

HEBDEN ROYD TOWN COUNCIL

Meeting of the ENVIRONMENT, ALLOTMENTS & EVENTS COMMITTEE
Held Wednesday 30th May 2018

MINUTES

PRESENT: Councillors: Young, Cammack, Fenton, Fraser, Hodgins.

Also Bede Mullens from Hebden Bridge Rotary Club

HRTC Council Clerk: E Green.

39. ELECTION OF CHAIR/VICE CHAIR 2018/19

It was moved by Cllr Fenton

Seconded by Cllr Fraser

UNANIMOUSLY RESOLVED: that the Chair of the Environment & Allotments Committee for 2018/19 be Cllr Young.

It was moved by Cllr Young

Seconded by Cllr Fraser

UNANIMOUSLY RESOLVED: that the Vice Chair of the Environment & Allotments Committee for 2018/19 be Cllr Fenton.

40. APOLOGIES OF ABSENCE AND ANY SUBSTITUTIONS

Apologies were received from Cllr Patient, Harrison, Boggis & Trickett with Cllr Cammack and Hodgins substituting.

41. MEMBERS' INTERESTS

None were declared at this time.

42. MATTERS ARISING FROM MINUTES OF MEETING HELD 7TH MARCH 2018 NOT ITEMISED ON THIS AGENDA

There were no matters arising.

43. HEBDEN BRIDGE ROTARY CLUB BENCH COMPTITION

Hebden Bridge Rotary club would like to start an annual competition to design a bench and for the winner to have that bench fabricated and put in place. The competition would be organised and delivered by Hebden Bridge Rotary Club with support from Hebden Royd Town Council. This is a way to engage with the local artistic community and also an opportunity to provide high quality public realm within Hebden Bridge, Mytholmroyd and Cragg vale.

It was proposed by Cllr Young

Seconded by Cllr Fenton and

RESOLVED: to support this competition and award £500 per year towards the cost and to be involved in the judging process. Once in place the ownership of the bench and its ongoing maintenance would be passed to Hebden Royd Town Council.

44.

THE PUMPKIN FESTIVAL

The committee received an updated proposal about the forthcoming pumpkin festival.

It was moved by Cllr Young

Seconded by Cllr Fraser and

RESOLVED: to note the information. Cllr Fraser to be invited to any future planning meetings.

45.

EVENTS & PROJECTS

An update was received regarding a number of events and projects

a) The Big Spring Clean

40 groups took part and a total of £2400 in sponsorship was paid.

b) Hanging Baskets

28 Retailer baskets for Mytholmroyd (25 in 2017)

148 Retailer Baskets for Hebden Bridge (154 in 2017)

Plus 58 Half rounds and 40 Large Baskets for Lampposts

Put up date 5th and 6th June

c) Tour de Yorkshire

Flag making workshops and displays provided by Hand Made Parade which were a great success. Issues of the visibility of HRTC as funders of the project were questioned.

d) Kids Fest

Saturday 23rd June – Extraordinary Women

e) Hebden's Happy Hounds

Saturday 28th July – Dogs Trust Key Partner plus many others.

Consideration of children's activities such as a bouncy castle.

f) Christmas 2018

Hebden Bridge - Friday 16th November

Mytholmroyd – Saturday 17th November

g) Allotments – High Hirst and Banksfield

Banksfield – Plot 4 relinquished tenancy this had once been part of one plot with plot 3 and there had been a request from the tenants of plot 3 that it be made back in to one plot.

It was moved by Cllr Fenton

Seconded by Cllr Young and

RESOLVED: That although the historical context was understood, that the plot should be offered to the next person on the waiting list as per HRTC procedure.

A letter was tabled regarding the lack of management of the wild area at Banksfield Allotments

It was moved by Cllr Fenton

Seconded by Cllr Young and

RESOLVED: To appoint contractors to clear the area following a meeting with the complainant to fully understand the issues and ensure that the problems are addressed as soon as possible.

46.

FAIRFIELD LITTER BIN

Cllr Fenton reported about the issues of rubbish at Fairfield and of the work of the community in the area to tackle the issue including clean up days. It was

requested that a litter bin and dog bag dispenser be installed. The cost of the bin would be £265 with a charge of £5 per empty and £70 for a dog bag dispenser.

It was moved by Cllr Fenton

Seconded by Cllr Young and

RESOLVED: That a new bin and dispenser should be ordered, and to contact CMBC and question the ongoing charge for emptying.

Meeting finished at 8.30pm

HEBDEN ROYD TOWN COUNCIL

Meeting of the ENVIRONMENT, ALLOTMENTS & EVENTS COMMITTEE
Held Wednesday 29th August 2018

MINUTES

PRESENT: Councillors: Young, Fenton, Fraser, Harrison, Hodgins and Stow.

HRTC Council Clerk: E Green.

183. APOLOGIES OF ABSENCE AND ANY SUBSTITUTIONS

Apologies were received from Cllr Patient with Cllr Hodgins substituting and from Cllr Trickett.

184. MEMBERS' INTERESTS

None were declared at this time.

