

Town Clerk: Ms. Helen Watson FSLCC
Office Address: 12 Well Lane, Beverley, East Yorkshire, HU17 9BL
Tel: 01482 874096 **Email:** clerk@beverley.gov.uk **Website:** www.beverley.gov.uk

Wednesday 3rd March 2021

To All Councillors

Members of the Planning, Property and Services Committee: Councillors P. Astell (Chairman), T. Astell, D. Boynton, I. Gow, D. Horsley, D. Tucker, C. Wildey and A. Willis

Dear Councillor

PLANNING, PROPERTY AND SERVICES COMMITTEE

You are hereby summoned to attend the Full Council Meeting of Beverley Town Council to be held remotely via Zoom on **Tuesday 9th March 2021** to commence at 6.30pm.

Yours faithfully,



Matthew Snowden
Deputy Town Clerk

In normal circumstances, members of the public are welcome to address the meeting in a public forum at 6:30pm. Whilst Beverley Town Council still supports the rights of people to do this, during the current crisis relating to COVID-19, for health and safety reasons, and to ensure physical social-isolation guidance can be followed, meetings will be held digitally via online video technology. Members of the public can attend via the link published on the Town Council website.

AGENDA

1. Introduction

- (a) The Chair to explain that the meeting is being live-streamed on You Tube via Zoom.
- (b) The Chair to explain meeting protocol in terms of using remote technology.

2. Apologies for Absence

3. Declarations

- (a) 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.
- (b) To note dispensations given to any member of the council in respect of the agenda items below.

4. To approve and sign the minutes of Planning, Property and Services Committee held on Tuesday 16th February 2021 (see attached).

5. Delegated Responses

Responses delegated to the Deputy Town Clerk and submitted in consultation with the Chair of Planning Property and Services.

Planning Ref	Address	Ward	Application Details (click on the description to link to Planning Portal)	Delegated Response
20/03689/PLF	27 Lairgate Beverley HU17 8ET	SMW	Alterations to and change of use of existing shop and storage space to form 7 residential apartments including installation of new and replacement doors and windows, construction of a pitched roof over existing flat roof and installation of refurbished and repositioned external stairs	DELEGATED COMMENTS Whilst Beverley Town Council does not object in principle to this application, it reconfirms that it urges East Riding of Yorkshire Council to ensure these apartments are classified as affordable.
21/00318/PLF	East Lane End East Lane Beverley HU17 7AD	SMW	Erection of single storey extension to link dwelling to garage and additional alterations	DELEGATED COMMENTS Beverley Town Council has no objection to this application.
20/03660/PLF	Laura Ashley 36 - 40 Toll Gavel Beverley HU17 9AR	SMW	Change of use from a retail shop (Class E) to a mixed-use restaurant (Class E) and take away (Sui Generis), installation of external extraction duct to rear following removal of existing flue, and alterations to shop front, including installation of awnings	DELEGATED COMMENTS Beverley Town Council welcomes the removal of the synthetic grass wall from the application and has no further objections.
21/00225/PLF	WHSmith Books 6 - 8 Toll Gavel Beverley HU17 9AJ	SMW	Installation of a roller shutter to front (retrospective application)	DELEGATED COMMENTS Beverley Town Council does not object in principle to the application to install a roller shutter, but objects to the style and design being used. Rather than a solid blind, a latticed or slatted one would be more in keeping with those installed on other properties in the area. The Town Council also expresses disappointment that this application is retrospective and that the applicant did not have the courtesy to submit the application and await approval before the work was carried out.
21/00538/TCA	11 New Walk Beverley HU17 7AE	SMW	NTH BAR WITHOUT CONSERVATION AREA - Remove 1 no. Ash tree (T1)	DELEGATED COMMENTS Beverley Town Council objects to this application, as there is no narrative explanation for the reason for the removal of this tree. However, if East Riding of Yorkshire Council grants permission, it should be do so on the condition a new tree is replanted to replace the ash.

