

MEETING OF THE SERVICE PROVISION COMMITTEE MONDAY 22 SEPTEMBER 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 22 SEPTEMBER 2025 at 7pm** in **THE EXHIBITION ROOM, THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS** to transact the following business -

AGENDA (A)

	Welcome	Time
2526 21	Public Question Time	7.00pm
	<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>	
2526 22	Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014	7.15pm
	<p>As Local (Parish & 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>	
2526 23	Apologies and reasons for absence	7.15pm
	Any apologies for absence with reasons received by the Clerk will be circulated by email prior to the meeting. These will be considered together.	
	TO CONSIDER: Apologies and reasons for absence.	
2526 24	Receipt of updated Disclosable Personal and Pecuniary Interests forms	7.18pm
	<p>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.</p> <p>Clerk to report further.</p>	
	TO CONSIDER: written requests for reviewed DPIs.	
2526 25	Members' and Officers' personal and disclosable pecuniary interests in items on the agenda and written requests for dispensation with regards to an interest	7.20pm
	Councillors are required to submit a Declaration of Pecuniary and Other Interests form	

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	<p>upon becoming a councillor.</p> <p>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.</p> <p>Where an interest is declared it may be that the councillor takes no part in any relevant discussion or vote.</p> <p>Written requests for a dispensation with regards to non-pecuniary interests may also be considered.</p>	
	<p>TO CONSIDER: Members' and Officers' personal and disclosable pecuniary interests in items on the agenda.</p> <p>TO CONSIDER: any written request for a dispensation with regards to a pecuniary or other interest.</p>	
2526 26	Items on the agenda to be discussed in private session	7.25pm
	<p>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.</p> <p>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.</p> <p>Decisions regarding any items heard in private session will be recorded in the minutes.</p>	
	TO CONSIDER: whether any item on the agenda should be discussed in private session.	
2526 27	Minutes of the previous Service Provision Committee meeting	7.28pm
	<p>The minutes of the previous meeting of the SERVICE PROVISION COMMITTEE, held on 9 June 2025 (B), numbered 2526 01 - 2526 20 inclusive are to be NOTED, having been APPROVED at COUNCIL on Monday 8 September 2025.</p>	
	TO NOTE: the minutes of the previous meeting of the SERVICE PROVISION COMMITTEE held on 9 June 2025, numbered 2526 01 - 2526 20 inclusive.	
	<p>To receive information regarding ongoing matters arising from the approved minutes not otherwise included in the agenda.</p> <p>Clerk to report further.</p>	
	TO CONSIDER: any further action(s) arising from the minutes of the previous meeting of the SERVICE PROVISION COMMITTEE, held on 9 June 2025.	
	BUDGETARY MATTERS	

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2526 28	Service Provision Committee Budget 2025-26 and Earmarked Reserves	7.33pm
	<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> (Ci) 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>The Deputy Clerk/RFO has produced a report (Ciii) on the Service Provision budget lines.</p> <p>Clerk to report further.</p>	
	<p>TO NOTE: the Expenditure against Budget 2025-26 – Budget Lines Year-to-Date <i>and</i> Earmarked Reserves.</p> <p>TO CONSIDER: any further actions regarding the Service Provision Budget 2025-26.</p>	
2526 29	Christmas Provision Grants	7.38pm
	<p>1. <u>Christmas grants</u></p> <p>The two grant applications below have been received with regards to grants made from the Christmas Provision 4705 budget line. This budget line has £4,592 yet to be committed.</p> <p>TO CONSIDER: a grant application for £1500 from Honley Business Association (Di) as a contribution towards the costs of installing and maintaining Christmas trees and lights in Honley, specifically for purchasing 90 trees.</p> <p>TO CONSIDER: a grant application for £1500 from Holmfirth Christmas Team (Dii) to contribute towards cost of Christmas lights and trees to decorate Holmfirth town centre for the festive season.</p> <p>2. <u>Provision of a Christmas tree for the centre of Holmfirth</u></p> <p>The Clerk was contacted by Kirklees in August regarding the ordering of Christmas trees – see correspondence (Diii).</p> <p>Clerk to report further.</p> <p>TO NOTE: Expenditure of up to £1468.86 including VAT (£1224.06 excluding VAT) - one lit tree ordered from Kirklees for the centre of Holmfirth.</p> <p>3. <u>Provision of small grants for Christmas trees and decorations throughout the Holme Valley.</u></p> <p>Before considering small grants for Christmas trees the Clerk wishes the COMMITTEE to know that Kirks have given notice that they will not be supplying Christmas trees this year. The Clerk will report further in the meeting.</p>	

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In 2024 The Parish Council gave small grants of up to £250 to 11 different organisations spread throughout the valley towards the provision of trees/decorations for the whole community to enjoy.

Of these, 8 were **APPROVED** as rolling grants – see (Cii) for details - subject to the receipt of appropriate evaluations. Of those 6 evaluations have been received as follows:

- Honley Business Association (Div)
- St David’s Church, Holmbridge (Dv)
- The Rock Inn, Brockholes (Dvi)
- Holme Village Residents Association (Dvii)
- Netherthong Community Partnership (Dviii)
- Hade Edge Residents Association. (Dix)

2024 Evaluations are awaited from Hepworth Community Association and Scholes Methodist Church.

In line with previous resolution the COMMITTEE may wish:

In 2024 grants were also given to 3 late applications:

- The Royal Oak, Upperthong
- New Mill Club, New Mill
- The Clothiers Arms, Netherthong.

It was decided that any decision regarding making these rolling grants should be deferred until evaluations for 2024 and complete, on-time grant applications for 2025 received.

Evaluations have been received from The Royal Oak, Upperthong – see (Dx) – and the Clothiers Arms, Netherthong (Dxi).

The Royal Oak, Upperthong, New Mill Club, New Mill and the Clothiers Arms, Netherthong may be invited to apply for grants of up to £250 towards the provision of a Christmas tree/decorations to be considered at the meeting of the SERVICE PROVISION COMMITTEE on Monday 17 November 2025.

The COMMITTEE may consider whether any such grant should be made a rolling grant for 2026 and 2027 at that meeting.

The Clerk will continue efforts to encourage applications from other organisations, particularly any based in Wooldale, to be considered at the Monday 17 November 2025 meeting, subject to direction from the COMMITTEE and the availability of funds in budget line 4705 Christmas Provision.

Clerk to report further.

TO CONSIDER: recommending to the FINANCE AND MANAGEMENT COMMITTEE payment of named rolling and other grants, subject to the receipt of all necessary paperwork.

TO CONSIDER: any other actions in relation to Christmas Provision and/or budget line 4705.

ASSETS MAINTAINED BY HOLME VALLEY PARISH COUNCIL

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2526 30	Holmfirth Public Toilets and Gartside Buildings update	7.48pm
	<p>1. <u>Update regarding the Gartside Unit</u></p> <p>As noted at FULL COUNCIL on 8 September 2025, the lease to the Gartside Unit has been surrendered by EPIKS, with the last day of occupancy being 31 October 2025.</p> <p>The Clerk is seeking direction from the Committee with regards to any reletting of the unit. For information, the Deputy Clerk/RFO has produced a report on costs arising from leasing to date (Ei). One possibility is to repurpose the unit into a Changing Places accessible toilet. See report (Eii) from the Assistant Clerk.</p> <p>Clerk to report further.</p> <p>2. <u>Maintenance of the toilets.</u></p> <p>Please refer to the written report (Eiii) from the maintenance contractor.</p> <p>3. <u>Update regarding reroofing and installation of Solar Panels Project</u></p> <p>Update from the Working Group and the Clerk including works commencement and expected costs – see report (Eiv) and invoice (Ev).</p> <p>TO CONSIDER: merging EMR 331 Gartside Building (£10,000) and EMR 341 Gartside Building Energy Efficiency Projects.</p> <p>TO APPROVE: expenditure of £7,848 including VAT for a second deposit regarding solar panels and battery storage installation, from EMR 331 Gartside Building.</p> <p>TO CONSIDER: any further action with regards to the repair/solar panels project.</p> <p>4. <u>Request from Fair and Funky regarding an art installation</u></p> <p>A request has been received for a collage of a heron, created by local schools, to be installed on the side of the toilets building – see correspondence (Evi). Clerk to report further.</p>	
	<p>TO CONSIDER: request from Fair and Funky to install a collage of a heron on the side of Holmfirth Toilets.</p> <p>TO CONSIDER: any other action with regards to Holmfirth Toilets and lettable unit.</p>	
	OTHER ASSETS MANAGEMENT	
2526 31	Progress regarding a possible tendering process for Holmfirth Public Toilets and the Maintenance of smaller assets	7.58pm
	<p>At the last meeting on 6 June 2025 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>	

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	TO CONSIDER: Any actions arising in respect of a tendering process for a contract to clean Holmfirth Public Toilets and maintain the Parish Council's small physical assets.	
2526 32	Other assets including benches, stone shelters, war memorials, red heritage phone kiosks, defibrillators and the Covid Memorial Orchard at Sands.	8pm
	<p>See Maintenance Contractor's Report (Eiii).</p> <p>Routine maintenance up to £1,000 expenditure within the specification and within the annual budget can be approved by the Clerk.</p> <p><u>Benches and stone shelters</u></p> <p>There is a budget line of £13,650 for the maintenance of benches and shelters, of which £10,699 currently remains.</p> <p>The Clerk has received a request from Wilby's (Fi) regarding a bench adjacent to 36 Victoria Street, Holmfirth plus a Land Registry Plan (Fii) of the property as requested by the Clerk. The Parish Council is requested to enter into an agreement with regards to permission to have a bench remain sited on the property (Fiii).</p> <p>Clerk to report further.</p> <p>TO CONSIDER: Recommending to FULL COUNCIL to enter into an agreement with regards to a bench owned by the Parish Council, sited on land belonging to 36, Victoria Street, Holmfirth.</p> <p><u>War Memorials</u></p> <p>Clerk to report on progress to submit a grant application to the War Memorials Trust regarding Hepworth War Memorial. See (Fiv) – Method Statement as required by the War Memorials Trust.</p> <p><u>Red heritage phone kiosks</u></p> <p>A resident in Hepworth, supported by Hepworth Village Association, has asked if the Parish Council will take on ownership of the red heritage phone kiosk on Town Gate, Hepworth, adjacent to the Butchers Arms. The resident wishes to be a custodian with the aim of making the box available to different village organisations throughout the year. Examples of possible use include the school decorating it for Christmas, a display by Hepworth Art Group and a plant swap in the late Spring. The intent is for the phonebox to become an integral part of the village.</p> <p>The Phone boxes budget line currently stands at £92.00, Holme Village box having been renovated in April 2025 at a cost of £687.70.</p> <p>Clerk to report further.</p> <p>TO CONSIDER: approving in principle applying for ownership of the red heritage phone kiosk on Town Gate, Hepworth, subject to the agreement of the owners of the Butchers Arms, with a view to refurbishment in 2026/7 under the custodianship of a Hepworth resident.</p> <p><u>Defibrillators</u></p>	

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	<p>Clerk to report.</p> <p><u>Covid Memorial Orchard</u></p> <p>A response is still awaited regarding an application to Kirklees to install a memorial plaque at Sands to accompany the Memorial Orchard. This has been chased several times. Volume of work has been cited as the reason for the delay.</p>	
	TO CONSIDER: any other actions arising in respect of other assets including benches, stone shelters, war memorials, red heritage phone kiosks, defibrillators and Memorial Orchard.	
2526 33	New Mill Closed Cemetery	8.10pm
	<p>The maintenance of New Mill Closed Cemetery is part of the remit of the SERVICE PROVISION COMMITTEE. Please see Maintenance Contractor report (Eiii).</p> <p>Clerk to report further.</p>	
	TO CONSIDER: any further actions regarding New Mill Closed Cemetery.	
	SERVICES	
2526 34	Public area litter and dog waste management strategy	8.15pm
	<p>The Working Group to report on any further progress.</p> <p>The Clerk to report on action to send a thank you letter and card to all volunteers who stock the dog waste bag dispensers on behalf of the Parish Council.</p>	
	TO CONSIDER: any further action with regards to this project.	
	PARTNERSHIPS, PROJECTS AND REPORTS FROM WORKING GROUPS	
2526 35	Tourism	8.20pm
	<p>Verbal update from Cllr Baylin.</p>	
	TO CONSIDER: actions arising from the update.	
	TO CONSIDER: reviewing membership, objectives and remit of the Working Group.	
2526 36	Youth work in the Holme Valley	8.25pm
	<p>A report has been obtained as requested from Kirklees Youth Alliance - (Gi) - and also budget monitoring information (Gii).</p> <p>Clerk to report further.</p>	
	TO NOTE: the report received with regards to the Kirklees initiative.	

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	TO CONSIDER: any other action with regards to youth work in the Holme Valley.	
2526 37	Transport Working Group and Stotts Minibus Provision - update	8.30pm
	Verbal update from Cllr Baylin.	
	TO CONSIDER: actions arising from the update.	
	TO CONSIDER: any actions in respect of the WYCA-brokered Stotts Holme Valley minibus service.	
	PRIORITIES	
2526 38	Climate Action activities 2025-7	8.35pm
	This is a Standing Item for the COMMITTEE to review its decisions and actions in light of the Parish Council's fourth priority which is to:	
	<p><i>4. Address the Climate Emergency</i></p> <ul style="list-style-type: none"> <i>Every action will be underpinned by the desire to address the climate emergency which HVPC declared in 2019.</i> <i>This will apply to the PC's own actions and to the projects of grant recipients.</i> <i>Proposed actions will be measured against their impact on the natural environment and climate change.</i> 	
	TO CONSIDER: further priorities and actions 2025-7 for the SERVICE PROVISION COMMITTEE with regards to Climate Action.	
	PUBLICITY	
2526 39	Items for Publicity	8.40pm
	Members are invited to suggest items for publicity arising from the current work of the Service Provision Committee.	
	TO NOTE: suggestions for aspects of the work of the Service Provision Committee to publicise further.	
	Meeting to close at 9pm	

Jen McIntosh
Clerk to the Council

Holme Valley Parish Council
Holmfirth Civic Hall, Huddersfield Road, HOLMFIRTH HD9 3AS
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APPROVED MINUTES OF A MEETING OF THE SERVICE PROVISION COMMITTEE
MONDAY 9 JUNE 2025 7pm
EXHIBITION ROOM AT THE CIVIC, HOLMFIRTH

IN THE CHAIR: Cllr Alison Morgan

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

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

TAKING MINUTES: Jen McIntosh (Clerk)

MINUTES

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

SIGNED: _____ Cllr Alison Morgan - Chair

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

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	<p>– Minute 2425 80 Holmfirth Civic Hall Community Trust – actions for the Clerk were to relay feedback regarding the interiors project and seek a response; and to request a breakdown of works and costs for 2025/6. The requests had been made and response conveyed by email. Holmfirth Civic Hall now formed part of the remit of the FINANCE AND MANAGEMENT COMMITTEE.</p>
	BUDGETARY MATTERS
2526 09	Service Provision Committee Budget 2025-26 and Earmarked Reserves
	<p>A report from the Deputy Clerk/RFO on <u>Expenditure against Budget 2025-26 – Budget Lines Year-to-Date and Earmarked Reserves</u> was shared to monitor potential overspends and underspends and so manage the budget. The Clerk reported that the early stage of the council year was reflected in the report in that there was little expenditure to observe.</p> <p>The Clerk further reported that the FINANCE AND MANAGEMENT COMMITTEE had requested regular reports on the use made of Earmarked Reserves connected to the Committee.</p>
	NOTED: the Expenditure against Budget 2025-26 – Budget Lines Year-to-Date <i>and</i> Earmarked Reserves.
	ASSETS MAINTAINED BY HOLME VALLEY PARISH COUNCIL
2526 10	Holmfirth Public Toilets and Gartside Buildings update
	<p>This item was heard in private session as resolved in minute 2526 07 as commercially sensitive information formed an element of the item. The minute below reflects information broadcast through the published agenda and those elements of the item not deemed to be commercially sensitive.</p> <p>A report was received from the maintenance contractor.</p> <p>The Clerk gave an update on the Gartside Unit, explaining that the installation of a new noticeboard for EPIK's use had been paused and then superseded by the outcomes of the Condition Survey which proposed that the exterior of the building is decluttered. The key to the noticeboard already installed had been made available to EPIKS so that opening hours etc could be displayed.</p> <p>A task for the clerk from minute 2425 81 on 24 February 2025 to arrange the reimbursing of EPIKs redecorating costs from the start of their tenancy still required actioning.</p> <p>The sharps bin outside the toilet had been removed.</p> <p>The solar panels project had merged with the project to refurbish/improve the public toilets and the table below illustrated total possible funds available:</p>

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

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

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

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

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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	Holme Architecture has been asked to provide written confirmation	
TOTAL ESTIMATED COST			<u>£32,847</u> including A & B <u>£27,947</u> including A only			

Holme Architecture - who carried out the Survey and drew up the programmes of works - had worked closely with the Holmfirth Public Toilets Working Group established by the Committee to progress the combined projects and estimated project management costs to be £504 incl VAT for Phase 1 and £2,160 incl VAT for Phases 2 & 3.

