



Skipton Town Council

Thursday 2nd Oct 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 & J Woollacott

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

Date: 9th Oct 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

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

2526/015 ITEM 1 – Welcome and Chairmans remarks

2526/016 ITEM 2 – Apologies for Absence

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

2526/017 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.

2526/018 ITEM 4 – Dispensations

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

2526/019 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

2526/020 ITEM 6 – Minutes [Pages 4-5](#)

To approve the minutes of the ordinary Public Services Committee meeting held on the 10th July 2025.

2526/021 ITEM 7 – Budget [Pages 6-9](#)

To receive and note the budget.

To receive an update from the Finance Manager

2526/022 ITEM 8 – Estate Team Update [Pages 10-11](#)

To receive and note the Estate Team Update

2526/023 ITEM 9 – Ginnel Park Public Survey & Equipment Replacement [Page 12-13](#)

To resolve to approve the purchase of new equipment in the Ginnel, based on the survey results.

To resolve to approve the replacement of the cradle swings due to corrosion.

2526/024 ITEM 10 – Pasture Close Recreation Ground Improvements [Page 14](#)

To resolve to approve the required works at Pasture Close.

2526/025 ITEM 11 – Burnside Recreation Ground Improvements [Page 15-16](#)

To resolve to approve the required works at Burnside Recreation Ground

2526/026 ITEM 12 – Middletown Recreation Ground Improvement Works [Page 17-18](#)

To resolve to approve the proposed improvement works to Middletown Recreation Ground.

2526/027 ITEM 13 – Estates Tree Inspections & Mapping [Page 19-20](#)

To review the options for a full inspection of the Estates Trees and map future tree works and monitoring required. To resolve to approve which option to move forward with.

**2526/028 ITEM 14 – Development of additional parking area at Middletown Allotment
[Page 21-22](#)**

To receive and decide if the committee is in favour of an additional parking area being created at Middletown Allotments, requested by allotment tenants.

2526/029 ITEM 15 - Middletown Allotment Path Construction [Page 23-24](#)

To decide if the Committee is in favour of the development of an access path at Middletown Allotments.

2526/030 ITEM 16 – Cenotaph [Page 25-26 & Appendices 1 and 2](#)

To receive the report and note the queries made with Hirst Conservation, and to resolve whether Members of this committee have any further questions for Hirst Conservation. To resolve to recommend the works required being approved by Full Council.

2526/031 ITEM 17 - 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 the 22nd January 2026

Minutes of the Public Services Committee meeting, Held on Thursday 10th July 2025, at 6.30pm at the Town Council Offices, Otley Street, Skipton.

Present: Councillor K McIntyre (Chair), Councillor P Madeley, Councillor C Nash, Councillor L Morgan, Councillor M Pickard, Councillor J Woollacott.

Mrs L Close – Chief Officer

Mrs H Marshall – Finance manager

2526/001 ITEM 1 – Chairman's Remarks

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

2526/002 ITEM 2 – Apologies for Absence

Councillor B McDaid had a prior commitment, Councillor A Heseltine had a work commitment, Councillor S Bentley had a prior commitment - reasons accepted.

2526/003 ITEM 3 – Disclosures of Interest

None

2526/004 ITEM 4 – Dispensations

None

2526/005 ITEM 5 – Representations from the public

None present

2526/006 ITEM 6 – Health & Safety

Presentation from Peter Murphy, Worknest regarding a health and safety proposal for the council. Councillor P Madeley advised he was against this proposal as the risk assessments and procedures are in place therefore it would be a waste of money.

Proposed by Councillor K McIntyre, seconded by Councillor M Pickard and agreed in favour to not move forward at this time with the proposal but for the Chief Officer to complete some more research and provide further information if needed.

2526/007 ITEM 7 – Minutes

Proposed by Councillor P Madeley

Seconded by Councillor L Morgan

Resolved in favour that the meeting minutes held on the 8th of May 2025 were a true and accurate record of the meeting.

2526/008 ITEM 8 – Budget

The finance manager gave an overview of the budget. This was received and noted.

