

## MEETING OF THE SERVICE PROVISION COMMITTEE MONDAY 9 JUNE 2025

To all Members of the Service Provision Committee

You are hereby summoned to attend a Meeting of the **SERVICE PROVISION COMMITTEE** to be held on **MONDAY 9 JUNE 2025 at 7pm** in **THE EXHIBITION ROOM, THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS** to transact the following business -

### AGENDA (A)

	<b>Welcome</b>	<b>Time</b>
<b>2526 01</b>	<b>Public Question Time</b>	<b>7.00pm</b>
	<p>Prior to the commencement of the business session of the Committee, there will be an open session lasting 15 minutes, for members of the public to speak to Committee Members.</p> <p>Members of the public may speak for a maximum of 3 minutes per person.</p>	
<b>2526 02</b>	<b>Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014</b>	<b>7.15pm</b>
	<p>As Local (Parish &amp; Town) Council meetings can now be recorded, the Chair to check if anybody wishes to record the meeting and ensure that reasonable facilities are provided.</p> <p>The Officer will be recording the meeting in video format for upload to the Parish Council's YouTube channel.</p>	
<b>2526 03</b>	<b>Apologies and reasons for absence</b>	<b>7.15pm</b>
	<p>Any apologies for absence with reasons received by the Clerk will be circulated by email prior to the meeting. These will be considered together.</p> <p>Cllr Andy Wilson has resigned by email (B) from the COMMITTEE. His resignation will be noted at FULL COUNCIL on 23 June 2025.</p>	
	<p><b>TO NOTE:</b> the resignation from the COMMITTEE of Cllr Andy Wilson.</p> <p><b>TO CONSIDER:</b> Apologies and reasons for absence.</p>	
<b>2526 04</b>	<b>Election of Vice Chair</b>	<b>7.16pm</b>
	<p>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.</p> <p>Nominations are therefore requested, including self-nominations if desired.</p>	
	<p><b>TO ELECT:</b> Vice Chair of the SERVICE PROVISION COMMITTEE for the remainder of the council year 2025-26.</p>	

# Holme Valley Parish Council

<b>2526 05</b>	<b>Receipt of updated Disclosable Personal and Pecuniary Interests forms</b>	<b>7.20pm</b>
	Any processed revised Disclosable Personal and Pecuniary Interests forms (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 to report further.	
	<b>TO CONSIDER:</b> written requests for reviewed DPIs.	
<b>2526 06</b>	<b>Members' and Officers' personal and disclosable pecuniary interests in items on the agenda</b>	<b>7.23pm</b>
	Councillors are required to submit a Declaration of Pecuniary and Other Interests form upon becoming a councillor.	
	Further to this, councillors should declare any interests in forthcoming agenda items at this item in the meeting where possible so that decisions can be made as to whether the councillor may participate in any discussion or vote when the item they have expressed an interest in is heard.	
	Where an interest is declared it may be that the councillor takes no part in any relevant discussion or vote.	
	Written requests for a dispensation with regards to non-pecuniary interests may also be considered.	
	<b>TO CONSIDER:</b> Members' and Officers' personal and disclosable pecuniary interests in items on the agenda.	
<b>2526 07</b>	<b>Items on the agenda to be discussed in private session</b>	<b>7.28pm</b>
	On occasion, items can be resolved to be heard in private session. This may be where there are issues of commercial sensitivity, public interest or other good reason why the item should not be discussed in public.	
	In such a case, the room is cleared of members of the public prior to the item being heard and all discussion is taken out of the recorded footage later shared to the HVPC Youtube Channel.	
	Decisions regarding any items heard in private session will be recorded in the minutes.	
	<b>TO CONSIDER:</b> whether any item on the agenda should be discussed in private session.	
<b>2526 08</b>	<b>Minutes of the previous Service Provision Committee meeting</b>	<b>7.30pm</b>
	The minutes of the previous meeting of the SERVICE PROVISION COMMITTEE, held on 24 February 2025 (C), numbered 2425 69 - 2425 89 inclusive are to be <b>NOTED</b> , having been <b>APPROVED</b> at ANNUAL COUNCIL on Monday 19 May 2025.	
	<b>TO NOTE:</b> the minutes of the previous meeting of the SERVICE PROVISION COMMITTEE held on 24 February 2025, numbered 2425 69 - 2425 89 inclusive.	

# Holme Valley Parish Council

	<p>To receive information regarding ongoing matters arising from the approved minutes not otherwise included in the agenda.</p> <ul style="list-style-type: none"> <li>– <b>Minute 2425 76</b> Kirklees had provided an invoice for the lit Christmas tree supplied for Holmfirth Centre and this has been paid.</li> <li>– <b>Minute 2425 80</b> 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. Holmfirth Civic Hall now formed part of the remit of the FINANCE AND MANAGEMENT COMMITTEE.</li> </ul> <p>Clerk to report further.</p>	
	<b>TO CONSIDER:</b> any further action(s) arising from the minutes of the previous meeting of the SERVICE PROVISION COMMITTEE, held on 24 February 2025.	
	<b>BUDGETARY MATTERS</b>	
<b>2526 09</b>	<b>Service Provision Committee Budget 2025-26 and Earmarked Reserves</b>	<b>7.33pm</b>
	<p>Under Standing Orders the SERVICE PROVISION COMMITTEE makes financial decisions for a number of community assets and projects.</p> <p><u>Expenditure against Budget 2025-26 – Budget Lines Year-to-Date and Earmarked Reserves</u>  <b>(D)</b> is being shared to monitor potential overspends and underspends and so manage the budget.</p> <p>Earmarked Reserves connected to the Committee should also be monitored to ensure that they remain relevant with reports being prepared for the FINANCE AND MANAGEMENT COMMITTEE.</p> <p>Clerk to report further.</p>	
	<p><b>TO NOTE:</b> the Expenditure against Budget 2025-26 – Budget Lines Year-to-Date <i>and</i> Earmarked Reserves.</p> <p><b>TO CONSIDER:</b> any further actions regarding the Service Provision Budget 2025-26.</p>	
	<b>ASSETS MAINTAINED BY HOLME VALLEY PARISH COUNCIL</b>	
<b>2526 10</b>	<b>Holmfirth Public Toilets and Gartside Buildings update</b>	<b>7.35pm</b>
	<p>1. <u>Update regarding the Gartside Unit – maintenance</u></p> <p>Outstanding tasks for clerk <b>minute 2425 81</b> on 24 February 2025 were to arrange the ordering and installing of an additional noticeboard and reimbursing EPIKs redecorating costs from the start of their tenancy. The first task is paused pending the Committee’s direction regarding the condition survey. EPIKs have been provided with the key to the existing noticeboard and will make use of that to publicise activities and opening times of the unit. The second task still needs actioning.</p>	

# Holme Valley Parish Council

## 2. Maintenance of the toilets.

Please refer to the written report **(E)** from the maintenance contractor.

An action for the Clerk from the previous meeting had been to complain to Kirklees about the lack of progress regarding the removal of the sharps bin outside the toilet. The complaint had been made and the sharps bin has been removed.

## 3. Update regarding the Condition Survey and Solar Panels Project

Just to remind the Committee, the solar panels project has merged with the project to refurbish/improve the public toilets. The solar panels project was paused whilst the Condition Survey was carried out.

In terms of budget, the Working Group's recommendations below are built on the availability of the funds illustrated in the breakdown below:

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
<b>TOTAL POSSIBLE FUNDS</b>		<b>£34,475.10</b>
NB asterisked * budgets may be required for other expenditure than the toilets project.		

The Condition Survey and associated plans/specifications **(Fi)** has been completed and revealed significant issues with the condition of the roof which need to be dealt with before panels can be installed and required modification of the solar panels to be installed.

A suggested programme of works across 3 distinct phases has been drawn up to fundamentally improve the entire building and address all fit-for-purpose issues. The indicative costs associated with Phase 1, discussed by the Working Group, are 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	£24,500	A	Original quote £3,430 from SG  Est from Matt C

# Holme Valley Parish Council

3	Lettable unit glazed door and window	£2,500	£27,000	B	Est from Matt C – 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	Est from Matt C	
5	Replacement of security grill	£2,400	£31,200	B	Est from Matt C – priority B until quotes obtained.	
6	Parking space cessation charges	£672-£1,008	£31,872	A	£8 per space per day possible 6 bays 14-21 days est	
7	Kirklees pavement permit for scaffolding	£475	£32,347	A	£225 to be refunded if down within 4 weeks.	
8	Project Management costs	£500	£32,847	A	Matt has been asked to provide written confirmation	
<b>TOTAL ESTIMATED COST</b>			<b>£32,847</b> including A & B <b>£27,947</b> including A only			

Due to the outcome of the Condition Survey, the company originally chosen to carry out solar panel installation were asked to requote, aligning proposals to the specification drawn up by Holme Architects. The plans and quotation obtained are to be shared with Committee members under separate cover to the agenda and papers for the meeting due to commercial sensitivity. It may be that the Committee will direct the public sharing of the documentation referred to at a later appropriate point.

Holme Architecture - who carried out the Survey and drew up the programmes of works - has worked closely with the Holmfirth Public Toilets Working Group established by the Committee to progress the combined projects. Please see the quotation supplied (Fii) regarding estimated project management costs which are £504 incl VAT for Phase 1 and £2,160 incl VAT for Phases 2 & 3.

The Committee is asked to acknowledge that the Public Toilets are an essential facility for the town and also play an important part in how the Holme Valley presents to residents and visitors. The first phase of the programme of improvement is to be implemented in 2025-26 and prioritises structural and energy efficiency issues which, in turn, will improve the internal conditions of the facility.

Some low-cost improvements are also suggested to improve the presentation of the exterior of the building.

The Committee is 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

# Holme Valley Parish Council

	following 2025-26, subject to budgets, and to review this during the budget-setting activities for 2026-27.	
	<p><b>TO RECEIVE:</b> Condition Survey and associated plans.</p> <p><b>TO CONSIDER:</b> recommend to Full Council approving in principle expenditure of 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><b>TO CONSIDER:</b> retaining Wooldale Electrical Company Ltd for solar panel installation as previously selected and approving the quote supplied.</p> <p><b>TO CONSIDER:</b> committing in principle to implementing phases 2 and 3 of the plan, subject to budget being approved at the relevant time.</p> <p><b>TO CONSIDER:</b> approving the Working Group to continue its work and reviewing membership, objectives and remit.</p> <p><b>TO CONSIDER:</b> any other actions arising in respect of Holmfirth Public Toilets.</p>	
	<b>OTHER ASSETS MANAGEMENT</b>	
<b>2526 11</b>	<b>Progress regarding a possible tendering process for Holmfirth Public Toilets and the Maintenance of smaller assets</b>	<b>7.50pm</b>
	<p>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> <p>Clerk to report further.</p>	
	<p><b>TO CONSIDER:</b> Actions arising in respect of any tendering process.</p> <p><b>TO CONSIDER:</b> reviewing membership, objectives and remit of the Maintenance Contract and Procurement Working Group.</p>	
<b>2526 12</b>	<b>Other assets including benches, stone shelters, war memorials, red heritage phone kiosks and the Covid Memorial Orchard at Sands.</b>	<b>7.53pm</b>
	<p>See Maintenance Contractor's Report <b>(E)</b>.</p> <p>Routine maintenance up to £1,000 expenditure within the specification and within annual budget can be approved by the Clerk.</p> <p>With reference to the renovation of Holme Village red heritage phone kiosk please refer to an email from Holme Village Residents' Association <b>(Gi)</b> and the invoice from the contractor <b>(Gii)</b>.</p> <p>An action for the Clerk remains to submit a grant application to the War Memorials Trust regarding Hepworth War Memorial.</p> <p>An application to Kirklees to install a memorial plaque at Sands to accompany the Memorial Orchard has been submitted – a response is awaited.</p>	

# Holme Valley Parish Council

	Clerk to report further.	
	<b>TO CONSIDER:</b> any other actions arising in respect of other assets including benches, stone shelters, war memorials, red heritage phone kiosks and Memorial Orchard.	
<b>2526 13</b>	<b>New Mill Closed Cemetery</b>	<b>8.03pm</b>
	<p>The maintenance of New Mill Closed Cemetery is part of the remit of the SERVICE PROVISION COMMITTEE. Please see Maintenance Contractor report <b>(E)</b>.</p> <p>A specification is to be created for the maintenance responsibilities for New Mill Churchyard within an annual budget of £750.</p> <p>Some progress is being made regarding the outstanding task for the clerk to organise a meeting with the authorities of New Mill Church to review the works specification. A meeting is in the process of being arranged for later this month to take the matter forward.</p> <p>Clerk to report further.</p>	
	<b>TO CONSIDER:</b> any further actions regarding New Mill Closed Cemetery.	
	<b>SERVICES</b>	
<b>2526 14</b>	<b>Christmas tree provision - plans for 2025-26</b>	<b>8.07pm</b>
	<p>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), this 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. An action from the previous meeting was for the Clerk to chase up outstanding evaluations. These are needed for the rolling grant process to move forward.</p> <p>The awarding of grants should be more straightforward this year as contacts have been established with the eight potential rolling grant applicants and also with the other three groups who were awarded grants late.</p> <p>The Clerk will 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. See rolling grant application form <b>(Gi)</b>.</p> <p>The Clerk would appreciate direction from the COMMITTEE regarding whether they should</p> <ol style="list-style-type: none"> <li>i. make contact with the other three late applicants</li> <li>ii. contact other groups suggested by members</li> <li>iii. publicise the remaining grants</li> <li>iv. all of the above</li> </ol> <p>with regards to encouraging additional applications. A revised application form <b>(Gii)</b> has</p>	

# Holme Valley Parish Council

	<p>been provided for comment.</p> <p>The COMMITTEE should note that it is proposed that applications for grants are considered in the meeting on <b>Monday 22 September 2025</b> alongside consideration of any grants for the Holmfirth and Honley Christmas Teams.</p> <p>The Clerk to report further.</p>	
	<b>TO CONSIDER:</b> actions regarding arrangements for Christmas provision and associated grant applications for Autumn 2025.	
<b>2526 15</b>	<b>Public area litter and dog waste management strategy</b>	<b>8.15pm</b>
	<p>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> <p>The Working Group drafted a new Public Area Litter and Dog Waste Management Strategy during 2024-25 and consulted with District Ward Councillors, KMC officers and members of the CACE Committee on the available options. Please see the report <b>(H)</b> from Cllr Baylin.</p> <p>The Clerk was tasked with obtaining feedback from volunteers who keep the dog waste bag dispensers filled. The Clerk will give a verbal report based on the feedback at the meeting.</p>	
	<b>TO CONSIDER:</b> reviewing membership and remit of working group to further implement the Public Area Litter and Dog Waste Management Strategy.	
	<b>TO CONSIDER:</b> any other action with regards to this project.	
	<b>PARTNERSHIPS, PROJECTS AND REPORTS FROM WORKING GROUPS</b>	
<b>2526 16</b>	<b>Tourism</b>	<b>8.20pm</b>
	See update from Cllr Baylin <b>(I)</b> .	
	<b>TO CONSIDER:</b> actions arising from the update.	
	<b>TO CONSIDER:</b> reviewing membership, objectives and remit of the Working Group.	
<b>2526 17</b>	<b>Youth work in the Holme Valley</b>	<b>8.25pm</b>
	<p>A report has been obtained as requested from Kirklees Youth Alliance - <b>(Jii)</b> - and also budget monitoring information <b>(Jii)</b>.</p> <p>Clerk to report further.</p>	
	<b>TO NOTE:</b> the report received with regards to the Kirklees initiative.	
	<p>The COMMITTEE should approve expenditure for Kirklees Youth Alliance and also give directions as to when payments should be made.</p> <p>Kirklees Youth Alliance are on the HOLME VALLEY PARISH COUNCIL list of regular</p>	



# Holme Valley Parish Council

	<p>payments and so once expenditure is approved payments can be authorised via two mandated signatures.</p> <p>Clerk to report further.</p>	
	<p><b>TO CONSIDER:</b> Recommending 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 COMMITTEE meeting across the council year 2025-26.</p> <p><b>TO CONSIDER:</b> any other action with regards to youth work in the Holme Valley.</p>	
<b>2526 18</b>	<b>Transport Working Group and Stotts Minibus Provision - update</b>	<b>8.30pm</b>
	Update from Cllr Baylin (K).	
	<p><b>TO CONSIDER:</b> actions arising from the update.</p> <p><b>TO CONSIDER:</b> any actions in respect of the WYCA-brokered Stotts Holme Valley minibus service.</p> <p><b>TO CONSIDER:</b> reviewing membership, objectives and remit of the Working Group.</p>	
	<b>PRIORITIES</b>	
<b>2526 19</b>	<b>Priorities for Climate Action activities 2025-7</b>	<b>8.35pm</b>
	<p>Cllr Whitelaw has asked for an item to discuss the ways in which priorities for Climate Action activities 2025-7 should be established.</p> <p>The CACE handover document (L) sets out desired actions identified at the start of the council term. These may need reviewing in the light of other actions that should be added or take precedence.</p> <p>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 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><b>TO CONSIDER:</b> further priorities and actions 2025-7 for the SERVICE PROVISION COMMITTEE with regards to Climate Action.</p>	
	<b>PUBLICITY</b>	

# Holme Valley Parish Council

<b>2526 20</b>	<b>Items for Publicity</b>	<b>8.45pm</b>
	Members are invited to suggest items for publicity arising from the current work of the Service Provision Committee.	
	<b><i>TO NOTE:</i></b> suggestions for aspects of the work of the Service Provision Committee to publicise further.	
	<b><i>Meeting to close at 9pm</i></b>	

*Jen McIntosh*  
Clerk to the Council

Holme Valley Parish Council  
Holmfirth Civic Hall, Huddersfield Road, HOLMFIRTH HD9 3AS  
Telephone: 01484 687460  
Email: [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)

**From:** cllrandywilson@holmevalleyparishcouncil.gov.uk  
**Sent:** 03 June 2025 12:31  
**To:** Clerk  
**Subject:** Service Provision Committee

Hi Jen,

Please accept this email as notice of my intention to resign from the Service provision Committee.

I believe that large committee membership makes decision making and progress difficult and therefore trust that my resignation will make things (slightly) easier for the Chair and the committee as a whole.

