



**MEETING OF THE SERVICE PROVISION COMMITTEE
MONDAY 8 JUNE 2026**

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 8 JUNE 2026 at 7pm** in **THE EXHIBITION ROOM, THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS** to transact the following business -

AGENDA (A)

	Welcome	Time
2627 01	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>	
2627 02	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>	
2627 03	Apologies and reasons for absence	7.15pm
	<p>Any apologies for absence with reasons received by the Clerk will be circulated by email prior to the meeting. These will be considered together.</p> <p>TO CONSIDER: Apologies and reasons for absence.</p>	
2627 04	Receipt of updated Disclosable Personal and Pecuniary Interests forms	7.20pm
	<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 any 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> <p>TO NOTE: receipt of any reviewed DPIs.</p>	
2627 05	Members' and Officers' personal and disclosable pecuniary interests in items on the agenda	7.23pm
	<p>Councillors are required to submit a Declaration of Pecuniary and Other Interests form</p>	

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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 received prior to the agenda being completed 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: receipt of any Members' requests for written dispensations with regards to non-pecuniary interests in items on the agenda.</p>	
2627 06	Items on the agenda to be discussed in private session	7.26pm
	<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.	
2627 07	Minutes of the previous Service Provision Committee meeting	7.27pm
	The minutes of the previous meeting of the SERVICE PROVISION COMMITTEE, held on 23 February 2026 (B) , numbered 2526 59 - 2526 84 inclusive are to be NOTED , having been APPROVED at FULL COUNCIL on Monday 23 March 2026.	
	TO NOTE: the minutes of the previous meeting of the SERVICE PROVISION COMMITTEE held on 23 February 2026, numbered 2526 59 - 2526 84 inclusive.	
	To receive information regarding ongoing matters arising from the approved minutes not otherwise included in the agenda. Clerk to report.	
	TO CONSIDER: any further action(s) arising from the minutes of the previous meeting of the SERVICE PROVISION COMMITTEE, held on 23 February 2026.	
2627 08	Priorities for Climate Action activities 2025-7	7.30pm
	The Council should take a clear lead in continuing to support climate action in the Holme Valley, in collaboration with other local organisations. The SERVICE PROVISION COMMITTEE has a key role to play in the delivery of the Council's fourth objective as set out below:	

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	<p>4. Address the Climate Emergency</p> <ul style="list-style-type: none"> • Every action will be underpinned by the desire to address the climate emergency which HVPC declared in 2019. • This will apply to the PC's own actions and to the projects of grant recipients. • Proposed actions will be measured against their impact on the natural environment and climate change. <p>Consideration of this should be part of all appropriate agenda items.</p>	
	<p>TO CONSIDER: priorities and actions 2025-7 for the SERVICE PROVISION COMMITTEE with regards to Climate Action.</p>	
	<p>BUDGETARY MATTERS</p>	
2627 09	<p>Service Provision Committee Budget 2026-27 and Earmarked Reserves</p>	7.32pm
	<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 2026-27 – Budget Lines Year-to-Date and Earmarked Reserves</u> (C) 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>Deputy Clerk/RFO to report further.</p> <p>TO NOTE: the Expenditure against Budget 2026-27– Budget Lines Year-to-Date, Earmarked Reserves and projected expenditure.</p> <p>TO CONSIDER: merging EMR 351 Holmfirth Toilets Refurb (currently £8,108) and EMR 331 Gartside Building (currently £10,000).</p> <p>TO CONSIDER: any further actions regarding the Service Provision Budget 2026-27.</p>	
	<p>ASSETS MAINTAINED BY HOLME VALLEY PARISH COUNCIL</p>	
2627 10	<p>Maintenance Contractor's Report</p>	7.37pm
	<p>Clerk to report further.</p>	
	<p>TO RECEIVE: the report from the Maintenance Contractor (D).</p> <p>TO CONSIDER: any actions arising from the reports.</p>	
2627 11	<p>Holmfirth Public Toilets - development</p>	7.40pm
	<p>Decisions regarding the further development of the toilets were DEFERRED from the meeting on 23 February 2026.</p>	

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	<p>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.</p> <p>It is intended that a representative from Holme Architecture will attend this meeting to present ideas regarding phase 2/3 of the project.</p> <p>Please refer to:</p> <ul style="list-style-type: none"> – Holmfirth WC Images 170226 (Ei) – 115_211 Proposed Ground Floor Plan Rev D SHOWING DEMOLITION (Eii) – 115_211 Proposed Ground Floor Plan Rev D (Eiii) – Holmfirth WCs Phase 2 Costs (Eiv) – Refurbishment Examples – Rev A (Ev) – Changing Places Toilets – supporting information (Evi) <p>Holme Architecture and Working Group to report.</p> <p>TO CONSIDER: Any actions with regards to the further development of the toilets.</p> <p>The Clerk has been asked to include arrangements for making voluntary contributions for using the toilets on the agenda.</p> <p>TO CONSIDER: any actions with regards to installing a ‘tap’ facility for users of the toilets to make a voluntary contribution.</p> <p>Please find a complaint (Evii) received about Holmfirth toilets and the response made (Eviii).</p> <p>TO CONSIDER: any actions regarding a complaint received about Holmfirth Toilets.</p>	
<p>2627 12</p>	<p>Gartside Unit – lettable space – future plans</p>	<p>7.50pm</p>
	<p><u>Information Screen</u></p> <p>Cllr Whitelaw has contacted the Clerk regarding a possible Communications and Engagement Working Group project regarding the installation of an electronic information screen in Holmfirth. It is suggested that such a screen might be installed outside the Gartside Unit. Consent would need to be obtained from the SERVICE PROVISION COMMITTEE with regards to this in line with the Scheme of Delegation. The Clerk has 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 may also need further clarification.</p> <p>Cllr Whitelaw to report further.</p> <p>TO CONSIDER: consent in principle to the installation of an information screen outside the lettable space.</p> <p><u>Holmfirth Arts Festival – temporary use</u></p> <p>As RESOLVED at Annual Council, the Children’s Art School has been permitted to use the unit from 1-15 June in preparation for Holmfirth Arts Festival, without charge.</p> <p>Clerk to report further.</p> <p><u>Letting the Gartside Unit</u></p>	

