

**TOWN COUNCIL**  
**Minutes of the Meeting held 2<sup>nd</sup> August 2017**

**230 PRESENT:** Cllr C Potter, Town Mayor.

Cllrs J Battye, A H Greenwood, J Grieve, M Hatfield, M Holmstedt, B Paramor, D Tattersall, and D Wardell.

Apologies were submitted from Cllrs S Booth, M Carrigan, P Marrington, D Skelton and D Tremayne.

**231** It was moved by Cllr M Holmstedt  
Seconded by Cllr J Grieve

**RESOLVED:** that the Minutes of the Town Council Meeting held 21<sup>st</sup> June 2017 be approved as a correct record and be signed by the Chair.

**232** Consideration was given to the motion to exclude the public and press for any agenda items.

It was moved by Cllr M Holmstedt  
Seconded by Cllr B Paramor

**RESOLVED:** that the public and press be allowed to stay in the meeting for all agenda items.

**233** Mayoral and other Communications.

A letter was received from Andrew Haigh, requesting that up to two Members of the Town Council join a sub-committee, set up to look at how the main Calderdale and Huddersfield NHS Trust Charitable Committee uses the Abraham Omerod Trust Funds.

It was moved by Cllr D Tattersall  
Seconded by Cllr M Hatfield

**RESOLVED:** i) that the correspondence be received.  
ii) that the letter be taken to the next General Purposes Committee for discussion and that nominations be brought back to the next meeting of the Town Council.  
iii) that an acknowledgement response letter is sent to Andrew Haigh.

**234** Consideration was given to the Minutes of the Development Committee held on 28<sup>th</sup> June 2017.

It was moved by Cllr M Hatfield  
Seconded by Cllr J Grieve

**RESOLVED:** that the Minutes of the Development Committee meeting held 28<sup>th</sup> June 2017 be approved and adopted.

Consideration was given to the Minutes of the General Purposes Committee held on 12<sup>th</sup> July 2017.

**235** Minute 170  
An amendment was moved by Cllr D Tattersall

Seconded by Cllr AH Greenwood

**RESOLVED:** that the resolution of the minute be deleted in its entirety and replaced with the words:  
“A Member reported that one of the six Town Council representatives, to act as coordinators for emergency purposes, was meeting with Kirsten Fusing on Friday 14<sup>th</sup> July 2017. It was also noted that the Town Council requires a copy of the Calderdale MBC/Community emergency contact tree.

**236** Consideration was given to the Minutes of the Amenities Committee held on 19<sup>th</sup> July 2017.

It was moved by Cllr M Hatfield  
Seconded by Cllr D Wardell

**RESOLVED:** that the Minutes of the Amenities Committee meeting held 19<sup>th</sup> July 2017 be approved and adopted.

**237** Consideration was given to the Minutes of the Development Committee held on 26<sup>th</sup> July 2017.

It was moved by Cllr M Hatfield  
Seconded by Cllr P Paramor

**RESOLVED:** that the Minutes of the Development Committee meeting held 26<sup>th</sup> July 2017 be approved and adopted.

**238** It was moved by Cllr C Potter  
Seconded by Cllr D Wardell

**RESOLVED:** that receipts totalling £38.40 since the last meeting be received and payment of accounts in accordance with the list now submitted (schedule 80-112) totalling £23,491.05 be approved.

**239** **Staff Training: ILCA – introduction to Local Council Administration – The Essential Knowledge.**

It was moved by Cllr D Tattersall  
Seconded by Cllr B Paramor

**RESOLVED:** that the Town Clerk and Assistant Town Clerk carryout the training at a cost of £99.00 + VAT per person.

**Re-location of the Todmorden Delivery Office.**

A discussion took place highlighting the importance of the issue. Concerns were raised in relation to the impact on local employment, increased traffic & emissions, and non-local postmen & women, who consequently would not know the intricacies of the town’s streets.

**240** It was moved by Cllr M Hatfield  
Seconded by Cllr D Wardell

**RESOLVED:** that at the next Development Committee meeting:

- i) To consider drafting a response to Royal Mail, in respect of the closure of the Rise Lane Sorting Office, outlining previously voiced key concerns of local employment, traffic impact & emissions, and non-local postmen & women.
- ii) To send the letter under Delegated Powers.

**241** It was moved by Cllr M Hatfield  
Seconded by Cllr B Paramor

**RESOLVED:** that a representative of the Communication Workers Union be invited to speak at the next Development Committee meeting:

**242** To consider a Motion put forward from the Development Committee meeting held 26/07/2017 in relation to Gaddings Dam:

“To organise a round table summit in the Autumn of 2017 of interested parties to make suitable arrangements to enable the recreational use of Gaddings Dam at peak times, addressing the issues experienced over the Summer 2017 period.”

