

Holme Valley Parish Council

To: Members of the Community Assets Support Committee

You are hereby summoned to attend a meeting of the **COMMUNITY ASSETS SUPPORT COMMITTEE** to be held on **MONDAY, 17 MAY 2021 at 20:00 hrs, in The Exhibition Room 3rd Floor of the Civic Hall, Huddersfield Road, Holmfirth, HD9 3AS**

to transact the following business

- AGENDA – (A)

Please note that timings on the agenda are given for guidance of the Chairman and Members only and should not be taken as the time at which discussion of a particular item will commence.

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 to check if anybody wishes to record the meeting, to ensure reasonable facilities can be provided.

Public Question Time

8.00 PM

Prior to the commencement of the business session of the Committee meeting, there will be an open session lasting 15 minutes, for members of the public to speak to Members.

2122 01	To accept apologies for absence	8.15 PM
2122 02	To receive members' personal and disclosable pecuniary interests in items on the agenda	8.16 PM
2122 03	To receive Officers' interests in items on the agenda	8.17 PM
2122 04	To consider written requests for new DPI dispensations	8.18 PM
2122 05	To consider whether items on the agenda should be discussed in private session	8.19 PM
2122 06	To note the minutes of the C.A.S.C meeting on 8 March 2021, numbered 2021 64 to 2021 79 incl. Previously approved at Full Council on 22 March 2021. (B)	8.20 PM

Grant Applications

2122 07	Remaining 'Expression of Interest' grants from the last Council year that were intended for payment in this year (June 2021).	8.21 PM
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1) Brockholes Village Hall (C)

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Last year Brockholes Village Hall identified a number of issues that would benefit from funding. The C.A.S.C. committee decided to support the renewal of the windows and decided against supporting the renewal of lighting with 'greener' LED lighting and the replacement of the boiler.

In the intervening time (5 months) the Brockholes Committee have looked more closely at what improvements will give the best return for the investment. They have also considered the sustainability issues involved. They have decided that the renewal of the windows would be costly and involve planning applications (it is a listed building) and would not improve the heat retention in the building. They have therefore initiated reparation work to the windows.

They are now requesting that the committee support the other spending priorities, namely the installation of LED Lighting at a cost of £1,815 and the replacement of a small water heater (for kitchen use) at a cost of £605.

Quotations for these works have been supplied.

Brockholes Village Trust have also asked that the remaining £2580 that was originally offered to them by C.A.S.C. be earmarked for their next venture which will be to replace the boiler for the heating system. The Clerk has suggested that a new 'Expression of Interest' could be submitted for this year to address that requirement.

The Committee is asked to approve the grant of £2,420 to The Brockholes Village Trust for the purchase of new LED lighting and a new water heater, under Section 133 of the Local Govt Act 1972.

2) Honley Business Association – playground Equipment (D)

In the 'Expression of Interest' process last year the Honley Business association requested support for the provision of an adult, outdoor Gym in the Honley park. C.A.S.C supported this by offering £5,000 towards the gym equipment.

Since that time (6 months) the Business Association have been negotiating with Kirklees Council as to the location for this equipment. In the process, Kirklees have decided to renew the Children's play equipment in Jagger Recreation ground and as result the project has changed from the original application. The Business association have now submitted their application, asking for £5,000 towards the new Children's play equipment (which has a total cost of some £120,000). They feel that this is a much-needed opportunity to renew the very tired play equipment and they are keen to support Kirklees in this venture.

This has been discussed with the Clerk who suggested that the Business Association might consider resubmitting the request for adult gym equipment in this year's 'Expression of Interest' process.

The Committee is asked to approve the grant of £5,000 towards the purchase of play equipment in Jagger Lane Rec. under Section 19 of the 1976 Local Government (Miscellaneous Provisions) ACT

3)The Holmfirth Tech (E)

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In the Expression of Interest process last year, the Holmfirth Tech presented a long list of improvements needed to bring the building up to its full potential (this is appended again with the grant application). The C.A.S.C. committee were minded to support the repair of the lift and the creation of a safe haven so that disabled access could be managed. The Committee earmarked an amount of £3,000.

