



## **Horsforth Town Council**

The Stables  
2 Church Road  
Horsforth  
Leeds  
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**

**Thursday 5th June 2025**

#### **AGENDA PACK**

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



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### 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*

DRAFT



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### Community and Environment Committee Extraordinary Meeting Minutes

Thursday 13<sup>th</sup> May 2025 at 7pm

Horsforth Museum, 5 The Green, Horsforth, LS18 5JB

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

E Bromley, S Dowling (substitute), M. Fletcher, G Garvani (substitute), C. Gillinder, T Stones

**In attendance:** B. Crabtree, Clerk

#### **CE/24.74 Introduction from Chair**

Cllr Cousins welcomed all to the meeting.

#### **CE/24.75 To accept apologies and the reason for absence**

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

#### **CE/24.76 Declaration of Disclosable Pecuniary and other Interests**

None declared.

#### **CE/24.77 To consider questions and comments from members of the public at the Chairman's discretion**

No members of public were present.

#### **CE/24.78 Grant/Sponsorship**

##### **24.78.1 To review the Grant and Sponsorship Policy and agree any action**

**Resolved** to recommend to Full Council an amendment to the Grant and Sponsorship Policy, stating that funds awarded will not be released until the Town Council has received copies of the invoices from the organisation applying for the grant. This measure is intended to promote transparency and ensure that the Council only funds the actual costs incurred by the group for the approved project. Additionally, it was agreed that the application form will be updated to include an additional question asking whether the organisation is a subsidiary or secondary organisation of another body.

#### **CE/24.79 To consider matters requested by Councillors/Clerk and agree any necessary action:**

##### **24.79.1 To consider and agree on an increase to the festive lights budget, and to determine which budget heading the funds should be transferred from**

It was noted that the cost of festive lights has increased, and councillors considered various ways to reduce expenditure.

**Resolved** to discontinue the order of the star decorations installed at the Museum, enquire whether a local pub would be willing to contribute funding towards one of the Christmas trees and transfer £1,000 from the Horsforth Matters budget.

#### **CE/24.80 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 7.23pm

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

## Grant and Sponsorship Application – summary

<b>Organisation</b>	The Grove Methodist Church
<b>Is this a recurring event?</b>	No
<b>Amount requested</b>	£500.00
<b>Previous grants/sponsorship awarded by HTC</b>	N/A
<b>Last set of audited accounts</b>	Yes – Available at meeting
<b>Constitution</b>	Yes
<b>Is the organisation a subsidiary or secondary organisation of another body?</b>	The Grove Methodist Church belongs to the Methodist Church UK and not an independent or franchised organisation. <a href="https://www.methodist.org.uk/">https://www.methodist.org.uk/</a>
<b>Public liability insurance Amount and period of cover</b>	£5 million public liability Renewal date March 2026 Available to view in the office
<b>Details of funding from other sources</b>	<ol style="list-style-type: none"> <li>1. Attached is The Grove Methodist Church latest audited statement of accounts.</li> <li>2. A statement from The Trustees for Methodist Church Purposes including a bequest of £30,000</li> <li>3. So far the Grove have raised £9,000 through fund raising activities, and continue to work towards reaching £20,000 through activities and grant applications.</li> <li>4. We are in the process of applying for grant support from the Leeds South and West Methodist Circuit for £30,000 and £15,999 from the Methodist District, which we expect to receive shortly.</li> </ol>
<b>How will they measure the impact of the project</b>	<p><b>Impact</b></p> <p><b>Roof Repairs</b> The repaired kitchen roof will ensure constant access to a safe and healthy environment. The other flat roof repairs will result in us no longer asking groups to cancel at short notice due to flooding thus preventing a sense of loss and frustration in the community. It will enable group leaders to plan continuous meetings and schedule speakers etc which was not possible in the past. We will regain our reputation for being a safe, reliable and local facility for all the community. We will create feedback forms to measure the reactions from many of the various groups who use our halls e.g. Pre school Tots and Tykes group / Parkinsons Disease Exercise Group / Dementia group / Scouts</p> <p><b>Improved carbon footprint</b> The introduction of solar panels and battery storage will reduce our energy consumption and improve our carbon footprint. We will monitor our energy consumption and carbon footprint before and after the project and on an annual basis afterwards to ensure that this outcome is maintained. This will be overseen through our Property Committee.</p> <p><b>Service to the local community of Horsforth</b></p>



## Grant and Sponsorship Application – summary

	Service to the local community of Horsforth is part of our long term mission plan, which is managed through our church leadership team.
<b>Committee/Council meeting date</b>	05.06.2025

se include details on a separate sheet if necessary).

The Grove Centre is a series of church halls and rooms that are linked to the 19<sup>th</sup> century church building at The Grove Methodist Church. It is therefore within the curtilage of a grade 2 listed building and subject to the same protection as the listed building. The Centre was built around 20 years ago and was constructed with a series of pitched roofs covered with concrete tiles, as well as a number of flat roofs with a felt covering.

