



## **Horsforth Town Council**

Mechanics Institute  
Town Street  
Horsforth  
Leeds  
LS18 5BL

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### **Community and Environment Committee**

**Thursday 1<sup>st</sup> December 2022**

#### **AGENDA PACK**

**Contents page overleaf**

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



## Horsforth Town Council

### Community and Environment and Action Points/Recommendations

<b>Date of Meeting:</b>	Thursday, 16 June 2022	
<b>Venue:</b>	Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL	
<b>In the Chair:</b>	John Garvani	
<b>Minute taker appointed:</b>	Simon Dowling	
<b>Present: (Tick if present)</b>	Simon Dowling ✓	Richard Hardcastle ✓
	Chris Calvert ✓	John Garvani ✓
	Samantha Dowling ✓	Peter Mallott ✓
	Eddie Hyndes ✓	Tracy Stones ✓
	Emmie Bromley ✓	Charlotte Sellers <input type="checkbox"/>
	Rob Jacques <input type="checkbox"/>	<input type="checkbox"/>
<b>In attendance (officers/guests):</b>	Click or tap here to enter text.	
<b>Apologies and reasons received and accepted from:</b>	Cllr R Jacques – Work Cllr C Sellers – Other commitments	
<b>Declarations of interest:</b>		

<b>ACTION POINTS AND RECOMMENDATIONS</b>			
<b>No.</b>	<b>Actions/Recommendations Agreed &amp; Any Deadlines</b>	<b>Action assigned to</b>	<b>Tick when done</b>
1	<b>To accept apologies and the reason for absence</b>  Proposed: CC Seconded: RH  Agreed		
2	<b>Declaration of Disclosable Pecuniary and other Interests</b> None		

Signed ..... Dated .....

<b>ACTION POINTS AND RECOMMENDATIONS</b>			
<b>No.</b>	<b>Actions/Recommendations Agreed &amp; Any Deadlines</b>	<b>Action assigned to</b>	<b>Tick when done</b>
3	<p><b>To consider questions and comments from members of the public at the Chairman's discretion</b></p> <p>None</p>		
4	<p><b>Minutes of the previous meeting 3<sup>RD</sup> March 2022</b></p> <p>Proposed: RH Seconded: TS</p> <p>Agreed</p>		
5	<p><b>Grant/Sponsorship feedback</b></p> <p>None</p>		
6	<p><b>Grant and Sponsorship Applications</b></p> <p>None</p>		
7	<p><b>Good Citizen and Young Achiever Awards Scheme</b> <b>To confirm moving the awards presentations from the Annual Town Meeting to a different date and to consider any other recommendations:</b></p> <p><b>Proposal by SMD:</b></p> <p>To move the awards to be presented at Christmas Lights Switch on and that advertisement of awards is ongoing open from the 1<sup>st</sup> Jan with closing date being end of september for nominations to be considered at C&amp;E meeting before lights switch on event.</p> <p>Seconded: EH</p> <p>Agreed</p> <p><b>ACTION: Advertise the awards scheme and new closing date on the Town Council social media sites and website.</b></p>		
8	<p><b>Christmas Lights 2022</b></p> <p>8.1 Consider quotes received by LCC</p> <p>Proposed: RH Seconded: CC</p>		

Signed ..... Dated .....

<b>ACTION POINTS AND RECOMMENDATIONS</b>			
<b>No.</b>	<b>Actions/Recommendations Agreed &amp; Any Deadlines</b>	<b>Action assigned to</b>	<b>Tick when done</b>
	<p>Agreed</p> <p>8.2 Consider waiving requirement to seek 3 quotes as per financial regulations</p> <p>Proposed: RH Seconded: CC</p> <p>Agreed</p> <p>Any issues that are seen during the period of lights being on we need to keep that logged and reported into the office so that we can ensure LCC are made aware.</p> <p><b>ACTION:</b> Request that when supplied they are tested and working.</p> <p><b>ACTION:</b> Put order in with Leeds Lights and to investigate the other items usually needed for the lights switch on event.</p>		
9	<p><b>Events</b></p> <p><b>9.1 – Queens Platinum Jubilee 2022</b></p> <p>Well attended events and went down well within the community.</p> <p>Issues of the choir finding out late on Monday they were due to have 30 mins of singing on Thursday.</p> <p><b>9.2 – Horsforth Gala</b></p> <ul style="list-style-type: none"> <li>• SMD will officially open the Gala</li> <li>• Ask for CIL suggestions</li> <li>• Photos of the jubilee celebration</li> <li>• Photos of 3 and 5 The Green that we have it.</li> <li>• Cllr EH to send to all Cllrs to ask for support to staff the stall for the day from 10:30am set up until 16:30/17:00 to finish and pack up.</li> <li>• Young achiever and Good citizen award advertising this, forms on the stall to take away.</li> <li>• Picture of 3&amp;5 Green</li> </ul>		

Signed ..... Dated .....

