

Meeting of the **PLANNING STEERING GROUP** to be held via Zoom on **MONDAY 27 July 2026** at **7.00pm**.
Link to meeting: <https://us02web.zoom.us/j/84863812034>

- AGENDA – (A)

Welcome

2627 18 Open session 7.00 pm

At the commencement of the meeting, there will be an open session for members of the public to address Members of the Steering Group in connection with planning matters to be considered at the meeting.

Issues/concerns/information not related to any item on the agenda will be considered at a later date or referred to the appropriate body.

2627 19 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014 7.15 pm

As Local (Parish and Town) Council meetings can now be recorded, the Chair to check if any members of the public wish to record the meeting, to ensure reasonable facilities can be provided. The meeting is already being recorded by the Officer for public broadcast via the Holme Valley Parish Council YouTube channel.

2627 20 Planning Steering Group Terms of Reference 7.17 pm

The Assistant Clerk has updated the draft Planning Steering Group Terms of Reference in accordance with discussions from the previous meeting (included for reference). (B)

Members to recommend adoption or propose further amendments.

2627 21 Apologies for absence 7.25 pm

Any apologies for absence with reasons received by the Assistant Clerk will be circulated by email prior to the meeting.

2627 22 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda 7.27 pm

2627 23 To consider whether items on the agenda should be discussed in private session 7.30 pm

- Any recording to be halted during such items and members of the public

Holme Valley Parish Council

asked to leave the meeting.

2627 24 Minutes of the previous meeting of the Planning Steering Group 7.32 pm

- Included for reference: Minutes of the Planning Steering Group meeting held on 29 June 2026 numbered 2627 1 – 2627 17 inclusive. (C)

Assistant Clerk and members will update on progress and matters arising from previous meetings not otherwise covered in the agenda.

2627 25 Planning applications for consideration 7.35 pm

In accordance with the criteria set out in the Planning Steering Group Draft Terms of Reference the following planning applications will be considered:

1. 2026/62/91627/W

Erection of 22 dwellings (Use Class C3) associated development including access, landscaping, ancillary infrastructure, and parking.

Land at, Dunford Road, Hade Edge, Holmfirth, HD9 2RT.

<http://www.kirklees.gov.uk/beta/planning-applications/search-for-planning-applications/detail.aspx?id=2026/91627>

2. 2026/62/91628/W

Erection of 17 dwellings (Use Class C3) together with associated development including access, landscaping, ancillary infrastructure, and parking.

Land off, Boshaw View, Hade Edge, Holmfirth, HD9 2TZ.

<http://www.kirklees.gov.uk/beta/planning-applications/search-for-planning-applications/detail.aspx?id=2026/91628>

2627 26 20 mph zones close to schools in the Home Valley - Standing item 8.00 pm

Cllrs and Assistant Clerk to report on updates received from Kirklees Councillors and officers regarding progress with 20mph zones close to schools.

- Correspondence with Kirklees Highways regarding potential 20mph zones has been given a reference of: CSR794884

2627 27 Planning policy, Guidance and Consultation – Standing item 8.05 pm

Standing item - No major updates received in this period.

2627 28 Section 106 Funding – Standing item 8.07 pm

Members and officers to give verbal reports on updates received.

Holme Valley Parish Council

2627 17 Publicising the work of Holme Valley Parish Council 8.10 pm

Assistant Clerk to update on recent and planned activity.

Close **8.15 pm**

Please note that timings on the agenda are given for guidance of the Chair, and should not be taken as the time at which discussion of a particular item will commence.

Planning Steering Group – Draft Terms of Reference – July 2026

1. Purpose

The Planning Steering Group is established to consider substantial or contentious planning matters affecting the Holme Valley area and to provide recommendations to Full Council. The Group will focus resources on applications and planning issues where the Parish Council can add value, while no longer routinely considering minor or non-contentious applications.

2. Status

The Planning Steering Group is a permanent working group of Full Council. It is not a committee and does not have delegated decision-making powers.