The continuing issues in relation to large numbers of visitors visiting Gaddings Dam were discussed.

It was moved by Cllr A H Greenwood  
Seconded by Cllr D Wardell

**RESOLVED:** i) To organise a round table summit in the Autumn of 2017 of interested parties to make suitable arrangements to enable the recreational use of Gaddings Dam at peak times, addressing the issues experienced over the Summer 2017 period.

ii) At the next Development Committee to consider drafting a letter to Calderdale, in respect of Gadding Dam, to request that traffic wardens, and police community support officers be on stand-by at potential peak visiting times, i.e. weekends, Sundays and Bank Holidays to facilitate better traffic management.

iii) To send the letter under Delegated Powers.

**243** **CHEQUES FOR SIGNATURE**

There were no cheques presented for signature.

**RESOLVED:** that the cheques and supporting list be signed in accordance with Council procedures.

**244** **PUBLIC QUESTION TIME**

**Simon Adams raised concerns over how the wider community would hear about the proposed Gaddings Dam summit meeting.**

Cllr M Hatfield responded to the query stating that the Development Committee would agree an appropriate method.

**Roy Seston raised concerns, having received a letter from Calderdale MBC Highways, stating that the access issues in relation to Gaddings Dam were not a Highways matter but a police matter.**

Cllr M Hatfield responded to the query stating that this point would be raised at the roundtable summit meeting.

**Simon Dolan raised concerns in relation to local residents at Lumbutts feeling isolated and that as residents they were having to clear away rubbish left and deal with issues relating to large numbers of visitors.**

**Joshua Dolan added that visitors were moving traffic cones in order to park and that on one particular day local buses had to be cancelled.**

Cllr C Potter suggested that the residents attend the next meeting of the Development Committee in Committee Room A when this item would be discussed.

Cllr A H Greenwood pointed out that the Town Council is “small fry” compared to Calderdale Council and that local residents should contact their Calderdale Ward Councillors in relation to this issue, as they have greater powers.

\*\*\*\*\*

**DEVELOPMENT COMMITTEE**  
**Minutes of the meeting held 9<sup>th</sup> August 2017**

**245 PRESENT: Cllr M Hatfield, Chair**  
Cllrs S Booth and J Grieve.

Apologies were submitted from Cllrs J Battye , M Carrigan, P Marrington and C Potter.

**246 RESOLVED:** that the meeting was pronounced **inquorate**, and a decision was taken by the Chair to close the meeting as no business could be transacted.

\*\*\*\*\*

**GENERAL PURPOSES COMMITTEE**  
**Minutes of the meeting held 16<sup>th</sup> August 2017**

**247 PRESENT: Cllr D Tattersall, Chair.**  
Cllrs J Battye, A Hollis, M Holmstedt, C Potter, D Tremayne and D Wardell.

Apologies were submitted from Cllrs A Greenwood, L Stephenson and D Skelton.

**RESOLVED:** that a letter be sent to Cllr L Stephenson wishing him a speedy recovery.

**248 RESOLVED:** that the Minutes of the General Purposes Committee meeting held 12<sup>th</sup> July 2017 be approved as a correct record and signed by the Chair.

**249** Consideration was given to the motion to exclude the public and press for any agenda items.

**RESOLVED:** that the public and press be allowed to stay in the meeting for all agenda items.

**250** **Richard Outram, The Oldham Pledge to Peace Forum, attended the meeting to discuss the Pledge to Peace.**

Richard Outram discussed the history and current standing of the Pledge to Peace initiative, also known as the Brussels Declaration. Institutions and organisations are invited to sign the Pledge in order to help create a culture of peace. It was noted that a number of organisations had made 'Pledges for Peace' ranging from schools to local businesses, including one local authority and one parish council.

**RESOLVED:** i) that Richard Outram be thanked for his attendance and contribution to the meeting.  
ii) that the Town Council seeks to appoint a Peace Coordinator.  
iii) that nominations for the role are taken to the next Town Council meeting.  
iv) that the details of the role are agreed at the Town Council.

**Correspondence:**

**251** **Sheron Hobson**  
State of Calderdale Assembly, 9<sup>th</sup> February conference report.

**RESOLVED:** that the correspondence be received.

**252** **Martin Winter, Waste & Recycling Manager, Calderdale MBC**  
Recycling Data.

**RESOLVED:** that the correspondence be received.

**253** **Burgermeister – Stadt Branche**  
Society's anniversary celebrations.

**RESOLVED:** i) that the correspondence be received.  
ii) that as the letter was addressed to the current Mayor, the Mayor would respond stating that provisionally the Mayor, for the Mayoral year 2018/19, or the Mayor's representative would attend.  
iii) that further details and final confirmation would be provided after Mayors Day on the 19<sup>th</sup> May 2018.

