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**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL HELD ON MONDAY
8 SEPTEMBER 2008 AT KNARESBOROUGH HOUSE, KNARESBOROUGH.**

PRESENT Chair: Councillor P Godsell (Mayor)

Councillors: J Burdett, M Clemmitt, K Hawkins, J Hawkins, B Holbrook, S St John-Jones,
L Powell, J Walton, A Willoughby, C Willoughby and L Yorke-Davies

Late Arrivals: none

Early departures: none

513 ITEM 1 – APOLOGIES

Apologies were received from Councillors B Archibald, B Asquith and R Hall

514 ITEM 2 - DECLARATIONS OF INTEREST

All declarations are personal, unless otherwise stated.

Councillor K Hawkins	Member of HBC – will consider any same item at HBC in the light of any new information. Prejudicial - Items 7a(i) and 7d(ii)
Councillor J Hawkins	Items 4a, 6 Planning Application 556.Q and 9(d) – Councillor is a member of a group who use the football club premises. Item 15(h) – Member of Town Twinning Prejudicial - Items 7a(i) and 7d(ii)
Councillor J Walton	Item 13 – Member of Chamber of Trade, and on Committee of Chamber of Trade.
Councillor A Willoughby	Item 13 – Vice-chair of Renaissance Knaresborough and Member of Knaresborough in Bloom
Councillor C Willoughby	Member of HBC – will consider any same item at HBC in the light of any new information. Item 13 – Chair of Knaresborough in Bloom
Councillor L Powell	Item 9(b) – Councillor has attended a Yoga class and workshop.
Councillor J Burdett	Member of HBC – will consider any same item at HBC in the light of any new information. Items 4a, 6 Planning Application 556.Q and 9(d) – Councillor is a member of a group who use the football club premises. Item 15(g) – Councillor is a member of Harrogate Voluntary Services Item 15(h) – Councillor is a member of Town Twinning
Councillor L Yorke-Davies	Item 13 – Councillor is a member of Knaresborough in Bloom and member of Renaissance Knaresborough
Councillor M Clemmitt	Items 4a, 6 Planning Application 556.Q and 9(d) – Known by several members and member of group who use football club.

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Items 13 and 15(h) – Chair of Town Twinning

Councillor P Godsell

Items 4a, 6 Planning Application 556.Q and 9(d) – Member of group who use football club.

Item 9(a) – husband works for bus company

515 ITEM 3 - MINUTES OF PREVIOUS MEETING

RESOLVED: The Minutes of the meeting held 27 August 2008 be approved as a correct record and signed by the Chair, subject to the following amendment:

Item 2 - 499 – “a number of Councillors have been given special dispensation by Standards Sub-Committee ”

516 ITEM 4 – KTC PUBLIC SPEAKING SESSION

Mr Ian Pickles re Knaresborough Football Club – Mr Pickles said that the football club was erected in the 1950s and is now in a dilapidated state. The Club’s third planning project has now been accepted and the building is to be added onto the present building and the gates and access will have to be repositioned. HBC Highways want the Club to pull the gates back, take out the hedge and knock down bank to put in a new pedestrian access. Old gates are to be retained and repositioned.

Councillors then had the opportunity to ask questions.

RESOLVED: Move to Item 9(d) – See Unpublished Minute

517 ITEM 5 – BUSINESS REMAINING FROM PREVIOUS MEETING(S)

None

518 ITEM 6 – 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>Ref</u>	<u>Applicant</u>	<u>Details of Application</u>	<u>Observations</u>
08/03859/FUL 556.Q*	Knaresborough Town Football Club	Erection of 6 pole mounted floodlights – Knaresborough AFC Football Ground, Manse Lane.	No objections.
08/03731/FUL 594.B*	Mr & Mrs Mark Nesty	Erection of single storey side extension – 3 Crestholme Close.	No objections.
0803924/TPO 595.C*	Occupier	Crown lifting and crown cleaning of 5 Poplars within area A15 of Tree Preservation Order 1/1959 – Springfield, York Road.	No objections.
08/03434/FUL 788.J*	Barkisland Homes	Redevelopment of public house and erection of extensions to provide replacement licensed premises, 9 apartments and 2 retail units (site area 0.063ha) (revised scheme) – The Station Hotel, 19 Finkle Street.	No objections.

