

**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)

30 September 2025

To: **The Members of the Projects, Community and Environment Committee –**  
J Batt, A Bell, 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, COMMUNITY AND ENVIRONMENT COMMITTEE** to be held at Knaresborough House, Knaresborough, HG5 0HW on:

**Monday 06 October 2025**

**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  
[clerk@knaresboroughtowncouncil.gov.uk](mailto:clerk@knaresboroughtowncouncil.gov.uk)

## **COUNCIL AGENDA – Monday 06 October 2025**

**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 **Projects, Community and Environment Committee** Meeting held on:

**4.1** 07 July 2025 (*ca*)

### **5. Reports/Information from the Clerk**

**5.1 To receive and note** the expenditure (*ca*) to date on:

- (i) 255<sup>th</sup> Commemoration
- (ii) Tour Guide Project
- (iii) SPF Funding – Stockwell Hub

**5.2 To receive** the latest report from the Community Projects Officer (*ca*)

**5.3 To review and approve** the Mayor of Knaresborough's Town Guides Volunteer Role Description (*ca*)

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

### **6. Correspondence – none for this meeting**

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

**7.1 To consider** formalising KTC's support for the All Britain Fleadh 2028 Festival in June 2028, following a presentation made to Full Council on the 15 September (*ca*)

**7.2 To review and approve** the 'Use of EV chargers at Stockwell Wellbeing Hub' document and **decide** next steps (*ca*)

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

- (i) Bright Friday Sub-committee
- (ii) Castle Area Sub-committee
- (iii) Climate Change Emergency Sub-committee
- (iv) Market Working Group
- (v) Commuted Sums Working Group
- (vi) Stage Working Group
- (vii) Boundary Signs Working Group
- (viii) Town Ranger
- (ix) Community Resilience Plan

**8. Information Exchange**

**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.

**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.

## 255th Commemoration

Company	Date	Net	VAT	Total	Paid
<b>Expenditure</b>					
Tartufo Catering	04/08/2025	£492.75	£0.00	£492.75	
R Lloyd	04/08/2025	£75.00	£0.00	£75.00	
Community Projects Officer	20/08/2025	£42.90	£0.00	£42.90	
<b>Income</b>					
Rotary Waugh Trust	31/07/2025	-£500.00	£0.00	-£500.00	
		<b>Total</b>	£0.00	£110.65	

