

LAXTON PARISH COUNCIL

Personnel Sub-Committee

23 May 2018, 7:15pm

PRESENT: Councillors Moore (in the Chair) and Bray.

Apologies were received from Councillor Sweeting.

Clerk: Alan Bravey

The Parish Council met at Victory Hall, Laxton.

1/18 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS – There were no declarations.

2/18 MINUTES OF LAST MEETING - Resolved - That the minutes of the meeting held on the 27 June 2017 should be accepted as a true and accurate record and signed by the Chairman.

3/18 CLERK ANNUAL REVIEW - Members of the sub-committee and the clerk carried out a review of the clerk's activities and performance over the last twelve months. The Clerk reported that he had not yet started the CILCA qualification.

Resolved – that the Clerk would not proceed with CILCA and the cheque drawn that purpose should be cancelled.

4/18 NJC Salary Scale - The Personnel Sub-Committee noted that the National Joint Council for Local Government Services (NJC) had reached agreement for the salary scale for 2018/19 and 2019/20.

Resolved – That the Parish Council would adopt the 2% pay rise in accordance with the National Joint Council salary scales.

5/17 DATE AND TIME OF NEXT MEETING - It was agreed that the next meeting of the sub-committee would be set for May 2018.

SIGNED:

DATE:

Saltmarshe Hall, Howden: Lower Ground Floor

Heritage Statement For WC Installations and Refurbishment

March 2018



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Saltmarshe Hall, Lower Ground Floor

Heritage Statement for WC Installations and Refurbishment

EXECUTIVE SUMMARY

Site Name: Saltmarshe Hall
Address: Saltmarshe Hall, Howden, East Yorkshire, DN14 7RX
Local Planning Authority: East Riding of Yorkshire
County: East Yorkshire
Statutory Listing: Grade II* hall
Conservation Area: N/A
Scheduled Monument: N/A
Date of Property: 1825 with later extensions and alterations
Report Production: Liz Humble
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Humble Heritage Ltd is a professional built heritage and archaeological consultancy operating in the specialised area of the historic environment. The practice has extensive experience of historical and archaeological research, assessing significance and heritage impact and preparing heritage statements, archaeological desk-based assessments, statements of significance, conservation management plans and so forth. Humble Heritage Ltd provides heritage and archaeological advice on behalf of a wide variety of clients across much of England.

Humble Heritage Ltd undertook this Heritage Statement during March 2018 on behalf of the owners and applicants Mr and Mrs Whyte. This assessment is intended to inform and accompany an application for listed building consent for installation of WCs and associated refurbishment to part of the lower ground floor of Saltmarshe Hall. The intention of the proposals is to support the wedding functions of the business at the house by providing essential facilities for guests.

The focus of this report is upon the application site itself rather than the wider house, grounds and parkland setting, although these are referenced as part of the context of the application site. This report assesses the historical development, current character and significance of the application site and places it in the wider context of Saltmarshe Hall and park. Documentary and cartographic materials were consulted in order to provide a summary of the historical development and significance of the application site and its setting. A visit to the site was made on 5 July 2017.

Saltmarshe Hall is a country house that was built in 1825-1828 to a Neoclassical design by architects James Pigott Pritchett and Charles Watson for the Saltmarshe family. The lower ground floor within the application site forms part of this fabric and derives significance from the retention of its original and historical floor plan and fabric. However, many of the fixtures and fittings have been lost and chronic damp issues combined with late 20th century changes – in particular complicated and visible cabling/trunking – has eroded the aesthetic qualities and character of the spaces.

This report finds that although Saltmarshe Hall is of national significance, the spaces under consideration are capable of sensitive adaptation in order to bring them into viable reuse given the extensive retention of significant historic fabric and character proposed. There is particular benefit in bringing back this area into active use with public access to spaces that are currently disused or underused and conservation work to resolve ongoing chronic and damaging damp issues.

The works are considered to comply with local and national planning policy and guidance with the statutory legislation governing listed buildings. No conservation grounds have been found for refusal of consent.

INTRODUCTION AND METHODOLOGY

- 1.01 This Heritage Statement has been prepared by Liz Humble (MA, MA, MCIfA, IHBC), Director, Humble Heritage Ltd, on behalf of owners and applicants Mr and Mrs Whyte and their project architects Powell Tuck Associates during March 2018.
- 1.02 The aims of this report are to:
- Inform the owners of the site and their specialist project team with respect to the significance of the site and the heritage implications of the proposed refurbishment works.
 - To provide a tool to help the planning authority to understand the development of the application site and its significance and capacity for change.
 - Assist those in the planning system advise and assess future plans for change at the site and satisfy the requirement of paragraph 128 of the National Planning Policy Framework, which indicates that applicants should provide a description of the significance of any heritage assets affected by their proposals (including any contribution made by their setting).

Methodology

- 1.03 This assessment is based on a site visit made on the 5 July 2017, analysis of historic Ordnance Survey maps of the area and a series of sources – as listed in section 8 of this report. This source material includes sales particulars from 1971 and architectural drawings from 1974 both held in the Historic England Archive, the listing description, and historians Neave & Neave's research into the parkland. The East Riding SMR was consulted but no further information was available.

Site Location

- 1.04 Saltmarshe Hall overlooks the River Ouse in the East Riding of Yorkshire (**figure 1**). Sited in 17 acres of parkland in a rural landscape in the parish of Laxton to the west of Saltmarshe, the house is located about 4 miles south of Howden and 25 miles from York. The application site is located at the lower ground floor under the north entrance rooms to the house.

Geology and Topography

- 1.05 The parkland at Saltmarshe Hall lies immediately north of the River Ouse, below the raised riverbank on a flat low lying area below 5m AOD. It is surrounded by open arable fields and lies in the East Riding Landscape Character Type 4 River Corridors (Countryside Character Area – Humberhead Levels) subsection 4C River Ouse Corridor: Howden Dyke to Trent Reach. The Humber Estuary is a SSSI (Site of Special Scientific Interest) and there are trees subject to TPOs (Tree Preservation Orders) within the grounds. The bedrock is mudstones and siltstones (Mercia Mudstone) and the superficial deposits are alluvium.

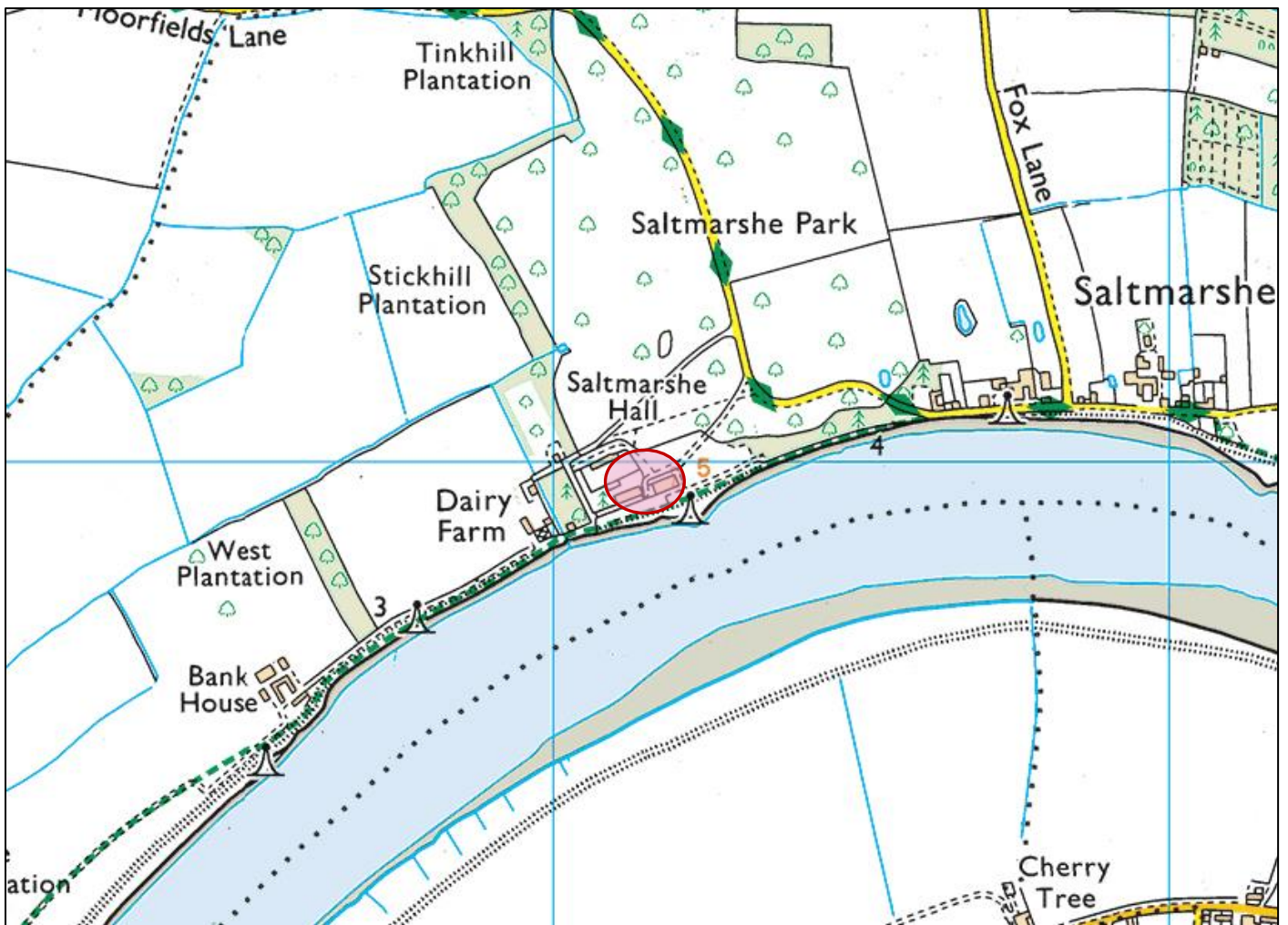


Figure 1: Location plan (house and stables shown in shaded red circle)

