

## HEBDEN ROYD TOWN COUNCIL

Meeting of the **PROJECT & EVENTS COMMITTEE**  
Held **WEDNESDAY 5<sup>TH</sup> JULY 2023**

### MINUTES

**PRESENT:** Councillors: Davenport, Fraser, Howes, Hedges, Hoyle.

**HRTC Deputy Clerk:** E Green

**81. ELECTION OF CHAIR AND DEPUTY CHAIR OF THE CLIMATE EMERGENCY COMMITTEE 2023/24**

It was Moved by Cllr Hayes

Seconded by Cllr Hoyle and

**RESOLVED:** That Cllr Fraser be Chair of the Project & Events Committee for 2023/24.

It was moved by Cllr Hoyle

Seconded by Cllr Howes and

**RESOLVED:** That Cllr Davenport be Deputy Chair of the Project & Events Committee 2023/24.

**82. TO RECEIVE APOLOGIES FOR ABSENCE AND ANY SUBSTITUTIONS.**

There were no apologies for absence.

**83. TO RECEIVE MEMBERS` INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.**

No interests were declared.

**84. TO REPORT ON MATTERS ARISING FROM THE MINUTES OF MEETING HELD 29<sup>TH</sup> MARCH 2023 NOT ITEMISED ON THIS AGENDA.**

There were no matters arising.

**85. INTRODUCTION TO THE PROJECT & EVENTS COMMITTEE**

The Deputy Clerk gave a brief update outlining the purpose and work of this committee, including its scope and limitations, also information about the projects that will now be the responsibility of this committee following the joining of the Climate Emergency and the Environment & Allotments Committees and the division of the latter's responsibilities.

The deputy clerk will split the budget of the Environment and Allotments based on the discussions with this committee and the Climate Emergency and Environment Committee and bring the revised budget back to the next meeting.

86.

**BUDGET UPDATE**

The budget was considered, and councillors were given an overview of allocated expenditure for 2023/24. They were also advised that the budget setting process starts in November for the following year, and that new projects need to be given consideration at that time.

87.

**HEBDENS HAPPY HOUNDS**

The report regarding the Happy Hounds event held on 13<sup>th</sup> May was considered.

It was moved by Cllr Howes

Seconded by Cllr Hayes and

**RESOLVED:** to approve the recommendation to deliver a Happy Hounds event on 11<sup>th</sup> May 2024 and to allocate a budget of up to £2000. It was also agreed that the event should incorporate up to two food stalls due to existing provision within the park being overwhelmed. Also, to include a formal survey of peoples experiences at the event using a tablet or QR code with an incentive to complete. Councillors may assist in conducting the survey.

88.

**HEBDEN BRIDGE PUMPKIN TRAIL**

The information regarding the Pumpkin Festival planned for the 14<sup>th</sup> & 15<sup>th</sup> October was considered.

It was moved by Cllr Davenport

Seconded by Cllr Hayes and

**RESOLVED:** That the Pumpkin Festival 2023 should follow the recommended theme of Climate and Habitat. Cllr Howes will support the school's engagement with a suggestion that each of the pumpkin themes could be divided between the schools (drawn out of a hat via live stream) and then each school can work around that theme. Details must be available for the return to school in September. Suggestions were made regarding supplementary activities including a history or coiners walk.

A formal survey will be conducted to capture people's thoughts about the event and to enable proper consideration to be given to its future. Does it stay the same, become biannual or has the event run its course and a new event could be developed. For example, an ice sculpture trail in winter.

89.

**CHRISTMAS – LUTV 2023**

The planned events for Christmas were outlined.

It was moved by Cllr Fraser

Seconded by Cllr Hoyle and

**RESOLVED:** That the Town Council work with the Rotary Club to deliver Light Up the Valley 2023 incorporating the Christmas Lights

Switch On events for Mytholmroyd on Saturday 25th November and Hebden Bridge on Thursday 30th November.

**90. CHRISTMAS LIGHTING 2023**

A report on the provision on Christmas Lighting for 2023 – 2027 was considered.

It was moved by Cllr Hedges  
Seconded by Cllr Howes and

**RESOLVED:** that the Town Council obtain quotes for the remainder of the scheme out of contract in 2023 for the year 2024.

That the Town Council obtain quotes for the dressing of two trees in the Memorial Gardens in Hebden Bridge, once approval from CMBC has been granted.

**91. NEW EQUIPMENT**

A request for new equipment was considered.

It was moved by Cllr Howes  
Seconded by Cllr Hedges and

**RESOLVED:** That the Town Council purchase One new branded gazebo.

That the Town Council purchase one new set of branded sides and two branded canopy tops for the existing gazebos.

That the Town Council purchase new 12 weights for the gazebos.

To allocate £1744.00 - to fund the above recommendations.

**92. NEW PROJECTS**

Councillors were invited to present new ideas.

