

**KNARESBOROUGH TOWN COUNCIL (KTC)**

A Pulman  
Clerk of the Council

Knaresborough House  
Knaresborough  
North Yorkshire  
HG5 0HW  
Tel: (01423) 864080

E-mail: [clerk@knaresboroughtowncouncil.gov.uk](mailto:clerk@knaresboroughtowncouncil.gov.uk)

26 September 2023

To: **The Members of the Community Services and Environment Committee –**  
Councillors J Batt, A Bell, M Flood, H Gostlow, K Lacey, S Oakes and  
H Westmancoat

Dear Councillors:

I hereby summon you to the following meeting of **KNARESBOROUGH TOWN COUNCIL COMMUNITY SERVICES AND ENVIRONMENT COMMITTEE** to be held at Knaresborough House, Knaresborough, HG5 0HW on:

**Monday 02 October 2023**

**7:00 pm**

Please see the Agenda for the meeting below:

Yours faithfully

*A Pulman*

A Pulman  
Clerk of the Council

Any queries regarding this agenda should be addressed to the Clerk at  
[office@knaresboroughtowncouncil.gov.uk](mailto:office@knaresboroughtowncouncil.gov.uk)

## **COUNCIL AGENDA – Monday 02 October 2023**

**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 **Community Services and Environment Committee** Meeting held on:

**4.1** Monday 03 July 2023 (*ca*)

### **5. Business Remaining**

None for this meeting

### **6. Correspondence**

**6.1 To consider** communication from Hedgehogs R Us (*ca*)

### **7. Full Council, Sub-Committees and Working Groups**

**7.1 To consider the verbal request** from the Climate Emergency Sub-Committee to explore the possibility of engaging a Consultant, and the associated costs, in order to progress the next steps in the proposed project to install solar panels on the roof at the Knaresborough Wellbeing Hub. Recommendation from sub-committee to be brought back to Council for consideration.

**7.2 To Receive and Note the** meeting notes from the Castle Area Projects Sub-Committee held on 27 June and 25 July 2023. (*ca*)

**7.3 To Receive and Note the** meeting notes the Climate Emergency Sub-Committee held on 29 June and 25 July 2023. (*ca*)

**7.4 To approve the Terms of Reference for the Castle Area Projects Sub Committee**

## **8. Propositions to Full Council**

**8.1 To consider** any propositions from Community Services and Environment Committee for inclusion on the next Full Council Meeting agenda.

To consider requesting that Full Council amend the Terms of reference for the Community Services and Environment Committee to bring it in line with other standing committees with regard to delegated authority to spend budgeted monies.

**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.



**23/005      ITEM 5 - KTC Public Speaking Session**

A representative from The Hive attended the meeting to update members on The Hive's work since being awarded a grant from KTC last September. She described an 'up and down journey' and felt that volunteer response had been disappointing. She gave a detailed account of problems encountered in trying to get the project off the ground. Members asked questions which were answered in detail, and she outlined The Hive's three most important priorities moving forward.

*Councillor S Oakes arrived during this session.*

The Mayor thanked her for attending the meeting to update members.

**23/006      ITEM 6 - To consider and, if thought fit, approve as a correct record, the Minutes of the 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 emailed request from the RHS to formally donate 'a framed section of wood from the first Ribston Pippin apple', currently on loan from KTC to the RHS.

**RESOLVED:** That KTC formally donates the 'framed section of wood from the first Ribston Pippin apple' to the RHS on the condition that if they wish to dispose of it they consult with KTC.

**8.2 To consider** the grant application from Knaresborough Chamber of Trade re: Town Crier Outfit

**RESOLVED:** To award the full amount of grant requested of £750.

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

**9.1 To consider request from Full Council** to decide next steps to support further developments in Knaresborough to improve facilities for tourists and promote the town as a tourism destination.

Councillor Longhurst explained to the meeting that many of her concerns that had led to the submission of her original motion to Full Council were centred around the use of the castle and its grounds. Therefore it was:

**RESOLVED:** To delegate decision of next steps to support further developments in Knaresborough to improve facilities for tourists and promote the town as a tourism destination to the Castle sub committee.

**23/010     ITEM 10 - Propositions to Full Council**

**10.1 To consider** any propositions from Community and Environment Services Committee for inclusion on the next Full Council Meeting agenda.

Councillor Lacey gave members details of items discussed at the Climate Change Emergency Sub Committee meeting held on Thursday 29 June.

Councillor Batt gave members details of items discussed at the Castle Area Projects Sub Committee meeting held on Tuesday 27 June.

Both sets of Sub Committee Minutes can be found on the Town Council website.

