



Horsforth Town Council

The Stables
2 Church Road
Horsforth
Leeds
LS18 5LG

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – 0113 258 0988

Community and Environment Committee

Thursday 6th March 2025

AGENDA PACK

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



Horsforth Town Council

The Stables
2 Church Road
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LS18 5LG

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Community and Environment Committee Meeting Minutes Thursday 5th December 2024 at 7pm Town Council Office, The Stables, 2 Church Road, Horsforth, LS18 5LG

Present: In Chair – Cllr Gains (Vice Chair)

E. Bromley, M. Fletcher, C. Gillinder, E. Hyndes, E. Richards, A. Wishart

In attendance: B. Crabtree, Clerk

CE/24.37 Introduction from Chair

Cllr Gains welcomed all to the meeting in Cllr Cousins absence.

CE/24.38 To accept apologies and the reason for absence

Apologies were received from Cllr Cousins, Cllr Stones and reasons were approved.

CE/24.39 Declaration of Disclosable Pecuniary and other Interests

None declared.

CE/24.40 To consider questions and comments from members of the public at the Chairman's discretion

A representative from Horsforth Climate Action (HCA) was in attendance to provide information about a proposed event in 2025. They are still in the early stages and enquired if the TC have any events planned on a specific date. See item CE/24.51.2.

CE/24.41 To approve the minutes of the Community and Environment Committee meeting held on 5th September 2024 and Extraordinary meeting held on 3rd October 2024.

Resolved to approve the minutes of the meeting held on 5th September 2024 and extraordinary meeting held on 3rd October 2024.

CE/24.42 Grant/Sponsorship

24.42.1 To receive feedback from previous applications/sponsorship

The Clerk provided feedback received from Horsforth Cricket Club for the all-weather practice facility that the TC contributed towards.

24.42.2 To consider grant and sponsorship applications received.

There were no applications to consider.

24.42.3 To review the Grant and Sponsorship Policy and agree any action.

The current policy was discussed and it was **resolved** to include a question on the application that asks how the applicant would measure the impact of the project the TC would be contributing towards. The Clerk will send the policy to the committee members for feedback and this item will be included on the next agenda for further discussion.

24.42.4 To consider ways to evaluate the impact of grants given to local community organisations

See item CE/24.42.3.

CE/24.43 The Heart of Horsforth Awards Scheme

To receive an update and agree any action

The Clerk gave an update about the awards including who the F&GP Committee awarded the Over 21s volunteering award to. The awards will be presented at the Christmas Lights Switch On.

CE/24.44 Events

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

24.44.1 Annual Event

a) To consider holding an event for the 80th anniversary of VE Day

The Committee considered ideas for the annual event in 2025 including the proposed event by Horsforth Climate Action, the VE Day event and an idea for Mayors for Peace. The Clerk will arrange an Annual Event Working Group meeting in January and make the members aware of the suggestions.

24.44.2 Remembrance Service

It was noted that the Remembrance Service went well, and councillors thanked all that were involved in arranging it.

24.44.3 Christmas Event

The Clerk updated Cllrs about the upcoming event and made them aware that discussions are taking place about the event as high winds are forecast for the day. The Town Team and working group will be holding an emergency meeting the day before.

CE/24.45 Editorial Working Group

To receive any updates and agree any action required

The Clerk reported that delivery of Horsforth Matters was delayed due to several reasons. It will be delivered to every household the week commencing 9th December 2024.

CE/24.46 Council of Sanctuary Working Group

To receive any updates and agree any action required including:

24.46.1 To consider and agree for S. White to design a poster to seek volunteers to take part in English language conversation sessions at the hotel.

Resolved to agree for S. White to prepare a poster. Cllr Fletcher agreed to enquire about what procedure is in place including DBS checks.

CE/24.47 Floral displays and Jubilee Garden

To receive an update and agree any action required

The Clerk reported that LCC are still unable to water the displays, and she is currently obtaining quotes for next year's floral displays.

It was noted a planter near Outwood Lane needs repairing and the Clerk and Cllr Gains will investigate this.

CE/24.48 Band Concerts

To receive any updates and agree any action required including:

24.48.1 To consider and agree to sponsor three band concerts in Hall Park in 2024 at a cost of £1080.00

Resolved to agree to sponsor three band concerts in Hall Park in 2024 at a cost of £1080.00

24.48.2 To consider and propose the dates of the band concerts

Resolved to ask LCC to arrange the date of the band concerts.

CE/24.49 Hall Park

To receive any updates and agree any action required

Cllr Richards reported that she volunteered at Hall Park, and she was impressed with the work that's been carried out.

It was **resolved** that the Clerk will contact Friends of Horsforth Hall Park and enquire if they would be interested in having a TC representative. This will be included on the next Full Council agenda.

The Clerk will add a new page on the TC website to provide information about Friends of Horsforth Hall Park and Horsforth Community Garden.

CE/24.50 Litter

To receive any updates and agree any action required including:

24.50.1 To receive an update about the litter picks

It was noted that the litter picks were carried out in October in each ward.

24.50.2 To consider arrangements for working with Horsforth School to raise awareness about litter issues in Horsforth

Resolved to defer to the next meeting.

CE/24.51 To consider matters requested by Councillors/Clerk and agree any necessary action:

24.51.1 To consider the Draft Committee Budget for 2024-2025

The draft budget was considered, and the cost of the floral displays was discussed. Cllrs asked the Clerk to investigate options that would lower the cost. It was **resolved** to recommend the current draft budget to the F&GP Committee.