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08/03402/CO N 788.K*	Barkisland Homes	Conservation area application for the demolition of workshop/garage and the rear section of the public house (revised scheme) - The Station Hotel, 19 Finkle Street.	No objections.
08/03950/TPO 961.H*	Mrs Cuthbert	Crowing lifting and reducing of 2 Yew trees within area A14 of Tree Preservation Order 1/1959 – Pine Court, Ripley Road.	No objections.
08/03431/FUL MAJ 2475.C**	The Estate of the Late Winifred Jacob Smith	Erection of 14 dwellings including 7 affordable units and formation of road from Boroughbridge Road and Blind Lane – Somerley, 38 Boroughbridge Road.	No objections – KTC strongly support this application. Ask if application is approved a condition is added that the roads as indicated on the plan are constructed and adopted. (Unanimous)
08/03635/FUL 2560.D**	Hudson Construction Ltd	Erection of replacement dwelling, felling of 1 Laburnum in Knaresborough Conservation Area and crown lifting of 2 Spruce trees T1 and T2 of Tree Preservation Order 04/2007 (Site Area 0.14ha) – The Bungalow Spitalcroft.	KTC object as the proposed plan does not positively contribute to the amenity of that road because of the view from Spitalcroft.
08/03949/CO N 2560.E**	Hudson Construction Ltd	Conservation area application for demolition of bungalow – The Bungalow Spitalcroft.	KTC object to this application because there is not an acceptable alternative in it's place.
08/03653/FUL 2677*	Mr & Mrs Smith	Erection of 4 pitched roofs to replace flat roofs – Gateswood Lands Lane.	No objections.
08/02949/FUL 2678*	Mr David Shaw	Conversion of garage to form additional living accommodation, installation of window and erection of rear conservatory – 5 Sovereign Fold.	No objections.
08/02729/FUL 2679*	Mr & Mr G May	Erection of two storey and single storey rear extension and 1 dormer window to rear – 53 Inman Grove.	No objections.
08/03628/FUL 2680*	Mr Robert Goldsborough	Erection of rear conservatory – 10 Jockey Lane.	No objections.

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

** Item for determination by Planning Committee

519 ITEM 7 - PLANNING CORRESPONDENCE:

(Having declared a prejudicial interest in item 7a(i) Councillors K Hawkins and J Hawkins left the Council Chamber and took no part in the discussion of voting thereon).

(Councillor P Godsell declared a personal interest as she knows someone who lives behind the property).

a) **Planning Enforcements** – (i) Confidential Papers *(item taken in confidential session)*

(ii) Report of Investigations:-

- 08/00338/LB – 3 Kirkgate

RESOLVED: To receive and note.

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- b) To note the following **NOTICE OF APPEAL** re HBC's refusal of planning permission:
- i) 08/00100/REFPP – 6.100.2634.FUL – (APP/E2734/A/08/208101/WF) – 1 Appleby Way
Erection of first floor side extension over garage. (*KTC comments: No objections*)

RESOLVED: To receive and note.

- (c) **ENFORCEMENT NOTICE APPEAL** – APPE2734/C/08/2079726 – 6.100.254 – Coal Depot, Stockwell Road. Appeal against the service of an enforcement notice by Harrogate Borough Council in respect of the following alleged breach of control:

“Without planning permission the unauthorised material change of use of the land to use as a depot for a chimney sweep business and for the storage and sale of chimney and other building products and materials”.

RESOLVED: To receive and note.

