



Horsforth Town Council
Community and Environment Committee Minutes
7 September 2017 at 7pm

Present:

In the Chair: Cllr J Pritlove

Cllr M Boyes, Cllr C Cordingley, Cllr S Dowling, Cllr S Glover, Cllr R Hardcastle, Cllr M Hughes, Cllr D Prater, Cllr A Radford, Cllr V Wood-Robinson.

In attendance: J Sou - Acting Clerk, Cllr C Calvert, Cllr D Collins, Mr J Huck – Royal British Legion, Horsforth Branch, 4 members of the public to speak in relation to grant applications.

C&E/17.23-C&E/17.30 These minute numbers have been left blank intentionally.

C&E/17.31 To accept apologies and the reason for absence.

It was proposed by Cllr M Hughes, seconded by Cllr R Hardcastle and **resolved to accept the apologies and reasons for absence from Cllrs P Mallott and N Tinsley.**

Cllr S Dowling made his apologies as he would have to leave the meeting at 8:15pm.

C&E/17.32 Declaration of Disclosable Pecuniary and other Interests.

To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 14-19 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 20-21 of the Members Code of Conduct.

The following non-pecuniary interests were declared:

Cllrs J Pritlove, A Radford and V Wood-Robinson – Item 8.1 – as members of Friends of Hunger Hills Woods.

C&E/17.33 To consider questions and comments from members of the public at the Chairman's discretion.

Members of the Public are reminded that this is their opportunity to speak to the Meeting on any topic relevant to the work of the Council. However they may not speak during the remainder of the meeting unless specifically invited to do so by the Chairman.

Signed Dated

Mr J Huck was present to speak in relation to Item 6 on the agenda – Remembrance Service & Armistice Day. See Minute C&E/17.36.

C&E/17.34 Minutes of the previous meetings

To approve the minutes of the Community Committee meeting held on 22 June 2017 2017.

It was proposed by Cllr M Hughes, seconded by Cllr V Wood-Robinson and **resolved that the minutes of the meeting held on Thursday 22 June 2017 are a true record.**

C&E/17.35 Grant/Sponsorship feedback

Members **noted** an email giving thanks and feedback from the Yorkshire Greenspace Alliance (in supplementary papers).

Cllr M Hughes reinforced the thanks to the Committee.

C&E/17.36 Remembrance Service & Armistice Day

17.36.1. To consider the following for the Remembrance Service 2017 and subsequent years:

- 17.36.1.1.** Organising and paying for the PA system – details in agenda pack.
- 17.36.1.2.** Producing or contributing to the cost of the service sheets.

Members heard from Mr J Huck of the Royal British Legion, Horsforth Branch (RBL), and from Cllr D Collins in relation to these items. There was a discussion in which the following points were considered:

- The PA system had been funded by Leeds City Council (LCC) in the past but that had stopped. RBL had therefore applied to the Town Council for sponsorship to pay for the PA system as RBL has no funding for these types of outgoings.
- The Council has in the past taken an active part in the Remembrance Service.
- The Remembrance Service is an essential part of the town’s civic life.
- Cost of hire of PA system (quote in agenda pack) £270 + VAT
- Cost of paper and printing of approximately 200 service sheets by the Council Office, estimated at less than £10

17.36.2. To consider arrangements for the Remembrance Service & Armistice Day.

Members considered the checklist for the Remembrance Service & Armistice Day (in agenda pack).

Mr J Huck is the RBL parade marshal and confirmed RBL’s role and responsibilities for the Remembrance Service parade, including having the necessary risk assessments, insurance, authority for road closures from LCC Highways and St Johns Ambulance attendance arranged.

Signed Dated

The arrangements for Armistice Day were also considered. The service takes place on the Friday nearest to Armistice Day at Horsforth Cemetery. All schools are represented and crosses are laid on the war graves. It is usual for the Council to be represented by the Chairman and to lay a small wreath.

17.36.3. It was proposed by Cllr R Hughes, seconded by Cllr M Boyes and **resolved that the Council takes over the organisation of the non-RBL aspects of the Remembrance Service.**

17.36.4. It was proposed by Cllr M Hughes, seconded by Cllr D Prater and **resolved that a Working Group be established to support the RBL in the organisation of the Remembrance Service.**

17.36.5. It was proposed by Cllr R Hardcastle, seconded by Cllr M Hughes and **resolved to recommend to Finance and General Purposes Committee that it consider allocating a budget for the Remembrance Service and Armistice Day.**

Action: Cllr D Collins to chair the Working Group and to call a meeting of the group.

C&E/17.37 Sponsorship Applications

17.37.1. Royal British Legion, Horsforth Branch – application for £324 to pay for PA system for Remembrance Service. Details in agenda pack.

