

KNARESBOROUGH TOWN COUNCIL (KTC)

A Pulman
Clerk of the Council

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14 April 2026

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 Knareborough House, Knareborough, HG5 0HW on:

Monday 20 April 2026

7:00 pm

Please see the Agenda for the meeting below:

Yours faithfully

A Pulman

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Any queries regarding this agenda should be addressed to the Clerk at
clerk@knareboroughtowncouncil.gov.uk

COUNCIL AGENDA – Monday 20 April 2026

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 02 February 2026 (*ca*)

5. Reports/Information from the Clerk

5.1 To note the Community Projects Officer and Town Development Manager will be attending a meeting, held by the Knaresborough Lions Club, looking at the future of the Bed Race. Details to be reported back to a future meeting.

5.2 To note that the completed form has been submitted as Knaresborough's UK Town of Culture 2028 Competition Expression of Interest and formally thank all members of the community involved in the process.

5.3 To note that there is a potential opportunity for the Community Projects Officer to undertake IOSH/NEBOSH training, funded through Eventure (via the Mayoral High Street Fund). This would be a 4–5-day course so Council need to consider staff resource if it wishes to take up the opportunity.

6. Correspondence

6.1 To consider the request, and motion from Cllr Westmancoat (Seconded by Cllr Pickard), to support the addition of an accessible public toilet facility at The Kiosk, Conyngham Hall by consulting with North Yorkshire Council on the proposed changes required to make this possible.

6.2 To consider the request from a local charity shop to make use of a Market Place Phone Box as a free book resource, the shop in question is happy to provide a named person who will be responsible for keeping the phone box tidy.

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

7.1 To receive a verbal update from Councillor Gostlow re: 'Cycling UK's' 150th Anniversary and a potential celebration event in 2028.

7.2 To receive a verbal update from Councillor Gostlow re: Knaresborough in Bloom

7.3 To consider calling an informal meeting (during the summer period) with the Knaresborough Branch of the RBL to discuss to the organisation of the Remembrance Parade and Council's current requirements to fulfil event safety obligations.

7.4 To receive verbal updates from any or all the following:

- (i) Castle Area Sub-committee
- (ii) Climate Change Emergency Sub-committee
- (iii) Market Working Group
- (iv) Commuted Sums Working Group
- (v) Stage Working Group
- (vi) Town Ranger
- (vii) Community Resilience Plan
- (viii) Mayoral High Street Fund
- (ix) Boundary Signage

7.5 To consider a recommendation to Full Council regarding Sub-Committees and Working Groups for 2026/27 (*ca*)

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 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 2026

RESOLVED: That the minutes of the Projects, Community and Environment committee meeting held on Monday 06 October 2026 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.

DRAFT

Proposal: Addition of an Accessible Public Toilet and Baby Change Facility at The Kiosk, Knaresborough

The Kiosk in Knaresborough is now operating successfully as a community-based enterprise, welcoming hundreds of visitors across a wide age range, especially local families during the school holidays.

A consistent and frequent request from visitors is access to toilet and baby changing facilities. Currently, there is no public toilet provision within the Kiosk itself, and the nearest public facilities are located some distance away. This presents particular challenges for:

- Young children and families
- Individuals with physical disabilities
- Those with hidden medical conditions
- Elderly visitors

At present, the only toilet within the Kiosk is not available for public use, in accordance with our lease agreement with North Yorkshire Council.

We have explored potential solutions and believe there is a practical and low-impact option available. Constructing a separate toilet block would require planning permission and may introduce concerns regarding visual impact and potential anti-social behaviour, which could detract from the character and setting of the Kiosk.

Instead, we propose repurposing the existing end unit currently used by the Parks and Gardens team for equipment storage. This unit could be converted into an accessible public toilet and baby changing facility.

We understand that this would require the relocation of Parks and Gardens equipment. A suitable alternative location may be Conyngham Hall, which offers a secure environment and maintains convenient access to surrounding green spaces.

We are willing to:

- Take full responsibility for the maintenance and cleaning of the facility
- Ensure the facility is only open during Kiosk operating hours, maintaining security
- Provide an accessible toilet suitable for wheelchair users
- Include a baby changing area to support families

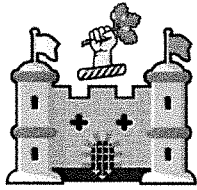
This solution would meet a clearly demonstrated community need while avoiding the need for additional buildings and preserving the aesthetic quality of the area.

