



# Skipton Town Council

**Thursday 1<sup>st</sup> May 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:** 8<sup>th</sup> May 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**

**2425/064    ITEM 1 – Welcome and Chairmans remarks**

**2425/065    ITEM 2 – Apologies for Absence**

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

**2425/066    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.

**2425/067    ITEM 4 – Dispensations**

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

**2425/068    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

**2425/069    ITEM 6 – Minutes [Pages 4-5](#)**

To approve the minutes of the ordinary Public Services Committee meeting held on the 27<sup>th</sup> February 2025.

**2425/070    ITEM 7 – Budget [Appendix 1](#)**

To receive and note the budget.

To receive an update from the Finance Manager

**2425/071    ITEM 8 – Estate Team Update [Page 6-8](#)**

To receive and note the Estate Team Update

**2425/072    ITEM 9 – Holy Trinity Church Wall**

To note that the contract for the monitoring of the wall continues, with additional points installed as required.

**2425/073    ITEM 10 – Raikes Road Burial Ground Tree [Page 9-11 and Appendix 2](#)**

To receive information regarding a tree requiring work at Raikes Road Burial Ground including quotes for the work, and resolve to approve the work required and which quote to accept.

**2425/074    ITEM 11 –Health and Safety [Appendix 3 & 4](#)**

To receive the information and quote from WorkNest regarding proposals to review and oversee the councils obligations with regards to Health and Safety. To resolve whether to move forward with the proposal.

**2425/075    ITEM 12 –Cenotaph [Page 12-14](#)**

To consider a quote from Hirst Conservation to conduct exploratory work at the cenotaph, and to resolve whether to move forward with this work.

**2425/076    ITEM 13 – Carleton Road Grazing Land [Page 15-17](#)**

To consider a request from AMCO to use Carleton Road Grazing land as a storage and rest facility whilst conducting work on behalf of net work rail, and to resolve whether to approve that request.

**2425/077    ITEM 14 – Allotments- Water Butts [Page 18](#)**

To consider a request from Skipton Middletown Allotment Association that allotment tenants with water butts be given a reduction in their rent.

**2425/078    ITEM 15 – Allotment Tree Policy [Page 19-20](#)**

To approve the update allotment tree policy for allotment tenants.

**2425/079    ITEM 16 - 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 confirmed following the Full Council Annual Meeting.**

**Minutes of the Public Services Committee meeting, Held on Thursday 27<sup>th</sup> February 2025,  
at 6.30pm at the Town Council Offices, Otley Street, Skipton.**

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

**2425/050    ITEM 1 – Chairman's Remarks**

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

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

Councillor A Heseltine and Councillor M Pickard who both had prior commitments, reasons accepted.

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

None

**2425/053    ITEM 4 – Dispensations**

None

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

No items were raised for discussion.

**2425/055    ITEM 6 – Minutes**

Proposed by Councillor P Madeley

Seconded by Councillor S Bentley

**Resolved** in favour that the meeting minutes held on the 28<sup>th</sup> of November 2024 were a true and accurate record of the meeting.

**2425/056    ITEM 7 – Budget**

The finance manager spoke regarding the budget which was received and noted. It was confirmed that the S106 funding never has a budget heading that matches it as the amount of funding to be received is not known. The finance manager would speak to Rialtus to rectify this moving forward.

**2425/057    ITEM 8 – Estate Team update**

The Estate team update was received and noted. Councillor Nash would speak to the Estates department to confirm the plans for the hedging at Raikes Road. Estates are asked to also confirm if we need TPO for our trees, especially for the High street.

Discussions were held regarding anti-social behaviour on the Allotments.

**2425/058    ITEM 9 – Street Lighting**

The streetlight requests were discussed.

It was agreed that for the light to be reinstated on Brookside then more responses from residents would be needed as the funds did not cover this asset as well.

Proposed by Councillor P Madeley, seconded by Councillor L Morgan and resolved in favour of the work for asset number STC0101.

