

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL HELD ON
WEDNESDAY 23 MAY 2007 AT KNARESBOROUGH HOUSE KNARESBOROUGH**

PRESENT Chair: Councillor P Guest (Mayor)

Councillors: B Asquith, J Brankin, J Burdett, M Clemmitt, P Godsell, J Hawkins,
K Hawkins, L Powell, P Pye, A Willoughby, C Willoughby, L Yorke - Davies

Late Arrivals: None

Early Departures: None

9 ITEM 1 – APOLOGIES

Apologies were received from Councillors R Archibald and R Hall.

10 ITEM 2 - DECLARATIONS OF INTEREST

All declarations are personal, unless otherwise stated.

Councillor P Guest	Item 8e - member of Knaresborough Lions Item 8f - member of Knaresborough Lions and Chamber of Trade Item 12g – member of Renaissance Knaresborough
Councillor K Hawkins	Member of HBC – will consider any same item at HBC in the light of any new information Item 8h – wife is a member of an organisation which meets at the Cricket Club Item 12f – wife is a member of Town Twinning
Councillor M Clemmitt	Item 8e – member of Knaresborough Lions Item 12f – member of Town Twinning
Councillor J Hawkins	Item 8h – member of an organisation which meets at the Cricket Club Item 12f – member of Town Twinning Husband is member of HBC.
Councillor P Pye	Item 8a – member of HBC Standards Sub-Committee Item 5 – Planning Application 661C – lives close by
Councillor A Willoughby	Items 4 and 8cii – possible Prejudicial Item 8f - Prejudicial Wife is member of HBC Item 8b – wife is member of HBC Item 8e – member of Knaresborough Lions Item 12g – member of Renaissance Knaresborough
Councillor C Willoughby	Member of HBC – will consider any same item at HBC in the light of any new information. Items 4 and 8cii - possible Prejudicial Item 8f – Prejudicial Item 8e – husband is member of Knaresborough Lions Item 12g – husband is member of Renaissance Knaresborough

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| Councillor L Powell | Item 8h – Brother-in-law is Development Officer of English Cricket Board for this area |
| Councillor L Yorke-Davies | Item 12g – member of Renaissance Knaresborough |
| Councillor P Godsell | Item 8d – husband is employed by local Bus Company
Item 8f – husband is member of Knaresborough Lions
Item 12f – member of Town Twinning |
| Councillor J Burdett | Member of HBC – will consider any same item at HBC in the light of any new information
Item 12f – member of Town Twinning
Item 5 – Planning Application 661C – lives close by |

11 ITEM 3 - MINUTES OF PREVIOUS MEETING

RESOLVED: That the Minutes of the Council meeting held on 9 May 2007 be approved as a correct record and signed by the Chair.

12 ITEM 4 – OPPORTUNITY TO SPEAK

- a) Item 8c) – Mr J Galley - Chair of Knaresborough Allotments Self-Help Scheme.

Mr Galley explained that improvements to the water supply had now been carried out and that the Scheme had been successful in obtaining a grant under the Awards for All scheme towards the cost of setting up a school plot (now in use by St. John’s School) and the provision of a toilet. The Scheme also wished to install fencing to address the problems of vandalism and trespassers. Councillors questioned Mr Galley about security of the toilet, how it would be emptied, and the height and type of proposed fencing.

(Move to Item 8c)

13 ITEM 8c – KNARESBOROUGH ALLOTMENTS SELF HELP SCHEME -

- i) letter dated 8 May 2007 re. vandalism at allotments
- ii) letter re. award of grant under “Awards for All Scheme”

Further to the discussion under Item 4 it was felt that more detailed information was needed as to the proposals for the various sections of the allotments site.

- RESOLVED:**
- (i) That the proposals for the toilet and fencing be supported in principle and that detailed plans for both be requested from the Self Help Scheme – the fencing plan to include details of proposed planting around the fence.
 - (ii) That the Scheme be informed that the Town Council would not be willing to see any type of fencing which could pose a danger to the public
 - (iii) That the Clerk ascertain who has responsibility for the various boundaries.