<b>ACTION POINTS AND RECOMMENDATIONS</b>			
<b>No.</b>	<b>Actions/Recommendations Agreed &amp; Any Deadlines</b>	<b>Action assigned to</b>	<b>Tick when done</b>
	<p>Proposal to pay £30 for the stall: RH Seconded: CC</p> <p>Agreed</p> <p><b>ACTION:</b> Place order for gala pitch</p> <p><b>ACTION:</b> Cllr Hyndes to email all Cllrs ask for people to staff the stall and to ask for volunteer to collect equipment and drop equipment off needed for the day</p> <p>Equipment needed:</p> <ul style="list-style-type: none"> <li>- Roll of Paper for ideas – Cllr S M Dowling to provide</li> <li>- Different coloured pens</li> <li>- Table from office</li> <li>- Chairs from office</li> <li>- Pop up marquee from office</li> </ul> <p><b>ACTION:</b> Cllr SM Dowling and Stones to send photos of Jubilee events to office form them to be printed and laminated to be put on display</p> <p><b>ACTION:</b> Office to print off information in regard to the awards scheme and a couple of application forms for each award</p> <p>9.3 – Other events</p> <ul style="list-style-type: none"> <li>• Remembrance Day event – SLD will be liaising with Larry for the event – need to consider impending road works</li> <li>• Christmas Lights switch on event first Saturday of Dec</li> </ul> <p><b>ACTION:</b> Book first aiders for both events through St Johns Ambulance</p>		
10	<p><b>Civic Service 2022</b></p> <p>Noted</p> <p>Date and time: 10 July 2022, 6pm Venue: The Grove Methodist Church, Town Street</p> <p>To consider any action in relation to the Civic Service</p>		

Signed ..... Dated .....

<b>ACTION POINTS AND RECOMMENDATIONS</b>			
<b>No.</b>	<b>Actions/Recommendations Agreed &amp; Any Deadlines</b>	<b>Action assigned to</b>	<b>Tick when done</b>
	<p>Office to send invite list to churches together for the event including representatives of neighbouring councils</p> <p>CC Proposal to make donation to the refreshments for the same amount as last year.</p> <p>Seconded: SMD</p> <p>Agreed</p> <p><b>ACTION:</b> For Horsforth Town Council to make payment to Horsforth Churches Together as a donation towards refreshments.</p>		
11	<p><b>Horsforth Matters:</b></p> <p><b>To receive any updates and to consider and agree any action required.</b></p> <p>To note / approve the following payments:</p> <p>Ace Distribution – GPS tracked delivery of 9000 units £1,169.91</p> <p>Solopress – printing £808.26</p> <p>Proposed: SMD Seconded: TS</p> <p>Agreed</p> <p>Next edition to come out around October to advertise Christmas lights and Remembrance Day.</p> <p>Potential idea to have a note on the Councils position for Newlay Weir</p>		
12	<p><b>Newlay Weir</b></p> <p><b>12.1 - To note the Environment Agency Newlay Weir Investigation Independent review into the failure of Newlay Weir in January 2021 – previously circulated</b></p> <p>Noted</p> <p><b>12.2 To consider the request for assistance from the Chair of</b></p>		

Signed ..... Dated .....

<b>ACTION POINTS AND RECOMMENDATIONS</b>			
<b>No.</b>	<b>Actions/Recommendations Agreed &amp; Any Deadlines</b>	<b>Action assigned to</b>	<b>Tick when done</b>
	<p><b>the Newlay Conservation Society and the Horsforth Civic Society. To include as a minimum considering whether the fish pass should be removed.</b></p> <p>SMD proposal to that Horsforth town council urges EA contractors to remove the fish pass and that the EA contractors do all they can to conserve the weir. Any work that is carried out we request is done to preserve the historical features of the area.</p> <p><b>ACTION:</b> Letter to be sent to EA, Canal and Rivers Trust and also Martin Hughes to reflect the Town councils position as above.</p> <p>Seconded: RH</p> <p>Agreed</p>		
13	<p><b>Jubilee Garden</b></p> <p>None</p>		
14	<p><b>Floral displays</b></p> <p>Hanging baskets have been ordered as has the watering, Cllr Mallott unsure as to whether watering has started yet.</p>		
15	<p><b>Hall Park</b></p> <p>Community Garden is underway but has had some apple trees taken and they are looking for financial support to help with this project.</p> <p>This is situated outside of the Japanese Garden.</p>		
16	<p><b>Litter</b></p> <p>Well covered by Horsforth litter pickers</p> <p><b>ACTION:</b> HTC to approach Horsforth litter pickers to ask them for a date to do a community litter pick and we as a Town Council go throw our support behind an organised event.</p>		
17	<p><b>Items for future agenda</b></p>		

Signed ..... Dated .....