Best regards

Andy

Holme Valley Parish Council  
Upperthong Ward



# Holme Valley Parish Council



## MINUTES OF THE MEETING OF THE SERVICE PROVISION COMMITTEE MONDAY 24 FEBRUARY 2025

**IN THE CHAIR:** Cllr Lawrence Baylin.

**ALSO PRESENT:** Cllr Isaac Barnett, Cllr Mary Blacka, Cllr Pat Colling, Cllr Tom Dixon, Cllr Donald Firth, Cllr Chris Green, Cllr Glenn Kirkby (Vice Chair), Cllr Alison Morgan, Cllr Hugh Osborne, Cllr Steve Ransby, Cllr Tricia Stewart.

**ABSENT WITH APOLOGIES AND REASON APPROVED:** Cllr Jane Rylah.

**OTHER ABSENCES:** None.

**OFFICER TAKING MINUTES:** Jen McIntosh - Clerk.

### APPROVED MINUTES

2425 69	<b>Public Question Time</b>
	Cllr Baylin, in the Chair, welcomed all to the meeting and explained that, whilst no members of the public were present at the start of the meeting, a parish councillor who was not a COMMITTEE member would be attending later as a member of the public.
2425 70	<b>Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014</b>
	The Clerk was recording the meeting in video format for upload to the Parish Council's YouTube Channel. No other requests for recordings were received.
2425 71	<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 Rylah.
2425 72	<b>Receipt of updated Disclosable Personal and Pecuniary Interests forms</b>
	There were no new/revised Disclosable Personal and Pecuniary Interests forms (DPIs) of Committee members to consider.
2425 73	<b>Members' and Officers' personal and disclosable pecuniary interests in items on the agenda</b>
	The Chair remarked that he was conscious that the CACE COMMITTEE will be disbanded at the end of the current council year and that it will be the responsibility of all committees to reflect climate concerns. The Chair requested that all members be conscious of such concerns as the meeting progressed and raise them where appropriate.  – Cllr Kirkby and Cllr Colling both declared an interest in item 2425 79 as trustees of Friends of

SIGNED:

12

Cllr Lawrence Baylin CHAIR

# Holme Valley Parish Council

	<p>Honley Library.</p> <ul style="list-style-type: none"> <li>– Cllr Ransby declared an interest in item 2425 80 as a trustee of Holmfirth Civic Hall Community Trust.</li> <li>– Cllr Stewart declared she was related to Moses Crook, Kirklees Councillor for Holme Valley South.</li> </ul>
	<b>NOTED:</b> Members' and Officers' personal and disclosable pecuniary and other interests in items on the agenda as recorded above.
<b>2425 74</b>	<b>Items on the agenda to be discussed in private session</b>
	There were no items to discuss in private session.
<b>2425 75</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 4 November 2024, numbered 2425 49 – 2425 68 inclusive.
	<p>The Clerk reported information regarding ongoing matters arising from the approved minutes. These included:</p> <ul style="list-style-type: none"> <li>i. That the clerk was still to arrange a meeting of the maintenance/toilets procurement steering group.</li> <li>ii. The removal of the sharps bin needed to be progressed.</li> </ul> <p>At request of the Chair prior to the meeting an action for the Clerk was to raise a formal complaint with Kirklees about the continuing presence of the obsolete sharps bin outside Holmfirth Toilets.</p>
	<b>BUDGETARY MATTERS</b>
<b>2425 76</b>	<b>Service Provision Committee Budget 2024-25 and Earmarked Reserves</b>
	<p>The Clerk reported on items of regular expenditure the COMMITTEE was to consider authorising, commenting on the overspend apparent in budget line 310 the Civic which followed a series of resolutions and also on the underspend in budget line 4705 Christmas Provision which largely reflected that the council was still waiting for Kirklees to invoice for the cost of the 11t Holmfirth tree.</p> <p>Clerk to chase up Kirklees invoice following the meeting.</p> <p>Other underspends such as that evident in budget line 4730 minibus were due to the fact that further spending was expected between the meeting and the end of the financial year. The projected budget lines report gave a more complete picture of where the COMMITTEE's finances would be at the end of the year. The Deputy Clerk/RFO had provided a detailed narrative to that report.</p>
	<b>NOTED:</b> the reports from the Deputy Clerk/RFO on Expenditure against Budget 2024-25 – Budget Lines Year-to-Date and Expenditure against Budget 2024-25 – Projected Budget Lines to Year End.
<b>2425 77</b>	<b>Authorisation of Regular Expenditure</b>
	The COMMITTEE was asked to review and authorise regular items of expenditure featured in the

SIGNED: \_\_\_\_\_



13

Cllr Lawrence Baylin CHAIR

## Holme Valley Parish Council

	<p>Services Provision Budget 2025-26.</p> <p>The Clerk reported that the only change from 2024-25 was that Eonnext was now the provider of electricity for Holmfirth Toilets/the Gartside Unit. It was queried whether Eonnext were a green energy only tariff. The clerk confirmed that this was the case and was the reason this provider was chosen.</p>
	<p><b>APPROVED:</b> the authorisation of specified regular items of expenditure, as listed below, in the Services Provision Budget for the Council Year 2025-26.</p> <p>4320 Holmfirth Toilets</p> <ul style="list-style-type: none"> <li>– Maintenance and Costs (contractor)</li> <li>– Electricity (Eonnext)</li> <li>– Water and Sewerage (Scottish Water Business Stream)</li> <li>– Sanitary Services (Principal Hygiene)</li> </ul> <p>4705 Christmas Provision</p> <ul style="list-style-type: none"> <li>– Christmas Trees (Kirklees)</li> <li>– Christmas Trees (SD and TJ Kirk)</li> </ul> <p>4710 New Mill Churchyard</p> <ul style="list-style-type: none"> <li>– Maintenance and Costs (contractor)</li> </ul> <p>4720 Dog Waste</p> <ul style="list-style-type: none"> <li>– Maintenance and Costs (contractor)</li> <li>– Poo Bags and Dispensers (JRB)</li> </ul> <p>4730 Minibus</p> <ul style="list-style-type: none"> <li>– Minibus Service (West Yorkshire Combined Authority)</li> </ul> <p>4735 Phone Boxes</p> <ul style="list-style-type: none"> <li>– Maintenance and Costs (contractor)</li> </ul> <p>4740 Seats and Shelters</p> <ul style="list-style-type: none"> <li>– Maintenance and Costs (contractor)</li> </ul> <p>4750 War Memorials</p> <ul style="list-style-type: none"> <li>– Maintenance and Costs (contractor)</li> </ul> <p>The dog waste bags were not regular payments but a regular expenditure.</p>
2425 78	<b>Budget Line 4705 Christmas Provision – grant evaluations</b>
	<p>The Clerk provided a written narrative via the agenda as follows:</p> <p>Grants had been awarded to Holmfirth Christmas Team and Honley Christmas Team for provision of decorations for the two main centres and that eight applications for village Christmas trees/decorations were also approved 4 November 2024 for the following:</p> <ul style="list-style-type: none"> <li>– Scholes Methodist Church, Scholes</li> <li>– The Rock Inn, Brockholes</li> <li>– St David's Church, Holmbridge</li> <li>– Honley Business Association, Honley</li> </ul>

SIGNED:



14

Cllr Lawrence Baylin CHAIR

## Holme Valley Parish Council

- Hade Edge Residents Association, Hade Edge
- Hepworth Community Association, Hepworth
- Netherthong Community Partnership
- Holme Village

All 8 applicants were approved for a rolling grant arrangement for 2025, 2026 and 2027.

In line with **minute 2425 57** - delegating to the Chair and Vice-Chair of the COMMITTEE approval of expenditure from budget line 4705 of up to £628.40 for the provision of further trees/decorations, subject to the receipt of appropriately completed grant application forms and proof of suitable insurance being in place – a number of other grants were also awarded subsequent to the meeting on 4 November. The grant applicants had all requested that rolling grants be considered for 2025, 2026 and 2027.

A document providing photos of the funded trees had been included in papers.

All grant recipients had been asked to submit grant evaluations by the end of January 2025.

Evaluations had been received from Holmfirth Christmas Team, Honley Christmas Team and Holmbridge (St Davids).

The Chair introduced the item by reminding members that arrangements for 2024 had been significantly altered to previous years and that, on the whole, the new arrangements had worked smoothly. The Clerk was thanked for her proactive work in getting applicants to get forms in and so forth. The only ward that had not benefitted from a Christmas Provision grant was Wooldale. This was not for lack of trying as several Wooldale groups had been encouraged to apply. However, Wooldale residents had planted a rooted tree and so there might be scope to apply for a grant for decoration in a future year.

The Chair and Clerk were thanked for their efforts in supporting the provision of a tree and decorations for New Mill ward via New Mill Club.

It was acknowledged that the reference on the application form to how a project might address the climate emergency had indeed worked to raise awareness and encourage positive action. This would be built upon in succeeding years.

**NOTED:** grants awarded to the following:

- Clothiers Arms, Netherthong - £250.
- The Royal Oak, Uppertong - £156 inc VAT – tree from Kirks.
- New Mill Club, New Mill - £206 inc VAT – tree from Kirks.

**NOTED:** evaluations received to date from Honley, Holmbridge and Holme.

Clerk to chase up evaluations for the next SERVICE PROVISION COMMITTEE meeting.

### MAJOR ASSETS MANAGEMENT

**2425 79** Honley Library

SIGNED:



15

Cllr Lawrence Baylin CHAIR

## Holme Valley Parish Council

	<i>Friends of Honley Library</i> had submitted a report and other documents for information. Cllr Kirkby reported that details of a new government grant scheme were due to be published this week.
	<b>NOTED:</b> report and events update from Friends of Honley Library.
<b>2425 80</b>	<b>Holmfirth Civic Hall Community Trust</b>
	The Holmfirth Civic Hall Community Trust had submitted a report for information. This included initial ideas regarding a project to revamp the foyer, stairs and landing areas. COMMITTEE members raised a number of points and queries regarding the project.
	<b>NOTED:</b> latest report from Holmfirth Civic Hall Community Trust.  Clerk to relay feedback on the interiors project to the Trust and seek a response.  Clerk to request from the Trust a breakdown of works and costs for 2025/6 for the next SERVICE PROVISION COMMITTEE meeting.
	Cllr Barnett left towards the conclusion of this item at 7.55pm.
	<b>OTHER ASSETS MAINTAINED BY HOLME VALLEY PARISH COUNCIL</b>
<b>2425 81</b>	<b>Gartside Buildings update</b>
	Clerk reported on actions taken since the previous meeting with regards to the Gartside unit.
	<b>NOTED:</b> actions taken by the Clerk with regards to the Gartside unit, including: <ul style="list-style-type: none"> <li>– the fixing of an internal heater by the maintenance contractor;</li> <li>– communication regarding the carrying out of a condition survey and likely date for the installation of solar panels;</li> <li>– the scheduling of a Holmfirth toilets refurbishment working group meeting for Tuesday 25 February; this working group's remit included commissioning the condition survey on the whole building.</li> </ul> <p>Outstanding tasks for the Clerk were to arrange for the ordering and installing of an additional noticeboard and reimbursing EPIKs redecorating costs from the start of their tenancy.</p>
<b>2425 82</b>	<b>Holmfirth Public Toilets</b>
	A working group was established at the meeting on 8 July 2024 to draw up any proposals for a possible refurbishment of Holmfirth Public Toilets. A condition survey of the toilets had been commissioned by the working group and was in process. The working group was now also leading on the installation of solar panels for which Planning Permission had been granted.  The maintenance report from the contractor also referred to Holmfirth Toilets.
	<b>OTHER ASSETS MANAGEMENT</b>
<b>2425 83</b>	<b>Other assets including benches, stone shelters, war memorials, red heritage phone kiosks</b>

SIGNED: \_\_\_\_\_



16

Cllr Lawrence Baylin CHAIR



## Holme Valley Parish Council

	<p>A written report was received from the Maintenance Contractor.</p> <p>Following a report from the Holme Village Residents Association of the poor state of repair of Holme Village heritage phone box, a quote for the refurbishment for £800 had been received from the maintenance contractor.</p> <p>Current budget line has £400 and £400 had been allocated to next year's budget line. The Clerk advised that the COMMITTEE recommended to FULL COUNCIL that the £400 underspend from 2024-25 be placed in an Earmarked Reserve. From April 2025 the contractor could then be commissioned to carry out the refurbishment and paid from the EMR and also the 2025-26 budget line.</p>
	<p><b>NOTED:</b> the report from the Maintenance contractor.</p> <p><b>APPROVED:</b> the refurbishment of Holme Village heritage phone box operating as a book exchange and <b>RESOLVED</b> to recommend to FULL COUNCIL that the £400 underspend from 2024-25 be placed in an Earmarked Reserve. Expenditure on refurbishment to come from EMR and from budget line 2025/26.</p> <p><b>RESOLVED:</b> to recommend to FULL COUNCIL placing the underspend of £200 with regarding to the War Memorial budget line in the EMR War Memorials towards possible expense of repairs to Hepworth War Memorial.</p>
<b>2425 84</b>	<b>New Mill Closed Cemetery</b>
	<p>The maintenance of New Mill Closed Cemetery is part of the remit of the SERVICE PROVISION COMMITTEE.</p> <p>A task remained for the Clerk to organise a meeting with church authorities to review the works specification for the closed cemetery.</p> <p>Cllr Green reported that Kirklees Council had cut back funding considerably regarding the closed cemeteries it was responsible for.</p>
	<b>NOTED:</b> report from the Maintenance Contractor regarding New Mill Closed Cemetery.
	<b>SERVICES</b>
<b>2425 85</b>	<b>Public Area Litter and Dog Waste Management Strategy</b>
	<p>Cllr Baylin, Chair of working group, gave a verbal report.</p> <p>There was a lack of clarity regarding which body was responsible for the removal of bins in Holmfirth due in part to the fact that Holme Valley Parish Council had contributed to the renewing of 3 bins in Holmfirth centre in 2021. Some Kirklees officers had interpreted the financial contribution made to imply ownership and ongoing responsibility. This was not the case.</p>

SIGNED: \_\_\_\_\_



17

Cllr Lawrence Baylin CHAIR

## Holme Valley Parish Council

	<p>There were current issues in Holmfirth and at New Mill School regarding dog waste. The working group would continue to consult on the provision of dog waste bag dispensers and waste bags to reach a view on effectiveness and possible future actions.</p> <p>The Working Group had identified that there were too many bins by the Skateboard park and not enough adjacent to the new path. To date, Kirklees was not in a position to consider the relocation of existing or replaced bins. The working group would continue to press Kirklees regarding this matter.</p>
2425 86	<b>Tourism</b>
	A written update had been provided by Cllr Baylin. There were no questions arising.
2425 87	<b>Youth work in the Holme Valley</b>
	<p>A report from Kirklees Youth Alliance had been received.</p> <p>Standing Orders were suspended so that Cllr Whitelaw, who was attending as a member of the public, could comment as a trustee of Café 100.</p> <p>Numbers have increased since Café 100 provision was moved to the Tech which provided different spaces for different activities.</p> <p>Honley Youth was working with Kirklees Youth alliance to put in place provision in the Summer.</p>
	<p><b>APPROVED:</b> expenditure of £10,000 from budget line 4760 Youth Work in the Holme Valley to Kirklees Youth Alliance for the provision of agreed youth services.</p> <p>Payment to be made following the FINANCE AND MANAGEMENT COMMITTEE meeting on 3 March 2025.</p> <p><b>NOTED:</b> report from Kirklees Youth Alliance.</p>
2425 88	<b>Public Transport – sustainable travel - update</b>
	<p>Cllr Baylin, Chair of the working group reported further to a written update.</p> <p>Cllr Blacka referred to the pulling together of a report with regards to the Local Plan review. Cllr Blacka recorded thanks to Sarah Wells from the Penistone Line Partnership for her contribution to the interim report.</p> <p>There was no update regarding the Holmfirth park and ride scheme under investigation.</p> <p>A further meeting needed to be scheduled with Carl Stott.</p>
	<b>PUBLICITY</b>
2425 89	<b>Items for Publicity</b>

SIGNED: \_\_\_\_\_

18

Cllr Lawrence Baylin CHAIR

## Holme Valley Parish Council

	<b>NOTED:</b> suggestions for aspects of the work of the Service Provision Committee to publicise further included positive news regarding the Civic and the revamping of Holme book exchange kiosk.
	<i>The meeting closed at 8.37pm.</i>

SIGNED:



19

Cllr Lawrence Baylin CHAIR

Income and Expenditure against Budget 2025-26 Year-to-Date

Service Provision Standing Committee

CODE	DESCRIPTION		Starting Budget	Virements	Reconcile 2024-25	April	May	June	July	August	September	October	November	December	January	February	March	Payments from EMR	Total	Remaining
OK																				
Service Provision Committee																				
4300	Honley Library	95.35%	£15,750	£0	£0.00	£0.00	£17.73	£15,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£15,017.73	£732.27
4310	Holmfirth Civic Hall	66.67%	£60,000	£0	£0.00	£0.00	£0.00	£40,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£40,000.00	£20,000.00
4320	Public toilets - Day to Day	4.54%	£23,100	£0	£-1,068.74	£1,068.74	£1,048.62	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,048.62	£22,051.38
4325	Public toilets - Lettable Space	0.00%	£1,050	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,050.00
4705	Christmas Provision	0.00%	£4,592	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,592.00
4710	New Mill - Churchyard	0.00%	£788	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£788.00
4715	Defibrillators	0.00%	£0	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4720	Street Litter and Dog Waste	0.00%	£1,260	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,260.00
4730	Minibus	8.12%	£23,500	£0	£0.00	£0.00	£1,908.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,908.00	£21,592.00
4735	Phone Boxes	177.00%	£400	£0	£0.00	£708.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£400.00	£708.00	£92.00
4740	Seats & Shelters - Maintenance	5.39%	£13,650	£0	£-687.70	£687.70	£735.37	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£735.37	£12,914.63
4750	War Memorial	0.00%	£500	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00
4760	Youth Work in the Holme Valley	0.00%	£26,250	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£26,250.00
4765	Tourism		£0	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4805	Climate Action	0.00%	£5,000	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5,000.00
Total Service Provision		33.79%	£175,840	£0	£-1,756.44	£2,464.44	£3,709.72	£55,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£400.00	£59,417.72	£116,822.28
OK																				

Earmarked Reserves - YTD

Code	Account	Opening Balance		Net Transfers		Balance end April	Balance end May	Balance end June	Balance end July	Balance end August	Balance end September	Balance MTD October	Balance MTD November	Balance MTD December	Balance MTD January	Balance MTD February	Balance MTD March
326	EMR Defibrillator Special Reserve SP	£1,739		£0.00		1,738.51	1,738.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
331	EMR Gartside Building SP	£3,400		£6,600.00		10,000.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
341	EMR Gartside Energy Projects SP	£13,527		£4,131.00		17,657.68	17,657.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
345	EMR Rolling Grants F&M / SP	£1,000		£6,668.00		7,668.00	7,668.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
346	EMR Public Transport SP	£5,000		£-2,500.00		2,500.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
347	EMR Tourism SP	£4,961		£0.00		4,961.00	4,961.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
348	EMR Dog Waste & Litter SP	£3,800		£0.00		3,800.00	3,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
351	EMR Holmfirth Toilets Refurb SP	£2,504		£-2,504.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
352	EMR War Memorials SP	£0		£2,500.00		2,500.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
353	EMR Phone Boxes SP	£0		£400-£400		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Current Schedule of EMR 345 Rolling Grants				
a.	Holmfirth Arts Festival - Flow Project - 2023/4, 2024/5, 2025/6 (3 years)	£1,500	4405	F&M
b.	Festival of Folk - 2023/4, 2024/5, 2025/6, 2026/7 (term of Council)	£1,500	4405	F&M
c.	Friends of Cliff Rec - 2024/5, 2025/6, 2026/7 (term of Council)	£500	4405	F&M
d.	Holme Valley Patient Transport - 2024/5, 2025/6, 2026/7 (term of Council)	£1,000	4405	F&M
e.	Honley CCTV - 2023/4, 2024/5, 2025/6, 2026/7 (term of Council)	£1,560	4315	F&M
f.	Scholes Church Christmas Tree Group - 2025/6, 2026/7 (term of Council)	£170	4705	SP
g.	Brockholes Christmas Tree Group - 2025/6, 2026/7 (term of Council)	£250	4705	SP
h.	Holmbridge Christmas Tree Group - 2025/6, 2026/7 (term of Council)	£210	4705	SP
i.	Honley BA Christmas Tree Group - 2025/6, 2026/7 (term of Council)	£250	4705	SP
j.	Hade Edge RA Christmas Tree Group - 2025/6, 2026/7 (term of Council)	£224	4705	SP
k.	Hepworth CA Christmas Tree Group - 2025/6, 2026/7 (term of Council)	£224	4705	SP
l.	Netherthong CP Christmas Tree Group - 2025/6, 2026/7 (term of Council)	£250	4705	SP
l.	Holme Village Christmas Tree Group - 2025/6, 2026/7 (term of Council)	£130	4705	SP
Total Rolling Grants 2025/26:		£7,768.00		

## Maintenance Report – Service Provision Committee 9 June 2025

Dear Mrs McIntosh,

The following is the latest review of the Council's assets.

