

Holme Valley Parish Council

DRAFT MINUTES OF A MEETING OF THE SERVICE PROVISION COMMITTEE

MONDAY 9 JUNE 2025 7pm

EXHIBITION ROOM AT THE CIVIC, HOLMFIRTH

IN THE CHAIR: Cllr Alison Morgan

PRESENT: Cllr Isaac Barnett, Cllr Lawrence Baylin, Cllr Donna Bellamy, Cllr Mary Blacka, Cllr Harry Davis, Cllr Tom Dixon, Cllr Donald Firth, Cllr Chris Green, Cllr Jenny Holmes, Cllr Glenn Kirkby, Cllr Hugh Osborne, Cllr Steve Ransby, Cllr Sarah Whitelaw

APPROVED APOLOGIES & REASONS: Cllr Damian Brook, Cllr Pat Colling, Cllr Jo Liles, Cllr Martin Rostron, Cllr Tricia Stewart

TAKING MINUTES: Jen McIntosh (Clerk)

DRAFT MINUTES

	Welcome Cllr Morgan welcomed everyone to the first SERVICE PROVISION COMMITTEE meeting of the Council Year and her first meeting as Chair.
2526 01	Public Question Time
	No members of the public were present to speak.
2526 02	Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014
	The Clerk was recording the meeting in video format for upload to the Parish Council's YouTube channel. There were no other requests to record.
2526 03	Apologies and reasons for absence
	Apologies for absence with reasons received by the Clerk had been circulated by email prior to the meeting starting. Cllr Andy Wilson had resigned by email from the COMMITTEE prior to the agenda being sent out.
	NOTED: the resignation from the COMMITTEE of Cllr Andy Wilson on 3 June 2025. His resignation will be further noted and membership of SERVICE PROVISION COMMITTEE amended at FULL COUNCIL on 23 June 2025. APPROVED: Apologies and reasons for absence from Cllr Damian Brook, Cllr Pat Colling, Cllr Jo Liles, Cllr Martin Rostron, Cllr Tricia Stewart.
2526 04	Election of Vice Chair
	In line with Standing Orders the Annual Council meeting resolved that the Vice Chair of the SERVICE PROVISION COMMITTEE be elected at the first meeting of the council year 2025-26.

Holme Valley Parish Council

	Nominations for Cllr Harry Davis and Cllr Chris Green were received. Cllr Green not being present at the time, it was confirmed by the Chair that he was willing to stand.
	ELECTED: Cllr Chris Green as Vice Chair of the SERVICE PROVISION COMMITTEE for the remainder of the council year 2025-26.
	Cllr Green joined the meeting at 7.10pm and took his place as Vice Chair.
2526 05	Receipt of updated Disclosable Personal and Pecuniary Interests forms
	Any processed revised (DPIs) of Committee members received will be circulated by email prior to the meeting. Members are requested to read the unredacted DPIs sent out and then delete them. DPIs are subsequently shared with Kirklees, redacted (signatures and home addresses) and uploaded to the HVPC website.
	Clerk reported that she had been unable to process incoming revised Disclosable Personal and Pecuniary Interests forms prior to the meeting due to time constraints. All revised forms were to be processed for FULL COUNCIL on 23 June 2025.
	Clerk to include in agenda for 23 June 2025 proposal for councillors to view DPIs via website rather than receive them via email.
2526 06	Members' and Officers' personal and disclosable pecuniary interests in items on the agenda
	Cllr Whitelaw declared an interest in item 2526 17 Youth work in the Holme Valley as a Director of Café 100.
2526 07	Items on the agenda to be discussed in private session
	On occasion, items can be resolved to be heard in private session due to issues of commercial sensitivity, public interest or other good reason why the item should not be discussed in public.
	RESOLVED: to consider item 2526 10 Holmfirth Public Toilets and Gartside Unit and item 2526 13 New Mill Closed Churchyard in private session due to commercial sensitivity.
2526 08	Minutes of the previous Service Provision Committee meeting
	The minutes of the previous meeting of the SERVICE PROVISION COMMITTEE, held on 24 February 2025 numbered 2425 69 - 2425 89 inclusive were APPROVED at ANNUAL COUNCIL on Monday 19 May 2025.
	NOTED: the minutes of the previous meeting of the SERVICE PROVISION COMMITTEE held on 24 February 2025, numbered 2425 69 - 2425 89 inclusive.
	The following information was received regarding ongoing matters arising from the approved minutes not otherwise included in the agenda. <ul style="list-style-type: none"> – Minute 2425 76 Kirklees had provided an invoice for the lit Christmas tree supplied for Holmfirth Centre and this had been paid. – Minute 2425 80 Holmfirth Civic Hall Community Trust – actions for the Clerk were to relay feedback regarding the interiors project and seek a response; and to request a breakdown of works and costs for 2025/6. The requests had been made and response conveyed by email. Holmfirth Civic Hall now formed part of the remit of the FINANCE AND MANAGEMENT COMMITTEE.

