



Horsforth Town Council

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Community and Environment Committee Meeting Minutes

Thursday 5th June 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, T Stones

In attendance: B. Crabtree - Clerk, a representative from The Mathieson Group and a Trustee from Friends of Horsforth Hall Park.

CE/25.1 Introduction from Chair

Cllr Dowling welcomed all to the meeting in Cllrs Cousins absence.

CE/25.2 To accept apologies and the reason for absence

Apologies were received from Cllr Cousins, Cllr Richards, Cllr Wishart and reasons were approved.

CE/25.3 Declaration of Disclosable Pecuniary and other Interests

Cllr Gillinder declared an interest in item CE/25.14.2.

CE/25.4 To consider questions and comments from members of the public at the Chairman's discretion

A representative from The Mathieson Group attended the meeting to present a project aimed at renovating some buildings in Hall Park. The proposed project includes creating a café, public toilets, and a community space. Background information was shared about both the group and the buildings involved, along with a summary of progress made to date.

The group has been collaborating with Leeds City Council (LCC), local schools, and Horsforth Climate Action. They are now preparing to conduct a feasibility study as the next step in the process. Plans are also underway to launch a public campaign, which will include the creation of a website. The representative welcomed the support of the Town Council as the project moves forward.

Councillors responded positively to the presentation, agreeing that the proposed facilities would bring benefits to the community and enhance the amenities within Hall Park. They expressed interest in the results of the upcoming feasibility study and look forward to identifying ways in which the Town Council can offer support.

CE/25.5 To approve the minutes of the Community and Environment Committee meeting held on 6th March 2025 and the Extraordinary meeting held on 13th May 2025.

Resolved to approve the minutes of the meeting held on 6th March 2025 and the Extraordinary meeting held on 13th May 2025. as a true and accurate record.

CE/25.6 Grant/Sponsorship

25.6.1 To receive feedback from previous applications/sponsorship.

No feedback to note.

25.6.2 To consider grant and sponsorship applications received.

Resolved to approve a grant of £500 to The Grove Methodist Church towards installing a new roof.

CE/25.7 The Heart of Horsforth Awards Scheme

To receive an update and agree any action

The Clerk reported that the deadline for nominations is September, and she continues to advertise the scheme.

CE/25.8 Events

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

25.8.1 Annual Event

It was noted that the Green Festival will take place on 21st September, and the Town Council will have a stall at the event. The Clerk reported that Mayors for Peace has agreed to provide two saplings, which are planned to be planted as part of the festival activities.

25.8.2 Remembrance Service

This working group was disbanded by Full Council on 29th May 2025.

25.8.3 Christmas Event

It was noted that a meeting is due to be held on 17th June 2025 to start planning this year's event.

CE/25.9 Editorial Working Group

To receive any updates and agree any action required

It was noted that the upcoming meeting has been cancelled, as the February issue of Horsforth Matters was delayed in publication. As a result, there will be one fewer issue produced in 2025. The next meeting is scheduled to take place in September.

CE/25.10 Council of Sanctuary Working Group

To receive any updates and agree any action required

Cllr Fletcher provided an update on the recent VE Day event. It was noted that volunteers from the Horsforth Town of Sanctuary Working Group supported the event by assisting with marshalling duties. Following a review of the event, it was suggested that in future, it may be more effective for these volunteers to assist with event setup and preparations earlier in the day, due to logistical challenges in providing food for them in the evening.

At the meeting held the night prior, it was noted that the Action Plan requires updating, with a review of the listed actions to ensure they accurately reflect the priorities and objectives the Town Council wishes to deliver.

The Clerk was asked to review the criteria for achieving Town of Sanctuary status and consider how the Council might begin to work towards meeting these requirements.

It was **resolved** that draft minutes of the Council of Sanctuary Working Group meetings will be submitted to Full Council in future, to ensure a coordinated and collective approach to this work.

It was further agreed to make an enquiry with YLCA to identify other Town Councils currently in the process of becoming a Town of Sanctuary, with a view to seeking advice and best practices.