**254** **Shirley Fielden, Chair The Fielden Society.**

Statue of John Fielden.

**RESOLVED:** That the correspondence be received.

**255 Jayne Brearley, Brearley & Co Solicitors.**  
Town Hall/Town Council contract.

**RESOLVED:** i) that Jayne Brearley be instructed to draw up a draft tenancy agreement between Todmorden Town Council and Calderdale MBC, in relation to the Town Council's impending office move to the Town Hall, for the sum of £395 plus VAT.  
ii) that it be paid from the Audit/Administrative Fees budgetary heading.

**256 Sheena Spence, YLCA**  
Todmorden Town Council – Libellous statements.

**RESOLVED:** that the correspondence be received.

**257 Todmorden Carnival**  
Mayor's Charity donation.

A cheque was received by the Council from Todmorden Carnival for £100, for the Mayor's charity.

**RESOLVED:** i) that the correspondence be received.  
ii) that the Mayor write to Todmorden Carnival thanking them for the generous £100 donation to the Mayor's charity – Age UK Todmorden.  
iii) that a cheque is made out to Age UK Todmorden for £100.

**258 NALC**  
LCR subscription.

**RESOLVED:** that the Town Council pay for a year's subscription to the magazine at a cost of £17 from the subscriptions budget heading.

**259 Sheena Spence, YLCA**  
Town Council training report.

The report was discussed and various approaches were suggested. It was agreed that although the recommendations from the training event were separate from the wider discussions, in relation to the updating of the standing orders, procedures and policies of the Council, it was generally agreed that there was some overlap.

**RESOLVED:** i) that the correspondence be received.  
ii) that the report be looked at further in relation to the wider updating of the Council's standing orders, procedures and policies.

**260 West Yorkshire Pension Fund Valuation results schedule.**

**Cllr J Battye declared a pecuniary interest and left the room for the duration of the item.**

- RESOLVED:** i) that the correspondence be received.  
ii) that the Town Council reduce its monthly payments to the West Yorkshire Pension fund from 17.9% to 8% in line with the recommendations of the fund.

**Conclusion of Correspondence**

**261 BUDGET REVIEW.**

A Budget review was submitted showing expenditure since the last review of £11,037 leaving a balance on annual estimates of £109,157 and £5,832 rolled over monies.

- RESOLVED:** that the budget review be received.

**262 DRAFT ANNUAL REPORT.**

- RESOLVED:** i) that the correspondence be received.  
ii) that the report is published in-house and that copies are made available in the library and Todmorden Information Centre.

**263 YLCA BRANCHES – TO APPOINT UP TO TWO COUNCILLORS AS VOTING REPRESENTATIVES.**

- RESOLVED:** that after being put to a vote, Cllr Tattersall and the Town Clerk were elected as Todmorden Town Council's two voting representatives at YLCA Branch meetings.

**264 NOMINATIONS TO NHS TRUST CHARITABLE SUB-COMMITTEE IN RELATION TO USE OF ABRAHAM OMEROD TRUST FUNDS.**

- RESOLVED:** i) that nominations be taken back to the Town Council.  
ii) that it is recommended that at least one of the representatives is also a trustee of the Abraham Ormerod charity (Charity Commission registration number 252036) also referred to/and linked to the Todmorden War Memorial Trust and more recently known as Todmorden Emergency Support.  
iii) that a letter be sent to Andrew Haigh explaining that the Town Council has nominated two Cllrs but that the Council would like to seek further clarification in relation to who else is/will be appointed to the sub-committee, the powers and terms of reference of the sub-committee and that the Council looks forward to receiving a positive response.

**265 MINUTES AND ACTIONS FROM THE STAFFING MATTERS SUB-COMMITTEE MEETING HELD ON THE 19<sup>TH</sup> JULY 2017.**

- RESOLVED:** that the minutes be received and adopted as follows:

**To progress recruitment of Town Council Administrative Assistant**

**RESOLVED:** that subject to the approval of the General Purposes Committee on the 16<sup>th</sup> August 2017 and ratification by the Town Council on the 13<sup>th</sup> September 2017:

- i) to recruit a permanent member of staff in the role of Administrative Assistant.  
ii) that Paul Johansen, Recruitment Consultant, be contracted to provide full recruitment support at a cost of no more than £900 plus VAT exclusive of advertising costs.

iii) that the recruitment interview panel comprises the Town Mayor, Chair of Staffing and the Town Clerk.

iv) that the recruitment takes place in October/November 2017.

v) that the new post is for 20 hours per week divided equally over four days (Monday to Thursday).

vi) that the salary range be NALC LS1 (15-18) pro rata based on a 37 hour working week. Current (2017/18) full time equivalent of £17,072 to £18,070. Actual pro rata commencing salary of £9228.11 per annum.

vii) that the recruitment interview panel, in conjunction with the recruitment consultant, progress the recruitment process through to appointment of the Administrative Assistant.