(unanimous)

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14 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:

<u>Ref</u>	<u>Applicant</u>	<u>Details of Application</u>	<u>Observations</u>
07/01939/COU 247.M*	Graham Wood Esq	Change of use from newsagents (Use Class A1 – Shops) to two A2 units (Use Class A2 – Financial and Professional Services) – 34-35 High Street.	Object – the premises are within the Primary Shopping Area and should remain as shops. If HBC are minded to grant Class A2 permission, the Town Council would wish to see a restriction imposed preventing use of the premises as a Betting Office. <i>(unanimous)</i>
07/02475/FUL 661.C.FUL*	Mr M Webster	Erection of 1.7m high fence to Nidderdale Drive - 1 Widdale Road.	Object – erection of such a fence in this position would be detrimental to visual amenity.
07/02314/ADV 1259.J.ADV*	My Travel (UK) Ltd.	Display of 1 non-illuminated fascia sign and 1 non illuminated projecting sign to front elevation (Revised Scheme) – Going Places, 54 High Street.	Object – the fascia board is too large/deep for the style of building and the pale background colour is inappropriate and contrary to HBC guidelines
07/02314/ADV 1259.K.LB*	My Travel (UK) Ltd.	Listed Building application for 1 non-illuminated fascia sign and 1 non illuminated projecting sign to front elevation (Revised Scheme) – Going Places, 54 High Street.	Object on same grounds as per 1259J
07/02114/FUL 2307.A.FUL*	Mr Mark Leigh	Erection of single storey side extension – Appleby House, 1B Scriven Rd.	No objections
07/02481/FULMAJ 2312.K.FULMAJ*	Broker Network Ltd and Knares- borough Property Investment LP	Erection of office building (divided into 2 units) with associated car park, smoking shelter, bicycle and refuse store, soft landscaping & formation of new vehicular access (Revised Scheme) Land at Grid Reference 436601 456345 Grimbald Crag Close.	No objections
07/02493/FUL 2495.A.FUL*	Mr & Mrs D L Welsby	Erection of single storey side and rear extension (Revised Scheme) – 11 Fountains Way	No objections
07/02196/FUL 2581*	Mr & Mrs S Bromberg	Erection of two conservatories, one to side and one to rear – 16 Chadwick Park.	Object on the grounds that 1) the footprint of the original home is being increased and 2) development in the Green Belt should be strictly limited. <i>(unanimous)</i> <i>(Councillor A Willoughby to ascertain whether Permitted Development Rights were removed).</i>

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

** Item for determination by Planning Committee

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15 ITEM 6 - PLANNING MATTERS & CORRESPONDENCE

- a) **Planning Enforcements** – (i) Confidential Papers (*see Unpublished Minutes*)

RESOLVED: To receive and note.

- b) **Withdrawn Applications:**

- (i) 6.100.2312.J.FULMAJ – Erection of office building (divided into two units) with associated car park, smoking shelter, bicycle and refuse store, soft landscaping and formation of new vehicular access - Land at Grid Reference 436601 456345 Grimbald Crag Close.
- (ii) 6.100.2575.FUL – Erection of detached stable block with formation of hard-standing – Land at Grid Reference 435039 456685 Briggate.
- (iii) 6.100.2577.FUL – Erection of single storey rear extension – 4 Flaxdale Close.

RESOLVED: To receive and note.

- c) **Appeal Decisions:**

- i) 6.100.1629.K.FUL – Erection of 1 detached dwelling and alterations to existing vehicular access (site area 0.097ha) (Revised Scheme) - 4/6 High Bond End – **Appeal dismissed.**
- ii) 6.100.2521.TPO – Felling of one Silver Birch tree within Area 1 of Tree Preservation Order 12/1990 – 60 Appleby Avenue – **Appeal allowed.**
- iii) 6.100.2522.TPO – Felling of one Silver Birch within Area 1 of Tree Preservation Order 12/1990 – 68 Appleby Avenue – **Appeal dismissed.**

RESOLVED: To receive and note.

16 ITEM 7 - HBC PLANNING COMMITTEE – Opportunity to Speak – Tuesday 22 May 2007 at 2.00pm Crescent Gardens, Harrogate.

It was noted that no applications for Knaresborough had been discussed at the above meeting.

17 ITEM 8 – COMMUNICATIONS AND MATTERS ARISING

- a) **New Code of Conduct** – letter dated 1 May 2007 from Head of Policy and Guidance, Standards Board for England.

RESOLVED: That Knaresborough Town Council adopts the new Model Code of Conduct which came into force from 3 May 2007, including paragraph 12(2). (*the Standards Board for England to be notified accordingly*). (**unanimous**)

(Note: paragraph 12(2) gives Members with a prejudicial interest the same rights as members of the public to speak to a meeting on an issue and then leave before the main discussion and vote).

