

HOLME VALLEY PARISH COUNCIL

DRAFT Minutes of the **CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE** to be held on **MONDAY 10 MARCH 2025 at 7.00 PM** in **THE EXHIBITION ROOM, THIRD FLOOR, THE CIVIC, HOLMFIRTH, HD9 3AS.**

Attendees:

Cllr Sarah Whitelaw (Chair)

Councillors: Cllr Chris Green (Vice Chair), , Cllr Jenny Holmes, Cllr Alison Morgan, Cllr Hugh Osborne,

Members: Liz Bennett, Julia Brown, Peter Van Ruiten

Officers: Gemma Sharp (Assistant Clerk)

Approved Apologies:

Cllr Jenny Holmes

Absent:

Cllr Donna Bellamy, Cllr Jo Liles

WELCOME

The Chair welcomed the Committee members.

PUBLIC QUESTION TIME

Mbr Van Ruiten spoke during the public session regarding the possible adoption of the memorial garden in Holmfirth, which is currently maintained by Kirklees.

Cllrs advised of possible contact points and grant applications to move forward with his suggestions.

PROCEDURAL MATTERS

2425 103 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014

Local (Parish and Town) **HOLME VALLEY PARISH COUNCIL** meetings can now be recorded. This meeting is being recorded by the Assistant Clerk in video format for the [HOLME VALLEY PARISH COUNCIL YouTube Channel](#).

The Chair to asked if any Committee member or member of the public wishes to record the meeting in addition to the arrangements referred to above.

No other recordings were made.

2425 104 Apologies and Reasons for Absence

Apologies and reasons for absence had been received from Cllr Holmes.

Cllr Bellamy and Cllr Liles were absent.

NOTED: The committee noted the absences of Cllrs Holmes, Bellamy and Liles.

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RESOLVED: The Committee approved the apologies and reasons for absence from Cllr Holmes.

2425 105 Items on the Agenda to be Discussed in Private Session

RESOLVED: No items on the agenda would be discussed in private session.

2425 106 Receipt of any Updated Written Declarations of Pecuniary and Other Interests

None were received.

2425 107 Members' and Officers' Personal and Disclosable Pecuniary Interests in Items on the Agenda

Cllr Stewart declared her family relationship to a Kirklees Councillor.

2425 108 Minutes of the Previous Meeting

APPROVED: The Minutes of the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE meeting held on 27 January 2025 Items 2425 79 to 2425 102.

CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE – WORKING GROUP REPORTS AND ACTION-PLANNING

2425 109 Climate Action, Communications and Engagement Action Plan 2023-2027

The Assistant Clerk has updated the CACE action plan 2023-2027 to include an outline of the future actions and direction for ongoing and planned projects following the disestablishment of the Climate Action, Communications and Engagement Committee in May 2025.

NOTED: Updated version of the CACE Action Plan 2023-2027.

The Assistant Clerk gave an overview of the updates to the Action Plan and the future direction for existing projects.

ACTION: Cllrs from both the Climate Action Working Group and the Communications and Engagement Working Group combined, (Cllrs Rostron, Stewart, Morgan, Blacka and Whitelaw) will work together to identify projects from the Action Plan that have not yet been progressed to make recommendations on their continuation to Full Council in May 2025.

2425 110 Communications and Engagement Working Group – Feedback on Ongoing Work

Key Priorities identified by CACE members November 2023:

1. HVPC Brand refresh and website redesign to improve accessibility and appeal.
2. Logo and QR code stickers on Parish Council assets.
3. Review of Collaboration and Community Engagement activities. Audit and confirm community groups.

2425 111 Climate Action Working Group – Feedback on Ongoing Work

Key Priorities identified by CACE members November 2023:

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1. Explore possible funding applications to the government's decarbonising scheme - for retrofitting/energy conservation measures for PC buildings in partnership with HCCT and FoHL to improve the energy efficiency and carbon footprint of HVPC owned buildings.
2. Feasibility study and costing - Park and ride, alongside Stotts review, including costings and possibilities for subsidised or free travel periods. Encourage the increased use of public transport and active travel by residents and visitors to the Holme Valley.
3. Solar Panels on public toilets in Holmfirth.
4. Embed the Climate Emergency.

2425 112 Transport Working Group – Feedback from working group members.

A Working Group has been established with members from both SERVICE PROVISION and CACE committees to review HVPC's contribution to local transport schemes with a view to making improvements and exploring other possible initiatives such as Park and Ride.

Working Group members reported on progress.

NOTED: An update from the Transport Working Group was presented to the Service Provision Committee on 24 February 2025.

NOTED: Sarah Wells from the Penistone Line Partnership has joined the working group.