Cllr Hoyle made the suggestion of running a monthly litter pick in Mytholmroyd.

It was moved by Cllr Hoyle  
Seconded by Cllr Fraser and

**RESOLVED:** That a proposal for an annual litter pick should be brought to the next meeting for consideration.

Councillors were advised to contact the Deputy Clerk with any suggestions or new ideas that could be considered at the next meeting.

Councillors were also reminded that their input and suggestions are always welcomed in respect of the events and projects discussed above.

## HEBDEN ROYD TOWN COUNCIL

### Meeting of the PROJECT & EVENTS COMMITTEE Held WEDNESDAY 29<sup>TH</sup> NOVEMBER 2023

#### MINUTES

**PRESENT:** Councillors: Fraser, Hedges, Howes, Hoyle.

**HRTC Deputy Clerk:** E Green

- 280. To receive apologies for absence and any substitutions.**  
There were no apologies.
- 281. To receive members` interests relating to agenda items for this meeting.**  
No interests were declared.
- 282. To report on matters arising from the notes of the meeting held 27<sup>th</sup> September 2023 not itemised on this agenda.**  
There were no matters arising.
- 283. PUMPKIN TRAIL**  
The survey results were discussed, there were an overwhelming positive response to the vent, with a limited amount constructive criticism which was mainly focused on the theme. It was discussed how pre covid the event had more elements to it such as live music and storytelling etc.  
It was moved by Cllr Howes  
Seconded by Cllr Hedges and  
**RESOLVED:** That the Pumpkin Festival should be organised for the 19<sup>th</sup> and 20<sup>th</sup> October 2024. A theme was discussed. The event should also include more activities and entertainment. With this in mind a budget will be requested of £40,000.
- 284. REMEMBRANCE DAY**  
Councillors were informed of the success of both the Hebden Bridge event and Mytholmroyd parade and the support for the events from the community. A separate budget request has already been submitted for £4,000 to enable the event to proceed with a parade in both centres.  
It was moved by Cllr Hedges  
Seconded by Cllr Hoyle and  
**RESOLVED:** to support the provision of parades as part of the Act of Remembrance in Hebden Bridge and Mytholmroyd.
- 285. CHRISTMAS LIGHTS/LUTV**  
Feedback was received and the recent LUV events discussed. There were areas highlighted which require more attention such as lighting at the Mytholmroyd event, use of security, and the entertainment during the early part of the event.  
It was moved by Cllr Fraser  
Seconded by Cllr Howes and

**RESOLVED:** That the event should continue to be organised with LUTV and to thank Hebden Bridge Rotary Club for their committed and enthusiastic volunteers without whom the event would not be possible. A note of thanks also to Cllr Hoyle who supported the grotto throughout the day. It was agreed to request a budget of £9,680 for Mytholmroyd and £6,600 for Hebden Bridge.

286.

**CHRISTMAS LIGHTING**

Councillors discussed the new lighting and the positive response for the community, in particular the Hebden Bridge Picture House.

It was moved by Cllr Howes

Seconded by Cllr Fraser and

**RESOLVED:** That the Town Council should seek to expand its provision and look for further key sites throughout Hebden Royd for centrepiece displays. A budget of £20,000 to be requested to support this. Communication should be made with CMBC regarding the tree in the square and a move towards a living tree should be suggested.

287.

**BUDGET UPDATE & BUDGET REQUEST 2024/25**

The budget process was discussed.

It was moved by Cllr Howes

Seconded by Cllr Fraser and

**RESOLVED:** That this committee will request a budget of £89,400.

## HEBDEN ROYD TOWN COUNCIL

### Meeting of the PROJECT & EVENTS COMMITTEE Held WEDNESDAY 31<sup>ST</sup> JANUARY 2024

#### MINUTES

**PRESENT:** Councillors: Fraser, Davenport, Hayes, Hedges, Hoyle, McNicholas.

**HRTC Deputy Clerk:** E Green

- 357. To receive apologies for absence and any substitutions.**  
Apologies were received from Cllr Howes with Cllr Hayes acting as a substitute.
- 358. To receive members` interests relating to agenda items for this meeting.**  
No interests were declared.
- 359. To report on matters arising from the notes of the meeting held 29<sup>th</sup> November 2023 not itemised on this agenda.**  
There were no matters arising.
- 360. BUDGET UPDATE**  
The revised budget which included the elements of now combined Environment and Allotments element was discussed. A total of £118,580.00 was requested from Strategy and Review, this is now being considered as part of the councils budget setting process.  
It was moved by Cllr Fraser  
Seconded by Cllr Davenport and  
**RESOLVED:** to approve the revised budget as submitted to Strategy and Review and to note the information.
- 361. COMMUNITY EVENTS UPDATE**  
An update was received in the planned calendar of events for 2024.  
a) Hebden`s Happy Hounds  
This event will be held on Saturday 18<sup>th</sup> May, and will be organised, as previously, in partnership with the Halifax, Bradford, Huddersfield and District Branch of the RSPCA. Cllr Hayes is looking forward to being involved in the judging of the event and councillors around the table were invited to support the event on the day. The issues regarding food provision and capacity of the café were discussed.  
It was moved by Cllr Fraser  
Seconded by Cllr Davenport and  
**RESOLVED:** to note the information and to consider additional food provision, this will be an alternative offer to what the café already provides.  
  