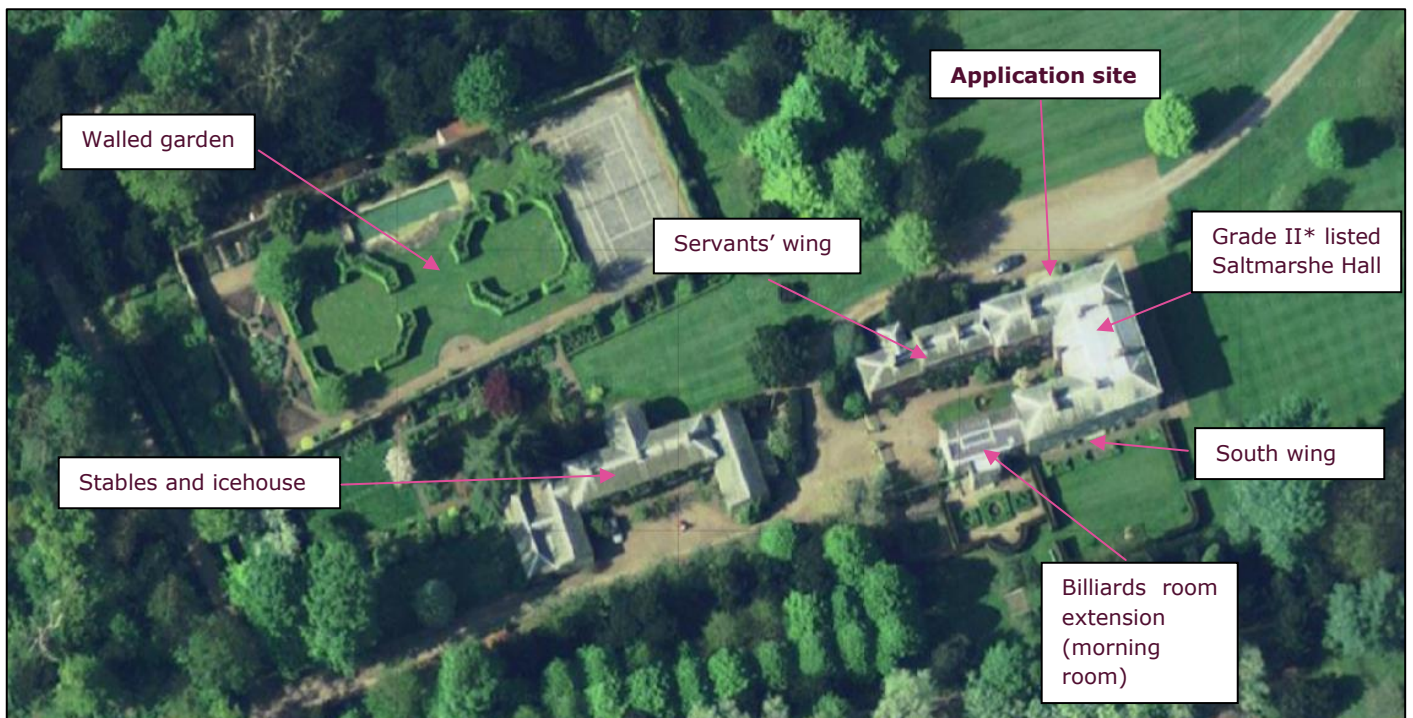


Figure 2: Aerial view of Saltmarshe Hall in its immediate garden and parkland context and with key components identified

PLANNING CONTEXT

- 2.01 The land ownership of the current owners of Saltmarshe Hall is shown on the plan below (**figure 3**). Within this area, covering 17 acres, Saltmarshe Hall is the only designated heritage asset and is a Grade II* listed building (**figure 2**). Given this, the planning legislation, policy and guidance described below is considered relevant.



Figure 3: Plan of ownership showing Saltmarshe Hall in its parkland context (blue line) and application site (red line) as prepared by Powell Tuck Associates

Planning (Listed Buildings and Conservation Areas) Act 1990

- 2.02 The desirability of preserving listed buildings and their settings is enshrined within Section 66(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 (the Act) which states (in part):

'In considering whether to grant permission for development which affects a listed building or its setting, the local planning authority or, as the case may be, the Secretary of State shall have special regard to the desirability of preserving the building or its setting'.

National Planning Policy Framework

- 2.03 National planning policy for cultural heritage is provided within the National Planning Policy Framework (NPPF) published in March 2012. The opening remarks in the Framework set out the primary objectives to achieve sustainable development, a principle that all development should accord with. The NPPF identifies three dimensions to sustainable development; economic, social and environmental. Paragraph 7 identifies that an environmental role includes, 'contributing to protecting and enhancing our historic environment'.

- 2.04 In the NPPF, paragraph 17 sets out the 12 core land use principles that should underpin decision making, this includes, *'conserve heritage assets in a manner appropriate to their significance so that they can be enjoyed for their contribution to the quality of life of this and future generations'*.
- 2.05 Paragraph 128 of the NPPF states, *'In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contributions made by their setting'*.
- 2.06 Paragraph 132 of the National Planning Policy Framework states, *'When considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation. The more important the asset, the greater the weight should be. Significance can be harmed or lost through alteration or destruction of the heritage asset or development within its setting. As heritage assets are irreplaceable, any harm or loss should require clear and convincing justification. Substantial harm to or loss of a grade II listed building, park or garden should be exceptional. Substantial harm to or loss of designated heritage assets of the highest significance, notably scheduled monuments, protected wreck sites, battlefields, grade I and II* listed buildings, grade I and II* registered parks and gardens, and World Heritage Sites, should be wholly exceptional'*.
- 2.07 Paragraphs 133 and 134 of the National Planning Policy Framework make a distinction between proposals that will lead to *'...substantial harm to or total loss of significance...'* of a designated heritage asset (paragraph 133) and proposals which will have *'...less than substantial harm...'* (paragraph 134). Paragraph 135 relates to the impact of proposed developments upon non-designated heritage assets.

East Riding Local Plan

- 2.08 The East Riding Local Plan 2012-2029 is the suite of planning documents that together provide the long-term development plan for the East Riding. They are the starting point for determining planning applications and guiding investment decisions. The Strategy Document sets the overall strategic direction for the Local Plan, providing strategic policies to guide decisions on planning applications. It was adopted by the Council at its meeting on 6 April 2016.
- 2.09 The Strategy Document Policy S1: Presumption in favour of sustainable development sets out that - *'When considering development proposals the Council will take a positive approach that reflects the presumption in favour of sustainable development contained in the National Planning Policy Framework. It will work proactively with applicants to find solutions which mean that proposals can be approved wherever possible, and to secure development that improves the economic, social and environmental conditions in the East Riding of Yorkshire.'*
- 2.10 Policy ENV3: Valuing our heritage, regards heritage assets and states that -
- 'A. Where possible, heritage assets should be used to reinforce local distinctiveness, create a sense of place, and assist in the delivery of the economic well-being of the area. This can be achieved by putting assets, particularly those at risk, to an appropriate, viable and sustainable use.*
- B. The significance, views, setting, character, appearance and context of heritage assets, both designated and non-designated, should be conserved, especially the key features that contribute to the East Riding's distinctive historic character...*
- C. Development that is likely to cause harm to the significance of a heritage asset will only be granted permission where the public benefits of the proposal outweigh the potential harm. Proposals which would preserve or better reveal the significance of the asset should be treated favourably.*
- D. Where development affecting archaeological sites is acceptable in principle, the Council will seek to ensure mitigation of damage through preservation of the remains in situ as a preferred solution. When in situ preservation is not justified, the developer will be required to make adequate provision for excavation and recording before or during development.'*

Planning Applications

- 2.11 A review of on-line planning applications (<https://newplanningaccess.eastriding.gov.uk>) has found several planning applications pertaining to Saltmarshe Hall as summarised on the table overleaf.

Proposal	Reference	Date	Decision
Refurbishment of first floor bedrooms within North Wing, including installation of ensuite facilities, reinstatement of servant stair, new electrical installation and minor internal alteration to wall position	17/02932/PLB	2017	Approved
Conversion of former servants' wing, internal and external alterations to provide guest accommodation associated with wedding/function venue	16/03657/PLB 16/03656/PLF	2017	Approved
Installation of 2no. biomass boilers and associated flues at the stables	14/02520/PLB	2014	Approved
Additional use of hall and grounds as private residence and as a wedding/function venue with associated guest sleeping accommodation.	13/00268/PLF	2013	Approved

HISTORY OF THE SITE

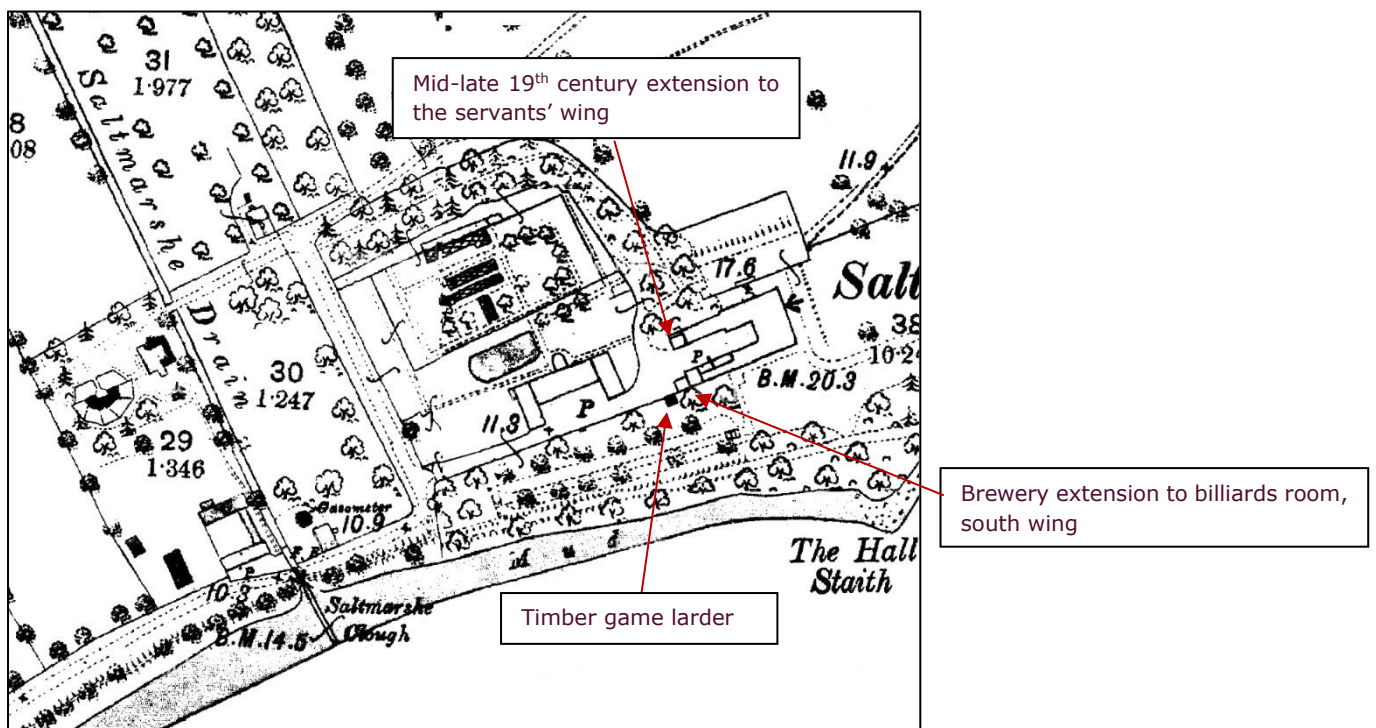
- 3.01 Saltmarshe Hall was built by the Saltmarshe family in the 1820s. In their *History and Topography of the City of York*, Sheahan and Whellan (1856) state:

'Saltmarshe Township Area 1,190 acres population 144 souls rateable value 1,092. The family of Saltmarshe have flourished here since the time of the Norman Conquest and most probably assumed their name from the place. Allen says that Sir Lionel Saltmarshe lived in the reign of Harold and did homage to William the Conqueror who knighted him at the Castle of Knore Nov 14 1067 where he gave him under the royal letters patent the lordship of Saltmarshe¹.

