



Town Clerk: Mr Matthew Snowden
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Wednesday 1st November 2023

To all members of the Planning Environment and Services Committee

Dear Councillor,

Planning Environment and Services Committee

You are hereby summoned to attend the Planning Environment and Services Committee Meeting of Beverley Town Council to be held at **6.30 pm on Tuesday 7th November 2023** at the Town Council Offices at 12 Well Lane, Beverley.

Yours faithfully,

Matthew Snowden
Town Clerk

Recordings: Members of the public are entitled to record meetings. The Town Council's full policy regarding Recording of Meetings can be found on the website: <https://www.beverley.gov.uk/policies-procedures/>

AGENDA

- 1. To Receive Apologies for Absence**
- 2. 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.
 - (b)** To note dispensations given to any member of the council and officer in respect of the agenda items below.
- 3. Previous Minutes**

To note the minutes for the meeting held on Tuesday 10th October 2023 (previously approved at Full Council on Monday 23rd October 2023).
- 4. Delegated Planning Applications**

To note the delegated planning responses (see attached).

5. 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.

Item	Planning Ref	Address	Application Details	Suggester Comments or Notes
(a)	23/02676/ PLB	Beverley Library and Museum Champney Road Beverley HU17 8HE	<u>Construction of new internal ramp and raised access floor to ceremonial room and waiting area continuing into adjacent registrars rooms, installation of new heating system to both ground floor and first floor, new lighting, and new electrical services including audio/visual, construction of new external ramp/path including new internal doors and demolition of WC block to rear</u>	SUGGESTED COMMENTS Beverley Town Council has no objection to this application. ERYC appear to taking great care to retain historic aspects of the site (for example, bookshelves), whilst also ensuring it has a new lease of life and is compliant with accessibility legislation.
(b)	23/02573/ PAD	The Grapes 27 Saturday Market Beverley HU17 8BB	<u>Display of replacement signage consisting of 1 non-illuminated Bullnose Amenity Board, 1 illuminated bullnose fascia board, 1 non-illuminated wall mounted frame with A1 snap frame, 2 non-illuminated door plaques, 2 non illuminated 'challenge 25' logo door plaques, and 1 illuminated double sided pictorial with bracket and LED trough lights</u>	SUGGESTED COMMENTS Beverley Town Council has no objection to this application.
(c)	DC/2001/ S34OJ3B JOL901 and DC/2001/ S34O3XB JOL901	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 (AMENDED PLANS)</u>	SUGGESTED COMMENTS Beverley Town Council reconfirms its concern that the proposed dormer window is out of keeping with others in this important area of architectural heritage and would prefer to see a more traditional design. However, it has no objection to the other aspects of the application.
(d)	23/03150/ TCA	5 Grosvenor Place Beverley HU17 8LY	<u>BEVERLEY GROSVENOR PLACE CONSERVATION AREA - Fell 1 No. Wild Cherry tree as the tree has outgrown its location and encroaches onto neighbouring property. It is causing root damage to lawn</u>	SUGGESTED COMMENTS Beverley Town Council has no objection to this application, on the condition work is carried out a time that will have the least negative impact on wildlife. Also, for every one tree felled, two new suitable specimens be planted elsewhere on site.
(e)	23/03044/ TPO	Beverley High School Norwood Beverley HU17 9EX	<u>TPO - BEVERLEY GIRLS HIGH SCHOOL - 1972 (REF 460) W1. BEVERLEY NORWOOD AREA CONSERVATION AREA - Fell 1 no. Ash tree due to poor form and Ash dieback</u>	SUGGESTED COMMENTS Beverley Town Council has no objection to this application, on the condition work is carried out a time that will have the least negative impact on wildlife. Also, for every one tree felled, two new suitable specimens be planted elsewhere on site.

