

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL
COMMUNITY SERVICES COMMITTEE HELD ON MONDAY 21st SEPTEMBER 2009
AT KNARESBOROUGH HOUSE, KNARESBOROUGH**

PRESENT Cllr P Godsell (Chair)

Councillors: J Batt, R Hall, L Powell, J Walton, A Willoughby and C Willoughby

In attendance: Mr G Renton (for Mr M Jennings - item 5 only) Mrs A Farmer and Mrs S Head (items 6 & 7 only)

Late arrival: Councillor C Willoughby (7.35pm)

Early departures: None

CSC 09/78 ITEM 1 – APOLOGIES

Apologies were received from Councillor B Holbrook, Councillor L Lever, Mr P Darley, Mr M Jennings, Mr T Maude and Mrs P Tankard

CSC 09/79 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

CSC 09/80 ITEM 3 - MINUTES OF PREVIOUS MEETING

RESOLVED - That the minutes of the meeting of the Community Services Committee held 10th August 2009 be approved as a correct record and signed by the Chair.

CSC 09/81 ITEM 4 – KTC PUBLIC SPEAKING SESSION

None received

CSC 09/82 ITEM 5 – CAROL SERVICE/SWITCH-ON OF CHRISTMAS TREE LIGHTS

It was established that once again the location of the Carol Service would be the Market Cross. Mr Renton advised that there would not be a fun fair this year on the Friday evening due to last year's lack of demand.

Knarborough Lions and the Christmas Markets Committee between them kindly undertook to help KTC with the following:

- Providing a Father Christmas
- Providing the sleigh (Copy of Insurance Certificate to be provided to KTC).
- Providing a covered 'stage/chalet' for the Silver Band and Mayoral Party to use
- Mulled wine stall
- Providing and putting out 2A-boards for A1 size posters (to be supplied by KTC) advertising the event

- Undertaking a possible joint letter drop (CMC and KTC) to local residents
- Christmas Markets Committee to let KTC know who will be providing and paying for a trained contractor to put out and collect road closed signs and cones
- Signs warning people that they will not be able to park overnight on 4/5 and 5/6 December

Councillor Hall offered to approach Orb with a view to them providing a sound system for the event.

6 Marshalls would be required at the event. The following 5 Members kindly volunteered:

Councillor C Willoughby	6pm onwards
Pam Godsell	6pm onwards
Andrew Willoughby	4pm onwards
Jo Walton	4pm onwards
John Batt	6pm onwards (<i>to be confirmed</i>)

It was agreed that the Clerk should contact the Christmas Markets Committee and Chamber of Trade with regard to publicising the Carol Service/Christmas Tree lights switch-on time etc. on their respective websites and that it would be also relevant to put information about their events on the KTC website.

It was noted that the presence of qualified First Aiders is required.

RECOMMENDED (i) That the above actions be agreed

(ii) That St. John Ambulance be approached with a view to providing first aid cover for the Friday evening and that a donation of £50 be agreed (*unanimous*)

The Chair thanked Mr Renton for his attendance.

CSC 09/83 ITEM 6 – PERFORMANCE AREA

Members gave consideration to the final version of the Business Plan for the Performance Area.

The Committee thanked the Civic Society for their help in collecting signatures for the petition calling for a performance area in Knaresborough.

RECOMMENDED That Council adopt the final version of the Business Plan and that advice be taken regarding the best way forward thereafter (*unanimous*).

CSC 09/84 ITEM 7 - PROGRESS ON OTHER TOWN PROJECTS

a) Waterside Improvements – Weirside Terrace

The Deputy Clerk read out an email dated 18th September 2009 from the Principal Estates Surveyor HBC stating that “it may be a while before you receive the documentation which we will not be able to complete until we have vacant possession of the land”.

RECOMMENDED That in order to minimise any possible delays Councillor A Willoughby speak directly with the Officer concerned to see how this matter might be expedited (*unanimous*)

b) Farmers' Markets

The second Farmers' Market held 13th September 2009 was again welcomed as a success. In the main the stallholders and traders in the town had reported steady trading and an enjoyable day. Councillor A Willoughby reported that for health reasons Mr Geoff Johnson, KTC's contact at Otley Town Partnership, had now stepped down (new contact: Peter Heald, Chair of OTP).

