



Horsforth Town Council

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Community and Environment Committee Meeting Minutes Thursday 4th December 2025 at 7pm Horsforth Museum, 5 The Green, Horsforth, LS18 5JB

Present: In Chair – Cllr Dowling (Vice Chair)

M. Fletcher, F. Gains, C. Gillinder, E. Hyndes, E. Richards, A. Wishart

In attendance: B. Crabtree – Clerk, Cllr Bromley, two members of public

CE/25.34 Introduction from Chair

In the absence of Cllr Cousins, Cllr Dowling welcomed all present.

CE/25.35 To accept apologies and the reason for absence

No apologies were received.

CE/25.36 Declaration of Disclosable Pecuniary and other Interests

None declared.

CE/25.37 To consider questions and comments from members of the public at the Chairman's discretion

A representative from Horsforth Climate Action was in attendance and provided an update on the Green Festival held in September. She reported that the event was well attended and received excellent feedback. She noted that funding would be required for the festival to take place again, and Councillors made her aware of the Town Council's grants and sponsorship opportunities.

The matter was discussed, and Councillors expressed their thanks to the team for delivering a successful event and for all their hard work. They also thanked her for involving the Town Council and for enabling the Mayor's for Peace Champion to plant saplings on the day. The Town Council confirmed its support for future events.

Cllr Bromley was in attendance to provide further information about the floral displays. See item CE/25.44.

CE/25.38 To approve the minutes of the Community and Environment Committee meeting held on 4th September 2025

Resolved to approve the minutes of the meeting held on 4th September 2025 as a true and accurate record.

CE/25.39 Grant/Sponsorship

25.39.1 To receive feedback from previous applications/sponsorship

The Clerk provided feedback from the Walk of Art, who had raised concerns about the Town Council's new procedure of providing grant funds only after proof of purchase, noting that it may not be accessible to all applicants. Councillors discussed the matter and acknowledged that the procedure was introduced to ensure that public funds are used appropriately and properly accounted for. It was agreed that the procedure should be reviewed and will be added to the March agenda for further discussion.

It was **resolved** to provide the grant funds to Walk of Art without the requirement of an invoice.

25.39.2 To consider grant and sponsorship applications received

Resolved to grant £300 to 13th Horsforth St Margarets Guides towards the cost of volunteers for an upcoming event.

CE/25.40 The Heart of Horsforth Awards Scheme

The Clerk reported that the awards will be presented at the Christmas Light Switch-On.

CE/25.41 Events

To receive updates/feedback from the Events Working Groups and agree any necessary action:

25.41.1 Christmas Event

It was noted that the event will be held on the upcoming Saturday and that the working group has been working hard in preparation. Councillors thanked the working group members for their efforts, and feedback will be provided at the next meeting.

CE/25.42 Editorial Working Group

It was noted that the next edition will be published in January.

CE/25.43 Council of Sanctuary Working Group

It was noted that the next WG meeting is being held on 8th December 2025.

CE/25.44 Floral displays and Jubilee Garden

To receive an update and agree any action required including:

25.44.1 To receive an update about the meeting with stakeholders regarding the Biodiversity Policy and the floral displays

Cllr Gains reported that she and Cllr Bromley have continued liaising with Horsforth in Bloom, Horsforth Climate Action, and traders on New Road Side to explore ways to improve the floral displays, taking into account the Neighbourhood Plan, Biodiversity Policy, sustainability, and future costs. They have investigated alternative options to the hanging baskets and scoped possibilities, including additional planters and knitted weatherproof hanging baskets. She noted that the traders are keen to be involved and are exploring funding opportunities.

25.44.2 To receive an update about the consultation carried out at the Green Festival

Cllr Bromley reported that a survey prepared by LCC for the Green Festival engaged the public, received positive feedback, and they received suggestions regarding the floral displays in Horsforth.

25.44.3 To consider the quotes for the floral displays in 2026

The quotes received were considered and it **was resolved** to reduce the number of hanging baskets to 50 across Station Road, Town Street, and New Road Side, with a budget of £7,500 for the floral displays and £2,500 towards the initiative being explored by Cllr Gains and Cllr Bromley on New Road Side.

It was agreed that they will provide a report at the next meeting with detailed costings for the initiative and the Clerk will obtain quotes for the floral displays to be considered in March.

Councillors are required to agree on the locations for the hanging baskets going forward.

Additionally, it was agreed to include information about the floral displays in the next edition of Horsforth Matters.

CE/25.45 Litter

To receive any updates and agree any action required including:

25.46.1 To receive an update about the Litter Picks that took place in October

Cllr Gillinder reported that the litter picks were well received by the public and provided details of the number of volunteers and bags of litter collected on each day. She suggested that it would be beneficial to hold litter picks more frequently, and it was agreed that this would be discussed further at the next meeting. Cllrs thanked her for work organising the litter picks and those that volunteered.

CE/25.46 To consider matters requested by Councillors/Clerk and agree any necessary action:

25.46.1 To consider the Draft Committee Budget for 2026-2027

The draft budget was agreed with amendments including lowering the number of festive lights across New Road Side, Station Road and Town Street and will be recommended to the F&GP Committee in January.

The Clerk will request a quote for the festive lights to be agreed at the meeting in March.

Cllrs thanked the Clerk and Cllr Dowling for their work preparing the draft budget.

25.46.2 To receive an update about the community actions stated in the Neighbourhood Plan

Cllr Gains reported that several community actions from the Neighbourhood Plan have been completed, including the use of CIL funds to improve the wall and access at Cragg Hill and Woodside, and organising litter picks across Horsforth.

Cllr Gains and Cllr Goulden have worked with Cragg Hill and Woodside Residents' Association to maintain footpaths 26 and 27. Trees on Cragg Avenue have been pollarded, and maintenance of public rights of way has been carried out.

They have also been working with traders on New Road Side to explore improvements to the area.

CE/25.47 To consider correspondence received and agree any necessary action:

25.47.1 To consider the report received from Horsforth Climate Action regarding the Green Festival, and to note that they have requested feedback from the council on the event.

See item CE/25.37.

CE/25.48 Items for future agenda

- Litter picks
- Floral displays
- Festive lights quote
- Grant and sponsorship policy review
- Christmas Event feedback

CE/25.49 Matters for information

No further information.

CE/25.50 Date of the next Meeting

Next meeting of the Committee: 5th March 2026

Deadline for agenda items: 23rd February 2026

The meeting dates were noted.

Meeting closed at 8.45pm.

*Distribution: B Cousins, S Dowling, M Fletcher, F Gains, C Gillinder,
E Hyndes, E Richards, A Wishart*