

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL  
COMMUNITY SERVICES COMMITTEE HELD ON MONDAY 13 OCTOBER 2008  
AT KNARESBOROUGH HOUSE, KNARESBOROUGH**

**PRESENT**

- Councillors:** L Powell, A Willoughby, C Willoughby and L Yorke-Davies
- Appointed Advisors:** Mrs P Tankard (Silver Band) Mrs S Head (Civic Society) and Mr T Maude (for Item 7 only)  
Mr P Darley (Chamber of Trade) and Mr M Jennings (Christmas Markets Committee (for Item 8 only)
- In attendance:** Councillors K Hawkins and R Hall (*R Hall arrived at 7.15 pm*).  
Mrs A Farmer (Civic Society)

**CS 08/01** **ITEM 1 – APOLOGIES**

Apologies were received from Councillors P Godsell and J Walton. The Deputy Clerk reported that Councillor St John-Jones had resigned from the Committee.

**CS 08/02** **ITEM 2 – TO ELECT A CHAIR**

**RESOLVED:** That Councillor Pam Godsell be elected as Chair of the Committee and Councillor A Willoughby, Vice-Chair.

*In Councillor Godsell's absence Councillor A Willoughby chaired the meeting henceforth.*

**CS 08/03** **ITEM 3 – COUNCILLORS' DECLARATIONS OF INTEREST**

All declarations are personal, unless otherwise stated.

Councillor C Willoughby Member of HBC – will consider any same item at HBC in the light of any new information.

Councillor A Willoughby Items 9 and 12 – Vice-Chair of Renaissance Knaresborough.

Councillor L Yorke-Davies Items 9 and 12 – Member of Renaissance Knaresborough.

**CS 08/04** **ITEM 4 - MINUTES OF PREVIOUS MEETINGS**

**RESOLVED:** That the Minutes of the Performance Area Committee meeting held 25 September 2008 be approved as a correct record.

It was noted that the Minutes of the Christmas Events Working Group meeting held on 12 March 2008 had already been approved by Council at its meeting held 7 April 2008.

**CS 08/05** **ITEM 5 – KTC PUBLIC SPEAKING SESSION**

None.

**CS 08/06**      **ITEM 6 – BUSINESS REMAINING FROM PREVIOUS MEETING(S)**

None.

**CS 08/07**      **ITEM 7 – PERFORMANCE AREA**

**a) Consideration of Alternative Designs for Performance Area**

Councillor A Willoughby circulated details of temporary structures. Discussion centred on whether the Town Council should continue to push for a permanent performance area or whether consideration should be given to a temporary portable structure. It was felt that although a temporary structure had some merit, it would not fulfil the need at the Castle.

*(Councillor Hall arrived (7.15 pm).*

**RESOLVED:** That the Town Council continue to press for a permanent structure as per the original planning application.

**b) Consideration of Way Forward on Business Plan**

It was noted that English Heritage would not recommend that Scheduled Monument Consent be granted until they had seen a Business Plan. Councillor A Willoughby reported that he had received offers of help in producing a Plan from someone suggested by Keith Emerick (English Heritage) and someone recommended by Harrogate Borough Council.

*(Councillor L Powell declared an interest at this point – brother works for English Heritage).*

**RESOLVED:** That Councillor A Willoughby works upon producing a Business Plan for the project using the offers of help received thus far.

**c) Next Steps to be Taken to Progress the Project**

**RESOLVED:** That the Clerk be asked to write a letter to Lois Toyne (HBC) stating that the Town Council has given consideration to the various alternatives put forward, its preferred option being for the design and position of that submitted via the original planning application and asking if the archaeological survey can now be carried out without delay (*unanimous*).

It was noted that attention should be drawn to the fact that on one of the plans provided by Ms Toyne the site of the proposed performance area is depicted as being above a sallyport; this is incorrect – there is no sallyport directly below.

Once the survey had been carried out, contact could be made with the Head of Planning Services, HBC and hopefully planning permission could be granted immediately.

Mr Maude suggested that once real progress had been made with the above items, upon instruction from the Town Council he could re-establish contact with the George Moore Foundation with regard to help with funding the project.

