

Holme Valley Parish Council

MEETING OF THE SERVICE PROVISION COMMITTEE

MONDAY 8 JUNE 2026

7pm in THE EXHIBITION ROOM, THE CIVIC, HOLMFIRTH, HD9 3AS

IN THE CHAIR: Cllr Alison Morgan

PRESENT: Cllr Mary Blacka, Cllr Damian Brook, Cllr Rob Butler, Cllr Harry Davis, Cllr Tom Dixon, Cllr Donald Firth, Cllr Jenny Holmes, Cllr Glenn Kirkby, Cllr Jo Liles, Cllr Hugh Osborne, Cllr Steve Ransby, Cllr Tricia Stewart, Cllr Sarah Whitelaw.

APPROVED APOLOGIES & REASONS: Cllr Lawrence Baylin, Cllr Donna Bellamy, Cllr Pat Colling (dispensation), Cllr Chris Green, Cllr Martin Rostron, Cllr Andy Wilson.

TAKING MINUTES: Jen McIntosh (Clerk)

DRAFT MINUTES

2627 01	Public Question Time
	No members of the public were present to speak to Committee Members at the commencement of the meeting.
2627 02	Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014
	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.
	The Officer was recording the meeting in video format for upload to the Parish Council's YouTube channel. There were no other requests to record the meeting.
2627 03	Apologies and reasons for absence
	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.
2627 04	Receipt of updated Disclosable Personal and Pecuniary Interests forms
	Revised Disclosable Personal and Pecuniary Interests forms (DPIs) of Committee members received were circulated by email prior to the meeting and members requested to read and then delete them. DPIs were to be subsequently shared with Kirklees, redacted (signatures and home addresses) and uploaded to the HVPC website.
	NOTED: receipt of reviewed DPIs from Cllr Bellamy, Cllr Dixon, Cllr Green, Cllr Holmes, Cllr Kirkby, Cllr Osborne, Cllr Rostron and Cllr Stewart.
2627 05	Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

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	Members were reminded that: – If a member had listed in written declaration as a pecuniary or other interest an organisation or body etc which features in the agenda then this should be declared by the member. – If a member had a pecuniary or other interest <u>not</u> listed in written declaration in an organisation or body etc which features in the agenda then this should be declared. – The onus was on individual members to make declarations appropriately. – Failure to declare may constitute a breach of the Code of Conduct and may be reported by members of the public or other councillors to the Monitoring Officer. – Where an interest was declared it may be that the councillor took no part in any relevant discussion or vote. NOTED: Interests were declared as follows: – Cllr Rob Butler queried whether a gift he had received – a discount on a purchase made in Holmfirth - with a value of £30 should be declared. Clerk advised Cllr Butler to update his DPI. – Cllr Glenn Kirkby – interest in item 2627 22 Youth Work in the Holme Valley with regards to Honley Youth – would speak if asked but not vote. – Cllr Sarah Whitelaw – non-pecuniary interest in item 2627 22 Youth Work in the Holme Valley with regards to being a trustee of Café 100. Further to this Cllr Whitelaw had submitted an application for a written dispensation as she wished to both speak and vote regarding the item. Her reasons for requesting the dispensation were discussed. RESOLVED: that Cllr Whitelaw be permitted to speak but not vote regarding item 2627 22 and her interest in Café 100.
2627 06	Items on the agenda to be discussed in private session
	The clerk had shared a number of documents in confidence with members due to commercial sensitivity including documents in relation to: – Item 2627 11 Holmfirth Public Toilets – development – Item 2627 12 Gartside Unit – lettable space – future plans The Clerk further advised that the discussions and any resolutions regarding these matters were heard in public session and reminded Members to be aware of this when referencing the information provided in confidence.
	No items on the agenda were to be discussed in private session.
	A member of the public entered the meeting during this item to speak to item 2627 11. Item 2627 11 Holmfirth Public Toilets was brought forward at this point and the COMMITTEE RESOLVED to suspend Standing Orders to allow a representative from Holme Architecture to speak to the item and answer questions.
2627 11	Holmfirth Public Toilets - development
	Decisions regarding the further development of the toilets had been DEFERRED from the meeting on 23 February 2026.

