



# Skipton Town Council

**Thursday 20<sup>th</sup> February 2025**

**All Members of the Public Services Committee**

Dear Councillors, K McIntyre, P Madeley, B McDaid, C Nash, L Morgan, A Heseltine, M Pickard & S Bentley

You are hereby summoned to attend an ordinary meeting of the **Public Services Committee**

**Date:** 27<sup>th</sup> February 2025

**Time:** 6:30 pm

**Venue:** Skipton Town Council Office, 45a Otley Street, Skipton, BD23 1EL

*The Local Government (Electronic Communications) (England) Order 2015 Para 2, amended LGA 1972*

Yours sincerely,

*Mrs Louise Close*

*Clerk to the Council*

*[louise@skiptontowncouncil.gov.uk](mailto:louise@skiptontowncouncil.gov.uk)*

*[www.skiptontowncouncil.gov.uk](http://www.skiptontowncouncil.gov.uk)*

*Members of the public are entitled to attend this meeting, by virtue of the Public Bodies (Administration to Meetings) Act 1960 s1, as observers for those items taken in open session. Please contact the Town Council for further details if you would like to find out more.*

*This meeting is being held as an in-person meeting that will be recorded, Full Council meetings will also be videoed and live streamed. Recording is allowed at Council and Committee meetings please give due regard to the Councils procedure on the recordings of meetings. Please contact the Council for further information.*

*A copy of this agenda is available in larger print on request.*

*Members are reminded that in order to expedite business at the meeting and enable Officers to adapt their presentations to address areas causing difficulty, they are encouraged to contact Officers prior to the meeting with questions on technical issues in reports.*

**Business**

**2425/050    ITEM 1 – Welcome and Chairmans remarks**

**2425/051    ITEM 2 – Apologies for Absence**

To accept the reason(s) for the absence of any Members from the meeting.

**2425/052    ITEM 3 – Disclosures of Interest**

To receive any disclosable pecuniary interests from members on matters to be considered at the meeting. The disclosure should include the nature of the interest and be registered with the monitoring officer within 28 days.

Members are to ensure that their Register of Interests form is kept up to date with the Monitoring Officer.

**2425/053    ITEM 4 – Dispensations**

To decide upon any dispensation requests from members received by the Clerk in respect of this meeting.

**2425/054    ITEM 5 – Representations from public**

Invitation for members of the public to address the meeting. Each member of the public is entitled to speak for 3 minutes.

Questions / observations from members of the public

**2425/055    ITEM 6 – Minutes [Page 4-5](#)**

To approve the minutes of the ordinary Public Services Committee meeting held on the 28<sup>th</sup> November 2024.

**2425/056    ITEM 7 – Budget [Page 6-8](#)**

To receive and note the budget.

To receive an update from the Finance Manager

**2425/057    ITEM 8 – Estate Team Update [Page 9-11](#)**

To receive and note the Estate Team Update

**2425/058    ITEM 9 – Street Lighting [Page 12-13](#)**

To consider the information and quotes regarding works to Town Council owned street lights, and to resolve which works to move forward with.

**2425/059    ITEM 10 – Cenotaph Cleaning [Page 14-17](#)**

To consider the information from Cllr Madeley regarding the proposed cleaning of the cenotaph and maintenance, and to resolve next steps.

**2425/060    ITEM 11 – Public Convenience Consultation [Page 18 and Appendix 1](#)**

To receive and note the information from North Yorkshire Council on the 2025-2035 Public Conveniences Service Plan.

**2425/061    ITEM 12 –Wall Monitoring [Page 19-22](#)**

To receive the updates on the monitoring of the walls at Holy Trinity Church and Raikes Road Burial Ground.

To resolve to approve the payments for the ongoing recommended monitoring of the Wall at Holy Trinity Church and Raikes Road Burial Ground.

**2425/062    ITEM 13 – The Wilderness Wall [Page 23-24](#)**

To note the update on the repair of the wall at the Wilderness.

**2425/063    ITEM 14 - Notification of Business for a Future Agenda**

The Clerk should be given seven clear days' notice of items for the agenda of the next meeting although the absolute statutory minimum notice period is three clear days.

**Next meeting of the Public Services Committee will be held on**

**8<sup>th</sup> May 2025**

**Minutes of the Public Services Committee meeting, Held on Thursday 28<sup>th</sup> November 2024, at 6.30pm in the Baptist Church, Otley Street, Skipton**

**Present:** Councillor McIntyre (Chairman), Councillor C Nash, Councillor P Madeley, Councillor L Morgan & Councillor S Bentley.  
Mrs Louise Close, Chief Officer  
Mrs Helen Marshall, Finance Manager

**2425/033    ITEM 1 – Chairmans Remarks**

Councillor McIntyre welcomed everyone to the meeting and thanked those that had attended.