### TOILETS

All in all the toilets are running smoothly . We collect the takings weekly, date the takings bag and take to the "coin-star" counting machine at Tesco's periodically.

We are now using environmentally friendly cleaning products so bleach is definitely off the cards.

As I've mentioned before, we need some signage printing which gets the point across that these toilets are run by the Parish Council...ie you n' me 4 the use of you n'me! Less people carry cash these days especially small coinage so maybe a voluntary chip n pin point?

Points to note:

- The paintwork around the Velux windows is nearly all off now so this could be addressed when the toilets are refurbished.
- I've recently sent the PC photographs of the graffiti which is a regular occurrence but fortunately it is a chalky paint and easily comes off.
- The water was turned off for a few hours last week and when I locked up forgot to turn the taps to the off position so was faced with a thoroughly wet floor the following morning.
- The water fountain outside is getting used regularly...I'll take a meter reading and send it in.
- The buttons which flush the toilets are forever being pulled off. I've super glued them back on countless times but people insist on pulling them, not pushing, even though I made signs..
- Air fresheners and liquid soap are a favourite to steal so we only buy cheap ones from Lidl and leave them ¼ full at all times.
- The toilet cisterns out in the service tunnel are all working well at the moment but need constant adjustment through perpetual wear and tear.

### BENCHES

It's that time of year again and we are trying to keep the grass and paintwork under control around the benches in the valley.

There are plenty of benches which need painting after winter.

- All the jubilee benches in 12 wards need varnishing and touching up in green.
- The Le Tour bench in Honley was only done last summer but is in need of a varnish. It has been at the epicentre of many roadworks recently and have had to pressure wash it twice.
- The bench down Thong Lane seems to have been involved in a hate campaign and has been totally wrecked. This will be sorted on Friday morning. It needs new laits and a paint job.
- The bench on Wolfstones Road needs rubbing down and painting.

- The ones outside Beatties and up Daisy Lane need painting too.
- The Fulstone benches were painted two weeks ago.

### **PHONE BOXES**

The council-adopted phone boxes take very minimal maintenance as most of the villages where they are located are proprietorial towards them. We continue twice-yearly drive-by checks to keep an eye out on their general state of repair and give them a sweep and tidy where required.

- The Fulstone box is in need of a few frames replacing and a coat of paint.
- We recently refurbished the box at Holme Village opposite the pub.

### **WAR MEMORIALS**

The War Memorials are washed annually just before Remembrance Sunday

### **BUS SHELTERS**

The bus shelter round continues as usual. Regular sweeping and tidying, jet-washing when required. I'm so pleased to see VERY little unpleasantness or graffiti in the bus shelters these days which is a delight! It used to be really grim when they were painted dark brown.

- The Honley shelter has had the gutters and downpipe painted. The locals have installed hanging baskets on the walls ready to plant up.
- The Hade Edge bus shelter is a perpetual patch-up project. I've re-felted the roof twice in ten years and it still leaks. I think kids have been playing on it and it tears, letting water in. I just put new boards up and paint them until they become waterlogged and rotten again.

### **ORCHARD**

We had to dig up and re-plant a "Minor" oak tree which was deemed too close to the road and may cause future generations problems if allowed to become a "Major"

We made a wooden plinth for the plaque at the opening ceremony for the orchard.

### **NEW MILL CEMETERY**

We did the first cut of the graveyard at Sude Hill a couple of weeks ago. First cut of three.

### **GARTSIDE UNIT**

I very rarely see anyone at the unit. There was report of a leak in the sink unit but I couldn't find the source – it was at a time of heavy rain so it's possible there is a leak for the roof/velux windows. Fitted a new LED strip light to the passage at the back of the shop.

### **CIVIC HALL**

Had to saw the door to the cellars in half lengthways to gain access to the staircase behind in order to reach the beacon. Fitted hinges to the door so it now bends in the middle.

**HONLEY LIBRARY**

Collected and fitted two new benches to the wall adjacent to the library using padlocks and chains. Fitted the plaque to the exterior of the library.

Overall, we continue to keep our eyes peeled, respond to public concerns and balance the need to keep our valley looking smart with the need to be conscious and conscientious with the Council's budget.

As usual, many thanks for the opportunity to participate in the upkeep of the Holme Valley!

JOHN (and Alison).



Holmfirth Public Conveniences  
Town Gate, Holmfirth

## CONDITION REPORT

Holme Architecture

25<sup>th</sup> April 2025



## **1.0 Introduction**

- 1.1 Further to Instructions from Councillor Alison Morgan, Holme Architecture has carried out a dimensional and condition survey of Holmfirth Public Conveniences, also known as the Gartside Building.
- 1.2 The purpose of the inspection was to assess the condition of building fabric, interior finishes, fittings and services and building ventilation, and make recommendations for how these might be improved.
- 1.3 The Parish Council has identified that the WC's have become tired and are in need of rejuvenation to make them a more welcoming public facility to locals and visitors of Holmfirth.
- 1.4 Originally built in 1987, the WC's were modified in 2017 in order to avoid closure. The internal layout was modified to allow 30% of the floor space to be lettable. Fabric changes were minimal, leading to inevitable compromises in the current layouts.
- 1.5 The WC's are well cleaned and maintained on a daily basis by a small team of staff, though challenges with poor ventilation, difficult to clean floor finishes and fittings make this an uphill challenge.
- 1.6 The WC's are not compliant with the latest space standards for in particular accessible WC's and baby change facilities
- 1.7 The Parish Council wish to make sustainability an integral part of projects, reflected here in a separate project for installation of roof mounted photo voltaic panels, granted planning permission in 2024 and which will provide 50% of the current electricity costs of the building.
- 1.8 The inspections made were visual with no opening up works and with no access to the rentable portion of the building.
- 1.9 The WC's sit withing Holmfirth conservation area, designated in 1972 and extended in 1990.

## **2.0 History**

- 2.1 The WCs were constructed in 1987 (application reference 86/01623 within a conservation area). The building comprises a detached purpose built building in a prominent location on Towngate in the conservation area of Holmfirth.
- 2.2 The WC building sits on a prominent area of land on Towngate, the only building on the island of land otherwise largely occupied by the Towngate carpark. Access to the WC's is only from the north on the corner of Towngate and the bus station access road, with the carpark on the south side set 1.5m lower. On the south side the gable fronts onto a

small grassed area around Old Genn Monument (1802) with a Holmfirth Heritage Trail sign.

- 2.3 The original internal WC layout included separate female and male with externally accessed accessible WC (undersized) with a second larger accessible WC having been left empty. The female WC facilities contained 2 wash hand basins and 5 cubicles one of which was larger to improve accessibility for people with disabilities). The male WC contained 2 WC's (one of which was also accessible), a trough urinal and 2 wash hand basins. A central manned office controlled access and afforded access to the rear service corridor
- 2.4 Due to funding issues, in 2017 the building was transferred to the Parish Council and a planning application submitted (2017/92605) which made changes to the layouts, including a change of use to form a lettable unit in the previous male WC. The change of use allowed for A1 (Shops/retail) A2 (professional Services), A3 café/Restaurant) and A5 (hot food and takeaway).
- 2.5 The Female WC was subdivided to form both male and female WC's with only minor amendments to the fabric (doors blocked up) meaning compromises to the layouts of both. The Accessible WC was incorporated into the lettable floor space, with the new accessible WC accessed from inside the building making wheel chair access more difficult.
- 2.6 The office was retained and at one stage appears to have been used as a baby change facility, with whb and fold down table, though for some time the space appears to have solely used as a cleaning/maintenance store. The glazed front desk with payment slot still exists but is unused as the office is no longer manned. An existing roller shutter is not in use as the previously open lobby in this area is not accessible out of hours.
- 2.7 The 2017 application included for changing the gable timber louvre to a window for the lettable unit but this has not been carried out.
- 2.8 In December 2024 the parish council successfully applied for planning permission in to install solar panels on the roof of the WC,s building. The 10 solar panels (5 each side) will provide @2500kwh or approximately half of the current yearly demand of the WC's. A 5.8kW storage battery will also be installed to spread availability of the energy.
- 2.9 Appropriate positioning of the invertor and batteries needs to be considered in relation to any possible changes to the WC layouts.

### 3.0 Building Structure: External Fabric Description

- 3.1 The building is built of masonry cavity walls with outer skin of natural coursed stone and a pitched slate roof with a hipped gable over the entrance porch. A simply profiled ashlar stone plinth is visible at floor level to gables and rear. The gable walls extend beyond the roof line forming parapets with bedded ashlar copings / corbels / knee stones. The ridges are bedded clay ridge tiles which are grey to match the slates. The southern roof

contains 7 velux roof lights supplying natural light to the toilet areas. A ventilation termination tile is included in the ridge to vent the soil stack in the service corridor. The eaves to front and rear have stone corbels under cast iron Ogee guttering (not tested), with one 50mm diameter down pipe to front and rear. The rear down pipe enters the building at high level. The gutter to the front elevation was painted black in the last 6 years, the carpark gutter remains stone coloured.

- 3.2 The roof structure consists of 100 x 50mm soft wood joists at @350mm centres with a single 260x 75mm purlins to each side. Roofing felt is bituminous suggesting it is original to the build in 1987. SW ceiling joists span on to block walls below, voids around roof lights are formed in 50x50mm timber. There is 100mm loose laid insulation between ceiling joists.
- 3.3 The northeast elevation facing town gate has a central opening which opens onto the old office with obscure glazed screen and blue security shutter (no longer used). The opening is secured at night with a rickety retractable galvanised security grill attached to the right-hand jamb. Under the porch the right-hand door (leading to the WCs) is a external grade timber painted fire door with Georgian wire vision panels and overhead door closer
- 3.4 There are wooden ventilation louvres to each gable and air bricks in the apex of eave gable ventilating the roof void. There are also air bricks at high level to the south elevation to the carpark offering ventilation to the service corridor.
- 3.5 The door to the lettable property is black plywood faced timber (decoration in need of attention) with poor quality anodised door handle
- 3.6 The previous door opening to the right-hand side of the entrance (water fountain) was blocked up in the 2017 refurbishment, but the stone use was still stands out despite being toothed in.

#### **4.0 Building Structure: External Fabric Condition**

- 4.1 Masonry walls on first appearance appear sound other than some unattractive staining at each corner of the building.
- 4.2 Under closer inspection the mortar between and under the coping stones to the gable eaves (water table) has badly cracked with water ingress causing freeze thaw to displace the copings and further increase water ingress. The staining noted in 5.1 shows how water is working its way into the wall below particularly at the base of the coping stones slope (the knee).
- 4.3 To a lesser or greater degree all corbeled stones to each corner of the building have been displaced both by the same failure of the mortar (described in 4.2) but also with the weight of displaced coping stones above pushing the corbels away from the building. Mortar repairs have been carried out in the past but these repairs have also cracked. The northeast corner of the building is the most badly damaged, mortar joints now affected as far down as the string course at ground level, On NE and SE corners. Currently despite

the cracking the main body of the wall appears sound but each winter will cause further joints to fail.

- 4.4 Slate roof tiles are generally sound but the mortar bed of the ridge tiles has failed in places and several of the ridge tiles are also damaged and in need of replacement.
- 4.5 The low stone wall with handrail next to the water fountain has been displaced, likely through force applied to the handrail and needs re-bedding.
- 4.6 All rainwater goods appear sound with no signs of staining resulting from leaking joints

#### 5.0 **Building Structure:** Internal fabric Construction

- 5.1 Internal walls are 100mm blockwork with concrete heads with painted finish which extend to the underside of the plasterboard ceiling. Some walls support the ceiling structure, spanning front to back.
- 5.2 Walls are tiled with smooth white ceramic tiles to 1.6m high including to the circulation areas. In the services corridor the concrete blocks are unpainted with no tiles.
- 5.3 The floor is solid concrete slab finished to all public areas in grey nonslip ceramic tiles, dark grout and 150mm integrated skirting with no coving. The floor to the service corridor is unfinished concrete.
- 5.4 The external lobby to the front of the building appears to have original anti slip floor tiles of the type often seen in swimming pools. It looks like these date back to the original build.
- 5.5 Ceilings/bulkheads are painted plasterboard with cracks and paint peeling due to damp. The ceiling above the external entrance lobby appears to be painted timber/plywood rather than plasterboard. Mineral wool between the ceiling joists (approx. 100mm) looks to date back to the original build. There is no insulation to the bulk heads around the velux windows.
- 5.6 4 internal doors are all flush timber painted doors with timber frames with door closers and anodised furniture. The male WC has a grill fitted at low level to assist with ventilation/smells.
- 5.7 4 openable velux windows with unpainted timber frames internally, were not tested for operation, the gents windows have not been closed for some time (this is the only source on ventilation to the mens WC)
- 5.8 Louvred timber windows give ventilation to the ladies and lettable property. Ventilation to the service corridor is via 6 high level brick vents to the rear wall.

## **6.0 Building Structure: Internal fabric Condition**

- 6.1 Painted block walls are in good condition with no signs of damp damage suggestion recent decoration and/or good damp resistant paint choice
- 6.2 Ceramic wall tiling also in good condition and choice of smooth tiles reportedly making cleaning easy.
- 6.3 In contrast the textured darker floor tiles with dark grout/ no coving are harder to clean and give the appearance of being dirty even when after cleaning.
- 6.4 Floor tiles to the external entrance lobby are poor condition, cracked tiles and poor concrete repairs and give a bad first impression to the WCs
- 6.5 Ceilings are in poor condition with cracks between plasterboards and peeling paint evident to varying degrees throughout. By far the worst is the bulkhead below the velux windows in the mens WC where black mould and peeling paint give a particular grim appearance. The mineral wool insulation has been disturbed several times in more
- 6.6 Louvred timber windows need redecorating externally but the louvre in the ladies has been painted black internally. Uncertain if there is any insect mesh to the inside.
- 6.7 Velux windows – to the whole building are in need of at least significant overhaul, including removal of the sash allow opening mechanisms to be refurbished. The varnish to the windows in the mens has completely deteriorated reducing the chances of sash repair, sanding down and redecorating. The longer the windows are left the less likely repairs will be possible. Windows in the lettable property have not been viewed.

## **7.0 Building Structure: Condensation**

- 7.1 Ventilation to the gents WC is solely via the permanently open velux window and to the ladies WC via a louvred window. The WCs are unheated
- 7.2 The unheated WC spaces are prone to condensation build up on floors, particularly the gents (incoming rain will also be a factor) and on the ceilings where paint is peeling and plasterboard cracking as a result.
- 7.3 The permanently open velux windows allow significant amounts of warm moist air into the men WCs, even in winter this incoming air will likely be warmer than the solid concrete floor so condensation occurs. An attempt has been made to reduce condensation by cutting a louvred opening onto the mens door, trying to create a cross flow of ventilation across the floor. This will have had a beneficial effect but is not sufficient to solve the problem. The louvred window in the ladies is better at limiting moist air being blown in so condensation is less
- 7.4 A better system of air circulation, including extraction and intake of fresh dry air is needed. The open louvre would ideally be replaced with a window and the overhauled velux windows closed until they can be used to let warm air escape in Summer. Better

air circulation will likely go a long way to solving the odour issue prevalent in the mens WC.

## **8.0 Building Structure: Layout/Space Standards**

- 8.1 The building changes carried out in 2017 were focussed on minimum work/cost to get WC provision back up and running in a much smaller footprint. The construction of very few block walls created a male and female WC within the footprint of the earlier female.
- 8.2 The original female WC layout of 5 cubicles in a row was retained with 2 of the cubicles now in the gents (including a larger accessible) and 3 in the ladies
- 8.3 The original intension appears to have been to have an accessible WC in each of the male and female WCs which would incorporated the current accessible WC into the ladies, but the access through 2 doors for wheelchairs was not workable and the ladies entrance was relocated to its current position.
- 8.4 The larger accessible WC in the gents was changed to be used for urinals as the layout for urinals and sinks was too cramped with insufficient separation.
- 8.5 The resultant layout leaves the ladies with very cramped circulation and handwashing, with only 1 sink for 3 cubicles. The gents is spacious by contrast with one cubicle, 2 urinals and with the required 2 sinks but small handwash in design
- 8.6 The relocation of the females WC entrance door has created a blind spot in the access corridor, with 3 turns needed to reach the entrance from the front of the building.
- 8.7 The accessible WC layout is compromised by access to the ladies requiring it to have an inward opening door, meaning there is insufficient space in the WC for a wheelchair to turn easily. Access to the WC from the front door also requires 2 corners, which would include the original front door to the ladies- which is a difficult door to negotiate for wheelchair users so is left open - also helping with ventilation.
- 8.8 The existing office retains access to the rear services corridor and was for a time used as a baby change until misuse forced it's use to be restricted to back office/store. A door into the gents WC was blocked up in the 2017 conversion. The office makes poor use of prime and easily accessible space at the front of the WC block.
- 8.9 The old entrance to the mens WC (entrance door on the left) retains a door which is unused. On plan it appears that the lobby space behind the door is blocked off from the lettable property so would be available to be incorporated into future WC plans, but the space was not seen so confirmation of current use is needed
- 8.10 The T shaped service corridor means that pipe runs WC cisterns, (except accessible WC) water supply valves and water heater are all located in non-public area so security and durability of fittings is much less onerous.

