

# Holme Valley Parish Council

## MEETING OF THE SERVICE PROVISION COMMITTEE

MONDAY 23 FEBRUARY 2026

THE EXHIBITION ROOM, THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS

**IN THE CHAIR:** Cllr Alison Morgan

**PRESENT:** Cllr Lawrence Baylin, Cllr Mary Blacka, Cllr Harry Davis, Cllr Donald Firth, Cllr Jenny Holmes, Cllr Glenn Kirkby, Cllr Jo Liles, Cllr Hugh Osborne, Cllr Steve Ransby, Cllr Martin Rostron.

**APPROVED APOLOGIES & REASONS:** Cllr Donna Bellamy, Cllr Damian Brook, Cllr Pat Colling (dispensation), Cllr Tom Dixon, Cllr Chris Green, Cllr Tricia Stewart, Cllr Sarah Whitelaw.

**TAKING MINUTES:** Jen McIntosh (Clerk)

### DRAFT MINUTES

	<b>Welcome</b>
	Cllr Alison Morgan, in the Chair, welcomed all to the meeting.
<b>2526 59</b>	<b>Public Question Time</b>
	No members of the public were present.
<b>2526 60</b>	<b>Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014</b>
	The Officer was recording the meeting in video format for upload to the Parish Council's YouTube channel. There were no other requests to record the meeting.
<b>2526 61</b>	<b>Apologies and reasons for absence</b>
	Apologies for absence with reasons received by the Clerk were circulated by email prior to the meeting.
	<b>APPROVED:</b> Apologies and reasons for absence from Cllr Donna Bellamy, Cllr Damian Brook, Cllr Pat Colling (dispensation), Cllr Tom Dixon, Cllr Chris Green, Cllr Sarah Whitelaw.
<b>2526 62</b>	<b>Receipt of updated Disclosable Personal and Pecuniary Interests forms</b>
	No revised Disclosable Personal and Pecuniary Interests forms (DPIs) of Committee members have been received.
<b>2526 63</b>	<b>Members' and Officers' personal and disclosable pecuniary interests in items on the agenda</b>
	Members were reminded that: <ul style="list-style-type: none"><li>– If a member had listed in written declaration as a pecuniary or other interest an organisation or body etc which features in the agenda then this should be declared by the member.</li><li>– If a member had a pecuniary or other interest <u>not</u> listed in written declaration in an organisation or body etc which features in the agenda then this should be declared.</li><li>– The onus was on individual members to make declarations appropriately.</li></ul>

# Holme Valley Parish Council

	<ul style="list-style-type: none"> <li>– Failure to declare may constitute a breach of the Code of Conduct and may be reported by members of the public or other councillors to the Monitoring Officer.</li> <li>– Where an interest was declared it may be that the councillor took no part in any relevant discussion or vote.</li> </ul> <p><b>NOTED:</b> Interests were declared as follows:</p> <ul style="list-style-type: none"> <li>– Cllr Harry Davis item 2526 68 member of the Netherthong Community Partnership.</li> <li>– Cllr Lawrence Baylin item 2526 72 – interest in the Heritage Hub.</li> <li>– Cllr Tricia Stewart – stepson is Cllr Mo Crook, Holme Valley South; the Cheese Shop – no specific items.</li> </ul>
<b>2526 64</b>	<b>Items on the agenda to be discussed in private session</b>
	No items were put forward to be heard in private session.
<b>2526 65</b>	<b>Minutes of the previous Service Provision Committee meeting</b>
	<b>NOTED:</b> the minutes of the previous meeting of the SERVICE PROVISION COMMITTEE held on 17 November 2025, numbered 2526 40 - 2526 58 inclusive.
	<p><b>RECEIVED:</b> information regarding ongoing matters arising from the approved minutes not otherwise included in the agenda as follows.</p> <ol style="list-style-type: none"> <li>i. Update regarding the siting of a three-tier planter from Holmfirth, removed due to centre works. This was to be transferred to Honley Village Community Trust for eventual positioning in community garden. Thanks to Reynolds for transporting.</li> <li>ii. Completing thank you letters to dog waste bag volunteers – as per <b>minute 2526 50</b> – this remained an <b>ACTION</b> for the Clerk.</li> <li>iii. Regarding the Fair and Funky Heron installation request for Holmfirth Public Toilets – the request had been amended to being installed on wall facing onto the car park – this would entail cost as car park spaces may need to be suspended to allow installation and would not be acceptable. An <b>ACTION</b> for the Clerk was to contact Fair and Funky and clarify dates of installation (28 day limit) and also positioning then email COMMITTEE with outcome. A request from a member of the public detailed in <b>item 2526 71</b> was also initially discussed at this point.</li> <li>iv. Clerk reported that no further progress had been made regarding a tendering process for the Holmfirth Toilets and Small Assets Maintenance Contracts. This would be discussed further in <b>item 2526 79</b>.</li> </ol>
<b>2526 66</b>	<b>Priorities for Climate Action activities 2025-7</b>
	<p>The COMMITTEE was reminded that 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 has a key role to play in the delivery of the Council’s fourth objective as set out below:</p> <p><i>4. Address the Climate Emergency</i></p> <ul style="list-style-type: none"> <li>• <i>Every action will be underpinned by the desire to address the climate emergency which HVPC declared in 2019.</i></li> <li>• <i>This will apply to the PC’s own actions and to the projects of grant recipients.</i></li> <li>• <i>Proposed actions will be measured against their impact on the natural environment and climate change.</i></li> </ul> <p>Consideration of this should be part of all appropriate agenda items.</p>

