

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL  
COMMUNITY SERVICES COMMITTEE HELD ON MONDAY 10 AUGUST 2009  
AT KNARESBOROUGH HOUSE, KNARESBOROUGH**

**PRESENT** P Godsell (Chair)

**Councillors:** J Batt, B Holbrook, L Lever, L Powell, A Willoughby and C Willoughby

**In attendance:** Mrs A Farmer and Mrs S Head (items 5 and 6 only)

**CSC 09/67 ITEM 1 – APOLOGIES**

Apologies were received from Councillor R Hall, Councillor J Walton, Mrs P Tankard and Mr T Maude.

**CSC 09/68 ITEM 2 - 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 P Godsell      Item 6d – KTC representative on Knaresborough Community Association

**CSC 09/69 ITEM 3 - MINUTES OF PREVIOUS MEETING**

It was noted that Council had referred back the following items:

- a) Terms of Reference (page 3) – Dates of Christmas Lights meetings should read:  
“Normally only at the meeting in August/September and the first and third meetings each year.”*
- b) Minute 09/62d) Community Centre – Car Park Resurfacing – Recommendation “That Councillor Hall seek a further two quotations, to the same specifications as those set out in the quotation already received, and that consideration be given to all quotations simultaneously”*

It was noted that the dates of the Christmas Lights meetings had been incorrectly stated in the earlier version of the Terms of Reference and should have read as stated above.

It was also noted that since Councillor Hall had reported that HBC were now going ahead with the proposed cycle path on the King George V Playing Field there was no longer any need to obtain further quotes for the car park resurfacing as it was possible that the two schemes could become a joint project.

**RESOLVED:** That subject to the amendment in *a)* and the deletion of *b)*, the Minutes of the meeting of the Community Services Committee held 29 June 2009 be approved as a correct record and signed by the Chair.

**CSC 09/70**    **ITEM 4 – KTC PUBLIC SPEAKING SESSION**

PCSO Glenn Turner had hoped to speak to item 6e re. “Equipment for Skate Park at King George V Playing Field” but was unable to attend.

**CSC 09/71**    **ITEM 5 – PERFORMANCE AREA**

a) Letter dated 8 July 2009 from P Roth, Ferguson Sayell Partnership

**RECOMMENDED:** That KTC confirm the Partnership’s role, capacity and appointment as Consultant Architects for this project, as requested.

b) To consider draft Business Plan for a Performance Pavilion at Knaresborough Castle

Councillors welcomed the draft Business Plan which, they felt, was an excellent document and which highlighted the financial implications for the Town Council and other issues which would need addressing.

Councillor A Willoughby reported that copies had now gone to both HBC and English Heritage. He was due to meet the author of the report tomorrow morning, prior to a meeting tomorrow afternoon with HBC Museums Service and English Heritage.

**RECOMMENDED:** That the draft Business Plan be received and noted and that Councillor Willoughby *e-mail* a report of his meetings tomorrow to all members of the Community Services Committee (*Unanimous*)

**CSC 09/72**    **ITEM 6 - PROGRESS ON OTHER TOWN PROJECTS****a) Waterside Improvements – Weirside Terrace**

(i) Negotiations re. draft Heads of Terms

Members gave consideration to the latest draft - the main amendment being the removal of KTC’s responsibility for repairing the river bank.

There were still some concerns regarding the length of the lease and lack of a get-out clause. Other concerns were raised in relation to the costs to KTC in having to employ a contractor to maintain the land, whether or not a pontoon over the river was still a possibility, the need to obtain permission from HBC for any works and at what stage we should engage a Solicitor to look over the documentation.

Councillor A Willoughby felt that all these things could be overcome and the offer might not stay on the table for ever. A pontoon over the river was still a possibility although not a certainty. HBC’s Arboricultural Manager had indicated that there was very little worth keeping. The time to involve a Solicitor to look over the agreement would be when the actual lease is offered.

After lengthy discussion it was

**RECOMMENDED:** That KTC accept the latest draft Heads of Terms and move forward towards entering into an actual lease for this piece of land without delay.

(ii) To consider any matters pertaining to insurance (PLI and possible flooding/erosion of banking).

The Deputy Clerk reported that the Council's Insurers had advised that they would extend the Public Liability for this area at no additional cost although they would need to be kept up to date with developments as they happen as this may then affect the premium. They are unable to provide cover for flood or erosion.