**with the following additions:**

i) that Cllr M Holmstedt act as a reserve in relation to the interview panel.

ii) that the Clerk obtain a quote for advertising from Johnston's Press and that as part of the recruitment process the advert be placed up to a cost of £350 plus VAT.

iii) That digital adverts are placed, as advised by the Consultant, up to a cost of £350 plus VAT.

iv) that the costs be paid out of the Staff Recruitment budgetary heading.

266

#### **UPDATE ON ROLE OF THE TOWN COUNCIL IN EMERGENCIES**

**RESOLVED:** that the report be brought to the next General Purposes meeting.

267

#### **UPDATE ON APPROPRIATE PROCESS AND TIMESCALE FOR CARRYING OUT A REVIEW OF THE TOWN COUNCIL'S STANDING ORDERS, CODES OF CONDUCT, AND OTHER POLICIES.**

**RESOLVED:** i) that the Town Council accept the offer of a YLCA health check in relation to the Town Council's existing documents, up to a maximum of eight hours work at £35 per hour.

ii) that the money be paid for out of the General Purposes Committee Contingencies budgetary heading.

268

#### **UPDATE OF PROTOCOL FOR PRESS RELEASES.**

**RESOLVED:** i) that the Town Clerk use the two documents provided by the YLCA as a basis for a draft media and press relations policy document.

ii) that the draft document be brought back to the next General Purposes Committee meeting.

269

#### **UPDATE ON DEVELOPMENT OF TOWN COUNCIL'S PROPOSED NEW WEBSITE.**

**RESOLVED:** i) that Pascal Bourguignon of BestHost be commissioned to produce the new Todmorden Town Council website as outlined in the brief provided on the 8<sup>th</sup> May 2017 at a cost of no more than £900, with an additional cost of £200 for content transfer plus a £3.50 a month hosting charge and a domain management charge of £16 per year.



ii) that the cost be paid from the Corporate Image budgetary heading.

270

#### **CILCA TRAINING UPDATE AND YLCA PROGRAMME.**

The merits of the YLCA CiLCA training course were discussed in relation to the previously agreed cost for the SLCC recommended training course. It was reported that in the meantime both the Town Clerk and Assistant Town Clerk were proceeding with the ILCA course. It was also reported that the Town Clerk planned to start the CiLCA course in the 2017/18 financial year and that the Assistant Town Clerk planned to complete the ILCA training in the 2017/18 financial year with the option of carrying out the CiLCA course at a future point.

**RESOLVED:** i) that an additional £398 be vired from the General Purposes contingencies budgetary heading to the Staff Training Allowance budgetary heading.  
ii) that the Town Clerk and Assistant Town Clerk be allowed to decide which course suits them best, based on timings and locations for the seminars and tutorials.

271

#### **DIGITAL ACCOUNTING SYSTEM.**

**RESOLVED:** i) that the RBS Rialtas Alpha Financial Software be purchased at a cost of £520 including initial set up costs with additional mileage costs in relation to the setup of 45 pence a mile up to a maximum cost of £45.  
ii) that a yearly single user support and maintenance licence, currently £116 a year be purchased annually.  
iii) that the system be paid for from the Office and IT Equipment, rolled over monies budgetary heading.

272

#### **MERCHANT NAVY DAY – RAISING THE RED ENSIGN FLAG.**

It was reported that the flag pole at the Peace Gardens does not currently work. The choice and cost of the Red Ensign flag were also clarified.

**RESOLVED:** i) that the previously agreed purchase of the flag be made at a cost of £35.46p plus VAT, plus postage and packing.  
ii) that this be paid from the General Purposes Committee Contingencies budgetary heading.  
iii) that a letter be sent to Andrew Pitts at Calderdale MBC requesting that the flag pole is fixed as a matter of urgency.  
iv) that the letter be sent under Delegated Powers because of the urgency of the matter.

