

TOWN COUNCIL
Minutes of the Meeting held 21st June 2017

114 PRESENT: Cllr C Potter, Mayor.

Cllrs J Batty, S Booth, M Carrigan, A H Greenwood, J Grieve, M Hatfield, A Hollis, M Holmstedt, P Marrington, L Stephenson, D Tattersall, J Taylor and D Wardell.

Apologies were submitted from D Skelton and D Tremayne.

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

RESOLVED: that the Minutes of the Town Council Meeting held 13th May 2017 be approved as a correct record and be signed by the Chair.

116 It was moved by Cllr M Hatfield
Seconded by Cllr A Hollis

RESOLVED: that the Minutes of the Extraordinary Town Council Meeting held 24th May 2017 be approved as a correct record and be signed by the Chair.

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

It was moved by Cllr P Marrington
Seconded by Cllr S Booth

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

118 Mayoral and other Communications

None received.

119 Consideration was given to the Minutes of the Amenities Committee held on 13th May 2017.

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

RESOLVED: that the Minutes of the Amenities Committee meeting held 13th May 2017 be approved and adopted.

120 Consideration was given to the Minutes of the Development Committee held on 13th May 2017.

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

RESOLVED: that the Minutes of the Development Committee meeting held 13th May 2017 be approved and adopted.

121 Consideration was given to the Minutes of the General Purposes Committee held on 13th May 2017.

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

RESOLVED: that the Minutes of the General Purposes Committee meeting held 13th May 2017 be approved and adopted.

122 Consideration was given to the Minutes of the Development Committee held on 17th May 2017.

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

RESOLVED: that the Minutes of the Development Committee meeting held 17th May 2017 be approved and adopted.

123 Consideration was given to the Minutes of the General Purposes Committee held on 24th May 2017.

It was moved by Cllr A Hollis
Seconded by Cllr M Holmstedt

RESOLVED: that the Minutes of the General Purposes Committee meeting held 24th May 2017 be approved and adopted.

124 Consideration was given to the Minutes of the Amenities Committee held on 31st May 2017.

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

RESOLVED: that the Minutes of the Amenities Committee meeting held 31st May 2017 be approved and adopted.

Cllrs D Skelton and M Holmstedt declared a pecuniary interest in Minute 78
Cllrs D Skelton and M Holmstedt declared a pecuniary interest in Minute 81
Cllrs D Skelton and M Holmstedt declared a pecuniary interest in Minute 88

125 Consideration was given to the Minutes of the Development Committee held on 7th June 2017.

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

RESOLVED: that the Minutes of the Development Committee meeting held 7th June 2017 be approved and adopted.

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

RESOLVED: that receipts totalling £33.28 since the last meeting be received and payment of accounts in accordance with the list now submitted (schedule 41-79) totalling £50,253.68 be approved.

127 **Annual Return of Accounts – financial year ended 31st March 2017: (documentation provided to Members) - to approve unaudited Todmorden Town Council accounts for the year ended 31st March 2017 Section 1:**

It was moved by Cllr C Potter
Seconded by Cllr S Booth

RESOLVED: that Section 1 – Annual Governance Statement 2016/2017 be approved and signed.

128 **Annual Return of Accounts – financial year ended 31st March 2017: (documentation provided to Members) - to approve unaudited Todmorden Town Council accounts for the year ended 31st March 2017 Section 2:**

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

RESOLVED: that Section 2 – Accounting Statement 2016/2017 be approved and signed.

129 **To consider the following motion from the Development Committee meeting of the 17th May 2017.**

“to establish a Neighbourhood Plan Sub-Committee (to replace the existing Steering Group). The Sub-Committee to consist of three Members of the Development Committee in addition to the Chair and Vice-Chair (as per Standing Order 47). As per Standing Order 42b, the Sub-Committee to co-opt Dr L Smales and up to four employees of IntegreatPlus as non-voting Members. The Terms of Reference of the Sub-Committee is authorised to liaise with Calderdale MBC and representatives of Todmorden’s business community and other relevant voluntary/community organisation as and when relevant. The Sub-Committee to undertake regular reporting to Development Committee”.

Resolved that

“the Motion, as per the Revised Terms of Reference document, be accepted subject to the approval of the Town Council.”

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

RESOLVED: that the motion as detailed in agenda item 10 and as reported above be approved.

130

To consider the following motion from the General Purposes Committee meeting of the 24th May 2017.

Update on flood monies paid into town council account. The Town Clerk reported that £2298.22 had been received by the Council in flood donations since the Boxing Day 2015 floods.

Resolved that

the following resolution be taken to the Town Council:

i) that this funding remains in its own budgetary heading to be used for emergency purposes in relation to flooding and/or any other extreme catastrophe.

ii) that the six Todmorden Town Council Representatives acting as co-ordinators for emergency purposes, and as appointed at the Annual Meeting of the Town Council, may incur expenditure of up to £350 each in extreme emergency situations such as flooding or any other catastrophe. That this expenditure will be reimbursed upon presentation of receipts up to a total cost of £350 per Councillor.

iii) that the Councillors be mindful that this is a fund for future emergencies and can only be used when felt absolutely necessary in order to provide immediate relief and assistance to the citizens of Todmorden.

It was moved by Cllr D Tattersall

Seconded by Cllr S Booth

RESOLVED: that the motion as detailed above be approved.

131

To nominate two of the three Council representatives of the Yorkshire Local Councils Association (YLCA) in relation to voting rights at YLCA meetings:

It was moved by Cllr D Tattersall

Seconded by Cllr A Hollis

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

132

To consider motion moved on notice by Cllr D Tattersall.