- d) To note the following applications approved by HBC (**subject to conditions**) **contrary to KTC observations**

- (i) 6.100.2401.D.LB – Listed building application for the removal of part of wall to form new vehicular access for proposed dwelling and 26 Bond End – 16-22 and 26 Bond End. (*KTC comments: KTC object on Highway grounds, there would be considerably more traffic on to High Bond End. Both the existing and new house would have access on to High Bond End the area is very close to the traffic lights.*)

RESOLVED: To receive and note.

(*Having declared a prejudicial interest in item 7d(ii) Councillors K Hawkins and J Hawkins, left the Council Chamber and took no part in the discussion of voting thereon.*)

- (ii) 6.100.2401.F.FUL – Erection of detached dwelling, detached garage, formation of new vehicular access and removal of 10 fruit trees within Knaresborough Conservation area (site area 0.07ha) (revised scheme) – Land to the rear of 1 Boroughbridge Road. (*KTC comments: KTC object as this is in an elevated position and overbearing to neighbouring properties.*)

RESOLVED: To receive and note

520 ITEM 8 - HBC PLANNING COMMITTEE - Opportunity to Speak –Tuesday 9 September 2008 at 2.00pm Crescent Gardens, Harrogate.

RESOLVED: That details of the above meeting, at which the following applications relating to Knaresborough are to be heard, be received and noted. (No Councillor from KTC to attend).

- (i) 6.100.2401.D.LB – Listed building application for the removal of part of wall to form new vehicular access for proposed dwelling and 26 Bond End – 16-22 and 26 Bond End.
- (ii) 6.100.2401.F.FUL – Erection of detached dwelling, detached garage, formation of new vehicular access and removal of 10 fruit trees within Knaresborough Conservation area (site area 0.07ha) (revised scheme) – Land to the rear of 1 Boroughbridge Road.

521 ITEM 9 – CORRESPONDENCE

- a) Proposed Infrastructure Improvements to Knaresborough – Wetherby Bus Corridor – letter dated 22 August 2008 from Capital Projects & Publicity Officer, NYCC.

RESOLVED: KTC would like to express their support.

- b) Application for Funding – Yorkshire Yoga, Registered Charity No. 1124347 – Building Purchase Fund.

RESOLVED: (1) KTC to defer decision on this item.
 (2) That the Clerk invites Yorkshire Yoga (Company) to a future meeting of the Council to give Councillors more information.
 (3) That Yorkshire Yoga (Company) provide complete, up to date, audited accounts (prior to the meeting).

The Clerk is also to ask Yorkshire Yoga

- (i) *Do the directors get remuneration?*
 (ii) *What happens to the building if the company dissolve?*
 (iii) *Who is the landlord?*
 (iv) *Update on the other fund providers.*

- c) Harrogate Borough Council Questionnaire and Statement of Account, letter received 26 August 2008 from Community Engagement Officer HBC.

RESOLVED: All KTC Councillors to complete the questionnaire individually and return to the Clerk for postage to HBC.

- d) Knaresborough Football Club Gates – e-mail received 26 August 2008 from Secretary, Knaresborough Football Club. (*Taken in confidential session see Unpublished Minutes*)
 e) Parish Council Training – Meeting Procedures – Administration and Electoral Issues – Wednesday 8 October 2008 – letter dated 1 September 2008 from Head of Legal and Democratic Services, HBC.

Councillors to let Clerk know whether they can attend.

522 ITEM 10 – REPORTS AND MINUTES OF COMMITTEES/WORKING GROUPS

None

523 ITEM 11 - REPORTS FROM THE CLERK

None

524 ITEM 12 - ACCOUNTS FOR PAYMENT

None

525 ITEM 13 – OTHER MOTIONS SUBMITTED BY MEMBERS

(*Councillors J Hawkins and P Godsell declared a personal interest as Members of Town Twinning*)

- (i) **Motion: KTC Community Services Committee** - Proposer: Councillor K Hawkins:
 (*Council K Hawkins explained that the idea is to make progress on projects so the Council is able to do more strategic work*)

