

**TOWN COUNCIL**  
**Minutes of the Meeting held 5<sup>th</sup> April 2017**

**709 PRESENT:** Cllr A H Greenwood, Mayor.

Cllrs J Battye, S Booth, M Hatfield, A Hollis, M Holmstedt, B Paramor, L Stephenson, D Skelton, D Tattersall, D Tremayne and D Wardell.

Apologies were submitted from Cllr M Carrigan, J Grieve, P Marrington and D Wardell

**710** It was moved by Cllr M Hatfield  
Seconded by Cllr C Potter

**RESOLVED:** that the Minutes of the Council Meeting held 22<sup>nd</sup> February 2017 be approved as a correct record and be signed by the Chair.

**711** Mayoral and other Communications

A letter was received from MacMillian Cancer research thanking the Council for its contribution of £160.10 raised at the Town Council Carol Concert on the 24<sup>th</sup> December 2016. The Mayor added that the final figure raised will be in the region of £2000.

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

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

**RESOLVED:** that the public and press be allowed to stay in the meeting for all agenda items other than agenda item number nine pending any discussion on this topic.

**713** Consideration was given to the Minutes of the Development Committee held on 1<sup>st</sup> of March 2017.

It was moved by Cllr M Hatfield  
Seconded by Cllr S Booth

**RESOLVED:** that the Minutes of the Development Committee meeting held 1st March 2017 be approved and adopted.

**714** Consideration was given to the Minutes of the General Purposes Committee held on 8<sup>th</sup> March 2017.

It was moved by Cllr D Tattersall  
Seconded by Cllr C Potter

**RESOLVED:** that the Minutes of the General Purposes Committee held on 8<sup>th</sup> March 2017 be approved and adopted.

**715** Consideration was given to the Minutes of the Amenities Committee held 15<sup>th</sup> March 2017.

It was moved by Cllr D Tremayne  
Seconded by Cllr A Hollis

**RESOLVED:** that the Minutes of the Amenities Committee meeting held 15<sup>th</sup> March 2017 be approved and adopted.

**Cllr A H Greenwood declared a pecuniary interest in Minute 679.**

**Cllrs A H Greenwood and C Potter declared a pecuniary interest and Cllr B Paramor declared a personal interest in Minute 680.**

**Cllr M Holmstedt and M Hatfield declared a pecuniary interest in Minute 683.**

**716** Consideration was given to the Minutes of the Development Committee held 22<sup>nd</sup> March 2017.

It was moved by Cllr C Potter  
Seconded by Cllr A Hollis

**RESOLVED:** that the Minutes of the Development Committee meeting held 22<sup>nd</sup> March 2017 be approved and adopted.

**Cllr M Hatfield declared a pecuniary in Minute 694**

**717** It was moved by Cllr M Hatfield  
Seconded by Cllr S Booth

**RESOLVED:** that receipts totalling £93.07 since the last meeting be received and payment of accounts in accordance with the list now submitted (schedule 229-258) totalling £33918.21 be approved.

The Town Clerk confirmed the following committee estimates for the financial year 2017/18:

Amenities Committee £118,500.

General Purposes Committee £144,114.

Development Committee £3100.

**718** **Citizenship Awards – to determine award winners for 2017**  
Recommendation of nominees as per **General Purposes Committee 8<sup>th</sup> March 2017 Minute 659** circulated to Members separately.

It was moved by Cllr D Skelton  
Seconded by Cllr D Tattersall

**RESOLVED:** that as per the recommendation of the General Purposes Committee Minute 659 of the 8<sup>th</sup> March 2017, the Citizenship Awards 2017 be granted to Estelle Brown and a joint award to John and Jenifer Moorhouse.

**719** **To consider Motion brought on notice by Cllr M Hatfield**

“To consider a draft letter to Ian Hughes, Head of Democratic & Partnership Services at Calderdale MBC regarding clarification of speaking rights at meetings.”

It was moved by Cllr M Hatfield

Seconded by Cllr S Booth

**RESOLVED:** that the letter be sent with the following modifications:

i) Paragraph one:

Todmorden Town Council operates through a committee system. There are three standing Committees which meet at least once over the six-weekly Town Council cycle, namely:

To be deleted in its entirety and replaced with:

Todmorden Town Council operates through a committee system. There are three standing Committees which meet at least once over the six-weekly Town Council cycle (which concludes with a meeting of the full Town Council), namely:

ii) The final sentence:

Your advice on this matter is therefore appreciated.

To be deleted in its entirety and replaced with:

To muddy the waters further, the attached Legal Topic Note from the *National Association of Local Councils (NALC)* was also uncovered by the Town Council. In particular, paragraph 25 also appears to suggest that the long-standing practice (as described) is not permitted, unless that committee contains a public participation session.

Your advice and guidance on this matter is therefore appreciated. In particular, whether the Town Council's long standing practice is legal and appropriate.

**720** **To consider Motion moved on notice by Cllr M Hatfield:**

“To disband the current staffing sub-committee at the end of the current Mayoral year (May 2017). To establish a Town Council Staffing Committee, whose membership can be drawn from the whole Town Council. The functions and responsibilities of the existing sub-committee to be taken over by the new Staffing Committee. There to be five members of the Staffing Committee, elected annually at the Mayor's Day Town Council meeting.”

It was moved by Cllr M Hatfield

Seconded by Cllr S Booth

**RESOLVED:** that this issue along with wider issues in relation to the overall Council structure and Standing Orders be discussed at a future meeting of the General Purposes Committee.

**721** **In line with the Council's Corporate Image Review:**

“To a choose an updated Town crest/logo and letterhead that will appear on Council documentation and publicity materials, and further to agree the cost for two pull up banners showing the agreed Town crest/logo/letterhead for use at Town Council events”

A number of labelled and numbered Town crests and letterheads were presented and discussed.

