

17 September 2025

To Members of the Council

Dear Sir/Madam



You are hereby summoned to a meeting of the **PROJECT & EVENTS COMMITTEE**
(Cllrs: Fraser, Bampton Smith, Hedges, Hoyle, Macdonald, Turner, Young)
which will be held in the Greenwood Room in Hebden Bridge Town Hall on
Tuesday 23 September 2025 at 7.30pm

Emma Green
Clerk to the Council

AGENDA

1. To receive apologies and reasons for absence and any substitutions.
2. To receive members' interests relating to agenda items for this meeting.
3. To report on matters arising from the minutes of meeting held 30 JULY 2025 not itemised on this agenda. (enc)
4. **BUDGET UPDATE**
To receive the updated budget for the current year and decide on actions as appropriate.
5. **CHRISTMAS EVENTS, MYTHOLMROYD & HEBDEN BRIDGE**
To consider an increased budget to ensure delivery of Christmas events without financial contribution from Light Up the Valley (LUTV).
6. **CONSIDERATION OF PROJECTS/EVENTS PRIORITIES**
Background: In the last meeting Cllrs discussed at length various options for future projects & events. Four areas were identified and discussed, as listed.

To receive outline proposals/further information on each area, and to decide on actions (enc).
 - a). 'Green Network'
 - b). Lamp Post Banners
 - c). Christmas / Grotto
 - d). What's On Hebden Bridge (WOHB)
7. **EXCLUSION OF THE PRESS AND PUBLIC**
To resolve to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 during consideration of items of a confidential nature.

HEBDEN ROYD TOWN COUNCIL

Meeting of the PROJECTS, EVENTS & CHRISTMAS LIGHTING COMMITTEE Held WEDNESDAY 30th JULY 2025

MINUTES

PRESENT: Councillors: Fraser (Chair), Bampton Smith, Hedges, Hoyle, Macdonald, Turner and Young

HRTC Deputy Clerk: E Andrews

Also: HRTC Communications & Engagement Coordinator, B Moore

122. To receive apologies and reasons for absence and any substitutions.
There were no apologies received at this meeting.

123. To receive members' interests relating to agenda items for this meeting.
There were no interests declared at this meeting.

124. To report on matters arising from the minutes of meeting held 11th JUNE 2025 not itemised on this agenda.
There were no matters arising.

125. BUDGET UPDATE
The budget for the forthcoming year was discussed. Councillors asked for clarification in respect of the Remembrance Sunday budget now being a stand-alone budget, not part of the overall committee budget. The Deputy Clerk confirmed further information on this will be brought to the next meeting.

RESOLVED: To note the information.

126. CONSIDERATION OF PROJECTS/EVENTS PRIORITIES
The committee considered if and how the Council might respond to key calendar dates, how to better identify the needs of residents, and how projects and events align with the wider strategy of the Council.

Councillors discussed at length various options for future projects & events. The following key ideas were identified, and it was agreed that the Project Officer will develop an outline brief for each to be considered further to the next committee meeting:

- a). **'Green Network'**
To instigate and develop a 'green network' (working title) across Hebden Royd, working in conjunction with the Local Environment & Climate Committee, and in collaboration with relevant volunteers, businesses, and partners on local, environmentally focused initiatives. Following models of best practice, this network would be designed to become self-sustaining over time. Its aims would include strengthening community connections and providing a hub for partnership opportunities and skills sharing. Key priorities would be to alleviate social isolation, support mental and physical wellbeing, and offer inclusive, accessible ways for people to engage with the local environment. Potential outputs could include but are not limited to: Community engagement days (e.g., working with schools), local produce events, planting days and other seasonal activities across Hebden Royd.
- b). **Lamp Post Banners**
A review and update of the street lamppost banners which are now out of date, faded, and becoming damaged. Possibly working with project partners – for example Hebden Royd Business Forum, and with a view to include Mytholmroyd in the scheme, with the intention to improve the overall look of the area and better reflect the more recent work and logo update of the Council.
- c). **Christmas Grotto**
To review the Christmas grotto, offer, and look at possible areas for improvement and alternatives.
- d). **What's On Hebden Bridge (WOHB)**
As part of the ongoing development of HRTC assets, it is worth noting that the WOHB community events calendar will mark its first anniversary in September. The working group has identified several priority areas that would benefit from additional support and enhancement. These priorities include: Engaging with current users to gather feedback and improve the platform's offer, reaching out to individuals who do not currently use the platform, and putting in place measures to encourage their participation, exploring new options for marketing and promotion, such as email notifications and printed listings and expanding the platform's community reach through the use of visual display technologies.

