

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL
COMMUNITY SERVICES COMMITTEE HELD ON MONDAY 29 JUNE 2009
AT KNARESBOROUGH HOUSE, KNARESBOROUGH**

PRESENT P Godsell (Chair)

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

In attendance: Councillor K Hawkins, District Councillor A Jones

CSC 09/57 ITEM 1 – APOLOGIES

Apologies were received from Councillor L Lever

CSC 09/58 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 A Willoughby Item 6a – Member of Renaissance Knaresborough

Councillor K Hawkins 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 09/59 ITEM 3 - MINUTES OF PREVIOUS MEETING

RESOLVED: That the Minutes of the meeting of the Community Services Committee held 18 May 2009 be approved as a correct record and signed by the Chair.

CSC 09/60 ITEM 4 – KTC PUBLIC SPEAKING SESSION

None received.

PCSO Glenn Turner had hoped to attend to speak to item 6d iii) “Equipment for Skate Park at King George V Playing Field” but was unable, due to work commitments.

CSC 09/61 ITEM 5 – CHRISTMAS LIGHTS

RECOMMENDED: That the decoration above the CCTV camera pole on the traffic island at Bond End be refurbished at a cost of £480.

CSC 09/62 ITEM 6 - PROGRESS ON OTHER TOWN PROJECTS

a) Waterside Improvements – Weirside Terrace

(i) To act upon Council Resolution 09/113a) “That the Committee are asked to continue considering the lease at Waterside (Weirside Terrace) with a view to renegotiating the terms.”

Councillor A Willoughby reported that Councillor Andrew Jones, HBC had offered to take up with the Estates Department those clauses in the draft Heads of Terms to which KTC had expressed its concerns. Although a letter was expected, nothing had arrived and it was therefore

RESOLVED: That this item be deferred to the next meeting.

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

The Deputy Clerk reported that the Council's Insurers were currently looking into this and it was

RESOLVED: That this item be deferred to the next meeting.

b) Farmers Market

i) To note report of meeting held 16 June 2009 with representatives from HBC re. proposed car parking charges and other outstanding issues

Councillor A Willoughby drew attention to the main points which had come out of the above meeting. Although there was some concern at the costs to the Council it was felt that these had been reduced as far as possible and it was

RECOMMENDED: That the Town Council proceed with the paperwork involved in going ahead with a monthly Farmers' Market.

It was agreed that the Town Council should pursue investigations into ownership of the Market Place. The Deputy Clerk reported that she had made contact with the agents for the Duchy of Lancaster and was awaiting their reply (*this item to be tabled at the next meeting*).

ii) To finalise Agreement with Otley Town Partnership for the Management of the Knaresborough Farmers' Market (including Appendix 1 - (Guidelines for Harrogate District Farmers' Markets)

It was reported that the discussions with HBC had necessitated some minor amendments to the draft Agreement between Otley Town Partnership and the Town Council.

It was noted that Road Closure Notices need to be advertised annually, in March, for the forthcoming year. To coincide with this, the initial agreement with OTP would be for a period of 8 months (August 2009 – March 2010) and it was felt that thereafter this should be revised on an annual basis (February/March time) stipulating the Market dates for the forthcoming year. Following this and other suggestions put forward during the meeting it was

RECOMMENDED: That the draft attached to these Minutes form the basis of the Agreement with OTP for the management of Knaresborough Farmers' Markets.

iii) To consider any other matters relating to Farmers' Markets in Knaresborough.

Councillor A Willoughby read out a quotation received from Bob Cowell, a qualified Contractor, for putting out and collecting up the required "Road Closed" A Boards and cones.

The quotation gave suggested times and it was noted that these would need to be amended. Following discussion it was

- RECOMMENDED** :
- i) That Mr Cowell be asked to confirm that his quoted price would still be valid given that the times of putting out the required signage will need to be amended
 - ii) That attempts be made to seek other quotations for this work, and
 - iii) That provided no lower quotations are received, and that Mr Cowell's quotation still stands, Mr Cowell be retained in this capacity.

c) Allotments

- i) Land at Hawthorn Avenue – Councillor A Willoughby to report on progress following meeting with Head of Parks and Open Spaces, Harrogate Borough Council

Councillor A Willoughby reported that the Head of Parks and Open Spaces, HBC had not come back to him to arrange a meeting. It was felt, however, that it might be more appropriate that a meeting be arranged with Mr Alan Jenks, Head of Housing at HBC and it was

- RECOMMENDED**:
- i) That the Deputy Clerk approach Mr Jenks asking him to contact Councillor Willoughby with a view to meeting in Mr Jenks' office to see if a way forward could be found on this matter.
 - ii) That the Clerk ascertain from the Allotments Association how much the land at Hawthorn Avenue could achieve in rent.
 - iii) That an item be tabled for a future agenda to look at other areas where the Town Council might buy or lease land suitable for allotment use. (*unanimous*)

d) Community Centre and King George V Playing Field

- i) **Car Park resurfacing** – letter dated 22 May 2009 from HACS Construction Ltd

Members had before them a quotation from HACS Construction Ltd for improvements to the Community Centre Car Park. It was noted that in accordance with Standing Orders, a further two quotations should be sought. Before giving consideration to this quotation, therefore, it was

- RECOMMENDED**
- i) That Councillor Hall seek a further two quotations, to the same specifications as those set out in the quotation already received, and that consideration then be given to all quotations simultaneously.

