



## Planning, Property & Services Meeting

11<sup>th</sup> June 2019

6.30pm at 12 Well Lane, Beverley

**Present:** Councillors T. Astell, P. Astell, D. Boynton, I. Gow, D. Horsley, S. Rance, C. Wildey, A. Willis.

**In Attendance:** Matt Snowden (Deputy Town Clerk)

**13/19: To receive apologies for absence:** Cllr S. Blencoe (Cllr T. Astell present as his substitute)

**14/19: Declarations of Interest**

**14.1: To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.**

Cllr S. Rance declared a non-pecuniary interest in regards to planning application 19/01598/PLF.

**14.2: To note dispensations given to any member of the council in respect of the agenda items listed below.**

No dispensations were given.

**15/19: To note the minutes of the Planning, Property & Services meeting held on the 21<sup>st</sup> May 2019 (signed at Full Council on 10<sup>th</sup> June 2019)**

As resolved at Full Council on 11<sup>th</sup> June 2019, Councillors were concerned that minute 7/19 did not reflect the correct order in which committee members discussed issues relating to allotment visits and therefore did not reflect the nature of the discussion.

A revised version of the minutes was circulated for Councillors to consider.

**Proposed:** Cllr T. Astell  
**Seconded:** Cllr C. Wildey

**Resolved:** *That the revised minutes for the Planning, Property and Services meeting held on 21<sup>st</sup> May 2019 be approved.*

**16/19: To note the action plan of the Planning Property & Services meeting held on the 26<sup>th</sup> March 2019 which was reviewed at Full Council on the 8<sup>th</sup> April 2019.**

**Item 7/19: Payment Dates of Rents.** Councillors were not satisfied that the reason given for when payments take place. It was the feeling of the committee that this should be reviewed and the needs of allotment tenants given greater priority than the requirements of the auditor.

**Resolved:** *The Deputy Clerk to liaise with the Town Clerk to provide more details as to the exact process of when allotment letters (rental, renewal, warnings for untidy plots, etc.) are circulated, with the aim of reviewing the process to ensure messy plots are at first tidied by the Council before being offered to new tenants. The Deputy Clerk will provide further details of the current process at the next meeting.*

**Item 7/19: Councillor Allotment Visits.** As resolved at Full Council on 10<sup>th</sup> June 2019, the following advice from ERNLLCA was discussed:

*“ERNLLCA has advised that all visits to allotments must arrange with the Town Clerk and that councillors (individually or in a group) must be accompanied by a member of Town Council staff. ERNLLCA explained that this is due to issues regarding Data Protection/GDPR and insurance - the individual allotment holders have a contract with the Town Council as a collective, corporate body and therefore no individual elected member or group of members can access the allotments without staff being present. ERNLLCA recommends that if members wish to visit the allotments, they email the Town or Deputy Clerk to arrange a suitable opportunity”*

**Resolved:** *That Beverley Town Council finds this advice to be disproportionate to the issue, confusing and likely to cause impediment to the ability of Councillors to carry out their elected duties in regards to allotments. Therefore, Beverley Town Council will not adhere to it and will remove it from the action plan. In addition, the Beverley Town Council representatives to ERNLLCA will raise concerns about this advice at the next appropriate opportunity.*

**17/19: To consider Beverley Town Council joining the Open Spaces Society.**

Cllr P. Astell explained the benefits of joining the Open Spaces Society. It is an organisation to which many other Town and Parish Councils join and can provide essential advice and useful resources regarding a wide range of issues connected to open spaces within and around the community.

**Proposed:** Cllr P. Astell

**Seconded:** Cllr I. Gow

**Resolved:** *That the Deputy Town Clerk completes and submits registration for Beverley Town Council to join the Open Spaces Society.*

**18/19: To discuss developing a scheme to provide dog waste bag dispensers.**

**Resolved:** *That the Deputy Town Clerk and Cllr I. Gow both independently research various types and costs of dog waste bag dispensers. That the Deputy Town Clerk liaises with ERYC regarding viability and permission to locate dispensers on Sparkmill Lane (Minster South), Swinemoor Lane (Minster North), Poplar Drive (St Mary's East) and Woodlands (St Mary's West) – the exact places within those locations to be confirmed, dependant on items (e.g. street lamps) to which they can be affixed. That the above issues be brought back to the next meeting for further discussion.*

**19/19: To consider a Commuted Sums Application to provide additional seating/benches within the town.**

The Deputy Town Clerk reported back that Paul Palmer (ERYC) had advised that there are no major bench projects planned and that any memorial benches will be placed in locations such as Coronation Garden or Hengate Memorial Garden.

