

# Minutes of the Planning, Environment & Services Committee

**5<sup>th</sup> September 2023**

**6:30pm at the Town Council Offices, Well Lane, Beverley**

**Present:** Councillors A Healy (Chairman), D Boynton, C Giles, D Horsley, A Ramsdale and J Rebecchi.

**In Attendance:** Matt Snowden (Town Clerk)  
Libby Woodhouse (Assistant Town Clerk and Civic Officer)

## **32/23: To Receive Apologies for Absence**

There were no apologies

## **33/23: Declarations:**

- (a) **To record declarations of interest by any member of the council and officers 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.

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

There were no dispensations.

## **34/23: Previous Minutes**

**To approve the minutes for the meeting held 18<sup>th</sup> July 2023 (see attached)**

**Proposed:** Councillor Horsley   **Seconded:** Councillor Giles

**Resolved:** *That the minutes of the Planning Environment and Services Committee of 18<sup>th</sup> July 2023 are approved and signed as a true and correct record.*

## **35/23: Delegated Planning Applications**

**To note the delegated planning responses (see attached) – please note that due to the August meeting recess, a larger than usual number of applications have been responded to using delegated powers.**

The Committee noted the following delegated planning responses made by the Town Clerk during the August meeting recess.

The Committee thanked the Town Clerk for this work.

Item	Planning Ref	Address	Application Details	Delegated Response
(a)	23/01682/PLB	Browns Of Beverley 6 Wednesday Market Beverley HU17 0DG	<u>Refurbishment of existing windows and installation of new window to first floor second bedroom; relocation of an existing door opening to a revised location to facilitate the proposed layout; enlargement of an existing door opening; revision of existing opening/lintel to allow safe headroom; removal of later date semi-temporary partitions; lifting and relaying of all existing timber floor finishes on a new acoustic substrate; formation of new insulated stud wall lining to all external walls; installation of new door openings and new partitions; insulation to all roof voids; installation of new electrical/plumbing/central heating system; formation of a dwelling and fitting of any mandatory ventilation/extraction system</u>	Beverley Town Council appreciates the consideration being taken in terms of the materials used to sympathetically refurbish this locally well-known building and has no objection to the application.
(b)	22/03986/PLF	20 Hammond Road Beverley HU17 0BP	<u>Erection of a two storey extension to north-eastern side elevation following removal of existing outbuilding, erection of a detached single garage and construction of 1.125m high brick wall with piers and railings to north-western front boundary</u>	Beverley Town Council reconfirms it has no objections to this application.
(c)	23/01133/PLF	6 Norwood Dale Beverley HU17 9HE	<u>Erection of two storey extension to rear following demolition of existing single storey extension and installation of window to side elevation</u>	Beverley Town Council reconfirms it has no objections to this application.
(d)	23/01778/VAR	55 Wood Lane Beverley HU17 8BS	<u>Variation of Condition 2 (materials) and Condition 6 (approved plans) of planning permission 20/03330/PLF - Erection of a single storey extension, construction of dormer window to rear and installation of window to gable to allow for changes to materials</u>	Beverley Town Council has no objections to this application.
(e)	23/01797/PLB	30 Highgate Beverley HU17 0DN	<u>Internal remodelling works to raise floor in kitchen area and increase door opening between kitchen and utility; remove chimney at ground floor level to create open plan room off the kitchen and dining area; alterations to staircase; strip out bathroom install new timber floor and timber joists for ceiling; raise bathroom floor and create new opening and infill existing and install new suite</u>	Beverley Town Council has no objections to this application.
(f)	23/02123/TCA	45 North Bar Without Beverley HU17 7AG	<u>NTH BAR WITHOUT CONSERVATION AREA - Fell 1no Golden Rain tree (T1); Fell 1no Cotoneaster (T2) as trees have outgrown location and overhang on the driveway, footpath and interfere with overhead utility lines</u>	Beverley Town Council has no objection to this application, on the condition for every one tree felled, two new suitable specimens are planted. If this is not possible on site, the applicant to liaise with the ERYC Tree Officer to donate them to be planted elsewhere.

