

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL  
COMMUNITY SERVICES COMMITTEE HELD ON MONDAY 25 JANUARY 2010  
AT KNARESBOROUGH HOUSE, KNARESBOROUGH**

**PRESENT** Cllr P Godsell (Chair)

**Councillors:** J Batt, R. Hall, B Holbrook, L Powell, J Walton, A Willoughby and C Willoughby

**In attendance:** Mr Paul Darley (for Item 7 only)

**Late arrivals:** None

**Early departures:** None

**CSC 10/01 ITEM 1 – APOLOGIES**

Apologies for inability to attend the meeting were received from Mrs A Farmer and Mr Terry Maude. Mrs Pat Tankard had advised that she would no longer be representing the Silver Band on the discussions re. the Performance Area.

**CSC 10/02 ITEM 2 - DECLARATIONS OF INTEREST**

All declarations are personal, unless otherwise stated.

Councillor J Batt                      Item 8d) – NYCC representative on Management Committee of Community Centre

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

Councillor A Willoughby            Item 5 Planning Application 6.100.1978.D – member of Harrogate Group of Ramblers

Councillor P Godsell                Item 8d) – KTC representative on Management Committee of Community Centre

**CSC 10/03 ITEM 3 - MINUTES OF PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meeting of the Community Services Committee held 14 December 2009 be approved as a correct record and signed by the Chair.

**CSC 10/04 ITEM 4 – KTC PUBLIC SPEAKING SESSION**

None received.

*(As a matter of courtesy to Mr P Darley, the Chair moved to Item 7)*

**CSC 10/05 ITEM 7 – CHRISTMAS LIGHTS – to consider any repairs/replacements required for 2010/11 season**

A list of repairs and other work required was tabled at the meeting, together with a report of Rob Molloy's visit to the office on 21 January 2010.

It was felt that further, more detailed discussion of the individual items was required and it was therefore

**RECOMMENDED:** That the Town Council sets up a new Working Group of at least four Councillors to deal solely with Christmas Lights over coming years and that this Working Group meets whenever it needs to and reports to Town Council when necessary.

*(Councillors Holbrook, Walton and A Willoughby expressed an interest in joining this Working Group. It was agreed that Mr Paul Darley would continue to represent the Chamber on the Group).*

**CSC 10/06 ITEM 5 – URGENT DECISIONS PROCEDURE**

**RESOLVED:** That observations be made to the Planning Authority upon the following applications in Knaresborough stated hereunder, as indicated opposite each application:

<u>Reference</u>	<u>Applicant</u>	<u>Details of Application</u>	<u>KTC Comments</u>
09/05102/RG3** 6.100.1422.G	HBC Property Services	Conversion of common room to form 2 flats (Site Area 0.1 ha) – 5-7 Stockwell Lane	Confirm “No Objections”
09/05120/FUL* 6.100.1978.D	Mr A Booth	Conversion of outbuildings to form 1 dwelling (Site Area 0.3 ha) – Hall Farm,	No objections but KTC would like to see the conversion remain as part of the main house. The Town Council is also concerned at the number of developments which can only be accessed down a single track road which is a bridleway ( <i>unanimous</i> )

\* Item for determination by Harrogate Borough Council (HBC) Head of Planning Services or Head of Planning Services/Chairman of Planning Committee

\*\* Item for determination by HBC Planning Committee

**CSC 10/07 ITEM 6 – PERFORMANCE AREA** - letter dated 6 January 2010 from Dr. K. Emerick, English Heritage

The Deputy Clerk reported that following receipt of the letter from Dr. Emerick a letter had been sent on 12 January 2010 confirming that “regarding your detailed questions about this Council liking the Plan and accepting its conclusions I have to respond that Councillors voted unanimously to adopt the Plan.”

No further reply had been received from English Heritage, and no reply at all had been received from the Museums Art and Strategy Manager, HBC or the Cabinet Member (Cultural Services)

despite copies of all the aforementioned correspondence being sent to everyone.

Councillors were very unhappy at the lack of response from Harrogate and were reminded that at the annual Parish Consultation meeting, HBC Officers had promised that examples of failure to respond to correspondence would be acted upon as matter of urgency. It was therefore

**RECOMMENDED:** That a letter be sent to Peter Jordan and Wallace Sampson at HBC detailing the dates when letters have been sent to HBC and incorporating the following:

- Lois Toyne's continued failure to reply to our correspondence.
- request for a date by which we can expect this matter to be considered by a Cabinet Member
- KTC's dismay that HBC have not given us the courtesy of a reply
- reminder of HBC's undertaking to chase up examples of their failure to respond. (*unanimous*)

**CSC 10/08**    **ITEM 8 - PROGRESS ON OTHER TOWN PROJECTS**

**a) Waterside Improvements – Weirside Terrace (progress on entering into lease)**

The Deputy Clerk reported that HBC's Legal Department were processing this but had one or two queries on which they were awaiting answers from Estates Department. It was hoped that a lease would be ready for consideration by KTC shortly. Councillor A Willoughby reported that the garden licence on the terrace had now expired.

Several Councillors expressed unease at the time, hassle and cost that this project was likely to incur. Councillor A Willoughby felt that this had been discussed previously and the decision taken to proceed. The Deputy Clerk reminded Councillors that the minutes from 10 August 2009 stated that this Committee had stated that the time to involve a Solicitor to look over the agreement would be when the actual lease is offered. As it was likely that KTC would be in receipt of the lease by the time of the next Community Services meeting (8 March 2010) **that** would be the appropriate time for any discussions as to whether or not to proceed with this project as any such debate would not be restricted by the 6 month rule.