The Committee was asked to acknowledge that the Public Toilets were an essential facility for the town and also played an important part in how the Holme Valley presented to residents and visitors. The first phase of the programme of improvement was to be implemented in 2025-26 and prioritised structural and energy efficiency issues which, in turn, would improve the internal conditions of the facility.

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

The Committee was further asked to commit to the remainder of the total programme with improvements to the design, decor, furnishings and equipment of the toilets in the period following 2025-26, subject to budgets, and to review this during the budget-setting activities for 2026-27.

RECEIVED: Condition Survey and associated plans.

RESOLVED: to recommend to Full Council approval in principle of expenditure up to £34,475.10 for Phase 1 of plans to repair the Gartside Building roof, install solar panels and other tasks included in agreed Phase 1 scheme of works, including the order of priority within phase 1 as agreed by the Working Group.

RESOLVED: to retain Wooldale Electrical Company Ltd for solar panel installation as previously selected and **APPROVED** the quote supplied.

RESOLVED: to commit in principle to implementing phases 2 and 3 of the plan, subject to budget being approved at the relevant time.

APPROVED: the continuation of the Working Group (membership: Cllr Morgan, Cllr Dixon, Cllr Baylin, Cllr Kirkby) with its original objectives and remit.

SIGNED: _____ Cllr Alison Morgan - Chair

Holme Valley Parish Council

	<p>Thanks were recorded to the working group and particularly to the leadership of Cllr Morgan for progressing this project.</p> <p>Thanks were also recorded to Holme Architecture for assistance with the project.</p>
	OTHER ASSETS MANAGEMENT
2526 11	Progress regarding a possible tendering process for Holmfirth Public Toilets and the Maintenance of smaller assets
	It remained an action for the Clerk to arrange a meeting of the Maintenance Contract and Procurement Working Group to progress the maintenance and toilets contracts.
	<p>APPROVED: the continuation of the Toilets and Maintenance Contracts and Procurement Working Group, established 8-7-2024, (membership: Cllr Baylin, Cllr Dixon, Cllr Kirkby and Cllr Morgan) with the original objectives and remit.</p> <p>APPROVED: extension of current contracts on a rolling month-by-month basis until 31 December 2025 or the completion of the tendering process, whichever is soonest.</p>
2526 12	Other assets including benches, stone shelters, war memorials, red heritage phone kiosks and the Covid Memorial Orchard at Sands.
	<p>The Maintenance Contractor's Report was referred to within this item.</p> <p>A total of 59 benches had been repaired/serviced/ tidied up including:</p> <ul style="list-style-type: none"> – all the Upper Holme Valley benches – Digley Embankment A8 (repaired) – A9 Bilberry Embankment (new memorial plaque installed) – C4 on Wards Bank Cartworth refurbished – All the Hepworth benches and some of the central Holmfirth benches visited on 14 March. <p>The Contractor was aware that F12 Scar Hole Lane needed a repair.</p> <p>Honley benches had been visited 6 March.</p> <p>The Clerk reported that an email had been received from Holme Village Residents' Association thanking the Parish Council for the recent refurbishment of the heritage red telephone kiosk.</p> <p>An action for the Clerk remained to submit a grant application to the War Memorials Trust regarding Hepworth War Memorial. The Clerk thanked members for suggestions for experienced heritage stonemasons who could quote for the work.</p> <p>An application to Kirklees to install a memorial plaque at Sands to accompany the Memorial Orchard had been submitted – a response was awaited.</p> <p>Regarding the stone shelters Cllr Baylin was to meet with the maintenance contractor to inspect Hade Edge Shelter. There were perennial issues with this shelter, most likely due to the double-sided nature of the construction.</p>

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	<p>Cllr Green informed the Committee that Friends of Honley remained interested in installing a sedum roof at the shelter on Eastgate, Honley.</p> <p>Cllr Kirkby and Cllr Bellamy both declared a non-pecuniary interest as members of the Friends of Honley group and so would not vote in any motion put forward.</p>
	<p>RESOLVED: to support in principle permitting Friends of Honley to explore, cost and - should the project progress – pay for all works to install a sedum roof on the shelter on Eastgate, Honley (SH1 on asset map).</p> <p>An action for Cllr Morgan was to inform Friends of Honley of the outcome and liaise further regarding the project.</p> <p>An action for the clerk was to ascertain ownership of the bench outside Holmfirth Swimming Pool as this was in need of repair. If it was established that the bench was in Kirklees ownership then the Clerk was to contact Kirklees to inform them of the poor condition of the bench.</p>
2526 13	New Mill Closed Cemetery
	<p>This item was heard in private session as resolved in minute 2526 07.</p> <p>A meeting had been arranged for 10.45am on Wednesday 18 May between New Mill Church authorities and members of the COMMITTEE including Cllr Baylin, Cllr Green and Cllr Davis to review the works specification.</p>
	SERVICES
2526 14	Christmas tree provision - plans for 2025-26
	<p>The Clerk reported that as well as supporting Holmfirth Christmas Team and Honley Christmas Team through grants and purchasing a lit and installed Christmas tree from Kirklees for Holmfirth centre (cost: £1425.60 in 2024) from the budget line 4705 Christmas Provision (£4,592), the COMMITTEE instituted a small grants scheme in 2024 to encourage community groups in each ward to have a community Christmas display/tree.</p> <p>Eight groups successfully applied and were granted rolling grants for 2025, 2026 and 2027 as a consequence. Three further groups applied late and were awarded grants for 2024. One group has provided an evaluation to date.</p> <p>The awarding of grants should be more straightforward in 2025 as contacts have been established with the eight potential rolling grant applicants and also with the other three groups who were awarded grants late. The preferred distribution of grants would be for one in each ward; however, it had not been possible to secure a grant applicant for Wooldale in 2024.</p> <p>The Clerk to contact all eight potential rolling grant applicants, to chase up the seven outstanding evaluations and to encourage all 8 to apply for a rolling grant.</p> <p>The Clerk to:</p> <ol style="list-style-type: none"> i. make contact with the other three late applicants ii. contact other groups suggested by members

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	<p>iii. publicise the remaining grants with regards to encouraging additional applications.</p> <p>The COMMITTEE noted that applications for grants would need to be considered in the meeting on <u>Monday 22 September 2025</u> alongside consideration of any grants for the Holmfirth and Honley Christmas Teams.</p>
2526 15	Public area litter and dog waste management strategy
	<p>The Clerk reported that the SERVICE PROVISION COMMITTEE has overseen the instalment of a number of dog waste disposal bag dispensers and has a budget to cover the cost of restocking the dispensers. A number of volunteers assist with refilling the dispensers.</p> <p>The Working Group had drafted a new Public Area Litter and Dog Waste Management Strategy during 2024-25 and had consulted with District Ward Councillors, KMC officers, members of the CACE Committee and the public on the available options.</p> <p>Cllr Baylin had provided a report on this work and set out some of the obstacles of working in partnership with Kirklees regarding this issue.</p> <p>A future development could be to work with schools as students are future dog owners.</p> <p>The Clerk reported that 2 'voluntary' bins at Sands had been removed by Kirklees and that 2 new replacement bins ordered. The Clerk gave a verbal report on feedback from volunteers who keep the dog waste bag dispensers filled. Points included:</p> <ul style="list-style-type: none"> i. All volunteers were willing to carry on. ii. All volunteers believe it is having an impact – dog waste issue was no worse and perhaps a little better than in past. iii. All volunteers believe it is important that the Parish Council is seen to be taking a lead on the issue. iv. There had been a problem of multiple numbers of bags being taken which generally led to volunteers putting fewer in but doing it more regularly; when it happens volunteers generally avoid restocking the bin in question for a while; whilst volunteers were aware that this was an issue it did not in their view outweigh the usefulness of having the dispensers there. v. Signage more generally could be more helpful and used to better effect.
	<p>RESOLVED: to confirm the membership and of the working group as Cllr Baylin and Cllr Blacka to further implement the Public Area Litter and Dog Waste Management Strategy.</p> <p>Cllr Tom Dixon also offered to assist the Working Group.</p> <p>ACTION: Clerk to send a thank you letter and card to all volunteers who stock the dog waste bag dispensers on behalf of the Parish Council.</p>
	PARTNERSHIPS, PROJECTS AND REPORTS FROM WORKING GROUPS
2526 16	Tourism
	An update was provided by Cllr Baylin.

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	RESOLVED: that a Tourism Working Group consisting of Cllr Baylin and Cllr Whitelaw be established with an objective for the Council of supporting events and festivals in the Holme Valley.
2526 17	Youth work in the Holme Valley
	It was noted that the move of Café 100 to the Tech had been positive, giving attendees opportunity to engage in a range of activities and use of facilities.
	NOTED: the reports received from Kirklees Youth Alliance with regards to youth provision in the Holme Valley.
	RESOLVED: to recommend that FULL COUNCIL approves expenditure of up to £25,000 for Kirklees Youth Alliance for the provision of youth services in the Holme Valley, to be made by one payment of £10,000 following this meeting and then £5,000 after each remaining SERVICE PROVISION COMMITTEE meeting across the council year 2025-26.
2526 18	Transport Working Group and Stotts Minibus Provision - update
	An update from Cllr Baylin was received.
	There was uncertainty regarding possible changes in local provision. Given the current disruption in Holmfirth centre this might not be the right time to promote the use of bus services. It was possible that a schematic map could be produced depicting bus routes along the lines of the one which publicises the Penistone Line Partnership.
	RESOLVED: to confirm the reviewed membership of the Working Group as Cllr Baylin, Cllr Barnett, Cllr Liles, Cllr Morgan, Cllr Blacka, Cllr Dixon, Cllr Whitelaw and Cllr Green, objectives and remit of the Working Group.
	PRIORITIES
2526 19	Priorities for Climate Action activities 2025-7
	Cllr Whitelaw had asked for this item to discuss the ways in which priorities for Climate Action activities 2025-7 should be established. The CACE handover document set out desired actions identified at the start of the council term now in need of reviewing in the light of other actions that should be added or take precedence.
	The Council should take a clear lead in continuing to support climate action in the Holme Valley, in collaboration with other local organisations. The SERVICE PROVISION COMMITTEE had a key role to play in the delivery of the Council's fourth objective as set out below:
	<p><i>4. Address the Climate Emergency</i></p> <ul style="list-style-type: none"> <i>Every action will be underpinned by the desire to address the climate emergency which HVPC declared in 2019.</i> <i>This will apply to the PC's own actions and to the projects of grant recipients.</i> <i>Proposed actions will be measured against their impact on the natural environment and climate change.</i>
	RESOLVED: that the existing Structures Review Working Group – reviewed membership consisting

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	of Cllr Whitelaw, Cllr Ransby, Cllr Kirkby, Cllr Blacka and Cllr Morgan – review the CACE handover document and bring proposals relevant to the SERVICE PROVISION COMMITTEE to a future meeting.
	PUBLICITY
2526 20	Items for Publicity
	Members suggested items for publicity arising from the current work of the Service Provision Committee as follows: <ul style="list-style-type: none">– Works to Holmfirth Toilets - publicise– Publicise Christmas grants at an appropriate time– Ensure that Stotts bus provision for festivals is publicised– Explore possibility of interviewing Stotts buses and use as publicity
	<i>The meeting closed at 8.53pm</i>

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Detailed Income & Expenditure by Budget Heading 01/08/2025

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400 Service Provision								
4320 Public Toilet - Day to Day	0	4,751	23,100	18,349		18,349	20.6%	
4325 Public Toilet - Lettable Space	0	16	1,050	1,034		1,034	1.5%	
4705 Christmas Provision	0	0	4,592	4,592		4,592	0.0%	
4710 New Mill - Churchyard	0	354	788	434		434	44.9%	
4715 Defibrillators	0	65	0	(65)		(65)	0.0%	65
4720 Dog Waste	0	1,219	1,260	41		41	96.7%	940
4730 Minibus	0	7,758	23,500	15,742		15,742	33.0%	
4735 Phone Boxes	0	708	400	(308)		(308)	177.0%	400
4740 Seats & Shelters-Maintenance	0	2,951	13,650	10,699		10,699	21.6%	
4750 War Memorial	0	0	500	500		500	0.0%	
4760 Youth Work in the Holme Valley	0	10,000	26,250	16,250		16,250	38.1%	
4840 Climate Action	0	0	5,000	5,000		5,000	0.0%	
Service Provision :- Indirect Expenditure	0	27,822	100,090	72,268	0	72,268	27.8%	1,405
Net Expenditure	0	(27,822)	(100,090)	(72,268)				
6000 plus Transfer from EMR	65	1,405	0	(1,405)				
Movement to/(from) Gen Reserve	65	(26,417)	(100,090)	(73,673)				
Grand Totals:- Income	0	0	0	0			0.0%	
Expenditure	0	27,822	100,090	72,268	0	72,268	27.8%	
Net Income over Expenditure	0	(27,822)	(100,090)	(72,268)				
plus Transfer from EMR	65	1,405	0	(1,405)				
Movement to/(from) Gen Reserve	65	(26,417)	(100,090)	(73,673)				

	Draft Earmarked Reserves - end August 2025		Expenditure in August:
326	EMR Defibrillator Special Reserve SP - For defibrillators for which HVPC is responsible	£1,673.56	-£64.95
331	EMR Gartside Building SP - Towards development of the whole Gartside building (not just the toilets)	£10,000.00	
341	EMR Climate Action Projects SP - climate emergency projects including the solar panels at Holmfirth toilets	£16,457.68	-£1,200.00
345	EMR Rolling Grants F&M/SP - to cover rolling grants as agreed by committees	£7,668.00	
346	EMR Sustainable Transport SP - to cover projects to do with public transport in the Holme Valley	£2,500.00	
347	EMR Tourism SP - to cover projects to do with promoting tourism in the Holme Valley	£4,961.00	
348	EMR Dog Waste & Litter SP - to cover projects relevant to a dog waste and litter strategy	£2,860.00	-£940.00
351	EMR Holmfirth Toilets Refurb SP - to fund the refurbishment of the toilets	£0.00	
352	EMR War Memorials SP	£2,500.00	
353	EMR Phone Boxes SP	£0.00	

	Current Schedule of EMR 345 Rolling Grants		
f.	Scholes Church Christmas Tree Group - 2025/6, 2026/7 (term of Council)	£170	4705
g.	Brockholes Christmas Tree Group - 2025/6, 2026/7 (term of Council)	£250	4705
h.	Holmbridge Christmas Tree Group - 2025/6, 2026/7 (term of Council)	£210	4705
i.	Honley BA Christmas Tree Group - 2025/6, 2026/7 (term of Council)	£250	4705
j.	Hade Edge RA Christmas Tree Group - 2025/6, 2026/7 (term of Council)	£224	4705
k.	Hepworth CA Christmas Tree Group - 2025/6, 2026/7 (term of Council)	£224	4705
l.	Netherthong CP Christmas Tree Group - 2025/6, 2026/7 (term of Council)	£250	4705
l.	Holme Village Christmas Tree Group - 2025/6, 2026/7 (term of Council)	£130	4705

RFO's report on Service Provision Expenditure against Budget Headings

Councillors should be aware that any figures in brackets “()” on the Rialtas reports are negative figures.

- Four months into the year, only 20.6% of the 4320 Public Toilets day-to-day budget has been spent. So this is in good shape. Normally, a big quarterly bill £1,000+ will come in the autumn to bring this more in line with the annual budget.
- Only £16 has been spent from the 4325 Gartside Building lettable space budget line.
- 4705 Christmas Provision is in hand. Some funding for this is in the budget line but the rolling Christmas tree grants are funded from an earmarked reserve.
- 4710 New Mill Churchyard is in hand.
- There is effectively £981 left in the 4720 Dog Waste and Litter budget line, given that £940 on bins was paid from the relevant earmarked reserve.
- 4730 Minibus is on target.
- The 4735 Phone Boxes budget line effectively contains £92, as previous works totalling £400 were paid from the earmarked reserve.
- 4760 Youth Work in the Holme Valley is being paid in £5,000 instalments.
- There has been no expenditure from the 4840 Climate Action budget line.
- In terms of budget lines for the Gartside Building projects, the Committee could call on:
 - £1,034 in 4325 Gartside Building lettable space.
 - £5,000 in 4840 Climate Action.
 - There may be some facility from vireing funds from the 4320 Public Toilets Day-to-Day budget line.
 - This is in addition to money in earmarked reserves.

RFO's report on Service Provision Earmarked Reserves

- There were only three items of expenditure from the Service Provision earmarked reserves in August. These were:
 - £64.95 on a new defibrillator pad
 - £1,200 as the deposit on the solar panels project
 - £940 on the two litter bins for Sands.
- Members may wish to consider merging the earmarked reserves 331 EMR Gartside Building (£10,000) and 341 EMR Gartside Energy Projects (£16,457.68) for greater clarity.