“In principle Todmorden Town Council supports the idea of restoring the statue of John Fielden to its original location alongside the Town Hall adjacent to Burnley Road.”

It was moved by Cllr D Tattersall

Seconded by Cllr S Booth

RESOLVED: that in principle Todmorden Town Council supports the idea of restoring the statue of John Fielden to its original location alongside the Town Hall adjacent to Burnley Road.

133 **CHEQUES FOR SIGNATURE**

There were nine cheques presented for signature totalling to the sum of £1697.71.

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

134 **PUBLIC QUESTION TIME**

Barry Menear raised a question regarding the proposed Lidl car park, on Halifax Road, pointing out that homes and businesses would flood before the stores car park and wanted to know if the Council are aware of this issue.

Cllr M Hatfield responded to the query stating that the matter would be addressed at the next Development Committee meeting on the 28th of June.

Elizabeth Uttley raised a concern about the volume of cars and people using Lumbutts Road in order to access Gaddings Dam and furthermore the amount of litter that is being left. The resident went on to explain that this is causing serious problems in terms of access for farmers, buses and emergency vehicles.

Cllr J Grieve explained that at the next Development Committee meeting on the 28th June it would be put to the Committee that local residents could be invited to a future meeting in order to explain the situation and put forward their views.

Cllr J Batty added that the increase in people visiting Gaddings Dam was because of publicity given to the idea of swimming at the Dam.

Roy Seston also provided additional information about the problem stating that 600 vehicles were parked on the narrow road and that 1000 or more people visited the Dam at the weekend.

Cllr M Hatfield and Cllr S Booth replied stating that this would now be put on the agenda to discuss at the Development Committee meeting on the 28th June.

Alan Wycroft asked the Council if it had received a traffic control order in relation to the Lidl development.

Susan Ramsden asked why the parking spaces were being reduced in front of her shop and why she did not receive the information about the traffic control order. The resident explained that she had found out the information from other shop keepers on the 19th June 2017 and that the end date for comment was the 30th June 2017 which was an inadequate amount of time.

Cllr Hatfield replied stating that the Town Council had not received the Traffic Control Order but that the Lidl development was on the agenda for the Development Committee meeting on the 28th June and that he would propose that the Committee write to Calderdale MBC Highways requesting an extension to the Order.

Ken Davis asked what representations had already been made by the Council in relation to the Lidl development and the potential impact on the already inadequate drainage and sewage system. Mr Davis stated that it appeared that Lidl were protecting their premises with no consideration for the run off from the hard surface. Mr Davis went on to state that the lack of capacity in the drainage system and consequent back-up were a major cause of flooding and flood damage in the Halifax Road area.

Cllr M Hatfield explained that the Town Council had recommended planning consent.

Nicola Stocks stated that she was not concerned about Lidl flooding but was concerned about the rest of the town, including small business, and the rest of the valley flooding.

Cllr J Grieve stated that she had raised these issues with Calderdale MBC Highways.

Douglas Wilson raised a question about the John Fielden statue explaining that it had not been paid for by the people of Todmorden but from contributions from cotton mills throughout Lancashire.

Cllr D Tattersall thanked Mr Wilson for the useful and informative information.

Christian Jackson requested to know why his question from the Town Council meeting on the 22 February about Major Robert Barker and Nora Caveney had been recorded incorrectly. Mr Jackson requested that it be made clear that he had been referring to Major Robert Barker not Billy Holt and that Nora Caveney should have WW2 after her name.

Cllr A H Greenwood apologised for the error explaining that he had omitted to correct this when approving the minutes.

DEVELOPMENT COMMITTEE
Minutes of a meeting held Wednesday, 28th June 2017

135 PRESENT: Cllr C Potter, Town Mayor, Cllr M Hatfield, Chair
Cllrs J Battye, J Grieve, A. Hollis, & B Paramor

Apologies were submitted from Cllr S Booth, M Carrigan and P Marrington.

136 DELEGATED MATTERS
Plans and Decisions

RESOLVED: that Planning Applications, **17/00475/OUT, 17/20088/TPO, 17/00735/HSE and 17/20094/TPO** be recommended for **APPROVAL**.

137 RESOLVED: that Planning Application **17/00188/FUL** be recommended for **APPROVAL** subject to the satisfaction of Highways Officers in relation to adequate parking facilities for the size of the development, and the road being adequate for the increase in the number of vehicles the development would present.

138 RESOLVED: that Planning Application **17/00485/FUL** be recommended for **APPROVAL** subject to the recommendations of Highways Officers with regard to access and egress; the volume of traffic; a comprehensive Flood Risk Assessment being undertaken, and the use of permeable surfaces.

139 RESOLVED: that Planning Application **17/00614/LBC** be recommended for **APPROVAL** subject to the recommendations of the Conservation Officer.

Cllr A Hollis declared a personal interest in Planning Application 17/00475/OUT as he was known to the applicant.

Cllr J Grieve declared a personal interest in Planning Application 17/00188/FUL as she was known to the applicant.

Mrs S Berry, Clerk to the Committee, declared a Personal Interest in Planning Application 17/00735/HSE, as she was a personal friend of the applicants.

Conclusion of Delegated Matters

Correspondence

**140 Calderdale MBC Planning Services – Safer, Cleaner, Greener
STREET SWEEPER REQUEST FOR EASTWOOD**

A correspondence was submitted in response to the Committee's enquiry, advising that a request for a sweeper at Eastwood had been logged. The sweeper was scheduled to be in Todmorden the next week, and would attend the area.

RESOLVED: that the correspondence be received.