(f)	23/02936/ PLF	10 Flemingate Beverley HU17 0NR	<u>Construction of 1 dormer to rear and 2 dormers to front, erection of single storey extension to rear and first floor extension above existing rear extension</u>	SUGGESTED COMMENTS Beverley Town Council has no objection to this application.
(g)	23/03124/ TCA	27 Woodlands Beverley HU17 8BT	<u>BEVERLEY WESTWOOD CONSERVATION AREA - Pollard 1 No. Willow tree by approx 0.5 m from second major union</u>	SUGGESTED COMMENTS Beverley Town Council has no objection to this application, on the condition work is carried out a time that will have the least negative impact on wildlife.
(h)	23/02916/ PLF	Burden Road Play Area Burden Road Beverley HU17 9LH	<u>Siting of metal container to be used as Youth Hub with associated works and infrastructure</u>	SUGGESTED COMMENTS Beverley Town Council supports this application, which will provide a vital resource for young people within our community.
(l)	23/03118/ TCA	St Marys Manor North Bar Within Beverley East Riding Of Yorkshire	<u>NTH BAR WITHIN CONSERVATION AREA - Crown lift 1no. Yew tree (T1) by 2-3m to clear access road; Crown reduce 1no. Horse Chestnut tree (T2) by 4-6m to reduce overhang over highway, to clear light column, and rebalance; Crown reduce 1no. Sycamore tree (T3) by 4-5m away from property and above road, and crown clean; Crown reduce 1no. Sycamore (T5) by 4-5m away from property and remove 1no. low branch to south; Crown reduce 1no. Sycamore tree (T6) by 4-5m away from property and crown clean; Crown lift 1no. Sycamore tree (T7) to 4m, remove low branches at 3-4m above ground level, side reduce branches to north by 4-5m, crown clean and rebalance; Crown lift 1no. Thorn tree (G2) to 2m, crown reduce south side of crown by 30% and rebalance; Crown lift 2no. Scots Pine tree (G2) to 3m;</u>	SUGGESTED COMMENTS Beverley Town Council has no objection to this application for comprehensive tree works, on the condition work is carried out a time that will have the least negative impact on wildlife.
			<u>Crown lift 1no. Sycamore tree (T14), 1no. Lime tree (T15), and 1no. Beech tree (T16) to provide 3m clearance from church roof; Crown reduce 1no. Sycamore tree (T17) by reducing branches to north by 4-6m to appropriate junctions, including fully removing damaged branches 9-10m AGL, remove 1no. limb to the east at 3m and 1no. small branch above at 4m to rebalance; Crown reduce 1no. Sycamore tree (T19A) by reducing branches over parking area by 4-6m to appropriate junctions and crown clean; Remove 1no. group of Elder trees (G3) as they are self-set; Crown reduce 1no. Horse Chestnut tree (T23) over highway by 4-6m to rebalance to the east, remove weak decaying limbs, and crown clean; Crown reduce 1no. Horse Chestnut tree (T24) over highway by 4-6m to rebalance to the east, remove 1no. limb to south-west at 5m, and crown clean</u>	
(j)	23/03206/ TCA	Newbegin Bar House 33 Newbegin Beverley HU17 8EG	<u>WESTWOOD AREA CONSERVATION AREA - Fell 1 no. Willow tree (T1) due to damage to listed wall and paving; Fell 1 no. Whitebeam tree (T2) as it has outgrown its location and due to poor form</u>	SUGGESTED COMMENTS Beverley Town Council has no objection to this application, on the condition work is carried out a time that will have the least negative impact on wildlife. Also, for every one tree felled, two new suitable specimens be planted elsewhere on site .
(k)	23/01234/ PLF	7 Langholm Close Beverley HU17 7DH	<u>Erection of two storey extension to front and single storey extension to rear; application of external wall insulation; installation of an air-source heat pump to rear; installation of solar panels to south-facing roof slope; and the construction of a vehicular access to the rear with parking and turning area following the demolition of 4.8m of the existing northern boundary wall</u>	SUGGESTED COMMENTS Beverley Town Council has no objection to this application.
(l)	23/02880/ PLB	45 North Bar Without Beverley HU17 7AG	<u>Installation of a replacement letter plate to existing front door and construction of a stud wall to divide existing first floor bathroom</u>	SUGGESTED COMMENTS Beverley Town Council has no objection to this application.