24.51.2 To consider correspondence received from Horsforth Climate Action about a proposed event in 2025

The proposed event was discussed. The Committee supported the idea and suggested that the TC could have a stall at the event. The Annual Event Working Group will discuss this further.

24.51.3 To consider a request from the Neighbourhood Plan Working Group to consider areas in the Neighbourhood Plan that the C&E Committee is responsible for and what actions can be taken

It was noted that the Neighbourhood Plan (NDP) includes several community actions and these need to be reviewed as well as including the actions in the councils Action Plan. It was **resolved** to send the NDP to the committee members and this will be discussed at the next meeting.

CE/24.52 Items for future agenda

- Floral displays
- Neighbourhood Plan Community Actions

CE/24.53 Matters for information

No further matters.

CE/24.54 Date of the next Meeting

Next meeting of the Committee: 6th March 2025

Deadline for agenda items: 24th February 2025

The meeting dates were noted.

Meeting closed at 8.40pm.

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

Grant and Sponsorship Application – summary

Organisation	Horsforth Churches Together
Is this a recurring event?	Yes
Amount requested	500.00
Previous grants/sponsorship awarded by HTC	Yes
Last set of audited accounts	Provided – available at meeting
Constitution	No
Public liability insurance Amount and period of cover	£5 million public liability Renewal date 17.05.2025 Available to view in the office
Details of funding from other sources	Attached is the Churches Together account. The Grove will provide for the costs of Hot Cross Buns and Refreshments Lister Hill will provide a PA HCT will provide costs of electricity and the printing of song sheets etc Extra funds to pay for the day will be provided by HCT
Committee/Council meeting date	06.03.2025
<p>Horsforth Churches Together providing a community Walk of Witness on Good Friday, carrying a cross as a focal point down Horsforth Town Street to The Green whilst singing hymns. Once on The Green there is a service with Easter readings, hymns and prayers. After the service all are welcomed back to The Grove for hot cross buns and soup.</p> <p>The Walk of Witness is a special event in the life of the churches in Horsforth. It is an event which unites all the churches in Horsforth to Walk together. Whilst marking one of the most significant days in the Christian calendar, reflecting on the universal theme of sacrificial love it builds friendships across church denominations. It is a very precious short act for those who take part and has always been well received by those in the community who witness it often coming out of shops to connect with the walkers.</p> <p>The plan is again to begin the official walk this year from the Car Park at Central Methodist, with the wooden cross, down Town Street to the Green from 11.30am - 12 noon on Good Friday for the walk of Witness. (Before the official walk begins, a smaller group go to Bedford Court at their request to sing with the Cross.)</p> <p>After the service - all are invited back to The Grove for hot cross buns and soup.</p> <p>The walk requires road closures for a short period (20 mins maximum) of time to allow for the safety of those involved.</p> <p>Highways have allowed us in the past a Licence at reduced cost £100 which we hope they will do again. The cost for the Traffic Management company TCM to manage the event is now £550</p>	

Grant and Sponsorship Application – summary



Horsforth Town Council knows that it is important to recognise the hard work and successes of local people making a difference for Horsforth.

Each year we have acknowledged and highlighted these achievements through the Good Citizen and Young Achiever Awards.

Horsforth Town Council has reviewed the awards scheme and is launching a new scheme called "The Heart of Horsforth Award Scheme" to recognise and celebrate individuals and community groups who have made their mark on Horsforth. This could be someone who has worked selflessly for others in our community or someone who has brought credit to our town.

We welcome applications to recognise those who have gone above and beyond by 1st September 2025. The winners will be selected by the Community and Environment Committee and the awards will be presented at the Christmas Light Switch on event being held on Saturday 6th December 2025.

The council would like to recognise the outstanding contributions of individuals and groups who would otherwise go unnoticed for their efforts in making Horsforth a great place to live. There are five distinct Awards:

- **Volunteering award** - For individuals or groups **under the age of 21** who have made a difference to their community through their volunteering.
- **Volunteering award** - For individuals or groups **aged 21 and over** who have made a difference to their community through volunteering.
- **Business Award** – for a business which has supported or worked with the community
- **Community Award** – for a voluntary organisation delivering a service to the community
- **Environmental Award** - An individual or group who has led, delivered or supported work aimed at making Horsforth greener, cleaner or safer.

Eligibility

To ensure that we recognise a range of fantastic people who live and work in Horsforth, we have five categories to nominate from.

Individuals from all walks of life and all sections of the community who have made a difference to Horsforth are eligible.

Individuals or groups can be nominated for a wide range of reasons, including:

- Outstanding achievement in their field such as sports or culture

- Contribution to commercial life
- Improving the environment of Horsforth
- Going that extra mile
- Improving other people's lives
- Gained national or international recognition for Horsforth
- An act of bravery.
- Made a material contribution to the advancement, wellbeing and welfare of the people of Horsforth
- Supported charitable work carried out in Horsforth
- Assisted the work of the Town Council in a voluntary capacity
- Demonstrated outstanding citizenship

The nominee must live, work, study, or contribute to Horsforth.

Serving councillors or ones who have served within the last electoral term, are not eligible to be nominated for their work as a councillor or their work they provide in another capacity in the community.

Previous winners of the Good Citizen and Young Achievers Award will not be considered unless they are nominated for a new achievement. The details can be found on the Town Council website.

Nominations cannot be made posthumously.

Multiple nominations for different categories not accepted.

Nominations

Nominations can be made by any person who has links with Horsforth, as long as they are not related to the nominee.

