



## Horsforth Town Council

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### Meeting of the Council - Minutes Thursday 17<sup>th</sup> July 2025 at 7.00pm

#### **Broadfields**

Simon Dowling  
Eddie Hyndes  
Raymond Jones  
John Garvani

#### **Brownberrie**

Dawn Collins

#### **Hall Park**

Richard Hardcastle  
Tracy Stones  
Julio Tumalan

#### **Victoria**

Dave Brosnan  
Mark Fletcher  
Cathy Gillinder  
Gill Garvani

#### **Woodside**

Francesca Gains  
Aiden Goulden

**In attendance:** Becky Crabtree – Clerk, 3 members of public, PCSO Julie Richardson, PC Carlton Russell and 2 representatives from Horsforth Climate Action

#### **HTC/25.20 Introduction from Chair**

Cllr G. Garvani welcomed everyone to the meeting and extended a warm welcome to newly elected Cllr Radford

#### **HTC/25.21 To receive apologies for absence and to consider and approve the reason for the absence**

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

#### **HTC/25.22 Declaration of Disclosable Pecuniary and other Interests**

None declared.

#### **HTC/25.23 Public Participation**

One member of the public raised concerns about No.3 The Green, including the size of the main room and the limited space, the main entrance and its accessibility, and the cost of running the space outside of business hours. He also offered to assist the Town Council, noting his experience in managing a community space.

Another member of the public expressed full support for the community space but asked the Town Council to provide more detail on the project's process and to clarify where the original cost figures had come from.

Additionally, Cllr G. Garvani reported that some questions about the project had been submitted via email. She confirmed that all questions raised both at the meeting and via email would be answered and published online by Monday, 21st July 2025.

#### **HTC/25.24 Police report**

##### **25.24.1 To note and consider the latest crime statistics for Horsforth**

PC Russell and PCSO Richardson attended the meeting and provided crime statistics for the period from 9th June to 16th July 2025. During this time:

- 14 burglaries occurred at business premises
- 9 residential burglaries were reported
- 5 vehicles were stolen

- 4 incidents involved theft from vehicles

The 14 business burglaries were linked to a single individual, who has now been charged and remanded in custody.

#### **25.24.2 To consider any other policing matters.**

Residents and business owners were advised to ensure that vehicle keys are kept out of range of keyless entry devices to prevent theft.

An incident in Horsforth was highlighted where a suspect was located by PCSO Richardson while she was working overtime and he is now remanded in custody for burglary offences. Her efforts were praised, and it was noted that they frequently work 2–3 hours of overtime.

Cllr Dowling thanked PCSO Richardson on behalf of the Town Council. He raised concerns about a possible increase in antisocial behaviour during the summer holidays and asked what steps were being taken to address this. It was confirmed that a preventative and robust approach is in place. Officers are working closely with youth services and attending youth clubs to engage with young people.

It was also noted that the police team has increased in size and are now deploying in 2–3 cars each night. This enhanced visibility is having a positive impact, with a noticeable reduction in antisocial behaviour in targeted areas.

Officers reiterated that all crime should be reported directly to the police, not via social media platforms.

Cllr Radford reported sightings of vehicles travelling the wrong way up Town Street, which is a one-way road. PC Russell agreed to contact the company identified as being involved.

Cllr Goulden enquired about police efforts to reassure the public. It was agreed that more positive stories and updates should be shared to highlight the proactive work being done to combat crime.

#### **HTC/25.25 Horsforth Climate Action**

Two representatives from Horsforth Climate Action attended the meeting to provide councillors with further information about the Nature Recovery Plan. It was noted that a meeting had taken place the previous week, attended by 35 people.

The representative outlined the ongoing work being carried out and emphasised the core principles of the plan, including:

- Nature sites need to be bigger, better, and more connected.
- The current state of nature in Horsforth must be investigated.
- Ongoing surveys are being conducted, with key habitat sites being recorded on a map of Horsforth.
- Leeds City Council (LCC) has an interactive map of wildlife sites and habitat networks

Key obstacles to nature recovery were discussed, including:

- Roads and infrastructure
- Pesticide use
- Light pollution affecting biodiversity
- Limited public awareness and engagement

The representative stressed the need for increased engagement with residents and businesses to raise awareness of biodiversity and environmental issues.

Further points highlighted included:

- The importance of protecting existing nature sites and wildlife corridors
- The ecological value of local waterways — including the canal, river, and becks — which need to be carefully maintained
- Plans to identify new sites, upgrade existing ones, and explore ways to link them
- The potential role of private gardens in supporting biodiversity
- The ongoing need to educate schools, churches, and businesses about nature recovery

HCA expressed a strong interest in working with the Town Council to engage the wider community.