The Clerk reminded members that their draft Terms of Reference should be submitted to the office as soon as possible.

**Meeting closed at: 8.25 p.m.**

**Signed by the Chair:  
Councillor Mark Flood**

## Knaresborough Clerk

---

**From:** Linda Cook <hedgehogsrus@mail.com>  
**Sent:** 12 September 2023 23:14  
**Subject:** Hedgehog Highway Project  
**Attachments:** Council Letter2.pdf; List of YES Councils.docx

Hi!

I would like to tell you about my Hedgehog Highway Project, which over 150 Parish, Town & Community Councils are taking part in. Many more are adding it to their next council meeting agendas.

Please read about the project here: [Hedgehogs R Us Highway Project - Hedgehogs R Us](#)

The attached letter & the following video should also tell you all that you need to know: <https://fb.watch/n0CGrUWZQC/>

Please would you be so kind as to add it to the agenda of your next meeting?

I really hope you choose to take part as together we can make the whole of the UK hedgehog friendly!

Follow the project on Facebook: Hedgehogs R Us.

Thank You!



# Hedgehogs R Us

Linda Cook  
12 Richmond Close  
Market Weighton  
YO433EX

[HedgehogsRus@mail.com](mailto:HedgehogsRus@mail.com)

Firstly, thank you for taking the time to read this letter!

I am writing to all Councils, Parishes, Towns and Wards in the UK to ask them to take part in this amazing project!

## Hedgehogs R Us Highway Project

With Hedgehog numbers in decline and Hedgehog awareness on the rise, there has never been a better time to get involved in Hedgehog conservation.

A Hedgehog Highway is a 5 inch gap in a fence and is essential in the battle to prevent the extinction of our endangered spiky friends. This gap allows them access to forage for food and meet mates.

Hedgehog shaped fence surrounds raise awareness to the plight of Hedgehogs, create a talking point and encourage others to take part in the project. Fence surrounds are made from recycled plastic and can themselves be recycled.

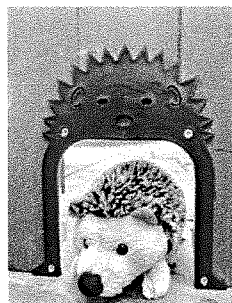
I am asking for each area of the UK to use a small portion of their assigned funds to purchase a box of hedgehog highway surrounds and make them available for their residents.

Each box of 50 is £150 and includes:

- \* 50 Hedgehog Highway surrounds & 50 information leaflets
- \* A display box & window sticker showing you are part of the project.

Ideas of how to benefit your community include:

- \* Donate the Highways and leaflets to your local school to educate in wildlife conservation
- \* Swap the Highways for a donation of Hedgehog food which can then be given to your local Hedgehog Rescue Centre



The project will be receiving a lot of publicity in the coming months via Social Media and I really hope that you choose to take part.

My dream is to make the whole of the UK one giant Hedgehog Highway and for that dream to come true, it needs EVERYONE to take part.

Money is donated to Hedgehog Conservation for every box sold too!

If you would like to order or have any questions please do not hesitate to get in touch and thank you for caring.