Nominations must be submitted to the Town Clerk using the application form included with this policy.

The submission should outline the voluntary service provided by the individual or group to the community.

Nominations are considered by the Community and Environment Committee, where the winner will be selected and notified following the meeting. The awards will be presented at the Christmas Light Switch Saturday 6th December 2025.

Horsforth Town Council is proud of the many community organisations, individuals and activities in the town and the community spirit of residents. The Town Council is keen to recognise the achievements of those people who voluntarily and selflessly work to improve and enhance the lives of local people. In recognising the huge benefit of this kind of work it is hoped that others will be inspired to contribute to make the parish of Hessle an even better place to live and work.

The aim of presenting awards is to promote pride in the community and to promote the idea of the community as something to be valued. The presentation of the awards will provide an opportunity to increase awareness of the good works in the town and to allow that work to be celebrated.

Members of the public can nominate someone for a community award by email, attaching a completed nomination form or in writing to the council (with the nomination form) stating why they think they should receive an award.

Nomination Form: [Award Nomination Form](#)

If you would like to nominate anyone for an award please complete the application form and send it to: –

Town Clerk, Horsforth Town Council, The Stables, 2 Church Road, Horsforth, LS18 5LG

Or email to: admin@horsforthtowncouncil.gov.uk



Horsforth Town Council

Sponsorship Policy and Application Form

INTRODUCTION

Horsforth Town Council is supportive of the work of community or voluntary groups operating within the town and offers one-off community grants to such groups on an ongoing basis.

Some community and voluntary groups provide annual events for the benefit of Horsforth residents and have done so for several years. These groups would be precluded from one-off grants because of the restrictions imposed within the community grant policy. This could result in the loss of annual events in Horsforth.

This policy has been put in place to support annual events and to provide the Horsforth resident with community led events.

The Council will grant sponsorship using the same powers which it is empowered to use for providing community grants. No other powers are available to the Council at this current time.

WHO CAN APPLY FOR SPONSORSHIP?

Sponsorship is available to community or voluntary groups **based in Horsforth** providing an annual event for all or some of the residents of Horsforth on one or more than one occasion per year.

The sponsorship applicant must be able to demonstrate that any sponsorship provided will be of benefit to the people living within the town given

Sponsorship will only be given to recognised, bona-fide, non-profit making organisations or groups.

Sponsorship **cannot** be made available to individuals, nor can it be made available to business or profit-making organisations.

WHEN CAN ORGANISATIONS APPLY FOR SPONSORSHIP?

Organisations can apply anytime during the year for sponsorship and the applications will be considered at the next available Community and Environment Committee meeting. The Committee meets four times a year, approximately every three months.

The Council will inform the applicant whether or not the application has been successful as soon as practicable after the application has been considered. Because of the lead in time required for planning and organising events, the Community and Environment Committee will, in most cases, commit to sponsorship for the following year. This can only be agreed in principle and only if the following year's sponsorship budget has been agreed by Council.

Sponsorship will only last for one year and must be applied for each year.

The dates of the Community and Environment Committee meetings when applications are considered are listed on the application form which is attached to this information sheet. Your application and any other documents requested **must** be received by the Town Clerk no later than **7 working days** before the meeting date for it to be

heard at that meeting. The deadline for each meeting is shown on the application form. **Please note your application may not be considered if you do not provide all the documents requested.**

HOW MUCH CAN ORGANISATIONS APPLY FOR?

Organisations can apply for amounts between £100 and £500 but the Council may consider sponsorship in excess of £500. Any amount in excess of £500 will be presented to the Finance and General Purposes Committee for its consideration.

ARE ORGANISATIONS GUARANTEED TO BE ACCEPTED FOR SPONSORSHIP?

The Council has a limited amount of money available each year and there may be times when this amount is over-subscribed.

In such instances, the Council will assess each application and may offer an amount less than requested. In some circumstances your organisation may not be accepted for sponsorship.

HOW DO I APPLY?

An application form is attached to this information sheet. Electronic copies are also available on the Council's website and by contacting the Council office at admin@horsforthtowncouncil.gov.uk and may be completed electronically.

The lead person from the organisation that has submitted the first sponsorship application is asked to attend the meeting that is to consider the application. There is no obligation to attend but it is an opportunity to present the application in person and to answer any questions that the Committee may have.

Subsequent applications for sponsorship of the same event may only require the application form to be submitted with the required information and documents listed in the form.

If you need any further advice regarding the Sponsorship Scheme, or if you require any help completing the application form, please contact the Council office which will be happy to assist you.

FEEDBACK AND USE OF INFORMATION FOR COUNCIL PUBLICITY

Details of successful sponsorship applications, including the amount, name of the organisation and the purpose of the sponsorship, may be published by the Council on its website, social media and in its printed materials. The information will be retained indefinitely by the Council for record keeping purposes.

Successful applicants for sponsorship will be asked to provide the Council with feedback on the outcome of the sponsorship award expenditure and to give the Council permission to publish photographs and any other information and materials provided by the organisation in its feedback.

Attached: Sponsorship Application Form

Office Use Only	
Amount awarded	
Committee & date	



Horsforth Town Council

Sponsorship Application 2025-2026

Please read the Grant Policy before completing this application form.