**2425/034    ITEM 2 – Apologies for Absence**

Cllr A Heseltine was absent.

Cllr B McDaid who had a prior engagement, reasons accepted.

**2425/035    ITEM 3 – Disclosures of Interest**

None

**2425/036    ITEM 4 – Dispensations**

None

**2425/037    ITEM 5 – Representations from public**

No members present

**2425/038    ITEM 6 – Minutes**

Proposed by Councillor P Madeley

Seconded by Councillor S Bentley

**Resolved** in favour that the minutes of the meeting held on the 26<sup>th</sup> of September and the 13<sup>th</sup> of November 2024 were a true and accurate record of the meeting.

**2425/039    ITEM 7 – Budget**

The finance manager spoke regarding the budget which was received and noted.

**2425/040    ITEM 8 – Estate Team update**

The Estate team update was received and noted. Councillor Madeley advised officers to find information regarding the 106 funding, an explanation of the rules and regulations of what, how and why, it is advised of where to spend. The officers would investigate this and report

back.

**2425/041    ITEM 9 – Double Yellow line request**

Proposed by Councillor K McIntyre, seconded by Councillor P Madeley and resolved to support the request made by a member of the public for double yellow lines to be installed at Burnside Crescent.

**2425/042    ITEM 10 – Road Markings Back Walton Street**

Proposed by Councillor P Morgan, seconded by Councillor P Madeley and resolved in favour of repainting the road markings at Back Walton Street.

**2425/043    ITEM 11 – Travelling Community on Town Council Property**

A verbal update was given by the Clerk of escalation of the statements made by North Yorkshire Council which were not carried out in practise.

**2425/044    ITEM 12 – War Memorial**

Councillor P Madeley advised that the cenotaph was in a poor state, the brass wording at the top and bottom needed to be clearer and cleaned. He advised that the garden was diseased and needed removing. Councillor Madeley advised that he look at cost of cleaning the Portland stone and brass.

Councillor Nash proposed that we should speak with Skipton in Bloom and Stepping stones. It was resolved that more information would be brought to the next meeting.

**2425/045    ITEM 13 – Coach Street Toilets**

It was resolved that there was no further action to take

**2425/046    ITEM 14 – Notification of Business for a future agenda**

Ware memorial

The meeting closed at 19.24pm  
Date of next meeting – 27<sup>th</sup> February 2025

Meeting:	Public Services Committee				Date:	27 <sup>th</sup> Feb 2025	
Paper Title:	Finance Reports				Agenda Item:	7	
Author of Paper:	Helen Marshall						
Purpose of Paper:	Information to note	x	Draft policy for feedback		Motion for Decision		

<b>If For Decision then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:</b>	<p><i>Proposer:</i></p> <p><i>Seconder:</i></p> <p><i>Motion wording for the agenda:</i></p> <p>To receive and note the budget.</p> <p>To receive an update from the Finance Manager</p>
<b>Implications: (if needed)</b>	<p><i>Financial: To ensure that proper practices are being followed</i></p> <p><i>Staffing: n/a</i></p> <p><i>Stakeholders &amp; Reputation: Keeping Committee up to date with the committee budget, ensuring the Council works to agreed and approved spending.</i></p>

<b>Executive Summary:</b> <b>Why is this coming to the Council or Committee?</b> <ul style="list-style-type: none"> <li>- Context</li> <li>- Timing (why now?)</li> </ul>	<p><i>Summary: 3- 4 sentences</i></p> <p><i>Provide a concise statement on why the paper is being presented along with any necessary background to the context and timing.</i></p> <p>Standing Item as per the Financial Regulations adopted in May 2024 and the Public Services Terms of Reference.</p>
<b>Key points:</b> <b>To include</b> <ul style="list-style-type: none"> <li>- Options</li> <li>- Challenges (including risks and threats)</li> <li>- Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment)</li> </ul>	<p><i>Included is the up-to-date budget for 2024/25 (to end of February).</i></p> <p><b><u>Line 1300</u></b> This line includes £740.35 which we have now received from Skipton Rotary Club towards Raikes Road Hedge.</p> <p><b><u>Line 4260</u></b> Committed expenditure of £1060 refers Line painting for the Muga and metal work at North Parade recreation ground.</p> <p><b><u>Line 4265</u></b> The overspend is due to the prepayment of the renewal vehicle insurance which was renewed in December for 2024/25 and the servicing and repairs of Estates equipment.</p> <p><b><u>Line 4266</u></b> The overspend is due to the prepayment of the renewal of Estates vehicle insurance which was renewed in December for 2024/25.</p>

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<b>Recommendation:</b>	Specify what outcome or response is needed from the Council/Committee to this paper or motion.  The Council/Committee is recommended to:  Receive and note the information.
<b>Appendices:</b>	List in numerical order.