Councillor Nash queried the asset numbers and location of STC040, for Estates to confirm. It was agreed that the Burnside asset would not be taken on.

**2425/059    ITEM 10 – Cenotaph Cleaning**

Councillor Madeley presented his information for having the Cenotaph professionally cleaned. Councillor McDauid agreed with the proposal and felt it was important for the iconic part of the High Street, but he felt apprehensive about the large cost. Councillor Morgan agreed we needed to be careful with money but also needed to make sure the memorial didn't deteriorate too much.

**2425/060    ITEM 11 – Public Convenience Consultation**

The information from North Yorkshire Council was received and noted.

**2425/061    ITEM 12 – Wall Monitoring**

Proposed by Councillor C Nash, seconded by Councillor K McIntyre and resolved in favour of approving the payments for the ongoing recommended monitoring for the wall at Holy Trinity Church and at Raikes Road burial ground.

**2425/062    ITEM 13 – The Wilderness Wall**

The update was received and noted.

**2425/063    ITEM 14 – Notification of Business for a future agenda**

War memorial – updated quotes

Street lighting

The meeting closed at 19.16pm  
Date of next meeting – 8<sup>th</sup> May 2025

Skipton Town Council  
8<sup>th</sup> May 2025 at 6.30pm

Meeting:	Public Services Committee				Date:	08/05/25
Paper Title:	Estates 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><i>To receive and note the Estates Update</i></p>
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<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>Parks</u></b></p> <ul style="list-style-type: none"> <li>• Seasonal grass cutting has re-commenced. This is being done following the wildflower plan.</li> <li>• 60 trees were planted at Middletown Recreation Ground with the assistance of students from Skipton Parish School. The children really enjoyed this activity, and we have received reports from the school that the children have been taking their family to visit the individual tree they have each planted.</li> </ul> <div data-bbox="601 1216 1430 1668" data-label="Image"> </div> <ul style="list-style-type: none"> <li>• A further 40 trees have been planted at Burnside Recreation Ground.</li> </ul>
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- Hedgerows are scheduled to be planted at Raikes Road Recreation Ground. Unfortunately, the area means that it is not easily accessible for local schools to participate in assisting us with this activity. However, Friends of Raikes Recreation Ground and some of their older children will be assisting us on Tuesday 13<sup>th</sup> May.
- The MUGA at North Parade has now had games line markings and metal repaint completed. A community fun day will be held here with the remaining funds on Friday 25<sup>th</sup> July featuring a free bouncy castle on the grass area, Kanga Sports activities on the MUGA and refreshments.



- A local company 'Dechra' have contacted us to offer volunteering services. They are kindly going to repaint all the play equipment at Bold Venture Recreation Ground in the coming weeks.
- Skipton Eco Day was a success and well attended. We provided information about our efforts to support the ecological system through tree planting, wildflower growth, becoming a Herbicide and Pesticide free town and promoting areas across the estate for wildlife to thrive. We provided a bird seed 'pick & mix' for children to put together and take home, along with

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	<p>information on birds they may see enjoying the seeds in their garden at home.</p> <p style="text-align: center;"><b><u>Allotments</u></b></p> <ul style="list-style-type: none"> <li>S106 funds have been received £10,000 to make improvements to Middletown allotments. The allotment association have approached us about levelling and placing hardcore on the parking area. Quotes will be gathered for this, along with other jobs proposed (skip day for tenants).</li> </ul> <p style="text-align: center;"><b><u>Streetlights</u></b></p> <ul style="list-style-type: none"> <li><b>Asset 40</b> (Harewood Drive) <b>£2,100.00 + Vat</b> – We can confirm that this is the correct number for this unit which is on our asset list.</li> </ul> <p style="text-align: center;"><b><u>Trees</u></b></p> <ul style="list-style-type: none"> <li>TPO's are allocated to the trees on the high street. A list of these has been collated for reference. We have had confirmation from Michael Gane at North Yorkshire Council regarding the maintenance of trees at the allotments:</li> </ul> <p>There is an exception below so your tenants wouldn't need to apply for basic pruning for fruit production. <b>This only applies to orchard trees such as Apple, Damson, Pear etc which have been specifically planted for fruit.</b> An application would be required to remove the tree or prune beyond the specification below. The exemption doesn't apply to non-orchard trees such as Sycamore, Oak, Ash, Maple, Lime etc so any work to these (with a stem diameter over 75mm at waist height) would require an application.</p> <p>The allotment tree maintenance policy has been edited accordingly and is included for review on the agenda.</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>The Council/Committee is recommended to:</p> <p><i>- Note (no discussion is required but receipt of information should be noted)</i></p>
<b>Appendices:</b>	<i>List in numerical order.</i>



