

## TODMORDEN TOWN COUNCIL

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### MINUTES OF A MEETING OF EMERGENCY COMMITTEE OF TODMORDEN TOWN COUNCIL

Held remotely on  
Wednesday 3<sup>rd</sup> June 2020 at 7:30pm

**Councillors present:** - Cllrs D Skelton (Chair), R Coleman-Taylor (Mayor), C Potter, The Revd G Kent and L Levick

**Other Councillors present:-** Cllrs M Carrigan, M Doyle, P Ripley, J Williams, T Greenwood, T Roberts and Pat Taylor

**Councillors absent:** - None

**Officers:** Susan Miles – Assistant Town Clerk (Minute Taker) and Nicola Pugh (Administration Officer)

**Members of the Public:** No public present as meeting not open pending virtual meeting being established arising out of Covid 19 impact

2020(EC)048	<p><b><u>ITEM 1. Ground Rules for Meeting</u></b></p> <p>The Chair welcomed everyone to the meeting. He confirmed that the Emergency Committee operates under delegated powers and that the responsibility for voting rests with the members of the Committee. He said that other Councillors were welcome to contribute to the discussion provided this it was pertinent and succinct.</p>
2020(EC)049	<p><b><u>ITEM 1a. Minute's Silence</u></b></p> <p>A minute's silence was observed following the passing of Simon Ormerod who held the office of Mayor of Todmorden in 1998/1999.</p> <p>Cllr R Coleman-Taylor mentioned that she had sent a letter of condolence to the family of Simon Ormerod and expressed regret that she would not be able to attend the funeral during the current lockdown for Covid-19.</p>
2020(EC)050	<p><b><u>ITEM 1b. Apologies for Absence</u></b></p> <p>To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting noting substitutions at late notice will be allowed</p> <p>None</p>
2020(EC)051	<p><b><u>ITEM 2. Declarations of Interest</u></b></p> <p>To receive disclosures of personal and prejudicial interests from members on matters to be considered at the meeting. Officers are required to make a formal declaration about council contracts where the employee has a financial interest.</p>

