00 for labour and materials plus £6,100.00 for scaffolding. This quotation will be submitted to Full Council for approval.

**b) Roof Drainage**

Lawsons have identified the issue with the roof drainage - the pipes into the hoppers need enlarging to 110mm to cope with overflow water. It was agreed that quotations are obtained for this work.

**c) Building Survey**

The Town Clerk to formulate a maintenance procedure. It was suggested that consideration be given replacing the existing windows in the building with heritage style uPVC windows.

Quotations for Legionella testing will be obtained in January.

An issue with a joint on the central heating system in the boiler room was highlighted and will need to be looked at urgently.

Vaillant have been contacted to repair two boilers.

**d) Prospective Electrical Survey**

An electrical survey will be required as soon as possible for inclusion in a joint application between the Art Gallery and Museum for grant funding from MEND. It has been indicated that applications for this funding will be open early next year.

**e) Museum Floor Condition**

Ongoing.

**f) Assignment of Café Operating Licence**

Members discussed the positioning of electricity meters for a more accurate reading. At present each appliance is monitored individually. Finance Policy and General Purposes Committee approved the operating licence of the café on a three-year basis.

**g) Improvements to Doorway at Rear of Building**

Support for the improvements was given by Finance Policy and General Purposes Committee on the understanding that the security keypad remains on the exterior of the backdoor. A canopy will be installed to shelter people entering the building while inputting the code or waiting for access, in line with building regulation requirements. The external rear door will be refurbished, and automatic internal glass doors installed. Judgment on the proposed planters for the rear of the building was reserved.

**MOVED** by Councillor Goodberry, seconded by Councillor Harston and unanimously

**RESOLVED** that the above information is noted.

278/22

**AGREED ACTION POINTS**

Action	Target Date
a) MK to prepare a programme of procedures	March 2023
b) MK to organise an electrical survey.	
c) Legionella testing	January 2023
d) Quotations obtained for Roof Drainage	2023
e) Heating Boilers	Ongoing
f) Rear entrance	Ongoing

**MOVED** by Councillor Ms S Booth, seconded by Councillor Mrs Wilson

**RESOLVED** that the action points are agreed.

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## WHITBY TOWN COUNCIL

Minutes of the meeting of the **PLANNING** Committee held in the Pannett Gallery on **Tuesday 13 December 2022** at 6.00pm.

**Present:** Councillor Mrs N Wilson (Chair) with Councillors, R Dalrymple, G Goodberry, J Harston, and Mrs S Turner (substitute for Cllr Nock).

**Also:** Mrs A Cowey Deputy Clerk with Cllr P Croft.

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

### 279/22 APOLOGIES FOR ABSENCE

Apologies for inability to attend were received from Councillors R Barnett, S Hinchliffe and J Nock

### 280/22 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

There were no declarations of interest

#### STANDING ORDERS SUSPENDED

### 281/22 PUBLIC PARTICIPATION

No members of the public present

#### STANDING ORDERS REINSTATED

### 282/22 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.

### 283/22 LISTED BUILDINGS

Cllr Dalrymple reported that extension at Harry's Bar had been reduced in width and all holes where it had been removed had been repaired.

### 284/22 LICENSING

Councillor Nock submitted a written report about the Duke of York's application of which part had been withdrawn due to opposition. The premises will be allowed to open at 8am for serving food only and may only have live music on twice a week – all other conditions on the licence remain unchanged.

**MOVED** by Councillor Goodberry, seconded by Councillor Dalrymple and

**RESOLVED** unanimously that above report is received.

Councillors raised concern at the number of premises with outside seating which appears to be encroaching further into public footpaths.

**MOVED** by Councillor Harston, seconded by Councillor Mrs Turner and

**RESOLVED** unanimously that Licencing departments at both SBC and NYCC are contacted to obtain information on which commercial premises have licences to have outside seating in Whitby.

285/22

**DIVERSION OF PUBLIC FOOTPATH**

Members considered and discussed an application by NYCC for the diversion of a Public Right of Way

**MOVED** by Councillor Mrs Turner, seconded by Councillor Harston and

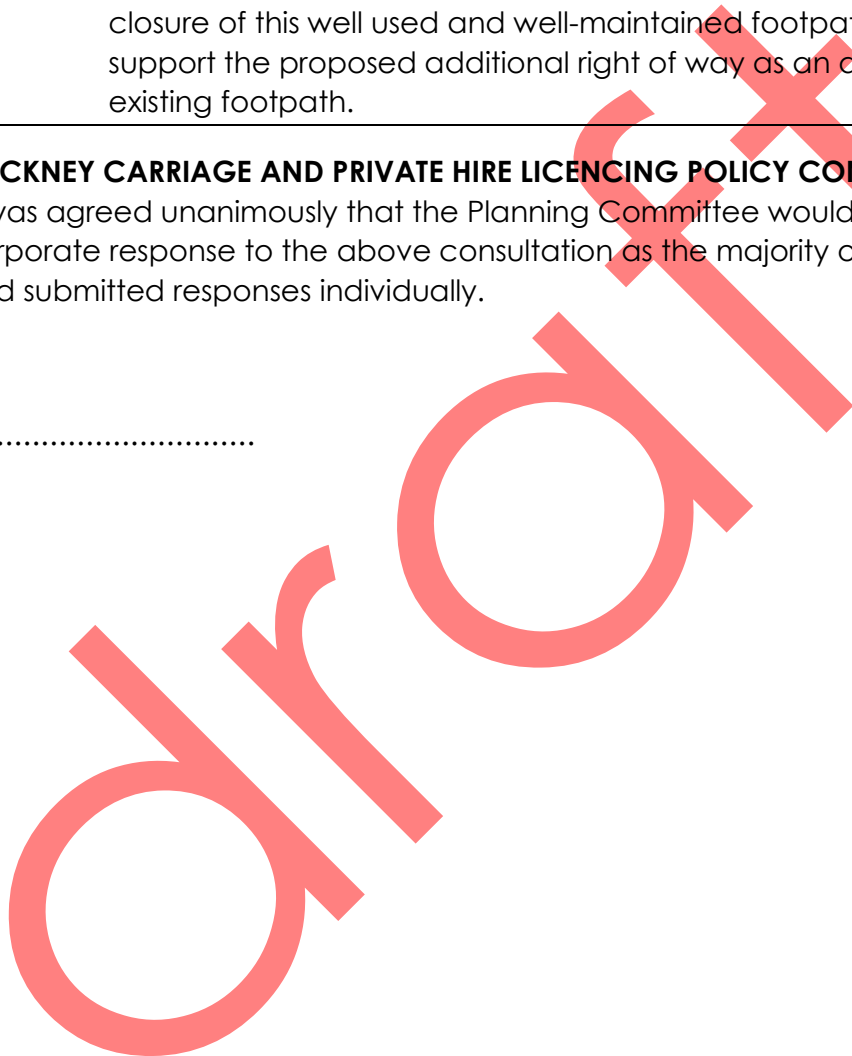
**RESOLVED** that in the absence of any examples of safeguarding or trespassing and safety issues the Planning Committee does **not** support the closure of this well used and well-maintained footpath – it does support the proposed additional right of way as an addition to the existing footpath.