Date this application was received by the Town Clerk:

Community and Environment Committee meeting dates

5 June 2025
4 September 2025
4 December 2025
5 March 2026

Deadline for application

Monday 26 May 2025
Monday 25 August 2025
Monday 24 November 2025
Monday 23 February 2026

Name of organisation:		
Lead person in the organisation:		
Address:		
Email:		
Contact telephone number:		
Office held by applicant:		
Amount of grant requested:		£
Has Horsforth Town Council given you a grant or sponsorship before?	Yes <input type="checkbox"/>	What years?
	No <input type="checkbox"/>	
If successful, how would you like to be paid? Please complete (a) or (b) below.		
(a) Please pay by cheque payable to:		
(b) Please pay by BACS:	Account name:	
	Sort code:	

Office Use Only	
Amount awarded	
Committee & date	

	Account number:	
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Details of project/events for which sponsorship is sought:

(Please include details on a separate sheet if necessary).

Details of funding available from other sources:

(If available, please provide documentary evidence of other funding).

Documents to be included with this application:

Your application may not be considered if these are not provided. If not available, please explain why.

- Last set of the organisation's audited accounts
- Copy of the organisation's constitution
- Copy of the organisation's public liability insurance for the event(s)

Tick box to confirm included

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Application process:

Please forward your application to the Town Clerk at the address below. If this is your first application for sponsorship for this event, you will be invited to attend the Community and Environment Committee meeting where the application will be considered. There is no obligation to attend but this will give you the opportunity to present your application in person if you wish to do so.

If this is a second or later application for the event and the Council has previously given you sponsorship for the same event, there is no obligation to attend the Committee meeting but you are welcome to do so if you wish.

Please return by: See list of scheduled meeting dates and deadlines above.

Declaration		Please tick	
<ul style="list-style-type: none">I confirm that to the best of my knowledge, the information contained in this form and any supporting documentation is complete and accurate.	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none">I agree to details about the project/organisation being entered onto a computer database and held in a manual filing system	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none">I agree to details about the project/organisation being shared with town council officers and town councillors involved in the assessment of the application	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none">I agree to details about the project/organisation being publicised for Town Council publicity purposes and records	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none">I am authorised by the organisation to sign and submit this application on their behalf.	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Signature of Applicant:			
Print Name			
Organisation			
Date			

Please return the completed form and supporting documents to:
Town Clerk, Horsforth Town Council, The Stables, 2 Church Road, Horsforth, Leeds, LS18 5LG
Tel: 0113 258 0988
Email: admin@horsforthtowncouncil.gov.uk

If you have any queries, please contact the office on the above email or one of the following numbers:
Office: 0113 258 0988
Clerk: 07526 567591



Horsforth Town Council

Community Grants Policy and Application Form

INTRODUCTION

Horsforth Town Council is supportive of the work of community or voluntary groups operating within the town. The Council offers community grants to such groups on an ongoing basis.

As part of the process, the Council allocates an amount of money each year for distribution in the form of one-off community grants.

The amount is set each year as part of the Council's budget process and funding is distributed four times a year.

This information sheet explains more about the scheme, how it operates, who can apply, and how to make an application.

WHO CAN APPLY FOR A GRANT?

Grants are available to any community or voluntary group **based in Horsforth** or operating a substantial part of their activities in Horsforth.

You must be able to demonstrate that any grant given will be of benefit to the people living within the town and that the benefit is commensurate to the expenditure.

Grants will only be given recognised, bona-fide, non-profit making organisations or groups.

Grants **cannot** be made available to individuals, nor can they be made available to business or profit-making organisations.

WHEN ARE GRANTS AVAILABLE?

Grants are available four times in a financial year; these dates are listed on the application form.

WHEN CAN ORGANISATIONS APPLY?

The dates of the Community and Environment Committee meetings when grants are considered are listed on the application form which is attached to this information sheet. Your application and any other documents requested **must** be received by the Town Clerk no later than **7 working days** before the meeting date for it to be heard at that meeting. The deadline for each meeting is shown on the application form. **Please note your application may not be considered if you do not provide all the documents requested.**

HOW MUCH CAN ORGANISATIONS APPLY FOR?

The Community Grant Scheme is designed to benefit as many groups as possible – and funding is limited.

Generally, grants are awarded for amounts between £100 and £500. On rare occasions, a grant more than £500 may be considered. Any amount more than £500 will be presented to the Finance and General Purposes Committee for its consideration.

WHAT CAN THE MONEY BE USED FOR?

Your organisation can apply for a grant towards any appropriate project, event or the purchase of equipment that will benefit people living in Horsforth.

The Council will **not** consider any grant towards day-to-day running costs such as rents, electricity, telephone charges etc. or towards any staff salaries or wages.

Grants can be awarded as a contribution towards a larger project, although the Council will wish to see evidence that you have access to the balance of the required money before funds are made available.

HOW OFTEN CAN ORGANISATIONS APPLY FOR A GRANT?

With limited funds available for grants, the Council must ensure fairness with the allocation of money to a wide section of the community. The Council's policy is that it will not offer a grant to the same organisation for more than two consecutive years with a gap of at least one year before an organisation can apply again.

ARE ORGANISATIONS GUARANTEED TO BE ACCEPTED FOR A GRANT?

The Council has a limited amount of money available each year and there may be times when this is over-subscribed.

In such instances, the Council will assess each application and may offer an amount less than requested.

In some circumstances your organisation may not be accepted for a grant.

HOW DO I APPLY?

An application form is attached to this information sheet. Electronic copies are also available on the Council's website and by contacting the Council office at admin@horsforthtowncouncil.gov.uk and may be completed electronically.

The lead person from the organisation will be invited to attend the meeting that is to consider the application. There is no obligation to attend but it is an opportunity to present the application in person and to answer any questions that the Committee may have.