**141 Royal Mail
TODMORDEN DELIVERY OFFICE - RESPONSE**

A letter was received in response the Committee's enquiry, advising what measures have been taken to reduce CO2 emissions, with calculations based on investment in new technologies, long-term initiatives, and the replacement of inefficient fluorescent lighting. It was estimated that there would be a saving of 103 tonnes of CO2 emissions per year.

The letter also advised that regular updates have, and continue to be given to the postmen and women working at the Todmorden Delivery Office, along with the Commercial Workers Union.

RESOLVED: i) that the correspondence be received.
ii) that Committee Members monitor the situation.

**142 Post Office
RE-DELIVERY OF AN ITEM - RESPONSE**

A correspondence was submitted advising that if the Post office was dealing with undelivered mail on behalf of Royal Mail, customers would still be able to request a re-delivery of the item if they were unable to collect.

- RESOLVED:** i) that the correspondence be received.
ii) that a short letter of thanks be sent to Mr Hall.

143

Helen Russell
TODMORDEN COLLEGE PLANNING

A correspondence was submitted advising that disabled residents local to the College elected not to use their vehicles to go about their business for fear of not being able to park on their return. Inconsiderate, and double parking was highlighted as an issue. Local business was also mentioned as suffering because passing cars could not pull over and park. Calderdale Council had been contacted, but it was noted nothing had been resolved.

- RESOLVED:** i) that a letter be sent to Gateway to Care, attaching the resident's correspondence, copying in the three Ward Councillors.
ii) that a letter be sent to the resident to explain what action the Town Council has taken.
iii) that Cllr Grieve provide contact details for Gateway to Care to the Assistant Town Clerk.

144

Darren Stevens
CLOSURE OF KNOWLWOOD ROAD, TODMORDEN

A correspondence was submitted highlighting the plight of elderly and disabled residents attempting to go about their daily business following the recent closure of Knowlwood Road.

Members noted that the Chair had visited the site. It was discovered that flood alleviation works to deepen the river were being carried out, and Members were of the opinion that this was essential for long-term gain to the town. However, they were also sympathetic to the residents affected, and the Community Car Service was suggested as a possible solution.

It was also discussed that temporary traffic lights, located just before the zebra crossing, gave no warning of the fact that the crossing was still operational, and particularly used by children crossing for the school.

- RESOLVED:** i) that contact details of the Community Car Service be passed to the author of the correspondence.
ii) that a letter be sent to Highways at Calderdale Council to request an urgent site visit to assess the current temporary traffic management measures, and instate better signage of the operational zebra crossing.
iii) that the letter be sent under delegated powers because of the urgency of the matter.
iv) that a named Member provide contact details of the Community Car Service to the Assistant Town Clerk.

145

Open Spaces Society
INVITATION TO ATTEND ANNUAL GENERAL MEETING

A correspondence was received inviting attendance at the above meeting to be held on Thursday, 6th July 2017 in Euston Road, London.

RESOLVED: i) that the correspondence be received.

**146 Todmorden Accident Prevention Council
MINUTES OF THE MEETING HELD ON 13TH JUNE 2017**

The minutes of the above meeting were submitted for the Committee's consideration. A Member confirmed that she had attended the meeting, and proceeded to brief Members on the poor response from Calderdale Council with regard to the defective street lights item.

RESOLVED: i) that the Member be thanked for her feedback to the Committee.
ii) that the correspondence be received.

**147 Calderdale MBC Asset and Facilities Management
TODMORDEN COMMUNITY COLLEGE – UPDATE**

A correspondence was received advising that an eligible expression of interest to bid had been received for the above premises from Save our College in Todmorden (SOCIT). It was noted that if no sale to a community interest group was agreed during the full moratorium period, the owner may dispose of the property as they wished during a protected period from 10th November 2017, expiring on 9th November 2018.

A Member informed the Committee that SOCIT were undertaking to put a bid together, and were inviting people to become foundation members of the Society. Regular public meetings were to be held; the first being scheduled for 20th July 2017 at the Fielden Centre.

RESOLVED: i) that the Member be thanked for updating the Committee.
ii) that the correspondence be received.

Conclusion of Correspondence

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

None received.

149 TO CONSIDER ON-GOING ISSUES RELATING TO THE LIDL DEVELOPMENT

The meeting was adjourned at 7.33pm to allow members of public present to air their views on the Lidl development in terms of potential impact on the community. The meeting re-convened at 8.28pm.

Members discussed many issues relating to the new Lidl store including the store and car park as built levels already consented to, and the flood risk assessment carried out. The proposed attenuation tank on the site, and the controlled release mechanism into the sewage system. The proposed alterations to Halifax Road to accommodate the new store, including the limited access to the site was also raised, together with the effects the new store could

potentially have on other local shopkeepers, as well as the possible overall effects on Todmorden.

RESOLVED: i) that the Town Council will endeavour to organise a meeting with Lidl, Calderdale Council, Yorkshire Water, and the Environment Agency to allow these agencies to explain issues to residents.

ii) to write to Highways at Calderdale Council, and to Lidl, to invite them to attend a future meeting to explain traffic measures employed, and other road traffic issues, in relation to the new store.

iii) that the letter to Highways at Calderdale Council be sent under delegated powers because of the urgency of the matter.

150 WATER STREET (CONSERVATION AREA) – PREMISES INSTALLING UPVC WINDOWS

It was noted that the Member bringing the item forward was unable to attend the meeting.

RESOLVED: that the item be deferred to the next meeting of the Development Committee.

