

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL HELD ON  
MONDAY 13 AUGUST 2007 AT KNARESBOROUGH HOUSE, KNARESBOROUGH**

**PRESENT**    **Chair:** Councillor P Guest (Mayor)

**Councillors:** R Archibald, J Brankin, J Burdett, M Clemmitt, P Godsell, R Hall, J Hawkins, K Hawkins, L Powell, A Willoughby, C Willoughby and L Yorke-Davies

**Late Arrivals:** None

**Early Departures:** None

**97    ITEM 1 – APOLOGIES**

Apologies were received from Councillors P Pye and B Asquith

Councillor K Rothwell (District Councillor for Knaresborough East) also requested that his apologies be conveyed.

**98    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 Item 6 b). Prejudicial Item 8e) – Wife is a member of Town Twinning Item 8h) - Member of Community Centre Committee
Councillor J Hawkins	Husband is a member of HBC Prejudicial Item 6 b) Prejudicial Item 8e)
Councillor M Clemmitt	Prejudicial Item 5 – Planning Application 828.E Prejudicial Item 8e) Item 14e) – ‘Friend’ of Bebra Gardens Item 6b) – Known to one of the residents affected by the application.
Councillor J Brankin	Item 6b) – Known to one of the residents affected by the application.
Councillor B Archibald	Item 6b) – Known to one of the residents affected by the application.
Councillor A Willoughby	Item 6b) – Known to one of the residents affected by the application. Item 14e) – ‘Friend’ of Bebra Gardens

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- Councillor C Willoughby Member of HBC – will consider any same item at HBC in the light of any new information  
Item 6b) – Known to one of the residents affected by the application.  
Item 14e) – ‘Friend’ of Bebra Gardens  
Prejudicial Item 5 – both County Matters applications
- Councillor R Hall Item 6b) – Known to one of the residents affected by the application.
- Councillor L Powell Item 6b) – Known to one of the residents affected by the application.
- Councillor L Yorke-Davies Item 5 – Planning Application 828.E (uses shop)  
Item 6b) – Known to one of the residents affected by the application  
Item 8d) – Member of the Performance Area Committee
- Councillor P Godsell Items 4a and 8g – Knows Mr Wright  
Item 6b) – Known to one of the residents affected by the application  
Prejudicial Item 8e)  
Item 8h) - Member of Community Centre Committee
- Councillor J Burdett Member of HBC – will consider any same item at HBC in the light of any new information.  
Prejudicial Item 8e)  
Item 6b) – Personal friend of resident affected by application.  
Items 4a and 8g – Knows Mr Wright
- Councillor P Guest Item 6b) – Known to one of the residents affected by the application.  
Prejudicial Item 8e)  
Item 8f) – Refers to Knaresborough Lions of which he is a member.  
Item 14e) – ‘Friend’ of Bebra Gardens

99 **ITEM 3 - MINUTES OF PREVIOUS MEETING**

**RESOLVED:** That the Minutes of the meeting held 30 July 2007 be approved as a correct record and signed by the Chair, with the following amendments:

Minute 82 (the section in italics should read ‘*At this point Councillor K Hawkins requested....*’) and Unpublished Minute 82 should also read Councillor **K** Hawkins .....

100 **ITEM 4 – OPPORTUNITY TO SPEAK** - Mr A Wright re. Item 8g) Thistle Hill Project.

Mr Wright explained that there was a current estimated shortfall of £75,000 with a deadline of 6 months from 7 June 2007 for submitting the first bill – otherwise there was a danger that the grant from the Football Foundation would be lost. Whatever the final costs, only 66% would be given by the Football Foundation.

Mr Wright was seeking the Town Council's assistance in approaching Harrogate Borough Council to see if they would make a larger contribution than the £5,000 already given to the project and to request that commuted sums held by them on behalf of Knaresborough be allocated to help close the funding shortfall. Mr Wright also wondered if the Town Council might have any financial resources of its own which it would be willing to give.

Councillors congratulated Mr Wright and the Club on the progress they had made so far and suggested various groups to whom the Club might make an approach. Most of these had already been contacted but for various reasons the project had not qualified for funding. Councillors asked whether any alternative options had been explored and Mr Wright explained that one of their supporters (a charity) might be willing to act as a guarantor for a loan or even give an interest free loan but to date no decision had been made. The only other option was for members of the Club to fund the shortfall themselves but it was unlikely that the amount of money needed could be raised in this way.

