

## 4<sup>th</sup> March 2025 Full Council – MINUTES OF MEETINGS.



**Minutes** of the meeting of the **Town Council** of Whitby, duly convened, and conducted in the Pannett Art Gallery on **Tuesday January the 14<sup>th</sup> 2025** at 6pm

**Present:** Cllrs Abbott, Barnett, Bolton, Coughlan, Harrison, Layman, Mulheran, Nock, Redfern, Riddolls, Smith A, Smith S, Turner and Wild.

**Also:** Adam Chugg Town Clerk, Helen Jackson and Kerry Levitt [North Yorkshire Council] and Cllr Neil Swannick NYC and 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**

### **256/24 CHAIR**

In the absence of both the Chair and Vice-Chair, a Chair for this meeting was elected.

**MOVED** by Cllr Layman, seconded by Cllr Riddolls

**RESOLVED** to elect Cllr S Smith as Chair for this meeting.

### **257/24 APOLOGIES**

**MOVED** by Cllr Layman, seconded by Cllr Coughlan

**RESOLVED** to note the apologies submitted by Cllrs Dalrymple and Harston.

### **258/24 DECLARATION(S) OF PUBLIC INTEREST AND REQUEST FOR DISPENSATION**

None.

### **259/24 PUBLIC PARTICIPATION**

Two members of the public spoke under public participation.

Resident One - Can we know more about what the Council is achieving? e.g. Annual Report or Business Plan?

In response, the Clerk confirmed that, after the end of the financial year, a report on the year will be produced.

Resident Two- Residents 'pay twice' for toilets in the town. Wants the Council to 'own' the mess they are in.

## **260/24 EXTERNAL REPORTS**

### *a. Anglo American*

Sent apologies for this meeting

### *b. North Yorkshire Police*

No representative present.

### *c. North Yorkshire Council*

Cllr Swannick reported on the following:

NYC are working to agree their budget. Despite savings made, expect some call on reserves.

Capital commitment for Whitby Harbour

Whitby Cliff Lift – included in the list of 'possible' capital projects, but no decision at this stage. NYC is mindful of its Equalities Act responsibilities.

The state of the flats at Haggergate is also on the list as well.

Expect an increase of around 4.99% when final decision is made in February

Audit Cttee are working on the transition of finances from 8 former Councils to the single unitary authority.

The public consultation on the new North Yorkshire 'Local Plan' will follow in due course. Information received by NYC in response to the 'call for sites' is in the public domain.

Refurbishment of streetlights across the County is underway. Cllr Swannick has been lobbying for better lighting for New Quay Road.

Harbour Project – Cllr Swannick was asked if there are any tenants yet? The Cllr is aware of the treasurer stressing the importance of this and that work was taking place behind the scenes which he said can't be made public at this stage.

A resident asked for news of the byelaw for jet skis . Cllr Swannick will ask Cllr Trumper for an update.

*d. North Yorkshire Council – Old Town Hall Project*

Kerry Levitt, the Principal Regeneration Officer from NYC provided an update.

She spoke to a briefing sheet that is attached to these minutes.

She also took questions and confirmed that the steps being taken to temporarily relocate the market traders; that there was no need to close Church Street; and outlined the steps being taken for health and safety.

**261/24 MINUTES**

**MOVED** by Cllr Nock, seconded by Cllr Turner

**RESOLVED** that the Minutes of the Full Council on the 22<sup>nd</sup> of October 2024 are confirmed as a correct record.

**MOVED** by Cllr Turner, seconded by Cllr Smith A

**RESOLVED** that the Minutes of the Full Council on the 5<sup>th</sup> of November 2024 are confirmed as a current record, subject to them saying, in the public participation section, what the £1.3m funds referred to are, and also who to raise this with.

**MOVED** by Cllr Wild, seconded by Cllr Turner

**RESOLVED** that the Minutes of the Full Council on the 26<sup>th</sup> of November 2024 are confirmed as a correct record.

**MOVED** by Cllr Turner, seconded by Cllr Wild

**RESOLVED** that the Minutes for the Finance Policy and General Purposes Cttee on the 8<sup>th</sup> of October 2024 be taken as read and received.

**MOVED** by Cllr Wild, seconded by Cllr Smith A

**RESOLVED** that the Minutes of the Town Development and Improvement Cttee be taken as read and received.

**MOVED** by Cllr Abbott, seconded by Cllr Riddolls

**RESOLVED** that the Minutes of the Planning and Licencing Cttee held on the 29<sup>th</sup> of October 2024 be taken as read and received.

**MOVED** by Cllr Wild, seconded by Cllr Abbott

**RESOLVED** that the Minutes of the Planning and Licensing Cttee held on the 12<sup>th</sup> of November 2024 be taken as read and received.

**MOVED** by Cllr Coughlan, seconded by Cllr Wild

**RESOLVED** that the Minutes of the Pannett Art Gallery Cttee held on the 19<sup>th</sup> of November 2024 be taken as read and received.

#### **262/24 TOWN CLERK REPORT**

**MOVED** by Cllr Abbott, seconded by Cllr Riddolls

**RESOLVED** to note the report.

#### **263/24 TOWN COUNCIL BUDGET 2025/26**

The Council considered the draft budget and amendments to enable the Council to set a budget for 2025/26 and confirm its Precept submission to North Yorkshire Council.

