



## Horsforth Town Council

The Stables  
2 Church Road  
Horsforth  
LS18 5LG

**[admin@horsforthtowncouncil.gov.uk](mailto:admin@horsforthtowncouncil.gov.uk) – [www.horsforthtowncouncil.gov.uk](http://www.horsforthtowncouncil.gov.uk) – [0113 258 0988](tel:01132580988)**

### **Community and Environment Committee Meeting Minutes Thursday 6<sup>th</sup> March 2025 at 7pm Horsforth Museum, 5 The Green, Horsforth, LS18 5JB**

**Present: In Chair – Cllr Cousins (Chair)**

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

**In attendance:** B. Crabtree, Clerk, two representatives from HCA

**CE/24.55 Introduction from Chair**

Cllr Cousins welcomed all to the meeting.

**CE/24.56 To accept apologies and the reason for absence**

Apologies were received from Cllr Wishart, Cllr Smith and reasons were approved.

**CE/24.57 Declaration of Disclosable Pecuniary and other Interests**

None declared.

**CE/24.58 To consider questions and comments from members of the public at the Chairman's discretion**

Two representatives from Horsforth Climate Action attended the meeting and raised concerns regarding the TC's need to prepare a Biodiversity Report. They also inquired about the implementation plan for the Biodiversity Policy.

The Councillors thanked them for their support, valuable feedback and the need for HTC to be able to work with HCA and other community groups to develop proposals going forwards. They assured them that an update would be provided in writing once Items CE 24.65.1, CE/24.69.1 and CE/24.69.2 have been reviewed and considered.

**CE/24.59 To approve the minutes of the Community and Environment Committee meeting held on 5<sup>th</sup> December 2025**

**Resolved** to approve the minutes of the meeting held on 5<sup>th</sup> December 2024 as a true and accurate record.

**CE/24.60 Grant/Sponsorship**

**24.60.1 To receive feedback from previous applications/sponsorship**

The Clerk reported that the 7<sup>th</sup> Airedale Scout Group have not yet finished their project, and she is waiting for feedback once it has been completed.

**24.60.2 To consider grant and sponsorship applications received**

**Resolved** to approve a grant of £500 to Horsforth Churches Together towards the community Walk of Witness on Good Friday.

**24.60.3 To review the Grant and Sponsorship Policy and agree any action.**

**Resolved** to recommend that Full Council approves the amended policy.

**CE/24.61 The Heart of Horsforth Awards Scheme**

**To receive an update and agree any action**

**Resolved** that the deadline for nominations will be 1st September 2025. The Clerk will publicise the awards scheme at all events, on noticeboards, and will prepare handouts to distribute.

## **CE/24.62 Events**

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

### **24.62.1 Annual Event**

Cllr Fletcher reported that the working group has agreed to hold a VE-Day 80th anniversary commemoration as part of the national events, which will include the nationwide lighting of beacons on Thursday, 8th May 2025. Additionally, the working group plans to attend and have a stall at the Horsforth Climate Action event, the Green Fair, on 21st September 2025. The Clerk is currently inquiring whether the TC could plant seeds or saplings that survived Hiroshima at the HCA event.

### **24.62.2 Remembrance Service**

No update.

### **24.62.3 Christmas Event**

It was noted that the working group will convene a meeting in June to start planning this year's event.

## **CE/24.63 Editorial Working Group**

**To receive any updates and agree any action required including:**

### **24.63.1 To consider a recommendation about the delivery of future editions**

**Resolved** not to deliver the winter edition to every household due to last year's delivery issues and to reduce costs. It was agreed that several copies will be printed for distribution at key locations. The Clerk will ask the Editorial Working Group to provide a list of key locations, confirm the number of copies to print, and seek volunteers to distribute them.

Cllr Gains offered to arrange for the upcoming edition to be printed locally, and a QR code will be provided at events and on noticeboards for easier access.

## **CE/24.64 Council of Sanctuary Working Group**

**To receive any updates and agree any action required including:**

### **24.64.1 To agree to provide a press release to Leeds West Despatch**

**Resolved** to issue a press release providing details about the Town Council becoming a Council of Sanctuary and an upcoming event where the TC has worked with the volunteers from Horsforth Town of Sanctuary.

### **24.64.2 To consider working with Friends of Hall Park and organise volunteers to help with the community garden**

**Resolved** to work with Friends of Hall Park and organise volunteers from Horsforth Town of Sanctuary to assist with the community garden. Cllr Gillinder agreed to liaise with both groups and will cc the Clerk in all communications.