It was moved by Cllr C Potter  
Seconded by Cllr D Tattersall

- RESOLVED:** i) that Traditional Crest 2 and Traditional Letterhead 2 be chosen.  
ii) that the order for the pull-up banners be placed.  
iii) that a photographer be engaged for Mayors Day in order to take pictures of the preceding's and the incoming and outgoing Mayors for publicity purposes, up to a cost of £300.

It was moved by Cllr D Tremayne  
Seconded by Cllr D Skelton

**RESOLVED:** that the Traditional Crest 3 Town Council wording layout be used in conjunction with the Traditional Crest 2 crest and letterhead.

## **722 CHEQUES FOR SIGNATURE**

There were seven cheques presented for signature totalling to the sum of £1086.99.

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

## **723 PUBLIC QUESTION TIME**

Mr Douglas Wilson raised a query over the Town Councils concerns regarding the ownership of Walsden Cricket Club.

**In response it was stated the Council are investigating the cost of registering the land with the Land Registry.**

Mr C Jackson raised concerns in relation to current and future job losses in the Todmorden area and requested that this be an agenda item for the Development Committee.

**In response it was stated that this would be put on to the next Development Committee meeting agenda.**

Mr C Jackson suggested that the majority of Councillors were voted into office on an environmental agenda and therefore questioned the need for a member of Incredible Edible to raise environment concerns within the town to the Town Council.

**In response it was agreed that this was an important issue and that progress was being made within the town and outlying settlements.**

Mr C Jackson asked why the Council needed to change its logo, if it was proud of what it had achieved.

**In response it was explained that the Council is in the process of updating its website.**

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**DEVELOPMENT COMMITTEE**  
**Minutes of a meeting held Wednesday, 12<sup>th</sup> April 2017**

**724 PRESENT:** Cllr A H Greenwood, Mayor, and Cllr M Hatfield, Chair  
Cllrs M Carrigan, A. Hollis, B Paramor, and C Potter

Apologies were submitted from Cllr J Battye, S Booth, J Grieve, and P Marrington.

**Cllr M Holmstedt attended the meeting and spoke in connection with Minute 739.**

**725** The minutes of the meetings held 1<sup>st</sup> March and 22<sup>nd</sup> March 2017 were signed by the Chair as a correct record.

**726 DELEGATED MATTERS**  
**Plans and Decisions**

There were no new Planning Applications presented since the last meeting.

**Conclusion of Delegated Matters**

**Correspondence**

**727 Calderdale MBC Economy & Environment**  
**EXPENDITURE FOR CAR PARKS IN TODMORDEN**

At the Committee's request, a response was submitted detailing a breakdown of expenditure for the car parks in Todmorden.

**RESOLVED:** that a wider discussion on car parks in Todmorden should take place at a future meeting of the Development Committee.

**728 Calderdale MBC Economy & Environment**  
**CALDERDALE LOCAL PLAN**

A correspondence was submitted in response to the Committee's enquiry regarding the availability of the new Calderdale Local Plan. Members were advised that it should be released for consultation purposes mid-May 2017. At this point the Town Council would receive notification of the Consultation together with the relevant links to documents, etc.

**RESOLVED:** i) that a letter be sent to Planning Services seeking further and more detailed information with regard to public consultations.

ii) that the correspondence be received.

**729 Calderdale MBC Economy & Environment  
20MPH SPEED LIMIT IN HEBDEN BRIDGE AREAS**

A letter was received giving notice of the planned introduction of the 20mph speed limit on roads within the Hebden Bridge area, and graduating into the Stoodley ward area.

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

**730 Calderdale MBC Assets & Facilities Management  
TODMORDEN COMMUNITY COLLEGE**

A correspondence was submitted, for information purposes, advising of the successful nomination for an Asset of Community Value in relation to Todmorden Community College put forward by Upper Calder Valley Renaissance (UVCR).

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

**731 Lidl UK  
LIDL STORE, HALIFAX ROAD, TODMORDEN – RESPONSE**

A letter was submitted, in response to the Committee's enquiry, confirming that Lidl were planning to start on site in May 2017, with the anticipation that the store would be open for Spring 2018.

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

**732 Royal Mail Group  
TODMORDEN DELIVERY OFFICE**

A letter was submitted from Michael Hogg, Public Affairs Manager, responding to Members' questions raised at his recent attendance at the Development Committee meeting on 22<sup>nd</sup> March. The letter answered questions on ownership of the occupied building; communication with workers, and the environmental impact of relocation.

A Member made reference to the third bullet point in the letter submitted, noting the assertion that there would be less CO2 emitted as a consequence of using multiple smaller vans to transport mail from Rochdale in place of the 7.5 tonne vehicle currently used.

Another Member questioned the frequency of "regular briefings" to postmen and women, as referred to in paragraph 2 of the letter. It was noted that the last one took place on 22<sup>nd</sup> November 2016.

**RESOLVED:** i) that a letter be sent to Mr Hogg referring to the assertion made in paragraph 3, and to request the figures used in calculations that enabled Royal Mail to arrive at this assertion.

ii) that the letter also raises, and seeks clarification, on the frequency of staff "regular briefings".

**733 Mr G Kerr**

## **TODMORDEN – BACUP BUS SERVICE WITHDRAWN**

A correspondence was received from a resident reporting the above.

- RESOLVED:** i) that a letter be sent to West Yorkshire Combined Authority (WYCA) asking whether it would be possible for WYCA, when re-tendering for the Lumbutts contract, to incorporate the Bacup service.  
ii) that a reply be sent to Mr Kerr advising him of action taken by the Town Council.

