

## **Minutes of the Planning, Property & Services Meeting**

**25<sup>th</sup> May 2021**

**6:30pm via Zoom**

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

**Delegation of Duties:** From May 2020 to 6<sup>th</sup> May 2021, the Emergency Coronavirus Act allowed Councils to meet and make resolutions via remotely technology. However, the Government decided to discontinue this from 6<sup>th</sup> May 2021 onwards. Therefore, on 12<sup>th</sup> April 2021, Full Council resolved to delegated all decisions to the Acting Town Clerk (other than those that by law cannot be delegated). It was also resolved to continue holding meetings, but due to being unable to make direct resolutions remotely, all decisions made by Councillors will be recommendations to advise the Acting Town Clerk in their decision making

**Present:** Councillors P Astell (in the Chair), D Horsley, D Tucker, I Gow and C Wildey.

**In Attendance:** Matthew Snowden (Deputy Town Clerk) and Libby Woodhouse (Administrative Assistant)

### **1/21: Introduction**

The Chair explained that the meeting is being live-streamed on You Tube via Zoom, detail the meeting protocol in terms of using remote technology.

The Acting Town Clerk explained Delegation of Duties.

### **2/21: To Receive Apologies for Absence.**

Apologies were received from Councillors T Astell, D Boynton and A Willis

### **3/21: Declarations:**

**3.1: 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.**

There were no declarations of interest.

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

There were no dispensations.

**4/21: To note the minutes of the Planning Property and Services Committee Meeting held on Monday 20<sup>th</sup> April 2021 (previously circulated, approved and signed at Mayor Marking/Annual Council Meeting on Tuesday 4<sup>th</sup> May 2021).**

The Committee noted the minutes of the Planning, Property and Services Committee Meeting held on 20<sup>th</sup> April 2021.

### **5/21: Delegated Responses**

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

The Committee noted the delegated responses made by the Acting Town Clerk to the planning applications as listed.

The Acting Town Clerk will write to ERYC with concern regarding the number of retrospective applications and lack of planning enforcement.

Planning Ref	Address	Ward	Application Details (click on the description to link to Planning Portal)	Delegated Response
21/01397/TPO	18 Westwood Way Beverley HU17 8GE	SMW	<a href="#">TPO - BEVERLEY NO. 36 - 2006 (REF 996) G1. WESTWOOD AREA CONSERVATION AREA - Crown reduce 4 no. Holly trees (T1-T4) by 2.4-3 metres in height to previous cutting point, crown reduce by 0.9 metres and crown thin by 15% to reduce the risk of new crown leaders failing as the old topping wound degrades and to shape the trees</a>	<b>DELEGATED RESPONSE</b> Beverley Town Council has no objection to this application, on the provision work is carried out a time that will have the least negative impact on wildlife
21/00874/PLF	31 New Walk Beverley HU17 7DR	SMW	<a href="#">Erection of a garage / workshop and associated works following removal of existing garage</a>	<b>DELEGATED RESPONSE</b> Beverley Town Council has no objection to this application.
21/00596/PLB	White Agency 61 North Bar Within Beverley HU17 8DG	SMW	<a href="#">Replacement of timber windows to match existing and reroof of whole building using reclaimed slate and replacment slates to match existing (Retrospective) (AMENDED DESCRIPTION)</a>	<b>DELEGATED RESPONSE</b> Beverley Town Council has no objection to this amended application.
21/00644/PLB	49 Keldgate Beverley HU17 8HU	MS	<a href="#">Erection of single storey extension to rear following demolition of existing lean-to green house, internal works to alter/remove chimney at ground floor, alterations to roof pitch of existing single storey rear projections, upgrade of existing rear sash windows, installation of new lime and sand skirt render surface to match existing at front, installation of structural steel lintel inside archway at front and other remedial works</a>	<b>DELEGATED RESPONSE</b> Beverley Town Council reconfirms that is has no objection to this amended application.
21/00643/PLF	49 Keldgate Beverley HU17 8HU	MS	<a href="#">Erection of single storey extension to rear following demolition of existing lean-to green house, alterations to roof pitch of existing single storey rear projections and other external alterations</a>	<b>DELEGATED RESPONSE</b> Beverley Town Council reconfirms that is has no objection to this amended application.
21/01071/VAR	Wild Sage 52 Lairgate Beverley HU17 8EU	SMW	<a href="#">Variation of Condition 2 (Opening Hours) of planning permission 313-624C to allow restaurant to be open until 11pm</a>	<b>DELEGATED RESPONSE</b> To balance the comments of residents, Beverley Town Council suggests the variation of hours be approved for an initial 12 months period to assess the situation. If no problems have arisen by the end of this period, the application be extended on a permanent basis.
21/01086/PLF	34 Copandale Road Molescroft HU17 7BW	SME	<a href="#">Alterations to roof and construction of dormer extension to rear</a>	<b>DELEGATED RESPONSE</b> Beverley Town Council has no objection to this application.
21/01123/PLB	Bug Vinyl 11 Ladygate Beverley HU17 8BH	SMW	<a href="#">Installation of a framed painting printed on aluminium back plate to gable wall (repositioning of existing painting)</a>	<b>DELEGATED RESPONSE</b> Beverley Town Council has no objection to this application.
21/01093/VAR	Charlton House Grovehill Road	MS	<a href="#">Variation of condition 14 (approved plans) of planning permission 15/00532/PLF (Erection of residential development comprising of 16 apartments)</a>	<b>DELEGATED RESPONSE</b> Whilst Beverley Town Council had no objection to the variation, it expresses disappointment that

