


10 June 2026

To Members of the Council



Dear Sir/Madam

You are hereby summoned to a meeting of the **PROJECT & EVENTS COMMITTEE** (Cllrs: Hedges, Hoyle, Macdonald, Parry & Turner) which will be held in the Greenwood Room in Hebden Bridge Town Hall on **Tuesday 16 June 2026 at 7.30pm**


Emma Green
Clerk to the Council

AGENDA

1. To elect a Chair and Deputy Chair to the Committee.
2. To receive apologies and reasons for absence and any substitutions.
3. To receive members' interests relating to agenda items for this meeting.
4. To report on matters arising from the minutes of meeting held 29 April 2026 not itemised on this agenda (enc).
5. To note the Terms of Reference for this committee (enc).
6. **BUDGET UPDATE 26/27**
To receive a budget update for the current year and decide on actions as appropriate (enc).
7. **PROJECT UPDATES 2025-26**
To receive an update on the following projects and decide on actions as appropriate.
 - a) Hebden's Happy Hounds Feedback (enc)
 - b) Christmas Lighting Options – Mytholmroyd & Cragg Vale (enc)
 - c) Christmas Light Switch On events – working title 'A very Valley Christmas'
 - d) February Half Term 2027 Ice Rink Proposal
 - e) WOHB - Happy Valley Pride 26
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.

HEBDEN ROYD TOWN COUNCIL

Meeting of the PROJECTS, EVENTS & CHRISTMAS LIGHTING COMMITTEE Held WEDNESDAY, 29 APRIL 2026

MINUTES

PRESENT: Councillors: Hedges (Chair), Hoyle, Macdonald and Turner

ABSENT: Councillors: Bampton-Smith and Fraser

ALSO: HRTC Deputy Clerk: E Andrews

585. To receive apologies and reasons for absence and any substitutions.
Apologies were received from Cllr Fraser (Chair) and Bampton-Smith (Deputy Chair), nominations for a Chair for this meeting were sought.

RESOLVED: That Cllr Hedges Chair the meeting.

586. To receive members' interests relating to agenda items for this meeting.

There were no members interests reported at this meeting.

587. To report on matters arising from the minutes of meeting held 17 February 2026 not itemised on this agenda.

There were no matters arising.

588. BUDGET UPDATE

Members received information on the current budget

RESOLVED: To note the information.

589. PROJECTS UPDATE

Members received updates on the following from the Projects & Events Officer and decided on actions as appropriate.

a) **Hebden's Happy Hounds, Saturday 2nd May**

As in previous years RSPCA as event partner will be hosting the dog show in Calder Holmes Park, while HRTC will manage the wrap-around event infrastructure alongside the marketplace, hospitality, children's entertainment and host a stall to give away free doggie bags to help promote the message of responsible dog ownership.

It was noted that many of the traders - including charities - are new for this year, meaning there will still be new things for previous attendees to

see and do. The Mayor will judge the class 'Mayor's Choice' in the afternoon. Local police officers and PCSO's have been notified.

Cllrs agreed that it would be good to see how many dogs are entered on the class list, alongside other feedback from attendees on the day.

RESOLVED: To note the information.

b) **What's On Hebden Bridge**

Festival functionality

Hebden Bridge Film Festival was the first full festival across multiple sites to make use of the new WOHB festival functionality. It enabled users of WOHB to access the info who may otherwise not of seen it, while equally also driving more traffic to the site. Cllrs expressed their enthusiasm to support other HX7 festivals using the functionality to showcase their programmes and events.

Cllrs suggested a report of usage stats at each meeting would be beneficial, in addition to the Annual Report.

RESOLVED: To note the information.

c) **Remembrance Sunday, 8th November**

Planning will soon commence for Remembrance Sunday. Owing to a pattern of increasing attendance especially at the Mytholmroyd Service in recent years, costs for a commercially printed Service sheet are to be sought and considered, to help reduce in house production time.

RESOLVED: To note the information.

d) **Re-branding of the HRTC Christmas offer.**

Members considered estimates for the rebranding of the HRTC Christmas offer (see minute 454).

RESOLVED: To approve expenditure on the rebranding of the Christmas offer estimated at around £1000.

e) **Christmas Grottos**

MCC, Mytholmroyd, Sunday 6th December

Town Hall, Hebden Bridge, Saturday 12th December

Christmas grottos are booked to take place at the above venues in December, ensuring visiting Santa falls closer to Christmas, unlike in previous years where the grotto has been part of the Christmas lights switch on events which take place in November. Event times and

associated supporter rotas now need to be finalised.

