

## 2HEBDEN ROYD TOWN COUNCIL

Meeting of the ENVIRONMENT, ALLOTMENTS & EVENTS COMMITTEE  
Held Wednesday 5<sup>th</sup> June 2019

### MINUTES

**PRESENT:** Councillors: Bampton Smith, Fenton, Harvey, Hoyle, Hodgins, Stow & Young.

**Also:** Jill Chadwick – High Hirst Allotment Tenant

**HRTC Council Clerk:** E Green.

**50. ELECTION OF CHAIR/VICE CHAIR 2019/20**

It was moved by Cllr Bampton Smith

Seconded by Cllr Hodgins

**UNANIMOUSLY RESOLVED:** that the Chair of the Environment & Allotments Committee for 2019/20 be Cllr Young.

It was moved by Cllr Young

Seconded by Cllr Hoyle

**UNANIMOUSLY RESOLVED:** that the Vice Chair of the Environment & Allotments Committee for 2019/20 be Cllr Bampton Smith.

**51. APOLOGIES OF ABSENCE AND ANY SUBSTITUTIONS**

No apologies were received.

**52. MEMBERS' INTERESTS**

None were declared at this time.

**53. MATTERS ARISING FROM MINUTES OF MEETING HELD 13<sup>TH</sup> FEBRUARY 2019 NOT ITEMISED ON THIS AGENDA**

Cllr Hodgins asked about the wildflower planting in Mytholmroyd. It was discussed that this phase of works had now been completed and that the scheme could be rolled out if other suitable areas were identified.

**54. POLICY & DOCUMENT REVIEW**

Policies for review were tabled and discussed;

**Animal Welfare Policy**

It was moved by Cllr Stow

Seconded by Cllr Young and

**RESOLVED:** That this statement was an accurate reflection of the feelings of council regarding the use of animals for entertainment and should be kept as it is for review in four years.

**Environmental Policy**

It was moved by Cllr Young

Seconded by Cllr Harvey and

**RESOLVED:** To accept this policy as it stands for this review.

**Helium Balloon Policy**

It was moved by Cllr Young  
Seconded by Cllr Fenton and

**RESOLVED:** To accept this policy as it stands for this review.

**Lost Child Policy**

It was moved by Cllr Young  
Seconded by Cllr Harvey and

**RESOLVED:** To adopt this policy.

**Plot Allocation Policy**

It was moved by Cllr Stow  
Seconded by Cllr Young and

**RESOLVED:** That item four on this policy be amended to reflect the wording within the Equality Act 2010 regarding protected characteristics; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

**Allotments Tenancy Agreement**

It was moved by Cllr Stow  
Seconded by Cllr Young and

**RESOLVED:** For this policy to be amended to take into account HRTC policy on the use of chemicals such as glyphosate and update any other items in accordance with standard practice. This will be brought to the next meeting of this committee for consideration.

**55. WATER AT HIGH HIRST ALLOTMENTS**

The requirements for water and the limitations of the existing provision were discussed in detail. Tenant Jill Chadwick, made a valuable contribution in terms of keeping the allotments as organic as possible. This also led to some discussion on the use of glyphosate and writing the prohibition of the use of this into the tenancy agreement.

It was moved by Cllr Young  
Seconded by Cllr Hodgins and

**RESOLVED:** To approve the budget for the installation of a water supply, and also to investigate opportunities to make the most of the raised water table in the lower section.

Jill Chadwick left the meeting

**56. BUDGET UPDATE**

The budget was presented and opportunities for future projects discussed.  
Following discussion

It was moved by Cllr Young  
Seconded by Cllr Fenton and

**RESOLVED:** To request the emptying of an additional bin at Fairfield by CMBC if HRTC were to provide said bin. And, to establish how street waste, collected from the bins and recycling points throughout the town is treated.

How much of this is recycled? If necessary, to pass this on to the Climate Emergency Committee for further consideration.

