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**Minutes of the Community and Environment Committee
Held at 7.00pm on Thursday, 5th March 2026
at The Stables, 2 Church Road, Horsforth, Leeds LS18 5LG**

Members Present: Cllr Mark Fletcher (substitute for Chair Cllr Becky Cousins)
Cllr Francesca Gains
Cllr Cathy Gillinder
Cllr Eddie Hyndes

In attendance: Administrative assistant Steph White, three members of the public and Cllr E Bromley

CE/25.51 INTRODUCTION FROM THE CHAIR

Cllr M Fletcher welcomed everyone to the meeting.

CE/25.52 TO RECEIVE APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASON FOR THE ABSENCE

Apologies were received from Cllrs B Cousins, S Dowling E Richards and Cllr A Wishart and their reasons approved.

CE/25.53 DECLARATIONS OF DISCLOSABLE PECUNIARY & OTHER INTERESTS

Cllr C Gillinder is a member of Horsforth Climate Action, Horsforth Community Garden and the Town of Sanctuary. Cllr M Fletcher is a member of the Town of Sanctuary.

CE/25.54 TO CONSIDER QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC AT THE CHAIR'S DISCRETION

A representative from Horsforth Climate Action (HCA) was in attendance to discuss a nature corridor for Horsforth under development with funding from University of Leeds. The proposed corridor will run from west to east through Horsforth from Hunger Hills Woods down to Low Lane recreation ground. The group is seeking Horsforth Town Council's advice on gaining permission to set up pop up events to canvas opinions and provide demonstrations such as tips on wildflower planting. The group has also emailed the city councillors with details of their plans. Cllr F Gains thanked the group for their hard work and commented on the work they do ties in well with the local plan constitution and fits in with our biodiversity policy. The group have suggested the car park land in front of Morrisons Local on Broadgate Lane could be used for the pop-up events, but the council does not own the land.

Agreed: That as it is not the town council land, it was recommended that the group gain permission from the landowner (Morrisons) and if it is not privately owned, or they

Signed: _____ Chairman Dated: _____

wish to hold the stall on the wide pathway in front of the store, highways should be contacted to gain relevant permission.

Agreed: that we do have a budget to help, but we can promote the events through our channels, liaise with Leeds City Council and town councillors can promote at the farmers' markets.

HIB also came to discuss the floral displays and Jubilee Garden. See **CE/25.62**.

The other members of the public were in attendance regarding the grant and sponsorship applications.

CE/25.55 **TO APPROVE THE MINUTES OF THE COMMUNITY AND ENVIRONMENT COMMITTEE HELD ON 4TH DECEMBER 2025**

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

CE/25.57 **GRANTS/SPONSORSHIP**

25.57.1 TO RECEIVE FEEDBACK FROM PREVIOUS APPLICATIONS/SPONSORSHIP

No feedback received.

25.57.2 TO CONSIDER GRANT AND SPONSORSHIP APPLICATIONS RECEIVED.

Three grant applications were received from Horsforth Churches Together for the Walk of Witness, Friends of Horsforth Hall Park and Japanese Garden Group and Horsforth Climate Action for Move it Horsforth, incorporating Walk to School Week. One sponsorship application was received from Horsforth Climate Action for another Green Festival to take place in Horsforth Hall Park for 2026. Each application is for £500 each.

After considering all the applications it was decided Horsforth Town Council would like to support each one, but there is only £700 remaining in the budget for this financial year – not have enough to accommodate them all.

Clarification is required to determine whether we can provide the Walk of Witness and Horsforth Climate Action - walk to school applications £350 of the £500 they have both requested and defer the remaining funds to the next financial year for the remaining applications as all four applications had good merit.

Agreed: To this proposal but requested clarification from the F&GP committee at the next committee meeting on 12th March 2026.

25.57.3 TO REVIEW THE GRANTS AND SPONSORSHIP POLICY AND MAKE RECOMMENDATIONS TO FULL COUNCIL

Cllr C Gillinder is currently looking into the sustainability for grants and sponsorship. She wishes to raise awareness of what's being done and is attending some training on sustainability and carbon literacy. She would like to incorporate her findings from this training into the grants and sponsorship policies.

Agreed: To defer this review to the next community and environment committee meeting.

CE/25.58 **THE HEART OF HORSFORTH AWARDS SCHEME**

No update.

CE/25.59 EVENTS

25.59.1 CHRISTMAS EVENT

A debrief meeting for the working group took place on 2nd February 2026 and minutes were noted.

25.59.2 ANNUAL EVENT

The Green Festival organised by Horsforth Climate Action is in development and it was agreed that the town council would like to have a stall again and develop an activity. Horsforth Town Team are also planning on replacing what was the Horsforth Gala and to create their own event incorporating some of the themes. Steph White gave a brief update from Cllr D Brosnan that the council's role would be to have a stall with the possibility of funding and producing banners to advertise the event. The date is set for 27th June 2026.

25.59.3 TO DISCUSS THE EVENTS WORKING GROUPS (CHRISTMAS LIGHTS, REMEMBRANCE SERVICE AND ANNUAL EVENT) BECOMING A FULL COMMITTEE.

The current working groups have limited powers with no authorisation that comes with being a committee. Decisions on budgets have to be authorised by the community and environment committee, often making decisions slower. If there was a committee committed to events it would give members more power in decision making and making decisions quicker. Cllr E Hyndes highlighted that if the working groups were dissolved, all meeting would have to take place face to face under current government rules. Many working group meetings take place online on Teams meetings currently and some meetings take place weekly the closer they get to the events taking place.