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



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Grant Application Form

Please complete and return to the clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of August to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p4.




Honley Christmas Lights and Trees to encourage community to shop local also making Honley shine for all residents and visitors

1	Contact Details
Name of organisation	Honley Business Association
Address	[REDACTED] [REDACTED]
Postcode	[REDACTED]
Contact person	[REDACTED]
Position in group	Volunteer Secretary
Correspondence address	As above
Postcode	
Daytime phone	[REDACTED]
Evening phone	[REDACTED]
Email	[REDACTED]

2 About your organisation											
What sort of group are you? - put an 'x' in the box	<ul style="list-style-type: none"> Unregistered community group <input checked="" type="checkbox"/> Registered charity <input type="checkbox"/> Other (please state) <input type="checkbox"/> 										
Charity Registration No	<div style="text-align: right;">If applicable</div>										
When did the group start?	2013										
How many people are involved in running your group?	<table border="1"> <tr> <td>Trustees</td> <td>0</td> </tr> <tr> <td>Unpaid Management Committee</td> <td>8</td> </tr> <tr> <td>Paid F/T Staff</td> <td>0</td> </tr> <tr> <td>Paid P/T Staff</td> <td>0</td> </tr> <tr> <td>Volunteers (excluding Management Committee)</td> <td>50+</td> </tr> </table>	Trustees	0	Unpaid Management Committee	8	Paid F/T Staff	0	Paid P/T Staff	0	Volunteers (excluding Management Committee)	50+
Trustees	0										
Unpaid Management Committee	8										
Paid F/T Staff	0										
Paid P/T Staff	0										
Volunteers (excluding Management Committee)	50+										

3 Your Finances (your last full financial year)	
Financial Year	23-24
Income	20000
Expenditure	15000
Reserves held	30,000
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	4100 is held for Youth Provision 3400 is held for Defib maintenance of 5 defibs

4 Your Bank Account		
If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)		NOT APPLICABLE

Account Name	
Sort Code	
Account Number	

5	Your Project
Outline the project that you are seeking a grant for (Maximum 500 words)	
<p>To encourage people to visit the Village we are erecting 90 trees with lights strung throughout the village to keep up with current safety requirements some of the brackets need replacing and strings of lights which are no longer working efficiently need to be replaced.</p>	
Why do you feel your project is worthwhile? (Maximum 500 words)	
<p>2025 has still been a tough year with different businesses closing down and 4 empty premises. These have now been re-let so we hope that 2026 will be healthier. However we believe that our local community need constant reminders and suggestions to use local businesses. We believe to decorate the village with trees and lights and run the street market bringing in around 3000 people into the village really kicks off the Christmas season to our community and reminds them to shop locally. The installation of our trees and lights is a massive undertaking for our volunteers with around 15 nights of them coming out to bedeck the village. We regularly need to carry out maintenance or renewal of brackets, timers or lights alongside regular requirements with this year being no different.</p>	
How will your project benefit the people of the Holme Valley? (Maximum 200 words)	
<p>The Parish Council can only give out grants that directly benefit the people of the Holme Valley</p> <p>The Christmas lights and trees lift people's spirits throughout the village. The amount of community members and visitors who come to the village is a boost to the local businesses. The atmosphere in Honley when the "Honley Together" event is on bringing all our community together with choices such as Trinity church having quiet contemplative event with a memory tree for people struggling with the season and St. Mary's Church hosting many bands and choirs for people to join in with singing alongside others holding craft and street markets.</p>	
Who in the Holme Valley will benefit? How many people will benefit? (Maximum 200 words)	
<p>♦ the general population, ♦ children under 16, ♦ young people under 25, ♦ older people over 60, ♦ disabled people, ♦ people of minority ethnic origin, ♦ particular groups, ♦ other</p> <p>The whole community gets involved during the month so a team of 15 – 20 older, mostly male, volunteers put the trees and lights up, aged between 35 to 75 with them all enjoying socializing with others. Around 40 volunteers get involved with the street market day where HBA also run a grotto and children's games. 3000 visitors are all ages from young children to the elderly into the village for "Honley Together" encourages socializing with others and encourages "Shopping Local" And not forgetting the many people who walk around the village just to see the Christmas decorations</p>	
How will your project address the ongoing climate emergency? (Maximum 200 words)	



The lights we use are LED bulbs minimizing the energy required to light up Honley. They are installed by volunteers not using electric lifts on vehicles to each tree bracket saving carbon emissions. By making Honley a beautiful Christmassy environment lighting up the village encourages people to walk around even on dark evenings, rather than use the car.

We try to source the trees from as near as possible to keep our environmental impact low. We are reducing the amount of trees by 50% this year which will help more habitats preserved and less fragmentation of eco systems alongside many others.

We have considered our environmental footprint by using real trees as on researching the alternatives it seems manmade trees would need to be used/stored for 10 times use /years before their footprint is less than using real trees, especially when after Christmas we have all our trees chipped with these chips going to our community garden and graveyard to rot down and infill holes, not sent to landfill.

We try to source the trees from as near as possible to keep our environmental impact to a minimum.

We would also need additional storage to store manmade trees needing heat and lighting which would also increase carbon emissions, so we do not feel this is a viable alternative.

6	Grants from Holme Valley Parish Council	Put an "X"
Grant 1: Assets Grants <ul style="list-style-type: none"> This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new developments to these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line. Maximum award is £5,000. 		
Grant 2: Projects, Events and Other Activities Grants <ul style="list-style-type: none"> This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the people and community of the Holme Valley. Maximum award is £1,500. 		
<ul style="list-style-type: none"> If you are unsure about which grant to apply for, please contact the Parish 		

Council on 01484 687460 or email: clerk@holmevalleyparishcouncil.gov.uk

- The Parish Council can award more money than the maximum award in very special circumstances.

7 Your Project Budget Plan

Item	Cost	Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the Parish Council
90 trees at £15 each plus vat	1620.00	Reserves and charges to businesses	1500.00
Replacement Lights across the road as now very dim	1152.00	Reserves and charges to businesses	0
Replacement Brackets	1590.00	HVPC	0
Hiring a Cherry Picker	300.00	Reserves and charges to businesses	0
Labour to pay for putting up replacement brackets	300.00	Reserves and charges to businesses	0
Project Total Cost	4962.00	Total amount requested from HVPC	1500.00

Has the group applied elsewhere for other grants to fund this project? *If yes, please give details.*

No

Has the group received a grant from the Parish Council in the last five years?

YES

In 2020 £1000 towards Christmas Lights Event
 In 2020 £1000 towards Youth Club activities
 In 2021 £5000 towards replacing some CCTV
 In 2021 £5000 to give to Kirklees towards play equipment for older youths and adults to be included in the re-new scheme for Jagger Lane Rec.
 2021 £1000 towards Christmas activities
 2022 £1560 CCTV Maintenance
 2022 £1000 towards Christmas Activities
 2023 £1560 CCTV Maintenance

	2023 £1000 joint event Honley Open Gardens with FOHL, FOH 2023 £1000 Honley Map 2024 £1560 CCTV Maintenance 2024 Christmas lights and fittings £1250.00 2025 CCTV Maintenance £1560.00 Please give details
--	---

8 Documentation	
Please ensure you enclose the following with your application:	
1. This Application form	YES
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES
3. Last 3 years accounts (if you have them)	YES
4. Copy of bank statements for the last 6 months	YES
5. Copies of written estimates/quotations for capital purchases (if relevant)	N/A
6. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	N/A
7. Anything else: -	N/A

9 Declaration
<ul style="list-style-type: none"> • 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 give permission for the Council to record the details of my group electronically and to contact us 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, within two months of completion.

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

Name	[REDACTED]
Signature	[REDACTED]
Position in organisation	Secretary - Volunteer
Date	15.08.25

Send the completed application form, together with all supporting documentation, preferably in PDF format to: clerk@holmevalleyparishcouncil.gov

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

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Dii

Grant Application Form

Please complete and return to the clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of July to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p4.

In under 20 words, tell us what the grant would pay for?

Contribution towards the cost of Christmas lights and trees to decorate Holmfirth town centre for the festive season.

1	Contact Details
Name of organisation	Holmfirth Christmas Team
Address	[REDACTED] (Chair's address)
Postcode	[REDACTED]
Contact person	[REDACTED]
Position in group	Chair
Correspondence address	[REDACTED]
Postcode	[REDACTED]
Daytime phone	[REDACTED]

Evening phone	[REDACTED]
Email	[REDACTED]

2 About your organisation	
What sort of group are you? - put an 'x' in the box	<ul style="list-style-type: none"> Unregistered community group x <input type="checkbox"/> Registered charity <input type="checkbox"/> Other (please state) <input type="checkbox"/> <p>➤</p>
Charity Registration No	N/A If applicable
When did the group start?	2016
How many people are involved in running your group?	Trustees
	Unpaid Management Committee 7
	Paid F/T Staff
	Paid P/T Staff
	Volunteers (excluding Management Committee) 30

3 Your Finances (your last full financial year)	
Financial Year	1 st March 2024 – 28 th February 2025
Income	£7,055
Expenditure	£5,480
Reserves held	£9,141
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	<p>We have developed reserves over recent years to cover the purchase of replacement lights and plugs as sets deteriorate over time.</p> <p>Following discussions with Kirklees Council Street-lighting team, due to new regulations, we have had to remove the festoon lighting we had round the bus station since 2018. We are exploring options to provide a different display there but mindful that the current market hall project does not complete until after</p>

	<p>Christmas, we are deliberately building up our reserves to allow us to invest in new lighting in the new public space in 2027.</p> <p>Each year's display and event costs around £5,500 - £6000 to deliver including the PAT testing which we do every three years.</p> <p>We aim to retain reserves to fund a year's display and event as we need the money in our account to buy lights/trees/entertainers etc. but we rely on raising funds from local businesses and any grants each year to replenish them. Given the works in Holmfirth and desire to invest in some new lighting once that is complete, we have therefore deliberately sought to build our reserves further to give us that opportunity in 2027.</p>
--	--

4 Your Bank Account		
If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)		NOT APPLICABLE

Account Name	
Sort Code	
Account Number	

5 Your Project
<p>Outline the project that you are seeking a grant for (Maximum 500 words)</p> <p>Holmfirth Christmas Team volunteers decorate Holmfirth town centre each year with over 3km of high-quality commercial grade LED lights. Given their exposure to winter weather, we always have a number of sets and plugs which fail. Following our recent PAT testing of 475 light strings, plugs, splitters and extension leads and exploring interim options for the bus station area, we have identified that we will need to purchase at least 12 more power packs and 50 more string lights. Alongside this, we have to replace some of the external plug sockets on local businesses who host our lights (each plug enables a set of adjacent buildings to be lit up and this avoids any dependence on Kirklees infrastructure for lighting all the multiple sets of buildings</p>

through Holmfirth.) We will use a local electrician to make repairs and install any new plug sockets to make sure the power sources are all reliable through the display period.

Alongside lighting up HVPC's 'Holmfirth Community Box' again, we hope to decorate the other red phone box at the top of Victoria Street, subject to permission from South Pennine Community Transport. We are also looking at options for lighting round the bus station as we were required by Kirklees Council's streetlighting team to remove our existing festoons due to new regulations. This will require us to purchase additional lights / plugs. We source the majority of our lights through <https://www.ukchristmasworld.com/collections/xp-connectable-lighting-range> which is a business based in Barnsley whose products have proven to cope well with winter weather and look beautiful in our town.

This all provides the backdrop for our Christmas Lights Celebration Event in late November which provides free music and entertainment for all.

Why do you feel your project is worthwhile? (Maximum 500 words)

Our festive display helps Holmfirth look welcoming and attractive, bringing residents and visitors to our town. We consistently receive positive feedback with unanimous support for our traditional and extensive display through the town. By doing our work through volunteers, rather than a professional installer, we avoid prohibitive costs and are able to provide lighting throughout the town.

This year, the roadworks associated with the market hall project has caused extensive disruption which has undoubtedly had an impact on local businesses. It is therefore even more important this year that the display is in place, reminding local people that our town is a lovely and vibrant place with lots to offer. We are expecting the disruption to impact on the level of contributions we receive from local businesses as they struggle through the festive season while roadworks continue. This is why we have asked for a slightly higher grant this year if HVPC funds are available but we are of course extremely grateful for any contribution to our display.

The Christmas Lights Celebration event provides a focus for local shops and businesses to decorate and our music and entertainment will give a reason for people to come into the centre and appreciate the array of independent shops and restaurants on their doorstep.

Having an extensive festive display is an essential part of making sure Holmfirth continues to flourish.

How will your project benefit the people of the Holme Valley? (Maximum 200 words)

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

Everyone who lives in, near or travels through Holmfirth can appreciate the lighting display from mid- November until early January. This brings festive joy and helps attract people into the town, which this year more than most, is really important given the traffic disruption over recent months. This in turn will help remind people of the range of businesses within the town, boosting footfall and appreciation of the improvements being made through the ongoing works. Overall, this helps build a sense of community pride in Holmfirth and raise the profile of the town more widely as it is recognized as having a beautiful lighting display each year.

Who in the Holme Valley will benefit? How many people will benefit?

(Maximum 200 words)

- ♦ the general population, ♦ children under 16, ♦ young people under 25, ♦ older people over 60,
- ♦ disabled people, ♦ people of minority ethnic origin, ♦ particular groups, ♦ other

The general population in the Holme Valley.

Our Christmas Lights Celebration Event in the centre of the town is also free so everyone can enjoy it and similarly, the lights are for all to appreciate.

How will your project address the ongoing climate emergency? (Maximum 200 words)

We use LED lights for our display, minimizing the energy required to light up Holmfirth. By making Holmfirth a warm, attractive place to walk around even on dark evenings, it helps encourage people to walk around town, rather than drive.

We have considered our environmental footprint and three years ago, reduced the number of Christmas trees we included in our display, using three large ones and approximately 50 smaller ones. We source the larger trees and the holders / brackets from local businesses. After the display, our trees are collected and disposed of locally by a local farmer, not sent to landfill.

We have previously done some research comparing real trees to artificial trees as an alternative and established that a fake tree has to be used approximately 10 times before its footprint in production reaches the same as a cut tree. We would also need additional storage facilities to store these trees so we do not feel this is a viable alternative.

6

Grants from Holme Valley Parish Council

Put an "X"

Grant 1: Assets Grants

- This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new developments to these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line.



- Maximum award is £5,000.

Grant 2: Projects, Events and Other Activities Grants

- This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the people and community of the Holme Valley.
- Maximum award is £1,500.

X

- **If you are unsure about which grant to apply for, please contact the Parish Council on 01484 687460 or email: clerk@holmevalleyparishcouncil.gov.uk**
- **The Parish Council can award more money than the maximum award in very special circumstances.**

7 Your Project Budget Plan

Item	Cost	Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the Parish Council
New lights, splitters, extension leads and any replacement plugs required	£2500	HVPC plus business contributions	£1,500
Christmas trees (small & large) & replacement holders / stands	£1000	Business contributions	
Insurance	£625	Business contributions	
Events costs (entertainment, licenses etc)	£1550	Business contributions	
Fixings, cable ties, storage boxes for lights etc	£200	Business contributions	
Project Total Cost	£5,875	Total amount requested from HVPC	£1,500

Has the group applied elsewhere for other grants to fund this project? If yes, please give details.

We ask for contributions from all local businesses in Holmfirth and this year will also be highlighting to local residents how they can help contribute to the costs associated with the festive display so we can

encourage individual to donate too.

Has the group received a grant from the Parish Council in the last five years?	<p>YES</p> <p>2024 – £1000 towards lighting</p> <p>2023 - £1000 towards lighting</p> <p>2022 - £1000 towards lighting</p> <p>2021 - £1000 towards lighting</p> <p>2020 – Did not apply (used reserves during COVID)</p> <p>Please give details</p>
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8 Documentation			
Please ensure you enclose the following with your application:			
1. This Application form	YES		
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES	NO	N/A
3. Last 3 years accounts (if you have them)	YES	NO	N/A
4. Copy of bank statements for the last 6 months – Nov 24, Dec 24 and Jan 25 provided so you can see level of income in that main period plus examples from April and June 25 which show no or very little income / expenditure. We generally have very little activity between Feb – September each year so hopefully this gives the information needed.	YES	NO	N/A
5. Copies of written estimates/quotations for capital purchases (if relevant)	YES	NO	N/A
6. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	YES	NO	N/A
7. Anything else: -	YES	NO	N/A

9 Declaration
<ul style="list-style-type: none"> • 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 give permission for the Council to record the details of my group electronically and to contact us 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, within two months of completion.