If you need any further advice regarding the Community Grant Scheme, or if you require any help completing the application form, please contact the Council office which will be happy to assist you.

FEEDBACK AND USE OF INFORMATION FOR COUNCIL PUBLICITY

Details of successful grant applications, including the amount, name of the organisation and the purpose of the sponsorship, may be published by the Council on its website, social media and in its printed materials. The information will be retained indefinitely by the Council for record keeping purposes.

Successful applicants will be asked to provide the Council with feedback on the outcome of the award expenditure and to give the Council permission to publish photographs and any other information and materials provided by the organisation in its feedback.

Attached: Community Grant Application Form

Office Use Only	
Amount awarded	
Committee & date	



Horsforth Town Council

Grant Application 2025-2026

Please read the Grant Policy before completing this application form.

Date this application was received by the Town Clerk:

Community and Environment Committee meeting dates

5 June 2025
 4 September 2025
 4 December 2025
 5 March 2026

Deadline for application

Monday 26 May 2025
 Monday 25 August 2025
 Monday 24 November 2025
 Monday 23 February 2026

Name of organisation:		
Lead person in the organisation:		
Address:		
Email:		
Contact telephone number:		
Office held by applicant:		
Amount of grant requested:		£
Has Horsforth Town Council given you a grant or sponsorship before?	Yes <input type="checkbox"/>	What years?
	No <input type="checkbox"/>	
If successful, how would you like to be paid? Please complete (a) or (b) below.		
(a) Please pay by cheque payable to:		
(b) Please pay by BACS:	Account name:	
	Sort code:	
	Account number:	

Details of project/events for which the grant is sought:

(Please include details on a separate sheet if necessary).

How would you measure the impact of the project:

Details of funding available from other sources:

(If available, please provide documentary evidence of other funding).

Documents to be included with this application:

Tick box to confirm included

Your application may not be considered if these are not provided. If not available, please explain why.

- Last set of the organisation's audited accounts
- Copy of the organisation's constitution
- Copy of the organisation's public liability insurance for the event(s)

Application process:

Please forward your application to the Town Clerk at the address below. You will be invited to attend the Community and Environment Committee meeting where your application will be considered. There is no obligation to attend but this will give you the opportunity to present your application in person if you wish to do so.

Please return by: See list of scheduled meeting dates and deadlines above.

Declaration		Please tick	
<ul style="list-style-type: none">I confirm that to the best of my knowledge, the information contained in this form and any supporting documentation is complete and accurate.	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none">I agree to details about the project/organisation being entered onto a computer database and held in a manual filing system	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none">I agree to details about the project/organisation being shared with town council officers and town councillors involved in the assessment of the application	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none">I agree to details about the project/organisation being publicised for Town Council publicity purposes and records	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none">I am authorised by the organisation to sign and submit this application on their behalf.	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Signature of Applicant:			
Print Name			
Organisation			
Date			

Please return the completed form and supporting documents to:
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Tel: 0113 258 0988
Email: admin@horsforthtowncouncil.gov.uk

If you have any queries, please contact the office on the above email or one of the following numbers:
Office: 0113 258 0988
Clerk: 07526 567591

Floral Displays Report by the Clerk

The TC has set a budget of £10,000.00 for the floral displays in 2025. This includes installing, planting and dismantling the TC hanging baskets, planting a number of planters, and watering.

Leeds City Council has quoted £3823.06. + Vat to install, plant and dismantle the hanging baskets and TC planters this year but are still no longer able to water them this year due to staffing issues.

The cost for watering the hanging baskets and planters in 2024 was £6992.

I have contacted several landscaping and window cleaning companies to invite them to quote for the work and have received two quotes so far. Any additional quotes received before the meeting will be sent to the Committee.

Quote 1

£5684.80

Quote 2

£6000 + VAT

I have requested quotes for the following:

Horsforth Town Council planters - watering

	Quote
Job 1 - Horsforth Town Council watering of floral displays three times per week, June to September a. Watering of 82 hanging baskets and Jubilee Garden (in front of Brownlee Stone Building), 3 times per week, June to September b. Watering of 3 barrier troughs at Fink Hill, 3 times per week, June to September c. Watering of 2 black planters on Town Street, opposite shops, 3 times per week, June to September d. Watering of 1 planter at junction of King Edward Avenue/Broadgate Lane, 3 times per week, June to September	
Total for HTC floral displays - watering	

Community floral displays (Horsforth in Bloom and Fairtrade) - watering

	Quote
Job 2 - Watering of Horsforth in Bloom planters, once per week, June to September a) 15 planters on New Road Side made up of green planters and including 3 concrete planters and 2 beer barrel containers sited on the pedestrian areas of the roundabout at the junction of the Ring Road and the A65. b) 14 Planters on Town Street 10 brown wooden planters. 2 large black plastic planters (directly opposite Morrisons) c) Jubilee gardens, Town Street, outside the Brownlee/Stone building. d) Jubilee Clock, junction of Hall Lane & Fink Hill, (designated centre of the town) comprising 2 green wooden ground planters and 1 horizontal narrow planter under the Jubilee clock. Jubilee Rose bed. e) Planter within the fence of the Emmanuel Baptist area, Hall Lane/Fink Hill.	

f) Planter of Horsforth Civic Society on pavement of Fink Hill opposite The Green.	
Job 3 - Watering of Fairtrade Town sign planters once per week, June to September	
a) Ring Road coming up from Rodley roundabout.	
b) Ring Road coming from Weetwood and towards Low Lane.	
c) Near to Horsforth Golf Club, Layton Road, Horsforth.	
Total	

Proposal

The Clerk requests councillors to consider and agree the quote provided by LCC for £3823.06 and consider and agree a quote for watering the floral displays.