This included a summary of reserves presented by the Clerk.

The budget agreed by the meeting is shown in an Appendix

**MOVED** by Cllr Nock, seconded by Cllr Wild

**RESOLVED** to approve the budget giving a Precept value of £389,000.

#### **264/24 NOTICES OF MOTIONS FOR THE MEETING**

**MOVED** by Cllr Layman, seconded by Cllr Smith A

That any planning application or other proposed change or alteration to any public building, structure or space within the Town of immediate surrounding areas be brought before Full Council for consideration so that the wishes of the people of Whitby can be discussed and presented to the relevant authority.

After discussion, the proposers of the motion agreed to **defer** this item and to undertake further work upon the final version of this motion.

#### **265/24 INTERNAL AUDIT REPORT**

**MOVED** by Cllr Smith A, seconded by Cllr Wild

**RESOLVED** to note the report.

## **266/24 REPORTS FROM REPRESENTATIVES OF EXTERNAL BODIES**

Cllr Wild updated on the monthly police MAPS meetings – a new police sergeant has been appointed for Whitby.

Cllr Layman updated on the Neighbourhood Plan with a public consultation taking place in the near future.

## **267/24 MAYORS REPORT**

This item was deferred to the next meeting.

## **268/24 FLOODING AWARENESS**

The information on the agenda was noted.

## **269/24 EXCLUSION OF PRESS AND PUBLIC**

To consider a motion that, under the provisions of the Public Bodies [Admission to Meetings] Act 1960 S1[2], the press and public be excluded from the meeting during consideration of the matter referred to below, due to consideration of commercially sensitive arrangements relating to the financial and business affairs of the council.

Cllr Layman called for a recorded vote.

The Council **RESOLVED** to adopt the motion, as follows:

**FOR:** Cllrs Bolton, Brown, Coughlan, Mulheran, Nock, Redfern, Smith, S, Turner, Wild.

**AGAINST:** Cllrs Harrison, Layman, Barnett.

**ABSTAIN:** Cllrs Smith A, Riddolls, Abbott.

## **270/24 TOILET CONTRACTOR**

**MOVED** by Cllr Smith A, seconded by Cllr Riddolls.

**RESOLVED** to create a Public Conveniences Working Group of up to 5 Cllrs. Cllrs Layman, Riddolls, Smith A and Smith S were appointed.

## APPENDIX – NYC NOTE ON OLD TOWN HALL PROJECT

# Project Briefing Note

## Document Information

Project Title	Old Town Hall and Market Place
Project Reference	SW017
Project Sponsor	Community Development

## Document control

### Version Control

Version	Date	Author	Comment
1	13.1.2024	Kerry Levitt	

## Distribution

*The action field should reflect what the recipient of the document is being requested to do. Read for information only, comment on the content of the document, quality controls it and so on.*

Name	Role	Action
Whitby Town Council	Stakeholder	For information

### 1. **Background**

- 1.1 Project steering group established in 2019 as a result of the Whitby Market Review to explore and secure funding options for the old Town Hall building and begin dialogue with Whitby Town Council and other stakeholders with regards to the future management of Whitby market.
- 1.2 Successfully secured an Architectural Heritage Fund grant early 2020 for £15,000 which allowed early development work and investigations to commence.

- 1.3 Later included in the Town Investment Plan for Whitby. Chosen as one of six priority projects to be taken forward and received £1million from the Towns Fund.
- 1.4 Further development of designs undertaken and engagement on these were carried out in Spring 2022.
- 1.5 As a result of this engagement, designs were amended to reduce the amount of landscaping proposed in the Market Place i.e., the removal of the bottom platform.
- 1.6 Designs updated and pre planning application advice received. Objection from Historic England in regard to the proposed glazing partitions resulted in the withdrawal of this element. HE supportive of all other areas of the scheme.
- 1.7 Planning approval eventually received in July 2023.

## **2. Most recent project updates.**

- 2.1 Tender process commenced December 2023 with prior notification issued to the Market for Expressions of Interest. Full tender issued early 2024 with an initial closing date of 3 May 2024.
- 2.2 Tenders received were over budget. Request by Whitby Town Deal Board to review the proposed plinth within the market place as part of the value engineering to reduce costs as a result of community feedback received through local members.
- 2.3 Project agreed to remove the plinth. Designs updated and tender addendum issued to the market which closed on the 4<sup>th</sup> October 2024.
- 2.4 Tenders still above budget. NYC agreed to fund the shortfall of £126k which retains a 10% contingency within the budget. Approval to appoint the winning contractor and enter into contract received in November 2024.
- 2.5 Market traders will relocate to Dock End and Quay Road whilst the works are undertaken with first day of trading at the temporary site commencing Saturday 18<sup>th</sup> January 2025.
- 2.6 Mobilisation has commenced by the contractors with plans for the scaffold being drawn up. Pre-start meeting with contractors 15<sup>th</sup> January 2025 to confirm programme of works, Health & Safety requirements including Construction Phase Plan and impacts and considerations on local businesses and residents, and project communications.

## **3. Key risks**

- 3.1 Constrained site – requires careful logistics planning.
- 3.2 Programme delays (weather, utility services, roof) impacting on completion date. This is pertinent due to the constrained site and how busy Whitby gets, and Market Traders moving back.
- 3.3 Unforeseen issues with the works causing costs to rise (roof and utility services).