Publicity for the project could also be resurrected once the archaeological survey was under way.

It was noted that the Performance Area was due to be discussed at the annual Parish Consultation Meeting to be held on 5 November 2008. It was suggested that at that meeting KTC simply ask HBC: 1) are they going to do the archaeological survey and if so, when? and 2) can the Town Council build the performance area and if so, when?

In answer to a question about the extent of the Town Council's involvement once the project comes to fruition, Councillor Hawkins suggested that a Trust could be set up to run the Performance Area - the Trust being guaranteed by the Town Council.

**CS 08/08**      **ITEM 8 – CHRISTMAS LIGHTS**

**a) Review of any requirements for the Town's Christmas Lights**

Mr Darley pointed out that ideally a meeting is needed each January to discuss what needs doing in the coming year. He suggested that instead of discussing Christmas Lights at the 23 January and 18 May 2009 meetings as proposed, it would be more appropriate if this subject was discussed at the 12 January and 6 April meetings.

**RECOMMENDED:** That in future, Christmas Lights be discussed at the first and third meetings of the year, and again in September.

The Deputy Clerk drew attention to the recommendation of the former Christmas Events Working Group that there is a fund to complete the 4 remaining column mounted Christmas trees in LED lighting in 2009/10 and to look at the decorations in the Market Place, Cheapside, Castlegate and the remaining "Welcome to Knaresborough" sign.

Approximate costs for refurbishing in LED had been sought as follows:

"Welcome to Knaresborough" and remaining 4 Christmas Trees - £2,900  
Large Castlegate and Cheapside decorations - £600 each  
Smaller Market Place decorations - £300 each

It was noted that tests would have to be carried out to establish if it is possible to refurbish the smaller Market Place decorations in LED as these are more intricate with tight bends. These decorations were coming to the end of their useful life and might be better replaced rather than refurbished.

**RECOMMENDED:** That the sum of £6,200 be allocated in the Council's 2009/10 budget for refurbishment/replacement of Christmas Lights (*unanimous*).

**b) Arrangements for Town Council Carol Service/Lights Switch-on on 5 December 2008**

Mr Jennings explained that the Edwardian Weekend was run by the Christmas Markets Committee which comprises members of Knaresborough Chamber of Trade, Lions and Rotary. Road closures had been applied for between 4 pm on the Friday to 7 pm on the Sunday.

He confirmed that Lions would be providing Father Christmas, the sleigh and a mulled wine chalet. A funfair was to be held on Fisher Street car park. There was some discussion as to whether the funfair should be suspended for the duration of the Carol Service; this was not felt to be a problem, and it was

**RESOLVED:** That this year the funfair be allowed to continue throughout the Carol Service.

It was noted that 6 (Council) volunteers would be required on the night – this item to be tabled for the next meeting of Council.

CS 08/09

**ITEM 9 – WATERSIDE IMPROVEMENTS**

**a) Update on Viaduct Terrace**

Councillor A Willoughby reported that HBC had now put the work out to tender and ordered the stonework. It was hoped that work would commence before Christmas. The project requires completion by the end of next March to secure the funding from Yorkshire Forward.

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

**b) Update on Licence Acquisition of Land on Waterside**

Councillor A Willoughby reported that the Head of HBC Parks Department had indicated that he had no objections to the Town Council's application to take over a lease/licence on this land but that several concerns had been raised by the current owner of Marigold Café. He felt, however, that these could be easily overcome.

Following discussion of this matter it was

**RESOLVED:** That the Clerk write a letter to Susan Beaumont in the HBC Estates Dept.:

- i) Thanking her for enquiring with Parks Department and with the neighbouring leaseholder of Marigold Café.
  - ii) Informing her that the concerns of the leaseholder are not thought to be a problem.
  - iii) Answering those concerns thus .....
- Seating is not essential in this scheme to open up views of the river and positioning of any seats would only be decided after consultation with neighbouring properties and the public.
  - The proximity of the weir is thought to be an advantage and any public area would be properly protected with suitable railings before being opened to the public.
  - The residents of Castle Mills will be aware of this scheme through the earlier Renaissance Knaresborough consultation meetings. A suitable distance would be left between the public area and the private gardens at Castle Mills.

