

# Public Document Pack



**Service Director – Legal, Governance and  
Commissioning**

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Monday 5 January 2026

## Notice of Meeting

Dear Member

### **Cabinet**

The **Cabinet** will meet in the **Council Chamber - Town Hall, Huddersfield** at **1.30 pm** on **Tuesday 13 January 2026**.

This meeting will be live webcast. To access the webcast please go to the Council's website at the time of the meeting and follow the instructions on the page.

The items which will be discussed are described in the agenda and there are reports attached which give more details.

A handwritten signature in cursive script, appearing to read "S Lawton".

**Samantha Lawton**

**Service Director – Legal, Governance and Commissioning**

Kirklees Council advocates openness and transparency as part of its democratic processes. Anyone wishing to record (film or audio) the public parts of the meeting should inform the Chair/Clerk of their intentions prior to the meeting.

## Cabinet Members:-

<b>Member</b>	<b>Responsible For:</b>
Councillor Carole Pattison	Leader of the Council / Culture and Change
Councillor Moses Crook	Deputy Leader of the Council / Transport and Housing
Councillor Beverley Addy	Cabinet Member – Public Health
Councillor Nosheen Dad	Cabinet Member – Adult Social Care and Corporate
Councillor Viv Kendrick	Cabinet Member - Children (Statutory Responsibility for Children)
Councillor Tyler Hawkins	Cabinet Member – Highways and Waste
Councillor Amanda Pinnock	Cabinet Member – Communities and Environment
Councillor Jane Rylah	Cabinet Member – Education
Councillor Graham Turner	Cabinet Member – Finance and Regeneration

# Agenda

## Reports or Explanatory Notes Attached

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**Pages**

**1: Membership of Cabinet**

To receive any apologies for absence.

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**2: Minutes of Previous Meeting**

1 - 10

To approve the Minutes of the Meeting of Cabinet held on 2 December 2025.

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**3: Declaration of Interests**

11 - 12

Cabinet Members will be asked to advise if there are any items on the Agenda in which they have a disclosable pecuniary interest, or any other interests, which may prevent them from participating in the discussion or vote on any of the items.

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**4: Admission of the Public**

Most agenda items will be considered in public session, however, it shall be advised whether the Committee will consider any matters in private, by virtue of the reports containing information which falls within a category of exempt information as contained at Schedule 12A of the Local Government Act 1972.

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**5: Deputations/Petitions**

Cabinet will receive any petitions and/or deputations from members of the public. A deputation is when up to five people can attend the meeting and make a presentation on some particular issue of concern. A member of the public can also submit a petition at the meeting relating to a matter on which the body has powers and responsibilities.

In accordance with Council Procedure Rule 10, Members of the Public must submit a deputation in writing, at least three clear working days in advance of the meeting and shall subsequently be

notified if the deputation shall be heard. A maximum of four deputations shall be heard at any one meeting.

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**6: Questions by Members of the Public**

To receive any public questions.

In accordance with Council Procedure Rule 11, the period for the asking and answering of public questions shall not exceed 15 minutes.

Any questions must be submitted in writing at least three clear working days in advance of the meeting.

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**7: Questions by Elected Members (Oral Questions)**

Cabinet will receive any questions from Elected Members.

In accordance with Executive Procedure Rule 2.3 (2.3.1.6) a period of up to 30 minutes will be allocated.

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**8: Annual RIPA Update**

13 - 16

To receive an update on use of the Regulation of Investigatory Powers Act 2000 by the Council since the previous report in December 2024.

Contact: David Stickley, Legal Services

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**9: Kirklees Tourism Strategy 2026-2029**

17 - 38

To consider approval of the Kirklees Tourism Strategy 2026–2029.

Contact: Richard Smith, Creative Development

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**10: Admission Arrangements for Community and Voluntary Controlled Schools in 2027/2028** 39 - 80

To consider the admission arrangements for all Kirklees community and voluntary controlled schools for 2027/2028. .

Contact: Martin Wilby, Education Places and Access

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**11: Half Yearly Monitoring on Treasury Management activities 2025/2026** 81 - 110

To receive the half yearly monitoring report on treasury management activities for 2025/2026.

Contact: James Anderson, Accountancy

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**12: Special Educational Needs and Disabilities (SEND) - Capital Plan Investment for the new build Woodley School and College** 111 - 136

To consider the authorisation of capital plan allocations to enable the construction and completion of the new build Woodley School and College.

Contact: David Martin, Corporate Landlord and Martin Wilby, Education Places and Access

*Exempt Information is provided within Appendix 3 to this report.*

*Consideration must be given to whether the public and press should be excluded from the meeting prior to the determination of the matter to enable the exempt information to be discussed by passing the following resolution:-*

*To resolve that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting during the consideration of the following item of business, on the grounds that it involves the likely disclosure of exempt information, as defined in Part 1 of Schedule 12A of the Act.*

*It is considered that the disclosure of the information would not be in the public interest as disclosure could adversely affect overall ability to obtain value for money, compromise the commercial confidentiality of organisations mentioned in the report, which is considered to outweigh the public interest in disclosing information including, greater accountability, transparency in spending public money, and openness in Council decision-making.*

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**13: Homes and Neighbourhoods Service Governance Review** 137 - 152

To consider the proposals set out within the governance review of the Homes and Neighbourhoods Service.

Contact: Philip Jones, Homes and Neighbourhoods

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**14: Response to Awaab's Law - Interim Policy Updates, Repairs, and Maintenance Policy and Damp, Mould and Condensation Policy** 153 - 196

To note the out proposed interim policy updates that will ensure the Council meets the requirements of Awaab's Law.

Contact: David Brook, Housing Repairs and Maintenance

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**15: Huddersfield Station Gateway Masterplan** 197 - 292

To receive an update to Cabinet on the development of a Masterplan for Huddersfield Station Gateway and consider the approval of the Masterplan and proposed next steps.

Contact: David Wildman, Skills and Regeneration

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**16: Adoption of Moving Traffic Enforcement Powers** 293 - 316

To receive an update on Moving Traffic Enforcement (MTE) and to consider the approval of authorisation to progress with enforcement.

Contact: David Wildman, Skills and Regeneration

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Contact Officer: Yolande Myers

## KIRKLEES COUNCIL

### CABINET

**Tuesday 2nd December 2025**

Present: Councillor Carole Pattison (Chair)  
Councillor Beverley Addy  
Councillor Moses Crook  
Councillor Nosheen Dad  
Councillor Tyler Hawkins  
Councillor Viv Kendrick  
Councillor Amanda Pinnock  
Councillor Jane Rylah

Observers: Councillor Andrew Cooper  
Councillor Jo Lawson  
Councillor Susan Lee-Richards  
Councillor Harry McCarthy  
Councillor Matthew McLoughlin

**59 Membership of Cabinet**

No apologies were received.

**60 Minutes of Previous Meeting**

**RESOLVED** – That the Minutes of the meeting held on 21 October 2025 be approved as a correct record.

**61 Declaration of Interests**

No interests were declared.

**62 Admission of the Public**

All agenda items were considered in public session.

**63 Deputations/Petitions**

No deputations or petitions were received.

**64 Questions by Members of the Public**

No public questions were received.

**65 Questions by Elected Members (Oral Questions)**

**Question from Councillor Cooper**

“Is the Leader aware of the government's solar for schools' programme, which is a £100m solar programme being delivered by Great British Energy? 250 schools across the country will benefit from this programme which has helped schools reduce their energy bills and demonstrates the value of renewable energy in cutting their carbon emissions. In West Yorkshire, eight schools are scheduled to have solar panels under this scheme. Two schools in Bradford, two schools in Calderdale, two schools in Leeds, two schools in Wakefield, but no schools in Kirklees. When the scheme was announced in March this year, did Kirklees suggest some schools or didn't we bother?”

A response was provided by the Leader of the Council (Councillor Pattison)

**Question from Councillor J C Lawson**

“Why is it that pockets of Kirklees land, vested with the housing department on both Springdale Avenue and Springdale Street in Thornton Lodge, are not being cleared in a timely fashion? Why are my residents living on Springdale Avenue subjected to having to live next door to land that is overgrown, fly tipped, with vermin often being seen in and around the site with it still in situ for months and possibly years later because it is deemed to be Kirklees housing land. Why is there disparity in clear clearing the land just because it is vested with Kirklees housing? If this was private land, I'd have requested environmental enforcement help in contacting the landowners to get it cleared long ago. My residents deserve better. Can the cabinet lead for housing confirm when the land on Springdale Avenue will be cleared and what measures will be put in place?”

A response was provided by the Cabinet Member for Transport and Housing (Councillor Crook).

**66 Council Proposed Budget Report 2026/27; incorporating Capital, Treasury Management, General Fund Revenue and Housing Revenue Account**

Cabinet considered a report which provided the Council's proposed budget for 2026/27 for consultation, which included the Capital, General Fund Revenue and Housing Revenue Account (HRA). The report set out details of the overall budget position prior to the submission of a final budget to Council in February 2026.

The report explained the application of financial strategy and that the proposed budget included estimated changes to the Council's main sources of income, corporate expenditure and service pressures based upon current information. Cabinet noted that the draft budget balanced the council's ambition to transform and improve services for residents while focusing funding on local people and services that needed support the most. It built on the significant investment coming into Kirklees while setting a stable and prudent platform for service and economic development for future years.

The report advised that a public consultation on the proposals would take place from 3 December 2025 to 7 January 2026 and that a summary of the outcome would be presented at Cabinet on 10 February 2026.

**RESOLVED –**

- 1) That it be noted the proposed budget was balanced based on assumptions around the potential impact of the Fair Funding Review 2.0 as outlined in the Medium Term Financial Strategy (MTFS) in September. It was noted these assumptions may be subject to change when the provisional local government finance settlement was published by Government (expected mid-December) and furthermore once the final settlement was published. A balanced budget must be set no later than 10th March 2026.
- 2) That approval be given to a 5 week consultation on the Proposed Budget for 2026/27 starting on 3 December 2025 and closing on 7 January 2026. This includes the proposed 2.99% increase in core Council Tax and the 2% increase in the Adult Social Care precept.
- 3) That the forecast spending and funding plans for the 2026-27 year and indicatively the following 2 years (Appendix B) be noted;
- 4) That it be noted the Proposed Budget for 2026/27 presented in the considered report was based on the approval and delivery of £6.9m of new savings for 2026/27 as identified in the report (Appendix D).
- 5) That the forecast levels of statutory and other Council reserves as set out at Appendix C be noted;
- 6) That the proposed savings as set out in Appendix D be noted.

Capital

- 7) That the draft updated Capital Plan for 2025-33 for consultation as part of the budget (Appendix E) be noted
- 8) That it be noted the proposed release of £57.7m uncommitted budget across the multi-year capital plan (£1.3m 2025/26, £56.4m 2026/27 onwards) to assist treasury management of the capital financing budget
- 9) That the proposed addition of £35.1m budget towards a new sport and leisure facility in North Kirklees (£0.1m feasibility 2025/26, £35m construction budget 2028/29 – 2032/33) be noted.
- 10) That it be noted that following changes to the operation of business rates pools set out by Government, there would be no Leeds City Region business rates pool in 2026/27.

Housing Revenue Account

- 11) That it be noted that the proposed budget including rent and service charges increases for the HRA which was considered as a separate report at the meeting.
- 12) The Integrated Impact assessments referred to in paragraph 3.5 be noted.

**67 Rent & service charge setting for Housing Revenue Account properties for 2026-27**

(Under the provision of Council Procedure Rule 36(1) Cabinet received a representation from Councillor Cooper)

## Cabinet - 2 December 2025

Cabinet considered a report which provided the financial context and basis for the annual rent and service charges inflationary uplift for 2026-2027, which would form part of the Housing Revenue Account budget proposals.

Cabinet was advised that, if approved, the approach to maximises rent and service charge income, ensured compliance with the requirements of the Local Government and Housing Act 1989 to have a balanced HRA and the Welfare Reform and Work Act 2016 and the rent standard. The approach ensured sufficient resources were available to invest in tenants' homes, prioritising safety and maintaining compliance with the decent homes' standard.

The report outlined that the proposed Housing Revenue Account budget was £115m, whereby 28% was budgeted to be spent on repairs and maintenance, 24% on management costs, 5% on community facility costs which was recoverable through a service charge, 10% to be spent on extra care schemes which was recoverable through grant, rents and service charges, 23% to contribute to the cost of capital and major works, 7% for financing costs and 3% for other provisions and taxes.

