**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL’S**

**PROJECTS, COMMUNITY and ENVIRONMENT COMMITTEE**

**HELD AT KNARESBOROUGH HOUSE**

**on Monday 06 October 2025**

**PRESENT:   Chair:** Councillor Pickard

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

and M Walker

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

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

**25/011 ITEM 1 - To receive Apologies and consider approval** of the

reasonsfor inability to attend the meeting**.**

**RESOLVED:** That apologies were received with reasons approved from Councillor Batt and Councillor Westmancoat.

**25/012 ITEM 2 - 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

**25/013 ITEM 3 - KTC Public Speaking Session**

None for this meeting

**25/014 ITEM 4 – To consider** and, if thought fit, **approve** as a correct record,

**the Minutes** of the **Projects, Community and Environment Committee** Meeting held on**:**

**4.1** Monday07 July 2025

**RESOLVED:** That the minutes of the Projects, Community and Environment committee meeting held on Monday 07 July 2025 be approved as a correct record and signed by the Chair.

**25/015 ITEM 5 – Reports/Information from the Clerk**

* 1. **To receive and note** the expenditure to date on:

1. 255th Commemoration

(ii) Tour Guide Project

(iii) SPF Funding – Stockwell Hub

**RESOLVED:** To receive and note.

**FURTHER RESOLVED:** To write a formal letter of thanks to the Tour Guides on behalf of the Town Council in time for their Christmas Gathering.

* 1. **To receive** the latest report from the Community Projects Officer

**RESOLVED:** To receive and note. See Appendix 1.

* 1. **To review and approve** the Mayor of Knaresborough’s Town Guides

Volunteer Role Description

**RESOLVED:** To approve the Mayor of Knaresborough’s Town Guides Volunteer Role Description.

**FURTHER RESOLVED:** To order lanyards to distribute to volunteers that assist KTC at KTC events.

**5.4 To consider** investigating ways the Town Map can be used to enhance the tourist offer in the town

**RESOLVED:** To investigate different ways the Town Map can be used, with the possibility of working with the Artist to expand the use of the artwork, with costings. To investigate the possibility of installing artwork on the Police Station, with permissions and costings.

**25/016 ITEM 6 - Correspondence – none for this meeting**

**25/017 ITEM 7 –** **Reports from Full Council, Sub-Committees and Working Groups**

**7.1 To consider** formalisingKTC’s support for the All Britain Fleadh 2028

Festival in June 2028, following a presentation made to Full Council on the 15September

**RESOLVED:** To write a formal letter to the organisers in support of the festival being held in Knaresborough.

**7.2 To review and approve** the ‘Use of EV chargers at Stockwell Wellbeing Hub’ document and **decide** next steps

**RESOLVED:** To defer the review of the report to the Climate Change Emergency Sub-committee.

**FURTHER RESOLVED:** Councillor Gostlow and the Clerk to complete a risk assessment for the equipment and investigate signage.

**7.3 To receive verbal updates** from any or all the following**:**

1. Bright Friday Sub-committee

Councillor Gostlow summarised the current plans, including entertainment provision, Lions Club help, road closures and security.

Councillor Pickard mentioned KTC attendance at the Martyn’s Law Seminar organised by NYC and Counter Terrorism Policing North East and asked Councillors to be aware of the potential budget implications on future events.

1. Castle Area Sub-committee – no update given
2. Climate Change Emergency Sub-committee

Group members mentioned that they had had a recent talk from Zero Carbon Harrogate.

1. Market Working Group

Councillor Pickard mentioned that the report had been discussed at the Harrogate and Knaresborough Area Committee meeting and was moving to a decision by the NYC Executive Committee later this month.

**RESOLVED:** Councillors voted unanimously to postpone the first KTC Market Committee Meeting until after the Executive Committee decision.

1. Commuted Sums Working Group

Discussion with NYC officers regarding the King George V Field area have restarted and are moving in a positive direction.

1. Stage Working Group

Councillor Flood has identified the equipment needed to improve the KTC stage sound provision and has got quotes for the working group to look at and recommend which to pursue.

1. Boundary Signs Working Group

Councillor Bell has been in liaison with the Highways team who are currently checking the sites of the 7 existing/pre-existing signs to ensure they remain in a suitable position under current legislation/guidance. Members agreed that Councillor Bell could commence with some ‘place holder text/images’ being sent to NYC to establish costs.

1. Town Ranger

Councillors asked that the work done continued to be shared on social media to let the public know what is happening. It was also suggested that the list of jobs completed by the Town Ranger could form part of a KTC Annual Report.

1. Community Resilience Plan

The draft plan was shared with councillors, and it was agreed to complete the sections relevant to KTC. It was also agreed that, in their capacity as North Yorkshire Councillors, Matt Walker and Hannah Gostlow would once again approach North Yorkshire with suggestions to improve the system as concerns continue to be raised about the very limited number of people having access to the NYC emergency number.

