

# HOLME VALLEY PARISH COUNCIL

**DRAFT** Minutes of the **CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE** held on **MONDAY 27 JANUARY 2025 at 7.00 PM** in **THE EXHIBITION ROOM, THIRD FLOOR, THE CIVIC, HOLMFIRTH, HD9 3AS.**

## **Attendees:**

Cllr Chris Green (Vice Chair)

Councillors: Cllr Donna Bellamy, Cllr Jenny Holmes, Cllr Alison Morgan, Cllr Hugh Osborne,

Members: Liz Bennett, Julia Brown, Peter Van Ruiten

Officers: Gemma Sharp (Assistant Clerk)

## **Approved Apologies:**

Cllr Sarah Whitelaw (Chair), Cllr Mary Blacka, Cllr Tricia Stewart, Cllr Martin Rostron.

## **Absent:**

Cllr Jo Liles

## **WELCOME**

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

## **PUBLIC QUESTION TIME**

Cllr Baylin attended as a member of the public to speak on items 2425 90 and 2425 93. The committee **Resolved** to suspend Standing Orders to allow the representative from HVCAP to speak during those items instead of the public session.

One member of the public was present to be considered for co-option to the committee in item 2425 80.

## **PROCEDURAL MATTERS**

### **2425 79 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 80 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.

Peter Van Ruiten, Chair of HVACP attended and gave an introduction about himself and indicated that he would like to be put forward for co-option to the committee.

**RESOLVED:** Peter Van Ruiten was approved by the committee to be a co-opted member of the Climate Action, Communications and Engagement Committee.

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## 2425 81 Apologies and Reasons for Absence

Apologies and reasons for absence had been received from Cllrs Whitelaw, Blacka, Rostron and Stewart.

Cllr Liles was absent.

**NOTED:** The committee noted the absences of Cllrs Whitelaw, Blacka, Rostron, Stewart and Liles.

**RESOLVED:** The Committee approved the apologies and reasons for absence from Cllrs Whitelaw, Blacka, Rostron and Stewart.

## 2425 82 Items on the Agenda to be Discussed in Private Session

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

## 2425 83 Receipt of any Updated Written Declarations of Pecuniary and Other Interests

None received.

## 2425 84 Members' and Officers' Personal and Disclosable Pecuniary Interests in Items on the Agenda

None declared.

## 2425 85 Minutes of the Previous Meeting

**NOTED:** The Minutes of the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE meeting held on 25 November 2024 Items 2325 53 to 2425 78.

The Assistant Clerk updated on ongoing items from previous minutes not otherwise covered in the agenda.

Cllr Morgan will carry forward her work on the cessation of the use of Glyphosate in Kirklees.  
Mbr Van Ruiten will follow up on work towards non-standard recycling points with the team at HVCAP.

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

## 2425 86 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.

At a meeting of the Full Council on 16 December 2024, councillors **RESOLVED** that the committee structure would change affecting the Climate Action, Communications and Engagement Committee as follows:

- i. To disestablish the CACE Committee from May 2025 on the understanding that every action taken by this council will be measured on its positive affect on the environment, both in terms of biodiversity and carbon emissions.

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- ii. To establish a Communications and Engagement sub-committee of Full Council from May 2025 to allow for greater flexibility.

A report on the recommended actions to support embedding climate action at Holme Valley Parish Council for Full Council following the disestablishment of the Climate Action, Communications and Engagement Committee has been prepared by the Clerking team, Cllr Whitelaw and Cllr Green.

Cllr Green gave an overview of the recommendations.

**RESOLVED:** Recommendation to Full Council on structure and processes for mitigating the Climate Emergency following the disestablishment of the Climate Action, Communications and Engagement Committee as set out in the paper with one amendment for the standing item at Full Council of “Green Matters” to be termed “Climate Emergency”.

The Communications and Engagement sub-committee will define its own structure following the formation of the sub-committee at the Annual Council meeting on 19 May 2025.

**RESOLVED:** Recommendation to Full Council that the Communications and Engagement Sub-Committee should have the facility to co-opt members of the public to support the work of the sub-committee.

## **2425 87 Climate Action, Communications and Engagement Action Plan 2023-2027**

**NOTED:** Updated version of the CACE Action Plan 2023-2027.

## **2425 88 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.

## **2425 89 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.

## **2425 90 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 and exploring other possible initiatives such as Park and Ride.

Standing orders were suspended in order to allow Cllr Baylin to speak during this item.

