

KNARESBOROUGH TOWN COUNCIL (KTC)

A Pulman
Clerk of the Council

Knareborough House
Knareborough
North Yorkshire
HG5 0HW
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14 February 2024

To: **The Members of the Projects and Events Committee** – M Flood,
H Gostlow, K Lacey, S Oakes, J Pickard, M Walker and H Westmancoat

Dear Councillors:

I hereby summon you to the following meeting of **KNARESBOROUGH TOWN COUNCIL PROJECTS AND EVENTS COMMITTEE** to be held at Knareborough House, Knareborough, HG5 0HW on:

Tuesday 20 February 2024

7:00 pm

Please see the Agenda for the meeting below:

Yours faithfully

A Pulman

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Clerk of the Council

Any queries regarding this agenda should be addressed to the Clerk at
office@knareboroughtowncouncil.gov.uk

COUNCIL AGENDA – Tuesday 20 February 2024

1. To receive apologies and consider approval of the reasons for inability to attend the meeting.

2. To receive declarations of **disclosable pecuniary interests** (not previously declared) on any matters of business and to consider any written requests for **dispensation**.

3. KTC Public Speaking Session

Any member of the public who wishes to speak about an item on this agenda, or any topic they wish to bring to council's attention, does not need to give notice but priority will be given to those who have given prior notice to the Clerk – *please see contact details on the front of this agenda*.

4. To consider and, if thought fit, **approve** as a correct record, **the Minutes** of the **Projects and Events Committee** Meeting held on:

4.1 Tuesday 18 July 2023 (*ca*)

5. Business Remaining

5.1 To elect a Vice-Chair for the Committee (deferred from 18 July meeting)

6. Correspondence

6.1 To consider email from Knaresborough Connectors inviting town council to take a stand at the Community Festival on 20th April 2024. (*ca*)

6.2 To consider email from Regulatory Compliance, North Yorkshire Council and **agree format** and associated costs for Remembrance in Knaresborough 2024 (*ca*)

7. Reports from Full Council, Sub-Committees and Working Groups

7.1 To receive and note the minutes from the 255th Enclosures Act Commemoration Task and Finish Group on 10 October 2023, 27 October 2023, 5 December 2023 and 29 January 2024 and consider next steps in organising a commemorative day on 13 August 2025, to include a celebration of Knaresborough Forest Park and a play about the castle yard riot. (*ca*)

7.2 To receive verbal update from D-Day Task and Finish working group and consider next steps.

7.3 To formally agree the date of the next Bright Friday event as Friday 29th November 2024.

Note: Members of the public and press are invited to attend the meeting as observers. Only Town Councillors are entitled to vote. A list of Councillors is available on the website or notice board at Knaresborough House. Agenda papers may be viewed on the website or purchased at the Town Clerk's office.

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

Following the Local Government Audit and Accountability Act 2014 the right to record, film and to broadcast meetings of the Council, Committees and Sub Committees is established but anyone wishing to do so should advise the Clerk or Chair of the Council to ensure compliance with KTC's adopted policy to effectively and lawfully manage this activity.

Emergency Procedures for Meetings – Fire

Details on fire evacuation procedures are displayed in the Council Chamber. Members and visitors are to familiarise themselves with these and the location of fire exits, in the building.

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S
PROJECTS AND EVENTS COMMITTEE
HELD AT KNARESBOROUGH HOUSE
on Tuesday 18 JULY 2023**

PRESENT: **Chair:** Councillor J Pickard

Councillors: H Gostlow, K Lacey, S Oakes,
and H Westmancoat

Staff Present: The Clerk and Deputy Clerk

Also Present: Councillor D Goode, a member of the public

Late Arrivals: None **Early Departures:** None

Absent: Councillor M Walker

23/001 **ITEM 1 - To elect a Chair for the Committee**

RESOLVED: That Councillor J Pickard be elected Chair for the Committee

23/002 **ITEM 2 – To elect a Vice Chair for the Committee**

It was proposed that Councillor M Flood be elected Vice Chair but as he was not present it was decided to defer election of a Vice Chair until the next Projects and Events Committee Meeting.

