

**Minutes of a Community Facilities Committee Meeting of
Northallerton Town Council held at 1.30pm on
Friday 12th May 2023 in the Town Hall**

Present: Cllr P Cornfoot (Chairman), Cllr P Atkin, Cllr S Barber and Cllr P Eames

Also present: S Garside Assistant Clerk and A Clerk

CF22/23 To receive and consider Apologies for Absence and Declarations of Interest

Cllr G Ramsden was not present

CF22/024 To consider if it is necessary to resolve to exclude members of the press and public by virtue of Public (Admission to Meetings) Act 1960, due to the confidential nature of any agenda items

It was resolved it was not necessary to exclude members of the press and public

CF22/025 To approve the Minutes of the Community Facilities Committee Meeting held on 24th March 2023

It was resolved that the Minutes of the Community Facilities Committee held on 24th March 2023

CF22/026 To received an update on the Public Toilet works and agree opening and operating processes

An update was given on the progress of the project and the expected opening date.

Internal and external signage will be arranged and internal accessories have been ordered.

Donation points or QR codes are being investigated.

Operating procedures, including a hybrid cleaning programme will be implemented, using both an external company and NTC for cleaning. Councillors considered it to be important to have staff presence and the provision be a managed/supervised facility

It was resolved that a local external provider will undertake regular deep cleans each week

It was resolved that the Clerk will arrange a press and pictures at the appropriate time

Consideration was given to the opening hours which will be reviewed regularly and will initially be as follows:

Monday to Saturday 08:00 - 15:00

Market Days 08:00 - 16:00

Farmers Market 09:00 - 14:00

CF22/027 To review terms and start date of the lease of Units 1 & 2 of the Town Hall

Dolcie Deli will take these units with a 22nd May start date, initially for 3 years. Electrical works have been undertaken by NYC and there is a commitment to repair/replace the windows as soon as practicable.

CF22/028 To consider expressions of interest received regarding Unit 3 of the Town Hall and agree actions

It was resolved to advertise the space with signage, social and noticeboard and the decision to let will be delegated to the Clerk, in conjunction with the Chairman

It was resolved to remove the flower baskets from these windowsills

CF22/029 To discuss requirements for Cemetery and Bankhead allotments sites

- a) Planning Applications will be required for both sites
- b) Template documentation for associations and leaseholders has been sent from the Allotment Association
- c) Allocation of residents to waiting lists from survey results will take place, when the sites are near to completion. There have been 60 applications so far.
- d) Meeting date to begin formation of new Allotment Association for North Northallerton will be arranged when there is a handover date available.

CF22/030 To agree the date and time of the next meeting

It was resolved that the next meeting will be Friday 11th August 2023 at 1.30pm

The meeting closed at 14.25