Mr J Huck withdrew the application.

Mr J Huck left the meeting.

C&E/17.38 Grant Applications.

Members considered the following applications, details of which were in the agenda pack.

17.38.1. Friends of Hunger Hills Woods – application for £300 for costs of new guide to Hunger Hills Woods.

Mr Paul Shagouri, secretary of Friends of Hunger Hills Woods, gave further information regarding the organisation's activities, financial position and proposed expenditure of the balance in its accounts.

Mr Shagouri left the meeting.

It was proposed by Cllr M Hughes, seconded by Cllr C Cordingley and **resolved to award £300 to Friends of Hunger Hills Woods.**

Signed Dated

17.38.2. Refill Horsforth – application for £300 for set-up costs.

Ms Caroline Tomas, Refill Horsforth co-ordinator, gave further details regarding the scheme generally and in relation to alternative funding which had been applied for and how the scheme would operate with only the £300 grant if no other funding was forthcoming. Ms Tomas stated there had been positive local reaction to the proposed scheme on Facebook and at various venues and gave details of how she proposed to engage the community.

Ms Tomas left the meeting.

It was proposed by Cllr C Cordingley, seconded by Cllr M Hughes and **resolved to award £300 to Refill Horsforth.**

17.38.3. Horsforth WW1 100 Years – application for £300 towards refurbishing Horsforth Cenotaph gates and railings.

Mr Stephen Brown and Mrs Susan Watson gave details about the history of the gates and the refurbishment project. It was **noted** the refurbishment had already begun as painters had been on site.

Mr Brown and Mrs Watson left the meeting.

It was **agreed to defer the application to the next meeting for Horsforth WW1 100 Years to produce its accounts and to provide more specific details as to how the grant would be used for the refurbishment project.**

C&E/17.39 Christmas Lights and Switch-On Event 2017

To receive updates from the Christmas Lights/Switch-On Working Group and to agree any necessary action.

The Christmas Lights/Switch-On Working Group had met. Cllr M Hughes gave an update:

- Budget has been worked out for the lights and the event
- Basic event list for switch-on event agreed
- Some delay due to waiting for Leeds Lights to respond to queries
- Budget underspend appears likely – extras that have been requested have come in at no cost or greatly reduced cost
- Stage has been booked
- Limited scope at The Green for more lights due to access requirements for health and safety reasons, electrical supplies and some of the trees being difficult to light.

Signed Dated

C&E/17.40 Jubilee Garden

17.40.1. To consider report from Cllr P Mallott regarding repair/replacement of sleeper beams in Jubilee Garden. Report in agenda pack.
Members **noted** the report from Cllr P Mallott (in agenda pack).

Action: Horsforth in Bloom to be asked to quote for the following:
(1) the repair and replacement of the broken sleeper beam, and
(2) the repair and replacement of all the sleeper beams.

17.40.2. To consider maintenance contract for Jubilee Garden.
Current agreement with Horsforth in Bloom expires 1 December 2017.

The following action was agreed.

Action: To recommend to Finance and General Purposes Committee to waive the requirement in the Financial Regulations requiring three quotes/estimates to be obtained and to appoint Horsforth in Bloom to maintain Jubilee Garden on a continuing basis.

The reasons for the recommendation are that:

- (1) Horsforth in Bloom is a volunteer community organisation that the Council supports;**
- (2) Horsforth in Bloom is doing a good job in maintaining Jubilee Garden.**

C&E/17.41 Floral Displays

To receive an update and agree any necessary action.

Members **noted** a report that the hanging baskets on New Road Side were in poor condition.

The contract with Leeds City Council was for the hanging baskets to be watered 3 times a week.

It was **agreed to ask Leeds City Council for a schedule of past and future watering of the hanging baskets.**

Cllr D Collins left the meeting.

C&E/17.42 Footpaths

To receive an update and agree any necessary action.

Council had resolved in January 2017 to terminate the Paths Partnership Agreement with LCC within 12 months but had in the meantime received the 2017-18 grant of £2150.

It was proposed by Cllr C Cordingley, seconded by Cllr M Boyes and **resolved to use the 2017-18 grant from Leeds City Council to pay for a further cut/clearance of the footpaths, the cut to be ordered now.**

Signed Dated

C&E/17.43 Annual Event 2018

17.43.1. To note the decision of Council that the Annual Event 2018 will be to commemorate the ending of WW1 and Armistice Day.

Noted.

17.43.2. To note the members appointed to the Annual Event 2018 Working Group by Council and to consider any other appointments. See agenda pack.

Noted.

Cllr S Glover withdrew from the Working Group.

Cllrs M Hughes and J Pritlove were appointed to the Working Group.