We believe this enhancement would significantly improve accessibility and inclusivity, further strengthening the Kiosk as a valued community asset for residents of Knaresborough and visitors alike.

We welcome the opportunity to discuss this proposal further.

Kind Regards

Clare Robinson
Community Stars CIC



Knaresborough

Town Council

NOTICE OF MOTION TO COUNCIL

AGENDA ITEM	AGENDA DATE
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Title of Motion	Addition of an Accessible Public Toilet and Baby Change Facility at The Kiosk, Knaresborough: proposal to consult NYC on potential change of use of current Kiosk building
Proposed by	Cllr Helen Westmancoat
Seconded by (<i>If possible at time of submission</i>)	Cllr James Pickard
Detailed background including any financial implications (provided by the proposer)	<p>The Kiosk in Knaresborough is now operating successfully as a community-based enterprise, welcoming hundreds of visitors across a wide age range, especially local families during the school holidays.</p> <p>A consistent and frequent request from visitors is access to toilet and baby changing facilities. Currently, there is no public toilet provision within the Kiosk itself, and the nearest public facilities are located some distance away. This presents particular challenges for:</p> <ul style="list-style-type: none">• Young children and families• Individuals with physical disabilities• Those with hidden medical conditions• Elderly visitors <p>At present, the only toilet within the Kiosk is not available for public use, in accordance with our lease agreement with North Yorkshire Council.</p> <p>We have explored potential solutions and believe there is a practical and low-impact option available. Constructing a separate toilet block would require planning permission and may introduce concerns regarding visual impact and potential anti-social behaviour, which could detract from the character and setting of the Kiosk.</p>

	<p>Instead, we propose repurposing the existing end unit currently used by the Parks and Gardens team for equipment storage. This unit could be converted into an accessible public toilet and baby changing facility.</p> <p>We understand that this would require the relocation of Parks and Gardens equipment. A suitable alternative location may be Conyngham Hall, which offers a secure environment and maintains convenient access to surrounding green spaces.</p> <p>We are willing to:</p> <ul style="list-style-type: none"> • Take full responsibility for the maintenance and cleaning of the facility • Ensure the facility is only open during Kiosk operating hours, maintaining security • Provide an accessible toilet suitable for wheelchair users • Include a baby changing area to support families <p>This solution would meet a clearly demonstrated community need while avoiding the need for additional buildings and preserving the aesthetic quality of the area.</p> <p>We believe this enhancement would significantly improve accessibility and inclusivity, further strengthening the Kiosk as a valued community asset for residents of Knaresborough and visitors alike.</p>
<p>Additional Background (provided by the Proper Officer) if appropriate</p>	<p>It may be possible to use some commuted sums, or Rotary Club of Knaresborough may be able to fund changes to the building</p>
<p>Financial implications (anticipated by the Proper Officer)</p>	
<p>Legal implications (comment by the Proper Officer)</p>	

Proposer must complete all points in Blue. Clerk or Deputy Clerk to complete points in Black.

2025/26 Sub-committees and Working Groups that report to the Projects, Community and Environment Committee:

Recommendation to Full Council:

Sub Committee Meetings set by Chair	Reporting to:	Current Members	Proposed Membership 2026/2027 OR disband
Castle Area	PCE	Margy Longhurst Shan Oakes Helen Westmancoat John Batt David Goode	
Climate Change Emergency	PCE	Andy Bell Hannah Gostlow Kit Lacey Shan Oakes Mark Flood	
Bright Friday	PCE	Hannah Gostlow Kit Lacey James Pickard Mark Flood	

Working Groups Meetings set by Chair	Reporting to:	Current Members	Proposed Membership 2026/2027 OR disband
Commuted Sums	PCE	Andy Bell Hannah Gostlow James Pickard David Goode	
Castle 900	PCE	Helen Westmancoat Shan Oakes John Batt	
Stage	PCE	Kit Lacey James Pickard Mark Flood	
Boundary Signs	PCE	Andy Bell Hannah Gostlow	