

HOLME VALLEY PARISH COUNCIL

DRAFT Minutes of the **CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE** held on **MONDAY 9 SEPTEMBER 2024 at 7.00 PM** in **THE EXHIBITION ROOM, THIRD FLOOR, THE CIVIC, HOLMFIRTH, HD9 3AS.**

Attendees:

Cllr Sarah Whitelaw (Chair)

Councillors: Cllr Donna Bellamy, Cllr Mary Blacka, Cllr Jenny Holmes, Cllr Alison Morgan, Cllr Hugh Osborne, Cllr Martin Rostron.

Members: Liz Bennett, Julia Brown.

Officers: Gemma Sharp (Assistant Clerk), Rich McGill (Deputy Clerk)

Approved Apologies:

Cllr Chris Green (Vice Chair), Cllr Tricia Stewart.

Absent:

Cllr Jo Liles

WELCOME

The Chair welcomed all Committee members and members of the public.

PUBLIC QUESTION TIME

One member of the public was present to speak about item 2425 46. The committee **Resolved** to suspend Standing Orders to allow the representative from HVCAP to speak during that item instead of the public session.

PROCEDURAL MATTERS

2425 25 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014

Local (Parish and Town) **HOLME VALLEY PARISH COUNCIL** meetings can now be recorded. This meeting was recorded by the Assistant Clerk in video format for the [HOLME VALLEY PARISH COUNCIL YouTube Channel](#).

No other recordings were made.

2425 26 The Election of Co-opted Members of the Committee

HOLME VALLEY PARISH COUNCIL Standing Orders and Scheme of Delegation both specify that in addition to the committee membership of 13 elected parish councillors up to a further 6 members of the public can be co-opted onto the committee.

Co-opted members have the right to receive agendas etc and participate in meetings. Only the 13 elected members can vote.

There are currently two co-opted members of the Committee.

2425 27 Apologies and Reasons for Absence

Apologies and reasons for absence had been received from Cllr Green and Cllr Stewart.
Cllr Liles was absent.



HOLME VALLEY PARISH COUNCIL

Noted: The committee noted the absences of Cllr Green, Cllr Stewart and Cllr Liles.

Resolved: The Committee approved the apologies and reasons for absence from Cllr Green and Cllr Stewart.

2425 28 Items on the Agenda to be Discussed in Private Session

Resolved: No items on the agenda would be discussed in private session.

2425 29 Receipt of any Updated Written Declarations of Pecuniary and Other Interests

None received.

2425 30 Members' and Officers' Personal and Disclosable Pecuniary Interests in Items on the Agenda

None declared.

At this point Councillors **Resolved** to suspend Standing Orders to allow for the Item 2425 46 to be taken out of order and to allow the representative from HVCAP to join the discussion.

2425 46 HVCAP

A representative from HVCAP outlined a number of ongoing initiatives and areas that the CACE Committee could work with them on and provided updates on upcoming events.

Resolved: Holme Valley Parish Council will host information provided by HVPCAP on public recycling points in the Holme Valley on the Parish Council website, and support projects through sharing information on the website and social media.

Action: An action for the Climate Action Working Group is to explore possibilities for non-standard public recycling points.

2425 31 Minutes of the Previous Meeting

Noted: The Minutes of the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE meeting held on 3 June 2024 items 2425 01 to 2425 24 was noted by the Committee.

The Assistant Clerk reported on progress with resolutions and actions from the previous meeting not otherwise covered in agenda items.

An item on sedum roofs to be explored by the Service Provision Committee will be taken forward by Cllr Morgan.

CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE – WORKING GROUP REPORTS AND ACTION-PLANNING

2425 32 Review of HVPC Committee Structure and Meetings Cycle

At the meeting of the Full Council on 13 May 2024, councillors **RESOLVED** to establish a working group consisting of Cllr Whitelaw, Cllr Green, Cllr Ransby, Cllr Morgan and Cllr Blacka to review possible changes to the committee structure and meetings cycle for 2025-26.

A discussion on the merits and disadvantages of remit, cycle and structure of HVPC committee



HOLME VALLEY PARISH COUNCIL

changes was held by the Committee. Members agreed that monitoring and structure on Climate Action should be maintained regardless of the committee structure.