Skipton Town Council  
8<sup>th</sup> May 2025 at 6.30pm

<b>Meeting:</b>	Public Services Committee			<b>Date:</b>	08/05/25
<b>Paper Title:</b>	Tree Works			<b>Agenda Item:</b>	10
<b>Author of Paper:</b>	Emma Wakley				
<b>Purpose of Paper:</b>	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 information regarding a tree requiring work at Raikes Road Burial Ground including quotes for the work, and resolve to approve the work required and which quote to accept</p>
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<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>Spend requiring approval for removal of a tree at Raikes Road Burial Ground.</p> <p>There is also a tree at Middletown Allotments that has been surveyed, TreePlan have advised that the tree needs to be in full leaf before they can make a full assessment of that Tree.</p>
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<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 Friends of Raikes Road Burial Ground raised concerns regarding a tree on the site.</p> <p>Raven Tree Services initially inspected the tree and advised seeking advice from second company to confirm the work required. This was conducted by Ross Cannon of Tree Plan. The detail of the work required is in a draft application to the NYC Planning Department as permission will be required to do works on the tree.</p> <p>Raven Tree Services have supplied the below quote:</p> <p><i>'I believe Ross has been out to Raikes Rd and Middletown we would struggle to remove everything from the main stem for both of these but if you're happy to leave the main stems in situ we could remove to the main stem on both leaving a 'monolith' as habitat. We wouldn't be able to undertake this work before</i></p>
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*October/November as an estimate each tree would cost £1800 with all waste removed and applications submitted.'*

For the tree at Raikes Road Airedale Tree Services have quoted £2000.00 plus vat if leaving the wood on site and £2500.00 plus vat if removing the wood.

**Airedale Tree Surgeons Ltd**  
Tree Specialist and Timber Merchants

Old Council Yard  
Station Road  
Steeton  
Nr Keighley  
West Yorkshire  
BD20 6RY

Tel/Fax: 01535 657263

Accounts email: [linnetteairedale.pbsweb.co.uk](mailto:linnetteairedale.pbsweb.co.uk)

Enquires email [airedaletrees@gmail.com](mailto:airedaletrees@gmail.com)

Skipton town Council  
Burial Group's  
Raikes RD  
Skipton

Quote ①

For Dismantling Tree to 12<sup>ft</sup> and Chipping Brush to top  
Side of tree. Leaving the fire wood stacked  
£2000.00 + Vat 20%

Quote ②

For the above and Removing the fire wood  
£2500.00 + Vat 20%

Keighley Tree Services have quoted £1850.00 which includes  
chipping the wood or leaving manageable pieces on site.