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

Name	[Redacted]
Signature	[Redacted]
Position in organisation	Chair
Date	30/7/25

Send the completed application form, together with all supporting documentation, preferably in PDF format to: clerk@holmevalleyparishcouncil.gov

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

From: [REDACTED]
Sent: 05 August 2025 11:00
Subject: Christmas 2025

Good Morning

I am getting in touch in relation to this year's Christmas tree orders, If you would like to order a tree through the council the full cost would be £1224.06 per tree exclusive of VAT. To clarify, the trees we are offering this year are the same size and kind as in previous years. They are Abies Nordmanniana, ranging in size from 6 to 7 meters, this price includes the tree, placement, lighting, removal, disposal, and any call outs.

Invoices will be sent in October and payment must be received prior to delivery and installation of trees. If payment isn't received, we will not be able to deliver orders.

For community groups wishing to order a tree through the council, final quantities and delivery locations must be provided by Friday 1st September 2025, to parks@kirklees.gov.uk

Kind Regards,

[REDACTED]

Kirklees Council
Parks Development Officer
Flint Street
Huddersfield
HD1 6LG
Tel: 01484 221000



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This email and any attachments are confidential. If you have received this email in error – please notify the sender immediately, delete it from your system, and do not use, copy or disclose the information in any way. Kirklees Council monitors all emails sent or received.

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Div

Grant Evaluation

- The Parish Council likes to hear how community groups have used the money awarded to them
- As the money awarded is public money, we also need to make sure that the money has been spent appropriately and as agreed

Name of Organisation	Honley Business Association
Amount of award	£ 1250 for Christmas and £250 for Trees
Purpose for which the grant was awarded (Maximum 20 words)	Renewal/replacement of lights and brackets for our Christmas Trees and lights display including two large trees for the centre of the village

The Story of Your Project

- *Tell us what you did with the money awarded to you (Maximum 500 words)*
- *Attach a few photos*

This year after 10 years of HBA providing our trees and lights throughout the village we needed to replace many of our tree brackets (62) to ensure they were secure and safe going forward to hold the trees weights.

As this was a large undertaking we agreed with our local DIY shop that they would undertake the erection of them in time for our volunteers to install trees and lights during November. We held a street market and HBA took on the

marketing for the event called “Honley Together” and although the weather was challenging, the reports back from our retail and food/drink businesses was that they all had an increase in takings which makes it all worthwhile.

The Story of Your Project contd.

What you achieved

What were the benefits of your project?
(Maximum 500 words)

Increased income for retail and food/beverage businesses. Approx 50 plus small home businesses who all booked stalls with either HBA, Taylors, Village Hall or Scout Hut

The following charities or volunteer led groups all had fundraising around the village Guide dogs for the blind, Rotary Club Denby Dale District, Friends of Honley Library, Charity Link Guide Dogs for the blind, Doctors transport funding, Yorkshire Air Ambulance and that’s just the ones I can think of but there was many more

Who benefited from the project?
(Maximum 200 words)

Around 2000 visitors throughout the day to 8 venues giving different offerings. The Con Club held a grotto with Santa seeing 125 children (took one weeks takings in the day), the Library had a lego village and Children’s activities (Very busy all day) plus raffle and other fundraising games, the Scout Hut had some children’s activities plus BBQ and local stalls selling items and raised funds by a raffle for there running costs going forward, Trinity Church had a memory tree and historical boards with map of Honley for people who prefer quiet contemplation at this time of year, the Village hall had stalls and a café for fund raising for HVCT, Taylors Foodstore had staff dressing up, playing games, raffles raising money for Yorkshire Air Ambulance and other causes, HBA had the street market including 4 charities raising funds and the local junior football team had a raffle to raise funds for their club to carry on, St. Mary’s had a drinks stall and musical entertainment, HBA organized street entertainers of which the ones that were still happy to come with poorer weather, they travelled to different venues to spread their cheer . There are so many local groups that benefit from this event it is hard to mention them all but ensures all can carry on with their good work

How many people benefited? (Maximum 200 words)	2000 members of the public approx. 300 volunteers across all locations Many organisations for funding
Was the project inclusive? How were marginalised groups (elderly, disabled, young people etc) able to participate?	We have every age and disability catered for across the events. Some of the buildings are disabled friendly (Trinity Church, St. Mary's Church, Village Hall and Taylors) and the main streets are mostly accessible. Some are catered towards older people such as Trinity Church, St. Mary's Church and the library alongside one or two of the stalls venues and of course the cafes, bars and restaurants in the village. The Younger ones were best suited to the Groot at the Con Club provided by HBA, the library and the scout club that both supplied Children's activities Something for everyone and many smiles with a fabulous atmosphere all around the village.
Reflecting on climate change, did the project address any aspects of the climate emergency? How?	HBA reduced the hours our lights are on by 1.5 Hrs per day so in total 54.5 hours across the time our lights are erected. Once again we have organized that the trees are shredded when they are taken down and the wood shavings go to our local graveyard to fill graves that need holes filling or weed reduction.
Did you achieve what you were trying to do? (Maximum 200 words)	Feedback from everyone is positive and Honley is sparkling again this year.

Finance and Expenditure

We ask groups to retain their receipts and invoices, and to keep a record of what they've spent for auditing purposes

Grant awarded	£ 1250
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Date	Description of expenditure (use another sheet if necessary)	Amount
13.02.24	New brackets ordered for installation for this Christmas	£ 1692
12.11.24	Installation at £12 per bracket	£ 744.00

18.11.24	Replacement Lights for damaged or dulled	£ 576.00
02.12.24	2 x 15ft Trees for centre of village	£ 312.00
01.11.24	160 4ft Christmas Trees	£ 2496
		£
		£
		£
		£
		£
	Total expenditure	£ 5820
	Amount of grant remaining (if any)	£ 0

Any amount of the award unspent may have to be returned to the Parish Council

Person completing this form		Date	09.12.24
Position in organisation	Secretary		

Send the completed application form, together with all supporting documentation, preferably in PDF format to: clerk@holmevalleyparishcouncil.gov.uk

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

Have you considered inviting a Member of the Parish Council to come and see your project and how your grant money has been spent? Why not give the Parish Council a ring and arrange a visit 01484 687460?

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Evaluation

- The Parish Council likes to hear how community groups have used the money awarded to them
- As the money awarded is public money, we also need to make sure that the money has been spent appropriately and as agreed

Name of Organisation	St David's Church, Holmbridge
Amount of award	£ 250
Purpose for which the grant was awarded (Maximum 20 words)	For a Christmas tree and a Christmas Tableau

The Story of Your Project

- *Tell us what you did with the money awarded to you (Maximum 500 words)*
- *Attach a few photos*

We put the Christmas tree up in front of the cenotaph in the church grounds. We already had fairy lights to decorate the tree. This was put up by a team of volunteers.

A member of our congregation built a tableau structure with Mary and Joseph in the stable with baby Jesus. This was handmade and painted and attached to the church notice board.

Hundreds of people pass St David's everyday. The vast majority won't set foot in a church over Christmas. Our aim is to remind them that there's a bigger story than the tinsel, turkey and spend, spend, spend messages from the media. We hoped that this display will inspire people to think a bit more about the real reason for the season.

What will they see?

A simplistic stable scene. Given they're passing by at around 20mph it has little detail - but it should be recognisable. The figures are impressions- after all we know nothing about what Mary and Joseph

looked like. Was she a gorgeous girl or a gawky teenager? All we know is where they came from.

From the back it's just a white silhouette.



The Story of Your Project contd.



What you achieved	
What were the benefits of your project? (Maximum 500 words)	<p>It brightened the area, lots of people see it. There has been a Christmas Tree in the church grounds for many years and is a focal point for the community – it wouldn't be Christmas without it there!</p> <p>The new idea of a tableau enhanced awareness of the origins of the Christmas celebration.</p>
Who benefited from the project? (Maximum 200 words)	<p>It was seen by many residents of Holmbridge and all those driving/ walking by that live in neighbouring areas of the Holme Valley. Also many visitors to the area will have enjoyed seeing our Christmas display.</p>
How many people benefited? (Maximum 200 words)	<p>Not only the regular congregation at St David's but all those living and passing through the area.</p>
Was the project inclusive? How were marginalised groups (elderly, disabled, young people etc) able to participate?	<p>The project could be enjoyed by all.</p>
Reflecting on climate change, did the project address any aspects of the climate emergency? How?	<p>We reused fairy lights and only switched them on during the prescribed hours. They were on a timer.</p>
Did you achieve what you were trying to do? (Maximum 200 words)	<p>Very much so. Other than verbal feedback, members of the public shared photographs of the tree on Facebook.</p>


Finance and Expenditure

We ask groups to retain their receipts and invoices, and to keep a record of what they've spent for auditing purposes

Grant awarded	£ 236
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Date	Description of expenditure (use another sheet if necessary)	Amount
	Christmas tree	£ 156
20/11/24	B&Q MDF	£ 25
20/11/24	Toolstation paint items	£ 28.30
27/11/24	TJ's Garden Products board and fixings	£ 19.24
22/11	Holme Build paint	£ 6.48
		£
		£
		£
		£
		£
	Total expenditure	£ 235.02
	Amount of grant remaining (if any)	£ 0.98

Any amount of the award unspent may have to be returned to the Parish Council

Person completing this form		Date	21.1.25
Position in organisation	Church Administrator		

Send the completed application form, together with all supporting documentation, preferably in PDF format to: clerk@holmevalleyparishcouncil.gov.uk

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

Have you considered inviting a Member of the Parish Council to come and see your project and how your grant money has been spent? Why not give the Parish Council a ring and arrange a visit 01484 687460?



**Holme Valley
Parish Council**

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: deputyclerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460

Grant Evaluation

- The Parish Council likes to hear how community groups have used the money awarded to them
- As the money awarded is public money, we also need to make sure that the money has been spent appropriately and as agreed

Name of Organisation	Rock inn
Amount of award	£ 250.00
Purpose for which the grant was awarded (Maximum 20 words)	Money towards the Xmas trees

The Story of Your Project

- *Tell us what you did with the money awarded to you (Maximum 500 words)*
- *Attach a few photos*

Money last year went towards Christmas tree and lights for our village , The Brockholes switch on was a great success, We had market stall , Shire horses, The choir a local resident switching the lights on , Outside catering done by the sandwich shop in Brockholes, Outside bar , plenty of activities for the children, Making bubbles for the Christmas tree , a local singer ,
Plenty of fun and a great atmosphere enjoyed by all.

The Story of Your Project contd.

What you achieved	
What were the benefits of your project? (Maximum 500 words)	To make our village look festive at Christmas
Who benefited from the project? (Maximum 200 words)	The residents of the village and people driving Through
How many people benefited? (Maximum 200 words)	The whole village
Was the project inclusive? How were marginalised groups (elderly, disabled, young people etc) able to participate?	Benefits everyone in our community
Reflecting on climate change, did the project address any aspects of the climate emergency? How?	Our lights were led , all plugged into times , They would come on at 4pm and off at 11 pm Our Christmas Trees were chipped on the car park, and the chipping s were used for paths and animal bedding
Did you achieve what you were trying to do? (Maximum 200 words)	Yes and behind we brought the whole village and nearby villages together


Finance and Expenditure

We ask groups to retain their receipts and invoices, and to keep a record of what they've spent for auditing purposes

Grant awarded	£ 250
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Date	Description of expenditure (use another sheet if necessary)	Amount
Nov	Towards the trees and lights, Pac testing	£ 250
		£
		£
	Total expenditure	£ 250
	Amount of grant remaining (if any)	£ 0

Any amount of the award unspent may have to be returned to the Parish Council

Person completing this form		Date	12/9/25
Position in organisation	Team leader		

Send the completed application form, together with all supporting documentation, preferably in PDF format to: deputyclerk@holmevalleyparishcouncil.gov.uk

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

Have you considered inviting a Member of the Parish Council to come and see your project and how your grant money has been spent? Why not give the Parish Council a ring and arrange a visit 01484 687460?



Grant Evaluation

- The Parish Council likes to hear how community groups have used the money awarded to them
- As the money awarded is public money, we also need to make sure that the money has been spent appropriately and as agreed

Name of Organisation	HOLME VILLAGE RESIDENTS ASSOCIATION
Amount of award	£ 156
Purpose for which the grant was awarded (Maximum 20 words)	CHRISTMAS TREE FOR THE VILLAGE

The Story of Your Project

- *Tell us what you did with the money awarded to you (Maximum 500 words)*
- *Attach a few photos*

The funds provided the village Christmas tree, which was kindly delivered and placed outside the fleece - near the telephone box. It was a beautiful tree too!

On 20th December we had our official lights switch on which was really well attended. The Hade Edge brass band played a selection of carols were sang. Sarah Whitelaw attended and announced the lights switch on.

further Carols were provided by the vocal expressions choir. The evening was a great success!

The Story of Your Project contd.

What you achieved	
<p>What were the benefits of your project? (Maximum 500 words)</p>	<p>A focal point for the village that brought everyone together, a great community spirit was enjoyed by all</p>
<p>Who benefited from the project? (Maximum 200 words)</p>	<p>The villagers and other members of local villages who attended, plus local businesses</p>
<p>How many people benefited? (Maximum 200 words)</p>	<p>All who attended - approx 100 people</p>
<p>Was the project inclusive? How were marginalised groups (elderly, disabled, young people etc) able to participate?</p>	<p>Open to all - The carols were held outside so were accessible. Ages 5-90 attended.</p>
<p>Reflecting on climate change, did the project address any aspects of the climate emergency? How?</p>	<p>Probably not - we will think more about this for future events. Lights were restricted to the dates provided.</p>
<p>Did you achieve what you were trying to do? (Maximum 200 words)</p>	<p>Absolutely - with many thanks to the parish council + Village Residents Association. Special thanks to Cllr Sarah Whitelaw for attending.</p>


Finance and Expenditure

We ask groups to retain their receipts and invoices, and to keep a record of what they've spent for auditing purposes

Grant awarded £ 156

Date	Description of expenditure (use another sheet if necessary)	Amount
	Christmas Tree Provided.	£ 156
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
	Total expenditure	£ 156
	Amount of grant remaining (if any)	£ —

Any amount of the award unspent may have to be returned to the Parish Council

Person completing this form		Date	11.01.25
Position in organisation	TREASURER		

Send the completed application form, together with all supporting documentation, preferably in PDF format to: clerk@holmevalleyparishcouncil.gov.uk

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

Have you considered inviting a Member of the Parish Council to come and see your project and how your grant money has been spent? Why not give the Parish Council a ring and arrange a visit 01484 687460?



Grant Evaluation

- The Parish Council likes to hear how community groups have used the money awarded to them
- As the money awarded is public money, we also need to make sure that the money has been spent appropriately and as agreed

Name of Organisation	Netherthong Community Partnership
Amount of award	£ 250
Purpose for which the grant was awarded (Maximum 20 words)	To provide a Christmas tree and lighting for a celebratory tree in the centre of Netherthong Village in December 2024.

The Story of Your Project

- *Tell us what you did with the money awarded to you (Maximum 500 words)*
- *Attach a few photos*

A Christmas tree, lights and necessary electrical equipment was purchased. A group of volunteers from the village coordinated by the Netherthong Community Partnership (NCP) assisted with erecting the tree up and decorating it. The group involved local people from a wide age range and the completion of the project provided an opportunity for celebration of our community spirit.