### **RESOLVED –**

- 1) That approval be given to the rent uplifts by an average of £4.19 per week (CPI, 3.8% +1%) and service charges payable between 0.01p and £0.87 per week (4.8%) from 1 April 2026, after taking into consideration the affordability to tenants, as summarised in Appendix 1
- 2) That approval be given to the increase the rent by a further £1 or £2 per week in line with the government announcement to move towards rent convergence.
- 3) That approval be given to increase the service charge for communal grounds maintenance services capped at £1.00 per week each year until full cost recovery is achieved.
- 4) That approval be given to increase the charges for Extra Care Services – Intensive Housing Management to be uplifted by between £1.47 and £3.74 (4.8%) and Extra Care Services – Night Care Service to be uplifted by £1.13 per week (4.8%).
- 5) That the national and local financial challenges outlined as part of the HRA budget proposals for 2026-27 be noted.
- 6) That authority be delegated to the Executive Director of Place in consultation with the Portfolio Holder for Transport and Housing to approve any changes to the rate for sheltered heating and district heating.
- 7) That the draft HRA Revenue Budget for 2026/27 be recommended to Council in February 2026 for approval as outlined at appendix 2
- 8) That the revised proposed five-year Capital Plan Budget be recommended to Council for approval as outlined at appendix 6. (Funding summary Appendix 4)

### **68 Proposed Updates to Procurement Strategy**

Cabinet gave consideration to a report which sought approval for proposed updates to the Procurement Strategy, which was prompted by the implementation of the Procurement Act 2023 and the Provider Selection Regime. The report also sought

## Cabinet - 2 December 2025

approval of an Ethical Procurement Policy and Ethical Code of Conduct for Suppliers.

Cabinet noted that whilst the existing Procurement Strategy remained relevant, it had been refreshed and updated to ensure alignment with legislation and to reflect what had been achieved since the strategy was introduced. The revised strategy would remain in effect until 2028.

The report advised that the Ethical Code of Conduct would apply to all suppliers and individuals acting on behalf of the Council, whether directly or through subcontracted arrangements, for contracts valued over £25,000 (excluding VAT), initiated from January 2026 onwards. Adherence to this Code would be a mandatory requirement for engagement with the Council.

### **RESOLVED –**

- 1) That approval be given to the updated Procurement Strategy.
- 2) That approval be given to the introduction of an Ethical Procurement Policy and Supplier Code of Conduct.
- 3) That authority be delegated to the Service Director – Legal & Commissioning, in consultation with the relevant Portfolio Holder, to make any minor amendments required to the Procurement Strategy, the Ethical Procurement Policy and Ethical Code of Conduct for Suppliers.

**69 Marsden Master Plan - Approval and Next Steps**  
(Under the provision of Council Procedure Rule 36(1) Cabinet received representations from Councillors McCarthy and McLoughlin, and under the provision of Council Procedure Rule 37 received a representation from Mr Tom Lonsdale).

Cabinet considered a report which sought approval for the Masterplan for Marsden and the proposed next steps.

The report advised that the Masterplan was non-statutory, but it signalled political and institutional backing which would enhance funding credibility, enable market engagement and help align stakeholder priorities. Although the Masterplan did not have formal planning status it would be used as a consideration in the determination of planning applications where appropriate. Cabinet also noted that funding for additional design development, momentum would be maintained to align with the emerging proposals for the New Mills development.

The report outlined that the Masterplan set a 10-to-15- year vision for change, with it serving as a baseline for ongoing engagement, project development, and future investment. The plan aimed to strengthen community life, improve public spaces, protect heritage, support the local economy, deliver affordable housing, and promote sustainability. The New Mills redevelopment was central to this vision, acting as a catalyst for wider improvements and would address local priorities for housing, employment, heritage, parking, and public realm.

### **RESOLVED –**

- 1) That the final draft Masterplan, as appended to the considered report, be noted.
- 2) That the Masterplan be approved.
- 3) That authority be delegated to the Executive Director for Place in consultation with the Portfolio Holder for Finance & Regeneration to finalise the Masterplan document and formally adopt the plan.
- 4) That the Masterplan be published on the Council's website to form the basis for informing investment decisions in the masterplan area.
- 5) That authority be delegated to the Executive Director for Place in consultation with the Portfolio Holder for Finance & Regeneration to continue to develop the masterplan, its principles and the propositions along with approval to spend up to £140,000 to progress design development on Peel Street as the initial priority project.
- 6) That authority be delegated to the Executive Director for Place in consultation with the Service Director for Finance, Service Director for Legal Governance and Commissioning, and the Portfolio Holder for Finance & Regeneration, to agree all necessary legal agreements with any potential external funders and for the Service Director Legal, Governance and Commissioning to enter into, on behalf of the Council, any external funding agreements and/or legal formalities related to the Masterplan.

**70 Corporate Financial Monitoring Report; Quarter 2 2025-26**

Cabinet received a report which set out financial monitoring information for General Fund Revenue, Housing Revenue Account and Capital Plan, as at Quarter 2.

The report advised that the forecast outturn position at Quarter 2 was an overspend of £5.1m which was the lowest Q2 forecast overspend since Covid and that the additional resources included in Directorate base budgets as part of the 2025/26 budget were having the desired effect in that the majority of the projected overspend related to delays in delivery of savings.

The report provided a breakdown of the projected outturn financial monitoring position in terms of (i) forecast general fund revenue outturn position in 2025/2026 by service area (ii) general fund reserves and balance movements in year (iii) forecast Housing Revenue Account outturn position including movements in the Housing Revenue Account reserves in-year (iv) forecast capital outturn position in 2025/2026 and (v) treasury management prudential indicators.

**RESOLVED –**

- 1) That it be noted the revenue outturn position at Quarter 2 was a forecast overspend of £5.1m (Q1: £5.9m) and that there would be a requirement to balance the budget using reserves should the overspend remain;
- 2) That it be noted the Quarter 2 position on the Dedicated Schools Grant (DSG) was an in year deficit of £14.7m (2024/25 £20m) to take the cumulative deficit to £78.5m;
- 3) That it be noted the Quarter 2 HRA position was a projected underspend of £318k and any underspend would be taken to HRA reserves at year end.

That it also be noted the current forecast year end reserves position was £19m;

- 4) That the Quarter 2 forecast capital monitoring position for 2025/26 as set out in the accompanying slides (Appendix 1 slides 39-43 and Appendix 3) be noted along with a proposed net reduction in the 2025/26 position of £29.3m due to (i) £28.9m re-profiling of spend into future years (£23.4m General Fund and £5.5m HRA) (ii) £0.8m net increase in the capital plan due to increased grant and S106 contributions (iii) approval to fully fund injection into the capital plan for an MHCLG Community Cohesion Grant (£170k) and WYCA Mayoral Renewables Grant Phase 1 (£110k) (iv) delegated authority to the Executive Director of Place and Service Director Finance to accept Mayoral Renewables Grant Phase 2 in the event the Council is successful with its bid (v) approval of the draw down of a fully repayable £250k from the Investment & Modernisation Fund towards an Energy Efficiency Invest to Save Scheme for LED lighting and control upgrades across six Council-owned leisure centres operated by Kirklees Active Leisure (KAL) and (vi) that as a means of helping reduce revenue overspends, an exercise to identify expenditure that could be charged to capital would be undertaken. Any such capitalisation would be funded from capital receipts.
- 5) That the Quarter 2 treasury management prudential indicators (slide 43-57, Appendix 1) be noted.

**71 Q2 2025/26 Council Plan and Performance Update Report**

Cabinet received the Quarter 2 2025/2026 Council Plan and Performance Update Report which provided information on progress against the 2025/2026 Council Plan priorities, and performance against the 2025/2026 Council key measures.

The report outlined that during Q2 2025/26, performance improved in several areas which included (i) the timeliness of Education, Health and Care Plans (ii) stability for looked after children (iii) freedom of Information requests completed on time (iv) improved Business Rates collection (v) the fall of open damp, mould and condensation cases and (vi) non-emergency housing repairs completed within timescale.

Cabinet was advised that some challenges remained which included (i) an increase in the number of adults aged 18–64 open to social care services (ii) Council Tax collection rates being slightly lower than last year; and (iii) sickness absence remaining high.

**RESOLVED** – That the Quarter 2 (2025/2026) Council Plan and Performance Update Report be noted.

**72 Corporate Risk Report, Quarter 2 2025-26**

Cabinet received the Corporate Risk Quarterly Report (2) 2025/2026 which provided information about an assessment of risks faced by the Council at a significant corporate level.

The report highlighted the importance of having effective risk management arrangements for part of a strong assurance and governance framework and it was noted that identifying current and potential future controls played a key role in this.

The report advised that risks remained stable during the quarter with no new risks raised and no risks removed. It was noted that there would be continual monitoring and reporting through the Council's governance and management processes.

**RESOLVED –** That the Quarter 2 (2025/2026) Corporate Risk Report be noted.

**73**

**Local Government Association (LGA) Corporate Peer Challenge - Kirklees Council Action Plan Progress Report**

Cabinet received a report which set out a summary of the report produced following the Local Government Association (LGA) progress review carried out on 23 September 2025. The report also highlighted the progress against the actions contained within the action plan.

The report advised that the LGA acknowledged the progress that the Council had made on delivering its recommendations made in November 2024. The LGA recognised the continued strengthening of working relationships between the Leader, Cabinet, Chief Executive, and Senior Management Team, which brought stability, clarity, grip, and renewed energy to the Council. The peer team also observed greater confidence, tempered with realism, within the senior political and managerial leadership regarding their approach to current and future challenges.

**RESOLVED –**

- 1) That the Council's progress update against the LGA recommendations, along with the delivery status ratings, be noted.
- 2) That the progress review report produced by the LGA from their September 2025 visit be noted.

**74**

**Surplus Property Disposals - December 2025**

(Under the provision of Council Procedure Rule 36(1) Cabinet received representations from Councillors J C Lawson and Cooper).

Cabinet considered a report which sought approval to the disposal of land and property as outlined within the Capital Receipts Schedule as appended to the report.

Cabinet noted that the Council had a capital receipts target of £6M in Financial Year 2025/6 and £4M in 2026/7 with sites for disposal either at auction, private treaty or through freehold reversion based on previous cabinet reports and the scheme of delegations. The report advised that whilst there were some assets declared surplus in previous Cabinet reports that were still to be disposed of, by identifying additional assets as surplus, it provided further opportunities to support the Capital Plan through capital receipts either in 2026/27 or future years for which further targets of £4M had been set.

**RESOLVED –**

- 1) That approval be given to the disposal of the land and property within the Capital Receipts Schedule December 2025 as appended to the considered

report, to support the Council's income targets subject to consultation with the Portfolio Holder for Finance and Regeneration.

- 2) That authority be delegated to the Executive Director for Place to negotiate and agree terms and complete the sales of any land and property identified within the Capital Receipts Schedule December 2025 to support the Council's income targets on such terms as officers deem most appropriate.
- 3) That authority be delegated to the Service Director – Legal, Governance and Commissioning authority to enter into all agreements necessary to affect any of the disposals.

**75 Huddersfield Health Innovation Incubator Programme**

Cabinet gave consideration to a report which sought approval to receive external funding from West Yorkshire Combined Authority (WYCA) to deliver the Huddersfield Health Innovation Incubator (HHII) programme.

Cabinet noted the HHII programme was part of a partnership with the University of Huddersfield and Huddersfield Innovation and Enterprise Centre Ltd trading as the 3M Buckley Innovation Centre. The programme would create wrap around support for businesses in the health, wellbeing and digital sectors that were seeking to start-up or scale up. It would also deliver tailored start-up support, workspaces, events and networking activity and would create a thriving community of businesses, academics, clinicians and other professionals focused on supporting and embedding innovation across health and care systems.

