



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

Present:

In the Chair: Cllr J Pritlove

Cllr M Boyes, Cllr C Calvert, Cllr R Hardcastle, Cllr M Hughes, Cllr M Leech, Cllr P Mallott, Cllr D Prater, Cllr A Radford and Cllr V Wood-Robinson.

In attendance: J Sou, Clerk.

C&E/17.56 – C&E/17.60 These minute numbers have been left blank intentionally.

C&E/17.61 To accept apologies and the reason for absence.

RESOLVED: To accept the apologies and reasons for absence from Cllrs S Dowling and N Tinsley.

C&E/17.62 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 pecuniary interests were declared:

Cllr P Mallott: Item 10 – as a member of Horsforth in Bloom.

C&E/17.63 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.

No members of the public were present.

C&E/17.64 Minutes of the previous meetings

To approve the minutes of the Community and Environment Committee meeting held on 7 September 2017.

Signed Dated

RESOLVED: That the minutes of the meeting held on Thursday 7 September 2017 are a true record.

C&E/17.65 Grant/Sponsorship feedback

None.

C&E/17.66 Sponsorship Applications

There were no sponsorship applications.

C&E/17.67 Grant Applications.

17.67.1. Horsforth WW1 100 Years – deferred from the previous meeting.
The application had now been withdrawn. **Noted.**

C&E/17.68 Grant and sponsorship applications – procedure

To consider reviewing the process for consideration of grant and sponsorship applications. Details in agenda pack.

It was **agreed** to revise the grant application procedure to remove the obligation for applicants for grants to attend the Committee meeting.

Action: The Clerk.

C&E/17.69 Horsforth Town Council Christmas Lights

17.69.1. To receive an update from the Christmas Lights and Switch-On Event Working Group.

Cllr M Hughes reported as follows:

- All budgets were underspent
- 3 grants/sponsors had been obtained
- In general, the lights were better received this year
- There was still scope for improvement

17.69.2. To approve £300 for the installation of a concrete sleeve for a Christmas tree at The Old Ball Public House.

RESOLVED: To approve payment of £300 for the installation of the concrete sleeve at The Old Ball Public House; payment to be taken from the Christmas Lights budget.

17.69.3. To consider action required for Christmas Lights 2018.

A number of suggestions had been put forward in relation to lights at different locations and the size of the Christmas trees.

17.69.4. To consider and agree any other action.

The Working Group to meet early in 2018. A budget would be required for the Working Group to work towards.

ACTION: Christmas Lights and Switch-On Event Working Group

NOTE: It was AGREED to change the order of business on the agenda and to bring forward Agenda Item 22 Community and Environment Budget 2018-19.

Signed Dated

C&E/17.70 Community and Environment Budget 2018-19.

To consider and set the Community and Environment Budget for 2018-19.

RESOLVED as follows:

1. That the maximum award for community grants be increased to £500;
2. That the budget for Christmas Lights and Christmas Lights Switch-On Event 2018-19 be a combined figure of £18,000 plus £3,300 for 6 enhanced light-posts;
3. To recommend that the Community and Environment budget for 2018-19 be set at £44,820 for 2018-19.

Note: See also Minute C&E/17.81.3 – resolved to add a further £1000 to the Community and Environment Budget 2018-19 for General Sundry Items,

See attached final recommended budget for £45,820.

C&E/17.71 Jubilee Garden

To consider a report from **Cllr P Mallott** regarding repair/replacement of the sleeper beams and to agree any action. Details in agenda pack.

Cllr P Mallott provided an update and reported that there was one damaged beam. There was no damage to the rest of the structure. The replacement beam would be treated and would be provided by **Cllr P Mallott** at no cost to the Council.

C&E/17.72 Floral displays

To note the update on watering of the floral displays (details in agenda pack).

Members **noted** the report on watering of floral displays and the watering schedule during the summer.

It was **noted** that the poor appearance of the floral displays towards the end of the summer may in part be because they are not dead-headed once they are in place.

