

TOWN COUNCIL
Minutes of the Meeting held 13th September 2017

320 PRESENT: Cllr C Potter, Town Mayor.

Cllrs J Batty, R Brandwood, J Grieve, A Hollis, M Holmstedt, P Marrington, B Paramor, D Skelton, D Tattersall, D Tremayne, J Taylor,
Apologies were submitted from Cllrs S Booth, M Carrigan, M Hatfield and D Wardell.

321 It was moved by Cllr D Tattersall
Seconded by Cllr P Marrington

RESOLVED: that the Minutes of the Town Council Meeting held 2nd August 2017 be approved as a correct record and be signed by the Chair.

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

It was moved by Cllr D Tremayne
Seconded by Cllr R Brandwood

RESOLVED: that the public and press be allowed to stay in the meeting for all agenda items except agenda item 14.

323 Mayoral and other Communications.

The following communications had been received: letters from Stadt Branches and McMillian Cancer Support

324 Consideration was given to the Minutes of the Development Committee held on 9th August 2017.

It was noted that the meeting was inquorate .

Consideration was given to the Minutes of the General Purposes Committee held on 16th August 2017.

325 It was moved by Cllr D Tattersall
Seconded by Cllr A Hollis

RESOLVED: that the Minutes of the General Purposes Committee meeting held 16th August 2017 be approved and adopted.

326 Consideration was given to the Minutes of the Amenities Committee held on 23rd August 2017.

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

RESOLVED: that the Minutes of the Amenities Committee meeting held 23rd August 2017 be approved and adopted.

327 Consideration was given to the Minutes of the Development Committee held on 30th August 2017.

It was moved by Cllr D Tremayne
Seconded by Cllr J Battye

RESOLVED: that the Minutes of the Development Committee meeting held 30th August 2017 be approved and adopted.

328 It was moved by Cllr J Taylor
Seconded by Cllr A Hollis

RESOLVED: that receipts totalling £6,130.60 since the last meeting be received and payment of accounts in accordance with the list now submitted (schedule 113 - 130) totalling £7255.60 be approved.

329 **TEMPORARY STAFFING UPDATE.**

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

RESOLVED: that temporary staff cover is provided by the existing staffing agency until a permanent member of staff is in place.

330 **USE OF FLOOD MONIES PAID INTO TOWN COUNCIL BANK ACCOUNT.**

A discussion took place regarding the use of flood monies paid into the Town Council bank account.

The Town Council previously approved a recommendation from the General Purposes Committee that six councillors, appointed at the Annual Meeting of the Council, may incur expenditure up to £350 each in extreme emergency situations such as flooding or other catastrophe and that the councillors would be reimbursed upon presentation of receipts (Minute 130).

The Yorkshire Local Council Association (YLCA) has advised that there is no power in law for this to happen. The power of delegation under Section 101 of the Local Government Act 1972 allows a local council to delegate to a committee, a sub-committee, the Clerk or another local authority. There is no legal power for delegation to an individual councillor, not even the mayor/chairman and that emergency situations do not alter this.

The YLCA stated that whilst the current agreement was a commendable policy it was not a lawful one and that the expenditure should be delegated to the Clerk via a scheme of delegation. It was noted however that a degree of common sense needed to be applied to this, which the law does not provide for, and that if there was an event that resulted in the absolute and *genuine* need for a councillor to incur some personal expenditure in an emergency situation, that would occur and the Council would be asked to reimburse the money on the grounds of necessity and reasonableness. The Council would be under no obligation to reimburse the Member but if this was a genuine expenditure that could not be avoided then the Council would surely approve it.

It was noted that the Council cannot put this into a policy as in effect the common sense process as described above is not lawful; it does what it says – provides a common sense approach rather than a legal one.

The YLCA also advised that in addition to delegation of spend to the Clerk, the Council needs to ensure that it works closely with Calderdale Council and the police when it is warned that flooding is likely to occur.

It was moved by Cllr R Brandwood
Seconded by Cllr A Hollis

RESOLVED: that the item be added to the General Purposes agenda for discussion at that meeting.

331 NOMINATION OF TWO TOWN COUNCIL REPRESENTATIVES ON TO NHS TRUST CHARITABLE SUB-COMMITTEE IN RELATION TO USE OF ABRAHAM OMEROD TRUST FUNDS.

Three nominations were received for this role.

It was moved by Cllr J Battye
Seconded by Cllr D Tremayne

RESOLVED: i) that Cllrs D Tattersall and C Potter act as representatives on to NHS Trust Charitable Sub - Committee in relation to use of Abraham Omerod Trust Funds.
ii) that Cllr M Holmstedt acts as a substitute if either of the two appointed Cllrs cannot attend.
iii) that the Cllrs report back to and take briefings from the General Purposes Committee.

332 MOTION BROUGHT TO THE TOWN COUNCIL FROM THE GENERAL PURPOSES COMMITTEE OF THE 16.08.17 IN RELATION TO THE 'PLEDGE FOR PEACE':

- i) that the Town Council seeks to appoint a Peace Coordinator.
- ii) that nominations for the role are taken to the next Town Council meeting.
- iii) that the details of the role be agreed at the Town Council.

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

RESOLVED: i) that Cllr R Brandwood act as the Town Council's Peace Coordinator.
ii) that the Member research the implications of signing the 'Pledge to Peace' and report back to a future General Purposes Committee meeting.