Lastly, it was agreed to invite representatives from Horsforth Town of Sanctuary to attend the next Full Council meeting to raise awareness of the Town of Sanctuary initiative and to share insights into the experiences of those residing in the local hotel.

CE/25.11 Floral displays and Jubilee Garden

To receive an update and agree any action required including:

The Clerk reported that the floral displays will be installed week commencing 9th June 2025 and will arrange for the new stickers to be placed on the hanging baskets.

25.11 To receive an update about the meeting with stakeholders regarding the Biodiversity Policy and floral display

Cllr Gains reported that she and Cllr Bromley have met with representatives from Horsforth in Bloom and Horsforth Climate Action to share ideas. Suggestions to date include:

- Creating more impactful floral displays at eye level
- Asking Leeds City Council (LCC) about the sustainability of the current hanging baskets and their relevant policy
- Developing larger planters while reducing the overall number of hanging baskets
- Working with the Horsforth Town Team to engage with local traders

Further information will be presented at the next Committee meeting.

It was also noted that the Town Council will have opportunities to explore these ideas further at upcoming events, including through resident consultation at the Green Festival and via an article in Horsforth Matters.

Cllrs expressed their thanks to Cllr Gains and Cllr Bromley for their hard work.

CE/25.12 Litter

To receive any updates and agree any action required including:

25.12.1 To consider and agree the arrangements for the Litter Picks in October

Resolved to carry out litter picks throughout October, with one event taking place in each ward every weekend. Cllr Gillinder agreed to liaise with Horsforth Litter Pickers to coordinate it.

The Clerk reported that a local healthcare group has expressed interest in supporting community initiatives, and Cllr Gains agreed to contact them regarding involvement in the litter picks.

Additionally, it was agreed to explore collaboration with local businesses and to promote the initiative via social media and an article in Horsforth Matters, inviting companies to volunteer in community litter-picking days.

CE/25.13 To consider matters requested by Councillors/Clerk and agree any necessary action:

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

Cllr Gains provided an update on actions related to the Community & Environment Committee. It was noted that while a number of actions have been completed, there are still some gaps that the Town Council needs to be mindful of when considering grant applications and making committee decisions. These actions will continue to be monitored on an ongoing basis to ensure progress and alignment with the Council's objectives.

25.13.2 To consider and arrange the inspection of assets

Resolved that the Clerk will circulate the current list of Council assets to all councillors and request that, when out and about, they check the condition of these assets and report any issues or updates back to the Clerk.

25.13.3 To consider and agree the arrangements for the Breeze event

Resolved that the Town Council will have a stall at the event and will prepare a simple questionnaire to gather suggestions from families and young people about what they would like to see at No. 3 The Green.

CE/25.14 To consider correspondence received and agree any necessary action:

25.14.1 To consider correspondence received about a safety of lithium-ion batteries campaign

Resolved that the TC supports the campaign.

25.14.2 To consider correspondence received from The Mathieson Group.

See Item CE/25.4.

CE/25.15 Items for future agenda

- Community Actions

CE/25.16 Matters for information

It was noted that Leeds City Council (LCC) has now provided the dates and performers for the upcoming band concerts. These details will be published shortly.

An email from a resident was received, raising concerns about bins being left on pavements, creating accessibility issues for wheelchair and pram users. The resident asked whether something similar to the Inner North West Public Space Protection Order—which requires residents to put their bins away—could be implemented in Horsforth. It was noted that the Town Council has limited powers and is not able to implement such a measure. However, it was agreed that the matter will be forwarded to the LCC Ward Councillors for their consideration and investigation.

Additionally, it was noted that MP Katie White had contacted the Town Council requesting support in identifying individuals and organisations within the community who deserve recognition for their contributions. Cllr Dowling agreed to complete the nomination form and to invite fellow councillors to submit their suggestions to him.

CE/25.17 Date of the next Meeting

Next meeting of the Committee: 4th September 2025

Deadline for agenda items: 25th August 2025

The meeting dates were noted.

Meeting closed at 8.30pm.

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