Members were advised that Horsforth in Bloom does contact Leeds City Council if it appears that the displays are not being watered.

C&E/17.73 Footpaths

To receive an update and agree any action.

A second cut/clearance had been carried out in October 2017 by Aire Valley Tree Services.

It was confirmed that in accordance with the Committee's decision in January 2017, the Paths Partnership Agreement with Leeds City Council would now be terminated and Horsforth Town Council would no longer have responsibility for monitoring the footpaths.

ACTION: The Clerk.

Signed Dated

C&E/17.74 Annual Event 2018

To consider the Annual Event 2018 and agree any necessary action.

The following members joined the Annual Event Working Group: **Cllrs M Hughes, J Pritlove and P Mallott.**

It was agreed that the Working Group would meet on 18 January 2018, before Finance and General Purposes Committee.

ACTION: Annual Event Working Group.

C&E/17.75 Horsforth Matters

17.75.1. To receive an update regarding distribution issues. Details in agenda pack.

Members **noted** the response from Suburban Magazine and the lack of evidence regarding copies of Horsforth Matters not delivered and found dumped.

For the future, it was **agreed** that the Council should take more control of publishing and distribution.

17.75.2. To consider and agree any action.

The following members joined the Editorial Working Group: **Cllrs C Calvert, M Hughes and P Mallott.**

The Editorial Working Group to convene a meeting.

ACTION: Editorial Working Group.

C&E/17.76 Hall Park

To receive updates and agree any action.

Cllr P Mallott reported that the toilets were working. There was no further news to report but **Cllr P Mallott** would like to re-start Friends of Hall Park. **Cllr C Calvert** volunteered to join Friends of Hall Park.

C&E/17.77 Horsforth Fairtrade

To receive and consider an update from **Cllr J Pritlove** on Horsforth Fairtrade and to agree any action.

Members **noted** the written report received from **Cllr J Pritlove** (attached).

C&E/17.78 Young People's Champion

17.78.1. To note the continuing vacancy for the Young People's Champion and to agree any action.

Noted.

Members to consider co-opting somebody who is not a member of the Council to be the Young People's Champion. Members to consider potential candidates.

Signed Dated

ACTION: all members.

- 17.78.2.** To receive any updates on matters relating to young people in Horsforth and to agree any action.
No updates.

C&E/17.79 Hall Park Band Concerts

To consider Hall Park band concerts for 2018 and to agree any action.

The following was confirmed:

- Sponsorship by the Council for 2018 for band concerts in Hall Park;
- One of the bands to be Horsforth Leeds City Band;
- Replacement banners – a budget of £100 had already been agreed; two of the banners to be replaced.

C&E/17.80 Dementia Friendly

To receive and consider an update from **Cllr V Wood-Robinson** on Dementia Friendly and to agree any action.

Members **noted** the written report received from Cllr V Wood-Robinson (attached).

There was a discussion regarding whether Dementia Friendly matters and activities in Horsforth should now be led by a community based group rather than the Council and it was **agreed** that a new Horsforth Dementia Friendly group or organisation, independent of the Council, should be set up.

ACTION: Cllr V Wood-Robinson

C&E/17.81 Litter

To receive and consider an update from **Cllr P Mallott** and to agree any action.
Details in agenda pack.

Members considered information on various dog fouling campaigns from keep Britain Tidy and whether the Council should display campaign posters and stickers on street furniture and in business windows. The consent of Leeds City Council (for street furniture) and the landowners/proprietors (businesses) would be required.

RESOLVED as follows:

- 1. To purchase Pack A - Dog Poo Fairy Pack, as shown in the agenda pack;**
- 2. To vire £45 from the Sundry Items budget for Litter/Dog Fouling;**
- 3. That £1000 General Sundry Items be included in the Community and Environment Budget for 2018-19**

ACTION: Cllr P Mallot, the Clerk.

C&E/17.82 Red Telephone Box – Town Street

Signed Dated

To receive and consider a report from Cllr P Mallott on transfer of the telephone box to the Council from Community Heartbeat Trust and to agree any necessary action. Details in agenda pack.