2526/009 ITEM 9 – Estate Team update

The Estate team update was received and noted.

2526/010 ITEM 10 – Ginnel Park

Quotation for park equipment was circulated. Discussions were held and members asked the Chief Officer to create an online survey to ask people what they would like at the park and if the equipment should be replaced like for like or complete a new scheme. Proposed by Councillor L Morgan, seconded by M Pickard and resolved in favour to action the online survey and bring the information and proposals back to the next meeting.

2526/011 ITEM 11 – Replacement equipment in Parks and Recreation grounds

The proposal that was presented did not have enough information or was clear enough for members to make a resolution, therefore this item would be adjourned to allow the Chief Officer to speak with Estates to advise of how this should be represented.

2526/012 ITEM 12 – Street Lighting

Proposed by Councillor P Madeley, seconded by Councillor L Morgan and resolved in favour to reject the request for streetlight STC040 to be reinstated.

2526/013 ITEM 13 – Allotment Skip Day

Proposed by Councillor P Madeley, seconded by Councillor L Morgan and resolved in favour to hold a skip day on the allotments.

2526/014 ITEM 14 – Notification of Business for a future agenda

Recreation proposals, policies and procedures for recreation grounds.

The meeting closed at 19.26pm

Skipton Town Council
9th Oct 2025 at 6.30pm

Meeting:	Public Services				Date:	9 th October 2025
Paper Title:	Finance Reports				Agenda Item:	7
Author of Paper:	Helen Marshall					
Purpose of Paper:	Information to note		Draft policy for feedback		Motion for Decision	x

If For Decision, then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:	<i>Proposer:</i> <i>Seconder:</i> <i>Motion wording for the agenda:</i> To receive and note the budget. To receive an update from the Finance Manager
Implications: (if needed)	<i>Financial: To ensure that proper practices are being followed</i> <i>Staffing: n/a</i> <i>Stakeholders & Reputation: Approving Finances in line with the Council's Financial Regulations and committee terms of reference</i>

Executive Summary: Why is this coming to the Council or Committee? - Context - Timing (why now?)	Standing Item as per item 3.1 on the Committee Terms of Reference approved in May 2025.
Key points: To include - Options - Challenges (including risks and threats) - Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment)	<i>Included is the Detailed Income & Expenditure Budget as of 30th September 2025.</i> <i>Also included is the Budget containing last year's actual figures, along with this years to date figures, forecast figures until the end of the year and the draft 2026 budget.</i>
Appendices:	<i>List in numerical order.</i>

Skipton Town Council
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02/10/2025

Skipton Town Council 2025-2026

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Detailed Income & Expenditure by Budget Heading 02/10/2025

Month No: 6

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	26,054	24,500	(1,554)			106.3%	
1121 Allotment Key Deposits	25	50	25			50.0%	
Allotments :- Income	<u>26,079</u>	<u>24,550</u>	<u>(1,529)</u>			<u>106.2%</u>	<u>0</u>
4000 Staff Salaries	9,105	18,613	9,508		9,508	48.9%	
4250 Allotments Expenditure	2,071	13,000	10,929		10,929	15.9%	
Allotments :- Indirect Expenditure	<u>11,176</u>	<u>31,613</u>	<u>20,437</u>	<u>0</u>	<u>20,437</u>	<u>35.4%</u>	<u>0</u>
Net Income over Expenditure	<u>14,903</u>	<u>(7,063)</u>	<u>(21,966)</u>				
Grand Totals:- Income	26,079	24,550	(1,529)			106.2%	
Expenditure	11,176	31,613	20,437	0	20,437	35.4%	
Net Income over Expenditure	<u>14,903</u>	<u>(7,063)</u>	<u>(21,966)</u>				
Movement to/(from) Gen Reserve	<u>14,903</u>	<u>(7,063)</u>	<u>(21,966)</u>				

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Skipton Town Council 2025-2026