286/22

**HACKNEY CARRIAGE AND PRIVATE HIRE LICENCING POLICY CONSULTATION**

It was agreed unanimously that the Planning Committee would not submit a corporate response to the above consultation as the majority of Councillors had submitted responses individually.

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## Planning Applications Considered 13 December 2022

<b>1</b>	<i>Plan Number</i> 22/187	<i>District Reference</i> 22/01955/FLA	<i>Road/Street</i> Cliff Street	<i>Date of meeting</i> 13.12.22
	<i>Applicant</i> Open Aspect (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> YO213HD	<i>Application date</i> 05/12/22

**Variation of condition 1 for conversion of existing dance centre to 4 no. dwellings to allow creation of 2 no. parking bays, Open Aspect (Mr C Middleton), The Mount, Cliff Street, WHITBY, North Yorkshire, YO213HD**

*Comment*

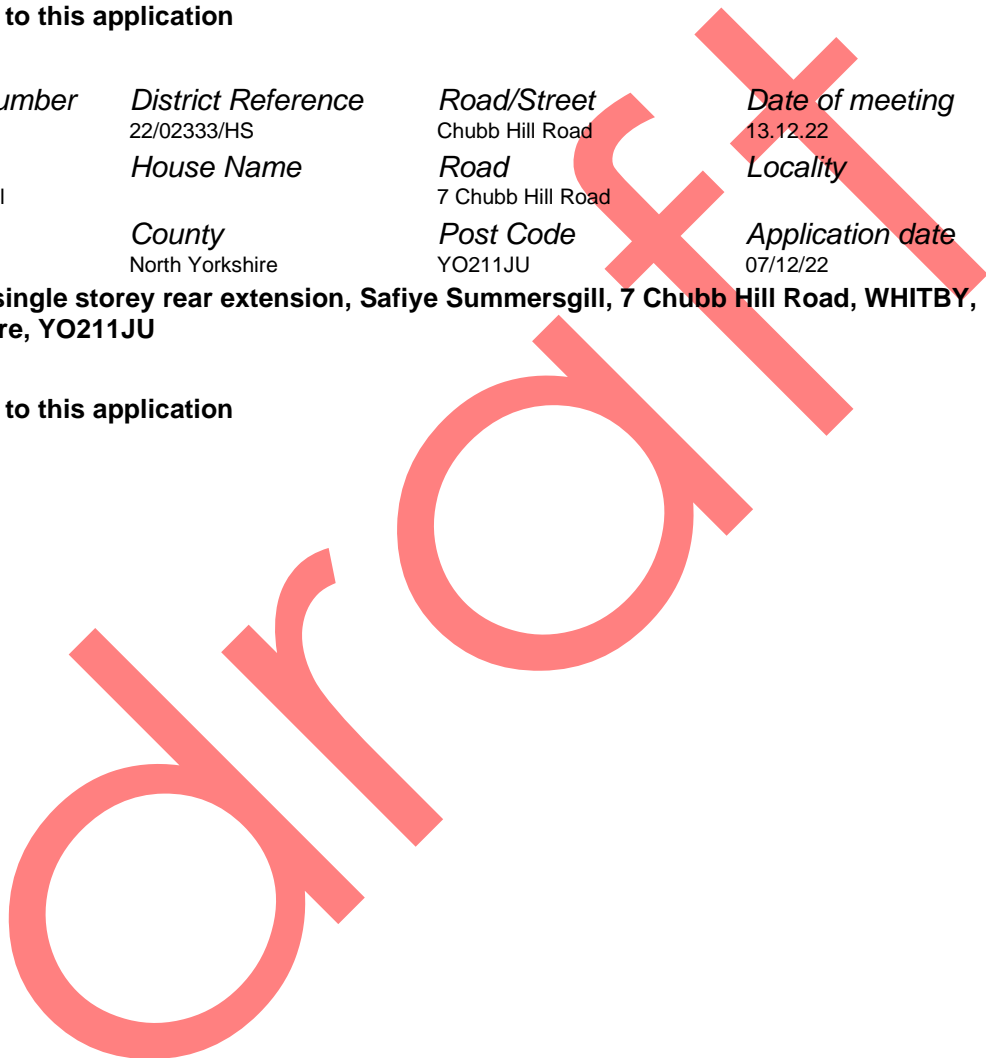
**No objections to this application**

<b>2</b>	<i>Plan Number</i> 22/188	<i>District Reference</i> 22/02333/HS	<i>Road/Street</i> Chubb Hill Road	<i>Date of meeting</i> 13.12.22
	<i>Applicant</i> Safiye Summersgill	<i>House Name</i>	<i>Road</i> 7 Chubb Hill Road	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO211JU	<i>Application date</i> 07/12/22

**Erection of a single storey rear extension, Safiye Summersgill, 7 Chubb Hill Road, WHITBY, North Yorkshire, YO211JU**

*Comment*

**No objections to this application**





## WHITBY TOWN COUNCIL

Minutes of the meeting of the **TOWN DEVELOPMENT AND IMPROVEMENT** Committee held in the Pannett Gallery on Tuesday 20 December 2022 at 6:00pm.

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

**Also:** M King, Town Clerk, Cllr Croft 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**

### 287/22 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Smith

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

### 288/22 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

None.

#### STANDING ORDERS SUSPENDED

### 289/22 PUBLIC PARTICIPATION

One member of the public spoke in support of the 20's Plenty Campaign, the Clerk read out an email received in support of the same. Cllr Croft, as a member of the public, explained the background to the information on parking tabled under item 281/22.

