



## **Horsforth Town Council**

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### **Community and Environment Committee**

**Thursday 4<sup>th</sup> December 2025**

#### **AGENDA PACK**

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



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### Community and Environment Committee Meeting Minutes Thursday 4<sup>th</sup> September 2025 at 7pm Horsforth Museum, 5 The Green, Horsforth, LS18 5JB

**Present: In Chair** – Cllr Fletcher (Appointed Chair of meeting)

M. Fletcher, G. Garvani, J. Garvani, C. Gillinder, A. Goulden, E. Hyndes, R. Jones

**In attendance:** B. Crabtree – Clerk, Cllr Bromley

#### **CE/25.18 Introduction from Chair**

In the absence of Cllr Cousins and Cllr Dowling, Cllr Fletcher was appointed Chair of the meeting and welcomed all present.

#### **CE/25.19 To accept apologies and the reason for absence**

Apologies were received from Cllr Cousins, Cllr Richards, Cllr Dowling, Cllr Gains, Cllr Wishart and reasons were approved. It was noted that Cllr J Garvani, Cllr G Garvani, Cllr Jones and Cllr Goulden were in attendance as substitutes.

#### **CE/25.20 Declaration of Disclosable Pecuniary and other Interests**

Cllr Goulden and Cllr Gillinder declared an interest in Item CE/25.24.

#### **CE/25.21 To consider questions and comments from members of the public at the Chairman's discretion**

Cllr Bromley was in attendance to give an update about the floral displays. See Item CE/25.28.

#### **CE/25.22 To approve the minutes of the Community and Environment Committee meeting held on 5<sup>th</sup> June 2025**

**Resolved** to approve the minutes of the meeting held on 5<sup>th</sup> June 2025 as a true and accurate record.

#### **CE/25.23 Grant/Sponsorship**

##### **25.23.1 To receive feedback from previous applications/sponsorship**

The Clerk provided feedback received from The Grove Methodist Church.

##### **25.23.2 To consider grant and sponsorship applications received**

**Resolved** to grant £500 to Walk of Art towards a community event being held in February 2026.

#### **CE/25.24 The Heart of Horsforth Awards Scheme**

The nominations for the Heart of Horsforth Awards Scheme were considered and the winners were confirmed.

#### **CE/25.25 Events**

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

##### **25.25.1 Annual Event**

Cllr Gillinder reported that arrangements are in place for the Town Council's stall at the Green Festival on 21st September 2025. The saplings will be planted by Cllr Hyndes, the Council's Peace Champion, and Richard Outram, Secretary of UK/Ireland Mayors for Peace, will be in attendance.

The stall will include information on the Neighbourhood Plan and the maintenance of green spaces, details of the litter picks, and a residents' survey on the floral displays in Horsforth. It was agreed that a press release will be issued prior to the event regarding the sapling planting.

**Resolved** to approve the first aid quote for £685 (R. Service and Christmas Event), stage (R. Service) for £363.90 and waive the requirement to seek three quotes.

#### **25.25.2 Christmas Event**

It was noted that the working group is due to meet on 8<sup>th</sup> September 2025.

**Resolved** to approve the road closure quote for £1675 and waive the requirement to seek three quotes.

#### **CE/25.26 Editorial Working Group**

The Working Group is due to meet on 8th September 2025, and it was suggested that the next edition of Horsforth Matters include articles on upcoming events, an update on the Green Festival, information on No. 3 Green, and updates from the Council of Sanctuary.

#### **CE/25.27 Council of Sanctuary Working Group**

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

##### **25.27.1 To consider and agree on the publication of testimonies and other relevant information relating to Horsforth Town of Sanctuary and the work of the Council of Sanctuary Working Group**

**Resolved** to publish the information with a trigger warning. It was further **resolved** that Cllr Gillinder be authorised to arrange for volunteers to carry out work in Hall Park on behalf of the Town Council, in liaison with the relevant community groups.

#### **CE/25.28 Floral displays and Jubilee Garden**

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

##### **25.28.1 To receive an update about the meeting with stakeholders regarding the Biodiversity Policy and the floral displays**

Cllr Bromley reported that she and Cllr Gains had met with representatives from Horsforth in Bloom and Horsforth Climate Action to share ideas and examples of good practice in sustainable and impactful planting, both from elsewhere and from Horsforth in Bloom's existing work. Suggestions included the use of larger ground-level planters with perennial plants and bulbs, which require less watering.