**RESOLVED –**

- 1) That approval be given to the delivery of the Huddersfield Health Innovation Incubator.
- 2) That approval be given to accepting external revenue funding of £2,023,576.25 from the West Yorkshire Combined Authority to support delivery of the programme, and for the Council to act as Accountable Body for the grant.
- 3) That authority be delegated to the Executive Director for Place, in consultation with the Service Director Legal, Governance and Commissioning, to agree all necessary legal agreements with the West Yorkshire Combined Authority and the flow down grant agreements with the Council's project delivery partners the University of Huddersfield and 3M Buckley Innovation Centre.
- 4) That authority be delegated to the Service Director Legal, Governance and Commissioning to enter into the aforementioned documentation in resolution (3) on behalf of the Council and for the Executive Director for Place to put in place the necessary governance arrangements for the programme.
- 5) That authority be delegated for the implementation of the programme to the Executive Director for Place to include the commencement and award of any related procurement exercises and for the Service Director Legal, Governance and Commissioning to enter into the associated legal formalities and documentation on behalf of the Council.
- 6) That authority be delegated to the Executive Director for Place and the Service Director Finance to submit grant claims and to undertake related

**Cabinet - 2 December 2025**

project monitoring and reporting in accordance with the contract procedure rules and finance procedure rules.

<b>KIRKLEES COUNCIL</b>			
<b>COUNCIL/CABINET/COMMITTEE MEETINGS ETC</b>			
<b>DECLARATION OF INTERESTS</b>			
<b>Name of Councillor</b>			
<b>Item in which you have an interest</b>	<b>Type of interest (eg a disclosable pecuniary interest or an "Other Interest")</b>	<b>Does the nature of the interest require you to withdraw from the meeting while the item in which you have an interest is under consideration? [Y/N]</b>	<b>Brief description of your interest</b>

Signed: ..... Dated: .....

## NOTES

### Disclosable Pecuniary Interests

If you have any of the following pecuniary interests, they are your disclosable pecuniary interests under the new national rules. Any reference to spouse or civil partner includes any person with whom you are living as husband or wife, or as if they were your civil partner.

Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner, undertakes.

Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses.

Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority -

- under which goods or services are to be provided or works are to be executed; and
- which has not been fully discharged.

Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.

Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.

Any tenancy where (to your knowledge) - the landlord is your council or authority; and the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.

Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -

(a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and  
(b) either -

the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or  
if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

## Annual RIPA Update

<b>Meeting:</b>	<b>Cabinet</b>
<b>Date:</b>	<b>13 January 2026</b>
<b>Cabinet Member (if applicable)</b>	<b>Cllr Nosheen Dad</b>
<b>Key Decision Eligible for Call In</b>	<b>No No – not a decision-making report</b>
<b>Purpose of Report</b>  To brief Cabinet on the use of the Regulation of Investigatory Powers Act 2000 by the Council since the last report on use in December 2024.	
<b>Recommendations</b> <ul style="list-style-type: none"> <li>• That the report be noted by members</li> </ul> <b>Reasons for Recommendations</b> <ul style="list-style-type: none"> <li>• The report is for information only</li> </ul>	
<b>Resource Implications:</b>  None.	
<b>Date signed off by Executive Director &amp; name</b>  <b>Is it also signed off by the Service Director for Finance?</b>  <b>Is it also signed off by the Service Director for Legal Governance and Commissioning?</b>	<b>Rachel Spencer-Henshall – 4<sup>th</sup> December</b>  <b>Kevin Mulvaney – 5<sup>th</sup> December</b>  <b>Samantha Lawton – 4<sup>th</sup> December</b>

**Electoral wards affected: All**

**Ward councillors consulted: None**

**Public or private: Public**

**Has GDPR been considered? Yes**

## 1. **Executive Summary**

- 1.1 The role of Cabinet in Regulation of Investigatory Powers Act (RIPA) 2000 matters is to provide strategic oversight and to keep the Council's use of surveillance under review. This is the annual report on the Council's use of RIPA to Cabinet.
- 1.2 As a result of the view of the Investigatory Powers Commissioner's Office (IPCO) that the use of RIPA should be considered more often than annually by Local Authorities the Council's Corporate Governance and Audit Committee considers and monitors any RIPA related matters during the year as part of its quarterly audit reports. The process followed is that any reports are to be brought back to cabinet to be considered during the year as necessary. There were no incidents which required RIPA to be used in the period since the last report to Cabinet and therefore no reports were required to be brought back to Cabinet since the last annual report.

## 2. **Information required to take a decision**

- 2.1 The Council is subject to the requirements of RIPA, which sets out how and when a local authority can engage in covert surveillance. RIPA regulates three types of surveillance, these being directed surveillance, the use of covert human intelligence and the obtaining of communications data. The current policy was adopted in January 2019 when it was amended in line with the implementation of GDPR and the Data Protection Act 2018.
- 2.2 Since the previous Cabinet report the annual returns to IPCO for 2024 has been completed. This is a report to the Commissioner on the Council's use of investigatory powers during 2024. The IPCO annual return for 2025 is due to be filed by the end of January 2026.
- 2.3 The RIPA policy has been reviewed and no updates have been made.
- 2.4 The number of RIPA authorisations granted since the last annual report is 0.
- 2.5 The Council is subject to an IPCO inspection every three years. The most recent inspection took place in the autumn of 2023 and there were no issues identified by the Regulator. The next inspection is due to take place in the summer of 2026 and it is anticipated that this will be a 'paper' inspection only.
- 2.6 Members are asked to note that training for officers at all levels is something that the regulator does take a keen interest in. Further to the previous report and the IPCO recommendations, training was sourced from an external training provider, headed by a former public sector expert barrister. The session was attended by officers from all teams whose operations may be impacted by RIPA. The Chief Executive was also given dedicated training by the RIPA legal officer that focused on his role in authorising the use of Covert Human Intelligence Sources.

## 3. **Implications for the Council**

### 3.1 **Working with People**

N/A

### 3.2 **Working with Partners**

West Yorkshire Police – this will most often be a formal request for access to CCTV information held by the Council and is provided on the basis of a formal written request.

West Yorkshire Trading Standards– this will usually be within the context of test purchase operations, typically involving sales of age restricted goods to minors.

**3.3 Place Based Working**

N/A

**3.4 Climate Change and Air Quality**

N/A

**3.5 Improving outcomes for children**

N/A

**3.6 Financial Implications for the People Living or Working in Kirklees**

N/A

**3.7 Other (eg Legal/Financial or Human Resources)**

N/A

**4. Consultees and their opinions**

4.1 The following have been consulted on the contents of this report and have approved them:

4.1.1 The Service Director – Legal, Governance and Commissioning, as Senior Responsible Officer.

4.1.2 The Head of Legal Services, as RIPA Monitoring Officer.

4.1.3 The Cabinet member for Corporate Services.

**5. Next steps and timelines**

5.1 To monitor training needs and address any needs that arise.

5.2 To continue to raise RIPA awareness, particularly with regards to the use of social media to obtain intelligence.

5.3 To ensure completion of the annual IPCO return, due by the end of January 2026.

5.4 To prepare for the 2026 IPCO inspection.

5.5 To continue to report RIPA usage to CGA on a quarterly basis.

**6. Officer recommendations and reasons**

6.1 That members note the report.

**7. Cabinet portfolio holder's recommendations**

7.1 That members note the report.

8. **Contact officers**

David Stickley  
Principal Lawyer  
01484 221000  
[david.stickley@kirklees.gov.uk](mailto:david.stickley@kirklees.gov.uk)

9. **Background Papers and History of Decisions**

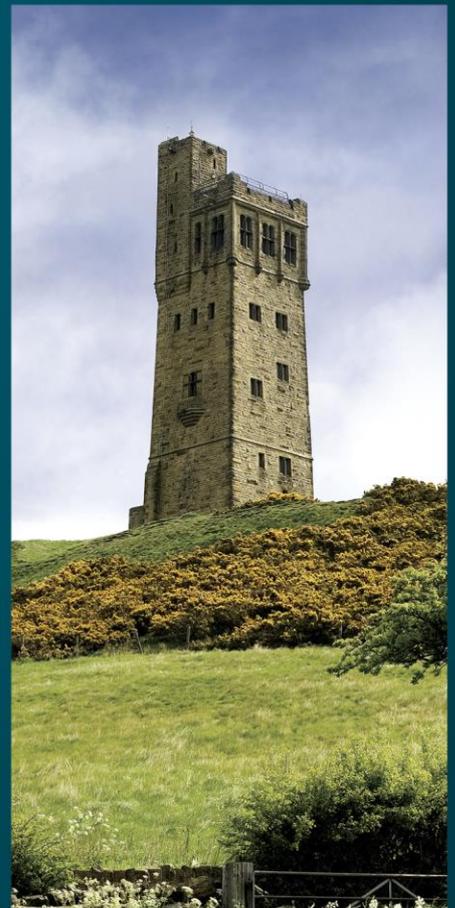
2024 Annual RIPA report to Cabinet - [2024 RIPA Cabinet report](#)

Quarterly reports to Corporate Governance and Audit

10. **Service Director responsible**

Samantha Lawton  
Service Director – Legal, Governance and Commissioning  
01484 221000  
[Samantha.lawton@kirklees.gov.uk](mailto:Samantha.lawton@kirklees.gov.uk)

# Kirklees Tourism Strategy 2026-29



## Foreword

Welcome to Kirklees!

This Tourism Strategy is a vision for tourism and visitor economy activity in the West Yorkshire district of Kirklees. Nestled in the heart of Northern England, Kirklees boasts a rich tapestry of experiences including heritage, culture and natural beauty. This strategy compliments and enhances work across Kirklees to engage and attract visitors and other stakeholders to the district.

We are committed to promoting our cultural heritage, improving visitor infrastructure and fostering sustainable tourism practices that benefit both residents and visitors alike. We will use a place-based approach to recognise unique stories and work in a collaborative way, engaging local businesses, community groups and stakeholders to ensure that tourism development aligns with the needs and aspirations of our communities.

We are excited to introduce this Tourism Strategy as a significant step forward in enhancing our tourism sector. With a focus on practical and achievable goals, this strategy acknowledges the current financial challenges faced by both the country and Kirklees. By establishing a strong foundation now, we are setting the stage for future growth and ambitious initiatives in our subsequent tourism strategies.

We invite you to explore the potential of Kirklees and join us in our journey to make Kirklees a destination of choice, where every visit is a memorable adventure.

## Tourism, Heritage & Culture Strategies

The Kirklees Tourism Strategy forms part of a suite of documents that work together for the district. The Kirklees Heritage Strategy 'We Are Making History' was written to create conditions which enhance, celebrate, care for heritage in Kirklees. The Heritage Strategy recognises the broad role of heritage, including Kirklees' assets, the stories of communities and the museum and gallery collections, as integral to place and identity.

The Heritage Strategy informs us of Kirklees' history and heritage. The Cultural Strategy celebrates the district's creative expression, talent and skills plus its wider culture, which includes our festivals, events, exhibitions, performances and programmes across our diverse venues. The Heritage Strategy may tell us who we are and why, but the Cultural Strategy focuses on how we share our identity, showcasing our innovation and creativity. The Tourism Strategy helps to shape how we invite people to experience our heritage and culture.

## Kirklees Council Partnership Strategies

The four key Kirklees Council partnership strategies are developed and delivered with partners across the district. In supporting our shared outcomes and vision for Kirklees, they complement each other and our Council Plan.

The economic and financial pressures facing Kirklees make it even more important that we have a shared understanding with partners of the challenges and opportunities our current context brings. These strategies are partnership-led. They explain our context, what our opportunities and challenges are, what we need to do most to improve and the role each of us has to make this happen.

The Inclusive Economy Strategy (in development) will outline how the council and key partners across the district are working to build a more inclusive and sustainable economy.

The Kirklees Health and Wellbeing Strategy (KHWS) sets out our priorities for improving health and wellbeing and what we will do as partners to achieve those improvements. Through the strategy, partners are prioritising good mental wellbeing, connected care and support, and healthy places.

The 'Environment Strategy; Everyday Life' sets out our borough's commitment and ambitious vision for greater action on environmental issues, whilst also addressing the ecological and climate emergencies.

The Inclusive Communities Framework (ICF) is a partnership commitment to work better with communities on local issues. Through the ICF, partners are committing to take action showing our belief that communities have solutions to problems, promoting a shared sense of belonging in communities and caring about what communities care about.

Like our outcomes, success in one strategy depends on the others. For example, a sustainable environment supports a healthy and well population, which in turn supports a stronger workforce and a more inclusive economy. Likewise, inclusive communities support improvements in wellbeing and the environment in local communities.