- 3.02 The settlement was referred to as *Saltmerse* in the Domesday Book when granted as part of Howdenshire to the Bishop of Durham by William the Conqueror. In the later Middle Ages Neave & Neave (2013) have noted that the Saltmarshe family amassed a considerable estate, but in the late 16th and early 17th centuries much land was sold. The estate was built up again in the 18th century. The Saltmarshe family apparently had a hall close to the site of the present one in the Middle Ages (possibly the site of 'Old Hall' shown on the first edition Ordnance Survey map). This had been abandoned by about 1700, and the family had moved to a property closer to Saltmarshe hamlet. Philip Saltmarshe died in 1791 and the estate passed to his son, also Philip (1780-1846) who created the landscape park from 1805. A couple of rough sketch plans, one on paper watermarked 1805, show Saltmarshe's proposed layout of the park and plantations (plans in private collection referenced by Neave & Neave 2013). Gradually parkland trees were planted, fences removed and arable laid to grass. As part of these improvements Philip Saltmarshe obtained permission to build a new road through the park, located east of the then existing one, which was too close to the site of his proposed new house. Accounts show the new road was built 1819-20, and the old one removed in 1823 shortly before the new family house was built (East Riding Archive Service, DDSA/1055). According to sales particulars (dated 1971) the ground was raised in 1819 to form a more commanding position for the new house.
- 3.03 Philip Saltmarshe built the current Saltmarshe Hall in 1825-1828 and the stables/coach house in 1840-1842. Saltmarshe Hall was designed by architects James Pigott Pritchett and Charles Watson. A billiard room was added to the south wing in 1859 by J.B. and W. Atkinson and the servants' wing extended in two phases in the mid-late 19th and early 20th centuries. Within the grounds the detached stables/coach house with attached ice house were also designed by Pritchett and a wooden game larder, square with hipped roof and louver, dates from the early to mid-19th century according to Pevsner & Neave (2005).
- 3.04 Sheahan and Whellan (1856) write: *'The present representative of this ancient family Philip Saltmarshe Esq whose seat is here is the chief proprietor of the soil. His fine mansion was built by his father of the same name who died in 1846 and stands in a well wooded lawn and neat pleasure grounds on the north bank of the Ouse. The prospect from the house is beautiful. The Village which was much improved by the late Mr Saltmarshe is very pleasantly situated about 4 miles SE of Howden and opposite to Reedness on the other side of the Ouse to which there is a ferry at this place. The School is endowed with 20s per annum and is chiefly supported by Mrs Saltmarshe. The poor have other charitable bequests amounting to about 9 per annum.'*

¹ This early history of the Saltmarshe family is also given by Thomas Langdale writing in 1822.

3.05 The Ordnance Survey map extract from 1853-1855 (**figure 4**) records Saltmarsh Hall, including the servants' wing, stables, icehouse, walled garden etc set within a landscape park. The next Ordnance Survey map, 1888-1890 (**figure 5**) shows the billiards room (now the morning room) erected in the late 1850s and the adjoining brewhouse.



3.06 The last member of the Saltmarshe family, Captain Philip Saltmarshe, died in 1970. The Saltmarshe estate was offered for sale by auction in 1971 by Jackson-Stops & Staff. The Saltmarshe Estate comprised 2,282 acres at this date and included the hall set in its grounds and a 75 acre park, 12 arable and stock farms, the hamlet of Saltmarshe and much of Laxton village, with almost 100 acres of dispersed woodlands (sales particulars 1971).

- 3.07 The sales particulars describe that '*on either side of the Courtyard, are **Brew House**, Laundry, Coal House, Boiler House and Britannia and Beeston solid fuel boilers for hot water and central heating. Pump Room, Store Shed and outside W.C. Timber Game Larder*'.
- 3.08 The sales particulars do not itemise every room within the lower ground floor nor attempt to locate these but do refer to a kitchen, scullery, housekeeper's room, extensive store rooms, larders and cellars with a servants' hall. Most of these were associated with the servants' wing, although it is clear from fabric analysis that cellars and wine stores extended into the area covered by the application site.
- 3.09 In 1974, Philip and Sally Bean purchased the hall and about 17 acres, which include about 7 acres of the old park. Following their purchase, the new owners' commissioned architect Francis F. Johnson & partners to survey the house 'as existing' and also to set out a series of proposed changes. From the 1970s the house has gone through three main periods of refurbishment. These have been summarised by Powell Tuck Associates as follows:
- c.1974: extensive refurbishment and internal and external alterations, including -
- Demolition of brewery extension to the south west wing [the adjacent morning room was originally planned for demolition in 1974 – added by the author].
 - Removal of internal service stair from ground to first floor in north wing.
 - Removal of mezzanine level connection to servants' wing.
 - Infill of floor of former server.
 - Installation of boiler to lower ground floor.
 - Concrete topping to rooms on southern side of lower ground floor.
 - Relocation of kitchen to ground floor.
 - Refurbishment and creation of new window openings to the billiard room.
 - WC formed within stairwell of former service stair with creation of new window opening.
 - Redecoration and refurbishment of ground and first floor.
- 2013 – (13/00268/PLF) refurbishment associated with additional use of hall and grounds as private residence and as a wedding/function venue with associated guest sleeping accommodation following purchase of the property by the current owners in 2012.
- 2017 – (16/03657/PLB & 16/03656/PLF) conversion of former servants' wing, internal and external alterations to provide guest accommodation associated with wedding/function venue. Works were mainly focused on the ground and mezzanine floors and include:
- Installation of tie bars to stabilise structure of wing.
 - Refurbishment of roof.
 - Internal reconfiguration of servants' sleeping quarters to form six additional guest bedrooms and en-suite shower rooms.
 - Installation of new stair.
 - New services installation.
- 3.10 An 'As existing' plan from 1974 showing the application site is reproduced below (**figure 6**). The application site did not form part of the proposals set out in 1974.
- 3.11 In recent decades much visible trunking, cabling and servicing has been installed within the application site in visually intrusive locations, typically under the ceiling. Areas of historic dado panelling have been removed, presumably in response to the damp conditions. Also in 1974, or subsequently, a folding timber screen and door, presumably reused, has been set at the foot of the stairs to the ground floor and a 12-pane timber window inserted linking the stair hall area to the food preparation room. This has been partially obscured by the insertion of the screen. The window lighting the current wine store is not shown on the 1974 plan and is also therefore likely to be a more recent insertion, although this was not inspected in detail during the site visit as it is not affected by the proposals.

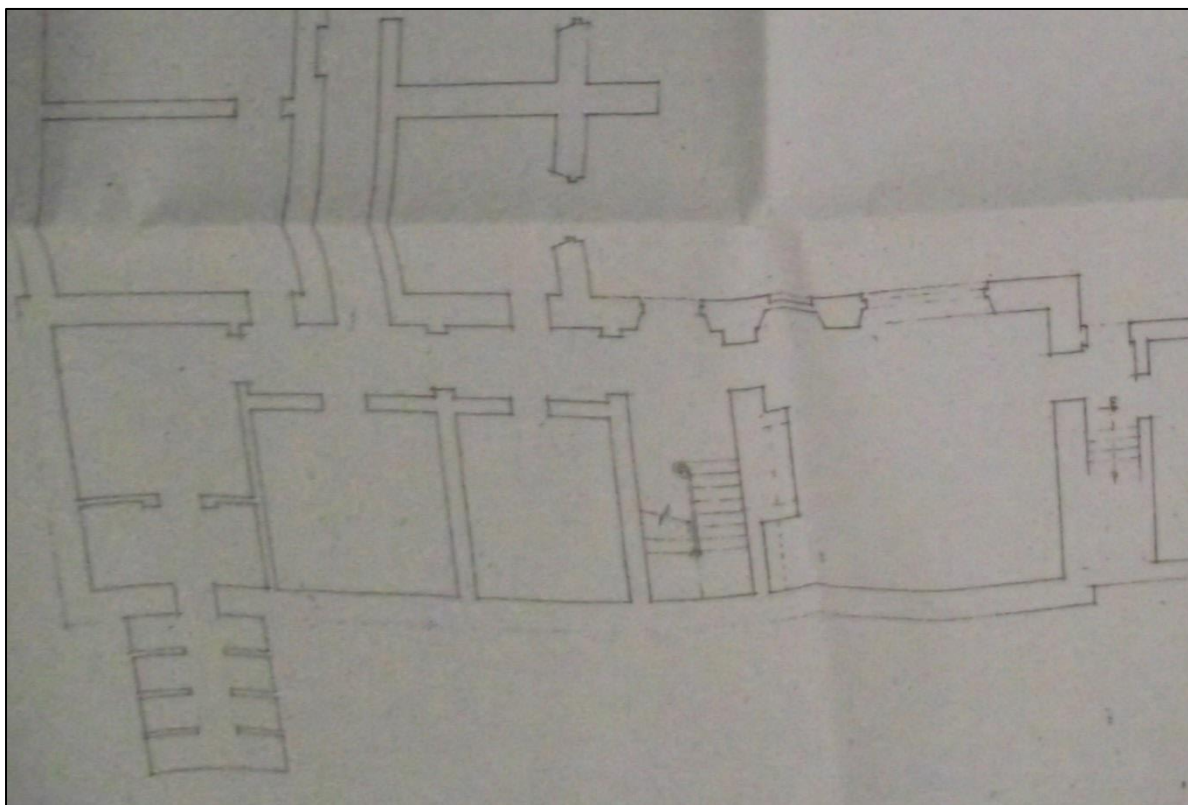


Figure 6: Lower ground floor plan, extract covering the application site, 1974, orientated looking south (Francis F. Johnson & partners)

DESCRIPTION OF THE SITE

- 4.01 This section of the report describes the application site as it appears today and briefly describes the country house and designed landscape context within which it is encountered.
- 4.02 Saltmarshe Hall is reached via a drive leading off from West Lane running through the parkland from Main Street, and Moorfields Lane. There is no entrance lodge and instead visitors move from arable fields to a designed country house parkland landscape with tree plantations and managed grassland. The drive approaches the north-east corner of the house and the north and east elevations are displayed (**figure 7**). The drive now terminates in a small entrance courtyard to the main north elevation, framed by a forecourt now used for car parking. The north elevation provides the principal entrance via a portico.



