

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S
PROJECTS, COMMUNITY and ENVIRONMENT COMMITTEE
HELD AT KNARESBOROUGH HOUSE
on Monday 02 February 2026**

PRESENT: **Chair:** Councillor Pickard

Councillors: J Batt, A Bell, M Flood, H Gostlow, S Oakes
and H Westmancoat

Staff Present: The Clerk and Community Projects Officer

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

26/019 ITEM 1 - To receive Apologies and consider approval of the reasons for inability to attend the meeting.

RESOLVED: That apologies were received with reasons approved from Councillor Lacey and Councillor Walker.

26/020 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

26/021 ITEM 3 - KTC Public Speaking Session

None for this meeting

26/022 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 Monday 06 October 2025

RESOLVED: That the minutes of the Projects, Community and Environment committee meeting held on Monday 06 October 2025 be approved as a correct record and signed by the Chair.

26/023 ITEM 5 – Reports/Information from the Clerk

5.1 To note the Annual Town meeting is on the 2 March 2026 and **consider** inviting NYC officers to discuss the Town Investment Plan.

RESOLVED: To note the date of the Annual Town meeting and extend an invitation to the NYC Officers facilitating the Town Investment Plan.

5.2 To receive the latest report from the Community Projects Officer.

Councillors briefly discussed the report (appendix 1) and the extensive work that has been done. Councillor Pickard mentioned that he would like to tighten up the organisation for Remembrance Sunday to enhance safety.

26/024 ITEM 6 - Correspondence

6.1 To consider the request from the Knaresborough and District Chamber regarding potential use of the Town map graphic on a shop window.

RESOLVED: That KTC support the request but asks that the image is signed off by KTC and the illustrator to ensure that the integrity of the graphic remains. It was also asked that the Town Council's logo is incorporated.

Councillor Gostlow agreed to speak to all parties.

6.2 To note message from Bernard Higgins and Tom Gordon MP regarding the Maundy Service.

Councillors thanked all concerned for their support.

6.3 To consider investigating ideas around The Knaresborough Eleven Anniversary with the team who performed a production of a new play last year.

Councillors agreed to support this venture in principle and look forward to the potential opportunity to see the play performed this year.

26/025 ITEM 7 - Reports from Full Council, Sub-Committees and Working Groups

7.1 To agree the annual Christmas Lights Switch-on event, known as Bright Friday, will take place on Friday 27 November 2026 (to coincide with 'Black Friday')

RESOLVED: That the date for the 2026 Christmas Light Switch On known as Bright Friday is set for Friday 27 November.

7.2 To consider whether KTC wants to write a formal letter to Blachere following issues raised during the last 2 lighting scheme installations.

RESOLVED: That KTC write to Blachere to formally ask for assurances that improvements are made in 2026 and to ask that Blachere set out a clear plan for how this will happen.

7.3 To decide next steps for Town Council involvement regarding the Town of Culture 2028 Competition (information previously circulated to Cllrs)

RESOLVED: That KTC sets up an initial meeting, open to all, to introduce the concept of the Town of Culture Competition and seek interested parties that can invest their time and expertise to produce an initial expression of interest to submit.

7.4 To approve the Term and Conditions for the Mayor of Knaresborough's Town Guide Project for use when arranging current coach party meet and greets.

RESOLVED: That KTC approves the Terms and Conditions documentation.

7.5 To receive and note the Knaresborough Town Tour Guides monthly record for December 2025.

RESOLVED: To receive and note.

7.6 To consider the information from Councillor Gostlow re: Dog Fouling campaign/signage to address areas of concern in Knaresborough. Does KTC want to start an awareness campaign to highlight the problem? Does KTC know or want to find out where permanent signage might be considered appropriate? Is KTC interested in borrowing signage for events?

RESOLVED: That Councillor Pickard and Gostlow ask the Youth Council to help with campaign ideas.

7.7 To receive an update from the Boundary sign working group and **consider** approval of a draft design.

RESOLVED: That KTC support the initial draft design and with the addition of the KTC logo are happy to see this project move forward.

7.8 To consider approving KTC taking part in the Sakura Cherry Tree Project 2019 – 2026, submitting the application form, agree sites (subject to permissions) and decide on budget.

RESOLVED: That KTC takes part in the project and delegated authority is given to the Clerk to spend up to £350 to support the implementation.

Councillors Gostlow and Westmancoat agreed to seek the necessary permissions once definite planting sites have been identified.

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

- (i) Castle Area Sub-committee – none for this meeting
- (ii) Climate Change Emergency Sub-committee – none for this meeting

- (iii) Market Working Group – that Councillors Gostlow and Pickard had had a very positive meeting with NYC Officers and further information had been gleaned about North Yorkshire charges in relation to the Market
- (iv) Commuted Sums Working Group – slow progress is being made towards potential improvements at KGV field, but a draft consultation is expected soon. KTC will be working hand in hand with NYC on this.
- (v) Stage Working Group – new equipment has arrived, but it needs to be stored securely asap.
- (vi) Town Ranger – still very busy with general tidying and repair work
- (vii) Community Resilience Plan – an online meeting is arranged for Tuesday 10 February. Councillor Gostlow to speak to Estates team re power switch at Stockwell Community Hub
- (viii) Mayoral High Street Fund – Eventure now set up through Chain Lane Hub and new events to be considered soon

26/026 ITEM 8 - Information Exchange

- Councillor Gostlow asked Councillors to contact her and Councillor Walker regarding areas in their wards that might benefit from being a 20mph zone

Meeting closed 9:12 p.m.

