

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S  
PROJECTS, COMMUNITY and ENVIRONMENT COMMITTEE  
HELD AT KNARESBOROUGH HOUSE  
on Monday 07 July 2025**

**PRESENT:** **Chair:** Councillor Pickard

**Councillors:** A Bell, M Flood, H Gostlow, K Lacey, S Oakes,  
M Walker and H Westmancoat

**Staff Present:** The Clerk and Community Projects Officer

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

**Absent:** J Batt

**25/001 ITEM 1 - To elect a Chair** for the Committee

**RESOLVED:** That Councillor J Pickard is elected Chair for the Committee.

**25/002 ITEM 2 - To elect a Vice-Chair** for the Committee

**RESOLVED:** That Councillor A Bell is elected Vice Chair for the Committee.

**25/003 ITEM 3 - To receive Apologies and consider approval** of the reasons for inability to attend the meeting.

None for this meeting

**25/004 ITEM 4 – receive** declarations of **disclosable pecuniary interests** (not previously declared) on any matters of business and to consider any written requests for **dispensation**

None for this meeting

**25/005 ITEM 5 – KTC Public Speaking Session**

None for this meeting

**25/006 ITEM 6 - To consider** and, if thought fit, **approve** as a correct record, the **Minutes** of the **Projects and Events Committee** Meeting held on:

## 6.1 Tuesday 08 April 2025

Councillor Bell enquired about next steps for boundary signage and was advised that a motion should go to the next Finance Committee if required at this time.

**RESOLVED:** That the minutes of the Projects and Events committee meeting held on Tuesday 08 April 2025 be approved as a correct record and signed by the Chair.

## 25/007 ITEM 7 - Reports/Information from the Clerk

**7.1 To receive and note** the expenditure to date on:

- (i) VE Day 80
- (ii) Tour Guide Project
- (iii) SPF Funding – Stockwell Hub

**RESOLVED:** To receive and note.

**7.2 To receive** a verbal report on recent events and projects from the Community Projects Officer.

The Community Projects Officer outlined the many and varied projects and events that Council has been involved with (see appendix 1)

Councillor Walker informed the committee that some (perhaps all) of the public toilets in Knaresborough are now on locking timers and to contact NYC if there is a need to alter the timings for events.

## 25/008 ITEM 8 – Correspondence

**8.1 To agree a response** to the email from the CEO at Chain Lane Community Hub re the possibility KTC involvement in an International Friendship Day Festival 2026

**RESOLVED:** To respond to the email giving details of NYC events team for permissions at Knaresborough House and stating that KTC is open to collaboration but would need more information as to what is needed from KTC.

**8.2 To receive** the email from the Community Empowerment Manager at Chain Lane Community Hub re invitation to a workshop to discuss the potential of a partnership bid to the Mayoral Fund with a focus on events

**RESOLVED:** To receive the email and note that Councillor Pickard and the Community Projects Officer will be attending the workshop to gather information on behalf of council.

**FURTHER RESOLVED:** To email the Locality Lead (Central) – Harrogate, Knaresborough and Boroughbridge, NYC to ask them to attend a future meeting to discuss stronger communities and how organisations can support each other.

**25/009 ITEM 9 - Reports from Full Council, Sub-Committees and Working Groups**

**9.1 To receive the** terms of reference for the Knaresborough Police and Community Liaison Committee

**RESOLVED:** To receive and note the terms of reference.

**9.2 To receive and note** the notes of the Climate Change Subcommittee meeting held on 25 March **2025**

**RESOLVED:** To receive and note the Climate Change Subcommittee notes.

**9.3 To receive and note** the minutes of the Knaresborough Castle Subcommittee meetings held on 26 March, 1 May and 5 June 2025 (*ca*)

**RESOLVED:** To receive and note the minutes of the Knaresborough Castle Subcommittee.

**25/010 – ITEM 10 – Information Exchange**

- Councillor A Bell mentioned that he believes, through the business collective and Totally Locally initiative the Town may get a new website to highlight businesses.
- Councillor H Gostlow told members the Town Map project was progressing, and the artist was inking the illustrations.
- The Clerk made members aware of an incident at the Bebra paddling pool over the weekend and a concern raised over NYC emergency contact details.

**Meeting closed 8:25 p.m.**

**Signed by the Chair**  
**Councillor: J Pickard**

## Appendix 1

### **Projects, Community and Environment Committee report for 7 July 2025 meeting** - **Hannah Read, Community Projects Officer**

#### **KTC events and projects since the last PCE meeting on 8 April 2025:**

##### **- Special Arts Award - launched**

Following a nomination process, Knaresborough Town Council have awarded a Special Arts Award of £100 to each of the following organisations:

Yorkshire CREATE, Craft and Social, FEVA for their Mosaic Project this summer, Knaresborough Youth Theatre, to both the Choir at St John's Church and The Paul Mirfin Band for a collaborative project bringing together two distinctive styles of music, and to the team working together to put on the Knaresborough Eleven Play – a collaboration between Rabbithead Productions, Feva and Yorkshire Create.

Certificates were given to each of the organisations / individuals with the £100 award. We hope these awards go a little way to help support creativity in our town.

##### **- 'Meet your Town Councillor' drop-in surgery at the library on 23 May**

The second Town Councillor drop-in surgery at the library was hosted by Councillors Helen Westmancoat and David Goode on Friday 23 May.

- There is the potential opportunity for a specific Town Councillor drop surgery at the library to support the next phase of the Neighbourhood Development Plan (NDP). David Goode to co-ordinate. The NDP Reg 16 consultation will start on 28<sup>th</sup> July for six weeks.

