

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL HELD AT
KNARESBOROUGH HOUSE, KNARESBOROUGH ON MONDAY 03 AUGUST 2009**

**a) 7.00pm – Presentation by John Hayton, Head of Property and Economic Development, HBC, re
Knaresborough Public Toilets, including proposals for new toilets at Bus Station**

PRESENT Chair: Councillor M Clemmitt (Mayor)

Councillors: R Archibald, B Asquith, J Batt, P Godsell, R Hall, J Hawkins, K Hawkins, B Holbrook, L Lever, L Powell, A Willoughby, and C Willoughby

John Hayton gave out copies of a revised plan for the re-development of Knaresborough bus station toilets.

The aim had been to complete the toilets in 2011/12 but due to unexpected extra funding this has been brought forward. The expected cost will be in the region of £140,000 as there are problems with the current foundations.

There will be the same number of toilets and urinals as now, with the addition of a separate 24 hour toilet facility and a small office to accommodate traffic attendants and street cleaners. The building will be brick with slate roof, timber doors and timber windows.

The aim is to submit plans to Planning by the end of the month. Work will commence on site in November 2009 and rebuilding should be complete by the end of March/April next year.

Various Councillors had the following concerns and suggestions, which Mr Hayton said he would take on board where appropriate:

1. Dislike of the proposed automatic hand washer/dryer as it takes a long time to use. (Mr Hayton noted that they are now quite quick and less prone to vandalism)
2. Need for baby changing facilities in the gents
3. Doors to the toilets are not visible from the High Street. Access to them will not be obvious and could present a safety issue at night. Also, the parking spots adjacent to the doors could restrict access. Access from Fisher Street would be preferable. (Mr Hayton assured Council that there would be bollards to stop infringement of the doors by nearby parked cars. The doors will open out into a brightly lit car park and open space which he feels will be safe)
4. Given there may be increased demand for the toilets over the next few years, it was asked whether this should be factored in to the number of toilets provided (Mr Hayton said the current number of toilets was more than adequate and financial constraints would prevent them from including any more in the plans)
5. The entrance to both the Gents and Ladies toilets involves walking down a corridor. Councillors felt this was not good from a safety perspective and it was also a waste of space. A different design could use the space more effectively. (Mr Hayton promised to look at this)
6. Asked about how environmentally friendly the project would be, Mr Hayton said the lights will be on movement sensors, the cisterns will have dual flush but there would be no provision for the use of grey water as that would be too expensive. He promised to look into having solar panels on the roof and electronic eyes to provide automatic flushing.
7. Mr Hayton confirmed that the texture of the walls will be such that it will repel paint and make graffiti difficult, but pointed out that this had not been too much of a problem in the Knaresborough area.

Mr Hayton asked for a copy of the minutes from this meeting so that he and his colleagues can consider the issues that have been raised. He will come back to KTC with any changes to the plans.

The Chair thanked Mr Hayton for his presentation.

7.30 pm – COUNCIL

PRESENT **Chair:** Councillor M Clemmitt (Mayor)

Councillors: R Archibald, B Asquith, J Batt, P Godsell, R Hall, J Hawkins, K Hawkins, B Holbrook, L Lever, L Powell, A Willoughby, and C Willoughby

ALSO PRESENT

Mr Nigel Eggleton, Transdev - for items 4 re item 9d only

Mr Peter Plews, President, Chamber of Trade - for items 4 and 11b only

Late Arrivals: none **Early departures:** none

C 09/151 ITEM 1 – APOLOGIES

Apologies were received from Councillors J Burdett and J Walton, The Clerk, Deputy Clerk and Maggie from the Knaresborough Post

C 09/152 ITEM 2 - DECLARATIONS OF INTEREST

All declarations are personal, unless otherwise stated.