Figure 7: Approach to Saltmarshe Hall today



Figure 8: House in a simple Neoclassical style with ashlar facades, portico, sash windows and a hipped slate roof set in a designed landscape overlooking the River Ouse (photograph by Ally Byrom and Nigel Clarke)

- 4.03 The house is a two storey building arranged over a lower ground floor, partially subterranean. It is designed in a simple Neoclassical style, with fine ashlar masonry concealing brickwork (**figure 8**). The floor plan forms a U-shape with the south elevation and associated wing overlooking gardens and the River Ouse while the parallel north wing extends westwards with a former servants' wing that overlooks a rear courtyard to the south. The servants' wing to the north west and former billiards room to the south west are 19th century extensions. There is a belt of tree planting to the north with the stables and walled garden to the west and north-west. The stables lie to the west of the house, and were not built until 1842. They are two storey and built of yellow/grey brick. Attached to the rear is a U-shaped ice-house which is entered from the first floor of the stable block and, unusually, is above ground.
- 4.04 The entrance façade of the house comprises two storeys and five symmetrical bays (**figure 8**). The entrance is reached via steps to a semi-circular portico with Tuscan columns containing a glazed door. There are sash windows with glazing bars throughout, those to the ground floor of the main house have recessed aprons. The main house has a moulded cornice and overhanging eaves. The south (garden) facade is similar but with three narrower central bays recessed. The interior of the main house is finely designed with a large central hall with cantilevered staircase and cast-iron balustrade leading to a first floor gallery. The listing description notes that the dining room has a fine parquet surround to the floor, a good plain black marble fire surround, and a cornice enriched with swastikas and paterae. The drawing room is elaborated with acanthus moulding to the skirting board and panelled walls with relief urns and foliage drops, and a fine moulded cornice with egg-and-dart and acanthus motifs. The drawing room has an Adams style plaster ceiling with central circular motif with medallions with figures and foliage flanked by plaques depicting putti. The plasterwork was by William Crabtree of York.
- 4.05 The application site is located beneath the ground floor dining room and main entrance and is subterranean.
- 4.06 The rooms forming the application site are linked via a corridor with an arched ceiling, plastered and painted brick walls/ceiling and later dado rail and panelling (surviving in part – **figure 17**) (LG.19). The floor comprises original flagstones. From this corridor a series of rooms with barrel-vaulted ceilings are accessed. These were historically likely to have been store rooms. Initially a former wine cellar (LG.16) with brick and stone wine shelves was to be included in the application site (**figure 9**). However, given the extensive survival of historic fixtures this space is now excluded from the application site (mainly due to the difficulty of converting it without loss of character, fabric and hence significance but also for other practical reasons). Two rooms do not retain any historic fixtures or fittings and are simple whitewashed rooms with vaulted ceilings (LG.14 and LG.15). One of these is currently used as a wine/beverage cellar and has a probable late 20th century window to a light well in the north wall (**figure 19**). This retains a historic panelled door at its entrance from the corridor. The other is used for food preparation (**figures 11-13**). A further room (LG.17-18) was formerly a cold storage room and retains a historic panelled door at its entrance and stone shelving on brick piers within (**figure 10**).



Figure 9: Historical wine cellar with shelving (now outside of application site)



Figure 10: Part of further historical shelving in former larder or cold store adjacent to the wine cellar with stone slab supported on brick pier

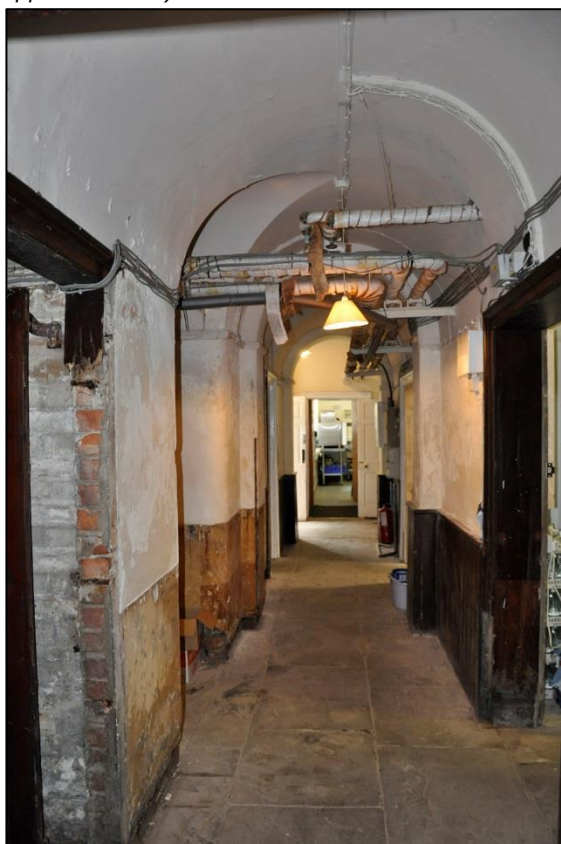


Figure 11: Corridor linking rooms at application site. Note mixture of sensitive historic fabric (wainscoting and stone flag flooring) and intrusive modern cabling and trunking

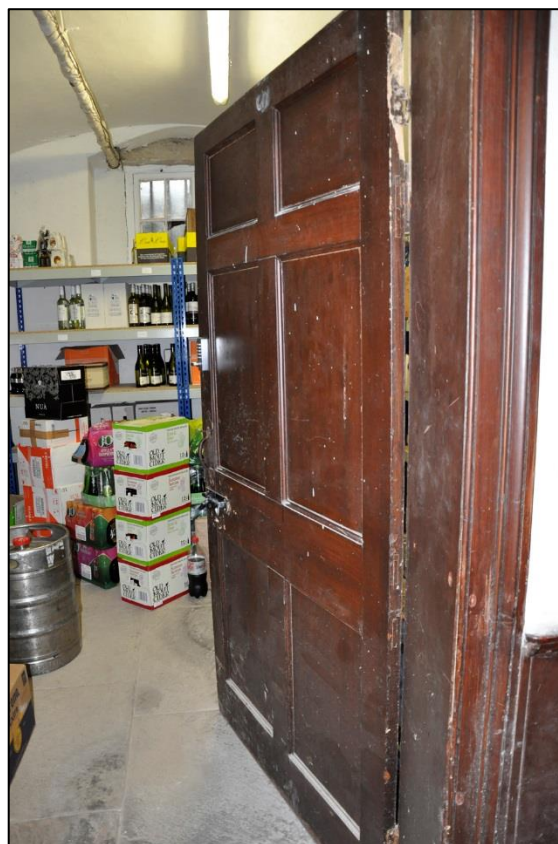


Figure 12: Six-panel door and moulded timber architrave to current wine store (with later stained finish)



Figure 13: Food preparation room; former store/cellar space

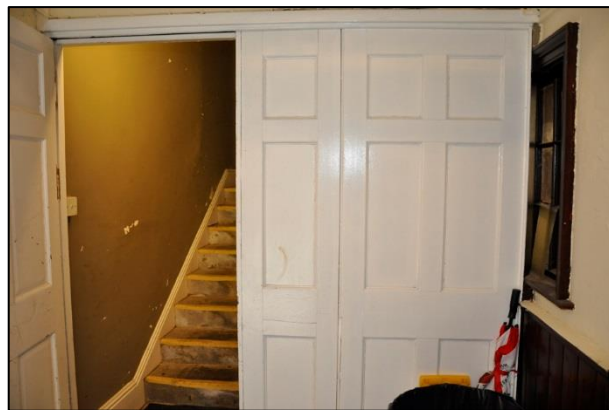


Figure 14: Inserted screen to stairs to ground floor, truncated internal window also inserted in the late 20th century



Figure 15: Folding screen and door, inserted in late 20th century. Viewed from the stair hall

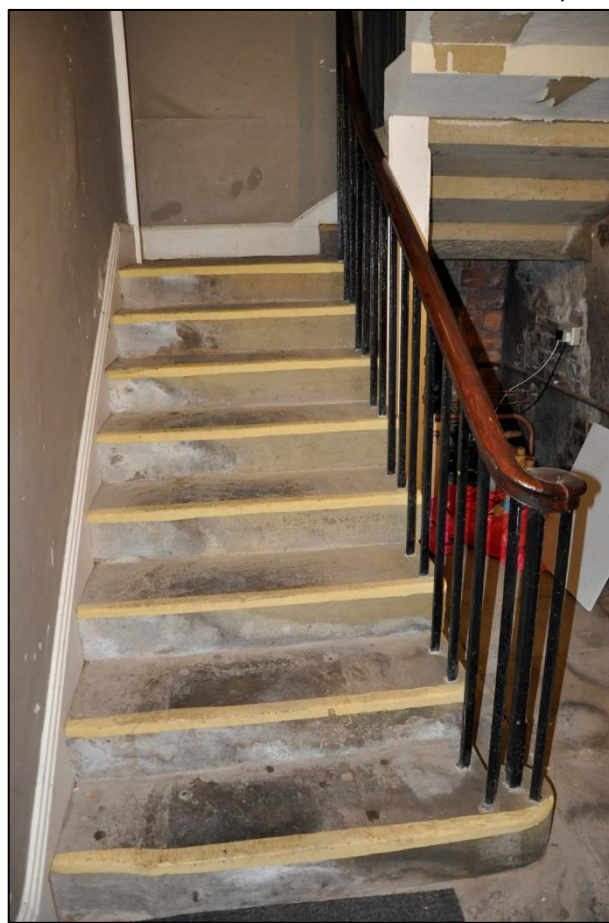


Figure 16: Stone stairs with simple stick balusters and moulded timber handrail rising from the lower ground floor to ground floor. Likely original

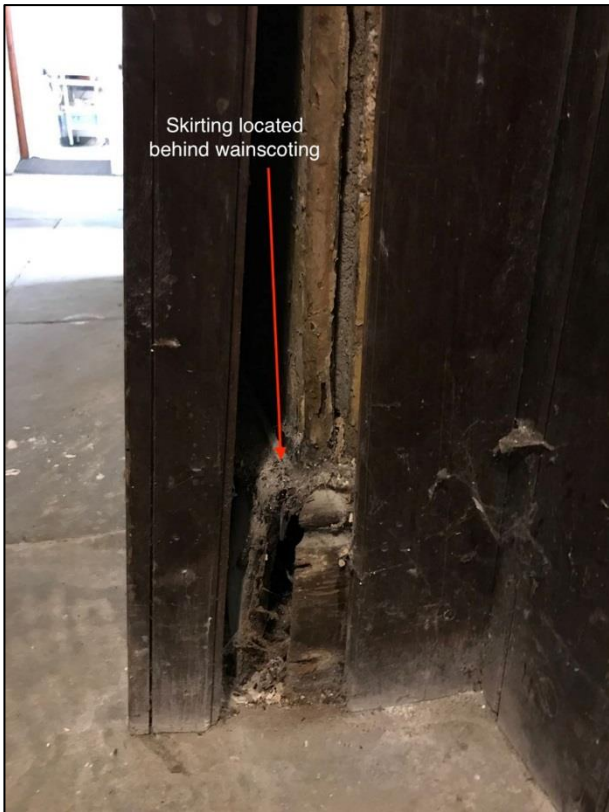


Figure 17: Original or early skirting survives behind the later inserted dado rail and panelling

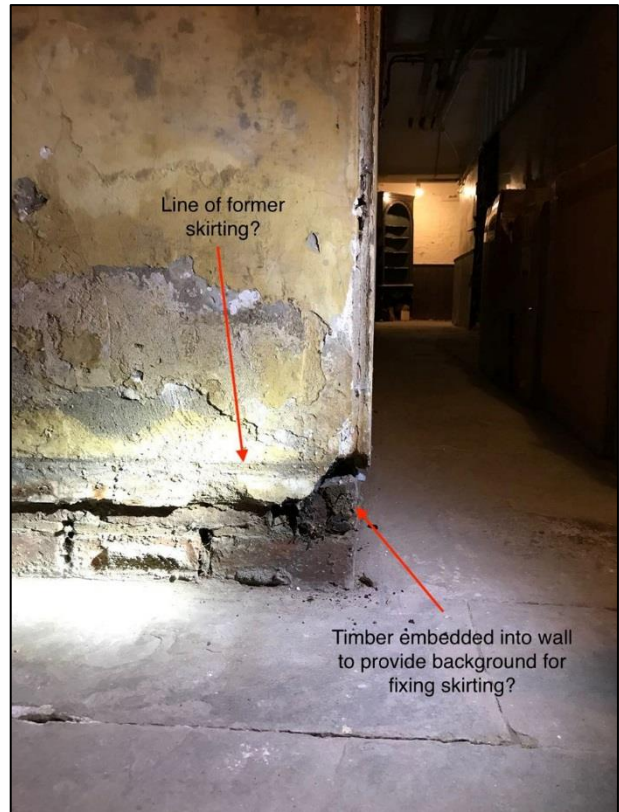


Figure 18: Evidence of line of former skirting



Figure 19: Probable 20th century window to current wine store at LG.15. It is not shown on the 1974 floor plans



Figure 20: Corners of plaster finished walls to the corridor are formed with a cylindrical timber beading detail. Such details will be replicated as part of the proposed works

ASSESSMENT OF SIGNIFICANCE

- 5.01 Significance is the concept that underpins current conservation philosophy. The significance of heritage assets is defined in the National Planning Policy Framework as, *'The value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting'*.
- 5.02 The assessment of significance below has been informed by the English Heritage document *Conservation Principles, Policies and Guidance for the Sustainable Management of the Historic Environment*, in particular the identification of heritage values: evidential value, historical value, aesthetic value and communal value.
- 5.03 The significance of the lower ground floor application site is considered below (in no particular order), including a brief analysis of the significance of its wider physical context.