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1. That KTC *for an experimental period* creates a new committee to take over part of the council's work. This experiment will last for the rest of this civic year with a decision to be made by Council in March 2009 to either a) continue with the structure proposed below, b) revert to the existing structure, or c) to further develop committee structures and make other changes as are deemed necessary.
2. That KTC create a new committee to be called the Community Services Committee (CSC) with the following remit:-
 - a) To monitor and progress the following projects:-
 - RK Waterside improvements
 - Licence acquisition by KTC of land at Waterside
 - Performance area
 - Creation of new allotment land
 - Farmers' Market
 - Community Centre car park
 - and any other projects that may from time to time be given to the committee by Council
 - b) To take over the responsibilities of the Christmas Events Working Group (which shall be abolished)
 - c) To take over the responsibilities of the King George V Playing Field (Estates) Committee (which shall be abolished)
 - d) To take over the responsibilities of the Horseshoe Fields Bridge Committee (which shall be abolished)
 - e) To act as the council's liaison with the Chamber of Trade over all matters relating to the Town Crier
 - f) To consider and advise council on all matters relating to the following subject areas
 - Tourism
 - Leisure, parks and play areas
 - King George V playing field
 - Community Centre
 - Knaresborough allotments
 - Swimming pool, sporting activities and sports facilities
 - Knaresborough Cemetery
 - Town Twinning, Knaresborough in Bloom
 - Art
 - Christmas lights
 - Town events (feva, Children's' Day, Edwardian Sunday, etc)
 - g) To advise and assist the Mayor on mayoral charity fund raising.
3. The committee shall consist of between seven and nine councillors.
Councillors who are not on the committee shall have the right to attend and speak at all meetings of the committee, or to provide written evidence or to make proposals to the committee, but shall not be entitled to vote.
Agenda papers shall be sent to ALL councillors for information.

In addition the committee shall have appointed advisers (who shall be invited to attend and speak, but not vote) at meetings of the committee in relation to parts of the committee's work, i.e.

- i) Representatives from Knaresborough Chamber of Trade and Knaresborough Lions (in relation to Christmas Lights)
- ii) The current non-councillor members of the Performance Area Committee (in relation to the performance area)

The advisors shall only be invited to attend meetings of the committee when their appropriate subject matters are being discussed.

The committee's agenda shall be structured in such a way as to avoid unnecessary waiting and inconvenience to the appointed advisors.

- 4. The Clerk is instructed to draw up a revised schedule of meetings based on a six week cycle (beginning in October 2008) as follows:-
 - i) Council (one meeting every three weeks)
 - ii) Office Services Committee (OSC) (one meeting every six weeks)
 - iii) Community Services Committee (CSC) (one meeting every six weeks)
 - iv) Emergency Response Working Group (twice annually)
 - v) Footpaths Working Group (twice annually)

- 5. The normal agenda of the Community Services Committee shall be as follows:-

- i) Apologies
- ii) Declarations of Interest
- iii) Minutes of Previous Meetings
- iv) Public Speaking Session
- v) Christmas Lights (normally only at the first meeting in October, and the second and fourth meetings of each year) ***
- vi) Performance Area (normally only at those meetings of the committee where Christmas Lights are not being discussed) ***
- vii) Progress on other Town Projects
- viii) Business remaining from the previous meeting
- ix) Correspondence
- x) Reports from the Clerk
- xi) Other motions submitted by members (within the remit of the committee)

*** The Clerk shall have the discretion (preferably after consultation with the committee chair) to place these items on the agendas of other meetings of the committee if necessary, or to remove the item from the agenda if there is insufficient matters to be debated)

- 6. Meetings of the committee may be cancelled or rescheduled by the Clerk (preferably after consultation with the committee chair) if there are insufficient matters to be discussed.
- 7. The office shall provide, as far as is practical, minute taking facilities. The normal responsibilities shall be as follows (though this may need to be revised from time to time to cater for holidays and other absences)
 - a) Council – clerk
 - b) Office Services Committee – clerk
 - c) Community Services Committee – deputy clerk (admin assistant from February 2009)