273

#### **LENGTH OF TOWN COUNCIL AND COMMITTEE MEETING.**

**RESOLVED:** that this item be differed to the next meeting of the General Purposes Committee.

274

#### **CHEQUES FOR SIGNATURE**

There were thirteen cheques presented for signature totalling to the sum of £4057.40. It was noted that two cheques on the schedule, totalling £ 2800.70, had previously been signed by Cllrs, at the Inquorate Development Committee on the 9<sup>th</sup> August, in order that staff salaries were paid in line with employment contracts.

**RESOLVED:** that the cheques and supporting list be signed in accordance with Council procedures.

\*\*\*\*\*

**AMENITIES COMMITTEE**  
**Minutes of the meeting held 23<sup>rd</sup> August 2017**

**275 PRESENT:** Cllr C Potter (Town Mayor) Cllr D Tremayne, Chair.  
Cllrs J Grieve, M Holmstedt, P Marrington, B Paramor, J Taylor and D Wardell.

Apologies were submitted from Cllrs A H Greenwood, M Hatfield, D Skelton and D Tattersall.

**276 RESOLVED:** that the Minutes of the Amenities Committee meetings held 19<sup>th</sup> July 2017 be approved as a correct record and signed by the Chair.

**277** Consideration was given to the motion to exclude the public and press for any agenda items.

**RESOLVED:** that the public and press be allowed to stay in the meeting for all agenda items.

**278** **DETAIL AND SCOPE OF THE FEASIBILITY STUDY FOR THE BANDSTAND IN CENTRE VALE PARK.**

Richard Storah, Storah Architecture, attended the meeting to discuss the detail and scope of the feasibility study for the bandstand in Centre Vale Park.

Richard Storah discussed the project brief, based around the previously circulated quote for the works totalling £5,800. The merits of retaining part of the existing bandstand and replacing the bandstand with a modern version were both discussed.

A number of questions were raised by Members, including the possibility of Heritage Lottery Funding, the bandstand's position and potential CCTV coverage. The idea that a documented history in relation to the original bandstand, with pictorial signage, was also discussed.

**RESOLVED:** i) that Richard Storah, be thanked for his attendance and contribution to the meeting.  
ii) that the brief be agreed as outlined in Storah Architecture's quote dated 25<sup>th</sup> May 2017, which includes outline proposals and options for the following:  
Restoration/renewal of the building in a more durable format.  
Removal and making good the site.  
Removal and alternate provision.

**279** **INCREDIBLE AQUA GARDEN UPDATE IN RELATION TO THE INCREDIBLE SCHOOLS PROJECT**

No representative from the Incredible Aqua Garden attended the meeting.

**RESOLVED:** that this item be deferred to a future meeting, when a representative of the group is in attendance.

**Correspondence:**

**Calderdale MBC**

280 NONE RECEIVED

**Additional Correspondence**

281 GROUNDWORK

Vale Land refurbishment project.

**RESOLVED:** i) that the correspondence be received.  
ii) that the Town Clerk liaise with Groundwork as necessary throughout the project.  
iii) that the Clerk report back to the Chair of Amenities as appropriate.  
iv) that representatives from the Amenities Committee and the Cornholme Ward Councillors are invited to the initial site meeting with Groundwork.

282 FRIENDS OF CENTRE VALE PARK

Bench information.

A discussion took place in relation to paying for the installation of a bench, at a location prepared by the Friends of Centre Vale Park.

**RESOLVED:** i) that the correspondence be received.  
ii) that the Town Clerk liaise with Calderdale regarding procedure and costings for the bench.  
iii) that the bench should be of a traditional wooden construction with arms and an approximate 18 inch seat height.

**Grant Applications**

283 TODMORDEN ORCHESTRA

**Cllr M Holmstedt declared a personal interest as she is a Friend of the Orchestra.**

A Grant application was submitted for £184.50 for repairs to Geoff Love's trombone, which was donated to the orchestra.

**RESOLVED:** i) that a grant of £184.50 be awarded towards repair of the trombone to be paid from the Entertainment, Arts and Recreation budgetary heading for 2017/18.  
ii) that the Town Clerk bring a draft amended grant form to the next Amenities meeting that makes it clear that retrospective applications will not be considered.

**Refund of Town Hall Hire Applications**

284 FRIENDS OF OVERGATE TODMORDEN – Coffee Morning, 30<sup>th</sup> September 2017 – 3 hours – £71.13

**RESOLVED:** that the above application be approved.

285 LETTERS OF THANKS/GRANT FEEDBACK REPORT FORMS

Letters of thanks and Grant Feedback Report forms were received from the following organisations: -

Todmorden Folk Festival.

**RESOLVED:** that the correspondence be received.

### **Conclusion of Correspondence**

#### **286 BUDGET REVIEW**

A Budget review was submitted showing expenditure of £577 since the last review, with total expenditure to date of £52,300 leaving a balance on annual estimates of £77,095 and £25,758 in rolled over monies.