Item 16.1 Safety of Lithium-ion Batteries Campaign

Email received:

I am the assistant to Lord Foster (hence my email address) and the Parliamentary Advisor to the charity Electrical Safety First (ESF).

ESF and Lord Foster launched this campaign in June last year to ensure the safety of Lithium-ion batteries. The attached transcript of a webinar held by ESF on 30th December outlines the issues and the campaign, which is designed to save lives and cut down on fires and save damage to property. There are four issues

- That e bikes and e scooters and the Lithium-ion batteries used to propel them are subject to independent testing before being marketed. Currently this is not the case.
- That regulation are made to ensure the safe disposal of the batteries. Currently this is not the case resulting in fires in bin lorries and waste disposal sites.
- That charging kits and conversion kits used on the bikes are also safe. Currently regulations do not cover this.
- That online marketplaces through which many goods are sold nowadays are subject to the same safety regulations as high street shops. Currently this is not the case.

This campaign has the support of a large number of organisations (see attached) including the NALC and the SLCC as well as 500 individual local Councils, and we are already discussing this with Ministers – who are not unfriendly. We feel, therefore, that the support of local councils will keep the momentum going and hope you will be able to back this campaign.



Electrical
Safety
First

Lithium-Ion Battery Safety Campaign

For supporters of Electrical Safety First's Campaign

December 11th 2024

electricalsafetyfirst.org.uk

Powering change +
saving lives.

Agenda



Introduction: Lesley Rudd, CEO

Campaign Overview: Wayne Mackay, Head of Policy and Public Affairs

Legislative Next Steps: Westminster PA Team

Q&A

Closing Remarks: Lesley Rudd, CEO

ESF Attendees



Lesley Rudd, CEO



Wayne Mackay, Head of
Policy and Public Affairs



Luke Osbourne, Deputy
Technical Director



Tara Joe, Policy and
Public Affairs Manager



Ron Bailey,
Consultant



Henry Cainen, Policy and
Public Affairs Advisor




Lesley Rudd, CEO

Scott's story

Case study of a devastating e-bike fire

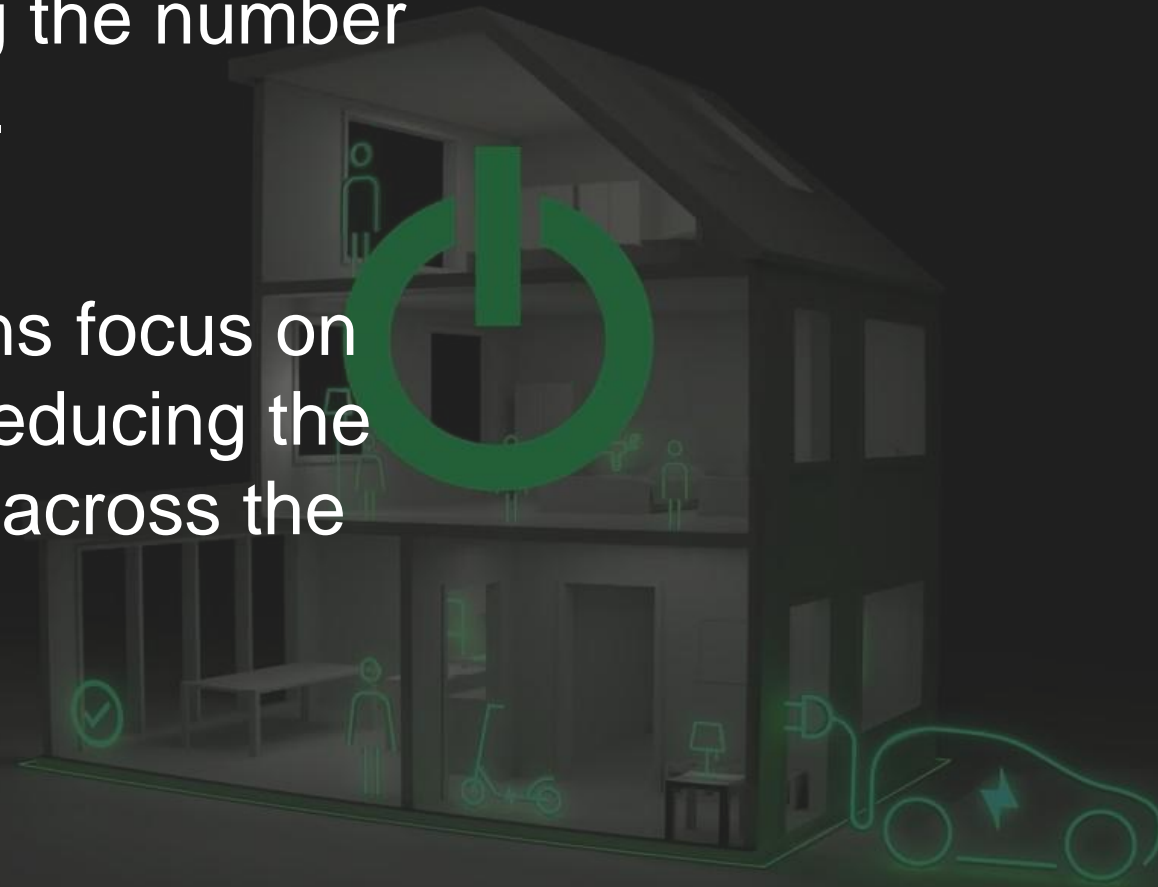




Wayne Mackay, Head of Policy and Public Affairs

Who we are

- The UK charity dedicated to reducing the number of deaths and injuries from electricity.
- Our flagship product safety campaigns focus on **regulating online marketplaces** and reducing the number of **e-bike and e-scooter fires** across the UK.