**57. PROJECT UPDATE**

An update was received regarding a number of events and projects

- a) Spring Clean  
Took place on 22nd – 31st March, 204 participants in 29 teams with a total sponsorship to be paid of £1,740.00.
- b) Hanging Baskets  
160 baskets ordered by retailers in Hebden Bridge and Mytholmroyd plus lamppost baskets provided by Hebden Royd Town Council
- c) Lights at Hebden Bridge Marina  
Project to be completed over the summer months due to a change in contractor
- d) Wildflower Planting at Hawksclough  
Planting now completed, the flowers should be starting to grow for a display in the summer.
- e) Kidsfest  
Saturday 22nd and Sunday 23rd June 12noon – 4pm, in partnership with the Arts Festival and Lottery Funded, Miss Lilly's Victorian Circus Game.
- f) Hebden's Happy Hounds  
Saturday 20th July 11am – 4pm, to include fun dog classes, agility demo's and stalls.
- g) Pumpkin Festival  
Saturday 26th October 11am – 5pm, currently working on community and partner engagement.
- h) Mytholmroyd Christmas Market & Lights Switch On  
Saturday 16th November 2pm – 7pm, Working in partnership with Royd Regeneration to provide a full day event with a market, food provision and entertainment from local groups similar in format to previous years.
- i) Hebden Bridge Christmas Lights Switch On  
Thursday 21st November, 4:40pm – 7pm. Live entertainment and a fireworks finale.

It was moved by Cllr Fenton

Seconded by Cllr Stow and

**RESOLVED:** That in respect of items h) and i) a letter be written to CMBC Licencing department to ask if there is a way to limit the number of street traders at events and in particular limit the amount of plastic that is being sold.

**58. ISSUES RAISED AT THE ANNUAL TOWN MEETING & OTHER COMMUNICATIONS**

- a) The request for indoor recreational activities for young people was considered.

It was moved by Cllr Stow

Seconded by Cllr Young and

**RESOLVED:** That this is currently outside of the scope and budget and of Hebden Royd Town Council, however, Cllr Bampton Smith spoke about the new climbing wall and youth club at Mytholmroyd Community Centre. The Town Council will contact them to see how the information of activities available can be better communicated to young people in the community.

b) The request for a water drinking fountain was considered.

It was moved by Cllr Stow

Seconded by Cllr Young and

**RESOLVED:** That, in principle that is a good idea and that the officer will conduct further investigation as to the costs, partnership, location and maintenance of such a facility for consideration at the next meeting.

59.

**MYTHOLMROYD FLOOD ALLEVIATION SCHEME COMPLETION CELEBRATION**

A request from Cllr Wood for HRTC support and involvement in this project was discussed.

It was moved by Cllr Young

Seconded by Cllr Bampton Smith and

**RESOLVED:** That officer time be granted and a request for budget be considered to ensure an event is held for the community which is fitting of the occasion.

Meeting finished at 9pm

## HEBDEN ROYD TOWN COUNCIL

Meeting of the ENVIRONMENT, ALLOTMENTS & EVENTS COMMITTEE  
Held Wednesday 21<sup>st</sup> August 2019

### MINUTES

**PRESENT:** Councillors: Bampton Smith, Harvey, Hoyle, Hodgins, Stow & Young.

**HRTC Council Clerk:** E Green.

**179. APOLOGIES OF ABSENCE AND ANY SUBSTITUTIONS**

Apologies were received from Cllr Fenton.

**180. MEMBERS' INTERESTS**

None were declared at this time.

**181. MATTERS ARISING FROM MINUTES OF MEETING HELD 5<sup>TH</sup> JUNE 2019 NOT ITEMISED ON THIS AGENDA**

Amendment – Cllr Stow to be added to Councillors present.

**182. BUDGET UPDATE**

The budget was presented and opportunities for future projects discussed.

Following discussion

It was moved by Cllr Young

Seconded by Cllr Bampton Smith and

**RESOLVED:** to proceed with the installation of water at High Hirst allotments taking £2061 from the main section of the budget and allocating it to the allotments budget.

**183. ENVIRONMENTAL IMPROVEMENTS – PROJECT UPDATES**

Updates were given on the following projects;

**a) Planting at Hebden Bridge sub-station**

Quotes for plants have been submitted and approved by Northern Powergrid. Awaiting approval of labour costs and work can then commence on site. There is also an additional substation at Bridge Lanes and this is to be considered for a similar approach.

**b) Railings at Midgely Road & Thrush Hill Road**

The railings at Midgely Road have been added to the capital works programme within Calderdale Council and are due to be replaced/repared in the coming months. The railings at Thrush Hill have also been scheduled for replacement/repair but this won't be done until the EA works have been completed to avoid further damage.