Topography and Location

- 5.04 The rural setting of the hall and its proximity to the River Ouse, parkland and agricultural land with low-lying flat topography contributes to its significance through aesthetic heritage values.

Historical and Landscape Context

- 5.05 Saltmarshe Hall is an early 19th century country house set within a slightly older parkland landscape with planting from 1806. Saltmarshe Hall was built at the end of the picturesque movement and the building's integration into and manipulation of the landscape was an important part of the design. Neave and Neave (2013) note that the parkland is *'A good example of a park with perimeter plantations gradually laid out from the early 19th century onwards to provide a setting for a new house, Saltmarshe Hall'*. The kitchen garden was laid out in 1817 and redesigned in the 1970s. The present gardens were created in the last quarter of the 20th century after Sally and Philip Bean purchased Saltmarshe Hall. The historical and physical landscape context is of high aesthetic and historical heritage value despite later alterations and carefully designed south gardens are shown on the mid-19th century Ordnance Survey map. However, the application site is subterranean with no visual connection to this landscape context.
- 5.06 Saltmarshe Hall has been described as an *'austere Neoclassical house in an attractive setting on the River Ouse'* (Pevsner & Neave 2005). The national significance of the house is reflected in its Grade II* listing and it has high aesthetic and historical heritage values and also moderate evidential values due to the potential for earlier decorative and other schemes to survive hidden within the current fabric.
- 5.07 The lower ground floor here is part of the original design conception of the house and provided the storage and service facilities to support the running of the house and the lifestyle of its owners.

Historical Associations

- 5.08 The primary association of the application site is with the Saltmarshe family who built the house and were resident owners until 1970 and with the architects who designed it.
- 5.09 The Saltmarshe family were important local landowners and benefactors who funded the erection of public buildings in Saltmarshe and were a major employer locally. The family reputedly traces back its history to the Norman Conquest. However, there are no known nationally important associations with the family during their ownership of the present hall. It is likely that during this period the family were gentleman farmers as until the 1870s the country estate represented a good investment as agriculture was profitable and landownership guaranteed some sort of social position and prestige.
- 5.10 The application site was designed by architects James Pigott Pritchett and Charles Watson when they designed the house. Pritchett also designed the stables. These architects were in partnership from 1813 to 1831 when Watson retired. In his *Biographical Dictionary of British Architects 1600-1840* Colvin states that Charles Watson was *'During the first decade of the nineteenth century...the leading architect in Yorkshire'* (1995, 1024). Pritchett was also a significant regional architect and together they formed a prolific and successful partnership, working, for example, at Burghwallis Rectory, Yorkshire (rebuilt 1815), Lendal Independent Chapel, York (1816), The West Riding Lunatic Asylum, Wakefield (1816-1818), Copgrove Hall, Yorkshire (remodelled c.1820), York Assembly

Rooms (new façade and portico 1828), Lotherton Hall, Yorkshire (alterations c.1828), part of the stable block at Nostell Priory, Yorkshire (1828-1829) and St Peter's School, York (1830-1833) amongst many others.

Design, Form, Fabric and Circulation

- 5.11 Saltmarsh Hall is rare survivor of a relatively modest late Regency/early Victorian country house with a high level of staffing as an emblem of status where both the key polite spaces and the service areas and arrangement survives largely intact.
- 5.12 The principal significance of the lower ground floor lies in the surviving character and materials with historical fabric (floor slabs, plasterwork, skirting, panelled doors, stone stairs with moulded timber handrail and stick balusters and stone shelving), intact floor plan with rooms arranged off a corridor and reached via a stair from near the entrance hall, and original room volumes with vaulted ceilings. These spaces retain a simple functional character indicative of their original and later uses as service spaces.
- 5.13 The dado rail and panelling have been found to be of lesser historical interest than formerly believed during pre-application discussions as further investigation has identified that this is a later addition. The wainscoting is in a very poor state of repair and it is possible to look behind, between the vertical boards, to see a skirting in a degraded condition visible at the base of the wall (**figures 17-18**). There is evidence to support that this skirting was fixed throughout the lower ground floor; firstly, there is a horizontal timber at lower level in the walls that may have provided a fixing substrate for the skirting (this has rotted away in many places and a void is left) and secondly, there is a mark on the wall at low level which corresponds with the skirting height. The dado/panelling is therefore of relatively low significance as a part of the evolution of the lower ground floor decorative schemes rather than part of its original early 19th century character.
- 5.14 Historical servicing, hidden underfloor, is also likely to have some significance with initial investigations by Hutton and Rostron (July 2017), during investigations into damp issues, identifying original in-built damp control systems that survive below ground. This appears to comprise brick dwarf walls that support the floor slabs and drained cavity walls to the external perimeter, which allowed moisture to be channelled away from the main body of the house to a pumped chamber in the central courtyard. This illustrates historical technological solutions built into the original house, while also having an important practical function.

Communal Value

- 5.15 The lower ground floor here has a negligible communal value on the basis that two rooms are used by staff for food preparation and drink storage.

Principal Risk to Significance

- 5.16 Much of the lower ground floor within the application site has suffered from damp historically and damp continues to be an issue. Hutton & Rostron's stage 1 Building Defects survey confirmed that there is prolific evidence of extensive damp ingress throughout the lower ground floor. This poses a considerable risk to the sustainability of the historic fabric. It is likely that part of the original skirting and former perimeter shelving in LG.18 has been removed historically due to damp issues and various elements of the surviving woodwork is in poor condition appearing to be suffering from damp penetration and subsequent rot. For example, Hutton & Rostron found extensive evidence of infection and decay to the wainscoting boarding and the lower portion of the door frames due to wet rot. Much of the lower ground floor here displays the remains of post-1974 moisture resistant render and/or paint applied over original brickwork. However, much of this – particularly in LG.17 and LG.18 and corridor LG.19 – has reached the end of its effective life span and is highly degraded as a result of moisture ingress and salt build up.
- 5.17 Powell Tuck Associates have commented that damp to LG.18 may possibly be a legacy of external water ingress from the past – although damp is ubiquitous within both LG.17 & LG.18, there is a concentration in the south-east corner of LG.18 which has spread across an internal wall and barrel vault (**figure 21**). Looking at the underside of the roof parapet directly above the lightwell adjacent to LG.18 on the external east elevation the cornice is heavily degraded possibly indicating evidence of a leak from the roof gutter above in the past (**figures 22-23**). There does appear to be staining on the external facing stonework below this portion of cornice to support this theory suggesting moisture is/was prevalent in this location.



Figure 21: Damp in LG.18

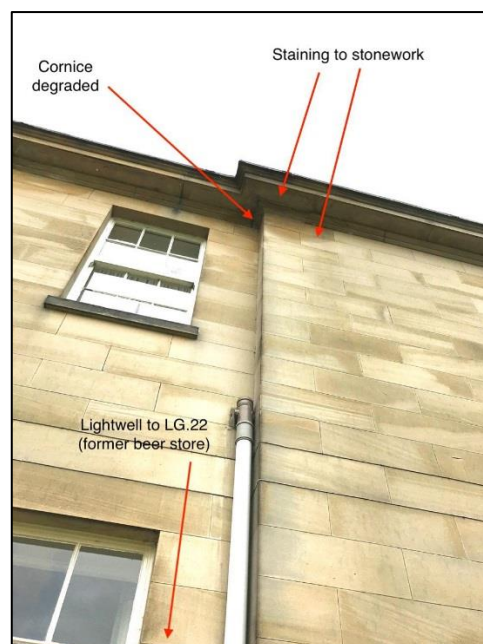


Figure 22: Potential evidence of water damage from degraded gutter



Figure 23: Gutter over damaged cornice

Summary Statement of Significance

The English country house is one of the most important physical elements in the English landscape and Saltmarshe Hall was formerly the heart of a working estate. The design effort lavished upon it highlights how it represented the culture of the elite Saltmarshe family who constructed and owned the house. The estate was sold in 1971 and now the house gains significance from its parkland setting and historical relationship with the surrounding farming landscape and settlements at Laxton and Saltmarshe. There is a strong group value between the house, stables, icehouse, game larder, gardens and parkland.

The lower ground floor principally derives significance from its historical service functions and survival of historical character and fabric. Changes over time have been relatively modest, although some have been detrimental and intrusive. The main element that currently compromises significance is the chronic and ongoing damp issues identified by Hutton and Rostron that are damaging to historic timberwork and plasterwork in particular. The visually and physically obtrusive surface mounted modern cabling and trunking also compromises aesthetic heritage values.