151 TO CONSIDER A PEDESTRIAN CROSSING IN CORNHOLME, TODMORDEN

Members discussed the matter in relation to previous correspondence with Calderdale Council back in 2015 for the installation of the zebra crossing in Cornholme. The Chair of the Committee volunteered to undertake some research to best prepare a draft proposal for the installation of a crossing in Cornholme, and to come back to a future meeting with such a draft proposal, which would ultimately be presented to Calderdale Council, in its final format, for consideration.

RESOLVED: i) that the Chair be thanked for his offer to undertake this work on behalf of the Committee.

ii) that the Assistant Town Clerk establish if there were any forms to complete as part of the procedure.

152 TO CONSIDER COMMUNICATION METHODS USED BY CALDERDALE COUNCIL – SHAW WOOD ROAD, AND OTHER HIGHWAYS ISSUES

A Member reported back to the Committee on her recent experience of communications with Highways at Calderdale Council whilst attempting to discover important and relevant information in relation to the recent, and lengthy closure of Shaw Wood Road. Overall, it was felt that the methods used by Highways to communicate their plans to the people of Todmorden were very poor, and gave little satisfaction in terms of customer care.

RESOLVED: i) that the Member be thanked for her report.

ii) that individual Members prepare a list of ideas and suggestions to improve Calderdale Council's communication strategy in preparation for the visit of the Head of Highways.

153 GADDINGS DAM – TO CONSIDER RECENT ACCESS ISSUES DUE TO NUMBER OF VISITORS IN THE HOT WEATHER

Members noted that residents who attended at the Town Council meeting the previous week in relation to the above matter, had not presented.

RESOLVED: i) that the matter be placed on the agenda for the next meeting of the Development Committee – 26th July 2017.

ii) that those who attended the Town Council meeting be contacted to inform them that the matter would be discussed on 26th July 2017, should they wish to attend.

154 FOOTPATHS AND OBSTRUCTIONS

LOCK 15, SHAW WOOD ROAD

A Member reported a “near miss” situation at the above location.

RESOLVED: that the Member reporting the issue would acquire some photographic evidence, and bring the matter back to the next meeting of the Development Committee.

155 CHEQUES FOR SIGNATURE

There were 7 cheques presented for signature to the value of £10,655.07

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

GENERAL PURPOSES COMMITTEE
Minutes of the meeting held 12th July 2017

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

Cllrs J Battye, A Hollis, M Holmstedt, D Skelton and D Tremayne.

There were apologies from Cllrs S Booth, M Carrigan, A H Greenwood, M Hatfield and D Wardell.

157 RESOLVED: that the Minutes of the General Purposes Committee meeting held 13th May and 24th May 2017 be approved as a correct record and signed by the Chair.

158 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.

159 Daisy Lee and Kerith Ogdan from the Handmade Parade, attended the meeting to discuss the Lamplighter Festival 2017.

Daisy Lee and Kerith Ogdan attended the Committee in order to discuss the potential ways that the Lamplighter Festival could be linked in with the Town Council’s planned Christmas Lights switch on event on Saturday 25th November 2017.

A number of questions were raised by Members, including confirmation that the Christmas Lights switch on usually takes place between 4.00 and 4.30 pm outside the Town Hall at the Peace Garden. The Lamplighter Festival organisers confirmed that this would fit in well with the Lamplighter event. The Lamplighter parade is scheduled to start at 5.00 pm with the street events taking place between 6.00 and 8.00 pm.

RESOLVED: i) that Daisy Lee and Kerith Ogdan be thanked for their attendance and contribution to the meeting.
ii) that Daisy Lee and Kerith Ogdan correspond directly with the Town Clerk in relation to further details regarding the coordination of the two events.

160 Heidi Wilson, Service Lead for Housing, Economy and Renewal, Calderdale MBC, and Asad Hussain and Gareth Richardson, representing SUEZ, attended the meeting to discuss on-going problems with waste collection.

Heidi Wilson discussed the current SUEZ service within Calderdale including initial issues and service changes.

A number of questions were raised by Members, including concerns over litter and non-collections.

Heidi Wilson stated that she would provide a report to the Town Council based on all the questions and issues raised by Members.

RESOLVED: that Heidi Wilson, Asad Hussain and Gareth Richardson, be thanked for their attendance and contribution to the meeting.

Correspondence:

161 Kirsten Fusing, Calderdale MBC
Marking the death of a senior national figure.

A short discussion took place in relation to this item.

RESOLVED: i) that this item is deferred to a future meeting when the Member who raised the original motion is in attendance.
ii) that no purchases in relation to this item should be made at the current time.

162 Society of Local Council Clerks
2017 Regional Training Seminar agenda.

RESOLVED: that the correspondence be received.

163 Seafarers UK
Fly the Red Ensign for Merchant Navy Day.

It was agreed that the flying of the Red Ensign flag for Merchant Navy Day was a good idea in principle.

RESOLVED: i) that a Red Ensign flag is purchased.

ii) that a search is carried out in order to locate the Town Council's existing flags.

164 **Yokshire Local Councils Association**
Joint Annual Meeting.

RESOLVED: that the correspondence be received.

165 **Yokshire Local Councils Association**
Procedures, Powers and Policies training.

RESOLVED: that the Town Clerk should attend the training at a cost of £45 plus travel expenses, to be paid for out of the staff training and travel budget heading.

166 **Community First Yorkshire**
Extraordinary General Meeting.

RESOLVED: i) that the correspondence be received.

167 **Community Foundation for Calderdale**
Community Spirit Awards 2017.

RESOLVED: i) that the correspondence be received.
ii) that the original information be emailed to Members.

