

**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)

11 July 2023

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 Knaresborough House, Knaresborough, HG5 0HW on:

**Tuesday 18 July 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 – Tuesday 18 July 2023

**1. To elect a Chair** for the Committee

**2. To elect a Vice-Chair** for the Committee (if required)

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

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

### **5. 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*.

**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

### **7. Business Remaining**

None for this meeting

### **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 (*ca*)

**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.

**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).

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

**8.5 To consider** the email from the NYC Community Development Manager re commuted sums (ca)

## **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.

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

## **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.

**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**

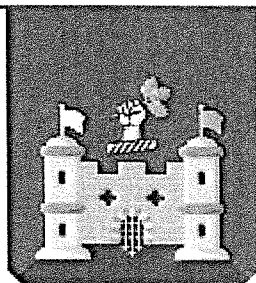
Details on fire evacuation procedures are displayed in the Council Chamber. Members and visitors are to familiarise themselves with these and the location of fire exits, in the building.

**From:** Knaresborough Clerk <clerk@knaresboroughtowncouncil.gov.uk>  
**Sent:** 10 July 2023 11:28  
**To:** 'Angela Pulman'  
**Subject:** FW: D-DAY 80 - 6TH JUNE 2024  
**Attachments:** D-Day 80 Anniversary Guide v97.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

#### Clerk's office

Knaresborough Town Council  
High Street  
Knaresborough  
HG5 0HW  
Tel: 01423 864080  
Office Hours: Monday to Thursday 09:00-12:30



**From:** YLCA Admin <admin@yorkshirelca.gov.uk>  
**Sent:** Wednesday, June 14, 2023 9:57 AM  
**Subject:** D-DAY 80 - 6TH JUNE 2024

RUTH BATTERLEY  
TEAM SUPPORT AND MEMBER LIAISON OFFICER  
YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

Dear Clerks, Chairs and Councillors,

Please see attached the D Day 80 Anniversary Guide. The D Day 80 Anniversary is taking place on 6 June 2024 and we have been asked to highlight the following in the attached document:

1. The message from the Prime Minister on page 3 encouraging communities to take part by lighting a Beacon at 9.15pm on 6 June 2024, representing the 'light of peace' that emerged from the darkness of war, with the Introduction to D-Day 80 on pages 5 - 6, along with the International Tribute on page 18, which it is recommended be read out as beacons are being lit that evening.
2. Pages 19, 20, 21, 22 and 23 provides the various types of beacons that can be used for this special commemoration/celebration event.
3. Any councils/ parish meetings wishing to take part are asked to go to page 31, providing the Pageant Master, Bruno Peek with the information requested by no later than **30th May 2024**.

The Guide, along with the official logo for the event, and the Certificate of Grateful Recognition, can now be downloaded from the website - [www.d-day80beacons.co.uk](http://www.d-day80beacons.co.uk).

Yours sincerely,

Ruth Batterley  
Team Support & Member Liaison Officer

---

Yorkshire Local Councils Associations, Suite 8, Sibling Workspace, York House, Station Road, Tadcaster.  
LS24 9JF.

**Telephone:** 01937 228 602 **Email:** [admin@yorkshirelca.gov.uk](mailto:admin@yorkshirelca.gov.uk)

This transmission is confidential for the sole use of the addressee(s). If received in error, please notify us immediately and delete it. Any disclosure, reproduction, modification or publication of this transmission without prior written consent is strictly prohibited. Any views indicated are solely those of the author and, unless expressly confirmed, not those of Yorkshire Local Councils Associations. Please note that this advice/information is for the exclusive use of the council or parish meeting and is based on the enquiry/information supplied to YLCA.

---

**From:** YLCA Admin <[admin@yorkshirelca.gov.uk](mailto:admin@yorkshirelca.gov.uk)>

**Sent:** Friday, June 9, 2023 9:18 AM

**To:** Ruth Batterley <[Ruth.Batterley@yorkshirelca.gov.uk](mailto:Ruth.Batterley@yorkshirelca.gov.uk)>

**Subject:** Fw: ASSOCIATION OF LOCAL COUNCILS & D-DAY 80 - 6TH JUNE 2024

**From:** Kate Dawson <Kate.Dawson@northyorks.gov.uk>  
**Sent:** 06 July 2023 15:17  
**To:** clerk@knaresboroughtowncouncil.gov.uk;  
office@knaresboroughtowncouncil.gov.uk; Cllr.Hannah Gostlow; Cllr.Matt Walker  
**Subject:** King Georges Improvements

Hi All

I understand that at a recent community meeting it was explained we were installing a skate park at King Georges and I thought it would be appropriate if we could discuss this together as we are not progressing at such a pace as has been suggested. About three maybe even four years ago we were approached by Knaresborough Town Councillors to replace the rather dilapidated skate park but at the time we were not in a position to move it forwards as there was no funding available and we also had staffing issues. We would never just install something we would always consult and work with interested parties to ensure what was installed would be well used, benefit the local residents and meet correct safety and enjoyment standards.

As you will have noticed on the previous information sent out relating to Commuted Sums we have received some payments for the site from a couple of developments and I am aware of another development which is also due to be paying commuted sums towards King Georges (both outdoor sports and Children's play).

We would like to start some engagement about what improvements could take place at the King Georges site in Knaresborough, we are very much in the early stages of this improvement (literally talking around a desk to try to get an idea of what could fit, what prices might be etc) and would like to engage with Stakeholders, local residents, young people, local businesses etc. to ensure that we put something in people will want and use. However, if using commuted sums the typology is very important. It is likely we will need to secure additional external funding for the improvements as well. We have heard there is a community day/event planned for 22<sup>nd</sup> August so hope to attend that for initial chats with locals.

Would you like to meet up before then so we can discuss options/ideas and who else you think might need to be involved as I appreciate this is a multi-use site and has lots of interested parties? I would also like to keep various Assistant Directors up to date with plans so we can ensure timely sign off to progress ideas etc. I also understand there might be some other commuted sums projects you would like to discuss and have clarity on.

I look forward to hearing from you, we can either come to you (possibly prior to a Town Council meeting as we did previously or at an alternative time to suit you), or you can come to our offices during office hours.

Kind regards

Kate

Kate Dawson  
Community Development Manager

North Yorkshire Council  
PO Box 787  
Harrogate  
HG1 9RW

Mobile: 07525 987992  
Email: [kate.dawson@northyorks.gov.uk](mailto:kate.dawson@northyorks.gov.uk)  
Web: [www.northyorks.gov.uk](http://www.northyorks.gov.uk)