333 CALDERDALE LOCAL PLAN – INITIAL DRAFT 2017

Taken from **Development Committee held 30th August 2017:** -

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.”

It was moved by Cllr J Battye
Seconded by Cllr M Holmstedt

RESOLVED: that all three points of the proposal put forward be carried out, with the inclusion of a fourth point, as follows: -

“vi) that each Councillor, focusing on issues in their own wards, co-ordinates their response back to the Assistant Town Clerk, by close of business on Tuesday, 19th September, to be brought back to the next meeting of the Development Committee”.

334 ROSE STREET / BRAMSCHE SQUARE DEVELOPMENT AREA

Taken from **Development Committee** held **30th August 2017** : -

“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”.

An amendment was moved by Cllr Skelton
Seconded by Cllr Brandwood

On being carried became the substantive Motion.

RESOLVED: i) that the Town Council express an interest and explore options in relation to acquiring the freehold of the Rose Street/Bramsche Square development area, subject to proper advice and information.
ii) to bring an update to the Development Committee meeting on the 11th of October.

TO CONSIDER THE ADOPTION OF A NEW GRIEVANCE AND DISCIPLINARY POLICY PROCEDURE

335 It was moved by Cllr D Skelton
Seconded by Cllr B Paramor

RESOLVED: to adopt the NALC Disciplinary and Grievance arrangements (as in LTN22) to replace the existing arrangements.

336 It was moved by Cllr D Skelton
Seconded by Cllr B Paramor

RESOLVED: to include the following addition on p16 after the first sentence in item 7: ‘The sub-committee has the discretion to engage an independent, external investigator to investigate the grievance and advise the sub-committee.’

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

RESOLVED: that the Chair of General Purposes and the Chair of the Staffing Matters Sub-Committee implement and oversee the process, in consultation with the relevant members of the Staffing Matters Sub-Committee.

338 **CHEQUES FOR SIGNATURE**

There were 11 cheques presented for signature to the value of £5268.84

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

339 **PUBLIC QUESTION TIME**

Douglas Wilson asked whether the blue plaques in honor of Geoff Lowe and Geoffery Wilkinson could be refurbished.

Cllr Potter stated that this would be raised as an agenda item at the General Purposes Committee.

DEVELOPMENT COMMITTEE
Minutes of a meeting held Wednesday, 20th September 2017

340 **PRESENT:** Cllr C Potter, Town Mayor, Cllr M Hatfield, Chair
Cllrs J Battye, S Booth, J Grieve, P Marrington, B Paramor and Taylor.

Apologies were submitted from Cllrs A Hollis, R Brandwood, M Carrigan

Cllr M Holmstedt – a non-Committee Member - attended the meeting and spoke in connection with Minute 342, and 354.

341 The Minutes of the meetings held on 9th August, and 30th August 2017 were signed by the Chair as a correct record.

342 **Visit of Steven Lee, Head of Highways, Calderdale MBC, at the request of the Committee.**

Mr Lee addressed the Committee, and answered a variety of questions from Members including recent issues with temporary traffic lights and the introduction of a West Yorkshire-wide Permit Scheme; the planned programme of works for Todmorden over the next year; grit bins, gritting lorries, and new investment in additional grit bins for Calderdale. Members raised questions on the new Lidl development, approved planning permission and adherence to conditions imposed, related issues concerning flood alleviation, parking, and the proposed refuge and right turn box on Halifax Road. Mr Lee answered further questions on communication problems between Calderdale and local residents concerning highways issues, and better advertising methods were discussed. Pedestrian crossing problems on Halifax Road were raised, as well as on-street parking as a result of increased station parking through-put, and resource issues.

As the discussions progressed, Mr Lee undertook to pick up many of the points raised by Members with his colleagues, and offered to meet with small groups of Councillors to discuss any highways matter upon request. It was noted that Mr Lee had plans to re-arrange the traffic team in order to enhance the service.

RESOLVED: that Mr Lee be thanked for his contribution and attendance at the meeting.

343 **DELEGATED MATTERS
Plans and Decisions**

RESOLVED: that Planning Applications 17/00720/HSE, 17/20152/TPO, 17/01026/TNO, 17/01075/HSE, and 17/01073/LBC be recommended for **APPROVAL**.

Conclusion of Delegated Matters

Correspondence

344 **Calderdale MBC Highways and Transportation
SHAW WOOD ROAD, TODMORDEN - RESPONSE**

A letter was submitted advising that the Traffic Liaison Officer had recently visited the site, and determined that the overhanging vegetation was an issue, and would be addressed. Details had been passed to the Enforcement Officer to deal with accordingly.

RESOLVED: that the letter be received.

345 **Network Rail**

TODMORDEN STATION – RESPONSE

A letter was received in relation to the Committee's enquiry concerning step free access at Todmorden Station. It advised that currently Network Rail had no plans, and no funding, to make any further alterations to Todmorden station. It was suggested that contact be made with the local MP, or the Department of Transport.

RESOLVED: that the correspondence be received on the basis that a previous offer of a meeting at Route level was being pursued.

346 Todmorden Accident Prevention Council (TAPC) MINUTES OF THE MEETING HELD ON 29TH AUGUST 2017.

The TAPC minutes of a meeting held on meeting held on 29th August 2017 were submitted.

RESOLVED: i) that the Minutes be received.
ii) that "Defective Street Lights" be placed on the next agenda of the Development Committee.

