

Holme Valley Parish Council

MINUTES OF THE COMMUNITY ASSETS SUPPORT COMMITTEE MEETING HELD ON MONDAY, 12 MARCH 2018

Those present:

Chairman: Cllr D Bellamy

Councillors: Cllrs S Baggott, K Bellamy, JG Cropper, TW Dixon, R Hogley and J Roberts

Officer: Mrs S S Barber

1718 110 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014

As Parish Council meetings can now be recorded, the Chairman checked if anyone wished to record the meeting, to ensure reasonable facilities could be provided. No-one wished to do so, but the Clerk recorded the meeting (for Minute purposes only) and the recording would be deleted once draft Minutes had been ratified.

1718 111 Public Question Time

Three members of the public were present.

RESOLVED: That Item 9 (Honley Library) be brought forward on the agenda in priority order.

1718 112 To accept apologies for absence

Apologies for absence were accepted from Cllrs J Brook, E Bunbury and G Christofi.

1718 113 To receive Members' personal and disclosable pecuniary interests in items on the agenda

Cllrs S Baggott, JG Cropper and J Roberts declared a personal interest in any items relating to Holmfirth Civic Hall. Cllr DK Bellamy declared a personal interest in any items relating to planning matters.

1718 114 To consider written requests for new DPI dispensations

None received.

1718 115 To consider whether items on the agenda should be discussed in private session

It was agreed that no items required to be taken in private session.

1718 116 To confirm Minutes of the previous Committee meetings

RESOLVED: That the Minutes of the Committee meeting held on 26 February 2018, numbered 1718 100 to 1718 109 inclusive be confirmed.

1718 117 Honley Library – Community Asset Transfer

RESOLVED: That owing to members of public being in attendance, this item be taken in priority order.

Holme Valley Parish Council

Members considered a report and recommendations of the Honley Library Community Asset Transfer Working Group, following a meeting held on 5 March 2018.

Standing Orders were suspended to allow members of the public to speak and answer questions.

The Chairman of the Working Group reported that a third electrical quotation was still being sought, but the Building Survey had been completed. Although damp had been found near the disabled access, other issues were quite minor. Better insulation had also been recommended.

The constitution in place for Friends of Honley Library (FOHL) does not conform to the template required by the Charity Commission, so a more detailed document will be put forward for adoption at an Extraordinary General Meeting of FOHL Board of Trustees.

Cllr R Hogley entered the meeting during this item.

Standing Orders were then resumed.

RESOLVED: (1) That the Clerk be authorised to circulate copies of Working Group meeting notes to all Members of CASC in future.

(2) That the Building Survey fees be approved and a copy of the Survey Report be distributed to all Members of CASC.

(3) That a recommendation be made to the Working Group to seek quotes to rectify the damp issue, for consideration by this Committee at its next meeting.

(4) That Cllr S East be nominated as the Council's representative on the Board of Trustees of the new charity being established.

(5) That Cllr D K Bellamy be authorised to attend a meeting between FoHL, Kirklees Council and the Parish Council, to continue discussions on the Service Level Agreement and the next stages of the asset transfer process.

(6) That, although the Parish Council had no access to policy documents prepared for the Civic Hall by Holmfirth Civic Hall Community Trust, the Clerk be authorised to share any policy documents available in the public domain that could be of potential use to FOHL.

Three members of public left the meeting.

1718 118 Grants to support Community Assets

(1) Grant Funding Monitoring & Evaluation Policy: A draft Policy document had been distributed and the Clerk thanked Cllr S Baggott for his help in producing it. Members agreed a number of changes to be made to the draft, regarding stage payments.

RESOLVED: (a) That the Grant Funding Monitoring & Evaluation Policy, as amended, be approved.

(b) That the Policy would accompany the CASC Grant Form and Criteria made available to future applicants.

(2) Grants to support Community Assets: Members considered the monitoring and evaluation of the funding previously agreed to Holmfirth Civic Hall Community Trust (HCHCT). The grant of £43,273.10 awarded on 5 January 2018 had included a 20% contingency and a further grant of £60,000 had been agreed in principle at the CASC meeting on 29 January 2018 and ratified by full Council on 5 February 2018, subject to both grant awards being monitored and evaluated, once the appropriate Policy had been finalised

Holme Valley Parish Council

by CASC (under delegated authority).

RESOLVED: (a) That the Clerk be authorised to submit the finalised Monitoring & Evaluation Policy to the Chairman of HCHCT for both projects to be monitored and evaluated, with a query re an apparent discrepancy between the expected annual staffing costs and total project costs; HCHCT to be asked to put forward suggested measurable and demonstrable targets to be met, to enable the four stage payments (as previously agreed by CASC and full Council) to be made. No further payments to be made to HCHCT until CASC has been provided with that information.

(b) That the 20% contingency on the grant awarded in December 2017 should be clawed back if not required within nine months (of the grant award date).

(c) That future grant applications should identify any contingencies which should only be paid if actually required; the CASC Grant Application Form to be amended accordingly.

1718 119 Holmfirth Public Conveniences

(1) Members considered any issues regarding day-to-day running of the toilets: The Maintenance Contractor was not present, but Cllr JG Cropper reported on his behalf.

RESOLVED: That it be noted that the toilet takings were down on previous months, probably due to weather.

(2) Members received a progress report on the reshaping works and considered any further actions required. Cllrs S Baggott and JG Cropper were assessing the reshaping works which were progressing well.

Cllr DM Firth entered the meeting at this point.

RESOLVED: That Cllr S Baggott should check/clarify the appropriate legislation regarding disabled toilet/baby changing facilities and liaise with the building contractor accordingly.