185. MATTERS ARISING FROM MINUTES OF MEETING HELD 30TH MAY 2018 NOT ITEMISED ON THIS AGENDA

The Clerk advised the committee that the Rotary Club has withdrawn the proposal for the bench competition as it was unfeasible at this time.

186. BUDGET UPDATE

The current budget was presented and discussed. The expenditure on hanging baskets is likely to be higher given the dry summer and need for more watering. It was also explained that where expenditure had been made on the National Citizenship Service that for 2019, they had been advised that any request for funds should be made in advance and through the appropriate committee.

187. ALLOTMENT UPDATE

The committee was informed that the works at Banksfield Allotments has started and that the main site clearance would be complete in the autumn (now confirmed 8th October)

High Hirst Allotments were discussed in particular the issues with the maintenance communal areas, plus the ongoing challenge of the water supply.

It was moved by Cllr Young

Seconded by Cllr Harrison and

RESOLVED: that in respect of High Hirst Allotments the following actions should be taken;

- To allocate £500 in the current budget to address the communal areas.
- To propose two action days a year whereby tenants must work the communal areas. This would be written in to a new contract, with the changes notified April 2019 to be implemented in April 2020.
- In the meantime to get costings from a local gardener to maintain the communal and pond areas and report to the next meeting.
- To get renewed costings for installing a water supply and report to the next meeting.

188.

HEBDEN BRIDGE PUMPKIN FESTIVAL

A request for additional funding was requested to further support and enhance the Town Councils Pumpkin Festival. This additional funding would be reimbursed should the bid to the Arts Council be successful.

It was moved by Cllr Fenton

Seconded by Cllr Fraser and

RESOLVED: That the committee will not provide any further funds above the £5000 previously agreed.

189.

CHRISTMAS LIGHTS SWITCH ON EVENTS

A report was considered regarding the proposed activities and outline budgets for the Christmas Lights Switch On Events in Hebden Bridge and Mytholmroyd.

It was moved by Cllr Young

Seconded by Cllr Harrison and

RESOLVED: To approve the proposed expenditure and to consider the requirements of the event in detail when setting the budget for 2019/20

190.

LATE ITEM – WILDFLOWER PLANTING

Following a brief discussion it was requested that the clerk would draw up a report outlining costs and proposed site for consideration on the next agenda.

Meeting finished at 8.40pm

HEBDEN ROYD TOWN COUNCIL

Meeting of the ENVIRONMENT, ALLOTMENTS & EVENTS COMMITTEE held Wednesday 14th NOVEMBER 2018

MINUTES

PRESENT: Councillors: Young, Fenton, Fraser, Harrison, Hodgins and Stow.

HRTC Council Clerk: E Green.

- 281. Apologies for Absence and any substitutions.**
Apologies were received from Cllr Trickett and Cllr Fraser with Cllr Phillips substituting
- 282. Members' Interests relating to agenda items for this meeting.**
None were declared
- 283. Matters arising from meeting held Wednesday 29th August**
There were no matters arising
- 284. BUDGET REQUEST 2019/20**
Following discussion;
It was moved by Cllr Young
Seconded by Cllr Harrison and
RESOLVED: to request a budget for 2019/20 as follows
Environmental Projects £20k
Allotments £5k
Events £15k
Christmas (Lights & Events) £15k
TOTAL REQUESTED £55k
- 285. BUDGET UPDATE 2018/19 (enc)**
The budget was considered and it was agreed to increase the allotment budget to reflect the need for additional works to be undertaken at the sites.
- 286. FORTHCOMING EVENTS & PROJECTS (enc)**
Christmas Lights Switch On Events
An update was given regarding the forthcoming Christmas Lights Switch On Events to be held on the 16th & 17th November. All activities are planned and logistics in place.
- Hebden's Happy Hounds**
An update was given about Hebdens Happy Hounds including the proposed change of date to Mid-September to accommodate Happy Valley Pride.
- The Marina – Lighting**
The committee was informed of the current poor state of repair of the Marina Lighting and the benefits were discussed of correctly installed new lighting which could be used throughout the year, as required. This would involve

pruning back the trees in the New Year and fitting appropriate lighting with underground channels for the electricity supply, which could be controlled from a separate power box and either set on a timer in winter or switched on for summer events.

It was moved by Cllr Young

Seconded by Cllr Harrison and

RESOLVED: To proceed with these works in the New Year with a maximum budget of £4000.

287. PUMPKIN FESTIVAL EVALUATION

A detailed debrief will be held in the New Year with HRTC officers and Sand in Your Eye, but the key elements were discussed. The main area which needs attention moving forward is branding, but this is something that needs addressing regarding events in general. There also needs to be consideration of appropriately resourcing events. It was agreed that the parade element did not work as effectively as hoped and its removal would not negatively impact the event.

It was moved by Cllr Fenton

Seconded by Cllr Young and

RESOLVED: that there should be a fully costed budget and proposal presented for consideration at the next meeting.

288. EVENTS – FUTURE RESOURCING

The resourcing of events in terms of logistics and branding was discussed.