RESOLVED: To defer election of a Vice Chair until the next Projects and Events Committee Meeting.

23/003 **ITEM 3 – To receive Apologies and consider approval of the reasons for inability to attend the meeting**

RESOLVED: To receive Apologies and approve the reasons for inability to attend the meeting from Councillor M Flood.

23/004 **ITEM 4 - Councillors' Disclosure of an Interest**

None for this meeting

23/005 ITEM 5 - KTC Public Speaking Session

A resident attended the meeting to speak about the 255th anniversary of the Enclosure Act in 2025/the significance of Knaresborough Forest and also the 900-year anniversary of the castle.

It was agreed that an item covering these topics would be placed on the next Projects and Events Committee agenda.

23/006 ITEM 6 - To consider and, if thought fit, approve as a correct record, the Minutes of the Projects and Events Committee Meeting held on:

None for this meeting

23/007 ITEM 7 - Business Remaining

None for this meeting.

23/008 ITEM 8 - Correspondence

8.1 To consider the email from the YLCA re D-Day 80 Anniversary taking place on 6 June 2024 and decide on next steps.

RESOLVED: To set up a task and finish working group to co-ordinate town council's response to this event including: beacon lighting, communicating with the Royal British Legion, the church and reaching out to other community groups.

Group Members: Councillors J Pickard and D Goode but the office to circulate details to all Councillors inviting them to join this task and finish group.

8.2 To consider the request from a local volunteer regarding arrangements for Bright Friday 2023 and setting the ball rolling for the Bright Friday sub-committee with the inclusion of key people from the Town. **To consider** giving the Clerk delegated authority to manage the Bright Friday budget 2023 in conjunction with the Bright Friday sub-committee.

Councillor H Gostlow volunteered to organise the first meeting of the Bright Friday sub-committee, including an invitation to all Councillors and other organisations in the town.

It was also agreed that the office would start the ball rolling in terms of first aid for the event, that Councillor Gostlow would make enquiries with North Yorkshire Council regarding the supply of Knaresborough's Christmas trees, and the Clerk would clarify

the information received from NYC regarding funding contribution towards the town's lighting scheme.

RESOLVED: That the Clerk be given delegated authority to manage the Bright Friday budget 2023 in conjunction with the Bright Friday sub-committee.

8.3 To consider the following requests from a local volunteer:

- a) to look at the possibility of traffic training amongst KTC members
- b) to consider asking full council to fund the renewal of the current event traffic organiser qualifications for the next 5 years (due 2024).

a) Members discussed the possibility of doing combined training for the community with Knaresborough Town Council taking the lead.

RESOLVED: That Councillor Gostlow will follow up on quotations previously received and enquire if they are still valid.

b) Members discussed this and

RESOLVED: To agree in principle to consider asking full council to fund the renewal of the current event traffic organiser qualifications for the next 5 years (due 2024).

8.4 To consider the request to hold an event to mark the 900th Anniversary of the earliest known record of the Castle in 2030 (note: Castle Area Sub-committee also doing some work for this event).

It was noted that Council needs to understand exactly what the Castle Area sub-committee is planning to mark this anniversary.

RESOLVED: That a task and finish working group is formed to concentrate on an event steered by the Castle Area sub committee and to also bring other community groups into the planning.

FURTHER RESOLVED: That the task and finish working group begin by concentrating plans for the 255th anniversary of the Enclosure Act in 2025.

Group members to be Councillor H Westmancoat (will organise the first meeting) and S Oakes. All Councillors to be invited to join the group.

8.5 To consider the email from the NYC Community Development Manager re commuted sums.

RESOLVED: That Community Development Manager, North Yorkshire Council, be invited to a meeting with Councillors to discuss funding available for Knaresborough.

23/009 ITEM 9 - Reports from Full Council, Sub-Committees and Working Groups

9.1 To consider, following discussions at the last Community and Environmental Services Committee, how best to streamline North Yorkshire Council's Event processes with KTC's local event processes.