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

Appendix 1

Projects, Community and Environment Committee report for 2nd February 2026 meeting

- **Hannah Read, Community Projects Officer**

Update on KTC events and projects since the last PCE meeting on 6 October 2025:

- **2025 Event review**

2025 proved to be an action-packed year for Knaresborough Town Council, marked by an ambitious programme of projects and community events. The year began with the official opening of the new Mint Garth Playground, following an extensive refurbishment work done by NYC working in collaboration with Councillors Hannah Gostlow and Andy Bell.

Working closely with the community has been a key focus, with the office building strong local connections and collaborative partnerships that support the town and its residents, notably through the Police and Community Liaison Group and Community Resilience planning sessions.

KTC proudly hosted the ITG White Badge Town Guide training programme, paving the way for the launch of the Town Guide Project, which has since delivered popular weekly town walking tours from June onwards. The town came together for a series of community events, including the VE Day 80th Anniversary celebration in the Castle Grounds, the 255th Anniversary of the Enclosure Act and Knaresborough Forest Day; Remembrance Sunday commemorations; and the Bright Friday Christmas Lights Switch-On — bringing another vibrant year to a spectacular close.

- **ITG Tour Guiding Training Course**

For monthly activity, please refer to the **Town Guide Project monthly report** document.

It is a year since our fantastic team of guides first met and began their ITG White Badge training course in January 2025. When we reflect on the last 12 months, the project, training course and now established team of volunteer Town Guides can be seen as a huge success. Feedback from the free walking tours has been overwhelmingly positive, highlighting the project's success and the valuable contribution it makes to the town. There are some fantastic reviews on Trip Advisor to be read. https://www.tripadvisor.co.uk/Attraction_Review-g504004-d33863828-Reviews-Knaresborough_Town_Walking_Tours-Knaresborough_North_Yorkshire_England.html

Hannah R continues to support the Town Guide Project through marketing, social media and email communications, working closely with Volunteer Coordinator Cllr Margy Longhurst and the dedicated team of Town Guides. Regular meetings and ongoing administrative support ensure the project continues to run smoothly.

Looking ahead, the focus will be on consolidating the regular weekly tours and developing an additional Film and Media Tour, currently being prepared by a group of guides for launch during the summer months. The recruitment of a Town Development Manager is expected to provide strategic support to help expand pre-booked tour options, enhance the welcome for coach parties, and support KTC's ambition to achieve Coach Friendly status as part of the wider town development strategy.

- **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 next Police and Community Liaison meeting will be held on 25 February 2026.

Minutes of previous meetings can be found on the KTC website.

- **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.

The next meeting to progress Knaresborough's resilience plan is on 10 February 2026.

- **Remembrance Sunday**

The office coordinated 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.

KTC staff and Councillors attended Remembrance Sunday, with Cllr James Pickard and Hannah R leading the logistics in the Castle grounds, and Angela P welcoming Civic guests and past Mayors at St John's Church and Parade.

Thanks go to Knaresborough Revolution and The Rotary Club of Knaresborough volunteers for marshaling at the Remembrance Day Parade and Service.

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

Bright Friday was a huge success thanks to the Bright Friday working group and event team. Thanks to Cllrs Hannah Gostlow, James Pickard, Mark Flood and Kit Lacey, and Town Ranger Oliver Ward, and the efforts of Knaresborough Revolution, the Rotary Club of Knaresborough, and the Air Cadets, who supported marshalling throughout the event. Thanks also go to all the groups and organisations who were involved and support Bright Friday each year including The Knaresborough Lion's Club, Gracious Street Methodist Church, Friendship and Leisure, and all those involved in the entertainment from the KTC Trailer Stage. The use of paid security, required in light of Martyn's Law, proved effective and worked well in its first year.

(Cllr Mark Flood to provide update on new additions to the KTC Trailer Stage and updated sound equipment which were used for the first time at Bright Friday).

The event showcased excellent community spirit and strong collaboration with local businesses and organisations, including Blind Jack's, the Library and several new cafés around the Market Place. The evening created a fantastic atmosphere for Knaresborough's Christmas Lights Switch-On.

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

The joint bid to the Mayoral High Street Fund, led by Chain Lane Community Hub, was successful. Cllr James Pickard and Hannah Read were nominated as KTC representatives on the Steering Group and attended the first meeting.

Funding for new events is now open for applications. The Steering Group will meet on 19 February to consider recommendations from Chain Lane Community Hub.

- **Looking Ahead – 2026 Priorities**

Over the coming months, the Community Projects Officer will focus on consolidating successful projects while continuing to develop new opportunities that support community engagement, town promotion and resilience.

Key priorities include:

- Strengthening the Town Guide Project through the consolidation of weekly tours, the launch of the Film and Media Tour, and the exploration of additional pre-booked tour options to support group visits and coach parties.
- Work with Clerks to produce Town Annual Report.
- Supporting the integration of the Town Development Manager role to provide strategic direction for town projects, events and tourism initiatives, including progress towards Coach Friendly status, as well as the weekly Market.
- Continuing to support partnership working through the Police and Community Liaison Group and progressing Knaresborough's Community Resilience Plan in collaboration with local partners.
- Building on the success of established community events, including Bright Friday and Remembrance Sunday, while reviewing delivery, safety requirements, road closures and volunteer support to ensure sustainability.
- Supporting KTC as it considers its role in Knaresborough's potential Expression of Interest for the Town of Culture 2028 competition, working with partners to explore opportunities, capacity and alignment with wider town objectives.
- Supporting and promoting the Town Council's community grants scheme.

This approach aims to build on the strong foundations established while supporting KTC's ambitions for the year ahead.