The Deputy Clerk informed members that a potential Commuted Sums project to develop the Town Council initiated nature trail along Beverley Beck was currently being reviewed by ERYC. If this is successful, part of the bid includes additional benches along the Beck.

Cllr P. Astell explained that residents from areas outside of the town centre have spoken to councillors requesting additional benches in areas such as the Burdon Road Play Area (locally known as Mudhills), the top of Grovehill Road/Swinemoor Lane.

**Resolved:** *The Deputy Town Clerk to liaise with Lea-Anne Wright (ERYC Commuted Sums Officer) to see if this could be a viable project for Commuted Sums. Councillors will liaise with residents to compile a list of potential locations for new benches.*

**20/19: Planning Applications - The Committee's views are sought on the following planning applications, on which the Town Council has been consulted by the Local Planning Authority.**

Planning Ref	Address	BTC Ward	Application Details	Decision
19/01379/PLF	Octagon House 9 Norfolk Street Beverley HU17 7DN	SMW	Erection of replacement garage with pitched roof, erection of wall, alterations to existing walling and installation of replacement timber gate	No Objection
19/01381/PLB	As above	SMW	As above (conservation)	No Objection
19/01512/PLF	23 York Road Beverley HU17 8DP	SMW	Erection of single storey extension and terrace to rear, erection of single storey lean-to extension to rear following demolition of existing, extension and alterations to lean-to store, alterations to form door onto terrace, erection of wall and gate to rear following demolition of existing garage, and alterations to boundary fence	Beverley Town Council has no objection to this application, but would encourage the applicant to take into consideration the Civic Society's comments regarding using materials on the western side of the roof terrace that will reduce the issue of overlooking neighbouring gardens.
19/00472/PLF	20 St Marys Terrace Beverley HU17 8EH	SMW	Erection of single storey extension to rear following demolition of existing, installation of rooflight to front and construction of dormer window to rear to create additional living accommodation	Beverley Town Council has no objection to the single storey extension to the rear or construction of dormer window to the rear. However, the Town Council objects to the installation of a rooflight to the front of the property due to the negative impact on the street scene, as this is out of keeping with the surrounding area.

19/01581/PLF	56 Lowfield Road Beverley HU17 9RE	SME	Erection of single storey extension to front to replace existing	No objection
19/01637/ STOUT	Land South West Of Stone Cottage Long Lane Woodmansey HU17 0RN	Wood- mansey	Outline - Residential development, access, landscaping, open space and associated drainage and development infrastructure (All matters reserved) [Phase 2a]  <b>Please note that this application is for a development outside of Beverley Town Council's boundaries.</b>	Beverley Town Council objects to this outline application.  The Town Council is concerned that if this development is approved as proposed, once it is linked into additional new roads that are detailed within other applications and development plans for this area, the amount of traffic passing through it from the southernmost roundabout on Victoria Road (A164) to Woodmansey Mile will have a detrimental effect to the environment and quality of life experienced by residents.
19/01638/ STOUT	As above	Wood- mansey	Outline - Residential development, access, landscaping, open space and associated drainage and development infrastructure (All matters reserved) [Phase 2b]	Objection as above
19/01598/PLF	17 Newbegin Beverley HU17 8EG	SMW	Erection of first floor extension to side and single storey extension with timber pergola to rear	No objection
19/01635/PLF	Bernard Cottage 145 Holme Church Lane Beverley HU17 0QL	MS	Erection of a single storey extension to rear following removal of existing	No objection
19/01512/PLF	23 York Road Beverley HU17 8DP	SMW	Erection of single storey extension and terrace to rear, erection of single storey lean-to extension to rear following demolition of existing, extension and alterations to lean-to store, alterations to form door onto terrace, erection of wall and gate to rear following demolition of existing garage, and alterations to boundary fence	No objection
19/00472/PLF	20 St Marys Terrace Beverley HU17 8EH	SMW	Erection of single storey extension to rear following demolition of existing, installation of rooflight to front and construction of dormer window to rear to create additional living accommodation	No objection

19/01628/PLF	40 North Bar Without Beverley HU17 7AB	SME	Erection of single storey extension to rear following removal of existing single storey lean-to extension	No objection
19/01629/PLB	As Above	SME	As above (conservation)	No objection

**21/19. Environmental Planning Applications - The Committee's views are sought on the following tree applications, on which the Town Council has been consulted by the Local Environmental Planning Authority:**

Planning Ref	Address	BTC Ward	Application Details	Decision
19/01601/TPO	Goulding Court Beverley HU17 9FE	SME	TPO MORTON LANE, BEVERLEY - 1990 (REF.434) - Sycamore tree (T1) reduce secondary branches over fire station by approximately 3.5-4m. Beech tree (T2) reduce secondary branches over car park by approximately 3m	Beverley Town Council have no objection to this application and commend the applicant for a detailed and informative tree survey. The Town Council encourage the applicant take into consideration birds that may be nesting in the trees.
19/01699/TCA	9 - 10 St John Street Beverley HU17 8HT	MS	BEVERLEY CONSERVATION AREA - Remove two Fir trees from rear garden as they are too big and blocking sunlight from garden and neighbouring garden	Beverley Town Council have no objection to this application, but encourage the applicant, if possible, to replace the felled trees with new ones that are more in keeping with the location. The Town Council also encourages the tree work to take into consideration any birds that may be nesting and only carry out this work when there is no danger to wildlife.