**RESOLVED:** that the Budget Review be received.

#### **287 TREE CHARTER ADDITIONAL INFORMATION**

**RESOLVED:** to wait until the Tree Charter is published before making a decision in relation to signing the Charter.

#### **288 CHRISTMAS LIGHTS 2017 UPDATE**

A discussion took place around the Christmas lights for 2017 with the suggestion that the Town Council crest be incorporated into the lights. Lighting up the Town Hall windows with LED lights on the main road sides of the Town Hall was also discussed.

**RESOLVED** i) that the Town Clerk order three bespoke lamppost style Christmas lights, depicting a simplified version of the Crest to include a white rose, red rose and blue wavy river.  
ii) that each light should cost no more than £475 plus VAT.  
iii) that the Town Clerk investigate the supply and cost of battery run LED lights for the Town Hall windows.

#### **289 CURRENT STATUS OF TOWN COUNCIL OWNED LAND AT RONCQ PLACE.**

It was noted that the raised flower bed at Roncq Place, next to the bus station, had been concreted over. Previously it had been implied that the Town Council owned this piece of land. The Committee were informed that the Clerk's office could not currently locate any deeds or land registry documents in relation to this. A long standing Member supported this piece of information stating that she had no knowledge of the Council owning the piece of land. The Committee were also informed that the Town Council is currently paying Calderdale MBC to maintain the site.

**RESOLVED** that the Town Clerk write to Calderdale MBC stating that the Town Council wishes to cancel the grounds maintenance contract for Roncq Place.

#### **290 CHEQUES FOR SIGNATURE**

There were no cheques presented for signature.

\*\*\*\*\*

**DEVELOPMENT COMMITTEE**  
**Minutes of a meeting held Wednesday, 30<sup>th</sup> August 2017**

**291 PRESENT:** Cllr C Potter, Town Mayor, Cllr M Hatfield, Chair

Cllrs J Batty, R Brandwood, M Carrigan, J Grieve, A. Hollis, P Marrington, and J Taylor.

Apologies were submitted from Cllrs S Booth, and B Paramor.

**Cllr M Holmstedt – a non-Committee Member - attended the meeting and spoke in connection with Minute 317.**

**292** The Minutes of the meetings held on 28<sup>th</sup> June, and 26<sup>th</sup> July 2017 were signed by the Chair as a correct record.

**293** **DELEGATED MATTERS**  
**Plans and Decisions**

**RESOLVED:** that Planning Applications **17/00757/FUL, 17/00862/HSE, 17/00902/FUL, 17/00924/COU, and 17/00957/HSE** be recommended for **APPROVAL** .

**294 RESOLVED:** that Planning Application **17/00758/FUL**, and **17/00882/LBC** be recommended for **APPROVAL subject to** Highways being satisfied with access, egress and parking, and a full disability study being undertaken to ensure compliance with current disability legislation.

**295 RESOLVED:** that Planning Application **17/00704/HSE** be recommended for **APPROVAL subject to** the installation of permeable drainage, and the satisfaction of the Ecology Officer in terms of bat surveys.

**296 RESOLVED:** that Planning Application **17/00901/HSE** be recommended for **APPROVAL subject to** the provision of adequate facilities to comply with current disability legislation.

**297 RESOLVED:** that Planning Application **17/00943/LBC** be recommended for **APPROVAL subject to** the recommendations of the Conservation Officer.

**298 RESOLVED:** that Planning Application **17/00945/HSE** be recommended for **APPROVAL subject to** the recommendations of the Highways Officer, adequate off-road parking, and the use of permeable surfaces.

**299 RESOLVED:** that Planning Application **17/00911/FUL** be recommended for **REFUSAL** on the grounds of insufficient information available. In principle, the development was welcomed by the Committee, however in the absence of a site layout plan, Members felt unable to make an informed recommendation.

**300 RESOLVED:** that Planning Application **17/00942/HSE** was recommended for **REFUSAL on the grounds** of potential unacceptable impact on neighbouring properties.

- Cllr J Taylor declared a personal interest in Item 296 as she knew of the applicant.

- Mrs S Berry, Clerk to the Committee, declared a personal interest in Planning Application 17/00902/FUL, as she was a personal friend of the applicant.

### **Conclusion of Delegated Matters**

#### **Correspondence**

301

#### **Calderdale MBC Economy & Environment CALDERDALE LOCAL PLAN – INITIAL DRAFT 2017**

A letter was submitted advising of the consultation period for the Calderdale Local Plan initial draft 2017, the sustainability Appraisal of the Local Plan, and the Habitats Regulations.