<b>Budget</b>	<b>£1,000.00</b>
<b>Difference</b>	<b>£889.35</b>



## Tour Guide Course 2024-25

Company	Date		Net	VAT	Total	Paid	
A E Northing	10/09/2025		£150.00	£0.00	£150.00		Town Guide Logo design
Mayor	15/10/2024		£20.14	£0.00	£20.14		Launch day sundries reimbursement
Clerk	16/10/2024		£8.99	£0.00	£8.99		Launch day sundries reimbursement
The Institute of Tour Guiding	21/10/2024		£440.00	£0.00	£440.00		Course Accreditation Fee
Community Projects Officer	21/10/2024		£28.94	£0.00	£28.94		Teapots
S Cowling	29/10/2024		£56.49	£0.00	£56.49		Speakers x 5 reimbursement
Love Yorkshire	29/10/2024		£649.40	£0.00	£649.40		Accreditation Submission
Love Yorkshire	04/02/2025		£320.00	£0.00	£320.00		Tour Guide Induction
Institute of Tourist Guiding	24/02/2025		£890.00	£0.00	£890.00		White Badge Course Registration
Community Projects Officer	24/02/2025		£3.85	£0.00	£3.85		Tour Guide Sundries reimbursement
M Thompson MITG			£320.00	£0.00	£320.00		Full Day Communications Seminar
Love Yorkshire			£400.00	£0.00	£400.00		Communications Seminar + Prep
Kboro Connectors			£30.00	£0.00	£30.00		ITG Training Seminar Contributor donation
Kboro Museum Assoc	13/03/2025		£100.00	£0.00	£100.00		ITG Training Seminar Contributor donation
Kboro Museum Assoc			£30.00	£0.00	£30.00		ITG Training Seminar Contributor donation J Glew
Town Crier			£30.00	£0.00	£30.00		ITG Training Seminar Contributor donation
Gracious Methodist			£30.00	£0.00	£30.00		ITG Training Seminar Contributor donation
B Higgins	31/03/2025		£30.00	£0.00	£30.00		ITG Training Seminar Contributor donation
Love Yorkshire			£1,480.00	£0.00	£1,480.00		Practical Training
M Thompson MITG	03/04/2025		£320.00	£0.00	£320.00		Full Day tutoring
M Thompson MITG	08/05/2025		£200.00	£0.00	£200.00		Mock exam
Love Yorkshire			£400.00	£0.00	£400.00		Tour Guide knowledge training
Deputy			£10.95	£0.00	£10.95		Postage for examinatuion papers reimbursement
Craft and Social			£54.17	£0.00	£54.17		Batons
Chapel of Our Lady			£30.00	£0.00	£30.00		ITG Training Seminar Contributor donation
CTS			£315.00	£63.00	£378.00		Uniforms
Community Projects Officer	30/06/2025		£73.65	£0.00	£73.65		Graduation (refreshments, flowers) reimbursement
Tour Guide NM			£36.00	£0.00	£36.00		ITG first year membership
Tour Guide AS	15/07/2025		£36.00	£0.00	£36.00		ITG first year membership
Tour Guide JC			£36.00	£0.00	£36.00		ITG first year membership
A E Northing			£250.00	£0.00	£250.00		Walking leaflet design
Network Print			£194.00	£0.00	£194.00		Leaflet Print x 5000
CTS	04/08/2025		£38.45	£7.69	£46.14		Replacement Uniform items
Tour Guide AG			£36.00	£0.00	£36.00		ITG first year membership
Tour Guide BF	16/09/2025		£36.00	£0.00	£36.00		ITG first year membership
		<b>Total</b>	£7,084.03	£70.69	£7,154.72		

Budget	£7,000.00	2024/25
Budget	£1,000.00	2025/26
Difference	£915.97	





## Detailed Receipts &amp; Payments by Budget Heading 29/08/2025

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Grants/Donations</u>							
4070 Grants	11,200	30,000	18,800		18,800	37.3%	
Grants/Donations :- Indirect Payments	<u>11,200</u>	<u>30,000</u>	<u>18,800</u>	<u>0</u>	<u>18,800</u>	<u>37.3%</u>	<u>0</u>
<b>Net Payments</b>	<u>(11,200)</u>	<u>(30,000)</u>	<u>(18,800)</u>				
<u>120 Events/Projects</u>							
4015 Contingency	4,365	18,872	14,507		14,507	23.1%	4,150
4061 Christmas Switch On	0	2,000	2,000		2,000	0.0%	
4062 Christmas Lights Contract	15,849	38,000	22,151		22,151	41.7%	
4064 Castle Lights Maintenance	0	1,000	1,000		1,000	0.0%	
4072 Town development	2,044	65,000	62,956		62,956	3.1%	
4081 Events Signage	60	2,000	1,940		1,940	3.0%	
4089 VAS	0	100	100		100	0.0%	
4091 Promotion	0	2,000	2,000		2,000	0.0%	
4092 Commemorations	2,890	3,000	110		110	96.3%	2,756
4093 255th Enclosures	611	1,000	389		389	61.1%	
4099 Misc Expenses	100	0	(100)		(100)	0.0%	
4101 Road Closure Mgmt	40	5,000	4,960		4,960	0.8%	
4105 Town Twinning	2,000	4,000	2,000		2,000	50.0%	
4106 Trees	0	500	500		500	0.0%	
4108 Tourist Guide	2,030	1,000	(1,030)		(1,030)	203.0%	1,956
4109 Green Energy Project	1,833	1,500	(333)		(333)	122.2%	1,833
4110 Election Costs	0	5,000	5,000		5,000	0.0%	
4999 Transfers To/From Reserves	5,654	0	(5,654)		(5,654)	0.0%	
Events/Projects :- Indirect Payments	<u>37,477</u>	<u>149,972</u>	<u>112,495</u>	<u>0</u>	<u>112,495</u>	<u>25.0%</u>	<u>10,695</u>
<b>Net Payments</b>	<u>(37,477)</u>	<u>(149,972)</u>	<u>(112,495)</u>				
6000 plus Transfer from EMR	10,695	0	(10,695)				
<b>Movement to/(from) Gen Reserve</b>	<u>(26,781)</u>	<u>(149,972)</u>	<u>(123,191)</u>				
Grand Totals:- Receipts	0	0	0			0.0%	
Payments	48,677	179,972	131,295	0	131,295	27.0%	
<b>Net Receipts over Payments</b>	<u>(48,677)</u>	<u>(179,972)</u>	<u>(131,295)</u>				
plus Transfer from EMR	10,695	0	(10,695)				
<b>Movement to/(from) Gen Reserve</b>	<u>(37,981)</u>	<u>(179,972)</u>	<u>(141,991)</u>				