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	<p>The Clerk has contacted the three organisations who had made enquiries regarding leasing the Gartside Lettable Space requesting further information. Two organisations, <u>Milk From The Hills</u> (Fi), and <u>Jam Factory Music School</u> (Fii) have provided the further information in support of their proposed tenancies. Due to commercial sensitivity, the information has been released to Committee Members only prior to the meeting.</p> <p>Clerk to report further.</p>	
	<p>TO CONSIDER: consenting in principle to lease the Gartside Unit lettable space to either <u>Milk From The Hills</u> or <u>Jam Factory Music School</u>.</p> <p>TO CONSIDER: Any further actions with regards to the Gartside Unit lettable space.</p>	
	OTHER ASSETS MANAGEMENT	
2627 13	Benches	8.00pm
	Updates from the Clerk.	
	TO CONSIDER: actions arising in respect of any Holme Valley Parish Council-owned benches.	
2627 14	Stone shelters	8.02pm
	<p>Further remedial safety works have been carried out at Hade Edge Stone Shelter since the last meeting and, in line with discussions, three contractors have been approached to quote for comprehensive works to improve the condition and useability of the shelter – see specification (G). The deadline for receipt is 10am Thursday 4 June and any received will be shared under separate cover due to commercial sensitivity with members.</p> <p>Cllr Baylin has been in contact with the Clerk to request that Hade Edge residents are consulted regarding any design choices and any scope to invite interest from other local and suitably qualified contractors.</p> <p>Clerk to report further.</p>	
	TO CONSIDER: actions arising in respect of Hade Edge stone shelter.	
	TO CONSIDER: actions arising in respect of Holme Valley Parish Council-owned stone shelters.	
2627 15	War Memorials	8.12pm
	Updates from the Clerk regarding: <ul style="list-style-type: none"> i. Hepworth War Memorial ii. Other War Memorials in the Holme Valley. 	
	TO CONSIDER: actions arising in respect of Holme Valley War Memorials.	
2627 16	Red Heritage Telephone Boxes	8.13pm
	Updates from the Clerk regarding:	

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	<ul style="list-style-type: none"> i. Hepworth Heritage Phone Kiosk ii. Other Heritage Phone Kiosks in the Holme Valley belonging to the Parish Council. 	
	TO CONSIDER: actions arising in respect of Holme Valley Heritage Phone Kiosks.	
2627 17	Covid Memorial Orchard at Sands	8.14pm
	Update from the Clerk.	
	TO CONSIDER: actions arising in respect of the installation of a plaque at the Covid Memorial Orchard at Sands.	
2627 18	New Mill Closed Cemetery	8.16pm
	Clerk to report further.	
	TO CONSIDER: any further actions regarding New Mill Closed Cemetery.	
2627 19	Dog Waste Strategy	8.17pm
	TO NOTE: installation of a replacement dog waste bag unit at Hollowgate.	
	Clerk to report further.	
	TO CONSIDER: any further actions regarding the Parish council's dog waste strategy.	
2627 20	Maintenance Contracts	8.18pm
	Update from the Clerk.	
	TO CONSIDER: any actions regarding the contracts for the maintenance/servicing of Holmfirth Toilets and the maintenance of other small assets.	
	PARTNERSHIPS, PROJECTS AND REPORTS FROM WORKING GROUPS	
2627 21	Tourism	8.20pm
	Update from Cllr Whitelaw regarding the Park and Ride project.	
	Update 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 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</i>	

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	<p><i>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></p>	
	<p>TO CONSIDER: actions arising from the update.</p>	
2627 22	Youth work in the Holme Valley	8.23pm
	<p>A report has been obtained from Kirklees Youth Alliance - (Hi) - and also a report on expenditure 2025-26 (Hii). KYA is seeking the views of the Committee with regards to one aspect of its provision. At the moment the Phoenix provision includes young adults up to 25 years with Special Educational Needs and/or Disabilities. KYA is considering extending such accommodations across all its provisions in the Holme Valley. The Clerk has requested further information with regards to this matter.</p> <p>Clerk to report further.</p>	
	<p>TO NOTE: the reports received with regards to the Kirklees initiative.</p> <p>TO CONSIDER: any feedback regarding extending all the provisions to include young people with SEND up to the age of 25 with regards to youth work in the Holme Valley.</p> <p>TO CONSIDER: any further actions with regards to youth work in the Holme Valley.</p>	
2627 23	Sustainable Transport Working Group - update	8.28pm
	<p>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 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></p>	
	<p>TO CONSIDER: actions arising from the update.</p>	
2627 24	Community Nature Reserve Project	8.30pm
	<p>To note 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.</p> <p>Expenditure of £488 has been incurred in accordance with that resolution.</p>	