They have also spoken to businesses on New Road Side, who have expressed interest in being involved. Horsforth in Bloom plan to create an exemplar bed to demonstrate how hanging baskets could be reduced or replaced without diminishing the attractiveness of shopping areas. Consideration is being given to the size and layout of shopping frontages, as some spaces are smaller. The plan is to consult with residents and hold conversations at the Green Festival.

#### **CE/25.29 Litter**

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

##### **25.29.1 To receive an update about the Litter Picks taking place in October**

Cllr Gillinder reported that she is liaising with P. Pinn and the Admin Assistant to organise the litter picks taking place each Sunday in October across all Wards.

#### **CE/25.30 To consider matters requested by Councillors/Clerk and agree any necessary action:**

##### **25.30.1 To receive an update about the community actions stated in the Neighbourhood Plan.**

There was no update and Cllr Goulden reported that the actions need to be monitored on an ongoing basis to ensure progress and alignment with the Council's objectives.

#### **CE/25.31 Items for future agenda**

No items requested.

#### **CE/25.32 Matters for information**

No further matters were raised.

#### **CE/25.33 Date of the next Meeting**

**Next meeting of the Committee: 4<sup>th</sup> December 2025**

**Deadline for agenda items: 24<sup>th</sup> November 2025**

The meeting dates were noted.

Meeting closed at 8.13pm.

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

DRAFT

## Grant and Sponsorship Application – summary

<b>Organisation</b>	13th Horsforth Saint Margarets Guides
<b>Is this a recurring event?</b>	No
<b>Amount requested</b>	£300.00
<b>Previous grants/sponsorship awarded by HTC</b>	N/A
<b>Last set of audited accounts</b>	Yes – Available at meeting
<b>Constitution</b>	13th Horsforth Guides is exempt from registering as a charity in accordance with the Charities Act 2011 by virtue of the Charities (Exception of Certain Charities for Boy Scouts and Girl Guides from Registration) Regulations, 1961 (SI 1961 No. 1044). We do not therefore have a constitution of our own as we are not required to. We are however part of girlguiding which has a royal charter available <a href="#">via this link</a> .
<b>Is the organisation a subsidiary or secondary organisation of another body?</b>	Yes, we are part of Girlguiding / The Guide Association registered charity number 306016, 17-19 Buckingham Palace Road, LONDON, SW1W 0PT
<b>Public liability insurance Amount and period of cover</b>	We are covered by the national Girlguiding insurance policy, you can read more about this <a href="#">via this link which explains our insurance cover</a> and <a href="#">via this link which explains that insurance covers events</a> .
<b>Details of funding from other sources</b>	Our only other source of funding is money from unit funds which we raise from parents and directly from parents.
<b>How will they measure the impact of the project</b>	<p>The number of young people who attend the event (we could provide you with this information).</p> <p>The feedback from those young people about whether they enjoyed the event (we would be happy to ask young people to complete a survey and send their anonymised responses).</p> <p>The unit's ability to attract and retain volunteers. This is difficult to measure but we would be happy to complete a survey.</p> <p>Anonymised photos of Guides having an amazing time at the event which we could share.</p>
<b>Committee/Council meeting date</b>	04.12.2025
<p>We are a local charity who give girls in Horsforth between the ages of 10 and 13 a safe place to be themselves, have adventures and develop life skills. We are able to offer low membership costs and provide opportunities to families who would not otherwise be able to afford after school clubs and activities because we are run by a team of unpaid volunteers. Our volunteers dedicate their own time and often their own money to running the unit.</p>	

## Grant and Sponsorship Application – summary

Part of Girlguiding's mission is letting girls develop independence and have adventures on residential events. Leeds County Camp will be a three night event in May 2026 where Girlguiding Leeds will create a completely secure environment where girls can safely run free and choose between adventurous activities such as axe throwing, zip lining and rock climbing.

We need a team of volunteers to supervise young people at this event and we currently have four adult volunteers and one young leader interested.

The cost for volunteers to attend this event is £60. The cost for Guides to attend is £115.

