



# Skipton Town Council

**Thursday 15<sup>th</sup> Jan 2026**

**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:** 22<sup>nd</sup> Jan 2026

**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,

*LClose*

*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 Council's 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**

**2526/032 ITEM 1 – Welcome and Chairmans remarks**

**2526/033 ITEM 2 – Apologies for Absence**

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

**2526/034 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.

**2526/035 ITEM 4 – Dispensations**

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

**2526/036 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

**2526/037 ITEM 6 – Minutes [Pages 4-7](#)**

To approve the minutes of the ordinary Public Services Committee meeting held on the 9<sup>th</sup> October 2025.

**2526/038 ITEM 7 – Budget [Appendix 1](#)**

To receive and note the budget.

To receive an update from the Finance Manager

**2526/039 ITEM 8 – Estate Team Update [Pages 8-10](#)**

To receive and note the Estate Team Update

**2526/040 ITEM 9 – Surface at Raikes Road Recreation Ground [Page 11](#)**

To review proposal and agree the removal of the surfacing at Raikes Road Recreation Ground.

**2526/041 ITEM 10 – Drone use on Council Land Page 12**

To receive an update on a request from Cllr Nash to discuss a policy on the use of drones on Council Land

**2526/042 ITEM 11 -Bog Wood**

Discussion on Bog Wood- Item requested by Cllr Madeley

**2526/043 ITEM 12 – Leaves on pavement**

To discuss what the Council can do regarding leaves on pavements and resolve any actions to be taken- Item requested by Cllr Nash

**2526/044 ITEM 13 - 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 23rd April 2026**

**Minutes of the Public Services Committee meeting, Held on Thursday 9<sup>th</sup> October 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, Councillor S Bentley and Councillor A Heseltine

Mrs J Dean – Deputy Clerk  
Mrs H Marshall – Finance manager

**2526/015 ITEM 1 – Chairman's Remarks**

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

**2526/016 ITEM 2 – Apologies for Absence**

Councillor B McDaid had a work commitment- reasons accepted.

**2526/017 ITEM 3 – Disclosures of Interest**

None

**2526/018 ITEM 4 – Dispensations**

None

**2526/019 ITEM 5 – Representations from the public**

None present

**2526/020 ITEM 6 – Minutes**

Proposed by Councillor P Madeley

Seconded by Councillor M Pickard

**Resolved** in favour that the meeting minutes held on the 10<sup>th</sup> July 2025 were a true and accurate record of the meeting.

**2526/021 ITEM 7 – Budget**

The Finance Manager gave an overview of the budget to date. This was received and noted.

The Finance Manager also explained the proposed Public Services Budget for 2025/2026, which will be discussed at the Finance Committee and then approved at Full Council in December.

Councillor Madeley asked if adequate provision was put in for the rising cost of insurance, which the Finance Manager confirmed there was. There were no further questions.

**2526/022 ITEM 8 – Estate Team Update**

The Estate Team Update was received and noted.

**2526/023 ITEM 9 –Ginnel Park Public Survey & Equipment Replacement**

Proposed by Cllr P Madeley, seconded by Cllr M Pickard and resolved to approve the purchase of an inclusive flyer saucer, supplied by Streetscape.

Proposed by Cllr P Madeley, seconded by Cllr L Morgan and resolve to approve the replacement of the cradle swing seats, supplied by Streetscape.

**2526/024 ITEM 10 – Pasture Close Recreation Ground Improvements**

Proposed by Cllr P Madeley, seconded by Cllr M Pickard and resolved to approve the required works at Pasture Close with the quote from Streetscape being accepted. *Streetscape: Supply only cost for two new cradle seats and two new flat seats £462 +VAT, Patch repair wet pour £550 + VAT*

**2526/025 ITEM 11 – Burnside Recreation Ground Improvements**

Proposed by Cllr L Morgan, seconded by Cllr M Pickard and resolved to approve the required works at Burnside Recreation Ground, accepting the quote from Streetscape. s106 funding to be utilised, and any shortfall to come from the recreation ground budget 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.*

**2526/026 ITEM 12- Middletown Recreation Ground Improvement Works**

There was a discussion on the park at Middletown and the work required. There has been some vandalism to the wooden swing frame, and the proposal is to replace this with a steel frame. Cllr Nash asked if other options for funding could be explored.

Proposed by Cllr P Madeley, seconded by Cllr L Morgan and resolved not to approve the proposed improvement works to Middletown Recreation Ground, but to reconsider the proposal with more information towards the end of the financial year.

Officers to explore other options for funding this work.

**2526/027 ITEM 13 – Estates Tree Inspections & Mapping**

Members reviewed the options for a full inspection of the Estates Trees and mapping future tree works and monitoring required.

Proposed by Cllr M Pickard, seconded by Cllr L Morgan and resolved to approve moving forward with option 2.

Option 2 was: 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

**2526/028 ITEM 14 –Development of additional parking area at Middletown Allotment**

Proposed by Cllr P Madeley, seconded by Cllr L Morgan and resolved to move forward with the quote from WS Groundworks priced at £6,100 + vat, to install the additional parking area at Middletown Allotments, requested by allotment tenants.

**2526/029 ITEM 15 - Middletown Allotment Path Construction**

Proposed by Cllr P Madeley, seconded by Cllr L Morgan and resolved to move forward with the development of an access path at Middletown Allotments, accepting the quote from Chris Brown (option 2): *Dig off vegetation, lay timber edging, lay weed membrane. Bring to level with Mot type 1 and compact. Surface with tarmac. Price £2,500*

**2526/030 ITEM 16 – Cenotaph**

Members received the report and noted the queries already made with Hirst Conservation. Cllr Madeley gave an overview of what the cenotaph could look like once the work was completed.