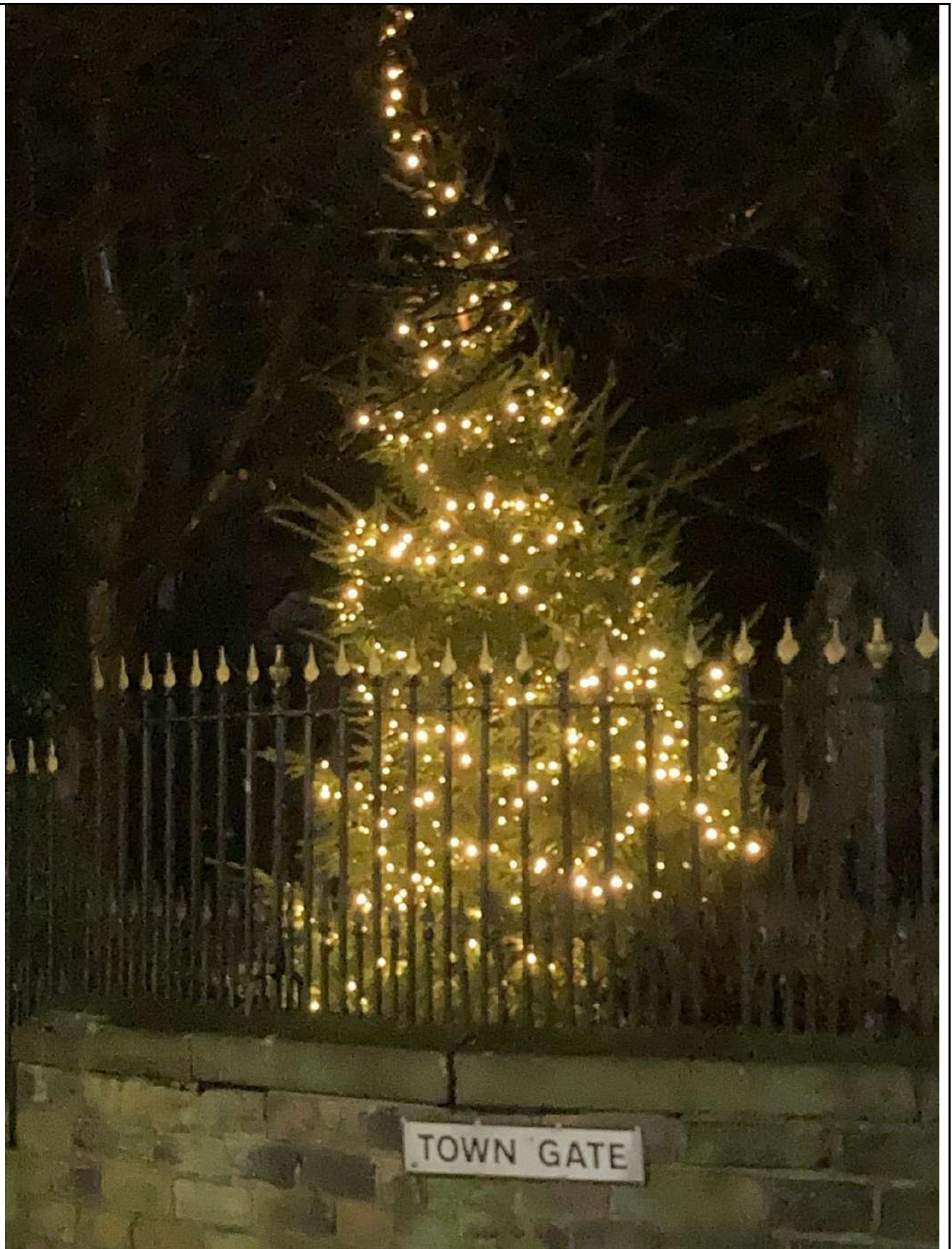
The tree was placed in the grounds of All Saints Church which is in the centre of Netherthong Village where all the roads in and out of the village meet. This meant that it was seen by and accessible to everyone in the village as well as those traveling through our village. Certificate of Public Liability was obtained as well as permission from the Diocese. A large sign acknowledging and thanking the Home Valley Prish Council for the support was placed on the railings by the tree in a highly visible position.

It was not possible to place the tree in the playground which had been the original plan due to safety concerns and difficulty in accessing electricity. The final placement in the church grounds near the road in fact provided even greater visibility to a larger numbers of people.

All Saints Church where the tree was placed is the building used by the NCP to provide a welcoming, multi-use space for activities open to all people irrespective of faith or background. The community space is also a registered official warm space and provides free food and companionship for anyone in need during the winter months. The placement of the tree in the grounds therefore served not only as a central focal point for the village during December providing bright, cheery lights but a 'sign post' and nice reminder to all that support and activities were available in the community space behind it.

Photos of the beautifully lit tree were used on social media posting by the NCP with acknowledgement of the support from the Parish Council. These postings not only raised awareness of the work of the Parish Council but also helped to highlight the support and activities available in the community space behind the very welcoming tree.

The Story of Your Project contd.



What you achieved	
What were the benefits of your project? (Maximum 500 words)	<p>Three main benefits (a) central feature in the village that provided joy and a sense of community spirit accessible to all (b) opportunity to highlight support from the Parish Council (c) a beautiful “sign post” to the inclusive warm space provided by the NCP community space and the activities available to help address loneliness and bring villagers together.</p>
Who benefited from the project? (Maximum 200 words)	<p>Because of the central placement of the tree all of the estimated 2000 people living in the village as well as many people visiting the village will have seen the tree. As the tree acted as a “sign post” and a beautiful welcome to an official warm space and activities in the community space behind it, we believe it encouraged increased engagement over the winter months and – we would hope – decreased loneliness and an increased sense of community.</p>
How many people benefited? (Maximum 200 words)	<p>Over 2000 people will have seen the tree at least once – with likely at least 1000 seeing it on a daily basis. Social media posts about the tree were viewed by over 200 people.</p>
Was the project inclusive? How were marginalised groups (elderly, disabled, young people etc) able to participate?	<p>Yes very inclusive. The group of volunteers who put up and decorated the tree were from all age groups and included one person with a disability. The tree was visible and accessible to all people in the local area. The NCP Community Space which the tree helped to ‘sign post’ was and is open to – and used by – people of all ages and all backgrounds. The NCP warm space and soup and sandwich events are open to all with active outreach to the most marginalized and those in most need.</p>
Reflecting on climate change, did the project address any aspects of the climate emergency? How?	<p>The lights on the tree used electricity but we (a) specifically bought the most efficient LED lights possible (b) lit the tree only from after dark to 2300 each night and installed a timer so that the lights were automatically turned off overnight (c) bought lights and equipment that can be reused for many years. Despite undertaking research into this issue, due to the size needed it was not possible to use a replantable tree. However the tree was sent for composting in early January.</p>

Did you achieve what you were trying to do? (Maximum 200 words)	Yes – and more. We wanted a bright central focal point for the village to bring a sense of community. This was achieved and we had many messages and comments from the community on how lovely it was to have a village tree. We also managed to use the tree as a 'sign post' for our inclusive community space and new warm space and food/activities so in a way we achieved more than we had expected
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Finance and Expenditure

We ask groups to retain their receipts and invoices, and to keep a record of what they've spent for auditing purposes

Grant awarded	£ 250
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Date	Description of expenditure (use another sheet if necessary)	Amount
28 Nov 2024	Festive Lights, electric cables, transformer (see receipt attached) Total amount was £434.85. However as this equipment will be reused each December moving forward as well as potentially used for other events during the year, NCP contributed £340.85 from its own funds towards this and only £94 was allocated to this from this grant.	£ 94
2 Dec 2024	Christmas Tree (see receipt attached)	£ 156
	Total expenditure	£ 250
	Amount of grant remaining (if any)	£ 0

Any amount of the award unspent may have to be returned to the Parish Council

Person completing this form		Date	15 Sept 2025
Position in organisation	Trustee at the time of grant application and volunteer for NCP. Completed in conjunction with   Treasurer of Netherthong Community Partnership (NCP)		

Send the completed application form, together with all supporting documentation, preferably in PDF format to: deputyclerk@holmevalleyparishcouncil.gov.uk

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

Have you considered inviting a Member of the Parish Council to come and see your project and how your grant money has been spent? Why not give the Parish Council a ring and arrange a visit 01484 687460?

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Evaluation

- The Parish Council likes to hear how community groups have used the money awarded to them
- As the money awarded is public money, we also need to make sure that the money has been spent appropriately and as agreed

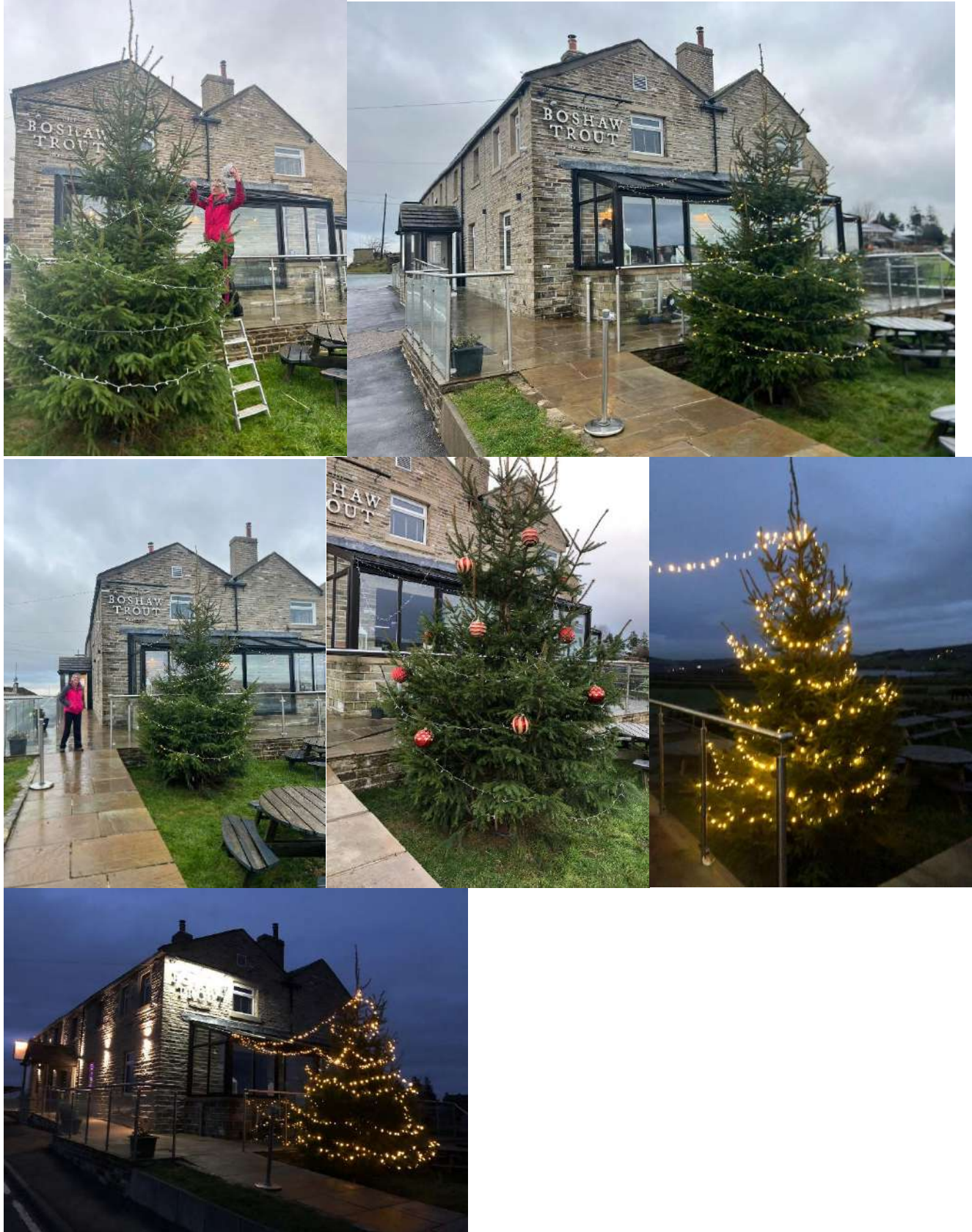
Name of Organisation	Hade Edge Residents Association
Amount of award	£ 250
Purpose for which the grant was awarded (Maximum 20 words)	Christmas tree, lights & trimmings

The Story of Your Project

- *Tell us what you did with the money awarded to you (Maximum 500 words)*
- *Attach a few photos*

Tim Kirk brought our Community Christmas tree up to where we have house it for this year (in the Boshaw Trout Pub Beer Garden). After digging a gigantic hole in the ground and fitting a very large piece of pipe into the hole we lifted the tree into its new home. The owners of the Pub had kindly allowed us to house it there this year to hopefully allow it a little more protection from the well-known Hade Edge winds! The pub also allowed us to plug into their electricity supply for the lights so that it stayed lit better than when we tried with solar powered lights last

year. We bought some LED outdoor Christmas tree lights which are now proudly hung on the tree. We also purchased some extra-large red shatter proof baubles to hang so it looked just as nice during the day (when the lights weren't as obvious!)



The Story of Your Project contd.

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What you achieved	
What were the benefits of your project? (Maximum 500 words)	The community Christmas tree stands proud in the village for all to see. We hope it will bring a smile to all who pass by and see it, whether on foot or in a vehicle.
Who benefited from the project? (Maximum 200 words)	Hade Edge village residents and the wider community
How many people benefited? (Maximum 200 words)	Its hard to say how many people will see the tree, but probably in to the thousands due to it being placed next to a main thoroughfare road to Sheffield, Manchester & Huddersfield as well as the local resident.
Was the project inclusive? How were marginalised groups (elderly, disabled, young people etc) able to participate?	N/A
Reflecting on climate change, did the	We bought LED low power lights to put on the tree which included a timer so that the lights will go off at 11pm and not

project address any aspects of the climate emergency? How?	<p>come on again until 11:30am allowing 12 ½ hours where the power will be saved.</p> <p>After the Christmas & The New Year the tree itself will go to the local Scout group who will collect it (for a donation) and it will be chopped up for fire wood, cow bedding or eaten by local farm animals.</p>
Did you achieve what you were trying to do? (Maximum 200 words)	Yes - the tree looks fantastic & hopefully will be enjoyed by many people.

Finance and Expenditure

We ask groups to retain their receipts and invoices, and to keep a record of what they've spent for auditing purposes

Grant awarded	£250
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Date	Description of expenditure (use another sheet if necessary)	Amount
?	Tree purchased from Tim Kirk's forestry (parish council paid this directly)	£159
14.11.24	LED outdoor Christmas lights	£29.59
15.12.24	Extra large Christmas tree baubles	£71.96
		£
		£
		£
		£
		£

		£
		£
	Total expenditure	£260.55
	Amount of grant remaining (if any)	£0

Any amount of the award unspent may have to be returned to the Parish Council

Person completing this form		Date	09.12.24
Position in organisation	Joint Secretary		

Send the completed application form, together with all supporting documentation, preferably in PDF format to: clerk@holmevalleyparishcouncil.gov.uk

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

Have you considered inviting a Member of the Parish Council to come and see your project and how your grant money has been spent? Why not give the Parish Council a ring and arrange a visit 01484 687460?



Grant Evaluation

- The Parish Council likes to hear how community groups have used the money awarded to them
- As the money awarded is public money, we also need to make sure that the money has been spent appropriately and as agreed

Name of Organisation	THE ROYAL OAK
Amount of award	£ 250
Purpose for which the grant was awarded (Maximum 20 words)	THE GRANT FUNDS THE UPPERMONG VILLAGE CHRISTMAS TREE.

The Story of Your Project

- Tell us what you did with the money awarded to you (Maximum 500 words)
- Attach a few photos

THE GRANT PAYS FOR THE VILLAGE CHRISTMAS TREE AND
THE LIGHTS THAT DECORATE IT.

What you achieved	
<p>What were the benefits of your project? (Maximum 500 words)</p>	<p>The CHRISTMAS TREE is A BENEFIT TO ALL WHO LIVE IN THE VILLAGE, AND ANYONE VISITING.</p>
<p>Who benefited from the project? (Maximum 200 words)</p>	<p>AS ABOVE</p>
<p>How many people benefited? (Maximum 200 words)</p>	<p>HARD TO SAY. PROBABLY THOUSANDS.</p>
<p>Was the project inclusive? How were marginalised groups (elderly, disabled, young people etc) able to participate?</p>	<p>VERY. A NUMBER OF BRASS BANDS PLAYING TO THE PUBLIC!</p>
<p>Reflecting on climate change, did the project address any aspects of the climate emergency? How?</p>	<p>NOT REALLY. IT'S A CHRISTMAS TREE, USE OF LED LIGHTS TO MINIMISE ELECTRICITY. LOCAL SOURCES TREE.</p>
<p>Did you achieve what you were trying to do? (Maximum 200 words)</p>	<p>YES. IT LOOKS STUNNING.</p>


Finance and Expenditure
<i>We ask groups to retain their receipts and invoices, and to keep a record of what they've spent for auditing purposes</i>

We ask groups to retain their receipts and invoices, and to keep a record of what they've spent for auditing purposes

	Grant awarded	£
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Date	Description of expenditure (use another sheet if necessary)	Amount
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
	Total expenditure	£
	Amount of grant remaining (if any)	£

Any amount of the award unspent may have to be returned to the Parish Council

Person completing this form		Date	15/9/2025
Position in organisation	Lang L02		

Send the completed application form, together with all supporting documentation, preferably in PDF format to: deputyclerk@holmevalleyparishcouncil.gov.uk

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

Have you considered inviting a Member of the Parish Council to come and see your project and how your grant money has been spent? Why not give the Parish Council a ring and arrange a visit 01484 687460?



**Holme Valley
Parish Council**

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: deputyclerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460

Grant Evaluation

- The Parish Council likes to hear how community groups have used the money awarded to them
- As the money awarded is public money, we also need to make sure that the money has been spent appropriately and as agreed

Name of Organisation	Clothiers Arms, Netherthong, Holmfirth HD9 3EB
Amount of award	£ 250
Purpose for which the grant was awarded (Maximum 20 words)	To give the people of Netherthong Christmas joy by providing decorations and lights

The Story of Your Project

- *Tell us what you did with the money awarded to you (Maximum 500 words)*
- *Attach a few photos*

A spectacular display of Christmas colour and light was on show in the heart of the village of Netherthong from 01/12/2024 to 02/01/2025 at The Clothiers Arms public house. Adjacent to the pub there was a sixteen-foot Christmas tree, lights covering 36ft X 15ft across the fascade of the pub and lights attached across the street from the pub to the houses opposite, and all this started on 01/12/2024 with an organised lights switch on event attended by over 100 people enjoying free mince pies and

mulled wine whilst being entertained with festive music by the Hade Edge brass band.