ADDITIONAL DISCUSSION POINTS

- a). **Calder Holmes Park - Flood Alleviation Works**

That the availability of Calder Holmes Park, Hebden Bridge, during the upcoming flood alleviation works will require consideration in relation to the delivery of events. The dates, details and implications of which will be discussed further by the committee when released by the Environment Agency.

b). October Events in Hebden Royd

That Hebden Royd Business Forum have expressed an interest in delivering a seasonal project / event around the October period. The project Officer confirmed that HRTC are open to working with the Business Forum and continue to welcome Community Funding Applications.

c). Communications Calendar

The committee requested that a HRTC communications calendar in respect to key national dates and significant anniversaries could be developed and reviewed.

RESOLVED: The committee requested that, if possible, a date for an additional committee meeting is identified and secured. This will occur on the 23rd September 2025. This additional meeting will be used to further discuss the detail of the ideas noted.

RESOLVED: To refer the request for the development of a Communications Calendar to the Strategy & Review Committee for consideration.

Meeting finished at 9:00pm

6.9

Hebden Royd Green Network

(Working Title)

Purpose

This proposal seeks approval to undertake initial groundwork and community consultation to assess the appetite for, and potential impact of, establishing a *Green Network* in Hebden Royd.

This network aims to connect individuals, groups, and organisations around shared environmental goals, fostering collaboration, reducing duplication, and encouraging community ownership of biodiversity and sustainability initiatives.

Vision and Rationale

Hebden Royd is home to a variety of community, environmental, and voluntary groups working on important but often disconnected initiatives. There is currently no common space—physical or conceptual—for these groups to meet, share ideas, or collaborate.

A *Green Network* could act as a unifying platform, bringing together a diverse cross-section of the community. The environment is a shared concern—everyone has a stake in it. This initiative would allow people to express their concerns, contribute to local environmental efforts, and benefit from shared knowledge and support.

Key Community Outcomes

Environmental Advocacy: Support and amplify local environmental initiatives and promote nature-positive practices.

Social Connection: Alleviate social isolation through shared outdoor and nature-based activities.

Resilient Partnerships: Develop networks that can sustain local environmental work and build capacity across organisations.

Skill and Knowledge Exchange: Enable sharing of practical, environmental, and conservation skills.

Strategic Alignment with HRTC Biodiversity Goals

The Green Network could directly support the development and implementation of a Hebden Royd Town Council *Biodiversity Action Plan*, providing a mechanism for local people and organisations to contribute to shared goals.

Wider Community Benefits

The Green Network can also serve as a mechanism for social engagement, skill development, and mental health support:

Inclusive Access: Socially isolated individuals can be referred via GP surgeries or mental health organisations (e.g., Unmasked Mental Health Hub).

Purpose-Driven Activities: Projects such as planting, conservation, and harvesting offer clear, achievable goals and personal satisfaction.

Informal Engagement: Outdoor, side-by-side activities encourage openness and reduce the barriers to participation often found in more formal settings.

Tangible Legacy: Physical outputs—such as shared gardens or green spaces—create lasting community assets and a sense of ownership.

Potential for Independence: With sufficient community interest, the network could become self-sustaining, led by a community “lynchpin” or activator.

Personal Development: Activities can support personal growth, including pathways toward employment, volunteering, or community leadership.

Initial Cost

To support early-stage consultation and engagement:

Under £300 – 400

To deliver a seminar-style event that brings together potential stakeholders and explores:

Interest in a Green Network
Potential roles and contributions
Community priorities and ideas

Additional In-Kind Support

HRTC Projects & Events and Local Environment & Allotment Officer time to:

Organise and promote the initial event
Facilitate stakeholder engagement
Draft outcomes and a proposal for next steps

LAMP POST BANNERS

A review and update of the street lamp post banners.

Current banner locations & status

1. Commercial Street - (near the bottom of Birchcliffe Road) All fine usable.
2. St Georges Street - (Opposite the Town Hall front doors) All fine usable.
3. Hollins Place - (On the corner opposite the White Lion Pub) Poles missing. Shop owners in the locality advised that it had been hit repeatedly so was removed a few years ago.
4. Burnley Road - (Near to the turning up towards Keighley Road) Has been hit repeatedly looking at the banner frames.
Supplier would not recommend leaving this one here, poles damaged & not usable.
Supplier advises removal.
- 5 - 6. Burnley Road - (near to the turning into the train station) All fine usable
- 7 - 9. Bridge Lanes/Burnley Road - (near to the traffic lights at Heptonstall Road) and after the lights. All fine usable

Notes

Supplier advises that the two damaged banners are removed and not replaced. The remaining six can be replaced, if desired.