Holme Valley Parish Council

	BUDGETARY MATTERS
2526 09	Service Provision Committee Budget 2025-26 and Earmarked Reserves
	<p>A report from the Deputy Clerk/RFO on <u>Expenditure against Budget 2025-26 – Budget Lines Year-to-Date and Earmarked Reserves</u> was shared to monitor potential overspends and underspends and so manage the budget. The Clerk reported that the early stage of the council year was reflected in the report in that there was little expenditure to observe.</p> <p>The Clerk further reported that the FINANCE AND MANAGEMENT COMMITTEE had requested regular reports on the use made of Earmarked Reserves connected to the Committee.</p>
	NOTED: the Expenditure against Budget 2025-26 – Budget Lines Year-to-Date <i>and</i> Earmarked Reserves.
	ASSETS MAINTAINED BY HOLME VALLEY PARISH COUNCIL
2526 10	Holmfirth Public Toilets and Gartside Buildings update
	<p>This item was heard in private session as resolved in minute 2526 07 as commercially sensitive information formed an element of the item. The minute below reflects information broadcast through the published agenda and those elements of the item not deemed to be commercially sensitive.</p> <p>A report was received from the maintenance contractor.</p> <p>The Clerk gave an update on the Gartside Unit, explaining that the installation of a new noticeboard for EPIK's use had been paused and then superseded by the outcomes of the Condition Survey which proposed that the exterior of the building is decluttered. The key to the noticeboard already installed had been made available to EPIKS so that opening hours etc could be displayed.</p> <p>A task for the clerk from minute 2425 81 on 24 February 2025 to arrange the reimbursing of EPIKS redecorating costs from the start of their tenancy still required actioning.</p> <p>The sharps bin outside the toilet had been removed.</p> <p>The solar panels project had merged with the project to refurbish/improve the public toilets and the table below illustrated total possible funds available:</p>

Holme Valley Parish Council

Budget 4805	Climate Action*	£5,000.00
Budget 4325	Public Toilets Lettable space*	£1,050.00
EMR 331	Gartside Building	£10,000.00
EMR 341	Gartside Building Energy Efficiency Projects – solar panels and roof repair	£13,526.68
Add to EMR 341	The underspend on 2024/25 Budget 4805	£4,898.42
TOTAL POSSIBLE FUNDS		£34,475.10
NB asterisked * budgets may be required for other expenditure than the toilets project.		

The Condition Survey and associated plans/specifications had been completed and revealed significant issues with the condition of the roof which needed to be dealt with before panels could be installed and required modification of the solar panels to be installed.

A suggested programme of works across 3 distinct phases had been drawn up to fundamentally improve the entire building and address all fit-for-purpose issues. The indicative costs associated with Phase 1 were as per the table set out below:

No	Element	Est cost	Total Exp	Priority rating A=ESSENTIAL B=DESIRABLE	Notes
1	Original solar panels installation quote.	£12,000 incl VAT	£12,000	A	Requote required conforming to revised specification.
2	Roof repairs	£12,500 est	£24,500	A	Original quote £3,430
3	Lettable unit glazed door and window	£2,500 est	£27,000	B	Priority B until quotes obtained. May consider just installing glazed door. Investigate if Planning Permission needed and costs.
4	Wiring testing and RCD unit	£1,800	£28,800	A	
5	Replacement of security grill	£2,400 est	£31,200	B	Priority B until quotes obtained.
6	Parking space cessation charges	£672- £1,008	£31,872	A	£8 per space per day possible 6 days 14-21 days est
7	Kirklees pavement	£475	£32,347	A	£225 to be refunded if down within 4 weeks.