This Tourism Strategy will support the delivery of the wider aims of the Council and its plans and will engage with key initiatives that influence its work.

## Placing Kirklees

Kirklees has an impressive industrial heritage, contemporary culture and outstanding countryside. Our links to major cities creates a fantastic foundation for connectivity and further tourism experiences. It is well situated in relation to national parks and combined with the wider Kirklees offer, it is a great place to live and work.

With easy access to the M62 and M1, Kirklees is at the centre of the Leeds, Manchester and Sheffield City Regions, and is conveniently located for the north's major cities, airports and ports.

There are direct rail links to Huddersfield and Dewsbury from Leeds in under twenty minutes. London Kings Cross is just over two hours away and Edinburgh just over three, via a fast rail connection from Mirfield or Leeds. Leeds Bradford Airport sits to the north of Kirklees and direct trains connect Huddersfield and Dewsbury to Manchester Airport, giving access to inbound tourism markets from across the world.



# Where Are We Now?

## Our Visitors and Priority Areas

A public consultation in March 2022 revealed key motivators for travel to the district. The following top five reasons for visiting the district inform our work in the first few years of developing our tourism offer:

- Visiting friends, family and relatives
- The History, industrial heritage and cultural events
- Walking holidays with a pub and food theme
- The villages and valley scenery, with specific interest in our canal
- Screen tourism, inspired by filming locations for television and film productions.

This research supported the identification of six areas of strength for Kirklees to prioritise in meeting its tourism aims. The six areas are:

- Music festivals and culture
- Heritage
- Food and drink
- Landscape and wellbeing
- Screen tourism
- Sport

## Music Festivals and Culture

Music tourism is significant and includes attending concerts, festivals and visiting historic music sites. Kirklees Year of Music was held in 2023, showcasing the diversity of musical heritage and talent in the region and appealing to all generations. There are music festivals in Kirklees of varying sizes and genres, together with small music venues delivering year-round live performances.

Wider Kirklees culture includes theatre, museum and gallery offers, providing a strong appeal to visitors, and in the future the offer will be even stronger when the Our Cultural Heart development opens from 2026. Visitors for all cultural activities and events create revenue streams for other parts of the visitor economy, such as hospitality and local businesses.

We will:

- Build on Kirklees Year of Music 2023 by developing opportunities to attract and host music and culture events.
- Work with West Yorkshire partners to develop opportunities in the region, including region-wide cultural events following Bradford 2025 City of Culture.
- Inform and promote regeneration and development schemes, especially Our Cultural Heart.

## Heritage

Kirklees has a range of Heritage assets, including Oakwell Hall, Bagshaw Museum, Castle Hill, the National Coal Mining Museum and Standedge Tunnel. There are strong links to the Brontës, the English Civil War and Industrial Heritage. The cultural offering extends with day excursions to experiences such as Haworth's Brontë Country, Halifax's Piece Hall and The Royal Armouries in Leeds.

We will:

- Support the delivery of the Kirklees Heritage Strategy and promote the assets of the district, helping our visitors to discover our heritage through different experiences and culture.
- Promote Heritage Open Days and the work of our community and volunteer groups in celebrating the heritage of Kirklees.

## Food and Drink

Many visitors discover a destination through food and drink. Kirklees has a diverse range of restaurants, cafes, markets, pubs and bars - including small food and drink festivals, Holmfirth Vineyard plus several coffee roasteries and micro-breweries. Kirklees can provide food and drink experiences with a year-round appeal.

We will:

- Support Food & Drink festivals and highlight restaurants, bars and cafes across the district.
- Promote our food and drink businesses and events to industry events and awards.
- Raise the profile of quality employment in the hospitality and tourism sector.

## Landscape and Wellbeing

Kirklees is well positioned geographically and has outstanding natural assets. It makes up around 10% of the Peak District Park and has other national parks nearby. Walkers, cyclists and homeowners cite its green spaces as a major appeal for visiting and spending more time in the district.

We will:

- Develop routes across our landscape that encourage and help visitors to explore Kirklees.
- Position Kirklees as a destination for active holidays.
- Capitalise on Kirklees' natural scenery to develop walking, cycling, canal and Green Flag park tourism with health and wellbeing benefits.

## Screen Tourism

The district has featured in film and well-known series, we would like to grow our opportunities for screen tourism. Screen tourism can attract national and international audiences and plays a crucial role in raising awareness of destinations.

We will:

- Use classic and contemporary screen locations and seek to establish links with notable actors from the district to showcase Kirklees and inform, inspire and influence travel decisions.
- Promote local film festivals and develop itineraries for the district, including heritage locations such as Oakwell Hall and multi-day trips that include neighbouring locations and media attractions.
- Look to attract new productions to Kirklees with our West Yorkshire colleagues to build business and screen tourism.

## Sport

The region is well regarded in the sporting world, with prominent football and rugby league clubs Huddersfield Town, Huddersfield Giants, Batley Bulldogs and Dewsbury Rams. The region also has high-rated golf clubs and is renowned for its routes and connections to cycling. Sporting visitors to Kirklees often repeat their visit and recommend the destination to others.

We will:

- Encourage sport enthusiasts to extend a day visit to overnight stay with suggested itineraries.

- Establish a profile for different sporting options, such as attracting golf enthusiasts from other areas of the UK to stay and play the Kirklees golf courses and enhance the green profile of the district.
- Encourage cyclists to explore the Kirklees offer, creating itineraries that build on the district's history with the sport and strong selection of cycling routes.

Further to the key motivators for travel to the district, the following tourism trends and markets will inform our work:

## Tourism Trends

Visitors learn about destinations online as well as through traditional marketing channels and will travel to Kirklees in different social groups, such as travelling solo, with family, with friends or on business. Tourism sentiment surveys conducted by Visit Britain, YouGov and World Travel and Tourism Council show that tourists and residents are motivated by wellness, outdoor activities, gastronomy, heritage or a specific interest such as nature, sports and music.

Consumer trends and overriding trends such as climate change or shifts in economic power inform and influence how people spend their leisure and visit time. Based on travel motivations, the results of our Kirklees public consultation and consumer behaviour, eight trends have been identified to inform our work. These are relevant to shaping visitor demand nationally and locally:

### Shorter Breaks, More Often

Visitors are opting for shorter stays that feature experiences. There is a diversity of profiles that may opt for a shorter stay, for example travel groups of different ages, mixing business and leisure, staycations or different cultural motivations

### Rural Retreats

Consumers are leading increasingly busy lives. Holidays and short breaks often have a focus on recovery, self-improvement, wellbeing and outdoor activities.

### Wellbeing Holidays

Interest in physical and mental health has increased demand for pursuits such as walking and cycling or social activities such as yoga retreats and craft courses.

### Fluid Itinerary Travel

Visitors travel with no fixed itinerary, giving them flexibility to act on opportunity. This creates demand for last-minute bookings for hospitality such as restaurants and accommodation and visits to attractions and outdoor sites.

### Authenticity

Interest in Kirklees' heritage and localism will lead people to pay greater attention to local culture. Visitors to Kirklees will also seek opportunities to understand the area through its unique past and current offer.

### Tech Everywhere

Our every-day use of technology has impacted the Tourism Sector. It is used for research, booking, managing trips and even experiences at visitor attractions and sites.

### Screen Tourism

VisitBritain's research shows that film and television are powerful motivators for travel – from classic television to contemporary film, as-seen-on-screen itineraries are important to visitors.

## Target Markets

Using the VisitBritain identified market segmentation released in 2023, we have identified profiles to help target our work. Our offer and messaging will need to be relevant to the different markets. The relevant market segments below identified by VisitBritain will shape our approach:

### Green Explorers & Culture Buffs

Likely to be older couples and empty-nesters, split by those interested more in the traditional outdoor offering and those slightly younger motivated by cultural activities alongside the outdoors.

With a high interest in the outdoors and local heritage, this group is active and looks for attractions such as parks and gardens, National Trust properties and walking routes. Activities such as garden tours, foraging, vineyard visits and those relating to local produce will appeal. Although there is an interest in luxury, they will also be conscious of wanting to get value for money and added elements.

### Experience Seekers

Outgoing, adventurous and experience-driven, predominantly the Millennial market aged 18-35, comprising couples and small groups of friends. Likely to be from towns and cities, they lead active lifestyles and are naturally curious about the world, keeping up with a variety of news sources and travel interest publications. They seek out novelty, exciting and luxury experiences. Social media is a key point of influence and plays a very important role in brand discovery. Experience Seekers expect brands to be eco-friendly and help them improve their knowledge and image. Accommodation choices may include unique self-catering accommodation, Airbnb and mid-range Hotels.

Experiences around wellbeing, sustainability and self-improvement will appeal strongly alongside shared, creative and cultural activities. They also look for locally sourced produce, music and food festivals, street food, microbreweries and shared space venues.

### Hyper Local – Sightseers and Explorers

This includes residents and the VFR (visiting friends and relatives) market, likely to make a day trip or take a short break. Rediscovering local hidden gems, discovering places they may not have known existed and supporting local businesses will be important to this market segment. They are likely to look for unique and one-off accommodation options.

### Accessible Tourism

Further to the ambition to make opportunities accessible to all, there is a compelling business case for making tourism venues and experiences inclusive. VisitBritain currently indicates that people with health conditions and disabilities and their travelling companions spend around £15.3 billion on trips in England each year. People from this market are more likely to take longer trips and are very loyal to places that meet their requirements.

### Multi-generational Family

Families are made up in different and unique ways, we shouldn't simply expect the traditional nuclear family. This segment also ties in with trends around multi-family travelling, which is likely to increase. They look for child-friendly activities that are educational and hands-on. Likely to look for day trips alongside stays in self-catering accommodation, potentially close to nature and nearby to planned activities.

## Our Partners and Sector Context

We will work in partnership across the wider region and beyond with key initiatives and industry partners to deliver our aims. We will respond to tourism trends and target markets to bring focus to our work, as described in the passages below.

### The West Yorkshire LVEP

Developed and administered by VisitEngland following close consultation with Destination Management Organisations in autumn 2022, the Local Visitor Economy Partnership (LVEP) programme is one of the key recommendations in the previous Government's response to the independent de Bois Review of Destination Management Organisations in England.

As well as achieving a nationally recognised official status, LVEPs are expected to provide strong leadership and management of their destinations, working collaboratively with the public and private sector. They help to shape and deliver national strategy and activities. Their important role has been promoted across government and national agencies, ensuring the local visitor economy is an active and valued contributor to the wider economy.

Kirklees Council formed part of the successful West Yorkshire LVEP in July 2023. The regional development and delivery work established through the LVEP will play a key role in supporting the delivery of this strategy.

### Working with our Industry Partners

We will work with others to achieve our aims and form part of the tourism ecology to share knowledge and expertise, create opportunities and support the delivery of the priorities outlined in this strategic plan. Examples of our partners include visitor attractions; tourism businesses; visitor services; West Yorkshire LVEP; West Yorkshire Combined Authority; West Yorkshire local authorities; community groups; and local business associations.

We will also work with regional and national partners such as North & West Yorkshire Chamber of Commerce; transport Services; other Yorkshire LVEPs and visitor attractions; the National Trust; the Canal & Rivers Trust (Yorkshire); in-county and national cities and places; UK Inbound; National Sector Association; travel agencies & tour operators; tourism industry associations; Arts Council England; National Lottery Heritage Fund; Department for Culture, Media & Sport; VisitBritain; and VisitEngland.

## How Will We Get There?

A set of aims and actions will deliver a vision for the district. Our aims and actions are born out of our priority areas and opportunities defined above. Our aims and actions will develop over time to support a tourism vision for Kirklees:

**Embracing the essence of Kirklees — including its stunning landscapes, rich textile heritage, vibrant music scene and the diversity of its community — we will create and highlight unforgettable experiences for all. By sharing the unique stories of Kirklees' people and places, delivering exceptional quality and making every visitor feel at home, we will achieve:**

### An Enhanced Visitor Experience:

Through innovation and collaboration, we will celebrate Kirklees' cultural richness and pioneering spirit, crafting a destination that stands out and captivates visitors.

### Growth in Visitors and Economic Impact:

By offering inclusive and extraordinary experiences, we will highlight the diverse attractions, lively events and warm hospitality that make Kirklees a must-visit destination, driving an increase in tourism and economic vitality.