It was also noted that HCA will be holding a Green Festival on 21st September 2025.

Cllr Gains thanked the representative and noted that she and Cllr Bromley are already working with HCA reviewing the Town Council's Biodiversity Policy, and there will be public engagement at the Green Festival, where the Town Council will have a stall.

Cllr Collins thanked the representative and asked for specific suggestions on how the Town Council can support HCA's work.

Cllr Gillinder stated that she had attended the recent meeting and found it very informative.

Cllr Goulden noted that the Neighbourhood Plan (NDP) sets out environmental requirements and is currently under review. He encouraged HCA to participate in future NDP consultations. Cllr Radford pointed out that while the current NDP includes policies on preserving open spaces, it does not specifically reference corridors. He recommended that this be considered during the review. Cllr Collins added that the LCC Core Strategy does include corridors and suggested this could be referenced as part of the review process.

**HTC/25.26 To approve the minutes of the Full Council meeting held on 29<sup>th</sup> May 2025.**

**Resolved** to approve the minutes of the Full Council Meeting of the Town Council held on 29<sup>th</sup> May 2025 as a true and accurate record.

**HTC/25.27 To receive an update and note previous minutes for the following committees.**

**25.27.1 Finance and General Purposes**

The minutes were noted.

**25.27.2 Planning, Licensing and Traffic**

**i. To consider a recommendation to establish a Local Plan Working Group and adopt the Working Group Terms of Reference**

**Resolved** to establish a Local Plan Working Group and Cllr Brosnan, Cllr Goulden, Cllr J Garvani, Cllr Gains, Cllr Dowling, Cllr Jones were appointed as members. The Terms of Reference was adopted with an amendment to grant the working group the authority to engage with the community as part of its remit.

**25.27.3 Community and Environment**

The minutes were noted.

**25.27.4 Staffing and Employment**

There was no update to provide at this time, as no meeting had taken place.

**HTC/25.28 Financial Matters.**

**25.28.1 To consider and approve the accounts to 31<sup>st</sup> May 2025**

**Resolved** to approve the accounts to 31<sup>st</sup> May 2025 and the accounts to 17<sup>th</sup> July 2025 as provided by the Clerk before the meeting.

**25.28.2 To approve the Schedule of Payments and Income**

**Resolved** to approve the schedule of payments. See Appendix 1.

**25.28.3 To consider and resolve to seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for a loan from the Public Works Loan Board (PWLb) in the amount of £200,000 to be repaid over a term of 40 years for the purpose of completing both Phase 1 and Phase 2 of the renovation No. 3 The Green, including the provision of fixtures and fittings, in order to ensure the building is fully completed, equipped, and open for community use in 2025.**

Cllr Dowling provided further information to councillors regarding the proposal and clarified that any resolution would be subject to the outcome of the current public consultation, and would only proceed **if the current public consultation results in a majority in favour.**

**Resolved** to seek authority from the Secretary of State for Levelling Up, Housing and Communities to borrow £200,000 from the Public Works Loan Board for a borrowing term of 40 years. The loan will be annuity based at a fixed rate of interest of 6.18% and annual loan repayments will be in the region of £13,508.32.

**Resolved** that if authority is received from the Secretary of State, the Town Clerk is authorised to make an application to the Public Works Loan Board for the loan with supporting documents.

**Resolved** that the Town Clerk is authorised to vary the application in consultation with the Chair and Vice Chair to reflect any changes in interest rates before borrowing approval is confirmed. Additionally, it was noted that the TC had already agreed at the Full Council meeting held on 29<sup>th</sup> May 2025 that any underspend within the premises budget is to be allocated to designated reserves, with the intention of making lump sum repayments on either of the Town Council's existing loans every 5 to 10 years.

A recorded vote was requested and all cllrs present were in favour.

**HTC/25.29 To consider matters requested by the Councillors/Clerk/Committee and agree any necessary action:**

**25.29.1 To receive an update from the Premises Development Working Group**

Cllr J. Garvani reported that Phase 1 of the project—which includes the ground floor works, lift installation, and access to the Museum—is now expected to be completed by the end of September. It was noted that contractors have currently paused work, as the lift is still in manufacture. Additional works are required to improve first-floor access to the Museum. Unfortunately, due to space limitations, it will not be possible to include a Changing Places toilet, and this was discussed. Options are being explored to enable external public access to the toilet facilities.

The Clerk confirmed that she has now received the Museum's solicitor details, and the lease is expected to be finalised shortly.

**25.29.2 To consider and agree any necessary amendments to the Committee/Working Group membership.**

The membership was reviewed and amendments were agreed. See Appendix 2.

