



Horsforth Town Council

Community and Environment Committee: Minutes and Action Points/Recommendations

Date of Meeting:	Thursday, 03 November 2022	
Venue:	Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL	
In the Chair:	Cllr Chris Calvert	
Minute taker appointed:	Cllr Tracy Stones	
Present: (Tick if present)	Cllr Chris Calvert ✓	Cllr Tracy Stones ✓
	Cllr Emmie Bromley ✓	<input type="checkbox"/>
	Cllr Sam Dowling ✓	<input type="checkbox"/>
	Cllr Eddie Hyndes ✓	<input type="checkbox"/>
	Cllr Peter Mallot ✓	<input type="checkbox"/>
	Cllr Margaret Townsley ✓	<input type="checkbox"/>
In attendance (officers/guests):	No Clerk in attendance. Guest/Member of the Public: Julio Tumalan – Horsforth Town Team	
Apologies and reasons received and accepted from:	Cllr John Garvani – clash of meetings Cllr Reiss Capitano – work commitment	
Declarations of interest:	None	

ACTION POINTS AND RECOMMENDATIONS			
No.	Actions/Recommendations Agreed & Any Deadlines	Action assigned to	Tick when done
CE/22.1	Minutes of the meeting –	n/a	<input type="checkbox"/>
CE/22.2	None		<input type="checkbox"/>

Signed Dated

ACTION POINTS AND RECOMMENDATIONS			
No.	Actions/Recommendations Agreed & Any Deadlines	Action assigned to	Tick when done
CE/22.3	<p>Julio: gave details of the mini market to be held in front of Costa Coffee in the layby and the road. He is seeking support from HTC to close the road.</p> <p>Richard: enquired whether Julio/The HTT (Horsforth Town Team) had canvassed residents and businesses on Town Street, asking whether he had received any objection notifications.</p> <p>Julio: stated he had verbally spoken to shopkeepers, residents and businesses and most seemed to be supportive.</p> <p>Richard: enquired about the viability of running the event.</p> <p>Julio: shared that the HTT are just getting established. *It was noted they are yet to be registered as an organisation and do not have an account and so do not have documented accounts.</p> <p>Chris: asked about whether there would be funding from the stall holders towards the road closure costs.</p> <p>Julio: stated that he had started to ask stallholders if they were prepared to contribute to the road closure costs. To which he said that they were. *It was noted that this had not yet been secured.</p> <p>Tracy: asked Julio how many stalls had been confirmed.</p> <p>Julio: 10 have confirmed with space for 15.</p> <p>Tracy: asked Emmie in her capacity as a Horsforth City Councillor for the costing of the road management details to close the road which had been provided to the office from Cllr John Garvani in his capacity as City Councillor.</p> <p>Emmie: broke down the costs from the road closure paid management company – TM Limited £135.00 +VAT - Standard Planning/Submissions/PLI & mileage charge £120.00 +VAT – Produce and place Advance Notice signage x6 £570.00 +VAT – 2x Ch.8 Operatives, placing parking suspensions, road closures and diversions (remain on road closures for duration)</p> <hr/> <p>£825.00 plus VAT = £1,000.00</p> <p>She reiterated that help is needed to meet these costs and the additional costs incurred to hold the event safely.</p> <p>Emmie stated that the HTT has arranged to borrow The Farmer’s Market tables and canopies after they finish with them on Market Day - to be set-up by sixth formers at a paid cost, lower down on Horsforth Town Street where they are hoping to close the road.</p> <p>Peter: Raised his concerns that he had seen a post on Facebook stating that the market was going ahead. He stated that he felt this was ill advised of the HTT for this post to have been posted without all the organisation being in place.</p>		<input type="checkbox"/>

Signed Dated

ACTION POINTS AND RECOMMENDATIONS

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	<p>Richard: shared that he had read a concerning Facebook post stating that the market was going ahead in conjunction with HTC. Stating that this should have only been posted with the full agreement of HTC C&E.</p> <p>Tracy: stated that Council had sought further information from Julio to see how as a Council we could help our Horsforth businesses to hold their market. She shared that because the HTT were still in a fledgling stage with no official status or registration as a group, with no bank account or accounts in place, or public liability/events insurance it would put HTC in a difficult position of wanting to help but monetarily this would prove challenging. Tracy stated that because of HTT being in their infancy Council could not consider at this stage giving a grant alternative if an application was to be made, towards the road closure and other costings involved, due again to a lack of having a bank account, so that the HTT could run their event as a stand-alone event, running alongside HTC’s Light Switch on.</p> <p>Peter: stated that in his opinion, ideally this should have been brought to Council in the summer or earlier.</p> <p>Margaret: agreed with Peter, adding that it is a great idea but needed planning earlier.</p> <p>Tracy: asked Julio and Emmie if the HTT could consider whether this year they could hold their entire market with entertainers on the site of The Farmer’s Market (as they had arranged to borrow the tables and canopies) to enable it to go ahead safely off the road with smaller costs incurred. She offered to liaise with Duncan Stow, The Farmer’s Market Team, St. Margaret’s Church, and St. Margaret’s School and or to look at alternative off road venues such as The Methodist church grounds.</p> <p>Emmie: stated that she thought this to be a good idea and a possible option.</p> <p>Richard: Made the following proposal to C&E – Because of the short notice that HTC has received to support the event and the unknown present viability of the HTT that the Town Council should not be involved in the event this year but that we would be willing to consider it again next year.</p> <p>Sam: Requested a recorded vote</p> <p>Chris: Chaired the vote, requesting the vote for those in agreement with the proposal made by Richard –</p> <p>For: Chris, Margaret, Peter, Richard, and Tracy.</p> <p>Those Against: Emmie, Eddie, and Sam.</p> <p>No one abstained.</p> <p>The vote was carried in agreement with Richard’s proposal.</p> <p>Emmie: John and I will look to fund the market</p> <p>Margaret: This would be great if you can.</p>		

Signed Dated

ACTION POINTS AND RECOMMENDATIONS			
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	Tracy: She agreed with Margaret. Adding, it would be good Emmie if you and John can help the HTT to close the road in your capacity as Horsforth City Councillors. Emmie: We will see if we can.		
CE/22.4.1	Richard proposed: Do Events wish to give the Christmas working Group the increased costs? Seconded, agreed, and carried. Richard proposed: Do Events agree to increase the costs by £500.00 for the Christmas budget, to take into consideration the cost of a VIP guest to switch on our lights? Seconded, agreed, and carried.	Clerk	<input type="checkbox"/>
CE/22.4.2	It was not agreed by HTC to extend the road closure route this year and the quote of a £1,000.00 for Traffic Management was not approved by HTC. It was agreed to remove the additional £825.00 for the road closure costs from the budget.	Clerk	<input type="checkbox"/>
CE/22.5	To move and carry over the item of the budget for 2023-2024 to the next C&E meeting.	Clerk	<input type="checkbox"/>
CE/22.6			<input type="checkbox"/>
CE/22.7			<input type="checkbox"/>
CE/22.8			<input type="checkbox"/>
CE/22.9			<input type="checkbox"/>

Date of next meeting:	1st December
Meeting finished at:	8.00pm

*Distribution: Cllrs B. Batchelor, E Bromley, C Calvert, R. Capitano, SL Dowling, J Garvani,
R Hardcastle, E Hyndes, P Mallott, T Stones, M Townsley*

Signed Dated