

Holme Valley Parish Council

MINUTES OF THE MEETING OF THE COMMUNITY ASSETS SUPPORT COMMITTEE HELD ON MONDAY 27 JANUARY 2020

Those present:

Chairman: Cllr T Dixon

Councillors: Cllrs G Barker, K Bellamy, M Blacka, P Colling, S East, R Hogley, J Roberts and S Sheard

Officer: Mr R McGill

1920 52 Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

As Local (Parish and Town) Council meetings can be recorded, the Chairman checked if anybody wished to record the meeting, to ensure reasonable facilities could be provided. There were no requests to record the meeting.

1920 53 Public Question Time

Three members of the public were present.

There were two members of the public present representing the Friends of Honley Library who wanted to bring the Committee up to date regarding the progress of the asset transfer of the Library. The Friends of Honley Library reported that the Board of Trustees had been strengthened by a Quantity Surveyor who had recently joined the Board. The Friends were described as having a "wealth of talent." The Friends wanted to introduce cost-effective, green energy measures, to the Library but were unable to do anything whilst Kirklees remains the owner. (1932hrs: Cllr East entered at this point.) The Friends were keen for the Committee to see the Library as more than just a library, - but a community hub, for groups and individuals to use in a flexible, creative way.

Standing Orders were suspended for Committee Members to comment on the asset transfer, and how to move things forward. There was discussion about using a model heads of terms agreement setting out the terms of the asset transfer agreed in principle between Holme Valley Parish Council, Kirklees Council and Friends of Honley Library parties in the course of negotiations.

Also present was the Parish Council's maintenance contractor, invited to inform the Standing Committee with regard to Holmfirth Public Toilets and the adjoining space. The contractor reported that the toilets were running very well. Donations were similar to last year. There had been no anti-social behaviour for some time. The contractor reported that the new "green" lightbulbs were very hard to replace and expensive to change. Maintenance on drainpipes and gutters needed doing.

1920 54 To accept apologies for absence

RESOLVED: Apologies for absence were accepted from Cllrs P Davies and J Brook. Cllr Davies also relayed that he was service notice on his membership of the Community Assets Support Committee due to the pressures of extra work he was incurring as Chairman of the Climate Emergency Standing Committee.

1920 55 To receive members' personal and disclosable pecuniary interests in items on the agenda

Cllr K Bellamy expressed a personal interest in the Civic Hall Community Trust 1920 59. Cllr S East expressed a personal interest in Honley Library 1920 61.

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1920 56 To consider written requests for new DPI dispensations

None received.

1920 57 To consider whether items on the agenda should be discussed in private session

RESOLVED: No items were to be heard in private session.

1920 58 To accept the minutes of the C.A.S.C meeting on 9 December 2019 numbered 1920 41 to 1920 51 distributed previously. (B)

RESOLVED: The minutes of the C.A.S.C meeting held on 9 December 2019 numbered 1920 41 to 1920 51 inclusive, - distributed previously, - were approved.

RESOLVED: The Committee agreed to discuss item 1920 61 out of order at this point.

1920 61 To Consider the progress of the asset transfer of Honley Library and readiness for exchanging draft heads of agreement with Kirklees Council. Kirklees Council are now ready to send Holme Valley Parish Council the draft heads of agreement for transfer of this asset into the management of the Council.

RESOLVED: For Holme Valley Parish Council to appoint a local, Holme Valley solicitor, - ideally, one we have used before, - with awareness of asset transfer processes and how to formalise the relationship between all parties involved, including drawing up a draft sub-lease with Friends of Honley Library. Three quotations for the work should be sought.

RESOLVED: The Committee agreed to discuss item 1920 60 out of order at this point.

1920 60 Holmfirth Public Conveniences

The committee is to review the annual cost of running the public toilets in Holmfirth and decide whether to continue looking for a tenant for the lettable space next door or look at alternative future uses such as office space for Council or affiliated bodies.

The Committee noted the figures from the Clerk regarding the costs of the toilet, and the income. Based on the payments and donations for the 9 months of the year so far, the annual costs of the toilets are approximately:

Maintenance contractor	£10,000
(including repairs, cleaning, collecting and banking donations)	
Electricity	£1,000
Water/sewerage	£2,500
Soap, Paper etc and materials for maintenance	£2,500
 TOTAL COST	 £16,000
 Donations received	 £5,000
 Overall running costs for the toilets	 £11,000
Income from renting out the lettable space.....	nil
(which was hoped to be approximately £8000 pa.)	