*(move to Item 8g)*

#### 101 **ITEM 8g) - THISTLE HILL PROJECT**

Councillor K Hawkins explained that later this evening a standard form for grant applications to the Council would be discussed. For that reason it would not be possible to offer financial assistance tonight but, once approved, a form could be sent to Mr Wright for completion and consideration. In the meantime, various options were open to the Town Council:

- To consider making a further grant
- To consider making a loan
- To consider buying some equity in the facility
- To consider levying a small precept

**RESOLVED:** That the above options be considered on receipt of a completed application from Knaresborough Celtic Football Club and that in the meantime a letter be sent to Harrogate Borough Council strongly urging them to use as much commuted sums for Knaresborough towards this project as possible.

#### 102 **ITEM 5 - PLANNING APPLICATIONS**

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

<b><u>Ref</u></b>	<b><u>Applicant</u></b>	<b><u>Details of Application</u></b>	<b><u>Observations</u></b>
07/03843/COU 501.AC*	Ben Worth	Change of use from office and general industry (Use Class B1, B2 and B8) to indoor activity and play area (Use Class D2 – Leisure) (Revised Scheme) – GSPK Electronics Ltd, Manse Lane.	No Objections
07/03261/FUL 828.E*	G Hitch	Conversion of two flats to form three flats (Site Area 0.01ha) – 18C Boroughbridge Road.	No objections

*(Councillor Clemmitt declared a prejudicial interest in planning application 828.E, left the Council Chamber and took no part in the discussion or voting thereon).*

*(Councillor Clemmitt returned to the Chamber).*

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07/03816/COU 1125.C*	Mrs Roslyn & Mr J B Woodhurst	Change of use of first and second floor flat to form treatment rooms (Use Class D1 – Non residential institutions) to be used in conjunction with ground floor shop – 4B Market Place.	No Objections
07/03524/FUL 1292.D*	Mr & Mrs Stocks	Erection of single storey rear extension – 26 Boroughbridge Road.	No Objections
07/03825/LB 1658.D*	Mrs Maureen Ward	Listed building application for external alterations to include the replacement of wooden guttering to rear extension with aluminium guttering – 39 Kirkgate.	No Objections

*(The Deputy Clerk drew attention to a letter of objection received from Mr S Lutman re planning application 2007.B)*

07/03632/FUL 2007.B**	Mr & Mrs Rennison	Erection of 3 terraced dwellings and attached bin store (Site Area 0.04ha) – (Revised Scheme) – Land 10 – 14 Brewerton Street.	Object on the grounds that 3 dwellings on this site would be over intensive and would largely obscure the view of Holy Trinity church and steeple.
0703921/OUT 2309.B**	Knaresborough RUFC	Outline application for the erection of two storey clubhouse and changing facility with layout considered (site area 0.01ha) (Revised Scheme) – Land comprising OS Field 2769 Hay-A-Park Lane.	KTC supports this development but objects to the application as submitted, for the following reasons: 1. Positioning the club house, car park and entrance at the eastern end of the site will result in maximum intrusion into the countryside. 2. Positioning the club house at the eastern end of the site also leads to increased traffic having a detrimental effect on a greater length of Hay a Park Lane, which is a narrow single-track road. 3. The Town Council would suggest that the club house etc. is positioned at the Knaresborough end of the site instead.

07/03997/FUL 2429.A*	Gavin Reid	Erection of detached summerhouse – 8 Norwood Court.	No Objections
07/03468/FUL 2461.D*	Mrs K Baranowski	Erection of canopy to rear - Old Royal Oak, 7 Market Place.	No Objections
07/03473/LB 2461.E*	Mrs K Baranowski	Listed building application for the erection of canopy to rear – Old Royal Oak, 7 Market Place.	No Objections

*(Councillor C Willoughby declared a prejudicial interest in both County Matters applications, left the Council Chamber and took no part in the discussion or voting thereon).*

County Matters	NYCC	Erection of 19 No. four metre high lamps to light car park and access ramp at Manor Infants School, Manor Road.	Object - the number of proposed lamps is excessive and would cause light pollution in a residential area.
County Matters	NYCC	Proposed erection of a playground shelter at St Johns Church of England Primary School, Stockwell Road.	No objections.