Conclusion of Correspondence

347 CORRESPONDENCE RECEIVED IN RESPECT OF PLANNING APPLICATIONS PREVIOUSLY CONSIDERED.

None received.

348 CALDERDALE LOCAL PLAN – INITIAL DRAFT 2017 – TO FORMULATE A RESPONSE.

Councillors' comments were considered, and much discussion took place on the Initial Draft of the Calderdale Local Plan.

RESOLVED: i) that the Clerk to the Committee draft a response to Calderdale MBC incorporating general comments from Councillors.
ii) that the deadline for further comments to be received by the Clerk to the Committee was set at close of business on Thursday, 21st September 2017.
iii) that the Chair of the Committee review the letter prior to sending ahead of the deadline imposed.
iv) that the letter be sent under Delegated Powers, as resolved at the meeting of the held 13th September 2017 (Minute No 333).

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

The Chair of the Committee gave a brief on the current regulations and criteria for the installation of a zebra crossing.

RESOLVED: that the Chair of the Committee would continue to do further work in relation to looking at other measures of calming traffic for the Cornholme area.

350 GADDINGS DAM AUTUMN SUMMIT – TO SEEK AUTHORISATION FOR FUNDS FOR ROOM BOOKINGS, ETC.

Permissions were sought for funding of room bookings, and the purchase of sundry items for refreshments, etc., in relation to the Gaddings Dam Summit planned for the Autumn.

RESOLVED: that £100 be vired from the Neighbourhood Plan budget heading to the Contingencies budget heading to be used for room hire, refreshments and other sundry items in relation to the Gadding Dam Summit.

351 Item (i) moved on notice by Cllr M Hatfield:

“Town Council Members who have been nominated by the Town Council to attend/participate in the Todmorden Development Board are required to provide a short oral feedback report at the following meeting of the Town Council Development Committee (to be supplemented by a written report where the Members consider this appropriate). The feedback report to include details on which Members attended, the issues discussed and decisions reached (including the voting decisions of Members).”

This Motion was unanimously supported.

RESOLVED: that the Motion be accepted, and put forward for ratification at Town Council.

352 Item (ii) moved on notice by Cllr M Hatfield:

“That the Town Council Members who have been nominated by the Town Council to attend/participate in meetings of the Todmorden Development Board can be mandated to vote in a particular way by the Town Council. Any resolution to mandate Members to be agreed through the Town Council’s standard processes and in line with Standing Orders.”

It was felt in some quarters that the proposal was restrictive.

RESOLVED: i) that the Motion be withdrawn.

ii) that the author re-words the Motion - to be brought back to the next meeting of Town Council.

353 Item (iii) moved on notice by Cllr M Hatfield:

“To request to Calderdale MBC that all the Town Council’s Rose Street working party members are able to attend/participate in the meetings of the Todmorden Development Board’s Rose Street sub-committee.”

This Motion was supported by the majority.

RESOLVED: that the Motion be accepted, and put forward for ratification at Town Council.

354 FOOTPATHS AND OBSTRUCTIONS

a) BOTTOM OF CALDERDALE WAY, LUMBUTS ROAD, TODMORDEN

A Member reported that the land at the above site was badly broken up, muddy and wet.

RESOLVED: i) that a letter be sent to Highways to report the matter.
ii) that the letter be sent under Delegated Powers.

b) SCHOOL LANE, TODMORDEN

A Member reported the poor condition of the pavement on the right hand side of the road, facing the Town Hall. It was noted that the pavement, and tarmacked areas, were uneven, and potentially dangerous to pedestrians.

RESOLVED: i) that a letter be sent to Highways to report the issue.
ii) that the letter be sent under Delegated Powers.
c) **MYRTLE STREET, TODMORDEN**

A Member reported that the pavement and tarmacked areas behind the Central Methodist Church on Myrtle Street were in a very poor state on both sides of the street .

RESOLVED: i) that a letter be sent to Highways to report the issue.
ii) that the letter be sent under Delegated Powers.

355 CHEQUES FOR SIGNATURE

There were 11 cheques presented for signature to the value of £18,136.67

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

GENERAL PURPOSES COMMITTEE
Minutes of the meeting held 27th September 2017

356 PRESENT: Cllr C Potter, Town Mayor and D Tattersall, Chair.

Cllrs J Battye, M Carrigan, AH Greenwood, M Holmstedt, D Skelton, D Tremayne and D Wardell.

Apologies were submitted from Cllrs S Booth and L Stephenson.

357 RESOLVED: that the Minutes of the General Purposes Committee meeting held 16th August 2017 be approved as a correct record and signed by the Chair.

358 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 with the possible exception of Item 15.

359 **Andrew Pitts and Kirsten Fusing, Calderdale MBC, attended the meeting to update the Council on the Heritage Lottery Fund Bid for Todmorden Town Hall, and to request a letter of support for the project from the Town Council.**

Andrew Pitts updated the Committee on the Heritage Lottery Fund Bid explaining that the deadline for the round one bid was 22nd November 2017 with a decision being made in March 2018. If successful the round two bid would be prepared between June and December 2018 with a decision about its success being made by the Heritage Lottery by Easter 2019. If successful the planned works would begin in the summer of 2019.

Kirsten Fussing updated the Committee on the proposed refurbishment and alteration works which include the rear of the Town Hall becoming the main entrance with disabled access, removal of some internal walls and the use of glass and bi-fold doors.