RESOLVED: To set up an informal meeting with North Yorkshire Council's Event Management Officer to determine best practices for organising events.

9.2 To consider any updates (if any) from the Stage working group and Vinyl Windows working groups.

Vinyl Windows: Councillor Gostlow gave an update on the current situation which had seen some empty properties either sold or re-let. It was agreed that this working group can be disbanded.

Stage: Members had nothing to report at this time but agreed that this working group can be paused.

23/010 ITEM 10 - Propositions to Full Council

10.1 To consider any other propositions from Projects and Events Committee for inclusion on the next Full Council Meeting agenda.

The Clerk informed members that a communication had been received from North Yorkshire Police announcing their withdrawal of road closure services for Remembrance events, including in Knaresborough. This was discussed at length and the difficulties of now holding a Remembrance Parade in 2023 was key. The communication to be circulated to those councillors not present for comment.

Meeting closed at: 8.50 p.m.

**Signed by the Chair
Councillor J Pickard**

From: Hannah Read <events@knaresboroughconnectors.org.uk>
Sent: 14 December 2023 12:26
To: Angela Pulman
Cc: Hannah Gostlow
Subject: Knaresborough Community Festival 2024 - Save the date!

Hi Angela,

I hope you're well.

We are planning our next Knaresborough Community Festival in 2024, and we'd love you to join us!

Please save the date - Saturday 20th April 2024

Next year we are excited to be holding the Community Festival at St John's Primary School.

Over the last 3 years the Knaresborough Community Festival has become a calendar highlight as we come together to celebrate so much good that happens in our communities, creating a wonderful opportunity for groups and organisations to share what they do and connect with residents of our town and surrounding area. We really hope you will join us in 2024 as we celebrate again and connect with one another.

We'd like to invite Knaresborough Town Council to join us and have a stand at the Knaresborough Community Festival 2024 on Saturday 20th April, please save the date and we will be in touch again in the new year to share more details about what we have planned, and a booking link for you to fill in to confirm your place.

From all at Knaresborough Connectors, we hope you have a wonderful time over the festive period. Merry Christmas and best wishes for the new year.

Kind regards,

Hannah
(On behalf of Knaresborough Connectors)

Hannah Read
07956 117 302
events@knaresboroughconnectors.org.uk



Knaresborough Admin

From: eventSAG <eventSAG@northyorks.gov.uk>
Sent: 31 January 2024 10:26
To: Undisclosed recipients:
Subject: Event: Remembrance Day Parade/Events

Dear Event Organiser,

We have been notified from North Yorkshire Police that you are the contact for the Remembrance Day Events in your area/town. Event Safety Advisory Group (SAG) Coordination has recently moved to the North Yorkshire Council. Our new email address is eventSAG@northyorks.gov.uk

Although we are a while away from Remembrance Day, we are conscious some events may be larger than others and require additional planning. If you would submit your plans to the Event Safety Advisory Group we can consider your notification and share with the wider SAG as appropriate.

Please could you complete our notification of event form by following the link below;

[NYC SAG Notification of an event V1.1.24 - accessible.docx \(live.com\)](#)

If you have any further documentation such as Event Management Plan, risk assessments, site map and insurance please also attach these on your return email.

If you require any further information please see our website below.

[Planning an event | North Yorkshire Council](#)

Kind Regards

Katie Adams
Regulatory Compliance Apprentice

North Yorkshire Council
Trading Standards
3 Racecourse Lane
Northallerton
DL7 8QZ

Telephone: 01609 536477
Email: katie.adams@northyorks.gov.uk
Web: www.northyorks.gov.uk

SAGs provide a forum for discussing and advising on public safety at an event. They aim to help organisers with the planning, and management of an event and to encourage cooperation and coordination between all relevant agencies. SAGs are non-statutory bodies and so do not have legal powers or responsibilities, and are not empowered to approve or prohibit events from taking place (although individual agencies that are members of a SAG may have regulatory powers). Event organisers and others involved in the running of an event, retain the principal legal duties for ensuring public safety.