Councillor K Hawkins	Member of HBC – will consider any same item at Harrogate Borough Council in the light of any new information
Councillor J Hawkins	Item 15d – Member of Town Twinning Committee
Councillor J Batt	Items 8g, 9a and 9c – Member of NYCC
Councillor A Willoughby	Item 9f – Member of Renaissance Knaresborough Item 9g – Committee Member of Harrogate Group Ramblers Association
Councillor C Willoughby	Member of HBC – will consider any same item at Harrogate Borough Council in the light of any new information Item 8g – Prejudicial Item 9d – Close family member works for the bus company
Councillor P Godsell	Item 7 – 217.D – Grandson attends St Mary’s RC Junior School Item 9d – Husband works for the bus company Item 15d – Member of Town Twinning Committee
Councillor M Clemmitt	Item 7 – 1087.D – her GP practice Item 9e – Close connection to Knaresborough Silver Band Item 12 – Cheque No 3197 - prejudicial Item 12 – Cheque No 3189 – Mayor making buffet Item 15d – Member of Town Twinning Committee

C 09/153 ITEM 3 - MINUTES OF PREVIOUS MEETING

RESOLVED: That, subject to the following amendment, the minutes of the Council Meeting held on 13 July 2009 be approved as a correct record and signed by the Chair.

Amendment to minute C 09/143, Item 8a on page 3149 :

“RESOLVED: To receive and note all the above. KTC to write to Sunray Fisheries (now “JK”) and object to the fact that they take down unauthorised panels, only to put them back up again. *(Unanimous)*”

to be replaced with

“RESOLVED: To receive and note all the above. KTC to write to Sunray Fisheries (now “JR”) and object to the fact that they have taken down unauthorised panels, **only to replace them with three slightly smaller panels.** *(Unanimous)*”

C 09/154 ITEM 4 – KTC PUBLIC SPEAKING SESSION**Nigel Eggleton, Transdev – re item 9d) Proposed Cuts to Knaresborough Bus Services**

Mr Eggleton told Council that there had been a drop in passenger numbers in this area since late April 2009. Passenger numbers in June/July were down 7% on the same time last year. Therefore Transdev needs to make changes to the cost structure without spoiling their expansion plans.

They have looked closely at the numbers of people using different routes. Knaresborough fares poorly in the evening.

Given the need to save money, Transdev had the choice with their Knaresborough evening services of

- i) running buses every half an hour between Knaresborough and Harrogate AND going into the estates
- ii) running buses every 20 minutes between Knaresborough and Harrogate and NOT going into the estates

Passenger numbers suggested that the routes into the estates at night were poorly used, especially the Aspin route, and therefore it made sense to go with the second option.

At this point (7.40pm), Councillor J Hawkins declared a personal interest as she uses the bus service

Mr Eggleton said he viewed stopping the evening services as a temporary situation which would be reviewed when the economic climate improved.

Councillors expressed concern that this was an over reaction to the recent 7% drop in passenger numbers and that the service needed to be looked at as an overall facility.

Mr Eggleton acknowledged the need to provide a comprehensive service and for routes to cross subsidise but stated that savings needed to be made right now and the financial situation managed carefully.

Councillors put forward various ideas for providing a reduced service in the evening rather than totally stopping it, such as a last bus only. Although Mr Eggleton stated he is not averse to considering other ideas, there are many potential problems and costs associated with timetabling a reduced service.

The chair thanked Mr Nigel Eggleton

Mr Peter Plews, President, Chamber of Trade re Item 11b Conditions of Appointment for Town Crier

Mr Plews spoke on behalf of the Chamber of Trade and expressed their opinion on the Conditions of Appointment for the Town Crier. These are as follows:

1. Rather than opening a new Town Crier bank account, Chamber could ring fence the money within their own account and provide a copy of the audited account to KTC.

While the position of Town Crier is an unpaid job, Chamber feels that there should be some financial support provided by KTC and the Chamber towards the Town Crier's expenses. Although the expenses are significant, revenue may be earned by the Town Crier attending events.

