

PANNETT PARK | WHITBY | YO21 1RE  
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Dear Councillor,

14 June 2024

You are **summoned** to attend a meeting of the **TOWN DEVELOPMENT AND IMPROVEMENT COMMITTEE** to be conducted at the **Pannett Gallery**, on **Thursday 20 June 2024 at 6:00pm**, the agenda for which is set out below



Michael King  
Town Clerk

To: Councillors Brown, Coughlan, Harston, Mulheran,  
Riddolls and Smith

**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. CHAIR**  
To elect a Chair of the Town Development & Improvement Committee for the ensuing year.
- 2. APOLOGIES**  
To receive apologies for inability to attend.  
Apologies submitted by Cllr Mulheran.
- 3. VICE-CHAIR**  
To appoint a Vice-Chair of the Town Development & Improvement Committee for the ensuing year.
- 4. DECLARATION OF INTERESTS**  
To declare any disclosable pecuniary interests or any other interests which members may have in the following agenda items and consider any dispensation requests.
- 5. PUBLIC PARTICIPATION**  
Standing Orders will be suspended for up to 15 minutes to allow for questions or statements about business items on the agenda, submitted by members of the public (limited to 3 mins per person).
- 6. TO CONSIDER ACTIONS REQUIRED IN ACCORDANCE WITH TERMS OF REFERENCE AT THE FIRST COMMITTEE MEETING OF A NEW COUNCIL YEAR.**
  - (a) Confirmation of the accuracy of the minutes of the meeting of the committee held on 23 April 2024 (herewith). **(page 3)**

## Agenda

- (b) Confirmation of the following adopted at Full Council on 15 May 2024
  - i) Terms of reference of the committee
  - ii) Delegation arrangements to staff
  - iii) Standing orders, financial regulations, policies and procedures relating to the functions of the committee.

<https://www.whitbytowncouncil.gov.uk/uploads/2024-governance-1-standing-orders.pdf>

<https://www.whitbytowncouncil.gov.uk/uploads/2024-governance-2-financial-regulations.pdf>

<https://www.whitbytowncouncil.gov.uk/uploads/2024-governance-3-policies-procedures.pdf>

<https://www.whitbytowncouncil.gov.uk/uploads/2024-governance-4-delegation-tors.pdf>

- (c) Appoint members to the sub-committees of the Town Development & Improvement Committee **(page 5)**
  - i) Allotments.
  - ii) Christmas Lights.
- (d) Review of the anticipated committee workload for the coming year.  
(Future meetings are scheduled for 20 August, 22 October, 17 December 2024 and 18 February, 29 April 2025)

### **7. SET DATES FOR MEETINGS OF THE ALLOTMENTS SUB-COMMITTEE**

The following time and dates are proposed:

11am on 6 August, 8 October, 3 December 2024, and 4 February and 8 April 2025.

### **8. CLERK'S UPDATE ON MATTERS RAISED PREVIOUSLY**

Verbal report from the Clerk

### **9. MATTERS OF REPAIR AND MAINTENANCE REQUIRED IN TOWN**

Opportunity for members to highlight areas of concern which may be brought to the attention of the appropriate department at either the borough or county council.

## WHITBY TOWN COUNCIL

Minutes of the meeting of the **TOWN DEVELOPMENT AND IMPROVEMENT** Committee held in the Pannett Gallery on Tuesday 23 April at 6:00pm.

**Present:** Councillors Coughlan (Chair), Dalrymple, Harston, Jones and Nock.

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

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

### 443/23 APOLOGIES

Apologies were received from Councillor Mrs Wild.

**MOVED** by Cllr Dalrymple, seconded by Cllr Harston.

**RESOLVED** that the apologies of Councillor Mrs Wild are accepted.

### 444/23 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

None.

#### STANDING ORDERS SUSPENDED

### 445/23 PUBLIC PARTICIPATION

None.

#### STANDING ORDERS REINSTATED

### 446/23 MINUTES OF MEETING HELD ON 20 FEBRUARY 2024

**MOVED** by Cllr Nock, seconded by Cllr Dalrymple.

**RESOLVED** that the minutes of the Town Development & Improvement Committee held on the 20 February 2024 are approved as a correct record.

### 447/23 CLERK'S UPDATE ON MATTERS RAISED PREVIOUSLY

The Clerk reported that items notified through the NYC website had been acknowledged and shown as resolved and that a response was still anticipated regarding Motorhome Parking at Abbey Headland.

**MOVED** by Cllr Dalrymple, seconded by Cllr Harston

**RESOLVED** That the position is noted.

### 448/23 ISSUE RAISED BY A RESIDENT

Submitted: a letter from a resident of Ruswarp, seeking support with an approach to Highways over the narrowness of the pavement and potential conflicts between vehicles and pedestrians at High Street Ruswarp. Members noted that the town council had previously raised this with Highways in 2018.

**MOVED** by Cllr Dalrymple, seconded by Cllr Nock

**RESOLVED** that the town council write in support of the resident and draw Highways attention to the previous submission on this issue in 2018.

449/23

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

The following areas of concern were identified to be brought to the attention of the appropriate body.

1. **Road Sweeping/Maintenance** – request information from NYC on scheduled maintenance and weeding of kerbs and gutters, which were showing signs of damage from weed growth throughout town.
2. **Junction of White Point Ave and the Parade** – visibility splays and unregulated parking at and opposite the junction.
3. **Pathway on Murray Field** – further enquire with NYC over ownership and maintenance of this area, which is well used by residents, and of the fence connecting to the old track bed at the eastern edge of the area.
4. **Alleyways connecting New Quay Road and Baxtergate** – generally in poor condition. To enquire of NYC about ownership and maintenance responsibilities.
5. **Baxtergate: trading encroaching onto the footway** – request an update on enforcement due to reported changes in licensing conditions.

**MOVED** by Cllr Dalrymple, seconded by Cllr Harston

**RESOLVED** That issues be progressed by the Clerk through the NYC portal and with the relevant officers.

Signature .....

20 June 2024

## Appoint members to the sub-committees of the Town Development & Improvement Committee

The 2023/24 memberships of both relevant committees were:

### CHRISTMAS LIGHTS SUBCOMMITTEE

#### 6 MEMBERS

Cllr A Brown

Cllr H Coughlan

Cllr S Smith

Cllr L Wild

Vacant

Vacant

Sub. Vacant

Sub. Vacant

### ALLOTMENTS SUBCOMMITTEE

#### 6 MEMBERS

Cllr A Brown

Cllr R Dalrymple

Cllr M Harrison

Cllr C Riddolls

Vacant

Vacant

Sub. Cllr J Harston

Sub. Cllr S Turner