# Holme Valley Parish Council

	No further actions were resolved upon.
	<b>BUDGETARY MATTERS</b>
<b>2526 67</b>	<b>Service Provision Committee Budget 2025-26 and Earmarked Reserves</b>
	<p>Cllr Donald Firth arrived at 7.10pm during this item.</p> <p>The Deputy Clerk/RFO had provided a report for the meeting regarding Service Provision Finances, the Service Provision Budget and EMRs 2025-26 YEAR TO DATE and Service Provision Budget and EMRs PROJECTED.</p> <p><b>NOTED:</b> the Expenditure against Budget 2025-26 – Budget Lines Year-to-Date, Earmarked Reserves and projected expenditure.</p> <p>A projected underspend of £7,273.72 in budget line <u>4320 Public Toilets – Day to Day</u> was discussed.</p> <p><b>RESOLVED:</b> that at the close of the financial year any underspend from budget line <u>4320 Public Toilets – Day to Day</u> be added to the <u>EMR 351 Holmfirth Toilets Refurb.</u></p> <p>A projected underspend of £5,626.05 in budget line <u>4740 Seats and Shelters - Maintenance</u> was discussed.</p> <p><b>RESOLVED:</b> that at the close of the financial year any underspend from budget line <u>4740 Seats and Shelters - Maintenance</u> be added to an <u>EMR Stone Shelter Refurb</u> of £10,000 to be created in the financial year 2026-7.</p> <p>An <b>ACTION</b> for the Clerk was to seek quotations for the rebuilding of Hade Edge Stone Shelter.</p>
<b>2526 68</b>	<b>Christmas provision 2025 – grant evaluations</b>
	<p>The Committee <b>RECEIVED</b> grant evaluations regarding Christmas provision in 2025 as follows.</p> <ol style="list-style-type: none"> <li>1. From Honley Business Association, Honley – received grant of <b>£1,500</b> for Christmas provision and also a rolling grant for <b>£250</b> towards provision of 2 Christmas trees, their installation and disposal.</li> <li>2. From St David’s Church, Holmbridge – received rolling grant of <b>£210</b> towards provision of a Christmas tree.</li> <li>3. From Holme Residents Association, Holme – received rolling grant of <b>£250</b> towards provision of a Christmas tree and community celebration. Proof of public liability insurance was not provided.</li> <li>4. From Netherthong Community Partnership – received rolling grant of <b>£250</b> towards provision of a Christmas tree, lights, signage and contingency.</li> <li>5. From Hade Edge Residents Association, Hade Edge – received rolling grant of <b>£250</b> towards provision of a Christmas tree and lights.</li> <li>6. From Hepworth Community Association, Hepworth – received rolling grant of <b>£210</b> towards provision of a Christmas tree.</li> <li>7. From Scholes Methodist Church, Scholes – received rolling grant of <b>£210</b> towards provision of a Christmas tree.</li> </ol>

