



**Horsforth Town Council**  
**Community and Environment Committee**  
**Advisory Group Minutes**  
**8 July 2021 at 7pm**  
**Meeting held via Zoom**

**Present:**

**In the Chair:** Cllr J Garvani

Cllrs C Calvert, SL Dowling, SM Dowling, J Garvani, R Hardcastle, E Hyndes, R Jones, C Sellers, T Stones

In attendance: J Sou - Clerk.

- CE/21.1 To accept apologies and the reason for absence.**  
**RECOMMENDATION: To accept the apologies and reasons for absence from Cllr P Mallott.**
- CE/21.2 Declaration of Disclosable Pecuniary and other Interests.**  
None declared.
- CE/21.3 To consider questions and comments from members of the public at the Chairman's discretion.**  
None present.
- CE/21.4 Minutes of the previous meetings**  
**RECOMMENDATION: To note the minutes of the meeting held on Thursday 4 March 2001 are a true record.**
- CE/21.5 Grant/Sponsorship feedback**  
None.
- CE/21.6 Grant and sponsorship applications**  
An application for a grant from St James Woodside was considered.  
**RECOMMENDATION: To approve a grant of £500 to St James Woodside towards a defibrillator at St James Woodside, but that, in lieu of the grant, to recommend to Finance and General Purposes Committee that Council should fully fund and maintain the proposed defibrillator as an asset of the Council.**
- CE/21.7 Review of Committee terms of reference**  
**RECOMMENDATION: To approve the revised terms of reference as drafted.**
- CE/21.8 Events Sub-Committee**  
Revised Terms of Reference for Events Sub-Committee were previously circulated.

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

**NOTED:** That the revised terms of reference removed the Annual Town Meeting and the Civic Service from the events for which Events Sub-Committee had responsibility.

**21.8.1. RECOMMENDATION: To approve the Events Sub-Committee terms of reference as drafted.**

**21.8.2. RECOMMENDATION: To appoint the following members to Events Sub-Committee:**

Cllrs B Batchelor, C Calvert, R Capitano, SL Dowling, SM Dowling, K Firth, J Garvani, E Hyndes, R Jacques, C Sellers, T Stones

**CE/21.9 Good Citizen and Young Achiever awards**

**21.9.1. RECOMMENDATION: To formally permit awards for Good Citizen Groups and Young Achiever Groups in addition to individual awards for Good Citizen and Young Achiever.**

**21.9.2. RECOMMENDATION: That a group winner should be given a single prize for the whole group to recognise the group's achievement.**

**ACTION: Office to investigate options for a suitable prize to be given to a group winner.**

**21.9.3. RECOMMENDATION: That award nomination forms should be revised into a single form to cover all categories of awards – nominator to select which category of award the nomination is for**

**21.9.4. RECOMMENDATION: To defer a decision on the award of litter grabbers to Horsforth Litter Pickers pending enquiries with Leeds City Council as to whether they recommend or can supply litter grabbers**

**ACTION: Office to make enquiries with Leeds City Council**

**21.9.5. RECOMMENDATION: Good Citizen and Young Achiever awards for 2021 to be presented at the Christmas Switch-on event**

**CE/21.10 Jubilee Garden**

**21.10.1. RECOMMENDATION: To ratify payments to Horsforth in Bloom for Jubilee Garden maintenance for April, May and June 2021 at £60 for each month.**

**21.10.2. RECOMMENDATION: To appoint Horsforth in Bloom to maintain Jubilee Garden on a continuing monthly contract at £60 per month, plus materials, subject to annual review.**

Committee Advisory Group is very satisfied with Horsforth in Bloom's past maintenance of Jubilee Garden and is pleased to award the contract to a community group.

**CE/21.11 Floral displays**

**21.11.1. NOTED:** There was an issue with 6 hanging basket brackets having been removed for lamppost maintenance by Leeds City Council lighting contractors but the brackets were replaced and the missing hanging baskets installed without additional charge to Council. All hanging baskets and floral displays should now be in place.

**21.11.2. NOTED:** request from Horsforth in Bloom to water planters and the rose bed at Fink Hill Clock instead of two of the Fairtrade sign planters at Kirkstall and Rawdon Crematorium. Leeds City Council had agreed to do this at no additional cost for this year but would need to re-quote next year.

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

**RECOMMENDATION: To approve watering the Fink Hill clock planters and rose bed instead of the Fairtrade sign planters at Kirkstall and Rawdon Crematorium for this year.**

**CE/21.12 Band concerts**

**NOTED:** the revised band schedule as follows:

Sunday 4 July – Haworth Band: cancelled

Sunday 1 August – Guiseley Brass Band

Sunday 12 September – Stroke of Genius Big Band

**FURTHER NOTED:** The total sponsorship due from Council for the band concerts is reduced and is now £650 due to the cancellation of one concert.

**CE/21.13 Horsforth Town Council Christmas Lights 2021**

**RECOMMENDATION:**

**To accept the quote from Leeds Lights for £12,802 for Christmas motifs, lights and electrician for switch-on.**

**To waive financial regulations and to accept the quote without seeking further quotes on the basis that Council has a good working relationship with Leeds Lights and because Leeds Lights (as Leeds City Council) owns the lamp posts on which motifs would be installed and connected and an alternative supplier would require further negotiations and agreements with Leeds City Council to be in place.**

**CE/21.14 Events**

**21.14.1. Horsforth Gala – cancelled due to Covid-19. Noted.**

**21.14.2. Civic Service.**

**Noted as follows:**

Date 25 July 2021, 5pm, St James Woodside. Tour of The Shed project to take place prior to the service.