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	Working Group to report further.																									
	TO CONSIDER , any actions regarding the establishment of an Urban Nature Reserve.																									
2627 25	Christmas Provision - update	8.35pm																								
	A grant evaluation has been received from Holmfirth Christmas Team (I) .																									
	Clerk to report.																									
	TO NOTE: grant evaluation received from Holmfirth Christmas Team.																									
	TO CONSIDER: any other actions regarding Christmas Provision.																									
2627 26	Working Groups - Review	8.40pm																								
	The COMMITTEE is requested to review the continuation and membership of each working group which reports to it, listed below.																									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9ead3;"> <th style="text-align: center;">No</th> <th style="text-align: center;">TITLE</th> <th style="text-align: center;">MEMBERS</th> <th style="text-align: center;">REPORTING TO:</th> <th style="text-align: center;">ESTABLISHED</th> <th style="text-align: center;">STATUS</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">19</td> <td>Sustainable Transport <i>Cross-Committee group – wide-ranging review of public transport needs and preferred options for future mapped against current provision.</i></td> <td><u>ClIr Baylin</u> ClIr Liles ClIr Morgan ClIr Blacka ClIr Dixon</td> <td>Service Provision</td> <td style="text-align: center;">18-09-2023</td> <td style="text-align: center;">ACTIVE</td> </tr> <tr> <td style="text-align: center;">20</td> <td>Holmfirth Toilets <i>To report to SPC on 18-9-2023 on robustness of arrangements prior to release of funds</i></td> <td>ClIr Morgan ClIr Dixon ClIr Kirkby</td> <td>Service Provision</td> <td style="text-align: center;">08-07-2024</td> <td style="text-align: center;">ACTIVE</td> </tr> <tr> <td style="text-align: center;">21</td> <td>Tendering Process <i>Review the tendering process for 1) maintenance contract and 2) toilets contract</i></td> <td>ClIr Baylin ClIr Dixon ClIr Kirkby ClIr Morgan</td> <td>Service Provision</td> <td style="text-align: center;">08-07-2024</td> <td style="text-align: center;">FIRST MEETING TO BE CONVENED</td> </tr> </tbody> </table>	No	TITLE	MEMBERS	REPORTING TO:	ESTABLISHED	STATUS	19	Sustainable Transport <i>Cross-Committee group – wide-ranging review of public transport needs and preferred options for future mapped against current provision.</i>	<u>ClIr Baylin</u> ClIr Liles ClIr Morgan ClIr Blacka ClIr Dixon	Service Provision	18-09-2023	ACTIVE	20	Holmfirth Toilets <i>To report to SPC on 18-9-2023 on robustness of arrangements prior to release of funds</i>	ClIr Morgan ClIr Dixon ClIr Kirkby	Service Provision	08-07-2024	ACTIVE	21	Tendering Process <i>Review the tendering process for 1) maintenance contract and 2) toilets contract</i>	ClIr Baylin ClIr Dixon ClIr Kirkby ClIr Morgan	Service Provision	08-07-2024	FIRST MEETING TO BE CONVENED	
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MEETING OF THE SERVICE PROVISION COMMITTEE

MONDAY 23 FEBRUARY 2026

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

IN THE CHAIR: Cllr Alison Morgan

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

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

TAKING MINUTES: Jen McIntosh (Clerk)

APPROVED MINUTES

	Welcome
	Cllr Alison Morgan, in the Chair, welcomed all to the meeting.
2526 59	Public Question Time
	No members of the public were present.
2526 60	Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014
	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.
2526 61	Apologies and reasons for absence
	Apologies for absence with reasons received by the Clerk were circulated by email prior to the meeting.
	APPROVED: Apologies and reasons for absence from Cllr Donna Bellamy, Cllr Damian Brook, Cllr Pat Colling (dispensation), Cllr Tom Dixon, Cllr Chris Green, Cllr Sarah Whitelaw.
2526 62	Receipt of updated Disclosable Personal and Pecuniary Interests forms
	No revised Disclosable Personal and Pecuniary Interests forms (DPIs) of Committee members have been received.
2526 63	Members’ and Officers’ personal and disclosable pecuniary interests in items on the agenda
	Members were reminded that: <ul style="list-style-type: none"> – 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.

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

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

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

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

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

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

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

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

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Expenditure against Budget 2026-27 Year-to-Date

Service Provision

CODE	DESCRIPTION		Starting Budget	Virements	Reconcile 2025-26	April	May	June	Payments from EMR	Total	Remaining	
Service Provision Committee												
4320	Public toilets - Day to Day	4.01%	£23,100	£0	£-914.37	£914.37	£926.18	£0.00	£0.00	£926.18	£22,173.82	4320
4325	Gartside Building	52.38%	£1,050	£0	£0.00	£0.00	£0.00	£550.00	£0.00	£550.00	£500.00	4325
4705	Christmas Provision	0.00%	£5,000	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5,000.00	4705
4710	New Mill - Churchyard	0.00%	£788	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£788.00	4710
4715	Defibrillators	0.00%	£0	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	4715
4720	Street Litter and Dog Waste	0.00%	£1,260	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,260.00	4720
4730	Minibus	16.51%	£23,500	£0	£0.00	£1,908.00	£1,971.00	£0.00	£0.00	£3,879.00	£19,621.00	4730
4735	Phone Boxes	0.00%	£1,000	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	4735
4740	Seats & Shelters - Maintenance	5.16%	£13,650	£0	£-495.32	£495.32	£704.95	£0.00	£0.00	£704.95	£12,945.05	4740
4750	War Memorial		£1,000	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	4750
4760	Youth Work in the Holme Valley	0.00%	£25,000	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£25,000.00	4760
4765	Tourism		£5,000	£0	£0.00	£1,000.00	£0.00	£0.00	£1,000.00	£1,000.00	£5,000.00	4765
4770	Sustainable Transport		£0	£0	£0.00	£750.00	£0.00	£0.00	£750.00	£750.00	£0.00	4770
4840	Climate Action	0.00%	£5,000	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5,000.00	4840
Total Service Provision		7.41%	£105,348	£0	£-1,409.69	£5,067.69	£3,602.13	£550.00	£1,750.00	£7,810.13	£99,287.87	

OK

Narrative:

4320 Public toilets day-to-day: £914.37 was paid in the current financial year but is reconciled to 2025/26.

4325 Gartside Building: includes a payment of £550.00 to John Ford which is from general reserves. Essentially, the budget line could be £550 over budget at year end and still be "in budget".