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## QUOTE

Skipton Town Council  
45a Otley Street  
Skipton  
North Yorkshire  
BD23 1EL

Date  
09 Apr 2025  
Expiry  
08 Jul 2025  
Account Number  
  
Quote Number  
QU-6214  
Reference  
TEW/SL

Keighley Tree Services Limited  
Wicken Crag Sawmills  
Halifax Road  
Cross Roads  
Keighley  
BD22 9DH  
Tel: 01535 648808  
Email: info@keighleytreeservices.com

Description	Quantity	Unit Price	VAT	Amount GBP
Fell 1 x Sycamore down to the height of the bird box.	1.00	1,500.00	20%	1,500.00
Chip arising on site and leave cordwood in manageable pieces as discussed onsite.				
To fell the tree from the bird box to ground level (cost added to the above)	1.00	350.00	20%	350.00
			Subtotal	1,850.00
			Total VAT 20%	370.00
			<b>TOTAL GBP</b>	<b>2,220.00</b>

Please note we carry full insurance cover up to the sum of ten million pounds and our workforce hold the relevant certificates for their tasks. All work carried out to BS3998 unless otherwise stated. We are also Arboriculture Association, CHAS and Construction Line approved. I hope this is of interest to you, but if you require any further information please do not hesitate to contact me.

Tom Walbank FdSc (Arb)  
Contracts Manager  
07939 263001

Terms: Quotes valid for 90 days

Company Registration No: 04161413. Registered Office: Wicken Crag Sawmills, Halifax Road, Cross Roads, Keighley, BD22 9DH



### Recommendation:

*Specify what outcome or response is needed from the Council/Committee to this paper or motion.*

*- Make a decision without an officer recommendation*

### Appendices:

*List in numerical order.  
Report from TreePlan Appendix 2*

Skipton Town Council  
8<sup>th</sup> May 2025 at 6.30pm

<b>Meeting:</b>	Public Services Committee			<b>Date:</b>	08/05/25
<b>Paper Title:</b>	<b>The Cenotaph</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	*

<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 a quote from Hirst Conservation to conduct exploratory work at the cenotaph, and to resolve whether to move forward with this work.</p>
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<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>At the Public Services Committee in February 2025 the cleaning of the Cenotaph was discussed:</p> <p><b>2425/059    <u>ITEM 10 – Cenotaph Cleaning</u></b></p> <p>Councillor Madeley presented his information for having the Cenotaph professionally cleaned. Councillor McDaid agreed with the proposal and felt it was important for the iconic part of the High Street, but he felt apprehensive about the large cost. Councillor Morgan agreed we needed to be careful with money but also needed to make sure the memorial didn't deteriorate too much.</p> <p>Councillor Madeley has subsequently received the below quote for exploratory visits from Hirst Conservation.</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> </ul>	<p>By email: madeleypeter@hotmail.co.uk</p> <p>Dear Mr. Madeley</p> <p>Re: Skipton Cenotaph, Conservation survey to inform treatment proposals</p>

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<p>- Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment)</p>	<p>Thank you for meeting my colleague Alison Aynesworth on 10th February 2025 on site to discuss the requirements for the project with you and inviting us to provide a fee proposal for the condition survey of this wonderful war memorial.</p> <p>We understand that the scope for the overall project is the conservation of the Cenotaph including cleaning and treatments of the stone and bronze elements as well as redeveloping the garden surrounding the memorial. Our initial research has revealed that the Cenotaph was cleaned in November 2022 but given the current condition of the memorial, it can be assumed that the treatments were very limited and may have included only the cleaning of the pavement and stepped base.</p> <p>While we have previously provided you with a budget estimate for the general cleaning and treatment of the bronze plaques, following your discussions with my colleague on site, we believe that a condition assessment of the memorial is required to inform the conservation and treatment proposals and provide you with costed conservation plan.</p> <p>The assessment will be carried out primarily from ground level, supplemented by the use of binoculars. Conditions observed at lower levels will be extrapolated to inform the overall assessment. Access to upper levels will not be possible at this stage due to access restrictions.</p> <p>We propose allowing for a site meeting with a scaffolder to discuss potential access arrangements, assuming that the council will be responsible for obtaining all necessary licences. If you have a preferred scaffolder, we would be happy to arrange to meet with them.</p> <p>We have allowed for the following:</p> <p>Site assessment</p> <ul style="list-style-type: none"> <li>• Visual and tactile inspection, limited to ground level and low-level access platforms or step ladders.</li> <li>• High-resolution photographic documentation of defects and historic interventions.</li> <li>• Small-scale cleaning trials where required and appropriate.</li> </ul> <p>The deliverable will be a fully illustrated condition report, including:</p> <ul style="list-style-type: none"> <li>• An evaluation of treatment options.</li> <li>• A recommended conservation strategy.</li> <li>• Treatment specifications.</li> <li>• Cost estimates.</li> </ul> <p>We have allowed for a one-day site visit for our senior stone conservator to undertake the survey. For the above works, please allow £2845.00 ex VAT.</p> <p>We would request that the council provides a person in attendance to mitigate lone working in an external environment.</p> <p>At this stage, we have not allowed for an independent archive research but would review any information provided to us by the council relevant to the object including reports on history and details on previous interventions along with any images that may indicate rate of deterioration. This should be provided in advance of the condition survey.</p> <p>We have not allowed for a separate meeting on site to discuss the findings of the report, however this is something we can review if required; it may be helpful.</p> <p>Please note:</p> <ul style="list-style-type: none"> <li>• We have not allowed for any traffic management during the survey.</li> </ul>
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8<sup>th</sup> May 2025 at 6.30pm