2. In point 6 of the Conditions, the bell should be listed as part of the regalia.
3. Chamber should look after the tax liability of the Town Crier and therefore reference to this should be removed from point 10. KTC agreed.
4. The subscription of the Town Crier to a professional body should be reimbursed by the Chamber and said professional body should provide the public liability insurance that the Town Crier requires.

Chamber felt that it should not be the Council's Disciplinary and Grievance procedures, and the Council's Whistle Blowing Policy that applies to the Town Crier, but rather one from a professional body. However on hearing objection from Councillor K Hawkins, he agreed that if Chamber had opportunity to look at Council's version of the said documents, they may be happy to go along with them.

(It was agreed that Clerk would send a copy of the documents to Chamber for them to look at)

5. Any future Town Criers should be included in any meetings and a place for him/her to sign be added to the bottom of the conditions. (KTC said this had already been done).

Further discussion at the meeting resulted in the following further changes:

6. The obligation to cry at the Wednesday Market at 11am be added as part of the conditions
7. Wording in points 7 and 8 to be changed to say that the Town Crier is expected to attend town functions as directed as far as is reasonably possible

The Chair moved to Item 11b

Councillor A Willoughby questioned how the Town Crier would be funded. Councillor K Hawkins confirmed that the conditions did not obligate KTC to any financial contribution and KTC funding for the Town Crier could be determined at future meetings.

RESOLVED that the above changes to the Conditions (numbered 1 to 7) all be incorporated and that the finished amended document be labelled as a "DRAFT" so that it can be changed at future date in liaison with the new post holder

(Unanimous)

The Chair thanked Mr Peter Plews for his time

The chair moved to Item 9d – Proposed Cuts to Knaresborough Bus Services

RESOLVED that KTC write to Nigel Egglton of Transdev stating that we would like them to supply more imaginative solutions to the financial pressures they are experiencing. Examples could be:

- i) running only the last bus to the estates at night
- ii) running the evening services only 1 or 2 nights a week
- iii) running a single bus round all 3 estates at night

Copy of the letter to be sent to Geoff Lomax, Commercial Director, Transdev

(Unanimous)

C09/155 ITEM 5 – TO CONSIDER MATTERS ARISING FROM THE PRESENTATION BY JOHN HAYTON, HEAD OF PROPERTY AND ECONOMIC DEVELOPMENT, HBC, RE KNARESBOROUGH PUBLIC TOILETS

None

C 09/156 ITEM 6 – BUSINESS REMAINING FROM PREVIOUS MEETING(S)

- a) Consideration of any other matters relating to the Farmers' Market Agreement (which have not come to this meeting as a recommendation from the Community Services Committee) and authorisation of the Clerk to sign the Farmers' Market Agreement with Otley Town Partnership on behalf of Knaresborough Town Council.

The Office Assistant reported that the agreement had gone to Otley Town Partnership for signature but had not yet been received back. Everything is in place to enable the event to go ahead, with the exception of choosing a contractor to put out cones and signs the day before.

It was agreed that this would be dealt with in confidential session at the end of the meeting

C 09/157 ITEM 7 – PLANNING APPLICATIONS

RESOLVED: That observations be made to the Planning Authority upon the planning applications in Knaresborough stated hereunder, as indicated opposite each application:

<u>Reference</u>	<u>Applicant</u>	<u>Details of Application</u>	<u>KTC Comment</u>	<u>Return by date</u>
09/02728/TPO 59.W*	Mrs McKenzie	Felling of 1 Ash tree and 1 Sycamore tree within woodland W5 of Tree Preservation Order 1/1959 – Abbey House, 51 Abbey Rd.	No Objections	3 August 2009
09/02642/FUL 217.D*	Ampleforth Abbey Trustees	Installation of roller shutter doors to covered area – St. Mary's RC Junior School, Tentergate Rd.	No Objections	6 August 2009
09/02956/ADV 1071.E*	Mr Richard Yeates	Display of 1 non illuminated fascia sign, 1 non illuminated hanging sign to front and 1 internally illuminated sign to ATM machine – 1 Market Place	KTC object to putting an internally illuminated sign to ATM machine in the window of a listed building. It will unbalance the front of the historic building and shop front. <i>(Unanimous)</i>	14 August 2009
09/02480/FUL 1087.D*	Eastgate Medical Group	Erection of two storey extension to southern elevation – Eastgate Surgery, York Place.	No Objections	31 July 2009
09/02157/FUL 1282.B**	Mr and Mrs A Riddell	Erection of replacement detached dwelling (Site Area 0.09ha) – West View Lodge, 6 Crag Lane	No Objections	7 August 2009