4740 Seats and Shelters: £495.32 was paid in the current financial year but is reconciled to 2025/26.

4765 Tourism: The payment of £1,000 to Holme Valley Heritage via Holmfirth Conservation Group comes from the Tourism earmarked reserve reconciled to 2025/26, which will then be deleted. The Tourism budget is unchanged at £5,000.

4765 Tourism: Similarly, we await an invoice from Northern Content for tourism videos, and this will be paid from the 347 EMR Tourism, reconciled to 2025/26, and the EMR will then be deleted. The Tourism budget is unchanged at £5,000.

4770 Sustainable Transport: The payment of £750 to KnownAim for the bus routes map comes from the Sustainable Transport earmarked reserve.

Earmarked reserves:

331 EMR Gartside Building	£10,000.00	
NEW EMR Rolling Grants (Service Provision only)	£2,300.00	
346 EMR Sustainable Transport	£4,250.00	-£750.00 Bus Maps
347 EMR Tourism	0	£1,000 paid to Holme Valley Heritage; invoice due from Northern Content; any money remaining to general reserves
351 EMR Holmfirth Toilets Refurb	£8,108.00	
352 EMR War Memorial	£2,500.00	
353 EMR Phone Boxes	£2,000.00	
NEW EMR Maintenance Contract Negotiations - Toilets	£2,100.00	
NEW EMR Maintenance Contract Negotiations - Seats/Shelters	£1,365.00	
NEW EMR Bus Shelters	£10,000.00	
	£42,623.00	

These are the earmarked reserves agreed during the 2026/27 budgeting process, and approved at Council in December 2025.

351 EMR Holmfirth Toilets Refurb was additionally topped up with the year-end £8,108 underspend on the 4320 Holmfirth Toilets - day-to-day budgetline 2025/26.

EMR Rolling Grants

Scholes Christmas Tree Group	£210
Brockholes Christmas Tree Group	£250
Holmbridge Christmas Tree Group	£210
Honley Business Association Christmas Tree Group	£250
Hade Edge Christmas Tree Group	£250
Hepworth Community Association Christmas Tree Group	£210
Netherthong CP Christmas Tree Group	£250
Holme Village Christmas Tree Group	£250
Royal Oak Uppertong Christmas Tree Group	£210
New Mill Club Christmas Tree Group	£210
	£2,300



Holme Valley Parish Council – Asset Maintenance Report

Date: 1 June 2026

Prepared by: [REDACTED]

Submitted to: [REDACTED] Clerk to the Council

1. Public Toilets

1.1 General Condition

The public toilets continue to run smoothly overall.

1.2 Repairs and Maintenance

- A faulty syphon causing continuous flushing was replaced recently.
- Two push-button mechanisms were stolen; temporary replacements have been fabricated using a long coach bolt, nuts, and washers to keep the toilets operational.
- The gents' urinal trap regularly accumulates debris and crystals; this was replaced a couple of weeks ago, improving both function and odour.
- The toilet cisterns in the service tunnel remain operational but require ongoing adjustment due to routine wear.

1.3 Cleaning and Consumables

Environmentally friendly cleaning products continue to be used.

Air fresheners and liquid soap remain frequent targets for theft; therefore, only low-cost items from Lidl are purchased and kept one-quarter full.

1.4 Cash Collection

Takings are collected weekly, bagged, dated, and periodically processed through the Coin-Star machine at Tesco. Donation levels remain unchanged, with approximately one in five users contributing.

1.5 Vandalism and Misuse

Damage remains minimal, limited to routine misuse such as leaving the facilities untidy.

1.6 External Water Fountain

The water fountain outside the toilets has a known leak. This will be addressed as soon as possible.

2. Benches

2.1 Grass Cutting and Strimming

With the return of grass growth, strimming duties have resumed. Given the nearly 200 benches across the Parish, maintenance is undertaken in rounds to ensure cost-effectiveness.

2.2 Current Works

- The Fulstones round was completed yesterday.
- Three bench rebuilds are scheduled this week:
 - One on Sude Hill (right-hand side).
 - Two at the corner in Wooldale, both in poor condition following winter weather.

3. Phone Boxes

The Council-adopted phone boxes continue to require minimal maintenance, supported by strong local stewardship.

A small number, noted last summer, are beginning to look faded and would benefit from a light repaint.

Twice-yearly drive-by inspections continue, with sweeping and tidying undertaken as needed.

3.1 Fulstone Phone Box

The Fulstone box requires replacement window frames due to rot in several sections.

4. War Memorials

War memorials are pressure-washed and tidied in advance of Remembrance Sunday each year.

5. Bus Shelters

Routine maintenance continues, including sweeping, tidying, and jet-washing as required.

5.1 Condition Issues

- The Hade Edge bus shelter is experiencing weather-related deterioration and remains an ongoing matter for the Parish Council.
- Gutters on all shelters are now due for cleaning.

5.2 Antisocial Behaviour

There continues to be very little graffiti or unpleasantness, a significant improvement compared with the period when shelters were painted dark brown.

6. Graveyard

The first of the three scheduled grass cuts for the year has been completed.

7. Gartside Unit

The unit remains without a tenant but will be used for storage during Art Week by the Children's Art School.

7.1 Flood Damage and Remedial Works

Following winter flooding, access was eventually regained. Significant water damage was found, and mould had developed due to poor airflow.