**25/018 – ITEM 8 – Information Exchange** – none to share

**Meeting closed 9:28 p.m.**

**Signed by the Chair**

**Councillor: J Pickard**

**Appendix 1**

**Projects, Community and Environment Committee report for 6 October 2025 meeting**

* **Hannah Read, Community Projects Officer**

**Update on KTC events and projects since the last PCE meeting on 7 July 2025:**

* **ITG Tour Guiding Training Course**

Since graduating in June, the Town Guides have enjoyed a busy and successful summer season. In addition to leading weekly walking tours from the Market Cross at 11am each Wednesday and Saturday, the volunteer guides have supported the 255th Anniversary of the Enclosure Act on 13th August, contributed to a variety of community events, including supporting the Totally Locally ‘A month of Sundays’ campaign in August, and welcomed visiting coach parties with tailored tours. For more details, please refer to the **Town Guide Project Overview** document.

Hannah R continues to provide support to the Town Guide project through marketing, social media, and email communications. She works closely with Volunteer Coordinator Cllr. Margy Longhurst and the dedicated team of Town Guides. Feedback from the free walking tours has been overwhelmingly positive, highlighting the project’s success and the valuable contribution it makes to the town. Looking ahead, the focus will be on expanding pre-booked tour options beyond the regular weekly tours, enhancing the welcome for coach parties, and supporting KTC’s ambition to achieve Coach Friendly status.

* **Enclosure Act 255th Anniversary – 13 August 2025**

For overview of 13th August events please see press release: ***Knaresborough commemorates the 255th Anniversary of the Enclosure Act and celebrates Knaresborough Forest Day***

* **Police and Community Liaison Group**

Hannah R continues to provide support to the group, supporting the Chair Cllr Kathryn Davies by organising meetings and preparing minutes. The office is actively working to strengthen the established connections between the local neighbourhood police team, the town council, and KTC initiatives, such as the Town Ranger.

* **Community Resilience**

The office continues to work with Cllr James Pickard, Chain Lane and Community Hub and NYC Officers to find the best way forward for Knaresborough’s resilience plan.

See *Community Resilience Plan* submitted to this committee by Chain Lane Community Hub for consideration and comment.

* **Remembrance Sunday**

The office is coordinating plans for the Remembrance Sunday parade and service at the War Memorial on Sunday 9 November, working with the Knaresborough Branch of the Royal British Legion and attending organisations. NYC SAG team have been informed of the event plans and Chevron Traffic Management will be operating the road closures.

KTC staff and councillors will attend Remembrance Sunday, with Cllr James Pickard, Hannah R and Angela P leading the logistics in the Castle grounds.

* **Bright Friday on Friday 28 November 2025**

Due to crowd size at Bright Friday 2024 and the subsequent implications on costs for traffic management, security, first aid cover and licences, the request to the Council Finance Committee meeting in July to increase the event budget was approved.

Plans continue for this year’s Bright Friday event, documents have been submitted to NYC Safety Advisory Group (SAG), First Aid cover will be provided by St John Ambulance, and road closures will be operated again this year by Chevron Traffic Management company. The office together with the Bright Friday working group are investigating Counter Terrorism Mitigation measures which will be required this year.

The Community Project Officer along with Cllrs Helen Westmancoat, James Pickard and Shan Oakes attended The Terrorism (Protection of Premises) Act 2025 – Martyn’s Law Event on 26-09-2025 organised by NYC and Counter Terrorism Policing North East. The day was informative, and highlighted areas that KTC will need to consider and adhere to the government guidelines when planning future projects and events.

* **Knaresborough Events – Mayoral High Street Fund joint bid**

Town Council met on Monday 15th September and considered KTC’s participation in the joint bid to the Mayoral High Street Fund led by Chain Lane Community Hub.  Council resolved that KTC participates in the joint ‘Knaresborough Events’ bid to the Mayoral High Street Fund, and if the bid is successful, Councillor James Pickard and Hannah R (Community Project Officer) were nominated to join the Steering Group as KTC representatives when it is established.

News on the application is expected in early October.

* **Town Ranger**

Oliver and his team have dedicated considerable effort this summer to a wide array of Town Ranger initiatives, making a tangible impact in enhancing the appearance of our town. Their work has ranged from clearing overgrown ginnels and pathways obstructed by weeds and nettles to restoring traditional fingerpost signs and removing unsightly graffiti, revitalizing previously neglected areas. A particularly notable achievement is the installation of new flags at the Castle, proudly funded by KTC to replace the worn and weathered originals.

Please see the **Town Ranger Task List** for further details of the work undertaken and scheduled.