	<ul style="list-style-type: none"> <li>• We have assumed we can have shared use of existing welfare facilities for the duration of our works. If this is not the case, alternative provision in accordance with CDM regulations will be required.</li> <li>• We have allowed for normal working hours. Should out of hours working be required, this can be arranged (rate to be agreed in advance).</li> <li>• Price remains valid for three months from the date of this correspondence.</li> <li>• In the absence of an agreed contract, Hirst Conservation Ltd. standard terms and conditions apply.</li> <li>• Payment in full (without any deduction by way of set off or counter claim) for the Services (and Additional Items if any) shall be due and payable in within 30 days of the date of our invoice to be submitted on 4 weekly basis or submission of the discussion draft report (whichever is the shorter).</li> <li>• All work remains the sole property of Hirst Conservation Ltd. until paid for in full.</li> <li>• Hirst Conservation retains intellectual copyright on all original material.</li> <li>• Our price is exclusive of VAT, which will be applied at the appropriate rate.</li> </ul> <p>I hope this is the information you require, we would be delighted to discuss scope further and look forward to hearing from you,</p> <p>Yours sincerely Karen Morrissey ACR Conservation Manager Hirst Conservation</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>The Council/Committee is recommended to:</p> <p><i>- Make a decision without an officer recommendation</i></p>
<b>Appendices:</b>	<i>List in numerical order.</i>



Skipton Town Council  
8<sup>th</sup> May 2025 at 6.30pm

<b>Meeting:</b>	Public Services Committee			<b>Date:</b>	08/05/25
<b>Paper Title:</b>	Carleton Road Grazing Land			<b>Agenda Item:</b>	13
<b>Author of Paper:</b>	Emma Wakley				
<b>Purpose of Paper:</b>	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: To consider a request from AMCO to use Carleton Road Grazing land as a storage and rest facility whilst conducting work on behalf of netork rail, and to resolve whether to approve that request.</i></p>
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<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>The Council have been approached by a company called AMCO regarding using Carleton Road Grazing land- details below.</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>We have been approached by AMCO about accessing and using the grazing land we let out situated on Carleton Road. This would be to use for storage of machinery and rest cabins for crew during works on the nearby railway line conducted on behalf of Network Rail. They would initially first need access to the land for a few days to conduct some tests and surveys to ensure that the area is suitable for the storage of plant works and containers. They would need to take some core samples of the ground from different areas of the field using HGV's. This would take place from the 16<sup>th</sup> – 20<sup>th</sup> June 2025.</p> <p>The current tenant of the land has agreed that he would be happy for this to happen, and AMCO have proposed they would cover costs of moving his livestock if required and compensate any financial loss to him and the Council from using the field during this time.</p> <p>Should the surveys come back that the land is suitable for their requirements, they would want to have 24-hour access for the full period of contracted works required on the railway. The land</p>

would be a compound for storage of all equipment and cabins for potentially a period of between 6 months to 1 year. The project manager has indicated that he would be able to put together a proposal and time leads for us once the test and survey results come back.