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13:17

Detailed Income & Expenditure by Budget Heading 02/10/2025

Month No: 6

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	645	1,500	855			43.0%	
1284 Skipton BID (Skipton in Bloom)	2,650	5,000	2,350			53.0%	
1300 Other/Miscellaneous Income	2,958	0	(2,958)			0.0%	
Estates :- Income	6,253	6,500	247			96.2%	0
4000 Staff Salaries	40,716	81,841	41,125		41,125	49.7%	
4260 Recreation Grounds & Trees/Hed	4,934	55,933	50,999	965	50,034	10.5%	
4261 Wildflowers	0	500	500		500	0.0%	
4265 Tractor & Trailer Expenses	1,938	4,500	2,562	0	2,562	43.1%	
4266 Estates Vechicle -Electric Van	2,998	4,000	1,002		1,002	75.0%	
4270 Churchyard and Burials Grounds	1,150	7,000	5,850		5,850	16.4%	
4280 Street Furniture	0	2,000	2,000		2,000	0.0%	
4290 Street Lighting	2,228	8,000	5,772	5,506	266	96.7%	
4310 Statues and Memorials	3,575	4,500	925		925	79.4%	
4320 Public Conveniences	10,506	35,000	24,494		24,494	30.0%	
Estates :- Indirect Expenditure	68,046	203,274	135,228	6,471	128,757	36.7%	0
Net Income over Expenditure	(61,793)	(196,774)	(134,981)				
Grand Totals:- Income	6,253	6,500	247			96.2%	
Expenditure	68,046	203,274	135,228	6,471	128,757	36.7%	
Net Income over Expenditure	(61,793)	(196,774)	(134,981)				
Movement to/(from) Gen Reserve	(61,793)	(196,774)	(134,981)				

Code	2024-25			2025 - 2026			25/26	2026
	Actual	Budget £	YTD actual £	Forecast £	Above Target (Below Target)	£	Budget £	
210								
1078	Estates Income							
1079	1,256	1,500	645	1,300	(200)		1,500	
1284	111,555	0	0	0	0		0	
1300	4,633	5,000	2,650	2,650	(2,350)		5,000	
	20,740	0	2,958	2,958	2,958		0	
	138,184	6,500	6,253	6,908	408		6,500	
240								
1079	Allotments							
1120	0	0	0	0	0		0	
1121	25,418	24,500	26,054	26,054	1,554		24,500	
	224	50	25	25	(25)		50	
	25,642	24,550	26,079	26,079	1,529		24,550	
210								
4000	Estates							£
4259	76,119	81,841	40,716	81,841	0		89,841	
4260	131,555	0	0	0	0		0	
4261	15,556	55,933	5,847	55,933	0		36,500	
4265	204	500	0	500	0		500	
4266	5,126	4,500	1,938	4,500	0		4,500	
4270	4,884	4,000	2,998	5,700	1,700		4,000	
4280	16,554	7,000	1,150	7,000	0		10,000	
4290	1,684	2,000	0	2,000	0		2,000	
4310	9,767	8,000	7,734	8,000	0		8,000	
4320	196	4,500	3,575	3,575	(925)		500	
	32,842	35,000	10,506	31,000	(4,000)		35,000	
	294,487	203,274	74,464	200,049	(3,225)		190,841	
240								
4000	Allotments							
4250	16,839	18,613	9,105	18,613	0		20,000	
	8,377	13,000	2,071	13,000	0		14,000	
	25,216	31,613	11,176	31,613	0		34,000	

Skipton Town Council
9th Oct 2025 at 6.30pm

Meeting:	Public Services Committee				Date:	09/10/25
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	

If For Decision then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:	<i>Proposer:</i> <i>Seconder:</i> <i>Motion wording for the agenda:</i> <i>To receive and note the Estates Update</i>
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Key points: To include - Options - Challenges (including risks and threats) - Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment)	<u>Parks</u> • The annual recreation ground inspections are booked to take place in October with The Play Inspection Company. • The family fun day at North Parade Park was a great success. The developers funding plaques are now in place on the MUGA.   <u>Allotments</u> • A skip day for Middletown Allotments has been arranged for tenants and will take place on Friday 24th October. Tenants have been notified of this. • There are currently no available allotment plots and 12 people on the waiting list.
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	<u>Other</u> AMCO have decided not to proceed any further with access to the Carleton Road Grazing Land and are looking at other alternative options.
Recommendation:	<i>Specify what outcome or response is needed from the Council/Committee to this paper or motion.</i> The Council/Committee is recommended to: - <i>Note (no discussion is required but receipt of information should be noted)</i>
Appendices:	<i>List in numerical order.</i>