Mr Pitts and Ms Fussing also explained that the Town Hall would be open every day and that it would be partly run by volunteers. Mr Pitt also discussed the potential opportunity for the Town Council to become more closely involved with the running of the Town Hall.

A number of questions were asked by Members including questioning some of the configuration details.

RESOLVED: i) that Andrew Pitts and Kirsten Fussing be thanked for their attendance and contribution to the meeting.
ii) that the Town Council writes a letter of support for the project.

Correspondence:

360 Andrew Pitts, Calderdale MBC

JOHN FIELDEN STATUE RESPONSE LETTER.

A discussion took place in relation to the correspondence which included issues around vandalism, costs, ownership, the current and proposed location and Calderdale MBC's potential requirements in order for the proposal to be put before Calderdale Cabinet Members.

During the discussion Andrew Pitts referred to an incident that had taken place four to five years earlier which involved the statue being pulled out of line from its plinth. Mr Pitts stated that he was not sure if it was a serious incident of vandalism and/or potential theft but that Calderdale MBC realigned the statue accordingly.

RESOLVED: i) that the correspondence be received.
ii) that quotes are obtained from suitable organisations in order to research and carry out the list of considerations/requirements as listed in Andrew Pitts' letter, dated 5th of September 2017, in order to progress the repositioning of the statue to the proposed new location outside the Town Hall.

361 YLCA

REFORM OF DATA PROTECTION LEGISLATION.

RESOLVED: i) that the correspondence be received.
ii) that the Town Clerk research this issue, including investigating appropriate training, and report back to a future General Purposes Committee meeting.

362 West Yorkshire Archive Service

ARCHIVE MINUTES ENQUIRY.

RESOLVED: i) that the Town Council minutes should be archived with the West Yorkshire Archive Service.

363

YLCA

PROTOCOL FOR THE RETENTION OF TOWN COUNCIL DOCUMENTS.

RESOLVED: i) that the correspondence be received.
ii) that the Town Council adopt the YLCA protocol for the retention of Town Council documents.

364

YLCA.

ROLE OF THE PUBLIC AT COMMITTEE MEETINGS.

A discussion took place in relation to this issue.

RESOLVED: i) that the correspondence be received
ii) that the Council continue with the current arrangement whereby the public can speak at Public Question Time at the end of full Town Council meetings.
iii) that this issue be further addressed as part of the review of the Council's Standing Orders.

365

YLCA

LETTER WRITING PROTOCOL.

A discussion took place in relation to this issue.

RESOLVED: i) that the correspondence be received.
ii) that the Council continues with the standard practice of the Clerk to the Committee writing all letters on behalf of the Town Council with the exception of point iii) below.
iii) that if the letter is of a specialist technical nature the letter can be drafted by a Committee member and once read, approved and minuted at that Committee or full Town Council can be sent as if by the Clerk.

366

NALC

ANNUAL CONFERENCE 2017.

RESOLVED: that the correspondence be received.

367

The Pensions Regulator

INCREASE IN MINIMUM PENSION CONTRIBUTIONS.

RESOLVED: that the correspondence be received.

368

Pascal Bourguignon, BestHost

TODMORDEN TOWN COUNCIL – NEW WEBSITE.

RESOLVED: i) that the correspondence be received.
ii) that the fee of £12.50 per month for the Content Management Studio application in relation to the website be approved.

Conclusion of Correspondence

369 BUDGET REVIEW.

RESOLVED: that an amended budget review be presented at the next General Purposes Committee meeting.

370 DEFERRED FROM THE GENERAL PURPOSES COMMITTEE MEETING OF 16.08.2017 UPDATE ON ROLE OF THE TOWN COUNCIL IN EMERGENCIES.

RESOLVED: that this item be deferred until the next meeting of the General Purposes Committee.

371 DEFERRED FROM THE GENERAL PURPOSES COMMITTEE MEETING OF 16.08.2017 TOWN HALL FREE BOOKING ARRANGEMENTS, THE LENGTH AND NUMBER OF TOWN COUNCIL MEETINGS.

A discussion took place in relation to this issue.

RESOLVED: that Committees should try to keep the length of meetings to one and a half hours with estimated times for agenda items.

372 USE OF FLOOD MONIES PAID INTO TOWN COUNCIL BANK ACCOUNT.

Cllrs M Carrigan, C Potter, D Tattersall and D Tremayne declared a pecuniary interest and left the room for the duration of the item.

A discussion took place in relation to this issue.

RESOLVED: i) that the advice from the YLCA in relation to this issue be received and noted.
ii) that the flood donations received, currently comprising of £2298.22, be given to Todmorden Emergency Support on the condition that the money be ring fenced for flood relief.

373 CHAIR OF GENERAL PURPOSES INTERNAL AUDIT SPOT CHECK VERBAL REPORT.

A verbal report was given by the Chair of the Committee regarding the internal annual audit spot check. The Member reported that spot checks were carried out on a variety of invoices and that everything was found to be in order.

RESOLVED: that the report be received.

374 SIGNAGE FOR TOWN COUNCIL OWNED AND/OR MAINTAINED SITES.

RESOLVED: that this item be deferred to a future General Purposes meeting.

375 CORPORATE IMAGE – NAME BADGES.

RESOLVED: that further information would be brought to a future General Purposes meeting.

376 DEEDS AND LAND REGISTRATION DOCUMENTS FOR TOWN COUNCIL OWNED SITES.

A document was produced showing the current list of Council owned sites and related legal documents and their whereabouts.