Linda Cook, Founder of Hedgehogs R Us



### Councils who have ordered

1. Kirkbampton	kirkbamptonpc@gmail.com	P.
2. Denby	clerk@denbyparishcouncil.gov.uk	P.
3. Somercotes	info@somercotesparishcouncil.org.uk	P.
4. Angmering	admin@angmering-pc.gov.uk	P..
5. East Preston	clerk@eastpreston-pc.gov.uk	P.
6. Aston Clinton Parish Council	clerk@astonclinton.org	P..
7. Aylesbury Town Council	Sue.Carpenter@aylesburytowncouncil.gov.uk	P..
8. Chesham Town Council	admin@chesham.gov.uk	P.
9. Ellesborough Parish Council	clerk@ellesborough.org.uk	P..
10. Edlesborough Northall & Dagnall Parish Council	clerk@edlesborough-pc.gov.uk	P..
11. Haddenham Parish Council	clerk@haddenham-bucks-pc.gov.uk	P..
12. Pitstone Parish Council	parishclerk@pitstone.co.uk	P.
13. Stone with B'stone & Hartwell Parish Council	clerk@sbhpc.org	P.
14. Weston Turville Parish Council	clerk@westonturville-pc.gov.uk	P.
15. Stratford St Mary Parish Council	parishcouncil@stratfordstmary.org.uk	P.
16. Warmington Parish Council	clerk@warmington.org	P..
17. Raunds	clerk@raunds-tc.gov.uk	P..
18. Burbage Parish Council	Kirsty.Jones@burbage-council.co.uk	P..
19. Blandford Forum Town Council	admin@blandfordforum-tc.gov.uk	P..
20. Ferring	parishoffice@ferringparishcouncil.org.uk	P..
21. Little Clifton	littlecliftonpc@outlook.com	P.
22. Whitwell Parish Council	clerk@whitwell-pc.gov.uk	P..
23. Cosby Parish Council	clerk@cosbyparishcouncil.org.uk	P
24. Penistone Town Council	admin@pentowncouncil.gov.uk	P
25. Bognor Regis Town	bognortc@bognorregis.gov.uk	P
26. Netherbury Parish Council	netherbury@dorset-aptc.gov.uk	P
27. Keighley Town Council	townclerk@keighley.gov.uk	P
28. Ripponden Parish Council	clerk@rippondenparishcouncil.co.uk	P
29. Lytchett Matravers Parish Council	lytchettmatravers@dorset-aptc.gov.uk	P
30. Mobberley	clerk@mobberleyparishcouncil.co.uk	P
31. Alderley Edge	clerk@alderleyedge-pc.gov.uk	P
32. Keynsham Town Council	townclerk@keynsham-tc.gov.uk	P
33. Poynton	Kate.Mcdowell@poyntontowncouncil.gov.uk	P
34. Chestfield	clerk@chestfieldparishcouncil.gov.uk	P
35. Egremont Town Council	Egremontmarkethall@outlook.com	P
36. Ceredigion County Council	Rachel.Auckland@ceredigion.gov.uk	P
37. Marston Parish Council	clerk@marstonparishcouncil.co.uk	P
38. Mountsorrel Parish Council	clerk@mountsorrelparishcouncil.co.uk	P
39. Houghton Regis Town Council	emily.gibson@houghtonregis.org.uk	P
40. Sandhurst Town Council	Martina@sandhurst.gov.uk	P
41. Barlborough Parish Council	clerk@barlboroughparishcouncil.gov.uk	P

42. Higham Ferrers	clerk@highamferrers-tc.gov.uk	P
43. Hartford Parish Council	clerk@hartfordparishcouncil.org.uk	P
44. Highcliffe and Walkford Parish Council	trish.jamieson@highcliffewalkford-pc.gov.uk	P
45. Kingsmead Parish Council	clerk@kingsmeadpc.org.uk	P
46. Laleston	clerk@lalestoncommunitycouncil.gov.uk	P
47. Pyle Community Council	clerk@pylecommunitycouncil.co.uk	P
48. Misterton Parish Council	theclerk@misterton-notts-pc.gov.uk	P
49. Tibshelf Parish Council	theclerk@tibshelfparishcouncil.gov.uk	P
50. Thurlaston Parish Council	clerk@thurlastonparish.org.uk	P
51. Catshill and North Marlbrook Parish Council	parishclerk@catshillandnorthmarlbrook-pc.gov.uk	P
52. Leicester Forest East Parish Council	clerk@lfeparishcouncil.org.uk	P
53. Peasedown St John Parish Council	clerk@peasedownstjohnparishcouncil.gov.uk	P
54. Kimberley Town Council	theclerk@kimberley-tc.gov.uk	P
55. Leighton Linlade Town Council	mark.saccoccio@leightonlinlade-tc.gov.uk	P
56. Lyme Regis Town Council	townclerk@lymeregistowncouncil.gov.uk	P
57. Charmouth Parish Council	charmouth@dorset-aptc.gov.uk	P
58. Campton and Chicksands Parish Council	clerk@camptonandchicksands-pc.gov.uk	P
59. Burley Parish Council	clerk@burleyparishcouncil.co.uk	P
60. Maulden Parish Council	clerk@maulden-pc.gov.uk	P
61. South Hanningfield Parish Council	Shpc1@hotmail.com	P
62. Bedwas, Trethomas and Machen Community Council	clerk@btmcc.co.uk	P
63. Birstall Parish Council	admin@birstallpc.org.uk	P
64. Anstey Parish Council	clerk-ansteypc@hotmail.co.uk	P
65. Runwell Parish Council	runwell.parish.council@gmail.com	P
66. St Eval Parish Council	sherman1@waitrose.com	P
67. Newquay Town Council	corporate@newquay.town	P
68. Heyford Park Council	clerk@heyfordpark-pc.gov.uk	P
69. Llanbedr Pont Steffan/Lampeter	clerc@lampeter-tc.gov.uk	P
70. Conwy Town Council	rachel.lees@conwytowncouncil.gov.uk	P
71. Rawcliffe PC	clerk@rawcliffeparishcouncil.gov.uk	P
72. Bosham	parish.clerk@boshamvillage.co.uk	P
73. St Just	townclerk@stjust.org	P
74. Stow on the Wold	info@stowonthewold-tc.gov.uk	P
75. Spurstow	clerk@spurstow.org.uk	P
76. Sedbergh Parish Council	clerk@sedberghparishcouncil.org.uk	P
77. Looe Town Council	enquiries@looetowncouncil.gov.uk	P
78. Poundstock Parish Council	clerk@poundstock-pc.gov.uk	P
79. Keswick Town Council	townclerk@keswicktowncouncil.gov.uk	P
80. Llandudno Town Council	towncouncil@llandudno.gov.uk	P