(m)	23/01623/ PLB	Pettits 62 Saturday Market Beverley HU17 8AA	<u>Installation of fibre wall box, cable and capping to side to provide fibre broadband service</u>	SUGGESTED COMMENTS Beverley Town Council has no objection to this application.
(n)	23/02988/ PLF	22 Westwood Road Beverley HU17 8EJ	<u>Erection of single storey extension to side and rear, installation of roof lantern into existing flat roof extension to rear and construction of dormer to rear, installation of roof lights to front and rear and erection of detached garage following removal of existing garage (Revised scheme of planning reference 23/01671/PLF)</u>	SUGGESTED COMMENTS Beverley Town Council has no objection to this application.
(o)	23/02686/ PAD	Outdoor Exercise Facility East Riding Leisure Beverley HU17 0LT	<u>Display of non-illuminated lettering signs</u>	SUGGESTED COMMENTS Beverley Town Council has no objection to this application.

6. Allotments

- (a) **Rents:** To consider a review of allotment rents (see attached allotment income and expenditure document and officers to report)
- (b) **Bonfires:** To consider recent matters regarding bonfires on allotments (officers to report)
- (c) **Other Issues:** To consider any other allotment matters that may have arisen (officers to report).

7. Skate Park

To receive updates from the Town Clerk, following meetings with interested parties and Commuted Sums Officers.

8. Budget Requirements

To consider budget requirements for the 2024-2025 Financial Year relating to Planning Environment and Services Committee services and responsibilities (see attached).

9. 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).

10. Maintenance Contract

To consider quotations for the maintenance contract during the 2024-2025 Financial Year. *

11. Plant and Watering Contract

To consider quotations for the provision of plants and watering during the 2024-2025 Financial Year (see attached).

* At the time of writing we are still awaiting quotes – these will be presented at the meeting by officers.

Item 4 – Delegated Planning – October 2023

Item 4

Item	Planning Ref	Address	Application Details	Delegated Response
(a)	23/02802/VAR	Land East of Adult Learning Centre Burden Road Beverley HU17 9LW	<u>Variation of Condition 14 (approved plans) of planning permission 22/03714/REG3 - Erection of 4 dwellings for affordable housing to allow for revisions to the design of the four dwellings (including footprint, roof ridge height, glazing arrangement, covered lobby and location of brick panels)</u>	Beverley Town Council has no objection to this application.
(b)	23/02610/VAR	Charlton House Grovehill Road Beverley	<u>Variation of Condition 2 (Approved Plans) of planning permission 23/00261/REG3 (Installation of automated swing gates to undercroft and pedestrian access gate to front elevation) to amend position of pedestrian access gate</u>	Beverley Town Council has no objection to this application.
(c)	23/02574/PLB	The Grapes 27 Saturday Market Beverley HU17 8BB	<u>Replacement of 2 windows to south and west elevations, replacement of existing gutters to south and west elevations, redecoration including painting of south and west elevations and replacement of existing signage to south and west elevations</u>	Beverley Town Council has no objection to this application, on the condition the concerns of the ERYC Conservation Officer are satisfactorily addressed.
(d)	DC/2001/S1Z QZ9BJ0M701	Beverley Railway Station Railway Square Beverley HU17 0AS	<u>Installation of replacement platform/footbridge end screens</u>	Beverley Town Council has no objection to this application.
(e)	23/02692/PLF	Applewood 12 Grosvenor Place Beverley HU17 8LY	<u>Erection of two dwellings with associated access, parking, and landscaping following demolition of existing dwelling</u>	Beverley Town Council has concerns regarding this application. Whilst it reduces the number of dwellings from three to two, the matter of access
			and traffic is still not satisfactorily addressed. Gosvenor Place is a very narrow, dead-end road. It has inadequate passing and turning points without having to access private land, and buildings are flush to the edge of the limited pavements. An increase in properties, be it just two or three, will bring with them more vehicles. Given the size and estimated costs of the two proposed dwellings, it is not impossible that each household will have at least two cars, therefore expecting a reduction in the number of new dwellings to also significantly reduce the number of extra cars is disingenuous. This also raises concerns regarding suitable access for building construction. The Town Council agrees with the concerns of residents and those of the Conservation Officer. Therefore, it requests ERYC carry out more detailed traffic and access reports before a decision is made. The Town Council is also disappointed that the proposed properties are of a bland design that could appear in any anonymous development and there has been little attempt to produce plans that truly add to the architectural interest of the area.	
(f)	23/02512/PLB	46 Westwood Road Beverley HU17 8EJ	<u>Replace existing roof adding a roof membrane, existing slates to be reused, replacing the damaged with slates to match existing, replace leadwork with like for like and installation of velux heritage conservation roof light to rear to replace existing glass pane</u>	Beverley Town Council has no objection to this application.