HERITAGE IMPACT OF THE PROPOSED DEVELOPMENT

The Proposal

- 6.01 This assessment has been prepared in connection with the proposals to conserve the fabric of the lower ground floor in this location in the north east portion of the house through conservation repairs and treating damp issues and to install guest toilets with associated sanitary fittings and servicing here to serve the wedding guests at the B&B. The current facilities do not provide adequate provisions for large wedding parties. The proposed works are limited to rooms located in the north east part of the lower ground floor and concern the refurbishment and/or redecoration of rooms currently used as storage spaces and converting them into WCs for use by guests.
- 6.02 The assessment below is based upon proposals by Powell Tuck Associates, which have been informed in part by the investigations by Hutton and Rostron into damp and decay affecting the lower ground floor. The proposals have evolved following a pre-app consultation with East Riding of Yorkshire Council. The Design and Access Statement by Powell Tuck Associates and their drawing package have been consulted. The drawings comprise:
- 2540 PL-001_rev PL1 Location Plan.
 - 2540 PL-002_rev PL1 Lower Ground Floor Plan c.1974.
 - 2540 PL-003_rev PL1 Current/Existing Lower Ground Floor Plan.
 - 2540 PL-004_rev PL1 Proposed Demolition to Lower Ground Floor Plan.
 - 2540 PL-005_rev PL1 Proposed Lower Ground Floor Plan.
 - 2540 PL-014_rev PL1 Existing (LG13) Lobby & Stair ST03 Elevations.
 - 2540 PL-015_rev PL1 Existing (LG14) Food Prep Room Elevations.
 - 2540 PL-016_rev PL1 Existing (LG15) Wine Store Room Elevations.
 - 2540 PL-017_rev PL1 Existing (LG17/LG18) Furniture Store Room Elevations.
 - 2540 PL-018_rev PL1 Existing (LG19) Corridor Room Elevations.
 - 2540 PL-019_rev PL1 Demo/Strip Out (LG13) Stair ST03 Lobby Room Elevations.
 - 2540 PL-020_rev PL1 Demo/Strip Out (LG14) Food Prep Room Elevations.
 - 2540 PL-021_rev PL1 Demo/Strip Out (LG15) Wine Store Room Elevations.
 - 2540 PL-022_rev PL1 Demo/Strip Out (LG17/LG18) Furniture Store Room Elevations.
 - 2540 PL-023_rev PL1 Demo/Strip Out (LG19) Corridor Elevations.
 - 2540 PL-024_rev PL1 Proposed (LG13) Lobby & Stair ST03 Elevations.
 - 2540 PL-025_rev PL1 Proposed (LG14) Disabled/Family WC Room Elevations.
 - 2540 PL-026_rev PL1 Proposed (LG15) Mens WC Room Elevations.
 - 2540 PL-027_rev PL1 Proposed (LG17/LG18) Furniture Store Room Elevations.
 - 2540 PL-028_rev PL1 Proposed (LG19) East/West Corridor Room Elevations.
 - 2540 PL-029_rev PL1 Lower Ground Floor Plan Sub-Floor Void Key Proposed (LG13) Lobby & Stair ST03 Elevations.
- 6.03 In addition to the drawings listed above, this report has also been written with reference to the Britannia Preservation drawings Type C Scheme Rev A 2018_02_13 SK1 and Type C Scheme Rev A 2018_02_13 SK2.
- ### Impact Upon the Listed Building
- 6.04 The table and paragraphs below assess the heritage impact of the proposals upon the significance of Saltmarshe Hall and the contribution that these lower ground floor spaces make to that significance.

Proposals	Fabric Affected	Heritage Impact
<p>Damp remedial works recommended by specialist damp works contractor Britannia Preservation with new decoration works and finishes to follow. Works include:</p> <ul style="list-style-type: none"> ▪ All existing wainscoting boarding and timber panelling to be recorded and carefully set aside for repair / copying. Walls then re-clad with insulated, ventilated drylining using new / refurbished boarding. ▪ Woodwork to windows, doors etc to be recorded, disassembled and stripped of impermeable paint finishes, repaired and replaced as necessary. Reinstated doors and windows to be isolated from surrounding building fabric with damp-proof material. Where woodwork is beyond repair elements will be replaced where defective/missing with matching new elements. ▪ Record and carefully lift existing flagstones from floor safely storing for reuse to enable access to sub floor void (where present) to carry out damp remedial works and install new and if necessary re-routed existing services. Existing flags to be reinstalled in same position as before. Flags with chronic moisture staining and those which are defective/damaged to be replaced with similar non defective stone. ▪ Record and remove defective plaster and renders to wall, ideally back to substrate and make good exposed original masonry walls as necessary. 	<p>19th century woodwork that positively contributes to the significance of the listed building.</p>	<p>Moderate-High Positive Heritage Impact</p> <p>These works will be invasive, but historical materials will be fully recorded, repaired and reused in the same locations where possible to do so. The work is needed as ongoing damp issues require rectification. This work is essential to the long term survival and sustainability of the historic fabric and is part of keeping historic buildings in use and arresting further deterioration.</p>
<p>Stairwell LG.13</p> <ul style="list-style-type: none"> ▪ Remove the timber panelling that separates stairwell from the lower ground floor lobby. ▪ Remove modern radiator and service installations as part of the global house service strategy. Relocation and repositioning, if necessary to more discrete locations. A new replacement radiator is to be installed. Services to be routed in the under-floor void wherever possible. ▪ Following repairs/like for like replacement of existing wainscoting, continue this boarding (with matching timber board detail) along east wall beneath internal window, terminating beneath landing of existing stair. 	<ul style="list-style-type: none"> ▪ Timber partition of negligible significance as introduced here since 1974 survey and cuts across earlier features creating poor junctions/integration. ▪ Radiator has neutral heritage significance. Existing overhead service installations are generally visually intrusive. ▪ Wainscoting is a later introduction, but contributes to the historical character of these spaces. 	<p>Positive Heritage Impact</p> <p>Restores the original volume of this space and its visual integrity and removes/reduces unsightly modern servicing. Repairs and making good works are part of the sustainability of the historic fabric. Continuing the wainscoting gives a more coherent visual character and reinforces character.</p>

Proposals	Fabric Affected	Heritage Impact
<p>Store Room (Disabled / Baby Change WC) LG.14</p> <ul style="list-style-type: none"> ▪ Create disabled and baby change facilities and strip out modern fittings, services and installations. Install new associated services and drainage in relation to the new WC works. ▪ Install new WC cubicles, doors and sanitary ware with associated redecoration works and new lighting and ventilation. 	<p>No significant historic fabric will be lost.</p>	<p>Neutral Heritage Impact Overall</p> <p>No significant historic fabric capable of repair and reuse will be lost, the character of the space, including existing floor surface, is preserved. Unsightly overhead modern servicing will be discretely sited under floor and within depth of new wall linings and partitions.</p> <p>The proposed new sanitary ware, partitions etc will be visible changes but are fully reversible. Furthermore, the proposed timber panelling to the partitions/doors accords with a simple service character, appropriate to this lower ground floor location.</p>
<p>Store Room (Men's WC) LG.15</p> <ul style="list-style-type: none"> ▪ Strip out modern fittings, services and installations. ▪ Install associated services and drainage in relation to the new WC works. New and existing services to be sub-floor. ▪ New slim unit double glazing to be installed to window, which is to be refurbished in line with specialist recommendations. Entire window to be replaced with new or similar appearance if existing timbers found to be unserviceable. ▪ Existing external lightwell to be cleared of debris and masonry surround made good. ▪ Existing security bars to be repaired, as required and applied with new decoration. ▪ Install new WC cubicles, doors and sanitary ware with associated redecoration works, new lighting and ventilation. 	<p>No significant historic fabric will be lost. The window is either entirely or partially post-1974.</p>	<p>Neutral Heritage Impact Overall</p> <p>No significant historic fabric capable of repair and reuse will be lost, unsightly overhead modern servicing will be discretely sited under floor and within depth of new wall linings and partitions.</p> <p>The proposed new sanitary ware, partitions etc will be visible changes but are fully reversible. Furthermore, the proposed timber panelling to the partitions/doors accords with a simple service character, appropriate to this lower ground floor location.</p> <p>Refurbishment to fabric – not mentioned elsewhere – e.g. the lightwell and security bars is a positive heritage gain (to historic fabric and visual appearance respectively).</p>
<p>Store Rooms (Women's WC) LG.17 & LG.18</p> <ul style="list-style-type: none"> ▪ Strip out modern fittings, services and installations. ▪ Relocate the existing stone perimeter shelf to the west wall; removing and relocating the stone work tops. ▪ Existing door between LG.17 and LG.16 to be removed as original frame has rotten away. A new door will be hung in this location to allow periodical access to LG.16. LG.16 has chronic damp and it is not considered viable to include within current scope of works. ▪ Existing door between LG.17 & LG.18 to be removed. 	<p>The perimeter shelving/stone worktops are historic, probably original to the room when it was used as a larder/cold store.</p>	<p>Minor Adverse Heritage Impact</p> <p>Various options for reusing the room as women's WCs have been assessed before arriving at this solution. This option is considered to be the least harmful to the historic fabric as it offers the potential to retain all salvageable historic fabric. The stone worktops and masonry piers will be carefully removed for repositioning elsewhere within the room wherever possible with minimal loss of fabric when this room is converted to accommodate the new WCs. This protects the historic fabric while</p>

<ul style="list-style-type: none"> ▪ New slim unit double glazing to be installed to existing window once refurbished or entire window to be replaced with new of similar appearance if existing timbers found to be unserviceable. ▪ Existing external light-well to be cleared of debris and masonry surround made good. ▪ Existing security bars to be repaired, as required and applied with new decoration. ▪ Install associated services and drainage in relation to the new WC works. Install new WC cubicles and doors (to east wall) with associated redecoration works. ▪ Installation of new lighting and ventilation. 		<p>having two advantages. Firstly, it provides free access to the walls behind in order to undertake necessary damp remedial works such as installing an unbroken DPM. Secondly, the repositioned shelf would function as a vanity unit (with only minimal alterations required) for the new wash hand basin installations. This provides a new functional use allowing the historic fabric to be appreciated. It will require the slabs to be adapted to allow plumbing installation.</p> <p>The principal heritage impact is the removal of the existing vertical boarded door and frame between LG.17 & LG.18 and the replacement door to LG.16 as these are a permanent alterations. However, without removal of the door and frame the space cannot function as intended while the woodwork to LG.16 is rotten. The replacement door has been designed with a simple vertical boarded appearance suitable to a service area and very similar to that currently stored in LG.16 (where it has been removed and stored in previous years due to a rotten frame).</p>
<p>East West Corridor LG.19</p> <ul style="list-style-type: none"> ▪ Strip out modern fittings, services and installations. ▪ Missing door leaves to be replaced with new. All details to match surrounding doors in LG.19. ▪ Install associated new services in relation to the proposed works and install new lighting and ventilation. 	<p>No salvageable historic fabric will be lost.</p>	<p>Positive Heritage Impact</p> <p>The historical character of this space will be reinforced and enhanced through the widespread conservation works, replacement of missing sections of door leaves/architraves and wainscoting with like for like work, removal/relocation of visually intrusive modern servicing into discrete sub-floor locations and so forth.</p>

6.05 The proposals incorporate the following principles in order to minimise heritage impacts and maximise enhancement:

- Hiding new servicing under the current floor surface. Although historical, the flagstones will need to be lifted as part of remedial damp works and this provides an opportunity to also install and hide services as part of these works. The flagstones will be recorded and relaid.
- Removing visible cabling, trunking and service ducting as much as possible and rationalise services in order to reduce visual impingements.
- Retaining the existing floor plan and circulation with new WC partitions to be lightweight, fully reversible interventions with a traditional service character.
- Retaining most of the stone shelving set on brick piers in LG.17 & LG.18 through adaptive reuse in the scheme to create female WCs here.

- Continuing to expose the existing walling, flooring and ceiling fabric in as many spaces as possible in order to maintain the traditional character.
- Retaining the existing staircase, historic panelled doors and dado rail with panelling, refurbishing where necessary.
- Reinstating and repairing dado panelling where this has been removed/damaged due to damp issues.
- Removing modern insertions, such as the folding screen by the stairs and modern servicing.