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	Phase 1 of renovation works to Holmfirth Toilets has been completed. A meeting of the Holmfirth Toilets Working Group was held on 4 February 2026. The representative from Holme Architecture attended the meeting to present ideas regarding phase 2/3 of the project. Possibilities included improving access to a disabled toilet/baby change facility and improving layout to reduce safety concerns. Challenges currently faced were keeping the current flooring and sanitaryware clean and funding improvements. The Chair and the Clerk were exploring possible grant sources of funding including the National Lottery Reaching Communities. Queries regarding possible funding from the Pride in Place and Holmfirth Blueprint initiatives had drawn a blank. RESOLVED: That £5,000 placed in an EMR for exploring possible grant applications for refurbishing the toilets be returned to General Reserves. No further action was to be taken regarding a complaint received about Holmfirth Toilets. The Clerk was thanked for the detailed response given to the complainant initially. The representative from Holme Architecture left the meeting at 7.45pm at the conclusion of this item.
2627 07	Minutes of the previous Service Provision Committee meeting
	NOTED: the minutes of the previous meeting of the SERVICE PROVISION COMMITTEE held on 23 February 2026, numbered 2526 59 - 2526 84 inclusive. Information regarding ongoing matters arising from the approved minutes not otherwise included in the agenda were reported as follows. <u>2526 65 iii Fair and Funky Heron installation</u> – Clerk made contact and was informed that the installation would not be going ahead in any case and the request was withdrawn due to insufficient time to proceed with this prior to winding up the organisation. <u>2526 69 correspondence from Holmfirth Business Together</u> – Clerk had been unable to secure time to organise publicity for the locations of baby change facilities accessible to the public in Holmfirth and Honley centres. This remained an action for the Clerk as did contacting Redbak regarding ensuring that accessible baby change facilities are identified on the ‘Make it your Holmfirth’ interactive map. It was established that the ‘Make it your Holmfirth’ project was managed by a working group of Holmfirth Forward. <u>2526 71 Request to install Folk Festival sign at toilets</u> – Clerk had contacted requester and explained about possible need for planning permission – request was withdrawn. Clerk observed that the sign was erected outside the side wall of the Cheese Shop, facing onto Huddersfield Road. Cllr Stewart reported that the minutes of the previous meeting had recorded her as being absent in error. She had been present at the meeting. An ACTION for the Clerk was to ensure that Cllr Stewart’s attendance was properly reflected in attendance records.
2627 08	Priorities for Climate Action activities 2025-7
	The SERVICE PROVISION COMMITTEE was reminded that Council should take a clear lead

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	in continuing to support climate action in the Holme Valley, in collaboration with other local organisations.
	No further actions were identified for the SERVICE PROVISION COMMITTEE with regards to Climate Action from the agenda.
	BUDGETARY MATTERS
2627 09	Service Provision Committee Budget 2026-27 and Earmarked Reserves
	The report <u>Expenditure against Budget 2026-27 – Budget Lines Year-to-Date and Earmarked Reserves</u> from the Deputy Clerk/RFO was received. NOTED: the Expenditure against Budget 2026-27– Budget Lines Year-to-Date, Earmarked Reserves and projected expenditure. RESOLVED: merging EMR 351 Holmfirth Toilets Refurb (currently £8,108) and EMR 331 Gartside Building (currently £10,000). There were no further actions put forward regarding the Service Provision Budget 2026-27.
	ASSETS MAINTAINED BY HOLME VALLEY PARISH COUNCIL
2627 10	Maintenance Contractor's Report
	RECEIVED: the report from the Maintenance Contractor. Cllr Brook reminded the Clerk of his suggestion that a positive news item might be gleaned about the member of the Contractor's team who cycled out to benches to carry out refurbishment – the 'eco-biker'. An ACTION for the Clerk was to follow this up. There were no other actions arising from the reports received from the Maintenance Contractor. The Maintenance Contractor was thanked for his report.
2627 12	Gartside Unit – lettable space – future plans
	<u>Letting the Gartside Unit</u> The Clerk had contacted the three organisations who had made enquiries regarding leasing the Gartside Lettable Space requesting further information. Two organisations, <i>Milk From The Hills</i> and <i>Jam Factory Music School</i> had provided the further information in support of their proposed tenancies. Due to commercial sensitivity, the information had been released to Committee Members only prior to the meeting. Clerk reported further on a meeting at the unit with <i>Milk From the Hills</i> that had taken place at the unit that morning. The relative merits of both prospective tenants were discussed. Committing to letting the space would rule out the development of a Changing Places toilet. Queries were raised as to the potential opening times and the signage to be installed and the fact that the needs of the conservation area would be taken into account.