- RESOLVED:** i) that a formal response be drafted and considered as an item at the next meeting of the Development Committee.  
 ii) that the Clerk email all Councillors to request comments which would be incorporated in to the response.  
 iii) that a Motion be placed on the next Town Council agenda to give the Development Committee delegated powers to send the response on behalf of the Town Council.

302

#### **Calderdale MBC Highways PARKING AROUND TODMORDEN COLLEGE – RESPONSE**

A correspondence was received confirming that the Committee's request would be considered in accordance with the Minor Traffic and Parking Improvement Scheme, but that a delay may be inevitable as a result of staff taking annual leave. Information on pavement parking was included, as well as information on applying for advisory disabled bays.

- RESOLVED:** that the correspondence be received, and a watchful eye kept on the matter.

303

#### **Calderdale MBC Registration and Licensing Services RE-LICENSING OF SEX ESTABLISHMENT STATEMENT OF LICENSING POLICY (DRAFT)**

A letter was submitted advising that a consultation exercise on the above policy was being carried out, with a deadline for comment of Wednesday, 8<sup>th</sup> November 2017. A link to the documentation, and for comment, was provided.

- RESOLVED:** i) that the correspondence be received.  
 ii) that the document be forwarded to all Councillors, with a view to drafting a formal response at a subsequent meeting.

304

#### **Waldon Telecom Ltd PROPOSED BASE STATION INSTALLATION AT CTIL 207916, SPRING GARAGE, HALIFAX ROAD, TODMORDEN**

A correspondence was submitted advising that Vodaphone was in the process of progressing a suitable site in the Todmorden area for a radio base station. The letter sought to consult and take views on the proposal prior to any planning submission.

**RESOLVED:** that the correspondence be received.

**305**

**Yorkshire Water**

**NEW WATER PIPE ON EWOOD LANE, TODMORDEN**

A correspondence was received advising the Committee of a project to lay a new section of water pipe on Ewood Lane, Todmorden. The existing water pipe was in poor condition and had burst on several occasions in recent years. The work began on Monday, 7<sup>th</sup> August and was carried out by Morrison Utility Services.

**RESOLVED:** that the correspondence be received.

**306**

**Network Rail**

**STEP-FREE ACCESS TODMORDEN STATION – RESPONSE**

A letter was submitted in response the Chair of the Committee advising that accessible stations were a key priority for Network Rail. The letter confirmed that it was the wish of Network Rail to arrange a meeting to discuss the proposal further.

**RESOLVED:** i) that the offer of a meeting be accepted, and for the meeting to involve the Chair of Development, up to two other Members of Development Committee, Mary Farrar at Calderdale MBC, and Calderdale Councillors.

ii) that a response be sent to Network Rail, as above, and the invitation extended to Mary Farrar at Calderdale MBC, and Calderdale Councillors.

iii) that the Chair of Development Committee identifies possible dates for a day-time meeting pending subsequent ratification at Town Council.

**Cllr M Hatfield declared a Personal Interest in Item 306 as he had previously known to Mr P Cawley of Network Rail through his professional employment.**

**307**

**Canal and River Trust**

**SHAW WOOD ROAD – LOCK NO 15 – RESPONSE**

A correspondence was received that confirmed the Canal and River Trust would be installing some signs on the towpath on either side of the road to warn of on-coming traffic.

**RESOLVED:** that the correspondence be received.

**308**

**Northern Gas**

**ESSENTIAL GAS MAINS REPLACEMENT WORKS**

A correspondence was submitted advising that essential gas mains replacements works would commence at Mankinholes Bank, Todmorden, on Monday, 18<sup>th</sup> September 2017. It was noted that the works were scheduled for completion by 27<sup>th</sup> October 2017, and that they had been planned in conjunction with Calderdale MBC to ensure that all works are completed with as little disruption as possible.

**RESOLVED:** that the correspondence be received.

**309 Mrs M Jarman, local resident  
QUALITY OF FOOTPATHS**

A letter was received from a resident complaining of dead leaves, overgrown verges, rotten wood on bridges, and litter in Todmorden.

This item was dealt with at the same time as **Item 11** on the agenda, **Minute 314 below**.

**RESOLVED:** i) that the **Mayor** would formally respond to Mrs M Jarman advising of the action taken by the Town Council (**please see Item 314 below**), as the letter was addressed to the Mayor.

**Conclusion of Correspondence**

**310 CORRESPONDENCE RECEIVED IN RESPECT OF PLANNING APPLICATIONS  
PREVIOUSLY CONSIDERED.**

None received.