(g)	23/02454/PLB	Lighting And Living Of Beverley 41 North Bar Within Beverley HU17 8DG	<u>Listed Building Consent for alterations to preserve historic floorboards and skirting board in connection with use as a Hair Salon including changes to fascia sign and painting of existing shop front (Navy Blue - Evening Coat) and internal alterations at ground floor comprising construction of a new timber floor over the existing, alterations to internal waste pipes, installation of a timber and plasterboard ceiling following removal of existing polystyrene suspended ceiling, and installation of a timber stud false wall to cover/straighten existing</u>	Beverley Town Council has no objection to this application
(h)	23/02268/PAD	Sullivans Fisheries 55 Toll Gavel Beverley HU17 9AA	<u>Display of an externally illuminated fascia sign utilising existing LED strip lighting and a non-illuminated hanging sign to existing bracket (retrospective)</u>	Whilst Beverley Town Council is disappointed that the applicant is requesting permission retrospectively, it has no objections.
(i)	23/02267/PLB	Sullivans Fisheries 55 Toll Gavel Beverley HU17 9AA	<u>Internal and external alterations including re-painting of shop front, installation of new internal partition walls, shelving, countertop and disabled wc and removal of existing nib wall areas and services in connection with the change of use of former hot food takeaway (Sui Generis) to shop/cafe (Class E) (retrospective)</u>	Whilst Beverley Town Council is disappointed that the applicant is requesting permission retrospectively, it has no objections.

Allotment Income and Expenditure 2023-2024

Item 6a

Income		Expenditure		
Rents received from tenants	£7,700.00	Beverley Consolidated Charity	ANNUAL Queensgate Lease	£1,200.00
		East Riding of Yorkshire Council	ANNUAL Keldgate/Lairgate Lease	£188.00
		East Riding of Yorkshire Council	ANNUAL Pest Control Contracts for all allotments	£604.00
		Beverley and North Holderness Internal Drainage Board	ANNUAL Rates for Sparkmill	£44.00
		Yorkshire Water	ANNUAL Sparkmill Water	£722.00
		Yorkshire Water	ANNUAL Queensgate Water	£208.00
		Queensgate Lock Repair	As required	£43.00
		Sparkmill Lock Repair	As required	£87.00
		JB Rural Services Limited	(6 MONTHS) Allotment Grass Cutting 20.5 hours @ £15 per hour	£307.50
		JB Rural Services Limited	(6 MONTHS) Allotment inspection, rubbish clearing, trimming hedges, repairs - taps etc 139.50 hours @ £15 per hour	£2,092.50
		Japanese Knotweed Solutions	3 YEAR CONTRACT Removal of Japanese knotwood	£2,860.00
		Grade 3 (Hull Limited)	Removal of asbestos and another booked for £700	£1,270.00
		Replacement of allotment taps		£250.00
Total Income	£7,700.00	Total Expenditure		£9,876.00

ALLOTMENT SUBSIDY

Total Income of £7,700 - Total Expenditure of £9,876 = Town Council subsidising allotments in the sum of £2,176

PES Committee Budget Requirements

Please note that this is NOT a final PES budget, but a first level draft that Councillors can consider and revise.

