

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL
COMMUNITY SERVICES COMMITTEE HELD ON MONDAY 18 MAY 2009
AT KNARESBOROUGH HOUSE, KNARESBOROUGH**

PRESENT

Councillors: J Batt, P Godsell, R Hall, B Holbrook, L Lever, L Powell and A Willoughby

In attendance: Mrs A Farmer and Mrs S Head (Appointed Advisors re. Item 6 Performance Area)
Mr Geoff Johnson, Otley Town Partnership (re. Item 8 Farmers Market)

CSC 09/45 ITEM 1 – APOLOGIES

Apologies were received from Councillors J Walton and C Willoughby and also from Mrs P Tankard (Appointed Advisor re. Performance Area).

CSC 09/46 ITEM 2 – TO APPOINT A CHAIR AND VICE-CHAIR

RESOLVED: That Councillor P Godsell continue as Chair and Councillor A Willoughby continue as Vice-Chair. *(unanimous)*

CSC 09/47 ITEM 3 - DECLARATIONS OF INTEREST

All declarations are personal, unless otherwise stated.

Councillor P Godsell	Item 7e – KTC representative on Knaresborough Community Centre.
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CSC 09/48 ITEM 4 - MINUTES OF PREVIOUS MEETING

RESOLVED: That the Minutes of the extra meeting of the Community Services Committee held 20 April 2009 be approved as a correct record and signed by the Chair.
(unanimous)

CSC 09/49 ITEM 5 – KTC PUBLIC SPEAKING SESSION – none although the Clerk did indicate that Mr Geoff Johnson of Otley Town Partnership hoped to attend the meeting at approximately 8.30 pm in order to answer any questions relating to the proposed Farmers Market.

CSC 09/50 ITEM 6 – PERFORMANCE AREA

(i) letter dated 20 April 2009 from Director of Community Services, HBC

It was felt that before a decision could be made in respect of this letter, it would be beneficial to first consider **Item 6 (ii)** – Consideration of Tenders received in respect of –

- Non-invasive Archaeological Survey and
- Business Plan

RESOLVED: That in view of the confidential nature of the business to be transacted, the following item pertaining to Consideration of Tenders be dealt with in Private Session, and subject to the provisions of Section 1(2) of the

Public Bodies (Admission to Meetings) Act 1960 (as amended), the meeting be not open to members of the public.

CSC 09/51 SEE UNPUBLISHED MINUTE

Return to public session and consideration of **Item 6(i)** – letter dated 20 April 2009 from Director of Community Services, HBC

RECOMMENDED: That a reply be sent thanking the Director of Community Services for his letter and confirming that the Town Council hope to be in a position to proceed imminently with a Business Plan.

Before leaving the meeting, the representatives of the Civic Society informed Members that they were hoping to have an information stand in the Market Place on Saturday 27 June to raise public awareness and drum up further support for a Performance Area in the Castle Grounds. They had been informed that they would need public liability insurance and wondered if the Town Council could help.

It was agreed that the Clerk would look into the possibility of having the event covered by the Town Council's insurance.

CSC 09/52 ITEM 7 - PROGRESS ON OTHER TOWN PROJECTS

a) Plaque for Horseshoe Field Bridge

Councillor A Willoughby reported that the plaque was on order but had not yet arrived.

b) Waterside Improvements

i) Weirside Terrace

A letter dated 13 May 2009 from Principal Estates Surveyor, HBC was tabled at the meeting. The letter contained the main terms for agreement incorporating an amendment (to clause 8.2) which had been made as a result of a meeting between Councillor A Willoughby, Councillor Godsell and the Principal Estates Surveyor. The other amendments proposed by Councillors Godsell and Willoughby which the Principal Estates Surveyor had agreed to look into, appeared to have come to nothing.

Councillors expressed various concerns with the document as it stands, in particular the lease length, lack of a get out clause, and the tenant's repairing obligations.