Skipton Town Council
9th Oct 2025 at 6.30pm

Meeting:	PSC			Date:	09/10/25
Paper Title:	The Ginnel Public Survey & Equipment Replacement			Agenda Item:	9
Author of Paper:	Emma Wakley				
Purpose of Paper:	Information to note		Draft policy for feedback	Motion for Decision	*

If For Decision then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:	<i>Proposer:</i> <i>Seconder:</i> <i>Motion wording for the agenda:</i> To resolve to approve the purchase of new equipment in the Ginnel, based on the survey results. To resolve to approve the replacement of the cradle swings due to corrosion.
Implications: (if needed)	<i>Financial: Below</i> <i>Staffing: n/a</i> <i>Stakeholders & Reputation: n/a</i>

Key points: To include - Options - Challenges (including risks and threats) - Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment)	The Ginnel Equipment Replacement & Survey Monkey Results: • 38 individuals completed the survey. The highest-voted item in the survey was the inclusive spinner, receiving 34.2% of the total votes. Participants highlighted its high play value and its ability to support cooperative and inclusive play, making it a popular choice for the park upgrade. Inclusive Flying Saucer. Suitable for ages 3 – 14 years.  *Example, specifications may vary Quotes All quotes include a base extension and a wet pour overlay. • Streetscape: £5255 + VAT (Dimensions L:100cm x W:100cm x H:65cm)
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	• Play & Leisure: £5186.80 + VAT + £40 delivery fee (Dimensions L:100 x W:100 x H:65cm) • Kompan: £6630.25 + VAT (L:120 x W:120 x H:53 cm) Cradle seat replacement Quotes Streetscape: Supply only cost for one new cradle seats £176 +VAT Play and Leisure: Supply only cost for two new cradle seats £125 +VAT + £40 delivery fee
Recommendation:	<i>Specify what outcome or response is needed from the Council/Committee to this paper or motion.</i> The Council/Committee is recommended to: - Note (no discussion is required but receipt of information should be noted) To decide if the committee is in favour of this equipment installation, and if so, which contractor should be used for supply and instillation.
Appendices:	<i>None</i>

Skipton Town Council
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Meeting:	Public Services Committee			Date:	09/10/25
Paper Title:	Pasture Close Recreation Ground Improvements			Agenda Item:	10
Author of Paper:	Emma Wakley				
Purpose of Paper:	Information to note		Draft policy for feedback	Motion for Decision	*

If For Decision then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:	<i>Proposer:</i> <i>Seconder:</i> <i>Motion wording for the agenda:</i> To approve the required works at Pasture Close.
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Key points: To include - Options - Challenges (including risks and threats) - Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment)	<u>Pasture Close</u> Wet pour edging shrinkage around equipment, and cradle corrosion. This could be paid for using the available £10,000 S106 funds. <u>Quotes</u> Streetscape: Supply only cost for two new cradle seats and two new flat seats £462 +VAT Patch repair wet pour £550 + VAT Play and Leisure: Supply only cost for two new cradle seats £250 + VAT £40 delivery fee Wet pour - Cordon off area with security fencing whilst works underway. 40lm perimeter repairs, approx. 200mm wide wet pour around swing bases plus 28lm at 200mm wide around Junior MPU. 1m patches under Junior Swing and bottom of Slide. £2,750 + VAT + £40 delivery fee
Recommendation:	<i>Specify what outcome or response is needed from the Council/Committee to this paper or motion.</i> The Council/Committee is recommended to: - <i>Note (no discussion is required but receipt of information should be noted)</i> For the committee to decide if they are in favour of the proposed improvement works.
Appendices:	<i>List in numerical order.</i>