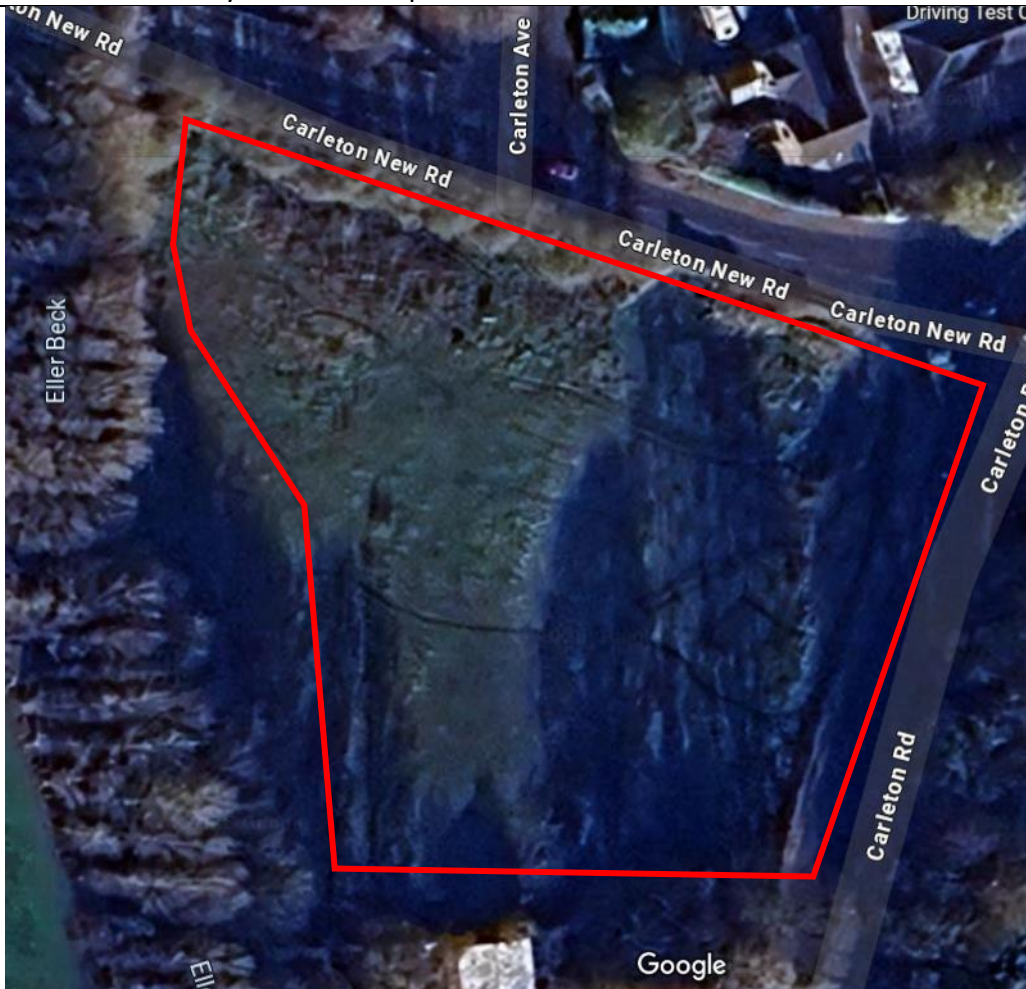
They may need to install a track suitable for HGV access from the gate down to where cabins would sit but are happy to put together a works license agreement to include that the land can be restored back to its original state on works completion. Alternatively, this can be kept as adapted if preferred.