## **CE/24.65 Floral displays and Jubilee Garden**

**To receive an update and agree any action required including:**

### **24.65.1 To consider the floral display quotes for 2025**

**Resolved** to approve the quotes for the floral displays and watering at a total cost of £9,507.86. Cllrs noted that the floral displays will need to be reviewed for next year to ensure they align with the Biodiversity Policy and help lower expenses to maintain them.

**Resolved** to invite Horsforth in Bloom, Horsforth Climate Action, Horsforth Town Team, and LCC to a meeting to gather their suggestions for the floral displays linked to a wider discussion about biodiversity (see 24.69.1).

It was also proposed that the TC engage with the community during the Green Fair event. The Clerk will add this item to the next Annual Event Working Group agenda.

The Clerk will enquire with LCC to find out how and why they select the plants for the displays.

## **CE/24.66 Band Concerts**

**To receive any updates and agree any action required.**

No update.

## **CE/24.67 Hall Park**

**To receive any updates and agree any action required**

Cllr Gains reported that it has been agreed to install pin kerbs on the edges of the path around the bandstand. Cllr Gains and Cllr Hardcastle met with LCC to discuss the scope of the work and the materials with the contractor. During the meeting, alternative edging materials were considered, including a cobble set

treatment, which would not only look effective but also better fit the curve of the path. This treatment could be supplied and installed at no additional cost. LCC is due to send the Clerk pictures and samples of the tarmac treatment for review. LCC have also agreed to investigate improving the planting. It was noted that the bandstand needs repairing. The Clerk will contact **LCC**, the owner of the asset, to enquire if any work is planned or if the TC can organise volunteers to carry out the repairs.

#### **CE/24.68 Litter**

**To receive any updates and agree any action required including:**

##### **24.68.1 To consider arrangements for working with Horsforth School to raise awareness about litter issues in Horsforth**

Cllr Cousins offered to contact Friends of Hall Park and Horsforth School to enquire if the TC could collaborate with them and invite students to volunteer in the park. The Clerk will be cc'd in all communications.

##### **24.68.2 To consider correspondence regarding litter issues in Church Lane carpark**

It was noted that the issue has been raised with the Police and they are monitoring the area.

#### **CE/24.69 To consider matters requested by Councillors/Clerk and agree any necessary action:**

##### **24.69.1 To consider the Biodiversity Policy and feedback from Horsforth Climate Action**

Cllr Gains offered to investigate this further and will ask Cllr Bromley if she would also be willing to assist. She will arrange a meeting with the key stakeholders to discuss the Biodiversity Policy and explore what the TC can implement to propose at the next meeting.

##### **24.69.2 To consider the survey provided by Horsforth Climate Action**

The survey was noted. Cllr Gains will take it into consideration when reviewing the Biodiversity Policy. The Clerk reported that LCC has also received a copy and has been asked to consider it as well.

##### **24.69.3 To consider the community actions stated on the Neighbourhood Plan**

Cllr Gains agreed to work with the Clerk to review the actions and confirm what the TC has completed so far and what is still pending. The Clerk will then update the Neighbourhood Plan Working Group accordingly.

##### **24.69.4 To consider and agree the quote for the festive lights**

**Resolved** to defer to Full Council as the Clerk has not yet received a quote from LCC.

#### **CE/24.70 To consider correspondence received and agree any necessary action:**

##### **24.70.1 To consider correspondence received about a safety of lithium-ion batteries campaign**

**Resolved** that the Clerk will investigate this further and include it on the next agenda.

##### **24.70.2 To consider recent correspondence received regarding concerns with increased graffiti**

The Clerk reported that she has responded to the member of public, stating that the Police are investigating the matter and have CCTV footage of the individual responsible. Additionally, the LCC Environmental Team is in the process of cleaning up the graffiti.

##### **24.70.3 To consider the proposed introduction of parking charges at Fink Hill carpark.**

**Resolved** to that the TC asks LCC to monitor and assess any potential impact arising from displaced parking in the surrounding streets.

#### **CE/24.71 Items for future agenda**

- Biodiversity Policy actions
- Floral displays

#### **CE/24.72 Matters for information**

No further matters.

#### **CE/24.73 Date of the next Meeting**

**Next meeting of the Committee: 5<sup>th</sup> June 2025**

**Deadline for agenda items: 26<sup>th</sup> May 2025**

The meeting dates were noted.

Meeting closed at 9pm.

*Distribution: B Cousins, E Bromley, M Fletcher, F Gains, C Gillinder,  
E Hyndes, E Richards, N Smith, T Stones, A Wishart*