RESOLVED: i) that the document be received.
ii) that the Town Council ask for the return of the Vale Land deeds from Wrigley Claydon Solicitors.

377 STAFFING MATTERS SUB COMMITTEE MEETINGS OF THE 7.09.17 AND 13.09.17 MINUTES AND UPDATE.

RESOLVED: that the minutes and resolutions of the Staffing Matters Sub Committee of the 7.09.17 and 13.09.17 be received and adopted.

378 UPDATE ON ERASMUS VISIT TAKING PLACE BETWEEN 23RD AND 30TH OCTOBER 2017.

A brief update on the Erasmus project and forthcoming visit was provided.

RESOLVED: i) that up to £500 could be spent on civic gifts and light refreshments for the 36 visitors.
ii) that the funding should come from the Civic Gifts budgetary heading of up to £100 and the General Purposes miscellaneous expenditure budgetary heading of up to £400'.

379 DRAFT MEDIA RELATIONS POLICY.

RESOLVED: that this item be deferred to a future General Purposes meeting.

380 TO FINALISE ARRANGEMENTS FOR THE CHRISTMAS LIGHTS SWITCH-ON EVENT AND THE TOWN COUNCIL CAROL SING FOR 2017.

Consideration was given to the annual Christmas Lights Switch-On event, and to the Town Council Christmas Eve Carol Sing.

RESOLVED: i) that the date and time of the Todmorden Lights Switch-On event should be on 25th November 2017 at 4.00pm - 4.30 pm.

ii) that the date and time of the Town Council Carol Sing should be on Sunday, 24th December 2017.

iii) that a Town Council Member acts as MC at the Switch-On event from 4 pm to 4.30 pm.

iv) that the Mayor's Charity for the year be invited to take part to assist with fund-raising activities at the Switch-On event.

v) that Todmorden Community Brass Band be asked to provide music for a mix of seasonal music and carols around the tree at the Switch-On event, and at the Town Council Christmas Eve Carol Sing.

vi) that Todmorden Choral Society invited to provide a small group of singers for the Switch-On event.

- vii) that the Council approves a budget up to £500 from the 'Christmas Lights' heading to include possible fees in respect of music, PA system and advertising.
- viii) that the Council approves a budget up to £400 from the 'Admin' heading to include possible fees in respect of music, and advertising for the Carol Sing.
- ix) that the Assistant Town Clerk be authorised to organise events in line with the above.

381 CHEQUES FOR SIGNATURE

There were no cheques presented for signature.

AMENITIES COMMITTEE

Minutes of the meeting held 4th October 2017

382 PRESENT: Cllr D Tremayne, Chair.

Cllrs A H Greenwood, J Grieve, M Hatfield, M Holmstedt, P Marrington D Skelton and D Tattersall.

Apologies were submitted from Cllr B Paramor, C Potter and D Wardell.

383 RESOLVED: that the Minutes of the Amenities Committee meetings held 23rd August 2017 be approved as a correct record and signed by the Chair.

384 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.

385 Andrew Pitts, Amanda Firth and Dawn Mitchell from Calderdale MBC, attended the meeting to discuss opportunities for further collaboration and partnership working in relation to grounds maintenance and street cleaning in the Todmorden area.

Andrew Pitts explained that the Calderdale MBC budget for Cleaner, Safer Greener had been reduced significantly in the last six years and was now facing further substantial cuts. Mr Pitts stated that the Council had more or less exhausted efficiency savings and was now looking at a managed reduction in staffing costs, including changes to contracts.

It was explained that the proposals included:

A move from a five day to a seven day service.

A review of existing maintenance regimes including a standardisation of services across the borough.

A review of capacity including the future role and significance of volunteers and Town and Parish Councils.

A number of questions were raised by Members, including the current status of street cleansing in Todmorden, joined-up wider volunteering particularly in relation to gritting of areas, flood clean-up and prevention works, apprentices, best practice and the increased cost of benches.

RESOLVED: that the visitors be thanked for their attendance and contribution to the meeting.

386 **Aine Douglas, Incredible Aqua Garden, attended the meeting to give an update on the Incredible Schools Project.**

Aine Douglas provided an update on the previous growing season's projects including working with six out of the seven local schools including growing and picking vegetables, and cooking the produce.

A number of questions were raised by Members, including whether other sources of funding had been applied for.

RESOLVED: that Aine Douglas, be thanked for her attendance and contribution to the meeting.

Correspondence:

Calderdale MBC

387 **Amanda Firth - Safer, Cleaner, Greener Manager, Calderdale MBC
TODMORDEN TOWN COUNCIL OWNED SITES.**

RESOLVED: that the correspondence be received.

388 **Highways and Engineering
PUBLIC BENCHES ON THE PEDESTRIAN HIGHWAY.**

RESOLVED: i) that the correspondence be received.
ii) that a follow up email be sent.

389 **Dawn Mitchell - Safer, Cleaner, Greener
BENCH IN CENTRE VALE PARK, TODMORDEN.**

RESOLVED: i) that the correspondence be received.
ii) that the bench be purchased at a cost of £780 to be paid for from the Environment/Environmental Projects budgetary heading.

Additional Correspondence

390 **Sarah Pennie - Friends of Centre Vale Park
BANDSTAND FEASIBILITY STUDY.**

RESOLVED: that the correspondence be received.