In the intervening months the Tech has had to cope with many changes to their plans, their levels of income etc due to the Coronavirus restrictions. Since becoming a 'Community Hub', for which they have received an income from Kirklees council, they have been able to have the lift repaired. Consequently, they are now requesting that the committee consider the redevelopment of the toilets and creation of a male toilet area. The total cost for this has been estimated at £10,000 by their building developer and they are asking the Committee to support this work by granting £5,000 towards the overall cost. They apologise for the dated quotation which is appended but they say they have been unable to get builders in to give quotes recently, again, due to the Coronavirus restrictions.

The Committee is asked to approve the grant of £5000 to the Holmfirth Tech towards the creation of a new toilet block, under section 133 of the Local Government Act 1972, 'Provision for village halls and community buildings.'

4) The Honley Village Trust / Village hall Roof

To Note: The Trust were awarded £5000 towards repair of the Village Hall roof, pending the provision of a quotations for the work.

This quotation has now been supplied and therefore the grant will be paid out in June with all the other grants that originated in the 'Expression of Interest' process in 2020/2021

Other Grant requests that originated in 2020/2021

2122 08

Holmfirth Civic Hall Community Trust

8.35
PM

At the previous CASC meeting on 8 March 2021 the committee considered two grant applications from the Holmfirth Civic Hall Community trust as follows:

1) To consider a grant request from the Holmfirth Civic Hall Community Trust for £10,000 towards the replacement of fire doors in the large Hall. (F)

2) To consider a grant request from the Holmfirth Civic Hall Community Trust for £30,000 towards the refurbishment of the toilets/ office on the ground floor. (G)

These two grant applications were then considered by Full Council on 22 March 2021, and both decisions were deferred on the grounds that the Council felt there was too little detail. The extent of the increase in costs for the second grant was not explained.

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The cost of replacement fire doors seemed excessive. The council required further explanation and quotations for the proposed works.

The Holmfirth Civic hall Community Trust has provided a letter of explanation. **(H)**.

1) The Fire doors in the Large Hall

The trust provides further explanation;

We have selected F Beardsell and Sons to do both sets of doors, their quotes are on pages 9 and 10 of the paper we sent.

For the first set of fire doors at the back of the hall:-

- To manufacture and install a like for like door set to the right-hand doors (from roadside) Door frame and pair of raised panelled doors, softwood mortice and tenon construction throughout, new hardware, panic push bars, hinges and bolts. Primed or basecoat seal only. Carry out floor repairs to replace rotting floorboards only (possibility that the joists have rotted too) but will see once the boards have been take up, at the moment it looks only to be the first 3 or four boards. For the sum of £3965.00 + vat*
- In addition, there was an additional charge of £432 for painting of the new doors.*
- So, in total we have paid £4758.00 for these doors.*

For the second set of fire doors at the front of the hall:-

- To carry out repairs/adjustment to make the second set of doors (left hand side from roadside) work as they should, supply and fit new panic push bars and bolts; ease the doors so they operate properly. Touch up paint as required. For the sum of £700.00 + vat*
- To manufacture and install a like for like door set to the left-hand doors (from roadside) Door frame with transom and pair of raised panelled doors, softwood mortice and tenon construction throughout, new hinges, re-use new panic push bars and bolts. These doors are taller than the previous doors fitted being 5 panels high rather than 4. Primed only. For the sum of £4003.00 + vat*
- To paint white inside and black outside to match the other doors recently fitted. For the sum of £420.00 + vat*

So in total we will end up paying £6147.20 for these door

The Committee is asked to approve the grant for £10, 000 for the replacement of two sets of fire doors in the large Hall of the Civic Hall with this further explanation and quotation and if approved, the final decision will be referred to Full Council on 12 July 2021 because this grant is over £5,000. If approved the grant will be made under section 133 of the Local Government Act 1972, 'the provision for public buildings and village halls' .