*(Councillor C Willoughby returned to the Chamber).*

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

\*\* Item for determination by Planning Committee

**103 ITEM 6 PLANNING MATTERS AND CORRESPONDENCE:**

a) **Planning Enforcements** – (i) Confidential Papers (*see unpublished minutes*)

(ii) Report of Investigation

- **07/00315/LB – 51 Kirkgate**

**RESOLVED:** To receive and note.

b) Presentation to Knaresborough Town Council 30 July 2007 – letter dated 4 August 2007 from Acquisitions Manager, Lidl UK GmbH.

(*Having declared a prejudicial interest in the above item (6b) Councillors K and J Hawkins left the Chamber and took no part in the discussion or voting thereon*)

**RESOLVED:** To receive and note.

(*Councillors K and J Hawkins returned to the Chamber*)

c) The Mitre Hotel, Station Road - letter received 7 August 2007 from Mr I Fozard.

**RESOLVED:** That a letter be sent to Mr Fozard thanking him and expressing the Town Council's support.

**104 ITEM 7 - HBC PLANNING COMMITTEE – Opportunity to Speak – Tuesday 14 August 2007 at 2.00pm Crescent Gardens, Harrogate.**

**RESOLVED:** To note that no applications for Knaresborough were to be discussed at this meeting.

**105 ITEM 8 – COMMUNICATIONS AND MATTERS ARISING**

a) **Campaign for the Sustainable Communities Bill** – letter dated 9 July 2007 from Campaign Organiser, Local Works.

**RESOLVED:** To receive and note.

b) **Review of Polling Districts and Polling Places within Harrogate District** – letter dated 24 July 2007 from Head of Legal and Democratic Services, HBC.

**RESOLVED:** That the Town Council submit the following comments:

- Better signage is required at Polling Stations in Knaresborough – in particular at Henshaws
- No changes should be made to the location of Polling Stations in Knaresborough whilst electors are still adapting to the most recent changes which are still causing confusion in some areas. (*unanimous*).

(Councillors to complete survey forms individually if they so wish).

c) **Safer Communities Capital Underspend 2007/2008** – letter dated 26 July 2007 from Safer Communities Project Officer, HBC.

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Several suggestions were put forward as to projects which might benefit from funding from this source including: Frazer Theatre ("mosquito" device), barrier at Conyngham Hall, a youth shelter, Thistle Hill football project and a new wall at King George V Playing Field with goal post/cricket stumps to be painted on. After some discussion it was

**RESOLVED** (i) That a small Working Group be established to consult with the Parks Department at HBC, local Police (Colin Rutherford and Ben Robinson-Brockhill) and Sharon Grainger of Links Youth Club in order to identify a suitable location in the town for one (or more) Youth Shelters and to complete the Expression of Interest Form provided with the letter.

(ii) Members of the Working Group to be: Councillors Jean Burdett (Chair), K Hawkins and A Willoughby

d) **The Performance Pavilion** – letter dated 27 July 2007 from Knaresborough Civic Society.

**RESOLVED:** That the £1,000 donated by Knaresborough Civic Society be returned to them but without interest as this had not been specified when the donation had been made and the Town Council had incurred Architects/Planning Application costs.

e) **Town Twinning Grant 2007/08** – letter dated 1 August 2007 and audited accounts for period ending 31 December 2006 from Treasurer, Knaresborough/Bebra Town Twinning.

*(Having declared a prejudicial interest in the above item (Town Twinning Grant 2007/08) Councillors Guest, Burdett, Godsell, J Hawkins and Clemmitt left the Chamber and took no part in the discussion or voting thereon. Councillor K Hawkins took the Chair).*

**RESOLVED:** That a grant of £515 (last year's figure of £500 plus 3% inflation), as allowed for in the Budget), be made to Knaresborough/Bebra Town Twinning for the year 2007/08.

*(Councillors Guest, Burdett, Godsell, J Hawkins and Clemmitt returned to the Chamber; Councillor Guest resumed the Chair)*

f) **Proposed Introduction of Police Charges**

(i) e-mail received 1 August 2007 from Inspector A Chapman enclosing guidelines re. Categories and Abatements.

(ii) Letter dated 31 July 2007 from Chief Executive, NYCC.