# Holme Valley Parish Council

	<p>8. From Wooldale Allotments Association – received grant of <b>£100</b> towards provision of a Christmas display and lights in the Veg Box.</p> <p>9. From New Mill Club – received rolling grant of <b>£210</b> towards provision of a Christmas tree.</p> <p>Evaluations were yet to be received from:</p> <p>1. Holmfirth Christmas Team, received a grant of <b>£1500</b> towards provision of Christmas decorations in Holmfirth centre.</p> <p>The Clerk reported on correspondence from Holmfirth Christmas Team which indicated that an evaluation for the next SERVICE PROVISION COMMITTEE meeting in June 2026 would follow once annual accounts were compiled.</p> <p>2. The Rock Inn, Brockholes, received rolling grant of <b>£250</b> towards provision of a Christmas tree and decorations. Proof of public liability insurance was not provided.</p> <p>3. The Royal Oak, Uppertong – received rolling grant of <b>£210</b> towards provision of a Christmas tree. Proof of public liability insurance was not provided.</p> <p>4. The Clothiers Arms, Netherthong – received grant of <b>£250</b> towards provision of a Christmas tree, lights, etc.</p> <p>The Clerk had contacted the 4 grant recipients above by email but was yet to receive a response from them.</p> <p><b>RESOLVED:</b> in line with FINANCE AND MANAGEMENT COMMITTEE practice, evaluations would be made available to members via the HVPC website in future grant rounds rather than provided as appendices as part of the agenda all-in-one pack.</p> <p>An <b>ACTION</b> for the Clerk was to chase up evaluations from Holmfirth Christmas Team, Rock Inn, Royal Oak and Clothiers Arms by the next SERVICE PROVISION COMMITTEE meeting on 8 June 2026.</p> <p>A further <b>ACTION</b> for the clerk was to source a new supplier for 2026 by the SERVICE PROVISION COMMITTEE meeting of 21 September 2026 and establish a price for the provision of trees. A local supplier on Butterley Lane was suggested.</p> <p>A further <b>ACTION</b> for the Clerk was to amend the Christmas Provision grant application form to state that proof of insurance must be provided for any application to be approved.</p> <p>In the 2026 Christmas Provision grant round the SERVICE PROVISION COMMITTEE would be looking to stay within budget, including approving the cost of only one tree in Netherthong.</p>
	<b>ASSETS MAINTAINED BY HOLME VALLEY PARISH COUNCIL</b>
<b>2526 69</b>	<b>Maintenance Contractor’s Report and correspondence from Holmfirth Business Together</b>
	<p><b>NOTED:</b> the report from the Maintenance Contractor, recent photographs of vandalism of Holmfirth Toilets and correspondence from Holmfirth Business Together.</p> <p>An <b>ACTION</b> for the Clerk was to organise publicity for the locations of baby change facilities accessible to the public in Holmfirth and Honley centres.</p>