Comments agreed by the Group on planning applications within its agreed scope of work will be submitted to the relevant planning authority by the officer supporting the Group at the earliest opportunity. Any wider planning matters requiring a Council decision will be referred to Full Council for approval.

3. Membership

Membership will consist of parish councillors appointed by Full Council. The Group will appoint a Chair at the Annual Council meeting or at the first meeting following any vacancy. Other councillors may attend the public session to contribute but only appointed members may participate in forming recommendations.

4. Scope of Work

The Planning Steering Group will consider only substantial or contentious planning applications or planning matters.

All planning applications received from Kirklees Council and the Peak District National Park Authority will be forwarded to all parish councillors as they are received.

Any councillor may request that an application be considered by the Planning Steering Group. Requests should be made to the Chair, who will determine whether the application should be added to the Group's business, having regard to the agreed scope of work and the need to focus on substantial or contentious planning matters.

Application criteria for consideration by the Steering Group may include:

- i. Developments of 5 or more houses.
- ii. Proposals affecting Public Rights of Way.
- iii. Developments in the Green Belt where there is a risk of significant contextual visual harm.
- iv. Any application about which individual Parish Councillors have concerns (with the support of the Steering Group Chair).
- v. Any application referred to the Group by Full Council

The Group may amend or refine this list with the agreement of Full Council.

5. Responsibilities

The Planning Steering Group will:

- i. Review substantial or contentious (see criteria) planning applications and agree comments for submission to the relevant Planning Authority.
- ii. Consider wider planning consultations or planning matters and prepare recommendations for Full Council where a Council decision is required.
- iii. Monitor significant planning issues affecting the Holme Valley.
- iv. Support community engagement on major developments, including pre-application events or consultations where appropriate.
- v. Liaise with the Local Plan Reference Group and any future Neighbourhood Development Plan working group, both of which report directly to Full Council.

6. Meeting Practicalities, Public Access and Records

Meetings will usually be held via video conferencing unless stated otherwise. Meetings will be scheduled approximately once per month, subject to there being sufficient business for the Group to consider. Where there are no substantial or contentious applications, or other relevant planning matters requiring consideration, the meeting may be cancelled. Where possible, cancellation will be notified at least six working days before the scheduled meeting.

A quorum of three appointed members is required for the meeting to proceed.

A public session will be available at the start of each meeting to allow members of the public to comment on applications or planning matters being considered by the Group. Members of the public may also submit written comments in advance of the meeting. The meeting details and video conferencing link will be published on the Parish Council's website in advance of the meeting.

Recordings of meetings will be published on the HVPC YouTube channel and the relevant meeting page on the HVPC website.

Councillors should declare any pecuniary or personal interests in applications or matters under consideration at the beginning of the relevant meeting.

The Officer will support the Group and prepare agenda packs and the notes/actions from the meetings. Notes and actions will be recorded rather than formal minutes. These will be circulated to Group members and included in the next Full Council agenda pack alongside any recommendations from the Group.

7. Decision-Making

The Group will reach comments or recommendations by consensus where possible. Where consensus cannot be reached, the Chair will have a casting vote.

Planning application comments agreed by the Group will be submitted to the relevant planning authority by the officer supporting the Group. Notes, actions,

wider recommendations and any matters requiring a Council decision will be reported to Full Council.

8. Review

The Terms of Reference will be reviewed annually by Full Council or sooner if required.

ENDS.

PLANNING STEERING GROUP held via Zoom on **MONDAY 29 June 2026** at **7.00pm**.

Attendees: Cllr Mary Blacka, Cllr Chris Green, Cllr Tom Dixon

Officers: Gemma Sharp, Jen McIntosh

Apologies: Cllr Sarah Whitelaw, Cllr Steve Randby, Cllr Jane Rylah

2627 01 Open Session

No members of the public were present for the open session.

2627 02 Election of a Chair and Vice Chair of the Planning Steering group

Chair Elected: Cllr Sarah Whitelaw

Vice Chair Elected: Cllr Mary Blacka

2627 03 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014

The meeting was recorded for the HVPC website and YouTube channel.

2627 04 Planning Steering Group Terms of Reference

Discussion on terms of reference to establish the content, format, and frequency of the group meetings.

