



**Knaresborough**  
Town Council

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# **KNARESBOROUGH TOWN COUNCIL ACTION PLAN 2024 – 2027**

This Action Plan gives a summary of the proposals which Knaresborough Town Council will develop and/or deliver. The document is a working document and is subject to alteration/amendment and will continue to inform the budget setting process.

The Action Plan will be formally reviewed annually.

## Current Projects

Project Number	Project Description	Action	Strategic Aim no:	Update
i	Work with new unitary authority to determine where KTC will sit	Devolution and Prosperity Sub committee set up May 2024 to build liaison with NYC	1	<p>Sub committee - not yet met</p> <p>Nov 24: NYC created parish liaison point of contact and KTC Officers and three councillors have met with the NYC parish liaison officers.</p> <p>March 25: Sub committee – still not met. Market working group formed to move market proposition forward.</p>
ii	Liaise on Highways management with NYC	Strategic working group set up by NYCC with reps from KTC to meet regularly with Highways Division and County Councillors to discuss varying Knaresborough issues	1/2/4	<p>Meetings were held with Highways but no recent updates received.</p> <p>Nov 24: North Yorkshire Council’s website has reverted to directing residents to KTC for routine matters relating to Highways, such as double yellow lines, speed limits etc. Matter raised with NYC Councillor and parish liaison officer who are investigating.</p> <p>KTC Officers continue to liaise with residents and NYC councillors to resolve local problems.</p> <p>NYC have advised that the new parish portal will be updated and in use from mid-December.</p> <p>March 2025: Parish Portal up and running but use of it is limited at this stage. Feedback given to NYC re improvements that would make it a better service.</p>

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iii	Road Safety and Highways Improvements	Organise speed surveys and contribution to cost of VAS signage	1/4	<p>Speed surveys completed. VAS signage purchased (NYC/KTC). Rotation to be monitored by KTC. VAS signs relocated February 2024. Clerk has requested update re current data/position.</p> <p>Nov 24: Issues have been raised by the Police Liaison Committee around King James's School.</p> <p>March 25: No update received on VAS. Police Liaison Committee continues to deal with traffic issues. New boundary signage for the town being investigated. NYC have outlined required criteria.</p>
iv	Consider and respond to consultations on current and future issues that specifically affect the parish	<p>As described when presented</p> <p>Consider future KTC consultations to inform budget setting and major specific consultations on major projects.</p>	1 - 6	<p>Several consultations circulated to councillors. Parish Liaison Officers at NYC informed of timing limitations relating to NYC parish consultations.</p> <p>Office encouraging public engagement by sharing consultations on social media.</p> <p>March 2025: Office continues to share consultations on social media. Consultations shared for corporate response as required.</p>
v	Knaresborough Castle	Sub committee well established looking at continual improvements to many facets at the castle	1/3	<p>Task and finish working group set up to commemorate/celebrate the 255<sup>th</sup> Enclosures Act in August 2025. Funding allocated in 2024-25 budget. Multiple forest related events held in partnership with other organisations during FEVA week as a prelude to the 255<sup>th</sup> anniversary. Funding requested for the next financial year 2025/2026.</p>

## Current Projects

				<p>Nov 2024: Planning how best to celebrate the 900<sup>th</sup> year castle anniversary in 2030 is ongoing.</p> <p>KTC written to The Duchy of Lancaster to seek their appetite to communicate directly with KTC. Response received asking KTC to write again when new CEO settled in. Diarised for January 2025.</p> <p>March 2025: Arrangements to commemorate/celebrate 255<sup>th</sup> Enclosures Act continue. Council has made commitment to celebrating the 900<sup>th</sup> anniversary in 2030. Separate working group set up. Clerk meeting with Duchy April 2025 to discuss ongoing maintenance. Flags to be replaced.</p>
vi	Climate Emergency	Subcommittee set up to research and implement possible initiatives to mitigate and adapt to climate change	2	<p>Cttee regularly meets; responsible for advising on KTC green grants.</p> <p>Project includes possible installation of solar panels and renewed insulation at Stockwell Community Centre. SPF funding application was delayed but as of October 2024 is progressing through NYC.</p> <p>Solar panels installed early March</p>
vii	Community Engagement	<p>Representation on outside bodies to offer help/assistance where appropriate.</p> <p>Making Town Council more visible and raising its profile.</p>	1 - 6	<p>Market stall at the Wednesday market put on hold until final decision reached regarding future operation of the market.</p> <p>KTC attended the Knaresborough Community Day and conducted a short survey concerning the market.</p>