**RESOLVED:** Receive and note.

**b) Farmers Market**

Report on first Farmers' Market held 9 August 2009

A report from the Chair of Otley Town Partnership was tabled at the meeting.

The Market was welcomed as a great success. Otley Town Partnership, the stallholders and traders in the town had all reported brisk trading and a hugely enjoyable day.

As the next Farmers Market was due to be held on 13 September 2009 it was acknowledged that a decision would need to be made with regard to engaging the services of a contractor to put out and collect up Road Closed signs and cones.

Consideration was also given to the possibility of holding forthcoming Markets from 10 am – 2 pm but it was noted that the promotional literature stated operational times of 9 am – 1 pm. The Road Closure order was, however, in effect until 4 pm.

It was noted that the Stallholders had had to pay to park their vehicles in York Place Car Park making a nonsense of HBC's charge to KTC in respect of lost revenue from car parking in the Market Place.

- RECOMMENDED:**
- (i) That Bob Cowell be retained as contractor for the Market to be held on 13 September and that the Clerk negotiate with him with a view to him being retained for all the Farmers Markets up to and including March 2010 at a more favourable price than that received from Mr Cowell in his quotation.
  - (ii) That the Clerk approach Otley Town Partnership with a view to keeping the starting time of 9 am but asking them to stay until 2 pm.
  - (iii) That a letter be sent to Cllr. Don Mackenzie (Cabinet Member (Planning & Transport) informing him that the Market is going well but forewarning him that for the next financial year KTC will be looking to renegotiate HBC's charge of £50 per market in recompense for lost revenue from car parking  
*(Unanimous)*

### **Ownership of the Market Place**

The Deputy Clerk reported that HBC and the Duchy of Lancaster had both denied ownership of the Market Place. Investigations to Land Registry had similarly drawn a blank.

The only organisation to whom an approach had not yet been made was North Yorkshire County Council and the Deputy Clerk undertook to make appropriate enquiries.

#### **c) Allotments**

- i) Land at Hawthorn Avenue – Councillor A Willoughby to report on progress following representations to Alan Jenks, Head of Housing, HBC

Councillor Willoughby reported that Knaresborough Allotments Self Help Scheme had agreed to lease this piece of land directly from HBC at a cost of £100 per annum.

**RESOLVED:** Receive and Note.

- ii) Land Behind Frogmire Road to Railway Line

Councillors were reminded of a letter dated 13 May 2009 from the Principal Estates Surveyor, HBC stating that plans for this location are currently being reviewed and undertaking to write further to KTC when they have had the opportunity to do this.

Councillors felt that this had been going on too long and that a face to face meeting with the Officers concerned could show how both Councils' plans for this piece of land could be accommodated; this could be seen clearly from a map in the possession of Cllr. Willoughby. It was therefore

**RECOMMENDED:** That a letter be sent to the Chief Executive, HBC (with copy to Cllr. Andrew Jones, Cabinet Member (Finance & Resources) referring to our previous correspondence and asking to meet face to face to discuss the future of this piece of land as KTC is confident that there is no real conflict and that the matter can be easily resolved to the mutual satisfaction of both Councils.

- iii) To identify land which the Town Council might seek to buy or lease for provision of allotments

Councillor A Willoughby reported that he had in mind a piece of land suitable for a large number of allotments and possibly several smallholdings. KTC would need to ascertain ownership of the land and possible purchase costs. Councillor C Willoughby suggested that if further information could be obtained, a public meeting of would-be allotment holders and smallholders could establish whether or not there would be sufficient interest.

**RECOMMENDED:** That Councillor A Willoughby liaise with the Clerk with a view to making enquires of Land Registry as to ownership of the land in question.

**d) Community Centre and King George V Playing Field****i) Car Park resurfacing /proposed cycleway – Extension of validity of quotation from HACS Construction Ltd.**

The Clerk reported that HACS had indicated that they would be happy to extend the validity of their quotation of July 2009 until the end of September 2009.

**RECOMMENDED:** That written confirmation be sought from Chris McGonigle (Senior Engineer, Highways and Transportation, HBC) as to HBC's proposals and timescales for the cycleway on KGV Playing Field and the resurfacing of the Community Centre car park.

**ii) To note copy letter dated 13 July 2009 from Phil Willis MP to Chief Executive, HBC re. flooding at 8 Pasture Crescent**

Councillor Holbrook felt that there was scope for HBC carrying out improvements to the surface water gullies around the entrance to the Community Centre.