The Story of Your Project contd.

The project of the lights and Christmas spectacular in the Community of Netherthong at The Clothiers Arms is something which has happened every year since 2016 when Graeme Hoyle became licensee. Each year between 2016 and 2024 the project has been self-funded. This includes the purchase of a Christmas tree, replenishing broken or weather damaged lights/ornaments and paying for the installation and electric bill. In 2024 Graeme was made aware that he could apply for a grant and gratefully

received £250.00 from Holme Valley Parish Council, this financial support gave financial ease to the overall project cost which in total is around £1,500.

Again this year on 30/11/2025 a planned lights switch on will be held with all the usual entertainment from Hade Edge brass band, Tree, lights and even a visit from Santa to dish out the mince pies and mulled wine/cider.

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What you achieved	
What were the benefits of your project? (Maximum 500 words)	The project brings individuals and families together from both the local community and across the valley. People from all over during the month of December can enjoy Christmas spirit in Netherthong.
Who benefited from the project? (Maximum 200 words)	The project benefits everyone, it brings people together and supports local business when people call to see the lights.
How many people benefited? (Maximum 200 words)	Over 100 people attend the event on the night of the lights switch on and then they benefit everyone else in the community or visitors to our village throughout the month of December.
Was the project inclusive? How were marginalised groups (elderly, disabled, young people etc) able to participate?	<p>The project is inclusive for all, and all are welcome to join in the fun.</p> <p>We would welcome a representative of the Parish Council committee or all members to join us at our lights switch on event in 2025 on 30/11/2025 6pm.</p>
Reflecting on climate change, did the project address any aspects of the climate emergency? How?	All lights are energy efficient to support with climate and energy low usage.

Did you achieve what you were trying to do? (Maximum 200 words)	Yes, Every year everyone comes together to enjoy Christmas.

Finance and Expenditure

We ask groups to retain their receipts and invoices, and to keep a record of what they've spent for auditing purposes

Grant awarded	£
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Date	Description of expenditure (use another sheet if necessary)	Amount
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
	Total expenditure	£
	Amount of grant remaining (if any)	£

Any amount of the award unspent may have to be returned to the Parish Council

Person completing this form		Date	14/09/2025
Position in organisation	Licensee Clothiers Arms Netherthong		

Send the completed application form, together with all supporting documentation, preferably in PDF format to: deputyclerk@holmevalleyparishcouncil.gov.uk

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

Have you considered inviting a Member of the Parish Council to come and see your project and how your grant money has been spent? Why not give the Parish Council a ring and arrange a visit 01484 687460?

Expenditure On and Income From the Gartside Building shop unit 2019-2025

Expenditure	2019-20	Contractor	Materials and works	£391.45	
Expenditure	2019-20		Total expenditure 2019-20	£391.45	
Income	2019-20		Total income 2019-20		£0.00
Surplus/Deficit	2019-20		Annual surplus/deficit 2019-20	-£391.45	
Expenditure	2020-21	Simon Blyth	Estate Agent Fees	£475.00	
Expenditure	2020-21	Oates Hanson	Solicitor Fees	£751.00	
Expenditure	2020-21		Replacement glass door	£630.00	
Expenditure	2020-21	Maintenance Contractor	Replace water damaged floor	£1,095.00	
Expenditure	2020-21		Total expenditure 2020-21	£2,951.00	
Income	2020-21		Total income 2020-21		£400.00 Monty's Loft
Surplus/Deficit	2020-21		Annual surplus/deficit 2020-21	-£2,551.00	
Expenditure	2021-22	Kirklees Council	Building regulations fees	£496.45	
Expenditure	2021-22		Total expenditure 2021-22	£496.45	
Income	2021-22		Total income 2021-22		£4,090.69 Monty's Loft
Surplus/Deficit	2021-22		Annual surplus/deficit 2021-22	£3,594.24	
Expenditure	2022-23		Total expenditure 2022-23	£0.00	
Income	2022-23		Total income 2022-23		£3,121.25 Monty's Loft APR-JUL; Holmfirth Vintage OCT-
Surplus/Deficit	2022-23		Annual surplus/deficit 2022-23	£3,121.25	
Expenditure	2023-24		Install smoke detectors	£365.50	
Expenditure	2023-24		Total expenditure 2023-24	£365.50	
Income	2023-24		Total income 2023-24		£2,079.72 Holmfirth Vintage APR-AUG
Surplus/Deficit	2023-24		Annual surplus/deficit 2023-24	£1,714.22	
Expenditure	2024-25	Ramsdens	Solicitor Fees	£200.00	
Expenditure	2024-25	Simon Blyth	Estate Agent Fees	£500.00	
Expenditure	2024-25	Maintenance Contractor	Fitting Sink	£300.00	
Expenditure	2024-25	Maintenance Contractor	Materials	£22.48	
Expenditure	2024-25	Ramsdens	Solicitor Fees	£800.00	
Expenditure	2024-25	Maintenance Contractor	Sink	£127.76	
Expenditure	2024-25	Holme Architecture	Condition Report	£1,600.00	
Expenditure	2024-25		Total expenditure 2024-25	£3,550.24	
Income	2024-25		Total income 2024-25		£3,162.56 EPIKs
Surplus/Deficit	2024-25		Annual surplus/deficit 2024-25	-£387.68	
Expenditure	2025-26	Maintenance Contractor	Materials, parts	£15.83	
Expenditure	2025-26		Total expenditure 2025-26	£15.83	
Deposit	2025-26		1 month deposit to return	£350.00	
Income	2025-26		Total income 2025-26 MTD		£1,791.56 EPIKs - includes electricity
Surplus/Deficit	2025-26		Annual surplus/deficit 2025-26	£1,425.73	
	2019-25	Estimate of officers' time	35 hours @ £20/hr	£700.00	
Surplus/Deficit	2019-25		TOTAL SURPLUS 2019-2025*	£5,825.31	

Briefing Paper: Changing Places Toilets – Supporting Information

1. Context

The retail unit adjacent to the public toilet facilities in the Gartside Building, Holmfirth, is due to become vacant at the end of October 2025 following notice given by the current tenant. This presents an opportunity to consider enhancing local accessible toilet provision through the possible installation of a Changing Places Toilet (CPT) as part of any future refurbishment or redevelopment of the site. The inclusion of such a facility would improve dignity, safety, and access to public life for residents and visitors who currently experience significant barriers.

This report provides background information, evidence, and considerations regarding the potential conversion of the vacant retail unit into a CPT. Its purpose is to inform decision-making by setting out technical, financial, and funding-related information.

2. What is a Changing Places Toilet?

Changing Places Toilets are larger, better-equipped accessible toilets designed for people who cannot use a standard accessible WC. It provides a specialist facility designed to support the needs of people with profound and multiple disabilities such as motor neurone disease, multiple sclerosis, cerebral palsy, and other complex physical or neurological conditions by providing:

- more space than a standard accessible toilet,
- assistance from one or two carers,
- specialist equipment for safe and dignified toileting and changing.

Each Changing Places facility must include:

- A height-adjustable adult-sized changing bench (minimum 1800 mm long)
- A ceiling track hoist system
- A centrally placed, peninsular toilet with 1000 mm clearance on both sides
- A height-adjustable washbasin
- Adequate space for a user in a wheelchair and up to two carers
- A privacy screen or curtain
- Non-slip flooring, a large waste bin for pads, and emergency alarm systems

3. Considerations on Space & Technical Feasibility

- **Standard requirements:** A CPT ideally requires **12 m²** ($\approx 3 \text{ m} \times 4 \text{ m}$) of unobstructed usable space, with ceiling height of at least $\sim 2.4 \text{ m}$, clear circulation, door widths, etc. In constrained sites, $\sim 9 \text{ m}^2$ may sometimes be accepted, though these are considered minimum and have limitations.
- **Gartside unit usable space:** The 14.5 m^2 usable space is above the 12 m^2 preferred baseline, which suggests the space could be large enough to fit required components, subject to layout, obstacles (e.g. storage walls, structural supports), and height.

- If obstacles or fixed storage reduce the ability to lay out equipment or allow required clearances (e.g. for hoist, carer space), then the fit might be tight or require removal of obstacles or reconfiguration.
-

4. Tangible Benefits

There are currently over 250,000 people in the UK who need Changing Places toilets to enable them to go out, attend events, and take part in everyday activities. For many, the lack of appropriate facilities means either limiting time away from home or undergoing undignified care in unsuitable conditions.

In rural or semi-rural areas, provision is especially limited, and any new facility becomes a vital lifeline — particularly if located in town centres, near transport links, or adjacent to key services. Benefits to the location include:

- **Improved accessibility & inclusion:** The facility would enable people with complex disabilities, and their carers, to use central Holmfirth more fully, including attending festivals, shopping, visiting public spaces.
 - **Economic benefit:** Disabled visitors and their carers contribute significantly to the economy (the so-called “Purple Pound”). Improvements that reduce barriers (like accessible toilets) can increase visitor numbers and spend.
 - **Reputational / social value:** A CPT shows commitment to inclusive infrastructure, supports Holmfirth’s standing as accessible, and aligns with national/local policy regarding accessibility.
-

5. Indicative Costs

For context, in June 2022 Kirklees Council received £89,250 to deliver changing places toilets in existing buildings at 3 locations in Dewsbury, Mirfield and Slaithwaite.

Equipment package (£12k–£22k):

- Changing Places Consortium / Muscular Dystrophy UK guidance: Their *Practical Guide* and supplier cost summaries put the hoist, bench, basin, alarm and accessories in the £12,000–£17,000 range.
- Specialist suppliers (e.g. Innova Care Concepts, Astor Bannerman): online price guides estimate £15,000–£22,000 for a full equipment set.

Other costs:

Fitting and Building Works

The scale of building works required to create a Changing Places Toilet varies significantly depending on the condition and layout of the space being converted. These internal works are often the most variable element of a project, as they depend on the existing building fabric, services, and layout.

Adaptations often include:

- **Widening doorways** to ensure step-free access and adequate clearance for wheelchairs.
- **Strengthening or adding structural supports** to safely accommodate a ceiling-track hoist system.
- **Additional plumbing** for the height-adjustable wash basin, peninsular WC, and floor drainage.
- **Upgrades to electrical systems** to power hoist equipment, adjustable fixtures, and alarms.
- **Ventilation and heating adjustments** to maintain comfort and meet regulations.
- **New wall and floor finishes** with non-slip, hygienic surfaces suitable for assisted toileting and cleaning.

Professional fees

Design / Regulatory approvals / Contingency

Annual running costs

Additional servicing from the HVPC contractor necessary for the extra unit and associated uplift in charges for this.

6. Funding Options, Eligibility, Timeframes

The National Changing Places fund closed on 31 March 2025.

Below is a summary of what is known from recent programmes and guidance that are relevant to financing a CPT, including what amounts might be available, criteria, and timing. This would need to be explored in much more detail if the decision is made to advance investigations further.

Source	What it offers / what's known	Key eligibility issues / fit for Gartside
Charitable & Trust Funds	There are charities/trusts that fund accessibility improvements (equipment, fixtures, adaptations). For example, funding guides (e.g. from Innovacare Concepts) list options like the National Lottery, disability-charity trusts etc.	These often don't fully cover large capital / building conversion / hoist costs. They might be better for funding part of the cost (equipment, fixtures). Eligibility depends on whether the organisation is a charity, or can partner with one, and whether the project qualifies as benefiting people with disabilities. Also application cycles and lead times vary.
Local Community / Cultural Grants	Sometimes local arts / heritage / community grants (e.g. via West Yorkshire or similar regional bodies) fund accessible facilities or	Holmfirth toilets could be eligible if there are such schemes administered through Kirklees or West Yorkshire. Research on deadlines and criteria would be needed

Source	What it offers / what's known	Key eligibility issues / fit for Gartside
	inclusion works. For example, funds for accessible toilets in regional community venues.	(e.g. public/community benefit, whether the body gives to councils).
Accessibility & Building Improvement Charitable Capital Funds	Some foundations provide capital grants for building access improvements. For example, capital funds for accessibility improvements to community buildings. (Though many are location-restricted or have other limiting criteria.)	If a fund covers building and access improvements and accepts parish councils or partnerships, this could help pay for parts of the conversion (door widening, structural work, finishes). These can be competitive, and amounts may be smaller than the full cost required.
Corporate Sponsorship / Community Fundraising	Partnering with businesses or community groups to raise (part) funding; local businesses might value the improved accessibility. Some retailer or business foundations offer community grants.	This can fill funding gaps. It doesn't often cover large sums but could help with non-structural parts (equipment, finishes), or help match other grants. Also time-consuming to arrange.
Local CIL / Section 106 / Community Infrastructure Funds	If there are new developments or regeneration in Holmfirth or Kirklees, infrastructure funding (via developers, or as part of planning obligations) might be available for public facilities including toilets or access improvements.	Eligibility depends on planning policy, whether proposals are aligned with local infrastructure plans, and whether Holmfirth is within an area where current funds are available or earmarked for public amenity improvements.

7. Advantages and Challenges:

Pros and Cons, to assist the committee in weighing options.

Advantages	Challenges / Risks
Existing vacant retail unit presents an opportunity without needing new build; centrally located; could improve inclusion and visitor experience.	<p>Costs could escalate if building needs major adaptations (plumbing, structural work, hoist support). Ongoing running costs require reliable revenue/maintenance commitment.</p> <p>Initial feasibility investigations to scope out the necessary work to convert the space may require commissioning a specialist or architect.</p>

Advantages

Possibly eligible for funding to cover some of the capital expenditure. Much more investigation would be needed to clarify availability and eligibility for funding.

Provides benefit to those with severe disabilities, aligns with policy and community expectations.

Challenges / Risks

The centralised national changing places fund is now closed, so it may require more effort to scope out what could be applied for. Funding rounds have deadlines; may require tight timeframes. Competition for grants; requirement for co-funding and compliance could delay.

Usable area must allow specification; site obstacles may reduce functionality. Potential for under-utilisation if people are unaware or access is difficult.

8. Next Steps (if considered)

To enable the Service Provision Committee to assess properly, the following steps are suggested if the CPT option is to be explored further:

1. Engage a technical surveyor/architect to assess the Gartside retail space: confirm exact usable dimensions, ceiling height, structural capacity, drainage, access paths, entry/exit, door sizes and feasibility for conversion. (As HVPC currently has an architect working on the Gartside Unit, this may be a useful starting point)
2. Obtain detailed cost estimates for converting the space to full Changing Places specification, including fit-out, equipment, professional fees, additional maintenance costs and contingency.
3. Investigate co-funding and match funding possibilities for conversion work and equipment.
4. Engage with local disability groups / Changing Places UK Consortium / Muscular Dystrophy UK to ensure design meets user need and to strengthen any funding bid.
5. Prepare funding bids at the relevant times when funding is open; build in timeline sufficient for planning, construction, registration.

Prepared by: Gemma Sharp - September 2025



Clerk to the Council
Holme Valley Parish Council
16/09/2025

Dear Mrs McIntosh,

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

TOILETS

Overall, the toilets are functioning well. We collect money weekly, date the bag, and periodically use the "coin-star" machine at Tesco's.

Recent vandalism has included frequent removal of flush buttons—three button flushes were actually stolen this summer. We have installed an alternative mechanical system in three of the toilet cubicles, utilising 8-inch coach bolts with washers welded to them as push buttons. This solution is functioning adequately. Since replacement parts for these older systems are no longer available despite extensive searching, we have implemented this customised approach.

There have been two recent incidents of misuse in the disabled toilets, including deliberate emptying of the bin. Photos were provided to the clerk.

The food and drink festival went brilliantly as far as we were concerned. The toilets were checked every 2 hours by Alison and myself over the weekend and needed no major clean-ups.

The festival organisers hired extra temporary toilets situated on Hollowgate once more and these functioned effectively this year, with no incidents reported, in contrast to last year when a door was removed.

The cash donation rate remains consistent, with approximately one in five individuals contributing. Air fresheners and liquid soap are purchased from Lidl, and they are kept at a quarter full at all times. Environmentally friendly cleaning products are now being used, so bleach is no longer utilised.

The toilet cisterns in the service tunnel are currently functioning well but require ongoing maintenance due to regular use.

BENCHES

We continue regular maintenance of benches in the valley, including managing surrounding grass, repainting, and making repairs. Many benches have already been painted this season. The Le Tour bench in Honley received another coat this summer, while the Thong Lane bench was repaired and repainted after damage earlier this year. Repairs and reconstruction are ongoing for several benches across the district, with some still pending work.

PHONE BOXES

Council-adopted phone boxes require little upkeep, as local villages generally care for them. However, a few now look faded and just need a quick coat of paint. We conduct twice-yearly checks to monitor their condition and clean them as needed.

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.

It is pleasing to see little unpleasantness or graffiti in the bus shelters these days which is a delight and vindicates the use of a light neutral colour paint for the interiors as opposed to the dark brown originally used.