**c) Wildflowers in Hebden Royd – Hawksclough & new sites**

Scheme at Hawksclough is now complete. Further sites were discussed including Commercial Street and the Turning Circle in Hebden Bridge

and Midgeley Road in Mytholmroyd. Poppies and Lavender were also requested.

It was moved by Cllr Young  
Seconded by Cllr Harvey and

**RESOLVED:** to allocate £5,000 for wildflower planting in Hebden Bridge and Mytholmroyd.

**d) Provision of bin at Fairfield**

Calderdale Council has now confirmed it has the capacity to empty a further bin at Fairfield.

It was moved by Cllr Young  
Seconded by Cllr Stow and

**RESOLVED:**

HRTC will purchase a bin and install at a cost of £330. A site meeting will be held with CMBC to confirm the location.

**e) Provision of a drinking fountain at Calder Holmes Park**

The provision of a drinking fountain is not feasible due to ongoing maintenance.

It was moved by Cllr Young  
Seconded by Cllr Stow and

**RESOLVED:** to find out more information about the Refill scheme, how this works in other towns and the possibility of funding premises to be a refill station.

**f) Adopt a Drain – at the request of Cllr Fenton**

Cllr Fenton suggested a scheme to encourage residents to look after their nearby drains by ensuring that they are free from debris.

It was moved by Cllr Young  
Seconded by Cllr Hodgins and

**RESOLVED:** that a light-hearted campaign should be developed to encourage people to keep their drains free of leaf and waste clutter, (making it clear that the drain covers should not be lifted) and circulate through appropriate channels.

**184. PROVISION OF DOG WASTE BAGS**

The proposal for branded and biodegradable dog waste bags was considered. Stubb Field Community Association are currently trialling the bags.

It was moved by Cllr Stow  
Seconded by Cllr Young and

**RESOLVED:** that the town council should change supplier to use fully biodegradable bags, however the branding of the bags was not cost effective. Prices are to be sought for branded dispensing stations.

**185. EVENTS UPDATE**

Updates were given on the following events;

**a) Hebden's Happy Hounds**

Revised date – Saturday 14<sup>th</sup> September – The event was cancelled in July due to the forecast of high wind gusts in accordance with our risk

assessment. Gusts were forecasted of 36 mph and the wind load of HRTC gazebos is 30mph. As a result of this there is a sum of £446 of unrecoverable expenses., associated with the cancellation of activities.

**b) The Great Pumpkin Festival**

Saturday 26<sup>th</sup> October 11am – 5pm, key element will be community and partner engagement. Sand in Your Eye will deliver a pumpkin trail which will reach as far as the train station at the east, the Methodist Church to the west, Northlight Studios to the north and Calder Holmes park to the south. The centre will be the Memorial Gardens with the provision of workshops, live music and the Boggart trail.

**c) Mytholmroyd Christmas Market & Lights Switch On**

Saturday 16th November 12:30pm – 6:30pm, Working in partnership with Royd Regeneration to provide a full day event with a market, food provision and entertainment from local groups similar in format to previous years.

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

Thursday 21<sup>st</sup> November, 4:40pm – 7pm. Live entertainment and a fireworks finale working in partnership with Hebden Bridge Town Hall. New festive lighting was also discussed.

It was moved by Cllr Stow

Seconded by Cllr Young and

**RESOLVED:** to trial a three year rental for new lights for market street, the Picture House, Old Gate and New Road Bridge (assuming appropriate permissions from CMBC) up the value of £4000 as per the budget.

**e) HBBF Joint Promotion Opportunities**

Following a meeting with HBBF and discussion of the Hebden Bridge.org website, councillors are asked to consider the opportunity for partnership working and promotion.

It was moved by Cllr Harvey

Seconded by Cllr Stow and

**RESOLVED:** to clarify the organisational structure of HBBF and providing that they are set up as a not-for -profit organisation to fund a joint promotional banner to the value of £210.

The meeting finished at 8:37pm

## HEBDEN ROYD TOWN COUNCIL

Meeting of the ENVIRONMENT, ALLOTMENTS & EVENTS COMMITTEE  
Held Wednesday 23<sup>rd</sup> October 2019

### MINUTES

**PRESENT:** Councillors: Bampton Smith, Harvey, Hoyle, Hodgins & Stow.

**HRTC Council Clerk:** E Green.

**284. APOLOGIES OF ABSENCE AND ANY SUBSTITUTIONS**

Apologies were received from Cllr Fenton & Cllr Young.