391 **Alistair Mackenzie Ross
ENVIRONMENT AGENCY DEED OF GRANT FOR CENTRE VALE PARK
WHEELS PARK.**

RESOLVED: that the correspondence be received.

392

Shelia Greenwood
TODMORDEN IN BLOOM – PATMOS GARDENS

RESOLVED: i) that the correspondence be received.
ii) that refurbishment and repair works are carried out at Patmos Gardens, as outlined in Todmorden in Bloom's email dated 2nd October 2017 at a cost £1454.70.
iii) that the bench be wooden, traditional in style and to be placed at an accessible height (approximately 46cms).

393

Paul Blakey, Visitor to Todmorden
BROKEN GLASS ON STREETS.

RESOLVED: that the correspondence be received.

394

Diana Brown - Groundwork UK
DANGEROUS TREE/BRANCHES AT VALE LAND, CORNHOLME.

The Clerk informed the Committee that some emergency action in relation to removal of some dangerous overhanging branches had been carried out on the site, for free, by a local contractor.

Furthermore Groundwork had carried out a thorough appraisal of the site and had noted the overgrown and un-managed condition of the trees and recommended that tree works should be carried out as a matter of priority.

RESOLVED: i) that the correspondence be received.
ii) that the Clerk investigate the cost of current and on-going maintenance works to the site.

Grant Applications

395

In The Park Productions

Cllr M Hatfield declared a personal interest as he was a friend of one of the organisers.
A Grant application was submitted for £2,300 for a theatre production of Wind in the Willows at Centre Vale Park.

Katrina Heath attended the meeting and provided an update on the previous production and the proposed current production, including the uptake of free tickets and proposed reduced tickets, and help with transport to the event.

Members asked a number of questions including sources of other funding and the approval of the accessible version of the event.

RESOLVED: that a grant of £2,300 be awarded from the Entertainment, Arts and Recreation budgetary heading for 2017/18 subject to the organisation's Arts Council bid being successful.

REFUND OF TOWN HALL HIRE APPLICATIONS

396

i) Les Panards Dansants – Dance, 13th-15th October 2017 – 30.5 hours – £988.75

RESOLVED: that the above application be rejected as no clear benefit to Todmorden was evidenced.

397 ii) Kidsfest – Festival, 2nd December 2017 – 6 hours – £469.78

Cllr M Holmstedt declared a pecuniary interest and left the room for the duration of the item.

Cllr D Tremayne declared personal interests because she was friends with one of the applicants.

RESOLVED: i) that the above application be approved.
ii) that the cheque be made payable direct to Calderdale MBC.

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

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

8/26th Calder Valley Scouts.

RESOLVED: that the correspondence be received.

Conclusion of Correspondence

399 **BUDGET REVIEW**

A Budget review was submitted showing expenditure of £256 from Annual estimates since the last review, with total expenditure to date of £52,556 leaving a balance on annual estimates of £76,839 and £25,758 in rolled-over monies.

RESOLVED: that the Budget Review be received.

400 **DRAFT GRANT APPLICATION FORM IN RELATION TO RETROSPECTIVE APPLICATIONS.**

RESOLVED: that the amended grant application form be approved with the following further amendment: that 'normally' is added before 'only provide' on the first line of the second paragraph of section 9.

401 **CHRISTMAS LIGHTS 2017 UPDATE.**

The Clerk explained that Calderdale MBC had been in touch and that there would be some additional costs in relation to all Town Council funded Christmas lights including installation, removal, electricity, electrical testing and storage costs. That this figure amounted to approximately £4700 for the Town Council's existing additional lights and the proposed new lights in Cornholme.

RESOLVED i) that the Town Council continue to go ahead with ordering the three crest lights, at the maximum cost of £475 per light (Min.288).

- ii) that six gold/white lights, in the same style as last years, at a cost of £240 per light be ordered.
- iii) that the Town Council pay for the conversion of nine lampposts in Cornholme, in preparation for nine Christmas lights, at a cost of £250 per lamppost.
- iv) that nine of the original Christmas lights be installed in Cornholme.
- v) that the three crest lights be installed on the three lampposts nearest to the roundabout next to the Town Hall.
- vi) that the six new gold/white lights extend last year's gold/white section radiating out from the roundabout on the three main roads.
- vii) that nine of the original Christmas lights are installed in Walsden in the same arrangement as last year.
- viii) that the Christmas lights as outlined above, totalling £5115 along with the Calderdale MBC additional charges, currently estimated at approximately £4700 are paid for out of the remaining unallocated Christmas lights and the remaining unallocated Development Projects budgetary headings.
- ix) that the overall costs are reviewed in the new year.

402 MAINTENANCE OF PATMOS GARDENS.

The Clerk explained that further quotes had been requested, from local contractors in relation to the maintenance contract for the Gardens, but that no further quotations had been received.

- RESOLVED** i) that Olive Landscapes be appointed from the 1st of April 2018 to maintain the majority of Patmos Gardens, working with Todmorden in Bloom, and in line with the quote provided on the 4th May 2017 at a cost of £2016 per annum.
- ii) that Calderdale MBC's existing maintenance contract, current cost £2604.89 is cancelled and a new contract is set up from the 1st April 2018 to clear the litter and empty the two litter bins only, as per Amanda Firth's email dated the 25th August 2017, at a cost of £650 per annum.

403 BANDSTAND FEASIBILITY STUDY UPDATE.

An interim update report from Richard Storah was circulated to Members at the meeting.

- RESOLVED** that the report be received.