We do not want to pass the cost of volunteer tickets on to parents in order to make this event affordable and include as many young people as possible.

We also do not want to pass the cost of attendance on to volunteers. Volunteers will not be able to take part in any of the above activities and we do not feel volunteers should have to pay to volunteer. Three of our volunteers are young people themselves, two are in full time education and one has just started her first job so the cost of the event could be prohibitive for them. Without a full team of volunteers we cannot attend the event.

We are therefore applying to cover the costs of sending five volunteers to the event at a cost of £60 each which is £300 in total.

Grants and Sponsorship  
Updated:

2025-26  
25.11.2025

Combined budget	2,000.00
Total awarded to date	1,000.00
Balance available	1,000.00

Organisation	Details	Grants		Sponsorship		Awarding committee	Date of decision	Date Paid	Notes	Info on website?	Feedback received	Photo on website
		Amount requested	Amount awarded	Amount requested	Amount awarded							
The Grove Methodist Church	New Roof	500.00	500.00			C&E	05.06.2025	19.09.2025		Yes	yes	Yes
Walk of Art	Event	500.00	500.00			C&E	04.09.2025	Event is in 2026				
13th Horsforth Saint Margarets Guides	Volunteers for event	300.00										
	Totals	1,300.00	1,000.00									

New applications are shown in red - to be decided

**PLEASE NOTE -**

Any funding over £500 will need to be deferred to the next F&GP Committee meeting



# GREEN FESTIVAL REPORT

## Horsforth Climate Action



## Contents

Overview .....	2
Attendance and Engagement .....	3
Activity stalls and food stalls .....	3
Diesel / Petrol Generators .....	5
Headdress Parade .....	6
Mindfulness activities in the Japanese Garden .....	6
Music and Bands .....	7
Spoken Word .....	8
Litter and impact on the park .....	8
Takeaways .....	9
Successes .....	9
Lessons learned .....	11
Articles .....	13
Appendices .....	14
Appendix 1 .....	14

## Overview

The first Horsforth Climate Action (HCA) Green Festival was organised to coincide with the end of three years of Lottery funding provided by Climate Action Leeds. The aims of the day were:

- To celebrate the achievements of HCA
- To promote HCA and raise awareness of the work we have done
- To demonstrate that we are a friendly, approachable, local organisation that people feel happy to engage with in the future
- To involve local businesses and organisations
- To reach as many people in the local community as possible
- To provide an opportunity to speak with, seek ideas and opinions from the local community on our future and to take the community with us on our journey
- To provide a green, free, accessible, fun filled family friendly day for all

The event was originally planned for Drury Fields but after conversations with Horsforth Town Council (HTC) and the Horsforth Town Team it was agreed that it would be held in Horsforth Hall Park.

The event took place on Sunday 21<sup>st</sup> September 2025 from 11:30am – 3:30pm. There were 3 music areas, a mindfulness activity in the Japanese Garden, Play Anywhere Play Carts for families with children, 5 food stalls, and over 40 groups, associations, produce and information stalls, which were predominantly local nature groups who provided information and activities for families to get involved in.

The event was a success, attracting local people from across Horsforth, some of whom had not previously engaged with HCA. Feedback for the event was overwhelmingly positive with many people asking if the event would be running again next year.



# Attendance and Engagement

## Activity stalls and food stalls

As the event was un-ticketed and open to all, it is hard to make an accurate count of how many people attended, but we would estimate somewhere between 1,500 – 2,000. This is based on the following feedback and observations.

The feedback from the stall holders and food producers was positive. The feedback sheets indicated that there had been approximately 1,814 visitors to the stalls and food outlets. These are not necessarily unique visits as people will have visited more than one stall. One stall holder noted that they had more than 500 visitors and other had more than 200 visitors.

The feedback noted that:

*“I have done well on my sales”*

*“I was busy all day”*

*“I think it is the start of annual event! (if you aren't all too exhausted) A brilliant first Horsforth Green Festival. And even though you were putting on a whole event, organisers were still really helpful and welcoming, thank you!”*

There were constant queues at most of the food stalls, and all but one of the stalls sold out.

There were also queues at some of the nature stalls that had activities for families to get involved in e.g. Owl pellet examination at Rodley Nature Reserve, Smoothie bike and Leeds Urban Harvests' juicing.