**285. MEMBERS' INTERESTS**

None were declared at this time.

**286. MATTERS ARISING FROM MINUTES OF MEETING HELD 21<sup>st</sup> AUGUST 2019 NOT ITEMISED ON THIS AGENDA**

The Clerk advised councillors on the progress of completed or ongoing projects not itemised on the agenda, including the planting at Hebden Bridge sub-station, railings at Midgley Road, provision of a bin at Fairfield and the change to fully biodegradable dog waste bags.

**287. BUDGET UPDATE**

The budget was presented and opportunities for future projects discussed.

Following discussion

It was moved by Cllr Hodgins

Seconded by Cllr Bampton Smith and

**RESOLVED:** The budget was noted. A request was made to check the original costings for the Pumpkin Festival. The clerk will forward this information.

**288. BUDGET REQUEST**

The budget request for 2020/21 was considered along with a new suggested format for submitting the request to Strategy and Review using a form to ensure a consistent approach between committee requests.

Suggested future projects included additional money for new Christmas lighting in Mytholmroyd following the completion of the flood works (perhaps some of the legacy money could match this and Cllr Bampton Smith will look in to this further) along with additional funds to improve the public realm – planters etc. The notice board in Mytholmroyd also requires updating/painting. It was discussed that due to the requirement to change supplier for the hanging baskets, this may have an impact on budget and the committee may need to consider either increasing the budget provision or the cost of the baskets. Full costing for the new provision will be presented at the next meeting.



Cllr Harvey proposed a type of ‘accreditation’ scheme for businesses that reduce their plastic waste, whereby the Town Council would make awards based on a set criterion.

It was moved by Cllr Harvey

Seconded by Cllr Bampton Smith and

**RESOLVED:** to research potential costings and details for running such a scheme for potential inclusion in the budget.

**289. ENVIRONMENTAL IMPROVEMENTS – PROJECT UPDATES**

Updates were given on the following projects;

**a) Wildflower Planting**

The ongoing maintenance of the wildflower sites along with potential new sites were discussed. The Clerk is to advise of the proposed maintenance and will provide an update of the progress on new sites at the next meeting.

**b) Adopt A Drain**

Cllr Fenton assisted in the creation of a poster. This has been distributed on social media and will be displayed locally.

**290. ALLOTMENTS UPDATE**

High Hirst Allotment has had its ground prepared and is ready for the installation of mains water by Yorkshire Water which should happen imminently. The waiting list was discussed, turnover seems to have slowed recently and there are about 5 people on the waiting list for each site.

**291. EVENTS UPDATE**

Updates were given on the following events;

**a) Hebden’s Happy Hounds**

The event was held on a revised date on 14<sup>th</sup> September following its July cancellation. It was a great success, despite having fewer exhibitors who were unable to rebook.

**b) The Great Pumpkin Festival**

Saturday 26<sup>th</sup> October 11am – 5pm, the key element will be community and partner engagement. Sand in Your Eye will deliver a pumpkin trail throughout the town and there will be an event hub in the Memorial Gardens with the provision of workshops, live music and the Boggart trail. The budget was discussed, and the event is just under budget.

**c) Mytholmroyd Christmas Market & Lights Switch On**

Saturday 16th November 12:30pm – 6:30pm. The event was discussed, and special elements highlighted such as the Halo Glow Show and Fat Cat Brass.

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

Thursday 21<sup>st</sup> November, 4:40pm – 7pm. The fact that the event has been scaled down in an attempt to manage the crowd was discussed, however

they key elements remain, including music by the Junior Band and community mince pies and mulled wine at the Town Hall.

The meeting finished at 8:47pm

## HEBDEN ROYD TOWN COUNCIL

Meeting of the ENVIRONMENT, ALLOTMENTS & EVENTS COMMITTEE  
Held Wednesday 15<sup>th</sup> January 2020

### MINUTES

**PRESENT:** Councillors: Boggis, Fenton, Harvey, Hoyle, Hodgins, Stow & Young

**HRTC Council Clerk:** E Green.

**389. APOLOGIES OF ABSENCE AND ANY SUBSTITUTIONS**

Apologies were received from Cllr Bampton Smith with Cllr Boggis Substituting.

**390. MEMBERS' INTERESTS**

None were declared.

**391. MATTERS ARISING FROM MINUTES OF MEETING HELD 23<sup>RD</sup> OCTOBER 2019 NOT ITEMISED ON THIS AGENDA**

Cllr Young referred to item 183, following the completion of planting at the new substation at Lees Yard.