**APPENDIX: BUDGET 2025/26**

<b>Category</b>	<b>Amount</b>	<b>Amount</b>
<b>EXPENDITURE</b>		
Staff Costs		
Salaries	266500	
Training	1500	268000
Administration		
Stationery	600	
Photocopying	1000	
Recruitment	1000	
Postage	600	
Telephone/Broadband/email	3000	
Office Equipment	1000	
Audit	20000	
Subscriptions	3000	
IT/hosted Applications	5000	
Website	450	
Computer Maintenance	200	
Insurance	15000	
Bank Charges	200	
Health and Safety	1000	
Data Protection	40	
Travel	200	
Room Hire	250	
Civic and Cllrs		52540
Mayor Allowance	1500	
Cllr Training	550	
Civic Regalia	0	
Elections	6000	
Events	1500	
Legal Costs	600	
Building management		10150
Gas	6610	
Electric	18133	
Water rates	2000	
Refuse collection	750	
Hygiene contracts	1200	
Alarm	10000	38693

Alarm/security Repairs and Maintenance	1000	
General Repairs and Maintenance	18000	
Cleaning Hygiene Supplies	2200	
Fixtures and Fittings	2000	
Air Conditioning	3000	
Heating system	4000	
Other Services		
Allotments	10000	
Xmas Lights	20000	
WCs Water Charges	30000	
War Memorial	250	
Harbour boards	250	
Spa Well	1000	
Neighbourhood Plan	5000	
Xmas Festival	40000	
East Pier Footbridge	6000	
Double Devolution	5000	
Contingencies	10000	
Increase Earmarked Reserves	16000	173700
<b>TOTAL EXPENDITURE</b>		<b>543083</b>
<b>INCOME</b>		
Refunds	2000	
Transfers – museum/gallery	2000	
Allotments	2000	
S106 Xmas Festival	15000	
Bank Interest	100	
Pannett Bank Interest	600	
Refunds Lit and Phil	10000	
60% Admissions Income	75000	
Capital/heritage Grants	10000	
Christmas Festival	40000	
Neighbourhood Plan	5000	
Toilets Community Donation	6000	
Toilets Income	20000	
<b>TOTAL INCOME</b>		<b>187700</b>

<b>SUMMARY AND PRECEPT</b>		
Net Expenditure (1)	543083	
Net Income (2)	187700	
Increase in General Reserve (3)	33617	
<b>Precept</b>	<b>389000</b>	<b>(1) – (2) + (3)</b>
		<b>(2)</b>
Tax base	5664.27	
Band D charge	68.68	
Increase	4.87%	



Minutes of the Meeting of the Town Council of Whitby, duly convened, and conducted in Pannett Art Gallery on **Tuesday 28<sup>th</sup> January 2025 at 6:00pm.**

**Present** Councillor R Dalrymple (Chair), and Councillors P Bolton, H R Coughlan, M Harrison, J Harston, J Layman, E Mulheran, J Nock, J Redfern, C Riddolls, A Smith, S Smith, S Turner and L Wild.

**Also** A Chugg 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.

### **285/24 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Abbott, Barnett and Brown.

**MOVED** by Councillor Layman, seconded by Councillor S Smith  
**RESOLVED** that the apologies received are accepted.

### **286/24 DECLARATION OF INTERESTS**

It was noted that Cllrs Wild and Redfern are members of the Town Deal Board.

### **287/24 PUBLIC PARTICIPATION**

None.

### **288/24 RESPONSE TO MARINE MANAGEMENT ORGANISATION CONSULTATION ON DREDGING**

The meeting considered the following:

CONSULTATION ON APPLICATION FOR A MARINE LICENCE MLA/2024/00530 – Whitby Harbour Maintenance Dredging - Disposal of Dredged Material.

**MOVED** by Cllr Turner, seconded by Cllr Wild

**RESOLVED** to support this application subject to bi-annual monitoring of the disposed materials, with information passed to Whitby Town Council.

### **289/24 PUBLIC CONVEINIENCES WORKING GROUP**

At the Full Council on the 14<sup>th</sup> of January, the Council voted to set up a Working Group relating to the Council and public conveniences.

The following Cllrs were appointed at that meeting: Cllrs Layman, Riddolls, Smith A, Smith S.

At this meeting, the Terms of Reference were considered and amendments made to the draft presented to the meeting.

**MOVED** by Cllr Smith A, seconded by Cllr Layman

**RESOLVED** to adopt page one of the Terms of Reference as amended.

**MOVED** BY Cllr Smith A, seconded by Cllr Smith S

**RESOLVED** to adopt page two of the Terms of Reference as amended.

## **290/24 MARITIME HUB**

The following motion has been submitted:

Proposer Cllr Layman

Seconder Cllr S Smith

Motion:

"I move that, under a recorded vote, in light of the public opposition to, the lack of commercial interest in, and North Yorkshire Council's continued inability to provide a viable business plan for, the proposed Maritime Hub, Whitby Town Council withdraws its support for this project. Although in full support of improved training and job opportunities for Whitby, and in particular those that offer economic diversification, the Council urge North Yorkshire Council to seek a more practical and less divisive location".

The motion was **NOT** passed.