20/03918/PLF	Navigation House 3 Spencer Street Beverley HU17 9EG	SME	Conversion and installation of roof lights to existing garage to create reception area and storage space in connection with existing office accommodation, repainting of windows, installation of 2 air conditioning condenser units to rear and associated works	DELEGATED COMMENTS Beverley Town Council has no objection to this application, on the condition the sound from the air conditioning units do not negatively impact on residents.
21/00463/TCA	27 Woodlands Beverley HU17 8BT	SMW	WESTWOOD AREA CONSERVATION AREA - Crown reduce 1 no. Holly tree by 3 metres; Crown reduce 2 no. Plum trees by 1 metre due to trees overgrowing neighbour's trees	DELEGATED COMMENTS Beverley Town Council has no objection to this application, on the condition work is carried out at a time that will have the least negative impact on wildlife.

6. Planning and Environment Applications

The Committee's views are sought on the following planning and environmental planning application on which the Town Council has been consulted by the Local Planning and Environment Authority.

Planning Ref	Address	Ward	Application Details (click on the description to link to Planning Portal)	Suggested Responses/Notes
21/00035/PLF	Jacksons Vehicle Dismantlers Barmston Road Beverley HU17 0LA	MS	Change of use from Scrap Yard to vehicle goods yard (42 vehicles and 41 trailers), siting of a two storey office block and single storey training classroom and 3 shipping containers for storage following levelling of ground and installation of hardcore to entire site	SUGGESTED COMMENT Whilst Beverley Town Council has no objection in principle to the office block and training facility, it expresses great concern regarding the significant increase of large vehicles on and off site, and in particular access to and from Barmston Road via the already busy and congested Swinemoor Lane.
21/00231/PLB	Jack Wills 59 Saturday Market Beverley HU17 8AQ	SMW	Proposed re-roofing of entire building with slate to front and red clay pantiles to rear, installation of dark grey timber framed double glazed roof lights (RL1-8 and RL11-12) and dark grey PPC aluminium framed double glazed roof lights (RL9-RL10), re-construction/refurbishment of existing dormer and installation of dark grey PPC aluminium framed double glazed window and associated internal works including new plasterboard ceilings to all areas on second floor	SUGGESTED COMMENT Beverley Town Council has no objection to this application.

21/00028/PLF	96 Highfield Road Beverley HU17 9QS	SME	Part change of use of existing garage to be used as a dog grooming parlour	SUGGESTED COMMENT Beverley Town Council has no objection to this application.
20/02485/TELCOM	Land East Of 63 Coltman Avenue Beverley HU17 0EZ	MN	Erection of a 15m high telecommunications pole with built-in cabinet, 3 separate cabinets and ancillary works	SUGGESTED COMMENT Whilst Beverley Town Council appreciates such installations sometimes cause concern, it also acknowledges the need for developments of this kind to enhance Beverley's communications infrastructure, so therefore has no objection to this application.
21/00549/PLF	44 Cartwright Lane Beverley HU17 8LT	SMW	Erection of single storey extension to rear	SUGGESTED COMMENT Beverley Town Council has no objection to this application, on the condition the extension does not negatively impact on direct neighbours.
20/04327/PLF	The Rose And Crown North Bar Without Beverley HU17 7AB	SMW	Construction of 3 roof lights in roof at rear and construction of boundary gate and posts to front (part retrospective application)	NOTE Whilst these two applications are inextricably linked, they should be each considered on their own merits.
20/04327/PLF	The Rose And Crown North Bar Without Beverley HU17 7AB	SMW	Construction of 3 roof lights in roof at rear, construction of opening on second floor roof void to increase hotel accommodation, brick up existing roof void access and insertion of steel beams to support floor joists, brick up existing ground floor door to rear and construction of boundary gate and posts to front (Part retrospective application)	

7. Planning, Property and Services Committee Organisations/Management

(a) Public Attendance to Speak on Planning Applications

To consider how to best to formalise rules for members of the public wishing to speak on planning applications (Deputy Town Clerk to report).

(b) Scheme of Delegation

To consider revisions to the Planning, Property and Services Committee section of the Scheme of Delegation (see attached).