09/02712/FUL 1491.T*	Mr C Andrews	Erection of two storey front extension and single storey rear extension (Revised Scheme) – 68 Boroughbridge Rd.	KTC object on the grounds that the extensions are too big for the plot	30 July 2009
09/02472/FUL 1614.AZ*	TSYS International	Installation of 2 ground floor windows to north-west elevation – TSYS, Grimbald Crag Close	No Objections	27 July 2009
09/02902/FUL 1685.M.*	Barratt Homes Ltd. (Yorkshire East Division)	Variation of garage type for plot number 6 from application no. 6.100.1685.H.FULMAJ – Persimmon Homes, Hay a Park Residential Development, Halfpenny Lane.	No Objections	11 August 2009
09/02567/SOSL B 1781.K**	Harrogate Borough Council	Listed Building application for refurbishment of ground floor female toilets, internal works to include installation of bushboard panels and doors to form 4 cubicles, alterations to existing drainage and plumbing and removal of internal partition, cubicle panels and doors – Conyngham Hall, Bond End.	No Objections	31 July 2009
09/01741/FUL 2717**	Mr Simon Watts	Erection of replacement detached dwelling (Site Area 0.24ha) – Le Herou, Abbey Craggs Way.	KTC object: <ul style="list-style-type: none"> • Given the large size of the house, permitted development rights should be withheld • Not all the plot should become domestic curtilage • The design of the house could be a lot better • KTC are concerned about all gates and fences and seek assurance that they will not be too high (Unanimous) 	4 August 2009
09/02761/TPO 2718*	Mr Preston	Felling of 1 Eucalyptus tree in group G1 within Tree Preservation Order 05/2008 – 40 Appleby Avenue.	No Objections	3 August 2009
09/02823/FUL 2719*	Mr and Mrs Abba	Erection of conservatory to rear – 10 Raydale Close.	No Objections	7 August 2009
09/02877/PDU CO	Mr T Leather CO	Conversion of attached garage to form additional living	No Objections	14 August 2009

2720*

accommodation with formation of window to front elevation – 20 Sterling Chase.

* Item for determination by HBC Head of Planning Services or Head of Planning Services /Chairman of Planning Committee

** Item for determination by Planning Committee

C 09/158 ITEM 8 - PLANNING CORRESPONDENCE:

- a) **Planning Enforcements**
- (i) Confidential Papers: (2)
 - (ii) Reports of Investigation(s):
 - Case No. 09/00334/BRPC – Whitfield Business Park, Manse Lane
 - Case No. 09/00295/PR15 – The Old Byre, Bilton Hall Farm

RESOLVED: To receive and note

b) To note the following application **approved** by HBC (subject to conditions) **contrary to KTC's observations:**

- i) 6.100.2485.A.CO.U – Change of use from ground floor Shop (Use Class A1 – Shops) to form Beauty Salon (Sui Generis) – 44 High Street (*KTC comments: KTC object to this change of use as it is in the core shopping area.*)

RESOLVED: To receive and note

c) To note the following **appeals** that were **dismissed** by The Planning Inspectorate:

- i) 6.100.385.G.OUT – Outline application for the erection of 1 detached dwelling with access considered (Revised Scheme) – Land west of Parish Hall, The Parsonage.
- ii) 6.100.2584.A.FUL – Erection of two storey side extension (Revised Scheme) – 11 Manor Drive

RESOLVED: To receive and note

d) To note the following **withdrawn application:** 6.100.2511.A.FUL – Erection of single storey side extension –63 Briggate.