- b) **Local Government Reform** – letter dated 8 May 2007 from Chief Executive, HBC. (*Minute No. 10170c*) from meeting held 9 May 2007 also refers).

RESOLVED: That letters be sent from the new Town Council to all those to whom the previous Town Council had written, i.e.:

- Secretary of State for Communities and Local Government
- Phil Willis – MP for Harrogate and Knaresborough
- Mr J Marsden – Chief Executive, North Yorks. County Council
- Cllr. M Gardner – Leader, Harrogate Borough Council
- Mr P M Walsh – Chief Executive, HBC

re-iterating the Council's opposition to a Unitary Authority for North Yorkshire.

(Item 8 c – See Minute No. 13)

- d) **Local Bus Service Contracts:**

- i) letter dated 8 May 2007 from Corporate Director NYCC
- ii) copy e-mail dated 11 May 2007 from County Councillor Houlton to Corporate Director NYCC

RESOLVED: That a further letter be sent to the Corporate Director of NYCC stating that the Town Council is not satisfied that it has been properly consulted. The circular sent by NYCC in March 2007 was not consultation – it was a fait accompli.

- e) **Knaresborough Bed Race** - copy of road closure notice and draft order

RESOLVED: To receive and note (no objections).

- f) **Knaresborough Christmas Market** (request for financial support and for lights switch-on to be held 30 November 2007) – letter dated 11 May 2007 from Knaresborough Christmas Markets Cttee.

(Having declared a prejudicial interest in the above item, Councillors A and C Willoughby left the Chamber and took no part in the discussion or voting thereon).

RESOLVED: (i) That the proposed date for the Christmas Lights switch-on (evening of Friday 30 November 2007) be agreed.

- (ii) That as this is to be an event organised by the Town Council, a meeting of the Christmas Events Working Group be arranged as soon as possible with consideration of the request for a grant being considered by that Group and the Group reporting back to Council.

(Councillors A and C Willoughby returned to the Chamber).

- g) **Trees on Hambleton Terrace and Hambleton Grove** (questionnaire for residents) - letter dated 11 May 2007 from Chief Engineer (Highways) HBC.

Members were disappointed that the questionnaire distributed by HBC had not included the option of leaving the trees in situ.

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- RESOLVED:** (i) That a letter be sent to HBC stating that the Town Council is not happy with the wording of HBC's questionnaire and consequently intends to carry out its own survey of residents, and asking HBC to defer any action until the Town Council's own survey is complete.

(Councillor C Willoughby to draw up the questionnaire – Councillor Godsell to deliver to residents of Hambleton Terrace and Hambleton Grove).

- h) **Development of Knaresborough Cricket Club** – letter dated 14 May 2007 requesting financial assistance towards costs of kitchen refurbishment

(Councillor Guest declared a personal interest in the above item).

- RESOLVED:** (i) That the Cricket Club be advised to try and obtain an end-of-line discounted (or free) kitchen from local companies.
- (ii) That if the Club can show that such attempts have proved unsuccessful the Town Council agree to award a grant of £1,000.

18 **ITEM 9– REPORTS AND RECOMMENDATIONS**

- a) Office Workload - Clerk to report.

The Deputy Clerk reported that the lieu hours were as follows:- Clerk's hours 26.15 (up from 21.30), Deputy Clerk's hours 26.45 (up from 14.45) and Admin Assistant's hours 7.25 (down from 15.45). The increases were due largely to the extra work involved with the Annual (Mayor Making) meeting.

RESOLVED: That in view of the extra hours being worked by the staff a meeting of the Employment Committee be held as soon as possible to agree a solution.

19 **ITEM 10 - MATTERS ARISING FROM ANNUAL TOWN MEETING 5 MARCH 2007**

RESOLVED: That the following actions be taken:

- (i) Minute 504 – Grazing Land at Conyngham Hall – a letter be sent to HBC Estates Department asking what steps have been taken to have the cattle on this land removed.
- (ii) Minute 507 – Traffic Through Knaresborough – a letter be sent to the County Council asking for an intended start date for a Northern Bypass
- (iii) Annual Town Meeting Date – that providing it meets with legal requirements, in future this be held on the Monday following the late May Bank Holiday (i.e. first Monday in June).