#### STANDING ORDERS REINSTATED

The Chair agreed to rearrange the remainder of the agenda to address these issues in turn.

### 290/22 20's PLENTY CAMPAIGN

Members considered a request from the community to support the 20's Plenty Campaign in North Yorkshire, which aims to persuade North Yorkshire County Council, as the relevant Highways Authority, to adopt a default 20mph speed limit in urban streets where people "live, work, shop, play or learn". It was the consensus of the meeting to adopt the campaign on behalf of the parish of Whitby and to support its intent where neighbouring authorities are themselves in favour.

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

**RESOLVED** that the Council:

- Supports the 20's Plenty for North Yorkshire campaign;
- Calls on North Yorkshire County Council to work in coordination with Whitby Town Council to investigate

- a scheme to implement 20mph in Whitby; and
- Will work with neighbouring authorities in furtherance of this aim.

**291/22 PARKING**

Member's reviewed information supplied by Cllr Croft which contained an update from the Area 3 Highways team provided to County Councillor Swannick on issues relating to parking, highways and the street scene in Whitby, which had been previously considered at this committee in 2021 and 2022.

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

**RESOLVED** that the Clerk write to the two County Councillors, the County Council, and copying in the MP, to require an update on the commitments made in 2021 by officers and a former county councillor to undertake a review of off-street and on-street parking provision specifically in, and geared to, Whitby in light of the comments made to County Councillor Swannick, including the issues related to the wider street-scape.

**292/22 MINUTES OF MEETING HELD ON 18 OCTOBER 2022.**

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

**RESOLVED** that the minutes of the meeting held on 18 October 2022 be approved and signed by the Chair as a correct record.

**293/22 CLERK'S UPDATE ON MATTERS RAISED PREVIOUSLY**

The Clerk noted that the resolutions of the previous meeting had been actioned and that substantive responses were awaited.

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

**RESOLVED** that the information be noted.

**294/22 REQUEST FOR ROAD MARKINGS**

Submitted: a request from a member of the public for the extension of yellow lines around the corner of Gray Street and onto North Road for the safety of North Road. Members noted that street-works are currently underway in this area and that any decision to refer this request should be deferred until these have been completed.

**MOVED** by Councillor Harston, seconded by Councillor Dalrymple and unanimously

**RESOLVED** that the Clerk write to Area 3 Highways to request information on the works and plans for North Road at its junctions with Albion Place and

Gray Street, for consideration at a future meeting.

295/22

**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 Lighting** the significant number of street lights which are not functioning was raised. It was noted that county councillors had raised these with the street lighting team at the county council and that many individual reports had been made through the county council's on-line reporting tool.

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

**RESOLVED** That the Clerk write to both county councillors for Whitby, copied to the MP and the relevant portfolio holder, to request that they establish from Street Lighting why so many lights are inoperative, which equipment is at fault, what can be done to rectify those faults, who is responsible for the required repairs and when the work will be carried out.

**2. Gritting** members considered requests which had been received from members of the public for replenishment of grit bins in the recent cold weather and information relayed from Highways by County Councillor Swannick, that pavements were not prioritised for gritting and that the county council encourages the establishment of Community Gritting Partnerships with funding from parish councils to address this.

**MOVED** by Cllr Dalrymple, seconded by Cllr Jones and unanimously

**RESOLVED** That the Clerk write to both county councillors for Whitby, copied to the MP and the relevant portfolio holder, to request that they establish from Highways the number and location of grit bins in Whitby, when these were installed, which of these are currently the property of NYCC, when these were last filled and why these are no longer filled, on the basis that existing bins should be filled because the need for these was established in the past by NYCC.

.....  
21 February 2023



**WHITBY TOWN COUNCIL  
COUNCIL MEETING – 10 JANUARY 2023  
BUDGET SETTING 2023/24**

**1. Introduction**

- 1.1. This report sets out the draft budget considered by the Finance Policy and General Purposes Committee on 6 December 2022 and recommended to Council for approval.

**2. Inflationary/Other Factors to be Taken into Consideration**

- 2.1. Scarborough Borough Council has confirmed the tax base for 2023-24. This is 4,947.97, which is an 0.3% increase on the current year figure of 4,933.38. This means that a precept based on a stand-still Band D charge of £47.31 would yield an additional income of just over £690.

**3. Projects and Growth**

- 3.1. No growth items have been identified by the council's committees.
- 3.2. Two significant growth items arising from decisions of the council are included: a budget to progress a Neighbourhood Plan for Whitby and a budget to prepare a response to any engagement with the unitary authority over asset and service transfer and in the development of community networking and other participation with partner organisations.

**4. Conclusion**

- 4.1. The draft budget is predicated on an annual rise in the Band D equivalent council tax of £10.00 (19p per week).

**Committee Recommendation** – That the draft budget attached at Appendix A is approved.

**Michael King**  
Town Clerk & RFO





## Whitby Town Council Draft Budget

	Budget 2022-23 (£)	Draft Budget 2023-24 (£)	
<b>TOWN COUNCIL EXPENDITURE</b>			
<b>Staff Costs</b>			
Nett Salaries, plus on-costs	216,000.00	246,000.00	13.89%
Staffing Contingency	-	-	
Staff Training	1,000.00	1,075.00	7.50%
<b>Administration</b>			
Stationery	500.00	550.00	10.00%
Photocopying	750.00	600.00	-20.00%
Adverts (not elections)			
Postage	500.00	450.00	-10.00%
Telephones/broadband/email	3,000.00	3,000.00	0.00%
Office Equipment	1,000.00	1,000.00	0.00%
Audit	1,700.00	1,700.00	0.00%
Subscriptions	2,500.00	2,750.00	10.00%
IT/hosted applications	4,000.00	4,500.00	12.50%
Website	400.00	400.00	0.00%
Computer Maintenance	200.00	200.00	0.00%
Insurance	17,500.00	20,000.00	14.29%
Bank Charges	200.00	200.00	0.00%
Health & Safety	300.00	300.00	0.00%
Petty cash Misc.			
Data Protection Annual Subscription	35.00	35.00	0.00%
HR Advisory Service	1,800.00	1,800.00	0.00%
Travel training	500.00	500.00	0.00%
<b>Civic &amp; Councillors</b>			
Mayors Allowance	2,000.00	2,000.00	0.00%
Councillors Training	500.00	500.00	0.00%
Civic Regalia	500.00	500.00	0.00%
Elections/Polls	-	-	
Mayoral Board	100.00	100.00	0.00%
Honorary Citizenship	200.00	200.00	0.00%
Annual Report/newsletter	100.00	100.00	0.00%
Plaques/pennants/gifts	200.00	200.00	0.00%
Hospitality	500.00	500.00	0.00%
Contingencies	-	-	0.00%
Free Resource (Section 137)	150.00	150.00	0.00%
Events	2,000.00	2,000.00	0.00%
Legal Cost Community Asset Transfer	500.00	500.00	0.00%