RESOLVED: To receive and note

e) To note date of next **HBC Planning Committee** - Tuesday 4 August 2009 at 2.00pm, Crescent Gardens, Harrogate

RESOLVED: To receive and note

f) Harrogate Local Development Framework – Site and Policies Development Plan Document – letter dated 7 July 2009 from Principal Planner, HBC

This item was deferred until the next Council meeting on 24th August 2009

g) Planning Applications re. retention of temporary units 3300 and 3305 at King James's School – e-mail dated 23 July 2009 from Assistant Development Control Officer, NYCC

Councillor C Willoughby, having declared a prejudicial interest in this item, left the chamber and took no further part in the discussion or voting thereon.

RESOLVED: To write back to the Assistant Development Control Officer, NYCC stating that KTC will withdraw the comments providing that there is a condition included that the temporary units be removed within 12 months

Councillor C Willoughby returned to the chamber

C 09/159 ITEM 9 – CORRESPONDENCE

- a) County Area Committee for the Harrogate District – Election of Five Parish Councillors as Co-opted Members – letter dated 14 July 2009 from Assistant Chief Executive (Legal and Democratic Services)
NYCC

KTC felt that there should be an automatic place on the County Area Committee for a Parish Council of this size.

- RESOLVED** i) That the Clerk point out to County Council that the two major towns that are Parishes should get a place each and the other 3 places should be divided between the smaller parishes.
ii) that Councillor L Powell be put forward as KTC representative on the County Area Committee.

- b) Car Parking in Knaresborough – letter dated 3 July 2009 (received 15th July 2009) from HBC Cabinet Member (Planning and Transport)

Council discussed the advantages and disadvantages of having a coach dropping off point on the High Street.

RESOLVED that KTC reply to the HBC Cabinet Member (Planning and Transport) thanking him for his useful information and for clarifying the situation. KTC now looks forward to receiving the layout plan for the removal of the coach dropping off point on Chapel Street.

(Unanimous)

- c) Knaresborough Phase 1 Replacement of concrete lighting columns - e-mail dated 21 July 2009 from Mr P Jackson, NYCC

RESOLVED To receive and note

- d) Proposed Cuts to Knaresborough Bus Services – e-mail dated 18 July 2009 from Mr David Houlgate

See Minute C09/154

- e) Requests for 2009/10 Grant Funding - Knaresborough Silver Band

This item was deferred until such time as Knaresborough Silver Band specify a particular sum of money for their grant request and supply the AGM minutes from 2009, rather than 2008.

- f) Waterside Shared Surface Consultation Proposals

RESOLVED To receive and note

- g) Recreational Development at Hay a Park – letter dated 23 July 2009 from Head of Parks and Open Spaces, HBC

RESOLVED: i) that KTC write to the Head of Parks and Open Spaces, HBC, asking for an update on how the issues are progressing
ii) that KTC also inform him that they would like somebody from KTC to attend any future meetings and propose the KTC representative be Councillor A Willoughby
ii) that if he has not replied after 2 months, KTC writes again. Clerk to diary this.

(Unanimous)

C 09/160 ITEM 10 – REPORTS AND MINUTES OF COMMITTEES/WORKING GROUPS

- a) To approve all the recommendations of KTC Office Services Committee meeting held 20 July 2009

RESOLVED: that the recommendations be approved (Unanimous)

C 09/161 ITEM 11 - REPORTS FROM THE CLERK

- a) Urgent Decisions procedure – recruitment/advertisement for Town Crier

RESOLVED: That the use of the Urgent Decisions Procedure be approved.

