07 October 2026

To Members of the Council

Dear Sir/Madam

You are hereby summoned to a meeting of the **PROJECT & EVENTS COMMITTEE** (Cllrs: Fraser, Hedges, Hoyle, Macdonald, Parry & Turner) which will be held in the Greenwood Room in Hebden Bridge Town Hall on
Tuesday 13 October 2026 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 22 July 2026 not itemised on this agenda (enc).

4. **BUDGET UPDATE 26/27 & CONSIDERATION FOR 27/28**
To receive a budget update for the current year and decide on actions as appropriate, and to consider the budget request for the forthcoming period, 27/28 (enc).

5. **CHRISTMAS LIGHTING PROGRAMME EXTENSION OPTIONS: MYTHOLMROYD & CRAGG VALE**
To receive recommendations concerning Christmas Lighting Programme Extension Options: Mytholmroyd & Cragg Vale and consider the purchase of a Christmas Tree unit to be located at St. John the Baptist in the Wilderness, Cragg Vale – total initial cost £1,302.39 (enc).

6. **PROJECT UPDATES 2026-27**
To receive an update on the following projects and decide on actions as appropriate.

a) Remembrance Sunday, project update
b) Christmas Lighting Programme & Christmas Trees
c) 'A very Valley Christmas'
    i) Press release (enc)
    ii) Branding
    iii) WOHB branding integration
d) WOHB – Exhibitions Feature & Draft Annual Report

e) Christmas Lights Switch On events – Mytholmroyd & Hebden Bridge
f) Santa's Grotto events - Mytholmroyd & Hebden Bridge
    i) Gift wrapping dates
    ii) Santa
g) February Half Term 2027 Ice Rink Proposal
h) Hebden's Happy Hounds - Provisional date, 15 May 2027

7. HRTC Projects & Events feature at Calderdale Council Events Roadshow (enc).

8. 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.

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PROJECTS, EVENTS & CHRISTMAS LIGHTING COMMITTEE held WEDNESDAY 22 JULY 2026 at 6pm GREENWOOD ROOM, HEBDEN BRIDGE TOWN HALL

PRESENT

Councillors Hedges, Fraser, Hoyle, Parry, Turner and Woodhead

Minutes Deputy Clerk - E Andrews
Town Clerk – Emma Green

ABSENT

Councillors Macdonald

MINUTES

26(PE)158	**1.**	**APOLOGIES FOR ABSENCE & REASONS** Apologies were received from Cllr Macdonald – owing to a clash with Calderdale Full Council meeting. **RESOLVED**: To note the apologies and approve the reasons for absence.
26(PE)159	**2.**	**MEMBERS INTERESTS RELATING TO AGENDA ITEMS** There were no members interests reported at this meeting.
26(PE)160	**3.**	**MINUTES OF THE MEETING HELD 16 JUNE 2026** **RESOLVED:** To note the information.
26(PE)161	**4.**	**PRIORITIES FOR THE PROJECTS & EVENTS COMMITTEE** Cllrs considered the priorities of the Projects & Events committee and the budget requirements for the 2027-28 budget, and the three-year forecast to 2031. Cllr Hedges referred to Cllr Woodhead to direct the conversation on priority setting. The Committee's Terms of Reference were re-read. The beginning of the conversation was framed around a consideration of the purpose of the committee. All Cllrs contributed a and the following themes were highlighted: Enriching the community, providing / facilitating fun – making making people

	happy, providing family focused provision and supporting local businesses. It was discussed and recognised that the Council has a duty to residents of Hebden Royd first and foremost, but that a balance must be struck between also drawing in visitors and tourists which is turn also benefits the locality in a multiplicity of ways. Cllrs also agreed that the committee has focused on the delivery of events over projects (with the green Network and WOHB being notable exceptions), and that a 3 year strategy may provide a good opportunity for consideration of ways to correct this perceived imbalance. **Opportunities** An open conversation about Projects & Events opportunities followed, with the below ideas being put forward: - Could Hebden Royd have a unified **brand or more widely recognised identity that could** be attached to an event or festival? Something that puts the area 'on the map'? It was noted that Happy Valley Pride is currently that largest event overall, with a wide reach. - Areas of unused and **derelict land** were mentioned, what opportunities could these present? - **A literature event and / or writing prize**, in reflection of the literary history of the area but also to showcase and celebrate current local talent (authors, poets and other creating writers). Cllrs suggested there may be an untapped enthusiasm for literature as indicated by the prevalence of book groups alongside more visible organisations such as The Arvon Centre at Lumb Bank. Delivering such an initiative in partnership with community organisations, book groups and local writers could broaden participation, strengthen community ownership and may also reduce the level of officer resource required. - **Volunteers and volunteering** were discussed at length, with Cllrs suggesting that there may be an untapped pool of people in the community wishing to volunteer, but perhaps being unsure of where to look and how to get involved. The wellbeing aspect of volunteering was recognised as a means of connecting people and supporting positive mental health outcomes. Cllrs discussed the idea of developing the What's On Hebden Bridge (WOHB) platform to provide a means of connecting volunteers to volunteering opportunities in the locality. This would be free, and self serve, much like the platform itself. In addition, looking at