Campaign Recap

The rise of safety concerns

Over

15

Deaths
reported since
2020

180

Constituencies
have reported
fires

3

Coroner's
inquiries urging
Government
action

TIMELINE

RESEARCH

ESF's Technical experts commenced research, testing and review of issues

ESF BILL

- Developed legislative asks with NFCC & LFB support
- Private Member's Bill in Commons & Lords
- Nearly 100 national supporters

2022

Early
2023

Summer
2023

2024

2025

PARTNER INSIGHTS

Reports of increases in fires by London Fire Brigade and other FRSS

CAMPAIGN LAUNCHED

Extensive media, social and public affairs activities launched

PRaM BILL

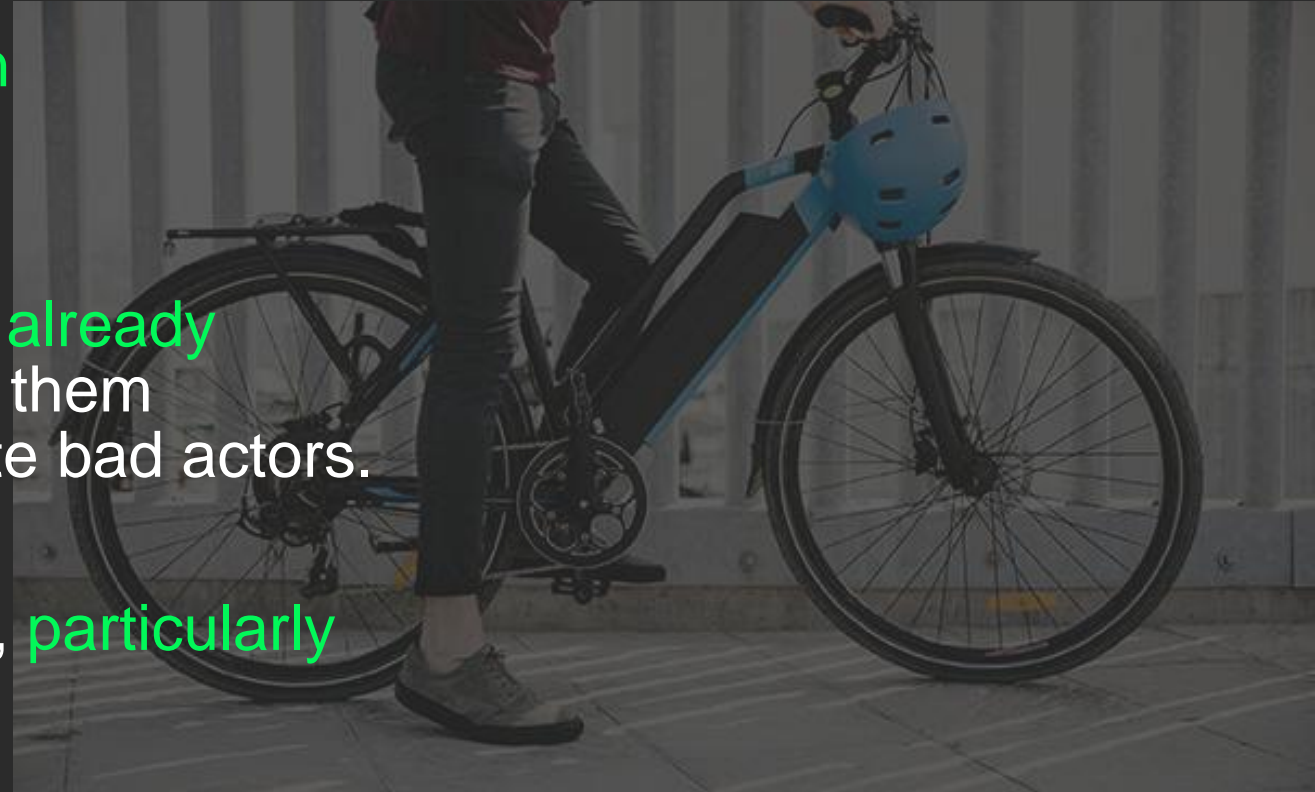
Seek amendments to legislation & assurances on secondary regulations

+

Regulatory solutions

1

- Require third-party certification before sale.
- Most reputable manufacturers already follow these practices; making them mandatory would help eliminate bad actors.
- Enhances enforcement efforts, particularly on online marketplaces.



Regulatory solutions

2

- Supply disposal guidance and chemical information with each sale.
- Reduce fire risks by minimising improper battery disposal.
- Improve medical response to chemical exposure after thermal runaway.



Regulatory solutions

3

- Government standard for e-bike conversion kits. **There is currently not one.**
- Measures to ensure safer charging.



4...?