The Walk of Art activity stall was constantly busy, and the organisers used up all of the materials they brought with them. The Orchestra of objects and the Playful anywhere Play carts were busy all day with groups and families. When the festival finished it was hard to pack up the play carts as families were still playing with them, finishing off ball games and using up the bubble mixture.





Leeds Urban Harvest - Apple Juicing

The repair café carried out 15 repairs, and the bike fix repaired 18 bikes. The secure bike parking located next to the bike fix was in constant use all day.



Horsforth Repair Cafe Pop up



Pop Up Secure Bike Parking

Full listing and carbon data below:

Results Summary (All data from [Farnham Repair Café carbon calculator](#))

<b>Emission saving (kg CO<sub>2</sub>e):</b>	-2792.6
Replacement product savings (kg CO <sub>2</sub> e):	-3,371.70
Product displacement loss (kg CO <sub>2</sub> e):	384.4
Repair Related emissions	194.7
Landfill & Recyclable saving (kg est.)	-326.3
Number of successful repairs	33

## Types of Repairs

Bicycles	18
Tab/ Ph / Comps	1
Electricals	8
Mechanical	5
Cloth / Textiles	1
Furniture	0
Jewellery	0

The carbon saved is the equivalent of flying 17,028 miles.

## Diesel / Petrol Generators

In addition to this, no diesel or petrol generators were permitted for power production at the festival. It is hard to estimate the carbon saving from this, but Table 1 below shows the estimation of fuels consumption and carbon footprints of diesel generators based on their size and efficiency.

Obviously, any savings would have to be calculated on the number of generators on site, their size, efficiency, and time running.

The other benefit from this was the lack of noise and smell by not allowing generators on site.

TABLE I. ESTIMATION OF FUEL CONSUMPTION AND CARBON FOOTPRINTS  
FROM DIESEL GENERATORS

Rated Power of Diesel Generator (kW)	Efficiency of Diesel Generator	Fuel Consumption		Carbon Footprint in terms of CO <sub>2</sub> Emissions	
		(liters/day)	liters/kWh	(kg/day)	(kg/kWh)
2.0	0.52	2.56	0.42	7.67	1.22
3.0	0.35	3.06	0.49	9.18	1.46
4.0	0.26	3.57	0.57	10.70	1.70
5.0	0.21	4.07	0.65	12.21	1.94

Ref: A. Q. Jakhrani, A. R. H. Rigit, A. -K. Othman, S. R. Samo and S. A. Kamboh,  
"Estimation of carbon footprints from diesel generator emissions," *2012 International Conference on Green and Ubiquitous Technology*, Bandung, Indonesia, 2012, pp. 78-81,  
doi: 10.1109/GUT.2012.6344193.



## Headdress Parade

The headdress parade had over 20 people take part. Several workshops had also been run at two local businesses [Hoc Loco](#) and [stocked.](#) to create the headdresses, and it had been promoted in local schools and uniformed organisations. The headdresses were left in a central location by the bandstand in the park for the remainder of the festival after the parade, and were worn and played with by children throughout the day.

It is hoped that the headdresses can be reused / recycled in some way at a local lantern parade later in the year.



## Mindfulness activities in the Japanese Garden

The organisation running the Yoga sessions made the sessions pre-bookable via their website. The first session was fully booked in advance of the event, the second session although not fully booked prior to the event ended up being oversubscribed.

Quote:

*“Yoga in the Japanese garden, great music, friendly atmosphere”*

The Sound Bath wasn't pre-bookable but was very well attended by both adults and families.

Quote:

*“This was so thoroughly enjoyable. I especially loved the soft guitar complementing the gong / bowls”* (Attendee)

*“Loved it what a great spot and we were so lucky with the sunshine” (Attendee)*

*“We were observing this, and it looked so relaxing! Is this a regular venue as it was so nice seeing the gardens multi usage emanating a chilled vibe!”*



*22 attendees at the second sound bath*

Both organisers reported that they had been really impressed with the event – location, attendance and interest in the facilities and sessions they had on offer.

*“Thank you for having me. the weather stayed good for us and the feedback has been amazing.” (Organiser of Sound Bath)*

## Music and Bands

There were three music areas, one in the main bandstand at the centre of the festival, one located near some of the stalls at the outer perimeter of the festival and the Orchestra of Objects at the other side of the park.