## **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 255<sup>th</sup> Anniversary – 13 August 2025**

For overview of 13<sup>th</sup> 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 15<sup>th</sup> 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.

## **Town Guides Project Overview**

### **Project Aim**

The Town Guides Project is designed to support a team of volunteer guides who provide regular, free walking tours for the public. In addition to these standard tours, special non-profit tours are organised to benefit the local community. Guides also meet and greet coaches, offering a welcoming presence for visiting groups. The project also aims to present a possible career path for local residents interested in tourism and guiding.

### **Staff Roles**

#### **KTC Community Projects Officer (and Clerks)**

- Recruitment and Training. Plan volunteer recruitment campaigns, room bookings, communications, administrative and IT support during training programme. Liaise with Course Director, Volunteer Co-ordinator and ITG throughout training programme.
- Marketing Materials – oversight of design and printing, including uniforms.
- Manage/monitor 'walking tour' email address
- Create content and update Facebook page, KTC website page
- Oversee and organise publicity for walking tours and events – social media, website content and updates.
- Arrange and participate in meetings (*Alex helps with minutes*), room bookings and email support
- Organise project finances, oversight of budget and spending, payments, reporting to Council
- Oversight of donations made to Mayor of Knaresborough's chosen charities, design and print of donations card (new each year)
- Support provided to Volunteer Co-ordinator and guides
- Coordinate extra events, liaise with Volunteer Co-ordinator and volunteer guides, and external organisations
- Provide guidance on procedures and legalities, keep policies up to date
- Keep up to date volunteer records, rotas, volunteer agreements, risk assessments etc.
- Provide guidance on procedures and legalities, keep all relevant policies up to date and inform volunteer guides of any changes.

#### **Margy Longhurst (Councillor, Blue Badge Guide, Volunteer Coordinator)**

- Organises training, creating a programme of lectures and visits
- Liaises with Sarah Cowling, the ITG Guide Trainer
- Plans the walking tour routes
- Coordinates with the KTC, Institute of Tourist Guiding, volunteers, and local groups (such as Castle Museum, KMA, Chapel of Our Lady of the Crag, and local businesses)
- Prepares updates and reports for KTC and the volunteers
- Organises the distribution of publicity leaflets, (*with support from Beverley and Alex*)
- Produces the rota for regular tours, (*helped greatly by Alison. Alex collates figures.*)
- Handles bookings and organises guides for extra events
- Contacts coach companies and local groups to offer additional guided walking tours. Manages Meet and Greet for coaches, contacts coach companies, and prepares guides, (*with help from Neil*)
- Delivers free walking tours

- Liaises with volunteers and communicates both online and in person at socials and meetings
- Develops an optional Continual Professional Development (CPD) programme for volunteer Tour Guides.

### **Mayor of Knaresborough**

The mayor mainly acts as a figurehead for the project. Donations received from guided walking tours are contributed to the Mayor's chosen charities each year.

### **White Badge Volunteers (9 Volunteers)**

The 9 volunteer Tour Guides are responsible for fulfilling their Volunteer Agreement by participating in regular guided walking tours on Wednesdays and Saturdays at 11am (organised by a mutually agreed rota). Participation in additional tours and administrative tasks is optional.