- While security of the boats and café is obviously the responsibility of the proprietor, we would negotiate with him to ensure that suitable security was maintained at all times.

- iv) Then the letter from the Clerk to mention that our initial questions regarding costs and responsibilities have not yet been answered, and to indicate that we strongly wish to move forward on this and a decision will be made when we have been given information regarding costs and responsibilities (*unanimous*).

c) **Next Steps to be Taken to Progress this Project**

Councillor A Willoughby informed the meeting that there are two basic designs – the one to be used will depend on the level of funding available. A basic design would be to open the area up by removing old shrubs, bushes and trees. A more advanced design would allow railings to open onto a terrace built on stilts.

**RESOLVED:** That at the next meeting of this Committee consideration be given to asking Council to allocate an amount in the 2009/10 budget for design fees.

**CS 08/10**      **ITEM 10 – FARMERS’ MARKET**

The Deputy Clerk reported that HBC had eliminated the possibility of holding a monthly Farmers’ Market on the Chapel Street or Fisher Street car parks. A letter had gone from HBC to the Department of Transport to see if the rules restricting use of the Market Place could be relaxed but to date no reply had been received.

**RESOLVED:** That KTC write to the MP (Phil Willis) asking if he could use his influence with the Department of Transport in achieving permission to hold a monthly Farmers’ Market in the Market Place (*unanimous*).

**CS 08/11**      **ITEM 11 – COMMUNITY CENTRE**

**RESOLVED:** That this item be taken in Confidential Session at the end of the meeting (*see Unpublished Minutes*).

**CS 08/12**      **ITEM 12 – HORSESHOE FIELD BRIDGE**

Councillor A Willoughby reported that work on the bridge had now been completed and the Contractors had been paid. As the work had come in slightly under budget the Town Council’s contribution had been £23,151.75 instead of the original £25,000.

**RESOLVED:** That at the next meeting of this Committee consideration be given to providing a plaque for the bridge and to the wording thereof.

**CS 08/13**      **ITEM 13 – KNARESBOROUGH ALLOTMENTS**

- a) **Correspondence between the Town Clerk and Mr R Cooper, HBC concerning former Allotment land behind Hawthorn Avenue** - Ref. letters dated 11 and 18 September 2008.

Following lengthy discussion of this issue it was

**RESOLVED:** That KTC write directly to the Chief Executive, HBC:

- i) Asking him for his view on the ownership of the piece of land at the back of Hawthorn Avenue which is currently grassed and was allotments in the past.
- ii) Stating that KTC would like to take this piece of land over for use as allotments
- iii) Pointing out that between the 1950s and the 1990s this land was used as allotments (i.e. before and after 1974 reorganisation) and as such this land should already be in the ownership of the Town Council.
- iv) Reminding HBC that a similar situation arose when it was found that King George V Playing Field was wrongly taken by HBC following reorganisation in 1974 and had to be given back to the Town Council.
- v) Pointing out that HBC could save itself the cost of mowing the grass.
- vi) Stating that KTC feels it is unsatisfactory that this matter is being dealt with by an Officer and Cabinet Member for Housing (*unanimous*).

It was agreed that the letter, as drafted, should be approved by the Vice-Chair of the Committee prior to despatch.

***FURTHER RESOLVED:***

That the Clerk contact Ms Viv Hall of Knaresborough Allotments SHS suggesting that future contact with HBC on this matter be undertaken solely by the Town Council to avoid confusion (*unanimous*).

**CS 08/14**     **ITEM 14 – CORRESPONDENCE** - None received.

**CS 08/15**     **ITEM 15 – REPORTS FROM CLERK/DEPUTY CLERK** - None.

**CS 08/16**     **ITEM 16 – MOTIONS SUBMITTED BY MEMBERS** - None.

**CS 08/17**     **ITEM 17 – DATE OF NEXT MEETING**

It was noted that the next meeting was scheduled for Monday 24 November 2008. Discussion took place on the proposed start time of 7.00 pm and it was

**RESOLVED:** That the proposed start time of 7.00 pm be agreed and that consideration be given to a 7.00 pm start time for all Council meetings.

**The Meeting closed at 9.30 pm.**