No official invitations to be sent this year due to Covid-19. The Church has asked the office to notify guests and for guests to reply directly to the Church whether they will be attending.

The Church wishes to provide its own refreshments this year. The office has invited the Church to invoice the Council for any refreshments it provides as Council has set a budget of £100 towards the Civic Service, intended for refreshments and other costs.

**RECOMMENDATION:**

**To confirm removal of the Civic Service from Events Sub-Committee remit. That any invoice from St James Woodside towards refreshments should be limited to no more than £100.**

**21.14.3. Annual Event 2021.**

**RECOMMENDATION: That no annual event would be held in 2021 but that the Queen’s Platinum Jubilee would be the annual event for both 2021 and 2022.**

**21.14.4. Remembrance Service 2021.**

Discussion regarding whether Council should take over organisation and costs of an event to mark Remembrance Sunday.

Legal liability and costs were discussed - including additional costs that a parade would entail. The office was awaiting further information on some costs, particularly in relation to traffic management matters.

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

It was **agreed** that a minimum should be ceremonies at the Boulder Stone on Stanhope Drive and at the Cenotaph. It was **noted** that this naturally led to a walk between the two locations.

It was **noted** that to ensure clarity and understanding, all communications relating to the event should be directed through the office.

**RECOMMENDATION: To defer a decision pending full costs details.**

**CE/21.15 The Queen's Platinum Jubilee, 2-5 June 2022**

See minute CE/21.14.3

Discussion regarding the event and having a beacon.

**ACTION: To remit organisation of an event for the Queen's Platinum Jubilee 2022 to Events Sub-Committee, to include investigation into having a beacon.**

**CE/21.16 Horsforth Matters**

**21.16.1. RECOMMENDATION: To approve the Editorial Working Group Terms of Reference.**

**21.16.2. RECOMMENDATION: That Editorial Working Group should meet on 5 August 2021.**

**21.16.3. RECOMMENDATION: That the next edition of Horsforth Matters be published week commencing 25 October 2021.**

**21.16.4. RECOMMENDATION: To delegate authority to make decisions relating to expenditure on Horsforth Matters to the Clerk in consultation with the Chairman of Community and Environment Committee and the lead of the Working Group.**

**AGREED: To suspend Standing Orders to permit the meeting to continue until 9:30pm.**

**CE/21.17 Newlay Weir incident**

**21.17.1. NOTED: update from the Environment Agency dated 28 April 2021.**

**21.17.2. NOTED: correspondence between a member of the public and the Environment Agency and concerns that the Environment Agency was not engaging with the local community.**

**21.17.3. RECOMMENDATION:  
That the Clerk write to write to the Environment Agency to say that the Council finds the letter to the member of the public unacceptable and is disappointed that the Agency does not feel the need to consult with residents.  
That Council offers to host a meeting between the Environment Agency and the local community.**

**ACTION: Clerk to write and send letter.**

**CE/21.18 Hall Park**

**NOTED: the paths at Hall Park were in poor condition due to encroachment.**

**RECOMMENDATION: That the Clerk writes to Leeds City Council Parks and Countryside regarding the poor condition of the paths in Hall Park.**

**ACTION: Clerk to write to Leeds City Council Parks and Countryside as above.**

**CE/21.19 Reports from Council representatives on external matters/groups**

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

**NOTED:** report dated 21 June 2021 from Cllr J Arbuckle on Dementia Friendly Steering Group activities.

No other reports received.

**RECOMMENDATION:** That reports from the Council’s representative on Horsforth Fairtrade Steering Group, the Young People’s Champion and the Dementia Friendly Horsforth representative should be presented to full Council.

**CE/21.20 Litter**

**Noted:** complaint from member of the public regarding overflowing litter bins.

Cllr Stones reported that members of the Community Infrastructure Levy Advisory Group had met with Leeds City Council at Hall Park and had been told that it was planned to change the bins to ones with lids as the current design could lead to rubbish not being properly placed within the bins.

Bin emptying schedule has been affected by Covid-19.

**ACTION:** Office to contact Leeds City Council to ask for the bin emptying schedule.

**CE/21.21 Matters for information**

**NOTED:** matters raised by members of the public relating to:

- Request for handrail on steps at the top of steps between Church Mount and Church Crescent
- Overflowing litter bins
- Accessibility issues on Town Street
- Overgrown trees on Stanhope Drive

**CE/21.22 Items for future agenda**

Surplus Community and Environment Committee budget from 2020-21 – approx. £23,000.

**CE/21.23 Date of the next Meeting**

9 September 2021

Last date for agenda items: 31 August 2021

The meeting closed at 9:19pm.

*Distribution: Cllrs C Calvert, SL Dowling, SM Dowling, J Garvani, R Hardcastle,  
E Hyndes, R Jacques, R Jones, P Mallott, C Sellers, T Stones*

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