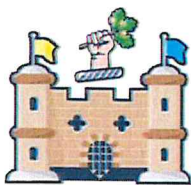
### **Project Comments, Current Status and Future Proofing**

The project is still in its early stages. Training has been successful, with all trainees passing their exams. Guide morale is high and feedback from participants has been positive. However, managing expectations remains a challenge, and the team is learning and adapting as the project grows.

Staffing continues to be a consideration, with Hannah contributing significantly beyond her paid hours to set up the project. This will need to be addressed, especially as tour requests increase and efforts move towards achieving coach-friendly status.

A potential challenge for long-term sustainability is that most guides are retired, including the Volunteer -Coordinator. If the programme is to continue, it will require recruiting more volunteers and an ITG training programme for these new Tour Guides, and eventually a new Project / Volunteer -Coordinator. It is important not to rely too heavily on volunteer guides for administrative responsibilities, as it is not within their Tour Guide volunteer agreement to take on such roles. If the Tour Guide project is to continue, careful consideration from Council of staffing and future volunteer engagement alongside budget allocation will be crucial moving forward.





**Knaresborough**  
Town Council

---

## Press Release

### **Knaresborough Commemorates the 255th Anniversary of the Enclosure Act and Celebrates Knaresborough Forest Day**

Knaresborough is a town rich in history, shaped by its iconic gorge, medieval castle, and once-vast Royal Forest. One of the most significant moments in this heritage was the Enclosure Act of 1770, which marked the formal division and enclosure of the forest lands. On 13th August 1770, commissioners and local people met at the Borough Bailiff (now the Commercial Hotel) in Knaresborough to discuss the implications of this Act. It was a turning point that took away the people's rights to access and use the forest and common land.

Fast forward to Wednesday 13th August 2025, and the town came together to commemorate the 255th anniversary of this historic anniversary, while also celebrating 'Knaresborough Forest Day' – introduced last year to honour and celebrate our natural heritage, green spaces, and the renewed connection between people and land.

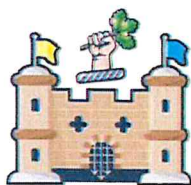
Knaresborough Forest Day is more than a look back; it's a hopeful celebration of what's been reclaimed. This year's event recognised the rebirth of the Ancient Royal Forest of Knaresborough, highlighting inspiring local achievements; the development of Long Lands Common, a growing example of community stewardship and access to shared green space, and the successful community purchase of Knaresborough Forest Park, a powerful step toward restoring public access to land and reviving the values of the commons. Together, these milestones reflect a community that is not only remembering its past but actively shaping a greener, more inclusive future where nature, heritage, and people can thrive side by side.

This year, Wednesday 13th August fell in the much-loved Knaresborough feva festival, and it was fantastic to see the town come alive with people, groups, and organisations coming together to remember and celebrate the ancient Royal Forest of Knaresborough.

The week was filled with activities, workshops, and events for all ages, shining a light on the town's rich history and vibrant community spirit.

#### Highlights included:

- A brilliant community theatre production of *'The Knaresborough Eleven'*, performed on Sunday 10th August in the Castle grounds. The play brought to life JT Glew's *"The Extraordinary Tale of the Castle Yard Riot"* in an unforgettable way.
- Guided walks led by the Mayor of Knaresborough's Tour Guides, offering fresh insights into the forest's past.
- A fantastic Forest Family Fun Day at the Kingfisher Kiosk at Conyngham Hall, packed with nature-inspired activities led by Yorkshire Create, Artventures, and Liz.



**Knaresborough**  
Town Council

---

- A civic event hosted by the Mayor of Knaresborough at Knaresborough House, where speakers shared engaging talks on the history of the Royal Forest, the brilliant community led land restoration efforts at Long Lands Common and Knaresborough Forest Park, and exciting future plans to increase woodland cover in the North of England. The event also provided valuable networking opportunities for local groups and organisations. Following the talks, many attendees joined a guided walk to Knaresborough Forest Park.
- An afternoon of celebration at Knaresborough Forest Park with live music, poetry, nature-based crafts, and community activities on the land itself.

Despite the sweltering heat, the energy and enthusiasm were undeniable. It was a truly memorable day – a fitting tribute to our shared heritage and a hopeful step toward a greener future.