	<p>The Chair declared a non-pecuniary interest regarding item 12c, a grant request for the Todmorden Book Festival and Cllr M Doyle a non-pecuniary interest with item 21, a request from Walsden Neighbourhood Watch Community Group concerning the Walsden Library site.</p>								
2020(EC)052	<p><b><u>ITEM 3. Public Participation</u></b>  To adjourn the meeting to allow members of the public to make representation on the business of the agenda for the meeting. No resolutions can be under public participation.</p> <p><i>No public present owing to government restriction for public meetings and no availability currently for virtual participation.</i></p>								
2020(EC)053	<p><b><u>ITEM 4. Minutes</u></b>  To approve the draft minutes of the Emergency Committee meeting held on the 6th May 2020.</p> <p><i>Proposed by Cllr C Potter    Seconded by Cllr R Coleman-Taylor    Unanimous</i></p> <p><b>RESOLVED: -</b>  <i>That the minutes of the meeting held on the 6<sup>th</sup> May 2020 are a true record.</i></p>								
2020(EC)054	<p><b><u>ITEM 5. Exclusion of Press and Public – Public Bodies (Admission to Meetings Act) 1960</u></b>  To consider and confirm any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.</p> <p><i>No public present owing to restriction on public meetings and no availability currently for virtual participation.</i></p>								
2020(EC)055	<p><b><u>ITEM 6. Schedule of Payments</u></b>  To receive a schedule of 16 payments made totalling £8797.42 as of 28<sup>th</sup> May 2020</p> <p><i>Proposed by Cllr R Coleman-Taylor    and Seconded by Cllr L Levick    Unanimous</i></p> <p><b>RESOLVED: -</b>  <i>That Members of the Emergency Committee receive the schedule of payments.</i></p>								
2020(EC)056	<p><b><u>ITEM 7. Financial Summary as 28<sup>th</sup> May 2020</u></b>  To receive a financial summary and detailed income and expenditure as of 28<sup>h</sup> May 2020</p> <table style="margin-left: 40px;"> <tr> <td>7</td> <td>Information update</td> </tr> <tr> <td>7a</td> <td>Financial Summary</td> </tr> <tr> <td>7b</td> <td>Commitments</td> </tr> <tr> <td>7c</td> <td>Budgets by Detail Code</td> </tr> </table> <p>It was noted that the information is very thorough, and thanks were expressed to the Clerk for his work on this.</p> <p><i>Proposed by Cllr the Revd G Kent    and Seconded by Cllr R Coleman-Taylor  Unanimous</i></p>	7	Information update	7a	Financial Summary	7b	Commitments	7c	Budgets by Detail Code
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	<p><b>RESOLVED: -</b>  <i>That Members of the Emergency Committee receive the financial summary and detailed income and expenditure.</i></p>
2020(EC)057	<p><b><u>ITEM 8. Earmarked Reserves</u></b>  To receive a summary of Earmarked Reserves following recent approval.</p> <p><i>Proposed by Cllr C Potter and Seconded by Cllr R Coleman-Taylor Unanimous</i></p> <p><b>RESOLVED:</b>  <i>That Members of the Emergency Committee receive the summary of Earmarked Reserves.</i></p>
2020(EC)058	<p><b><u>ITEM 9. Policy Development</u></b>  To receive an update.</p> <p><i>Proposed by Cllr the Revd G Kent and Seconded by Cllr L Levick Unanimous</i></p> <p><b>RESOLVED:</b>  <i>That Members of the Emergency Committee receive the update.</i></p>
2020(EC)059	<p><b><u>ITEM 10. To receive reports recommending several Policies for approval and adoption.</u></b></p> <p>10a</p> <ul style="list-style-type: none"> <li>• Complaints Policy and Procedure</li> <li>• Freedom of Information</li> <li>• Freedom of Information- Vexatious Requests</li> <li>• Media</li> <li>• Recording of Meetings</li> <li>• Rules for Public meeting (face to face)</li> <li>• Rules for Public meeting (remote/virtual)</li> <li>• Social Media /Web Site</li> </ul> <p>10b Health and Safety</p> <p><i>Proposed by Cllr C Potter and Seconded by Cllr the Revd G Kent Unanimous</i></p> <p><b>RESOLVED: -</b>  <i>That Members of the Emergency Committee receive the policies. To enable Councillors more time to read and reflect on the policies, the decision on whether to approve and adopt the policies be postponed until the next meeting of the Emergency Committee on 1 July 2020.</i></p>
2020(EC)060	<p><b><u>ITEM 11. Web Site</u></b>  To receive an update.</p> <p><i>Proposed by Cllr D Skelton and Seconded by Cllr R Coleman-Taylor Unanimous</i></p> <p><b>RESOLVED:</b>  <i>That Members of the Emergency Committee receive the website update.</i></p>

	<p><b>ITEM 12. Grant Requests</b> To consider request for grant assistance as below and related reports: -</p>
2020(EC)061	<p><b>12a. Friends of Centre Vale Park</b></p> <p>Proposed by Cllr C Potter    Seconded by Cllr the Revd G Kent                      Unanimous</p> <p><b>RESOLVED</b> <i>That Members of the Emergency Committee agree to postpone the decision about the possibility of a grant to be made to the Friends of Centre Vale Park until enquiries have been made about:</i></p> <ul style="list-style-type: none"> <li>• <i>The possibility of the information being made available online instead through a booklet.</i></li> <li>• <i>The rationale behind who it is likely to buy the booklet at the relatively high cost of £12.</i></li> </ul>
2020(EC)062	<p><b>12b. CROWS</b></p> <p>Proposed by Cllr C Potter    Seconded by Cllr the Revd G Kent                      Unanimous</p> <p>RESOLVED: That Members of the Emergency Committee agree to a grant of £1000 to be made to CROWS and that any unused funds to be returned to Todmorden Town Council at the end of the Municipal year. A report to be received about the work done.</p> <p>Additionally, the grant approval letter to include a request that CROWS consider the possibility of cooperating with Todmorden Town Council to share online the mapping work they have been doing on the Todmorden Centenary Way.</p>
2020(EC)063	<p><b>12c Todmorden Book Festival</b></p> <p>Cllr D Skelton handed over the role of chairing of the meeting to Cllr R Coleman-Taylor</p> <p>Proposed by Cllr C Potter    Seconded by Cllr the Revd G Kent                      Unanimous (except for Cllr D Skelton who abstained)</p> <p>RESOLVED: That Members of the Emergency Committee agree to a grant of £3,000 to be made to the Todmorden Book Festival. A report to be received of the work done.</p>
2020(EC)064	<p><b>12d. Handmade Parade</b></p> <p>Cllr R Coleman-Taylor handed the role of chairing the meeting back to Cllr D Skelton.</p> <p>Proposed by Cllr C Potter    Seconded by Cllr R Coleman Taylor                      Unanimous</p> <p>RESOLVED: That Members of the Emergency Committee declined to agree that the remainder of the grant requested (£2,000) be made to the Handmade Parade based on the revised proposal. At the 8 April 2020 meeting of the Emergency Committee it was agreed that the remainder would be paid, if it is possible for the original proposal to go ahead, later this</p>