Conclusion of Correspondence

168 **BUDGET REVIEW.**

A Budget review was submitted showing expenditure since the last review of £7,262 leaving a balance on annual estimates of £124,283 and £6617 rolled over monies.

RESOLVED: that the budget review be received.

169 **YLCA BRANCHES – REPRESENTATIVES.**

It was noted that although the Town Council has three YLCA branch representatives for the Mayoral Year 2017/18, according to YLCA regulations only two Councillors can have voting rights.

RESOLVED: i) that the Town Clerk provide more information to a future meeting.

170 **UPDATE ON THE ROLE OF THE TOWN COUNCIL IN EMERGENCIES.**

A Member reported that the six Town Council representatives to act as coordinators for emergency purposes were meeting with Kirsten Fusing on Friday 14th July 2017. It was also noted that the Town Council requires a copy of the Calderdale MBC/Community emergency contact tree.

RESOLVED: i) that the information be received.
ii) that the item be put on the next General Purposes agenda.

171 RECRUITMENT OF ADMINISTRATIVE ASSISTANT UPDATE.

It was explained that although the recruitment of the Administrative Assistant was progressing, the process was taking longer than initially expected. Previously it had been agreed that the current temporary staffing arrangements be continued until the recruitment of a permanent Administrative Assistant was complete or for a period of six months. It was reported that the six month period was shortly to come to an end.

RESOLVED: that the current temporary staffing arrangements are continued until the recruitment of a permanent Administrative Assistant is complete.

172 UPDATE IN RELATION TO PROPOSED MOVE TO TOWN COUNCIL OFFICES FROM TODMORDEN COMMUNITY COLLEGE TO TODMORDEN TOWN HALL.

A brief update on the move was given. It was explained that there would be some costs involved including expenses in terms of removal, IT and office furniture.

It was also explained that the Internal Auditor had advised that the Council speak to its solicitor in relation to the drawing up of a contract between the Council and Calderdale MBC regarding the terms of the new office set up.

RESOLVED: that this item is discussed at a future General Purposes meeting.

173 TO CONSIDER MOTION MOVED ON NOTICE BY CLLR C POTTER.

“i) To begin the arrangements to refresh, and/or review all the elements of policies, Standing Orders, Codes of Conduct and so on, for Todmorden Town Council, by establishing a cross-party group which will report progress to the Town Council in stages.

ii) Later, to establish a two year rolling programme for review, updating and refreshment.

iii) To apply for funding for any training, advice etc necessary to accomplish this task. The first draft being completed by 2018 Mayor Making.”

A discussion took place in relation to this item and a number of suggestions were made.

RESOLVED: i) that the Town Clerk speak to the Yorkshire Local Councils Association in order to establish the appropriate process and timescale for carrying out such a review.
ii) that the Clerk report back to the next meeting of the General Purposes Committee.

174 TO CONSIDER MOTION MOVED ON NOTICE BY CLLR M HOLSTEDT.

“Proposal to invite a representative of the community wardens to a future GP meeting to inform the Committee about their role and work”.

RESOLVED: that a representative of the Community Wardens be invited to the next General Purposes Committee meeting.

175 WALSDEN CRICKET CLUB LAND REGISTRY UPDATE.

It was explained that having looked into the land registry application further, a solicitor was required to complete the application process.

RESOLVED: that Jayne Brearley & Co be instructed to carry out the required legal work in order to complete the application at a cost of £100 plus VAT plus an additional cost of £30 for the registration itself.

176 PROPOSED MOVE OF JOHN FIELDEN STATUE UPDATE.

A Member provided a brief update.

RESOLVED: that the Town Clerk write to Calderdale MBC:
i) informing the authority of the Town Council's decision, as per minute 132 of the Town Council meeting held on the 21st of June 2017.
ii) that guidance is requested in relation to the next steps.

177 PROTOCOL FOR PRESS RELEASES.

A brief discussion took place in relation to the Town Council not having a protocol for press releases.

RESOLVED: i) that the Town Clerk contacts the Yorkshire Local Councils Association in relation to recommended guidance and protocol.
ii) that a first draft policy is brought to the next meeting of the General Purposes Committee.

178 CHEQUES FOR SIGNATURE

There were eleven cheques presented for signature totalling to the sum of £7,451.83

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

AMENITIES COMMITTEE
Minutes of the meeting held 19th July 2017

179 PRESENT: Cllr C Potter, Town Mayor, Cllr D Tremayne, Chair.

Cllrs J Grieve, M Hatfield, M Holmstedt, P Marrington, B Paramor, D Tattersall and D Wardell.

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

180 RESOLVED: that the Minutes of the Amenities Committee meetings held 13th May and 31st May 2017 be approved as a correct record and signed by the Chair.

181 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.

182 Kirsten Fussing of Calderdale MBC, attended the meeting to give an update on the Band Stand in Centre Vale Park.

Kirsten Fussing outlined a brief history of the bandstand including the fact that the Heritage Lottery Fund (HLF) have previously stated that the bandstand could not be included in an HLF bid for the park as it is not a heritage asset.

Kirsten also explained that the Friends of Centre Vale Park currently do not have the capacity to take on the restoration of the bandstand as a project.

A quote from Storah Architecture for £5800 plus VAT for a feasibility study in relation to the bandstand was provided. Kirsten explained that it had been difficult to find other suitable organisations to quote for the feasibility work.

A number of points and questions were raised by Members, including whether Calderdale MBC could contribute towards the cost of the feasibility study. Kirsten explained that Calderdale MBC could pay for the bandstand's demolition and removal but did not have funding to contribute to the study.

