



Public Services Committee  
Thursday 30 August 2018 - 6.30 pm

- Present: Councillors J Dawson (Chairman), Mrs P Heseltine, R G Heseltine, E Jaquin and P Whitaker.
- Officers: Joel Henderson (Estate Manager) and Wendy Mowlam (Administration Assistant).
- Also present: Larry Mowlam (Estate Officer)  
Mark Robinson (Estate Officer)

1. To accept representations from the Public between 6.30 pm and 6.45 pm.  
None
2. To accept apologies for absence.  
Apologies were accepted from Councillors A Hickman and K McIntyre due to holidays.  
Absent – Councillor M Emmerson
3. To record declarations of pecuniary and non-pecuniary interests in items on the agenda.  
None
4. To consider the recommendations of the Chief Officer relating to requests for dispensations to Members on items requiring a declaration of pecuniary and non-pecuniary interests.  
None
5. To approve the minutes from the previous meeting held on 31 May 2018.  
The minutes of the meeting held on 31 May 2018 were accepted as a true and fair record of what transpired at that meeting.
6. To report and receive information arising from the minutes of items not on the Agenda from Members and the Chief Officer.

It was noted that the Estate Manager is in the process of investigating Craven District Council's Environmental Health Department's policy relating to bonfires.

7. To agree the protocol for dealing with urgent matters between meetings

The Committee **AGREED** to recommend that Full Council adopts a policy designed to deal with urgent matters between meetings of the Public Services Committee.

It was further proposed that all other Committees should adopt such an approach.

8. To undertake the quarterly review of the Non-Routine Schedules.

Members noted an update to the Non – Routine Maintenance Schedule.

Members further noted the estate staff efforts, especially regarding the Shortbank Recreation Ground incident of flooding.

It was agreed for the Estate Manager to review Non-Routine maintenance with the Chairman and Vice Chairman to remove non-essential works.

9. To appoint a member of the Committee to serve as Chairman of the Allotment Working Group.

It was **AGREED** to appoint Councillor Mrs P. Heseltine as Chairman.

And it was further **AGREED** that the Estate Manager should contact Cllrs K McIntyre and A Hickman to ask if one would be willing to sit on the working group.

10. To agree amendments to the Council's Allotment Tenancy Agreement.

Members agreed the proposed changes to the Council's Tenancy Agreement.

11. To consider a proposal to upgrade the floodlighting at Holy Trinity Church.

Members **AGREED** that the lights should be replaced and the Estate Manager would review the times the lights were on and any replacement lights should be considerate to the church and minimise light pollution.

12. To consider matters relating to the proposed new roadway to the Middletown Allotment site.

The Committee suggested that the Estate Manager should look at feasibility of doing this in house and report to the Finance & Policy Committee with regard to this and ask for an increase in funding.

13. To consider matters relating to the need for replacement fencing at the Middletown Allotment site.

Members **AGREED** that this work should go ahead and suggested that the Estate Manager should ask the Finance & Policy Committee for funding.

14. To receive an oral update from the Estate Manager on the following matters:

Holy Trinity Church Wall  
The ISS/Tivoli Ground Maintenance Contract  
Issues surrounding a small number of allotment plots  
Cenotaph/War Memorial refurbishment work  
Black Walk  
Petyt Library Relocation

The Estate Manager gave an oral update on each issue and it was agreed the Chairman and Vice Chairman along with the Estate Manager would meet the Rector of Holy Trinity Church.

The ISS/Tivoli contract was discussed. Craven District Council has agreed to include Skipton Town Council within its tendering process.

15. To receive notification of matters that Members would like included on a future agenda.

Feedback relating to the arrangement of a meeting of the capital working group.

Meeting closed at 8:18 pm.