It is therefore the responsibility of the event organiser to comply with all relevant law and guidance and to ensure the event is conducted safely. The Safety Advisory Group, in reviewing event documentation and providing commentary to event organisers, is doing so in a purely advisory role and its involvement does not remove the event

**KNARESBOROUGH TOWN COUNCIL TASK & FINISH GROUP FOR 2025
ENCLOSURES ACT COMMEMORATION**

NOTES FROM MEETING ON 10 OCTOBER 2023

Present: Margy Longhurst (ML), Shan Oakes (SO), Helen Westmancoat (HW)
(Notetaker)

13th August 1770 was the day commissioners and local people met to discuss the implications of the Enclosure Act. We propose to make **13 August 2025 Knaresborough Day** to commemorate but also celebrate how things have moved on.

A book and also a play about the **Castle Yard Riot** have been produced or are being so this could be the basis of commemoration. Poverty caused by the Enclosure Act disenfranchised peasants and possibly led to the riot. Proposal to ask **Rowena Lloyd and Gwen Lloyd** to contribute music/play as 13th August falls in FEVA week. Also **Knaresborough Silver Band** **HW to action**

Coordinate with **Knaresborough Museum Association** on what they would like to contribute **ML to action**

David Rhodes' (DR) ideas can be used, Forest, Castle Gorge and Royal Knaresborough. Starting from the Castle there could be a progression through the town to Knaresborough House then Conyngham Hall and on to Knaresborough Forest Park along with any invited VIPs

SO to work with Knaresborough Forest Park for their input, a sort of reversal of the Enclosure Act as it will now be community owned. Celebrate and educate. Possibly have a community event in 2024 involving local artists, stressing the importance of local people looking after the land, people, nature and community **SO to action**

Extra volunteers as tourist guides are needed so ML will follow up on training through Tourist Blue Badge guides, potentially with funding from locality budgets or Town Council. She will also get out as many of the Knaresborough Forest leaflets as possible **ML to action**

The Knaresborough Forest leaflets should be updated with current information. SO to liaise with DR **SO to action**

13th August date can be publicised when Knaresborough Forest Park land is bought. Intended celebrations are in May and August. Open day at Jubilee allotments could also be part of it. A Knaresborough Day tradition could be started again, to Commemorate, Celebrate and Revitalise as a strap line. Schools should be involved with a marquee and use of the new stage at Knaresborough House or Conyngham Hall. HW has contacts at King James' School and will float the idea with them **HW to action**

Funding for the event needs to be in the Town Council Business plan and budget discussions. We should also follow up on the **Duchy lease** situation with Matt Walker. **ALL to action**

DATE OF NEXT MEETING: October 27th 10.30 at Margy's house

KNARESBOROUGH TOWN COUNCIL TASK & FINISH GROUP FOR 2025 ENCLOSURES ACT COMMEMORATION

NOTES FROM MEETING ON 27 OCTOBER 2023

Present: Margy Longhurst (ML), Shan Oakes (SO), David Rhodes (DR), Helen Westmancoat (HW) (Notetaker)

13th August 1770 was the day commissioners and local people met to discuss the implications of the Enclosure Act. We propose to make **13 August 2025 Knaresborough Day** to commemorate but also celebrate how things have moved on.

Actions from the previous meeting: HW had contacted Gwen Lloyd about the book and potential play for the Castle Yard Riots that Rowena Lloyd was looking at writing and staging in 2024 for FEVA but had not yet heard back. HW had not yet contacted Knaresborough Silver Band but would do so.

HW had also contacted King James School with a view to them being involved in any play/performance. As the event is taking place in the school holidays it may be difficult to get pupils involved, but Clare Marting, Head teacher would consult with other staff and come back to us. **HW to monitor/action**

ML had been in contact with Knaresborough Museum Association. Notes from their meeting state "Knaresborough Town Council are looking to run a Knaresborough Day as well as a series of events in 2025 for the anniversary of the Forest of Knaresborough and the Enclosure Act. We could do an exhibition about the forest and include for example the castle yard riots; this could also involve a drama production".