**RESOLVED:** Receive and note.

**b) Farmers' Markets in Knaresborough**

- i) To consider e-mails from Mr P Heald (OTP) and to consider whether or not to have a market on 12 December 2010

**RECOMMENDED:** That a market be held on Sunday 12 December 2010 provided that Chamber have no objections. (*unanimous*)

- ii) To note e-mails from Tony Cerexhe (FEVA) re. arrangements for Farmers' Market and Town Crier Competition on 15 August 2010.

It was noted that by mutual arrangement with FEVA, the Town Crier's competition had been brought forward by one hour, to 1 pm, to avoid the competition taking place at

the same time as stallholders were beginning to dismantle. It was hoped that this arrangement would work to the benefit of both events.

**RESOLVED:** Receive and note.

- iii) To note that St. George's Day Parade in Knaresborough takes place on Sunday 18 April (date of Farmers Market) and to note what arrangements are to be put in place to avoid any problems.

It was noted that the Parade leaves Castle Yard at 2.00 pm and takes approximately 15 minutes. Stallholders are to be requested by OTP to delay dismantling stalls until after the Parade has passed.

**RESOLVED:** Receive and note.

- iv) To consider cost-benefit analysis provided by Councillor Batt and quotes received from Bob Cowell and Acorn Lighting Services in respect of signage for all markets from April 2010 – March 2011

- v) **RESOLVED:** *That in view of the nature of the business to be transacted, the following item pertaining to contracts 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.*

- vi) **Unpublished Minute**

(return to Open Session)

- vii) To consider having meetings with:

- i) OTP to discuss the Agreement with effect from April 2010  
ii) HBC to discuss charges, if any, from April 2010 onwards in compensation for loss of car parking revenue from Market Place car park

**RECOMMENDED:** i) That representatives of this Committee meet with Peter Heald, Chair of Otley Town Partnership, to discuss the Agreement for 2010/11, without delay. *Clerk to arrange – Cllrs Powell, Walton, Godsell and A Willoughby all willing to attend, depending on date and time*

- ii) That in view of the fact that responsibility for car parking charges is to revert to NYCC from April 2010, a letter be sent to Cllr John Fort (NYCC Executive Member for Highways and Planning) requesting that any charges in respect of loss of car parking revenue in connection with Farmers' Markets in Knaresborough be waived with effect from April 2010.

*(In his capacity as County Councillor, Councillor Batt offered to make a similar approach to Cllr. Fort – the Deputy Clerk to liaise with Councillor Batt so that both approaches are made simultaneously)*

c) **Allotments**

- i) To note report of inaugural meeting of Allotments Working Group held 22 December 2009

**RESOLVED:** Receive and note.

It was noted that Council's Standing Orders had recently been amended to read "Quorum for all working groups is a minimum of 3 voting members – 1 must be a Councillor".

The Allotments Working Group's Terms of Reference would appear to contravene this by having a quorum of 2 voting members. The Chair, however, was under the impression that Working Groups did not need to abide by the same rules as Committees and full Council. It was felt that the whole matter was unclear and it was therefore

**RECOMMENDED:** That clarification be sought from Office Services Committee regarding the quorum for Working Groups.

The Deputy Clerk reported that a member of the public had suggested that land belonging to Addymans on Boroughbridge Road out towards the Golf Club might be suitable for allotments. Full details would be passed to the Chair of the Working Group to investigate.

d) **Community Centre and King George V Playing Field**

- i) Flooding at Community Centre

The Deputy Clerk reported that no reply had been received from HBC in respect of KTC's request that a scheme be put in to prevent the run-off from the public highway (Stockwell Avenue) flooding the Town Council's field at the Community Centre. The meeting was reminded that this followed a response from NYCC stating that until the end of March 2010 this would be the responsibility of HBC. A response had already been sent to NYCC saying that if HBC are unwilling to pursue the matter then we really would like NYCC to look into it as soon as they take over in April.

**RESOLVED:** Receive and note.

- ii) Knaresborough Community Centre Management Committee – report of informal meeting held Tuesday 19 January 2010 .

Councillor Godsell tabled a written report outlining the improvements that had been made since HBC had put in new staff. The report noted that no decision has yet been made about the running of the Centre long-term (the present arrangements were only temporary). A new Committee was being set up – officers would be appointed at an AGM to be held on 23 February and a new constitution adopted.

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

- iii) Commuted Sums – letter dated 16 December 2009 from Head of Parks and Open Spaces, HBC.

**RECOMMENDED:** That KTC confirm to Pat Kilburn that we definitely wish to proceed with the joint cycleway/ resurfacing of the Community Centre project and asking him to ensure that none of the commuted sums mentioned in his letter gets spent elsewhere. (*unanimous*)

**f) Maundy Celebrations Working Group**

**RESOLVED** (i) That the reports of Maundy Events Sub-Committee meetings held 1 December 2009 and 5 January 2010 be received and noted. *(unanimous)*

*(With regard to a quorum for Working Groups, it was noted that this matter was to be referred to Office Services Committee for clarification).*

Councillor Hall reported that he required the permission of the Committee to spend up to £1,500, being half the costs associated with the production of the commemorative Maundy money.

**RESOLVED** (ii) That Councillor Hall be given permission to spend up to £1,500 as outlined.

**CSC 10/09**    **ITEM 9 - CORRESPONDENCE** - None received.

**CSC 10/10**    **ITEM 10 – REPORTS FROM THE CLERK** - None

**CSC 10/11**    **ITEM 11 – MOTIONS SUBMITTED BY MEMBERS** - None received.

**Date of Next Meeting:**

It was noted that the next meeting of this Committee was scheduled for Monday 8 March 2010 at 7.30 pm in the Council Chamber.

**The Meeting closed at 9.15 pm**