(g)	23/02116/TCA	Bostonair Group Limited Norwood House Norwood Beverley HU17 9ET	<a href="#"><u>NORWOOD CONSRVATION AREA - Fell 1 NO. Ash Tree due to the having dieback</u></a>	Beverley Town Council has no objection to this application, on the condition for every one tree felled, two new suitable specimens are planted. If this is not possible on site, the applicant to liaise with the ERYC Tree Officer to donate them to be planted elsewhere.
(h)	23/01805/PLF	14 Routh Avenue Beverley HU17 0HT	<a href="#"><u>Erection of single storey outbuilding to rear</u></a>	Beverley Town Council has no objection to this application.
(i)	23/00343/PLF	13 Railway Street Beverley East Riding Of Yorkshire	<a href="#"><u>Installation of three double glazed timber windows and infill brickwork to replace existing external escape doors at first and second floor level and removal of existing external staircase to rear</u></a>	Beverley Town Council has no objection to this application, on the condition matters raised by the Conservation Officer are positively addressed.
(j)	23/01812/PLB and 23/02103/PLF	The Monks Walk 19 Highgate Beverley HU17 0DN	<a href="#"><u>Erection of 4 aluminium framed gazebos and a timber store (Retrospective Application)</u></a>	Beverley Town Council has no objection to this application and hopes the gazebos help to enhance the ongoing viability of the Monks Walk as a popular destination for both residents and tourists.
(k)	23/02156/TCA	3 Albert Terrace Beverley HU17 8JU	<a href="#"><u>WESTWOOD CONSERVATION AREA - Fell 1 NO. Palm tree in rear garden due to tree causing potential damage to property</u></a>	Beverley Town Council has no objection to this application, on the condition for every one tree felled, two new suitable specimens are planted. If this is not possible on site, the applicant to liaise with the ERYC Tree Officer to donate them to be planted elsewhere.
(l)	23/01777/PLF	11 Greyfriars Crescent Beverley HU17 8LR	<a href="#"><u>Erection of single storey extension and canopy to rear</u></a>	Beverley Town Council has no objection to this application.
(j)	22/03427/VAR	Grants Bistro 22 North Bar Within Beverley HU17 8AX	<a href="#"><u>Variation of Condition 2 (Use Class) and Condition 3 (Approved Plans) of planning permission 19/03603/PLF</u></a>	Beverley Town Council has no objection to this application, on the condition matters raised by the Conservation Officer are positively addressed.

(k)	22/01516/PLB	Former Grants Bistro 22 North Bar Within Beverley HU17 8AX	<u><a href="#">Internal alterations to create 2 commercial units at ground floor, 2 self-contained apartments to first and second floor including fixing shut 2 ground floor doors, removal of kitchen equipment and remodelling of toilets to form kitchen/wc for commercial unit 2 at ground floor; installation of glazed screen and door and internal stud partitions and doors to flat 1 on first floor; creation of access from 1st floor with stairs to form living room and kitchen for flat 1; removal of existing stud partition to create flat 2 on second floor; and alterations to 3 windows at second floor by removing internal boxing (AMENDED PLANS AND DESCRIPTION)</a></u>	Beverley Town Council has no objection to this application, on the condition any matters raised by the Conservation Officer are positively addressed.
(l)	23/02204/TCA	103 Walkergate Beverley HU17 9BP	<u><a href="#">BEVERLEY MARKET CONSERVATION AREA - Crown lift 1 NO. Ornamental cherry tree by 1 metre due to low hanging branches causing access issues to viechiels getting into School Lane car park.</a></u>	Beverley Town Council has no objection, on the condition work is carried out at a time of year that will have the least negative impact on wildlife.
(m)	23/00545/STR EM	Land North Of Minster Way Woodmansey HU17 0SY	<u><a href="#">Provision of open space, sports pitches and landscaping on phases 2 and 3 of approved application 20/01988/STVAR (all matters to be considered) and submission of details required by Condition 6 (open space) and Condition 10 (link to existing playing fields) of planning approval 20/01988/STVAR</a></u>	Whilst Beverley Town Council reconfirms that it welcomes such facilities, it is still seeking clarification regarding ongoing management, public engagement, ancillary facilities and maintenance issues (see previous comment submitted 5 <sup>th</sup> April 2023). Please could either an appropriate officer from ERYC or representative from the developer contact the Town Clerk via <a href="mailto:clerk@beverley.gov.uk">clerk@beverley.gov.uk</a> .
(n)	23/01886/PLF	Swinemoor Medical Centre Samman Road Beverley HU17 0BS	<u><a href="#">Change of use of former Medical Centre (Use Class E) to 4 dwellings including external alterations to install windows/doors and solar panels; construction of 1.2m fence and 1.8m boundary wall and fencing and creation of a new vehicular access</a></u>	Beverley Town Council notes with concern that work already appears to have started on site prior to receiving planning permission. It also has some reservations that this site is being over-developed - three rather than four residential premises would have been preferable. The Town Council requests that electric car charging points be included with each parking space. There is also some confusion regarding which gardens belong to which properties (e.g. the garden behind plot 2