404 CHEQUES FOR SIGNATURE

There were four cheques presented for signature totalling to the sum of £2044.05.

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

DEVELOPMENT COMMITTEE
Minutes of a meeting held Wednesday, 11th October 2017

- 405 PRESENT: Cllr C Potter, Town Mayor, Cllr M Hatfield, Chair**
 Cllrs J Battye, J Grieve, A Hollis, P Marrington, and B Paramor.

Apologies were submitted from Cllrs S Booth, and M Carrigan.

**406 DELEGATED MATTERS
Plans and Decisions**

RESOLVED: that Planning Applications **17/00983/LAA**, and **17/01084/COU** be recommended for **APPROVAL**.

407 RESOLVED: that Planning Application **17/20165/TPO** be recommended for **APPROVAL subject to the satisfaction of the Tree Officer following a site visit, and the approval of the Ecology Officer.**

408 RESOLVED: that Planning Application **17/00941/LBC** be recommended for **APPROVAL subject to the recommendations of the Conservation Officer.**

409 RESOLVED: that Planning Application **17/00916/FUL** be recommended for **APPROVAL subject to the satisfaction of Highways Officers, and the Conservation Officer.**

410 RESOLVED: that Planning Application **16/01556/CON** be recommended for **APPROVAL subject to the recommendations of the Ecology Officer, and the use of permeable surfaces.**

411 RESOLVED: that Planning Application **17/20159/TPO** be recommended for **APPROVAL subject to the recommendations of the Tree Officer, the Ecology Officer, and the use of permeable surfaces.**

412 RESOLVED: that Planning Application **17/00995/HSE** be recommended for **APPROVAL subject to no use of hard surfaces.**

413 RESOLVED: that Planning Application **17/01072/CON** be recommended for **APPROVAL subject to the satisfaction of Highways Officers, the Conservation Officer, the Ecology Officer and the use of permeable surfaces.**

414 RESOLVED: that Planning Applications **17/01106/LBC, 17/01128/HSE, and 17/01129/LBC** be recommended for **APPROVAL subject to the recommendations of the Conservation Officer, the Ecology Officer and the use of permeable surfaces.**

415 RESOLVED: that Planning Application **17/20162/TPO** be recommended for **APPROVAL subject to the recommendations of the Tree Officer.**

416 RESOLVED: that Planning Application **17/01169/FUL** be recommended for **APPROVAL subject to satisfaction of Highways Officers in relation to customer parking, and delivery access.**

Cllr B Paramor declared a Personal Interest in Planning Application 17/01169/FUL.

Conclusion of Delegated Matters

Correspondence

**417 Calderdale MBC - Rights of Way
DIVERSION OF FOOTPATH TODMORDEN 61 – SHORE FOLD FARM**

A letter, copy Order, and map were submitted advising of the intent to divert the public footpath running over land at Shore Fold Farm, Shore Green, Todmorden.

RESOLVED: that the correspondence be received.

**418 Calderdale MBC – Safer, Cleaner, Greener
STREET SWEEPERS IN TODMORDEN - RESPONSE**

A letter was received in relation to the Committee's enquiry concerning the absence of street sweepers in the Todmorden area and the concern relating to street litter. It confirmed that the frequency of visits by both the street sweeping machines, and the small footpath sweepers had not changed. It was noted that during leaf fall all routes were suspended and work was concentrated in potential flood areas.

RESOLVED: i) that the correspondence be received
ii) that the Chair of Development Committee liaise with the Chair of Amenities Committee in terms of which Committee would be better placed to focus on this matter with a view to the Town Council having a part to play.

**419 Todmorden Group Practice
CAR PARKING AT THE HEALTH CENTRE - RESPONSE**

A correspondence was submitted in response to the Committee's enquiry confirming that the car parking contract placed restrictions on parking at the Health Centre Car Park for a 24 hour a day duration, 5 days a week (Monday-Friday), 52 weeks per year. A copy of the parking notices placed around the car park was attached.

Members were in full agreement that parking restrictions should be enforced during surgery hours, however, it was felt that there was some ambiguity concerning evening and weekend parking. A possible permit system was also discussed.

RESOLVED: that a reply be sent to Todmorden Health Centre inviting them to attend a future meeting to discuss Members' concerns, and possible ways forward, with a copy sent to Mr S Lee at Calderdale MBC.

**420 West Yorkshire Combined Authority (WYCA)
BUS SHELTER AT 24710 ROCHDALE ROAD, WALSDEN**

A letter was received in relation to the Committee's enquiry concerning the above matter. It confirmed that WYCA was unable to commit to the installation of any additional bus infrastructure as their current budget would not support this. The cost involved with installing a bus shelter at the above location was confirmed to the Committee as circa £6,500.00 should the Town Council wish to make such a purchase.

Members were in full appreciation of the budgetary restraints placed upon the WYCA. They were, however, of the opinion that the location would most certainly benefit from the cheaper solution of a discreet bench, or seat, being installed because of the large number of elderly people living in the area. They were keen to write back to ask if this would be fundable.

RESOLVED: that a reply be sent to West Yorkshire Combined Authority (WYCA), as above.

421

Mrs M Mytton

COMMENTARIES FROM THE PUBLIC DURING MEETINGS

A correspondence was submitted drawing Members' attention to the decreased level of audibility of the meeting in progress as a result of private commentaries from members of the public in attendance.

