

## Pickering Town Council

Notice is hereby given that a meeting of the Pickering Town Council Planning Committee will be held on 1 November 2016 at 7.00pm in the Memorial Hall, Potter Hill, Pickering, and all members of the said committee are hereby summoned and required to attend to transact the business listed below.

1. To receive apologies and approve reasons for absence.
2. To deal with any applications for dispensations from members of the committee.
3. To approve the minutes of the meeting of the committee held on 4 October 2016.
4. To allow members of the public to make representations, answer questions and give evidence in respect of any item of business on the agenda and to provide an opportunity for presentations to be made to the council.
5. To consider planning applications whose deadline for consultation falls before the ordinary meeting of the council in November 2016.
  - a) 16/01647/FUL – alterations to existing shop front to include installation of additional and replacement timber-framed windows and timber swing autodoor at 99 Eastgate;
  - b) 16/01697/CAT – T1 Atlas Blue Cedar – remove and replant with smaller specimen; T2 Copper Beech – reduce by a maximum of two ms in selected areas of crown and rebalance due to prior topping; T3 Sweet Chestnut – reduce outward growing limb in line with the remaining crown in order to rebalance. The trees are located at 2 Norman Close;
  - c) 16/01663/HOUSE - erection of single storey rear extension to form garden room at Broadmeadow, 118 Outgang Road;
  - d) 16/01652/FUL - change of use, alteration and extension of outbuilding to form a first floor one bed self-contained residential annex to include erection of a two storey extension to give first floor shower/toilet facilities at 7 Burgate;
  - e) 16/01687/LBC - conversion, alteration and extension of outbuilding to form a first floor one bed self-contained residential annex to include erection of a two storey extension to give first floor shower/toilet facilities and installation of staircase at 7 Burgate;
  - f) 16/01679/FUL - installation of refrigeration/air-conditioning plant to be enclosed within 2.75m high, fixed panel unit, erection of replacement 2.4m high, close-boarded timber fence and formation of access door to east elevation at 99 Eastgate;
  - g) 16/01657/HOUSE - erection of a conservatory to side elevation of Woodhaven Cottage, 1 Joiners Yard, Potter Hill;

5 cont.

- h) 16/01667/FUL - erection of an American Barn style block of five stables with bedding and feed area and first floor tack room with balcony following removal of existing steel framed building used a stables at Shepherd's Hill Farm, Whitby Road.

These planning applications can be viewed online at <http://www.ryedale.gov.uk/residents/planning/view-a-planning-application.html>.



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Andrew Husband  
Clerk to Pickering Town Council  
26 October 2016

## **Appendix 1 – Agenda item 5**

### **Draft Minutes of the meeting of Pickering Town Council’s Planning Committee held on 4 October 2016 in the Memorial Hall, Potter Hill, Pickering**

Present: Councillor J Lovejoy, Councillor S Jenson, Councillor J Stott

#### **16. ELECTION OF CHAIRMAN**

The committee appointed Councillor Lovejoy as chairman as Councillor Baker had sent his apologies.

#### **17. APOLOGIES FOR ABSENCE**

The council received and accepted apologies for absence and the reason for same, from Councillor Baker.

#### **18. MINUTES**

The committee approved the minutes of the meeting held on 6 September 2016 as a true record.

The committee noted that although the minutes for the May and July meetings had been approved as true records and signed by the chairman, the approvals had not been minuted. The clerk apologised for the oversight.

#### **19. APPLICATIONS FOR DISPENSATIONS**

The committee noted that none of its members had applied for a dispensation.

#### **20. PUBLIC PARTICIPATION**

No members of the public were present.

#### **21. PLANNING APPLICATIONS**

The committee had no objections to:

- 16/01485/FUL – formation of an area of hard standing within existing farmyard at Rise Carr Farm, Bean Sheaf Lane;
- 16/01570/HOUSE – erection of a detached single garage and formation of vehicular access at Beacon Cottage, 85 Middleton Road.