Over the last few years the flat roofs have had growing and significant problems with regards to ponding of water on the surface of the roof and water leaks down into the rooms below. The situation worsened dramatically after the excessive rainfall we all experienced last year to the point where the kitchen floor and worktops were flooded and the Activity Room bookings were cancelled. The rooms in the Centre are in constant use by the community but because of the leaks there has been a consequent knock on negative impact on both our mission to serve the community of Horsforth and the church's income.

After effecting a number of repairs over the last few years it has become clear that we need to replace the flat sections of the roof with a long term and robust solution.

At the same time it was felt that this was an ideal opportunity to improve the carbon footprint and energy sustainability of the Centre by adding solar panels to the pitched area of the roof.

It is not possible to give an accurate record of group numbers who attend the Centre but you will be able to gauge an idea from the attached document which shows the volume of bookings and the extent to which the rooms in The Grove Centre is used by the local community.

The areas in desperate need of re-roofing are: The Toilet and Corridor, The activity Room, The Main Kitchen, and replacing the coping stones.

As a Methodist Church we are bound by the National Constitution. I have therefore included the Grove Mission Statement for Horsforth together with the Annual Report all of which outlines our Calling, Vision, Mission, Activities and Key Priorities for the future. (Note from Clerk: This will be available at the meeting)



## **Item 14.1 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 11<sup>th</sup> 2024

[electricalsafetyfirst.org.uk](https://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