**25.29.3 To receive an update on the floral displays and review the current arrangements**

The Clerk reported that she had been liaising with the contractor responsible for watering the floral displays, following correspondence received regarding concerns about the displays during the current warm weather. It was noted that the displays require more frequent watering in such conditions, which would result in increased costs. However, it was also acknowledged that any approach must remain sustainable. The current contract was reviewed, and it was **resolved** to continue with the existing arrangements.

**25.29.4 To resolve to exclude members of the press and public under the Public Bodies (Admissions to Meetings) Act 1960, due to the nature of the business at item 10.5 being prejudicial to the public interest.**

**Resolved** to exclude members of press and public under the Public Bodies (Admissions to Meetings) Act 1960, due to the nature of the business at item 25.29.5 being prejudicial to the public interest.

The members of the public and press left the room.

**25.29.5 To receive an update about the Admin Assistant and consider and agree any necessary action**

The Clerk provided an update regarding the Admin Assistant. The recommendation discussed at the meeting held on 29th May 2025 was considered and approved. In addition, further arrangements were agreed upon to support the role as needed.

The members of public and press entered the room.

**HTC/25.30 Reports from external organisations**

**To consider reports and any action required in relation to:**

**25.30.1 Dementia Friendly.**

Cllr Fletcher provided the following report in advance of the meeting:

A number of successful events took place in Horsforth as part of the national Dementia Action Week (19th – 25th May).

Once again we had a visit from the Dementia Bus, which aims to give people a taste of how the world is perceived by those living with dementia. The bus attracted about 60-70 participants, including some Leeds City Council employees, members of a general practice team and members of the fire service. Some people who have already been diagnosed with dementia also took part. Many people who went on the bus found it a disconcerting experience, but there was an opportunity for participants to give feedback and a debriefing afterwards and refreshments were also available.

Additionally there were some dementia information sessions at Right at Home and Methodist Homes for the Aged (MHA), a live music event, a show and tell by Carol Shaw from Dementia Friendly Horsforth (DFH), and a very enjoyable quiz night at the Old King's Arms, with a raffle which raised £167 for DFH towards hosting future events.

The Age Without Limits event held at Leeds City Museum on June 11th, and organised by Leeds Older People's Forum, was attended by some members of DFH. The event aimed to challenge negative stereotypes about aging and promote a more positive view of growing older.

The M&S Archive provided a memory box for an event held on 2nd July. This consisted of a selection of items ranging from the 1930s to the 1980s taken from the archive, which provided plenty of memory and conversation prompts for the people with dementia and their carers who attended. It is hoped that this event can be repeated in the future and also that a trip to the archive itself can be arranged, which is situated at the University of Leeds and contains 75,000 items.

There will be a tea dance taking place at the re-opened library ballroom on Tuesday 23rd September from 10am to 1pm. Cllr Ray Jones has generously given £500 of MICE money towards this. More details of the event itself (e.g. live music) will be confirmed nearer the time.

#### **25.30.2 Horsforth Fairtrade**

No update.

#### **25.30.3 Young People's Champion**

No update.

#### **25.30.4 Horsforth Climate action**

Cllr Gillinder provided the following report in advance of the meeting:

Following on from Horsforth Climate Action receiving The Heart of Horsforth Environmental Award, a well deserved recognition of their work in our community, they have continued with ongoing and new initiatives.

These include: (list not exclusive)

- Monthly Repair Café
- Community Composting, the latest community site being on Drury Field
- Mapping of Public Green spaces where nature is being helped
- Bioblitz Horsforth – finding and recording the different plants and animals
- Wildflower Planting
- HCA Saturdays – eg: Gardening, Eco-threads, Tech recycling, Sustainable travel, Apple Day

Affiliated group The Community Garden Project in Hall Park is flourishing due to the support of a dedicated group of volunteers, which has recently included men seeking asylum who are staying in a local hotel. The community garden has hosted many young people, from local schools and other organisations, who have learnt more about growing food and local nature.

Walk to School Week in May, a project involving local primary schools which included pollution monitoring, tree measuring and identifying and recording plants.

Biodiversity and planting conversations have been had with town and city councillors to work together on sustainability issues for Horsforth.

An open community meeting to discuss a nature recovery plan was organised on 10<sup>th</sup> July by HCA in conjunction with Leeds Trinity University. More information and outcomes from this to follow.

A Green Festival has been organised which will take place in Horsforth Hall Park On Sunday September 21<sup>st</sup>, 11.30 -3.30. Horsforth Town Council will have a stall at this event.

Funding for all this, the part time hub worker, awareness raising, and the many projects undertaken have come from Climate Action Leeds, a lottery funded 5 year project, which ends on 30<sup>th</sup> September '25.

HCA are unsure where future funding might come from so are carefully considering viable ways to continue their work.

#### **25.30.5 MHA Communities**

No update.

#### **25.30.6 Peace Champion**

No update.