**22/19: To receive notice of temporary speed restriction:**

THE EAST RIDING OF YORKSHIRE COUNCIL ROAD TRAFFIC REGULATION ACT 1984 SECTION 14 (1) TEMPORARY PROHIBITION OF THROUGH TRAFFIC TEMPORARY SPEED RESTRICTION OF VEHICLES (30MPH) MINSTER WAY, BEVERLEY (PART)

**Resolved:** To note the temporary speed restriction.

**The meeting closed at 8.15 pm.**

Signed.....

Dated.....

**Action Plan  
Planning, Property and Services – from 11<sup>th</sup> June 2019**

<b>Minute Number</b>	<b>Action</b>	<b>Person Responsible</b>	<b>Due Date</b>
<b>6/19:</b> Open Allotment Day (21 <sup>st</sup> July 2019).	<ol style="list-style-type: none"> <li>1) Organisation is on-going.</li> <li>2) Councillors to consider how they might wish to use the event to consult with stakeholders.</li> </ol>	<ol style="list-style-type: none"> <li>1) Helen Watson, Town Clerk &amp; Matt Snowden, Deputy Town Clerk</li> <li>2) Councillors</li> </ol>	<ol style="list-style-type: none"> <li>1) Operational</li> <li>2) Ongoing</li> </ol>
<b>6/19:</b> The removal of greenhouse.	Greenhouse has been demolished and ERYC has agreed to remove the debris. The overgrown pathway down the centre of the plots has been strimmed down to enable ERYC officers better access.	Helen Watson, Town Clerk	Operational
<b>8/19:</b> The Beverley Leisure Centre tennis courts.	The Centre Manager has confirmed that the multi use games area (tennis court) has been cleared by a voluntary group who use the area for futsal training, ages range from 6 years to adult, taking place during term time. The area is also being used as a Motorcycle training area and the East Riding College are using it during the summer months whilst the grass pitches are re-seeded.	Matt Snowden, Deputy Town Clerk	Operational
<b>16/19:</b> Payment dates of rents, etc	The Deputy Clerk to liaise with the Town Clerk to provide more details as to the exact process of when allotment letters (rental, renewal, warnings for untidy plots, etc.) are circulated, with the aim of reviewing the process to ensures messy plots are at first tidied by the Council before being offered to new tenants.	Matt Snowden, Deputy Town Clerk	02/07/19
<b>17/19:</b> Open Spaces Society	The Deputy Town Clerk to complete and submit registration for Beverley Town Council to join the Open Spaces Society once minutes from the meeting are ratified at July Full Council.	Matt Snowden, Deputy Town Clerk	After July Full Council approve the minutes
<b>18/19:</b> Dog waste bag dispensers.	<ol style="list-style-type: none"> <li>1) To research various types and costs of dog waste bag dispensers.</li> <li>2) The Deputy Town Clerk to liaise with ERYC regarding viability and permission to locate dispensers on Sparkmill Lane (Minster South), Swinemoor Lane (Minster North), Poplar Drive (St Mary's East) and Woodlands (St Mary's West) – the exact places within those locations to be confirmed, dependant on items (e.g. street lamps) to which they can be affixed.</li> </ol>	<ol style="list-style-type: none"> <li>1) Matt Snowden, Deputy Town Clerk &amp; Cllr I. Gow</li> <li>2) Matt Snowden, Deputy Town Clerk &amp; Councillors</li> </ol>	<ol style="list-style-type: none"> <li>1) 02/07/19</li> <li>2) Ongoing</li> </ol>
<b>19/19:</b> Benches/ Commuted Sums	<ol style="list-style-type: none"> <li>1) To liaise with Lea-Anne Wright to see if this could be a viable project for Commuted Sums.</li> <li>2) Councillors will liaise with residents to compile a list of potential locations for new benches.</li> </ol>	<ol style="list-style-type: none"> <li>3) Matt Snowden, Deputy Town Clerk</li> <li>4) Councillors</li> </ol>	<ol style="list-style-type: none"> <li>1) 02/07/19</li> <li>2) Ongoing</li> </ol>