## Budget

## Item 7

	Budget 2022-23 (£)	Draft Budget 2023-24 (£)	
<b>Building Management</b>			
Gas	5,000.00	5,000.00	0.00%
Electricity	9,000.00	9,000.00	0.00%
Water Rates	1,000.00	1,000.00	0.00%
Refuse Collections	500.00	500.00	0.00%
Rates			
Hygiene contracts	1,800.00	1,800.00	0.00%
Security Patrols	5,000.00	10,000.00	100.00%
Fire, Alarms callouts			
ADT Contracts	6,000.00	6,000.00	0.00%
ADT (R&M)	2,500.00	2,500.00	0.00%
Repairs & Maintenance	7,500.00	12,000.00	60.00%
Cleaning/Hygiene Supplies	1,500.00	1,500.00	0.00%
Fixtures & Fittings	2,000.00	1,000.00	-50.00%
Maintenance Reserve	500.00	500.00	0.00%
Air Conditioning	6,000.00	6,000.00	0.00%
Heating System	5,000.00	5,000.00	0.00%
<b>Other Services</b>			
Allotments	2,500.00	2,500.00	0.00%
Allotment Fence Stakesby	-	-	
Allotment Fencing Cala Beck	1,000.00	1,000.00	0.00%
Cholmley Allotment Caedmon's Trod Project	1,000.00	1,000.00	0.00%
Modern apprentice	3,500.00	3,500.00	0.00%
Grants	-	-	0.00%
Christmas Lights	15,000.00	25,000.00	66.67%
Notice board	150.00	150.00	0.00%
Public conveniences	5,000.00	5,000.00	0.00%
Public conveniences (Water Charges)	15,000.00	15,000.00	0.00%
Spital Bridge - Residents Parking site			
Footbridge extension	-	-	0.00%
Contribution to Reserves			
War Memorial	250.00	250.00	0.00%
Harbour Story Board (R&M)	1,500.00	500.00	-66.67%
Twinning	100.00	100.00	0.00%
Welcome To Whitby sign maintenance	-	-	
Climate Emergency Engagement	1,000.00	1,000.00	0.00%
Victoria Spa Well maintenance	5,000.00	1,000.00	-80.00%
Neighbourhood Plan		15,000.00	
Unitary engagement		12,500.00	
Christmas Festival	50,000.00	50,000.00	0.00%
	<b>412,935.00</b>	<b>487,110.00</b>	17.96%

## Budget

## Item 7

	Budget 2022-23 (£)	Draft Budget 2023-24 (£)	
<b>TOWN COUNCIL INCOME</b>			
<b>Heading</b>			
Other refunds misc.	4,000.00	4,000.00	
Other refunds PAG	4,000.00	4,000.00	
Allotments	1,300.00	1,300.00	
PPM Office rental	2,500.00	2,500.00	
PPM Office telephone refund			
Christmas Lighting NYC	10,000.00	10,000.00	
WTC Bank Interest & Loyalty Reward	150.00	150.00	
PAG Commission	600.00	600.00	
Refunds Lit & Phil	10,000.00	10,000.00	
Art Galley/Museum - 60% Admissions	41,000.00	45,000.00	
Capital/Heritage Grants	5,000.00	5,000.00	
Armed Forces WP income			
Christmas Festival income	50,000.00	50,000.00	
Transfers from reserves			
Neighbourhood Plan		10,000.00	
Community Donation Toilets	6,000.00	6,000.00	
Residents Parking			
Public Toilets	45,000.00	55,000.00	
<b>Total</b>	<b>179,550.00</b>	<b>203,550.00</b>	13.37%
Net Expenditure	412,935.00	<b>487,110.00</b>	
Net Income	179,550.00	<b>203,550.00</b>	
Precept to balance	233,385.00	<b>283,560.00</b>	21.50%
Tax Base	4,933.38	4,947.97	0.30%
Band D Equivalent	47.31	<b>57.31</b>	£10.00



**WHITBY TOWN COUNCIL  
COUNCIL MEETING – 10 JANUARY 2023**

**NEIGHBOURHOOD PLAN**

**1. Introduction**

- 1.1. This report outlines the purpose of a Neighbourhood Plan and the steps required to develop one. The information is largely drawn from the website and guidance issued by Locality, which is the national membership network supporting local community organisations developing Neighbourhood Plans. It sets out the next stages which the council may follow and proposes a method of procuring professional support to project manage and deliver a Neighbourhood Plan for Whitby.

**2. Policy Context**

- 2.1. A neighbourhood plan puts in place planning policy for a neighbourhood area to guide future development. A neighbourhood plan is about the use and development of land and may contain a vision, aims, planning policies, proposals for improving the area or providing new facilities, or allocation of key sites for specific kinds of development. It may deal with a wide range of social, economic and environmental issues (such as housing, employment, design, heritage and transport) or it may focus on one or two issues only.
- 2.2. These may be issues that are relevant to the whole neighbourhood or just to part of the neighbourhood. It is for those producing the plan to decide on its scope and content as a planning document.
- 2.3. If successful at referendum, a neighbourhood plan will become part of the statutory development plan for the area. This statutory status gives neighbourhood plans far more weight than some other local documents, such as parish plans, community plans and local design statements. A neighbourhood plan must meet certain specified basic conditions. These ensure plans contribute to the achievement of sustainable development, have regard to national policy and guidance and are in general conformity with adopted strategic local planning policies. These include the requirements to comply with EU obligations, which continue to apply for the time being but may be replaced with a requirement to meet UK law at some point in the future.