### **734 Calderdale MBC – Highways and Transportation KNOWLWOOD ROAD CLOSURE**

A correspondence was received in response to the Committee's enquiries in to the above matter. Members were advised that the road works were classed as an emergency due to a burst water main. Standard procedure followed by Calderdale Council for planned road closures was also explained. It was observed that Members feedback had been passed to Yorkshire Water.

- RESOLVED:** that the correspondence be received.

#### **Conclusion of Correspondence**

### **735 CORRESPONDENCE RECEIVED IN RESPECT OF PLANNING APPLICATIONS PREVIOUSLY CONSIDERED.**

None received.

### **736 ROSE STREET / POLLINATION STREET WORKING PARTY – UPDATE/REPORT**

The Chair of the Working Party gave a brief, verbal update to the Committee. It was explained that formal meetings had now finished, and that a report would be prepared which would be presented to the Development Committee, and then to the Town Council. It was noted the Group were due to meet next Thursday, 20<sup>th</sup> April to look at drawing together the report.

- RESOLVED:** that the Chair of the Working Party be thanked for the briefing to the Committee.

### **737 NEIGHBOURHOOD PLAN STEERING GROUP – MINUTES OF LAST MEETING HELD 9<sup>TH</sup> MARCH 2017**

Members had previously received copies of the above minutes. It was discussed that a further Steering Group meeting should be called, and that a date for the Visioning Workshop should be set.

- RESOLVED:** i) that the Chair of the Steering Group contact Richard Motley of IntegreatPlus with a view to arranging the above.  
ii) that the minutes be received.

### **738 UCVR FULL FEASIBILITY STUDY COSTS – TODMORDEN COMMUNITY COLLEGE (referred to this meeting from Development Committee held 22<sup>nd</sup> March 2017)**

**RESOLVED:**that the proposal received be re-issued to the Committee for discussion at the next Development Committee meeting.

**739 TO CONSIDER THE IMPORTANCE OF THE COMMUNITY CAR SERVICE TO THE PEOPLE OF TODMORDEN. FURTHER, TO CONSIDER WRITING TO THE HEAD OF COMMUNITY TRANSPORT CALDERDALE AND TO THE CALDERDALE CCG TO INVITE THEM TO THE NEXT MEETING OF THE COMMITTEE TO DISCUSS THE FUTURE OF THE SERVICE.**

Members expressed concern that the funding for the Community Car Service had seemingly been cut in its entirety. A non-Committee Member advised that rescue efforts to secure further funding were already being made, and that the outcome should be known between April and June of this year.

**RESOLVED:**that a letter be sent to the Head of Community Transport, and to the Head of the CCG to invite them to attend the next appropriate meeting of the Committee.

**740 FOOTPATHS AND OBSTRUCTIONS**

**TRAFFIC ISSUES ON POET'S ESTATE, TODMORDEN**

A Member presented an account of the traffic issues on Poet's Estate, involving Tennyson Avenue, Keats Avenue and Shakespeare Avenue. Issues included speeding cars, lack of road markings, vehicles parked on footpaths and a child that was recently knocked down on Tennyson Avenue.

**RESOLVED:** i) a letter be sent to Calderdale Council, together with photographic evidence submitted, requesting that Highways provide relevant road markings, speed bumps and any other measures as they see fit in order to slow down and control traffic on the Poet's Estate.

ii) that the letter be sent under Delegated Powers because of the urgency of the matter.

**741 CHEQUES FOR SIGNATURE**

There were 16 cheques presented for signature to the value of £32,108.50

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

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**GENERAL PURPOSES COMMITTEE**  
**Minutes of the meeting held 19<sup>th</sup> April 2017**

**742 PRESENT:** Cllr D Tattersall, Chair.

Cllrs J Battye, M Carrigan, A Greenwood, A Hollis, M Holmstedt, C Potter, D Skelton, D Tremayne and D Wardell.

There were no apologies.

**743 RESOLVED:** that the Minutes of the General Purposes Committee meeting held 8th March 2017 be approved as a correct record and signed by the Chair.

**744** 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, except for items 12.

**745** **Darren Widdup, Todmorden Royal British Legion, attended the meeting to speak about the WW1 commemoration events in the town.**

Darren Widdup provided an overview of Todmorden Royal British Legion's initial ideas for the centenary commemorations of WW1 which included a new treeline and memorial stone at the Garden of Remembrance, Blue Plaques around the town, replacement lion's heads and wreath hanging mechanisms, a commemorations dinner and a larger memorial parade. A potential history project working with local schools was also discussed. It was explained that the organisation plans to work closely with local businesses and other community groups within the town.

A number of questions were raised by Members.

**RESOLVED:** i) that Darren Widdup, be thanked for his attendance and contribution to the meeting.  
ii) that 3 Members are appointed to be representatives on the Todmorden Royal British Legion Steering Group at the Annual Meeting of the Town Council on 13<sup>th</sup> May 2017

**746** **Sarah Pennie, Friends of Centre Vale Park, attended the meeting to speak about the proposed relocation of the John Fielden Statue.**

**Sarah Pennie** explained that the Friends of Centre Vale Park were concerned for the safety of the monument if it is moved to the town centre and that the group had raised their concerns to Dawn Mitchell, at Calderdale. The group would like to restore the prominence of the statue but within the park. It was suggested that opening up the statue to light would help reduce any risk of future vandalism.

Ms Pennie went on to point out that Calderdale now records all anti-social behaviour in the park, and that records show no recent anti-social behaviour at the statue. Ms Pennie explained that the Friends of the Park are hoping to be able to announce good news that relates to the Town Council's generous grant in 2015. The plan being to create lasting improvements, and interpretation of historic features in the park including that of the history of the statue.