	opportunities in existing schemes such as the Green Network, and learning from models like the Friends of the Rotary Club of Hebden Bridge as a more 'light touch' volunteering offer were discussed. - **Community safety and anti-social behavior** was raised in light of Todmorden Town Council employing a PCSO. Cllrs mentioned anti-social behavior hot-spots such as Calder Holmes Park and routes around the park, which in places are poorly signed and poorly lit. It was again noted that there is less provision for youth groups than in previous years and that this may, at least in part, be a driving factor. - The addition of **EV charging points** at the Council owned car park on Station Road was also raised as a potential project to consider. **RESOLVED:** These Minutes will be considered at the next Strategy & Review Committee Meeting and will feed into discussion around the wider priority setting for the Town Council going forward.
26(PE)162	**5. EXCLUSION OF THE PRESS AND PUBLIC** There was no resolution 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.

Meeting finished at 7:22pm

Projects & Events Budget 2026-27

To be used with P&E Detailled budget sheets (less VAT)

Expenditure	Description	DRAFT 27-28 TO CONSIDER	BUDGET 26/27	ACTUAL 26/27	COMMITTED - 2026/27	TOTAL 26/27	BUDGET 25/26	ACTUAL 25/26	BUDGET 24/25	ACTUAL 24/25	Notes
EVENTS											
Happy Hounds	Calder Holmes Park, Hebden Bridge		£ 1,500.00	£ 1,605.78		£ 1,605.78	£ 1,000.00	£ 1,236.00	£ 2,000.00	£ 550.00	First Aid, Toilet, circus skills, license, rosettes, marketing, van hire
Christmas Events (x4)	Mytholmroyd Switch On		£ 4,000.00		£ 4,000.00	£ 4,000.00	£ 13,550.00	£ 13,828.00	£ 9,680.00	£ 7,480.00	
	Hebden Bridge Switch On		£ 4,000.00		£ 4,000.00	£ 4,000.00	£ 8,750.00	£ 8,066.87	£ 6,600.00	£ 4,751.46	
Other Events & Projects	Green Network, WOHB, xmas rebranding		£ 5,300.00		£ 2,000.00	£ 2,000.00	£ 8,500.00	£ 1,725.00			£1000 rebranding, green hub room hire & catering, WOHB
Grottos x 2	Mythomroyd & Hebden Bridge		£ 6,000.00		£ 5,200.00	£ 5,200.00					Taken from previous Switch On projects
Winter Ice Rink Proposal	Mytholmroyd & Hebden Bridge		£ 9,000.00		£ 17,600.00	£ 17,600.00					Ice rink & venue hire, first aid, - note on supplier*
LOGISTICS & MANAGEMENT											
Changing Places	Mobiloo Provision at events		£ 1,200.00		£ -	£ -	£ 1,200.00	£ 1,899.00	£ 3,000.00	£ 3,000.00	
Sundry Equipment	Additional items needed for events		£ 1,000.00		£ 500.00	£ 500.00	£ 1,000.00	£ 3,323.53	£ 2,500.00	£ -	HB Christmas Tree barrier x3 HRTC promotional plaques
CHRISTMAS LIGHTING											
Installation / Inspection	CMBC Recharge		£ 20,000.00	£ 16,210.73		£ 16,210.73	£ 20,000.00	£ 15,983.40	£ 20,000.00	£ 16,756.40	Installation of Christmas lights & trees by Calderdale
Christmas Lights	Blachere Lease		£ 16,500.00	£ 14,858.50		£ 14,858.50	£ 20,000.00	£ 18,217.46	£ 20,000.00	£ 17,658.50	£3358.96 Carriage & Storage + lights hire 11499.54
MY & Cragg V Options	TBC Lighting / or lighting tree at Cragg Vale		£ 3,500.00	£ 1,302.39		£ 1,302.39					Cragg Vale tree total ex vat 1302.39
REMEMBRANCE SUNDAY											
Remembrance Sunday	Parade & Event		£ 3,000.00		£ 2,935.00	£ 2,935.00					TTRO, First Aid, service sheet printing
REDUNDANT BUDGET LINES											
The Pumpkin Festival	Orgainsing & hosting the event								£ 32,500.00	£ 32,301.20	
D. Day Commemorations	Commemorative events								£ 1,000.00	£ -	
Mem Garden Plants									£ 400.00	£ -	
CMBC support	Calder Holmes Park Projects						£ 5,000.00	£ -			CMBC Support New Projects
LINE MOVED TO LOCAL ENVIRONMENT											
Hanging Baskets	Hanging Baskets supply & maintenance								£ 17,500.00	£ 18,483.00	Moved to Local Environment & Climate
Dog Waste Provison	Waste bags and bins						£ 1,000.00	£ 354.95	£ 1,000.00	£ 380.00	Moved to Local Environment & Climate
	TOTAL		**£ 75,000.00**	**£ 33,977.40**	**£ 36,235.00**	**£ 70,212.40**		**£ 64,634.21**		**£ 100,980.56**	
	BUDGET		**£ 75,000.00**			**£ 75,000.00**	**£ 80,000.00**	**£ 80,000.00**	**£ 116,180.00**	**£ 101,180.00**	
INCOME											
Happy Hounds				£ 464.00				£ 292.00		£ 235.00	
Chritsmas Market				£ 200.00						£ 7,500.00	Moved to Local Environment & Climate
	Available Funds					**£ 4,787.60**		**£ 15,657.79**		**£ 7,934.44**	