2425 33 Climate Action, Communications and Engagement Action Plan 2023-2027

Noted: The updated version of the CACE Action Plan 2023-2027 was noted by the Committee.

The Chair thanked the Assistant Clerk for her work on monitoring progress against the Action Plan.

2425 34 Communications and Engagement Working Group – Feedback on Ongoing Work

Key Priorities identified by CACE members November 2023:

1. HVPC Brand refresh and website redesign to improve accessibility and appeal.
2. Logo and QR code stickers on Parish Council assets.
3. Review of Collaboration and Community Engagement activities. Audit and confirm community groups.

Work on some of the priorities would feature in later agenda items.

2425 35 Climate Action Working Group – Feedback on Ongoing Work

Key Priorities identified by CACE members November 2023:

1. Explore possible funding applications to the government's decarbonising scheme - for retrofitting/energy conservation measures for PC buildings in partnership with HCCT and FoHL to improve the energy efficiency and carbon footprint of HVPC owned buildings.
2. Feasibility study and costing - Park and ride, alongside Stotts review, including costings and possibilities for subsidised or free travel periods. Encourage the increased use of public transport and active travel by residents and visitors to the Holme Valley.
3. Solar Panels on public toilets in Holmfirth.
4. Embed the Climate Emergency.

Work on some of the priorities would feature in later agenda items.

2425 36 Public Transport Working Group – Feedback from working group members.

A Working Group has been established with members from both SERVICE PROVISION and CACE committees to review HVPC's contribution to local transport schemes with a view to making improvements.

Working Group members reported on progress.

Noted: An update on progress from the chair of the Public Transport Working Group Cllr Baylin was included in the papers and was noted by the Committee.

Action: An action for the Assistant Clerk is to follow up with West Yorkshire Metro to see if any paper timetables for public transport could be sourced for local distribution.

Action: An Action for Mbr Bennett is to write a blog for the new website about using the local buses.



HOLME VALLEY PARISH COUNCIL

ONGOING PROJECTS

2425 37 Installation of Solar Panels at Holmfirth Public Toilets

At the Climate Action, Communication and Engagement Committee meeting on 3 March 2024 and the Committee **RESOLVED** to proceed with Wooldale Electrical as the preferred supplier, with funds **APPROVED** at **FULL COUNCIL** on 18 March 2024.

Following advice from Kirklees Planning Authority due to the non-domestic nature of the building and its location in the Holmfirth conservation area, a planning application is required to be approved before installation can take place. The Clerking team are progressing the application and is liaising with the supplier with regards to a possible installation date following on from this process.

The Assistant Clerk reported that a target date of 26 September 2024 has been estimated for a decision on the planning application.

2425 38 Sustainable Transport Summer Roadshow 2024

At the previous meeting on 4 March 2024 Councillors **RESOLVED** that:

A working group consisting of Cllr Whitelaw, Cllr Stewart, Cllr Holmes, K Warren, E Bennet and the Assistant Clerk will establish an activity on the theme of sustainable transport to exhibit at summer festivals in the Holme Valley.

Events took place at Arts Festival Weekend 15 and 16 June 2024 and Honley Show 29 June 2024 with HVPC staff, councillors and CACE co-opted members in attendance.

The Assistant Clerk gave updates on events held so far.

The next event is due to be Holmfirth Food and Drink Festival on 14 and 15 September 2024.

2425 39 The Big Community Celebration 2024

At the **FULL COUNCIL** meeting on 18 March 2024 Cllrs **RESOLVED** to proceed with the recommendation from the Climate Action, Communications and Engagement Committee to proceed with a community celebration event in lieu of the Community Champion Awards.

The Big Community Celebration has been booked to take place at The Civic on 9 November 2024 10am to 4pm. Invites to exhibit or perform have been sent to community groups and community music groups across the Holme Valley and a "Save the Date" card has been distributed in print form to community venues and online via social media and the HVPC website.

The working group is next due to meet on 18 September 2024 at 1pm to work on progressing the event.

Cllr Whitelaw, Cllr Holmes and the Assistant Clerk gave updates on progress with the arrangements for the event.