The committee had no objections to the development of land north of the cemetery at Whitby Road for a dwelling (16/00714/FUL); however, there was concern about the consequences for the four trees on the southern boundary of the land, three of which were mature but whose canopies overhung the proposed development site. The most recent survey of the trees (undertaken by Waller Tree Consulting Ltd in October 2014 on behalf of the town council) had stated that the trees were sound and healthy save that the crown of the ash should be cleaned of all obvious deadwood. The council assumed that it was responsible for the trees.

22. **THE NORTH YORKS MOORS NATIONAL PARK AUTHORITY: THE NEW LOCAL PLAN CONSULTATION EXERCISE**

The committee concentrated on the “First Steps” document but more particularly the section entitled “Main Issues” where it responded to the questions about

- the principles which should underpin the plan;
- the objectives which the authority should pursue through the plan;
- policies to protect the environment;
- whether the plan should aim to limit further population decline and encourage a more balanced age demographic;
- the type and size of housing;
- affordable housing and local housing needs;
- employment;
- the criteria which should determine new development.

The committee agreed with a) the principles, b) the objectives and c) the policies designed to conserve the natural beauty, wildlife and cultural heritage of the park which had been identified in the document. The management and mitigation of climate change and a landscape and heritage approach to new development were examples of a), ensuring that the park has an economic and social value for everyone and the stress on what was unique and exceptional about the park were examples of b), and maintaining tranquillity and ensuring a high standard of design in new development were examples of c).

The committee decided that the plan should encourage a more balanced age demographic firstly because the park should not become the preserve of any particular age group and, secondly, because its economic and social well being required a more balanced age group. And, to that end, additional dwellings should be provided, the majority of which should be affordable homes at a social rent restricted to local occupancy but subject to the cascade principle. Where appropriate and available, brownfield sites should be developed. The committee also decided, if the evidence was sufficiently robust that households were getting smaller, that it made sense to provide smaller houses for those who needed affordable homes or who wanted to downsize.

The committee recognised that the mineral wealth of the park should be extracted both to create employment and to contribute to the economic well being of the country but with sensitivity to the natural beauty, wildlife and cultural heritage of the park.

Finally, the committee agreed with the authority’s view that new development whether social or economic should show a clear understanding of, and respond to, the form and characteristics of its location.

The committee did not respond to all the questions as the view was taken that some questions could only be answered in a meaningful way by those who lived in the park: eg the retention of community facilities.

The committee did not identify any sites for development as that part of the parish which lay within the park was almost entirely farm and woodland.

On the invitation to identify areas of open space that should be protected, the committee decided that the land in the vicinity of Lowther House might be suitable and instructed the clerk to establish whether it adjoined or was in the park. (An oak had been planted there on the occasion of the Queen’s Diamond Jubilee and it was thought that a previous occupier of Lowther House had created a wildflower meadow on the land.)

## Appendix 2 – Agenda item 4

### From Standing Order 3

d) Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

e) Subject to standing order 3d) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business and an agenda item will be allocated in the early part of council and committee meetings to enable them to do this.

This entitlement will not preclude the chairman from adjourning the meeting at other times at his discretion so as to allow members of the public to make representations answer questions or give evidence, in relation to the business to be transacted at that meeting.

f) The period of time which is designated for public participation in accordance with standing order 3d) above shall be at the chairman's discretion.

g) Subject to standing order 3e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda.

h) In accordance with standing order 3e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

i) A record of a public participation session at a meeting shall be included in the minutes of that meeting.

j) A person shall stand when requesting to speak and when speaking except when a person has a disability or is likely to suffer discomfort. The chairman may at any time permit an individual to be seated when speaking.

k) Any person speaking at a meeting shall address his comments to the chairman.

l) Only one person is permitted to speak at a time. If more than one person wishes to speak, the chairman shall direct the order of speaking.

m) The right to record, film and to broadcast meetings of the council, its committees, sub committees and any joint committees is established under the Openness of Local Government Bodies Regulations 2014; however, recording will be carried out in accordance with separate rules adopted by the council to manage this activity effectively and lawfully.