5).
Projects & Events 13.10.26
Christmas Lighting Programme

To: Members of the Projects & Events Committee

1. Terms of Reference

Christmas Lighting Programme – Extension Options: Mytholmroyd & Cragg Vale

To present findings following committee discussions regarding opportunities to extend the Christmas lighting programme across Hebden Royd.

To provide committee members with options relating to additional lighting provision in Mytholmroyd and Cragg Vale and seek a decision regarding future implementation.

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2. Background

a. The Projects & Events Officer has explored opportunities to broaden the Christmas lighting programme beyond the current provision in Hebden Bridge and Mytholmroyd.

b. Hebden Bridge and Mytholmroyd currently benefit from Christmas trees installed by Calderdale Metropolitan Borough Council (CMBC) and funded by Hebden Royd Town Council. Cragg Vale does not currently receive equivalent provision.

c. Given the dispersed nature of settlement in Cragg Vale and the absence of a traditional village centre or significant streetscape infrastructure, the Projects & Events Officer identified St. John the Baptist in the Wilderness Church as the most suitable location for a lighting installation, recognising its role as a focal point for community events.

d. The officer undertook three site visits to St Michael's Church and the Enterprise Building in Mytholmroyd, accompanied by representatives from Blachere Illumination and CMBC installation contractors, together with two visits to St. John the Baptist in the Wilderness, Cragg Vale, to assess practical options and viability.

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3. Mytholmroyd – Enterprise Building Lighting Proposal

Officer Recommendation

a. It is recommended that the Council does not proceed with a lighting installation on the Enterprise Building at this time.

b. Members may wish to consider a longer-term strategic approach to improving the lighting scheme in the town by extending the existing column lighting programme along Burnley Road, incrementally strengthening the visual connection between Mytholmroyd and Hebden Bridge over future years. This could be considered as part of budget setting for 2027/28.

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4. Information

a. Site investigations identified a number of significant practical and health and safety constraints:

- Restricted access to the front of the building due to the narrow riverside pathway.
- Permanent metal stair infrastructure on the gable end limits safe working at height.
- Owing to the above, only part of the building façade can be accessed, substantially reducing the scale and visual impact of any installation.
- A new weatherproof external power supply would be required to meet installation specifications.

b. Both Blachere Illumination and CMBC contractors independently advised that these constraints would result in a low-impact installation that may not adequately meet the objective of providing a visible and attractive feature within Mytholmroyd.

c. The officer also approached an alternative contractor for advice; however, no response was received.