The below budget extract shows items/services/costs that come under PES Committee management.

Column A: What was budgeted or allocated in reserves at the end of the last financial year (2022-2023)

Column B: The financial situation as of 30th September 2023 (halfway through the current 2023-2024 financial year). This also shows where money was moved from specific budgetlines, as part of the virement agreements made a few weeks ago by Full Council to cover other costs.

Column C: These are projected costs for the next financial year (2024-2025). They include replacing vired budget lines, costs for item that were removed from the current budget from the start of the financial year and potential maximum costs (e.g. CCTV), which Full Council will review and may change when setting the budget.

Officers will go through this in more detail at the meeting.

Budget code	Item/Service	A In Reserves at 31/03/23	B In Reserves at 30/09/23	C Budget 2024-2025	Notes
4230	Skatepark	£41,419.00	£41,331.50		Skatepark annual rental of £88, annual skatepark inspection and maintenance costs
4265	Street Furniture	£3,998.00	£0.00	£4,000.00	Used to meet audit fees, Councillors travel, alarm maintenance and legal expenses
4266	Cycle Racks	£1,000.00	£0.00	£1,000.00	Moved to meet audit fees
4267	Town Entry Signs	£15,000.00	£1,589.00	£13,411.00	Reduced by £13411 for legal fees
4270	Grit Bins New	£935.00	£553.00	£1,500.00	3 bins ordered and will spend 2022/23 budget - Potentially 4 repair and new grit bins in 2023/24.
4271	Litter Bins New			£2,000.00	3 bins ordered and will spend 2022/23 budget - Potentially 4 new litter bins in 2023/24.
4274	Grit Bins Refills			£2,000.00	
4285	Maintenance Contractors			£17,000.00	Maintenance services - allotments and town. Half of allotment income allocated to this for JB work on allotments
4306	Flag Poles	£1,500.00	£0.00	£1,500.00	Entire budget spent on legal fees
4635	Beverley Beck Project	£1,500.00	£0.00	£1,500.00	Entire budget spent on legal fees
4650	Streetlighting SLA			£30,000.00	Increased SLA Street Lighting cost to £23500 in 2022/23 by virements
4625	Historic Lamps	£1,000.00	£1,000.00	£1,000.00	To build for a fund for maintenance costs of the Historic Lamps

206	Christmas Displays - Planning Environment & Services				
4640	Christmas Lights Infrastructure	£2,000.00	£2,000.00	£2,000.00	Moved to audit fees
4641	Christmas Lights NEW	£5,000.00	£3,000.00	£2,000.00	To cover costs of real tree, replacement of any broken items and build reserve for future major purchase
4642	Christmas Lights POWER			£1,200.00	
4643	Christmas Lights SLA			£7,000.00	Awaiting ERYC's invoice

207	Floral Displays - Planning Environment & Services				
4647	Summer Displays includes hanging baskets/railings and lamp posts			£18,500.00	
4648	Winter Displays			£13,000.00	
4649	Watering Contingency	£5,000.00	£5,000.00		

209	CCTV - Planning Environment & Services				
4660	Town Centre Cameras				
4661	Wider Community Cameras				
4663	Monitoring			£54,000.00	
4666	Maintenance			£6,500.00	
4667	Power			£1,200.00	

210	Allotments - Planning Environment & Services				
4200	Allotments Upkeep			£2,500.00	£7700 income received
4201	Allotments Rental Cost Queensgate			£1,200.00	Paid to Beverley Consolidated Charity
4202	Allotments Rent Keldgate Lairgate			£200.00	Rental to East Riding of Yorkshire Council for Keldgate Lairgate allotments
4204	Allotment Water Taps				

TOTALS	£78,352.00	£54,473.50	£184,211.00
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