ONGOING PROJECTS

2425 113 Installation of Solar Panels at Holmfirth Public Toilets

At the Climate Action, Communication and Engagement Committee meeting on 3 March 2024 and the Committee **RESOLVED** to proceed with Wooldale Electrical as the preferred supplier, with funds **APPROVED** at **FULL COUNCIL** on 18 March 2024.

On 10 December 2024, planning permission was granted to proceed with the defined solar scheme at the Public Toilets.

Following developments from the Service Provision Committee, remedial works on the roof of the Gartside building need to take place prior to the solar installation and an exploration of integrating the wider work on improving the Gartside building with the solar installation is now taking place.

A condition report commissioned by the Service Provision Committee is in progress and following this an action plan can be put forward regarding if/how to merge improvement works to the building with an installation of solar panels to minimise costs and disruption for the expanded work.

The Assistant Clerk and Cllr Morgan gave a verbal report on progress and the work to combine the Solar Panels project with the wider improvement works at the Gartside building.

NOTED: Updates regarding the Gartside building and planned solar panel installation.

2425 114 The Big Community Celebration 2025

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At the **FULL COUNCIL** meeting on 16 December 2024, Cllrs **RESOLVED** to proceed with the recommendation from the working group that the Big Community Celebration would be repeated in Autumn 2025, and then move to every other year in the future.

A meeting of the working group was held on 10 February 2025 with the following key outcomes:

- The date for the next Big Community Celebration event is set for **8th November 2025**.
- The Civic has been booked, and the café will be open again from a slightly earlier time.
- This year will have a theme of “Our Valley, Our Future” and will focus on looking to the future, including climate, nature, youth, community development, the built environment, sustainable travel etc.
- An invite to exhibit will go out to the groups from last year in April, as well as a more general call out via social media, posters etc. Priority on space to exhibit will go to those who didn’t get the chance at the previous event and those that most closely fit the theme.
- The working group will explore the possibility of youth and school music performances.
- The working group will look into parking alternatives for exhibitors.

The Working Group and Assistant Clerk gave a verbal report on progress and expected next steps.

Mbr Van Ruiten offered to support with promoting the event through HVCAP channels.

2425 115 Holme Valley Parish Council Website

www.holmevalleyparishcouncil.gov.uk changed over to the new site on 10 October 2024 and is now the main website.

The Assistant Clerk will continue to develop website content in the coming months in cooperation with the developer and CE working group and later the Communications and Engagement Sub-Committee.

The Assistant Clerk gave updates on the directory to be added to the website.

2425 116 Holme Valley Parish Council Brand Refresh

Following the selection of “Redbak” design agency to support the brand and logo refresh, the Assistant Clerk and Communications and Engagement working group have been working with Redbak to finalise the design for adoption by Full Council in March 2025.

The Working Group will then define the timeframe and scope for the roll out on digital and physical assets.

Cllrs and members expressed positive feedback on the design work and the link to the heritage of the heraldic crest.

2425 117 Covid Memorial

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The new Memorial Garden at Honley Library and Memorial Orchard at Sands are a tribute to the huge community effort, made by many volunteers in the Holme Valley, who came forward to help other residents in a time of need.

NOTED: A planting day has been arranged for 18 March at both sites, starting at 10:30am at Sands.

NOTED: The memorials will have their official opening on **Saturday 5 April 2025** and members of the mutual aid groups, volunteers who supported community activity at the time, and other members of the community have been invited to attend. The Assistant Clerk included a copy of the invitation, which can be shared with community contacts.

10-00am - Sands Rec, Holmfirth

11-00am - Honley Library

Followed by refreshments in the library.

Cllr Blacka reported on progress.

2425 118 Use of Glyphosate in the Holme Valley

Cllr Morgan has continued to liaise with Kirklees councillors and officers to request the cessation of the use of glyphosate in the Holme Valley by Kirklees Council.

The Finance and Management Committee approved the prohibition of glyphosate use of Holme Valley Parish Council owned allotments by tenants at a meeting on 3 March 2025.

Cllrs Morgan and Green gave verbal reports on progress.

Cllr Morgan will progress the project and continue to put together an evidence base to go to Kirklees to strengthen the proposition for cessation. Ideas to explore include:

- Organic gardens mapping.
- Condition on grants relating to land use.
- Examples of community gardens and community groups in the Valley that are organic in their operations.
- Maintenance on HVPC assets
- Swift villages.

2425 119 Councillor presence at community events in 2025

The Assistant Clerk reported on opportunities for councillor presence at local community events such as festivals.

Cllrs discussed the possibilities for a presence at local events.