**3. What is Required**

- 3.1. A neighbourhood plan should not promote less development than that identified in the local plan for the local area (such as new housing allocations). It can allow greater growth levels, providing it meets the basic conditions. It can specify policies and guidance on how new development should be designed, orientated and located. Neighbourhood plans can be a powerful tool in shaping the development of a neighbourhood. The timeframe for the neighbourhood plan will be for communities to decide, for example whether it is a 5, 10, 15 or 20-year plan.
- 3.2. A robust programme of community engagement and proportionate evidence base should help to make sure that a neighbourhood plan is based on a proper

understanding of the area and of the views, aspirations, wants and needs of local people.

- 3.3. Once a neighbourhood plan has been completed, it will have to be submitted to the local planning authority and then be subject to an independent examination. This will make sure that the proper legal process has been followed and that the plan meets the basic conditions described above.
- 3.4. Neighbourhood plans are subject to an independent examination and any necessary modifications are then made to ensure they meet legal requirements. They are then subjected to a public referendum. It is necessary that more than 50% of those voting in the referendum vote "yes" in order to bring the plan into force.

#### 4. Programme

- 4.1. In outline, the town council's programme for developing a Neighbourhood Plan for Whitby may typically take between 12 and 18 months to the point of submitting the draft plan to the LPA and should cover the following stages:
- 4.2. **Get Started** – set up a steering group and establish aims for the plan and a vision for the future of the community, which establishes and articulates the main planning issues for Whitby through an initial consultation.
- 4.3. **Develop an Evidence Base** – gathering published data about Whitby, in context, and digging deeper, through further consultation with local stakeholders to better understand the initial vision in terms of current provision, including:
  - National and local policies
  - Census data
  - Natural environment and landscape
  - Local housing
  - Local facilities and education
  - Transport and infrastructure
  - Business and employment
- 4.4. **Draft Policy Ideas** – to lead, through consultation and community engagement to a Pre-Submission Draft Plan and Sustainability Appraisal.
- 4.5. **Consult on the Pre-Submission Draft** – Online and through exhibition and wider publicity to engage the community in the plan, its vision, aims and policy objectives. This conducted by the town council and is important in establishing the legitimacy of the draft plan, prior to the statutory referendum.
- 4.6. **Submit Neighbourhood Plan** – the plan and its supporting documents are submitted to the Local Planning Authority (NYC by this stage), which will appoint an independent examiner. This may lead to recommended amendments, which must be considered before the LPA puts the plan to the statutory local referendum.

### 5. External Support

- 5.1. To manage these stages, it is proposed that the town council seeks professional support from a suitably qualified professional to manage the process, to advise on planning policy and to draft the plan and supporting documents. This should cover:
- Project management
  - Data profiling and analysis
  - Design and delivery of the community consultation and stakeholder engagement
  - Policy drafting and writing the Neighbourhood Plan – including graphic design and layout
  - Writing the submission support documents
  - Guidance through independent examination and referendum.
- 5.2. In the current funding programme, central government support for plans including design codes has a maximum value of £18,000. It is suggested that the delivery of a plan, including the external support described above is affordable within this figure.
- 5.3. **Duty to Provide Support** - There is a legal requirement for local planning authorities to provide support for those preparing neighbourhood plans. The local planning authority should take a proactive and positive approach, working collaboratively with a neighbourhood planning body particularly sharing evidence and seeking to resolve any issues to ensure the draft neighbourhood plan has the greatest chance of success at independent examination.

### 6. Governance

- 6.1. It is proposed that the development of a Neighbourhood Plan is guided by the Planning Committee (as set out in the town council's approved Terms of Reference) with recommended decisions referred to Full Council for resolution.
- 6.2. A steering group of (no more than) eight to include at least two councillors should be established to oversee the development of the plan under the guidance of an appointed project manager. The 'Neighbourhood Plan Steering Group' would formally be an advisory subcommittee of the Planning Committee.

### 7. Conclusion

- 7.1. Now that the borough council has designated the parish of Whitby as a Neighbourhood Planning Area, it is for the town council to commission a programme to move the plan forward.

**Recommendation** – That the town council (a) seeks three quotations to deliver the support set out in paragraph 5.1 for consideration at a future meeting; and (b) establishes a Neighbourhood Plan Steering Group as set out in paragraph 6.2.

**Michael King**  
**Town Clerk & RFO**





**WHITBY TOWN COUNCIL  
COUNCIL MEETING – 10 JANUARY 2023**

**DOUBLE DEVOLUTION PILOT**

**1. Introduction**

- 1.1. North Yorkshire Council is inviting expressions of interest from town and parish councils that would like to participate in the piloting of double devolution.
- 1.2. Double devolution is about town and parish councils and community groups managing services and assets on behalf of the new council. It is entirely separate from the proposed devolution deal between the Government and York and North Yorkshire.
- 1.3. The proposal for local government reorganisation in North Yorkshire included a commitment to pilot double devolution and provide opportunities for town and parish councils and community groups that would like to manage services and assets on behalf of the new council. It stated that all instances of double devolution would need to have a solid business case and delivery plan and be cost neutral to the new council. It also stated that double devolution would be piloted, and it would be very unlikely any transfer would take place before April 2024.
- 1.4. The pilot stage is restricted to town and parish councils, with the aim of identifying and selecting up to six expressions of interest which can be jointly developed to full business cases. Subsequent stages will be open to local community groups (for example community trusts) as well as town and parish councils (including those who participate in this pilot).

**2. Policy Context**

- 2.1. Based on the responses of members throughout the development of the unitary proposals and the responses to the online consultation carried out in August and September, the attached expression of interest is **recommended for approval** at this meeting.

**Michael King**  
**Town Clerk & RFO**

Information required when submitting expression of interest for piloting double devolution

- A. Full name of town or parish council

Whitby Town Council

- B. Name and contact details of town or parish council clerk / responsible finance officer including job title, postal address, email address and telephone number

Michael King, Town Clerk  
Pannett Gallery, Pannett Park, Whitby YO21 1RE  
town.clerk@whitbytowncouncil.gov.uk  
01947 820227

- C. The town or parish council must agree to the submission of this expression of interest at a full town or parish council meeting. Attach a copy of the minutes of the meeting signed by the mayor of the town or chair of the parish council.