A suggested proposal would be that there would be a overseeing committee for all events with sub committees or working groups working under the umbrella committee to ensure that every meeting did not have to take place in person.

Agreed: Steph White to prepare a report on the practicalities of having an events committee and sub committees to defer to the next full council meeting on 26th March 2026.

CE/25.60 EDITORIAL WORKING GROUP

TO RECEIVE ANY UPDATES AND AGREE ANY ACTION REQUIRED

No update

25.60.1 TO CONSIDER THE ESTABLISHMENT OF AN OFFICAL TOWN COUNCIL INSTAGRAM ACCOUNT

Agreed: The office to set up an account which will mirror the content currently shared on Facebook and promote accordingly.

CE/25.61 COUNCIL OF SANCTUARY WORKING GROUP

25.61.1 TO DISCUSS PUTTING A LINK TO THE TOWN OF SANCTURARY WEBSITE FROM THE TOWN COUNCIL WEBSITE

Agreed: The office will set up a page and link(s) to the Town of Sanctuary website.

25.61.2 TO RECEIVE ANY UPDATE AND AGREE ANY ACTION REQUIRED.

No updates.

CE/25.62

FLORAL DISPLAYS AND JUBILEE GARDEN

TO RECEIVE AN UPDATE AND AGREE ANY ACTION REQUIRED INCLUDING:

25.62.1 TO RECEIVE AN UPDATE ABOUT THE MEETING STAKEHOLDERS REGARDING THE BIODIVERSITY POLICY AND THE FLORAL DISPLAYS

Last year this policy was reviewed. Cllr E Bromley, along with members of Horsforth in Bloom (HIB), reviewed the spend and upkeep of the hanging baskets on New Road Side. Traders and residents on New Road Side were also consulted and it was decided to think of creative ways of providing floral displays that is also taking into account the neighbourhood plan, biodiversity policy, sustainability and future costs. HIB have pitched alternative options such as additional planters and knitted weatherproof hanging baskets. HIB brought an example of knitted hanging baskets that can be hung from premises on New Road Side. New Road Side will be the pilot for a further Horsforth-wide roll out.

HIB raised concerns over the proposed budget for the maintenance of the Jubilee Garden on Town Street. The last finance an general purposes committee meeting minutes stated a reduction from £1,000 to £500. It was clarified that the £1,000 budget was the original budget proposal for 2026/27, not the budget from previous years. Due to budget cuts, the original proposal has had to be reduced to £500.

25.62.2 TO CONSIDER AND AGREE THE QUOTES FOR THE 2026 FLORAL DISPLAYS, AND TO REVIEW AND CONFIRM THE PROPOSED LOCATIONS.

The budget for 2026/27 is £7,500 for floral displays in areas of Horsforth, excluding New Road Side. Last year the council maintained 82 hanging baskets throughout the town. HIB will take control of New Road Side - incorporating the knitted baskets and planters. We will have a reduction of 20 baskets.

Agreed: Gain quotes for 62 hanging baskets. If this comes in as more than £7,500, then the number of hanging baskets will need to be reviewed and reduced again.

CE/25.63

LITTER

TO RECEIVE AN UPDATE AND AGREE ANY ACTION REQUIRED INCLUDING:

25.62.1 TO CONSIDER THE LITTER PICKS FOR 2026, INCLUDING THE OPTION TO HOLD EVENTS THROUGHOUT THE YEAR

It was suggested that instead of holding the litter picks just on Sundays in October, to spread the litter picks throughout the year staggered with when we have a stall at the farmers' market.

Agreed: litter picks will now take place the first Sunday of every other month – the opposite month to when we take part in the farmers' market covering each ward. Hall Park ward to be the first and will have two litter picks per year as it is a bigger ward. Office to look at dates and schedule the litter picks.

CE/25.64

TO CONSIDER MATTERS REQUESTED BY COUNCILLORS/CLERK AND AGREE ANY NECESSARY ACTION

25.64.1 TO RECEIVE AN UPDATE ABOUT THE COMMUNITY ACTIONS STATED IN THE NEIGHBOURHOOD PLAN

The work that is being done on New Road Side ties in with the neighbourhood plan and biodiversity policy. A full update will be provided at the next C&E meeting in June 2026.

25.63.2 TO CONSIDER AND AGREE THE QUOTES FOR THE 2026 CHRISTMAS LIGHTS AND CHRISTMAS TREE, AND TO CONSIDER THE PROPOSED LOCATION(S) FOR THE LIGHTS.

The Christmas budget has been reduced to £13,000.

Action: Office to liaise with Christmas working group to organise sponsorship and determine if we will be allowed permission to hang plaques from motifs stating who sponsored them. Once confirmed, the lights can be ordered.

CE/25.65 **TO CONSIDER CORRESPONDENCE RECEIVED AND AGREE ANY ACTION NECESSARY**

None received.

CE/25.66 **ITEMS FOR FUTURE AGENDA**

To review the grants and sponsorship policies, taking into account the work Cllr C Gillinder is doing on sustainability and carbon literacy. See agenda point **CE/25.57.3**

CE/25.67 **MATTERS FOR INFORMATION**

CE/25.68 **DATE OF THE NEXT MEETING**

Resolved that the next meeting will be held on 4th June 2026. The deadline for agenda items is 25th May 2026.

The meeting closed at 21:00.

DRAFT