In relation to this event the issue of dog fouling was discussed, and the new dispensers which are about to be installed.  
It was moved by Cllr Fraser  
Seconded by Cllr Davenport and

**RESOLVED:** That two new dispensers should be installed at Brearley Fields and on Victoria Road. Cllrs Hayes and McNicholas volunteered to be custodians of these new dispensers to keep them topped up with bags. Permissions to be sought from CMBC to install the dispensers and should permission be granted, two new dispensers to be ordered.

b) Hebden Bridge Pumpkin Trail

The presentation from Sand in Your Eye was shown to councillors who were all impressed with the concept drawings. Following discussion, it was agreed that the suggested theme would be a perfect choice, creating a synergy with the Picture House project and would address some of the issues raised previously regarding the nature and content of the trail, taking it back to a lighter, family focused event.

It was moved by Cllr Hayes

Seconded by Cllr Fraser and

**RESOLVED:** to suspend standing orders and expenditure of £29,150 to appoint Sand in Your Eye to deliver the event. Sand in Your Eye is a local company and trusted supplier who have worked on this event a number of times, they are also the only company in the UK currently that offer this type of display.

c) LUTV Hebden Bridge & Mytholmroyd

The event was discussed and feedback from the 2023 event received. In particular it was felt that there needed to be a clear end to the performance and start/introduction of the Mayor, the countdown almost merged in to the act. The compere was new to the event and this can be addressed. It was also noted that it was very dark in the Community Centre Car Park.

It was moved by Cllr Fraser

Seconded by Cllr Hayes and

**RESOLVED:** to approve the partnership working with Light Up the Valley for the 2024 events, these will be held on Saturday 16<sup>th</sup> November in Mytholmroyd and on Thursday 21<sup>st</sup> November in Hebden Bridge. Lighting will be considered, and additional lighting hired if required.

362.

**CIVIC EVENTS UPDATE**

An update was received on planned civic events for 2024.

a) Remembrance Sunday

The positive feedback from the 2023 event was shared along with plans to repeat the parade in Mytholmroyd and reinstate the parade in Hebden Bridge, potential routes were discussed but these will need to be confirmed with partner organisations and CMBC Events and Highways teams. It was suggested that a PA system be used for each event.

It was moved by Cllr Fraser

Seconded by Cllr Hedges and

**RESOLVED:** to note the information.

b) D-Day Commemoration

The event was discussed

It was moved by Cllr Fraser

Seconded by Cllr Hoyle and

**RESOLVED:** that the Town Council should support the lighting of the beacon. The budget was discussed, and councillors are welcome to suggest ideas. The official international ceremony will take place on Thursday 6<sup>th</sup> June.

363.

### **CHRISTMAS LIGHTING**

The Christmas lighting scheme was discussed. The new elements provided by Blachere met all the requirements, there were no issues with the supply, or quality of the features. The Picture House display was particularly well received, making local and national press, boosting the visibility of Hebden Bridge as a Christmas shopping destination. 2023 was the last year of the scheme on Albert Street, Crown Street and Bridge Gate as provided by Lite. With a desire to bring all everything in line to one supplier, Blachere were invited to quote for this part of the scheme on a four year basis and their proposal was considered. The concept of additional lighting in Mytholmroyd was discussed, however, this is challenging due to the council not owning any assets in Mytholmroyd. It was suggested that St Michaels Square could be a potential space. It was also discussed that there was uncertainty as to whether CMBC will provide Christmas Trees, and budget must be reserved for the purchase of trees if needed, a rooted option would be preferred.

It was moved by Cllr Davenport

Seconded by Cllr Hedges and

**RESOLVED:** To approve the proposal and additional expenditure of the Blachere core scheme of an additional £4420.00 per annum, to dress Albert Street, Crown Street and Bridge Gate, with the features suggested. The other additional items will be considered at the next meeting once clarification is received on the status of trees. Councillors would also like to swap the existing Market Street/New Road features for Feature No. 3 on the presentation.

364.

### **PROJECTS UPDATE**

An update on projects planned for 2024 was received.

#### a) Hanging Baskets

The report was considered in detail, and it was decided that the retail baskets for 2024 should be sold at £55 each, in line with increasing costs from our supplier. This still represents excellent value for money and a subsidy from HRTC of almost 25% per basket.