Councillor A Willoughby proposed that the Committee recommend to Council that the Heads of Terms be signed and sent back to Harrogate Borough Council. The Motion was seconded by Councillor Holbrook but on being put to the vote was lost.

Councillor Hall suggested that he and Councillor Willoughby be allowed to take the matter to Renaissance Knaresborough's Riverside Working Group to see if the project might be carried forward through them. (*Councillor Willoughby, as Vice-Chair of Renaissance Knaresborough, declared a personal interest at this point*). This was put to the vote and it was

RECOMMENDED accordingly

It was further agreed that the Clerk should chase up the Council's Insurers for a response to her query about obtaining Public Liability Insurance and also ascertain the position with regard to obtaining insurance in respect of possible flooding and erosion of banking.

c) Farmers Market (Mr Geoff Johnson of Otley Town Partnership in attendance for this item)

i) E-mail dated 7 May 2009 from Head of Parks and Open Spaces, HBC

RECOMMENDED: That a reply be sent confirming that KTC are looking to manage the Farmers Market through Otley Town Partnership and that HBC will not be responsible for the market in any way.

ii) To consider dates of Christmas Farmers Market and November Farmers Market

RECOMMENDED: That a Christmas Farmers Market be held on Saturday 19 December and that in view of Remembrance Day being commemorated on the second Sunday of November, the November Farmers Market be held on Sunday 22 November 2009.

iii) Letter dated 6 April from Judith Coleman

RESOLVED: That a reply be sent to Ms. Coleman advising that a noon start for the Market was impractical

iv) E-mail dated 12 May 2009 from Rev. Bob Jones, Knaresborough United Reformed Church.

RESOLVED: That a similar reply be sent to Rev. Jones.

v) Report tabled by Councillor Hawkins re. a draft agreement between KTC and OTP, and advice given by the Principal Conveyancer & Information Law Officer, HBC re. necessary consents. The recommendations and actions taken thereon are listed below:

1. Receive and note this report - **RESOLVED**
2. Instruct the Clerk to provide all reasonable assistance to OTP in clearing up the remaining issues such as the road closure notices - **RESOLVED**
3. To recommend that the draft Agreement be used as the basis of a contract with Otley Town Partnership subject to the following conditions:
 - a) receipt of and approval by Council or this Committee of the wording of Appendix 2 (referred to in the Agreement)
 - b) that the wording of this draft Agreement is considered and approved by a qualified person (an HBC legal officer or a private solicitor – Town Clerk to make necessary arrangement). The Clerk is authorised to accept any minor changes in wording recommended by the qualified person - **RECOMMENDED**

4. That the Clerk is instructed to negotiate a draft schedule of dates and times for farmers' markets (as required by the draft Agreement) with a target start date in August 2009 - **RESOLVED**
5. That the OTP are requested to provide a detailed description of the overall appearance of the stalls and canopies and positioning of stall (as required by the draft Agreement) – **RECOMMENDED**
6. To ensure that Council is able to act quickly once all remaining issues are resolved the Clerk is instructed, until such time as the Agreement is signed, to place the following item on every Council Meeting agenda:

*“Consideration of any other matters relating to the Farmers’ Market Agreement (which have not come to this meeting as a recommendation from the Community Services Committee) and authorisation of the Clerk to sign the Farmers’ Market Agreement with Otley Town Partnership on behalf of Knaresborough Town Council.” – **RECOMMENDED***

There was also discussion on the content of various e-mails between Councillor Hawkins and Highways Dept. re. the sum which HBC would be seeking from KTC in respect of loss of parking revenue and the cost of signage.

Councillor Willoughby explained that a qualified contractor would have to be employed to put up any road closure notices and signage. Although OTP were happy to do this their staff did not have the necessary qualifications required by HBC.

Mr Johnson was asked if OTP would, if necessary, be prepared to meet the costs outlined, to which Mr Johnson replied that OTP was prepared to make a contribution of £100 per market.