81. Stanway Parish Council	amanda.ward@stanwaypc.org.uk	P
82. Marhamchurch Parish Council	clerk.marhamchurchpc@gmail.com	P
83. Pentewan Valley Parish Council	clerkpvpc@gmail.com	P
84. Sadberge Parish Council	clerktoipc@gmail.com	P
85. Budleigh Salterton Town Council	office@budleighsaltertontowncouncil.gov.uk	P
86. Brixworth Parish Council	parish.clerk@brixworthparishcouncil.gov.uk	P
87. Clapton-on-the-Hill Parish Meeting	claptonparish@yahoo.com	P
88. Torpoint Town Council / Friends of Thanckes Park	friends@thanckes.org.uk	P
89. Loddiswell Parish Council	loddiswellparishclerk@gmail.com	P
90. Moreton-in-Marsh	Clerk@moretoninmarshtowncouncil.gov.uk	P..
91. Ipplepen Parish Council	ipplepencouncil@btopenworld.com	P..
92. Wadebridge Town Council	Townclerk@wadebridge-tc.gov.uk	P
93. North Tawton Town Council	townclerk@northtawtontowncouncil.gov.uk	P
94. Walgrave Parish Council	clerk@walgraveparishcouncil.gov.uk	P
95. Hayle Town Council	townclerk@hayletowncouncil.net	P
96. Bridgend Town	bridgend.tc@bridgend.gov.uk	P
97. Naseby Parish Council	clerk.nasebypc@outlook.com	P
98. Lechlade Town Council	clerk@lechladeonthames.co.uk	P
99. South Tawton Parish Council	clerk@southtawtonparishcouncil.org.uk	P
100. Llanddulas and Rhyd-y-Foel	clerk@llanddulascc.org.uk	P
101. Buckfastleigh Town Council	clerk@buckfastleigh.gov.uk	P
102. Hexham Town Council	clerk@hexhamtowncouncil.gov.uk	P
103. Fremington Parish Council	executiveofficer@fremingtonparishcouncil.gov.uk	P
104. Exmouth Town Council	townclerk@exmouth.gov.uk	P
105. Newton Abbot Town Council	info@newtonabbot-tc.gov.uk	P
106. Okeford Fitzpaine Parish Council	clerk@okefordfitzpaine-pc.gov.uk	P
107. Stanstead Abbots Parish Council	clerk@stansteadabbottsparishcouncil.gov.uk	P.
108. Sherborne Town Council	s.shield@sherborne-tc.gov.uk	P.
109. Kingsteignton Town Council	clerk@kingsteignton.gov.uk	P
110. Ivybridge Town Council	townclerk@ivybridge.gov.uk	P
111. Tow Law Town Council	towlawtc@hotmail.com	P
112. Hutton Henry (& Station Town) Parish Council	huttonhenrypc@hotmail.co.uk	P
113. Whitfield Parish Council	<u>whitfieldpc@btconnect.com</u>	P
114. Hatfield Town Council	office@hatfield-tc.gov.uk	P
115. Sutton Parish Council	office@sutton-cambs-pc.gov.uk	P
116. Ladock Parish Council	ladockpc@btinternet.com	P
117. Moss and District Parish Council	clerk@mossanddistrict-pc.gov.uk	P
118. Woodhall Spa Parish Council	Parish.clerk@woodhallspaparishcouncil.gov.uk	P
119. Brandesburton Parish Council	brandesburtonpc@gmail.com	P