8. Environment and Sustainability Issues

To consider Environment and Sustainability Issues relating specifically to the work of the Planning, Property and Services Committee, which will feed into an overriding policy for the Town Council.

- 9. Allotment Rents**
To consider the allotment rents process and related matters (Deputy Town Clerk to report).
- 10. Flooding on Keldgate**
To receive an update on recent flooding issues on the Keldgate allotment site (Deputy Town Clerk to report).
- 11. Heritage Open Day**
To receive an update on the allotments being involved with Heritage Open Day on Saturday 11th and Sunday 12th September 2021 (Deputy Town Clerk to report).
- 12. Grit Bin Request**
To consider a request to purchase a new grit bin, to be located outside the Cherry Tree Centre (Deputy Town Clerk to report).
- 13. To consider the exclusion of the public from the meeting on the grounds that confidential information in relation to business contracts shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).**
- Motion:** That the public be excluded from the meeting on the grounds that confidential information in relation to business contracts shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).
- 14. Town Maintenance Contract**
To finalise the contract for an ongoing Town Maintenance Service.

Planning, Property & Services Meeting

16th February 2021

6:30pm via Zoom

(Due to the COVID-19 pandemic it was not possible for Council to meet in person)

Present: Councillors P. Astell (in the Chair), I. Gow, D. Horsley, D. Tucker, C. Wildey, A. Willis and L. Johnson (substitute for Cllr T. Astell).

In Attendance: Matthew Snowden (Deputy Town Clerk)
Abi Carver (representing residents on planning application 20/04304/REG3)

135/20: Introduction

135.1: The Chair to explain that the meeting is being live-streamed on You Tube via Zoom.

The Chair explained that the meeting is live-streamed on You Tube. The Chair explained that one member of the public was present to represent residents to speak on a planning application.

135.2: The Chair to explain meeting protocol in terms of using remote technology.

The Chair reminded the meeting of the protocol in use for remote technology by being mindful of the use of language, etc.

136/20: Apologies for Absence

Apologies of absence were received from Cllr T. Astell and Cllr D. Boynton.

137/20: Declarations

137.1: 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 I. Gow declared a non-prejudicial interest in Planning Application 21/00337/LOBVAR due to living close to the sit

Cllr D. Horsley declared a non-prejudicial interest in Planning Application 21/00392/TCA due to having a long-standing friendship with the applicant

Cllr L. Johnson declared a non-prejudicial interest in Planning Application 20/04304/REG3 due to applicant being East Riding of Yorkshire Council, of which she is also an elected member, but not for the ward in which this application is located and she is not a member of the senior authority's planning committees.

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

There were no dispensations.

138/20: To approve and sign the minutes of Planning, Property and Services Committee held on Tuesday 26th January 2021.

Proposal: To approve the minutes of the Planning Property and Services Committee held on Tuesday 26th January 2021.

Proposed: Cllr I. Gow **Seconded:** Cllr P. Astell

Resolved: *That the proposal be approved.*

139/20: Delegated Reponses

Reponses delegated to the Deputy Town Clerk and submitted in consultation with the Chair of Planning Property and Services.

Resolved: *To note the delegated responses made by the Deputy Town Clerk in consultation with the Chair of Planning, Property and Services.*

Planning Ref	Address	Ward	Application Details (click on the description to link to Planning Portal)	Delegated Response
21/00019/PLB	The Old Hall Vicar Lane Beverley HU17 8DF	SMW	Replacement of a set of single glazed and a set of double glazed french doors with hardwood double glazed french doors and a first floor single glazed sash window with a double glazed sash window to side and a first floor single glazed sash window with a double glazed hardwood sash window to rear	Beverley Town Council has no objection to this application, but only on the condition the concerns of the Conservation Officer are satisfactorily addressed.
20/04286/PLB	Bar House 67 North Bar Within Beverley HU17 8DG	SMW	Repair of 4 garden wall piers fronting North Bar Without and York Road	Whilst the Town Council has no objection in principle to this submission, it agrees with the comments made by the Conservation Officer that more specific technical details are required to make a final response.