Ms Pennie concluded by saying that that the statue of John Fielden MP belonged in the park, within the Centre Vale estate, and next to the site of his eldest son's home, Sam Fielden of Centre Vale. The statue was moved to Centre Vale in the spring of 1939, 78 years ago and that it has been longer in its current position than it was in its town centre locations.

A Member provided information in support of moving the statue to the Town Centre including the information that the statue of John Fielden was purchased by the people of Todmorden in 1863 following an appeal for public subscriptions.

Originally it was sited alongside the Town Hall on the Burnley Road aspect of the building. Sometime in the 1920's it was relocated to Fielden Square, opposite the Golden Lion. Later in the 1960's it was relocated to its present site in Centre Vale park.

That moving the statue back to the Town Centre would include the following benefits for the town: an increase in tourism, educational opportunities, the promotion of Todmorden to a wider audience and greater security of the statue.

A discussion took place around the merits and pitfalls of moving the statue, and in relation to keeping the statue in the current location, these included vandalism, potential theft and costs.

**RESOLVED:** i) that Sarah Pennie, be thanked for her attendance and contribution to the meeting.

**Correspondence:**

**747 Kirsten Fusing  
Great Get Together information.**

The Clerk provided further information about recent developments including the organisation of a Children's event at the Town Hall and the proposal from Ms Fusing that the Town Council have a badge-making stall at the event. Ms Fusing would provide the badge-making machine but the Council would need to purchase the badge kits.

**RESOLVED:** that the Committee would like to support the event in the form of a badge-making stall.

**748 West Yorkshire Police  
PCSO Contract for financial year 2017/18 - £33,696**

**RESOLVED:** that a recommendation be made to full Town Council to renew the West Yorkshire Police Community Support Officers' Contract for 2017/18 at a cost of £33,696 with the expenditure to be paid for from the General Purposes Town Centre Security budget heading.

**749 Open Spaces Society  
Membership renewal - £45.**

**RESOLVED:** that the membership be renewed.

**750 Home-Start Calderdale  
Donation to Home-Start Calderdale.**

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

**751 Todmorden War Memorial Trusts  
Nomination of Trustees.**

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

**752 YLCA**

Todmorden Town Council – councillor and staff training.

**RESOLVED:** i) that the correspondence be received and that the training be booked for Council Members and staff at a cost of £35 per person plus room hire and refreshments at a total cost of £794.63. That the remaining £910 Councillor training budget for 2016/17 be transferred from balances and used for the above training.

ii) that further details of the training be provided to Members.

**753**            **YLCA**  
Membership invoice for 2017 – 2018 - £1448.

**RESOLVED:** that the YLCA invoice for 2017/18 be paid from the General Purposes subscriptions budget at a cost of £1448.

**754**            **Yorkshire Ambulance Service**  
Enquiry from Yorkshire Ambulance Service.

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

**755**            **Richard Outram**  
The Pledge to Peace.

**RESOLVED:** i) that the correspondence be received.  
ii) that Richard Outram be invited to a future General Purposes Committee meeting.

Conclusion of Correspondence

**756**            **BUDGET REVIEW**

A Budget review was submitted showing expenditure to the 31.03.17 of £5,766 with a total expenditure of £106,419 leaving a balance on annual estimates of £19,150 and £49,574 rolled over monies.

A Budget review for the new financial year was submitted showing expenditure from the 31.03.17 of £13,562 leaving a balance on annual estimates of £117,477 and £3015 rolled over monies.

**RESOLVED:** i) that the Budget Reviews be received.  
ii) that the remaining £7276 Town Centre Security Budget be transferred from balances to pay for the Police and Crime Commissioner end of year invoice.  
iii) that £385 of the remaining staff training budget be transferred from balances to pay for the Reducing Impact of Flooding Conference – Member attendance.

**757**            **ANNUAL RISK MANAGEMENT REVIEW 2017/18**

**RESOLVED:** that the report be received and adopted.

**758**            **ANNUAL INTERNAL AUDIT PLAN 2017/18**

**RESOLVED:** that the report be received and adopted.

**759 ANNUAL APPOINTMENT OF INTERNAL AUDITOR 2017/18**

**RESOLVED:** that the Yorkshire Internal Audit Service be re-appointed as internal auditor for the financial year 2017/18 at a sum of £290 per visit and under the same terms as the financial year 2016/17 and in line with the Internal Audit Plan 2017/18.

**760 FORMULISATION OF RESOLUTIONS FOR ANNUAL GENERAL MEETING 13<sup>th</sup> MAY 2017**

Consideration was given to the formulation of Resolutions for the Annual Meeting regarding agreement of duties of standing committees and approval of delegated powers to be assigned to each of the Standing Committees and appropriate Sub-Committees.

**RESOLVED:** that the following recommendations be placed on the Annual Council Meeting Agenda of 13th May 2017 to comply with Standing Orders 12 (h) and 12 (i):

Recommendation 1 - The duties of each committee shall be as listed in the current *Guide and Procedures for Todmorden Town Council*.

Recommendation 2 - The delegation of power to be given to the Development Committee for planning applications for the ensuing year.

Recommendation 3 - The delegation of power to be given to each Standing Committee (subject to conditions below in i) and ii) ) to authorise the Town Clerk to despatch immediate letters/emails or take such action as deemed necessary within the duties of that Committee, without awaiting full Town Council ratification.

- i) A separate majority vote must be taken on every item to authorise the use of this delegated power and the resolution must contain the reason for the action being taken before the next Town Council meeting.
- ii) Such action must not involve expenditure that has not previously been authorised.

**761 UPDATE AND IMPLICATIONS OF YORKSHIRE BANK CLOSING IN RELATION TO THE TOWN COUNCIL.**

The Clerk gave a brief report on the implications of the closure of Yorkshire Bank Todmorden Branch, in relation to the Town Council.