RESOLVED: i) that Kirsten Fussing, be thanked for her attendance and contribution to the meeting.

ii) that the Town Council commission the feasibility study up to a cost of £5800 plus VAT and that the funding is taken from the Development Projects budget heading for 2017/18

iii) that the first task would be for Storah Architecture to attend a meeting of the Amenities Committee to agree the detail and scope of the study.

Correspondence:

Calderdale MBC

183 NONE RECEIVED

Additional Correspondence

184 **Bill of Quantities**

The Town Council owned land maintenance schedules were examined and a number of queries in relation to the maintenance at Patmos Gardens raised.

RESOLVED: i) that the correspondence be received.

ii) that additional quotes be requested from local landscape contractors in relation to the maintenance of Patmos Gardens.

iii) that Calderdale MBC be contacted and a revised schedule of works is negotiated based on bin emptying and litter picking only, in relation to Patmos Gardens.

185 **Sheila Greenwood**

Todmorden in Bloom Grant update.

RESOLVED: i) that the correspondence be received.

ii) that it is in order for Todmorden in Bloom to hold back the shortfall of £339 in regard to the return of any funding subsequently granted by the Community Foundation and the Ward Forum in relation to the previously awarded grant for the refurbishment of the Peace Garden.

Grant Applications

186 Walsden Events

A Grant application was submitted for £1,000 for a contribution towards a bonfire and fireworks display in Walsden.

Ms L Towler and Jamie Nield, from Walsden Events, addressed the Committee and gave details about the need for and use of the grant.

A number of questions were raised by Members.

RESOLVED: i) that the group provide a copy of their governing document or constitution.

ii) that once the above document is received a grant of £1,000 be awarded towards the bonfire and fireworks display from the Entertainment, Arts and Recreation budget heading for 2017/18.

REFUND OF TOWN HALL HIRE APPLICATIONS

187 i) Todmorden Art Group – Annual Open Art Show, 3rd – 5th November 2017 – 19 hours – £576.73

Cllr M Holmstedt declared a personal interest as she is good friends with the applicant.

RESOLVED: that the above application be approved.

188 LETTERS OF THANKS/GRANT FEEDBACK REPORT FORMS

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

i) Todmorden Carnival.

ii) Pennine Animal Welfare Society.

iii) In The Park Productions

iv) Mid Pennine Arts

v) Todmorden Orchestra

RESOLVED: that the correspondence be received.

Conclusion of Correspondence

189 BUDGET REVIEW

A Budget review was submitted showing expenditure of £10,633 from Annual estimates and rolled over monies since the last review, with total expenditure to date of £51,723 leaving a balance on annual estimates of £77,672 and £25,758 in rolled over monies.

RESOLVED: that the Budget Review be received.

190 TREE CHARTER ADDITIONAL INFORMATION

RESOLVED: that a copy of the Charter be provided at the next Amenities Committee meeting.

191 AMENDED GRANT APPLICATION FORM

An amended grant application form was provided along with an amended Town Hall Refund grant application form.

RESOLVED: that the amended forms be approved and adopted with the following additional amendments:

- i) the word 'citing' be removed from both forms.
- ii) the 'Committee room C' tick box is removed from the Town Hall Refund form.
- iii) that in the 'Guidelines for Applications' section of the Town Hall Refund form the words 'health and safety' are replaced with 'health and safety policy'.

192 WHEELS PARK UPDATE.

A discussion took place regarding the Wheels Park.

RESOLVED: i) that the amended Wheels Park lease and Deed of Covenant are accepted in principle.
ii) that the Town Clerk contact the Environment Agency in relation to the next steps regarding the Deed of Covenant.
ii) that the information is brought back to Amenities.

193 PROPOSED LOBB MILL REFURBISHMENT AND IMPROVEMENT WORKS.

A Member provided a brief update in relation to the Lobb Mill picnic site. The Member informed the Committee that future works were required in relation to upgrading the footpath to the upper level with the possible addition of a handrail. The upper level would also benefit from two further picnic tables. It was also suggested that Calderdale Rights of Way Service (CROWS) may be able to help with the works.

It was discussed that CROWS would be attending the next Development Committee meeting and that this could be raised then.

The Member suggested that a budget for the site could be taken into account in the 2018/19 budget estimates and it was suggested that this be raised at the appropriate meeting later in the year. The Member also stated that Cllrs are welcome to have a tour of the Lobb Mill site at any time.

RESOLVED: that the Member be thanked for their report.

194 CHRISTMAS LIGHTS 2017

A discussion took place around potential Christmas lights for Cornholme and the new lights in the town centre.

- RESOLVED** that the Town Clerk talk to Bradford Lights requesting a quote for:
- i) adjustments to nine lamp posts in Cornholme and the installation of nine of the existing older style Todmorden lights.
 - ii) nine new lights for the town centre in the style of the lights purchased in November 2017.
 - iii) and to establish if there is a bigger version of the previously purchased lights.

195 VALE LAND IMPROVEMENTS UPDATE

A discussion took place around the history of the site, possible contaminants and the contamination surveys previously carried out.

- RESOLVED:**
- i) that the contamination report(s) for the site be emailed to Councillors.
 - ii) that adequate tree pruning is included in the Groundwork estimate for the landscaping works.
 - iii) that Groundwork be commissioned to project the works as agreed in minute 87.

196 CHEQUES FOR SIGNATURE

There were four cheques presented for signature totalling to the sum of £2,071.24.

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

DEVELOPMENT COMMITTEE
Minutes of a meeting held Wednesday, 26th July 2017

- 197 PRESENT:** Cllr C Potter, Town Mayor, Cllr M Hatfield, Chair
Cllrs J Batty, J Grieve, P Marrington, and B Paramor.