140/20: Planning and Environment Applications

The Committee's views are sought on the following planning and environmental planning application on which the Town Council has been consulted by the Local Planning and Environment Authority.

Resolved: *That the Committee submits the following responses to the applications listed*

Planning Ref	Address	Ward	Application Details (click on the description to link to Planning Portal)	Responses
20/04154/PLF	53 Minster Moorgate Beverley HU17 8HP	MS	Erection of single storey extension to rear following demolition of existing, replacement dormer with full glazed dormer and installation of rooflight to rear	Beverley Town Council has no objection to this application, but only on the condition the matters of the Conservation Officer are satisfactorily addressed.
21/00139/PLF	34 Chestnut Avenue Beverley HU17 9QU	SME	Erection of a single detached garage and studio/office following demolition of existing garage	Beverley Town Council has no objection to this application.

20/04304/REG3	East Riding Leisure Beverley Flemingate Beverley HU17 0LT	MS	Erection of a detached building to house heat and electricity technologies and installation of two combined heat and power (CHP) units to the roof of existing changing room with associated landscaping and infrastructure (Revised scheme following refusal of 19/02368/REG3)	Beverley Town Council supports this application, as the innovative combined heat and power building with all the potential it has for reducing CO2, will create a green heating network within Beverley. However, the Town Council regrets the loss of established trees to facilitate this build and therefore requests a condition be placed to initiate a replanting programme around the site.
21/00337/LOBVAR	Evans Halshaw Vauxhall Swinemoor Lane Beverley HU17 0LJ	MN	Application to modify the planning obligation in a Section 106 Legal Agreement dated 13 January 1995 relating to planning permission 313-1329-D in order to allow a reduction in the height of retained hedges	Beverley Town Council objects to this application, due to the loss of ecological habitat the hedges provide to wildlife, alongside being an organic means to combat carbon emissions from traffic along this congested road.
21/00161/PLF	9 North Bar Without Beverley HU17 7AG	SMW	Construction of replacement roof, installation of conservation rooflight and roof lantern, external alterations to existing single storey extension to rear (Revised Scheme of 20/01346/PLF)	Beverley Town Council has no objection to this application
21/00162/PLB	9 North Bar Without Beverley HU17 7AG	SMW	Removal of dividing wall between kitchen and summer room and installation of 'T' shaped steels, pointing to walls outside, tidy capping stones, replace down pipe, replace existing roof to rear and installation of new bi-fold doors following removal of existing French doors, construction of velux conservation window and roof lantern (revised scheme of 20/00328/PLB)	Beverley Town Council has no objection to this application.
21/00364/TCA	Holborn House 110 Lairgate Beverley HU17 8JQ	SMW	MINSTER AREA CONSERVATION AREA - Fell 1 no. Horse Chestnut tree (T1) due to roots causing significant damage to front boundary wall and railings which cannot be repaired until the tree is removed and concerns that continuous vigorous growth would risk damage to the grade II listed house	Beverley Town Council has no objection to this application, on the condition all works take place at time that will have the least negative impact on wildlife.
21/00309/PLB	53 Minster Moorgate Beverley HU17 8HP	MS	Erection of single storey extension to rear following demolition of existing extension and sash window, replacement of dormer window with full glazed dormer window, installation of rooflight to rear, insulated walls and floors to ground floor level, replacement of defective timber windows and internal alterations consisting of handrail and balustrade to staircase	Beverley Town Council has no objection to this application, but only on the condition the matters of the Conservation Officer are satisfactorily addressed.