## Holme Valley Parish Council

	<p>Baby change facilities were identified as being available at the Civic and Holmfirth Library subject to opening times.</p> <p>A further <b>ACTION</b> for the Clerk was to contact Redbak regarding ensuring accessible baby change facilities are identified on the 'Make it Your Holmfirth' interactive map.</p>
<b>2526 70</b>	<b>Holmfirth Public Toilets - development</b>
	<p>Phase 1 of renovation works to Holmfirth Toilets had been completed.</p> <p>A meeting of the Holmfirth Toilets Working Group was held on 4 February 2026.</p> <p>Unfortunately, a representative from Holme Architecture did not attend to present ideas regarding phase 2/3 of the project.</p> <p><b>NOTED:</b> documentation regarding phase 2/3 of the Holmfirth Toilets Refurb project including:</p> <ul style="list-style-type: none"> <li>– Holmfirth WC Images 170226.</li> <li>– 115_211 Proposed Ground Floor Plan Rev D SHOWING DEMOLITION.</li> <li>– 115_211 Proposed Ground Floor Plan Rev D.</li> <li>– Holmfirth WCs Phase 2 Costs.</li> <li>– Refurbishment Examples – Rev A.</li> <li>– Changing Places Toilets – supporting information.</li> </ul> <p>An <b>ACTION</b> for the Clerk was to write to Kirklees regarding the next phase of Holmfirth Centre works and enquire as to whether there was scope to include the refurbishment of Holmfirth Toilets as part of the next phase.</p> <p><b>RESOLVED:</b> to approve expenditure of up to £5,000 from EMR Holmfirth Toilets Refurb to seek advice on possible sources of funding for the Holmfirth Toilets Refurb project.</p> <p>Further decisions regarding the project were <b>DEFERRED</b> to the SERVICE PROVISION COMMITTEE meeting on 8 June 2026.</p>
<b>2526 71</b>	<b>Request to install a temporary sign on the gable end of Holmfirth Public Toilets</b>
	<p>Correspondence had been received requesting permission to erect a temporary sign to publicise the Holmfirth Folk Festival.</p>
	<p><b>RESOLVED:</b> permission was granted in principle to allow the erection of a Holmfirth Folk Festival sign at Holmfirth Public Toilets on the gable end wall subject to legal permissions being in place.</p> <p>An <b>ACTION</b> for the Clerk was to contact the requester and explain that any signage to be in place for longer than 28 days would likely require Planning Permission from Kirklees and explain that permission for the erection of the sign depended on this being carried out within legal parameters.</p>
<b>2526 72</b>	<b>Gartside Unit – lettable space – future plans</b>
	<p>The Clerk reported that three separate enquiries had been received regarding the use of the Gartside Unit lettable space. These were regarding:</p> <ol style="list-style-type: none"> <li>1. Using the unit as a Heritage Hub;</li> <li>2. Using the unit to provide fresh milk and dairy products via a vending machine to be installed by Milk From The Hills;</li> <li>3. <i>and</i> an expression of interest from Jam Factory Music School to use the unit as a rehearsal</li> </ol>

# Holme Valley Parish Council

	<p>space.</p> <p>Cllr Baylin had declared an interest in the item and would speak but not vote.</p> <p>The Clerk further reported that the recent persistent poor weather rain/frost had led to water damage in the unit that would need to be addressed before the unit could be re-let. The damage included the swelling of the access door which had prevented Jam Factory Music School from being able to view the unit and make a decision as to whether it wished to be considered further as a potential tenant.</p> <p>Further consideration of the matter was <b>DEFERRED</b> to the SERVICE PROVISION COMMITTEE meeting on 8 June 2026.</p>
	<p>The Clerk reported further that no monies were left in the Lettable Space budget line for 2025-26.</p> <p><b>RESOLVED:</b> to recommend to FULL COUNCIL up to £1,000 from General Reserves for repairs to the Gartside Unit lettable space.</p> <p>An <b>ACTION</b> for the Clerk was to seek a quotation from the Maintenance Contractor regarding repairs needed to the Unit.</p> <p>A further <b>ACTION</b> for the Clerk was to contact the potential tenants regarding the deferral and ensure that full information from potential tenants was received in time for the SERVICE PROVISION COMMITTEE meeting on 8 June 2026.</p>
	<b>OTHER ASSETS MANAGEMENT</b>
<b>2526 73</b>	<b>Benches</b>
	<p>The Clerk gave the following updates regarding:</p> <ul style="list-style-type: none"> <li>i. A request for a new bench outside Dawson and Hall, Holmfirth.</li> <li>ii. The persistent removal of memorial plaque from bench A7 Greengates Road, Digley – request.</li> <li>iii. Bench HC12 moved from outside the Cheese Shop.</li> <li>iv. Benches HC13A and HC13B removed from Hollowgate, Holmfirth.</li> <li>v. Bench HC14 removed from outside Holy Trinity, Holmfirth.</li> </ul> <p>The locations of the benches can be found on the Holme Valley Parish Council Asset Map <a href="https://www.google.com/maps/d/viewer?mid=17yaWijOFB92Nzg-oGta9kNAvWysg89Ye&amp;ll=53.570442796374145%2C-1.7864228863378173&amp;z=18">https://www.google.com/maps/d/viewer?mid=17yaWijOFB92Nzg-oGta9kNAvWysg89Ye&amp;ll=53.570442796374145%2C-1.7864228863378173&amp;z=18</a></p>
	<p><b>RESOLVED:</b> to give permission for the owner of the memorial plaque referred to in ii. to re-attach the plaque to bench A7 Greengates Road, Digley, in consultation with and in the presence of the Parish Council’s Maintenance Contractor.</p> <p><b>RESOLVED:</b> that bench HC14 removed from outside Holy Trinity be left in the custody of the remover until the COMMITTEE decides an alternative location.</p> <p>It was <b>NOTED</b> that benches HC13A and HC13B had been removed from Hollowgate by persons unknown and that the current location of the benches was not known.</p> <p>An <b>ACTION</b> for the Clerk was to contact the requester of i. a new bench outside Dawson and Hall and explain that the COMMITTEE would revisit this after Holmfirth works were completed, with the</p>