**Horsforth Town Council**

**Community and Environment Committee: Minutes and Action Points/Recommendations**

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

<b>ACTION POINTS AND RECOMMENDATIONS</b>			
<b>No.</b>	<b>Actions/Recommendations Agreed &amp; Any Deadlines</b>	<b>Action assigned to</b>	<b>Tick when done</b>
<b>CE/22.1</b>	Minutes of the meeting –	n/a	<input type="checkbox"/>
<b>CE/22.2</b>	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><b>Julio:</b> 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><b>Richard:</b> 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><b>Julio:</b> stated he had verbally spoken to shopkeepers, residents and businesses and most seemed to be supportive.</p> <p><b>Richard:</b> enquired about the viability of running the event.</p> <p><b>Julio:</b> 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><b>Chris:</b> asked about whether there would be funding from the stall holders towards the road closure costs.</p> <p><b>Julio:</b> 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><b>Tracy:</b> asked Julio how many stalls had been confirmed.</p> <p><b>Julio:</b> 10 have confirmed with space for 15.</p> <p><b>Tracy:</b> 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><b>Emmie:</b> broke down the costs from the road closure paid management company – TM Limited £135.00 +VAT - Standard Planning/Submissions/PLI &amp; 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><b>£825.00 plus VAT = £1,000.00</b></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><b>Peter:</b> 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**

No.	Actions/Recommendations Agreed & Any Deadlines	Action assigned to	Tick when done
	<p><b>Richard:</b> 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&amp;E.</p> <p><b>Tracy:</b> 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><b>Peter:</b> stated that in his opinion, ideally this should have been brought to Council in the summer or earlier.</p> <p><b>Margaret:</b> agreed with Peter, adding that it is a great idea but needed planning earlier.</p> <p><b>Tracy:</b> 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><b>Emmie:</b> stated that she thought this to be a good idea and a possible option.</p> <p><b>Richard:</b> Made the following proposal to C&amp;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><b>Sam:</b> Requested a recorded vote</p> <p><b>Chris:</b> Chaired the vote, requesting the vote for those in agreement with the proposal made by Richard –</p> <p><b>For:</b> Chris, Margaret, Peter, Richard, and Tracy.</p> <p><b>Those Against:</b> Emmie, Eddie, and Sam.</p> <p><b>No one abstained.</b></p> <p>The vote was carried in agreement with Richard’s proposal.</p> <p><b>Emmie:</b> John and I will look to fund the market</p> <p><b>Margaret:</b> This would be great if you can.</p>		

Signed ..... Dated .....

ACTION POINTS AND RECOMMENDATIONS			
No.	Actions/Recommendations Agreed & Any Deadlines	Action assigned to	Tick when done
	<p><b>Tracy:</b> 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.</p> <p><b>Emmie:</b> We will see if we can.</p>		
CE/22.4.1	<p><b>Richard proposed:</b> Do Events wish to give the Christmas working Group the increased costs?</p> <p><b>Seconded, agreed, and carried.</b></p> <p><b>Richard proposed:</b> 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?</p> <p><b>Seconded, agreed, and carried.</b></p>	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"/>

<b>Date of next meeting:</b>	1st December
<b>Meeting finished at:</b>	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 .....