Huge thanks to all the individuals and organisations involved, The Mayor Cllr Helen Westmancoat and her Consort John Westmancoat, Knaresborough Town Councillors and staff, our brilliant Town Guides The Mayor of Knaresborough's Town Walking Tours, our fantastic speakers – Anne Richards, Ian Fraser and Shan Oakes, The Kingfisher Kiosk at Conyngnam, Knaresborough Forest Park, Yorkshire Create, Feva, Knaresborough Youth Council and all of the individuals and organisations who joined us and participated, and to the Rotary Club of Knaresborough who supported the events.

**Knaresborough Town Council**

[www.knaresboroughtowncouncil.gov.uk](http://www.knaresboroughtowncouncil.gov.uk)

[community@knaresboroughtowncouncil.gov.uk](mailto:community@knaresboroughtowncouncil.gov.uk)

Task Location in Knaresborough	Task Description	Permission Agreed?	Current Status	NOTES
1 Castle Grounds	Remove the flags and install new flags when they are ready (flagpoles insitu)		Complete	
2 High Street	Sweep up cigarette butts and dirt/dust, and remove any weeds from outside shop units - both sides of the High Street	Yes	Complete	
3 Castlegate	Sweep up cigarette butts and dirt/dust, and remove any weeds from outside shop units - from Brymor Ice-Creams to Castlegate Books	Yes	Complete	
4 Market Place	Sweep up cigarette butts and dirt/dust, and remove any weeds from around the Market Cross, tree planters (x2), flower tubs, & waste bins	Yes	Ongoing	
5 Raw Gap	Clear ginnel of litter and any overhanging weeds	Yes	Complete	
6 Boroughbridge Road	Clear paths of leaves and debris left over from Autumn - from Bond End to Scriven Road junction (both sides)	Yes	Complete	
7 George Moore gates, The Parsonage	Clear path of leaves & debris left over from Autumn - photos 12 and 13	Yes	Complete	From The Mitre along The Parsonage parallel to St. John's Church wall
8 Castle Yard Car Park	Move the green car shaped cycle rack (slightly) in the Castle Car Park to allow space for bikes to make it useable	Yes		Needs a decision from Council/NYC?
9 Market Place	Remove the hanging fairy lights in the two Market Place trees in the two planters (not the ones wrapped around the trunks/branches) and tidy the planter space below ready for planting up soon.	Yes	Complete	We might consider working in partnership with Renaissance Knaresborough to improve these planters with pollinator friendly perennials
10 Market Place	Clean the three old red telephone boxes in the Market Place (inside & outside)	Yes	Complete	Council to look into use again and approach local groups. Office to source BT approved paint.
11 Tentergate area and St. Mary's Primary School	Clear paths of leaves & debris left over from Autumn	Yes	Complete	
12 Town Centre	Adjust the heritage black finger signposts to point in the right direction, then repaint		Ongoing	
13 Market Cross, Market Place	Repair/repaint benches & possibly clean pavement underneath (grease from fish & chips), if this is possible		Ongoing	We will need to seek permission from NYC
14 Castle Grounds	Repair/repaint benches		Ongoing	We will need to seek permission from NYC
15 Town Centre	Repaint public toilet entrance doors (only), removing any posters/stickers and look at whether better signage is required - Conyngham Hall Car Park, York Place Car Park, Waterside, Castle Car Park			New locking mechanisms are being installed by NYC. Re-painting might be beneficial following this.
16 Bebra Gardens, Brewerton Street	Work on one or two agreed plant beds/areas in Bebra Gardens to weed and prepare for planting		liaise with AW	To be agreed with Knaresborough in Bloom - Christine & Andrew Willoughby
17 Waterside and Abbey Road	Repaint the heritage lampposts		March?	We will need to seek permission from NYC
18 Grimbald Bridge, Wetherby Road	Sweep and clean footpaths over this bridge - see photo 14	Yes	Complete	
19 Stockwell Lane (school boundary)	Remove the weeds that have been sprayed but left in place at the edge of the school wall/footpath, and sweep grit & dirt under railings. See photo 11	Yes	Complete	
20 Nora Avenue / Charlton Manor Drive	Clear sympathetically this long footpath from overhanging banches, and litter pick		Ongoing	
21 CCTV camera outside the music bank	See photo 1		Complete	
22 Leaves under bench bottom High Street	See photo 2		Complete	
23 Graffiti on sign outside K House	See photo 3		Complete	
24 Boroughbridge Road opposite Dawn til Dusk	See photo 4		Complete	
25 Railings and leaves outside Henshaws	See photo 5		Complete	
26 Abbey Road Fencing	See photos 6 - 10		Made safe and reported	
27 Stockwell Ave/Drive Ginnel	Graffiti		Complete	
28 King George V playing field	litter pick		Complete	
29 Route between Halfpenny Close and Allotments	Some low hanging branches partially blocking the pedestrian route.		Complete	
30	Move VAS signs to new locations (speak to Andy Bell)		Contacting A Bell	
31	Relocate town notice board in the Market Place to tidy the space around the three red telephone boxes			Needs permission and suitable place to resite
32	Clean road signage - especially related to visitors/tourism (councillors to do an audit first?)			Message councillors to identify signage in worst condition
33	Does the ditch at the bottom of York Place Car Park need clearing/digging out further to allow more surface water run off? Would need to speak to neighbouring residents for their thoughts, and then ask NYC for permission			Needs permission from NYC and a digger to undertake the task preferably before winter sets in
34	Fill random fairly substantial hole in grass at the back of Knaresborough House (trip hazard)		NYC Garden team	HG investigating
35	Help at Bright Friday in November			Parks & Gardens made aware of this. Gardeners aware of similar problem at front of K House.
36	The path between King George Vs field and the back of the allotments has some broken branches that are blocking the path. Also, as the brambles grow, they are also hindering use of the path. Could the Town ranger take a look, remove the split branches and maybe clear the brambles back enough to allow access?			
37	The Nettles and weeds to be cut down, along path between back gate of Aspin Park School and the park / play area behind Nippers and Scout Hut on Wetherby Road		Ongoing	
38	Charlton House towards St John's school needs clearing		Ongoing	
39	King George V playing field bar and post replace			
	Cony hall - compost 'bin'			HG investigating
	Liaise with 'gully wagons'			HG investigating
	Viaduct viewing area benches			
	Castle area benches			
	King George V area - compost bin			check if suitable - liaise with HD
	Re-visit ginnels before winter			
	Also:			
	Contact garden team re Castle area issues			
	Dog fouling town wide campaign?			