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	In the final summing up, weight was given to the fact that Jam Factory had requested a one-year lease and would potentially be the source of noise late at night. Milk From the Hills were looking for a longer lease and would potentially benefit more people.
	RESOLVED: to not consider the Jam Factory expression of interest in the unit due to the reasons outlined above. RESOLVED: to give consent in principle to a 5-year lease for the Gartside Unit lettable space to <i>Milk From The Hills</i> with a rent review in 18 months and a 3-year break clause. RESOLVED: to delegate to the Chair and Clerk the agreeing and implementing of a lease in order to establish Milk From The Hills in the tenancy as quickly as possible. <u>Holmfirth Arts Festival – temporary use</u> As RESOLVED at Annual Council, the Children’s Art School had been permitted to use the unit from 1-15 June in preparation for Holmfirth Arts Festival, without charge. This was going ahead. The Children’s Art School had been furnished with the keys to the unit and a letter setting out terms of use. <u>Information Screen</u> Cllr Whitelaw had contacted the Clerk regarding a possible Communications and Engagement Working Group project regarding the installation of an electronic information screen in Holmfirth. It was suggested that such a screen might be installed outside the Gartside Unit. Consent needed to be obtained from the SERVICE PROVISION COMMITTEE with regards to this in line with the Scheme of Delegation. The Clerk had requested that further information is provided as to the purpose of the installation, likely installation costs and any impact on letting arrangements. Implications regarding any need for Planning consent within a conservation area might also need further clarification. Cllr Whitelaw reported further and answered questions. The request to consider consent in principle to the installation of an information screen outside the lettable space was withdrawn and would be submitted to FULL COUNCIL instead.
	OTHER ASSETS MANAGEMENT
2627 13	Benches
	The Clerk had contacted the requester of the new bench outside Dawson and Hall about reviewing the request once the works were complete, but no response had been received. The Landlord of the Cheese Shop had confirmed that permission had not been given for tenants to seek relocation of the bench from the wall adjacent to the Cheese Shop, although this had occurred. It remained an action for the Clerk to arrange for the Maintenance Contractor to move the bench into storage for the time being. Regarding the bench moved from outside Holmfirth Church without Council permission, the Council knew its location and the Contractor would retrieve and relocate it once a new position had been agreed.

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	An ACTION for the Clerk was to liaise with the Assistant Clerk about using social media to ask the public about suitable places for relocating benches once the Holmfirth works were complete. A further ACTION for the Clerk was to find out how many 'spare' benches were currently being stored.
2627 14	Stone shelters
	Further remedial safety works had been carried out at Hade Edge Stone Shelter since the last meeting and, in line with discussions, three contractors were approached to quote for comprehensive works to improve the condition and useability of the shelter. One response was received. This was felt to be too high. Cllr Baylin has been in contact with the Clerk to request that Hade Edge residents be consulted regarding any design choices and whether there was any scope to invite interest from other local and suitably qualified contractors.
	RESOLVED: to invite interest from other local and suitably qualified contractors in line with a proposal from Cllr Baylin and seek input from the local community regarding, for example, choice of materials for the roof. An ACTION for the Clerk was to get back to the contractor who had submitted a quote and explain that further quotes were to be sought and to liaise with Cllr Baylin regarding next steps.
2627 15	War Memorials
	A limited update from the Clerk regarding Hepworth War Memorial was given as the application to the War Memorials Trust had not been completed due to lack of time. An ACTION for the Clerk was to email members once the application had been submitted.
	There were no other actions with regards to Holme Valley War Memorials.
2627 16	Red Heritage Telephone Boxes
	The Clerk updated the COMMITTEE regarding: i. Hepworth Heritage Phone Kiosk – the owners of the Butchers Arms had confirmed their willingness for HVPC to look into adoption of the kiosk. An ACTION for the Clerk remained contacting Kirklees about the listed status of the kiosk, the implications of this and the possibility of delisting as a way of making adoption of the kiosk feasible. ii. The Proprietor of the Cornerhouse Café had been in touch to offer unlocking and locking up the heritage kiosk adjacent to the Post Office, should that be a development the council was interested in. An ACTION for the Clerk was to research and report on the viability of the offer, contact the proprietor and, if desirable, put in contact with the Maintenance Contractor regarding access to keys.
	There were no other actions arising in respect of Holme Valley Heritage Phone Kiosks.
2627 17	Covid Memorial Orchard at Sands

