

## Pickering Town Council

Notice is hereby given that a meeting of Pickering Town Council's Planning Committee will be held on 4 December 2018 at 7pm 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 2 October 2018.<sup>1</sup>
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 committee.<sup>2</sup>
5. To consider planning applications whose deadline for consultation falls before the ordinary meeting of the council on 17 December 2018.
  - 18/01241/FUL – Change of use of former bank (Use Class A2) to yoga and wellness centre (Use Class D1 and D2), installation of timber door to front elevation following removal of window, installation of timber window to front elevation following removal of door and removal of ATM at Yorkshire Bank, 11 Smiddy Hill;
  - 18/01274/ADV – Display of 1no. non-illuminated individual letter business name fascia sign, 1no. non-illuminated business logos fascia sign and 1no. non-illuminated business name and logo sign on the boundary wall at Yorkshire Bank, 11 Smiddy Hill;
  - 18/01261/CLOPUD – Certificate of Lawfulness for a proposed use or development in respect of the siting of a 2 no. bedroom log cabin to provide ancillary accommodation to Eastgate House, Malton Road;
  - 18/01244/73A – Variation of Condition 11 of approval 16/00443/FUL dated 10.06.16 to replace Drawing nos. 291 0151 1 and 2 (as approved plans) by Drawing nos. 181 023 01 and 02 (as built plans) The Old Billet, 10 Norman Close;
  - 18/01194/FUL – Erection of a three bedroom agricultural workers dwelling with detached double garage (part retrospective application) on Land at Leas Farm, Lendales Lane;
  - 18/01231/FUL – Erection of 13.8m high galvanised steel frame training tower at Pickering Fire Station, Malton Road;
  - 18/01269/CLEUD – Certificate of Lawfulness in respect of use of a twin unit chalet as a holiday letting unit for a period in excess of 10 years before the date of application at Beansheaf Farm, Bean Sheaf Lane.

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



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Town Clerk  
27 November 2018

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<sup>1</sup> Please see Appendix 1.

<sup>2</sup> Please see Appendix 2.

**Appendix 1**

**DRAFT Minutes of the meeting of Pickering Town Council's Planning Committee held on 2 October 2018 in the Memorial Hall, Potter Hill, Pickering**

PRESENT: Councillor B Baker, Councillor S Jenson, Councillor P Littlewood and Councillor J Stott.

**50. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**51. MINUTES**

The committee approved the minutes of the meeting held on 4 September 2018 as a true record.

**52. APPLICATIONS FOR DISPENSATIONS**

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

**53. PLANNING APPLICATIONS**

The committee considered the applications listed below:

- 18/00886/LBC – Installation of replacement timber front door at 25 Undercliffe;
- 18/00897/FUL – Erection of single storey building for use as a hairdresser (class a1) together with formation of vehicular access off Train Lane and formation of 6 no. car parking spaces on land at Gamay, The Ropery, Pickering;
- 18/00894/OUT – Erection of 8 no. dwellings (site area 0.37 h.a.) – approval sought for access and layout at Long Acre, Firthland Road.

The committee had no objection to any of these plans.

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Chairman

## 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 21 May 2018