## Holme Valley Parish Council

	<p>possibility that an existing bench could be moved to the proposed site subject to any necessary permissions being granted from Kirklees.</p> <p>An <b>ACTION</b> for the Clerk was to contact the Cheese Shop, confirm that they had custody of the removed bench HC12 and that it would remain with them pending further contact from the COMMITTEE once Holmfirth centre works were completed.</p>
<b>2526 74</b>	<b>Stone shelters</b>
	<p>The Clerk updated members regarding Hade Edge Shelter.</p> <p>The Maintenance Contractor reported that the roof needed taking off entirely, due to rotten timbers needing to be replaced. The roof had been re-felted twice in the last 10 years and a roofer had repaired the gulleys.</p> <p>The Maintenance Contractor advised that the roof be taken off, the V-shaped walls made level and that a slightly sloped flat roof without overhang be installed.</p> <p>The Clerk had requested an estimate from the Maintenance Contractor as a starting point. It was likely that further quotations would be necessary to comply with Financial Regulations.</p> <p>A noticeboard was to be placed inside the shelter for the benefit of the Hade Edge community once works were completed.</p> <p>An <b>ACTION</b> for the Clerk was to obtain quotations for the rebuilding of Hade Edge shelter in line with Holme Valley Parish Council Financial Regulations.</p>
<b>2526 75</b>	<b>War Memorials</b>
	<p>The Clerk updated members regarding repairs needed to Hepworth War Memorial.</p> <p>This was a long-standing project, which needed the Clerk to first complete an application to the War Memorials Trust for a grant towards the cost of repairs. The Clerk needed to obtain 3 quotes for the work from approved contractors which was proving difficult.</p> <p>Unfortunately the Clerk had not had time to pursue this further since the last COMMITTEE meeting on 18 November 2025 and so it was not possible to submit an application by the current 28 February deadline.</p> <p>An <b>ACTION</b> for the Clerk would be to now aim to submit an application to the War Memorials Trust for repairs to Hepworth War Memorial by the 30 June 2026 deadline for applications.</p>
<b>2526 76</b>	<b>Red Heritage Telephone Boxes</b>
	<p>The Clerk gave the following updates:</p> <ol style="list-style-type: none"> <li>i. <u>Hepworth Heritage Phone Kiosk adjacent to the Butchers Arms</u> It remained an <b>ACTION</b> for the Clerk to contact a Kirklees Heritage Officer about the possible delisting of the kiosk and, if this could not be achieved, implications regarding ownership should the Parish Council take this on. English Heritage was the body which would have to be approached regarding delisting. To date, the Clerk had not had contact from the Butchers Arms regarding their willingness for the Parish Council to make an application for ownership of the box. The Clerk continued to be in contact with the member of the public seeking custodianship of</li> </ol>