- b) To consider changes to Conditions of Appointment for Town Crier

See Minute C09/154

C 09/162 ITEM 12 - TO NOTE PAYMENTS AS PER SCHEDULE OF ACCOUNTS NO. 349

RESOLVED: That Payments as per Schedule of Accounts No. 350 totalling £10027.88 be noted, with the exception of cheque 3197 (Unanimous)

At this point Councillor P Godsell and Councillor J Hawkins declared a prejudicial interest in Item 12 – Cheque 3197.

Having declared a prejudicial interest in Item 12 – Cheque 3197, Councillor M Clemmitt, Councillor P Godsell and Councillor J Hawkins left the room and took no further part in the discussion and voting thereon.

RESOLVED: That the payment of cheque 3197 on the Schedule of Accounts No 350 in favour of Knaresborough Town Twinning be noted

(Unanimous)

Councillor M Clemmitt, Councillor P Godsell and Councillor J Hawkins returned to the chamber.

C09/163 ITEM 13 - OTHER MOTIONS SUBMITTED BY MEMBERS

None received

C 09/164 ITEM 14 - INFORMATION EXCHANGE

- a) Councillor K Hawkins informed Council that members of the Office Services Committee were meeting tomorrow night to short list candidates.
- b) Councillor A Willoughby asked Councillors to help with publicity for the Farmers' market.
- c) Councillor C Willoughby reported that there is to be a Public Meeting relating to car parking policy on 12 August at 5.30pm at the Harrogate Rugby Club.
- d) Councillor C Willoughby said that Knaresborough in Bloom had a stained glass panel on display in the Green Dragon Yard which they are auctioning out to raise funds.
- e) Councillor L Powell reported on the Yorkshire Local Councils' Associations meeting that she attended on Monday 22 June as representative of KTC at which Mr Tim Richards, Head of Planning Services, Harrogate Borough Council answered Council's questions.
- f) Councillor L Powell provided Councillor R Hall with an article about self help for market towns, looking at how local businesses can survive the recession.

- g) The Office Assistant informed Council that a response had been received to KTC's request to see the full Primary School Admissions Policy for the area. It is on NYCC website and the link will be forwarded by email to all Councillors
- h) The Office Assistant reminded Council of the Parish Consultation meeting which takes place at the earlier time of 6pm on Wednesday 16 September 2009 in the Council Chamber, Knaresborough House. She noted that if Council had any particular items they would like to see on the Agenda, the Head of Legal and Democratic Services must be informed by 28 August 2009. Council thought it was important to consider this and asked that it be put on the next Council agenda.
- i) Councillor C Willoughby asked for the tenancy of the former Castle Girls' School to be considered for the Parish Consultation Meeting and be put on the next Council meeting's agenda as it is soon due for renewal. The present tenancy does not allow use of the school by the community.

C 09/165 ITEM 15 – TO RECEIVE THE FOLLOWING DOCUMENTS

- a) House of Commons Business and Enterprise Committee "Post Offices Securing their Future" - Eighth Report of Session 2008 – 09 volumes 1 and 2.
- b) SLCC – details of "One Day" Regional Conference for the North, Tuesday 8 September 2009, 10 am – 3.45 pm at Cedar Court Hotel, Wakefield (cost £49 & VAT for members).
- c) SELRAP (Skipton-East Lancashire Rail Action Partnership) Newsletter Summer/Autumn 2009.
- d) Letter of thanks from Treasurer of Town Twinning Committee in respect of KTC's grant for 2009/2010
- e) Harrogate & Area Council for Voluntary Service Newsletter and Events Diary, August 2009.

RESOLVED: To receive and note all the above

(Unanimous)

The Chair moved back to item 6a – Issues relating to the Farmers' Market

RESOLVED: That in view of the confidential nature of the business to be transacted, the following items pertaining to the Farmers Market be dealt with in Private Session, and subject to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (as amended), the meeting be not open to members of the public.

(Unanimous)

C 09/166 SEE UNPUBLISHED MINUTE

Return to Public Session

Meeting ended at 9.57pm