				permission for this appears to be being made after the changes have been implemented and are therefore retrospective, rather than the applicant being proactive and seeking permission to make these revisions before they took place.
21/01118/PLF	4 Central Avenue Beverley HU17 8LH	SMW	<a href="#">Erection of a two storey extension to side and single storey extension to rear</a>	<b>DELEGATED RESPONSE</b> Beverley Town Council has no objection to this application.
21/01144/PLF	2 Bishops Croft Beverley HU17 8JY	SMW	<a href="#">Replacement of existing flat roof to existing garage, application of cladding to single storey, part conversion of existing garage into additional living accommodation and associated works</a>	<b>DELEGATED RESPONSE</b> Beverley Town Council has no objection to this application.
21/00860/PAD	Laura Ashley 36 - 40 Toll Gavel Beverley HU17 9AR	SMW	<a href="#">Display of one non-illuminated projecting sign to front and two internally illuminated signs inside front windows</a>	<b>DELEGATED RESPONSE</b> Beverley Town Council has no further comments to make.
21/01168/PLF	Pasha Turkish Barber 2 Lairgate Beverley HU17 8EE	SMW	<a href="#">Change of use of hair salon to mixed use as a restaurant, bar and take away</a>	<b>DELEGATED RESPONSE</b> Beverley Town Council has no objection in principle to this application, especially as permission has already been given for change of use to a café, but awaits with interest to see further submissions regarding signage and any other physical changes.
21/01190/PLF	36 Wood Lane Beverley HU17 8BS	SMW	<a href="#">Erection of single storey extension to rear and detached outbuilding following demolition of existing extension to rear and shed</a>	<b>DELEGATED RESPONSE</b> Beverley Town Council has no objection to this application.
21/01188/PL	35 Grayburn Lane Beverley HU17 8JR	SMW	<a href="#">Construction of dormer window and bay window extension to front, and erection of single storey extension and boundary wall to rear</a>	<b>DELEGATED RESPONSE</b> Beverley Town Council has no objection to this application.
21/01211/PLF	5 Globe Mews Beverley HU17 8BQ	SMW	<a href="#">Construction of a juliet balcony at first floor to front and replacement of existing sand cement render coating with New K rend system</a>	<b>DELEGATED RESPONSE</b> Beverley Town Council has no objection to this application.
21/01253/PLF	8 York Road Beverley HU17 8DP	SMW	<a href="#">Erection of single storey extension to rear following demolition of existing conservatory and erection of detached garage</a>	<b>DELEGATED RESPONSE</b> Beverley Town Council has no objection to this application.
21/01196/PLF	17, 19 & 21 Flemingate Beverley HU17 0NP	MS	<a href="#">Installation of a glazed entrance following removal of existing timber framed entrance and removal of 4 existing 'expelair' extraction fans and openings to be blocked up in matching brickwork to front, installation of look-a-like glazed blanking panels to 2 windows at ground and first floor and creation of openings for a fire door, entrance door and window to rear and construction of a paved ramp with railings</a>	<b>DELEGATED RESPONSE</b> Beverley Town Council reconfirms that it has no objection to this application, on the condition the comments of the conservation officers are taken into account.
21/00915/PLF	Land North West Of 25 Cherry Tree Terrace	MN	<a href="#">Erection of a dwelling</a>	<b>DELEGATED RESPONSE</b> Beverley Town Council objects to the application as it currently stands, due to the over development of the site (in

	Beverley HU17 0EN			particular the density of the proposed build), negative impact on neighbouring properties in terms of loss of daylight/overshadowing and view, and negative impact on wildlife due to the proposed removal of an established tree, which provides habitat to many birds. The Town Council suggests the applicant reconsider the scale of the proposed build and resubmits a revised application to address these concerns.
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**6/21: 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.