20/02/2025	Skipton Town Council						Page 1
12:33	Detailed Income & Expenditure by Budget Heading 20/02/2025						
Month No: 11	Cost Centre Report						
	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 Estates</u>							
1078 Public Conveniences Donations	1,055	1,500	445			70.4%	
1079 S106 Monies	111,555	0	(111,555)			0.0%	
1284 Skipton BID (Skipton in Bloom)	4,633	0	(4,633)			0.0%	
1300 Other/Miscellaneous Income	20,740	0	(20,740)			0.0%	
<b>Estates :- Income</b>	<b>137,984</b>	<b>1,500</b>	<b>(136,484)</b>			<b>9198.9%</b>	<b>0</b>
4000 Staff Salaries	69,778	77,000	7,222		7,222	90.6%	
4259 S106 & Grants Expenditure	131,555	0	(131,555)		(131,555)	0.0%	
4260 Recreation Grounds Maint	11,556	35,000	23,444	1,060	22,384	36.0%	
4261 Wildflowers	204	500	296		296	40.8%	
4265 Tractor & Trailer Expenses	5,401	4,000	(1,401)		(1,401)	135.0%	
4266 Estates Vehicle -Electric Van	5,562	3,800	(1,762)		(1,762)	146.4%	
4270 Churchyard and Burials Grounds	14,792	22,920	8,128	550	7,578	66.9%	
4280 Street Furniture	1,684	2,000	316		316	84.2%	
4290 Street Lighting	5,207	7,000	1,793	2,060	(267)	103.8%	
4310 Statues and Memorials	196	500	304		304	39.2%	
4320 Public Conveniences	27,360	35,000	7,640		7,640	78.2%	
4340 Skipton in Bloom	0	1,000	1,000		1,000	0.0%	
<b>Estates :- Indirect Expenditure</b>	<b>273,294</b>	<b>188,720</b>	<b>(84,574)</b>	<b>3,670</b>	<b>(88,244)</b>	<b>146.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(135,311)</b>	<b>(187,220)</b>	<b>(51,909)</b>				
<b>Grand Totals:- Income</b>	<b>137,984</b>	<b>1,500</b>	<b>(136,484)</b>			<b>9198.9%</b>	
<b>Expenditure</b>	<b>273,294</b>	<b>188,720</b>	<b>(84,574)</b>	<b>3,670</b>	<b>(88,244)</b>	<b>146.8%</b>	
<b>Net Income over Expenditure</b>	<b>(135,311)</b>	<b>(187,220)</b>	<b>(51,909)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(135,311)</b>	<b>(187,220)</b>	<b>(51,909)</b>				

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20/02/2025

12:33

Skipton Town Council

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Detailed Income & Expenditure by Budget Heading 20/02/2025

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>240 Allotments</u>							
1120 Allotments Rents	25,416	24,500	(916)			103.7%	
1121 Allotment Key Deposits	194	20	(174)			971.8%	
Allotments :- Income	<u>25,610</u>	<u>24,520</u>	<u>(1,090)</u>			<u>104.4%</u>	<u>0</u>
4000 Staff Salaries	15,441	17,281	1,840		1,840	89.4%	
4250 Allotments Expenditure	6,358	12,500	6,142		6,142	50.9%	
Allotments :- Indirect Expenditure	<u>21,799</u>	<u>29,781</u>	<u>7,982</u>	<u>0</u>	<u>7,982</u>	<u>73.2%</u>	<u>0</u>
Net Income over Expenditure	<u>3,811</u>	<u>(5,261)</u>	<u>(9,072)</u>				
<hr/>							
Grand Totals:- Income	25,610	24,520	(1,090)			104.4%	
Expenditure	21,799	29,781	7,982	0	7,982	73.2%	
Net Income over Expenditure	<u>3,811</u>	<u>(5,261)</u>	<u>(9,072)</u>				
Movement to/(from) Gen Reserve	<u>3,811</u>	<u>(5,261)</u>	<u>(9,072)</u>				



Meeting:	Public Services Committee				Date:	27 <sup>th</sup> Feb 2025	
Paper Title:	Estates Team Update				Agenda Item:	8	
Author of Paper:	Emma Wakley						
Purpose of Paper:	Information to note	*	Draft policy for feedback		Motion for Decision		

<b>If For Decision then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:</b>	<p><i>Proposer:</i></p> <p><i>Seconder:</i></p> <p><i>Motion wording for the agenda:</i></p> <p>To receive and note the Estate Team Update</p>
<b>Implications: (if needed)</b>	<p><i>Financial: n/a</i></p> <p><i>Staffing: n/a</i></p> <p><i>Stakeholders &amp; Reputation: n/a</i></p> <p><i>Provide a short statement about any positive or negative implications for either the Town Council or for our area or region</i></p>