**RESOLVED:** i) that for the coming Mayoral Year 2017/18 the Town Council continues to bank with the Yorkshire Bank.

ii) that the Council will pay for Councillors' travel expenses when travelling to the Burnley branch of the Yorkshire Bank in relation to changes to Chair and Vice Chair signatures on the bank mandate.

**762 UPDATE ON QUOTES FOR TOWN COUNCIL WEBSITE.**

The Clerk's office had received advice on a suitable brief in order to obtain appropriate quotes. A number of local design agencies were contacted and one quote had been received. The quote outlined the costs of redesigning and setting up a new website and

were in the region of £2,000 to £3,500, with a yearly fee of £100 for hosting the website.

The office is still awaiting quotes from further design agencies including Creative who are the team that designed the Town Council's logo.

**RESOLVED:** that further updates and information are provided at a future meeting.

**763 WALSDEN CRICKET AND BOWLING CLUB – COST IMPLICATIONS FOR REGISTERING THE LAND WITH THE LAND REGISTRY.**

**Cllr A H Greenwood declared a pecuniary interest and left the room for the duration of the discussion.**

It was confirmed that Todmorden Town Council owns Walsden Cricket Club.

The ownership of the land is at present not registered with the Land Registry but can be via a voluntary registration. It was explained that the registration of the land would not affect the ownership of the land.

The fee for registering the land is dependent on the value of the land and that a local Estate Agent had advised that they could provide a free valuation.

It was also clarified that the rental lease was renewed on April 1<sup>st</sup> 1999 for a period of 21 years, with rent being paid at £100 yearly for the first 11 years and £150 yearly thereafter.

**RESOLVED:** i) that a valuation of the site is requested.  
ii) that the valuation and costs are brought back to the Committee.  
iii) that a letter is sent to the Club explaining that the Council is going to register the land and confirming that the Council owns the land rather than the Charity Commission.

**764 TO CONSIDER MOTION MOVED ON NOTICE BY CLLR A H GREENWOOD.**

**“To seek from CMBC information as to potential accommodation for the ‘Strengthening Families’ course which currently operates in Calder College”.**

**RESOLVED:** that the Clerk writes to Calderdale MBC expressing the Council's concern and requesting confirmation that the group will still have a place to meet if the college closes.

**765 REPORT FROM THE TOWN & PARISH COUNCIL LIAISON GROUP MEETING HELD ON 14/02/2017.**

It was reported that Greetland and Stainland now have a Parish Council and that there is the possibility of a Town/Parish Council being set up in Sowerby Bridge. Information from the Environment Agency was also discussed.

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

**766                    PROTOCOL FOR MARKING THE DEATH OF A SENIOR NATIONAL FIGURE.**

**RESOLVED:** i) that the Clerk check with Calderdale MBC in relation to their plans for Todmorden regarding the marking the death of a senior figure.  
ii) that as appropriate the Clerk purchase two condolence books, two pictures and two frames.  
iii) that a budget of £100 be used as required from the General Purposes Contingencies heading.

**767                    UPDATE ON PROGRESS OF YOUTH TOWN COUNCIL.**

A Member provided an update on progress reporting that it had been difficult to get a response from Todmorden High School but that the Youth Workers at the Youth Club were positive and interested in the project.

A number of questions were asked and a general discussion took place. It was made clear that at this stage nothing had been agreed and that the final report would need to be brought to the Committee for discussion.

**RESOLVED:** that the report be received

**768                    STAFFING MATTER SUB-COMMITTEE MINUTES OF MEETINGS HELD 02.02.2017 AND 08.03.2017.**

A discussion took place in relation to the membership of the Sub Committee and the appropriateness of reporting staffing matters in detail to a wider committee. Issues in relation to employment law and confidentiality were also raised by Members.

**RESOLVED:** i) that the Minutes be received.

**769                    CHEQUES FOR SIGNATURE**

There were two cheques presented for signature totalling to the sum of £609.04.

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

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**AMENITIES COMMITTEE**  
**Minutes of the meeting held 26<sup>th</sup> April 2017**

**770 PRESENT:** Cllr D Tremayne, Chair.

Cllrs A H Greenwood, J Grieve, M Hatfield, A Hollis, M Holmstedt, B Paramor, D Skelton, D Tattersall, J Taylor,

Apologies were submitted from Cllr S Booth and D Wardell.

**771 RESOLVED:** that the Minutes of the Amenities Committee meeting held 15<sup>th</sup> March 2017 be approved as a correct record and signed by the Chair.

772 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.

**Correspondence:**

**Calderdale MBC**

773 NONE RECEIVED

**Additional Correspondence**

774 **Stoodley Training Mentors  
LETTER OF THANKS**

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

**Grant Applications**

775 **Todmorden Information Centre**

**Cllrs M Holmstedt, D Skelton and D Tattersall declared disclosable pecuniary interests in the above item and left the room for the duration of the discussion and voting thereof.**

**Cllr P Marrington declared a disclosable pecuniary interest in that the Member represents the Town Council as a Trustee. The Member stayed in the room for the talk by the grant applicant and then left the room before the discussion and vote.**

A Grant application was submitted for £19,000 for core funding.

Three representatives, Richard Storah, Cynthia Murray and Jacqui Mathews addressed the Committee and gave details about the need for and use of the grant.

The importance of the shop window display for local business and community organisations without a shop front was emphasised along with the ability to sell tickets for local events and the ability to promote local businesses including artisan and locally produced food.

The representatives also explained about that a face lift for the website was currently taking place and that the Information Centre used social media including Instagram and Twitter in order to promote the Town and its activities.

The representatives also explained that they are working with Daniel Jessop at the Town Hall in relation to the potential future move into that building.

A number of questions were asked including whether sporting events were promoted and if information about Todmorden was provided to other areas of the country.