A recorded vote was taken as follows:

### **FOR**

Cllr Layman, Cllr A Smith, Cllr S Smith, Cllr Riddolls

### **AGAINST**

Cllr Bolton, Cllr Coughlan, Cllr Dalrymple, Cllr Harrison, Cllr Mulheran, Cllr Nock, Cllr Redfern, Cllrs Turner, Cllr Wild.

### **ABSTAIN**

Cllr Harston



**Minutes** of the meeting of the **Harbour Committee** held in Pannett Art Gallery, Whitby, on **Tuesday 19<sup>th</sup> November 2024** at 6pm.

**Present** Cllrs Layman, Redfern, Riddolls and Smith A

**Also** Adam Chugg, Town Clerk and 2 members of the public

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

**227/24 ELECTION OF CHAIR**

**MOVED** by Cllr Riddolls, seconded by Cllr Smith.

**RESOLVED** that Cllr Layman is elected Chair of the Cttee.

**228/24 APOLOGIES FOR ABSENCE**

None.

**229/24 DECLARATION OF INTERESTS AND REQUESTS FOR DISPENSATION**

None.

**230/24 TO CONSIDER ACTIONS REQUIRED IN ACCORDANCE WITH THE TERMS OF REFERENCE AT THE FIRST COMMITTEE MEETING OF A NEW COUNCIL YEAR**

**MOVED** by Cllr Smith, Seconded by Cllr Riddolls.

**RESOLVED** to confirm the accuracy of the meeting of the Cttee held on the 13<sup>th</sup> of February 2024.

**MOVED** by Cllr Smith, seconded by Cllr Redfern.

**RESOLVED** to confirm the Terms of Reference, Scheme of Delegation and policies and procedures relating to the functions of the Committee.

**231/24 PUBLIC PARTICIPATION**

A member of the public spoke regarding a number of issues relating to the harbour. Among the key issues were:

- Concerns about the ladders installed and the suitability of the materials used
- Concerns about the ownership/use of the dredger
- Concerns about the standards of maintenance.

**232/24 HARBOUR ISSUES**

**MOVED** by Cllr Riddolls, Seconded by Cllr Smith

**RESOLVED** to ask the clerk to raise the following issues:

- Suitability of ladders
- Clarification of ownership of dredger
- Information about how the harbour is maintained.

The Cttee also discussed liaison with users of the harbour e.g. the Harbour Users Consultative Group.



**Minutes** of the meeting of the **Finance Policy and General Purposes Cttee** held in Pannett Art Gallery, Whitby, on **Tuesday 10<sup>th</sup> December 2024** at 6pm

**Present** Cllrs Abbott, Barnett, Coughlan, Dalrymple, Harston, Nock, Turner and Wild [Chair].

**Also** Adam Chugg, Town Clerk.

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

#### **239/24 APOLOGIES FOR ABSENCE**

None.

#### **240/24 DECLARATION(S) OF PUBLIC INTEREST AND REQUEST FOR DISPENSATION**

None.

#### **241/24 PUBLIC PARTICIPATION**

None.

#### **242/24 MINUTES OF MEETING HELD ON 8<sup>TH</sup> OCTOBER 2024**

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

**RESOLVED to** agree the minutes of the meeting of the 8<sup>th</sup> of October 2024 as an accurate record.

#### **243/24 ACTIONS OUTSTANDING FROM PREVIOUS MINUTES**

The clerk confirmed that key items for the Cttee were on the agenda.

#### **244/24 UTILITY CONTRACTS**

**MOVED** by Cllr Turner, seconded by Cllr Harston

**RESOLVED to** agree the new contract arrangements for gas and electricity as set out in the report.

#### **245/24 DANFO**



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

**RESOLVED** to note the report and that there will be further consideration of the information being provided by the contractor by the Council.

#### **246/24 BUDGET PREPERATION**

**MOVED** by Cllr Nock, seconded by Cllr Turner

**RESOLVED** to instruct the clerk to prepare a revised budget for Full Council, showing options to increase the reserves over time with a lower increase in the Precept in 2025/26 than is set out in the draft report.

#### **247/24 APPROVAL OF EXPENDITURE**

**MOVED** by Cllr Nock, seconded by Cllr Turner

**RESOLVED** that the schedule of expenditure payments to 31/10/24 is approved.

#### **248/24 COST CENTRE INCOME AND EXPENDITURE**

**MOVED** by Cllr Nock, seconded by Cllr Turner

**RESOLVED** that the cost centre income and expenditure report to 31/10/24 is noted.



Minutes of the meeting of the **Town Development and Improvement Committee** held in the Pannett Art Gallery, Whitby, on **Tuesday 17<sup>th</sup> December 2024**.

**Present:** Cllr Coughlan (Chair) and Cllrs Brown, Mulheran, and Smith

**Also:** Adam Chugg, Town Clerk and RFO.

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

**249/24            APOLOGIES FOR ABSENCE**

Apologies for inability to attend have been notified by Cllrs Harston, Layman and Riddolls.

**MOVED** by Cllr Brown Seconded by Cllr Smith

**RESOLVED** that the apologies are accepted.

**250/24            DECLARATION OF INTERESTS**

None.

**251/24            PUBLIC PARTICIPATION**

None

**252/24            MINUTES**

**MOVED** by Cllr Smith, seconded by Cllr Mulheran

**RESOLVED** that the minutes of the Town Development and Improvement Committee held on the 29<sup>th</sup> of October are approved as a correct record.

