



Howden Town Council

Minutes of the meeting of the Amenities Committee meeting held on Tuesday February 3rd 2026 at 6.30pm at the Town Council Offices, 17 Bridgegate, Howden.

Present: Councillors Drury (Chair), Pears, Cave, Hart

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

Clerk: S Boggitt

2026-01-AM: Apologies for absence – to receive and accept.

Apologies were received from Councillors Roberts, Howard, Young, Coutts and McLellan – accepted.

2026-02-AM: Declaration of Interest –

2026-02.1-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.

2026-02.2-AM For the Council to note any dispensations presented to the Clerk prior to the meeting and their resolution.

None.

2026-03-AM: Minutes of the meeting held Tuesday December 2nd 2025 – to agree and approve as a true record.

The minutes of the meeting held Tuesday December 2nd 2025 were received and were agreed and approved as a true record.

2026-04-AM: Open Spaces Contract. To receive anonymised tender documents for the Open Spaces contract and agree new contractor.

After anonymised tender documents were received and discussed it was agreed to offer the contract to Tender 3 (Duffin's Garden Machinery). This is on an initial one-year contract at a cost of £9,061.20 per annum, with the contracted offer of a further three years if both contractor and Council are happy. (NB Amenities Committee have delegated powers for this).

2026-05-AM: Howden Events/Tourism and Marketing. To receive report from the Tourism and Marketing Officer and agree any actions and/or make any recommendations to Council.

A report on potential funding for updated boards and signage was discussed. Committee agreed a proposal be put together if a suitable grant source could be found.



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2026-06-AM: Howden Marsh Update and Marsh Management Plan. To receive a report from the Clerk following January site visit and to agree any actions and/or make any recommendations to Council.

Following the January site visit the following actions were agreed:

- 1) To target the most essential jobs
- 2) To clear the drain area backing onto Skirlaw Close. (Councillors can do this with Council machinery)
- 3) A cut back to be arranged of the meadow. (Councillors can do this with Council machinery, however the Clerk to arrange the bailing of it around July)
- 4) Councillor Cave to organise some dates for a revived Friends of Howden Marsh. Risk assessments to be in place before each date based on the works that would be undertaken. To be advertised once two dates have been agreed.

2026-07-AM: Streets and Amenities. To receive report from the Clerk, including proposed litter picks and agree any actions.

The Clerk requested she had been contacted about groups wanting to arrange litter picks. Committee agreed to organising some with local groups using the Council's equipment. The Clerk to see which groups would be interested and some dates to be made available. The Clerk also reported Changing Place was inaccessible now due to a broken radar lock. A new lock has been sourced, and Councillor Drury will fit it on Wednesday. It was also reported the meter readings fluctuate a lot, meaning bills are also fluctuating. The Clerk to undertake weekly, rather than monthly meter readings to see if there's any pattern.

2026-08-AM: Derwent Play Park. To receive report from the Clerk and agree any actions. (To include agreeing on items to take off the asset register).

The Clerk shared photos of all the equipment remaining at Derwent Play Park alongside the asset register items. All items were allocated and an updated asset register will be shared at the next Amenities and RAM Committee meetings.

2026-09-AM: Site Safety Sheets. To receive a report from the Clerk and agree any actions.

All up to date.

2026-10-AM: Correspondence.

None.

2026-11-AM: Items for Next Agenda.

Standing Items, Asset Register.

2026-12-AM: Date of Next Meeting: Tuesday April 7th 2026 at 6.30pm.

The meeting closed at 7.10pm.