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				<p>Newsletter (three for 2024) has been a successful tool for communicating and will continue in 2025.</p> <p>Newly acquired stage has been used at two KTC events and has been on loan in the community. A 'Hire Agreement' is being drawn up to formalise the use of the stage by other organisations in the town.</p> <p>Informal meeting held with Chain Lane and Connectors with four representatives on K Voice.</p> <p>March 25: Arrangements being made to attend Community Festival in May. Increased Facebook presence and connections through the town. VE day arrangements ongoing.</p>
	Knarborough Wednesday Market	KTC selected to submit Business Case for operation of Wednesday market	1	<p>Discussions started and ongoing. A Markets working group being set up; looking at a consultant to help with this process.</p> <p>Suggest Councillors take the time to visit the market in the next few weeks to familiarise themselves with the current layout etc.</p> <p>March 2025: Consultant engaged. Feasibility Report received. Feb 2025 Business Plan being prepared for submission to NYC</p>
viii	Knarborough Allotments	Allotments are self-administered. KTC looks after the land and collects rental. Allotment Committee ensures smooth running.	4	<p>Liaison with Allotment Committees continue. No major issues for 2024. KASH's proactively working to KTC's biodiversity policy.</p> <p>Discussions still ongoing re the Hawthorn allotments.</p>

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				<p>March 2025: A new notice board been organised for KASH. Risk assessments and site visits done.</p>
ix	Christmas Lights	Work towards improving the festive lights in the town	1	<p>Contract renewed from 01 June 2024 with new contractor. Some new lights purchased and some repaired. All year-round lights approved for Butter Lane.</p> <p>March 2025: Christmas lights design well received in the town. Meeting to be held with contractor to iron out installation delays.</p>
X	Christmas Light Switch on	Major event in town council calendar. Working Group liaise with Clerk and Community Events Officer to implement smooth running of annual event.	1	<p>Plans well advanced for this event along the same lines as previous years. Traffic Management Company engaged to manage road closure.</p> <p>Community Projects Officer submitted relevant Event Management Plan with associated documentation to SAG following the withdrawal of volunteer Event Manager support.</p> <p>March 2025: Working group will need to be cognisant of numbers attending this event following query from SAG.</p>
xi	Commuted Sums	Working group set up to investigate commuted sums available to ensure monies are not missed.	1 - 6	<p>Presentation from HBC in autumn 2022 and new line of communication with set up with NYC Officers</p> <p>Community Projects Officer continues to liaise with NYC Officers; currently awaiting action from NYC re KGV field.</p> <p>March 2025: C S Working Group set up but not met. Documentation with NYC Legal team. Issue with ownership of equipment at KGV field.</p> <p>Mint Garth Play area reopened with an event organised by KTC.</p>

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xii	Grant Funding	<p>Applications for Grant funding operating on quarterly basis in line with Finance Committee Meetings.</p> <p>Three separate pots of funding – general grants, small grants (administered by the Clerk) and green grants</p>	1 - 6	<p>Town Council allocated £30K in its budget for 2024/25</p> <p>General grant funding budget heading towards overspends for 2024/25. Councillors considering action to address this; difficult decisions have been made and funds transferred from other budget lines in some specific cases.</p> <p>Feedback monitoring now in operation with results reflected in newsletters.</p> <p>March 2025: Council allocated same budget for 2025/2026 Small grants proving popular Art Award nominations slow to come in, will advertise again</p>
xiii	Communication	<p>Continue to improve and update the town council's website and Facebook page and the use of social media in general. Improve residents' knowledge of Town Council role and responsibilities.</p> <p>Community Resilience Plan</p>	1 - 6	<p>Town Council website updated consistently as and when required – updates on procedural matters, news items, projects etc.</p> <p>Facebook Page updated on almost daily basis with similar – sharing posts from North Yorkshire Council and voluntary organisations in the town.</p> <p>Three newsletters sent out in 2024.</p> <p>Aiming to create regular content which promotes town council and its work in the town.</p> <p>Community Resilience Plan – work in progress</p> <p>March 2025: Warm Hub Wednesdays set up at K House. 'Surgery' held in the library with three councillors in attendance. Further 'surgery' to be held soon.</p>

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xiv	Tourism	<p>Improve the tourist offer in the town by training volunteer guides as Mayor's guides offering walking tours.</p> <p>Update of Town Map</p>	1,3	<p>Budget allocation of £6K for 2024 /25 for training and associated costs; plans for this programme well advanced with launch event in October and interview date for potential candidates on 13 November.</p> <p>March 2025: Mayors Guides training progressing and nearing completion. Town Map still being worked on.</p>
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Adopted: March 2024

Reviewed: May 2025

Next Review: May 2026