				appears to have no access from any of the properties; do plots 1 and 4 include the gardens adjacent to them; etc.) – please could clarity be provided on this.
(o)	23/02277/TCA	The Mansion House 17 Atkinson Way Beverley East Riding Of Yorkshire£	<u>BEVERLEY WESTWOOD CONSERVATION AREA - Crown reduce 1 no. Pine tree (T2) by reducing branches projecting towards the property by 2-3 metres and crown clean by removing crossing/rubbing branches; Crown reduce 1 no. False Acacia (T5) by removing all deadwood, rebalance as required, all to ensure safety; Crown reduce 1 no. Purple plum tree (T6) by removing deadwood and light crown lift by approx. 3m; Pollard 1 no. Ash Tree (T7) to approx 12m high and/or at least 40% crown removal all round including full removal of any central branches found with decay or notable cavities</u>	Beverley Town Council has no objection, on the condition work is carried out at a time of year that will have the least negative impact on wildlife.
(p)	23/01759/PLF	49 Central Avenue Beverley HU17 8LL	<u>Erection of a single storey extension to rear and side following removal of existing conservatory and garage; installation of dormer window to rear and two dormer windows to front</u>	Beverley Town Council has no objection to this application.
(q)	23/01027/PLF	Mount Pleasant Cottages York Road Beverley	<u>Change of use of land from agricultural to residential and erection of single storey extensions to side and rear and attached double garage to front with associated external alterations</u>	Beverley Town Council reconfirms that it has no objection to this application.
(r)	23/02320/TCA	White Lodge St Giles Croft Beverley HU17 8LA	<u>BEVERLEY WESTWOOD CONSERVATION AREA - Crown reduce 1 NO. Holm oak tree (T1) by 3m to create balanced shape as the majority of crown overhangs neighbours property</u>	Beverley Town Council has no objection, on the condition work is carried out at a time of year that will have the least negative impact on wildlife.
(s)	23/02047/PLB	Browns Of Beverley 6 Wednesday Market Beverley HU17 0DG	<u>Repair works to the roof involving the replacement of worn out roof felt and roof battens; install new roof felt to appropriate specification; concealed eaves ventilation trays; new tanalised battens installed throughout; existing roof-tiles and ridge to be re-installed; any new tiling replacements needed to be matched from salvage; all lead flashings to be completed/made good; all rainwater goods to be completed/made good with like-for-like items where any necessary; existing chimney pointing; flashings and cappings to be made good</u>	Beverley Town Council has no objection to this application.
(t)	23/02381/TC A	37 Minster Moorgate Beverley HU17 8HP	<u>BEVERLEY MINSTER CONSERVATION AREA - Fell 1 NO. Apple tree (T1);; Fell 1 NO. Elderflower tree (T3); Fell 1 NO. Laurel tree (T4) and Fell 1 NO. Lilac tree (T5) as are to overgrowing their location. Crown reduce 1 NO. Apple tree (T2) by 30% between end of November and early March and replant 1 NO. Rowan tree as replacement</u>	Beverley Town Council has no objection to this application, on the condition for every one tree felled, two new suitable specimens are planted. If this is not possible on site, the applicant to liaise with