<b>Executive Summary:</b> <b>Why is this coming to the Council or Committee?</b> <ul style="list-style-type: none"> <li>- Context</li> <li>- Timing (why now?)</li> </ul>	<p><i>Summary: 3- 4 sentences</i></p> <p><i>Provide a concise statement on why the paper is being presented along with any necessary background to the context and timing.</i></p> <p>Regular update from the Estates Team.</p>
<b>Key points:</b> <b>To include</b> <ul style="list-style-type: none"> <li>- Options</li> <li>- Challenges (including risks and threats)</li> <li>- Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment)</li> </ul>	<p style="text-align: center;"><b><u>Parks</u></b></p> <ul style="list-style-type: none"> <li>• Raikes Road – Funding granted from Skipton Rotary of £740.35 to source hedges for planting. Local schools, nurseries and groups will be contacted to assist with the planting.</li> </ul>



- North Parade Rec – Funding approved to the value of £2,300 from a local residential development project. Will be used to paint line markings on the MUGA and re-paint metal work on basketball hoops and supports.
- Middletown Park - New additional equipment installation completed using National Lottery Community Funds awarded.



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	<p style="text-align: center;"><b><u>Allotments</u></b></p> <ul style="list-style-type: none"> <li>• All plots at all sites are currently under tenancy.</li> <li>• Preparations are being made for the new tenancy year to commence on the first of April. All tenants have been notified of their new plots Square Meter pricing.</li> <li>• Tenants are now following strict bio-secure measures outlined by DEFRA to control the spread of the new Avian Influenza outbreak.</li> </ul> <p style="text-align: center;"><b><u>Trees</u></b></p> <ul style="list-style-type: none"> <li>• A List of Tree Protection Orders for our Estate has been collated.</li> <li>• Tree map categorization is in progress following STC Tree Maintenance Policy. This will help with prioritizing and scheduling tree works required.</li> <li>• Clarification of Conservation Areas in Skipton and the procedure for tree works in these areas are being sought from NYC.</li> </ul>
<b>Recommendation:</b>	<p><i>Specify what outcome or response is needed from the Council/Committee to this paper or motion.</i></p> <p><i>To receive and note.</i></p>
<b>Appendices:</b>	<i>List in numerical order.</i>

## Agenda Item 9

<b>Meeting:</b>	Public Services Committee			<b>Date:</b>	27 <sup>th</sup> Feb 2025
<b>Paper Title:</b>	<b>Street Lighting</b>			<b>Agenda Item:</b>	9
<b>Author of Paper:</b>	Emma Wakley				
<b>Purpose of Paper:</b>	Information to note		Draft policy for feedback	Motion for Decision	x

<b>If For Decision then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:</b>	<p><i>Proposer:</i></p> <p><i>Seconder:</i></p> <p><i>Motion wording for the agenda:</i></p> <p>To consider the information and quotes regarding works to Town Council owned street lights, and to resolve which works to move forward with.</p>
<b>Implications: (if needed)</b>	<p><i>Financial: Detailed below</i></p> <p><i>Staffing:n/a</i></p> <p><i>Stakeholders &amp; Reputation: Responding to requests made by members of the public</i></p> <p><i>Provide a short statement about any positive or negative implications for either the Town Council or for our area or region</i></p>

<p><b>Executive Summary:</b></p> <p><b>Why is this coming to the Council or Committee?</b></p> <ul style="list-style-type: none"> <li>- Context</li> <li>- Timing (why now?)</li> </ul>	<p><i>Summary: 3- 4 sentences</i></p> <p><i>Provide a concise statement on why the paper is being presented along with any necessary background to the context and timing.</i></p> <p>There are several street lighting works that have been requested. The locations are below, with quotes and comments from NYC in red.</p>
<p><b>Key points:</b></p> <p><b>To include</b></p> <ul style="list-style-type: none"> <li>- Options</li> <li>- Challenges (including risks and threats)</li> <li>- Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment)</li> </ul>	<p style="text-align: center;"><b><u>Streetlights</u></b></p> <ul style="list-style-type: none"> <li>• STC010 (Footpath between Cawder Lane car park and Cawder Road) has been reported as not working. This also need converting to LED. A quote was received in 2023 for this work, which was £2000. The fault has been reported to NYC and a confirmation on the quote requested. <b>*Quote now - Estimate: £2500.00 + Vat (*NYC Responses)</b></li> <li>• STC057 (Brookside Area) - This was removed in 2010, and residents have now asked for it to be re-installed. <b>*NYC have asked why this was removed and was it causing any problems, with it been removed for such a long time? Also, what are the reasons for the residents wanting it back?</b> <b>Estimate: £2100.00 + Vat</b></li> </ul>