Members noted a report from Cllr P Mallott:

- the current condition of the box – an eyesore;
- repairs that were needed to replace the smashed glass at an estimated cost of £80 to £120 depending on whether Perspex or laminated/toughened glass was used;
- the steps that had been taken to make the telephone box electrically safe;
- that the correct paint was already available to re-paint the telephone box;
- the potential future uses for the box for Horsforth in Bloom displays, art displays, Walk of Art
- insurance costs quoted at £14 for damage cover;
- electricity supply – BT would permit use.

It was **noted** that the Council had previously declined to adopt the telephone box due to uncertainties relating to long-term costs.

This item to be included on the agenda for the next meeting.

ACTION: The Clerk

C&E/17.83 Items for future agenda

Hall Park – Friends of Hall park
Red telephone box - Town Street
Young People’s Champion

C&E/17.84 Date of the next Meeting

1 March 2018

The meeting closed at 9:21pm.

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

Signed Dated

Minute C&E/17.70 and C&E/17.81.3
Community and Environment Budget 2018-19 - final recommended

Item	2016-17		2017-18				2018-19	Notes
	Budget	Spend	Budget	Spend to 07/11/17	Projected spend	Difference	Proposed Budget	
Grants	4,000	1,474	4,000	1,055	4,000	0	4,000	
Sponsorship	3,000	980	3,000	0	3,000	0	3,000	
Award Scheme	150	0	150	27	27	123	150	
Civic Service	200	43	200	0	0	200	100	
Remembrance Service	0		350	43	332	19	450	New budget item for 2017-18
Horsforth Matters	3,500	0	3,500	1,392	3,500	0	3,500	
Horsforth List	2,000	0	1,000	0	0	1,000	1,000	
Band Concerts	1,000	900	1,000	960	960	40	1,000	
Event	2,000	1,654	1,500	1,312	1,312	188	2,500	
Defibrillator Maintenance	0		300	0	0	300	300	
Christmas	12,000	5,390	15,000	0	12,700	2,300	18,000	
Christmas - new enhanced light posts	1,500	1,668	2,000	0	1,846		3,300	
Christmas Trees	720	740	900	0	1,800			included in new combined Christmas budget head for 2018
Sundry Items - general	825	0	1,000	19	19		1,000	2017 £19 Menin Gate wreath - Horsforth School trip
Summer Baskets Installation & Water	6,300	6,689	4,535	1,864	6,451	-1,916	6,500	
Floral displays					1,864			
Watering hanging baskets & Jubilee Garden					1,794			
Watering troughs and planters					218			New item for 2017-18
Watering HIB planters					2,576			New item for 2017-18
Garden	1,200	695	1,025	466	1,025	0	1,020	
Maintenance (to Sept 2017)					300			
Plants and materials					166			
Ginnels & Paths	2,675	0	2,500	-2,150	2,150	350	0	Paths partnership agreement terminated December 2017
Totals	41,070	20,233	41,960	4,987	39,122		45,820	
Grants/sponsorship received								
Christmas Lights Switch-On								
ONW Community Committee (Switch-On event)			2,194					
Aire Valley (Christmas tree)			350					
The Old Ball Public House (part Christmas tree)			200					
Footpaths (Paths Partnership Agreement)			2,150					Paths partnership agreement terminated December 2017
Designated/Restricted funds								
H Matters Community Directory			6,000					
Defibrillators			630					

Approved at Community and Environment Committee: 7 December 2017

Minute C&E/17.77
Horsforth Fairtrade - report

Fairtrade Report for Community and Environment Committee

Horsforth Town Council

Meeting Thursday 7th December 2017

The Fairtrade Steering Group shared the community stall at December's Farmers' Market to raise awareness of Fairtrade in the town. We aimed to attract attention to our stall by having a chocolate fountain with free tasting of the chocolate and fruits or marshmallows. The tastings were particularly popular with children. We were able to talk to many people and gave out leaflets explaining the meaning of Fairtrade. We also had a display of Fairtrade goods for sale.