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5. Cragg Vale – Christmas Tree Installation

Officer Recommendation

It is recommended that the Council purchase and install a standalone illuminated LED Christmas tree at St. John the Baptist in the Wilderness Church, Cragg Vale.

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6. Background

a. This proposal would:

- Improve the equitable distribution of Christmas lighting provision across Hebden Royd.
- Provide a focal point for Cragg Vale's existing community Christmas event.
- Demonstrate Town Council support for the Cragg Vale community.
- Recognise the church's role as the principal community venue and shared space within Cragg Vale.

b. The site is considered suitable because:

- An external weatherproof power supply already exists and meets installation requirements.
- The proposed location adjacent to the church entrance would provide good visibility from the road.
- Installation would maintain adequate pedestrian access.
- The proposal would not adversely affect the fabric or character of the listed building.
- Recent accessibility improvements to the Church, including a lift installation part-funded through HRTC Community Funding, have increased the building's capacity for community use and events.

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5. Financial Implications

Item	**Cost (Excluding VAT)**
LED tree unit purchase, storage and carriage (2026/27)	£1,191.80
CMBC installation costs (2026/27)	£110.59
Total Initial Cost	**£1,302.39**

a. Annual storage, delivery and installation costs would apply in subsequent years and would be subject to contractor inflationary increases in line with the wider established HRT Christmas lighting programme.

b. The Officer considers that the proportionally low ongoing costs represent good value when balanced against the potential community benefit and increased visibility of Council support within Cragg Vale

PRESS RELEASE

Published at hebdenroydtowncouncil.gov.uk on 4 September 2026

Town Council returns to community roots with refreshed Christmas offer for Hebden Royd

Festive family fun awaits Hebden Bridge and Mytholmroyd this Christmas!

Hebden Royd Town Council (HRTC) has announced its festive programming for Christmas 2026, bringing both a new look and revised approach that seeks to place families and community groups back at the heart of its events. HRTC is delighted to continue to bring festive cheer through its well-known Christmas Lights Switch On events, along with Santa's Grotto to both Hebden Bridge and Mytholmroyd.

For residents and visitors joining the festive celebrations, the difference this year will be that these major events will be separated, with the Lights Switch-Ons and Santa's Grotto becoming two separate events, taking place on different dates in both Mytholmroyd and Hebden Bridge. Responding to feedback from families on the ground who have previously found themselves divided between queuing to see Santa and potentially missing acts like our local schools singing on stage, this revised approach ensures that there is plenty of time for everyone to participate in each activity.

The dates and locations of the revised events will therefore be:

Christmas Lights Switch On (with family-friendly entertainment from community acts)

- Saturday 21st November, St. Michael's Church, Mytholmroyd
- Thursday 26th November, St. George's Square, Hebden Bridge

Santa's Grotto (including children's craft activities)

- Sunday 6th December, Mytholmroyd community Centre
- Saturday 12th December, Hebden Bridge Town Hall

The Christmas Lights Switch Ons – previously under the name Light Up the Valley – fall in November owing to the necessary alignment with the installation of streetscape Christmas lights, which are also funded by HRTC. In previous years, Santa's Grotto has been held at the same event, with families visiting Santa in November – much earlier in the season than is perhaps traditionally expected!

By separating the events, Councillors hope that people will be able to focus on the parts that are special to them, while also extending opportunities for increased footfall to our valued local

businesses. The decisions to refresh HRTC Christmas Events were made earlier this year by the council's Christmas Projects & Events Committee with the aim to spread HRTC investment more widely across the festive season, rather than all at one event. This, along with the Rotary Club of Hebden Bridge looking to focus on alternative projects, has seen Light Up the Valley, in its present form, reach a natural conclusion.

"Rotary's Light up the Valley, which came out of the post-Covid period with the intention of returning to community life, did an outstanding job. We extend our heartfelt thanks to all the Rotarians, volunteers, staff and council officers that made it happen. An extra special thank you is due to Rotary's Roger Benn, who worked tirelessly over many years to bring Christmas magic to thousands of residents and visitors alike. We look forward to continuing to partner with the Rotary on future projects and we're excited for what the next chapter may bring."