				the ERYC Tree Officer to donate them to be planted elsewhere.
(u)	23/00974/PLB	Nannini 17 North Bar Within Beverley HU17 8AP	<u>Internal and external alterations including replacement of existing ground floor window to side (Wood Lane) with a new entrance door and glazed panel above, installation of new internal staircase from ground to first floor level, installation of new partition walls and installation of two rooflights in connection with the change of use of part of ground, first and second floors from retail to residential (one bedroom apartment) (AMENDED PLANS)</u>	Beverley Town Council reconfirms its previous comment.
(v)	23/02416/TCA	39 Woodlands Beverley HU17 8BT	<u>BEVERLEY CONSERVATION AREA - Fell 1 NO. Sycamore (T1) as tree encroaching into neighbouring properties and to allow more light into the garden</u>	Beverley Town Council has no objection to this application, on the condition for every one tree felled, two new suitable specimens are planted. If this is not possible on site, the applicant to liaise with the ERYC Tree Officer to donate them to be planted elsewhere.
(w)	23/00563/PLB	The Sun Inn 1 Flemingate Beverley HU17 0NP	<u>Display of 2 externally illuminated fascia signs, 4 non illuminated window vinyls, 3 externally illuminated amenity boards with poster cases and the painting of exterior walls and windows</u>	Beverley Town Council has no objection to this application and hopes that by sympathetically painting the exterior and providing suitable lighting to enhance the building will help the continued viability of this historic local business.
(x)	23/02235/PLB and 23/02234/PLF	The Towers 1 St John Street Beverley HU17 8HT	<u>Erection of a single storey extension following demolition of existing, replacement of existing roof light, construction of dormer window and repair and painting to front windows and door</u>	Beverley Town Council has no objection in principle, but requests that the new dormer windows be of a design that is sympathetic to the materials and character of the property and neighbouring residences.

### 36/23: Planning and Environment Applications

The Committee's views are sought on the following planning and environmental planning applications 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 planning applications given below.



Item	Planning Ref	Address	Application Details	Approved Responses
(a)	23/01786/STREM	Land North of Minster Way Woodmansey HU17 0SY	<a href="#"><u>Erection of 136 affordable dwellings following hybrid permission 20/01988/STVAR (All matters to be considered)</u></a>	<p>Beverley Town Council asks that the following conditions be placed on this application.</p> <p>Firstly, that all vehicles must have their tires and treads washed before leaving site. Other similar developments in the area, where tires are not washed, have resulted in mud being trailed throughout the surrounding streets, which when wet creates problems for residents and is easily spread by other vehicles, and when dry is blown by the wind into residential gardens, etc. Cleaning before leaving site would help to address this concern.</p> <p>Secondly, as many hedges and trees as possible that are already established on site should be retained – the Town Council is concerned by the number of trees and hedgerows being removed in recent years and a condition to retain them is vital to support environmental sustainability and biodiversity.</p> <p>If both of these conditions are implemented, it is vital that ERYC monitor the situation, to ensure these matters are being adhered to properly by the developer for as long as required.</p> <p>However, the Town Council does congratulate the applicant for including</p>

				<p>electric charging points to the majority of individual houses – it is hoped other developers will follow this good example.</p> <p>The Town Council wishes to raise a repeated concern that developments of this kind will increase the local population, but does not address concerns regarding the need for an enhanced social and community infrastructure to support residents (e.g., new dentists, doctors, community facilities, etc). Can ERYC explain when these matters are likely to be positively addressed – the Town Council has been told it will happen, but there is still not evidence that it will. It would be very helpful if ERYC could confirm at which stage of the wider Southern Beverley development schedule these factors will be addressed.</p> <p>Finally, the properties in this development are classified as “affordable”. Please can it be explained how sustainable this affordability actually is? For example, once sold at an “affordable” price, will the owners then be able to sell them on at a higher market value or rent them out at a non-affordable rate? What agreements are in place to ensure affordability is both long-term and sustainable?</p>
<b>(b)</b>	23/01942/PLB	71 Keldgate Beverley HU17 8HU	<u><a href="#">Works to roof to include installation of purlin supports; replacement of tiles, lead flashing and membrane and</a></u>	Beverley Town Council has no objection to this application.