**311 CONSIDERATION OF ROSE STREET, INCLUDING SUB GROUP OF THE  
DEVELOPMENT BOARD – MINUTES OF MEETINGS HELD ON 19<sup>TH</sup> JUNE, AND  
14<sup>TH</sup> JULY 2017, AND TERMS OF REFERENCE.**

**RESOLVED:** i) that the following Motion be put forward at the next meeting of the Town Council :-  
“To propose a strong interest in the Town Council acquiring the freehold of the Rose Street/Bramsche Square development area”  
ii) that the **Minutes of the Development Board** held on 19<sup>th</sup> June, and 14<sup>th</sup> July 2017 be received.

**312 TO CONSIDER CRITERIA FOR THE INSTALLATION OF ZEBRA CROSSING,  
PARTICULARLY IN RELATION TO CORNHOLME**

**RESOLVED:** that this Item be deferred to the next meeting of the Development Committee.

**313 CAR PARKS IN TODMORDEN**

A Member presented a report on a proposal to conduct a car parking survey in Todmorden, and a discussion ensued, which included reference to parking issues at the Health Centre.

**RESOLVED:** i) that the report be received, and the Member thanked for her work.  
ii) that the Member presenting the report liaise with Calderdale MBC, and Dr L Smales, with regard to assistance in conducting the survey.  
iii) that the matter be discussed again at a future meeting.  
iv) that a letter be sent to the Practice Manager at Todmorden Health Centre seeking written confirmation that parking at the Health Centre car park after 6.30pm, and at weekends, was not chargeable, and to request that the car park be signed as such to avoid uncertainty.

**314 TO CONSIDER WRITING TO CALDERDALE COUNCIL REGARDING THE  
STREET SWEEPER SERVICE**



**RESOLVED:** i) that a letter be sent to Calderdale MBC stating that it would appear there was currently no formal street sweeper in Todmorden, and to seek clarification on when this service would be replaced.

ii) to advise Calderdale MBC, in the letter, that the footpath issues would be forwarded to C.R.O.W.S by the Town Council for their consideration/action.

- 315      **i) TO CONSIDER DRAFTING A RESPONSE TO ROYAL MAIL IN RESPECT OF THE CLOSURE OF THE RISE LANE SORTING OFFICE, OUTLINING PREVIOUSLY VOICED KEY CONCERNS OF LOCAL EMPLOYMENT, TRAFFIC IMPACT AND EMISSIONS, AND NON-LOCAL POSTMEN AND WOMEN.**  
**ii) TO SEND THE LETTER UNDER DELEGATED POWERS.**

**RESOLVED:** i) that a letter be drafted to Royal Mail by the Clerk to the Committee, as above.

ii) that the letter be verified by the Chair of the Committee prior to sending.

iii) that the letter be sent under Delegated Powers as per Town Council Minute 240(ii).

- 316      **i) TO CONSIDER DRAFTING A LETTER TO CALDERDALE COUNCIL IN RESPECT OF GADDINGS DAM, TO REQUEST THAT TRAFFIC WARDENS, AND POLICE COMMUNITY SUPPORT OFFICERS BE ON STAND-BY AT POTENTIAL PEAK VISITING TIMES, I.E. WEEKENDS, SUNDAYS AND BANK HOLIDAYS TO FACILITATE BETTER TRAFFIC MANAGEMENT.**  
**ii) TO SEND THE LETTER UNDER DELEGATED POWERS.**

**RESOLVED:** i) that any short term issues relating to Gaddings Dam remain pending in light of an earlier resolution to arrange a round table summit in search of a longer-term solution.

ii) that an item be placed on the next Development Committee agenda to seek authorization for funds in terms of room booking for the meeting.

iii) that the Chair of the Committee circulate the list of invitees to Members for information.

- 317      **Motion put forward by Cllr M Holmstedt –**  
**“TO CONSIDER THE TOWN COUNCIL’S RESPONSE TO CMBC ABOUT THE PROPOSED TRAFFIC ARRANGEMENTS ON HALIFAX ROAD AT THE NEW LIDL STORE”.**

**RESOLVED:** i) that a response be sent to Highways to request a revision of the current proposals for the road layout in respect of the new Lidl development.

ii) to specifically request that a pedestrian crossing replace the proposed refuge, and to seek abandonment the proposal that “no waiting at any time” restrictions replace existing parking bays.

- 318      **FOOTPATHS AND OBSTRUCTIONS**

There were none reported.

- 319      **CHEQUES FOR SIGNATURE**

There were 3 cheques presented for signature to the value of £397.50.

**RESOLVED:** that the cheques be signed in accordance with Council procedures.

\*\*\*\*\*