The Mayor, Cllr Steve Woodhead

While exploring new opportunities, Rotary will remain a core partner in supporting the delivery aspect of other HRTC events, for example, through volunteers stewarding at the Mytholmroyd Remembrance Sunday parade on Sunday 8 November.

Against the backdrop of a cost of living crisis and continuing pressures on Councils to provide excellent value for public money, the approach also intends to balance the rising costs of running larger-scale community events with a reduced projects and events budget. This has necessitated a revision of the events themselves, especially the scale and duration of the Lights Switch On event at Mytholmroyd. This year the event will be relocated from Mytholmroyd Community Centre back to St. Michael's Church – where it previously ran for many years – forming a smaller event that is much more reflective of the same event held at Hebden Bridge. At both sites, big-ticket acts will also be stripped back, putting community groups squarely at the heart of the action and bringing a more cosy and intimate feel back to Christmas.

"The festive events planned for 2026 have the community and families at their heart. While slightly different to previous years, they will keep our community's traditions at the forefront and means that we can spread the festive cheer further this season. Critically, the new, more condensed Lights Switch On events leave scope for community investment beyond Christmas."

Cllr Hedges, Chair of the Christmas Lighting, Projects & Events Committee

The council is looking to extend its festive events into the new year, bringing some sparkle to the darkest months. Plans are underway for a possible event in February 2027 half term with more info to come – watch this space!

More information on HRTC's festive events programme will be available in the following weeks, but in the meantime please contact the office team with any enquiries.

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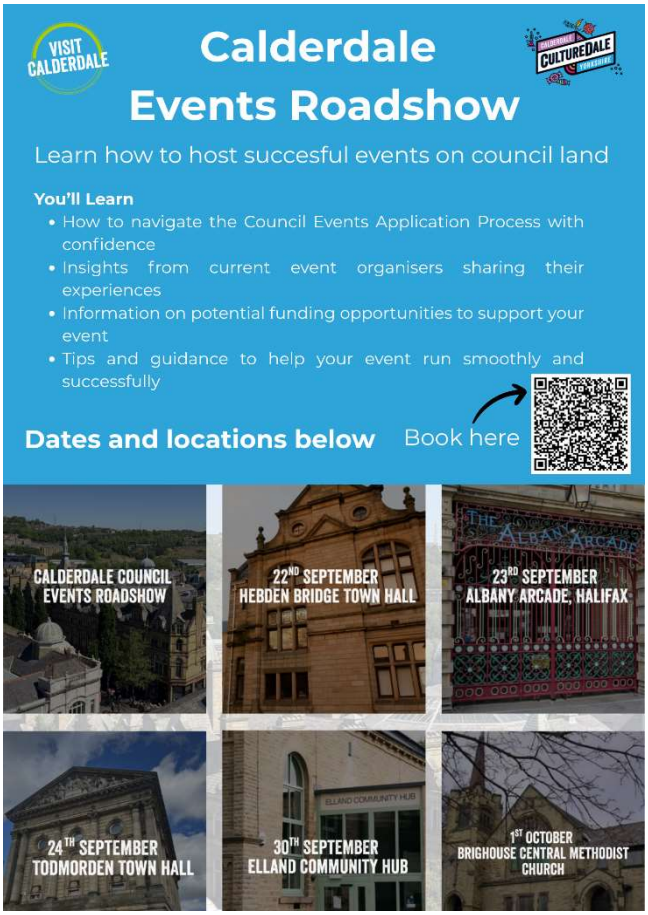
Published at hebdenroydtowncouncil.gov.uk on 4 September 2026

Calderdale Council Showcase event
Hebden Bridge Town Hall
22 September 2026

In September, the Projects & Events Officer was invited to deliver a presentation and supported a Q&A session as part of the Calderdale Events Roadshow, hosted by Calderdale Council.

Through the Roadshow, Calderdale aim to support new events in the region, particularly in currently underrepresented areas such as North Halifax and Park and Warley wards, while providing opportunities for networking and sharing best practice.

The initiative aims to help demystify the process for current and potential event organisers by explaining approaches to potential obstacles and reduce apprehension around the event planning and application processes. HRTC were pleased to support the event. If successful, additional Roadshows could be held in 2027.







Pictured: Delegates attend the Hebden Bridge Town Hall event, 22 September.