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	The Clerk reported that there were no new developments to report.
	There were no actions arising in respect of the installation of a plaque at the Covid Memorial Orchard at Sands.
	Concern was expressed at the length of time it is taking to complete the project. Permission to install the plinth and plaque from Kirklees was still awaited.
2627 18	New Mill Closed Cemetery
	Clerk reported that a letter had been received from the church authorities, thanking the Council for maintaining the cemetery. The first cut and tidy of the year had been completed.
	TO CONSIDER: any further actions regarding New Mill Closed Cemetery.
2627 19	Dog Waste Strategy
	NOTED: a replacement dog waste bag unit had been installed at Hollowgate in line with a request from Holmepride.
	The councillor for Netherthong requested a dog waste bin be installed on Dean Brook Road in Netherthong. He had received this request from a number of residents. The councillor was advised that bins of all kinds and waste collection including dog waste was a Kirklees matter.
	It remained an ACTION for the Clerk to write to dog waste dispenser volunteers and thank them for their efforts. The Clerk would endeavour to do this prior to the September meeting and would email COMMITTEE members once completed.
2627 20	Maintenance Contracts
	The current contracts have been extended until 31 December 2026. It was hoped to have resolved this matter by April 2027, during the lifetime of this Council.
	An ACTION for the Clerk was to organise the first meeting of the working group tasked with taking the tendering process forward.
	PARTNERSHIPS, PROJECTS AND REPORTS FROM WORKING GROUPS
2627 21	Tourism
	Cllr Whitelaw reported that there was an ongoing conversation with the Attested Market regarding the Park and Ride project.
	The following written update was received and NOTED from Cllr Baylin: <i>Tourism: Currently energies are going into the Heritage Week (Sept), creating the physical and digital Heritage Hub, translating various existing trails into more user-friendly formats and commencing discussions with stakeholders about the potential support for and commercial opportunities from the Tour De France Femmes (July 2027). Each of these projects are being done in close partnership</i>