The next Farmers' Market is due to be held on 11th October 2009 and it was suggested that consideration needed to be given to holding forthcoming markets from 9am – **2pm** (note: current promotional literature states operational times of 9am – 1pm). It was also noted that the Road Closure order remains sufficient and in effect until 4pm.

It was suggested that KTC contact Otley Town Partnership with a view to them advertising the dates for future Knaresborough Farmers' Markets on suitable promotional websites. Councillor Walton agreed to provide OTP with the details of one particular website (thought to be farmshop.uk.com).

It was reported by the Deputy Clerk that Bob Cowell had agreed to reduce his fee to £85 (plus VAT) for the putting out and subsequent collection of Road Closed signs and cones.

It was noted that Stallholders had once again had to pay to park their vehicles. Councillor A Willoughby reported that the Cabinet Member was fully aware that in February/March 2010, KTC would be seeking to renegotiate the charges levied on it by HBC in respect of loss of parking revenue from the Market Place.

RECOMMENDED That until the end of the current financial year (31 March 2010) Farmers' Markets in Knaresborough continue to trade from 9am – 2pm and that the promotional literature be amended to reflect this (*unanimous*).

c) Allotments

- i) Land Behind Frogmire Road to Railway Line – ref. letter dated 9th September 2009 from Director of Community Services, HBC

The Deputy Clerk reported receipt of various dates in October when the Head of Parks & Open Spaces would be willing to meet with representatives of KTC. It was noted that a better map showing the extent of KTC's ownership of (allotment) land in this vicinity would be needed.

RESOLVED – Clerk to email the dates to Members and the preferred option be conveyed to HBC.

ii) Land at Knaresborough Junction (playing field)

Members had before them a plan showing the area referred to. It was noted that this land is owned by NYCC and part of it leased to HBC.

(At this point Councillor C Willoughby declared an interest as an employee of NYCC, and, as a County Councillor for Knaresborough. Councillor J Batt also declared an interest in this item).

Following discussion it was:

RESOLVED - That no further action be taken pertaining to this piece of land.

iii) To identify land which the Town Council might seek to buy or lease for allotments and other purposes.

Three possible sites were identified as being suitable for possible allotments and other purposes:

1. plot of land (marked yellow on identification plan) at Bar Lane (previously under consideration by NYCC for use as a Waste Transfer Station)
- 2 further plot of land (marked red on plan) beyond Bar Lane, actually in Farnham and bisected by Hazelheads Lane
- 3 Lot 2 of land for sale at Bilton Hall

It was felt that ownership of nos. 1 and 2 would need to be established and with regard to No. 3 there were various concerns including the cost which could be in the region of £80,000, the quality of the land and its suitability for allotment use, and the fact that it adjoins a busy road making access a potential hazard.

There was some debate over the question of whose duty it is to provide land for allotments in parished areas and whether this falls to the local parish (KTC) or the local authority (HBC). Councillor C Willoughby suggested that it might be a good idea going forward to join the National Allotment Association as it provides guidance and legal advice to its members.

RECOMMENDED – (i) that before taking this matter further, a public meeting be held in order to gauge interest in possible future allotments in or around Knaresborough and that the Clerk provisionally book the Assembly Hall for this purpose (agreed provisional date - evening of Thursday 22 October 2009 *since changed to Friday 23 October 2009*).

(ii) that the Clerk obtain the names of all would-be allotment holders on the waiting list and invite them to attend the public meeting.

(iii) that the meeting be advertised on the public notice boards in the town and at Knaresborough House (inside and out), the Knaresborough Post and at the Stockwell allotment site

(iv) that in the meantime the Clerk submit applications to Land Registry re. ownership of land referred to in points 1 and 2 (*unanimous*).

d) Community Centre and King George V Playing Field**(i) Car Park resurfacing/proposed cycleway**

The Deputy Clerk read out an email dated 16th September 2009 from the HBC Chief Engineer stating that planning permission is to be sought by HBC with regard to the proposed cycleway. He hoped that the upgrading of the car park could be undertaken at the same time (which should yield some economies for both Councils) and that he was awaiting details of the car parking proposals from Councillor Hall.