120. Barmby on the Marsh Parish Council	clerk@barmby-on-the-marsh.org.uk	P
121. West Moors Town Council	office@westmoors-pc.gov.uk	P
122. Wicken Parish Council	rachel.james@wickenparishcouncil.co.uk	P
123. Little Berkhamsted Parish Council	clerk@littleberkhamsted.org.uk	P
124. Easington Village Parish Council	Clerk@easingtonvpc.co.uk	P
125. Burlescombe Parish Council	clerk@burlescombe.org	X
126. Malborough Parish Council	malboroughparishclerk@gmail.com	P
127. South Huish Parish Council	clerk.southhuishpc@gmail.com	P
128. North Somercotes Parish Council	nspcpearce@btinternet.com	P
129. Barmby Moor Parish Council	vivcox@talktalk.net	P
130. Sheet Parish Council	clerk.sheet@parish.hants.gov.uk	P
131. Okehampton Town Council	townclerk@okehampton.gov.uk	P
132. Hetton Town Council	townclerk@hettontowncouncil.gov.uk	P
133. Pocklington Town Council	townclerk@pocklington.gov.uk	P
134. Millbrook Parish Council	theclerk@millbrook-pc.gov.uk	P
135. South Cave Parish Council	clerk@southcavepc.gov.uk	P
136. Bridlington Town Council	clerk@bridlington.gov.uk	P
137. Kilpin Parish Council	clerk@kilpinparish.co.uk	P
138. Skegness Town Council	info@skegnesscouncil.org.uk	P
139. Hawkwell	info@hawkwellparishcouncil.gov.uk	P
140. Woodmansey Parish Council	woodmanseyparishclerk@yahoo.com	P
141. Camblesforth Parish Council	camblesforthclerk@sky.com	P
142. North Cave Parish Council	clerknorthcavepc@hotmail.co.uk	P
143. Campsea Ashe Parish Council	clerk@campsea-ashe-pc.org	P
144. Little Paxton Parish Council	clerk@littlepaxtonparishcouncil.gov.uk	P
145. Patterdale Parish Council	patterdaleclerk@icloud.com	P
146. Newbald Parish Council	clerk@newbaldparishcouncil.gov.uk	P
147. Laxton Parish Council	laxtonpc@btinternet.com	P
148. Bungay Town Council	clerk@bungaytowncouncil.gov.uk	P
149. Swavesey	clerk@swavesey.org.uk	P
150. Halesworth Town Council	clerk@halesworthtowncouncil.org.uk	P
151. Thorngumbald Parish Council	clerk@thorngumbald-pc.org.uk	P
152. Tewkesbury	townclerk@tewkesburytowncouncil.gov.uk	
153. Grafham Parish Council	clerk@grafhampc.org	P
154. Goole Town Council	Stacey.Norfolk@goole-tc.gov.uk	
155. Wickham Bishops Parish	info@wickhambishopsparishcouncil.org	
156.		
157.		
158.		
159.		
160.		
161.		

**KNARESBOROUGH TOWN COUNCIL  
KNARESBOROUGH CASTLE AREA PROJECTS SUB-COMMITTEE**

Notes of Meeting held via Zoom at 9.30am on 27<sup>TH</sup> June 2023

**Present:** Christine Willoughby (CW), Andrew Willoughby (AW), Cllr Andy Bell, Cllr Margy Longhurst, Cllr Helen Westmancoat, Cllr John Batt, Kathy Allday (KA), Bill Rigby (BR)

**1. Items from KTC**

**Election of Chair** John Batt was elected as Chair with a majority vote and one abstention: Christine Willoughby was elected as Vice Chair by a unanimous vote

**To note Terms of Reference** Noted. CW agreed to formulate based on the previous working group general terms and would update at the next meeting. It was also agreed that those on the current mailing list as members of the group would be taken off the list if they had not attended for a 6 month period

**To appoint a "Note Taker"** HW agreed to take notes for the meeting

AW left the meeting.

**2. Apologies** Brian Robinson, Cllr Matt Walker, Denise Booth

**3. Minutes and Matters arising** – minutes of 30 May accepted.

**4. Feedback from the meeting with Cllr Janet Deacon** - The lease is still the key to future development. CW had sent Cllr Deacon a copy of the Atkins report. A positive relationship with the new Council was emphasised. From July the Castle would be open for 5 days a week, and Cllr Deacon was keen that volunteers are included at the Castle with a potential framework being introduced. Tourism and Culture at NYC is undergoing some change at present and may be split. A streamlined application process for Events is to be introduced. Key contact is Tim Daybel at NYC. Cllr Deacon has also had sight of some of the Shared Prosperity funding applications, but not the one that includes the Castle.