It was explained that the Information Centre did advertise local sporting events and was part of Calderdale's information exchange scheme whereby Calderdale's Tourist Information was sent out to adjoining Councils and further afield.

**RESOLVED:** that a grant of £19,000 be awarded towards core costs for the financial year 2017/18 from the Tourism budget heading.

**776 Incredible Farm**

**Cllr D Tremayne declared a disclosable pecuniary interest in the above item and left the room for the duration of the discussion and voting thereof.**

A Grant application was submitted for £6,660 for core funding and a charitable educational project.

Nick Green addressed the Committee and gave details about the need for and use of the grant.

A number of questions were raised by Members including the fact that the organisation is moving sites and that this information had not been revealed earlier, concerns over the new site which will be within a conservation area, questions in relation to the organisation's registration at Companies House and its trading name. Concerns were raised as to how the organisation fitted into the Council's grant criteria.

**RESOLVED:** i) that the Clerk clarify the legal entities that voluntary organisations can have and bring this information back to the next Committee meeting.  
ii) that the Incredible Farm could resubmit an application for a lower amount to a future Amenities Committee meeting.

**777 Todmorden in Bloom**

A Grant application was submitted for £4,765 for maintenance of hanging baskets and containers around the town and for the refurbishment of the Peace Garden.

Jean Butterworth, Chair of Todmorden in Bloom, and Sue Alston addressed the Committee and gave details about the need for and use of the grant.

The representatives explained that the Peace Garden had been refurbished twelve years ago and was in need of an overhaul. It was explained that they would be working with the Todmorden Branch of the British Legion in relation to the project and that plants would be recycled if at all possible.

The representatives also explained that they had applied for alternative funding and would reimburse the Council if they were successful in relation to this.

A short discussion ensued including the fact that the Town Council owned the Peace Gardens and therefore were responsible for its maintenance and upkeep.

**RESOLVED:** that a grant of £4,765 be given to the group from the 'Environment/Environmental Projects' budget heading for 2017/18.

**778 Todmorden Community Brass**

A Grant application was submitted for £1,000 core funding.

Liz Hinchliffe and George White, from Todmorden Community Brass, addressed the Committee and gave details about the need for and use of the grant. The representatives explained that the yearly grant from the Council was a life line for the organisation.

A number of questions were asked by Members including the size of the band and the group's involvement with local schools.

It was stated that the group had approximately fifty members and three bands and that they were organising an anniversary concert on the 6<sup>th</sup> of May involving all three bands. The representatives also explained that they worked with a number of local schools.

**RESOLVED:** that a grant of £1000 be given to the group from 'Donations/Grants/Subscriptions' budget heading for 2017/18. The spend being a payment made in accordance with the Town Council's powers under Section 137 of the Local Government Act 1972, the expenditure of which, in the opinion of the Council, is in the interests of the area, or its inhabitants, and will benefit them in a manner commensurate with the expenditure.

**779            3 Valley Vegans**

A Grant application was submitted for £380 for a series of cookery courses.

**RESOLVED:** that a grant of £380 be given to the group from 'Donations/Grants/Subscriptions' budget heading for 2017/18. The spend being a payment made in accordance with the Town Council's powers under Section 137 of the Local Government Act 1972, the expenditure of which, in the opinion of the Council, is in the interests of the area, or its inhabitants, and will benefit them in a manner commensurate with the expenditure.

**REFUND OF TOWN HALL HIRE APPLICATIONS**

**780            i) Todmorden Folk Festival –Family Ceilidh, 28<sup>th</sup> April 2017 – 9 hours – £440.89**

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

**781            ii) Todmorden Photographic Society – Exhibition on 3<sup>rd</sup> to the 6<sup>th</sup> November 2017 – 23.5 hours – £558.73**

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

**782            iii) Todmorden Choral Society– Concert on 30<sup>th</sup> April 2017 – 14.5 hours – £627**

**Cllr D Skelton declared disclosable pecuniary interest in the above item and left the room for the duration of the discussion and voting thereof.**

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

**783            LETTERS OF THANKS/GRANT FEEDBACK REPORT FORMS**

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

- i) Friends of Overgate, Todmorden.
- ii) Todmorden Orchestra.

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

### **Conclusion of Correspondence**

#### **784 BUDGET REVIEW**

A Budget review was submitted showing expenditure to the 31.03.17 of £4,731 with a total expenditure of £98,989 leaving a balance on annual estimates of £11,629 and £52,223 rolled over monies.

A Budget review for the new financial year was submitted showing expenditure from the 31.03.17 of £3,423 leaving a balance on annual estimates of £115,077 and £25,758 rolled over monies.

**RESOLVED:** i) that the Budget Reviews be received.

ii) that the remaining £3100 2016/17 Development Projects budget and £2,750 of the 2016/17 Environmental Projects rolled over monies be moved from balances to pay for the Neighbourhood Plan workshops invoice as agreed in Minutes 448,462 and 688.

iii) that £8694 of the 2016/17 rolled over Playground and Youth Facilities budget be transferred from balances to pay for the Centre Vale Park zip wire as agreed in Minutes 423 and 483.

iv) that £2200 2016/17 Playground and Youth Facilities/Tourism budget be transferred from balances to pay for the Folk Festival grant as agreed in Minute 681.

#### **785 WHEELS PARK UPDATE**

The Clerk provided an update including the information that the Town Council's and Calderdale MBC's solicitors are still finalising the lease in relation to insurance responsibilities. The Clerk stated that the Town Councils solicitor had agreed to carry out the work for a fixed fee of £295 plus VAT but due to the length of time it has taken would not be raising an invoice for this work.