6.06 Beneficial heritage impacts that will arise are linked to the conservation repairs and remedial action to resolve damp issues in order to safeguard historic fabric which is being damaged through damp, removal of the existing partition wall and door to LG.13 and removal of modern servicing (relocating servicing underfloor). The retention of the stone shelving and brick piers in LG.18 and LG.17 and its adaption to accommodate wash hand basins and associated plumbing represents an interesting and admirable means of retaining and reusing historical fabric in a new context and will enable it to be appreciated by members of the public. The refurbishment of the historical staircase connecting to the ground floor and the repair/redecoration of the historical wainscoting will help preserve these elements into the medium-long term and is therefore a beneficial intervention necessary as part of the upkeep of the building and its fabric.

6.07 No heritage impacts of moderate, high or substantial harm have been identified.

Public Benefit

6.08 These proposals will support the growth of the B & B business at Saltmarshe Hall, in particular the ability of the venue to cater to medium sized wedding parties who require WC facilities to support 80 or so guests.

6.09 In addition to the economic benefit noted above, there is also a direct benefit to the listed building as chronic damp issues in this area will be treated and fabric preserved, with fabric damaged by damp repaired/renewed as appropriate.

CONCLUSION

7.01 This Heritage Statement has been prepared in connection with the proposed refurbishment of part of the lower ground floor to hold WCs with associated repairs and alterations. This work is very important to the long-term sustainability and growth of the business.

7.02 This report finds that although Saltmarshe Hall is of national significance, the spaces under consideration are capable of sensitive adaptation in order to bring them into viable reuse given the extensive repair and retention of significant historic fabric and fixtures proposed. There is particular benefit in bringing back this area into active use with public access to spaces that are currently disused or underused and conservation work to resolve ongoing chronic and damaging damp issues.

7.03 The works are considered to comply with local and national planning policy and guidance with the statutory legislation governing listed buildings. No conversation grounds have been found for refusal of consent.

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- East Riding of Yorkshire Council Planning Applications – <https://newplanningaccess.eastriding.gov.uk>
- Historic England Archives - <http://www.historicenglandarchives.org.uk>
- Heritage Gateway - <http://www.heritagegateway.org.uk/gateway>

APPENDIX A ~ LIST DESCRIPTION

This building is listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended for its special architectural or historic interest.

Name: Saltmarshe Hall

List Entry Number: 1203298

Location: Saltmarshe Hall, Howden, East Yorkshire, DN14 7RX

District: East Riding of Yorkshire

District Type: Unitary Authority

Parish: Laxton

Grade: II*

Date First Listed: 17 March 1952

Country house. 1825 by James Pigott Pritchett and Charles Watson for Saltmarshe family, eponymous owners of the neighbouring village from 1313- 1974. Brick faced in ashlar, Welsh slate roofs. Main house square on plan with large concealed servants' wing to west. Entrance facade: 2 storeys, 5 symmetrical bays, with 5-bay servants' wing, of which fourth bay is lower and breaks forward, to right. Plinth. Steps to semicircular Tuscan porch containing glazed door. Sashes with glazing bars throughout, those to ground floor of main house with recessed aprons. Moulded cornice and overhanging eaves. Hipped roofs with ridge stacks. Similar garden facade but with 3 narrower central bays recessed. Very fine interior includes large central hall with cantilevered staircase with cast-iron balustrade leading to gallery. Dining room: fine parquet surround to floor and good plain black marble fire surround. Cornice with swastikas and paterae. Drawing room: acanthus moulding to skirting board. Panelled walls with relief urns and foliage drops. Good original brass door fittings. Fine moulded cornice with egg-and-dart and acanthus motifs. Moulded ceiling has central circular motif containing medallions with figures and foliate decoration, flanked by plaques depicting putti.

Books and Journals

Pevsner, N, The Buildings of England: Yorkshire - York and the East Riding, (1972)

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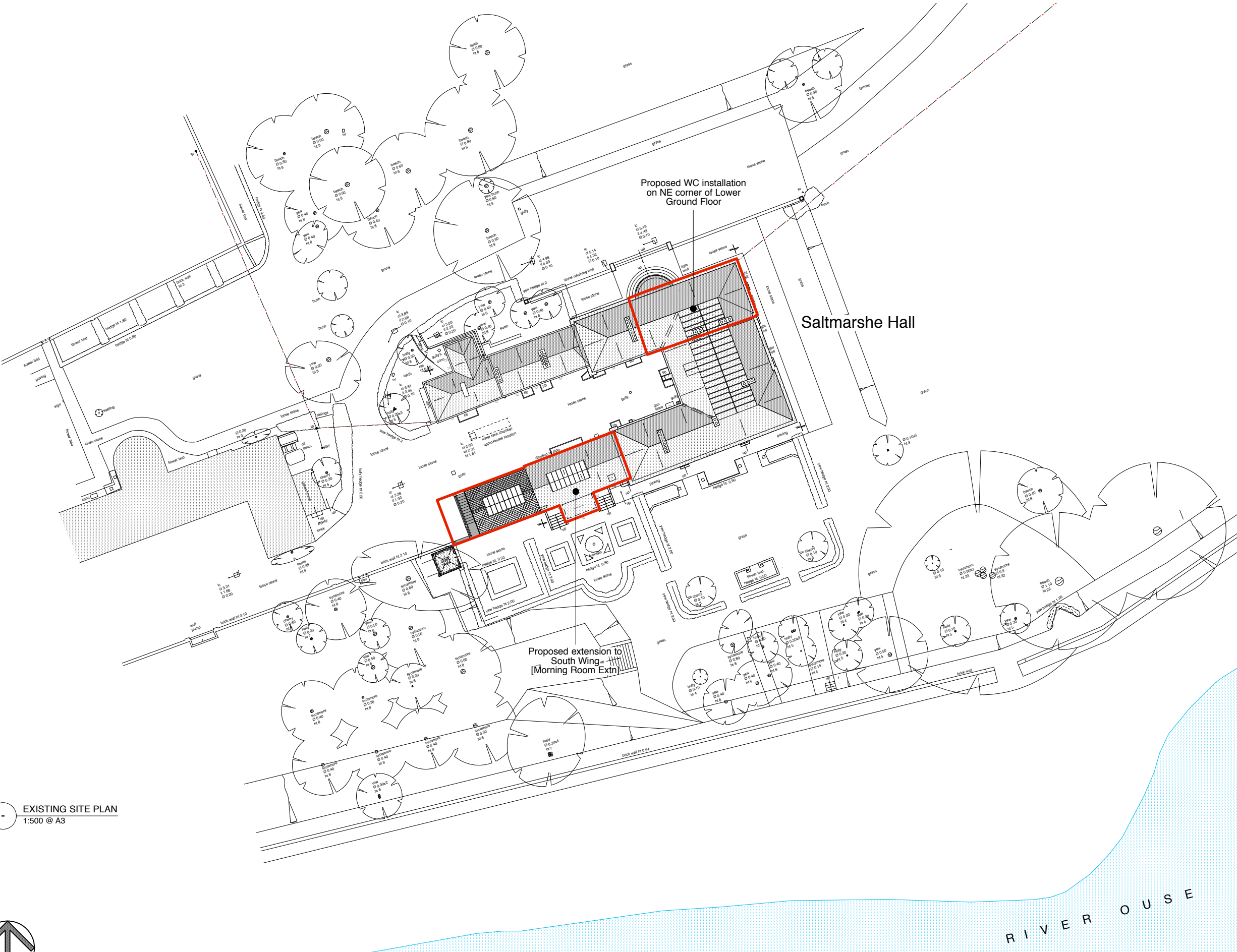


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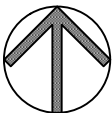
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5. All dimensions in mm's.



EXISTING SITE PLAN
1:500 @ A3



PL2	PLANNING issue - red line updated to morning room extn. to include adjacent land	18/04/18	HM
PL1	PLANNING issue	14/03/18	HM
IF1	INFORMATION issue	21/03/17	HM
REV	DESCRIPTION	DATE	NAME

Powell Tuck Associates
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Design Phone +44 (0)20 8749 7700
Fax +44 (0)20 8749 8737

PROJECT TITLE
**SALTMARSH HALL
HOWDEN
EAST YORKSHIRE
DN14 7RX**

DRAWN	HM	CHECKED	HM
DATE	20.03.17	SCALE	1:500 @ A3

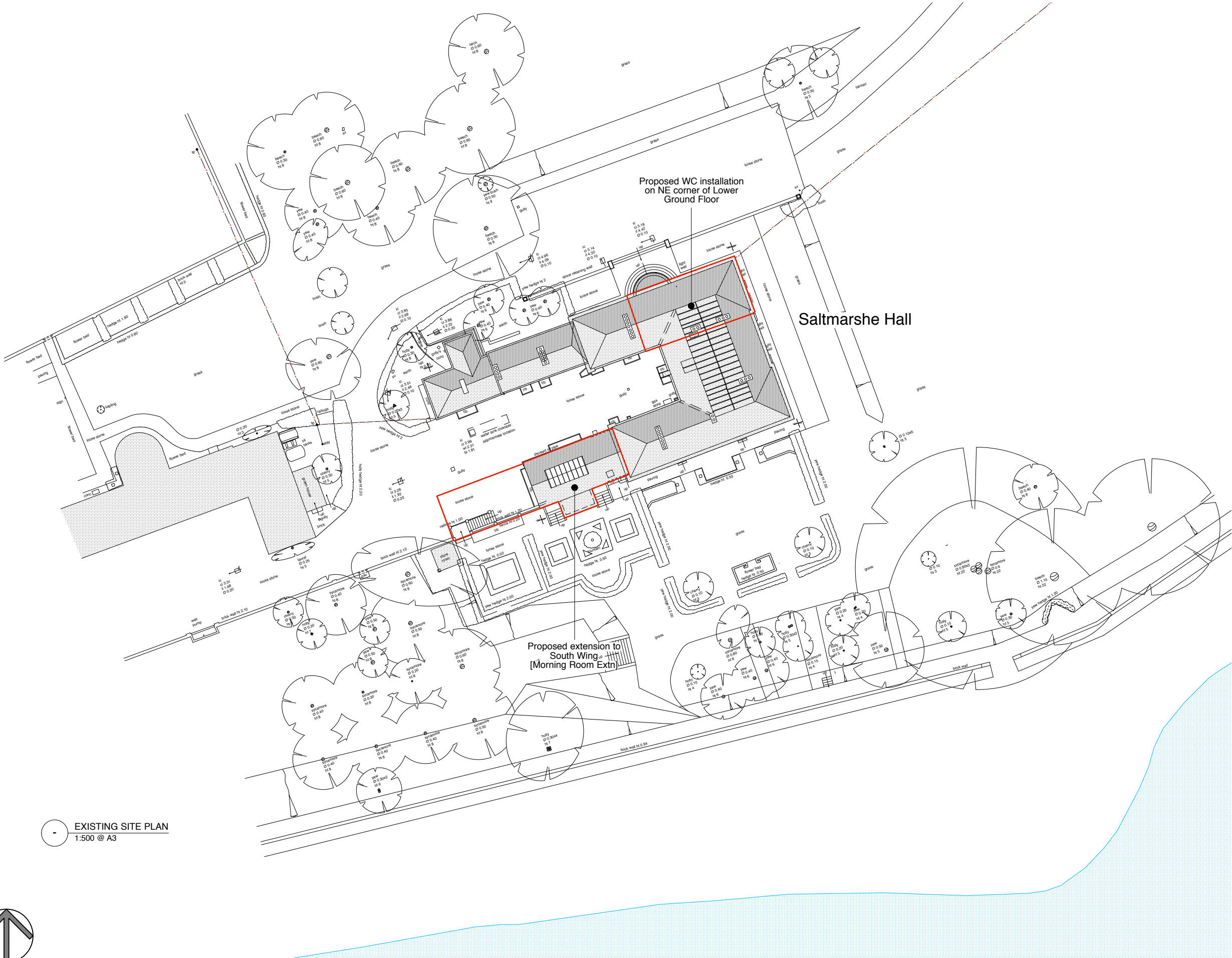
DRAWING TITLE
PROPOSED SITE PLAN

JOB NO.	DRAWING NO.	REV.
2540	PL-001A	PL2

PLANNING

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PL2	PLANNING issue - red line updated to morning room extn. to include adjacent land	18/04/18	HM
IF1	INFORMATION issue	21/03/17	HM
REV	DESCRIPTION	DATE	NAME