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Cllr Baylin gave an overview of the current work of the sustainable transport working group. The working group has welcomed Sarah Wells from the Penistone Line Partnership to the group, and will also be liaising with EPIKS on some of their proposals.

The working group met on 20 January 2025 and will be focusing on the following priorities going forward:

- Promoting local bus services.
- Park and Ride/Stride for Holmfirth with a potential pilot for Art Week 2025.
- Possible improvements to local bus services (timetabling and routes).

Cllrs discussed the plans and made suggestions on including supermarkets to routes and event transport.

Mbr Bennet has produced a blog about using the buses around the Holme Valley. Part 1 is published on the HVPC website and via social media, Part 2 will be published in the near future.

**NOTED:** Update form the Transport Working Group and Bus Blog from Mbr Bennett.

**ACTION:** An action for Cllr Baylin is to invite Mbr Bennet to the Transport Working group pending agreement of the working group.

## ONGOING PROJECTS

### 2425 91 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.

On 10 December 2024, planning permission was granted to proceed with the defined solar scheme at the Public Toilets.

The Clerking team have given notice to the Gartside Unit tenant, toilet maintenance contractor and Kirklees car parks regarding the works. A provisional start date has been agreed with the supplier of 3 March 2025 and is expected to take two weeks.

EMR 341 Climate Action Projects currently contains £13,526.68. £10,000 of this earmarked reserve has been committed to the solar panels projects at Holmfirth toilets. However, there has been additional expenditure on this project (on the planning application and drawings) and there will be further additional expenditure relating to the booking out parking spaces for scaffolding and a pavement work licence which means the ringfenced £10,000 will not now cover the full cost of the installation.

Cllr Morgan raised concerns regarding a potential conflict with the work from the Service Provision Committee on the fabric of the Gartside Building with the installation of the Solar Panels.

**ACTION:** An action for Cllr Morgan is to contact the architect carrying out the work on the Gartside Unit to investigate whether the solar installation can go ahead on schedule around other works.

**RESOLVED:** Approval of an additional up to £3,000 from budget line 4805 Climate Action for expenditure relating the solar panel installation at Holmfirth Public Toilets to cover additional

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delivery expenditure such as booking out car parking spaces for the works and a pavement licence.

## 2425 92 The Big Community Celebration 2025

At the **FULL COUNCIL** meeting on 16 December 2024 Cllrs **RESOLVED** to proceed with the recommendation from the working group that the Big Community Celebration would be repeated in Autumn 2025, and then move to every other year in the future.

The Working Group held a review session on 5 December 2024 and a provisional dates of 8 or 15 November 2025 was agreed and recommendations from the feedback have been taken into account. Notes from the meeting have been included with the papers.

**NOTED:** The working group for the 2025 Big Community Celebration will be formed at Full Council and will meet for the first time on 10 February 2025 at 9.30.

## 2425 93 Holme Valley Parish Council Website

[www.holmevalleyparishcouncil.gov.uk](http://www.holmevalleyparishcouncil.gov.uk) changed over to the new site on 10 October 2024 and is now the main website.

Standing Orders were suspended during this item to allow Cllr Baylin to contribute to discussion.

The Assistant Clerk now has access to the analytics page for the website for the monitoring of traffic.

The Assistant Clerk will continue to develop website content in the coming months in cooperation with the developer and CE working group and later the Communications and Engagement Sub-Committee. Possible expansions include a directory, tourist info and more climate action information. An initial plan for developing content and sections has been compiled by the Assistant Clerk.

Assistant Clerk gave an overview of plans and asked for feedback from members on the direction and content of the development of the site.

Cllr Baylin gave an overview of some of the ideas he had worked on with external local groups on transport and tourism that could be included in the site.

**ACTION:** An action for the assistant Clerk is to include the suggestions and priorities from the committee into the action plan for website development.

## 2425 94 Holme Valley Parish Council Brand Refresh

Following the selection of “Redbak” design agency to support the brand and logo refresh, the Assistant Clerk and Communications and Engagement working group have been working with Redbak on the design work.

The latest version of the brand presentation from Redbak was included in the papers. The Communications and Engagement Working Group invited the Committee’s views before the design is finalised and put to Full Council for adoption. The Working Group will then define the timeframe and scope for the roll out on digital and physical assets.

The Assistant Clerk gave an overview of work so far and options for the next stage.