- 8.11 When the office was manned direct access from the office into the rear service corridor would have been appropriate allowing water supplies to be switched off at short notice. However, as the toilets are unmanned this no longer seems like a priority, and the space would be better made use of to improve the layouts of public access areas
- 8.12 Access has not yet attained to the lettable part of the building so its layout does not form part of this review.

## 9.0 Building Structure: Fire Separation

- 9.1 It's likely that the lettable space and the WC's are not separated for fire spread as they are connected above by the continuous roof void and because the ceiling is only a single layer of plasterboard. (it's possible a double layer of plasterboard was installed in the lettable part of the building). Concrete block walls offer separation of the useable spaces, though a 2017 infill concrete block wall in the service corridor does not extend to the ceiling level and needs sealing).
- 9.2 As the WCs are not classed as habited spaces its possible that building control viewed the 2017 refurbishment as not needing to introduce fire separation between the WCs and the lettable property, however this feels less likely as 2017 planning permission included for a possible use as a café. It maybe that the ceiling in the lettable property was over boarded to give fire separation (to be checked)
- 9.3 A lack of separation in the ceiling void also raises questions about security for the lettable property when the WCs are open and un-manned. Currently the ceiling hatch is accessed from the service corridor but any changes to the location of the ceiling hatch would need to consider this.

## 10.0 Fixtures and Fittings:

- 10.1 WC cubicles and doors are robust, in Stainless Steel clad (inner construction not seen) with difficult to clean steel angle floor supports.
- 10.2 Sanitary Items  
 WCs pans to male and female are stainless steel anti vandal pans with white plastic seats (the pans possibly original to the building). Though robust the WCs give of a prison feel (appearance is improved by not having visible waste pipes). The single whb in the ladies is a wall mounted in also stainless steel  
  
 All sanitary ware fitted in the 2017 reconfiguration is ceramic, including urinals, small whbs in the mens and office and whb and WC pan in the accessible WC.
- 10.3 Accessible WC facilities including grabrails appear laid out in compliance with building regulation Document M (Doc M) and with good visual contrast. However, surface mounted plumbing (whb wastes and water supply) adds visual confusion and gives a cluttered feel.

10.4 Mirrors surface mounted glass mirrors approx. 400x250 generally with full length in the accessible WC. All show signs of the silver backing disintegrating to the bottom edge probably due to the damp ingress

#### 11.0 **Services:**

11.1 Plumbing: A review of plumbing supplies by a registered plumber is recommended to check for compliance of water supplies, avoiding dead legs and use of open floor gulleys for sink waste (albeit in the service corridor) and earthing.

11.2 Surface mounted water supplies in public areas are unfinished copper without insulation or boxing to hide them (including high level runs under the ceiling). It's likely these will attract condensation and cause drips.

11.3 Waste pipes are surface mounted, except for the back to the wall WC pans connected directly to the 100mm drain in the service corridor. The worst case is in the former baby change where supplies to a sink were routed through a door frame to reach an open drain in the service corridor.

11.4 Plumbing in the service corridor includes existing copper, (generally insulated (for hot water and cold to avoid condensation) though exposed in places) and push fit plastic for additions in the 2017 refurbishment. Modifications to the existing supplies appear to have minimal with the later refurbishment so pipe runs are not organised. Push fit supplies are not insulated, and though condensation will not be as bad as on copper will still occur. (see electric heaters below). Original WC cisterns no longer have lids, adding to dampness in the service corridor (though

11.5 Electrics: A review of electrical supplies by a registered electrician is recommended to check for compliance or services before any work is commissioned. No check was carried out to see if the consumer unit was up to regulations (an RCD fuse box which cuts supplies to services where leakage is detected)

11.6 Electrical items include;

- Hand driers – one to each WC - working order
- Water Heater in Service Corridor and pump –not currently used (due to running costs) - likely dated 2017 and linked to a water tank in the roof void.
- Electrical Surface mounted heaters in service corridor (2 no.) - to avoid freezing of services. Very unlikely to be working and need isolating and removing – one of the heaters sits under a water cistern and the plug fused spur shows significant corrosion.
- Wiring in public areas is limited, including fire exit lights/hand driers and installed in white plastic conduit. Cabling to the service corridor is mixed white galvanised conduit and original metal trunking (rusting in places). Wiring in the roof void is chaotic and likely includes redundant and live cabling mixed together.



11.7 Lighting: Lights are circular surface mounted fluorescent bulk head fittings (ceiling mounted), but are unlikely to LED or low energy.

## **12.0 Building Structure – Recommendations**

12.1 It is recommended that repairs to the roof coping stones and ridge tiles be carried out as the top priority. Without this further deterioration of the building is inevitable.

12.2 Independent of this report /other work the Parish Council have approved the installation of 10 photo voltaic panels on the roof of the WC's which were due to be installed in March 2025. The panels would generate half the current energy us of the WCs, and showcase the sustainability aims of the Parish Council. However, these were to be panels which sit on a frame on top of the existing roof tiles and as such would do nothing to improve the aesthetics of the building.

12.3 To avoid doubling up on scaffold it was agreed to suspend the installation sit on pv panels and include this in a wider project to improve the WCs. It was agreed that a phased approach to repairs and improvements would be needed to suit financial limitations

### PHASE 1

12.4 To carry out priority repairs to the external fabric of the WCs as well as aesthetic improvements as described on drawings 115\_ 211, 115\_ 212, 115\_205115\_310, 115\_311, 115\_312. Comprising;

- Reroofing of the roof reusing the existing slate tiles, on new breathable felt and roofing battens, incorporating 'in-roof' PV panels on uPVC trays, (a review of the number of tiles is needed), re-bedding of existing ridge tiles / allowing 20% replacement of broken tiles, removal and overhauling/deep cleaning of the velux roof light vents, allowance for replacement of 2 rooflights in the mens which maybe beyond repair (NOTE: its likely that the PV panels to the rear of the building would need to remain 'on roof' due to their landscape orientation. In-Roof panels need to be portrait which would clash with the roof windows).
- Removal of coping stones and knee stones/corbels to each corner of the building, rebedding corbels including stainless steel dowels to prevent future slippage, re bedding of copings stones (including stainless dowels) allowing repairs as necessary to existing lead soakers/flashings (which look in okay condition currently). Repointing of joints to gable ends where mortar has been damaged and repair of the low stone wall by the water fountain.
- Further improvements to the appearance of the WCs to make the building look more cared for and considered, inparticular reducing the amount of 'visual clutter' which has built up incrementally over the years. Improvements would include cleaning of stone, decluttering/rationalising/relocation of existing signage, introduction of new

more modern and clearer WC signage and rationalisation/relocation of bins to front elevation, removal of the Christmas lights – currently wired from a junction box with ugly metal protection (possibly incoming supply to the lettable property - review relocation of the incoming cable and fuse box to left side elevation of front porch or replacement of metal trunking and junction box), removal of blue roller shutter to old office and covering up of the glazed screen with suitably sized sign on ply backing or artwork as a temporary stop gap until later phases.

#### Other options to consider including in Phase 1

- Part of these improvement would ideally also include replacement of the door to the lettable property with a glazed door and installation of a window in lieu of timber louvre to gable to make the lettable property a more amenable space
- Replacement of the rickety security grill with a new roller shutter
- With the installation of the pv panels and associate battery/ converter more wiring will be added to the chaos in the roof void and a connection need to be made to a non compliant consumer unit. Checking of wiring and removal of redundant, would help with maintenance and planning of future phases. (note that as a landlord the Parish Council have a duty of care to tenants to have a RCD consumer unit)
- With the cleaned and working velux windows it would be great to at least redecorate the bulk heads under the roof lights and ceilings generally
- Reintroduction of the hot water heater to provide hot water (electricity costs reduced with solar panels)

12.5 Improvements to the grassed area around the old Gen monument have been discussed. The area is currently owned and managed by Kirklees but adds little to the appeal of the area and if paved and with benches could offer respite while the WC is used and be used by EPIKS as part of their offering.

#### PHASE 2

12.6 To review conversion of existing staff office to form accessible WC accessible directly from the entrance lobby making the facility much easier to use for wheelchair users, people with visual disabilities parents with children in prams, any of whom may find the current accessible WC hard to access. Issues to be reviewed for viability of this as a standalone phase are possible disruption to other areas caused by changes to drainage and requirement for continued access to the service corridor, retaining an access door inside the accessible WC needs careful review. See drawing 115\_105

- Removal of existing glazed screen and formation of 1m wide door from front lobby. The width of the glazed screen needs narrowing for form a doorway – further review of the most economical way of doing this is needed.
- Blocking up of current doorway into room
- Review of below ground drainage so see if adaption would allow for an accessible WC layout as shown on drawing 115\_211 (this is central to the viability of this phase)

being carried out ahead of the wider reconfiguration so should be done as a matter of priority)

- Replacement of floor tiles with seamless hard wearing flooring with easy to clean cover skirtings, ideally Terrazzo or similar
- New Doc M compliant WC set up including possible relocation of existing sanitaryware. The proposed room is large enough to be able to hide waste pipes behind a stud wall.
- Review taking possession of the lobby behind the mens WC to form a store for the cleaning team

### PHASE 3

12.7 To reconfigure the WC layouts to achieve easier/clearer access from the front door, avoidance of blind spots causing potential anxiety, to make best use of space available, including space attained from the service corridor) to create less cramped facilities in the female WC, replace floor tiles with a floor finish which is easier to clean, provide new sanitaryware and cubicles, renew plumbing and electrics, introduction of low energy lighting and to review the introduction of a heat recovery ventilation unit in the loft to remove condensation from the air. See drawings 115\_211, 115\_310,

- Partial demolition and rebuilding of block walls to suit new layout shown on drawing 115\_211.
- Opening up of the entrance area into the WCs to make a more welcoming arrival, including possible window with security grill by local artist
- Relocation of the door into the current ladies to avoid blind spot and create a clearer entrance area. Handing of ladies and gents WCs to afford more space for cubicles, and allow for a larger accessible cubicle in male and female
- Form new security access doors into the service corridor from both male and female WC's
- New seamless flooring (terrazzo or similar) with coved skirtings throughout, including external entrance lobby
- Wall tiling, although existing wall tiling specification is liked by cleaning staff its likely that removal of floor tiles and reconfiguration of walls, replacement of existing sanitaryware will require starting again with wall tiling.
- Overboard/reskim ceilings and bulkheads and redecorate. Form new secure ceiling access hatch with access ladder.
- New internal timber doors and new window in lieu of the louvre to the mens WCs
- Provide new vandal proof cubicles and sanitaryware
- Provide new closed WC cisterns in service corridor

### SERVICES

- Rewiring of WCs and installation of new compliant consumer unit if not already done (note compliant RCD unit has been confirmed but not yet seen)
- Replacement of lights with low energy LED fittings. Review of lighting levels/colour to inhibit drug misuse

- Replacement of plumbing to suit new layout. Use of stud walls with access hatches to avoid surface mounted waste pipes
- Introduction of mechanical extraction of moist air and replacing with incoming fresh drier air via ventilated loft to create a better air circulation in the WCs (positive input ventilation). System to be designed by Mechanical Engineer.
- Grey Water harvesting – seems unlikely to be feasible due to space restrictions for storage

### 13.0 Estimates of Cost and Programme

#### PHASE 1

- 13.1 Changes to the planning application of the PV installation from sit on to in roof will need to go back to the local authority for approval which could take up to 8 weeks though hopefully shorter. It is worth considering if other suggested changes be included on the revised application
- 13.2 Reroofing of the building using existing roof tiles but with new felt, and the masonry repairs to copings and corbels and lower walls are estimated to cost about **£15,000** ex VAT over and above the cost of the PV install and not including scaffolding costs (which will be increase for that priced as at least an additional week will be needed). Its estimated that 2 weeks would be needed to complete the roof repairs, not including scaffolding.
- 13.3 The installation of 10 solar panels, including battery and inverter are expected to have cost in the region of £10,000 ex VAT. It is expected that an in roof system would cost slightly more so a figure of £12,000 should be allowed. Costs of r-application of planning to Kirklees should not cost extra as application are normally given a free go if all parameters are the same.
- 13.4 Costs of the other optional items for phase 1 vary,
- £2500 - glazed door and window to lettable property say
  - £1800 - for testing wiring and new consumer RCD unit (if not already installed)
  - £2400 - Replacement of existing Security grill with roller shutter/ or new grill
- 13.5 Programme for the Completion for Phase 1
- Resubmission of Planning Application and Assessment by Kirklees 2 months. (The drawings for the reapplication are practically ready so I don't foresee any delay in initial submission)
  - 1 Month to carry out the work described in 12.1, 12.2 and 12.3

#### PHASE 2

- 13.6 Estimates of cost and programme for the creation of a compliant accessible WC are dependent on further review of below ground drainage. A cost of somewhere between £6000 and £8000 is estimated, the per meter square cost being higher because the work would be done in isolation and whilst maintaining other services.

13.7 It is estimated that 3-4 weeks would be needed to complete the work on site. In addition 2 weeks would be needed to prepare drawings and specification for pricing and a 3-4 weeks for tenders to be completed by interested contractors.

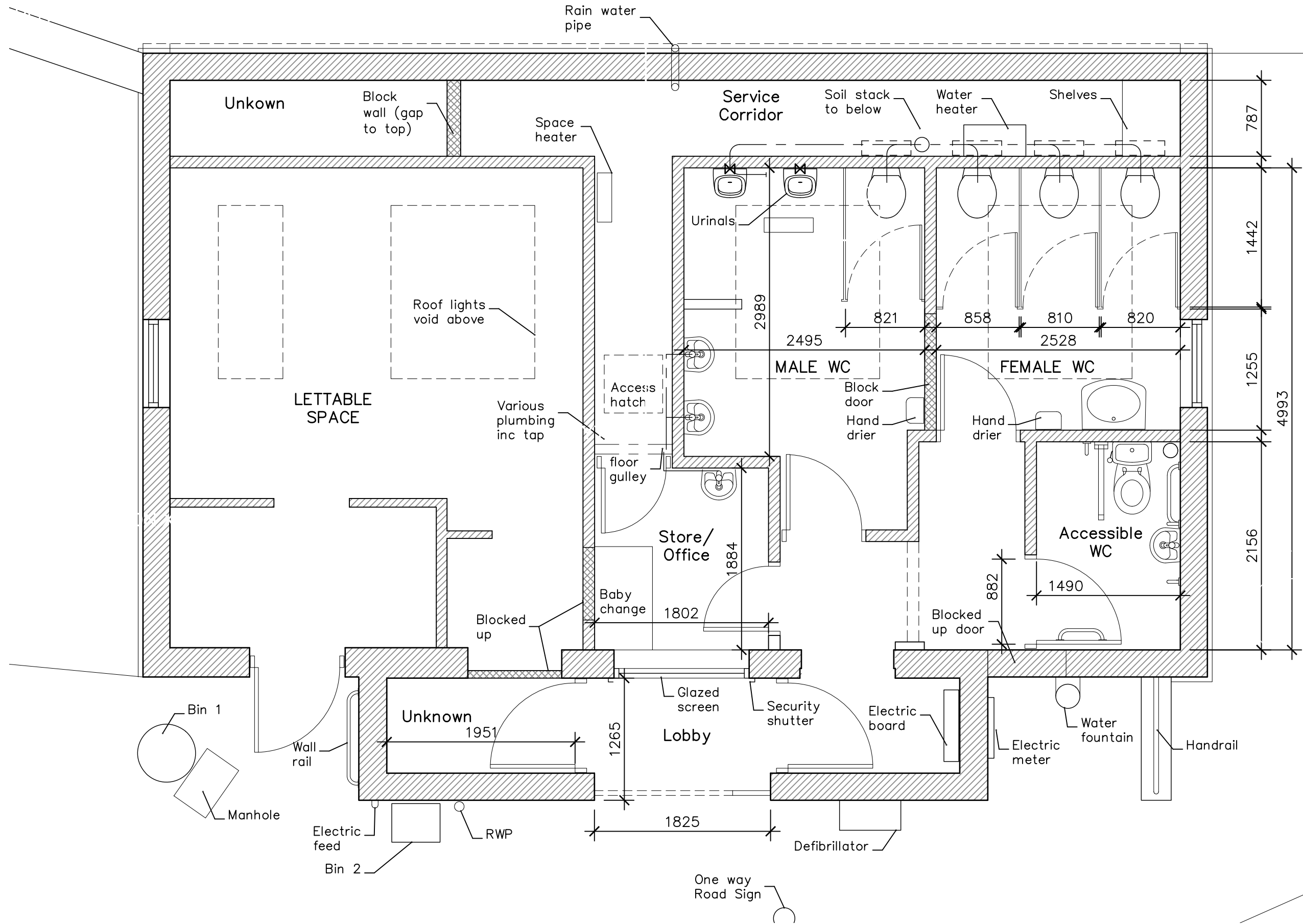
13.8 It is recommended that the phase 2 works (if completed separately) be tendered along with Phase 3 to make the contract more worthwhile for contractors. Phase 2 could be completed as a preliminary phase but the specifications and construction knowledge accrued would not be lost in Phase 3.

13.9 Changes to internal underground drainage would require the involvement of Local Authority Building control, though with a building notice application this would not add any delay to the works.

### **PHASE 3**

13.10 There are many variables in the costing of the remaining refurbishment of the WCs. The cost of a good quality WC pan can cost £1000 so it's easy to see how price could soon escalate. A more detailed specification if therefore needed to be confident of a cost estimate. However, for the purposes of this report it is suggested that a figure of approximately £40,000 - £50,000 would be needed for a complete refurbishment. A fuller break down of costs will be developed over the next few weeks.