NEW MILL CLOSED CEMETERY

We did the second cut of the graveyard at Sude Hill in the first week of August. The third cut will take place this month. The grass has hardly grown at all this year.

GARTSIDE UNIT

No tenants have been present during our regular cleaning visits to the toilets for some time.

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)

GARTSIDE BUILDING PROJECT

For Service Provision Committee meeting 22-9-2025

APPROVED: 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. (FC 23-6-2025 minute 2526 50)

APPROVED: additional expenditure from General Reserves of up to **£4,597.40** for Phase 1 of plans to repair the Gartside Building roof and install solar panels. (FC 8-9-2025 minute 2526 98)

Total approved expenditure: £39,072.50

As a reminder, monies for this project were to be taken from the following budget lines/EMRs:

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

The working group has selected a builder/roofer from 3 quotes obtained, identifying clear rationale for the choice and also considered options for addressing any shortfall between approved expenditure and expenditure required, being mindful of the wish to green-light the project as soon as possible.

The COMMITTEE may wish to identify possible virements from other SPC budget lines and possible EMRs to disassemble, with funds to go back into General Reserves to compensate for the additional expenditure for the project committed from General Reserves.

The table below sets out original costs and revised costs.

VAT, where charged, has to be paid out in the first instance but can be reclaimed.

No	Element	Original est cost	Revised est costs	Revised total expenditure
1	Solar panels installation	£12,000 incl VAT	£12,900 excl VAT £15,480 incl VAT Higher as includes integrated panels and scaffolding at gables *NEW COST* purchase of mini-Wi-Fi as the solar panels need internet connectivity to operate. As an example a Vodafone 4G 120GB Mobile Mifi Hotspot from Argos costs £75.	£12,975 (£15,555 incl VAT)

No	Element	Original est cost	Revised est costs	Revised total expenditure
2	Roof repairs	Est from Matt C £12,500	Incls. veluxes replacement £21,875 no VAT *NEW COST* original cost of replacing veluxes has had to be revised and will add another £400 to costs.	<u>£35,250</u> (£37,830)
3	Parking space cessation charges	£672-£1,008 est	Parking bays x 6 at £8 per day for 22 days £1,056	<u>£36,306</u> (£38,886)
4	Kirklees pavement permit for scaffolding	£475	£489 expected cost - £747 licence for 6 weeks applied for but £258 refund expected as time est for works completion is 3 weeks)	<u>£36,795</u> (£39,375)
7	Project Management costs		£504 for phase 1	Total excl VAT: <u>£37,299</u> Total incl VAT: £39,879
No longer included: <ul style="list-style-type: none"> – Lettable unit glazed door and window/planning permission - est from Matt C £2,500 – Wiring testing and RCD unit est from Matt C £1,800 - not required – Replacement of security grill £2,400 est 				
<i>Nb: monies paid out 2024/5 total £1,928 for planning permission (£528) and condition survey (£1,400). These costs will be included in any final calculation of spending on the project.</i>				

JMC – 16-9-2025.

The Wooldale Electrical Company Ltd
17 Town End Road
Holmfirth
West Yorkshire
HD9 1AH
01484 613733
info@wooldaleelectrical.co.uk
VAT registration number 342275218



INVOICE

INVOICE TO
Holme Valley Parish
council

INVOICE NO. 2600
DATE 15/09/2025
TERMS 7 days
DUE DATE 22/09/2025

DESCRIPTION	QTY	RATE	AMOUNT
Solar & battery storage installation - 2nd deposit	1	6,540.00	6,540.00

We appreciate your business and look forward to helping you again soon.

SUBTOTAL	6,540.00
VAT	1,308.00
TOTAL	7,848.00

BALANCE DUE £7,848.00

Payment Details
Please note cheques are no longer accepted.
Payment by bank transfer only please.

From: [REDACTED]
Sent: 15 September 2025 11:08
To: clerk@holmevalleyparishcouncil.gov.uk
Cc: Cllr Alison Morgan; Cllr Chris Green; Mary Blacka; 'Cllr Jane Rylah';
deputyclerk@holmevalleyparishcouncil.gov.uk; 'Gemma Sharp'
Subject: Re: FW: Collaborative artwork in Holmfirth

Hello

Have answered the questions **in bold** below. Please direct any queries to both myself or sophie@fairandfunky.com

We can work with you to minimise any disruption,

Best wishes

[REDACTED]

On 11/09/2025 13:15, clerk@holmevalleyparishcouncil.gov.uk wrote:

Good afternoon, [REDACTED]

This sounds a wonderful project rooted in the community - I'll take your request to the Service Provision Committee meeting on 22 September.

There is a potential snag regarding timings. Holmfirth Toilets is due to have significant roof/building repairs and solar panel installation beginning Monday 29 September. Scaffolding is likely to be erected on Friday 26th and we anticipate that the works will carry on for at least two weeks, meaning the very earliest an installation could be made would be the week beginning Monday 13 October. Caution suggests we allow an additional week, meaning installation might take place from the week beginning Monday 20 October.

Can your project fit with that time scale? **Yes. We can be ready to install from the 13th but happy to wait till 20th if required. We would use the side wall, and the vent isn't an issue.**

It would be helpful if you could provide a little more detail about the project. The Committee will want to know:

- if there are any health and safety issues regarding the installation **None other than common sense. We will bring step ladders to install and will ensure these are used appropriately.**
- if there are any insurance issues that will need resolving **Not that we are aware of. We have public liability insurance.**
- the approximate size you are thinking of **It will be in 3 sections around the size of a standard door! (6ft6in x 2ft4in)**

- how the mural is to be affixed/protected - Council will need assurances that the mural won't damage the building **Hung from screws.**
- your views about how long you would like the installation to remain in place **As long as possible!**
- who will be responsible for the mural whilst it is in place **fairandfunky will be responsible**
- any other information you think is relevant.

The side wall actually has a vent – would this interfere with the artwork? It's also possible that the Council will want to consider putting a banner across the back wall during October, publicising its Big Community Event on Saturday 8 November.

So, the project sounds great - it will be the Service Provision Committee that makes any decision. The agenda for the next meeting goes out on Tuesday so I'll need as much information as possible by the end of the day on Monday 15 September.

I've copied the Committee Chair and Vice Chair in, plus the Holmfirth Central Parish Councillors in.

Kind regards

Jen McIntosh

Mrs Jen McIntosh

Clerk

Holme Valley Parish Council

Holmfirth Civic Hall

Huddersfield Road

Holmfirth HD9 3AS

Tel: 01484 687460

Email: clerk@holmevalleyparishcouncil.gov.uk

Please note that the HVPC Office is open to the public Tuesdays and Thursdays 9.30am through to 2.30pm. At other times please leave a recorded message or contact me via email. The HVPC office is based on the Third Floor in Holmfirth Civic with access through the Exhibition Room.

My usual working pattern is Monday to Thursday.

-----Original Message-----

From: Assistant Clerk <assistantclerk@holmevalleyparishcouncil.gov.uk>

Sent: 11 September 2025 12:18

To: 'Jen McIntosh' <clerk@holmevalleyparishcouncil.gov.uk>

Subject: FW: Collaborative artwork in Holmfirth

-----Original Message-----

From: [REDACTED]

Sent: 11 September 2025 09:59

To: Assistant Clerk <assistantclerk@holmevalleyparishcouncil.gov.uk>;
cllrjrylah@holmevalleyparishcouncil.gov.uk

Cc: Cllr Moses Crook <Moses.Crook@Kirklees.gov.uk> [REDACTED]
[REDACTED]

Subject: Collaborative artwork in Holmfirth

Hello all,

We have received funding from One Community to deliver a series of events for Holme Valley Green Week. This includes working with two local schools to create an outdoor artwork.

The artwork will be created using plastic bottle tops and will be a large mural of the Holmfirth Heron. Both to recognise the wonder of the natural environment on our doorstep and the need to protect it by using resources wisely.

After speaking to both Jane and Moses at events in the past we have had a look around potential space to house the artwork and would like to use either the back or side wall of the toilet block in the Post Office car park. We are creating the work on the 9th/10th October so ideally we'd like to install the following week.

Please could you let us know your thoughts as soon as possible. We would take responsibility for the artwork and we can agree a timeline for it's longevity in situ.

Best wishes

[REDACTED]

--

[REDACTED]

[REDACTED]

www.fairandfunky.com



www.fairandfunky.com

clerk@holmevalleyparishcouncil.gov.uk

From: [REDACTED]
Sent: 12 September 2025 09:13
To: clerk@holmevalleyparishcouncil.gov.uk
Subject: RE: 36 Victoria Holmfirth---Seating benches
Attachments: Official Copy (Title Plan) - WYK915282_25639950.pdf

Good morning Jen.

Thanks for your email.

Please find attached copy of the Land Registry plan detailing the boundaries of the property owned by Merganser Properties Ltd.

Kindly note that there are no current plans to request that the bench is removed.

Hope the above clarifies but any further queries please let me know.

Regards

Barry N. Seal BSc MRICS

Wilbys Chartered Surveyors

Tel: 01226 299221

Email: bs@wilbys.net

Web: www.wilbys.net

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From: clerk@holmevalleyparishcouncil.gov.uk <clerk@holmevalleyparishcouncil.gov.uk>
Sent: 11 September 2025 16:45
To: [REDACTED]
Subject: RE: 36 Victoria Holmfirth---Seating benches

Good afternoon, Barry.

It is indeed quite some time since we first corresponded about this.

The Service Provision Committee has the oversight of small assets such as benches. I'll take what you've sent me to that Committee when it meets on Monday 22 September. It may be that the Committee will then recommend to full Council (meeting on 20 October) a particular course of action.

One question that is bound to come up is whether it is likely that this is a precursor to being requested to remove the bench for good. I'd appreciate a response regarding that to share with the Committee.

When we last talked – or perhaps when the Cheese Shop proprietor spoke to me about this in the Summer – I did say that I would need a copy of the Land Registry document showing the extent of the property boundary. I'm sending papers out for the meeting on Tuesday so if I could have that by the end of Monday to include in the pack I'd be grateful. The Committee might defer the item if it does not feel it has all the information that it should have.

Kind regards

Jen McIntosh

Mrs Jen McIntosh
Clerk

Holme Valley Parish Council
Holmfirth Civic Hall
Huddersfield Road
Holmfirth HD9 3AS

Tel: 01484 687460

Email: clerk@holmevalleyparishcouncil.gov.uk

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My usual working pattern is Monday to Thursday.

From: [REDACTED]
Sent: 09 September 2025 11:46
To: clerk@holmevalleyparishcouncil.gov.uk
Subject: 36 Victoria Holmfirth---Seating benches

Dear Jen,

Hope all is well.

As previously discussed, some considerable time back, I would like to put in place a formal, albeit simple form of agreement, between Merganser Properties Ltd and the Parish Council with regard to the seating bench fronting Huddersfield Road at the above property.

Having regard to the above please find attached a draft agreement, which I should be pleased if you could put before the Council, and in anticipation that they are happy with its contents, could you please confirm, and I will then prepare top copies to be signed by the parties.

Please note that I have drafted the agreement in similar format to the existing agreement made between Yorkshire Building Society and the Parish Council, with regard to the heritage sign at the entrance to Norridge bottom. A copy of this is attached for your info.

I trust above his self-explanatory, but if you have any queries please let me know.

Regards

Wilbys Chartered Surveyors

Tel: 07976 924233

Email: bs@wilbys.net

Web: www.wilbys.net

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HOLME VALLEY PARISH COUNCIL

Council Chamber
Council Offices
Huddersfield Road
HOLMFIRTH HD9 3JP

Clerk to the Council: [REDACTED]

Tel. No.: 01484 222462

E-mail: clerk@holmevalleyparishcouncil.gov.uk

Our ref: SSB

4 December 2012

[REDACTED]
Management Surveyor, Group Facilities
Yorkshire Building Society
1 Filey Street
BRADFORD BD1 5AT

RECEIVED
13 DEC 2012

Dear Sally

ERECTION OF NEW 'HERITAGE SIGN' AT ENTRANCE TO NORRIDGE BOTTOM, HOLMFIRTH

With regard to discussions with Members of the Parish Council, and Kirklees Councillors and Officers, please find attached a plan showing the planned position for the new 'Heritage Sign' (business promotion signboard). The Parish Council would like to formally obtain permission from Yorkshire Building Society to erect this permanent signboard in the location shown on the attached plan./drawing.

The definition of property is the section of wall at the top of Norridge Bottom which is owned by Yorkshire Building Society.

The terms of this installation are outlined below:

The Parish Council will:

- (i) Erect the signboard.
- (ii) Keep the signboard in good repair and be responsible for all future maintenance
- (iii) In the unlikely event of any damage to the property as a direct result of erecting or maintaining the signboard, carry out repairs by a suitably qualified person.
- (iv) Remove the signboard upon two weeks' written notice from the Society.

The Yorkshire Building Society will:

- (i) Repair and maintain the property to uphold and support the signboard (however, YBS will not be obliged to keep the building in any better state of repair than it is on the date of this letter).
- (ii) Reinstate the wall if it becomes damaged, but will not be responsible for the reinstatement of the sign or any costs associated with the repair of the sign.
- (iii) Be entitled to remove the signboard, upon two weeks' written notice to the Parish Council, as necessary to carry out maintenance or enhancement works to the building. Following completion of the works, the Yorkshire Building Society will reinstate the signboard at their cost.
- (iv) Be entitled to remove the signboard, upon two weeks' written notice to the Parish Council, if the signboard should fall into disrepair. Any costs of refurbishing and re-installing the signboard would then be the responsibility of the Parish Council.

An agreement is enclosed, for your consideration. It would be helpful if the agreement could be signed and returned to me as soon as possible, to enable the signboard to be manufactured.

If you require any further information, please do not hesitate to contact me.

Yours sincerely

A large, irregular black redaction mark covering the signature of the sender.

Clerk to the Council



Encs – Plan of proposed location
Agreement

AGREEMENT

I, (name in capitals) ...**PAUL...CHAMBLEY**..... of the **Yorkshire Building Society** give consent, under licence only, to Holme Valley Parish Council erecting a new 'Heritage Sign' (business promotion signboard), on the front elevation of the Yorkshire Building Society, Holmfirth, in the position shown on the attached plan, subject to the conditions stated above.

Signed:.....

Position: ...**PROPERTY...DEVELOPMENT...AND...PLANNING...MANAGER**.....

Date:**17.12.12**.....

I, **SALLY S BARBER** of **Holme Valley Parish Council**, agree to erect and maintain the new 'Heritage Sign' (business promotion signboard) on the Yorkshire Building Society, Holmfirth, in the position shown on the attached plan, subject to the conditions stated above.

Signed:.....

Position: **CLERK & RESPONSIBLE FINANCIAL OFFICER**

Date: **4 December 2012**

2050mm

NORRIDGE BOTTOM SHOPS

Bottom of slope

300mm

Musical Notes
For all your musical needs

Chill Out Therapies
and Holmfirth Academy

The Solleys Den
Paint to pot sale

Henry's Wine Bar

THE BOX OFFICE
SURF SCAPES & ARTS

Holmfirth Dog Grooming
Tel: 01484 682443

Infinity Skin Care
Tel: 01484 682203

TOYS For Kids of All Ages!

LOST & FOUND
Lost property and vintage collection

Food served all day
Tel: 01484 682172

165mm

70mm

1245mm



Signs Express (Huddersfield)

Units 15-16, Queens Mill Industrial Estate, Queens Mill Road, Lockwood, Huddersfield HD1 3BR Tel: 01484 451600 Fax: 01484 451602

www.signsexpress.co.uk huddersfield@signsexpress.co.uk

TYPE

CLIENT

Modular Sign System

Kirklees Council

FILE NAME

PRESENTED BY

Norridge Bottom Shops

30/03/2012

Richard Chalmers

Signature

Print

Date

All artworks are the property of Signs Express (Huddersfield) and can only be used with our consent. Any unauthorised use of these designs will result in a minimum of £70.00 + VAT artwork charge being made. Whilst every effort is made to match your corporate colour scheme, if you are in any doubt about the colour matching please ask to view our colour samples.

Google |

Address A6024 / Norridge Bottom

Address is approximate

YORKSHIRE BUILDING SOCIETY
38 VICTORIA STREET
HOLMFIRTH HD9 7DE



These are the notes referred to on the following official copy

The electronic official copy of the title plan follows this message.

Please note that this is the only official copy we will issue. We will not issue a paper official copy.

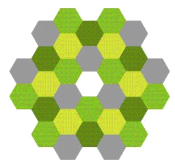
This official copy was delivered electronically and when printed will not be to scale. You can obtain a paper official copy by ordering one from HM Land Registry.

This official copy is issued on 25 May 2021 shows the state of this title plan on 25 May 2021 at 13:00:16. It is admissible in evidence to the same extent as the original (s.67 Land Registration Act 2002). This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same points on the ground. This title is dealt with by the HM Land Registry, Nottingham Office .