RESOLVED – Receive and note (*unanimous*).

ii) Flooding at 8 Pasture Crescent

The Deputy Clerk reported that no further information had been received on this matter.

RESOLVED - Receive and note (*unanimous*).

iii) Rental of King George V pitch in October half term – Ref email dated 2nd September 2009 from Kayleigh Davis

Councillor Godsell reported that the football field grass was cut approximately every 2 weeks from mid May to the end of October and that when Knaresborough Celtic use the field they clear the site of rubbish, dog excrement etc themselves.

RECOMMENDED – That providing Knaresborough Celtic do not require use of the pitch at half term, the Clerk advise Kayleigh Davis that the Town Council is agreeable to letting the field to the Kick Start Football Academy for a fee of £30. The Clerk to point out that is customary for the users of the land to clear the ground themselves and reminding Ms Davis of the current outstanding balance in relation to hire of the pitch for one week during the Summer holidays (*unanimous*).

iv) Future of Knaresborough Community Centre

The Deputy Clerk reported receipt of an email dated 26th September 2009 from the Director of Community Services HBC advising that “We will be considering management options for the Centre shortly and will keep you informed of developments”.

RESOLVED - Receive and note (*unanimous*).

e) Skate Boarding –

i) To identify Play Areas which may fit the criteria for skate park equipment – ref. email dated 28 August 2009 from Parks and Play Officer, HBC

The email stated that HBC would be willing to further consider the play areas at Wetherby Road and Aspin Lane but this would necessitate consultation with local residents.

After further discussion of these sites, Members felt that both were too close to housing and it was therefore

RECOMMENDED – that neither of these sites be pursued with regard to provision of skate-boarding equipment.

The Deputy Clerk read out an email received from the Head of Parks and Open Spaces in response to a request that consideration be given to providing a temporary skate park facility at Conyngham Hall.

The e-mail stated that this would not be possible for various reasons, not least the costs involved and HBC's financial moratorium.

RESOLVED: Receive and note.

ii) Commuted Sums -

The Deputy Clerk reported that the figures relating to commuted sums available for KGV Playing Field were still awaited from HBC.

RESOLVED - Receive and note

f) Maundy Celebrations Working Group – report of meeting held 17th August 2009

RESOLVED - That the report be received and noted (*unanimous*).

CSC 09/85 ITEM 8- CORRESPONDENCE

None received.

CSC 09/86 ITEM 9 – REPORTS FROM THE CLERK

a) Training in road closures/signage

The Deputy Clerk reported that she had researched details of firms providing relevant training. The courses were in 2 parts (usually held over 2 days) and cost in the region of £400 - £550 per person depending on the number of participants. It was noted that if Councillors were to be trained with a view to carrying out road closures, account would need to be taken of the cost of providing signs and cones, storage and appropriate transport. Once an operative was trained, his/her accreditation was valid for a period of 5 years.

Councillors suggested that Alan Walgate of Lions might have further information on relevant courses and it was

RECOMMENDED: That the Clerk speak to Alan Walgate of Lions with a view to finding out more about the courses and the willingness of Lions to undertake training.

b) Any items to be considered under Urgent Decisions Procedure

None

CSC 09/87 **ITEM 10 – MOTIONS SUBMITTED BY MEMBERS**

None received.

CSC 09/88 **ITEM 10 – INFORMATION EXCHANGE**

- a) Councillor C Willoughby reminded Members that there was a volunteer day at Aspin Ponds on Saturday 26th September from 10am onwards for a general tidy/litter pick up.
- b) Councillor Godsell gave out the number of HBC's mobile hotline number for traffic enforcement (e.g. parking on double yellow lines)
- c) It was reported that NYCC had commissioned traffic surveys to be carried out in the Harrogate/Knaresborough area. Councillors felt that any assessment of traffic flows in Knaresborough was completely useless whilst there were so many hold-ups due to the works at Gracious Street. Councillor Batt agreed to take this up with NYCC.

CSC 09/89 **ITEM 11 – DATE OF NEXT MEETING**

It was noted that the next meeting of this Committee was scheduled for Monday 2nd November 2009 at 7.30pm in the Council Chamber.

The Meeting closed at 9.45 pm