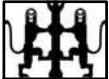

13.11 It is estimated that 3 months would be needed to complete the works on site. In addition, 2 months would be needed to prepare drawings and specification for pricing and a 5-6 weeks for tenders to be completed by contractors.



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- Method statements
- Permit to work
- Pre construction information

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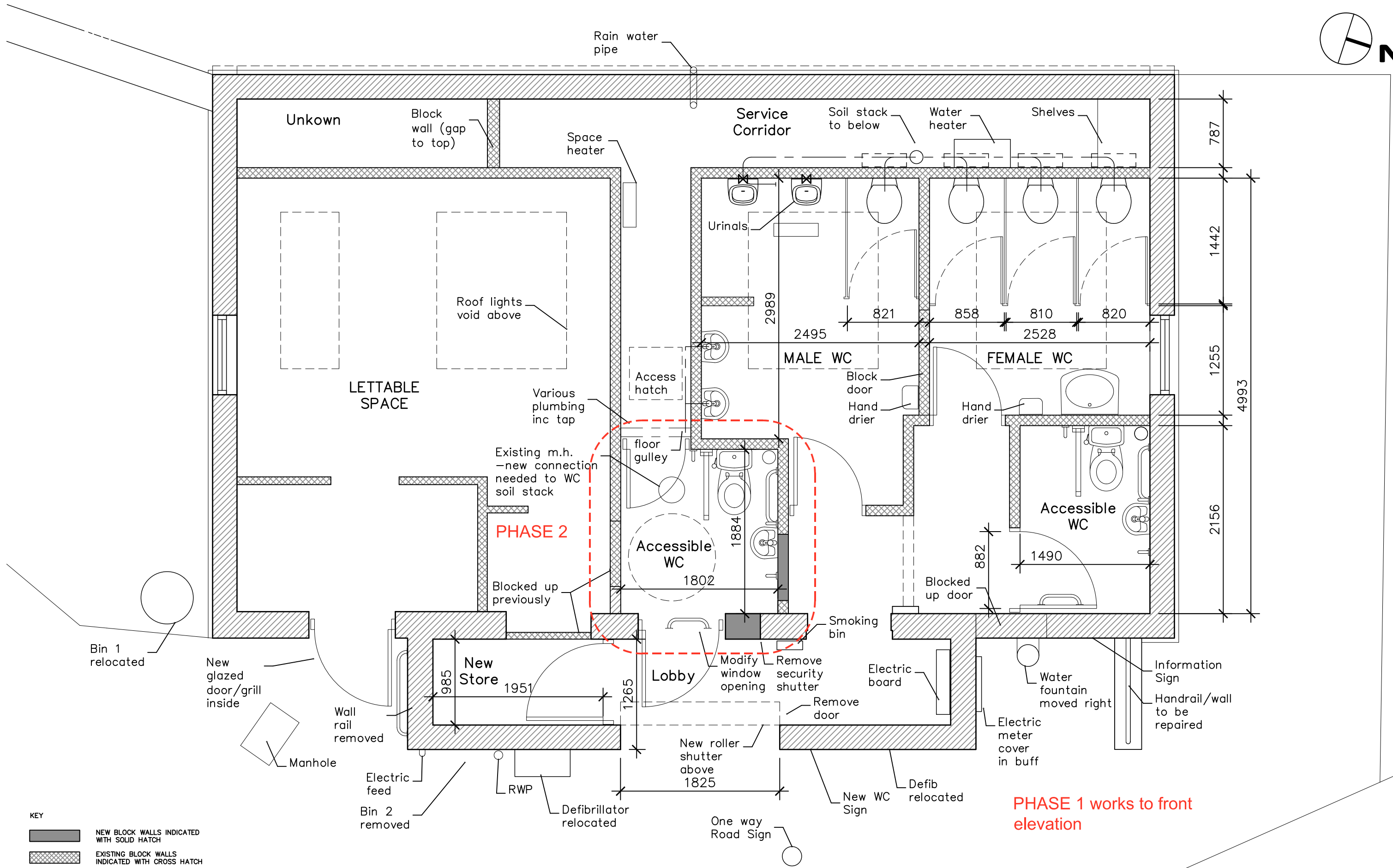
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**Holmfirth Public Conveniences**

Existing Ground Floor Plan		
project number	drawing number	revision
115	201	



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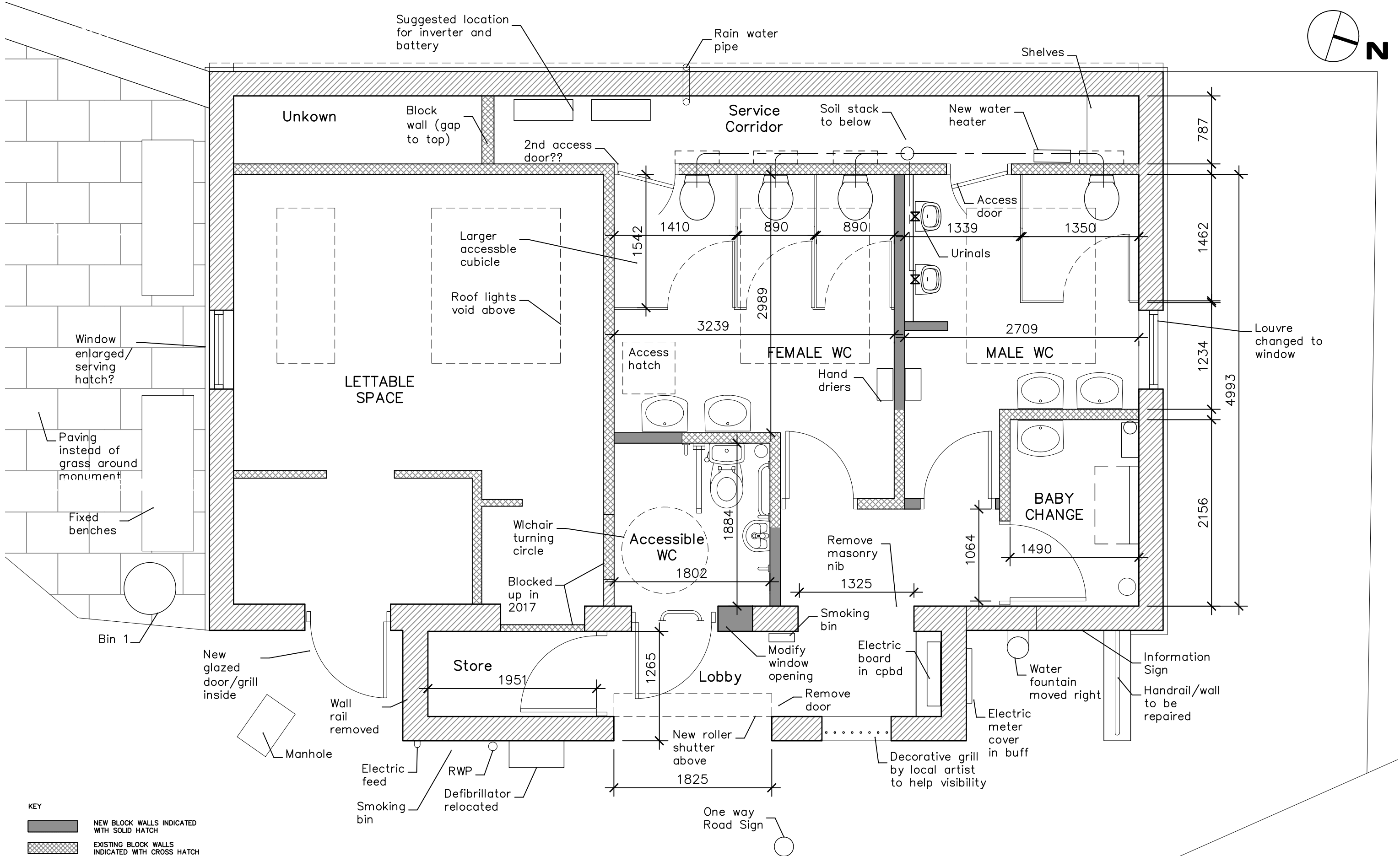
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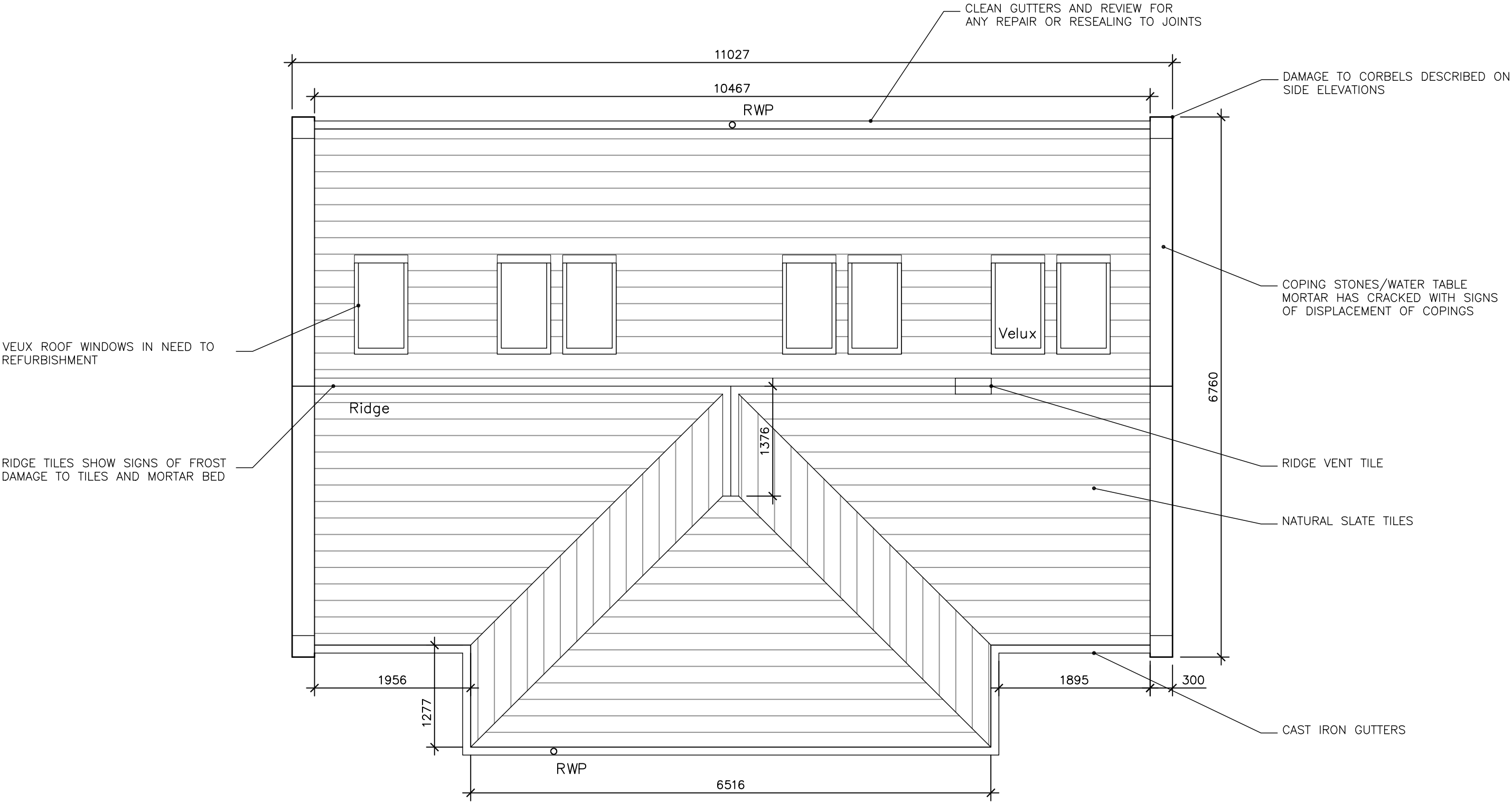
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Proposed Ground Floor Plan PHASE 1 AND 2		
project number	drawing number	revision
115	205	

cad reference: D:\02 Projects\115 Holmfirth WCs\02 Design\200 Plans\115\_205 Proposed Ground Floor Plan PHASE 1\_2.dwg







Construction staff and operatives must ensure the principal contractor has provided thorough and accurate information on all health and safety aspects relating to the designs identified on this drawing including the review of:

- Designers/contractors risk assessments
- Method statements
- Permit to work
- Pre construction information

The designers note that the following health and safety risks relating to this drawing have not been eliminated during the design process:



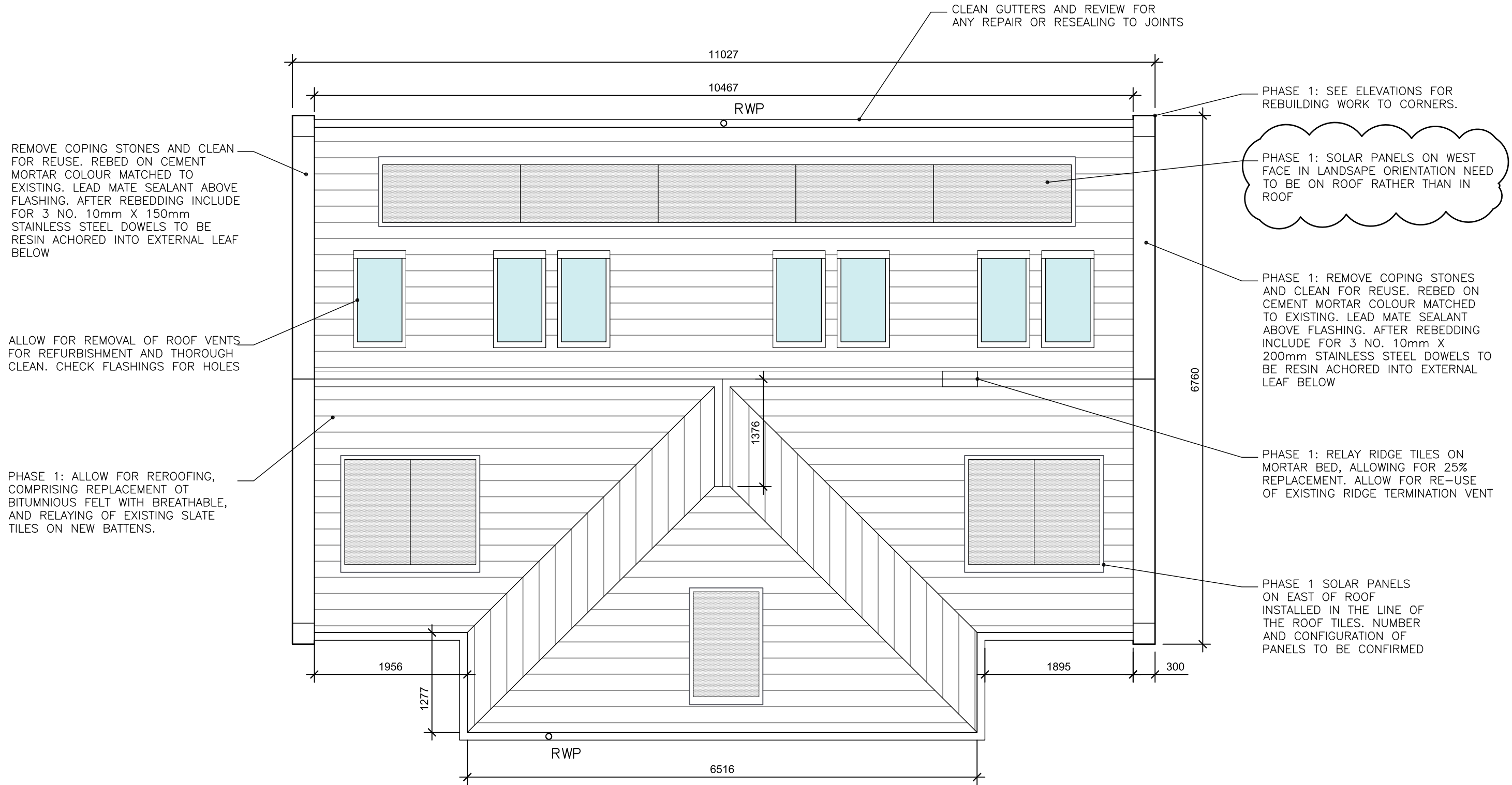
**holmearchitecture**  
17a Chapelgate · Scholes · Holmfirth · HD9 1SX  
matt@holmearchitecture.com | www.holmearchitecture.com | 07975977532

All dimensions to be verified on site, and the Architect informed of any discrepancy.  
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drawn by	checked by	date	scale @ A3
MC	MC	08.02.25	1:50
Holmfirth Parish Council Holmfirth Public Conveniences			

Existing Roof Plan		
project number	drawing number	revision
115	202	A

cad reference: D:\02 Projects\115 Holmfirth WC's\02 Design\200 Plans\115\_202 Existing Roof Plan.dwg



Construction staff and operatives must ensure the principal contractor has provided thorough and accurate information on all health and safety aspects relating to the designs identified on this drawing including the review of:

- Designers/contractors risk assessments
- Method statements
- Permit to work
- Pre construction information

The designers note that the following health and safety risks relating to this drawing have not been eliminated during the design process:



C	NOTE CHANGE FOR PV PANELS	25.03.25		
	revision	date	by	chk

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MC	MC	07.03.25	1:50
Holmfirth Parish Council Holmfirth Public Conveniences			

Proposed Roof Plan		
project number	drawing number	revision
115	212	B

cad reference: D:\02 Projects\115 Holmfirth WC's\02 Design\200\ Plans\115\_212 Proposed Roof Plan.dwg



Architects  
Registration  
Board  
REG NO: 062023N

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drawn by	checked by	date	scale @ A3
MC	MC	08.02.25	1:50