## **Sustainable Development:**

We are committed to preserving our heritage and ensuring long-term economic and environmental sustainability, creating lasting benefits for future generations while protecting the unique character of Kirklees.

We want to create and promote a vibrant tourism offer with year-round compelling experiences. To achieve this we will:

1. Define our offer and the national positioning of Kirklees through innovative product and visitor experience development.
2. Encourage more visitors to the district and inspire them to stay longer, by developing day visits and overnight stay opportunities.
3. Reduce seasonality and spread the benefit of tourism across the region through strategic promotion.
4. Increase Kirklees community-based tourism and encourage the people of Kirklees to explore their local offer and businesses to realise benefits from tourism.
5. Raise awareness of the significance of tourism by highlighting its economic and cultural value.
6. Ensure the Kirklees offer is considered within the broader Yorkshire experience.

The following aims and actions on the next page build on the previous pages and will guide our work at the outset:

Aims	Actions
Encourage tourism businesses to use B2B and digital channels to deliver their products and experiences to market.	<p>Identify market readiness initiatives and digital training to help businesses understand the tourism aims.</p> <p>Support work looking to address gaps in digital connectivity to allow easy navigation for visitors and businesses</p>
Develop a wider range of experiences in and around Kirklees to attract a more diverse group of traveller profiles.	<p>Facilitate a Visitor Economy Group involving key sectors and tourism business stakeholders to identify and create new opportunities aligned with the overall Tourism Strategy.</p> <p>Establish advice for businesses on how to develop new visitor experiences.</p> <p>Support the development of existing venues and visitor attractions and maintain heritage and cultural spaces.</p> <p>Develop and define itineraries and experiences that include our six priority areas, with the goal to attract visitors all year round.</p> <p>Recognise significant dates and anniversaries, such as the 60<sup>th</sup> anniversary of the Pennine Way.</p> <p>Build a greater understanding of Kirklees' accommodation options and how to promote them.</p> <p>Uncover new experiences and attractions, whilst making more of our known opportunities and attractions, such as Oakwell Hall and Our Cultural Heart.</p>
Attract visitors with our story, with a focus on growth segments and year-round tourism.	<p>Develop a Destination Kirklees brand, which recognises the individual identities of our towns and villages within Kirklees; build the brand and engage local communities to help define and tell the destination story</p> <p>Develop a Destination Kirklees site with a web page for use by tourism stakeholders, with online guidance and branding toolkit.</p> <p>Increase visibility of events, attractions and other tourism businesses, using the channels above and social media.</p> <p>Promote Kirklees' tourism experiences through digital and non-digital platforms.</p> <p>Support the development of a skilled and welcoming labour force for the visitor economy of Kirklees.</p> <p>Consider how members of the Kirklees community can act as ambassadors for the delivery of our tourism aims.</p>
Develop Kirklees reputation for sustainability and encourage best practices in environmental process	Work with Kirklees Council environmental leads to develop relevant plans with partners.
Support the development of accessibility and inclusion across the district	<p>Improve physical access, disabled/accessible parking, toilet facilities, interpretation and experiences for a wide range of physical, sensory and learning disabilities</p> <p>Introduce initiatives which enable those economically disadvantaged to visit tourism attractions</p>

Optimise connectivity in Kirklees from both domestic and international destinations.

Work with airline, train and coach companies, directly and through the WY LVEP, to strengthen connections and promote new visitor experiences among operators.

Work with transport operators to develop and better promote transport locally and destinations further afield.

Work with other destination management initiatives and organisations.

Identify potential partners and campaign promotions offering the greatest potential for visitor growth and spend.

Contribute to WY LVEP delivery and related action plans. Strengthen relationships across West Yorkshire and the wider Yorkshire region.

Work with national bodies such as VisitBritain and VisitEngland – apply national strategy activity and classifications

## Measuring Success

Performance Indicators will be used to measure the development of tourism activity in Kirklees and indicate areas for growth or additional focus. We will work with the STEAM (Scarborough Tourism Economic Activity Monitor) model to align with local authority partners across West Yorkshire, as part of the WY LVEP activity. The STEAM model will provide data in areas such as visitor numbers, visitor expenditure and the economic contribution of tourism, accommodation data and impact on employment.

The visitor economy is complex; demand fluctuates from a wide range of markets and supply is delivered across a range of sectors and activities. Gathering data helps everyone ensure we're delivering on our objectives and all the tourism stakeholders in Kirklees will have a role to play in collecting this information in an accurate and timely manner.

Of course, success will go beyond data. The success of this strategy, and of tourism and visitor economy activity more widely in Kirklees, will require stakeholders to work in partnership with generosity to achieve the ambitions of the district. Our collective effort will enable us to deliver on the vision for Kirklees.

This strategy is based on research and development undertaken by The Fabl.

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**Kirklees Tourism Strategy 2026–2029**

<b>Meeting</b>	<b>Cabinet</b>
<b>Date</b>	<b>13.01.2026</b>
<b>Cabinet Member</b>	<b>Cllr Carole Pattison</b>
<b>Key Decision</b>	<b>Yes</b> - The strategy will influence investment priorities and delivery plans across multiple wards.
<b>Eligible for Call In</b>	<b>Yes</b>
<b>Purpose of Report</b>	
To seek Cabinet approval to adopt the Kirklees Tourism Strategy 2026–2029.	
<b>Recommendations</b>	
<ul style="list-style-type: none"> <li>• That Cabinet approves and adopts the Kirklees Tourism Strategy 2026–2029</li> <li>• That Cabinet notes the alignment of the strategy with the Council Plan and regional priorities, including the West Yorkshire LVEP Destination Management Plan.</li> </ul>	
<b>Reasons for Recommendations</b>	
<ul style="list-style-type: none"> <li>• Adoption provides a clear strategic direction for tourism and will guide future activity to support Kirklees’ visitor economy and the Council’s approach to tourism development.</li> <li>• To enable regional collaboration, to attract funding and other opportunities.</li> <li>• To support wider aims such as economic regeneration and to enhance the perception of Kirklees as a destination.</li> </ul>	
<b>Resource Implication:</b>	
<p>The Tourism Strategy costs are being met by the Culture &amp; Tourism services’ base budget who are leading the strategy development, with the aim to redirect service resources to support delivery (one Grade 10 Officer plus £25k budget – further detail can be found in section 3.2). Further growth and delivery will be established through collaboration with the West Yorkshire Local Visitor Economy Partnership and West Yorkshire Combined Authority to bring investment and expertise into Kirklees and the region to support initiatives and joint working. An approved strategy will also strengthen our case with external funders and other strategic opportunities.</p> <p>The strategy will be implemented in a way that can adjust to available resources and aims to encourage collaboration among teams and projects throughout the council, supporting both the strategy’s goals and wider ambitions with partners in West Yorkshire. Currently, the council does not need to allocate any financial resources for this purpose at this time.</p>	
<b>Date signed off by <u>Executive Director</u> &amp; name</b>	Deputy Chief Executive and Executive Director for Public Health and Corporate Resources, Rachel Spencer-Henshall – 28/11/2025

<p><b>Is it also signed off by the Service Director for Finance?</b></p>	<p>Kevin Mulvaney – 27/11/25</p>
<p><b>Is it also signed off by the Service Director for Legal Governance and Commissioning (Monitoring Officer)?</b></p>	<p>Samantha Lawton – 27/11/25</p>

**Electoral wards affected:** All wards

**Ward councillors consulted:** None

**Public or private:** Public

**Has GDPR been considered?** Yes – the strategy does not include personal data

## 1. Executive Summary

This report provides an update on the progress to develop a Tourism Strategy and requests its approval and adoption by Cabinet. The strategy seeks to develop the current offer in the district and links activity with the emerging Kirklees Cultural and Heritage strategies and plans. The strategy will guide future activity, investment decisions and partnership working in the visitor economy. These all play a role in delivering the Council Plan and Partnership Strategies.

The connecting point for the Heritage, Cultural and Tourism strategies is that they will all be centrally linked through telling the story of Kirklees. As the Heritage Strategy states, “Our heritage is our story; cultural activities enable us to explore those stories and tell them creatively; and tourism enables us to promote these stories and attract people to learn more about them.” Subject to approval, the Council will publish the Tourism Strategy on its website and promote it to stakeholders. In 2026, local delivery plans for culture will be co-developed with communities, which will support the shaping of tourism-related actions across the borough.

This strategy will give direction to an important area of work for the district that promotes the district to residents, visitors and businesses. Further to economic impact and improved perception of place, the work will connect to improved infrastructure and support for regeneration schemes, plus it will form part of region-wide activity to deliver a Local Visitor Economy Partnership (LVEP) Destination Management Plan with the other West Yorkshire authorities and the West Yorkshire Combined Authority.

## 2. Information required to take a decision

Kirklees has not had a Tourism Strategy for several years. With the significant impact which Covid had on the Tourism sector, it became apparent that a strategy was needed to help the sector recover in Kirklees. In 2023, the Government also initiated changes to the tourism management structure with the trialling of Destination Management Partnerships in some areas of the country and the development of Local Visitor Economy Partnerships (LVEPs). A LVEP has been established in West Yorkshire. It became increasingly important for Kirklees to develop a Tourism Strategy in order to be clear about our priorities and fully contribute to working in partnership with other West Yorkshire authorities through the LVEP.

The first stage of producing the strategy involved commissioning The Fabl to undertake research and engage with the sector and visitors. This was funded through Gainshare funding from West Yorkshire Combined Authority. A draft strategy was written which was published for

consultation over Summer 2025. The results of the consultation have informed the final strategy (see section 4).

The strategy has been tested and received feedback from the Overview & Scrutiny Management Committee (OSMC) and Economy & Neighbourhoods Scrutiny Panel in its development. A draft strategy was brought to OSMC for feedback on 28<sup>th</sup> February 2025 ([Scrutiny - 28th Feb 2025 - Tourism Strategy.pdf](#)), prior to public consultation. Following the consultation, OSMC received a further report on 14<sup>th</sup> November 2025 ([Scrutiny - 14th November 2025 – Tourism Strategy](#)). The recommendation from OSMC was to pursue approval and adoption of the strategy.

The previous reports ‘Culture, Heritage and Tourism Strategies’ ([Culture-Tourism-Heritage Strategies.pdf](#) and [Culture Heritage and Tourism Strategies Scrutiny 25.11.2022 .pdf](#)) recognised there is a need to support tourism areas such as hospitality, accommodation and visitor attractions to improve the visitor experience in Kirklees and effectively support our Visitor Economy. With the investment in key visitor attractions such as Our Cultural Heart, how we promote Kirklees has become even more important in order to attract investment and visitors plus encourage local citizens to value and engage with cultural and other activities and attractions.

This strategy, with the Heritage and Cultural strategies, will bring new confidence to our offer and how we describe it. Strengths for the district have been identified as music festivals and culture, heritage, food and drink, landscape and wellbeing, screen tourism and sport. The Strategy will seek to strengthen Kirklees’ participation in the regional tourism offer working with the West Yorkshire LVEP and West Yorkshire Combined Authority (WYCA).

The West Yorkshire LVEP represents a significant opportunity for Kirklees its tourism strategy and visitor offer. As the region’s official framework for destination management, endorsed by Visit England, the LVEP provides access to national resources, funding opportunities and collaborative working to highlight the region. By aligning with LVEP objectives, Kirklees can benefit from shared expertise, regional activity and strategic investment, ensuring our cultural assets and events contribute to a thriving, sustainable visitor economy. The LVEP will help position Kirklees as an integral part of West Yorkshire’s cultural growth, enhancing our profile on a national stage while simultaneously enhancing and accelerating the ambitions of the Kirklees Tourism Strategy.

The Tourism Strategy links with the Visitor Economy and the economic activity generated by visitors including spending on services and goods such as accommodation, food and attractions. It also links to other economic impacts including job creation, infrastructure development and overall economic growth.

The strategy (Appendix 1) states the priorities and activity for the coming three years. The main emphasis is on establishing firm foundations to enable the sector to grow sustainably given that there has been little investment in and support for the sector for many years. The process of preparing a future and more ambitious strategic direction is anticipated to begin at the mid-point of the three-year cycle.