#### **HTC/25.31 Council Surgery**

Cllr Fletcher and Cllr Hyndes agreed to attend the next council surgery on 25<sup>th</sup> September 2025.

#### HTC/25.32 Items for future agenda

#### HTC/25.33 Date of next meeting

**Resolved** that the next Full Council meeting is to be held on 25<sup>th</sup> September 2025 and the deadline for agenda items is 15<sup>th</sup> September 2025.

The meeting closed at 8.47pm.

*Distribution: E Bromley, D Brosnan, D Collins, B Cousins, S Dowling, M Fletcher, F Gains, G Garvani, J Garvani, C Gillinder, S Gomersall, A Goulden, R Hardcastle, B Heaviside, E Hyndes, R Jones, A Martin, A Radford, E Richards, T Stones, J Tumalan, A Wishart*

#### Appendix 1 Schedule of Payments and Income for the Full Council Meeting being held on 17<sup>th</sup> July 2025

Payee	Details	Amount	Comments
Salaries	Staff salary costs – July 2025	£3764.33	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension contributions – July 2025	£1116.04	To note as previously approved by virtue of the employment contract.
Tom Willoughby	No.3 The Green – Interim payment 2	£56,136.70	To note as previously approved by virtue of the contract.
Business Stream	Water – The Stables	£231.99	
Zurich	Insurance	£2461.07	

#### Payments received

Payee	Details	Amount
The Museum	Payment for electric at No.5	£238.91
The Museum	Payment for electric at No.5	£232.44
HMRC	VAT Claim	£8335.54

#### Appendix 2 – Committee and Working Membership

##### Committee membership

Committee	Finance & General Purposes	Planning, Licensing & Traffic	Community & Environment	Staffing & Employment Committee (must inc Chair or Vice-Chair of Council)
<b>Chair</b>	<b>Cllr G Garvani</b>	<b>Cllr Goulden</b>	<b>Cllr Cousins</b>	<b>Cllr J Garvani</b>
<b>Vice Chair</b>	<b>Cllr Dowling</b>	<b>Cllr Brosnan</b>	<b>Cllr Dowling</b>	<b>Cllr Gains</b>
1	Cllr Fletcher	Cllr Bromley	Cllr Fletcher	Cllr Dowling
2	Cllr J Garvani	Cllr Cousins	Cllr Gains	Cllr G Garvani
3	Cllr Hardcastle	Cllr J Garvani	Cllr Gillinder	Cllr Gillinder
4	Cllr Jones	Cllr Hardcastle	Cllr Hyndes	Cllr Hardcastle
5	Cllr Stones	Cllr Hyndes	Cllr Richards	
6		Cllr Radford	Cllr Stones	
7			Cllr Wishart	

### Working Group Membership

<b>Editorial Working Group</b>	<b>Neighbourhood Plan Working Group</b>	<b>Local Plan</b>	<b>Premises Development group</b>
Cllr Fletcher	Cllr Brosnan	Cllr Brosnan	Cllr Brosnan
Cllr G Garvani	Cllr Gains	Cllr Dowling	Cllr Dowling
Cllr Gomersall	Cllr Goulden	Cllr Gains	Cllr J Garvani
Cllr Wishart	Cllr Hardcastle	Cllr J Garvani	Cllr Goulden
	Cllr Radford	Cllr Goulden	Cllr Hardcastle
	Cllr Wishart	Cllr Jones	Cllr Stones

<b>Community Infrastructure Levy Advisory Group</b>	<b>Council of Sanctuary</b>	<b>Annual Event</b>	<b>Christmas Event</b>
Cllr Bromley	Cllr Brosnan	Cllr Bromley	Cllr Bromley
Cllr Dowling	Cllr Fletcher	Cllr Brosnan	Cllr Brosnan
Cllr Gains	Cllr G Garvani	Cllr Fletcher	Cllr Fletcher
Cllr Hardcastle	Cllr Gillinder	Cllr Gillinder	Cllr Gillinder
	Cllr Hyndes	Cllr Hyndes	Cllr Gomersall
		Cllr Wishart	Cllr Hyndes
			Cllr Richards
			Cllr Tumalan

### Representatives

<b>Young People's Champion</b>	<b>Dementia Champion</b>	<b>YLCA branch representatives</b>	<b>Horsforth Fairtrade Steering Group</b>
Cllr Cousins	Cllr Fletcher	Cllr J Garvani	Cllr Jones
		Cllr G Garvani	

<b>Leeds Bradford Airport Consultative Committee</b>	<b>MHA Horsforth</b>	<b>Horsforth Climate Action</b>	<b>Peace Champion</b>
Cllr Dowling	Cllr Bromley	Cllr Gillinder	Cllr Hyndes