Holme Valley Parish Council

	permit for scaffolding					
8	Project Management costs	£500	£32,847	A	Holme Architecture has been asked to provide written confirmation	
TOTAL ESTIMATED COST			£32,847 including A & B £27,947 including A only			
<p>Holme Architecture - who carried out the Survey and drew up the programmes of works - had worked closely with the Holmfirth Public Toilets Working Group established by the Committee to progress the combined projects and estimated project management costs to be £504 incl VAT for Phase 1 and £2,160 incl VAT for Phases 2 & 3.</p> <p>The Committee was asked to acknowledge that the Public Toilets were an essential facility for the town and also played an important part in how the Holme Valley presented to residents and visitors. The first phase of the programme of improvement was to be implemented in 2025-26 and prioritised structural and energy efficiency issues which, in turn, would improve the internal conditions of the facility.</p> <p>Some low-cost improvements were also suggested to improve the presentation of the exterior of the building.</p> <p>The Committee was further asked to commit to the remainder of the total programme with improvements to the design, decor, furnishings and equipment of the toilets in the period following 2025-26, subject to budgets, and to review this during the budget-setting activities for 2026-27.</p>						
<p>RECEIVED: Condition Survey and associated plans.</p> <p>RESOLVED: to recommend to Full Council approval in principle of expenditure up to £34,475.10 for Phase 1 of plans to repair the Gartside Building roof, install solar panels and other tasks included in agreed Phase 1 scheme of works, including the order of priority within phase 1 as agreed by the Working Group.</p> <p>RESOLVED: to retain Wooldale Electrical Company Ltd for solar panel installation as previously selected and APPROVED the quote supplied.</p> <p>RESOLVED: to commit in principle to implementing phases 2 and 3 of the plan, subject to budget being approved at the relevant time.</p> <p>APPROVED: the continuation of the Working Group (membership: Cllr Morgan, Cllr Dixon, Cllr Baylin, Cllr Kirkby) with its original objectives and remit.</p> <p>Thanks were recorded to the working group and particularly to the leadership of Cllr Morgan for progressing this project.</p> <p>Thanks were also recorded to Holme Architecture for assistance with the project.</p>						

Holme Valley Parish Council

	OTHER ASSETS MANAGEMENT
2526 11	Progress regarding a possible tendering process for Holmfirth Public Toilets and the Maintenance of smaller assets
	It remained an action for the Clerk to arrange a meeting of the Maintenance Contract and Procurement Working Group to progress the maintenance and toilets contracts.
	<p>APPROVED: the continuation of the Toilets and Maintenance Contracts and Procurement Working Group, established 8-7-2024, (membership: Cllr Baylin, Cllr Dixon, Cllr Kirkby and Cllr Morgan) with the original objectives and remit.</p> <p>APPROVED: extension of current contracts on a rolling month-by-month basis until 31 December 2025 or the completion of the tendering process, whichever is soonest.</p>
2526 12	Other assets including benches, stone shelters, war memorials, red heritage phone kiosks and the Covid Memorial Orchard at Sands.
	<p>The Maintenance Contractor's Report was referred to within this item.</p> <p>A total of 59 benches had been repaired/serviced/ tidied up including:</p> <ul style="list-style-type: none"> – all the Upper Holme Valley benches – Digley Embankment A8 (repaired) – A9 Bilberry Embankment (new memorial plaque installed) – C4 on Wards Bank Cartworth refurbished – All the Hepworth benches and some of the central Holmfirth benches visited on 14 March. <p>The Contractor was aware that F12 Scar Hole Lane needed a repair.</p> <p>Honley benches had been visited 6 March.</p> <p>The Clerk reported that an email had been received from Holme Village Residents' Association thanking the Parish Council for the recent refurbishment of the heritage red telephone kiosk.</p> <p>An action for the Clerk remained to submit a grant application to the War Memorials Trust regarding Hepworth War Memorial. The Clerk thanked members for suggestions for experienced heritage stonemasons who could quote for the work.</p> <p>An application to Kirklees to install a memorial plaque at Sands to accompany the Memorial Orchard had been submitted – a response was awaited.</p> <p>Regarding the stone shelters Cllr Baylin was to meet with the maintenance contractor to inspect Hade Edge Shelter. There were perennial issues with this shelter, most likely due to the double-sided nature of the construction.</p> <p>Cllr Green informed the Committee that Friends of Honley remained interested in installing a sedum roof at the shelter on Eastgate, Honley.</p> <p>Cllr Kirkby and Cllr Bellamy both declared a non-pecuniary interest as members of the Friends of Honley group and so would not vote in any motion put forward.</p>
	<p>RESOLVED: to support in principle permitting Friends of Honley to explore, cost and - should the project progress – pay for all works to install a sedum roof on the shelter on Eastgate, Honley (SH1 on asset map).</p>