**253/24            MOTIONS FOR THE MEETING**

**MOVED** by Cllr Mulheran Seconded by Cllr Brown

**RESOLVED** that the Cttee ask North Yorkshire Council to review the safety, signage and road markings of the roundabout on the A174 at Love Lane; this is currently an accident hotspot.

**254/24            CLERK'S REPORT ON MATTERS RAISED PREVIOUSLY**

The clerk reported as follows on matters raised at the last meeting:

Silver Street – support confirmed at the meeting; no further update.

Pedestrian crossing Castle Road – NYC have been approached on this matter and any updates will be shared with the Cttee.

The latest information on the North Yorkshire Council plans for Old Town Hall – NYC invited to present to Full Council.

An update on the opening arrangements of the Swing Bridge – this has been requested.

The weeds at the bottom of the 199 steps – reported to NYC.

The state of the gardens in the estate by Castle Road – reported to NYC.

The rusted handrail in front of the library – reported to library. They have acknowledged the problem and the site is being inspected.

The number of heavy vehicles using the turning circle – reported to NYC.

The need to cleaning and maintenance of the whalebones – I have reached out to the relevant NYC officer who has offered to meet.

News on the public realm developments as part of the Town Deal – update will be circulated.

#### **255/24            MATTERS OF REPAIR AND MAINTENANCE REQUIRED IN THE TOWN**

The following matters were raised:

Lights for Ruswarp Bridge

# WHITBY TOWN COUNCIL

Minutes of the meeting of the **Pannett Art Gallery and Whitby Museum Joint Management Committee** held on **Tuesday 21 January 2025 at 11:00am** in the Normanby Room, Whitby Museum.

**Present** Whitby Town Council: Councillors, R Dalrymple (Chair), A Brown, H Coughlan,  
E Mulheran J Nock, S Turner and L Wild;  
Whitby Literary & Philosophical Society S Booth, G Pipe, A Roberts, D Rodwell-Cox and H Wright

**Also:** A Chugg, 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.**

## 271/24 APOLOGIES

The Committee was made aware that C Pyrah is standing down as a representative of the WLPS from this Committee.

**RESOLVED** unanimously that Mrs H Wright is appointed to the Joint Management Committee as a representative for the WLPS for the ensuing year.

Apologies for inability to attend were received from Councillor C Riddolls (Whitby Town Council) and Mr C Pyrah (Whitby Literary & Philosophical Society).

**MOVED** by Councillor S Turner, seconded by Councillor J Nock

**RESOLVED** unanimously that the apologies of Councillor C Riddolls and Mr C Pyrah, are accepted.

## 272/24 DECLARATION(S) OF INTEREST & REQUEST FOR DISPENSATION

None.

### STANDING ORDERS SUSPENDED

## 273/24 PUBLIC PARTICIPATION SESSION

No public participation.

### STANDING ORDERS REINSTATED

## 274/24 MINUTES

**MOVED** by Councillor J Nock, seconded by S Turner

**RESOLVED** that the minutes of the Pannett Art Gallery and Whitby Museum Joint Management Committee Held on 17 September 2025 having been circulated be taken as read and signed by the Chairman as true record.

**275/24 BUILDING MAINTENANCE INCOME & EXPENDITURE**

The Income and expenditure was circulated and discussed. Staffing costs will be discussed at the next WLPS Trustees meeting.

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

**RESOLVED** that the building maintenance income and expenditure 2023-2024 and 1 April 2024 to 31 October 2024 is received.

**276/24 CAFÉ ARRANGEMENTS**

The Committee were informed about the refurbishments taking place prior to the opening of the Museum Café on 11 February 2025 10am – 4pm six days a week. The new proprietor of the cafe will write to the Town Clerk regarding the transferal of a premises licence for the café.

**MOVED** by Councillor H Coughlan, seconded by Councillor S Turner and

**RESOLVED** that the appointment of Catherine Cook as the proprietor of the Café is approved.

**MOVED** by Councillor H Coughlan, seconded by Councillor S Turner

**RESOLVED** that the information regarding the café arrangements is received.

**277/24 REPORT ON PROPERTY MATTERS**

The following property matters were discussed

**SECURITY**

Concern was raised about some security issues regarding the PAG/Museum building, including the number of people outside of the Town Council/PAG/Whitby Museum workforce who appear to have knowledge of the access code to the rear door of the Museum.

**MOVED** by Councillor A Brown, seconded by Councillor R Dalrymple

**RESOLVED** that

- a) The Curator of the PAG and Manager of Whitby Museum will look at the security of the building and produce a security Policy to be approved at a future meeting;
- b) The mechanism on the back door is adjusted to ensure that this door closes automatically
- c) A fire drill is carried out

**PARK GATE**

**MOVED** by D Rodwell-Cox, seconded by Councillor L Wild

**RESOLVED** that a quotation is obtained for the opening and closing of the park gates at the beginning and end of the day.