Skipton Town Council
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Meeting:	Public Services Committee			Date:	09/10/25
Paper Title:	Burnside Recreation Ground Improvements			Agenda Item:	11
Author of Paper:	Emma Wakley				
Purpose of Paper:	Information to note		Draft policy for feedback	Motion for Decision	*

If For Decision then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:	<i>Proposer:</i> <i>Seconder:</i> <i>Motion wording for the agenda:</i> To resolve to approve the required works at Burnside Recreation Ground
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Key points: To include - Options - Challenges (including risks and threats) - Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment)	Replace eroding cradle seats, wetpour surface patching required around equipment, replace junior multiplay unit due to timber decay. This could be paid for using the available £12,573.38 S106 funds. *Example above of unit that could be installed by Streetscape Quotes Streetscape: Supply only cost for two new cradle seats £280 +VAT. Replace and install multi-play unit with a stainless-steel multi-play, delivery and removal of old unit £10,400 + VAT. Post installation inspection (required) £475 + VAT. Extend wet pour for new play frame and patch required area £3510 + VAT. Play and Leisure: Supply only cost for two new cradle seats £250 +VAT + £40 delivery fee Cordon off area with security fencing whilst works underway. Supply & overlaying 21m² of wet pour safety surfacing over the existing wet pour on the Cradle Seat Swing pad £2,690 + VAT + £40 delivery f Kompan: Wet pour replacement in areas required - £1,094 + VAT 
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Recommendation:	<i>Specify what outcome or response is needed from the Council/Committee to this paper or motion.</i> The Council/Committee is recommended to: - Note (no discussion is required but receipt of information should be noted) For the committee to decide if they are in favour of the proposed improvement works.
Appendices:	<i>List in numerical order.</i>

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Meeting:	PSC			Date:	09/10/25
Paper Title:	Middletown Recreation Ground Improvement Works			Agenda Item:	12
Author of Paper:	Emma Wakley				
Purpose of Paper:	Information to note		Draft policy for feedback	Motion for Decision	*

If For Decision then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:	<i>Proposer:</i> <i>Seconder:</i> <i>Motion wording for the agenda:</i> To resolve to approve the proposed improvement works to Middletown Recreation Ground.
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Executive Summary: Why is this coming to the Council or Committee? - Context - Timing (why now?)	<i>Summary: 3- 4 sentences</i> <i>Provide a concise statement on why the paper is being presented along with any necessary background to the context and timing.</i> To replace timber toddler swing frame with a steel frame due to bad timer condition. To also replace the current wood chip surfacing with grass matting due to this being lower maintenance.
Key points: To include - Options - Challenges (including risks and threats) - Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment)	Quotes - Streetscape: Toddler Swing Frame - To replace the frame with steel within 12-24 months depending on whether the vandalism continues. Estimated cost for this £3000 +VAT. Surfacing – Remove and dispose of all the bark surfacing and then provide new topsoil and turf to the whole area (approximately 160m²) £5605 + VAT Supply and lay 134m² Safamat (grass matting) surfacing £5895 +VAT
Recommendation:	<i>Specify what outcome or response is needed from the Council/Committee to this paper or motion.</i> The Council/Committee is recommended to:

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	To decide if the committee is in favour of this equipment installation and improvement works, and if so, which contractor should be used for supply and instillation.
Appendices:	<i>None</i>

Skipton Town Council
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Meeting:	Public Services Committee			Date:	09/10/25
Paper Title:	Estates Tree Inspections & Mapping			Agenda Item:	13
Author of Paper:	Emma Wakley				
Purpose of Paper:	Information to note		Draft policy for feedback	Motion for Decision	*