### **3. Implications for the Council**

#### **3.1 Council Plan**

This work is an agreed deliverable in the Council Plan 2024:

*Section 4 of the Council Plan - Continue to invest and regenerate our towns and villages to support our diverse places and communities to flourish.*

*Engage more residents and visitors in our cultural and heritage offer and raise the profile of Kirklees by:*

*Publishing new strategies for Culture, Heritage and Tourism*

### **3.2 Financial Implications**

The Tourism Strategy costs are being met by the Culture & Tourism service's base budget as there is presently no budget for Tourism. This team has led the strategy development and will co-ordinate its delivery, with the aim to redirect service resources to support this work. £25K Gainshare funding was secured from West Yorkshire Combined Authority in 2022 to support the research and first engagement stage of the strategy. Officer input has been redirected from the Creative Development and Events programmes to support the development of the strategy and contribute to the development of the Local Visitor Economy Partnership (LVEP) which equates to approximately £14K per year. A budget of £25k has now been established through the reallocation of budget from elsewhere in the service to support the development of activity and delivery, plus a Grade 10 Tourism Officer post will be established in 2026/27 to bring dedicated time and expertise to the delivery of the strategy at a cost of up to £53K. This is being funded by a service redesign which means staffing resources for other programmes of work within the service will be reduced. The post will form part of the Creative Development & Events team where there are natural connections with tourism activity and the Visitor Economy. Further growth and delivery will be established through collaboration with the West Yorkshire LVEP and West Yorkshire Combined Authority to bring investment and expertise into Kirklees and the region to support initiatives and joint working. An approved strategy will also strengthen our case with external funders and other strategic opportunities.

The strategy will be implemented in a way that can adjust to available resources and aims to encourage collaboration among teams and projects throughout the council, supporting both the strategy's goals and wider ambitions with partners in West Yorkshire. Currently, the council does not need to allocate any financial resources for this purpose at this time.

### **3.3 Legal Implications**

Section 144 Local Government Act 1972 empowers the Council to encourage people by advertisement or otherwise to visit their area for recreation, health purposes or to hold conferences, trade fairs and exhibitions.

When exercising the Council's functions, Section 149 of the Equality Act 2010 sets out the Public Sector Equality Duty replacing the previous duties in relation to race, sex and disability and extending the duty to all the protected characteristics i.e. race, sex, disability, age, sexual orientation, religion or belief, pregnancy or maternity and gender reassignment. The Public Sector Equality Duty mandates public authorities to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation and other conduct prohibited under this Act
- Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it; and
- Foster good relations between persons who share a protected characteristic and persons who do not share it, which involves having due regard, in particular, to the need to - (a) tackle prejudice and (b) promote understanding.

Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:

- Remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic
- Undertake measures to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it, including, in particular, steps to take account of disabled persons' disabilities
- Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

### **3.4 Climate Change and Air Quality**

The strategy includes a specific aim to 'Develop Kirklees reputation for sustainability and encourage best practices in environmental process.' This will be developed with relevant Council officers and link with the Kirklees Council Environment Strategy to create relevant plans with partners. The LVEP also has a commitment to sustainability through the delivery of its plans.

### **3.5 Risk, Integrated Impact Assessment (IIA) or Human Resources**

There are no obligations in the development of the strategy and establishing the programme of work. Integrated Impact Assessments will be used to support development, with appropriate risk registers as required for streams of work and projects resulting from the strategy. [IIA-774304682](#) is associated with the strategy document.

#### **Human Resources**

There are no direct Human Resource issues in adopting the strategy.

#### **Armed Forces Covenant**

There is no disproportionate impact on the Armed Forces as a result of adopting the strategy.

#### **Positive or negative impacts**

There are no other significant implications. The adoption of the strategy results in positive activity and development for the district.

## **4 Consultation**

Work was undertaken in 2022 by The FabI, a mix of research and public consultation, which resulted in strategy and delivery options on which the current strategy is based.

Public consultation took place in summer 2025 with support from the council's Data & Insight team. The online survey comprised of multiple choice and free text questions. The survey was promoted through Council communications and two in person drop-in sessions were hosted to provide support to complete the survey.

The consultation received 258 responses, 93% identified as Kirklees residents. Of the six areas of strength identified below for Kirklees, the majority of respondents agreed or strongly agreed with them and the proposed plans to develop them.

- Music festivals and culture

- Heritage
- Food and drink
- Landscape and wellbeing
- Screen tourism
- Sport

The consultation highlighted some key areas of focus for respondents, some that the strategy can support directly, others that can be supported by contributing to a wider conversation around development in the district. The topics of feedback included:

- Improving communications and promotion
- Increasing inclusion and accessibility
- Strengthening travel infrastructure
- Promoting Kirklees businesses
- Developing and maintaining green spaces and active tourism
- Engaging with communities and regional partners
- Modernising cultural and screen tourism
- Improving venues and facilities
- Developing accommodation and offering a choice
- Regenerating and managing better town centres

The strategy was amended to reflect this feedback where it was not already included. Where the strategy cannot determine the direction of an area of work, e.g. regeneration and town centre management, feedback will be provided to teams leading those areas and a tourism and visitor economy voice established to support future activity.

The Overview and Scrutiny Management Committee has been consulted a couple of times about draft versions of the strategy. At their meeting on 14<sup>th</sup> November 2025, the committee commented that

- The contribution of voluntary and community sector organisations to local tourism activity was acknowledged and the promotion of events such as the Newsome Centre Local Festival and Lindley Band Oktoberfest on the Kirklees Council's "What's On" webpage was welcomed.
- It was queried under what circumstances a new Tourist Information Centre (TIC) might be considered viable in Huddersfield town centre. Whilst the current priority was to fully understand the district's tourism offer and identity, TICs were being developed in areas across the district and opportunities might potentially arise through the development of the spaces associated with the Cultural Heart.
- In respect of the financial value of investing resources into the strategy in terms of revenue for local businesses. This work was at an early stage and recognised models, such as STEAM (Scarborough Tourism Economic Activity Monitor) would be used to measure the economic impact going forward.
- The inclusion of town and village names within the strategy was welcomed, it was important that local identity and historical context were recognised.
- In respect of how the impact of the strategy would be measured; it was explained that the next step would be to use the strategy to produce deliverable action plans, co-produced with local communities with progress monitored against deliverable actions and supported by recognised evaluation tools.

- The feedback from the previous visit to the Committee had been incorporated into the strategy document, alongside the results of the public consultation.

The Committee recommended that

- That the Leader and the officers from Culture and Visitor Economy be thanked for presenting the draft Kirklees Tourism Strategy 2026-29 to the Committee.
- That the consideration given to the input of Scrutiny in the development of the latest version of the strategy be welcomed
- That the principles and objectives of the tourism strategy be supported.
- That it be noted that the final strategy will be submitted to Cabinet for approval within the next few months.

## 5 Engagement

Engagement and research over several years is outlined in sections 2 and 4 of this report. Broader engagement will continue through partnership working with tourism bodies, the West Yorkshire LVEP and the sector, guided by the Tourism Strategy.

## 6 Options

### 6.1 Options Considered

Option 1 (recommended option) – To approve the Tourism Strategy

Option 2 – To not approve the strategy, with the following potential implications

- **Loss of Strategic Direction** - The strategy provides a clear framework for tourism development in Kirklees. Without it, there would be no agreed roadmap for guiding future activity, investment decisions, and partnership working in the visitor economy. This could lead to fragmented efforts and missed opportunities for growth.
- **Missed Regional Collaboration** - The strategy is designed to align with the West Yorkshire Local Visitor Economy Partnership (LVEP) and the West Yorkshire Combined Authority (WYCA) Destination Management Plan. Failure to adopt it would weaken Kirklees' ability to participate in regional initiatives, reducing influence and visibility in the wider tourism network.
- **Reduced Funding and Investment Opportunities** - An approved strategy strengthens the Council's case with external funders and strategic partners. Without adoption, Kirklees risks losing access to regional and national funding streams, as well as private sector investment aimed at tourism development.
- **Economic Impact Risks** - Tourism contributes to local economic activity through visitor spending on accommodation, food, and attractions. It also supports job creation and infrastructure development. Without a strategy, Kirklees may fail to capitalise on these benefits, limiting economic regeneration and growth.
- **Reputational and Perception Challenges** - The strategy aims to enhance Kirklees' profile as a destination for residents, visitors, and businesses. Not adopting it could result in a weaker brand identity and reduced competitiveness compared to other districts actively promoting tourism.
- **Council Plan Delivery** - Tourism development is linked to the Council Plan's goal of investing in towns and villages and promoting cultural and heritage offers. Failure to adopt the strategy could mean non-delivery of agreed Council Plan outcomes, affecting accountability and performance reporting.

## 6.2 Reasons for recommended Option

It has been acknowledged previously that Kirklees has a need for Culture, Heritage and Tourism strategies, not least due to their role in economic and social regeneration. The Tourism Strategy has been developed following approval to promote and support Kirklees as a vibrant place and to strengthen our cultural and visitor offer, particularly important as we develop the regional offer with neighbouring authorities who have invested in their cultural and visitor facilities.

Furthermore, a level of responsibility exists through the Council commitment to working with our West Yorkshire colleagues at a local authority and combined authority level to deliver the West Yorkshire LVEP, as agreed through the West Yorkshire Combined Authority Board, 16<sup>th</sup> March 2023.

## 7 Next steps and timelines

Subject to approval, the Tourism Strategy document will be published on the Council's website.

The strategy will be promoted to stakeholders and delivery of the strategy, its governance and reporting will be established by the Culture & Tourism team, through the Public Health and Corporate Services Directorate.

During 2026, Local Cultural Delivery Plans will be developed with communities through a programme of work led by the council, the University of Huddersfield (who have secured the funding for the programme) and cultural organisations. Tourism related actions will be developed in each area of the borough through this programme.

## 8 Contact officer

Richard Smith, Creative Development Manager  
richardd.smith@kirklees.gov.uk

## 9 Background Papers and History of Decisions

As detailed in section 4 of this document, reports were presented to the Overview and Scrutiny Management Committee and the Economy and Neighbourhood Scrutiny Panel on the following dates:

11<sup>th</sup> February 2021

[Culture-Tourism-Heritage Strategies.pdf](#)

22<sup>nd</sup> November 2022

[Culture Heritage and Tourism Strategies Scrutiny 25.11.2022 .pdf](#)

28<sup>th</sup> February 2025

[Scrutiny - 28th Feb 2025 - Tourism Strategy.pdf](#)

14<sup>th</sup> November 2025

[Scrutiny - 14<sup>th</sup> November 2025 – Tourism Strategy](#)

## 10 Appendices

Appendix 1: Kirklees Tourism Strategy 2026 - 2029

## **11 Service Director responsible**

Adele Poppleton, Service Director for Culture & Visitor Economy  
adele.poppleton@kirklees.gov.uk

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## Admission arrangements for community and voluntary controlled schools in 2027/28

<b>Meeting</b>	<b>Cabinet</b>
<b>Date</b>	<b>13 January 2026</b>
<b>Cabinet Member</b> (if applicable)	<b>Cllr Viv Kendrick – Children’s Services (Statutory responsibility for Children) Cllr Jane Rylah – Education</b>
<b>Key Decision Eligible for Call In</b>	<b>Yes Yes</b>
<p><b>Purpose of Report</b> Kirklees Council is the admission authority for Kirklees community and voluntary controlled schools and has a statutory responsibility to undertake an annual consultation about admissions arrangements. This report presents the results of this year’s consultation and seeks to determine admission arrangements for all Kirklees community and voluntary controlled schools for 2027/28. Arrangements must be determined by 28 February 2026 to comply with the national School Admissions Code.</p>	
<p><b>Recommendations</b> Based upon the outcomes of the consultation and information provided in this report it is recommended that Members approve;</p> <ul style="list-style-type: none"> <li>• Kirklees co-ordinated admission schemes for 2027/28 including in-year admissions, as set out in Appendix 2;</li> <li>• admission arrangements for Kirklees community and voluntary controlled schools as detailed in Appendix 1C including the updated sections related to tie-break arrangements and admission requests for out of normal year group (including summer born requests);</li> <li>• the Published Admission Numbers (PAN) for each community and voluntary controlled school set out in appendix 1D which include: <ul style="list-style-type: none"> <li>○ Birkby Junior School – PAN decrease from 150 to 120 in 2027/28.</li> <li>○ Dalton School – PAN decrease from 70 to 60 in 2027/28.</li> <li>○ Roberttown CE (VC) J &amp; I School – PAN decrease from 34 to 30 in 2027/28.</li> </ul> </li> </ul>	
<p><b>Reasons for Recommendations</b> This will help ensure we can continue to serve the best interests for children and their families, support our schools and remain compliant with the national School Admissions Code.</p>	
<p><b>Resource Implication:</b> None</p>	
<b>Date signed off by <u>Executive Director</u> &amp; name</b>	<b>Tom Brailsford – Executive Director for Children and Families, 3 December 2025</b>
<b>Is it also signed off by the Service Director for Finance?</b>	<b>Kevin Mulvaney, 2 December 2025</b>
<b>Is it also signed off by the Service Director for Legal and Commissioning (Monitoring Officer)?</b>	<b>Samantha Lawton, 10 December 2025</b>

**Electoral wards affected:** All wards

**Ward councillors consulted:** Yes (as part of the public consultation)

**Public or private:** public

**Has GDPR been considered?** Yes

## **1. Executive Summary**

- Kirklees is required by law to produce admissions schemes to co-ordinate the admission of children to the first year of all schools in Kirklees.
- Kirklees Council, as the admissions authority, is responsible for determining the admission policy and admission numbers for the community and voluntary controlled schools it maintains.
- The proposed arrangements for 2027/28 are similar to the arrangements already agreed for 2026/27, with the following exceptions:
  - Three proposed reductions in Published Admission Numbers (PAN) detailed in section 2.4
  - Updates to Appendix 1C for tie-break arrangements, the wording around how oversubscription criteria is applied, admission requests for out of normal year group (including summer born requests). These changes bring clarity to parents and schools and ensure compliance with the national School Admission Code.