**ACTION POINTS**

**RESOLVED** that a completion dates of actions are added to the action points.

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

**RESOLVED** that the report on property matters is received.

**278/24 AGREED ACTION POINTS**

- Security Policy – The Curator of PAG and Whitby Museum Manager to develop a security policy and bring to a future meeting
- Change rear door security access code
- Maintenance of rear door magnetic locking system
- Quotations for Alarms/CCTV replacement/monitoring – to be investigated (Min 046/24)
- Quotations for repairing of the damaged drain and drainage flushing to be sought (Min 046/24)
- Locking of the Park Gates – quotations to be sought as above - (Min 373/23 action taken)
- Evacuation Plan to be carried out - Once the evacuation plan is completed and approved, an evacuation drill is carried out (Min 046/24)
- Grant Funding for the lift is investigated (min046/24)
- Floor – on going
- Legionella (Min 168/24)

# WHITBY TOWN COUNCIL

Minutes of the meeting of the **PLANNING & LICENSING** Committee held in Pannett Art Gallery, on **Tuesday 28<sup>th</sup> January 2025** at 5:00pm.

**Present** Councillor J Harston (Chair) with Councillors P Bolton, R Dalrymple and E Mulheran

**Also** A Chugg Town Clerk; Cllr M Harrison [as resident]

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

## **279/24 APOLOGIES**

No apologies for inability to attend

## **280/24 DECLARATION(S) OF INTEREST**

No declarations of interest

### **STANDING ORDERS SUSPENDED**

## **281/24 PUBLIC PARTICIPATION**

Cllr Harrison spoke:

Positive about application

Wide pavement

East facing – needs outside pavement

Employs 20 local people

Excellent establishment.

### **STANDING ORDERS REINSTATED**

## **282/24 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.

## **283/24 LISTED BUILDINGS**

Nothing to report

## **284/24 LICENSING**

Nothing to report

## Annex A:

### Planning Applications Considered on 28 January 2025

<b>1</b>	<i>Plan Number</i>	<i>District Reference</i>	<i>Road/Street</i>	<i>Date of meeting</i>
	<b>24/108</b>	ZF24/01076/HS	The Avenue	26.11.24

*Case Officer*

<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs Tara Gilks	3 Croft Farm	The Avenue	RUSWARP
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>
WHITBY	North Yorkshire	YO211NY	15/11/24

**Replacement of timber windows with UPVC, Mrs Tara Gilks, 3 Croft Farm, The Avenue,**

**RUSWARP, WHITBY, North Yorkshire, YO211NY**

*Web link*

Comment: Support this application.

<b>2</b>	<i>Plan Number</i>	<i>District Reference</i>	<i>Road/Street</i>	<i>Date of meeting</i>
	<b>24/109</b>	ZF24/01590/HS	Captain Cook Crescent	26.11.24

*Case Officer*

<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs Lisa Bruce		9 Captain Cook Crescent	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>
WHITBY	North Yorkshire	YO224HL	15/11/24

**Erection of single storey side extension, Mrs Lisa Bruce, 9 Captain Cook Crescent,**



**WHITBY,**

**North Yorkshire, YO224HLE**

*Web link*

Comment: Support this application.

<b>3</b>	<i>Plan Number</i>	<i>District Reference</i>	<i>Road/Street</i>	<i>Date of meeting</i>
	<b>24/110</b>	ZF24/01611/HS	Castle Road	28 January 2025

*Case Officer*

<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
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Mr Angus Nicholson		22 Castle Road	
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<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>
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WHITBY	North Yorkshire	YO213NQ	02/12/24
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**Widen existing vehicle crossing, Mr Angus Nicholson, 22 Castle Road, WHITBY, North Yorkshire,**

**YO213NQ**

*Web link*

Comment: Support this application

<b>4</b>	<i>Plan Number</i>	<i>District Reference</i>	<i>Road/Street</i>	<i>Date of meeting</i>
	<b>24/111</b>	ZF24/01612/HS	Holly Tree Court	07.01.25

*Case Officer*

<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
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Wilf Noble Construction &		8 Holly Tree Court	
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Plant Hire Ltd (Mr A Nicholson)

<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>
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WHITBY	North Yorkshire	YO211JQ	02/12/24
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**New vehicle crossing to the side, Wilf Noble Construction & Plant Hire Ltd (Mr A Nicholson), 8**

**Holly Tree Court, WHITBY, North Yorkshire, YO211JQ**

*Web link*

Comment: Object to this application as per highways recommendations.

<b>5</b>	<i>Plan Number</i>	<i>District Reference</i>	<i>Road/Street</i>	<i>Date of meeting</i>
	<b>24/112</b>	ZF24/01871/FL	Hudson Street	07.01.25

*Case Officer*

<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
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Mr Mark Verity	Havelock Guest House	30 Hudson Street	
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<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>
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WHITBY	North Yorkshire	YO213EP	05/12/24
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**Change of use as guest house (C!) to use as guest house or large holiday let (sui generis) Mr**

**Mark Verity, Havelock Guest House, 30 Hudson Street, WHITBY, North Yorkshire, YO213EP**

*Web link*

Comment: Object on the grounds of a lack of management plan for noise management and lack of management plan for guests

<b>6</b>	<i>Plan Number</i>	<i>District Reference</i>	<i>Road/Street</i>	<i>Date of meeting</i>
	<b>24/113</b>	ZF24/01780/FL	Church Street	07.01.24

*Case Officer*

<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
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Ms J Blackburn	Middle Earth Tavern	25-26 Church Street	
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<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>
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WHITBY	North Yorkshire	YO224AE	19/12/24
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**Extension of street café area, Ms J Blackburn, Middle Earth Tavern, 25-26 Church Street,**

**WHITBY, North Yorkshire, YO224AE**

*Web link*

Comment: Support provided the highways and police conditions are followed.