**Holmfirth Parish Council**  
**Holmfirth Public Conveniences**

Existing Front Elevation		
project number	drawing number	revision
115	<b>300</b>	



Architects  
Registration  
Board  
REG NO: 062023H

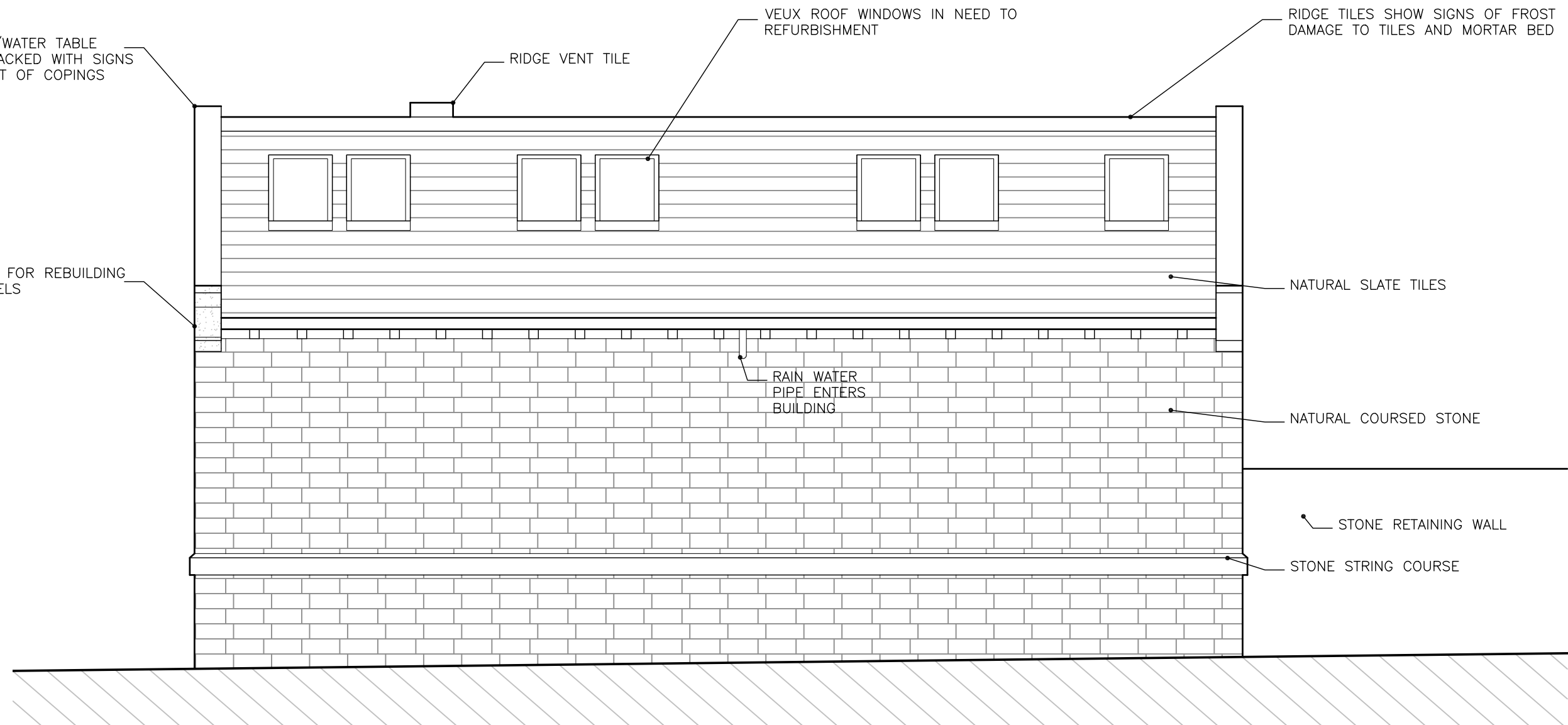
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X  
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MC	MC	08.02.25	1:50
<p style="text-align: center;"><b>Holmfirth Parish Council</b>  <b>Holmfirth Public Conveniences</b></p>			

Existing Elevations							
project number		drawing number				revision	
115		301				A	

cad reference: D:\02 Projects\115 Holmfirth WC's\02 Design\115\_301 Existing Side Elevations.dwg


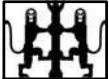


SOUTH WEST ELEVATION (Facing Carpark)

Construction staff and operatives must ensure the principal contractor has provided thorough and accurate information on all health and safety aspects relating to the designs identified on this drawing including the review of:

- Designers/contractors risk assessments
- Method statements
- Permit to work
- Pre construction information

The designers note that the following health and safety risks relating to this drawing have not been eliminated during the design process:



revision	date	by	chk

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drawn by	checked by	date	scale @ A3
MC	MC	08.02.25	1:50

**Holmfirth Parish Council**  
**Holmfirth Public Conveniences**

Existing Carpark Elevation		
project number	drawing number	revision
115	301	

cad reference: D:\02 Projects\115 Holmfirth WC's\02 Design\300 Elevations\115\_302 Existing Carpark Elevation.dwg

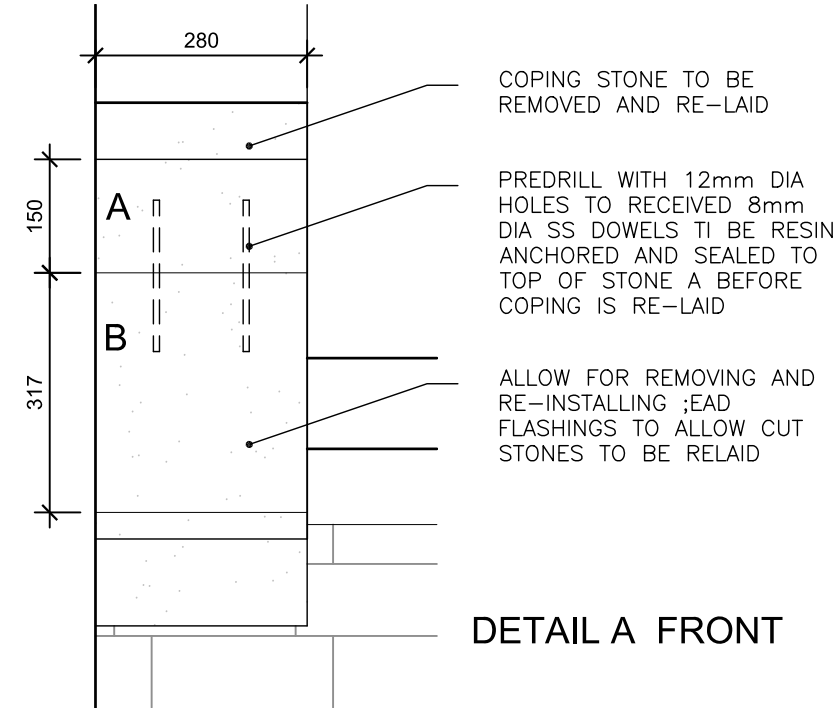


REMOVE COPING STONES AND CLEAN FOR RELAYING

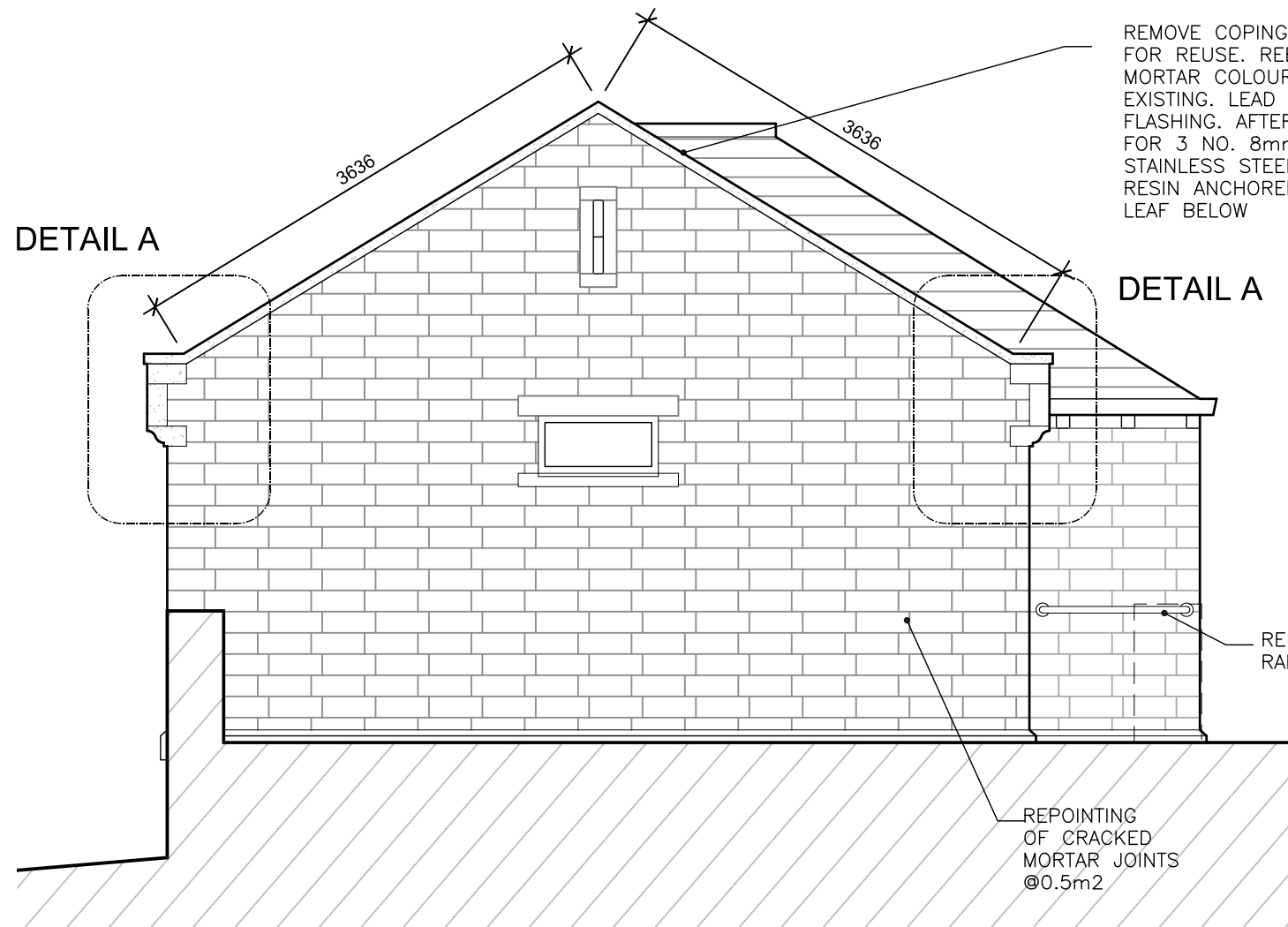
ALLOW FOR REBEDDING STONES A AND B. LOCATE STONE 'A' IN POSITION WITH 3 No 10mmX200mm STAINLESS STEEL DOWELS SECURED WITH RESIN PRIOR TO REBEDDDING OF COPING STONES

STONE 3 APPEARS SOLID. TO BE REVIEWED ON SITE

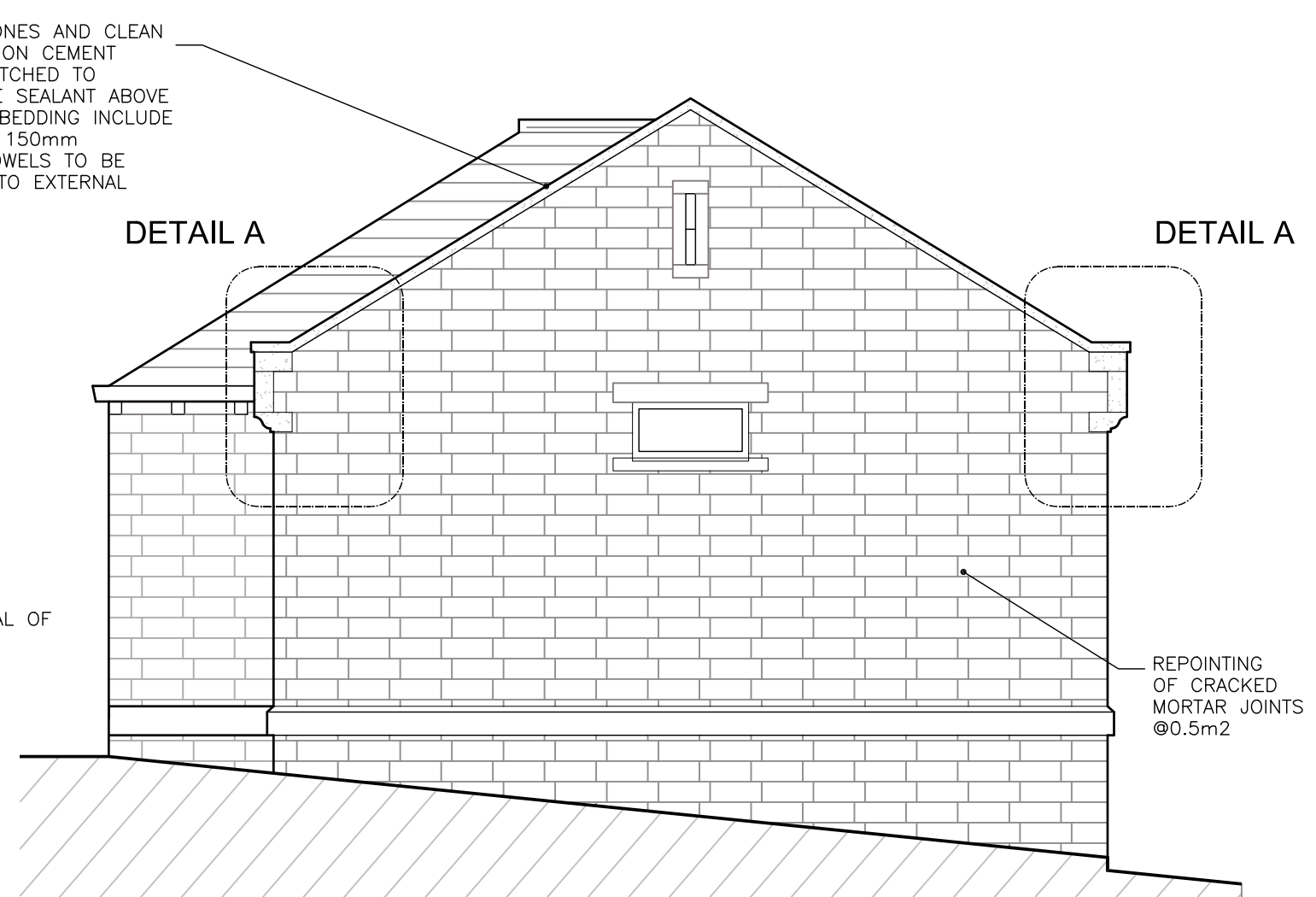
DETAIL A  
SIDE




DETAIL A FRONT



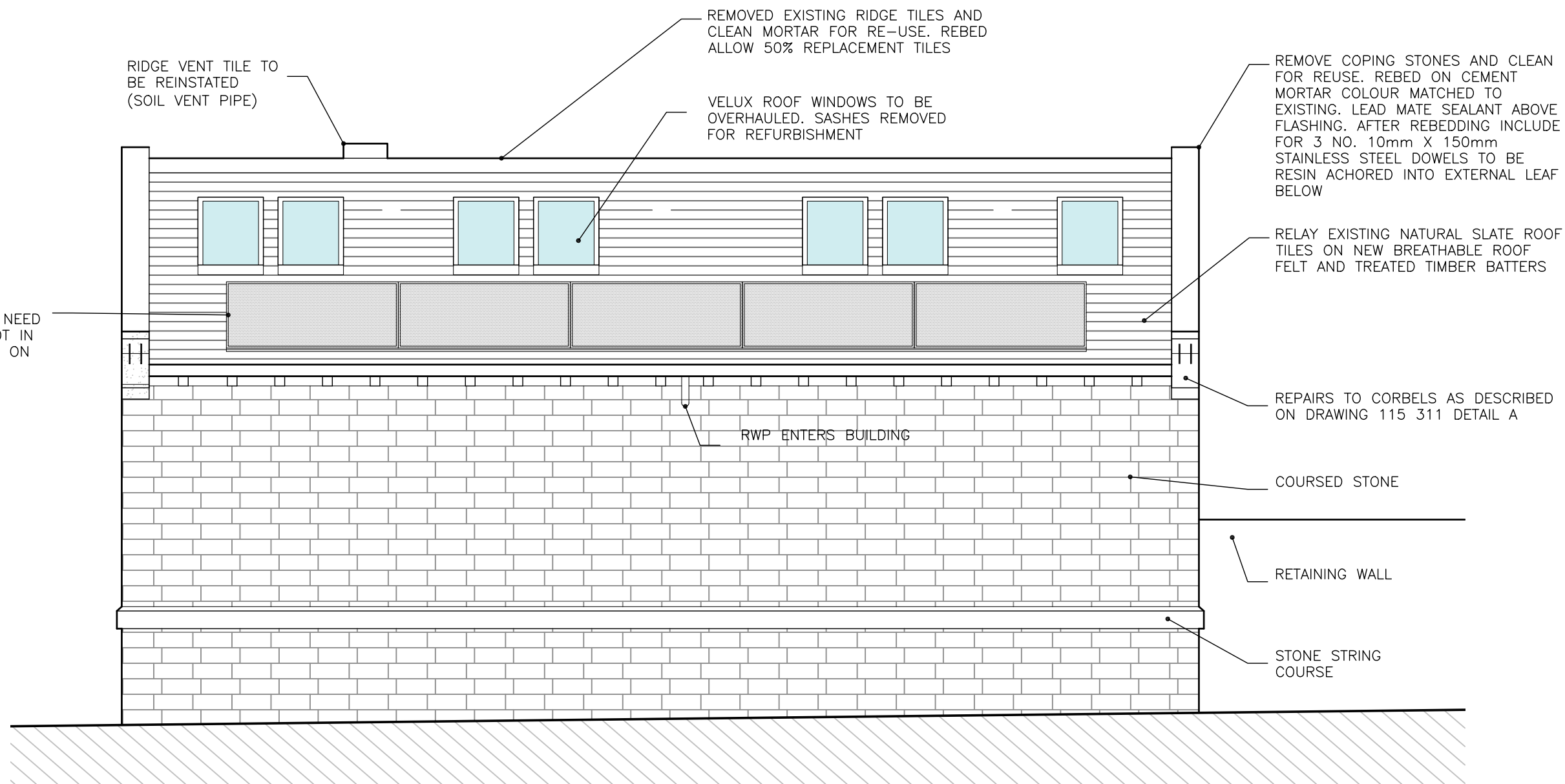
SOUTH EAST ELEVATION (Facing monument)



NORTH WEST ELEVATION (Facing Post office)

<p>Construction staff and operatives must ensure the principal contractor has provided thorough and accurate information on all health and safety aspects relating to the designs identified on this drawing including the review of:</p> <ul style="list-style-type: none"><li>Designers/contractors risk assessments</li><li>Method statements</li><li>Permit to work</li><li>Pre construction information</li></ul> <p>The designers note that the following health and safety risks relating to this drawing have not been eliminated during the design process:</p>						<p><b>holmearchitecture</b> 17a Chapelgate · Scholes · Holmfirth · HD9 1SX matt@holmearchitecture.com   www.holmearchitecture.com   07975977532</p> <p>All dimensions to be verified on site, and the Architect informed of any discrepancy. All drawings and specifications should be read in conjunction with the H&amp;S Plan This drawing is the Property of Holme Architecture Limited. © DO NOT SCALE FROM THIS DRAWING</p>	drawn by	checked by	date	scale @ A3	<p><b>Proposed Side Elevations</b></p> <table border="1"><tr><td>project number</td><td>drawing number</td><td>revision</td></tr><tr><td>115</td><td><b>311</b></td><td><b>A</b></td></tr></table>			project number	drawing number	revision	115	<b>311</b>	<b>A</b>
							project number	drawing number	revision										
115	<b>311</b>	<b>A</b>																	
			MC	MC	08.02.25	1:50													




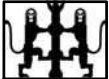


SOUTH WEST ELEVATION (Facing Carpark)

Construction staff and operatives must ensure the principal contractor has provided thorough and accurate information on all health and safety aspects relating to the designs identified on this drawing including the review of:

- Designers/contractors risk assessments
- Method statements
- Permit to work
- Pre construction information

The designers note that the following health and safety risks relating to this drawing have not been eliminated during the design process:



revision	date	by	chk

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drawn by	checked by	date	scale @ A3
MC	MC	08.02.25	1:50

**Holmfirth Parish Council**  
**Holmfirth Public Conveniences**

**Proposed Carpark Elevation**

project number	drawing number	revision
115	312	

cad reference: D:\02 Projects\115 Holmfirth WC's\02 Design\300 Elevations\115\_312 Proposed Carpark Elevation.dwg



Mrs Jen McIntosh, Clerk  
 Holmfirth Parish Council  
 Holmfirth Civic Hall,  
 Huddersfield Rd,  
 Holmfirth  
 HD9 3AS  
 02 June 2024

Dear Mrs McIntosh,

## **FEE PROPOSAL FOR ARCHITECTURAL SERVICES**

Thank you for the invitation to submit a fee proposal for the next stages of the work on Holmfirth public toilets. Please find an outline description of the stages of work below. The phases listed (1,2 and 3) reference those in the Outline report. For the time being I've excluded site visits from the fee for stages 2 and 3 as there are too many variables. Please don't hesitate to contact me if you have any questions.