RESOLVED: i) that a reply be sent to Mrs Mytton advising her that measures have been put in place to politely remind members of the public attending meetings to remain silent, and to remind Councillors to speak up clearly.

ii) that the letter also conveys that clarification was being sought in relation to when members of public may speak on an agenda item.

Conclusion of Correspondence

422

CORRESPONDENCE RECEIVED IN RESPECT OF PLANNING APPLICATIONS PREVIOUSLY CONSIDERED.

None received.

423

DEFECTIVE STREET LIGHTS

Members were in agreement that responsibility laid with all Councillors to report defective street lighting in Todmorden, by way of using a simple process on the Calderdale website.

The Committee discussed Calderdale MBC's programme to replace traditional lighting with LEDs.

RESOLVED: that a letter be sent to Highways to ascertain when the programme would be fully rolled out in Todmorden.

424

ROSE STREET / BRAMSCHE SQUARE AREA – UPDATE

A report was submitted to update the Committee on the current status / progress of the Rose Street / Bramsche Square development area following an initial enquiry from the Town Council to explore options in relation to acquiring the freehold of the site.

RESOLVED: i) that a letter be sent to Mark Thompson seeking confirmation, as the Committee understood it, that a group of consultants were to be asked to tender in respect of the site, and to express concern raised that the Rose Street Working Party played no part in the selection of those consultants. Further, to request that the consultants undertaking the Todmorden Neighbourhood Plan are also asked to tender.

ii) that Mark Thompson be invited to a future meeting of the Development Committee to consider how the partnership arrangement between the Town Council and Calderdale MBC could work, noting that a further meeting of the Sub-Committee did not appear to be planned.

425

TO CONSIDER INVITING CUBICCO HOUSING TO A FUTURE MEETING IN RELATION TO "CUSTOM BUILDING"

- RESOLVED:** i) that Cubicco Housing be invited to a future meeting of the Development Committee, as above.
- ii) that the Member involved in bringing the item to the Committee, provide contact details to the Clerk to the Committee, in order to progress the matter.

426

TO CONSIDER FORMALLY WRITING TO THE DIRECTOR OF PLANNING AT CALDERDALE MBC (cc CHIEF EXECUTIVE), TO LODGE A FORMAL COMPLAINT REGARDING THE PLANNING DEPARTMENT'S HANDLING OF A REPORT OF POTENTIAL ILLEGAL BUILDING WORK (FROM A MEMBER AND TODMORDEN RESIDENTS) IN TODMORDEN.

The item was brought forward to the start of the meeting at the discretion of the Chair, and meeting was suspended, with the agreement of all Members present, at 7.35pm for Mrs M Wood, a resident, to speak. The meeting was re-convened at 7.40pm.

It was discussed that a piece of land at Rosebank had been fenced off, and a potentially unauthorised build, exceeding 1m in height, had commenced. It was thought that the land was not registered, and noted that no planning consent for building work had been granted for the site (Calderdale Planning had advised a Member that a wall/fence greater than 1m in height would require consent. Photographs were presented to facilitate discussion. It was considered that the development had been erected partly over Calderdale MBCs adopted highway, and was located next to a shared footpath and Todmorden's Great Wall. Members noted that previous attempts to involve Calderdale Planning in a site visit had failed, despite a number of requests from elected officials – a credible explanation as to why a site visit could not be undertaken had yet to be provided. Correspondence complaining about the issue had not resulted in any action being taken by Calderdale Planning, with the matter being considered as unenforceable. Members were of the opinion that Calderdale's in-action contravened their own Planning Enforcement Policy.

It was felt that not only was this an illegal development, affecting and potentially damaging the drainage system, and a serious breach of planning policy/enforcement and building regulations, but that it went against the wider public interest in that the piece of land in question was used for emergency access and by network Rail when inspecting their railway bridge. The untidy mess and fifth left at the site was also considered to be hazardous to the public.

- RESOLVED:** i) a letter be sent to Mark Thompson stating the serious concerns as discussed above, and further requesting a site visit by the Calderdale Planning Team.
- ii) that a "stop" notice be installed as a matter of urgency.
- iii) that the letter be copied to the Calderdale MBCs Chief Executive, Richard Seaman, Steven Lee and Cllr Susan Press.
- iv) that the letter be sent under delegated powers.
- v) that a Motion be placed on the next GP Committee agenda to consider registering the site as "Common Land".

427

TO CONSIDER WRITING TO VIRGIN TRAINS WEST COAST TO ASK WHY THEY DO NOT OFFER ADVANCE FARES FROM TODMORDEN VIA MANCHESTER (PARTICULARLY TO LONDON), DESPITE SELLING BOTH

ANYTIME AND OFF-PEAK TICKETS (ADVANCE FARES ARE ONLY AVAILABLE VIA LEEDS).

RESOLVED: i) that a letter be sent to Virgin Trains, as above.
ii) that the Member bringing the item for considered provide the Clerk to the Committee with contact details so that the matter may be progressed.

428 NEIGHBOURHOOD PLAN – UPDATE (COPY MINUTES FROM 21ST SEPTEMBER 2017 ATTACHED).

The Chair of the Neighbourhood Plan Sub Committee updated members on the status of the first draft, and next stages.

RESOLVED: that the minutes be received.

429 FOOTPATHS AND OBSTRUCTIONS

There were no new footpaths or obstructions put forward.

430 CHEQUES FOR SIGNATURE

There were 9 cheques presented for signature to the value of £6,181.34.

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