If For Decision then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:	<i>Proposer:</i> <i>Seconder:</i> <i>Motion wording for the agenda:</i> To review the options for a full inspection of the Estates Trees and map future tree works and monitoring required. To resolve to approve which option to move forward with.
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Key points: To include - Options - Challenges (including risks and threats) - Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment)	We are working on putting together a plan for our tree maintenance to help with budgeting and scheduling in works where possible, rather than leaving this until issues arise. Dale has put together an Excel spreadsheet of trees for all our Estate sites that we maintain. We have approached a qualified arborist to enquiry about the cost of completing an 'eye' survey of each tree's health and filling in any gaps that Dale was not able to complete (i.e. tree species). This would then allow us to forward plan any tree works required over the coming months and years. <u>Option 1.</u> Use an app to plot and record tree data/work schedules etc - https://www.otiss.co.uk/w/estate/estate/ on an android phone. It produces plans and tree schedules. Fee for Otiss mapping, condition survey and record each tree, produce annotated/numbered maps and tree/work schedule £2,400. <u>Option 2.</u> Fee for a walk over of all the trees on the Tree Locations Spreadsheet provided, condition survey each tree, update (where required) tree species and populate/W3W for Holy Trinity & Christ Church, record any obvious defects that need attention, high/medium/low £1,440. This option would allow us to meet our duty of care as landowners, all trees would still get a good look at, and most trees don't need management.
Recommendation:	<i>Specify what outcome or response is needed from the Council/Committee to this paper or motion.</i> The Council/Committee is recommended to: - <i>Note (no discussion is required but receipt of information should be noted)</i>

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	For the Committee to decide if they are in favour of this proposal and if so, which option.
Appendices:	<i>List in numerical order.</i>

Skipton Town Council
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Meeting:	Public Services Committee			Date:	09/10/25
Paper Title:	Development of additional parking area at Middletown Allotment			Agenda Item:	14
Author of Paper:	Emma Wakley				
Purpose of Paper:	Information to note		Draft policy for feedback		Motion for Decision *

If For Decision then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:	<i>Proposer:</i> <i>Seconder:</i> <i>Motion wording for the agenda:</i> <i>To receive and decide if the committee is in favour of an additional parking area being created at Middletown Allotments, requested by allotment tenants.</i>
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Key points: To include - Options - Challenges (including risks and threats) - Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment)	• We have been approached several times by tenants and the Middletown Allotment Association about making additional parking available for tenants at the allotments. There is an unused area by the allotment main gates that could be converted into an additional parking area. The area is approximately 276M2 and would allow parking for up to an additional 10 vehicles. Quotes for hardcore parking area at Middletown allotments (£10,000 S106 money available for use) as follows: Quote 1 – Chris Brown (comes with a 2-year warranty) • Strip off soil and make bund to side of fence. • Lay weed membrane and cover area with Mot type 1 to a depth of 150mm and compact. Price £6.500 Quote 2 – WS Groundworks (come with a 2-year warranty) • Strip existing area of soil / vegetation covering 276M2. • Supply and install timber frame edging around perimeter of new car park area. • Supply and lay weed membrane covering 276M2. • 40mm down crush and run stone to a depth of 150mm/6" compacted in layers covering 276M2. • Load and cart all stripped soil to temp lay down area agreed on site visit with the Estates Supervisor. Price £6,100 + VAT A third construction specialist was approached for a quote (D J Wilkinson) but they are unable to carry out the work due to staff limitations.
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Skipton Town Council
9th Oct 2025 at 6.30pm

Recommendation:	<i>Specify what outcome or response is needed from the Council/Committee to this paper or motion.</i> The Council/Committee is recommended to: - <i>Note (no discussion is required but receipt of information should be noted)</i> • Outcome required on weather or not to proceed with this development, and if so, which contractor to select for this work.
Appendices:	<i>List in numerical order.</i>

Skipton Town Council
9th Oct 2025 at 6.30pm

Meeting:	Public Services Committee			Date:	09/10/25
Paper Title:	Middletown Allotment Path Construction			Agenda Item:	15
Author of Paper:	Emma Wakley				
Purpose of Paper:	Information to note		Draft policy for feedback		Motion for Decision *