21/00392/TCA	Holly Lodge St Giles Croft Beverley HU17 8LA	SMW	WESTWOOD AREA CONSERVATION AREA - Fell 1 no. Willow tree (T1) due to low amenity value, multi stemmed at the base and is continually interfering with telecom lines; Crown reduce 1 no. Horse Chestnut tree (T2) by pruning off tertiary branches that are fouling the telecom lines	Beverley Town Council has no objection to this application, on the condition all works take place at time that will have the least negative impact on wildlife.
21/00394/TCA	Westwood House Westwood Road Beverley HU17 8EN	SMW	WESTWOOD AREA CONSERVATION AREA - Crown reduce 1 no. Rowan tree (T1) by 2.5 metres to improve light in the garden	Beverley Town Council has no objection to this application, on the condition all works take place at time that will have the least negative impact on wildlife.
21/00402/TCA	2 Grayburn Lane Beverley HU17 8JR	SMW	WESTWOOD AREA CONSERVATION AREA & MARKETS AREA CONSERVATION AREA - Crown lift 1 no. Yew tree by 2 metres; Crown lift 1 no. Silver Birch tree by 1 metre	Beverley Town Council has no objection to this application, on the condition all works take place at time that will have the least negative impact on wildlife.
21/00212/REG3	St Marys Primary School Eden Road Beverley HU17 7HD	SME	Re-location of existing metal framed cycle shelter	Beverley Town Council has no objection to this application.
21/00503/TCA	23 Woodlands Beverley HU17 8BT	SMW	WESTWOOD AREA CONSERVATION AREA - Remove 1 no. Sycamore tree (T1) in order to block pave the existing parking space as excavation of the parking space will sever structural holding roots and will cause the tree to become a serious failure hazard	Beverley Town Council has no objection to this application, on the conditions all works take place at time that will have the least negative impact on wildlife and that the tree is replaced with suitable specimen elsewhere on site.

141/20: Allotments Issues

141.1: Keldgate Flooding: To receive an update on flooding issues on the Keldgate allotments.

The Deputy Town Clerk explained that the matter had been reported to Yorkshire Water, which will liaise with him when an engineer is able to inspect the site. This may take longer to happen than usual, due to other more serious flooding issues Yorkshire Water is currently dealing with.

141.2: Community Plot Compost Toilet: To receive an update and consider matters relating to the request from the Plot 22 Community Allotment to place a compost toilet on the plot they lease from the Town Council.

Proposal: That the Plot 22 Community Allotment group be permitted to purchase the compost toilet, but that it be located in the Town Council's compound on the allotment site until lockdown restrictions are reduced. In addition, the group must ensure they have insured the item, even though it will be in a locked compound until full installation.

Proposed: Cllr L. Johnson **Seconded:** Cllr P. Astell

Resolved: *That the proposal be approved.*

142/20: Beverley Beck Port Boards

To consider refurbishment of the five current boards and to include information relating to Beverley and its position in the Medieval Hansa League.

Proposal: That Town Councillors, with support from Officers, will explore how this project can be developed, liaising with East Riding of Yorkshire Council Museums and Archives alongside other relevant organisations. In addition, potential funding streams will be investigated.

Proposed: Cllr L. Johnson **Seconded:** Cllr A. Willis

Resolved: *That the proposal will be approved.*

142/20: Emergency Community Plan

To consider forming a small working group of Councillors who have appropriate skills, knowledge and experiences to develop a new Emergency Community Plan – members of this group do not have to be on the Planning, Property and Services Committee as it is a plan for the whole council.

Proposal: That a project group, consisting of Cllr. P Astell, Cllr D. Tucker, Cllr C. Wildey and Cllr. L Johnson be formed, and that Cllr D. Jack be invited to join it, to coordinate the production of an Emergency Community Plan for Beverley and liaise with other Councillors were necessary or useful. The Deputy Clerk will contact other councils, in the hope they will share their documents to help guide the group, and arrange a meeting to move this forward.

Proposed: Cllr P. Astell **Seconded:** Cllr A. Willis

Resolved: *The proposal was approved.*

143/20: To consider the exclusion of the public from the meeting on the grounds that confidential information in relation to business contracts shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).

Motion: That the public be excluded from the meeting on the grounds that confidential information in relation to business contracts shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).

Proposed: Cllr I. Gow **Seconded:** Cllr C. Wildey

Resolved: *The motion was approved.*

144/20: To consider quotes for the following work:

144.1: Skatepark Fencing Repairs: To consider a quote for repairs to the skatepark fencing - despite being locked due to the Covid-19 lockdown, the fencing and gates have been repeatedly damaged by individuals trying to gain access to the facility.

