



Howden Town Council



Minutes of the meeting of the Amenities Committee meeting held on Tuesday October 10th 2025 at 6.15pm at the Town Council Offices, 17 Bridgegate, Howden.

Present: Councillors Drury (Chair), McLellan, Young, Roberts, Pears, Cave, Coutts, Howard

In-Attendance: L Smith (Tourism and Marketing Officer)

Clerk: S Boggitt

2025-64-AM: Apologies for absence – to receive and accept.

Apologies were received from Councillor Hart – accepted.

2025-65-AM: Declaration of Interest –

2025-65.1-AM Declarations of Interests, in respect to Agenda items, to be made and recorded in the minutes even if an interest has been declared in the register.

None.

2025-65.2-AM For the Council to note any dispensations presented to the Clerk prior to the meeting and their resolution.

None.

2025-66-AM: Minutes of the meeting held Tuesday August 5th 2025 – to agree and approve as a true record.

The minutes of the meeting held Tuesday August 5th 2025 were received and agreed and approved as a true record.

2025-67-AM: Derwent Park. To receive an update from the Clerk, report back from maintenance works and a report from ERYC on the lease agreement.

The Clerk reported maintenance works had been completed and all smaller, broken pieces of play equipment removed and the floor space made safe. There were still the slow closing hinges to be installed on the gates, however as this was not flagged as red on the inspection the gates could still be used.

The lease update was presented to Committee. As there had been no consultation done on the area and no business plan in place it was agreed to leave the lease as is for the time being and revisit if needed in the future.

2025-68-AM: Old Fire Station. To receive update from the Clerk following correspondence from ERYC in relation to new lease, agree any actions and/or make any recommendations to Full Council.

Committee resolved to recommend to Council the updated agreement from ERYC regarding the lease of the Old Fire Station. It was agreed to the £500 per annum rental for the next two years and to cover the legal fees of £350.

2025-69-AM: Christmas Lights Installation. To receive update from the Clerk, agree any actions and/or make any recommendations to Full Council.

The Clerk reported she had found a company who would install and take down the Christmas lights for 2026 as requested by Council. After meeting with the company, the Clerk recommended that due to Health and Safety concerns that Committee consider this for this year. Committee agreed to this at a cost of £1,280.



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2025-70-AM: Open Spaces Contract. To receive update from the Clerk on the end of the Open Spaces contract and agree any actions.

The Clerk reported that the current Open Spaces contractor had given notice to end the contract as of March 2026. An updated works specification would be brought back to Amenities in December for agreement to go out to tender in January 2026.

It was also reported that the agreed hedge trimming on the allotments could now take place with an agreed 5 feet 6 inches to 6 feet cutting back across the whole hedge line. It was agreed that as this needs doing now, the cost of the works could be delegated to the Clerk and the Chairs of Committee to ensure a swift start.

2025-71-AM: Howden Marsh Update and Marsh Management Plan. To receive an update from the Clerk and Councillor Roberts, make any recommendations and agree any actions.

Councillor Roberts reported the new mower is working well. A digger would be required in the coming weeks for some works to clear drains and scrape grass and debris back. A bench needs fixing round the oak tree and a winter cut of the grass around the boardwalk would need doing shortly.

2025-72-AM: Community Woodland. To receive update from Councillor Roberts, agree any actions and/or make any recommendations to Full Council.

Councillor Roberts reported a successful meeting with ERYC and Humber Forest regarding funding for both the purchase of the land and all supplies including, trees, car park, outside gym equipment, hub a 15-year maintenance package. For this to happen the Estates team from ERYC need to do their own valuation on the land. To be reported back once the valuation had been completed.

2025-73-AM: Streets and Amenities. To receive an update from the Clerk and agree any actions.

The Clerk reported an insurance claim had been made due to an alleged trip at the Market Cross on the feet that were exposed following the removal of the bike racks for the Christmas tree (after the tree was taken down and before the bike racks were reinstalled).

2025-74-AM: Howden Events/Tourism and Marketing. To receive report from the Tourism and Marketing Officer, including plans for Remembrance Day, agree any actions and/or make any recommendations to Full Council.

The Tourism and Marketing Officer reported all plans were in place for Remembrance Day. Committee agreed to lend out the Town Council Tommy for a Remembrance Day art installation organised by a member of the public.

2025-75-AM: Site Safety Sheets. To receive a report from the Clerk and agree any actions.

The Clerk reported all site safety sheets were up to date and shared the annual checks completed by the Health and Safety Contractor. One thing was flagged up at Howden Marsh, with some metal fixings in the ground which need taking out. Councillor Roberts to arrange.

2025-76-AM: Correspondence.

None.



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2025-77-AM: Items for Next Agenda. (Will include budget requirements).

Budget requirements.

2025-78-AM: Date of Next Meeting: Tuesday December 2nd at 6.30pm.

The meeting closed at 6.58pm.