(iii) Letter dated 2 August 2007 from Detective Superintendent Bell, North Yorkshire Police

A further letter dated 6 August 2007 from Chief Superintendent Mitchell, Western Area Commander, North Yorkshire Police was tabled at the meeting.

**RESOLVED:** (i) That a letter be sent to Phil Willis MP stating that the Town Council has received a disappointing response from NYCC and asking him to lobby for North Yorkshire Police to provide 100% abatement of its charges for charitable and non-commercial events as these are having a detrimental affect on community events.

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(ii) That the matter be brought back to the Town Council if Phil Willis is unable to get a satisfactory response.

- g) **Thistle Hill Project** – letter dated 1 August 2007 from Development Officer, Knaresborough Celtic Football Club. (See Minute 101)
- h) **Sport England Lottery Fund Application re. Community Centre** – letter dated 1 August 2007 from Business Support Manager, Sport England.

The Deputy Clerk reported that in view of the tight timescale she had already registered with Sport England the Town Council's wish to provide a new surface for the Community Centre car park.

**RESOLVED:** That the Clerk be given full delegated authority to pursue this matter.

**106 ITEM 9 – TO CONSIDER THE FOLLOWING REQUESTED/DEFERRED ITEMS**

- a) **KTC Standing Orders** - Several amendments were made to the draft document produced by the Working Group and it was

**RESOLVED:** (i) That the Council shall adopt with effect from September 1<sup>st</sup> 2007 the new Standing Orders as drafted by the Standing Orders Working Group and as amended (amendments attached to these Minutes).

(ii) That the Working Group be renamed "Council Procedures Working Group" and that its remit be extended to:

- Continue to review and recommend changes to Standing Orders in the future
- Devise and bring back to the Council a schedule of delegated authority to the Clerk to include a list of things that the Clerk can and cannot do
- Review and standardise the terms of reference of Town Council Working Groups and Committees

(iii) That membership of the Working Group be extended to 4 - Councillor A Willoughby to be fourth member.

(iv) The Clerk to issue each Councillor with a ringbinder to be divided into the following sections:

- 1) Standing Orders
- 2) Terms of Reference of Committees and Working Groups
- 3) Copy of the Council's approved budget
- 4) Copy of the Code of Conduct
- 5) Schedule of matters to be delegated to the Clerk

**(unanimous)**

- b) To consider **grant application form** drafted by Councillor K Hawkins (to be distributed at meeting).

**RESOLVED:** That the draft grant application form be adopted by the Town Council.

- c) **Request for a Bus Shelter on Stockwell Road** - Councillor Godsell asked if the Town Council would be willing to support a request for a canopy-type bus shelter at the bus stop between the Doctors Surgery and Hewitson Court (there is a seat there already).

**RESOLVED:** That a letter be sent to Pat Fitzgerald at Harrogate Borough Council requesting the provision of a canopy-type shelter at this bus stop (*unanimous*) (*copy to be sent to Tim Richards, HBC as Mr Fitzgerald will shortly be leaving*).

**107 ITEM 10 - TO CONSIDER KTC ANNUAL RETURN 2006/2007 (including Statement of Assurance, Section 2) AND REPORT OF INTERNAL AUDITOR**

**RESOLVED:** That the Annual Return (including Statement of Assurance, “yes” answers to all boxes in Section 2) and report of Internal Auditor be approved.

**108 ITEM 11 - CONSULTATION MEETINGS WITH PARISH COUNCILS 2007/08**

Ref. letter dated 23 July 2007 from Senior Member Services Officer.

Various suggestions for topics to be discussed at the Consultation Meeting to be held on 12 September 2007 were put forward including:

Football at Thistle Hill

Running of Knaresborough Community Centre and drainage of car park

A Farmers Market for Knaresborough

More funding for Horseshoe Fields Bridge

Examples of length of time taken by Harrogate to respond to the Town Council

**RESOLVED:** That the Clerk request a little bit more time to allow Councillors to formulate their questions and to agree 6 representatives to attend (*item to be tabled for next Council meeting, 29 August 2007*).

**109 ITEM 12 - OFFICE WORKLOAD**

- (i) To consider list of Outstanding Matters as at August 2007 (*ca*)

**RESOLVED:** That the list be received and noted and those matters dealt with at this meeting be deleted.

- (ii) Clerk to report on staff lieu hours.