**RESOLVED:** that the verbal report be received.

#### **786 AGE UK TODMORDEN RETROSPECTIVE TOWN HALL HIRE REFUND**

A discussion took place regarding the retrospective Town Hall refund application submitted by Age UK Todmorden.

**RESOLVED:** i) that regrettably the Council could not pay the invoice on this occasion.

ii) that the Clerk write to the organisation explaining the reasoning for this.

#### **787 WATERING OF LAMPOST HANGING BASKETS**

A discussion took place regarding the watering of the Town Council purchased lamppost hanging baskets for the 2017 summer season. Originally the amount for watering the 60 hanging baskets, paid for by the Town Council at a cost of £37.50 each, did not include watering as there was a possibility that Todmorden in Bloom would include this task in their grant application. The additional cost of paying Calderdale to water the baskets would be £9 per hanging basket totalling £540.

**RESOLVED**: that the Council pay Calderdale MBC the additional cost of £540 for watering the hanging baskets previously purchased for the 2017 summer season.

**788 VALE LAND**

A brief discussion took place regarding the current status of the refurbishment project.

**RESOLVED**: that the Clerk look at the consultation and provide provisional costing for the next Amenities meeting.

**789 TOWN HALL REFUND GRANT FINANCIAL LIMIT**

A brief discussion took place regarding the current limit of £600 and/or 26 hours for Town Hall charge refund applications.

**RESOLVED**: that the Committee would bring amendment suggestions to the next meeting.

**790 TO CONSIDER MOTION MOVED ON NOTICE BY CLLR B PARAMOR:**

**RESOLVED**: that this item be deferred to the next meeting.

**791 CHEQUES FOR SIGNATURE**

There were eight cheques presented for signature totalling to the sum of £989.08

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

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**DEVELOPMENT COMMITTEE**  
**Minutes of a meeting held Wednesday, 3<sup>rd</sup> May 2017**

**792 PRESENT**: Cllr A H Greenwood, Mayor, and Cllr M Hatfield, Chair  
Cllrs J Battye, J Grieve, A. Hollis, P Marrington, C Potter and J Taylor.

Apologies were submitted from Cllrs S Booth and B Paramor.

**793 MOTION TO EXCLUDE PUBLIC AND PRESS FOR ANY AGENDA ITEM(S)**

The Chair proposed that Item 9 be taken at the end of the meeting, when press and public would be excluded due to the confidential nature of the report.

**RESOLVED:** that Item 9 be discussed at the end of the meeting, for the reason stated above.

**794 VISIT OF STEVEN LEE, HEAD OF HIGHWAYS, CALDERDALE MBC, AT THE REQUEST OF THE COMMITTEE**

Mr Lee informed the Clerk's Office that, unfortunately, he was unable to attend the meeting.

**DELEGATED MATTERS**

**Plans and Decisions**

**795 RESOLVED:** that Planning Applications **17/00282/HSE, 17/00923/HSE, and 17/00333/FUL** be recommended for **APPROVAL**.

**796 RESOLVED:** that Planning Application **17/00392/HSE and 17/000393/LBC** be recommended for **APPROVAL subject to** the recommendations of the Conservation Officer.

**797 RESOLVED:** that Planning Application **17/20038/TPO** be recommended for **APPROVAL subject to** the satisfaction of the Arboricultural Officer.

**798 RESOLVED:** that Planning Application **17/00418/LBC** be recommended for **APPROVAL subject to** the recommendations of the Conservation Officer.

**799 RESOLVED:** that Planning Application **17/00235/HSE – 46, Parkside Road, Todmorden** – be recommended for **REFUSAL** on the grounds of overlooking issues and insufficient information provided to make an informed decision.

**800 RESOLVED:** that planning Application **17/00365/HSE – 28, Cowhurst Avenue, Todmorden** – be recommended for **REFUSAL** on the grounds that the proposal was considered too close, and would affect neighbours private amenity.

**801 RESOLVED:** that planning Application **17/01531/FUL – Land South of The Old Coach House, Dobroyd Road, Todmorden** – be recommended for **REFUSAL** on the grounds that it conflicted with the Area Around Todmorden Local Plan policy. Members were of the view that it would be detrimental, in relation to flooding, as it would result in the loss of open land. Members also had concerns because of the access via a Listed bridge over the canal.

**Conclusion of Delegated Matters**

**Correspondence**

**802 Calderdale MBC Communities & Service Support  
CIGARETTE LITTER IN TODMORDEN – RESPONSE**

Notification was submitted that Calderdale Council had requested Todmorden Safer, Cleaner, Greener Team pick up the litter in question. It was also noted that the Committee's letter had been forwarded to the Calderdale Environment Team.

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

**803 Calderdale MBC Economy & Environment  
SHAW WOOD ROAD – RESPONSE**

A letter was submitted to advise that Members' comments had been kept on file to be used to aid learning and influence the implementation of future highways schemes.

**RESOLVED: i)** that the letter be received.

**ii)** to progress the attendance of Mr Steven Lee, Head of Highways, at a future Development Committee meeting.

**804 Calderdale MBC Highways & Engineering  
POET'S ESTATE, TODMORDEN - RESPONSE**

A correspondence was submitted in response to the Committee's enquiry into the road traffic issues of Poet's Estate, Todmorden. It was noted that the requests for speed bumps, road markings to be refreshed, and the installation of new road markings were being addressed.

**RESOLVED: i)** that the correspondence be received, and further updates were awaited.

**805 Burnley Council Policy & Environment  
BURNLEY'S LOCAL PLAN**

A correspondence was received advising that Burnley Council was preparing a new Local Plan to replace their current Local Plan.

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

**ii)** that individual Members look at the document and bring back any comments to the next meeting of the Development Committee, should they wish to do so.