**Horsforth Town Council  
Community & Environment Committee  
Terms of Reference**



1. The maximum number of members of the Committee and the allocation of members from different groups on the Council shall be as specified in Standing Orders or as otherwise determined by a resolution of full Council.
2. The membership of the Committee shall be reviewed annually in May at the Annual Meeting of the Town Council.
3. The membership of the Committee may include non-members of Council. The appointment of such members shall be subject to approval by Council. Such members shall not have any voting rights and shall not be counted in the maximum permitted number of members on the Committee or towards the quorum.
4. The Chairman and Vice Chairman of the Committee shall be elected annually at the Annual Meeting of the Town Council.
5. The quorum of the Committee shall be one third of the voting members of the Committee.
6. The Committee will conduct its meetings under the provisions of the Local Government Act 1972.
7. The Council's Standing Orders and Code of Conduct shall apply to the Committee and its members.
8. The Clerk or Assistant Clerk shall convene ordinary meetings of the Committee.
9. The Chairman shall convene extraordinary meetings of the Committee.
10. The Chairman shall be consulted as to the items to be included in the agenda for Committee meetings.
11. The Committee shall approve its minutes which will be submitted to Council for information.
12. The Committee has the following powers and responsibilities:
  - a. To administer the Community Grant and Sponsorship Funds on behalf of the Council, for the benefit of the people of Horsforth, subject to the policies set by Council and to the following:
    - i. Committee may award a maximum of £500 grant or sponsorship per application
    - ii. Where an application is for an amount more than £500, Committee shall decide on the award up to £500 and shall refer consideration of the balance to Finance and General Purposes Committee with a recommendation. Any additional award made by Finance and General Purposes Committee shall be paid out of the Community and Environment Committee budget.
    - iii. Where Committee considers an application for grant or sponsorship to be sensitive, it shall refer the application to Council.
  - b. To administer Horsforth Matters and Horsforth Community Directory and the associated editing, content, production and distribution of those publications

- c. To administer the Good Citizen and Young Achiever awards, including deciding the winners each year
  - d. To provide festive lights and motifs in the town at Christmas
  - e. To organise events in the community on behalf of the Council, including but not limited to band concerts an Annual Event, the Christmas Switch-On and , subject to any direction from the Council, an event on Remembrance Sunday
  - f. On behalf of the Council to organise the Council's participation in external events such as Horsforth Gala
  - g. To maintain Jubilee Garden
  - h. To provide and maintain floral displays in the town
  - i. To be responsible for inspection and maintenance of the Council's benches, noticeboards and other items of street furniture
  - j. To consider and make recommendations for maintaining and/or improving facilities, services and the environment of the town, which may include the following:
    - Street cleansing, litter picking and the provision of litter bins in public areas
    - Planting, pruning and maintenance of trees, shrubs and other plants
    - Providing seating in public places
    - Condition, facilities and accessibility of parks and open spaces and commons
    - Condition and accessibility of ginnels, public rights of ways, public highways
    - Condition of becks and water courses
    - Provision, maintenance and condition of public conveniences
    - Provision, maintenance and condition of public memorials
    - Provision of other facilities for the community
  - k. To undertake such other tasks as may from time to time be referred to it by Council
13. The Committee may liaise with and may engage, as appropriate, in partnership or support arrangements with Leeds City Council, other local councils, government departments, statutory and public bodies, churches, and voluntary bodies or other agencies to provide community services or to improve the environment to benefit the people of Horsforth.
14. The Committee has control of the budget for the Committee as approved by Council.
15. In accordance with Financial Regulations, where expenditure would otherwise exceed the approved budget for a particular budget head, Committee may vire amounts from other budget heads under its control to cover the expenditure. Such virements must be reported to Council.
16. The Committee shall implement its decisions if and only to the extent that it is authorised to do so by Council but otherwise shall make recommendations to Council.
- 

Adopted 29 July 2021  
Approved 7<sup>th</sup> July 2022



## **Update about Grant Applications**

### **Friends of Horsforth Hall Park**

The Town Council agreed to award £500 to Friends of Horsforth Hall Park at the meeting held on 29<sup>th</sup> September 2022 towards the Horsforth Community Garden Project.

**Feedback:** Thank you. That is brilliant news, please thank the Town Council on behalf of Horsforth Community Garden.

### **Horsforth Sports Club**

The Finance and General Purposes Committee agreed to award £3400 to Horsforth Sports Club at the meeting held on 10<sup>th</sup> November 2022 towards the pitch improvements. It was noted that 68% of the Clubs members are from Horsforth and therefore, the Councillors agreed to contribute 68% of the amount requested.

**Feedback:** Thank you for your e-mail and your support of the club, it is gratefully appreciated and will help us continue our aim to improve the facilities at our club for the community.

**Horsforth Flagpoles on lamp-posts and sets of flags:**

To consider purchasing a set of lamp-post flagpoles in readiness for Christmas to be placed along Town Street, Station Road and New Road Side, working in partnership with local businesses to possibly sponsor a flagpole attachment. Some attachments can also hold a small Christmas tree to display at Christmas time.

The lamp post flag poles cost approximately £82.50 each.

If the committee agrees not to install the lamp post flagpoles, there is an option to install a single flag pole.

I was going to obtain some quotes but I am unsure of the specification Councillors require including the height of the flagpoles, whether you want it fixed into the ground or where it can be removed and stored, etc. Please see the link below for Flagpole Express which will give you an idea of the costs.

<https://www.flagpoleexpress.co.uk/>