Information sent through to date from Amco as follows:

Access required from **16<sup>th</sup> June - 20<sup>th</sup> June 2025 – 07:00 - 17:00**

Site location – Carleton Road – (nearest postcode) BD23 2TE

- 1) Lightly strim field in areas where required
- 2) Undertake topographical surveys & Ground penetrating radar surveys
- 3) Undertake 3no window samples (exact location to be confirmed) no post works monitoring required
- 4) Undertake 4 no hand dug trial pits (exact location to be confirmed) no post works monitoring required
- 5) Undertake CBR tests with 8te excavator

	
<b>Recommendation:</b>	<p><i>Specify what outcome or response is needed from the Council/Committee to this paper or motion.</i></p> <p>The Council/Committee is recommended to:</p> <ul style="list-style-type: none"> <li>- <i>Make a decision without an officer recommendation</i></li> </ul>
<b>Appendices:</b>	<p><i>List in numerical order.</i></p>

Skipton Town Council  
8<sup>th</sup> May 2025 at 6.30pm

<b>Meeting:</b>	Public Services	<b>Date:</b>	08/05/25
<b>Paper Title:</b>	<b>SMAA Water Butts</b>	<b>Agenda Item:</b>	<b>14</b>
<b>Author of Paper:</b>	Emma Wakley		
<b>Purpose of Paper:</b>	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 consider a request from Skipton Middletown Allotment Association that allotment tenants with water butts be given a reduction in their rent.</p>
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<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>	Request from Skipton Middletown Allotment Association.
<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>Skipton Middletown Allotment Association have requested that members consider giving allotments tenants who have a water butt on their plot a £5 reduction in their allotment rent.</p> <p>The tenancy agreement has the below clause:</p> <p><b><i>‘7. During the tenancy, the tenant shall:</i></b></p> <p><b><i>q) all tenants must install waterbutts to any shed or greenhouse on their plot.’</i></b></p> <p>Tenants who have water butts still access the water on the allotments for example if they do not have enough water in their water butts.</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>The Council/Committee is recommended to:</p> <ul style="list-style-type: none"> <li>- <i>Make a decision without an officer recommendation</i></li> </ul>
<b>Appendices:</b>	<i>List in numerical order.</i>

**Update allotment tree policy for allotment tenants to reflect recent discussions with NYC regarding trees in a conservation area:**

**Tenants Allotment Tree Maintenance Policy 2025**

This policy is to be used alongside the allotment tenancy agreement.

1. Established fruit trees, shrubs, and bordering hedging, must not be taller than the specified height of:  
Fruit trees – 3 meters tall  
Hedges and shrubs – 2 meters tall  
This is to make sure they do not create too much shade.
2. Permission from Skipton Town Council (and North Yorkshire Council) must be sought prior to any works, for the pruning or maintenance of Sycamore, Oak, Ash, Maple and Lime trees, that have a stem diameter over 75mm and are at waist height or above.
3. Failure to prune back trees and hedges where permitted will result in the issue of cultivation notice.
4. A tree planting application form must be completed and submitted to Skipton Town Council for all trees, shrubs, and hedges prior to planting.
5. You must make the council aware of any personal issues that may prevent you from fulfilling the maintenance requirements of trees on your plot.
6. The tenant must seek permission from the council for the removal of any tree within their allocated allotment garden. The council reserves the right to refuse such applications should the reason for removal not be of ecological value or for the benefit of health and safety.
7. The council reserves the right to remove any tree from within any allotment garden should a health and safety risk be identified.
8. The tenant must ensure that trees and hedges are kept to not encroach on neighboring gardens and footpaths.

9. Tenants must maintain their trees in accordance with The Town and Country Planning (Tree Preservation) (England) Regulations 2012 and seek permission from Skipton Town Council for works where required.