Resolved: A budget of up to £2,500 from the Communications and Engagement budget line 4650 for expenditure associated with the "Big Community Celebration" was agreed by the Committee.

2425 40 The HOLME VALLEY PARISH COUNCIL Website and Brand refresh



HOLME VALLEY PARISH COUNCIL

At the CACE Committee meeting on 4 March 2024 Councillors **RESOLVED** to approve the work plan for the selection and implementation of a new website and work towards a refreshing of the Holme Valley Parish Council brand and logo.

Members of the Communications and Engagement Working Group have worked with the Assistant Clerk to identify websites that are desirable. The Assistant Clerk has also surveyed Councillors and Clerks to identify the priorities on content, navigability, layout and brand styles that the Full Council and Clerking Team consider to be the most important.

At a previous meeting on 3 June 2024 the committee **RESOLVED** to delegate the selection of a website supplier and design agency for the brand to the communications and engagement working group.

The Assistant Clerk gave update on progress with the website and rebrand.

Following the selection of "Zonkey" to be the website supplier, the Assistant Clerk is progressing the build of the new website and migration of content with an estimated timeframe to launch in early October 2024.

Following the selection of "Redbak" design agency to support the brand and logo refresh, the Assistant Clerk and Communications and Engagement working group will be working with Redbak to an estimated October 2024 completion of the design work, with roll out on digital assets expected over the autumn/winter period.

2425 41 Biodiversity Policy

An adapted model biodiversity policy was adopted at the Full Council meeting on 18 March 2024.

A task-and-finish working group was set up at the CACE Committee meeting on 3 June 2024, with members Liz Bennett, Cllr Blacka and Cllr Morgan. Its purpose was to customise the existing Biodiversity policy to fit HVPC and to look at the Model Action Plan.

Following a review of the policy in July 2024, the working group has revised the policy to better suit the needs of Holme Valley Parish Council a copy of which was included with the meeting papers.

Cllr Morgan gave an update on progress with the biodiversity policy, communication with officers at Kirklees and proposed actions with regards to HVPC allotments.

Resolved: The Committee recommend that a clause be added to HVPC allotment agreements to prohibit the use of Glyphosate on HVPC allotments.

Resolved: The Committee recommend that the revised Biodiversity Policy as presented, goes to Full Council to be adopted.

2425 42 Holme Valley Covid Memorial

Noted: An update on progress has been received from the Covid Memorial Working Group via Cllr Blacka was noted by the Committee.

Cllr Blacka gave an update on progress with the Covid Memorial to include:

- Wording for the commemorative plaques and layout of the Honley bench and garden.



HOLME VALLEY PARISH COUNCIL

- Opening for the Honley memorial will be Saturday 7 December 2024 10am.
- Planting for the Holmfirth fruit trees will take place in February to March 2025.

2425 43 Request to Kirklees to Cease the Use of Glyphosate

At a previous meeting on 3 June 2024 Cllr Morgan agreed to follow up on progress with Kirklees.

Cllr Morgan gave updates on the ongoing communication with Kirklees officers and councillors regarding Glyphosate.

2425 44 Review of External Communication and Establishing a Communications and Engagement Strategy

A draft media and communications strategy has been prepared by the Chair and was presented with the papers.

Cllr Whitelaw gave an overview of the work completed so far. The work to revise the strategy is still ongoing and will be presented at a future meeting for adoption or amendment. Possibilities for training for councillors to improve communication and IT skills will also be explored.

2425 45 Funding Applications for Climate Mitigation Measures on HVPC Assets

Noted: The Clerk provided a written report included with the papers – Update regarding ‘green’ grants – and the latest Community Ownership Fund prospectus update from the gov.uk website. This was noted by the Committee.

Action: An action for the Assistant Clerk is to make the Clerk and Civic staff aware of possible support available from HVCAP on carbon reduction in public buildings.

MEDIA AND COMMUNICATION

2425 47 The Holme Valley Review

Work is ongoing by a small community enterprise to reestablish the “Holme Valley Review” community newspaper. A HVR Media Pack, provided by the group was included with the meeting papers.

Cllr Whitelaw gave an overview of the plans to relaunch the newspaper in print form in Autumn 2024.

Resolved: HVPC will take a half page regular commitment for 6 months, from budget line 4650 Communications and Engagement.