Other Councillors suggested that the earth bund for the proposed cycleway might alleviate the problem.

The Deputy Clerk reported that knowing the background to this problem Councillor K Hawkins had offered to speak with the Chief Executive but that no approach had been made to him to date.

**RESOLVED:** That this matter be deferred until we are in receipt of further information.

**iii) Future of Knaresborough Community Centre**

The Deputy Clerk reported that a letter had been sent to Cllr. Richard Cooper (Cabinet Member for Cultural Services) (with copy to Les Williamson) reminding him of KTC's commitment to the Community Centre and expressing concern at the lack of progress in this urgent and serious matter. The letter had stated that Councillors K Hawkins and R Hall have offered to make themselves available for a meeting if it was felt that would be useful. No reply had been received to date.

Councillors reported that the Community Association had been disbanded and that letters were going out to group users informing them that HBC would be taking over on an interim basis.

Councillor Batt informed the meeting that he would be seeing Councillor R Cooper the following day and it was

**RESOLVED:** That Councillor Batt pursue this matter urgently with the Cabinet Member.

**e) Skate Boarding –****i) Councillor R Hall to report on state of currently redundant "half-pipe".**

In Councillor Hall's absence this item was deferred.

ii) To consider PCSO Glenn Turner's ideas for more equipment for skate park at KGV Playing Field

Consideration was given to a report from PCSO Turner showing which pieces of equipment the youths from the Stockwell area had said they would like to see installed.

Following discussion of the report it was

**RECOMMENDED:** That it be ascertained from the Head of Parks and Open Spaces whether any money would be available from Commuted Sums for installing another piece of skate boarding equipment on King George V Playing Field. (*unanimous*)

iii) **To identify Play Areas which might fit criteria for (skate park) equipment**

An e-mail dated 24 July 2009 from HBC Technical Officer (Parks and Playgrounds) was considered. It was felt that some of the sites which appeared to have been ruled out should perhaps be reconsidered in the short term and it was

**RECOMMENDED:** That a reply be sent asking HBC to reconsider the suitability of play areas at Aspin Lane and Wetherby Road and also putting forward the idea of a temporary skateboarding facility on the tennis courts at Conyngham Hall given that the hard surfacing and fencing is already in place. (*unanimous*)

#### f) **Maundy Celebrations Working Group**

The Group's Chair reported that quite a number of responses had been received to an invitation to a meeting to be held on 17 August. Terms of Reference were still to be set. Various ideas had been put forward including a coin or medallion to be given to all schoolchildren, and a painting competition for younger children along the theme of "Supper for Twelve People". Older children might be invited to compose a poem or anthem.

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

**CSC 09/73**    **ITEM 7- CORRESPONDENCE** - None received.

**CSC 09/74**    **ITEM 8 – REPORTS FROM THE CLERK**

a) To consider Councillors training in road closures/signage

It was noted that various members of Lions, including some Councillors, had undertaken part 1 of this particular training but that no-one had completed part 2.

It was pointed out that if KTC was considering training Councillors to undertake this work it would have other implications such as the need to buy signs and cones, find somewhere to store them and the need for appropriate transport to move them from place to place.

A possible solution was to consider training some Lions members in part 2 of the qualification, with funding coming from the Town Council.

**RECOMMENDED:** That the Clerk speak to Alan Walgate of Lions and Nina Muir of Harrogate & Area Council for Voluntary Service, with a view to finding out more about the course and the willingness of Lions to undertake training.

b) **Any items to be considered under Urgent Decisions Procedure** – None

c) **Town Crier Conditions of Appointment**

The Deputy Clerk reported that copies of KTC's policies with regard to Grievance and Disciplinary Procedures and Whistle-blowing were being prepared for the Chamber of Trade to look at.

**RESOLVED:** Receive and Note.

**CSC 09/75** **ITEM 9 – MOTIONS SUBMITTED BY MEMBERS** – None received

**CSC 09/76** **ITEM 10 – INFORMATION EXCHANGE**

- a) Councillor C Willoughby reminded Members that there is to be a Car Parking Scrutiny Meeting at 5.30 pm on 12 August at Harrogate Rugby Club.
- b) The new extension to the Frazer Theatre is to be officially opened on Wednesday 12 August.

**CSC 09/77** **ITEM 11 – DATE OF NEXT MEETING**

It was noted that the next meeting of this Committee was scheduled for Monday 21 September 2009.

**The Meeting closed at 10.00 pm**