Some of the people calling in to our stall mentioned that they knew Horsforth was a Fairtrade Town because they had seen the new road signs on the approach roads to the town.

We are very pleased that the road signs are in place and thank Councillors Mallot and Hughes for their help and Leeds City Council for putting it into action.

The Steering Group will now start planning for activities during Fairtrade Fortnight which runs from 26th February to 11th March 2018. Watch this space.

Janice Pritlove

Horsforth Town Council representative on Horsforth Fairtrade Steering Group

Minute C&E/17.80 Horsforth Fairtrade - report

Dementia Friendly Report to C&E Committee, December 2017

In October 2017 we were granted recognition, by the Alzheimer's Society Dementia Friendly Communities (DFC) Programme, as Dementia Friendly Horsforth, and as Working towards becoming a Dementia Friendly Community.

Councillors Valerie Wood-Robinson and David Prater are the "named persons" with access to our account on the DFC website, where we will post evidence of our activities to justify our on-going commitment. We are also entitled to issue to other DF organisations in Horsforth window sticker logos dated (2017-2018) and permission to use the logo.

In the application for recognition we had to specify three areas (from 7) on which we would concentrate in the coming year. We decided upon:

- i. Children, Young People and Students.** This would be achieved by continuing to offer Dementia Friendly sessions to schools, university and youth organisations.
- ii. Businesses and shops.** Expand our contact with businesses including garages, pubs, restaurants, cafes and hairdressers in conjunction with Leeds Dementia Action Alliance. We hope to encourage them to join the Alliance and for staff to become Dementia Friends.
- iii. Arts, Culture, Leisure and Recreation.** To try to encourage local sports and leisure businesses to promote the active participation of people with dementia in their events.

We are receiving enquiries from various parts of the community. As a result the Grove Church has joined the Leeds Dementia Action Alliance and it is hoped that Horsforth Churches Together, as a bloc, will join the Alliance. The incoming Chairman of Horsforth Churches Together has requested an input to an extended meeting he is planning for this group in the New Year. Another enquiry was from a resident asking about activities that their relative with dementia could attend.

Councillor Wood-Robinson has delivered further D F awareness sessions, including two organised by the Hub/Library attended by a total of 7 people. Some of these came as follow up contact from the play, of whom two have subsequently enquired about volunteering with people with dementia. Sessions are booked for Horsforth School and St Margaret's school, which will be delivered by Philip Hickman.

Our joint effort with the Leeds DAA in approaching Arrow Cars has led to the publication of a guidance booklet for Arrow drivers and which is to be rolled out to other taxi companies in Leeds.

Councillor Wood-Robinson has attended several meetings, including a one day conference, in Leeds, for Dementia Friends Champions where it was made clear that the rules for Dementia Friendly Communities are being relaxed and less legalistic. The BSI PAS 1365 Code of Practice referring to organisational matters such as Stakeholders Groups should be used as general guidance and not as a threatening challenge to be followed to the letter. A Steering Group of about 6 keen people is sufficient. We have that already in our Councillors' Working Group. There are at least two D F Champions volunteering with us in Horsforth who would like to be involved in a Steering Group. Are we allowed to include them in our existing Working Group, or do we need to establish a Steering Group outside of the Town Council in order to include other people? The Steering Group should also include at least one person living with dementia. Councillor Pritlove will attend a Dementia Friendly Communities networking meeting in Leeds in January.

Minute C&E/17.80 Horsforth Fairtrade - report

Forthcoming Action:

Target local shops and businesses, with a pack of national, Leeds-based and Horsforth information. Working Group members will deliver these to businesses and encourage them to become Dementia Friendly.

Move towards a Steering Group and Community organisation beyond the Town Council.

Farmers' Market Community stall booked for May.

Dementia Awareness Week , 15-21 May.

Dementia Friendly Pyramid: where we fit in



Cllr V Wood-Robinson

5 December 2017