**NB If agreement at 10 January – signed minutes available 7 March**

- D. Describe (maximum one side of A4) the services that the council currently delivers and the assets that it currently manages

The council provides one statutory service – allotments comprising 59 plots over three sites;

Public toilets at six locations – service transferred from Scarborough Borough Council in July 2017;

Public events – including (annually) Christmas Festival, Armistice Day Parade, Remembrance Sunday, Armed Forces Day and (ad hoc) community events including (recently) Platinum Jubilee, Queen's Baton Relay – Commonwealth Games, fireworks display;

Christmas festive lighting;

Street furniture, signs and noticeboards;

Managing public buildings – Pannett Gallery and Whitby Museum (landlord);

Sole trustee of Pannett Park charity and Pannett Gallery & Whitby Museum charity

- E. Total income of the council in financial year 2021/22

£467,670

- F. Income raised by precept in financial year 2021/22

£223,435

- G. Total expenditure in financial year 2021/22

£382,953

H. Attach a copy of the council's final accounts for the financial year 2021/22

Section 2 – Accounting Statements 2021/22 for

Whitby Town Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>	
1. Balances brought forward	73,635	21,279	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>	
2. (+) Precept or Rates and Levies	220,000	223,435	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>	
3. (+) Total other receipts	93,839	244,235	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs	209,671	202,207	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>	
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments	156,525	180,746	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	21,279	105,996	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
8. Total value of cash and short term investments	17,204	72,817	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>	
9. Total fixed assets plus long term investments and assets	55,206	55,206	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>	
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	✓			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

14/06/2022

I confirm that these Accounting Statements were approved by this authority on this date:

21/06/2022

as recorded in minute reference:

058(d)/22

Signed by Chairman of the meeting where the Accounting Statements were approved



## Asset and Service Transfer – Double Devolution Pilot

## Item 9

I. Anticipated total income of the council in financial year 2022/23

£412,935

J. Anticipated income raised by precept in financial year 2022/23

£233,385

K. Anticipated total expenditure in financial year 2022/23

£412,935

L. Attach a copy of the council's budget for the financial year 2022/23

# Asset and Service Transfer – Double Devolution Pilot

# Item 9

## Whitby Town Council Approved Budget 2022-23

### TOWN COUNCIL EXPENDITURE

#### Heading

#### Staff Costs

Nett Salaries, Employers pension cont, employers NI	£	216,000
Staffing Contingency	£	-
Staff Training	£	1,000

#### Administration

Stationery	£	500
Photocopying	£	750
Adverts (not elections)		
Postage	£	500
Telephones/broadband/email	£	3,000
Office Equipment	£	1,000
Audit	£	1,700
Subscriptions	£	2,500
IT/hosted applications	£	4,000
Website	£	400
Computer Maintenance	£	200
Insurance	£	17,500
Bank Charges	£	200
Health & Safety	£	300
Petty cash Misc.		

Data Protection Annual Subscription	£	35
HR Advisory Service	£	1,800
Travel training	£	500

#### Civic & Councillors

Mayors Allowance	£	2,000
Councillors Training	£	500
Civic Regalia	£	500
Elections/Polls	£	-
Mayoral Board	£	100
Honorary Citizenship	£	200
Annual Report/newsletter	£	100
Plaques/pennants/gifts	£	200
Hospitality	£	500
Contingencies	£	-
Free Resource (Section 137)	£	150
Events	£	2,000
Event Freelance project co ordinator	£	-
Legal Cost Community Asset Transfer	£	500

#### Building Management

Gas	£	5,000
Electricity	£	9,000
Water Rates	£	1,000
Refuse Collections	£	500
Rates		
Hygiene contracts	£	1,800
Security Patrols	£	5,000
Fire, Alarms callouts		
ADT Contracts	£	6,000
ADT (R&M)	£	2,500
Repairs & Maintenance	£	7,500
Cleaning/Hygiene Supplies	£	1,500
Fixtures & Fittings	£	2,000
Maintenance Reserve	£	500
Air Conditioning	£	6,000
Heating System	£	5,000

#### Other Services

Allotments	£	2,500
Allotment Fence Stakesby	£	-
Allotment Fencing Cala Beck	£	1,000
Cholmley Allotment Caedmans Trod Project	£	1,000
Modern apprentice	£	3,500
Grants	£	-
Christmas Lights	£	15,000
Notice board	£	150
Public conveniences	£	5,000
Public conveniences (Water Charges)	£	15,000
Spital Bridge - Residents Parking site		
Footbridge extension	£	-
Contribution to Reserves		
War Memorial	£	250
Harbour Story Board (R&M)	£	1,500
Twinning	£	100
Welcome To Whitby sign maintenance	£	-
Climate Emergency Engagement	£	1,000
Victoria Spa Well maintenance	£	5,000
Christmas Festival	£	50,000
<b>Total</b>	<b>£</b>	<b>412,935</b>

### TOWN COUNCIL INCOME

#### Heading

Other refunds misc.	£	4,000
Other refunds PAG	£	4,000
Allotments	£	1,300
PPM Office rental	£	2,500
PPM Office telephone refund		
Christmas Lighting SBC	£	10,000
WTC Bank Interest & Loyalty Reward	£	150
PAG Commission	£	600
Refunds Lit & Phil	£	10,000
Art Galley/Museum - 60% Admissions	£	41,000
Capital/Heritage Grants	£	5,000
Armed Forces WP income		
Christmas Festival income	£	50,000
Transfers from reserves		
Community Donation Toilets	£	6,000
Residents Parking		
Public Toilets	£	45,000
<b>Total</b>	<b>£</b>	<b>179,550</b>

Net Expenditure	£	412,935
Net Income	£	179,550
Precept to balance	£	233,385
Tax Base		4,933.38
Band D Equivalent	£	47.31

- M. Describe (maximum one side of A4) the roles that the council currently employs paid staff to undertake and the numbers of paid staff

Number of staff – 6 (4.72FTE)

Roles: (*inter alia*)

General manager and Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer, responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. Accountable to the Council for the effective management of all its resources and will report to them as and when required. Responsible for all the financial records of the Council and the careful administration of its finances.

Ensure that the Council meets its obligations under the High Court Action and lease and maintains the fabric of the Pannett Art Gallery and Whitby Museum building including all services, security and caretaking.

Ensure all Council property both owned and leased, is maintained to appropriate standards, this includes all land and assets whether managed directly or through contractors.

Monitor and balance the Council's accounts and prepare records for audit purposes, and VAT.

Develop and manage the permanent collection held in the Pannett Art Gallery and to promote the collection.