Proposal: That the quote from J. B. Rural in the sum of £1,000 plus VAT be approved to carry out this work.

Proposed: Cllr P. Astell **Seconded:** Cllr A. Willis

Resolved: *That the proposal be approved.*

Cllr D. Tucker left the meeting at 8:20pm

144.2: Queensgate Allotment Drain: To consider quotes for clearing the drain on the Queensgate allotments site.

Proposal: That the quote from Anti Freeze (York) Limited in the sum of £650 including VAT be approved to carry out this work.

Proposed: Cllr I. Gow **Seconded:** Cllr C. Wildey

Resolved: *That the proposal be approved.*

The meeting finished at 8.28pm

Signed: _____

Date: _____

SCHEME OF DELEGATION**5.2 Planning Property & Services Committee**

The Planning **Property & Services Committee** shall consist of **8 members of the Council** with a **Quorum of 4** (with **2 Substitutes** being elected), and be delegated to make decisions on behalf of the Council in the following matters:

- Management & control of the Council's allotment sites, including all grounds maintenance/improvement works
- Oversight of the provision and maintenance of the Council's Footway Lighting
- Oversight of the provision and maintenance of the Council's Noticeboards
- Oversight of the provision and maintenance of the Council's Litter Bins
- Oversight of the provision and maintenance of the Council's recreational areas including but not limited to play areas and the skate park
- Oversight of the following Working Groups:
 - Beverley in Bloom
 - Christmas Lights
- Organising and promoting sporting, recreational and leisure activities both on behalf of the Council and in liaison with other bodies for the benefit of the inhabitants of the Town
- Maintenance and repair of all the buildings and other property owned by the Council
- Environmental Matters e.g. Recycling, Litter Promotion and encouragement of sustainable development in the Parish
- Maintenance and upkeep of all vehicles and equipment used for grounds maintenance purposes.
- Promoting and encouraging action against all forms of crime and disorder e.g. Community Safety including CCTV
- Representations to any outside agencies as deemed necessary to safeguard and promote the use of recreation grounds and open spaces and other amenity areas, which are outside the jurisdiction of the Council but within the Town e.g. Play Parks, Cemeteries, Special Expenses
- Actively pursue the acquisition of services and facilities which are deemed to improve the long-term facilities of the Town
- Oversee any capital projects which are deemed to improve the long-term facilities of the Town
- Any other matter which may be delegated to it by the Council from time to time.
- Planning Consultation Consideration and formulation of responses to any of the following:

- Applications made to the Planning Authority for planning permission relating to land and property within the Parish e.g. Full, Outline, Reserved Matters, Listed Buildings, Regulation 4, Conservation Area, Advertising Consent and street naming. **All applications of a strategic nature shall be referred to Council**
 - Applications made to the Planning Authority for permission of an environmental nature relating to land and property within the parish e.g. tree felling, tree maintenance, Tree Preservation Orders
 - Development Plans and Revisions and all Statutory and Non-Statutory Plans at national, regional and local level, deemed to have impact on the parish
 - Any Local Authority proposals with respect to the stopping up, diversion, maintenance or creation of public rights of way within the Parish
 - Local Authority Planning Enforcement with respect to breaches in planning control/policy
 - Any Highway Authority proposals with respect to highways and traffic regulation orders
 - Responses to the Government's Planning Inspectorate and other appropriate bodies either in support of or against planning and enforcement appeals made by the owners and developers of land and property and if considered appropriate authorise the attendance of members and officers and the engagement of professional representation at Local Inquiries and Hearings into such appeals.
- Carrying out such things as are deemed necessary and in accordance with approved policies of the Council, to protect, preserve and enhance the local environment and the amenities and interests of the community
 - Contribution to the formulation of a Town Plan
 - Street Naming
 - Licensing Matters
 - Any other matter which may be delegated to it by the Council from time to time

The Committee may refer specific matters to the Council for a final decision if it so wishes