RESOLVED: To note the information.

f)

Christmas Lighting

Members discussed the provision of Christmas lighting including the extension of the scheme in Mytholmroyd as part of the Christmas Light Switch On event, now due to take place at St. Micheal's Church for 2026. St Micheal's or the Enterprise Centre were identified as prominent sites for decoration, with a view that this would add impact to the Mytholmroyd Christmas tree location and enhance the switch on event.

RESOLVED: To explore options and obtain costs for lighting decoration schemes on the St. Micheal's Church and Enterprise Centre site.

g)

Christmas Lights Switch On events

St. Michael's Church, Mytholmroyd, Saturday 21st November
Town Hall, Hebden Bridge, Thursday 26th November

Planning is underway for the above events. Following the rebranding of the Christmas offer, the identity of these events will be established along with the programme of activity.

As part of the revised Christmas Lights Switch On events (see minute 454) the provision of an accessible changing place/Mobiloo was considered. Members discussed the previous years' usage stats and the provision of accessible toilets at the venues named above alongside the revised format of the events which will be much shorter in duration with simplified ancillary activity compared with recent previous years.

RESOLVED: Accessible changing places provision will not be continued at the the revised Christmas Switch On events owing to their much shorter length and the availability of accessible toilets at both venues. Provision will be reviewed on an ongoing basis for future events hosted by HRTC, with provision decisions based on a combination of event length, scale, location and expected attendance numbers.

h)

Proposed Seasonal activity

Ice Rink, February Half Term, Sat 13th – Sun 21st

Members discussed the opportunity to provide a synthetic ice rink activity in the quieter months following the Christmas period aimed at families. While venue availability and cost will determine options, Cllrs expressed an interest in this being available in Hebden Bridge and Mytholmroyd.

RESOLVED: To further explore and obtain costs for the provision of an Ice

Rink activity at Hebden Bridge and Mytholmroyd in February 2027,
including provisional venues and dates.

590. 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.

Meeting finished at 9:10pm



PROJECT & EVENTS COMMITTEE TERMS OF REFERENCE

Membership:	7 Councillors and Ex-officio
Non-councillor:	Not Applicable to this committee
Quorum:	Three Town Councillors with voting rights
Meetings:	Four meetings per year (or as required)

1. Introduction

- 1.1 The aim of this Committee is to work to improve and enhance the area within the Town Council's boundaries for the benefit of the community, businesses and visitors.
- 1.2 The Committee is to:
 - i. Work with partners to create a town centre where shopping, working, living, doing business and spending leisure time are pleasant experiences
 - ii. To foster and develop relationships between businesses, Hebden Royd Business Forum, the Council, and other interests.
 - iii. Manage the Council's Decorative Lighting scheme and other major seasonal or events related projects.
 - iv. To liaise with local groups and partner organisations in the planning of major events in Hebden Royd.

2. Membership

- 2.1 The Project & Events Committee shall consist of seven Town Councillors to be elected annually at the first meeting following the Annual Meeting of the Town Council.
- 2.2 The Mayor is Ex-Officio on this Committee
- 2.3 Three members of the Committee shall constitute a quorum.
- 2.4 The Chair and Vice-Chair are to be elected annually at the first meeting of this Committee (Following the Annual Meeting of the Town Council) and shall hold office for the council year.

- 2.5 In the event of the resignation, disqualification, or death of a Councillor during the year any vacancy on the Project & Events Committee will be filled at the next meeting of the Full Council.
- 2.6 Substitutions are permitted in the event of a member's absence from a meeting of the Project & Events Committee. The member unable to attend must arrange their own substitution and notify the clerk by 5pm on the day of the meeting.

3. Meetings

- 3.1 Four scheduled meetings per year, other meeting may be called if required to consider urgent issues.
- 3.2 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.

4. Documentation

- 4.1 Minutes of all meetings will be recorded by the Town Clerk and circulated for information at Full Council meetings.
- 4.2 Reports, documents and correspondence relating to this Committee are available to Full Council on request.
- 4.3 All correspondence shall be conducted through the Town Clerk.