**5. Devolution update** – Nothing to report.

6. **Biffa funding** – Nothing further to report at present, although the condition of the moat is not good. BR mentioned the Longlands Common AGM on 1 July when Knaresborough Forest Park would be merged with Longlands Common as they have the necessary expertise to purchase and look after the land
7. **Castle Strategy Document** – A copy of this document has also been sent to Cllr Deacon.
8. **Castle re-interpretation plans and 2030** – funding is again the key to this. A bid had been submitted to the Shared Prosperity Fund. CW had attended a seminar on reinterpretation. It is imperative that the sub-committee is ready when funding comes up so that a bid can be submitted immediately. AB and JB agreed to look into funding possibilities and produce a document, with help from KA if she has time.
9. **Phase 2 replacement interpretation boards** – Nothing further to report.
10. **Museum update** – KA reported on the HLF grant for £10k that the Association had received for community archaeology. A dig had been done locally and pleasingly some young people were involved. There is to be an archaeological festival in the October half-term. There are now 5 archaeologists on the volunteer team. A feasibility study is being done on a new location for the town museum which it is hoped will be in the Castle area. KA is optimistic about a bid to the Shared Prosperity Fund.
11. **David Rhodes information** – nothing further at present, but David continues to work in the background.
12. **Antisocial behaviour at the Castle** – there had been a couple of incidents at the Castle, both reported. HW had attended a meeting with the local Police liaison group. A new Police Liaison contact, Holly Nicholls, is looking at this town-wide now and seems to be taking a pro-active approach.
13. **AOB** – AW and CW had cleaned the interpretation boards at the Castle in preparation for Janet Deacon's visit to remove the stickiness from the lime trees

Date of Next Scheduled Meeting

Zoom – 25<sup>th</sup> July 2023 9.30am

There will be no meeting in August, reconvene in September.

Helen Westmancoat 27 June 2023

**KNARESBOROUGH TOWN COUNCIL  
KNARESBOROUGH CASTLE AREA PROJECTS SUB-  
COMMITTEE**

Notes of Meeting held via Zoom at 9.30am on 25<sup>th</sup> July 2023

**Present:** Christine Willoughby (CW), Cllr John Batt, Kathy Allday (KA), Bill Rigby (BR) David Rhodes (DR)

**1. Items from KTC**

Discussion re Terms of Reference points "Aims and Roles"

The group agreed that the form of words below would be added to the group's Terms of Reference.

**Aims**

*To ensure that*

- 1. Knaresborough Castle and its surroundings are a visible presence in the town, clearly signposted from key entry points.*
- 2. Knaresborough Castle and its surroundings is maintained in good order, continues to be an asset to the town and continues to be appreciated by visitors from near and far.*
- 3. To promote more use of the castle and its natural and built heritage for events and performances, to increase visitor numbers and increase the time that visitors spend in the town.*
- 4. To use the castle and its surroundings to promote the town, the forest and the river valley for the benefit of all.*

**Roles**

- 2. To lobby councils and other organisations to improve the castle and its surroundings by increasing the interpretation and understanding of the castle and its unique setting, architecture and its place in history.*
- 3. To develop expertise and knowledge of the castle and pass on information to agencies which may be key in achieving the aims listed above.*
- 4. To identify opportunities and funding streams to develop the aims above.*
- 5. To be "champions" of the castle and its surroundings.*

To appoint a "Note Taker"

No one offered to take notes, CW will use transcription and produce some notes.

**2. Apologies**



Margy Longhurst, Brian Robinson, Matt Walker, Andy Bell

### **3. Minutes of 27<sup>th</sup> June meeting and matters arising**

Minutes of 27<sup>th</sup> June meeting accepted. No matters arising.

### **4. Task and Finish Group – Enclosures Act Commemoration 2025**

There was some confusion re the different events possibly to be coordinated. The celebration of the 900 years of the castle is very different to the commemoration of the 255 years since the Enclosures Act. CW offered to write a brief paper to Hannah explaining how the 800<sup>th</sup> anniversary of the First Royal Maundy was marked in the town.

### **5. SWOT Tourism analysis – Margy L**

KA was disappointed that there was no mention of the Knaresborough Museum Association in the document. This was clearly an omission. Margy not at the meeting so item to be discussed at September meeting. Hopefully by September KTC will have discussed the document and we can be informed of the outcome of the discussion.

DR felt it was key that the town have a town brand, as mentioned in the document. KA suggested this could go to the Knaresborough Voice team as a project, it would involve a larger group of town organisations.

### **6. Devolution update**

To note that the election for combined mayor of NY and CoY looks to be set for May 2024. Referendum on HTC would appear to be delayed until May 2025 due to more public consultations.

### **7. Biffa funding – Bill R**

Still work in progress. It may be better for this item to be taken forward by one or other of the task and finish groups which the town council has just set up. Apparently funding of this type can't be sought by a LA so possibly Renaissance Knaresborough could take this on.

### **8. Castle Strategy document**

DR asked to receive a copy of the document. This document has been shared with the North Yorkshire officers who we've had meetings with. It's generally been well received. This is the document that works on the idea of a short term medium term and long term projects for the Castle. Many of those aims and roles that we discussed at the top of the meeting were drawn down from the strategy document.