Action: An action for the Assistant Clerk is to progress the commitment to the regular content with the team at the Holme Valley Review and discuss editorial content.

2425 48 Publicising the work of the HOLME VALLEY PARISH COUNCIL

The full-page monthly Holme Valley Parish Council Report in the *Time In Time Out* July, August and September 2024 Editions, Hade Edge Breeze Autumn 2024 editions, and Hepworth Focus Summer and Autumn 2024 editions were included with the papers.

Noted: Print reports of the work of HOLME VALLEY PARISH COUNCIL published June to September



HOLME VALLEY PARISH COUNCIL

2024.

Mbr Brown gave an overview of the Huddersfield Hub as a proposed additional channel for publicity.

Action: An action for Mbr Brown is to explore further the possibility of working with Huddersfield Hub.

Action: An action for all members is to gather high resolution photos of the Holme Valley from contacts with their permission for use on the new website and send them to the Assistant Clerk.

2425 49 Social media and website coverage

The Assistant Clerk and Deputy Clerk/RFO continue to post items relevant to the work of HOLME VALLEY PARISH COUNCIL to the HOLME VALLEY PARISH COUNCIL website and Facebook page.

A Summary of Facebook engagement analytics and website traffic (90 day report) from 17 May 2024 to 15 August 2024 was included in the papers.

The Assistant Clerk gave a summary of key website pages for traffic that would be focused on for the new website.

Noted: Summary of Facebook engagement and website traffic from the HVPC account and website 17 May 2024 to 15 August 2024.

2425 50 CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE Budget and Earmarked Reserves 2024-25

The Climate Action, Communications and Engagement Committee has two budget lines under its remit:

- 4650 Communications and Engagement. At the start of the council year 2024-25, the budget contained £15,000.
- 4805 Climate Action. At the start of the council year 2024-25, the budget contained £5,000.

In earmarked reserves, the Committee oversees four funds with the following balances:

- EMR 336 Royal Events £1,000
- EMR 337 Covid Memorial £6,000
- EMR 341 Climate Action Projects £13,697
- EMR 349 Community Engagement £3,610

The Climate Action, Communications and Engagement Committee will be asked to consider budget recommendations for the financial year 2025-26 at the meeting on 25 November 2024.

The Deputy Clerk gave an update on expenditure to date and predicted expenditure for the remainder of the financial year 2024-25.

Noted: CACE Committee's Year-to-date Expenditure against Budgets 2024-25.

Resolved: The Committee resolved that the Climate Action Working Group and the Communications and Engagement working group is to outline proposed projects/actions for the year 2025-26 and an estimate of associated expenditure needs to be brought to the next CACE Committee meeting on 25 November 2024.



HOLME VALLEY PARISH COUNCIL

CORRESPONDENCE

2425 51 Communication from Yorkshire Water regarding Woodland Management

The Clerk has shared correspondence from Yorkshire Water regarding woodland management plans. The correspondence has a link <https://www.fountainsforestry.co.uk/ywwm/> to plan maps. Please note that the Holme Valley Parish Council area falls within the Midlands map. Areas around some of the reservoirs in the Holme Valley fall within the plans.

Action: An action for the Assistant Clerk is to pass the consultation on Woodland Management from Yorkshire Water to HVCAP and River Holme Connections.

2425 52 Peak District National Park Stakeholder Climate Change Survey

The Clerk has shared correspondence from The Peak District National Park. This contains an invitation to complete a Climate Change Survey.

Action: An action for the Assistant Clerk is to pass the consultation on Climate Change from the Peak District National Park, Holme Village Association, HVCAP and River Holme Connections.

2425 53 Items for publicity

The PUBLICATIONS & COMMUNICATIONS COMMITTEE 14-09-21 motion 2122 27 press coverage has directed officers of the HOLME VALLEY PARISH COUNCIL to add an agenda item in all meetings asking Members what events or news from the meeting they wish to publicise via the press, website and/or Facebook.

The Assistant Clerk gave an overview of upcoming planned publicity.

Action: An action for the Deputy Clerk was to share the details for grant applications with the wider council.

The Chair thanked the Assistant Clerk and the Committee for their contributions.

Close 8.58pm