Remedial actions completed:

- Removal of mould-affected wall panels in the foyer.
- Installation of new boarding.
- Repainting of the ceiling.
- The internal door has been left open to improve ventilation.

8. Summary

The Council's assets continue to be monitored closely, with prompt responses to issues and public concerns. Maintenance activities remain focused on keeping the Holme Valley clean, safe, and welcoming, while ensuring responsible and conscientious use of Council resources.

██████████ extend their thanks for the continued opportunity to support the upkeep of the Holme Valley.

From: Assistant Clerk <assistantclerk@holmevalleyparishcouncil.gov.uk>
Sent: 24 April 2026 11:08
To: clerk@holmevalleyparishcouncil.gov.uk
Subject: FW: Public Toilets

Hi [REDACTED]

Do you want to respond to this one on behalf of service provision? It might be helpful to find out what day it was to see if we can pick it up with John.

[REDACTED]

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

From: [REDACTED]
Sent: 23 April 2026 15:08
To: assistantclerk@holmevalleyparishcouncil.gov.uk
Subject: Public Toilets

I recently stayed at Holmfirth and whilst there, I visited the public toilets. You request money from people to use the toilets, so I paid on entry.

I had to walk straight out as the condition the toilet's was disgusting. To ask people to pay and not keep them in a clean useable state is also disgusting.

I would like to express my total distaste to your amenities offered. You really do need to sort this out!

[REDACTED]

Sent from my iPhone

From: clerk@holmevalleyparishcouncil.gov.uk
Sent: [REDACTED]
To: [REDACTED]
Subject: Holmfirth Toilets - thank you for your feedback

Tuesday 28 April 2026

[REDACTED]

Thank you for taking the time to contact Holme Valley Parish Council. I'm so sorry that your experience using Holmfirth Public Toilets was such a poor one, particularly given that you made a voluntary contribution to use them.

If you have time it would be helpful if you could let me know the date on which you visited and which particular aspects of the condition of the toilets you found unsatisfactory. This will allow me to investigate the circumstances around this in more depth.

Public toilets have been disappearing from civic life across the country. Holme Valley Parish Council chose to accept an asset transfer of the toilets from Kirklees Council ownership to Parish Council ownership specifically because the community values having these facilities available.

Whilst significant funds are put into operating the toilets the Parish Council is mindful of the need to provide value for money for those who pay the Kirklees Council Tax and Holme Valley Parish Council precept. Therefore, the toilets are not staffed throughout the day but are unlocked and locked morning and evening and cleaned usually at the end of the day, with a number of 'drop-in' checks in the middle of the day across each month. We do suffer from the toilets being misused from time to time which can make them an extremely unpleasant facility to use. On the other hand, we are also aware that the facilities themselves are open to criticism: our disabled toilet is not the easiest to access, we have no baby-changing facilities on offer at the moment and the sanitary ware is generally worn.

If you could let me know whether the main issue on the day you used them was the cleanliness or whether it was to do with the basic condition of the sanitary ware and facilities that would be very helpful.

The Parish Council hopes to secure funding to support a refurbishment of the facilities in due course. Your comments and this response will be shared with the Service Provision Committee which has oversight of Holmfirth Toilets for the Council.

I do hope you will visit Holmfirth again and that next time, should you need to use the facilities, you will have a more pleasant experience.

Kind regards

[REDACTED]

[REDACTED]

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.

Scoping Paper – Reroofing & Improvement of Hade Edge Stone Shelter

Project Title: Reroofing and Structural Improvement of Hade Edge Stone Shelter

Location: Hade Edge, Dunford Road, HD9 2DF (near junction with Greave Road; adjacent to Hade Edge Band Room)

Asset Owner: Holme Valley Parish Council

Prepared by: Clerk & Proper Officer

Date: May 2026

See link to Holme Valley Asset Map to view information about the shelter:

<https://www.google.com/maps/d/viewer?mid=17yaWljOFB92Nzg-oGta9kNAvWysg89Ye&ll=53.5506232681479%2C-1.7740186697417437&z=14>

It is labelled as SH21 on the map.

1. Purpose of the Scoping Paper

This document sets out the background, issues, and requirements for the reroofing and improvement of the Hade Edge stone shelter. It is intended to support the invitation to quote and ensure contractors have a clear understanding of the Council's expectations.

2. Background

The stone shelter is a Council-owned asset of unusual double-ended design:

- One open side faces Dunford Road and functions as a bus shelter.
- The opposite open side faces the recreation ground.
- Both sides have significant roof overhangs.
- The structure is located in an exposed, high-wind environment.

The shelter has experienced ongoing deterioration despite repeated remedial works.

3. Condition Issues Identified

The Council's maintenance contractor reports:

- The roof now requires full removal and replacement.
- Supporting timbers are rotten and no longer hold fixings securely.
- The roof has been re-felted twice in the last ten years.
- A gully has previously been professionally repaired.
- The current "V"-shaped wall profile complicates roof installation and contributes to water ingress and instability.

4. Options Identified to Date

Contractors are invited to propose their own solutions, but the following options have been suggested:

Option A – New Flat or Slightly Sloping Roof



- Remove existing roof.
- Level the “V”-shaped side walls.
- Install a flat or shallow-pitch roof with reduced overhangs.

Option B – Truss Roof

- Build up walls to a horizontal level.
- Install a truss roof capable of withstanding high wind exposure.

Contractors may propose alternative designs that improve durability and reduce long-term maintenance.

5. Project Requirements

Contractors should:

- Undertake a site visit before quoting.
- Provide a clear proposal for improving the shelter’s structure and roof.
- Ensure all works comply with relevant building and safety standards.
- Hold valid public liability insurance.
- Complete all necessary risk assessments.
- Provide a breakdown of costs (materials, labour, total).
- Provide an estimated programme of works and earliest availability.