NOTED: Holme Valley Parish Council as sponsors of the Honley Agricultural Show Programme have a complimentary table in the Countryside Tent at the event on Saturday 28 June 2025.

RESOLVED: Councillor attendance at local events in 2025 to be deferred to Full Council on 24

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March 2025.

MEDIA AND COMMUNICATION

2425 120 Publicising the work of the HOLME VALLEY PARISH COUNCIL externally

Assistant Clerk to report.

NOTED: Reports of the work of HOLME VALLEY PARISH COUNCIL published (or due to be published) January 2025 to March 2025 in Holme Valley Review , Tito, Hade Edge Breeze, and Huddersfield Hub.

2425 121 Social Media and Website Coverage

The Assistant Clerk and Deputy Clerk/RFO continue to post items relevant to the work of HOLME VALLEY PARISH COUNCIL to the HOLME VALLEY PARISH COUNCIL website and Facebook page.

NOTED: Summary of Facebook engagement and website traffic analytics (90 day report) from 3 December 2024 to 2 March 2025 has been included from the Assistant Clerk.

Assistant Clerk to report further.

BUDGET AND CORRESPONDENCE

2425 122 Correspondence

i. West Yorkshire Combine Authority Transport Plan Outcome Engagement Report

NOTED: The West Yorkshire Combined Authority Transport Plan consultation has released an Outcome Engagement Report following their consultation in Summer 2024.

A copy of the report can be found at:

<https://www.yourvoice.westyorks-ca.gov.uk/ltp>

ii. Peak District National Park Active Travel Consultation

NOTED: The Peak District National Park are consulting on improvements to active travel routes within the park. A press release has been included.

The consultation is live until 16 March 2025 and can be accessed via the following link:

<https://www.peakdistrict.gov.uk/looking-after/about-us/have-your-say/consultations/current-consultations/active-travel-consultation>

ACTION: An action for the assistant clerk is to share the consultation on Facebook and to circulate to councillors.

2425 123 Climate Action, Communications and Engagement Committee expenditure against budget

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and earmarked reserves 2024-25

NOTED: The Deputy Clerk has prepared a year-to-date projected expenditure report and the following commentary on budget expenditure:

The Climate Action, Communications and Engagement Committee has two budget lines under its remit:

- **4650** Communications and Engagement. At the start of the council year 2024-25, the budget contained £15,000.
- **4805** Climate Action. At the start of the council year 2024-25, the budget contained £5,000.

In **earmarked reserves**, the Committee oversees four funds which end 28 February 2025 had the following balances:

- EMR 336 Royal Events £1,000
- EMR 341 Gartside Building Energy Projects £13,527
- EMR 349 Community Engagement £3,610

NOTED: Full Council has already approved for any underspend from budget 4805 Climate Action at the end of the financial year (projected to be approximately £4,898) to be added to EMR 341 Gartside Energy Projects.

NOTED: At the end of the financial year budget line 4650 Communications and Engagement is projected to have approximate £3,200 remaining unspent.

RESOLVED: The Committee recommend to Full Council that the remaining funds in budget line 4650 Communications and Engagement be handled as follows:

- £1,000 underspend from the royal events budget to be transferred to EMR 336 Royal Events.
- £1,000 underspend from the website and brand refresh budget to be transferred to a new EMR for the purpose of expenditure on assets and printing for the updated brand.
- The remaining approximately £1,200 to be returned to general reserves.

2425 101 Climate Action, Communications and Engagement Committee Budgets and Earmarked Reserves 2025-26

The Assistant Clerk gave a verbal report on the budget for 2025-26 and what will happen to budget lines 4560 and 4805 following the disestablishment of the CACE Committee.

NOTED: A budget of £5,000 was approved for 2025/26 for budget line 4805 Climate Action, this budget following the disestablishment of the CACE committee will be considered at Full Council on 24 March 2025.

NOTED: A budget of £15,000 was approved for budget line 4650 Communications and Engagement, this budget following the disestablishment of the CACE Committee will be

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considered at Full Council on 24 March 2025.

2425 102 Items for publicity

The PUBLICATIONS & COMMUNICATIONS COMMITTEE 14-09-21 motion 2122 27 press coverage has directed officers of the HOLME VALLEY PARISH COUNCIL to add an agenda item in all meetings asking Members what events or news from the meeting they wish to publicise via the press, website and/or Facebook.

A period of pre-election sensitivity remains in place ahead of the by-election on 27 March 2025.

The Assistant Clerk gave an overview of the rules around the period of sensitivity and plans for upcoming annual report and accompanying video.

The Chair closed the meeting by giving an overview of achievements and thanked committee members for their commitment and contributions.

CLLrs shared their appreciation and thanked the chair for her hard work and dedication.

Close 8.10pm