If For Decision then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:	<i>Proposer:</i> <i>Seconder:</i> <i>Motion wording for the agenda:</i> <i>To decide if the Committee is in favour of the development of an access path at Middletown Allotments.</i>
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Key points: To include - Options - Challenges (including risks and threats) - Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment)	We have been approached by a tenant at Middletown allotments about making a path leading to plot MT81 more accessible for their disability requirements. The area is currently very muddy, which means it is not safe for them to access the plot. Five neighboring plots would also benefit from these access improvements. Quotes for this work are as follows (106 money can also be used): Quote 1 – Chris Brown (comes with a 2-year warranty) <u>Option 1</u> Dig off vegetation, lay timber edging, lay weed membrane. Fill to level with Mot type 1 and compact. Price £1.800 <u>Option 2</u> Dig off vegetation, lay timber edging, lay weed membrane. Bring to level with Mot type 1 and compact. Surface with tarmac. Price £2.500
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	Quote 2 – WS Groundworks (come with a 2-year warranty) • Reduce dig existing footpath 40meters long x 1.5meters wide 200mm and dispose of waste materials • Excavate trench 40meters long 600mm wide and install 900mm x 600mm concrete slabs as flag on edge to retain land from sliding into neighbour's boundary • Back fill trench with concrete and type 1 limestone • Prep footpath with 100mm of mot type 1 limestone compacted in layers in preparation for tarmac • Lay 6mm wearing course tarmac at a depth of 80mm covering 40meters x 1.5meters footpath for safe access • Dispose of all waste material on completion Price £9,200 = VAT A third construction specialist was approached for a quote (D J Wilkinson) but they are unable to carry out the work due to staff limitations.
Recommendation:	<i>Specify what outcome or response is needed from the Council/Committee to this paper or motion.</i> The Council/Committee is recommended to: <i>Decide if the Committee are in favour of these development works, and if so, select which contractor should be used to conduct the works.</i>
Appendices:	<i>List in numerical order.</i>

Skipton Town Council
9th Oct 2025 at 6.30pm

Meeting:	Public Services Committee				Date:	9 th October 2025
Paper Title:	Cenotaph				Agenda Item:	16
Author of Paper:	J Dean					
Purpose of Paper:	Information to note		Draft policy for feedback		Motion for Decision	x

If For Decision then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:	<i>Proposer:</i> <i>Seconder:</i> <i>Motion wording for the agenda:</i> To receive the report and note the queries made with Hirst Conservation, and to resolve whether Members of this committee have any further questions for Hirst Conservation. To resolve to recommend the works required being approved by Full Council.
Implications: (if needed)	<i>Financial:</i> Included in report <i>Stakeholders & Reputation:</i> Refurbishing and maintaining a significant monument

Key points: To include - Options - Challenges (including risks and threats) - Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment)	<i>The main paper: 1 side of A4 max</i> The PSC Committee resolved at their meeting on the 8th May 2025 to commission Hirst Conservation to conduct a survey of the cenotaph to establish what work is required to maintain and refurbish it. The report and associated costs are attached. A number of questions have been asked of Hirst Conservation, which are below. Members are asked to consider if they have any further queries that they would like answered with a view to the all the details being presented to Full Council for approval as per section 5.19 of the Financial Regulations. Questions already submitted (awaiting answers): • Is the cost of scaffolding included in the quote? • In section 4.1 on the report it talks about a temporary concrete or steel crash barrier- is this something that you would provide, and if so is the cost included in the quote? Would this barrier need to be placed on the highway?
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Skipton Town Council
9th Oct 2025 at 6.30pm

	• Would all of the works be confined within the roundabout/cenotaph? Or do you envisage that it would encroach on the highway at all? If so we would need to seek the permission of the highway authority. • We can arrange for an electrical safety certificate for the electrical supply, this is only a 16amp supply- would that be sufficient? • Water bowser- id the 5 tonne over the course of the project? What size bowser would be required? For example, would a 1 tonne bowser be sufficient- filled each night? Does the bowser need to be placed on the cenotaph roundabout? • What would be your timeframe for starting the project, and how long do you envisage it taking? • Can you give us any indication as to the costs of the maintenance you recommended in section 4.12 it would be appreciated.
Appendices:	<i>Appendix 1 Full Report</i> <i>Appendix 2 Costs</i>