<b>7</b>	<i>Plan Number</i>	<i>District Reference</i>	<i>Road/Street</i>	<i>Date of meeting</i>
	<b>24/114</b>	ZF24/01870/LB	East Cliff	07.01.25

*Case Officer*

<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
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YHA (Mr Phil Kenwright)		Abbey House	East Cliff
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<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>
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WHITBY	North Yorkshire	YO224JT	19/12/24
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**Extension to existing soil vent pipe, new cast iron soil vent pipe and replacement glazed door,**

**YHA (Mr Phil Kenwright), Abbey House, East Cliff, WHITBY, North Yorkshire, YO224JT**

*Web link*

Comment: Support as long as follow the conditions of the scheduled monument consent

<b>8</b>	<i>Plan Number</i>	<i>District Reference</i>	<i>Road/Street</i>	<i>Date of meeting</i>
	<b>24/115</b>	ZF24/01629/LB	High Street, Ruswarp	28.01.25

*Case Officer*

<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
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Tricore Developments Ltd (Mr High Street	RUSWARP	Former St Bartholomews Church	
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Dom Woodward)n

<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>
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WHITBY	North Yorkshire	YO211NH	23/12/24
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**Works associated with conversion of former Church into 2no. Dwellings, Tricore Developments**

**Ltd (Mr Dom Woodward), Former St Bartholomews Church, High Street, RUSWARP, WHITBY,**

**North Yorkshire, YO211NH**

*Web link*

Comment: Support subject to adhering to the historic buildings and places requirements

<b>9</b>	<i>Plan Number</i>	<i>District Reference</i>	<i>Road/Street</i>	<i>Date of meeting</i>
	<b>24/116</b>	ZF/24/01832/LB	Flowergate	28.01.25

*Case Officer*

<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
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Mr David Reece	The Art Café Cotemporary Galle	42A Flowergate	
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<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>
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WHITBY	North Yorkshire	YO213BB	23/12/24
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**Conversion of upper floors to dwelling with internal alterations, Mr David Reece, The Art Café**

**Cotemporary Gallery, 42A Flowergate, WHITBY, North Yorkshire, YO213BB**

*Web link*

Comment: Support in line with the EHO recommendations.

<b>10</b>	<i>Plan Number</i>	<i>District Reference</i>	<i>Road/Street</i>	<i>Date of meeting</i>
	<b>24/117</b>	ZF24/01831/FL	Flowergate	28.01.25

*Case Officer*

<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
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Mr David Reece	The Art Café Contemporary Gall	42A Flowergate	
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<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>
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WHITBY	North Yorkshire	YO213BB	23/12/24
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**Change of use of upper floors to 1no. Dwelling, Mr David Reece, The Art Café Contemporary**

**Gallery, 42A Flowergate, WHITBY, North Yorkshire, YO213BB**

*Web link*

Comment: Support in line with EHO recommendations

<b>11</b>	<i>Plan Number</i>	<i>District Reference</i>	<i>Road/Street</i>	<i>Date of meeting</i>
	<b>25/001</b>	ZF24/01887/HS	The Ropery	28.01.25

*Case Officer*

<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
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Mr & Mrs B & J Gallagher		48 The Ropery	
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<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>
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WHITBY	North Yorkshire	YO224EY	08/01/25
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**Demolition of extension and construction of new single storey side extension.**

**Formation of**

**parking area with ramped access. Existing access steps relocated. Mr & Mrs B & J Gallagher, 48**

**The Ropery, WHITBY, North Yorkshire, YO224EY**

*Web link*

Comment: Support this application

<b>12</b>	<i>Plan Number</i>	<i>District Reference</i>	<i>Road/Street</i>	<i>Date of meeting</i>
	<b>25/002</b>	ZF24/01920/FL	Royal Crescent Avenue	28.01.25

*Case Officer*

<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
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c/o Agent	Langley Hotel	16 Royal Crescent	
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<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>
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WHITBY	North Yorkshire	YO213EJ	13/01/25
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**Change of use from hotel (C1) to holiday accommodation (Suis Generis), new rooflights and**

**works to the roof, c/o Agent, Langley Hotel, 16 Royal Crescent, WHITBY, North Yorkshire,**

**YO213EJ**

*Web link*

Comment: Support this application



<b>13</b>	<i>Plan Number</i>	<i>District Reference</i>	<i>Road/Street</i>	<i>Date of meeting</i>
	<b>25/003</b>	ZF24/01934/HS	Valley Road	28.01.24

*Case Officer*

<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr J Taplin		3 Valley Road	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>
WHITBY	North Yorkshire	YO213JN	10/01/25

**Extension, alterations and roof conversion, Mr J Taplin, 3 Valley Road, WHITBY, North Yorkshire, YO213JN**

*Web link*

Comment: Object to this application on the grounds of impact on neighbours; over development; close to boundary

<b>14</b>	<i>Plan Number</i>	<i>District Reference</i>	<i>Road/Street</i>	<i>Date of meeting</i>
	<b>25/004</b>	ZF24/01903/OL		28.01.25