	<p>year. As this is not possible, the decision to agree the remainder of the original proposal is postponed until such time it is possible to deliver it.</p> <p>The Handmade Parade is invited to resubmit the revised proposal as a new application, together with the detailed costings and plans.</p>
2020(EC)065	<p><b><u>ITEM 13. Information Leaflet and Skip Initiative</u></b> To receive an update.</p> <p>Cllr D Skelton said that the date for delivery of the leaflet had slipped to w/c 27 June 2020 because of issues between the printers and Royal Mail. He said that this was regretted but there was nothing that could be done about the delay at this stage. He said that the distribution of the leaflet would still be useful as it would let residents know that the Town Council is there to help with issues. It was noted that the information from the leaflet and about the skips would be on the Town Council website and advertised in local media later this week. The information would therefore be available to residents although the leaflet would not be delivered until later in the month.</p> <p><i>Proposed by Cllr R Coleman-Taylor and Seconded by Cllr the Revd G Kent Unanimous</i></p> <p><b>RESOLVED:</b> <i>That Members of the Emergency Committee note the update.</i></p>
2020(EC)066	<p><b><u>ITEM 14. Neighbourhood Plan</u></b> To receive an update.</p> <p>Cllr C Potter explained that a series of meetings were taking place to discuss aspects of the Neighbourhood Plan and that the Housing Needs Assessment had been reviewed on Monday this week.</p> <p><i>Proposed by Cllr C Potter and Seconded by Cllr L Levick Unanimous</i></p> <p><b>RESOLVED:</b> <i>That Members of the Emergency Committee note the position regarding the Neighbourhood Plan and that an invite would be issued by the Clerk's Office to all members in case they wish to be involved in the Monday (2pm) meetings over the next 5/6 weeks.</i></p>
2020(EC)067	<p><b><u>ITEM 15. Grant Payback</u></b> To receive an update.</p> <p><i>Proposed by Cllr R Coleman-Taylor and Seconded by Cllr C Potter Unanimous</i></p> <p><b>RESOLVED: -</b> <i>That Members of the Emergency Committee note the status of grant payback and requested that the Clerk's Office check if a grant for the Hire of the Town Hall is outstanding for the Todmorden Choral Society.</i></p>
2020(EC)068	<p><b><u>ITEM 16. Citizenship Awards</u></b> To consider, given the Covid-19 restrictions, whether to determine awards for the 2019/20 Municipal Year.</p>

It was noted that many individuals and groups had done outstanding work for the community during the floods earlier in the year and the Covid-19 lockdown. There was a desire to recognise this work, but the lockdown/social distancing made it impossible at the moment to have a public ceremony. It was felt to be valuable that the Citizenship Awards be presented at a public ceremony if this is possible later in the year.

*Proposed by Cllr R Coleman-Taylor    Seconded by Cllr D Skelton    Unanimous*

**RESOLVED:**

*That Members of the Emergency Committee agree to consider nominations for the Mayor's Certificate of Achievement at the Emergency Committee on 1 July 2020. Members are to put forward nominations for this.*

*Nominations for Citizenship Awards to be considered at the September Meeting (of the Resources Committee) as it is hoped by then that small gatherings will be possible.*

2020(EC)069

**ITEM 17. Comments on Planning Applications**

To submit comments on the planning applications received from Calderdale Council.