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Fax +44 (0)20 8749 8737

PROJECT TITLE

SALTMARSH HALL
HOWDEN
EAST YORKSHIRE
DN14 7RX

DRAWN	HM	CHECKED	HM
DATE	20.03.17	SCALE	1:500 @ A3

DRAWING TITLE

EXISTING ROOF & SITE PLAN

JOB NO.	DRAWING NO.	REV.
2540	SU-002	PL1

LAXTON PARISH COUNCIL STANDING ORDERS 2018

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RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

1. **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

2. **MEETINGS GENERALLY**

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**
- 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 Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), 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 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 of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2 and a half hours.

3. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 1 day before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

4. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may**

exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.

- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;

- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

5. **EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

6. **PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

7. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

8. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least () clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

9. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

a The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

10. **MANAGEMENT OF INFORMATION**

See also standing order 20.

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

11. **DRAFT MINUTES**

Full Council meetings ●
 Committee meetings ●
 Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
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- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

12. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].

- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**
- i Councillors with a person and prejudicial interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.

If paragraph 12(2) of the code of conduct contained in the Local Authorities (Model Code of Conduct) Order 2007 (SI No.1159) has been adopted by the Council or pursuant to relevant provisions in a statutory code of conduct in force at the time, councillors may exercise the rights contained in standing order 13 (i) above only if members of the public are permitted to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.

13. **CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to

- investigate the complaint or is a legal requirement;
- ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

14. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;

- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. refer a planning application received by the Council to the [Chairman or in his absence the Vice-Chairman (if there is one) of the Council] OR [Chairman or in his absence Vice-Chairman (if there is one) of the () Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [() committee];
- xv. make decisions on planning applications where the application falls between meetings and it is not possible to obtain from the Planning Authority an extension of time to consider the matter. In this circumstance the Clerk shall have authority to respond on the Council's behalf, taking into account the Local Plan; the content of any planning policies and precedent and any views expressed by Councillors. This authority will not apply to applications where there are known objections by neighbours; multiple housing development; and new land allocations.
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

15. **RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

16. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which

is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

17. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

18. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of the Personnel committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Personnel committee , or if he is not available, the Vice Chairman, of absence occasioned by illness or other reason and that person shall report such absence to the Personnel committee] at its next meeting.

- c The chairman of the Personnel committee or in his absence, the Vice Chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Personnel Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of Personnel committee or in his absence, the vice-chairman of the Personnel committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Clerk relates to the chairman or vice-chairman of the Personnel Committee this shall be communicated to the Chairman of the Council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

19. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

20. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

See also standing order 11.

- a **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**

- b **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- c **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- d **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- e **The Council shall maintain a written record of its processing activities.**

21. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

22. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

23. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

24. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

25. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Laxton Parish Council

Accounts for Payment

June 2018

Payee	Details	Total	VAT
Alan Bravey	Salary	89.46	0
HMRC	PAYE	60.00	0
ERNLLCA	Annual Membership Fee (Replacement Cheque)	263.95	0

Signed

Date

Signed

Date

Laxton Parish Council Correspondence Record

24 May – 19 June 2018

The Clerk will circulate correspondence when considered appropriate. If Councillors would like to see a copy of correspondence that has not been circulated, please notify the Clerk on laxtonpc@btinternet.com on 07932 016856.

Date Received	Attached?	From	Purpose of Correspondence
24 May	Y	ERNLLC A	May Newsletter
24 May	N	Laxton Victory Hall	Arrangements for Laxton 10k, including 1) all runners now receive a medal following feedback from previous years, 2) dedicated Facebook page www.facebook.com/laxton10k , 3) Online registrations now open at the following location: https://www.runbrita.in.com/entries/EnterRace.aspx?evid=7fb508cc5e68&erid=7bbc0bcf5e71 , Emma raising money for Hull NICU - https://www.justgiving.com/fundraising/emma-brown140 and a sponsorship form is attached.
4 June	N	ERYC	Invitation for new Public Spaces Protection Orders _ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/679712/2017-12-13_ASB_Revised_Statutory_Guidance_V2.1_Final.pdf
5 June	Y	ERYC	Explaining new “Permission in Principle” planning rules
6 June	N	ERYC	Approval to planning application: Change of use of garage/store to covered horse shelter with extension of additional bay and creation of additional exercise area, Church Farm Front Street Laxton East Riding Of Yorkshire DN14 7TS
11 June	N	Network Rail Update	Currently, we are in the process of refining the railway access required for the remaining work – which will then also determine when the road closures will be required – and once we have defined dates, I will get in touch to arrange for representatives from the project team to attend a Parish Council meeting and give more of a detailed update.

11 June	Y	ERYC	Taskforce Update
16 June	N	ERNLCC A	Important Change in Law: Members of staff who wish to raise a grievance against a member or members of the council by which they are employed can no longer rely on the council's internal grievance procedure. The complaint must now be made under the Code of Conduct to the Monitoring Officer.

Permission in Principle

This is a new route for an applicant to gaining planning permission for small scale housing, or housing led mixed, developments. If an application for permission in principle is approved, a further application for approval of technical details consent will be required before development can commence.

The process comes into force on 1st June 2018.

The process is only possible for housing (or housing led mixed development). And the proposal cannot be used for –

- Applications to extend or alter a house
- Any “major” development – that is more than 9 housing units or a development of a floor area of more than 1,000sq m
- Any proposal that would have nature conservation impacts
- Any proposal that requires an Environmental Impact Assessment

A permission in principle application only needs to be submitted on the appropriate application form (which will be available through the planning portal) accompanied by a plan to identify the land to which the application relates. The application needs to state the proposed range of housing units - eg between 1 and 3 houses - that are proposed for the site (and the floorspace of any other development proposed, if the scheme is a mixed use proposal).

Plans must be drawn to an identified scale and show the direction of north.

The Council will undertake consultation and consideration of the application as for any other planning proposal, but the consultation period is 14 days rather than the normal 21 days. We are required to make a decision on a permission in principle application within 5 weeks of receipt of a valid application, unless an extended period has already been agreed in writing with the applicant.

To avoid unnecessary refusals the Council will ask for an extension of time where there is a need to address objections or concerns before the principle of development can be agreed.

Applicants using this process may wish to voluntarily provide additional information, such as an illustrative plan to demonstrate that the number of houses proposed can be fitted onto the site.

If a permission in principle application is refused, the applicant has a right of appeal in the same way as for any planning application.

A technical details consent has to be submitted within 3 years of approval of permission in principle, and has to give full details of the development for the whole site.

DATE – Tuesday 27 March 2018

OFFICER – Jim McGivern

SCHEDULE OF ISSUES OUTSIDE REMIT OF TASKFORCE

PARISH – Laxton

Parish Clerk: Alan Bravey
Email: laxtonpc@btinternet.com

ROAD	ELEMENT				LOCATION/DETAILS	COMMENTS
Chapel Lane	C'Way		Signage		Highways – Request for wet weather inspection to assess reports of excessive volumes of standing water in vicinity of entrance to cemetery opposite the church. Querying if possible to have drainage channel installed along carriageway edge similar to that in front of School House Farm, Front Street as shown in photo 4925.	A wet weather inspection will be undertaken here.
	F'Way		Sweeping			
	Painting		Other	■		
St Peters Lane	C'Way		Signage		Streetscene Enforcement – Conifer hedge of 2 Front Street is encroaching over the footpath on St Peters Lane. See photo's 4921, 4922 & 4924.	
	F'Way		Sweeping			
	Painting		Other	■		
St Peters Lane	C'Way		Signage		Streetscene Enforcement – Hedge of 1 St Peters Lane encroaching over footpath. See photo 4923.	
	F'Way		Sweeping			
	Painting		Other	■		
Station Road	C'Way		Signage		Highways – Excessive amount of standing water on carriageway on LHS, heading out of village, between Sandfield View and level crossing. Previously raised and grip dug but this has been unsuccessful in remedying the situation. See photo 4927.	Works have been issued to provide a new gully at this location.
	F'Way		Sweeping			
	Painting		Other	■		

Back Street	C'Way		Signage		Streetscene Enforcement – Hedge of The Villa, Station Road, between the 2 vehicular accesses is encroaching over the footpath resulting in narrow path on approach to bend. See photo's 4928, 4929 & 4930.	
	F'Way		Sweeping			
	Painting		Other	■		
Back Street	C'Way		Signage		Highways – Request for wet weather inspection of carriageway and path in front of Ashburton, 5 Back Street due to reports of standing water although there are road gullies at either side of here.	A wet weather inspection will be undertaken here.
	F'Way		Sweeping			
	Painting		Other	■		
Church Close	C'Way	■	Signage		Highways – Carriageway between St Peters Lane and 4 Church Close is in poor condition with a couple of deep and wide depressions. See photo 4931 & 4932.	Works will be issued for pothole repairs.
	F'Way		Sweeping			
	Painting		Other			
Chapel Lane	C'Way		Signage		Streetscene Enforcement – Hedge of Orchard House, St Peters Lane encroaching out over path on Chapel Lane. See photo 4933.	
	F'Way		Sweeping			
	Painting		Other	■		
Chapel Lane	C'Way		Signage		Streetscene Enforcement – Hedge of Rose Villa encroaching out over path. See photo 4934.	
	F'Way		Sweeping			
	Painting		Other	■		
Chapel Lane	C'Way		Signage		Streetscene Enforcement – Hedge of Church Barn encroaching over the footpath. See photo 121709.	
	F'Way		Sweeping			
	Painting		Other	■		
Jubilee Avenue	C'Way	■	Signage		Highways – At 1 st bend, between 1 st and 2 nd bends and at interval between 2 nd bend and level crossing. See photo's 123103, 123224, 123504 & 123520.	Works will be issued for pothole or Roadmaster repairs..
	F'Way		Sweeping			
	Painting		Other			