The Deputy Clerk reported that as at 13 August 2007 the lieu hours were as follows: Clerk 2.25, Deputy Clerk 11.5 and Admin. Assistant 6.5.

**RESOLVED:** That the report be received and noted.

**110 ITEM 13 - ACCOUNTS FOR PAYMENT – SCHEDULE OF ACCOUNTS 316**

**RESOLVED:** That the accounts for payments, amounting to £433.91 as detailed on Schedule of Accounts No.316 be authorised for payment and the Clerk and two signatory Councillors be authorised to sign the cheques on the Council's account in settlement of the payments concerned (*Councillors Godsell and Hall signatories*).

Members asked for clarification of the 12 Councillors attending the YLCA Training – these being: Councillors Godsell, A Willoughby, C Willoughby, Asquith, J Hawkins, K Hawkins, Clemmitt, Pye, Yorke-Davies, Archibald, Burdett and Guest. Councillor Powell indicated that she would also wish to attend and the Deputy Clerk agreed to arrange this. Councillors also asked if refreshments could be arranged.

**111 ITEM 14 - TO RECEIVE THE FOLLOWING DOCUMENTS**

- a) YLCA - Minutes of Annual Meeting of the Harrogate Branch held 25 June 2007.
- b) Harrogate CVS and Ripon CVS Joint Monthly Mailing.
- c) Yorkshire Forward “Leader” Introduction Events – First event 22 August 2007, 5.00pm to 7.00pm at St Robert's Centre, 1-3 Robert Street, Harrogate and the second event 23 August 2007, 5.00pm to 7.00pm at Cropton Village Hall, Cropton, Pickering.
- d) Development of Knaresborough Cricket Club – letter of thanks to KTC for grant.
- e) Bebra Gardens Master Plan – any comments or queries to be submitted to Parks Development Manager, HBC, by Friday 17 August 2007.

**112 ITEM 15 - INFORMATION EXCHANGE**

- a) **The Town Windows Project** had received a good write-up in the Yorkshire Post (article to be displayed at next meeting) (*Councillor Guest*)
- b) **Stockwell Road Coal Yard** – signs had been erected saying that this was to be an outlet for the sale of chimneys (*Councillor J Hawkins was trying to establish whether this would require a planning application for change of use*)
- c) **New Lapidada Premises at St. James Business Park** – literature stating that this was to include a helipad had in fact been a misprint (*Councillor Brankin*)
- d) **Next meeting of Horseshoe Fields Bridge Cttee** – this was to take place on 16 August 2007 at Knaresborough House at 7.00 pm. (*Councillor A Willoughby*)
- e) **Travellers on Forest School Sports Field** – it was hoped that a Court Order would result in these people being moved on by Thursday – the County Council to be approached to prevent further unauthorised access to the field (*Councillor A Willoughby*)
- f) **Knaresborough in Bloom Awards Evening** – invitations given to Councillors this evening should read Friday 7 (not 8) September (*Councillor C Willoughby*)
- g) **Waste Bins** in the Market Place and at Conyngham Hall had been overflowing at the weekend (*several Councillors reported this*) (*Deputy Clerk to take the matter up with HBC*).
- h) **Leaflets regarding Trees** – examples of several leaflets issued by York City Council had been obtained From Tockwith Show by Councillor Powell (*the Clerk to establish whether HBC produced anything similar*)
- i) **Toilets in Castle Yard** – these were full of water, had no toilet rolls and in a generally poor condition, as were other facilities in the Town (*Councillor Yorke-Davies*). *Councillor C Willoughby would be raising this matter with the Director of Environmental Services HBC next week.*

- j) **Hanging Baskets** – these are lovely at present – might it be possible for them to be left up a bit longer this year? (*Councillor Yorke-Davies*). *Councillor A Willoughby explained that they have to be taken down when the money for watering them runs out.*
- k) **Tour of CCTV control room** – (*Councillor Yorke-Davies would be undertaking this later in the week*)
- l) **Traffic Lights on Stockwell Road Bridge** – the present arrangement is to become permanent and the works involved will require a temporary diversion of buses (*Councillor Godsell*)
- m) **Local Development Framework Meeting** – the Deputy Clerk reminded Members that this was to take place on Wednesday 15 August 2007 at 6.30 pm at Conyngham Hall.

**Meeting ended at 10.00pm**