*Proposed by Cllr C Potter    Seconded by Cllr R Coleman-Taylor    Unanimous*

**RESOLVED:**

*That Members of the Emergency Committee authorise the Town Clerk to submit the following responses en bloc to Calderdale MBC*

<b>Item no</b>	<b>Application Number</b>	<b>Address</b>	<b>Purpose</b>
<b>17a</b>	20/20066/TPO 3	Stansfield Hall Stansfield Hall Road Todmorden Calderdale OL14 8BQ	Prune Trees (Tree Preservation Order)
Comment Supported  <i>Proposed by Cllr C Potter    Seconded by Cllr D Skelton    Unanimous</i>			
<b>17b</b>	20/00459/LBC	Barn at Higher Longfield Farm Rough Side Lane Todmorden Calderdale	Conversion of existing barn into 2 dwellings (Listed Building Consent)
Comment Supported subject to comments by the Conservation Officer, appropriate access/aggress, flooding considerations, environmental considerations and permeable outdoor surfaces.  <i>Proposed by Cllr C Potter    Seconded by Cllr the Revd G Kent    Unanimous</i>			
<b>17c</b>	20/00292/FUL	Barn at Higher Longfield Farm Rough Side Lane Todmorden Calderdale	Conversion of existing barn into 2 dwellings (Listed Building Consent)
Comment As above			

<i>Proposed by Cllr Potter    Secoded by Cllr the Revd G Kent    Unanimous</i>			
<b>17d</b>	19/00648/FUL	Langfield House 38 Kilnhurst Road Todmorden West Yorkshire OL14 6AX	Two detached dwellings
<p>Comment</p> <p><b>Development not supported on the grounds of potential land instability – the report said that a full invasive land survey must be done as this area has a history of subsidence. It is felt that a decision cannot be made on this application in the absence of this.</b></p> <p>Other reasons for not supporting the application include the impact on the visual amenity, loss of parking for residents, the steep aspect of the land causing overlooking of other residential properties and the lack of sympathetic design with the proposed white rendering which is out of character for the area. There is also the potential for increased flooding because of surface water run-off.</p> <p><i>Proposed by Cllr Potter    Secoded by Cllr Coleman-Taylor    Unanimous</i></p>			
<b>17e</b>	20/20318/FUL	Land West of Hollins Mill Rochdale Road Todmorden Calderdale	Change of use B1A office to Sui Generis for indoor dog play area
<p>Comment</p> <p>Supported subject to there being sufficient parking and that provisions are put in place to control noise nuisance from dog barking. Also, subject to ensuring that dogs are not permitted to foul around the canal and local area, especially as the proposed facility is near the Hollins Mill indoor play centre.</p> <p><i>Proposed by Cllr Potter    Secoded by Cllr Coleman-Taylor    4 voted for motion and 1 against</i></p>			
<b>17f</b>	20/20319/LBC	Land West of Hollins Mill Rochdale Road Todmorden Calderdale	Alterations to interior layout to include new doorway, and stud walling. Repair to existing wall and new fence (Listed Building Consent)
<p>Comment</p> <p>As above</p> <p><i>Proposed by Cllr Potter    Secoded by Cllr Coleman-Taylor    4 voted for motion and 1 against</i></p>			
<b>17g</b>	20/00322/LBC	30 Ramsden Wood Road Walsden Todmorden Calderdale OL14 7UD	Paint window frames and front door "studio green No 93 by Farrow & Ball"