	<ul style="list-style-type: none"> <li>STC040 was hit by a vehicle and deemed unsafe. NYC disconnected the electricity and cut the pole in half. The residents are now asking when this will be fixed and re-connected. <i>*Asset 40 - Estimate: £1900.00 + Vat</i></li> <li>Asset Burnside  <i>*This asset is not on NYC inventory/Data System, so with this said NYC would not be looking at taking this asset on and any other asset that have gone astray. There is nothing stopping you as a Town Council from taking this asset on. Looking at the photo it looks like a raise and lower asset so would probably only require a new Led Lantern. Estimate: £360.00 + Vat</i></li> </ul>
<b>Recommendation:</b>	<p><i>Specify what outcome or response is needed from the Council/Committee to this paper or motion.</i></p> <p>Make a decision without an officer recommendation</p>
<b>Appendices:</b>	<i>List in numerical order.</i>

<b>Meeting:</b>	Public Services Committee			<b>Date:</b>	27 <sup>th</sup> February 2025
<b>Paper Title:</b>	<b>Cenotaph Cleaning</b>			<b>Agenda Item:</b>	<b>10</b>
<b>Author of Paper:</b>	P Madeley				
<b>Purpose of Paper:</b>	Information to note		Draft policy for feedback	Motion for Decision	x

<b>If For Decision then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:</b>	<p><i>Proposer:</i></p> <p><i>Seconder:</i></p> <p><i>Motion wording for the agenda:</i></p> <p>To consider the information from Cllr Madeley regarding the proposed cleaning and maintenance the cenotaph, and to resolve next steps.</p>
<b>Implications: (if needed)</b>	<p><i>Financial: Detailed below.</i></p> <p><i>Staffing: N/A</i></p> <p><i>Stakeholders: The cenotaph is a monument of paramount importance to Skipton</i></p>

<b>Executive Summary:</b> <b>Why is this coming to the Council or Committee?</b> <ul style="list-style-type: none"> <li>- Context</li> <li>- Timing (why now?)</li> </ul>	<p><i>Summary: 3- 4 sentences</i></p> <p><i>Provide a concise statement on why the paper is being presented along with any necessary background to the context and timing.</i></p> <p>The Cleaning of the Cenotaph was discussed at the meeting on the 28<sup>th</sup> November 2024. Minute below.</p> <p><i>Councillor P Madeley advised that the cenotaph was in a poor state, the brass wording at the top and bottom needed to be clearer and cleaned. He advised that the garden was diseased and needed removing. Councillor Madeley advised that he look at cost of cleaning the Portland stone and brass.</i></p> <p><i>Councillor Nash proposed that we should speak with Skipton in Bloom and Stepping stones.</i></p> <p><i>It was resolved that more information would be brought to the next meeting.</i></p>
<b>Key points:</b> <b>To include</b> <ul style="list-style-type: none"> <li>- Options</li> <li>- Challenges (including risks and threats)</li> <li>- Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment)</li> </ul>	<p>Cllr Madeley has been in contact with two companies to ascertain what work would be required to the cenotaph- Overton Architects and Hirst Conservation.</p> <p>Hirst Conservation, will be arranging to do a site visit and have provided the detail below:</p> <p><i>Dear Mr Madley</i></p> <p><i>Thank you for contacting us regarding the cleaning and conservation of this very significant cenotaph. We looked at the structure utilising street view on the internet. We have considered the following to date:</i></p>



	<p><i>Off site preparation of materials and Risk Assessments and Methos Statements (RAMS)</i></p> <p><i>Supervision of scaffold erection</i></p> <p><i>Initial cleaning using Doff variable pressure steam system for Bronze and stone works.</i></p> <p><i>Patination and waxing of the bronze work, in 3 coats</i></p> <p><i>There will be some work required to the pointing which will require careful colour matching</i></p> <p><i>Provision of equipment and materials, generator hire, etc</i></p> <p><i>Our assessment of the above works is likely to be in the region of £13,000 plus VAT.</i></p> <p><i>This does not include the cost of street/pavement licences, gilding of lettering, scaffold cost.</i></p> <p><i>In addition, we cannot make an allowance for reduction for any staining until the initial cleaning has taken place. It may be necessary for poultice application to remove imbibed accretions as well as green staining from the bronze work.</i></p> <p><i>I can send a colleague to site to estimate the gilding but it was practical to give you an outline of costs at this date for budget purposes.</i></p> <p><i>Please let me know if you wish us to proceed with the site assessment.</i></p> <p><i>Please see attached similar project brochure.</i></p> <p><i>With kind regards</i></p> <p><i>Kris Kaszewski</i></p> <p>The Fee proposal from Overton is below.</p> <p>The Deputy Clerk has been in touch with Stepping Stones regarding the planting and potential relandscaping, and is waiting for a reply.</p>
<b>Recommendation:</b>	<p><i>Specify what outcome or response is needed from the Council/Committee to this paper or motion.</i></p> <p>Make a decision without an officer recommendation</p>
<b>Appendices:</b>	<p><i>List in numerical order.</i></p>