### **1.0 THE BRIEF**

#### **Phase 1**

- To review tenders and advise HPC on the preferred choice of contractor
- Carry out Principal Designer duties including preparation of preconstruction information to hand to the contractor
- Resubmission of drawings to planning authority for amended PV arrangement
- Carry out weekly site visits whilst work is on site (estimated 4 weeks – 1-2 hours each visit). Agree any deviations from drawings.
- Confirm completion of works in line with drawings.

#### **Phase 2 and 3**

- Plans and elevations for submission to Kirklees for planning approval for and changes to external appearance (new windows/replacement louvres etc)
- Detailed drawings for works defining works to be done in phase 2 and 3. Setting out of sanitaryware, drainage fixtures and fittings etc
- Schedule of work showing sequencing of construction
- Detailed specification of works, materials and products to allow more accurate cost estimate and later tendering by contractors
- Review submission of drawings to Kirklees for Building Control Approval (drainage/structural changes)
- Carrying out of Principle Contractor Duties, preparation of Pre-construction information
- Liaising with Services Consultants regarding heating/air handling and / or ventilation and electrical engineer
- Advising HPC on content of tenders from Contractors and choice of preferred contractor
- As mentioned above I've currently excluded the cost of weekly site visits during construction. The occurrence of visits needed will depend on several factors – choice of contractor, final extent of the work, duration of construction period.

### **2.0 FEE**

- |                                                                     |                          |
|---------------------------------------------------------------------|--------------------------|
| • Architectural Services for Phase 1                                | <b>£ 504.00 inc VAT</b>  |
| • Architectural Services for Phase 2 and 3 upto/including tendering | <b>£2,160.00 inc VAT</b> |

### **3.0 EXCLUSIONS**

The above fee does not include for the following: -

- Consultant fees for mechanical / electrical / structural services
- Costs of any planning application or building control applications (should they be needed) payable to the council
- Costs of any surveys of existing services/drainage/building fabric

#### 4.0 EXPENSES, DISBURSEMENTS & VAT

- Any unforeseen expenses will be agreed beforehand. Disbursements such as printing will be passed on at cost. VAT will be charged at the normal rate.

#### 5.0 TERMS OF PAYMENT

Invoices will be rendered at each Fee Stage outlined above. Payment in full is due on receipt of the invoice with the final date for payment being 14 days thereafter, unless where agreed in writing by us.

#### 6.0 DISPUTES

In the unlikely event of a dispute or a difference between us we hope we shall be able to settle the matter by negotiation. Alternatively either of us can invoke the statutory right to adjudication. Or, without prejudice to that right of adjudication, we also agree that the matter may be referred by either party to arbitration.

#### 7.0 GENERAL TERMS AND CONDITIONS

1. This Agreement is personal to you and the Works and all written reports or other communications shall be for your benefit only and shall not be transferred to any other person without consent not to be unreasonably withheld.
2. We will have a general lien on all documents, papers, files etc in our possession related to any project(s) for which our rendered invoices remain unpaid.
3. This Agreement may be terminated by either party upon 14 days written notice. Within 7 days of such termination we shall submit our final invoice by reference to the Overall Build Cost actually incurred at the date of termination together with all reasonable disbursements.
4. This Agreement does not confer rights on anyone other than the parties to it.
5. This Agreement is governed by the laws of England and Wales.
6. [REDACTED] Director of Holme Architecture is a qualified chartered architect and registered with the Architects Registration Board (ARB). Holme Architecture holds Professional Indemnity Insurance for the provision of architectural services.
7. This Agreement represents the entire Agreement between us and supersedes all communications, negotiations, arrangements and agreements whether oral or written with respect to the subject of this Agreement.

I hope the above is of interest and I have interpreted your requirements correctly. Thanks again for the invitation to submit a fee for the project.

Yours faithfully,

[REDACTED]  
Holme Architecture Ltd

[clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)

---

**From:** [REDACTED]  
**Sent:** 16 April 2025 17:42  
**To:** clerk@holmevalleyparishcouncil.gov.uk  
**Subject:** Holme Village Telephone Box

To: Service Provision Committee  
Holme Valley Parish Council

Dear Committee,

I write on behalf of Holme Village Residents Association.  
Thank you so much for commissioning the painting of the Telephone Box Library in Holme Village.  
It has been done to a very high standard and looks wonderful. We are so grateful,

Yours faithfully,

[REDACTED]  
Acting Secretary of Holme Village Residents Association.



# Maintenance Contractor

Clerk to the Council  
Holme Valley Parish Council  
Council Office  
Holmfirth Civic Hall  
Huddersfield Road  
Holmfirth  
HD9 3AS

18/04/2023

**Invoice Re : Phone Box painting. Holme Village**

Dear Mrs. McIntosh

The following invoice is regarding;

Rubbing down and painting the K6 telephone box in Holme Village adjacent to the public toilets..

5 litre tin of paint £68.00

Black ,white and gold paint £40.00

TOTAL £708.00



Mobile  
E-mail





**Rolling Grant application for funding community Christmas trees/ displays**

**The scheme**

- The Parish Council is keen to support local groups to have living (preferred) or cut Christmas trees/ decorations for the community at Christmas through giving grants of up to **£250**.
- These grants are *additional* to the displays supported by the Parish Council in Holmfirth town centre and Honley village centre through Holmfirth and Honley Christmas Teams.
- Your group successfully applied for a grant last year and the Parish Council now invites you to apply for a rolling grant. **This means that this application will roll over to cover Christmas 2025, 2026 and 2027.**
- The rolling grant is offered with the following conditions:
  1. **An evaluation of the use made of last year's grant must be received before any further grant is given. If you have not already submitted your evaluation please do so by 30 July 2025.**
  2. **Each year you must have suitable public liability or other insurance in place to cover the installation. Proof of insurance will be required.**
  3. **To save energy as part of the Parish council's commitment to climate action the displays should not be lit until the 1 December or lit beyond 7 January.**
  4. **Holme Valley Parish Council can accept no liability for your project.**

**Applying**

- Your application should be submitted on this form by **9am Monday 8 September 2025.**
- Contact Jen McIntosh, Clerk, at [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk) or on 01484 687460 for help with your application or any queries regarding support you may need.
- Your application will be considered at the Service Provision Committee meeting on **Monday 22 September 2025.**
- You will be contacted regarding decisions between 23-25 September.

1 Contact Details	
Name of your organising group/body	
Primary contact name to whom correspondence should be sent	
Primary contact postal address including postcode	
Primary contact telephone number	
Primary contact email address	
2 Tell us about your group	
What sort of entity are you? Are you a registered or unregistered community group or a local business providing a focal point in your community?	

Tell us more about **where** your installation/tree will be displayed and **what** it will consist of eg if it is a tree whether it is a living or cut tree, how it will be decorated; if it is another installation (such as lights/sign describe what it is in terms of size and what it will look like.

How will your project benefit the people of the Holme Valley? How will your tree/installation be a focal point for the local community?

*N.b. The Parish Council can only give out grants that directly benefit the people of the Holme Valley.*

How will your project address the ongoing climate emergency? Holme Valley Parish Council is committed to environmental sustainability measures in all supported activities. **The use of living trees is particularly encouraged, as are LED lights.** Follow this link for further guidance on how your project can meet our criteria: <https://www.org.uk/top-tips-sustainable-christmas>

What do you estimate to be the **TOTAL COST** of your project? Provide a breakdown of what you intend to spend.

What is the **TOTAL AMOUNT OF GRANT** - up to £250 - you are applying for?

Please provide details of how you intend to **use the grant money** ie purchase of lights, decorations etc.

**YOU WILL NEED TO KEEP RECEIPTS FOR ALL ITEMS TO BE PAID FOR BY THE GRANT.**

If there is a difference between the grant amount you are asking for and the total amount of your project how will you fund this?

Do you want Holme Valley Parish Council to order and pay for a T.W. Kirks tree for you as part of your project?

**YES/NO** please circle your response.

In 2024 this was equivalent to £156. Please note that their service includes delivery and collection but not erection of the tree. If you opt for a tree to be ordered then the maximum additional grant that can be requested is £94.

Do you want Holme Valley Parish Council to put you in contact with a local experienced organisation that can advise on installing trees etc?

**YES/NO** please circle your response.

**4**

#### **Your Bank Account**

*Please put below the details of the bank account any grant is to be paid into.*

Account name

Sort code

Account number

**5**

#### **Declaration**

- ☐ I am authorised to make the application on behalf of the above organisation.
- ☐ I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a rolling grant is awarded.
- ☐ I have filled in every section of the application form.
- ☐ I certify that the information contained in this application is correct.
- ☐ If the information in the application changes, I will inform the Council.
- ☐ I agree to provide either via email or post written proof of insurance e.g Certificate of Public Liability with this application.
- ☐ I agree to return any unspent funding by 1 February in 2026, 2027 and 2028.
- ☐ I give permission for the Council to record my details/ the details of my group electronically and to make contact by phone, mail or email regarding this application.
- ☐ If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- ☐ I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, by 1 February 2026, 2027 and 2028.

**This declaration must be signed by the person taking charge of the project.**

Name

Signature

Date

**Send the completed application form, together with all supporting documentation, preferably in PDF format to: [clerk@holmevalleyparishcouncil.gov](mailto:clerk@holmevalleyparishcouncil.gov)**

**Alternatively, you can post the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.**



**Grant application for funding community Christmas trees/ displays**

**The scheme**

- The Parish Council is keen to support local entities/groups throughout all 12 wards to have cut or living Christmas trees and/or decorations for public display to brighten their community at Christmas.
- In 2024 8 groups secured rolling grants for this purpose. **4 grants of up to £250 remain to be claimed.**
- These grants are additional to the displays supported by the Parish Council in Holmfirth town centre and Honley village centre through Holmfirth and Honley Christmas Teams.
- Applicants must be a credible local entity (such as a registered or unregistered community group or local business) with a suitable bank account.
- **Please note that applicants must have suitable public liability or other insurance in place to cover the installation. Proof of insurance will be required. Holme Valley Parish Council can accept no liability for your project.**

**Applying**

- Your application should be submitted on this form by **9am Monday 8 September 2025.**
- Contact Jen McIntosh, Clerk, at [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk) or on 01484 687460 for help with your application or any queries regarding support you may need.
- Your application will be considered at the Service Provision Committee meeting on Monday 22 September 2025.
- You will be contacted regarding decisions between 23-25 September.

1 Contact Details	
Name of your organising group/body	
Primary contact name to whom correspondence should be sent	
Primary contact postal address including postcode	
Primary contact telephone number	
Primary contact email address	
2 Tell us about your group	
What sort of entity are you? Are you a registered or unregistered community group or a local business providing a focal point in your community?	



Do you want Holme Valley Parish Council to order and pay for a T.W. Kirks tree for you as part of your project?

**YES/NO** please circle your response.

In 2024 this was equivalent to £156. Please note that their service includes delivery and collection but not erection of the tree. If you opt for a tree to be ordered then the maximum additional grant that can be requested is £94.

Do you want Holme Valley Parish Council to put you in contact with a local experienced organisation that can advise on installing trees etc?

**YES/NO** please circle your response.

Do you want Holme Valley Parish Council to consider making this a rolling grant? i.e. for your group to receive the same grant total/ a Christmas tree from Kirks for 2026 and 2027 as well as 2025?

**YES/NO** please circle your response.

**4**

#### **Your Bank Account**

*Please put below the details of the bank account any grant is to be paid into.*

Account name

Sort code

Account number

**5**

#### **Declaration**

- ☐ I am authorised to make the application on behalf of the above organisation.
- ☐ I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.
- ☐ I have filled in every section of the application form.
- ☐ I certify that the information contained in this application is correct.
- ☐ If the information in the application changes, I will inform the Council.
- ☐ I agree to provide either via email or post written proof of insurance e.g Certificate of Public Liability with this application.
- ☐ I agree to return any unspent funding by 1 February 2026.
- ☐ I give permission for the Council to record my details/ the details of my group electronically and to make contact by phone, mail or email regarding this application.
- ☐ If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- ☐ I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, by 1 February 2026.

**This declaration must be signed by the person taking charge of the project.**

Name

Signature

Date

**Send the completed application form, together with all supporting documentation, preferably in PDF format to: [clerk@holmevalleyparishcouncil.gov](mailto:clerk@holmevalleyparishcouncil.gov)**

**Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.**

## **Update on WG Management of Dog Waste and Public Area Litter June 2025**

1 For a variety of reasons we have not been able to achieve all that we hoped for with the replacement of old waste bins at Sands Rec and the introduction of better arrangements for disposal of dog waste bags. With the assistance of KC councillors and officers, the two unofficial dog waste bins have been removed and two new bins are being funded by HVPC and are awaiting installation. We would still like to see better signage to advise dog walkers and better siting of bins across the entire park including the new riverside Park'n'Stride route. We plan to provide information and promote responsible behaviour via our digital channels.

2 The Clerk is currently conducting survey of opinions from the bags dispensers volunteers, and will then enable any recommendation from our WG to SPC about the future of bags provision.

3 We have yet to consider our possible offers of support to schools to campaign on dog walkers' responsibilities in the vicinity of schools.

4 Following the above, we will move to a decision on whether the WG should be wound up and remaining EMR returned to General Reserves.

Cllr Lawrence Baylin

## HV Tourism Partnership

Update for SPC as at June 2025.

We continue to work with other key organisations to develop and promote tourism. Current projects:

We have created a group of Tourism Volunteers, which has opened the Tourist Info Centre on the Sunday of May's Folk Festival and is working on digitalising some of the local walk trail info and adding audio to it. The plan is to add information to local websites (Make It Your Holmfirth, Parish Council) and to install QR code signs at some of the local sites to steer visitors to the relevant web pages. A digital directory and search tool of local facilities and attractions is also in development for use at the Library and on relevant websites.

The Partnership determined that expanding the season of festivals was a practical way of maximising visitor numbers and supporting local amenities and businesses and this led to us working together with several local individuals and organisations to make the Heritage Week programme this September fuller and more dynamic. See <https://holmevalleyheritage.com/> We are also delighted to see that organisers elsewhere have added to this season's series of festivals, e.g. Childrens Book Festival.

We work closely with Holmfirth Forward and Holmfirth Business Together to ensure joined up planning and action with local organisations and businesses.

We are conscious of the absence of a key destination or activity in Holmfirth now that the Summer Wine Tour Bus has ceased operating. We are aware that a heritage visitor centre or similar has long been an aspiration in our community and might fill that gap.

As Parish Council, we have worked with EPIKS and with Stotts Buses to attempt to improve sustainable transport options around the valley and to the upcoming Arts Festival. Links with the Penistone Line Partnership will hopefully eventually improve connectivity for visitors travelling by train. Park&Ride options are always a consideration and hope for us, especially at peak times of visitor numbers.

We are engaging with the current Kirklees consultation on its draft Tourism Strategy 2025-2028. <https://www.kirklees.gov.uk/beta/culture-strategy/tourism-strategy.aspx>

Cllr Lawrence Baylin

<b>Report to:</b>	Holme Valley Parish Council
<b>Sent to:</b>	<a href="mailto:clerk@holmevalleyparishcouncil.gov.uk">clerk@holmevalleyparishcouncil.gov.uk</a>
<b>Date:</b>	27 May 2025
<b>For consideration at:</b>	Services Provision Committee meeting Monday 9 June 2025
<b>Written by:</b>	[REDACTED], Youth Worker, KYA, and [REDACTED], CEO, KYA [REDACTED] [REDACTED]
<b>Purpose of the Report:</b>	To provide an update on the 2024-25 funding allocation of £25k to KYA for the purposes of supporting a core youth work offer across the Holme Valley.

### **General Q4 Update (up to 31 March 2025)**

#### **1.0 Half-time Holme Valley Youth Worker Post:**

- [REDACTED] has now been in post for 14 months. She is funded for 18.5 hours by the HVPC. In Q3 KYA started receiving funding for additional hours for [REDACTED] from Café 100 (4 hours) and Enabling Youth (2.5 hours). This means [REDACTED] is currently delivering youth work sessions in the Holme Valley 4 nights a week: Monday at Honley Youth Drop In and Outreach (changed from Fridays in Q1 2025-2026), Tuesday at the Phoenix Junior and Senior Youth Clubs, Wednesdays and Thursdays for the Café 100 Project. In Q4, KYA agreed a Partnership Agreement with Honley Youth covers the cost of the Honley Youth provision (apart from 5 hours of [REDACTED]'s time paid for by the HVPC).
- [REDACTED] continues to be involved in key partnerships in the area, receiving paperwork and attending meetings when there are relevant items on the agenda. These partnerships include Families Together Rural, the two Holme Valley School Hubs (although their future is now unknown as the Council is in the process of deleting the Hub Coordinator posts), the Central Co-op Community Group and the Rural COG (Community Safety).