Holme Valley Parish Council

	<p>An action for Cllr Morgan was to inform Friends of Honley of the outcome and liaise further regarding the project.</p> <p>An action for the clerk was to ascertain ownership of the bench outside Holmfirth Swimming Pool as this was in need of repair. If it was established that the bench was in Kirklees ownership then the Clerk was to contact Kirklees to inform them of the poor condition of the bench.</p>
2526 13	New Mill Closed Cemetery
	<p>This item was heard in private session as resolved in minute 2526 07.</p> <p>A meeting had been arranged for 10.45am on Wednesday 18 May between New Mill Church authorities and members of the COMMITTEE including Cllr Baylin, Cllr Green and Cllr Davis to review the works specification.</p>
	SERVICES
2526 14	Christmas tree provision - plans for 2025-26
	<p>The Clerk reported that as well as supporting Holmfirth Christmas Team and Honley Christmas Team through grants and purchasing a lit and installed Christmas tree from Kirklees for Holmfirth centre (cost: £1425.60 in 2024) from the budget line 4705 Christmas Provision (£4,592), the COMMITTEE instituted a small grants scheme in 2024 to encourage community groups in each ward to have a community Christmas display/tree.</p> <p>Eight groups successfully applied and were granted rolling grants for 2025, 2026 and 2027 as a consequence. Three further groups applied late and were awarded grants for 2024. One group has provided an evaluation to date.</p> <p>The awarding of grants should be more straightforward in 2025 as contacts have been established with the eight potential rolling grant applicants and also with the other three groups who were awarded grants late. The preferred distribution of grants would be for one in each ward; however, it had not been possible to secure a grant applicant for Wooldale in 2024.</p> <p>The Clerk to contact all eight potential rolling grant applicants, to chase up the seven outstanding evaluations and to encourage all 8 to apply for a rolling grant.</p> <p>The Clerk to:</p> <ul style="list-style-type: none"> i. make contact with the other three late applicants ii. contact other groups suggested by members iii. publicise the remaining grants <p>with regards to encouraging additional applications.</p> <p>The COMMITTEE noted that applications for grants would need to be considered in the meeting on <u>Monday 22 September 2025</u> alongside consideration of any grants for the Holmfirth and Honley Christmas Teams.</p>
2526 15	Public area litter and dog waste management strategy
	<p>The Clerk reported that the SERVICE PROVISION COMMITTEE has overseen the instalment of a number of dog waste disposal bag dispensers and has a budget to cover the cost of restocking the dispensers. A number of volunteers assist with refilling the dispensers.</p>