Mr. Peter Madeley  
Skipton Town Council  
Armory House  
45 Otley Street  
Skipton  
BD23 1EL

IDC, Valley Drive  
Ilkley, West Yorkshire  
LS29 8AL

tel: 01943 601785  
mail@overtonarchitects.co.uk  
www.overtonarchitects.co.uk

Our Ref: 00-269/EH/email

10<sup>th</sup> February 2025

Dear Peter,

**Re – Restoration and Cleaning of Skipton Cenotaph**

Thank you for your time discussing and looking at the cenotaph in Skipton last week. It has been 20 years since we restored the cenotaph and as expected a degree of environmental pollution and copper staining has recurred, along with deterioration of the bronze finish to the statues. The railings have some corrosion at the base and we understand this is something that can be addressed in house.

As a grade II listed monument, Listed Building Consent will be required for the work. This now includes the production of a Heritage Statement to accompany the application, along with details of the work proposed and all methodology. As such, we propose tendering the work prior to submitting a Listed Building Application, allowing all necessary detailed information to be coordinated and included.

This fee proposal is for providing architectural services from RIBA stage 1 through to stage 6 and Principal Designer Services for the restoration and cleaning of the cenotaph and includes the following scope of work -

**STAGE 1 - 4 Preparation of Brief to Tender Documentation**

- Visit the cenotaph and carry out an initial appraisal of the condition and extent of cleaning and any repair work required.
- Development of initial project brief
- Liaise with conservators and scaffold companies to develop proposal
- Prepare schedule of works/specification in sufficient detail to enable tenders to be obtained.
- Invite, appraise and report on tenders.
- Develop method statement and specification with successful contractor
- Production of Heritage Statement
- Submission of Listed Building Consent Application

**STAGE 5 – On-Site**

- Prepare contract documents.
- Administer contract on site and issuing architect's instructions for variations, provisional sums or making good defects.
- Provide the contractor with information required for work.

**Partners**  
Mike Overton, RIBA  
Sheila Overton, Dip Cons

**Associates**  
William Glaister, AABC  
Liz Haestier, AABC, RIBA



- Attend regular site visits (approx. 1 no. per week) to check work is proceeding generally in accordance with the contract.
- Hold and minute regular site meetings.
- Considering claims and certifying contactor's valuations.

#### **STAGE 6 – Handover and Close Out**

- Project administration associated with the contract through the defect period.
- Inspection and signing off the project at the end of the defects period.

#### **PRINCIPAL DESIGNER SERVICES**

- Provision of Principal Designer Services in compliance with Construction (Design and Management) regulations 2015

#### **EXPENSES**

- Mileage will be charged for all site visits at 45p/mile + VAT

#### **EXCLUSIONS**

The following items are not included in our Fee Proposal –

- Services in any dispute between the client and another party.
- Services following suspension, termination of any contract or agreement with or the insolvency of any other party providing services to the project.
- Services in connection with government and other grants.

#### **FEE PROPOSAL**

Our fee proposal is based on a percentage of the final contract sum. The percentage charged varies with the size of the project. Based on the previous project, carried out 20 years ago, excluding work to the railings and allowing for increased costs, we estimate the project costs could be in the region of £40,000 - £50,000 plus VAT.

- **Our proposed fee based on construction costs between £40,000-£50,000 plus VAT would be 13.5% plus VAT for provision of RIBA stages 1-6.**
- **Provision of Principal Designer Services would be 1%.**

I hope our fee proposal is of interest to you but please let me know if you have any queries or require any further information. A copy of our fee and expenses schedule and our standard conditions is attached to this fee proposal for your information.

Please let me know if we can be of any further assistance.

Yours sincerely,



Liz Haestier  
Overton Architects



Parish Councils  
Via Email

Steven Goddard  
Public Conveniences Manager  
North Yorkshire Council

Date: 27.1.2025

Tel: 01653 638248  
Email: [steven.goddard@northyorks.gov.uk](mailto:steven.goddard@northyorks.gov.uk)  
Web: [www.northyorks.gov.uk](http://www.northyorks.gov.uk)

To:

Town/Parish Councils in areas with Public Conveniences operated by North Yorkshire Council

#### 2025-2035 Public Conveniences Service Plan

Following the creation of North Yorkshire Council in April 2023, North Yorkshire Council (NYC) have been working on pulling together all public conveniences into the new Council structure, which now sits within the Waste and Street Scene Service.