#### **2.0 Café 100 Project:**

- [REDACTED] meets monthly with the Café 100 Board of trustees to discuss the project
- In Q4, 2 board members met with [REDACTED] at KYA to discuss a new Partnership Agreement, which has increased Café 100 provision to 45 weeks of the year (from 39) to include 4 weeks of provision in the Summer Holidays and 1 week at Christmas and Easter.
- Young people were involved in a rebrand of Café 100, working alongside [REDACTED] and one of the Café 1—Trustees [REDACTED]
- There were a number of safeguarding issues that had to be dealt with this quarter; the most serious was a grooming case which has involved [REDACTED] liaising with Holmfirth High School and the Police.
- Sessions continue to be enjoyed by the regular attendees.

### 3.0 Honley provision:

- The Friday Night Youth Clubs came to an end at the end of Q4 due to the start of the Cricket season and the clash of times [REDACTED] has launched a Monday evening drop in and outreach instead for these young people so they can maintain that youth worker support (many of the young people that were attending the Friday club had additional needs).
- The Honley Youth Clubs at the community centre, were quiet - with mainly primary school children (below the age of 10) wanting to attend.
- In April [REDACTED] has been working to establish better relationships with Honley High School, in order to promote and grow the Monday provision.
- In Q4, on the confirmation of the new independent charity status of Honley Youth, 2 Trustees met with [REDACTED] and [REDACTED] to establish a new Partnership Agreement for 2025-26, which has increased Honley Youth provision to 45 weeks of the year (from 39) to include 4 weeks of provision in the Summer Holidays and 1 week at Christmas and Easter.

### 4.0 Honley High School:

- These sessions are still jointly funded by HVPC and Meltham Town Council.
- Sessions are led by [REDACTED] and [REDACTED] of Enabling Youth C.I.C.
- Targeted sessions are not taking place in a classroom due to building works – EY staff are instead engaging with young people during the lunch break in the dining hall. This isn't ideal as they are unable to have those targeted conversations however they are still reaching a wide audience.

### 5.0 Phoenix Youth Club:

- [REDACTED] still runs the Phoenix Centre's Senior Youth Club on Tuesday evenings as well as the Junior Session (funded by Enabling Youth)
- This quarter young people have had the opportunity to take part in The Hackathon Project, aimed at engaging young people in politics, and saw the start of the NatWest Thrive programme, aimed at developing resilience and building financial literacy skills.

### 6.0 Next steps for Q1, 2025-26

- **Café 100 Provision**  
[REDACTED] is still supporting the board with their rebrand. The board are looking to revamp the marketing for the club in line with other changes to the provision, including staffing and location [REDACTED] is to create a Summer offer for Café 100, as 4 weeks provision have been agreed with KYA and Café 100.
- **Phoenix Centre**  
[REDACTED] will be continuing to deliver the NatWest Thrive programme to young people at Phoenix Youth Clubs.

to support Enabling Youth with identifying funding to continue the provision in the next academic year.

- **Honley Youth Club**

and to continue to develop the Honley Youth provision, having changed the location to The Village Hall, offering a 2 hour youth drop in, as well as an hour's outreach.

to work on the relationship with Honley High School to help with the growth of the provision.

to create a Summer offer for Honley Youth, as 4 weeks provision have been agreed with KYA and Café 100

## 7.0 KYA General Update

### Measurables

	<b>Q4 (up to March 31 2025)</b>
Number of young people formally registered at each provision (on the Juice system)	Café 100: 18 Phoenix Juniors: 39 Phoenix Seniors: 29 Honley Juniors: 27 Honley Seniors: 7  <b>Total of 120 young people registered for core youth work offer provision in the Holme Valley 😊. This is an increase of 43 since the end of December 2024!</b>
Number of sessions delivered	<b>Spring Term</b> Café 100: 24 Phoenix Centre: 22 Honley CC: 11 Honley High: 11  <b>Total of 68 sessions delivered Jan-March 2024 😊</b>
Number of young people attending the sessions	<b>Average weekly attendances Spring term</b> Café 100: 20 Phoenix Centre: 25 Honley Youth: 12 Honley High: <i>difficult to monitor due to not having a room for sessions* could be up to 50 some weeks.</i> <b>Average of 57 young people engaging every week in the core youth work offer in the Holme Valley 😊 + more reached at Honley High</b>
Young People and their parents reporting social, emotional and	<i>"I have really learnt a lot at youth club; it has given me a chance to take part in loads of activities and learn skills that will come in handy one day" – YP aged 14 at Phoenix Senior Youth Club</i>



educational progress	<p>“Café is literally our only safe place accept our house. So much has happened this year, but one thing hasn’t changed and that is having a place to rant and get stuff of our chest and Café”.</p> <p><i>-YP aged 15 at Café 100</i></p> <p>“It’s great to see some passionate adults in Honley that are wanting to create a safe space for our children. Thank you both.”</p> <p><i>-Parent of a YP aged 10, Honley Youth Club</i></p>
Youth Workers evidencing the delivery of new skills and knowledge	<p>██████ has led on the National Youth Agency’s NatWest Thrive programme delivery at Café 100 and The Phoenix Youth Clubs, after training attending in February. Young people are looking at building resilience skills, whilst exploring financial literacy, entrepreneurship and success. The programme is getting really good feedback from the young people.</p>

## Financial Monitoring

See Appendix 1 Holme Valley Core Offer Financial Monitoring Up to end 24-25

	Budget 24-25	Actuals 24-25
<b>INCOME</b>		
balance brought forward	£ 5,737.40	£ 5,737.40
Holme Valley Parish Council Grant	£ 25,000.00	£ 25,000.00
Salary reimbursement - Café 100		£ 1,240.00
Salary reimbursement - Enabling Youth		£ 1,150.00
Salary reimbursement - Honley Youth		£ 830.00
<b>total income</b>	<b>£ 30,737.40</b>	<b>£ 33,957.40</b>
<b>EXPENDITURE</b>		
Youth Worker Salary	£ 19,000.00	£ 14,756.84
HMRC PAYE & NI		£ 4,096.05
Pension		£ 2,052.66
Payroll costs	£ 90.00	£ 126.25
Total salary costs for	<b>£ 19,090.00</b>	<b>£ 21,031.80</b>
IT Support Costs	£ 275.40	£ 275.40
IT Equipment	£ 300.00	£ 257.97
Mobile SIM	£ 171.36	£ 113.98
Session Resources - marketing		£ 96.99
Session resources - printing, stationary		£ 29.52
Session resources - equipment & materials	£ 300.00	£ 272.07
Session resources - snacks		£ 68.06
Sports coach		£ 25.00
Room hire		£ 154.00
Sundries	£ 60.00	£ 16.45
Travel	£ 300.00	£ 223.02
Contribution to Enabling Youth	£ 3,000.00	£ 3,000.00
Contribution to Juice	£ 1,235.00	£ 1,235.00
10% KYA management costs	£ 2,500.00	£ 2,500.00
<b>Total expenditure</b>	<b>£ 27,231.76</b>	<b>£ 29,299.26</b>
<b>Deficit/Surplus</b>	£ 3,505.64	<b>£ 4,658.14</b>

## **HVPC Working Group on local public transport services.**



Update for SPC as at June 2025.

Lawrence and Gemma met with Carl Stott in May and agreed:

Stotts are providing free local travel on the Saturday of the 2025 Arts Festival. GS to create promotional materials to capitalise on this and retain the customers.

The upcoming West Yorks franchising process might affect the local minibus services. HVPC to get in touch with WYCA regarding this and how it may affect our agreement on funding for Holme Valley services.

LB has been in touch with Kirklees councillors to facilitate a contact point for Stotts re the Holmfirth town centre works and schedule of works.

LB to work with transport working group on an action plan for promoting the HV bus services, with consideration on timings given the current service disruptions due to town centre works.

CS to work with Dave Keady at WYCA regarding the possibility of routing some services via supermarket entrances (Aldi and Lidl have already indicated their interest).

LB has facilitated an introduction to CS & DK with Sarah Wells at the Penistone Line Partnership to start discussions on tying up train timings with bus services.

Additionally, EPIKS are progressing their walks via bus journeys promotions.

Additionally, Cllr Blacka is working with others in the Reference Group on the transport and connectivity elements of the developing Local Plan.

Cllr Lawrence Baylin

## **Handover document/recommendations to Full Council.**

The existence of CACE comes to an end at the Full Council meeting on May 19th when all Committees are reconstituted.

Climate Action, Communications and Engagement matters will then be addressed by Full Council as required. There will be a sub-committee of Full Council for Communications and Engagement.

This CACE 'handover' document reflects achievements thus far, and identifies outstanding matters from the four-year plan which was drawn up at the start of the Council term by the CACE committee, in response to the request to identify priorities, by the Council Chair at the time, Cllr Blacka.

**At the Full Council meeting on 18 December 2023 the Council approved the following priorities as guiding principles for Council activity and decision making. These remain in place for the duration on the Council 2023-2027:**

- 1. Be ambitious, working in partnership to improve the lives of residents.*
- 2. Celebrate community life in the Holme Valley*
- 3. Look after local people and the services that support them*
- 4. Address the Climate Emergency*
- 5. Promote prosperity by supporting local tourism and festivals*

The Council is now half way through its term. This is a good point at which to 'take stock'.

Councillors will now be looking forward to what we wish to achieve and focus on during the next two years. The CACE handover document is intended to contribute to this process.

**NB** The HVPC Review Working group's work is 'ongoing' but will undoubtedly take into account actioning Climate Action, Communications and Engagement, and Service Provision and Planning Committee matters.

## **PART ONE - CACE 2023 – 2025 COMMUNICATIONS AND ENGAGEMENT – PROGRESS AND 'CARRY OVER' ACTIONS**

- 1) Commission PC publicity banners (10) – post rebranding External £500 **To be actioned post rebrand**
- 2) Quarterly Printed monthly newsletter trial – **complete – next edition to be considered.**  
The trial was hand delivered/key point 'drop' rather than mail out
- 3) Monitor HVV Communication Screen trial – to April 2024 (6 months) The trial met with a number of problems concerned with location, visibility and funding promises failing to materialise. Assistant Clerk met a potential local supplier to get estimated costs. - **to be reviewed.**
- 4) Consider/trial further SM outreach e.g. TikTok/Instagram. TikTok would require regular short video pieces – and people willing to create content for them. Expansion into Instagram and

LinkedIn post rebrand, accounts are already in place but currently unused. - **to be progressed.**

**NB** Social Progress – local business - recommended for SM training, guidance and updates on best practice and effective SM use - **to be progressed.**

- 5) Logo and QR code stickers/plaques on all PC assets Logo post re-brand – QR reader stickers/plaques to be implemented at every opportunity. Initial research indicates metal or plastic plaques will cost approx. £5-£10 per plaque plus additional costs to fit. Approx 200 plaques will be needed to cover all benches and bus shelters. - **to be reviewed.**
- 6) Identify and trial Councillors' outreach activity. Individual/Ward Councillors to share ideas and activities with fellow Councillors - **to be progressed.**
- 7) The Big Community Celebration This took place on 9 November 2024 with over 800 members of the community in attendance. The event will be repeated on November 8th 2025. **WG in progress.**
- 8) Blogs from Councillors for publication via the HVPC website and social media channels. – **to be progressed.**
- 9) Establish monitoring of 'engagement' strategies. The Council has both a Communications Policy and Communications strategy. Additional publicity channels have been established in 2024 through Holme Valley Review and Huddersfield Hub - **to be progressed.**
- 10) Review of Collaboration and Community Engagement activities. Audit and confirm community groups. Scope, specify and plan collaboration and communication opportunities with local Community groups, schools etc. This includes database completion and expansion of the monthly Comms planner. The Database has been cleaned up and will be ready to be used as part of a monthly eNewsletter to be launched after rebrand.. Identifiable users/email address will need to "opt-in". A 'Sign up' form will also be able to be integrated in the HVPC website. The Database was used for inviting groups to the Big Community Celebration. - **to be progressed**
- 11) Establish Publicly accessible PC activities Calendar. The meetings calendar is now available on new website, further events to be explored as part of website development. - **to be progressed.**
- 12) Establish regular communication and discussion with Kirklees Ward Councillors – beyond Planning – a monthly 'touch base'. Some progress has been made on this. – **to be continued.**
- 13) Build relationships with Kirklees' officers via Ward Councillors, using existing relationships and community contacts to assist this development. Some progress has been made on this. Kirklees CEO has indicated that a review of Parish and Town relationships is forthcoming. A working group from Full Council has been established to investigate possible improvements. – **update required.**

- 14) Local Plan Review A Planning Committee working group has been opened to all HVPC Councillors and the LP Reference group includes some Kirklees Councillors for HVS and HVN. It also includes partners from HV organisations – **in progress**.
- 15) Investigate possible relocation of Parish Council offices to more central, visible and accessible premises. – **to be progressed**.

## **PART TWO - CACE 2023 – 2025 CLIMATE ACTION – PROGRESS AND ‘CARRY OVER’ ACTIONS**

- 1) Funding applications to Government decarbonising scheme. In the light of discussions with Kirklees CA officer (Rob Green) it was proposed that exploring possibilities for funding retrofitting/energy conservation measures for PC buildings in partnership with HCCT and FoHL would be useful. **NB** Rob Green no longer works for Kirklees and it is difficult to know who is leading on the environment now. The Councillor, Munir Ahmed, with the portfolio, is on long term sick leave and officers with particular ‘green space’ remits, whilst sympathetic, have no control over policy. The Clerk has been working with HCHCT on funding applications for climate mitigation on HVPC owned buildings. – **to be progressed in collaboration with Civic Trustees**.
- 2) Submit FOI to Kirklees re PC Carbon emissions to date - **to be progressed – update**.
- 3) Feasibility study and costing - Park and ride. Alongside Stotts review, including costings and possibilities for subsidised or free travel periods – **in process**.
- 4) Encourage the increased use of public transport and active travel by residents and visitors to the Holme Valley. Presence at summer festivals in 2024 promoted Sustainable Transport – including promoting our relationship with Stotts buses and other local walking and cycling content. – **continuing via the Transport Working Group**.
- 5) Solar Panels on Parish toilets in Holmfirth - **in process**.
- 6) Review climate audit for planning commentary, align with Kirklees criteria. The Planning Committee consider climate for every application they comment on as standard. The HVPC Local Plan review will forefront Climate Action in every section of its report. – **in process**.
- 7) Engage with Kirklees officers (Landscaping) and Ward Councillors to stop use of glyphosate. A direct request to Kirklees Council has been made by Cllr Morgan who will continue to follow up on progress. After taking advice from Andrew Cooper, who heads the environment scrutiny panel, Cllr Morgan has written a letter recommending that the Holme Valley be a pilot for no spraying. The allotment directive on banning pesticide was presented to Full Council who then approved a request to include that instruction in the new tenancy agreements – **in process**.
- 8) Improvements to Grants process – to allow for increased weighting on green projects and improve feedback on climate mitigation. A Grants working group, via the Finance and

Management Committee will look at the Grants process and explore ways for Climate Action to carry more weight in decisions to fund, and to include more climate-related feedback/reporting (such as energy/carbon savings) from Grant recipients. Changes have been made to the criteria to better embed Council priorities into the Grant decision process.

– **review to establish effectiveness**

9) Embed the Climate Emergency - Identify mechanisms to ensure climate emergency is always considered as a priority on all committee and Council decisions. **NB** The statement of intent, drafted and approved at Full Council, includes a requirement for all decisions to take in to account the climate emergency. The working group established to review the committee structure and operation of the Council will include effective decision making and resource allocation in this area.

10) Investigate possibilities to expand HVPC allotment provision - **in process**

### **PART THREE – CLIMATE ACTION AND COMMUNICATIONS AND ENGAGEMENT 2025-2027**

The following are recommendations to Full Council derived from the CACE action plan.

- 1) Review of 2023-5 CACE actions' impact following evaluation of year one and two activities. (see parts one and two above)
- 2) Review Parish 'image' and presence. This will closely relate to the review of external communications and website/rebranding work – to be looked at in conjunction with other committees as it will involve signage etc. on assets.
- 3) Consider Communication Screen installation trial – central Holmfirth. Initial costing estimates gathered November 2024
- 4) Review and Monitoring of Communications strategies – including community survey. Propose communications strategies modifications as necessary.
- 5) Review use of HD9 and Tito 'booklets' – Consider regular printed paper copy of Quarterly flier trial (Nov 2023) and new editions. Regular commitment now also includes Holme Valley Review and Huddersfield Hub. This has been factored into the budget for 2025-26.
- 6) Annual Awards – Reconsider Community Champions and Environment Friendly Business Awards. An annual awards ceremony, as part of the Annual Public Meeting, to showcase both award winners' activity and the Council's, local businesses', community organisations' and individuals' work in supporting Climate Action,. **NB** following Council resolutions in 2024 the format for Awards was changed to a community celebration so as not to single out individuals. The Big Community Celebration took place, however, there have been suggestions that the Annual Parish Meeting might be an opportunity to recognise specific achievement relating to Council priorities, for example, Climate Emergency and Youth Provision.
- 7) Deliver Climate Action, Communications and Engagement activities as planned. Ongoing monitoring of effectiveness and outreach. e.g. festivals' presence.

- 8) Climate Action Projects. It has been suggested that ring-fenced Grants for Climate Action projects would be an effective, community-actioned/HVPC-initiated approach. Rather than simply funding applications for Grants which meet HVPC funding criteria, the Council could ask for suitably-qualified Community groups to bid for an opportunity to undertake a project defined by the Council. This would enable expert organisations to contribute to HVPC priorities. For example, commissioning a feasibility study for District Heating where no gas is available.
- 9) Energy Show Host an event with suppliers for public advice and to discuss feasibility and costs of, for example, a thermal camera – heat loss trial – 1 month. Including engaging with Business Associations on improving and encouraging the decarbonization of local businesses. Perhaps including ‘discussion forum’, Q&A etc.
- 10) Investigate incentives for local business and households to go greener. such as stickers for carbon savers in shops / houses or green energy suppliers and LED in all shops / houses, including bulk client reduction.

**Cllr Sarah Whitelaw**

**Outgoing Chair, on behalf of the CACE Committee,  
HVPC**

**13<sup>th</sup> May 2025.**