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

Cllr M Holmstedt attended the meeting and spoke in connection with Minute 210.

198 VISIT OF MIKE CHATHAM AND RICHARD PETERS OF C.R.O.W.S, AT THE REQUEST OF THE COMMITTEE.

Mr Chatham and Mr Peters addressed the Committee on the organisational structure of C.R.O.W.S, and on the work that the group of 20 plus volunteers undertake, which is mainly in the Todmorden area. Good working relations with Calderdale MBC Rights of Way, and Countryside Services were discussed. The group's aim is to continually improve the walking area of the Upper Calder Valley for local people, and to further attract visitors to the area.

Prioritisation of work was looked at, as well as leafleting and way-marking to help walkers. Members noted that C.R.O.W.S welcomed being informed of problems that arose.

The representatives answered questions from Members including the diversity of usage of footpaths in terms of conditions of rights of way; how C.R.O.W.S was funded, and the further identification of problems on footpaths and rights of way.

RESOLVED: that the C.R.O.W.S representatives be thanked for their most interesting contribution to the meeting.

Cllr J Battye declared a Personal Interest during discussions (Item 198) as a public footpath ran very close to her property.

**199 DELEGATED MATTERS
Plans and Decisions**

RESOLVED: that Planning Applications, **17/00558/HSE, and 17/20112/TPO** be recommended for **APPROVAL**.

200 RESOLVED: that Planning Applications **17/10019/ADV** and **17/00828/FUL** be recommended for **APPROVAL subject to** the materials used being sympathetic to the building, and that pedestrian access was maintained during construction.

201 RESOLVED: that Planning Application **17/00823/FUL** was recommended for **APPROVAL subject to** the satisfaction of the Highways Officer with regard to the access being very close to a bus stop, and the replacement of foliage removed with a hedgerow along the canal side.

202 RESOLVED: that Planning Application **17/00788/LBC** was recommended for **APPROVAL subject to** the satisfaction of the Conservation Officer.

203 RESOLVED: that Planning Application **17/00480/CON** was recommended for **APPROVAL subject to** the satisfaction of the Highways Officer in terms of access and egress, and the use of permeable materials.

204 RESOLVED: that Planning Application **17/00731/LBC** was recommended for **APPROVAL subject to** the recommendations of the Conservation Officer.

Conclusion of Delegated Matters

Correspondence

**205 Calderdale MBC Highways & Transportation
KEATS AVENUE TLO REPORT**

A correspondence was submitted advising that a Traffic Liaison Officer had now assessed the Committee's request. A report and findings were attached.

RESOLVED: i) that the correspondence be received.
ii) that a named Member volunteer keep a check on progress.

**206 Calderdale MBC Highways & Transportation
KNOWLWOOD ROAD CLOSURE – RESPONSE**

A correspondence was submitted advising that the matter had been logged and passed to the Streetworks Section for investigation.

RESOLVED: that the correspondence be received.

**207 Calderdale MBC Economy & Environment
MARK LANE, TODMORDEN – TTRO**

A notice was received advising of a temporary traffic regulation order in respect of Mark Lane, Todmorden to enable structural repairs to a retaining wall.

RESOLVED: that the correspondence be received.

**208 Calderdale MBC Economy & Environment
REVIEW OF PARKING CHARGES – PHASE 3**

A letter was submitted in response to the Committee's enquiry confirming that Todmorden car parks were not included in the proposals to implement pay and display charges in any of the currently free car parks. It was noted that there were no immediate plans to change this arrangement.

RESOLVED: that a letter be sent to the Project Lead requesting that should circumstances change, and Calderdale MBC were considering disposing of car parks in Todmorden, that Todmorden Town Council be notified first of such intent.

**209 Calderdale MBC Economy & Environment
VICTORIA ROAD, TODMORDEN – TTRO**

A notice was received advising of temporary traffic regulation order at the above site.

RESOLVED: that the correspondence be received.

**210 Calderdale MBC Economy & Environment
HALIFAX ROAD, TODMORDEN – TTRO**

A notice was received advising of temporary traffic regulation order at the above site.

RESOLVED: i) that the correspondence be received.
ii) that a reply letter be sent to seek what arrangements had been made in terms of the bus stop, which serves the Health Centre, on that particular section of the pavement.

**211 Campaign to Protect Rural England
MEMBERSHIP RENEWAL NOTICE**

A correspondence was received advising that the Annual Membership subscription renewal was due. It was noted that the Membership was £36.00 annually.

RESOLVED: that the £36.00 fee for Membership for the coming year be paid.

**212 Marion Barker
BUS STOP AT WINTERLEE ROAD, WALSDEN**

A correspondence was received from a resident who was having difficulty when travelling into Todmorden by bus, as there was no bench, or perch, on which to sit and wait for the bus.

RESOLVED: i) that a letter be sent to West Yorkshire Combined Authority (WYCA) to enquire whether they had any plans for the installation of a proper bus shelter with seating for the benefit elderly or disabled people, and if not, to enquire what such an installation would cost the Town Council, with a view to purchasing.
ii) that Marion Barker be copied into this correspondence.

**213 NHS Calderdale CCG
COMMUNITY CAR SERVICE – RESPONSE**

A letter was submitted in response to the Committee's invitation regarding the above matter. It advised that, subsequent to the invitation from the Committee, Community Transport Calderdale had been successful in a bid for lottery funding which would fund the Service for a further three year period.

RESOLVED: that the correspondence be received.