6. Budget

The Council has initially allocated £10,000–£15,000 for the project. This may be reviewed in light of quotations received.

7. Timescale

The Council wishes the works to be completed as soon as possible and certainly during Summer 2026.

8. Procurement & Decision-Making

- Three quotations are being sought in line with Financial Regulations.
- Quotations must be received by **5pm, Thursday 4 June 2026**.
- The Service Provision Committee will consider next steps at its meeting on **Monday 8 June 2026**.

9. Contact

██████████

Clerk & Proper Officer

Holme Valley Parish Council

Email: clerk@holmevalleyparishcouncil.gov.uk

I am on leave until Tuesday 2 June 2026. If you wish to discuss this matter please contact my colleague, ██████████ Deputy Clerk and Responsible Financial Officer, by ringing the office on 01484 687460 or emailing on deputyclerk@holmevalleyparishcouncil.gov.uk.

Report to:	Holme Valley Parish Council
Sent to:	clerk@holmevalleyparishcouncil.gov.uk
Date:	19 May 2026
For consideration at:	Services Provision Committee meeting 28 May 2026
Written by:	██████████ Youth Worker, KYA ██████████
Purpose of the Report:	To provide an update on Q4 2025-26 of the Holme Valley Youth offer (funded by SPC).

General Q4 Update (up to 31 March 2026)

1.0 Half-time Holme Valley Youth Worker Post:

- ██████████ continues to be funded for 18.5 hours by HVPC, with additional hours from Café 100 (4 hours) and Enabling Youth (2.5 hours) and Honley Youth (2 hours). This enables her to deliver youth work sessions in the Holme Valley four nights a week:
 - Monday:** Honley Youth Drop-In, including outreach
 - Tuesday:** Phoenix Junior and Senior Youth Clubs
 - Wednesday and Thursday:** Café 100 Youth Project
- ██████████ remains involved in key local partnerships, receiving relevant paperwork and attending meetings as appropriate. These include Ask Honley, Families Together Rural, the Central Co-op Community Group, and the Rural COG.

2.0 Café 100 Project:

- ██████████ continued to run the provision twice a week at Holmfirth Tech
- Met twice in Q4 with the Café 100 Board of trustees to discuss the project
- Successful February Half Term provision: included a trip to The Peak District (funded by ██████████'s successful application to The Connect Fund) activities included a guided walk, photography opportunities, den building, bushcraft skills
- Continued to provide healthy and substantial, budget-meals and snacks for young people, with help from young people in the kitchen
- Applied for and secured £1,500 with the One Community Dickinsons Fund to contribute to Summer residential 2026
- Applied for a secured £1,500 from The Holme Valley Parish Council to support with activities and resources
- Supported the board with funding applications to Methodist Youth Association, and One Community Grants to support with core costs (awaiting decision in Q1 2026-27)
- Began a sustainability project, upcycling of frequented items from charity shops
- Began working with Holmfirth Pride to plan a project for young people to get involved with during Pride Month

3.0 Honley Youth provision:

- [REDACTED] and [REDACTED] continued to deliver on Mondays at Honley Village Hall, including an hour of outreach in the local area.
- Held a February Half Term Engagement event to promote the provision, and consult with local young people on what they want the opportunity to do in Honley
- Held a temporary merge with Meltham Youth Drop In ([REDACTED] and [REDACTED] Enabling Youth) which helped to spread the word and gained 12 new registrations (this continues into Q1 of 2026-27)

4.0 Honley High School:

- These sessions have now come to an end, due to the schools' lunch time now being 25 minutes, Youth Workers didn't deem it appropriate to take up young peoples' time when they need to eat lunch, use the bathroom etc. It did not allow meaningful Youth Work to take place.
- [REDACTED] in [REDACTED] are working on a proposal to run a programme of work with Year 6's during high school transition

5.0 Phoenix Youth Club:

- [REDACTED] continued to run the Phoenix Centre's Senior Youth Club on Tuesday evenings (funded by HVPC) as well as the Junior Session (funded by Enabling Youth)
- Continued positive relationship with Huddersfield Town Foundation, sports worker [REDACTED] continues to provide high-quality sports provision to the Juniors
- Another cohort of 10 young women, completed the Staying Safe programme with Freedom Personal Safety, looking at self-defence and the law, with a focus on female empowerment
- The Junior session remained at a consistent attendance from mainly Year 6 attendees, whilst The Senior session fluctuated, with many 'hard-to-reach' young men aged 13-17 in attendance.

6.0 Next steps for Q1 2026-27

- **Café 100 Provision**
 - Support the board in securing funding for the provision to continue
 - Work with Holmfirth Pride to carry out a project to create signage for Holmfirth
 - Support the current cohort (mainly Year 11's) during exam season
 - Plan Summer Provision for 2026 based on consultation with attendees
 - Plan and promote Café 100's Summer Residential 2026

- **Phoenix Centre**

- Plan a consultation project for Holmfirth to highlight key priorities for young people
- Create a proposal based off consultation findings, as to how the Phoenix will be run come September 2026 (Enabling Youth are keen for an outreach model to compliment the centre-based provision)

- **Honley Youth Club**

- Continue to promote the provision to maintain growth in attendance
- Work with Honley Junior School to promote the provision during transition week
- Create a proposal for Summer provision, including a joint trip with Meltham Youth Drop In (Enabling Youth)