*Recommended: That the Acting Town Clerk make the following responses to the planning applications listed.*

Planning Ref	Address	Ward	Application Details (click on the description to link to Planning Portal)	Recommended Responses
20/04045/PLF	Westwood Park Residential Home 4 Langholm Close Beverley HU17 7DH	SMW	<a href="#">Erection of a building consisting of 51 retirement living plus (extra care) apartments and 1 guest suite (Use Class C2), including erection of substation and car ports to southern boundary, and, associated access, car parking, amenity space, and landscaping following demolition of existing buildings [AMENDED]</a>	Whilst noting the amendments, Beverley Town Council reconfirms its objections to this application, in particular the overdevelopment of the site. In addition, the Town Council supports the concerns expressed by residents.
21/01310/PLB	Vanessa 21 - 22 Saturday Market Beverley HU17 8BB	SMW	<a href="#">Installation of replacement door and windows to front and installation of a servery window</a>	Beverley Town Council has no objection to this application.
21/01283/CLP	187 Grovehill Road Beverley HU17 0ET	MN	<a href="#">Certificate of Lawfulness for the proposed erection of single storey extension to rear and side, dormer window to rear, rooflights to front and loft conversion</a>	Beverley Town Council has no objection to this application.
19/03338/PLF	Garage Block Adjacent 56 North Bar Without Beverley HU17 7AB	SMW	<a href="#">Alteration and conversion of garages/former stable to form a dwelling</a>	Beverley Town Council reconfirms that it has no objection to this amended application.
21/00035/PLF	Jacksons Vehicle Dismantlers Barmston Road Beverley HU17 0LA	MS	<a href="#">Change of use from Scrap Yard to vehicle goods yard, and siting of a two storey office block, single storey training classroom, toilet block, and 3 shipping containers for storage, and installation of an electrical sub-station, following levelling of ground and installation of hardcore to entire site</a>	Beverley Town Council reconfirms its concern regarding the increase in traffic movements this development will create on Swinemoor Lane, which is already a highly congested area.
21/00856/PLF	33 Swinemoor Lane Beverley HU17 0JU	MS	<a href="#">Erection of 2.2m high boundary fencing with 1.8m high entrance gate to front, and erection of a timber car port to side (part-retrospective application)</a>	Beverley Town Council has no objection to this application.
21/01682/REM	Carmel Cottage Denton Street Beverley East Riding Of Yorkshire	MS	<a href="#">Erection of 5 dwellings and 4 apartments with associated parking, access, landscaping and infrastructure following outline permission 18/00722/OUT (All matters to be considered)</a>	Councillors need to consider the density of the application and all other aspects.

21/01393/PLB	46 Westwood Road Beverley HU17 8EJ	SMW	<a href="#">Erection of single storey extension to rear</a>	Beverley Town Council has no objection to this application.
21/01171/PLB and 21/01170/PLF	25 Wood Lane Beverley HU17 8BS	SMW	<a href="#">Erection of single storey and two storey extensions to rear following demolition of existing rear extension, replacement windows to rear and internal alterations (Retrospective Application)</a>	Although Beverley Town Council reconfirms that it has no objection to this application, it notes with disappointment that this has been submitted retrospectively.
21/01330/STPLF	Beverley Parklands Amenity Land Beverley Parklands Beverley East Riding Of Yorkshire	Woods	<a href="#">Erection of 43 dwellings with associated works and infrastructure</a>	This application will be considered by Full Council on 7 <sup>th</sup> June 2021.  The Acting Town Clerk will ask for a Planning Officer to attend a meeting to discuss the future of this area.
21/01828/TCA	7 Minster Moorgate Beverley HU17 8HP	MS	<a href="#">MINSTER AREA CONSERVATION AREA - Fell 1 no. Acacia tree (T1) due to the tree outgrowing the very small rear garden</a>	Beverley Town Council has no objection to this application, on the provision work is carried out a time that will have the least negative impact on wildlife and that for every one tree removed, two trees of a suitable age and variety will be planted as replacements.
21/01399/CLP	34 Coltman Avenue Beverley HU17 0EY	MN	<a href="#">Certificate of Lawfulness for the erection of a single storey extension to rear and alterations to existing sun lounge</a>	Beverley Town Council has no objection to this application.
21/01416/PLF	100 Chestnut Avenue Beverley HU17 9QU	SME	<a href="#">Construction of dormer window to front</a>	Beverley Town Council has no objection to this application.
21/01473/PLF	36 Manor Road Beverley HU17 7BL	SME	<a href="#">Erection of single and two storey extension to side and rear, with porch extension to front</a>	Beverley Town Council has no objection to this application.
21/01476/PLF	43 Burden Road Beverley HU17 9LH	MN	<a href="#">Erection of two storey extension to side and rear, following demolition of existing extension to rear</a>	Beverley Town Council has no objection to this application.