Cllr Nash asked for further clarification on whether the inspections by structural engineers mentioned in the report are included in the costs, or if that would be in addition. Clarification would be sought on that issue.

No Further questions for Hirst Conservation were raised.

Cllr A Hesletine left the meeting at 19:40pm

There was a discussion about the planting and lighting at the cenotaph that would also need consideration.

Proposed by Cllr P Madeley, seconded by Cllr M Pickard and resolved to recommend the works required, with full details on the costings involved, to Full Council.

**2526/031 ITEM 17 - Notification of Business for a Future Agenda**

Items for the next agenda were Bog Wood, removal of the old surfacing at Raikes Road Recreation Ground, a policy on the use of drones on Council owned land.

Cllr Nash also raised that several of the finger posts are pointing in the wrong direction and that there is no finger post for Craven Arts House. The Deputy Clerk advised that the fingerposts are owned by Skipton BID, but we have assisted with the positioning of the fingers in the past. She would look into this.

Meeting closed with no further business transacted at 19:45pm

The next meeting will be held on the 22<sup>nd</sup> January 2026.

<b>Meeting:</b>	Public Services Committee			<b>Date:</b>	22/01/26
<b>Paper Title:</b>	Estates Update			<b>Agenda Item:</b>	8
<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>	<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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<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;"><u>Parks</u></p> <ul style="list-style-type: none"> <li>• The new junior multi-play unit has now been installed at Burnside Recreation Ground.</li> </ul> <div style="text-align: center;">  </div> <ul style="list-style-type: none"> <li>• The new spinner equipment has been installed at The Ginnel Recreation Ground.</li> </ul>
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- All damaged swings at The Ginnel, Burnside and Pasture Close have now been replaced with new ones.

### **Allotments**

- We currently have 1 available allotment plot and 17 people on the waiting list.
- Unfortunately, the contractor we instructed to build a disability access path at Middletown Allotments decided that he no longer wishes to undertake the work, as his quote was based on undertaking the car park build at the same time, although this was not made clear to us. Other contractors have quoted more than £7k for the same path, which would exceed our remaining S106 funds of £3,900. Therefore, we will not be able to proceed with this work.
- The new car park in Middletown allotments has been completed and is being used by tenants.



	<p style="text-align: center;"><b><u>Other</u></b></p> <ul style="list-style-type: none"><li>• The arborist from Tree Plan is underway with mapping all trees around the Estate to allow us to forward plan tree works required.</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>The Council/Committee is recommended to:</p> <p>- <i>Note (no discussion is required but receipt of information should be noted)</i></p> <p>Note the information provided.</p>
<b>Appendices:</b>	<i>List in numerical order.</i>

<b>Meeting:</b>	Public Services Committee			<b>Date:</b>	22/01/26
<b>Paper Title:</b>	<b>Raikes Road Recreation Ground Surface Patch – Health &amp; Safety Concerns</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 *

<b>If For Decision then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:</b>	<i>Proposer:</i>  <i>Seconder:</i>  <i>Motion wording for the agenda:</i>  To review proposal and agree the removal of the surfacing at Raikes Road Recreation Ground.
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<b>Key points:</b> <b>To include</b> - Options - Challenges (including risks and threats) - Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment)	There is an old rubber, tar and concrete surface patch at Raikes Road Recreation Ground where a previous piece of equipment stood (removed some time ago). This measures 8m x 8m. The surface is very slippery, and we have had reports of people falling in this area. From research, The Estates Supervisor has advised there is no suitable surface that could be placed over the top. Decking would not be able to screw down on to the existing surface and grass would not grow through the concrete. The only solution would be removal by the Estates Team, which would cost as follows:  ➤ Digger, pecker and trailer hire for 1 week - £600 + VAT ➤ Skip hire £280 +VAT each (6 may be needed, total cost £1,680) ➤ Topsoil £60 +VAT per bag (up to 18 bags may be required, total cost £1080).  ➤ <b><u>Overall cost - £3360+ VAT</u></b>
<b>Recommendation:</b>	<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>  Remove the patch of ground to prevent further incidents of slips and falls to the public.
<b>Appendices:</b>	<i>None</i>

Skipton Town Council  
22<sup>nd</sup> Jan 2026 at 6.30pm

<b>Meeting:</b>	Public Services Committee			<b>Date:</b>	22/01/26
<b>Paper Title:</b>	<b>Use of Drones on Council Land</b>			<b>Agenda Item:</b>	<b>10</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>	<i>Proposer:</i>  <i>Seconder:</i>  <i>Motion wording for the agenda:</i>  To receive an update on a request from Cllr Nash to discuss a policy on the use of drones on Council Land
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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>	Advice has been sought from NYC Community Safety Team who have advised NYC do not have a Policy, and they are not aware of a policy within North Yorkshire Police re drones, except on how they would operate their own drones.  There is advice on the Police website:  <a href="#">Drones   North Yorkshire Police</a>  And on the Civil Aviation Authority website:  <a href="#">Flying remotely piloted aircraft   UK Civil Aviation Authority</a>  The Council does not own or operate any drones.  The Council has not received any complaints or issues relating to drone use.  It is recommended that the Council does not need a specific policy on drone use but reports any issues if they identified to the Police.
<b>Recommendation:</b>	<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>- Discuss and resolve any decisions</i>
<b>Appendices:</b>	<i>None</i>