## **Volunteer Role Description**

**Role Title:** Mayor of Knaresborough's Town Guide

### **Purpose of the Role:**

Volunteer Town Guides play a key role in welcoming visitors to Knaresborough and sharing the town's history, culture, and heritage of our town. By leading guided walking tours, you will help promote Knaresborough as a visitor destination while offering an enjoyable, informative experience for residents and tourists alike. Full training to the Institute of Tourist Guiding white badge accreditation will be provided.

### **Training and support:**

- Induction and training programme provided, including lectures, practical sessions and communication training, and home study.
- **Institute of Tourist Guiding (ITG) White Badge** accreditation following examination.
- Ongoing support, supervision, and communication through the Volunteer Coordinator and KTC office.
- Insurance cover provided for authorised Town Walking Tours and Guide activities.

### **Key Responsibilities and expectations:**

- Lead free guided walking tours on behalf of the Mayor of Knaresborough's Town Guides.
- Commit to a minimum of 12 tours per calendar year (20 tours for newly qualified guides), mutually agreed rotas.
- Deliver accurate and engaging information to visitors.
- Wear your official Mayor of Knaresborough's Town Guide uniform and ITG White Badge during tours for identification and insurance purposes.
- Work within the agreed guidelines and boundaries of the Town Guides project.
- Maintain neutrality on matters of politics, religion, and local commercial services.
- Refer all media and policy enquiries to the Volunteer Coordinator or KTC office.
- At all times represent Knaresborough Town Council and the Mayor's Town Guides professionally and respectfully.
- Complete and submit monthly volunteer register of tours to KTC office for records.