			<a href="#"><u>replacement chimney pots; and; repointing on parapet and chimney and decorating rainwater goods</u></a>	
(c)	23/02238/PLB and 23/02280/PAD	PIZZAEXPRESS 37 North Bar Within Beverley HU17 8DB	<a href="#"><u>Listed Building Consent for the display of 1 set of halo illuminated fascia text, 1 set of non illuminated entrance text behind window, 2 non illuminated projection signs, 1 internally illuminated roundel behind window, 1 illuminated plaque to entrance, 1 illuminated delivery sign behind window</u></a>	Beverley Town Council has no objection to this application.
(d)	23/02297/PLF and 23/02298/PLB	Crafty Coffee Shop Unit 1 117 - 119 Walkergate Beverley HU17 9BP	<a href="#"><u>Installation of a dutch canopy to front elevation</u></a>	Beverley Town Council has no objection to this application and hopes the installation will provide an opportunity to tidy up the cables, etc. that are currently in situ.
(e)	23/02483/PLF	14 Springdale Way Beverley HU17 8NU	<a href="#"><u>Erection of a single storey extension to front</u></a>	Beverley Town Council has no objection to this application.
(f)	23/02225/PLB	20 Railway Street Beverley HU17 0DX	<a href="#"><u>Replacement of 3 wooden windows to rear (like for like), replacement of grey concrete pantiles with low pitch crest G10 tiles and installation of roof light to single storey extension to rear (retrospective)</u></a>	Beverley Town Council has no objection to this application.
(g)	DC/2001/ RZUBF9BJOWOU1	106 Norwood Grove Beverley HU17 9JP	<a href="#"><u>Erection of porch to front following demolition of existing</u></a>	Beverley Town Council has no objection to this application.

### 37/23: Allotments

#### (a) Allotment Taps

**To receive information following the successful installation of “no back flow” valves to allotment taps (Assistant Town Clerk to report).**

The Assistant Town Clerk reported that all taps had now been replaced or had non-return valves fitted to prevent back flow into the water system in accordance with Water Regulations. Self-closing taps had not been used following review due to the difficulty in sourcing them and as some tenants had indicated that these taps would be difficult for some people to use. The cost had been considerably less than that budgeted however the remainder of the budget would be used to fund further asbestos work.

**(b) Asbestos**

- (i) To consider extending the current contract with Grade 3 Ltd Asbestos Services to remove newly discovered asbestos they have uncovered (Assistant Town Clerk to report).**

The Assistant Town Clerk reported that initial work to remove asbestos had been partially successful. A further site visit had been undertaken to identify further work as a result of asbestos being well dug in around greenhouses and plot boundaries. Due to the fact that the asbestos was likely to be damaged due to mowing or strimming it was advised that this was dug out and removed.

**Proposed:** Councillor Rebecchi      **Seconded:** Councillor Boynton

**Resolved:** *To approve the further work required to the Sparkmill site to remove asbestos.*

- (ii) To consider the virement of £1,750 from the Allotment Taps budget line to the Allotment Maintenance budget line to afford further asbestos removal works.**

**Proposed:** Councillor Rebecchi      **Seconded:** Councillor A Healy

**Resolved:** *To vire £1,750 from the taps budget to the allotment maintenance budget to fund the further asbestos removal work.*

**38/23: Skate Park**

**To receive an update from the Town Clerk, following a site meeting with the Leisure Centre Manager and ERYC Ward Members on 23<sup>rd</sup> August 2023 (Town Clerk to report and see attached).**

In conjunction with the report for the meeting, Councillor A Healy reported on a positive meeting with Councillors, the Leisure Centre Manager and the Town Clerk. It was agreed that the skate park is still well used, relatively old but still in good condition and rather than a complete refurbishment, a range of remedial work would be appropriate. ERYC will be upgrading facilities surrounding the site and it was thought that the Leisure Centre and Town Council could work together in a positive and supportive way. The damaged litter bins will be removed along with two pieces of fencing acting as makeshift gates. Dog waste signs will be provided.