Measurables

	Q4 (1 Jan to 31 March 2026)
Number of young people formally registered at each provision (on the Juice system)	Café 100: 21 Phoenix Youth Clubs: 47 Honley Youth: 25 Total of 93 young people registered (or re-registered) for core youth work offer provision in the Holme Valley! 😊
Number of sessions delivered	Café 100: 23 Phoenix Centre: 22 (Junior & Senior Club) Honley Provision: 12 Total of 57 sessions delivered 1 Jan-31 March 😊
Average number of young people attending the sessions	Café 100: 10 Phoenix Centre: 25 Honley Youth: 12 Average of 47 young people engaging every week in the core youth work offer in the Holme Valley 😊
Young People and their parents reporting social, emotional and educational progress	<p>“My daughter attends 2 hours a week at Honley Village Hall, and that is a major achievement for her, we thought she would call us to collect her after 20 minutes. There’s all sorts for her to get involved in and we really appreciate staff being so kind and open-minded” -Parent of a YP (aged 14) who attends Honley Youth Drop In</p> <p>“Just want to say a massive thank you to you all at youth club. [YP name] loves coming and really enjoys it. It’s a great place to have fun and be kids, we really appreciate all you do!” – Parent of YP (aged 11) who attends Phoenix Juniors</p>

	<p>“The opportunities you have provided [YP name] with, over the past 3 years have been fantastic. As she prepares to leave school and gain some independence, I want to thank you, [REDACTED] for all you have done to support [YP name]. She has grown massively in confidence, and I believe that is down to her work with you.”</p> <p>– Taken from an email from a parent of a YP aged 16, who attended Phoenix Seniors</p> <p>“Café has been a second home for us since Year 9. There’s always fun stuff to do, cool opportunities and free snacks. Tyler is really kind and listens to our weekly rants so thank you and hopefully we can come back to help in the future.” – Young people from Café 100, in Year 11</p>
<p>Youth Workers evidencing the delivery of new skills and knowledge</p>	<p>[REDACTED] successfully completed a 12 week Management and Leadership course at The University of Huddersfield (January – March).</p> <p>[REDACTED] completed 2 day training on the Outcome Star model for evaluation, which will be introduced into youth settings in Q1 2026-27.</p> <p>[REDACTED] attended a Grant bid writing workshop with TSL Kirklees in March.</p>

Financial Monitoring 2025-26

- Please see the Appendix 1 (Year End 2025-2026)
- Total income for the Holme Valley youth provision in 2025–26 was £38,495.40 (£25k grant from HVPC, salary reimbursements from Café 100, Honley Youth and Enabling Youth and the carry forward from last year).
- Total expenditure was £35,702.46 leaving a year-end balance of **£2,792.94** to carry forward into 2026-27.
- The majority of expenditure related to staffing and programme delivery. Key costs included:
 - Staffing and training, and associated on-costs (including IT costs)
 - Project delivery costs including refreshments and resources

Income	2025-26 BUDGET	To End of Year
Carried forward from 2024-25	£ 4,658	£ 4,658
HVPC Grants	£ 25,000	£ 22,500
████████████████████	£ 2,482	£ 8,272
████████████████████	£ 3,971	
████████████████████	£ 1,985	
████████████████████	£ 1,665	£ 1,515
HY equipment reimbursement		£ 63
HY Snacks reimbursement		
Café 100 project reimbursement		£ 1,078
Café 100 snack reimbursement		£ 193
Café 100 Sundry reimbursement		£ 26
Travel Embursment		£ 190
Total Income	£ 39,761	£ 38,495
Expenditure		
████████████████████	£ 23,369	
████████████████████		£ 19,425
████████████████████	£ 935	£ 2,103
████████████████████		£ 3,393
████████████████████		
████████████████████		£ 225
Pension fees	£ 106	£ 106
Payroll fees	£ 89	£ 68
Staff Total	£ 24,498	£ 25,319
Staff motor & travel expenses	£ 100	£ 429
IT Support	£ 350	£ 340
IT Equipment		£ 160
Mobile phones	£ 90	£ 49
Printing, postage & stationary		£ 108
Marketing	£ 200	£ 170
Staff Training		£ 450
Volunteer expenses		
Website/App development/Juice	£ 1,000	
Outcome Star		
████████████████████		£ 1,695
████████████████████		
Credit card fees		£ 15
Project delivery		£ 5,050
Project Equipment	£ 200	£ 94
Project materials		£ 106
Project Evaluation		£ 1,170
Project snacks & refreshments		£ 543
Sundry expenses	£ 25	£ 5

Contribution to Enabling Youth Phoenix Sessions	£	4,000	
KYA management fee	£	2,500	
Total Expenditure	£	32,963	£ 35,702
Balance	£	6,797	£ 2,793
carrying forward to 2026-27			£ 2,793



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	Holmfirth Christmas Team
Amount of award	£ 1,500
Purpose for which the grant was awarded (Maximum 20 words)	Contribution towards the cost of Christmas lights and trees to decorate Holmfirth town centre for the festive season.

The Story of Your Project

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

We used the grant funding to purchase more festive lights for display in Holmfirth, putting in new lighting on the lampposts round the bus station and the Picturedrome area. Alongside HVPC funding, we secured contributions from local businesses and at the Christmas Celebration event, we collected contributions from visitors and residents. This helped us pay for the lights and trees as well as organise and fund the Holmfirth Christmas Celebration event including free entertainment and Santa's key hunt.

The Story of Your Project contd.



SANTA'S MAGICAL KEY HUNT 12 NOON - 6PM
22nd November 2025
 Running throughout the Christmas Light Celebration

Find a key and bring it to the local shop indicated on the tag. If your key opens the chest, the prize is yours! This Christmas, support local businesses and join in the fun of Santa's magical key hunt!