17.43.3. To receive any other updates and to agree any necessary action.

Noted that Cllr M Hughes is to attend a meeting at Horsforth Museum on Sunday 10 September 2017 with Mr J Bovington from Horsforth School to discuss ways to commemorate the ending of WW1 in 2018.

C&E/17.44 Horsforth Matters

To receive an update and to agree any necessary action.

Members received a report from Cllrs R Hardcastle and V Wood-Robinson.

- Horsforth Matters had been published and distributed
- A few typographical errors had slipped through the proof reading process and noticed by readers. Apologies were given for the errors.
- Distribution – a number of councillors reported to have not received their copy. The distributor had provided GPS data maps showing where deliveries had taken place. Cllr M Hughes reported finding a bundle of the magazines dumped in Elf Knoll.

Action: The Acting Clerk to pursue this matter.

C&E/17.45 Hall Park

17.45.1. To consider updates on the proposed Skate Park in Hall Park and agree any necessary action.

Members **noted** that the planning application had been approved by LCC.

17.45.2. To consider Hall Park toilets and to agree any necessary action.

Members **noted** that the ladies toilet had now been repaired.

C&E/17.46 Horsforth Fairtrade

17.46.1. To receive and consider an update from Cllr J Pritlove on Horsforth Fairtrade. See agenda pack.

Members **noted** the report from Cllr J Pritlove.

17.46.2. Horsforth Fairtrade signs – to receive and consider an update. See agenda pack.

Members **noted** information provided by Cllr M Hughes from LCC.

It was **noted** that Mr A Robinson, Senior Engineer with LCC, had referred to the Fairtrade signs being removed with the Council's agreement when removal had in fact been done without consulting the Council.

Signed Dated

Cllr S Dowling left the meeting.

C&E/17.47 Young People's Champion

17.47.1. To note the vacancy for Young People's Champion and to request a volunteer.

No volunteers.

17.47.2. To receive and consider any updates

No updates.

C&E/17.48 Hall Park Band Concerts

To receive and consider an update.

The band concert programme had now finished.

Banners for bandstand – to consider replacement. See agenda pack.

It was **agreed to allocate £100 towards replacement/new banners for the bandstand.**

C&E/17.49 Dementia Friendly

To receive and consider an update from Cllr V Wood-Robinson on Dementia Friendly.

Members received a report from Cllr V Wood-Robinson.

- Horsforth Library has joined Leeds Dementia Action Alliance and is promoting dementia friendly activities
- Cllr V Wood-Robinson is to run a dementia awareness session for the staff of the Courtyard Café on Town Street following a specific request from the manager
- Dementia friendly resources are to be developed for people with learning difficulties
- Dementia Awareness Week questionnaires – these are to be followed up for those people who have specifically consented to further contact
- Following on from the musical event given by Cllr D Prater during Dementia Awareness Week, a local resident wishes to start a Dementia Friendly Café in Hall Park Café. The resident has contacted Cllr V Wood-Robinson for advice. Cllr V Wood-Robinson is going to a meeting next week about Dementia Friendly cafes which will help in following up the resident's enquiry
- The Dementia Friendly Working Group needs to meet to consider forming a separate group to work towards achieving recognition as a Dementia Friendly Community

C&E/17.50 Litter

To receive and consider an update from Cllr P Mallott.

To be deferred to the next meeting.

Signed Dated

C&E/17.51 Wreath at Menin Gate – Last Post Ceremony, 26 July 2017

To receive a report. See agenda pack.

Members **noted** the report.

Action: The Acting Clerk to write to the Horsforth School students to thank them for laying the wreath.

C&E/17.52 Proposed bench at Church Road/Church Lane

To receive and consider a report. See agenda pack.

Members **noted** the report from Cllr M Hughes.

Action: The Acting Clerk to make enquiries with LCC regarding obtaining consent to place the bench on LCC owned land and LCC's costs for installation.

C&E/17.53 Red Telephone Box – Town Street

To receive a report. See agenda pack.

Cllr R Hardcastle gave background information on the organisation Heartbeat Community received from Brian Firth. It was understood that Heartbeat Community operated as a commercial business and did not maintain defibrillators once installed.

It was **noted** that there was adequate defibrillator cover in Horsforth.

Action: To wait for Heartbeat Community's response to Cllr P Mallott's enquiries.

C&E/17.54 Items for future agenda

Litter

Red telephone box on Town Street

Remembrance Service Working Group

C&E/17.55 Date of the next Meeting

7 December 2017

The meeting closed at 8:50pm.

Distribution: Cllrs M Boyes, C Cordingley, S Dowling, S Glover, R Hardcastle, M Hughes, R Jacques, P Mallott, D Prater, J Pritlove, A Radford, I Scott, N Tinsley, V Wood-Robinson

Signed Dated