It was moved by Cllr Young

Seconded by Cllr Stow and

**RESOLVED:** to allocate £400 for similar planting at the new substation at Bridge Lanes.

Further to item 288, the notice board in Mytholmroyd was discussed. Cllrs were advised that there is a key available for members of the public to use to display posters in the right-hand side. The council administrator also checks the notice board for out of date items.

**392. ALLOTMENTS UPDATE**

An update was given on the progress of works, the installation of water is expected imminently, awaiting a date from Morrisons Utilities. A request for the erection of a shed was also considered.

It was moved by Cllr Young

Seconded by Cllr Stow and

**RESOLVED:** To note the information and to grant the permission for a shed to be erected in accordance with the guidelines on plot 3.

**393. USE OF FIREWORKS AT EVENTS**

An item of correspondence regarding the use of fireworks at events was given careful consideration. Following detailed discussion,

It was moved by Cllr Young

Seconded by Cllr Stow and

**RESOLVED:** to continue to use fireworks at carefully selected events, ensuring that every effort is made to use reduced noise fireworks where possible, and to notify members of the public of the intended display.

394.

**CHRISTMAS TREES & FESTIVE LIGHTING IN HEBDEN ROYD**

The festive features and the provision of service from CMBC and McCann was discussed. Key issues included the timely installation of lights, features and lights not working, standard of repairs and the requirement for new features.

It was moved by Cllr Young

Seconded by Cllr Fenton and

**RESOLVED:** To discuss the above items at the forthcoming meeting with CMBC and McCann and put measures in place to improve the service in 2020.

The new 'rental' of features from Lite had worked well and Lite are to be approached in regard to new cross streets for Hebden Bridge and a new scheme for Mytholmroyd. The existing Mytholmroyd features are to be used to replace the last of the old features in Hebden Bridge.

395.

**EVENTS UPDATE**

Updates were given on the following events;

**a) VE Day**

The Town Council will follow the protocol provided nationally and will seek to have a piper and Town Cryer present in Mytholmroyd. The town council will continue to appropriately engage with and support the activities being organised by the various Mytholmroyd groups.

**b) Hebden's Happy Hounds**

Proposed date – Saturday 30<sup>th</sup> May (Waiting for confirmation from RSPCA)

It was moved by Cllr Young

Seconded by Cllr Harvey and

**RESOLVED:** to proceed with the event using the existing format.

**c) The Great Pumpkin Festival**

Proposed Date - Saturday 24<sup>th</sup> October

It was moved by Cllr Young

Seconded by Cllr Hoyle and

**RESOLVED:** To proceed with the planning of the event.

**d) Kidsfest**

Cllrs were advised that due to the Arts Festival not running this year, this event would not take place.

**e) Mytholmroyd Christmas Market & Lights Switch On**

Proposed Date – Saturday 14<sup>th</sup> November 12:30pm – 6:30pm.

It was moved by Cllr Boggis

Seconded by Cllr Stow and

**RESOLVED:** to proceed with the planning of this event in the existing format. Consideration is to be given to the height of the stage and how this can be addressed.

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

**Proposed date** – Thursday 19th November, the new smaller format was discussed, and it was agreed that this seemed popular. The main concern was the sale by licenced pedlars of children’s light up toys.

It was moved by Cllr Stow

Seconded by Cllr Boggis and

**RESOLVED:** To utilise the previously allocated ‘Kidsfest budget’ to provide a free handmade alternative to the light up toys (shakers/ribbons on sticks etc) and through marketing, to discourage visitors from buying them. This item should also be passed to the climate emergency committee for consideration, and to ultimately challenge the interpretation of the outdated law, which gives event organisers very little control over what is sold on the fringes of their events.

396.

**BUDGET UPDATE & BUDGET REQUEST**

The budget and budget request were presented, and the information considered. The clerk also advised of the intention to submit a request to the Strategy & Review Committee to split the Environment, Allotments and Events Committee in to two committees. Environment & Allotments and Events & Christmas Lighting. This will facilitate scrutiny of projects and enable councillors with a specific interest to focus on that committee.

It was moved by Cllr Young

Seconded by Cllr Stow and

**RESOLVED:** to note the information and to submit the budget request to the Strategy & Review committee for consideration.

The meeting finished at 8:12pm