### **Commitment once trained:**

- Minimum of 18 months service as a volunteer Town Guide.
- Minimum of 12 tours per year (20 for newly qualified guides), mutually agreed rotas to support the regular Wednesday and Saturdays 11am tours.
- Regular Hours to be worked on Wednesdays and Saturdays, (rotas to be mutually agreed).
- Attendance at meetings organised by the Volunteer Coordinator and KTC office.

**Project Supervision:**

Volunteer Co-ordinator – Cllr Margy Longhurst

Support from the KTC office – Community Projects Officer and Clerks

**Location:**

Guided tours take place in and around Knaresborough. Agreed route(s) and risk assessments provided by Volunteer Coordinator and KTC.

**Desired Skills and Qualities:**

- Confident communication, public speaking and interpersonal skills.
- Friendly, engaging, and respectful manner.
- Reliability and commitment to scheduled walks.
- Willingness to work as part of a team and independently, and to follow agreed guidelines.
- An interest in local history, heritage, and community engagement (training provided).

**Policies and Standards:**

- Volunteers are expected to uphold KTC's Equality and Diversity, Safeguarding, Health and Safety, and Volunteer policies and Volunteer Agreement.
- Town Guides must avoid bringing Knaresborough Town Council or the Mayor's Town Guides into disrepute, including on social media.

**Benefits to Volunteers:**

- Free professional training and ITG White Badge accreditation, and annual ITG membership paid by KTC whilst a part of the team delivering The Mayor of Knaresborough's Town Walking Tours.
- Opportunity to develop public speaking and guiding skills.
- Being part of a valued community project with cultural and tourism impact.
- The satisfaction of promoting and preserving Knaresborough's heritage.
- Opportunities to support additional events and activities in Knaresborough organised by KTC and other organisations (all additional events and activities are optional and not expected of volunteer Town Guides).
- Ongoing opportunities for Continual Professional Development (CPD) will be shared with volunteer Tour Guides (all activities are optional and not expected of volunteer Town Guides).

# Use of EV chargers at Stockwell Wellbeing Hub

Two 7 kW chargers have been installed by Knaresborough Town Council (KTC) outside the Stockwell Wellbeing Hub (SWH) which is managed by Active North Yorkshire (ANY).

They are not yet operational. First KTC should:

- **Provide a Risk Assessment**, initial observations show that reflective strips must be placed on the charging post to make them more visible in the darker nights
- **Provide signage and parking surface painting** for users to find the EV charge point. This will also help disabled users find the reserved spot, access for the refuse truck and remind neighbours that no overnight parking is allowed.
- **Provide secure communications to the chargers**. Registered users can use the Fuuse App to connect to the chargers. There is insufficient signal for the App to communicate with the charge point reliably. The charging communication cannot sit on the existing Wi-Fi for data protection reasons. So options are to install a dedicated wifi network with a password or install a 4g router, however this would need to sit outside in an IP rated box
- **Provide access to the charger** for employees of ANY and users of the centre as soon as possible to avoid negative publicity about EV chargers.

## Pricing

At the moment no payment method has been attached to the chargers. A payment method can be provided. It will cost £200 p.a.. Until the use of the chargers increases so that the £200 is less than that we could receive for the use, they are free to use for those users who have registered to use the service. This will need to be monitored and shared with ANY on a regular and frequent basis. Similarly any changes to the arrangement need to be done in consultation with ANY.

For example:

Price 25p per kWh

In one hour, a user will put 7 kWh into their EV, this will cost £1.75

In one year, 115 one-hour EV charges are needed to pay for the payment method. This is about three hours a week.

115 one-hour charges use 805 kWh of electricity,

## Registration of users

Registration is through the dashboard provided by Plug Me In, the installers. Potential users sign in and register on the dashboard. Permission must be given before they can be registered. This is done online. Permission currently is from Andy

Bell (KTC) and Gilly Lacey (KCEL). Alternatively, they can borrow the fob from KTC office.

Andy and Gilly are the only users on the system so far, for testing purposes.

We can monitor the usage on the dashboard. This will allow KTC to determine when the popularity of the EV charging system has a detrimental effect on SWH electricity bills, as well as impacting the free charging process.