Each key wins a prize

Support Local

We are thrilled to announce that more than 80 local businesses have sponsored Santa's Magical Key Hunt! We can't wait for you to join us on November 22nd during the Christmas Light Celebration to discover Santa's magical keys while supporting our local enterprises. The keys will be cleverly hidden throughout the town center, from morning until late afternoon.

LOTS OF EXTRA ACTIVITIES PLANNED FOR THE DAY. MAKE SURE YOU'RE FOLLOWING HOLMFIRTH CHRISTMAS CELEBRATION ON SOCIALS FOR UP TO DATE TWEET!

SPM SEE THE RETURN OF THE ICONIC TINSEL TRACTOR RUN

HOLMFIRTH CHRISTMAS CELEBRATION



What you achieved

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

We lit up Holmfirth for the festive season making our local town a warm and welcoming place to visit. We supported local businesses through the organisation of Santa's Key Hunt which brought hundreds of people into Holmfirth for the Christmas Celebration. Local businesses reported a surge in visitors and their best trading day for months. The event was well publicised and had great feedback from both visitors and residents who enjoyed the entertainment including the Key Hunt which had 2000 keys hidden around the centre. People enjoyed exploring the town, seeing the town at its festive best and the crowds and sense of excitement and positivity in the town after months of disruption associated with the town centre improvement works, was palpable.

**Who benefited from the project?
(Maximum 200 words)**

All the community benefited from our lighting display throughout the season and in addition, thanks to the Celebration Event, footfall increased significantly bringing people into Holmfirth to shop, eat and socialise (see below).



Week 47, 2025. 16 Nov 2025 - 22 Nov 2025

Footfall Report for: Holmfirth Town Centre

Weekly Footfall Counts

	Year to date %		Year on year %		Week on week %	
	2025	2024	2025	2024	2025	2024
Holmfirth Town Centre	12.7%	4.6%	46.0%	-14.9%	29.1%	-29.0%
North & Yorkshire	0.0%	-1.4%	7.1%	-15.2%	8.8%	-11.8%
High Street Index - BDSU (BDSU - Multifunctional)	-0.6%	-0.8%	3.7%	-13.9%	2.3%	-8.4%
UK	0.1%	-0.7%	4.7%	-14.8%	3.5%	-8.8%

Benchmark calculations (Year on Year and Week on Week) have been calculated using like for like data sets (only those counters available in both comparison periods) to ensure statistical accuracy

Headlines

The total number of visitors to Holmfirth Town Centre for the last 52 weeks is 916,533 which is 12.7% up on the previous year.

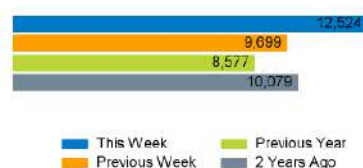
The total number of visitors for the year to date is 852,422 which is 12.7% up on the previous year.

The total number of visitors to Holmfirth Town Centre in week commencing 16 November 2025 was 12,524.

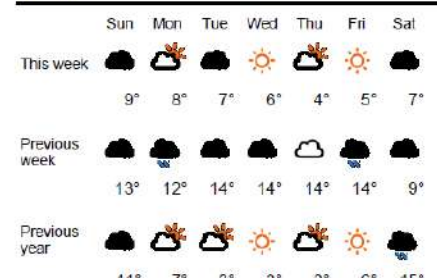
The busiest day in week commencing 16 November 2025 was Saturday with 4,311 visitors.

The peak hour of the week was 15:00 on Saturday 22 November 2025 with footfall of 990.

Footfall Counts by week



Weather



<p>How many people benefited? (Maximum 200 words)</p>	<p>Thousands of people benefitted from our displays throughout the festive season as both residents and visitors could enjoy the lighting. In addition businesses within the town saw a surge in business with the footfall analysis led by Holme Valley Vision showing that 4311 visitors came to Holmfirth on the Christmas Celebration Event day. This compares to an average of less than 2000 on a typical Saturday. (Please refer to summary in box above). Feedback from retailers was extremely positive with multiple businesses saying it had been their best day trading for many months.</p>
<p>Was the project inclusive? How were marginalised groups (elderly, disabled, young people etc) able to participate?</p>	<p>All activities were free to enjoy and Santa's key hunt was open to all ages whilst the music by Honley Silver Band, Silk Dance Flash Mob and Crafty Devilz circus skills were all free to watch or participate in.</p> <p>Everyone could enjoy the festive atmosphere and during the Christmas period, the lights were visible to all.</p>
<p>Reflecting on climate change, did the project address any aspects of the climate emergency? How?</p>	<p>All our lighting is LED minimizing the power required for the displays.</p> <p>Real Christmas trees were sourced from local providers where possible and disposed of sustainably through a local farm where goats ate the trees once finished with.</p> <p>Decorating the local town is an excellent way to encourage people to shop locally and sustain jobs in the area.</p>
<p>Did you achieve what you were trying to do? (Maximum 200 words)</p>	<p>Yes, we were pleased to have not only lit up the town but also helped support local businesses at this difficult time and remind everyone what Holmfirth has to offer. Thank you to HVPC for their support in helping us bring some joy and positivity to Holmfirth in the festive season.</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 £ 1500

Date	Description of expenditure (use another sheet if necessary)	Amount
16/10/2025	Lights PAT testing & installation of new plugs	£ 1220
21/10/2025	Purchase of Christmas trees	£ 1212
21/10/2025	Purchase of new lights, storage boxes, cable ties	£ 3217
7/11/2025	Insurance	£ 625
15/12/2025	Santa's Key Hunt materials & publicity	£ 3137
18/12/2025	Entertainment for Celebration Event	£ 345
		£
		£
		£
		£
	Total expenditure	£ 9756
	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	[REDACTED]	Date	7/4/26
Position in organisation	Chair		

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?