2) The renovation of the toilets, The development of an office, a further meeting room and the fire escape from the third floor of the Civic Hall.

In the letter, the HCHCT explain that the costs have increased due to

- 1) The addition of the fire escape element to the total (funded by HVPC in 2020)

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- 2) An amount suggested by the preferred builder to account for increases in labour cost (£11,340)
- 3) Various professional fees.

The Committee is asked to approve the grant of £30,000 to make up a shortfall in the cost of the renovations to the Civic Hall, the creation of a new toilet block, an office space and a downstairs meeting room and the creation of a fire escape. If approved, the final decision will be referred to Full Council on 12 July 2021 as this expenditure is over £5000. The grant would be made under section 133 of the Local Government Act 1972 'provision for public buildings and village halls'.

2122 09

Honley library

8.45
PM

There has been significant activity following the decision at Kirklees Cabinet meeting in February 2021 when it was confirmed that the Library would be transferred into the ownership of Holme Valley Parish Council. Lawyers acting on behalf of Kirklees Council, HVPC and the friends of Honley Library have been exchanging documents outlining the needs of all the parties.

There have been two issues which have caused some concern.

Firstly, the Kirklees Property Services announced in April that they needed to advertise the library as a building of Community value to see if any other parties were interested in taking the building over. Understandably this caused significant consternation for the Friends of Honley Library who have spent three years negotiating to get to the current situation and were dismayed that Kirklees were inviting offers from anyone else. We understand that it is a regulation within the Localism Act that this process has to be effected and we suspect that it was overlooked and should have been done as soon as FOHL expressed an interest. We are hoping that no other offers come forward.

Secondly, there was further consternation when the Kirklees Solicitors announced at an early stage that they would not countenance a lease from HVPC to the Library Trustees. They said that this gave no protection for the library service in the event that the lease was signed over to another party at a future date. The solicitor acting for HVPC, Holly Dale at Ramsdens Solicitors, has contacted the clerk as of 24 April 2021 to say that a further meeting of all three parties has agreed on a way forward.

- A) Transfer of the library to HVPC**
- B) HVPC grant a hosting agreement and polling station agreement to Kirklees Council.**
- C) HVPC grant lease to Friends of Honley Library subject to the licence agreement with Kirklees Council.**

Holly Dale has received the paperwork from the FoHL solicitors regarding their view of the lease and its terms and is hoping to have a draft lease for the C.A.S.C. committee to see by the date of this meeting on 17 May 2021.

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The committee is to consider the following items in the draft lease:

- 1) Will HVPC require the Trustees of the Library to have a repairing lease.
- 2) How and when do HVPC propose to pay the monies that have been earmarked for the utilities and running costs? How often and how much information will be required by HVPC to oversee these payments. The clerk has suggested that the £15,000 is paid over at the beginning of the tenancy (or a proportion depending on the distance through the Council Year) with a twice-yearly summary of outgoings prepared by the trustees to the HVPC.
- 3) Kirklees have asked that they be allowed to change the library opening times at short notice in specified circumstances.
- 4) That HVPC pays the buildings insurance for the Library but does not ask the Trustees to repay this.
- 5) Sub-letting is prohibited except for occasional hire to community groups and HVPC for meetings etc.
- 6) Does the Parish Council intend to restrict the ability of the Trust to carry out structural repairs unless they have the permission of HVPC.
- 7) Does the Council wish to make the lease subject to the Landlord and Tenant Act 1954 which, if used, would give the Trust security of tenure at the end of the 25-year lease? HVPC could require this to be waived.

In addition, the committee is asked to consider two requests from Kirklees Council as regards the licence agreement.

- 1) Kirklees Council requires the ability to change the opening hours of the Library immediately on notice if:
 - a. there were local or national regulations in place that prevented the library from being open at the hours of the council's choosing; or
 - b. there was not the availability of staff whether through sickness, home schooling needs, or because they had to be re-allocated to other projects at the direction of the national or local government.
- 2) Kirklees Council requires the right to have its own broadband supply for use in relation to the library. Whilst the Hosting Agreement can be amended to provide for this right, the council will also need an obligation from Holme Valley Parish Council to enter into any form of Wayleave Agreement that may be reasonably required by any broadband supplier. Broadband suppliers usually do require 3rd parties to enter into Wayleave Agreements where the route of the broadband supply has to go over land not in the customer's ownership.