## **RULES FOR THE EFFECTIVE MANAGEMENT OF RECORDING AT LOCAL COUNCIL AND PARISH MEETINGS**

The right to record, film and to broadcast meetings of the council/parish meeting is established under the Openness of Local Government Regulations 2014. This is in addition to the rights of the press and public to attend such meetings.

Pickering Town Council is committed to being open and transparent in the way it conducts its decision making. For the purpose of this policy the term “record” means any form of audio, visual or electronic recording.

Those who attend a public meeting should expect to be filmed. This includes councillors, council officers and members of the public.

The rules that the town council will apply are:

1. The council will display requirements as to filming, recording and broadcasting at its meeting venues and on its website or on notice boards in the town and those undertaking these activities will be deemed to have accepted them whether they have read them or not.
2. A copy of this guidance will be provided to members of the public in attendance at a meeting of the council. The chairman may also verbally remind the meeting and all present of the freedom to record but that this guidance are in place to enable any type of recording to take place with minimal disruption to the council meeting.
3. Any person wishing to record a meeting in any format whatsoever is encouraged (but not compelled), to contact the clerk prior to the start of the meeting. The clerk's details are set out in the public notice and the agenda of the meeting; (or in his absence, the contact will be the chairman of the council. Discussing requirements with the clerk beforehand will help to ensure that the council provides reasonable facilities to meet the needs of the person that is recording.
4. The person making the recording may move around, however in doing so he/she must ensure that there is minimal or no disruption to the proceedings of the meeting.
5. A person or persons recording the council meeting are reminded that the “Public Participation” period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.
6. Where the press and public are excluded from a meeting or part of a meeting owing to the confidential nature of the business to be transacted, recording of that meeting or that part of the meeting will not be permitted.
7. The specific filming of children or young people under the age of 18 who are present cannot take place unless their parents/guardians have given their written consent. This provision also applies to vulnerable adults whereby the consent of a responsible adult is required, ie a medical professional, carer or legal guardian. Where the permission is given, filming of these people can take place.
8. The council requests that all recording is overt (ie clearly visible to anyone at the meeting), but cannot compel those who are recording to do so.
9. The use of digital and social media recording tools, for example Twitter, blogging or audio recording are allowed as long as this type of recording is carried out in a non-disruptive way and only to the extent that it does not interfere with the ability of any person present to follow the debate.

10. A person or persons making a recording has no right to interrupt a council by asking questions or making comments for the purpose of the recording. The person recording has no right to ask councillors, officers or any members of the public who have been given permission to contribute orally to the meeting to repeat a statement for the purposes of the recording.
11. The chairman of the meeting has absolute discretion to stop or suspend recording if, in his/her reasonable opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of this guidance.
12. Persons who are recording are requested not to leave their equipment unattended where possible, and are responsible for their equipment at all times
13. The recording and reporting on meetings of the council is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act and the laws of libel and defamation. The council expects that the recording will not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the council's values or in a way that ridicules or shows a lack of respect for those in the recording. The council would expect any recording in breach of these rules to be removed from public view. The council will have no liability for material published by any other person unless it is itself undertaking the publication through its offices.
14. For the benefit for those who wish to record - where the recording device being used involves equipment which is larger than a smart phone, tablet or compact camera or if the person recording has other special requirements he/she is requested to please contact the clerk prior to the meeting so that reasonable arrangements can be made. The use of lighting for filming/flash photography will usually be allowed provided that it does not adversely impact on the ability of others present to view the meeting, or for reasons of health, whereby the council may require that such lighting is not used or is reduced to a level which does not adversely affect other people. The lighting should not cause any other form of disruption.
15. The council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies. Where a council proposes to record all of its own meetings it will be bound by this policy.
16. Where a council proposes to record all of its own meetings, it will resolve how long such recordings will be kept and how members of the public may obtain copies. The council will include the availability of such recordings within its Publication Scheme.
17. The council is not liable for the actions of any person making a recording at a council meeting which identifies a member of the public or for any publication of that recording.
18. The minutes of a council meeting remain the statutory and legally binding formal record of council decisions.

Date of policy adoption 15 June 2015

Date of policy review 16 May 2016