(The working groups shall continue to take their own minutes)

- 8. The Community Services Committee shall have the following delegated powers (in addition to those procedural matters specified in standing orders):-

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- a) All matters relating to the design, location, and provision of Christmas Lights (with the exception of any financial or budgetary matters)
 - b) All details of the Christmas Lights switch-on (except where there are financial or budgetary implications)
 - c) The hire of the King George V playing field
9. The Clerk is instructed to refer all correspondence and proposals that fall within the remits of CSC or OSC to the appropriate committee rather than being sent to council, *unless in exceptional cases* urgency makes it necessary for the matter to be discussed by council.

RESOLVED: To adopt the above motion with the following amendments:

- a) Add to end of paragraph 1
“The new structure to be implemented with effect from 1 October 2008”
- b) Add to end of paragraph 2(f)
“However, the committee shall have no involvement with grant applications. These shall be dealt with directly by Council”
- c) To amend paragraph 3 – ‘The Committee shall consist of between **six** and **ten** Councillors’.
- d) To Amend paragraph 8 to read ‘The Community Services Committee shall have the following delegated duties, powers and responsibilities’

ii) If agreed, to discuss Membership of

- a) Community Services Committee
- b) Office Services Committee
- c) Any other remaining Working Groups (Item deferred from previous meeting)

RESOLVED: a) Community Services comprising Councillors:

Councillors B Holbrook, C Willoughby, A Willoughby, L Powell, P Godsell, J Walton, S St John-Jones and L Yorke-Davies (2 vacancies)

b) Office Services:

Councillors J Burdett, B Archibald, K Hawkins, J Hawkins, A Willoughby, M Clemmitt, and S St John-Jones.

c) Councillor Jean Burdett stay as a representative on Emergency Group.

The forthcoming meetings will still go ahead

16.09.08 Office Services Committee
22.09.08 Town Council
25.09.08 Performance Committee

526 ITEM 14 - INFORMATION EXCHANGE

- (a) Councillor K Hawkins – County Councillor Anne Jones reported problems at Conyngham Hall re wooden posts which were vandalised (HBC will replace them).
- (b) Councillor A Willoughby – Youth Shelter update, modification has been made to the shelter but HBC Playground Officer can not pass this modification as this is not a standard design. So shelter is still fenced off.

- (c) Councillor C Willoughby – Knaresborough in Bloom Awards Evening will be held on Friday 12 September 2008.
- (d) Councillor C Willoughby – Yorkshire in Bloom results will be available on Tuesday 16 September 2008.
- (e) Councillor C Willoughby – Parish Consultation postponed.
- (f) Clerk - special dispensation letters for KTC Councillors, request, has been made to HBC.
- (g) Councillors P Guest and P Godsell names have now been added to the wooden Mayoral Board in the Council Chamber, thanks to HBC.
- (h) Advance notice of King James's School prize-giving Monday December 15th at 6.30pm all Councillors invited.
- (i) Councillor P Godsell CAP Meeting Tuesday 9 September 2008 any items to Councillors P Godsell or M Clemmitt.

527 ITEM 15 - RECEIVE THE FOLLOWING DOCUMENTS

- a) Country Air newsletter of Yorkshire Rural Community Council
- b) Clerks & Councils Direct September 2008
- c) The Playing Field – York & North Yorkshire Playing Fields Association Newsletter Summer 2008.
- d) North Yorkshire County Council – NY Times.
- e) North Yorkshire County Council – County Area Committee for the Harrogate District - meeting to be held at 9.30am on 4 September 2008 at the Cairn Hotel.
- f) Meet the Funder Harrogate District – New & Updated Funding for 2008 & 2009 – Meeting Tuesday 28 October 11.45am – 4.00pm at King James School.
- g) Harrogate & Area Council for Voluntary Service and Ripon CVS newsletter and mailings for September 2008.
- h) Minutes of Town Twinning Committee Meeting held 10 July 2008.

RESOLVED: Receive and note.

Meeting ended at 9.30