Power for the outer stage was produced by Cycle Power [from Roadblock Sound System](#). Carbon neutral production again eliminating the need for diesel / petrol generation.

Audiences for the performances were constant with all performances having an audience and a positive response from those watching.

The groups involved were also impressed with the event:

*“We loved being part of today, thank you for organising such a lovely event and thank you everyone for looking after the bands so well” (LS18 Rocks)*

*“It was a real pleasure to be involved. Hopefully we can do it again in future!” (Horsforth Music Centre)*



*LS18 Rocks*



*Choir from Horsforth Music Centre*



*Love Pop Choir*

## Spoken Word

Climate poetry created during a workshop held prior to the festival by [Brave Words](#) at [Horsforth School](#) was also recited by Key Stage 3 students from Horsforth School.

A candidate for Leeds Children's Mayor also took the opportunity to attend and share their Manifesto.

## Litter and impact on the park

All stalls were asked not to bring single use plastic, and no diesel or petrol generators were allowed. Plastic and waste guidelines were also provided for all stall holders (see Appendix 1)

Recycling bins and general waste bins were located around the festival and volunteers were allocated litter picking slots.

All stalls were asked to take their rubbish home with them, and we had a composting facility for food waste provided by Plate2Plate composting.

So little litter was dropped that we didn't need the volunteer litter pickers. The recycling bins were used appropriately, and no litter picking was required at the end of the festival.



*“Excellent waste management”* (Feedback from one stall holder)

Car access to the park was kept to the minimum, the majority of people drove on for setup and take down, people were encouraged to park in the car parks and used trolleys to bring items onto the park. We didn’t receive any negative feedback from LCC parks after the event.

## Takeaways

### Successes

The event achieved its aims of being a great opportunity to celebrate the achievements of HCA. It proved to be a family friendly event with lots of free fun activities for people to get involved in.

We had success in involving local businesses, these included hosting events and workshops prior to the festival as well as inviting local businesses to have stalls and food outlets at the event.

It also built on existing relationships with local community groups, such as Friends of Horsforth Hall Park and Horsforth Town of Sanctuary. In addition, it helped to foster new relationships with groups with a similar outlook.

The event coincided with a celebration tree planting event hosted by the Town Council, which was a positive activity to support as part of the festival.



*Tree planting by HTC*

There were only 3 stalls selling goods, all of whom were local, and no tombolas. These types of stalls are regularly seen at community events in Horsforth the past, despite this

no negative comments were received, and their omission/ limitation did not appear to impact people's enjoyment.

The event was really well attended, and we reached people who hadn't been to other HCA events and may have been unaware of HCA and the work we do.

Comments included:

*"Amazing event! Such a friendly atmosphere, and so many interesting stands and fun activities. Hope you do this again thank you!!"*

*"An excellent event. Great stalls, great choir"*

*"The sun shone, excellent community event"*

*"This was brilliant, thank you so much to HCA and everyone who must have spent a huge amount of time organising this"*

*"Thanks very much. Everyone I've spoken to has said what a lovely day it was and the 'vibe' (to use modern parlance!) was really community-focused and positive."* (Local business owner)

*"This is Horsforth at its best. Real people with real climate concerns that at the heart of it. HCA has put feelers out for all sorts of groups everyone has turned up real people with real concerns for the environment it's fantastic I've been here 70 years wonderful people wonderful atmosphere and real people"*

*"The sun is shining on the festival because it's so great. This is amazing this is the best thing we have ever had in Horsforth there have been financial things before where they want all your money ..... This has brought everyone together and is the best thing."*

*"Aw it was just fantastic! I loved many elements - the endorsement of emerging talents and the up and coming environmental focuses such as the up cycle by sustainable fashion."*

*Completely free children's activities.....I loved how much of a mixture of art / music / play there was - curating culture with the wellbeing element, making full use of being in nature"* (Local Town and City Councillor)

*"I have been in Leeds a month now, I haven't been to see many places. Get to see new people and meet new people it has been very good and very nice"* (Volunteer from Leeds Town of Sanctuary)