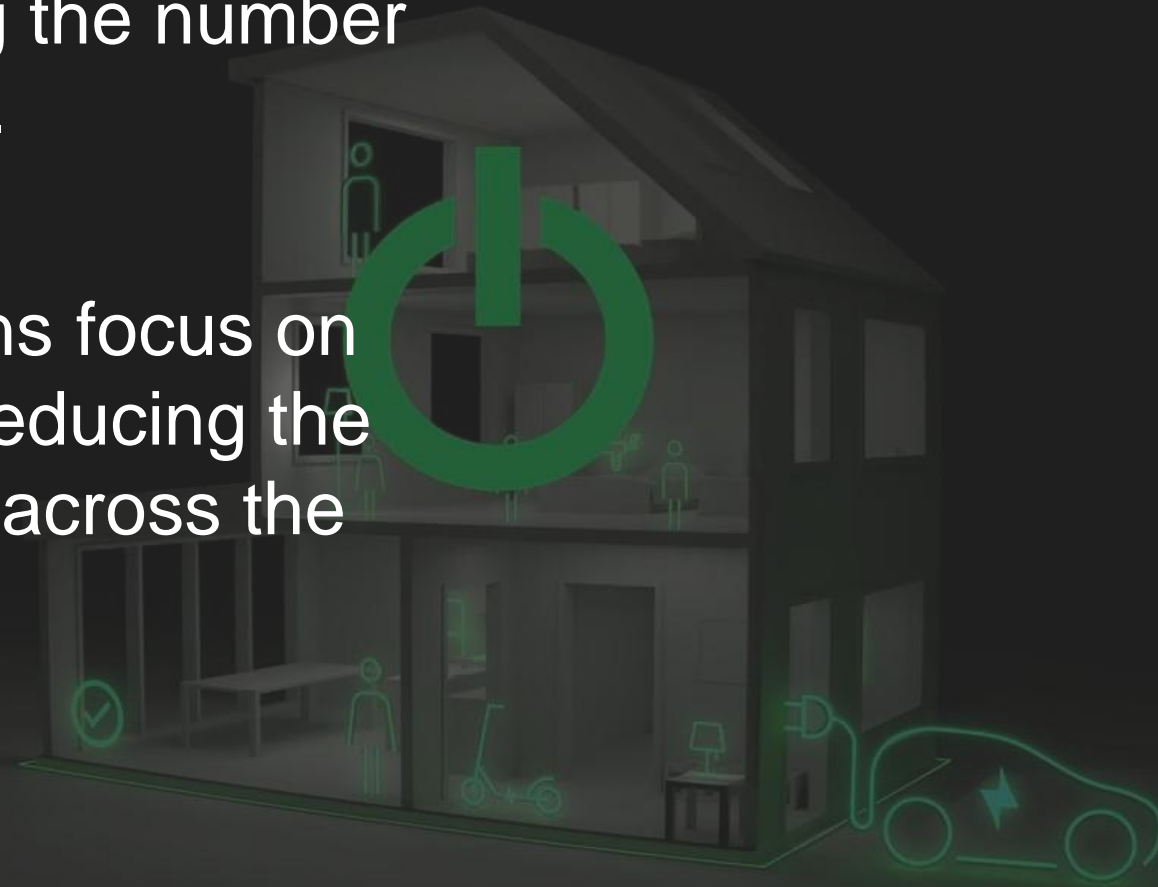


# Wayne Mackay, Head of Policy and Public Affairs



# 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

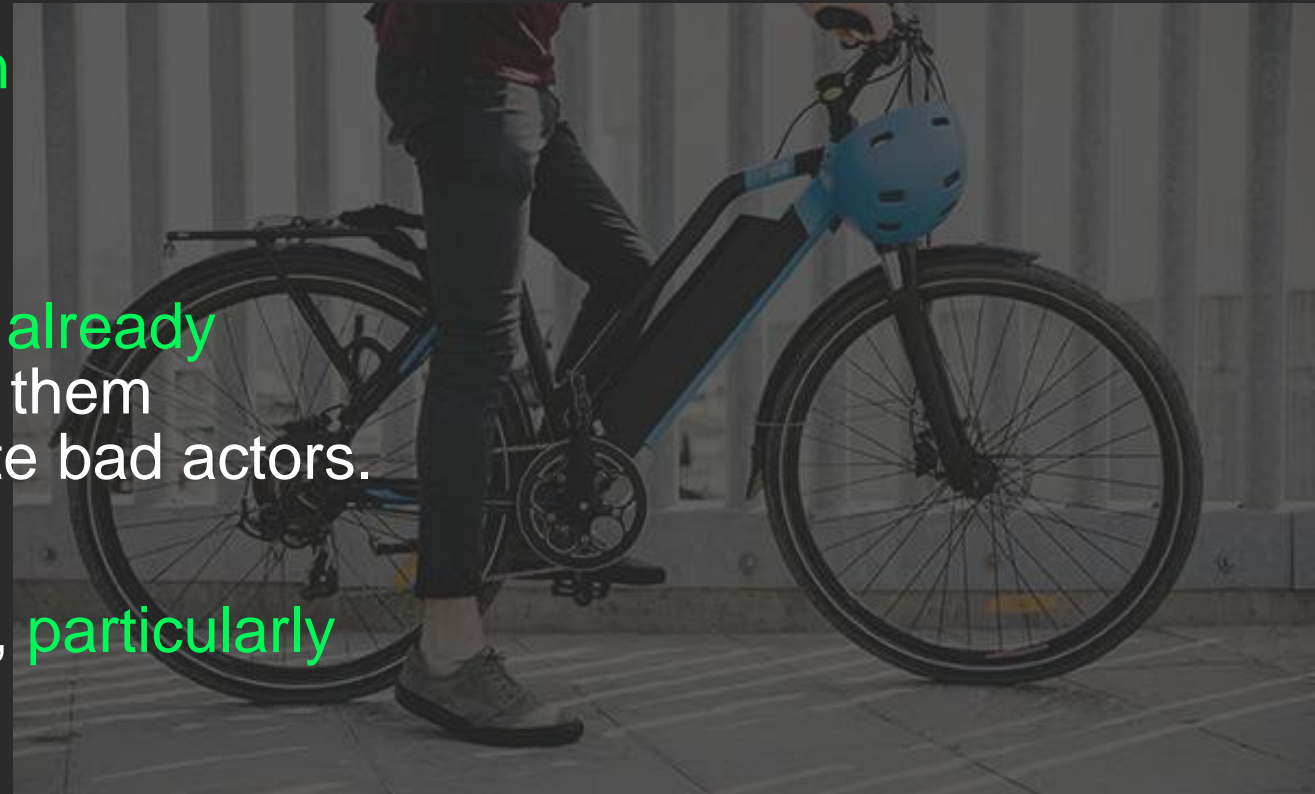
Seek amendments to legislation & assurances on secondary regulations

+

# 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.



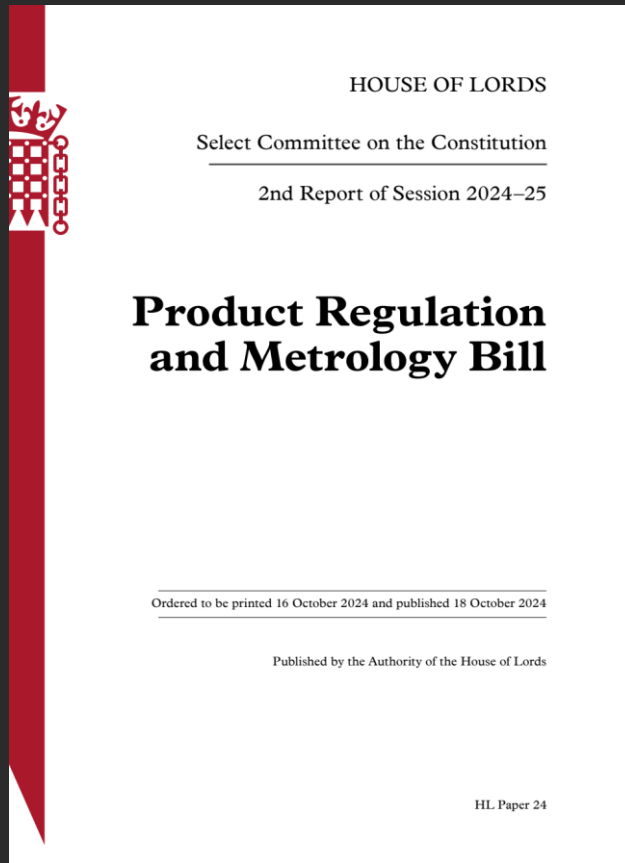
The call for tighter regulation is urgent and the Government must introduce third-party certification to improve the safety of e-bikes, e-scooters, and their batteries.





# 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](https://electricalsafetyfirst.org.uk)**

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