## Holme Valley Parish Council

	<p>the kiosk with the support of Hepworth Community Association.</p> <p>ii. <u>Netherthong Heritage Phone Kiosk, Giles St</u>  The Clerk reported on a change in custodian for the kiosk, resulting from the current custodian moving out of the village. A new custodian had stepped forward and this change was <b>NOTED</b> by the COMMITTEE.  An <b>ACTION</b> for the Clerk was to write to the current custodian and thank them for their service and also to the new custodian to thank them for stepping forward and confirm that they are the new custodian and contact.</p>
<b>2526 77</b>	<b>Covid Memorial Orchard at Sands</b>
	<p>The Clerk and Cllr Mary Blacka updated the COMMITTEE.</p> <p>The COMMITTEE was still awaiting Kirklees permission to install a memorial plaque at Sands. There had been recent correspondence regarding this but no real progress. Kirklees Holme Valley South Councillors had been emailed regarding the lack of progress.</p>
	<p><b>RESOLVED:</b> to approve expenditure of up to £200 to replace trees at the Covid Memorial Orchard at Sands.</p> <p>A brief discussion regarding the Memorial Garden at Honley Library was also had.</p> <p>An <b>ACTION</b> for the Clerk was to obtain an update from Friends of Honley Library regarding the Covid Memorial Garden for the SERVICE PROVISION COMMITTEE meeting on 8 June 2026.</p>
<b>2526 78</b>	<b>New Mill Closed Cemetery</b>
	<p>Further to the Maintenance Contractor's report the Clerk gave an update with regards to New Mill Closed Cemetery.</p>
	<p>No further actions regarding New Mill Closed Cemetery were considered.</p>
<b>2526 79</b>	<b>Maintenance Contracts</b>
	<p><b>RESOLVED:</b> to extend the existing contracts for the maintenance/servicing of Holmfirth Toilets and the maintenance of other small assets until 31 December 2026.</p> <p>At 9pm it was <b>RESOLVED</b> to suspend Standing Orders to complete the business of the meeting as per the agenda.</p>
	<b>PARTNERSHIPS, PROJECTS AND REPORTS FROM WORKING GROUPS</b>
<b>2526 80</b>	<b>Tourism</b>
	<p>An update from Cllr Lawrence Baylin was received. Heritage Week was scheduled for September. And Kirklees Scrutiny Panel was due to visit Holmfirth centre in March to collect first hand experience of the centre.</p> <p>Two videos promoting tourism in the Holme Valley would be produced by Northern Content once the weather improved.</p>
	<p>There were no actions arising from the update.</p>

# Holme Valley Parish Council

<b>2526 81</b>	<b>Youth work in the Holme Valley</b>
	<p><b>NOTED:</b> the reports received from Kirklees Youth Alliance.</p> <p><b>RESOLVED:</b> approval of a payment of £5,000 to Kirklees Youth Alliance for the delivery of youth work in the Holme Valley from the Youth Provision budget line.</p> <p>An <b>ACTION</b> for the Clerk was to write to Kirklees Youth Alliance and thank the staff delivering the service for their commitment and expertise. It was remarked in the meeting that remarkable things were being achieved on a shoestring budget.</p>
<b>2526 82</b>	<b>Transport Working Group and Stotts Minibus Provision - update</b>
	<p>An update was received from Cllr Lawrence Baylin, including progress regarding the production of a bus map. Once the work was completed it was mooted that councillors be asked to help with the distribution of printed maps.</p> <p>The COMMITTEE went into private session at 9.05pm to receive information from a member that could be commercially sensitive and recording of the meeting was suspended.</p> <p>The private session ceased at 9.10pm when the COMMITTEE went back into public session and recording resumed.</p>
	There were no actions considered in respect of the WYCA-brokered Stotts Holme Valley minibuss service.
<b>2526 83</b>	<b>Urban Nature Reserve Project</b>
	<p>Cllr Alison Morgan reported on behalf of the working group established for this project.</p> <p>It was <b>NOTED</b> that a 5-berth swift box had been installed in Netherthong village, part of an initiative to establish a 'Swift Village' in Netherthong. An installation date for the other Swift boxes was awaited.</p> <p>There were plans for bat walks/monitoring to take place and a newsletter had been produced and posted to the HOLME VALLEY PARISH COUNCIL website.</p> <p>There were no further actions to consider.</p>
	<b>PUBLICITY</b>
<b>2526 84</b>	<b>Items for Publicity</b>
	<p><b>NOTED:</b> i. The COMMITTEE wished the installation of the swift boxes as part of the urban nature reserve project to be publicised. ii. The need to publicise information about baby change facilities available in the Holme Valley was also put forward for noting.</p> <p>An <b>ACTION</b> for the Clerk was to liaise with the Assistant Clerk regarding publicising the swift boxes project and the publicising of baby change facilities in the Holme Valley.</p>
	<b>The meeting closed at 9.14pm.</b>