NYC currently operate 91 public conveniences and eight Changing Places toilets across North Yorkshire. A Service Plan has been drafted that is intended to guide delivery between 2025 and 2035 and this is attached together with further information about our network. We would welcome your feedback on the Plan or any thoughts you may have around more local delivery of the Service in your area.

If you would like to arrange an informal discussion about the Plan or how we could work together more collaboratively on these issues, please do let me know.

To ensure we can capture and reflect on all feedback please do let us have any comments by Monday April 21, 2025.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Steve Goddard".

Steve Goddard

Lead Officer

Public Conveniences Manager

<b>Meeting:</b>	Public Services Committee			<b>Date:</b>	27 <sup>th</sup> Feb 2025
<b>Paper Title:</b>	<b>Wall monitoring</b>			<b>Agenda Item:</b>	<b>12</b>
<b>Author of Paper:</b>	J Dean				
<b>Purpose of Paper:</b>	Information to note		Draft policy for feedback	Motion for Decision	x

<b>If For Decision then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:</b>	<p><i>Proposer:</i></p> <p><i>Seconder:</i></p> <p><i>Motion wording for the agenda:</i></p> <p>To receive the updates on the monitoring of the walls at Holy Trinity Church and Raikes Road Burial Ground.</p> <p>To resolve to approve the payments for the ongoing recommended monitoring of the Wall at Holy Trinity Church and Raikes Road Burial Ground.</p>
<b>Implications: (if needed)</b>	<p><i>Financial: Detailed below.</i></p> <p><i>Staffing: N/A</i></p> <p><i>Stakeholders &amp; Reputation: Health and Safety matters arising from if the walls are identified as moving.</i></p> <p><i>Provide a short statement about any positive or negative implications for either the Town Council or for our area or region</i></p>

<b>Executive Summary:</b> <b>Why is this coming to the Council or Committee?</b> <ul style="list-style-type: none"> <li>- Context</li> <li>- Timing (why now?)</li> </ul>	<p><i>Summary: 3- 4 sentences</i></p> <p><i>Provide a concise statement on why the paper is being presented along with any necessary background to the context and timing.</i></p> <p>Regular update on the monitoring points at Holy Trinity and Raikes Road Burial Ground.</p>
<b>Key points:</b> <b>To include</b> <ul style="list-style-type: none"> <li>- Options</li> <li>- Challenges (including risks and threats)</li> <li>- Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment)</li> </ul>	<p><b><u>Raikes Road Burial Ground</u></b></p> <p>In August 2023 the wall was assessed by Paul Waite Associates, who recommended monthly monitoring for a period of 12 months, and then 6 monthly monitoring. The monitoring points were installed and measured by DJ Wilkin. No movement has been found, with points being monitored monthly to Dec 2024. 6 monthly monitoring can be undertaken, a quote for the cost has been requested and will be available at the meeting.</p> <p><b><u>Holy Trinity Church Wall</u></b></p> <p>6 monthly monitoring has been undertaken by Sterling Surveys for the points on Holy Trinity Church Wall, with some additional points being installed by DJ Wilkin on the section of wall near to the castle.</p>

Skipton Town Council  
27<sup>th</sup> February 2025 at 6.30pm

	<p>Sterling Surveys reports from February 2025 are below. They have one further visit scheduled for July 2025, and then the ongoing monitoring of these points will be £450.00 per visit, detailed in letter below</p>
<b>Recommendation:</b>	<p><i>Specify what outcome or response is needed from the Council/Committee to this paper or motion.</i></p> <p>Make a decision without an officer recommendation</p>
<b>Appendices:</b>	



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Our ref: S13175/V05  
6<sup>th</sup> February 2025

By email only

Paul McDonald  
Paul Waite Associates  
Summit House  
Riparian Way  
Crosshills  
BD20 7BW

Dear Paul,

### Holy Trinity Church, Skipton – Monitoring visit 5

We made a fifth visit to the site above on the morning of 5<sup>th</sup> February 2025 and carried out a survey of the monitoring points installed in February 2023. All of the points are still in-situ, with no evidence of tampering.

A levelling run, using a Leica Sprinter 200m digital level and barcode staff, was carried out to compare levels of the monitoring points. The level is accurate to  $\pm 1$ mm, and the levelling run closed to 2mm. The monitoring points were then surveyed using a Leica TS11 Total Station. This instrument is accurate to  $\pm 3$ mm.

The results of the survey are in the table below. The table shows the difference, in millimetres, from visit 1 to visit 5, and from visit 5 to our previous visit. The maximum total movement in any one point from our first visit is 6mm (i.e. the diagonal movement taking into account the difference in eastings and northings).