ML had also contacted Christine Willoughby and obtained a copy of the pageant staged for the Millennium in June 2000 that could be used as a basis for 2030 celebrations.

ML to follow up with KMA

SO is working with Knaresborough Forest Park for their input, a sort of reversal of the Enclosure Act as it will now be community owned. Once the land purchase has gone through a celebration is planned that would include information about the Enclosure Act Commemoration. They are working towards a community event in 2024 involving local artists, stressing the importance of local people looking after the land, people, nature and community **SO to follow up/action**

ML had distributed the Knaresborough Forest leaflets to Tourist Information and Library. Schools should also be on the distribution list. DR will update the leaflets with current information. **DR to action**

ML had also followed up on the Tourist guide training and produced some information (attached) on what would be needed. It would be good training for those

needing it, and also useful on a CV. Funding for it could be included in the Knaresborough Town Council budget and business plan. **ML & HW to action**

ML would also contact Mark Smith who does walking tours to see if something could be arranged. **ML to action**

David Rhodes' (DR) ideas: There should be an Honour of Knaresborough based on the date in 1130 when the borough, forest and liberty were granted. The gorge is important. RHS Bridgewater is an example of biodiversity that we could use. He had put together a leaflet with key dates in Knaresborough's history. We should look to the Nidd Gorge Advisory Partnership. SO is involved in it. Also the Atkins report on the High Street, and review that. There could be a Visitor Centre at Conyngnam Hall. The County would need to contact the Duchy on our behalf to have representation at the event, but he would contact the Chair of the White Rose Forest. DR would email further plans and ideas for the 2025 event, and the wider castle to the group. **DR to action**

DR thinks that the Duchy lease is the County's responsibility. There has been some discussion about it and Matt Walker is trying to pursue further. DR's thoughts are that we need to have a County officer to attend the Castle Area Projects sub-committee. The Courthouse Museum should be the main museum, although the Museum Association is looking at the feasibility of other locations in the town.

Group to consider the format of the day, the list of people to invite to include Chairs of the Northern Forest, Woodland Trust, the Town Crier etc. so that a more formal plan could be arranged. **ALL to action**

NYC should be involved in publicising and helping arrange the event. HW to contact Janet Deacon once confirmed by DR that this is the person to contact. **HW & DR to action**

DATE OF NEXT MEETING: TBC, but end of November/beginning December

**KNARESBOROUGH TOWN COUNCIL TASK & FINISH GROUP FOR 2025
ENCLOSURES ACT COMMEMORATION**

NOTES FROM MEETING ON 5 DECEMBER 2023

Present: Margy Longhurst (ML), Shan Oakes (SO), Helen Westmancoat (HW)
(Notetaker)

13th August 1770 was the day commissioners and local people met to discuss the implications of the Enclosure Act. We propose to make **13 August 2025 Knaresborough Day** to commemorate but also celebrate how things have moved on. 13th August 2025 will be 'Knaresborough Day' to commemorate the enclosure of the Forest through the Enclosure Act 1770, and to celebrate the people buying back the once common land (Knaresborough Forest Park)

HW will discuss with clerks the list of VIPs and sending them that date. She will also talk to FEVA, Matt Walker and Hannah Gostlow re NYC rep **Action HW**

ML will – talk to Museum, Castle Museum, KJS. Historical society, Charlotte Gale re Cliff lift and feasibility study. **Action: ML**

SO will - talk to Knaresborough Forest Park, Renaissance Knaresborough, Civic Soc, Studio 3, David Rhodes re date for 2030 and leaflet update. **Action: SO**

Also discussed was an outline plan for the day starting at the Castle Top with children performing, moving down to Knaresborough House where lunch could be provided for dignitaries and/or family picnics in the grounds. There would be opportunity for speeches, talks, and the significance of the event, with David Rhodes speaking and possibly the Chair of the Northern Forest. The Mayor could lead the walk through the town which would then go on to Conyngham Hall and the Knaresborough Forest Park.