*Case Officer*

<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Terra Green Yorkshire Land between Resolution Way Road			South of Mayfield
	an		
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>
WHITBY	North Yorkshire		13/01/25

**Outline application for residential development with all matters reserved except access, Terra**

**Green Yorkshire, Land between Resolution Way and Pembroke Way, South of Mayfield Road,**

**WHITBY, North Yorkshire**

*Web link*

Comment: Support subject to the following conditions. This is a Cttee decision, and is



not delegated to officers; there is not a through road; there is a site visit by NYC Planning

<b>15</b>	<i>Plan Number</i>	<i>District Reference</i>	<i>Road/Street</i>	<i>Date of meeting</i>
	<b>25/005</b>	ZF2401910/FL	Grape Lane	28.01.25

*Case Officer*

<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr V Roberts		6 Grape Lane	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>
WHITBY	North Yorkshire	YO224BA	14/01/25

**Change of use of basement and ground floor to form micro pub single storey rear extension.**

**Change of use of first and second floor to form 3 1 bedroom flats and use of roof space as**

**holiday accommodation, Mr V Roberts, 6 Grape Lane, WHITBY, North Yorkshire, YO224BA**

*Web link*

Comment: Object on the following grounds. Effect on amenity of neighbours; capacity of services and infrastructure; highways and access; Community safety

<b>16</b>	<i>Plan Number</i>	<i>District Reference</i>	<i>Road/Street</i>	<i>Date of meeting</i>
	<b>25/006</b>	ZF24/01911/LB	Grape Lane	28.01.25

*Case Officer*

<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr V Roberts		6 Grape Lane	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>
WHITBY	North Yorkshire	YO224BA	10/01/25

**Change of use of basement and ground floor to form micro pub single storey rear extension.**

**Change of use of first and second floor to form 3 1 bedroom flats and use of roofspace as**

**holiday accommodation with internal alterations and repair to listed building, Mr V Roberts 6**

**Grape Lane, WHITBY, North Yorkshire, YO224BA,**

Comment: Object on the following grounds. Effect on amenity of neighbours; capacity of services and infrastructure; highways and access; Community safety

<b>17</b>	<i>Plan Number</i>	<i>District Reference</i>	<i>Road/Street</i>	<i>Date of meeting</i>
	<b>25/007</b>	ZF24/01954/FL	Baxtergate	28.01.25

*Case Officer*

<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Luxury Leisure (I Miller)		Halifax	67 -68 Baxtergate
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>
WHITBY	North Yorkshire	YO211BL	15/01/25

**Change of use from Bank (Class E) to adult gaming centre (sui generis), Luxury Leisure (I Miller),**

**Halifax, 67 -68 Baxtergate, WHITBY, North Yorkshire, YO211BL**

*Web link*

<b>18</b>	<i>Plan Number</i>	<i>District Reference</i>	<i>Road/Street</i>	<i>Date of meeting</i>
	<b>25/008</b>	ZF24/01916/FL	Guisborough Road	28.01.24

*Case Officer*

<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Miss Kelsey Nolan	Four Lane Ends Garage	Guisborough Road	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>
WHITBY	North Yorkshire	YO211LY	16/01/25

**Erection of side and rear extensions, alterations to parking, formation of plant enclosure and**

**relocation of bin store, Miss Kelsey Nolan, Four Lane Ends Garage, Guisborough Road, WHITBY,**

**North Yorkshire, YO211LY**



**Minutes** of the meeting of the **Finance Policy & General Purposes Committee** conducted at the **Pannett Gallery**, on **Tuesday 4<sup>th</sup> February 2025 at 6:00pm**

**Present:** Cllrs Abbott, Barnett, Dalrymple, Harston, Nock, Turner, Wild, Riddolls [sub].

**Also:** Adam Chugg, Town Clerk.

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

### **291/24 APOLOGIES**

Apologies for inability to attend were submitted by Cllr Coughlan

**MOVED** by Cllr Turner, Seconded by Cllr Nock

**RESOLVED** to accept apologies submitted.

Cllr Riddolls was confirmed as the substitute Cllr for this meeting.

### **292/24 DECLARATION OF INTERESTS**

None

### **293/24 PUBLIC PARTICIPATION**

None

### **294/24 ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS**

The Clerk updated as follows:

Utilities – new cheaper arrangements have been enacted.

Toilets – further discuss with contractor, information from the contractor was circulated and matters considered at Full Council.

Budget – Changes requested by FP and GP Cttee were made and final budget was agreed at the January Full Council.

### **295/24 RISK REGISTER**

**MOVED** by Cllr Abbott, seconded by Cllr Turner

**RESOLVED** to note the changes made to the register by the meeting and recommend the amended register to Full Council.

### **296/24 ASSETS REGISTER**

**MOVED** by Cllr Turner, seconded by Cllr Abbott

**RESOLVED** to note the changes made to the register by the meeting and recommend the amended register to Full Council.

### **297/24 RESERVES**

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

**RESOLVED** to note the reserves position.

### **298/24 APPROVAL OF PAYMENTS**

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

**RESOLVED** to approve payments made to 29<sup>th</sup> January 2025.

### **299/24 EXPENDITURE**

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

**RESOLVED** to note expenditure cost centre report to the end of December 2024.