Point	Easting		Northing		Level	
	V5-V1	V5-V4	V5-V1	V5-V4	V5-V1	V5-V4
MP01	-2	-2	1	0	-1	1
MP02	-4	-2	-1	-1	3	2
MP03	6	3	-1	0	0	-1
MP04	4	4	-1	2	2	-1
MP05	3	4	-2	1	0	0

Attached to this letter is an enlargement at 5:1 scale (i.e. 5 times larger than real life) showing the total movement of each monitoring point in a graphical format. All of the results are within the 5mm tolerance, with the exception of MP03, which is 6mm from its starting position.



**RICS**

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Oakhanger, Hampshire, GU35 9JA  
Telephone: 01428 604911  
E-mail: enquiries@sterlingsurveys.co.uk  
Registered Office: Unit 9, Oakhanger Business Farm. Registered in England No. 02678676

**UK North** Summit House, Riparian Way,  
Crosshills, North Yorkshire, BD20 7BW  
Telephone: 01535 691434  
E-mail: paul.cross@sterlingsurveys.co.uk



Skipton Town Council  
27<sup>th</sup> February 2025 at 6.30pm

We will schedule a sixth and final visit for July 2025, and will be in touch closer to the date to confirm.

Yours sincerely,



Paul Cross BSc (Hons)  
Sterling Surveys Ltd

Meeting:	Public Service Committee				Date:	27 <sup>th</sup> Feb 2025	
Paper Title:	Wall at the Wilderness				Agenda Item:	13	
Author of Paper:	Mrs J Dean						
Purpose of Paper:	Information to note	x	Draft policy for feedback		Motion for Decision		

<b>If For Decision then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:</b>	<p><i>Proposer:</i></p> <p><i>Seconder:</i></p> <p><i>Motion wording for the agenda:</i></p> <p>To note the update on the repair of the wall at the Wilderness</p>
<b>Implications: (if needed)</b>	<p><i>Financial: Currently not known</i></p> <p><i>Provide a short statement about any positive or negative implications for either the Town Council or for our area or region</i></p> <p>Health and Safety of visitors to the Wilderness.</p>

<b>Executive Summary:</b> <b>Why is this coming to the Council or Committee?</b> <ul style="list-style-type: none"> <li>- Context</li> <li>- Timing (why now?)</li> </ul>	<p><i>Summary: 3- 4 sentences</i></p> <p><i>Provide a concise statement on why the paper is being presented along with any necessary background to the context and timing.</i></p> <p>At approximately 10pm on the evening of the 6<sup>th</sup> January 2025 a section of the wall along the boundary of the Wilderness and Otley Road collapsed.</p> <p>Councillors received an update at the Full Council Meeting on the 16<sup>th</sup> Jan 2025</p>
<b>Key points:</b> <b>To include</b> <ul style="list-style-type: none"> <li>- Options</li> <li>- Challenges (including risks and threats)</li> <li>- Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment)</li> </ul>	<p>The Deputy Clerk was made aware of the issue at approx. 08:45am on the 7<sup>th</sup> January, the Estates Team immediately visited the site to ascertain the extent of the issue.</p> <p>The wall is approximately 3m high, with some of that height being a retaining wall against the highway on Otley Road and the remainder being above ground level. The Deputy Clerk visited the site with the Estates Supervisor and David Cairns from North Yorkshire Highways.</p> <p>North Yorkshire Highways have provided the below response:</p>



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27<sup>th</sup> February 2025 at 6.30pm

	<p><i>Hi Jenny</i></p> <p><i>Our bridges team inspected the wall last Thursday and have come back to us stating that it is only the wall above the road level that needs rebuilding therefore it is not for them but ourselves at highways area office to repair.</i></p> <p><i>Therefore I will be raising an order with our contractors to rebuild the wall, with additional few metres either side to be rebuilt where there is a noticeable lean.</i></p> <p><i>The works order will have a 90 day timescale on it but I cant say for now when it will be carried out.</i></p> <p><i>Regards</i></p> <p><i>David</i></p> <p><i>David Cairns</i></p> <p><i>Project Engineer</i></p> <p><i>NYC Area 5 Highways</i></p> <p><i>Snaygill Industrial Estate</i></p> <p><i>Keighley Road</i></p> <p><i>Skipton</i></p> <p><i>BD23 2QR</i></p> <p>The area has been barriered off, and the Otley Road side of the Wilderness has also been closed off to the public for the time being. The barriers have been removed almost daily by members of the public wishing to use the Wilderness as they would do usually. Until the wall is repaired then the barriers will continue to be put back in place. There is also signage in place.</p>
<b>Recommendation:</b>	<p><i>Specify what outcome or response is needed from the Council/Committee to this paper or motion.</i></p> <p><b>For Information</b></p>
<b>Appendices:</b>	<i>List in numerical order.</i>