



Public Services Committee  
Thursday 7 September 2017 - 6.30 pm

Present: Councillors E Jaquin [Chairman], Mrs W Clark, M Emmerson, R G Heseltine, Mrs P Heseltine, P Madeley and Mrs K McIntyre.

Officers: Dave Parker [Chief Officer] and Les Chandler [Estate Manager].

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 Cllr J Dawson (family commitments).

3. To record declarations of pecuniary and non-pecuniary interests in items on the agenda.

Cllr Emmerson declared a non-pecuniary interest in Item 11 on the agenda - update on the Market Management Group – since he trades on Skipton Market.

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 10 August 2017.

The minutes of the meeting held on 10 August 2017 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.

Middletown Allotments – access: letters are scheduled to be sent out, with the annual rent invoices, advising tenants to avoid using motorised vehicles on the access roadway from East Castle Street up to the southern end of the site and to take special care when using the access on foot. At the same time appropriate signs will be placed at both ends of the access.

Cllr Mrs Heseltine joined the meeting.

Middletown Recreation Ground - dog bin: Craven District Council has advised that it will install a dog bin on the pedestrian access to the recreation ground from Pinhaw Road and arrange for it to be emptied on a regular basis.

Aldersley Avenue - proposed development: the District Council has indicated that the allocation of funds in the s106 agreement for the proposed Aldersley Avenue development can be reviewed when the payment trigger point is reached.

It was **RESOLVED** to exclude the press and public for consideration of the next item on the grounds that it relates to confidential matters.

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The meeting returned to public session.

7. To consider matters relating to the restoration of the churchyard wall at Holy Trinity.

Given continuing uncertainty around the legitimacy of the Town Council's proposal to move back the churchyard wall at Holy Trinity, and since the County Council is responsible for - and has the authority to - widen the pedestrian footway on The Bailey, it was **RESOLVED** that the Chairman and Vice-Chairman (together with the Chief Officer, the Estate Manager, and the two County Councillors) should meet with the Area Highways Engineer to make the case for the County Council managing the project.

8. To consider detailed proposals for the provision of a children's play area at Middletown Recreation Ground.

To ensure best value in the delivery of the new children's play area at Middletown Recreation Ground it was **RESOLVED** that:

- *Pennine Playgrounds* should be commissioned to supply and install the play equipment, as set out in its proposed design.
- *Pennine Playgrounds* should undertake this work directly for the Town Council, with *Candelisa Limited* paying the Council a cash sum of £20,885.44 to cover the cost of the £19,885.44 contract with *Pennine Playgrounds* and a contribution of £1,000 towards the future maintenance of the play area.
- *Candelisa Limited* should also pay to the Council, on completion of the work, an additional contribution towards the future maintenance of the play area being the balance of the contingency sum included in the £4,555.31 earmarked for the construction of the perimeter fence and the bark pit (and provide a full explanation and justification if this balance is less than £900).

9. To decide whether the Town Council should include land on Keighley Road in its highways verge grass-cutting itinerary.

To avoid the problems caused by the owner of the adjacent property mowing the verge adjoining the railway bridge on Keighley Road it was **RESOLVED** that the Council should refer the issue to the highway authority, North Yorkshire County Council, for resolution.

10. To undertake a review of the Council's high-risk activities.

Members undertook a thorough review of, and **APPROVED**, the risk assessments for: the Council's core activities; the sites it manages; and its events and festivals.

Members also reviewed and approved the guidance issued to staff on leptospirosis, Lyme disease, manual handling, lone working, and working at height.

Members **NOTED** that the High Street evacuation procedure for events and festivals is under review and will be submitted to the Committee for consideration in due course.

Members also **NOTED** that assessments of the security risk for military parades and events are completed by the organisers and any Town Council staff involved in the event are briefed accordingly.

Given the importance of continuing re-assessment it was **RESOLVED** that the Committee should review the Town Council's risk assessments, and risk assessment procedures, on an annual basis.

11. To receive any updates regarding:

Skipton BID:

- **Renewal:** the current BID expires in March 2019. The vote to decide whether it should be renewed is scheduled for December 2018. At this stage it is not clear which way the vote will go but the BID Board recognises that it has work to do to convince all levy-payers of the clear benefits the BID brings to the town.

Skipton Market:

- **Market income:** since the Town Council took over as the Market Authority the income from the Market has grown from £56,000 a year to £110,000. The surplus is fed back into the Market directly through extensive marketing and promotion.
- **Occupation:** the setts controlled by the Town Council achieve 100% occupation on Wednesdays and Saturdays, 90% on Fridays, and 80% on Mondays. Any gaps are filled with casual traders and some of these have become long-standing traders. It is also clear that occupation is improving in other areas of the Market, particularly on Mondays. The Council now receives 10-15 enquiries from potential stall-holders each week.
- **National Association of British Market Authorities (NABMA):** the Town Council has been invited to this year's NABMA Conference to explain the secrets of its success as Market Authority for Skipton Market.

- Marketing and promotion: the *Daily Telegraph* has included Skipton Market as one of its “17 Reasons to Visit the North of England”.

Footfall Counter data:

- High Street: the footfall counter on the High Street is now live again with the completion of the building works which had rendered it inoperable.
- Year on year data: comparative data is now available and shows that footfall for the last two weeks is up 17.6% on the same period in 2016.

12. To receive notification of matters that members would like included on a future agenda.

None.

Meeting closed at 8.07 pm.

Chairman: .....

Signature: .....

Date: .....