Risks of unregulated online marketplaces



85%

of survey
respondents trusted
the safety of
products on OMPs

60

listings of e-bike and
e-scooter chargers
from third party
sellers on OMPs were
found to be illegal

Delivery riders

44%

purchased
aftermarket
chargers from
OMPs

55%

purchased
conversion kits
from an OMP

59%

use more than
one battery on
their e-bike

Disproportionately impacts on low-income
workers in high-density housing

Online Marketplaces



- Duties on Online Marketplaces
 - Redress Responsibilities
 - Scrutiny



Westminster Public Affairs Team

Campaign support

- Nearly **100** national organisations
- + **500** parish and local councils



Political support

In parliament



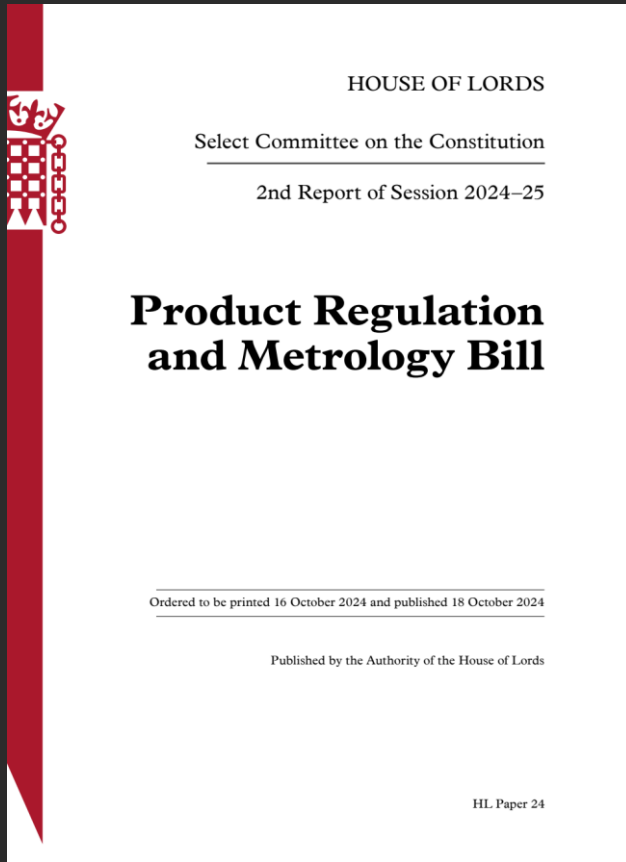
WE SUPPORT
A BILL THAT CAN
SAVE LIVES.



The call for tighter regulation is urgent and the Government must introduce third-party certification to improve the safety of e-bikes, e-scooters, and their batteries.

Next steps

Product Regulation and Metrology Bill



- **Strengthen this legislation** to address the scale of e-bike and e-scooter battery safety issues, and better regulate online marketplaces
- **Collaborate with coalition partners**, Peers, and MPs to amend the Bill in both the Lords and Commons.
- Ensure the secondary regulations are developed with a **focus on consumer protection, safety, and thorough stakeholder consultation**.

A busy 2025!

- All of this results in a **very busy upcoming 2025.**
- We will **need all your help** and support to get our campaign commitments across the line in the Product Regulation & Metrology Bill, and subsequent secondary legislation.



Q&A



Lesley Rudd, CEO



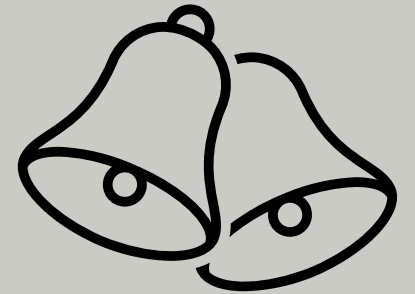
Thank you, Happy Christmas!

Electrical Safety First is the UK charity dedicated to reducing fires, deaths, and injuries caused by electricity. Recognised as the leading technical authority on home electrical safety, we campaign on behalf of consumers and work with policy makers and stakeholders to improve electrical safety regulation and reduce electrical risk.

electricalsafetyfirst.org.uk

Electrical Safety First
45 Great Guildford Street
London
SE1 0ES

Email: enquiries@electricalsafetyfirst.org.uk



**LEEDS CITY COUNCIL
(OFF-STREET PARKING PLACES)
ORDER 2025
FINK HILL CAR PARK; HORSFORTH**

Leeds City Council intends to make the above Order under the powers contained in Sections 1, 2, 32, 33 and 35 of the Road Traffic Regulation Act 1984 (“the 1984 Act”) and in pursuance of the powers contained in Section 73 and Schedule 7 of the Traffic Management Act 2004 and of all other powers so enabling

The effect of the Order would be to introduce the following the parking charges listed below.

Car park	Operational hours	Maximum period for which vehicles may wait	Charges
Fink Hill Car Park; Horsforth The whole extent of the car park shown in drawing no. PPO2	Monday – Saturday 8am – 6pm	23 hours	Up to 1 hour free. Up to 2 hours £1.15 Up to 3 hours £1.65 Up to 4 hours £2.15 Up to 5 hours £2.65 Up to 6 hours £3.15 Up to 10 hours £3.65 Weekly ticket £12.15 No charge for Disabled Persons Badge Holders or Motor Cycles

The classes of vehicles eligible to park within the above car parks are; all Motor Vehicles (not having a trailer attached) the weight of which does not exceed 3.5 tonnes maximum gross weight); mobility vehicles and motor cycles.

Full details of the proposals including a plan showing the affected area of car park, and the Statement of Reasons for the Order are available on request by e-mailing the address below.

If you wish to object to, or make any representations concerning the proposed Order, you should write to Parking Services, Leeds City Council, P.O. Box 139, Leeds LS9 1AA; or e-mail districtcarparks@leeds.gov.uk specifying the grounds on which your objection or representation is made, by no later than Friday 14 March 2025.

Dated this 14 day of February 2025

Leeds City Council
Civic Hall,
Leeds,
LS1 1UR