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The committee members have been to view the lettable space recently and are required to consider the forward planning for the use of this space given that none of the interested parties who have viewed the space so far have taken up a lease.

Members noted that there should be a sign on the building regarding what is to let, given that passers-by think the whole building is to let.

RESOLVED: To go back to Simon Blyth Estate Agents to clarify the signage for the lettable space to be marketed more effectively.

The Chairman shared that a prospective, start-up business had expressed an interest in the lettable space, but that they wanted the space to be more “finished.” At the moment, a lot of work would need to be done to make the space usable as premises for a start-up business. The space was currently very off-putting to potential tenants. The Committee wants to promote local businesses. There was concern from some Councillors regarding the potential additional costs on top of what had already been spent.

RESOLVED: To find the original quotations regarding the lettable space to confirm what was and was not included in those quotations.

(2025hrs Cllr Carré entered at this point.)

Standing Orders were suspended to allow the maintenance contractor to feed back on the lettable space and what work might be undertaken to get it ready for lease.

RESOLVED: For the maintenance contractor to list what is needed to get the lettable space ready to be used by a start-up business, - costing for 1) a floating timber floor 2) a ring mains circuit with multiple power points 3) a WC with basin 4) provision for heating and hot water.

RESOLVED: For the maintenance contractor to identify suitable local building contractors who could undertake work on the lettable space.

RESOLVED: For the Clerk to informally ask Kirklees Planning regarding a potential Planning Application to enlarge the window at the side of the building, and the likelihood that it would be granted.

RESOLVED: To go back to Simon Blyth about marketing the space with provision of a larger window, - as above, - and fitting out the space with all necessary amenities as above.

1920 59 For noting; further information on Grant Applications

1) Holmfirth Civic Hall Community Trust

The Committee noted that the application for £30,000 toward the cost of renovating the downstairs toilet block and the development of an office was passed at Full Council on 16/12/2019 with the proviso that the HCHCT sought at least three tenders for the work in the usual manner.

The HCHCT had confirmed that this process is in hand. The grant of £30,000 will be made in due course and will be a payment under section 133 of the 1972 Local Government Act.

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2) Holmfirth Tech.

The Committee noted that an application for £25,000 was approved at Full Council on 16/12/2019 on the proviso that the NALC legal advice, being sought at that time, agreed that this grant would be legal and appropriate.

That advice was positive and agreed that the grant could be made under Section 133 of the 1972 Local Government Act. The money was transferred on the 21/01/2020 with the proviso that it is returned to HVPC if the purchase of the Holmfirth Technical building is not successfully completed.

RESOLVED: One Councillor asked to see the Grant Application and supporting documentation for this application.

RESOLVED: It was agreed that a large grant award, like this to Holmfirth Tech, needs to have a more robust process than a smaller grant, and that the Grants Working Group needed to clarify how the process was going to work effectively to safeguard money involved.

1920 62 To Consider the Contract for the maintenance contractor The Clerk request that the committee considers renewing the current contract for the maintenance contractor in its present form.

The arrangements for the maintenance contractor are due for review but the Clerk requested permission to defer this process for another year. This has already been agreed by the Service Provision Committee in regard to the work the maintenance contractor carries out to the seats, shelters and phone boxes.

RESOLVED: It was agreed to defer the contract tendering process for one year.

1920 63 To review the CASC budget for 2020-2021 The Committee is to consider the C.A.S.C budget for 2020/21 suggested by the RFO and agreed in principle by a meeting of the committee chairmen on 13 January 2020.

The Chairman read a report from the Chair of the Civic Hall Community Trust in which the Chair laid out plans for the Civic Hall. There was not an expectation to request more money from the Parish Council in 2020-21 than already allocated.

The CASC budget for 2020-21 includes:

£15,000 for the Civic Hall, - this was not likely to be used in the year ahead, - (plus £45,000 earmarked reserves, - £15,000 for the office/meeting room; £30,000 for other capital developments).

£15,000 for Honley Library (with £15,000 in earmarked reserves).

£15,000 for other Community Assets (with £9723 in earmarked reserves).

£16,000 running costs for the Holmfirth Toilets and associated space (Garside Buildings).

£5,000 in earmarked reserves for renovation of the adjacent space.

There was discussion regarding the likely costs of developing the lettable space as discussed above. **RESOLVED:** The RFO would move an additional £5,000 into the budget for the development of the lettable space.

Close of meeting

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Chairman