2122 10

Holmfirth Public Toilets

9.00
PM

To consider the reopening of all the toilet cubicles from 18 May 2021

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The toilets have remained open with one cubicle. The maintenance contractor has asked whether the Committee would consider opening more toilet cubicles as the covid precautions ease.

2122 11 **Review of the maintenance contract for the Public Toilets** 9.05 PM

The committee is asked to approve the conclusions of the working party (I)

After some deliberation the group decided that the preferred way forward would be to put the maintenance contract for the toilets out to tender, to cover a three-year period. The associated contract for the maintenance of benches, shelters etc is also proposed to be tendered in the same way. If the Committee approve of these findings the Clerk will continue to progress the matter, refining the tender documents and the contract and seeking professional advice on the matter.

2122 12 **Tenancy of Gartside buildings.** 9.10 PM

To consider the arrangements for the payment of rent from April 2021

There was an electricity bill for the tenant from December 2020 which has now been paid. The rent due will start again from 12 April when the shop opened following relaxing of the lockdown rules. The tenant has requested that the payment of rent can be staggered slightly over the next few months until trading picks up after the relaxation of lockdown rules.

The clerk suggests that payment of rent can be per calendar month in arrears for the next three months and the committee is asked to approve this arrangement.

2122 13 **The Parish Council Statement of Priorities. (J)** 9.15 PM

The committee is asked to consider how the work of the Community Assts Support Committee relates to the Council's Strategic Priorities - a document approved at Full Council on the 1 February 2021- and to report on how the work of the committee reflects these priorities and how it might further develop its work.

2122 14 **To consider a further nomination from the committee for the position of Trustee to the Holmfirth Civic Hall Community Trust.** 9.20 PM

The Clerk has sought clarification from the Monitoring Officer at Kirklees as to whether being a trustee is an interest that should be declared in a Committee meeting and whether it should preclude that person from discussing the Civic Hall items and voting on motions associated with it. The monitoring Officer is of the opinion that being a trustee of the Holmfirth Civic Hall Community Trust should be declared as 'another' interest, not a 'pecuniary interest' and should not preclude them from discussion or voting.

2122 15 **Bins and bike cabinets adjacent to Holmfirth toilets.**

To note; The Kirklees council have agreed to remove the grey sharps bin at the front 9.25 PM

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of the building as this model is no longer used. **To date, however the bin has not been removed.**

The committee is asked to consider alternative positions for the bike Lock up cabinets in Holmfirth.

The clerk recently received a phone call from Rachel Seymour at Kirklees Council regarding the bike lock ups at the Bus Station, adjacent to the Public Toilet block. She is researching where there might be alternative positions for the lockers and would welcome views from the committee. She stated that it would not fit with the Council's intent to remove the lock ups all together.

- 2122 16 **To Note:** a letter of thanks from the Wooldale Community Association for the grant of £2000, for the resurfacing of the Playground. **(K)** 9.26 PM
- 2122 17 **To Note:** a letter from the Brockholes Village Trust for the grant of £2000 that enabled the Boules court to be completed. Three Councillors will be attending the opening of the court on the 20 May 2021. **(L)** 9.27 PM
- 2122 18 **To Note:** A letter and report from the Holme River Connections, thanking the Committee for the grant of £4,994 which enabled the completion of the Thongsbridge Wild space project. **(M)** 9.28 PM

Close of meeting

Zoom link for members of the public (<https://us02web.zoom.us/j/87611741836>)

Liz Bennett

Ms Elizabeth Bennett
Clerk

Holme Valley Parish Council
Holmfirth Civic Hall
Huddersfield Road,
HOLMFIRTH
HD9 3AS, Telephone: 01484 687460

Email: clerk@holmevalleyparishcouncil.gov.uk