Ensure the Pannett Art Gallery gains accreditation including developing a range of policies and procedures to ensure continued compliance and re-accreditation.

Produce draft annual objectives, priorities and costed forward plans, budgets and income projections for the Gallery and collection.

Ensure efficient and effective day to day operation and administration of Pannett Art Gallery, the security of the collection and any monies taken in relation to exhibitions and sales. Make recommendations on the presentation of the Gallery and exhibits.

Identify and specify maintenance in the town council's facilities and to liaise and supervise the work of contractors in carrying out these tasks. Also responsible for ensuring the smooth running of upkeep or repair activities.

- N. Describe (maximum one side of A4) the services that the council wants to deliver or assets it wants to manage through the double devolution pilot

Whitby Town Council has identified two operational areas currently provided by Scarborough Borough Council on which it would like to develop a business case for local commissioning and delivery.

These may be considered together, or if it is thought more manageable for the unitary authority as the devolving body, either could be assessed independently.

The first is the provision of parks, grounds maintenance and floral displays. This certainly includes the management of Pannett Park under a long-term lease at a peppercorn from the Pannett Park charity, for which the town council is the sole trustee. There are known areas of floral maintenance, some of which may be under an existing arrangement with the county council as Highways Authority, but it is not assumed that the maintenance of highway verges would in itself be included. The town council assumes that these activities are net expenditure items to the borough council with little or no direct income.

The relevant assets are the plant and equipment, including depot space associated with these services.

The second is the beach management services, including the management and letting of seasonal beach huts, provision of beach management centre and letting of retail concessions on esplanade. These services are focussed on the West Cliff and Esplanade areas of Whitby. It is assumed that the cost of these services is subsidised by the charges levied for beach hut hire and commercial rents in the beach management centre. It is unknown whether these services currently generate a net income.

The relevant assets are the buildings, plant and equipment, including depot space for over-wintering, associated with these services as well as the buildings and operational curtilage on the esplanade.

- O. Has the council adopted the General Power of Competence as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012? ~~Yes~~/ No?

If yes, attach a copy of the minutes of the relevant meeting signed by the chair/mayor of the council. If no, specify which legislation the council will be using to give it the legal power to deliver the services or manage the assets.

*Legal powers:*

Power to acquire land by agreement, to appropriate land and to dispose of land  
LGA 1972, subsections 124, 126 and 127

Power to acquire land or to provide recreation grounds, public walks, pleasure grounds and open spaces and to manage and control them

Public Health Act 1875, section 164

	LGA 1972 Schedule 14 paragraph 27
	Public Health Acts Amendment Act 1890 section 44
Power to provide a wide range of recreational facilities	
	Open Spaces Act 1906, section 9-10
	Local Government (Miscellaneous Provisions) Act 1976, section 19
Power to contribute to encouragement of Tourism	LGA 1972, section 144
Arrangements for discharge of functions by local authorities	
	LGA 1972, section 101
Expenses of 'joint committees'	LGA 1972, section 103
Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants (£115,500 limit 2022/23)	LGA 1972, section 137

- P. Describe (maximum one side of A4) why the council wants to deliver the services or manage the assets through the double devolution pilot, including the main benefits for the local community, how this fits with wider plans and local partnerships, and any public consultation already undertaken.

Members have collectively assessed a list of potential service areas and considered these for local delivery as part of the local government reorganisation underpinning the devolution agenda. To validate the choice, the long list included those such as allotments and public conveniences, which are already provided by the town council.

To understand where the town council might sensibly focus its future role, it has considered what local delivery means. It may cover:

**Ownership:** when we talk about asset and service transfer, this may be absolute and irrevocable by, for example, the freehold transfer of a building, or it may be time-limited by licence or contract.

**Commissioning:** a service or asset can be locally designed, managed and monitored, whether it is physically transferred or not.

**Funding:** if a service comes with income attached – such as the public conveniences, then the responsibility transfers. Funding might be bundled so that income generating services support complementary expenditure or decoupled so that tax is raised in the precept rather than in the body of the council tax. The key issues here are double taxation (is it funded by the unitary elsewhere?) and the net difference experienced by individual council-tax payers.

An online survey of public opinion carried out in August and September 2022 prioritised the following services for local delivery – which might be through the direct devolution of the service to operation by the town council, by commissioning the service with North Yorkshire Council or by providing co-funding for the service.

The top-ten responses to the survey were:



ANSWER CHOICES	SCORE	RESPONSES
✓ Parks & Open Spaces	5/100	54.69%
✓ Off-street Car Parking (various locations)	5/100	51.56%
✓ Beach Management Centre and Toilets	5/100	46.88%
✓ Whitby Spa & Pavilion	5/100	45.31%
✓ West Cliff Beach Chalets, Whitby	5/100	42.19%
✓ Whitby Library	5/100	34.38%
✓ Children's Play Areas	5/100	34.38%
✓ Old Town Hall (& Market), Market Place	5/100	32.81%
✓ Whitby Leisure Centre	5/100	28.13%
✓ Playing Fields and Sports Grounds	5/100	28.13%

The perceived benefits to Whitby and to residents is that services which are fundamental to the local tourism economy are retained and enhanced if possible, using income derived from tourism with ultra-local democratic oversight.

- Q. Describe (maximum one side of A4) the skills, knowledge and experience the council already has that will enable it to deliver the services or manage the assets; and those which it will need to acquire and how it will acquire these

The town council has a fifty-year record of democratic management of services in Whitby. It currently manages a complex, historic building with two charitable tenants providing a museum and art gallery. As sole trustee of the Art Gallery charity, the town council also effectively manages the collection and its interpretation.

The town council has a sound financial basis, complies with the relevant accounting standards and has a long record of unqualified opinions by its appointed external auditor.

Legal and HR support is provided by contracted suppliers.

Since 2017, the town council has contracted the operation of six public toilets in the town, which are managed by its commercial partner. The toilets generate an operational surplus which is reinvested by the town council in the development of these facilities and in associated services for visitors to Whitby. The toilets are provided at no cost to council tax payers.

The town council has professional senior management experience, the Clerk holds an MBA and is a Fellow of the Chartered Management Institute and has held senior executive positions in a number of public sector organisations.

The council employs technically qualified staff who undertake routine and planned maintenance tasks as well as commissioning and supervising the work of external contractors.