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**NOTED:** Presentation on Holme Valley Parish Council Brand from Redback.

**RESOLVED:** An action for the Communications and Engagement Working Group is to work with Redbak on the final changes to the brand refresh.

## 2425 95 Funding Applications for Climate Mitigation Measures on HVPC Assets

The Clerk continues to work with Holmfirth Civic Community Trust on applying for grants to improve the carbon footprint of The Civic. This work going forward will become part of the work of the Finance and Management Committee.

**NOTED:** The Community Ownership Fund (COF), which was expected to be a potential source of funding in 2025 was closed in December 2024.

## MEDIA AND COMMUNICATION

## 2425 96 Publicising the work of the HOLME VALLEY PARISH COUNCIL externally

At a previous meeting of the Committee on 25 November 2024 the Committee RESOLVED to make a monthly contribution of £200 from January 2025 to Huddersfield Hub to establish a Holme Valley community news page within the site.

The page will include 2 stories per month from HVPC and also bring together other stories from the Holme Valley that Huddersfield Hub are reporting on.

To view the page, please visit:

<https://huddersfieldhub.co.uk/category/holme-valley-parish-council/>

The Assistant Clerk gave updates on the work with Huddersfield.

**NOTED:** Reports of the work of HOLME VALLEY PARISH COUNCIL published (or due to be published) December 2024 to February 2025 in Holme Valley Review, Tito, and Huddersfield Hub.

## 2425 97 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 and website traffic analytics (90 day report) from 23 October 2024 to 19 January 2025 has been included from the Assistant Clerk.

Assistant Clerk to report further.

**NOTED:** Summary of Facebook engagement from the HVPC account 23 October 2024 to 19 January 2025.

## BUDGET AND CORRESPONDENCE

## 2425 98 Honley Agricultural Show 2025 – Programme Sponsorship

Mbr Brown Declared a personal interest in the item as a volunteer for Honley Agricultural Show

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Society.

Mbr Brown presented a proposal for the sponsorship of the Honley Show Programme and then left the room while Cllrs discussed the proposal.

**RESOLVED:** To sponsor Honley Agricultural Show 2025 Programme for £1,500 with funds from budget line 4650 Communications and Engagement.

## 2425 99 West Yorkshire Combined Authority consultation on Climate and Environment Plan

West Yorkshire Combined Authority are working on a new Climate and Environment Plan for 2025 - 2028. In the draft plan, they set out how to prioritise and actions needed to take to move towards the net zero target.

The priorities in the plan focus on five themes: energy, transport, business, housing and nature.

The survey is open until 31 January 2025 and can be accessed via the following link:  
<https://online1.snapsurveys.com/Interview/2dd699b1-463b-4d00-a732-dc66332dd908>

A Stakeholder Engagement Document has been included with the papers.

**ACTION:** An action for the Assistant Clerk is to forward the consultation to Full Council to respond as individuals if they so wish.

## 2425 100 Climate Action, Communications and Engagement Committee expenditure against budget and earmarked reserves 2024-25

**NOTED:** The Deputy Clerk has prepared a year-to-date projected expenditure report and the following commentary on budget expenditure:

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

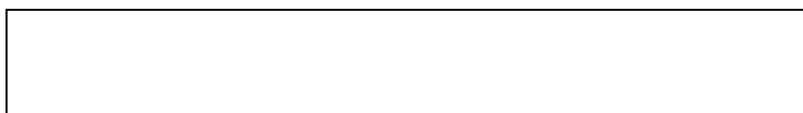
- **4650** Communications and Engagement. At the start of the council year 2024-25, the budget contained £15,000.
- **4805** Climate Action. At the start of the council year 2024-25, the budget contained £5,000.

In **earmarked reserves**, the Committee oversees four funds which end 31<sup>st</sup> December 2024 had the following balances:

- EMR 336 Royal Events £1,000
- EMR 341 Gartside Building Energy Projects £13,527
- EMR 349 Community Engagement £3,610

## 2425 101 Climate Action, Communications and Engagement Committee Budgets and Earmarked Reserves 2025-26

**NOTED:** At a meeting of the Full Council on 16 December the council resolved to approve budgets of £5,000 for budget line 4805 Climate Action and £15,000 for budget line 4650 Communications and Engagement for the council year 2025/26.



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## 2425 102 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.

**ACTION:** An action for The Assistant Clerk is to post the West Yorkshire Climate and Environment consultation on Facebook.

**Close 8.36pm**