It was moved by Cllr Stow

Seconded by Cllr Fenton and

RESOLVED: to obtain costings for a 'branding pack' including gazebos signage, flags and banners. And to obtain information about event set up companies in terms of operation and costings.

289. WILDFLOWER PLANTING

A proposal for wildflower planting in Mytholmroyd was discussed.

It was moved by Cllr Young

Seconded by Cllr Stow and

RESOLVED: to allocate £3,000 to the project, however Glyphosate must not be used in the preparation of the ground.

290. ALLOTMENTS UPDATE

A request was received for the siting of a shed in accordance with our permitted planning permissions as granted by CMBC.

It was moved by Cllr Young

Seconded by Cllr Patient and

RESOLVED: to grant permission for a shed to be sited in accordance with permitted planning permissions.

HEBDEN ROYD TOWN COUNCIL

Meeting of the ENVIRONMENT, ALLOTMENTS & EVENTS COMMITTEE held Wednesday 13th February 2019

MINUTES

PRESENT: Councillors: Young, Fenton, Fraser, Patient, Stow & Trickett

HRTC Council Clerk: E Green.

402. Apologies for Absence and any substitutions

Apologies were received from Cllr Harrison.

403. Members' Interests relating to agenda items for this meeting

None were declared

404. Matters arising from meeting held Wednesday 14th November

There were no matters arising

405. BUDGET REQUEST 2019/20

It was noted that the budget request had been approved by Full Council, with a slight reduction of £500 to the Christmas budget. The budget for this committee for 2019/20 will be as follows;

to request a budget for 2019/20 as follows

Environmental Projects £20,000

Allotments £5,000

Events £15,000

Christmas (Lights & Events) £14,500

TOTAL ALLOCATED £54,500

406. BUDGET UPDATE 2018/19 (enc)

The budget was considered. The Budget showed has been used effectively in the period with just over £1000 remaining in the budget. There is an underspend in the Christmas Lighting Budget, however this was due to an 'introductory' rate from McCanns and the decision not to purchase any additional features until the new contractors were established.

It was moved by Cllr Young

Seconded by Cllr Fenton and

RESOLVED to note the information

407. FORTHCOMING EVENTS & PROJECTS (enc)

Christmas Lights Switch On Events

An update was given regarding the following events and projects:

a) **Hebden Bridge Christmas Lights Switch On**

The date of the event will be Thursday 21st November, with an allocated budget of £3000.

b) **Mytholmroyd Christmas Lights Switch On**

Working in partnership with Royd Regeneration the date will be Saturday 16th November, with an allocated budget of £4000.

c) **The Big Spring Clean**

To be held between 22nd and 31st March, encouraging groups of six to clean up, with £60 sponsorship and working with CMBC to host public events in both Hebden Bridge and Mytholmroyd. Expected budget of £3000

d) **Hebden's Happy Hounds – Change of date**

The date will be Saturday 20th July keeping a similar format as in previous years, with an allocated budget of £2000

e) **The Marina at Hebden Bridge**

Site meeting on 20th February. Works to the value of £4000 to be invoiced prior to the year end.

f) **Wildflower Planting at Mytholmroyd**

Works to commence early spring. Additional quote to be submitted for the planting of bulbs. Invoice for works to the value of £3000 to be submitted prior to the year end.

It was moved by Cllr Young

Seconded by Cllr Fraser and

RESOLVED

To approve the recommendations within the report and highlighted above.

408.

PUMPKIN FESTIVAL 2019 – PROPOSAL

The report was discussed in detail, including the notes from the de brief, costs analysis by Sand in Your Eye and proposals for 2019. It was discussed how things could be done better, lessons learnt, and the strengths and benefits of holding the festival, and how we can work better with partners such as the Rotary Club, Hebden Bridge Business Forum and CMBC. Sand in Your Eye had submitted clear costs for the elements that they could bring to the event. There was also the consideration of core costs.

It was moved by Cllr Young

Seconded by Cllr Stow and

RESOLVED: That the benefits to the town of holding the festival are such that it should be continued and expanded in 2019. It was agreed that the budget for the event should include £9300 for Sand in Your Eye to deliver the key elements of the event. This will be required to include Production Costs, a minimum of 14 displays, one live carve, workshops. In addition, £1800 should be made available for core costs. The event will be held on Saturday 26th October.

409.

EVENTS – FUTURE RESOURCING

The resourcing of events in terms of logistics and branding was discussed.

It was moved by Cllr Young

Seconded by Cllr Stow and

RESOLVED: To allocate £1500 of the events budget for the provision of new banners, flags and A boards for use at events. In addition, to provide DBS checks for all staff, provide Manual Handling Training and Risk Assessment Training. This training will be covered by the overall training budget, but in future years will require its own budget line within this committee's expenditure.

410.

ALLOTMENTS UPDATE

It was updated that the end of the allotment year was approaching, inspection is due in the next few weeks and it is likely that there will be some turnover. Site visits had been undertaken at High Hirst to consider how we can continue to improve and support this site and as full report will be submitted at the next meeting.

It was moved by Cllr Young

Seconded by Cllr Patient and

RESOLVED: note the information.

The meeting finished at 8:27pm