Holme Valley Parish Council

	<p>The Working Group had drafted a new Public Area Litter and Dog Waste Management Strategy during 2024-25 and had consulted with District Ward Councillors, KMC officers, members of the CACE Committee and the public on the available options.</p> <p>Cllr Baylin had provided a report on this work and set out some of the obstacles of working in partnership with Kirklees regarding this issue.</p> <p>A future development could be to work with schools as students are future dog owners.</p> <p>The Clerk reported that 2 'voluntary' bins at Sands had been removed by Kirklees and that 2 new replacement bins ordered. The Clerk gave a verbal report on feedback from volunteers who keep the dog waste bag dispensers filled. Points included:</p> <ul style="list-style-type: none"> i. All volunteers were willing to carry on. ii. All volunteers believe it is having an impact – dog waste issue was no worse and perhaps a little better than in past. iii. All volunteers believe it is important that the Parish Council is seen to be taking a lead on the issue. iv. There had been a problem of multiple numbers of bags being taken which generally led to volunteers putting fewer in but doing it more regularly; when it happens volunteers generally avoid restocking the bin in question for a while; whilst volunteers were aware that this was an issue it did not in their view outweigh the usefulness of having the dispensers there. v. Signage more generally could be more helpful and used to better effect.
	<p>RESOLVED: to confirm the membership and of the working group as Cllr Baylin and Cllr Blacka to further implement the Public Area Litter and Dog Waste Management Strategy.</p> <p>Cllr Tom Dixon also offered to assist the Working Group.</p> <p>ACTION: Clerk to send a thank you letter and card to all volunteers who stock the dog waste bag dispensers on behalf of the Parish Council.</p>
	PARTNERSHIPS, PROJECTS AND REPORTS FROM WORKING GROUPS
2526 16	Tourism
	An update was provided by Cllr Baylin.
	RESOLVED: that a Tourism Working Group consisting of Cllr Baylin and Cllr Whitelaw be established with an objective for the Council of supporting events and festivals in the Holme Valley.
2526 17	Youth work in the Holme Valley
	<p>It was noted that the move of Café 100 to the Tech had been positive, giving attendees opportunity to engage in a range of activities and use of facilities.</p> <p>NOTED: the reports received from Kirklees Youth Alliance with regards to youth provision in the Holme Valley.</p>
	RESOLVED: to recommend that FULL COUNCIL approves expenditure of up to £25,000 for Kirklees Youth Alliance for the provision of youth services in the Holme Valley, to be made by one payment of £10,000 following this meeting and then £5,000 after each remaining SERVICE PROVISION

Holme Valley Parish Council

	COMMITTEE meeting across the council year 2025-26.
2526 18	Transport Working Group and Stotts Minibus Provision - update
	An update from Cllr Baylin was received.
	There was uncertainty regarding possible changes in local provision. Given the current disruption in Holmfirth centre this might not be the right time to promote the use of bus services. It was possible that a schematic map could be produced depicting bus routes along the lines of the one which publicises the Penistone Line Partnership.
	RESOLVED: to confirm the reviewed membership of the Working Group as Cllr Baylin, Cllr Barnett, Cllr Liles, Cllr Morgan, Cllr Blacka, Cllr Dixon, Cllr Whitelaw and Cllr Green, objectives and remit of the Working Group.
	PRIORITIES
2526 19	Priorities for Climate Action activities 2025-7
	Cllr Whitelaw had asked for this item to discuss the ways in which priorities for Climate Action activities 2025-7 should be established. The CACE handover document set out desired actions identified at the start of the council term now in need of reviewing in the light of other actions that should be added or take precedence.
	The Council should take a clear lead in continuing to support climate action in the Holme Valley, in collaboration with other local organisations. The SERVICE PROVISION COMMITTEE had a key role to play in the delivery of the Council's fourth objective as set out below:
	<p><i>4. Address the Climate Emergency</i></p> <ul style="list-style-type: none"> • <i>Every action will be underpinned by the desire to address the climate emergency which HVPC declared in 2019.</i> • <i>This will apply to the PC's own actions and to the projects of grant recipients.</i> • <i>Proposed actions will be measured against their impact on the natural environment and climate change.</i>
	RESOLVED: that the existing Structures Review Working Group – reviewed membership consisting of Cllr Whitelaw, Cllr Ransby, Cllr Kirkby, Cllr Blacka and Cllr Morgan – review the CACE handover document and bring proposals relevant to the SERVICE PROVISION COMMITTEE to a future meeting.
	PUBLICITY
2526 20	Items for Publicity
	Members suggested items for publicity arising from the current work of the Service Provision Committee as follows: <ul style="list-style-type: none"> – Works to Holmfirth Toilets - publicise – Publicise Christmas grants at an appropriate time – Ensure that Stotts bus provision for festivals is publicised – Explore possibility of interviewing Stotts buses and use as publicity
	The meeting closed at 8.53pm