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20 ITEM 11 - ACCOUNTS FOR PAYMENT AS PER SCHEDULE OF ACCOUNTS 311

RESOLVED: That the accounts for payments, amounting to £8,874.35 as detailed on Schedule of Accounts No.311 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 Guest and Godsell signatories*).

21 ITEM 12 – TO RECEIVE THE FOLLOWING DOCUMENTS

- a) EU Inforegio News No.155 March 2007.
- b) North Yorkshire Criminal Justice Board newsletter issue 3.
- c) The Clerk– Journal of the Society of Local Council Clerks - May 2007.
- d) Harrogate District Sports Council Sporting Link – Newsletter Spring 2007
- e) Bilton Conservation Group Newsletter Spring 2007
- f) Knaresborough Town Twinning Committee Meeting - Minutes of meeting held 8 March 2007
- g) Minutes of Renaissance Knaresborough Executive Committee Mtg. No.12, 20 March 2007
- h) Harrogate and District Access Group - Minutes of meeting held 22 March 2007.

With regard to g) – Minutes of Renaissance Knaresborough meeting held 20 March 2007, Councillor C Willoughby proposed that Genevieve Parker, HBC be asked for an update as to progress on items relating to 1) the Shop Front Improvement Grant Scheme and 2) Car Parking in Knaresborough.

It was also noted that there had been no attendance or apologies by KTC representatives and it was felt that more feedback from the meeting was needed.

RESOLVED: To receive and note the above documents and that the suggested action with regard to Renaissance Knaresborough be followed through. (*unanimous*)

22 ITEM 13 - INFORMATION EXCHANGE

- a) **Lidl application for Certificate of Lawfulness for the proposed use of Garden Centre as Supermarket (Use Class A1 – Shops)** – The Deputy Clerk reported that a Certificate of Lawfulness had now been granted by HBC. Lidl had asked if they could make a presentation of their plans to the Town Council at its meeting to be held on 30 July 2007.
- b) **Various Road Closure Orders** – The Deputy Clerk reported receipt of the following:
 - Low Bridge to be closed from Tues. 29 May 2007 for approx. 1 week
 - Forest Lane (Belmont Level Crossing) to be closed from 21.30 hrs. on Sat. 26 May until 11.15 hrs on Sun. 27 May and from 21.30 hrs. on Sunday 27 May until 6.30 hrs on Monday 28 May.
 - High Street, Starbeck (from junction with Spa Lane to a point 40 metres south west of its junction with Spa Lane – from 21.30 hrs. on Sunday 27 May to 6.30 hrs on Monday 28 May.
- c) **Registration of Interest Forms** – The Deputy Clerk asked if those Councillors who had not yet returned these could please do so. It was pointed out that Section 4 of the form “Contracts with Harrogate Borough Council” should read “Contracts with Knaresborough Town Council”.

- d) **Draft Rights of Way Improvement Plan** - The Deputy Clerk reported that no-one was available from County Hall to give a presentation on this to the Town Council but an offer had been made for Members to visit during office hours and be shown around the Rights of Way Section and ask questions. Members felt this to be a totally inadequate response and Councillor A Willoughby agreed to draft a report to Council on this item. It was noted that the consultation period ended on 30 June 2007.
- e) **Junction of Meadow Rd/Halfpenny Lane** – Councillor J Hawkins reported that this had now been repaired.
- f) **Scriven Park** – Councillor Yorke-Davies asked if there had been any progress on this. Councillor K Hawkins offered to seek an update on the situation.
- g) **Conservation Plan for Knaresborough Castle** – Councillor C Willoughby reported that the report was due out very soon.
- h) **ID Badges for Councillors** – Councillor Godsell asked if there had been any progress on these. The Deputy Clerk reported that the matter was in hand.
- i) **Training for Councillors** – Councillor Brankin was assured that the Town Council’s request for 7 places had been conveyed to HBC.
- j) **Footpaths in Knaresborough Castle** – Councillor Brankin asked why this item had been deferred. It was noted that the Councillor who had tabled this item had been unable to attend tonight’s meeting and the item would be on the agenda for 4 June 2007.
- k) **Weight Limits and Traffic Issues** – Councillor Powell requested that this be tabled for the next meeting, 4 June 2007.
- l) **“Team” Photograph** – Councillor Guest asked anyone interested in purchasing a copy to write their names on the back – a donation of £5 made payable to “KTC Mayor’s Fund Raising Account” in aid of the Centre on Gracious Street would be most welcome.

The Meeting closed at 9.25 pm