Calderdale Council are in agreement with replacing the existing banners if desired. However, new locations, should they be required, would be considered on a case-by-case basis.

Cost

Install six new banners (double sided in premium PVC stitched)

£75+VAT per unit / x 6 = £450+VAT plus £360+VAT for installation

Installation total: £810+VAT

Plus design work which would be as below:

6 designs (6 banners - same design both sides): £350

12 designs (6 banners - unique design each side): £600

b.c

CHRISTMAS GROTTO OPTIONS

To review the Christmas grotto, offer, and look at possible areas for improvement and alternatives.

Option 1

Inflatable Grotto

Includes:

Grotto & encased 1.5hp blower

Carpet to fit grotto theme

Decorations inside & outside

Delivery, install, removal & collection, set up / take down takes up to 1 hour.

Cost

£1,500+VAT for the two dates

Option 2

Open sided Grotto

Includes:

2 sides and a base

fencing around the open perimeter

Santa's throne

Decoration (Downlights for logs, spotlights for Santa, picture frames, stockings, fire, ABC blocks, rug & rocking horse)

Cost

Supply, install, remove, store and maintain for £8,750+VAT per annum on a 5 year hire with install/removal twice.

Note:

If HRTC were to increase the budget to £10,000 - £15,000 per annum, this supplier noted that they can supply something more impactful such as a timber grotto chalet.

Option 3

Chalet Grotto

Includes:

Enclosed Grotto chalet

Santa's chair

Decorations (Toys, tree, set dressing shelves with books and toys)

External Christmas trees and model candy canes.

Cost

Supply, install, remove, store and maintain for £11,472+VAT per annum, with install/removal twice.

6.1d

What's On Hebden Bridge (WOHB)

As part of the ongoing development of HRTC assets, the WOHB community events calendar marks its first anniversary in September. The following areas have been identified as development priorities for the platform, as these are currently blockers for some users to register and use the site.

Exhibitions

Exhibitions could last 1 day, or up to 12 months. They come in all shapes and sizes but they usually operate at a single location.

They will need to have a start and end date for the overarching dates of the exhibition but also have "opening hours" of when the exhibition is open to the public.

- These hours could vary, so we probably want the flexibility we have now where event organisers can add multiple days and different hours per day.

On the homepage, a dedicated "feed" could be displayed which just shows exhibitions to highlight these specifically to users.

We would want to remove exhibition events from the existing homepage feeds (e.g. today, tomorrow, this weekend) as they could overwhelm the homepage, instead they would appear in the dedicated feed as per above.

- When clicking into a feed (e.g. today), the exhibitions would be displayed in here like all other events - a listing for each day they are operating

Development estimate: 1 - 1.5 days

Festivals

Festivals also could last 1 day to several weeks - they often have multiple dedicated events that happen across multiple venues but all fall under the "festival" banner.

Suggestion to create a "festival" record, much like how "Locations" work. Any user can create a festival record. When creating a festival record we ask for minimal information; title, description, start/end dates and possibly a logo/banner.

Once a festival record is created, users would then add events (as they do now) for each individual event. A new field selection would be present when adding an event titled "Is this event part of a festival?" where the user can select from a dropdown.

On the frontend, festivals could have their own section which list/showcase them in a more engaging way. Clicking on a festival would then show you all of the events happening within that specific festival.

Specific festival events would still appear in their relevant category and in search results - we may want to update the event card and event page to indicate they are part of a festival with a call-to-action to take users to the dedicated festival page.

Festivals could also link to their dedicated page (like how venues currently do) to show all of the events that form part of their festival programme.

Consideration if "festival" is the right wording - effectively this is a group of events happening over a time-period.. So "event series" is more appropriate, but may not fully explain to users what this does. Other people outside of the festival may find this useful too.

Development estimate: 3 - 3.5 days

Costs

In recognition that this is a community focused project, supplier has offered a community (discounted) rate of £35 per hr.

Based on a 7-hour day, the two listed development areas are costed as follows using the upper estimate:

- Exhibitions – 10.5 hours @ £35 p/h = £367.5
- Festivals – 24.5 hours @ £35 p/h = £857.5

Total: £1,225