## **2. Information required to take a decision**

### **2.1 The co-ordinated admission schemes**

Kirklees Council is required by law to produce admission schemes to co-ordinate the admission of children to the first year of all schools in Kirklees. The schemes cover the admission of rising 5 year olds, and admissions to the first year of junior, middle and secondary schools.

The schemes cover the normal round of admissions to schools at the beginning of the 2027/28 school year in September 2027 and in-year admissions during the school year 2027/28.

The schemes comply with the requirements of the national School Admissions Code which came into force in September 2021.

The schemes are attached to this report as:-

- Appendix 2A: Kirklees co-ordinated schemes for normal year of entry admissions for rising 5 year olds, junior schools, middle schools and secondary schools.
- Appendix 2B: Kirklees scheme for in-year admissions

### **2.2 Changes to the co-ordinated admission schemes in 2027/28**

There are no proposed changes to the schemes for 2027/28.

The list of own admission authority schools has been updated to include the schools that have become own admission authorities due to conversion to academy status or a change of category to a trust or aided school and is correct as at 1 December 2025.

### **2.3 The admission arrangements for all Kirklees community and voluntary controlled schools for 2027/28**

Kirklees Council, as the admissions authority, is responsible for determining the admission policy and admission numbers for the community and voluntary controlled schools it maintains.

As the admissions authority, the Local Authority (LA) has a statutory duty to consult with the governing bodies of those schools, the governing bodies of academy, aided, foundation and trust schools in Kirklees and neighbouring LAs on the admissions policy and proposed admission numbers for schools.

This report confirms the outcomes of this process which took place between 22 October and 2 December 2025.

Appendix 1B to this report explains how the published admission numbers are derived.

Appendix 1C contains the proposed admission arrangements for community and voluntary controlled schools for 2027/28.

Appendix 1D lists the published admission numbers for community and voluntary controlled schools for 2027/28. The admission numbers for own admission authority schools; academies, aided, foundation and trust schools are included for information only and may be subject to change.

Where a change is made to the published admission number (PAN) for a particular year of entry (the relevant year), it applies to that cohort of pupils only, at admission and then will apply as an admission limit in successive years as cohorts of pupils progress through the school, unless a separate admission limit has been determined.

### **2.4 Changes to the admissions arrangements for community and voluntary controlled schools in 2027/28**

Kirklees Council consulted on the following proposed changes:

- **Proposals to reduce PANs in the primary phase**

Kirklees Council publish a School Place Planning Document on a regular basis which provides a transparent evidence base to underpin decision-making about school organisation and planning.

The available evidence shows a period of declining child population year on year entering school at Reception. Future indications are that this decline will continue, and the following priority was declared in the 2024-27 School Place Planning Document relating to the primary phase:

*Continue to engage with the school system about opportunities to reduce the number of available places where there is evidence of a significant surplus*

This is in line with Department for Education (DfE) guidance which says local authorities should manage the school estate efficiently by reducing or find alternative uses for surplus capacity.

Following the last few years' consultations and in light of the declining population in the primary phase, a number of decisions to reduce published admission numbers (PANs) for admissions were made by the LA and Own Admission Authority schools.

The following proposals for community and voluntary controlled schools continue this approach for 2027/28 admissions:

- **Proposals for Birkby Junior School**

To reduce the PAN from 150 to 120 from 2027/28. This proposal is supported by the school's Governing Body. 130 places were allocated in Year 3 at the school on National Offer Day 2025, although ultimately only 124 children joined Year 3 in September 2025. 150 places were allocated in Year 3 at the school the year before. However, subsequent cohorts transferring from the linked infant school, Birkby I & N School, are very unlikely to exceed 120. Birkby I & N School's PAN reduced to 120 with effect from 2024/25. There is an established pattern of children attending the linked infant school moving to the junior school and this will bring the junior school's PAN into alignment. 2027/28 is the first year the reduction in PAN at the linked infant school will be reflected in the cohort of children transferring to Year 3 at the junior school.

The local child population has been declining since a peak in 2015 and, although it fluctuates a little, it is expected to continue to decline. The proposed reduction in PAN will ensure that the number of places available better reflects the actual demand from local families and support the school in managing resources efficiently and sustainably.

- **Proposals for Dalton School**

To reduce the PAN from 70 to 60 from 2027/28. This proposal is supported by the school's Governing Body. 60 places were allocated in the Reception year group at the school on National Offer Day 2025 and 57 the year before. There were also vacant places in other local schools on National Offer Day over the past several years.

The local child population has been declining since a peak in 2015 and, although it fluctuates a little, it is expected to continue to decline. The proposed reduction in PAN will ensure that the number of places available better reflects the actual demand from local families. The proposed reduction in PAN also supports the school in managing resources efficiently and sustainably in line with infant class size legislation, which limits infant classes to a maximum of 30 pupils per qualified teacher.

- **Proposals for Roberttown CE (VC) J & I School**

To reduce the PAN for the Reception year group from 34 to 30. This proposal is supported by the school's Governing Body. 34 places were allocated in the Reception year group at the school on National Offer Day 2025 and National Offer Day 2024. However, most of these places were allocated to children who live outside Roberttown CE (VC) J & I School's Priority Admission Area (PAA).

The local child population has been declining since a peak in 2015 and, although it fluctuates a little, it is expected to continue to decline. The proposed reduction in PAN will ensure that the number of places available better reflects the actual demand from local families. It will also support the school in managing resources efficiently and sustainably in line with infant class size legislation, which limits infant classes to a maximum of 30 pupils per qualified teacher.

It should be noted that this school is the subject of an Academy Order, and the conversion date is expected in the coming months. The Multi-Academy Trust which the school is expected to join have also confirmed support for this proposed reduction in PAN.

- **Proposed changes to wording/explanations within the existing admission arrangements**

We are proposing to rename the section in our admission arrangements that explains what happens where two or more children living equidistant from the school qualify for a place. In the 2026/27 admission arrangements the section is named 'Flats'. We are proposing to change the name of this to 'Tie Break' to clarify this method would be used in other scenarios where two or more children qualify for a place, and not only children living in flats. The proposed changes are as follows:

**Tie Break arrangement for two equally ranked applications**

In the event of two or more children living equidistant from the school, e.g. blocks of flats, the place will be decided by drawing lots, the first name drawn out of the bag will be offered the place.

**Update to notes section – page 11**

In the 2026/27 admission arrangements it refers to how priority will be given to children living nearest to the school within each oversubscription criteria 2 - 5. However, for the small number of linked infant and junior schools in Kirklees this should say criteria 2 – 6 therefore we have corrected this in the 2027/28 admission arrangements.

**Admission of children outside normal age group (including summer born children)**

We have updated the wording in the section relating to the admission of children outside their normal age group including summer born children. The proposed changes can be found on pages 14 – 15.

**2.5 School organisation proposals**

There are no outstanding mainstream statutory processes at this time. Any impact of future statutory processes on admission arrangements will be dealt with as part of the process and determined should proposals be approved.

**3. Implications for the Council**

**3.1 Council Plan**

**Best start, aspire and achieve**

Our aim is that all children in Kirklees have equal access to, and equal opportunities in education, regardless of where they were born or their start in life and start school healthy, happy and ready to learn. We are committed to working with children and families, communities, partners and the school system to improve the quality of education in our schools to give every child the best possible start in life and prepare all children for successful, independent lives where they have the skills they need to achieve their aspirations.

In line with this we are committed to ensuring there are enough high quality school and early learning places in the areas where communities and families need them and that we support children to secure a school place. Local children for local schools is a key element of place based working in Kirklees where schools play an important role in the community beyond the provision of education. Schools are not just part of the local infrastructure but anchor institutions at the heart of the communities they serve. Part of the vision within Our Kirklees Futures strategy is that attendance across our education system is higher than national average, with all Kirklees learners able to access their local school, setting or college. An intelligence led approach will allow the LA to further explore opportunities to ensure there are sufficient sustainable school places in each local area.

Reviewing and then determining admission arrangements supports the council to continue to work together with partners to ensure all children are offered a school place within a reasonable distance from their home.

### 3.2 **Financial Implications**

There is no direct financial impact on the council core budget. However, adjusting the number of school places available through PAN changes, which reflect local evidence of a declining child population, contributes to a more financially sustainable local school system.

The cost of providing a pupil admission service in Kirklees is £698K for 2025/26, which consists of £260K council core budget and £438K from the Dedicated Schools Grant (DSG).

### 3.3 **Legal Implications**

The School Admissions Code is issued under the School Standards and Framework Act 1998. The Code imposes mandatory requirements and includes guidelines setting out aims, objectives and other matters in relation to the discharge of functions relating to admissions for a range of bodies including the Council. This includes a requirement that admission arrangements for 2027/28 are determined by 28<sup>th</sup> February 2026.

### 3.4. **Climate Change and Air Quality**

Whilst it is recognised that parental preference allows applications to be made for any school, Kirklees Council gives priority to school admission applications for local schools, where they are more likely to be able to walk or cycle to their preferred school. If we are unable to offer a place to the parent's preferred school because the school has reached its published admission number with applicants of a higher priority in the oversubscription criteria for the school, Kirklees Council aims to offer an alternative school place within a reasonable distance.

Choosing a school within walking distance of the family home has great health and wellbeing benefits for children and parents/carers and would contribute to the reduction of pollution and CO2 emissions, a focus of the key long-term priorities for the Council in tackling the Climate Emergency in Kirklees. It improves air quality and works towards achieving the Net Zero and Climate Ready Kirklees vision by 2038 and supports the Council plan for a greener and healthier Kirklees.

### 3.5 **Risk, Integrated Impact Assessment (IIA) or Human Resources**

Determining admission arrangements is a statutory requirement for the council. There are no direct financial or human resources implications for the council. An integrated impact assessment was undertaken in December 2025 Case ID: IIA-770799196. As the LA has consulted on minor changes to published admission numbers and some wording only, it is considered that there are no adverse impacts arising from the proposals under this duty.

Link to the IIA: <https://www.kirklees.gov.uk/beta/delivering-services/integrated-impact-assessments/home/details/IIA-770799196/>

## 4 **Consultation**

The proposed arrangements and schemes were subject to the statutory 6 week consultation between 22 October 2025 and 2 December 2025.

As part of the consultation the proposals were communicated to the following parties:- Governing Bodies and Headteachers of all Kirklees schools including own admission

authority schools, Roman Catholic and Church of England Aided schools and Trust schools, Academies and Free schools, the Church of England Diocese of Leeds, neighbouring Local Authorities, Councillors, other own admission authorities in the relevant area and comments were invited from parents/carers and other interested parties via social media, Involve and the Kirklees website.

## **5 Engagement**

No responses were received to the consultation.