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	<i>with other local organisations . Some local businesses within HBT have shown an interest in carrying more tourism materials, which is welcomed, and the Library and I will be working with them on that.</i> <i>Additionally, pending projects (yet to be approved) are replacement information board on Towngate for 'Windows on the Past' Heritage Trail, installation of outdoor QR code plates to complement existing trails such as Blue Plaque, and support in 2027 of the commemoration event for the 1852 Flood. As the new Kirklees Council settles into its operations, we will be looking for meaningful engagement on the Council's already published Tourism Strategy.</i>
	With the Tour de France coming in 2027 there was lots to consider in the future. No further actions were considered.
2627 22	Youth work in the Holme Valley
	Reports on provision and expenditure were RECEIVED from Kirklees Youth Alliance and NOTED. RESOLVED: to approve release of funding up to £10,000 for the ongoing provision of agreed youth services as illustrated in the reports provided. Prior to the meeting KYA had been seeking the views of the COMMITTEE with regards to inclusion of young adults with Special Needs in parts of its provision. It was confirmed that the Phoenix provision includes young adults up to 25 years with Special Educational Needs and/or Disabilities and that the constitutions of Honley Youth and Café 100 allowed provision for young people up to the age of 18. In the light of this KYA had informed the Clerk that the current provision was to be sustained with no changes. An ACTION for the Clerk was to write to the CEO of KYA and to the youth worker operating in the Holme Valley to thank them for the reports and for the provision in place. Cllr Whitelaw remarked that the valley was fortunate in the extreme to have a person of the calibre of the particular youth worker delivering services. This view was concurred with by Cllr Kirkby.
	NOTED: the reports received with regards to the Kirklees initiative. As previously RESOLVED upon, a £10,000 contribution from the Youth Services budget line would be paid out in acknowledgement of receipt of the report to fund ongoing services.
2627 23	Sustainable Transport Working Group - update
	Update from Cllr Baylin: <i><u>Sustainable Transport:</u> I was pleased to see that EPIK have published and distributed the long-awaited Walks By Bus materials. I expect that Cllr Morgan will update on the bus map initiative. Although the withdrawn HV Patient Transport scheme details were investigated as a potential opportunity for HVPC to pick up, nobody came forward to pick up on assuming responsibility for it and no budget had been set aside for its considerable costs. Pleased to note that Stotts have agreed to again support the Arts Festival with free buses on the Saturday. The</i>

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	<i>recently announced Government initiative for Free Bus Travel for Children over the Summer is something that I think we should be supporting with a promotion campaign to families, and I will be consulting with colleagues on that.</i>
	There were no actions to consider arising from the update.
2627 24	Community Nature Reserve Project
	NOTED: that the Swift boxes purchased in accordance with the Full Council resolution of 15 December 2025 (minute 2526 149) have been installed on third-party premises. The Council does not retain ownership of the boxes once installed, and therefore they are not included on the Council's Asset Register. Expenditure of £488 has been incurred in accordance with that resolution. The Working Group reported further that Swifts were nesting in Netherthong. River Holme Connections had organised both a bat walk and a butterfly walk. Councillors representing the Council at Honley show were going to discuss with the public making gardens nature-friendly as well as consulting regarding the development of a vision for the Civic. Holmfirth Film Festival would be showing a film with environmental themes in September. A bimonthly newsletter continued to be published on the HVPC website regarding environmental matters within the Holme Valley Parish Council area.
	There were no actions to consider regarding the establishment of an Urban Nature Reserve.
2627 25	Christmas Provision - update
	It was NOTED that a grant evaluation had been received from Holmfirth Christmas Team. This had been shared in papers. The Clerk apologised as it had been RESOLVED on 23-02-2026 that future evaluations would be made available via a link to the HVPC website rather than included in the agenda pack. In this case there had been insufficient time to do this. An ACTION for the Clerk was to ensure that future evaluations would be uploaded to the website and shared with the COMMITTEE via links. The Rock Inn and Royal Oak had been emailed to request receipt of evaluations by the end of June 2026. The grant application form had been amended to state that proof of insurance must be provided at the time of application to get approval. As discussed at previous meetings the intention this year was to honour rolling grants and deliver within the budget. This could mean that the amount of grant made to applicants would need to be revised accordingly. An ACTION for the Clerk was to source the cheap local suppliers able to deliver trees.
	RESOLVED: to delegate to the Clerk and Chair selection of the cheapest most local Christmas tree supplier able to deliver trees and to order the Holmfirth Christmas tree from Kirklees – cost as yet unknown.

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	An ACTION for the Clerk was to email COMMITTEE members with details of any orders placed prior to the next COMMITTEE meeting.																																		
2627 26	Working Groups - Review																																		
	The COMMITTEE reviewed the continuation and membership of each working group which reports to it; outcomes as listed below in excerpt from the master list.																																		
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2627 27	Items for Publicity																																		

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	Members were invited to suggest items for publicity arising from the current work of the Service Provision Committee.
	NOTED: suggestions for aspects of the work of the Service Provision Committee to publicise further to include: consulting with the public on the positioning of benches and publicising the member of the maintenance team servicing benches via E-bike.
	Meeting closed at 9.02pm