**7/21: Relationship between Beverley Town Council and the Beverley Pasture Masters  
To receive an update on progress made to date (Cllr Tucker to report).**

Councillor Tucker reported on discussions with the Chair of the Pasture Masters. The Pasture Masters had not been able to meet due to the Covid pandemic but it was hoped there would be a meeting in June. It was hoped that the Town Council, the Pasture Masters and other organisations could work together on some projects for example tree planting.

**8/21: Compost Toilet  
To consider a request from the Community Allotment Group to move the compost toilet from the compound to their plot so usage can start. (Note: Councillors need to consider whether or not the time is yet suitable given some Covid-19 restrictions are still in place)**

The Acting Town Clerk reported that the Group wanted to build the compost toilet but for it to remain in the compound for the time being.

**9/21: Town Maintenance Contractors**

- 9.1: To receive a short update regarding the initial work of the town maintenance contractors (Acting Town Clerk to report).**

The Acting Town Clerk and the Admin Assistant had met with JB Rural and a schedule of work and priorities had been set. Time at the skatepark had been doubled and refreshing the notices on the notice boards is a priority. Ongoing work is checking the pride flags, allotment and asset work.

- 9.2: To consider requesting the contractors to carry out a full inventory of Town Council assets to help fulfil issues raised by the Internal Audit.**

Internal Audit had recommended updating to the asset register and carrying out an inventory of assets and equipment. JB Rural will undertake a litter bin audit to ascertain ownership and condition and an inventory to items in the lock-up, garage and compound.

**10/21: Inclusive Garden Project**

- To consider a proposal to allow an Inclusive Gardening Support Project to use Sparkmill allotment plots originally earmarked for community support (see attached).**

Councillor P Astell had met with a representative from the Project at Sparkmill who were interested in tenanting the Field to Table plot and possibly use the polytunnels from the old Bloom plot. The Acting Town Clerk had asked JB Rural to clear both plots.

The Acting Town Clerk will work with the Project to make sure they have the required documentation in place for health and safety, insurance and risks by liaising with ERVAS prior to letting the plot.

**11/21: Saturday Market Place**

- To discuss the temporary pedestrian area in Saturday Market Place so as to provide comments and feedback to East Riding of Yorkshire Council Ward Councillors.**

The Acting Town Clerk had received one communication from a member of the public who was concerned at the reduction in disabled parking bays. Councillors noted comments - that there was plenty of seating, market stalls seem to be empty at the moment, concerns regarding parking, the public like to site outside, the difficulty for overflow taxis to rank up, small traders not in that location feel disadvantaged and that it doesn't benefit all businesses.

**12/21: Town Council Office Telephones System**

- To consider a request from the Acting Town Clerk for the Town Council to seek a new internal telephone system (Acting Town Clerk to report).**

**Proposed:** Councillor Gow      **Seconded:** Councillor P Astell

**Recommended:** That the Acting Town Clerk progresses quickly to seek quotes for a new phone system and take it back to the next relevant Committee.

**13/21: Angel Square Bicycle Racks**

- To receive information regarding Council's plans to install new bicycle racks in Angel Square (Acting Town Clerk to report).**

The Acting Town Clerk reported that ERYC has funding for cycle racks and when they have design/location ideas they will ask for the Town Council's comments. Councillor Tucker provided advice from a cyclist's perspective.

**14/21: Parish Planning Meeting**

- To consider sending representation to the Annual Town and Parish Council Planning Liaison Meeting (see attached.)**

Councillors P Astell and Tucker will attend on 22<sup>nd</sup> June, Councillors Horsley and Wildey will attend on 24<sup>th</sup>.

**15/21: Library Gardens**

**To receive information regarding a potential project to regenerate the Library Gardens on Champney Road (The Chair to report)**

Councillor P Astell reported that a former Councillor had been in touch who would be willing to donate some funds towards tidying up/renovating the Library Gardens. This could be a big project and the Council could also work with the Lions and the Civic Society to improve the space. This could be part of a commemorative event taking place next year.

**Proposed:** Councillor P Astell **Seconded:** Councillor Tucker

***Recommended:** That the Acting Town Clerk write to Alan Menzies at ERYC to float the idea and request discussions take place on the proposals to determine their interest. If there is no response in two weeks, to request a meeting.*

The meeting finished at 8.05 pm

**Signed:**



**Date:**

07/06/21