Next planning meeting – Mon 29 January 2024 with wider invited group at Knaresborough House. HW to chair, SO to take notes. Emails will be sent out to interested parties. **Action: All**

**KNARESBOROUGH TOWN COUNCIL TASK AND FINISH GROUP FOR THE
2025 ENCLOSURE ACT COMMEMORATION**

Notes of a meeting at Knaresborough House on 29 January 2024

Attendees: Helen Westmancoat (KTC, Chair), Margy Longhurst (KTC), George Eglese (Civic Soc,KFP), Hilary Gardner , David Rhodes, Sue Almond (Historical Soc), Kathy Allday (Museum Assoc), Ruth Bulmer (Museum Assoc), Hannah Gostlow (NYC, KTC), Matt Walker (NYC, Castle WG) , Mark Flood (Lions KFP KTC), Chris Kitson (LLC), Rick Brewis (KFP), Trisha Sanders (KFP), Rowena Lloyd (FEVA), Shan Oakes (KTC/RK, minutes), Bill Rigby (Civic soc/RK),

Apologies: Charlotte Gale, Peter Lacey, Sue Vasey, Elsa Wiehe

The meeting was called to consider ideas for framing events around the 255th anniversary of the Enclosure of the former Royal Forest of Knaresborough.

The date of the signing of the Enclosure Act was 13th August 1770 (at the Borough Bailiff, now the Commercial Hotel) , so that date in 2025 (Wednesday) is the 255th anniversary. That will be during FEVA. (NB August 12th is the town's Charter Day).

The idea so far is to plan a small-scale event for this August (2024) as part of FEVA and maybe call it Knaresborough Forest Day as we can make it a celebration of the new Knaresborough Forest Park coming back into the ownership of the people.

The suggested plan for the day on **13 August 2025** would be to start at the Castle with various activities, looking across at the new Knaresborough Forest Park, then walk down Kirkgate to Knaresborough House grounds for a picnic lunch and talks etc, then continue down to Conyngham Hall kiosk and grounds. Those wishing to could then continue up to Knaresborough Forest Park.

For August 2025 Rowena is planning an outdoor semi-immersive production inspired by the Castle Yard Riot (NB new book available from Museum Association or Castlegate Bookshop). The theme of the Riot is the importance of the people using their power to retain their rights of access to the land. The Enclosures took away the people's right of access to the Forest – a massive blow – to be commemorated rather than celebrated.

There was discussion covering the value of the community coming together, protecting green spaces, and looking at how best to celebrate people and place and including practical activities like tree planting. It's the UNenclosure of the forest (the

land going back to the common people) we will celebrate, whilst remembering our history and what happens if we relax too much and allow the 'authorities' to get the bit between their teeth.

Discussion about the former Royal Forest of Knaresborough reminded the meeting of its full extent (over 90 miles of boundary), lack of informed interpretation of its heritage value, and unexploited potential for recreation. The development of the 100 acres of Longlands Common, incorporating Knaresborough Forest Park, was a powerful gesture towards the restoration of citizens' free access to the land, and enjoyment of the benefits of the 'commons'.

In support of this, the meeting heard of emerging discoveries by the Knaresborough Museum Association of ancient settlements, and the potential for more insights to be made available through access to previously unexplored areas within LLC/KFP. We need to learn from the past and from nature. Also shared were ideas for the creative opportunities in drama, music and other artistic initiatives prompted by the idea of a regular date in the calendar. KFP outlined the current thinking on a calendar of events throughout the year aimed at generating interest and cultivating an audience of people committed to supporting the Project, together with a network of agencies with similar aims. We hope for a ballad of Knaresborough Forest and lots of inclusive intergenerational activity.

The chair asked everyone to go away and think about what their respective organisation's contributions to the day, and leading up to it, might be. **Action: ALL**

We originally thought of re-establishing a Knaresborough Day on 13th August as an annual event beginning in 2025; however, an opinion was voiced that this needed further deliberation. We can rethink this idea at our next meeting.

Suggested dates are : March 2024 – follow up to this meeting; May 2024 – KFP Beltane walk the land; Aug '24 – FEVA Forest celebration; Aug 2025 August 13th Enclosure/ Castle Yard Riot event