It was noted that the quotation already received was only valid until the end of August 2009. It was therefore

- RECOMMENDED**
- ii) That an approach be made to HACS to see if their deadline could be extended to December 2009.

- ii) **Future of Knaresborough Community Centre** – Councillor R Hall to report.

Cllr Hall reported that he had heard nothing further from HBC since his last report to this Committee.

This being a very serious and urgent matter the Town Council felt that its views should be reiterated to HBC, especially since the appointment of new Cabinet Members and it was

- RECOMMENDED** That a letter be sent to Councillor Richard Cooper, with a copy to Les Williamson,
- i) reminding them of KTC's commitment to the Community Centre and expressing concern at the lack of progress in this urgent and serious matter and
 - ii) stating that Councillors K Hawkins and R Hall have offered to make themselves available for a meeting if it was felt that would be useful. (*unanimous*)

iii) **Provision of Skate Boarding –**

- Councillor R Hall to report on state of currently redundant “half-pipe”.
- To consider PCSO Glenn Turner's ideas for more equipment for skate park at KGV Playing Field

Councillor R Hall reported that he had not yet been able to go and view the half pipe in storage. Councillor Anne Jones reminded Members of the noise problems caused by this particular piece of equipment. She felt that in view of the past problems local residents would be totally opposed to its re-installation.

The Chair drew attention to a number of questionnaires which had been returned to PCSO Glenn Turner by youngsters from the Stockwell area. These would need to be looked at and their suggestions discussed at a future meeting.

It was felt that different age-groups had different requirements and it was possible that 2 sites might be needed. With that in mind it was

- RECOMMENDED:**
- i) That contact be made with PCSO Glenn Turner and that he be made aware of the various points coming out of this meeting.
 - ii) That HBC be asked to identify play areas which might fit the criteria for the sort of equipment that the youngsters are asking for (*item for next Agenda*).
 - iii) That information be sought as to grants available on receipt of applications directly from the youngsters themselves.

(Councillors K Hawkins and District Councillor A Jones left the meeting at this point).

- iv) Request for Use of King George V Playing Field – to consider e-mail dated 19 May 2009 from Community Leisure Manager, HBC

The Deputy Clerk reported that 2 applications had been received for use of the King George V Playing Field -

- TSYS for the evening of either Friday 17 July or Friday 31 July
- Two students from York University wishing to run football courses for 5-12 year olds on the weeks commencing 20th July and 3rd August.

RESOLVED: That providing the agreement between the Town Council and Knaresborough Celtic is only seasonal and not exclusive, the field be let to the above-mentioned applicants, subject to the following charges:

- £50 in the case of TSYS
- £60 for the fortnight in the case of the York University students

e) **Maundy Celebrations Working Group** – to agree date and time of first meeting

RESOLVED: That the first meeting be held on Tuesday 7 July 2009 at 7.30 pm at Knaresborough House. It was noted that at that first meeting members of the group would need to determine the Group's terms of reference and co-opted members.

CSC 09/63 **ITEM 7- CORRESPONDENCE** - None received.

CSC 09/64 **ITEM 8 – REPORTS FROM THE CLERK**

i) To agree Terms of Reference for Community Services Committee

It was felt that the Performance Area should be on every agenda, and it was therefore

RECOMMENDED: That subject to the following amendment, the proposed terms of reference be adopted:

under **Agenda:** remove the ** next to item 7 and delete reference to those asterisks at the bottom of that section.

(amended Terms of Reference attached to these Minutes)

ii) To appoint a KTC Liaison Officer with Town Crier

As a member of the Chamber of Trade, Councillor J Walton declared a personal interest in this item.

A copy of the conditions of Town Crier appointment had been circulated and it was felt that these needed to be updated.

RECOMMENDED: i) That the conditions of appointment relating to the Town Crier be referred to the Office Services Committee
ii) That Councillor J Walton be appointed KTC Liaison Officer with the Town Crier

iii) Any items to be considered under Urgent Decisions Procedure - None

CSC 09/65 **ITEM 9 – MOTIONS SUBMITTED BY MEMBERS** – None received

CSC 09/66 **ITEM 10 – DATE OF NEXT MEETING**

It was noted that the next meeting of this Committee was scheduled for Monday 10 August 2009.

The Meeting closed at 9.50 pm