### **9. Castle re-interpretation plans and 2030 planning**

Defer to the September meeting

## **10.Phase 2 replacement interpretation boards**

The group felt that the right approach was not to overwhelm with information but to provide the welcome message and statutory information, possibly with the addition of QR codes to link to websites with further information. Costings from Vidar have been provided. CW will send out some ideas of designs and text with a view to agreeing in September. The subcommittee can apply to the Environment Committee which has delegated power to spend money.

## **11.Museum update**

KA has submitted a bid to NYC Shared Prosperity Fund for funding for a feasibility study for the museum. This has been linked to 2 other bids for funding for the town. It was discussed at the meeting at NYC on 18th July but nothing has been heard re any decision. KA will contact Marianne Jackson to find out what is happening. KA asked for volunteers to sit on a delivery working group for the feasibility project. CW volunteered to be on it, on the understanding that it would be time limited. KA also suggested a representative from the Harrison Collection Trustees. KMA has done a geophysical survey of the Priory Precinct. It's very exciting and the results will be released to the public at the community archaeology festival.

## **12.Anti-social behaviour at the Castle**

No issues to discuss

## **13.AOB**

CW mentioned an issue with one of the floodlights at the castle which has gone faulty. The problem may have been put right by now but the town clerk has been informed and all relevant parties are happy that the lights are being maintained. JB mentioned that he had been asked to look into ancient charters for Knaresborough and he has discovered that there are 4. Some may be duplicates. There is a charter granted in 1233 which is difficult to access the details. In 1310 a charter was granted to Piers Gaveston which celebrates the feast of St Margaret of Antioch. It allows for a 2 day festival plus the feast day. The feast day is July 20<sup>th</sup>, so potentially that is a 3 day festival. The market charter from 1310 is dated 16<sup>th</sup> August and was granted to Edmund Earl of Cornwall. JB has some more information which he will put in an email as he can't access it currently. JB has been working with AB on a document looking at funding opportunities. CW has the document and will email it around the group. It is currently Work In Progress as AB is on holiday and has had little chance to contribute to the document so far. DR commented that 2030 is not very far off and there are projects at the castle which could cost many millions of pounds. We need to make real progress which we haven't done so far. CW stated the following –

*I just want to mention quite quickly just as we're bringing the meeting to a close that I spoke*

# Climate Emergency Subcommittee

## Meeting 25/7/23

Members present

Kit Lacey  
Hannah Gostlow  
Shan Oakes  
Mark Flood  
Gilly Lacey (guest)

Apologies

Andy Bell  
Helen Westmancoat

### 1.0 Hive

A report has been created, approved by members of the subcommittee and will be submitted to full council. No further action is required unless the Hive come to council to ask for further support or funding.

### 2.0 Stockwell Wellbeing Hub update

Knaresborough Community Energy Limited (lead by Gilly Lacey) was incorporated in February and is pioneering the Solar Community Centre project.

So far, KCEL had received one quote for solar and energy storage at the well being hub. The roof can fit 20kW of solar panels, and the question is what to do with the surplus energy generated. Selling energy back to the grid is not cost effective, so it is best to store the energy and use it in the evenings and over night.

We are working through the tenancy agreement to work out who is responsible for making the decision to install solar at on the premises. (KTS, NYC or Brimhams)

There is a possibility for us to apply to the NYC Shared Property Fund opening again in October.

### 3.0 Green Grants

It seems like there is still no specificity around green grant on the council website. ideally, community groups could be directed towards a specific grant form for the green grant. Helen to explore how we make this happen.

### 4.0 AOB

### 5.0 Actions

# Agenda 29-06-23

## Climate emergency sub committee

### 1. Hive response

1. Shan meeting Amanda tomorrow. Amanda has started work at the allotments. Raised beds and kitchen. Building on Butter Lane still doesn't seem to be in use, or completed.
2. Group to ask Amanda for expenses to help allocate public money against grant application. The group has concerns about how the money has been spent.
3. Group to also ask how she's measuring her goals. The grant application isn't very specific about how success would be measured.
4. The group has concerns about DBS checks.

### 2. Eco grant.

1. Group to ask if Clerks are happy with green grant form. If so, the group will send it to people who we want to apply.
2. Andy to send form again to the group so we all have access.

### 3. Community centre solar

1. Gilly Lacey has Incorporated Knaresborough Energy as a community benefit society
2. Now has own bank account so can start to operate.
3. Feasibility for solar on the community centre has been completed. Gilly can move this to the project management stage for £800.
4. Group proposes a motion to council to progress. Our long term goal is to reduce carbon use within KTCs only building, but to then show the building as an example to other business in Knaresborough. The group will inform Brimhams and North Yorkshire council of this plan to then have a meeting to go over the plans.