	<p>Comment Supported</p> <p><i>Proposed by Cllr D Skelton    Seconded by Cllr L Levick    Unanimous</i></p> <table border="1" data-bbox="352 333 1378 638"> <tr> <td data-bbox="352 333 485 638"><b>17h</b></td> <td data-bbox="485 333 715 638">20/00297/FUL</td> <td data-bbox="715 333 1094 638">Building North of Water Treatment Works Greenhills Lane Todmorden Calderdale</td> <td data-bbox="1094 333 1378 638">Change of use of former single storey agricultural barn into 2bed dwelling including raising the ridge and eaves by 1.3m to enable additional floor to be inserted</td> </tr> </table> <p>Comment Supported subject to comments by the Conservation Officer, appropriate access/aggress, flooding considerations, environmental considerations and permeable outdoor surfaces.</p> <p><i>Proposed by Cllr D Skelton    Seconded by Cllr L Levick    Unanimous</i></p>	<b>17h</b>	20/00297/FUL	Building North of Water Treatment Works Greenhills Lane Todmorden Calderdale	Change of use of former single storey agricultural barn into 2bed dwelling including raising the ridge and eaves by 1.3m to enable additional floor to be inserted
<b>17h</b>	20/00297/FUL	Building North of Water Treatment Works Greenhills Lane Todmorden Calderdale	Change of use of former single storey agricultural barn into 2bed dwelling including raising the ridge and eaves by 1.3m to enable additional floor to be inserted		
2020(EC)070	<p><b><u>ITEM 18. Other Planning Issues for Consideration</u></b> To receive any other planning issues or correspondence for consideration.</p> <p>None Received.</p>				
2020(EC)71	<p><b><u>ITEM 19. Rights of Way/Development Issues</u></b> To receive an update on current issues</p> <p>The very unsatisfactory situation at Gaddings Dam, which is a Site of Special Scientific Interest (SSI) was discussed extensively. There are three areas in Calderdale, including Gaddings Dam at Lumbutts Rd, that are causing similar concern. It was noted that the walk from Lumbutts Rd to the Dam is not family friendly and that there are no toilet facilities (with potential pollution issues for the Dam and local households). It was also said that there had been mention on social media that inappropriate sexual activity had taken place there recently. It was agreed that this should be reported to the police.</p> <p><i>Proposed by Cllr D Skelton and Seconded by Cllr R Coleman-Taylor    Unanimous</i></p> <p><b>RESOLVED: -</b> <i>That Members of the Emergency Committee delegate authority to the Town Clerk to:</i></p> <ul style="list-style-type: none"> <li>• <i>Contact the Police Inspector to thank him for the action that has been taken already and to request that the two PCSO's be directed to pay special attention to this area at weekends, Bank Holidays to ensure that visitors are advised not to park on double yellow lines, block residents access/egress from their properties and against any anti-social behaviour.</i></li> <li>• <i>Set up a meeting with Calderdale MBC to investigate other options to deal with the issues raised, for example, road control orders (similar to those operating at Hardcastle Craggs) or raising the level of Gaddings Dam (although the latter has been explored before and has possible associated negative impacts on the local water supply).</i></li> </ul>				



	<p>The Assistant Town Clerk updated members on the latest information about the restricted access on Footpath 32, Kebs Rd and Whirlaw Ave. Enforcement letters had been issued by the Rights of Way Officer, but the landowners concerned had refused to remove the obstructions. It was now a matter for the Enforcement Officer.</p>
2020(EC)72	<p><b><u>ITEM 20. Outside Bodies</u></b>  To agree a protocol for communication with Outside Bodies where there is Town Council representation.</p> <p><i>Proposed by Cllr D Skelton    Seconded by Cllr R Coleman-Taylor    Unanimous</i></p> <p><b>RESOLVED:</b>  <i>That Members of the Emergency Committee agree to implementing the protocol for communication with outside bodies. The Clerk's office was requested to send the up-to-date list of Councillor membership to outside bodies.</i></p>
2020(EC)73	<p><b><u>ITEM 21. Walsden Library</u></b>  To consider a request for Town Council support from Walsden Neighbourhood Watch Community Group for alternative use of the Walsden Library site following demolition of the library building.</p> <p>This was discussed and it was noted that most members had not heard about this organisation and did not know about its objectives, constitution, financial situation, officers and membership. A member explained that its membership was over 200 people from Walsden, it was affiliated to the National Neighbourhood Watch Scheme and that it was 'branching out' by getting involved with issues such as this.</p> <p>The suggestion of additional green spaces where residents can sit and enjoy was welcomed although it is possible that the site (because it is in a shaded area) may not be suitable for a garden. It was also possible that Calderdale MBC may be considering making the land available as a car park as part of the sale of the Chapel.</p> <p><i>Proposed by Cllr D Skelton    Seconded by Cllr C Potter    Unanimous</i></p> <p><b>RESOLVED:</b>  <i>That Members of the Emergency Committee agree that the Town Clerk:</i></p> <ul style="list-style-type: none"> <li>• <i>Contact the Walsden Neighbourhood Watch Community Group for information about their organisation, their ideas about the use of the land (although the library is still there) and to invite their representatives to a meeting of the Council.</i></li> <li>• <i>Contact Calderdale MBC about the proposal that the library might move to Yew Tree Court and suggesting that the Housing Association be invited together with a representative from the Library Service.</i></li> </ul>
2020(EC)74	<p><b><u>ITEM 22. Correspondence Received</u></b>  To receive and consider any items of correspondence and/or updates for consideration.</p> <p>22a. Enquiry from Market Hall for support in rent dispute.</p> <p><i>Proposed by Cllr the Revd G Kent    Seconded by Cllr C Potter    Unanimous</i></p> <p><b>RESOLVED:</b>  <i>That Members of the Emergency Committee agree that the Council cannot get involved in legal matters between Calderdale MBC and their Tenants and issues facing the wider retail sector as a whole but would consider working with Calderdale to help promote the market and or events to encourage footfall back into the centre of town.</i></p>