## Lessons learned

- There is clear feedback that we would have benefited from providing some Portaloos.
- There was also a gap in food provision for hot drinks. The Cricket Club, located in the park, were serving hot drinks but seemed less popular as they weren't in the centre of the festival. We did have a possible drink supplier, but this was changed late in planning stage as they needed to concentrate on the other sessions they were providing. One stall did have a flask for hot drinks, but this did not seem as popular as a dedicated Coffee stall offering a variety of coffee drinks. We had identified a company that were able to provide a good variety of hot drinks using solar power, but it was too late to organise and we also had concerns about costs. If we do organise a bespoke hot drink provided we will need to think about the environmental implications of disposable cups and our single use plastic policy.
- Access and egress from the site is something that could be improved, despite a lot of hard work in organising this, it was hard to know how it would really work until we were in situ. Clearer signage and instructions are needed, including a sign to indicate stall holder / vendor entrance from the main ring road. Push to encourage people to use trolleys to bring things onto site and clearer indication of speed limit needed. More trolleys and additional volunteers would be needed to support this
- The location of the HCA marquee could be improved, and more time could be allowed for organising the HCA stall and creating signage for the stand
- Fund raising - opportunity missed to ask for donations for activities and events and for HCA
- Food stalls, three pieces of negative feedback were received about serving meat at the event, however one of the meat stalls had a nonstop queue and proved to be very popular. All of the food stalls met our sustainability criteria, and we did not market ourselves as a Vegan Festival. Need to discuss this further should another event be organised.
- Volunteers - although rotas and sign in sheets were provided, some volunteers were left "stuck" on activities, and the rota didn't run smoothly. Need to consider

how to organise this in the future, maybe a dedicated volunteer coordinator on the day.

- Despite constant promotion via various mediums, some people were not aware that the festival was taking place. Need to review this and look at additional ways of promoting the festival should it be repeated.
- The produce show was not that well engaged with. Work would need to be done on this should it be repeated.
- Headdress Parade wasn't as well attended as hoped, this will need further planning should it be repeated. However the workshops were a success and created engagement with businesses and with people who hadn't attended previous HCA events.
- Seating - it would be good to investigate costings for this should the event be repeated, some last-minute additions of "blankets and cushions from home" were well received as part of the Mindfulness area in the Japanese Garden and by the outer music stage.
- Noise pollution between stages, further investigation needed about this, although acts were alternated, it may be beneficially to look at additional methods to reduce this.
- To use our network of partners to identify other collaborators (performers, activities, food suppliers) that might be aligned to the values and priorities of the Green Festival. This was done on ad hoc basis for this event as the festival developed and was beneficial. To adopt a more coordinated approach should the event happen again.
- The HCA Chair spent a lot of time learning lessons from similar community events, both about what worked and could be improved. That gave our event a level of organisation and sophistication which many commented was not typical of a 'first-time' event. Pre-event engagement with other community organisers really paid off and was highly valuable.
- Leeds City Council failed to make the organisers aware that the weekly Children's Park Run was due to take place the morning of the festival. We had to contact the organisers before the event to make them aware and agree a solution to the scheduling clash.

- Weather was very fortunate for the event on this occasion. It would be good to think about alternative options in case of bad weather if a future event is held.

## Articles

Further information about the festival can be found in the following online articles

[Yorkshire Evening Post](#)

[West Leeds Dispatch](#)

[HCA Blog post](#)

# Appendices

## Appendix 1

### Plastic and Waste

All stall-holders are encouraged to operate with minimal waste.

- Please be prepared to minimise waste before arrival and on departure and on return to base
- Please take as much of your own waste away as possible
- Re-use, recycle or as a last resort dispose of waste appropriately.
- No single-use plastics
- Any 'Give-Aways' should be practical and not single use

Our main waste contractor will be Leeds City Council. Please follow L.C.C. guidelines for what can and cannot be recycled. See: <https://www.leeds.gov.uk/bins-and-recycling/your-bins/green-recycling-bin>

All bins or bags for different waste types will be clearly labelled as follows:

- Green Recycling Bin or Bag - recyclable products
- Black Bin or Clear Bag - general waste
- Food Caddy - food waste

**Serve-ware:** we want to be flexible with this difficult to recycle product and would ask that the No Single Use Plastics Rule is adhered to.