### 4. Mondays community and climate meeting

- To ask that town council support the climate change subcommittee to progress the project on the community centre. Feasibility study available. Next stage is to a point Knaresborough

community energy trust as project managers, and to talk with Brimhams and NYC and then work ahead to aim of showing building as a green example to the community.

**5. On shore Wind consultation.**

1. Any consultation is good
2. We can send a position as climate group, but also as individuals.
3. Kit to meet with Gilly and do it ourselves.

**Group Decisions:**

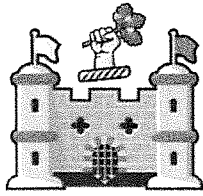
**Aims:** Biodiversity. Education. Attainable goals. to Guide and direct. To Promote Assets and services.

**Voted roles:**

Chair - Kit.

Vice chair - Shan

Minute maker - Andy



**Knaresborough**  
Town Council

## **TERMS OF REFERENCE CASTLE AREA PROJECTS SUB COMMITTEE**

<b>Membership and voting:</b>  Membership can be Councillors, members of the public, volunteers or members from specialist areas. At its first meeting following the Annual Meeting of the Town Council, the sub committee shall elect a Chair who will have an ordinary vote and a casting vote and may use the latter although is not compelled to do so.	<b>Quorate:</b>  Three
<b>Meeting Frequency:</b>  To be convened by the Chair to suit the sub committee membership of committee or for the specific task of undertaking a project or detailed study as defined by Community Services and Environment Committee. The sub committee may meet without the requirement to give public notice. Members must appoint a minute/note taker with minutes to be submitted to the office for inclusion on a Community Services and Environment Committee agenda.	
<b>Accountability:</b>  The Sub Committee is a Committee of The Council with lawful status and shall function and operate in accordance with The Council's approved Standing Orders Section 4.	
<b>Aims:</b>  <ol style="list-style-type: none"><li>1. To ensure the castle and its surroundings are a visible presence in the town, clearly signposted from key entry points.</li><li>2. To ensure the castle and its surroundings is maintained in good order, continues to be an asset to the town and continues to be appreciated by visitors from near and far.</li><li>3. To promote more use of the castle and its natural and built heritage for events and performances, to increase visitor numbers and increase the time that visitors spend in the town.</li><li>4. To use the castle and its surroundings to promote the town, the forest and the river valley for the benefit of all</li></ol>	
<b>Roles:</b>  <ol style="list-style-type: none"><li>1. To lobby councils and other organisations to improve the castle and its surroundings by increasing the interpretation and understanding of the castle and its unique setting, architecture and its place in history.</li></ol>	

2. To develop expertise and knowledge of the castle and pass on information to agencies which may be key in achieving the aims listed above.
3. To identify opportunities and funding streams to develop the aims above.
4. To be 'champions' of the castle and its surroundings.

**Delegated Powers:**

1. Undertake such tasks as delegated by the Community Services and Environment Committee

**Agreed by Knaresborough Town Council's Community Services and Environment Committee at its meeting on xxxxx**

**Review Date: May 2024**

**KNARESBOROUGH TOWN COUNCIL  
KNARESBOROUGH CASTLE AREA PROJECTS SUB-  
COMMITTEE**

Notes of Meeting held via Zoom at 9.30am on 25<sup>th</sup> July 2023

**Present:** Christine Willoughby (CW), Cllr John Batt, Kathy Allday (KA), Bill Rigby (BR) David Rhodes (DR)

**1. Items from KTC**

Discussion re Terms of Reference points "Aims and Roles"

The group agreed that the form of words below would be added to the group's Terms of Reference.

**Aims**

*To ensure that*

- 1. Knaresborough Castle and its surroundings are a visible presence in the town, clearly signposted from key entry points.*
- 2. Knaresborough Castle and its surroundings is maintained in good order, continues to be an asset to the town and continues to be appreciated by visitors from near and far.*
- 3. To promote more use of the castle and its natural and built heritage for events and performances, to increase visitor numbers and increase the time that visitors spend in the town.*
- 4. To use the castle and its surroundings to promote the town, the forest and the river valley for the benefit of all.*

**Roles**

- 2. To lobby councils and other organisations to improve the castle and its surroundings by increasing the interpretation and understanding of the castle and its unique setting, architecture and its place in history.*
- 3. To develop expertise and knowledge of the castle and pass on information to agencies which may be key in achieving the aims listed above.*
- 4. To identify opportunities and funding streams to develop the aims above.*
- 5. To be "champions" of the castle and its surroundings.*

To appoint a "Note Taker"

No one offered to take notes, CW will use transcription and produce some notes.

**2. Apologies**