The town council would need to ensure that staff with appropriate strategic and

operational knowledge of the services transferred with these and that it had sufficient organisational capacity to administer and support the services. This would need to be assessed within the context of the business case development and in light of the current levels of support that are available to those services.

- R. Describe (maximum one side of A4) any changes the council envisages making to the services or assets, and how these will be funded

The town council does not, in the first instance, envisage making any changes to the defined services. It would rely on the operational knowledge of transferring staff to identify opportunities to improve service standards and reduce waste or excess costs.

- S. Describe (maximum one side of A4) the main risks the council will need to manage to deliver the services or manage the assets and how it will mitigate these risks

The three principal risks identified at this stage, with proposed mitigation are:

*1. Balance between the transfer of service responsibility and resource capacity.*  
This needs to be explicitly addressed in the development of the business case.

*2. Riskier models of delivery can often be the most innovative and effective.*  
Both the unitary and the town councils need to understand their tolerance for organisational risk to accept that with appropriate safeguards in place, this need not stifle innovation.

*3. Monitoring arrangements under current models of service level agreement will be inappropriate*

There is a risk that the devolution model will not optimise use of existing mechanisms, including Sections 101 and 103 of the Local Government Act 1972, but will rely on pseudo-commercial arrangements such as leases.

The town council will work to optimise the devolution process within the wider context of community accountability through community network development and similar mechanisms, working alongside the unitary authority.

- T. Any additional information (maximum one side of A4) that the town or parish council wishes to provide

NA

**a) Whitby Secondary Partnership Letter to Parents**

Members will be aware of the letter circulated on Wednesday 5 January on behalf of the governing body of the Federation operating Eskdale School Whitby Sixth Form and Caedmon College (attached).

This issue has generated a lot of debate on social media since being announced last week. Subject to a decision on 7 February to open a consultation period by the county council's Executive Member for Education and Skills, public consultation on the proposal to amalgamate Caedmon College and Eskdale School, with the loss of the Eskdale site will take place between 20 February and 31 March. If implemented, the amalgamated school would be renamed and reopened on 1 September 2023.

The town council has no statutory role in this decision nor in the public consultation (although the town council will be able to submit a view). It is, though, legitimate to understand the level of involvement that county councillors have in the decision-making process and in representing the views of the local community.

A formal response to any consultation will be considered at the March meeting of Full Council.

**b) Upgang Ravine**

I've had confirmation from the Clerk of Newholm cum Dunsley Parish Council, that the next meeting of the parish council will be 2 March next year. The parish council wishes to support a joint letter with the town council regarding Upgang Ravine. It is suggested that this follows the form of the recent correspondence with borough and county councillors:

*There is a growing concern about cars and camper vans parked on the sea wall between Upgang Slip and the chalets. One day in August, it was observed that 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.*



## The Whitby Secondary Partnership

A Quality First Partnership for Whitby  
Executive Head Teacher: Jamie Henshaw

Dear Parents/Carers,

*Firstly, we hope that you have had a peaceful and enjoyable festive period and that the start of 2023 has been all that you hoped.*

*As you are aware back in 2019 the Whitby Secondary Partnership was formally established to provide a working partnership between Caedmon College Whitby, The Whitby Sixth Form and Eskdale School. This partnership has the aim to provide a quality first provision for all the students and the community in Whitby and the surrounding area.*

*At the end of the Autumn term following consideration as a Governing Board we decided to ask the Local Authority to commence a consultation process on our proposal to amend the structure of the Whitby Secondary Partnership. Our proposal to NYCC is that Caedmon College Whitby and Eskdale School amalgamate from 1<sup>st</sup> September 2023. Amalgamation is a proposal to technically close one school (or more) and enlarge an existing school, to accommodate all pupils. The remaining school would retain its original registration number and age range. Our proposal would result in the technical closure of Eskdale School and the Eskdale site. The newly amalgamated school is proposed to operate from the Normanby and Scoresby sites from 1st September 2023. There is an opportunity to rename Caedmon College Whitby as part of this reorganisation process and as part of the proposal this is something governors propose to do ahead of the amalgamated school proposed opening on 1st September 2023.*

*The reasons for this proposal are three linked factors: low pupil numbers, significant financial challenges at both schools and an imperative to give the best education and curriculum to the young people of Whitby. Before the consultation process begins approval has to be given by Cllr Annabel Wilkinson, the Executive Member for Education and Skills at NYCC and this decision is scheduled to be taken on Tuesday 7th February. If consultation is approved there will be an initial 6 week public consultation period during which all stakeholders will have opportunity to comment on the proposal and a public meeting will be held. We write to notify you now so that, as parents of existing pupils across the Federation, you are aware that we have asked for this process to be initiated.*

*There will be a number of questions that you might have and we will work to ensure that as many of these are answered at either the public meeting held during the consultation period between 20 February and 31 March or via a Frequently Asked Questions document which will be published and updated as necessary.*

*We will write to you again following the NYCC Executive Member meeting in February with details of the timeline to the consultation process and with further information about the proposed new amalgamated school. Should you have any questions in the meantime please email [questions@wsp.org.uk](mailto:questions@wsp.org.uk) we might not be able to answer all questions and we will need to await the outcome of the meeting on 7th February.*

Caedmon College, Prospect Hill, Whitby YO21 1LA • [www.ccwhitby.org](http://www.ccwhitby.org) • 01947 602406 • Head of School: Susan Boyd

Eskdale School, Stainsacre Lane, Whitby YO22 4HS • [www.eskdale-school.co.uk](http://www.eskdale-school.co.uk) • 01947 602856 • Head of School: Phil Nicholson

Whitby Sixth Form, Airy Hill, Whitby YO21 1QA • [www.sixthformwhitby.org](http://www.sixthformwhitby.org) • 01947 601901 • Director of Learning: Vicki Verrill



The Whitby  
Secondary Partnership  
A Quality First Partnership for Whitby  
Executive Head Teacher: Jamie Henshaw

*We want to assure you that our main priority remains to deliver a quality first provision to the community of Whitby and that during this consultation phase the focus of all staff will be on the continued delivery of a good quality of education across the schools within the partnership - the students and their education will not in anyway suffer due to this proposal.*

*Yours sincerely,*

*C. Zanelli and S. Crossland  
Co-Chair of Governors*

*J. Henshaw  
Executive Head Teacher*