**806 Calderdale & Huddersfield NHS Foundation Trust  
USE OF ABRAHAM ORMEROD MONIES/FLOOD DONATION - RESPONSE**

A letter was received in response to the Committee's enquiry in relation to the apparent lack of reference to the funding provided by the Abraham Ormerod monies in published literature and materials.

**RESOLVED: i)** that a further letter be sent to Andrew Haigh inviting him to attend a future meeting,

**ii)** that the letter underpins the Committee's keenness for Town Council representation on the sub-committee of the Charitable Funds Committee,

**iii)** that reference be made to the final paragraph in Mr Haigh's letter to advise him that Incredible Farm had recently applied for a grant from Todmorden Town Council. The application had been refused on this occasion as concern was expressed, in some quarters, as to whether the application followed the Town Council's Grant Guidelines.

Members understood that Incredible Farm were a separate organisation from Incredible Edible Todmorden, and that they were in the process of seeking a new site.

### **Conclusion of Correspondence**

#### **807 CORRESPONDENCE RECEIVED IN RESPECT OF PLANNING APPLICATIONS PREVIOUSLY CONSIDERED.**

None received.

#### **808 TOWN COUNCIL PROTOCOL FOR ADVISORY COMMITTEES/WORKING GROUPS.**

In Consultation with the YLCA, the Clerk briefed the Committee on advice received in relation to Advisory Committees, and presented Members with the terms of reference for the Neighbourhood Plan Steering Group, and the Rose Street Working Group - the two Advisory Committees that report into the Development Committee, and ultimately to the full Town Council. It was noted that this information would be presented to both the General Purposes and Amenities Committees in respect of Advisory Committees reporting to these respective Committees.

**Whilst a number of Councillors raised some concerns in discussion, there was no resolution required for this item as the Terms of Reference for the Advisory Committees, as provided by the Clerk, formed part of the Standing Orders. Reference Standing Order 50.**

#### **809 ROSE STREET / POLLINATION STREET WORKING GROUP – UPDATE/REPORT**

The Rose Street / Pollination Street Working Group Report had been previously circulated to all Members ahead of the meeting with a view to this being more widely discussed at the next full Town Council meeting. Subsequently, a correspondence was received from Calderdale Council inviting two Todmorden Town Council Members to join the Bramsche Square / Rose Street Development Sub-Group. This was tabled at the meeting.

Much discussion then commenced on the remit of the Town Council's Rose Street /Pollination Street Working Group. There was also some discussion on possible Membership of Calderdale's Council's Bramsche Square / Rose Street Development Sub-Group.

**RESOLVED:**i) that an Extra Ordinary meeting of the full Town Council be called for wider discussion of the Report submitted by the Rose Street / Pollination Street Working Group, and to consider the invitation received from Calderdale Council.

#### **810 UCVR FULL FEASIBILITY STUDY COSTS – TODMORDEN COMMUNITY COLLEGE (referred to this meeting from Development Committee held 22<sup>nd</sup> March 2017).**

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

#### **811 TO DISCUSS POSSIBLE ALTERNATIVE USES FOR THE COMMUNITY COLLEGE SITE ON BURNLEY ROAD**

**RESOLVED:** that an invitation be extended to the Save Our College Group to attend a future meeting of the Development Committee with a view to the Group briefing Members on their proposals for the College.

**812 NEIGHBOURHOOD PLAN - UPDATE**

**RESOLVED:** i) that the date for the next Neighbourhood Plan Steering Group meeting be confirmed,  
ii) that a formal agenda item in relation to the Disability Focus Group be brought to that meeting to explore the possibility of funding for room hire, etc.  
iii) that a date for the Neighbourhood Plan Visionary Workshop be agreed at that meeting.

**813 CONFERENCE ATTENDANCE REPORT BACK – “REDUCING RISK AND IMPACT OF FLOODING”**

**RESOLVED:** that this Item be deferred to the next meeting to the Development Committee as the Member who attended the Conference could not be present.

**814 TO DISCUSS EVENING AND WEEKEND CAR PARKING ISSUES AT THE HEALTH CENTRE ON HALIFAX ROAD, TODMORDEN**

A Member reported that he understood it had not been the intention of the NHS to charge car parking fees at this site in Todmorden, and that they had expressed regret and were doing what they could to get the contract changed. It was noted that the NHS were endeavouring to reimburse those that had incurred charges.

**RESOLVED:** that the Member be thanked for his verbal update to the Committee.

**815 TO CONSIDER THE IMPORTANCE OF THE COMMUNITY CAR SERVICE TO THE PEOPLE OF TODMORDEN. FURTHER, TO CONSIDER WRITING TO THE HEAD OF COMMUNITY TRANSPORT CALDERDALE AND TO CALDERDALE CCG TO INVITE THEM TO THE NEXT MEETING OF THE COMMITTEE TO DISCUSS THE FUTURE OF THE SERVICE.**

**RESOLVED:** that, on being put to the vote, the Motion fell.

**816 FOOTPATHS AND OBSTRUCTIONS**

**a) LACK OF STREET SWEEPERS IN TODMORDEN**

a Member reported that the noticeable lack of Street Sweepers was resulting in some areas of Todmorden becoming quite dirty.

**RESOLVED:** i) that a letter be sent to Calderdale to request what replacement service was available.  
ii) that the letter be sent under Delegated Powers because of the urgency of the matter.

**b) YELLOW LINES AT BRAMSCHE SQUARE**

A Member reported that a stretch of yellow line on the road outside the cobblers on Bramsche Square was badly in need of refreshing as cars were being parked.

**RESOLVED:** i)that a letter be sent to Calderdale requesting that the yellow lines be refreshed.  
ii) that the letter be sent under Delegated Powers.

**817            CHEQUES FOR SIGNATURE**

There were 7 cheques presented for signature to the value of £5,303.64

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

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