1718 120 Holmfirth Civic Hall

(1) Update on lease between the Parish Council and Holmfirth Civic Hall Community Trust (HCHCT) re responsibility for the building and its running/management: Members noted that the lease had now been signed by both parties, so the Council's appointed solicitor had been asked to confirm that the lease was now considered finalised and in place. Feedback from the solicitor had been received indicating two details were still required for the Lease regarding the dates when Asbestos and Electrical Surveys had been completed prior to the original asset transfer.

RESOLVED: That the Clerk be authorised to provide the outstanding information immediately.

(2) Matters regarding original asset transfer: The Clerk reminded Members that following the asset transfer, Kirklees Council had agreed (by email on 11 April 2017) to some electrical and asbestos management works at their cost. The Clerk was continuing to liaise with Kirklees Officers, to hold them to their agreement to carry out those works.

RESOLVED: (a) That the Clerk be authorised to meet with a licensed asbestos contractor appointed by Kirklees Council, to carry out a detailed assessment of the asbestos works required in the Basement (Room BO1); the Clerk to liaise with HCHCT (through the new Interim Manager) regarding scheduling of the proposed works, to minimise any impact on

Holme Valley Parish Council

hirers and to ensure all Health & Safety requirements are adhered to whilst the work is being carried out.

(b) That a recharge claim to Kirklees Council should be pursued for reimbursement of £2,700, being the estimated cost of electrical works deemed to “present” danger (at the time of the original electrical survey, prior to the asset transfer); the electrical works had subsequently been carried out by an independent NICEIC Contractor instructed by the Parish Council to enable a Satisfactory Certificate to be provided for insurance purposes, but the associated cost to be recharged to Kirklees who had originally agreed to fund such works.

(c) That it be noted that reimbursement for the Buildings Insurance 2017-18 had now been received from HCHCT.

(3) Sub-lease – Anchor Tenancy: Members noted that responses had now been given to the Council’s appointed solicitor on his queries regarding the sub-lease.

RESOLVED: (a) That it be noted that all other matters relating to the anchor tenancy would now be reported to Finance & Management (being responsible for the longer term office/meeting room requirements).

(b) That Cllr TW Dixon and the Clerk be authorised to attend a HCHCT User Group meeting on Thursday, 22 March 2018.

1718 121 Holmfirth Adult Education Centre

Although the Clerk had nothing to report on Kirklees College’s longer term plans for the building, a report on the process to designate an asset of community benefit (Minute No. 1718 107 refers) had been distributed. Under the Localism Act 2011, a community group (including a parish council) could nominate an asset to the local authority, irrespective of who owns the asset. The Clerk then explained the process to register an asset of community value which would trigger a six months’ moratorium to give potential bidders time to raise the funds required to purchase the asset. At the end of the period, the owner may sell the asset to whoever and at whatever price they choose.

Various Members then reported on their conversations with third parties who had an interest in the building and it was understood that one particular community group were already in discussions with Kirklees College. Although few details were available at this stage and the Council did not want to jeopardise whatever the group was doing, it was agreed that momentum should be maintained if no further details are forthcoming within a few weeks, for a recommendation to be made to full Council to nominate the building as an asset of community value.

RESOLVED: (1) That if the local resident is unable to provide any further details before 26 March 2018, a recommendation be made to full Council to nominate the building as an asset of community value.

(2) That the Clerk, assisted by the Chairman of this Committee, be authorised to write to Kirklees College to request further information on their longer term plans for the building.

(3) That, if no details are forthcoming from Kirklees College, a Freedom of Information request be submitted to Kirklees Council re the terms and conditions, and monies involved in the original transfer of the building from Kirklees Council to Kirklees College.

1718 122 Other Community Assets in the Holme Valley

(1) Holmfirth Indoor Market: The Clerk reported that she had requested dates/times when the Kirklees Officer responsible for markets would be available for a meeting with Cllrs JG Cropper, DK Bellamy and T Bellamy, to be supported by the Clerk.

Holme Valley Parish Council

RESOLVED: That the Clerk be authorised to write to Cllr David Sheard, to express Members' concerns at the potential loss of the market service and potential loss of the building as an asset of community value.

(2) Holmfirth Council Offices: Members were reminded that the Parish Council had been advised (by a Kirklees Officer, just before Christmas) that a number of 'custodians' were now living in the old Council offices, to look after the building. An enquiry had therefore been made to Kirklees Council about any Change of Use permissions which had been sought, as the Parish Council had not been consulted, and to request a further update on Kirklees Council's longer term plans for the building.

Kirklees Council had subsequently confirmed that it had been determined that planning permission for Change of Use was not required given the temporary occupation and purpose for which the guardians occupy, i.e. specifically in the interests of security. The former Council Offices were still being considered for disposal and would not be available for asset transfer. Members therefore considered whether the Parish Council should nominate the building as an asset of community value, to give a six months' moratorium on its sale, but agreed no further action should be taken on that, for the time being.

A discussion then followed on the future of the carpark between the former Council offices and Holmfirth Library/Tourist Information Centre and it was

RESOLVED: That a recommendation be made to full Council to nominate the Holmfirth Library building as an asset of community value.

(3) Other assets in the Valley: Members noted that there was nothing to report on other assets at risk of disposal, e.g. the Phoenix Centre, Dunford Road. It was also noted that Brockholes Village Hall may submit a request for funding to CASC in the near future.

RESOLVED: That the above be noted.

1718 122 Freedom of Information Act 2000 – to agree what information will be made available to the public

RESOLVED: That, under the Council's Publication Scheme, supporting papers for any item within the public session of the meeting be made available, if requested, after confirmation of the minutes.

.....
Chairman