5. Scope

- 5.1 To decide and incur expenditure within budget on:
Projects which encourage the prosperity and positive promotion of the area.
HRTC led and partner events including Christmas lighting and associated events.
- 5.2 In relation to the Decorative Lighting Scheme, place orders for works, goods and services within the limitation of the approved annual budget.
- 5.3 Undertake contract tendering exercise where requires as per Financial Regulations on behalf of the Council in relation to events and decorative lighting and to decide on contracts awarded.
- 5.4 Ensure a system for Risk Management and Health & Safety are in place for the areas within its control.
- 5.5 Develop successful partnerships and work effectively with representatives from local groups and organisations and other authorities.
- 5.6 Liaise with relevant organisations to identify best practice and identify issues and areas for improvement in Hebden Royd.
- 5.7 Ensure that all relevant parties work together to deliver a vibrant, safe, accessible and sustainable town centre.

- 5.8 Explore sponsorship and other financial support and resources for events taking place with the Town Council area.
- 5.9 Work with partners on promoting and organising events in the area.
- 5.10 Consult and engage with the community on projects on behalf of the Council.
- 5.11 To work with other groups and organisations to promote tourism to Cragg Vale, Hebden Bridge, and Mytholmroyd and demonstrate what it has to offer to the wider community.
- 5.12 Liaise with all necessary amenity groups, Local Authorities and Statutory bodies with regard to implementation of signage.
- 5.13 Take a lead role in organising any events that the Town Council may decide to hold or is participating in.
- 5.14 To issue media communication regarding events and lighting on behalf of the Council

6. Review

- 6.1 The Staffing Committee's Terms of Reference are to be reviewed annually at the first meeting of the Staffing Committee following the Annual Meeting of the Town Council, or in response to changes in legislation or practice.

Projects & Events Budget 2026-27

To be used with P&E Working sheet (less VAT)

Expenditure	Description	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	Orgainising & hosting the event	£ 1,500.00	£ 1,496.00		£ 1,496.00	£ 1,000.00	£ 1,236.00	£ 2,000.00	£ 550.00	First Aid, Toilet, circus skills, license, rosettes, marketing, van hire
Christmas Events	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	
Events & Projects	Green Hub, WOHB, xmas rebranding	£ 5,300.00		£ 1,000.00	£ 1,000.00	£ 8,500.00	£ 1,725.00			
Grottos x 2	TBC	£ 6,000.00		£ 6,355.00	£ 6,355.00					Taken from previous Switch On projects
Ice Rink Proposal	TBC	£ 9,000.00		£ 15,000.00	£ 15,000.00					Taken from previous Switch On projects
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 Tree barrier
CHRISTMAS LIGHTING										
Installation / Inspection	CMBC Recharge	£ 20,000.00		£ 17,500.00	£ 17,500.00	£ 20,000.00	£ 15,983.40	£ 20,000.00	£ 16,756.40	Installation of Christmas lights & trees by Calderdale
Christmas Lights	Blachere Lease	£ 20,000.00		£ 19,000.00	£ 19,000.00	£ 20,000.00	£ 18,217.46	£ 20,000.00	£ 17,658.50	
MY & Cragg V Proposal	TBC Projection & / or lighting tree at Cragg Vale			£ 6,000.00	£ 6,000.00					Estimate - prices still being investigated
REMEMBRANCE SUNDAY										
Remembrance Sunday	Parade & Event	£ 3,000.00		£ 2,500.00						
REDUNDANT BUDGET LINES										
The Pumpkin Festival	Orgainising & 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	Dog waste bags
	TOTAL	£ 75,000.00	£ 1,496.00	£ 75,855.00	£ 74,851.00		£ 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	
Hanging Baskets									£ 7,500.00	Moved to Local Environment & Climate
	Available Funds				£ 149.00		£ 15,657.79		£ 7,934.44	

Hebden's Happy Hounds Report 2026

Email from RSPCA re. Registration Stats:

Hi Ebony,

Thanks for your lovely message and for all your hard work getting everything sorted for Saturday, I agree it all came together beautifully!

In terms of registration stats, there were **52 dogs in total of which around 30 entered 2 or more classes.**

Emails from exhibitors:

Via email:

Hi,

I really enjoyed it and would love to attend any others you have going on :)

Thank you for having me.

Hi Ebony

Thanks for your email, and for a great day. Personally I thought it was really well organised and a lot of fun and would love to attend again next year/if you run anything similar this year. Is it possible to be kept on a mailing list?