##### **- ITG Tour Guiding Training Course**

9 volunteer tour guides have completed the training course and passed their exam to become official ITG White Badge Guides for Knaresborough.

On Wednesday 25 June KTC hosted a graduation ceremony for the volunteer tour guides at Knaresborough House for invited guests. Project Co-ordinator Cllr Margy Longhurst, Course Director Sarah Cowling and ITG Vice President Jackie Clare all gave speeches before the guides were presented with their ITG certificates, White Badge and Tour Guide uniforms.

Hannah R continues to support the Guides through marketing, social media and email communications for the Volunteer Co-ordinator Cllr Margy Longhurst and team of volunteer guides as they begin to offer regular weekly tours.

As well as offering weekly walking tours from the Market Place on Wednesdays and Saturdays starting at 11am from the Market Cross, the volunteer tour guides are also supporting the 255<sup>th</sup> Anniversary of the Enclosure Act events on 13<sup>th</sup> August and are willing to work with KTC to support future events in the town.

##### **- VE Day 80 Anniversary Event on 8 May 2025**

On Thursday 8 May Knaresborough joined with the nation to commemorate the 80th Anniversary of VE Day. Our community came together for a shared moment of celebration and reflection, to celebrate 80 years since the end of World War II in Europe and pay tribute to those who fought for our freedom, remembering the resilience and unity that defined our communities.

Knaresborough Town Council organised a free community event in the evening of Thursday 8 May in the grounds of Knaresborough Castle. People were invited to bring a picnic and enjoy live entertainment from the KTC stage, before the more commemorative part of the evening which included a parade of local Cadets and the local branch of the RBL, prayers and the official tribute at

the War Memorial, and concluded with the lighting of the town's beacon. Thanks go to the Task and Finish group and everyone who contributed and was involved in making the event the successful celebration it was. Feedback both in person and on social media for the event has been hugely positive.

One highlight was working with Craft and Social. KTC commissioned a silhouette tribute which was made by the students at Craft and Social and then installed outside Knaresborough House as part of our town's commemoration of VE Day 80th Anniversary.

**- Knaresborough Community Festival – Saturday 18<sup>th</sup> May**

KTC had a stand at the Knaresborough Community Festival which was held at Henshaws on Saturday 18<sup>th</sup> May. The event was organised by Knaresborough Connectors and offers an opportunity to meet and engage with residents and connect with other organisations and groups in the town. The stand was manned by Town Councillors on the day.

**- Enclosure Act 255<sup>th</sup> Anniversary – 13 August 2025**

Plans continue with regular meetings of the Task and Finish group for the commemoration of the 255<sup>th</sup> anniversary of the Enclosure Act and Knaresborough Forest Day on Wednesday 13 August 2025.

A civic event will be held at Knaresborough House to include a guided walk from the Castle Grounds to Knaresborough House for invited guests, a buffet lunch and a series of talks about the history of the Enclosure Act in Knaresborough and the Royal Forest of Knaresborough. Afterwards, attendees will be offered the opportunity to join a further guided walk to the Kiosk at Conyngham Hall where there is a family fun day and on to Knaresborough Forest Park where there will be entertainment and activities on the land throughout the afternoon as part of their celebration of Knaresborough Forest Day.

KTC are supporting the Kiosk at Conyngham and Feva as they are holding a 'Knaresborough Forest Day – Family Fun Day' event at the Kiosk at Conyngham also on 13 August, as part of the Feva calendar of events and linking in with the theme of 'forest' and the history of the Enclosure Act. The Family Fun Day will have a forest / nature / green theme.

The 13<sup>th</sup> August historic anniversary of the Enclosure Act, and the celebration of Knaresborough Forest Day provides an opportunity to link up with Knaresborough Forest Park and the narrative of people taking back ownership of the land.

We are also closely in touch with the the team working together to put on the 'Knaresborough Eleven' Play on Sunday 10<sup>th</sup> August (within FEVA week) – a collaboration between Rabbithead Productions, Feva and Yorkshire Create.

**- Police and Community Liaison Group**

Hannah R continues to provide support to the group (meeting, minutes) and is working to facilitate the links that have been built between local police officers and town council and KTC's projects (such as the Town Ranger and recent requests from the police to help with the removal of graffiti in the town).

**- Community Resilience**

The office is working with Cllr James Pickard, Chain Lane and Community Hub and NYC to resolve the best way forward for Knaresborough's resilience plan.

Town Councillors have been asked if they would be willing to join a team of community volunteers as KTC representatives (willing to volunteer their time, specialist knowledge or practical skills as a core team during an emergency.)

- **Opening of Noticeboard at KASHS**

On Tuesday 17<sup>th</sup> June the Mayor of Knaresborough Helen Westmancoat and fellow Town Councillors Shan Oakes and Hannah Gostlow joined plot holders and members of the KASHS (Knaresborough Allotment Self Help Scheme) Committee to officially unveil and open their new noticeboard.

Rob Snow the Chair of the KASHS Committee gave a short speech and thanked Knaresborough Town Council for their gift of a new noticeboard which will provide a fantastic platform for communication with plot holders and the allotment community.

- **Bright Friday**

First meeting of the subcommittee for Bright Friday 2025 on Thursday 3<sup>rd</sup> July.

Due to crowd size at Bright Friday 2024 and the subsequent implications on costs for traffic management, security, first aid cover and licences, the subcommittee will bring a request to the next Council Finance Committee meeting.