This would leave a considerable shortfall and Councillors felt that the sums being sought by HBC by way of recompense were excessive especially as they believed that KTC should not have to pay anything in respect of loss of parking revenue.

Following lengthy discussion it was

- RECOMMENDED:**
- (i) That the Clerk ascertain from John Dobinson, Head of Car Parking, HBC, the annual average Sunday income from the ticket machine at the Library end of The Market Place from the time at which charges apply until, say, 2 pm.
 - (ii) That Councillors A Willoughby and John Batt arrange a meeting with John Dobinson and Don Mackenzie (Cabinet Member) to resolve the issue of recompense in respect of lost revenue from car parking in respect of the proposed Farmers Market (such meeting to be minuted by the Clerk).
 - (iii) That in the meantime the Clerk contact Bob Cowell (trained operative in road closures/public events) to establish his charges for Sunday mornings from 8.00 am – 2.00 pm.

d) Allotments**i) Land at Hawthorn Avenue**

RECOMMENDED: That the Clerk write to the Head of Parks and Open Spaces, HBC asking him to contact Councillor A Willoughby to arrange a date and time for a meeting to discuss the way forward on this piece of land to the mutual benefit of both Councils.

ii) Land behind Frogmire Road to railway line – letter dated 13 May 2009 from Principal Estates Surveyor, HBC (tabled at meeting)

RESOLVED: Receive and note and diary for agenda in 3 months' time (*unanimous*)

e) Community Centre and King George V Playing Field

i) Kicking Wall – letter dated 11 May 2009 from Head of Parks and Open Spaces, HBC

RESOLVED: Receive and Note

ii) Car Park resurfacing (and proposed cycle way)

Councillor Hall reported that he was awaiting costs re. car park resurfacing/drainage from a local firm.

It was noted that the (HBC) proposed cycleway was unlikely to happen.

iii) Future of Knaresborough Community Centre

Councillor R Hall had nothing to report. He undertook to find out what was happening on this matter.

iv) Request from Community Leisure Manager, HBC for use of field on Friday 29 May 2009

RESOLVED: That the Clerk's report be noted.

v) Provision of Skate Boarding – letter dated 11 May 2009 from Head of Parks and Open Spaces, HBC

RECOMMENDED: That the Clerk establish where the currently redundant equipment is being stored, in order that Councillor Hall can view it and recommend any necessary soundproofing or other works.

f) Maundy Celebrations Working Group – to agree Membership and Terms of Reference

RESOLVED: That after consideration of a draft (tabled at the meeting) membership be agreed at between 3 and 6 Councillors with terms of reference and co-opted members to be agreed by the Group at their first meeting.

Initial membership to be as follows: Councillor R Hall and Councillor J Batt; the Chair to contact those Councillors absent from tonight's meeting (Councillors C Willoughby and J Walton) inviting them to accept membership of the Group.

CSC 09/53 **ITEM 8- CORRESPONDENCE**

None received.

CSC 09/54 **ITEM 9 – REPORTS FROM THE CLERK**

i) To agree Terms of Reference for Community Services Committee

RESOLVED: That in view of recently received advice from the YLCA which is due to be considered by KTC Office Services Committee, this item be deferred until the Office Services Committee has met.

ii) To appoint a KTC Liaison Officer with the Town Crier

RESOLVED: That this item be deferred until the next meeting of the Committee in order to establish from the Chamber of Trade how they liaise with the Town Crier (*Conditions of Appointment relating to the post of Town Crier to be circulated at next meeting*).

CSC 09/55 **ITEM 10 – MOTIONS SUBMITTED BY MEMBERS** – None received

CSC 09/56 **ITEM 11 – DATE OF NEXT MEETING**

It was noted that the next meeting of this Committee was scheduled for Monday 29 June 2009.

The Meeting closed at 10.00 pm