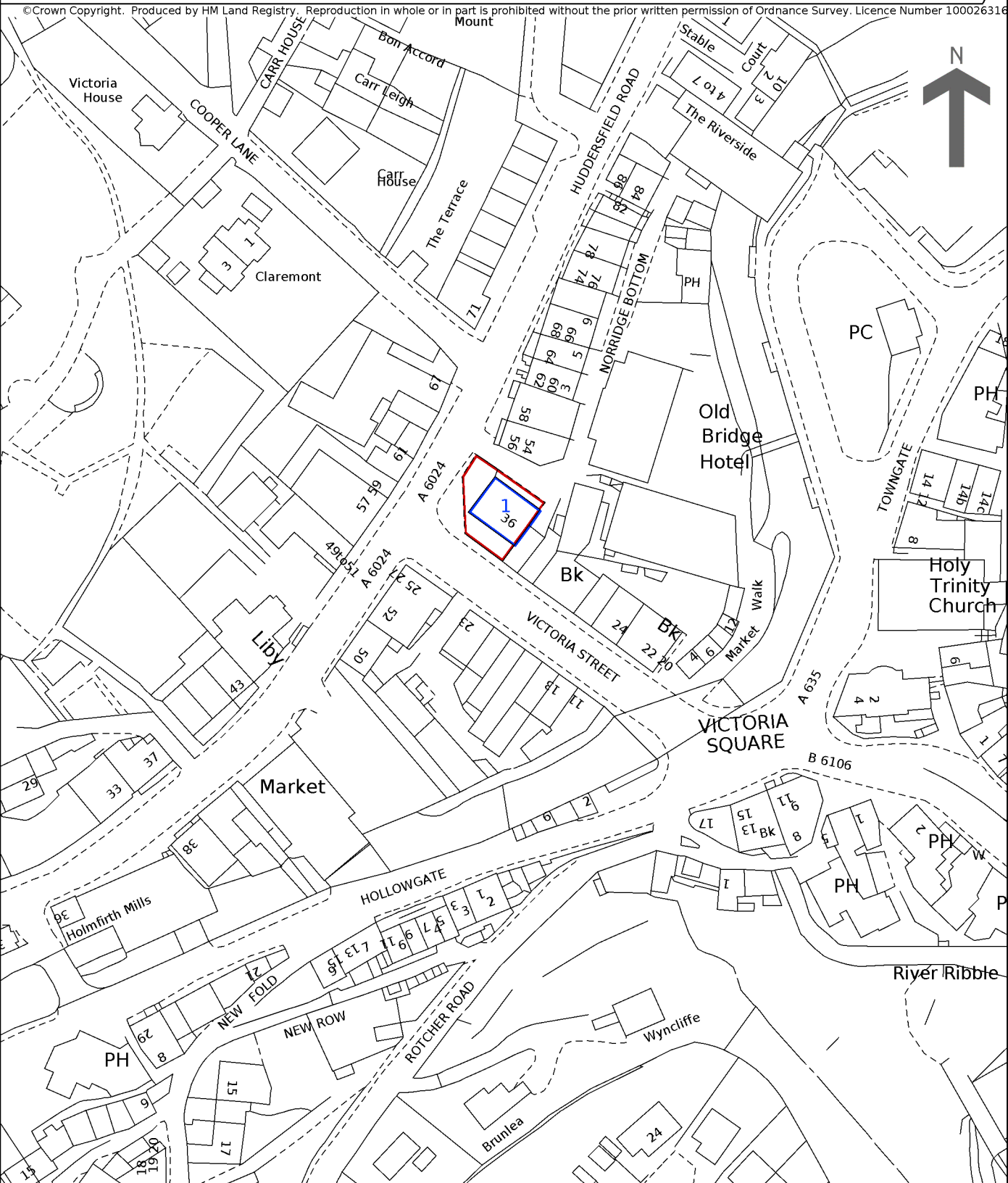
HM Land Registry

Official copy of title plan

Title number **WYK915282**
Ordnance Survey map reference **SE1408SW**
Scale **1:1250 enlarged from 1:2500**
Administrative area **West Yorkshire :**
Kirklees



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LICENCE AGREEMENT

Between

**Merganser Properties Ltd
Registered Office
2 Western St
Barnsley
S70 2BP**

and

**Holme Valley Parish Council
Holmfirth Civic Hall
Huddersfield Road
Holmfirth
Huddersfield
HD9 3AS**

In respect of

**seating bench
fronting Huddersfield Road
36 Victoria Street
Holmfirth
Huddersfield
HD9 7DE**

SEPTEMBER 2025

An agreement whereby Merganser Properties Ltd (as Freehold property owner) give permission to Holme Valley Parish Council (the owner of the seating bench) to position the seating bench in its existing position on the forecourt to number 36 Victoria Street, (fronting Huddersfield Road) Holmfirth, HD9 7DE. (see photograph overleaf)

This agreement is a licence arrangement with no fee to be paid by the Parish Council.

The conditions of the licence are as follows:

1. The Parish Council are to keep the seating bench in good repair and to be responsible for all future maintenance.
2. The Parish Council are to remove the seating bench upon two weeks notice from Merganser Properties Ltd.
3. Merganser Properties Ltd are entitled to remove the seating bench upon two weeks written notice to the Parish Council, as necessary to carry out maintenance or enhancement works to number 36 Victoria Street, Holmfirth.
Following completion of any works, Merganser Properties Ltd will reinstate the seating bench at their cost.



Signed on behalf of Merganser Properties Ltd

NAME IN BLOCK CAPITALS.....

Signed on behalf of Holme Valley Parish Council-

NAME IN BLOCK CAPITALS.....

Seating Bench licence 2025-Fronting Huddersfield Road, 36 Victoria Street, Holmfirth, Huddersfield, HD9 7DE

DRAFT

HOLME VALLEY PARISH COUNCIL

Method Statement for Repair to Hepworth War Memorial, HD9 1TR

This method statement has been prepared by the Clerk of Holme Valley Parish Council as part of the project to repair Hepworth War Memorial. It reflects advice received from the War Memorials Trust in response to a preapplication for a grant for the repairs needed.

The method statement will be provided to contractors invited to submit a quotation so that anticipated works and costs align with the advice given by the War Memorials Trust and so that an application may be made for a grant towards costs before works commence.

The intention is to apply for a War Memorials Trust grant by the current deadline of 31 October 2025, supplying at least two quotations for the works needed.

It is anticipated that works will be carried out in early Spring 2026, once the outcome of the grant application is known.

1. **Project Overview**

- **Project Title:** Repair and Conservation of Hepworth War Memorial – two York Stone Plaques, one inscribed with names of the Fallen from the Great War 1914-18, one inscribed with names of the Fallen from the War 1939-45
- **Location:** situated in the Lych Gate of Holy Trinity Church, Dean Bridge Lane, Hepworth, West Yorkshire HD9 1TR
- **Client/Responsible Body:** Holme Valley Parish Council
- **Date of Statement:** Thursday 11 September 2025
- **Prepared By:** Jen McIntosh, Clerk

2. **Objectives**

- Conserve the historic and commemorative value of the memorial.
- Improve legibility of inscriptions without compromising original fabric (York stone).
- Address deterioration caused by incompatible materials.
- Ensure all interventions are reversible and sympathetic to original design.

3. **Condition Assessment**

- **York Stone Memorial Plaque Inscriptions:** Several areas of incised lettering are faded or obscured due to age and biological growth.
- **Surface Integrity:** Wish to avoid if possible any grinding down of plaque surfaces prior to re-cutting.

- **Mortar Issues:** Previous repointing in August 2010 and Summer 2018 with cement-based mortar has contributed to brick deterioration at the lychgate.

4. Scope of Works

a. Inscription Work

- **Sharpening & Deepening:** Localised sharpening and deepening of incised lettering to improve legibility while retaining original character.
- **Repainting (if appropriate):** Use of appropriate oil-based paint, colour-matched to existing, applied only to lettering to enhance visibility.
- **Surface Preservation:** Grinding down of plaque surfaces is not preferred. Uniformity may be compromised, but historic integrity is prioritised.
- **Documentation:** Close-up images of areas where sharpening/deepening alone cannot restore legibility will be provided for review and approval.

b. Cleaning

- **Method:** Low-pressure superheated steam cleaning to remove biological growth.
- **Materials:** pH-neutral biocide (if required), soft bristle brushes.
- **Exclusions:** No abrasive or chemical cleaning agents.

c. Stone & Brick Repairs

- **Mortar Removal:** Carefully remove cement-based mortar from previous repairs.
- **Repointing:** Repoint using lime mortar (NHL 3.5) to match original construction and prevent further damage.
- **Brickwork:** Assess and repair deteriorated brickwork at the lychgate using matching bricks and lime mortar.

5. Materials & Tools

Item	Specification
Lime Mortar	NHL 3.5 or equivalent
Paint	Oil-based, colour-matched to existing lettering
Cleaning Equipment	Superheated steam unit, soft brushes
PPE	Gloves, goggles, dust masks

6. Personnel

- **Lead Conservator:** TBA

- **Stonemason:** TBA
 - **Support Staff (if required):** TBA
 - All personnel to be experienced in heritage conservation and inscription work.
-

7. Risk Assessment & Safety

- Contractor to undertake site risk assessment prior to commencement.
 - Contractor to arrange any public protection via barriers and signage.
 - Contractor to provide PPE for staff as necessary.
 - No work during adverse weather.
-

8. Documentation

- Pre-works photographic record – see appendix 1.
 - Close-up images of inscription areas where sharpening/deepening may be insufficient – to follow.
 - Post-works report of works completed and photographic record.
 - Archive with local authority and War Memorials Trust.
-

9. Programme

- **Start Date:** to be agreed – early Spring 2026
 - **Duration:** Estimated [Insert] days
 - **Working Hours:** [Insert]
-

10. Completion & Sign-Off

- Final inspection by conservation officer – to be confirmed.
 - Sign-off by client and heritage body.
 - Maintenance guidance provided.
-

APPENDIX 1



Report to:	Holme Valley Parish Council
Sent to:	clerk@holmevalleyparishcouncil.gov.uk
Date:	10 September 2025
For consideration at:	Services Provision Committee meeting 15 September 2025
Written by:	[REDACTED], Youth Worker, KYA, and [REDACTED] CEO, KYA [REDACTED]
Purpose of the Report:	To provide an update on the 2025-26 funding allocation of £25k to KYA for the purposes of supporting a core youth work offer across the Holme Valley.

General Q1 Update (up to 30 June 2025)

1.0 Half-time Holme Valley Youth Worker Post:

- [REDACTED] is funded for 18.5 hours by the HVPC. KYA receive funding for additional hours for [REDACTED] from Café 100 (4 hours) and Enabling Youth (2.5 hours) which allows Tyler to deliver youth work sessions in the Holme Valley 4 nights a week:
 - Monday at Honley Youth Drop-In with outreach,
 - Tuesday at the Phoenix Junior and Senior Youth Clubs,
 - Wednesdays and Thursdays at the Café 100 Youth Project.
- [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 Central Co-op Community Group and the Rural COG.

2.0 Café 100 Project:

- [REDACTED] continues to run the provision twice a week at Holmfirth Tech (Weds & Thurs)
- Meets monthly with the Café 100 Board of trustees to discuss the project
- Still helping the trustees with the rebranding of the project (this has taken a back seat recently, due to fundraising becoming a priority [REDACTED] has supported with this)
- Delivered the 'NatWest Thrive' money management and resilience programme in May-June
- Planned a 4 week-Summer programme to be delivered in Q2 including trips, walks, craft sessions and a DJ work skills workshop, free of charge to young people.

3.0 Honley Youth provision:

- [REDACTED] and [REDACTED] ended provision at Honley Community Centre on Fridays due to limited growth (majority of attendees were children aged below 10) and moved to Mondays at

Honley Village Hall, growth has been slow, however young people aged 11+ are now attending

- Built a positive relationship with [REDACTED] at Honley High School which then enabled Year 6 transition activities to take place (promoting the Honley session)
- Planned a 4 week-Summer programme (delivered in Q2) to include sports, arts and crafts and a DJ work skills workshop, free of charge to young people

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 still 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. They are actively promoting the rest of the Holme Valley offer.

5.0 Phoenix Youth Club:

- [REDACTED] continued to run the Phoenix Centre's Senior Youth Club on Tuesday evenings as well as the Junior Session (funded by Enabling Youth)
- completed the delivery of the 'NatWest Thrive' programme in May/June
- Huddersfield Town Foundation continued to provide a sports worker for the Junior session.

6.0 Next steps for Q2, 2025-26

- **Café 100 Provision**
 - Deliver 4 week summer programme
 - Continue supporting the board with their rebrand. The board are looking to revamp the marketing for the club, including highlighting their values, mission statement and target audience
 - Support the young people to apply for a micro funding-bid at Holmfirth Tech's Soup evening
 - Look at recruitment for a volunteer
- **Phoenix Centre**
 - Support Enabling Youth with securing funding to continue the club
 - Work on providing more workshop opportunities for young people based on consultation
- **Honley Youth Club**
 - Deliver 4-week summer programme
 - Continue to work on the relationship with Honley High School, and the promotion of the club to help with the growth of the provision.

7.0 KYA General Update

Measurables

	Q1 (31 March to 30 June 2025)
Number of young people formally registered at each provision (on the Juice system)	<p>Café 100: 25 Phoenix Juniors: 45 Phoenix Seniors: 40 Honley Youth : 19 (<i>this is the only decrease since last quarter – due to restarting the registration process with the changing in days & location of provision</i>)</p> <p>Total of 129 young people registered for core youth work offer provision in the Holme Valley 😊. This is an increase of 9 since the end of March 2025!</p>
Number of sessions delivered	<p>Café 100: 21 Phoenix Centre: 12 Honley Provision: 12 Honley High: 12</p> <p>Total of 57 sessions delivered 1 April- 30 June 2024 😊</p>
Number of young people attending the sessions	<p>Café 100: 16 Phoenix Centre: 26 Honley Youth: 8 Honley High: <i>difficult to monitor due to not having a room for sessions* could be up to 50 some weeks.</i></p> <p>Average of 50 young people engaging every week in the core youth work offer in the Holme Valley 😊 + more reached at Honley High</p>
Young People and their parents reporting social, emotional and educational progress	<p><i>"My daughter has been attending The Phoenix for almost 5 years now I believe. She usually attends with friends but doesn't mind going by herself which tells me that she feels safe and at home there. The staff are always friendly, and go out of their way to speak to each and every child that walks through the door, and there is always lots on offer for them to get involved in, or just simply have a space to socialise. It's a great hidden gem in the town!" – Mother of daughter aged 14 who attends Phoenix Seniors (and had previously attended Juniors)</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 attending training in February. Young people looked at building resilience skills, whilst exploring financial literacy, entrepreneurship and success. The programme gained positive feedback from staff and young people and we now have the resources to repeat delivery with different groups across The Holme Valley.</p>

	After recognising that many regular attendees across provision, were on the Autistic Spectrum [REDACTED] completed an Autism Awareness and Developing positive behaviour management refresher courses in June 2025, and will implement learning into practice in Q2.
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Financial Monitoring

Please see Appendix 1 Holme Valley Core Offer Financial Monitoring Up to Q1 25-26

	Budget 2025-26	Budget to Q1	Actuals to Q1
INCOME			
balance brought forward	£ 4,658	£ 4,658	£ 4,658
Holme Valley Parish Council Grant	£ 25,000	£ 10,000	£ 10,000
Salary reimbursement - Café 100		£ 993	£ 993
Salary reimbursement - Enabling Youth		£ 620	£ 620
Salary reimbursement - Honley Youth		£ 901	£ 901
Expenses reimbursement - Honley Youth		£ 39	£ 39
total income	£ 29,658	£ 17,211	£ 17,211
EXPENDITURE			
[REDACTED]			
[REDACTED]			
[REDACTED]			
[REDACTED]			
[REDACTED]			
Total salary cost	£ 24,499	£ 6,125	£ 6,129
Youth Support Worker costs			£ 360
Sports Coach Contractor			£ 120
IT Support Costs	£ 350	£ 88	£ 71
IT Equipment			£ 160
Mobile SIM	£ 90	£ 23	£ -
Session Resources - marketing	£ 200	£ 50	£ 45
Session resources - printing, stationary			£ 2
Session resources - equipment & materials	£ 200	£ 50	£ 110
Session resources - snacks			
Sports coach			
Room hire			
Sundries	£ 25	£ 6	£ -
Travel	£ 100	£ 25	£ -
Contribution to Enabling Youth	£ 4,000	£ 1,600	£ 1,600
Contribution to Juice	£ 1,000	£ -	£ -
10% KYA management costs	£ 2,500	£ 1,000	£ 1,000
Total expenditure	£ 32,964	£ 8,967	£ 9,597
Deficit/Surplus	-£ 3,306	£ 8,244	£ 7,614