**214 Rochdale Borough Council
NOTICE OF INTENTION TO PREPARE THE ROCHDALE ALLOCATION
DEVELOPMENT PLAN**

A correspondence was submitted advising that Rochdale Council was proposing to prepare an Allocations Development Plan document (DPD) which would form part of Rochdale's local Plan.

RESOLVED: i) that the correspondence be received.
ii) that a named Member volunteer would look into this further.

**215 Royal Mail Group
RELOCATION OF TODMORDEN DELIVERY OFFICE**

A letter was submitted informing the Committee that Royal Mail would transfer their mail delivery operations, which service the OL14 postcode area, from Todmorden Delivery Office to Rochdale Delivery Office. It was anticipated that the move would take place towards the end of this financial year.

RESOLVED: that the correspondence be reviewed by the full **Town Council** at the meeting scheduled for **2nd August 2017** with a view to how the Town Council wish to proceed.

216 West Yorkshire Combined Authority

T2 BUS SERVICE, LONGFIELD – RESPONSE

A correspondence was received in response to the Committee's enquiry. It was noted that disruption to the service had been caused by the essential repair works to Shaw Wood Road, but that the service should have returned to normal following completion of the road works in early June.

RESOLVED: that the correspondence be received.

217

Yorkshire Water Services Ltd DEVELOPMENT ON HOPE STREET, TODMORDEN

A copy letter to Calderdale MBC from Yorkshire Water was submitted advising that, in terms of waste water, they would recommend refusing the discharge of condition 4 stating that the Flood Risk Assessment (FRA) was not acceptable. Alternative considerations for the developer were suggested.

RESOLVED: that the proposed site meeting, as resolved at Development Committee of 28th June 2017, be progressed as soon as possible, following ratification at the full Town Council meeting.

218

Ronald Bannerman RE-DEVELOPMENT OF LAND ADJOINING THE TODMORDEN CLINIC

RESOLVED: that a reply be sent to Mr Bannerman advising that although the Lidl development had been through Planning, it was the understanding of the Town Council that there were issues with the discharge of some conditions. To further advise that the Town Council was in contact with Lidl about these issues, and that the Town Council would ask Lidl to better publicise their plans.

219

Margaret Mytton NEW LIDL CAR PARK ARRANGEMENTS

A correspondence was received enquiring about arrangements for the new Lidl car park in terms of Health Centre visitors, particularly disabled residents.

RESOLVED: i) that a letter be sent to the Co-op, who were the site owners, to enquire what the plans were for the old site when Lidl vacate it, and whether it would be possible for it still to be used by the public.
ii) that a reply be sent to Margaret Mytton to advise her of the Town Council's action.
iii) that an agenda item be placed on the next Development Agenda to further discuss car parks in Todmorden.

Conclusion of Correspondence

220

CORRESPONDENCE RECEIVED IN RESPECT OF PLANNING APPLICATIONS PREVIOUSLY CONSIDERED.

None received.

221 NEIGHBOURHOOD PLAN - UPDATE

A Member gave positive feedback on the recently held Disability Focus Group Workshop.

RESOLVED: that thanks be conveyed to volunteer Councillors for their help on the day, and to the Consultants for their organisation.

222 TO CONSIDER ANY FOLLOW-UP ACTION SUBSEQUENT TO THE PRESENTATION BY JOHN O'GRADY, OF NORTHERN.

Following the address to Members previously, and receipt of the presentation, the Chair of Development Committee drafted two letters; one to Northern Railway, and the other to Network Rail.

RESOLVED: that the letters be sent following a minor alteration to the letter to Northern Railway, and subsequent ratification at full Town Council.

223 TO CONSIDER THE WITHDRAWAL OF PLANNING OFFICERS' COMMENTS ON NEW APPLICATIONS

A correspondence had been previously received advising that due to current staffing levels this service had been cut.

RESOLVED: that a letter be sent to Planning Services to convey how helpful the information provided by Planning Officers had been to Members of the Development Committee when considering new plans, and to request that this service be resumed when staffing levels are back to full capacity.

224 TO CONSIDER WRITING TO CALDERDALE COUNCIL TO SEEK WHETHER THEY HAVE COMMISSIONED ANY AIR QUALITY MONITORING IN TODMORDEN, AND IF SO, TO REQUEST THE RESULTS.

RESOLVED: that a letter be sent, as above.

225 TO CONSIDER INCREASED TRAFFIC ISSUES IN LUMBUTTS AS A RESULT OF VISITORS TO GADDING DAM.

RESOLVED: that a Motion be put forward to the next meeting of the Town Council, as follows:-

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

226 WATER STREET (CONSERVATION AREA) – PREMISES INSTALLING UPVC WINDOWS.

RESOLVED: that a letter be sent to Calderdale Planning Services to seek advice on whether use of UPVC conforms to Conservation Area requirements.

227 TO CONSIDER WRITING FORMALLY TO CALDERDALE COUNCIL REGARDING THE STREET SWEEPER SERVICE

RESOLVED: that the item be deferred to the next meeting of the Development Committee due to lack of time to consider.

228 FOOTPATHS AND OBSTRUCTIONS

SHAW WOOD ROAD – LOCK 15

A Member reported a potential “near miss” situation at the above Lock, raising concern that both car drivers, and people on the tow path crossing the road could not see each other until the last minute.

RESOLVED: that a letter be sent to the Canal and Rivers Trust to alert them to this potential danger, and to request that signage is urgently installed for the protection of motorists, cyclists, and walkers alike.

229 CHEQUES FOR SIGNATURE

There were two cheques presented for signature to the value of £1,615.20

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