Hi Ebony. We to have had great feedback from our helpers and clients who attended the event. We have put lots of advice. Even managed to get a nervous rescue dog, out the owners arms and onto the floor, something the owner could no manage within an Hour she was playing with one of our border collies. Look for to see you at your next event.

Facebook stats

Last 28 days: 7 Apr-4 May ▾

26,616 Views ⓘ

+632.6% from previous 28 days



7,931

Viewers ⓘ



2,026

3-second views ⓘ



12

1-minute views ⓘ

Insights

Learn how your Page is performing.

Last 28 days: 7 Apr-4 May

See all



26,616 ↑ 633%

Views ⓘ



363 ↑ 1,152%

Interactions ⓘ



36 ↑ 50%

Net follows ⓘ



Examples of Socials Comments (see <https://www.facebook.com/hebdenshappyhounds/> for more)

Hebden's Happy Hounds's post

LW Podiatry, Stacey's wacky faces and 32 others · 7 comments · 4 shares · 3.4K views

All comments ▾

- LW Podiatry
Aw we really did have so much fun. Reuben has asked if we can go again 🥳

2d Love Reply Hide 1 🍀
- Author
Hebden's Happy Hounds
LW Podiatry ah so glad to hear this! 🍀🐾🍀

2d Like Reply
- David Ford
LW Podiatry <https://www.thefiremandave.com/my-work/educational-workshops>

2d Like Reply Send message Hide
- Mabel's Meals
What a brilliant day, so well organised and full of Happy Hounds and their peeps! Thank you for making us so welcome.
Love from all at Mabel's Meals 💜

2d Like Reply Hide 1 🍀
- Janet Flood
We had such a lovely time today z

2d Like Reply Send message Hide 1 🍀



PMG Treats
2 May at 17:17 · 🌐

Wow! Thank you so much to everyone who came by and saw us today at Hebden's Happy Hounds! We had a blast!
Congratulations to all the prize winners who got themselves a PMG goody bag!
Want some doggy treats? Message us, we can even deliver if you're local!
Special thanks to our operations manager Nichola Crossland for giving up your Saturday to help out x
Phillippa, Mabel & Georgia xx

🐾🍀🐾



Christmas Lighting Options - Mytholmroyd & Cragg Vale

Background

Following discussion at the meeting on 29 April 2026 the Projects & Events Officer was requested to explore opportunities to expand the Christmas lighting programme more broadly across Hebden Royd (min. 589):

Members discussed the provision of Christmas lighting including the extension of the scheme in Mytholmroyd as part of the Christmas Light Switch On event, now due to take place at St. Michael's Church for 2026.

St Michael's or the Enterprise Centre were identified as prominent sites for decoration, with a view that this would add impact to the Mytholmroyd Christmas tree location and enhance the switch on event.

Site visit

On 12 May 2026 the Projects & Events Officer completed a site visit to St. Michael's Church accompanied by the current contractor, Blachere Illumination, to discuss options. A visit to St. John the Baptist in the Wilderness Church, Cragg Vale, was appended to the visit.

Mytholmroyd

Blachere reported back following the visit that concerns over access specifically to the front of the Enterprise Building where the pathway narrows next to the river mean the gable end would only be accessible by ladder, not scaffold or lift, and as a result access would not pass their risk assessment with regard to health & safety requirements. They advised an alternative option to adding light fixtures to this part of the building is to explore the installation of a projector which could project images onto the church / spire. Infrastructure would be required to enable this, including the installation of a tall pole cemented into the ground at a reasonable distance from the church, an electric feed installed which runs to the pole, and security spikes / similar. Costs have been requested for these options.

An alternative contractor has also been contacted re. decorating the Enterprise Centre gable end, their response is pending.

Further opportunities to install stand-alone installations, providing power can be safely supplied, remain viable options. These installations range from Christmas trees and archways to characters etc.

Cragg Vale

While Hebden Bridge and Mytholmroyd currently benefit from a green Christmas tree installed by CMBC and funded by HRTC, Cragg Vale currently doesn't. On the visit to St. John the Baptist in the Wilderness Church, Cragg Vale, it was noted that providing a safe power feed could be used (there appears to be external power source onsite already) an illuminated Christmas tree could be installed on the path next to the Church entrance while still allowing suitable path access on both sides. Costs have been requested for these options.

Blachere along with other providers can provide projectors and lighting units on a hire or purchase basis, including discounted back-catalogue items, provided that appropriate storage space can be secured.