Actions:

GS to amend the draft terms of reference to include practicalities as discussed to be put to Full Council for approval in September.

GS to make amendments to the HVPC website to reflect the new structure.

2627 05 To accept apologies for absence

Apologies received from Cllrs Whitelaw, Ransby and Rylah.

2627 06 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

None declared.

2627 07 To consider whether items on the agenda should be discussed in private session

No items in private session.

2627 08 To Note the Minutes of the Previous Meeting of the Planning Committee

Noted: Minutes of the Planning Committee meeting held on 27 April 2026 numbered 2627 1 – 2627 18 inclusive approved at Full Council on 18 May 2026.

Assistant Clerk gave updates on progress and matters arising from the former Planning Committee not otherwise covered in the agenda, including.

- Update on Holmfirth Towngate Layby consultation
- Acknowledgement received of planning enforcement case in Holmfirth Conservation area.
- Correspondence from Holmfirth Forward regarding Holmfirth Market (April 2026).
- Correspondence from Kirklees Markets regarding Holmfirth Market (May 2026).

Actions:

GS - to thank Holmfirth Forward for their correspondence

GS - to add the Holmfirth Forward correspondence to the next Full Council agenda so requests can be considered.

2627 09 Kirklees Planning Applications

- i. - **Noted:** List of Kirklees planning applications 3 March 2026 to 21 April 2026 updated with the views of the Committee.
- **Noted:** List of Kirklees planning applications 21 April 2026 28 May 2026 updated with the views of the Sub-Committee.
- ii. - Members considered new or amended applications received from Kirklees Council 28 May 2026 to 23 June 2026.

Action:

GS - to forward comments on applications to Kirklees.

GS – add item on the preferred wording of application comments to the next Planning Steering Group agenda.

2627 10 Peak District National Park Authority

- i. - No new or amended applications were received from the Peak District National Park Authority 3 March 2026 to 28 May 2026.
- ii. - No new or amended applications were received from the Peak District National Park Authority 28 May 2026 to 23 June 2026 for comment.

2627 11 Traffic Calming

Updates:

- Correspondence with Kirklees Highways regarding potential 20mph zones has been given a reference of: CSR794884
- correspondence from member of the public regarding speed limits on Dunford Road, has been referred to Kirklees Ward Cllrs.

Action:

GS – to be included for future meetings as a standing item but only focused on 20mph

zones

GS/JM – matters relating to the management of the Mobile SID to be deferred to the Service Provision Committee.

2627 12 Ongoing highways campaigns, including unmade roads, green lanes and byways of the Holme Valley

The ongoing campaigns are:

Ramsden Road/ Cheeseigate Nab

No updates received.

Actions:

GS – item to be removed as a standing item for future meetings. Correspondence from members of the public to be referred to Kirklees Highways and ward councillors.

2627 13 Planning Policy, Guidance and Consultation

No major updates received in this period.

Actions:

GS – future consultations relating to planning to be circulated to all councillors.

SW/MB – the Chair and Vice Chair of the Planning Steering Group can ask for any consultation to be added to future agendas of the Planning Steering Group meetings

2627 14 Holmfirth Town Centre Updates

No major updates received in this period.

Actions:

GS – to remove as a standing item as this is now a standing item at Full Council.

2627 15 Section 106 Funding

Updates:

Correspondence sent to Kirklees Planning & Development and Holme Valley Ward councillors May 2026.

Actions:

GS – to leave as a standing item and add to ToR with regards to public engagement.

2627 16 Planning Standing Committee Expenditure Against Budget and EMRs 2026-27

Noted: the Planning Committee's budget line 4505 will now sit under Full Council. To date there is £1,000 in this budget line.

Actions:

GS/JM – to add a motion to Full Council to release up to £500 from the budget line 4505 for the work of the steering group, such as consultation room hire, printing etc.

2627 17 Publicising the work of Holme Valley Parish Council

Updates on recent and planned activity.

Actions:

GS – to make the relevant updates to the HVPC website to reflect the new Planning Steering Group Structure.

Close 20.59pm