**Proposed:** Councillor A Healy      **Seconded:** Councillor A Ramsdale

**Resolved:** *That officers will work towards proposals 1-7 as below and provide prices to PES meetings, to be provided within the current Skatepark budget..*

- 1. Removal of the high fencing – replace with three-foot fencing (similar to play parks) with self-closing gates at the front and back to stop dogs getting in.*
- 2. Remove the floodlighting – this has not worked for many years due ongoing damage of the electric box – better remove something that does not work rather than leave it there doing nothing – the cost to repair would be considerable and require a totally new electrical infrastructure.*
- 3. Get an official sign, promoting the name of skate park, the fact it is the Town Council's and some basic rules.*
- 4. White wash the brickwork and engage with Cherry Tree Youth Service to decorate it with street art.*
- 5. Budget annually for a fresh coat of paint, so new street art can be added.*
- 6. Place a noticeboard in the skate park, which the Leisure Centre, ERYC, Cherry Tree, etc. can access to leave adverts for other youth-based activities.*
- 7. Place a new litter bin on the facility - the Leisure Complex will be ordering more bins for the whole site – they will place one in the skate park and send the invoice to the Town Council – this will ensure a consistent design across the entire site.*

**39/23: Christmas Lights**

**To receive an update from the Town Clerk following a meeting with ERYC Lighting Team regarding plans for Christmas Lights 2023, and make any resolutions that may be required (see attached).**

The Town Clerk reported on the meeting and that the ERYC Area Lighting Engineer and Mr D Jack had looked at the lighting in Unit 2. No new lighting will be needed. A real Christmas Tree will be provided for Wednesday Market (to be removed immediately after Christmas) and it is hoped Cherry Tree will be able to have their lighting display. The lights on the Market Cross will be removed due to scheduled maintenance work to it and replaced. Lighting work will commence in September and be in place for the Lion's Christmas Tree Ceremony on 26<sup>th</sup> November. ERYC is hoping to find funding for additional garlands in Saturday Market for their Christmas festivals and markets and along Toll Gavel two banners advertising these markets will be interspersed with two cross-street pieces. Two additional cross-street pieces will be erected after the festivals.

It was noted that there was no budget for new pieces and that the cost of Christmas Lighting will be provided from the current budget for maintenance, erection and dismantling.

**40/23: North Bar Illumination**

**To receive an update on ERYC's plans to illuminate North Bar (Town Clerk to report).**

The Town Clerk reported on ERYC's plans to illuminate North Bar and had asked for moral support which had been given. ERYC had found funding and the Town Council were no longer involved.

**41/23: Exclusion of the Public and Press**

**To consider the exclusion of the press and 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).**

**Proposed:** Councillor Boynton **Seconded:** Councillor Horsley

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

**42/23: Planting Contractor**

**(a) Update on Watering Contractor Queries**

**To receive and consider an update regarding queries regarding current watering contractor agreements (Town Clerk to report).**

Beverley in Bloom receives £2,600 each year from the Town Council under a partnership grant which pays for planting and associated work. The Town Council also pays an additional sum for watering. Complaints had been received from Beverley in Bloom regarding the watering contractor. Officers had investigated, had written to the contractor and had received a satisfactory reply.

**Proposed:** Councillor Boynton **Seconded:** Councillor Ramsdale

**Resolved:** *That the Town Clerk writes to Beverley in Bloom to respond that the Council does not have to pay for watering and is satisfied with the contractor's work, requests that members do not follow the contractor's work team as this is intimidating, and that if wished, they can source their own contractor.*

**(b) Autumn/Winter 2023 Planting Quotes**

**To consider quotes for the autumn/winter planting services for the forthcoming season (please note that we are still awaiting quotes at the time of writing – these will be circulated to Councillors as soon as they are available).**

Two quotes had been received. It was noted that in terms of Financial Regulations, the Council did not have to accept the lowest or any quote and reasons were put forward to the decision made.

**Proposed:** Councillor Boynton **Seconded:** Councillor Rebecchi

**Resolved:** *To accept the quote in the sum of £12,000 from All Aspects because this represented the best value to the Council in terms of good historical track record and past experience, their breakdown is more detailed, there is only one hour travel time and so their response time is good. They are reliable with a good aftercare service.*

**(c) Planting 2024**

**To consider and resolve how best to tender out for quotes to provide planting and watering services for Summer to Winter 2024.**

Officers will provide specifications and tender out for next year's planting programme (Summer to Winter 2024) and quotes to be received in time for budget setting.

Meeting finished at 7.45 pm.

Signed ..... Date .....