	<p>22b. Enquiry from resident expressing concerns re: local development land levels and potential impact on localised flooding.</p> <p>The Assistant Town Clerk said that she had approached Richard Seaman for a response to the Town Clerk's letter from March 2020. She had been informed that the agent for the builder (at the Sandholme Mill site) had verbally said that the builder would reinstate the site to the previous level (agreed in the planning permission approved for Marven). She had responded back to clarify that this meant that the additional earth would be scraped up but had had no response.</p> <p><i>Proposed by Cllr the Revd G Kent    Seconded by Cllr R Coleman-Taylor    Unanimous</i></p> <p><b>RESOLVED:</b>  <i>That Members of the Emergency Committee agree to give the Town Clerk delegated authority to follow up with Richard Seaman, the letter sent on behalf of the Town Council, in March 2020 requesting a full response about the raising of the land level on the Lidl, Mill Bank Close and now the Sandholme Site.</i></p>
2020(EC)75	<p><b><u>ITEM 23. Future Meetings and How Managed</u></b>  To keep under consideration the format and need for future meetings.</p> <p>The Chair said that he had found tonight's experiment including more members, to be manageable and not much more onerous to manage. Others commented that the use of Zoom for remote meetings was working and as full face-to-face meetings may not be possible for some time it should be the way forward for the time being.</p> <p>Thanks were expressed to the Clerk's Office (and in particular, the Administration Officer) for their support with enabling members to use technology so that meetings can be held remotely.</p> <p><i>Proposed by Cllr D Skelton    Seconded by Cllr C Potter    Unanimous</i></p> <p><b>RESOLVED:</b>  <i>That Members of the Emergency Committee agree that the Town Clerk produce a timetable to enable the move back to the normal structure of meetings (Development Committee, Climate Emergency Committee, Resources Committee, Full Committee and occasionally the Staffing Committee) from September 2020. The timetable should allow for the provision of laptops/printers and training to members where appropriate.</i></p>
2020(EC)076	<p><b><u>ITEM 24. Any Items for Discussion for a Future Agenda</u></b>  To notify the Clerk of any matters for inclusion on the agenda of the next meeting</p> <ul style="list-style-type: none"> <li>• Town Hall relocation</li> <li>• Wheels Park</li> <li>• Christmas Lights</li> <li>• Timetable for Resumption of Normal Meetings Schedule</li> <li>• Review and Adoption of Policies (Postponed from this evening)</li> <li>• Walsden Library Proposal from Walsden Neighbourhood Watch Community Group</li> </ul>
2020(EC)077	<p><b><u>ITEM 25. Date of the Next Committee Meeting</u></b>  To note the date of the next Meeting of the Emergency Committee be scheduled for 1st July 2020 at 7.30pm.</p> <p>The meeting ended at 9.35pm</p>