## **6 Options**

### **6.1 Options Considered**

Reduce the published admission numbers at the three schools listed in 2.4 of this report and adopt the amended wording relating to tie-breaks, the number of oversubscription criteria and summer born admission and out of normal age group requests.

To do nothing would mean we lose the opportunity to support sustainability in schools which will likely impact of educational outcomes of our children. Not making the other proposed changes would mean Kirklees is not compliant with the national School Admission Code which has a clear principle of ensuring clarity for parents.

### **6.2 Reasons for recommended Option**

The proposals bring clarity to parents and schools and ensure compliance with the national School Admission Code. There were no objections to the proposed admission arrangement presented in the consultation.

## **7 Next steps and timelines**

- To publish the approved arrangements on the Council's website, make copies available on request, to inform the public that the admission arrangements have been determined and inform all consultees of the decisions.
- To prepare the composite Guide for Parents to support their applications for 2027/28.

## **8 Contact officer**

Sharon Oldfield - Pupil Admissions Manager

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Martin Wilby- Head of Education Places and Access

Tel: 01484 221000 email: [martin.wilby@kirklees.gov.uk](mailto:martin.wilby@kirklees.gov.uk)

## **9 Background Papers and History of Decisions**

n/a.

## **10 Appendices**

### **Appendix 1- Kirklees admission arrangements**

- A. Introduction
- B. Published Admission Numbers (PANs) and Priority Admission Areas (PAAs)
- C. Admission arrangements for Kirklees community and voluntary controlled schools for 2027/28.
- D. Published admission numbers for community and voluntary controlled schools

### **Appendix 2 - Kirklees admission schemes**

- A. Kirklees co-ordinated schemes for normal year of entry admissions for rising 5 year olds, junior schools, middle schools and secondary schools.

B. Kirklees scheme for in-year admissions

**Appendix 3 - Timetable for Kirklees co-ordinated normal round admissions**

**Appendix 4 - The meaning of words and expressions used in this scheme.**

**11 Service Director responsible**

Jo-Anne Sanders

Service Director for Learning and Early Support

Directorate for Children and Families

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## **A. Introduction**

- These schemes are intended to comply with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 and the School Admissions Code 2021. The School Admissions Code ('the Code') has been issued under Section 84 of the School Standards and Framework Act 1998 ('SSFA 1998'). The Code has been made following a consultation under Section 85(2) of the SSFA 1998.
- Some community or voluntary controlled schools in Kirklees may become an own admission authority by converting to academy status or changing category to trust or voluntary aided status during the life of these arrangements. Any school that becomes an own admission authority during the period of these schemes assumes the responsibilities of an admission authority from the date of change of status / category.
- Please consult the websites of Kirklees and other admission authorities to obtain the most up to date information.

## **B. Published Admissions Numbers (PANs) and Priority Admissions Areas (PAAs)**

### **Published Admission Numbers (PANs)**

- The table on page 16 shows the proposed PAN for each school. This is the maximum number of places the school can offer in the relevant year of entry (the age group when pupils usually start at the school).
- PANs are set in line with the School Admissions Code and are usually based on the school's assessed capacity using the Department for Education's Net Capacity Assessment (NCA) method. This ensures places are allocated fairly and consistently.
- If a PAN changes for a relevant year of entry, it applies to that cohort when they start and then continues as the admission limit for that same cohort as they move through the school, for example from Reception to Year 1, Year 2 and so on), unless a separate admission limit is set after consultation.

### **How PANs are calculated**

- The NCA method looks at the size and type of teaching spaces in a school and calculates how many pupils can be accommodated.
- Nursery space is excluded from the calculation because nursery places are not part of statutory school age provision.
- For schools with sixth forms, the calculation includes an adjustment to reflect the space needed for post-16 students. This is expressed as a proportion of a year group (for example, an 11–18 school may have 5 statutory year groups plus an additional fraction for sixth form).
- The calculation gives a maximum and minimum range of workplaces for the whole school. The PAN for the relevant year of entry is then set so that, when multiplied by the number of year groups, the total fits within this range.
- In most cases, PANs will be set within this range. Adjustments can be made for special educational needs, curriculum delivery, or exceptional circumstances, but these should normally stay within the range unless there is a clear, documented reason for exceeding it and this has been consulted on.
- Some schools still have capacity figures based on the previous method. These will continue to be used until a new NCA assessment is completed.

### **Flexibility in Setting PANs**

- Kirklees may set a PAN above the calculated figure in the following situations:

- To make sure all children living in the Priority Admission Area (PAA) who apply on time for the relevant year of entry can be offered a place.
- Where a formal expansion has been agreed.
- Where the school confirms it can admit extra pupils without impacting the quality of education quality or the use of resources.

### **Priority Admission Areas (PAAs)**

In Kirklees each community and voluntary controlled school has an area identified as its Priority Admission Area (other LAs refer to catchment areas). A small number of schools share priority areas; these are known as shared priority admission areas. Full details of priority admission areas are available on the Kirklees Council website.

## **C. Admission arrangements for Kirklees community and voluntary controlled schools for 2027/28**

### **Admission Criteria**

If there are fewer applicants than there are places available, everyone who applies will be offered a place. When there are more applicants than there are places available there has to be a way of deciding which children are offered places. This is done by having admission criteria, also known as oversubscription criteria, which are considered in order. The Kirklees admission criteria for community and voluntary controlled schools are:

1. children in public care (looked after children) and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be as a result of being adopted;
2. children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending from the same address at the date of admission (the sibling rule);
3. children who live in the school's PAA;
4. children who live outside the school's PAA who have a brother or sister attending from the same address at the date of admission (the sibling rule);
5. children who live outside the school's PAA.

Community and voluntary controlled schools will admit a child with Special Educational Needs where the school is named on the Education Health and Care Plan.

### **Linked infant and junior schools**

There are several combinations of infant and junior schools in Kirklees. These are shown in the list below. The majority of children transfer from the infant school to the linked junior school. It is included to strengthen the admissions criteria for linked infant and junior schools to increase the continuity for children to a level comparable to that in an all-through primary school

- Berry Brow I & N Academy and Newsome Junior Academy
- Birkby I & N School and Birkby Junior School
- Diamond Wood Community Academy and Ravensthorpe CE (VC) Junior School
- Earlsheaton Infant School and Bywell CE (VC) Junior School
- New Mill Infant School and New Mill Junior School
- Lindley CE Infant School and Lindley Junior School
- Manorfield I & N School and Staincliffe CE (VC) Junior School\*
- Netherhall Learning Campus – Netherhall St James (VC) C of E Infant and Nursery School and Netherhall Learning Campus Junior School
- Netherton I & N School\* and South Crosland CE (VA) Junior School
- Pentland I & N School and Headfield CE (VC) Junior School
- Purlwell I & N School and Hyrstmount Junior School
- Reinwood I & N School and Reinwood Community Junior School
- Savile Town CE (VC) I & N School and Headfield CE (VC) Junior School

- Shaw Cross I & N School and Bywell CE (VC) Junior School
- Thornhill Lees CE (VC) I & N School and Headfield CE (VC) Junior School

\*admissions to Netherton I & N School and Staincliffe CE (VC) Junior School only.

### **Admission criteria for linked infant and junior schools.**

If there are fewer applicants than there are places available, everyone who applies will be offered a place. When there are more applicants than there are places available there has to be a way of deciding which children are offered places. This is done by having admission criteria, also known as oversubscription criteria, which are considered in order. The Kirklees admission criteria for linked infant and junior, community and voluntary controlled schools are:

1. children in public care (looked after children) and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be as a result of being adopted;
2. children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending either school from the same address at the date of admission (the sibling rule);
3. children who attend a listed infant school (with priority for the linked junior school)
4. children who live in the school's PAA;
5. children who live outside the school's PAA who have a brother or sister attending either school from the same address at the date of admission (the sibling rule);
6. children who live outside the school's PAA.

Community and voluntary controlled schools will admit a child with Special Educational Needs where the school is named on the Education Health and Care Plan.

### **Notes**

- The definition of a 'looked after child' in England is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children Act 1989. Previously Looked After refers to those children who immediately after being looked after became subject to an adoption order, (under section 46 of the Adoption and Children Act 2002), Child Care Arrangement Order (under Section 8 of the Children Act 1989), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Evidence must be provided by parents of the child's adoption from public care outside England.
- If a request for admission to school is made under the previously looked after (PLAC) criteria, an online supplementary information form (SIF) will need to be completed on the Kirklees Pupil Admissions website [www.kirklees.gov.uk/admissions](http://www.kirklees.gov.uk/admissions)
- Children in priority 1 above may be admitted above the PAN.
- If we cannot agree to requests for admission in priorities 2 to 5 above (or 2 to 6 in the case of children attending a linked infant or junior school) without exceeding the PAN, we will give priority up to the PAN to children living nearest the school.
- Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using six-figure National Grid Co-ordinates from the National Land and Property Gazetteer. This grid reference relates to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is from Ordnance Survey's MasterMap. For smaller,

residential properties the grid reference marks a point near the centre of the building. For larger properties like schools with, for example, multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 1 metre.

- For all-through schools located on two different sites, Kirklees LA will calculate the distance in a straight line from the applicant's home address to both sites and the shortest distance will be used for admission purposes for applications for all year groups. The year group the application is for and where that year group is taught is not part of the consideration, as this is an operational decision down to Headteacher / Governing Body discretion and could change outside of the admission arrangements consultation and determination process.
- 'Live' means the child's permanent home at the date when applications close or, if a significant house move is involved, the latest reasonable date before the final allocation of places (see pages 12 - 13).
- Where a child's parents live at different addresses and the child spends time at each address we will consider a number of factors when deciding on the address that will be used for admissions purposes, including:
  - the amount of time spent at each address
  - which parent has parental responsibility for the child
  - who receives child benefit for the child
  - where the child is registered for medical and dental care
  - any residency or custody orders made by the courts.

We will ask for documentary evidence to support information given about the above points.

- For children transferring from first or middle schools, we will give preference in priorities 2-5 above (up to the PAN) to children attending a first or middle school in the middle or secondary school PAA.
- A PAA means a geographical area determined by Kirklees in consultation with the governing body of the school. It is called this because children living there normally have priority for admission over children who live elsewhere. It is also referred to as the catchment area.
- Children with Education Health and Care Plans are admitted to mainstream schools, special units and special schools separately from the general admission policies, but we do ask families to complete the online application if they would like to name a mainstream school as one of their preferences.
- **It is important to note that attending a school nursery or pre-school setting on a school site does not give any priority for a place in that primary/infant school and there is no automatic transfer.**

## Application procedures

### Transfer to secondary school

- Kirklees residents will apply for a secondary school place by using the online Parent Portal on the Kirklees website. The application period will run from the week beginning **1 September 2026. The closing date for applications will be 31 October 2026.**

### Transfer to junior or middle school

- Kirklees residents will apply for a junior or middle school place by using the online Parent Portal on the Kirklees website. The application period will run from the week beginning **1 September 2026. The closing date for applications will be 15 January 2027.**

### Admission to full-time school for rising five year old children

- Kirklees residents will apply for admission to full-time school (rising five year old children) by using the online Parent Portal on the Kirklees website. The application period will run

from the week beginning **1 September 2026**. **The closing date for applications will be 15 January 2027**.

### **Late applications**

- Applications received after the appropriate closing date will be regarded as late unless, in Kirklees' judgment, there are significant and exceptional reasons for the lateness. Proof of special circumstances will be required.
- Late applications are not considered until all on-time applicants have been allocated places.
- Forms submitted after the closing date due to a significant house move will be regarded as on-time provided that documentary evidence to confirm the move is provided by the following deadlines in time for the allocation process.
- For year 7 and year 9 applications - It is expected the allocation process will take place on 11 January 2027. The latest reasonable date for evidence of a significant house move will be 30 November 2026.
- For Reception, year 3 and year 6 - It is expected that the allocation process will take place on 9 March 2027. The latest reasonable date for evidence of a significant house move will be 15 February 2027.

### **Waiting lists**

- A child's name will automatically be placed on the waiting list for any Kirklees community or voluntary controlled school where they have been refused a place in the school's normal year of entry, eg, Year 7 at secondary school.
- The waiting lists will be held in admission criteria order and will close on 31 December 2027.
- For in-year admissions, the waiting list will be held for the remainder of the term for which they have applied for a place.

### **In-year admissions**

- Kirklees residents who wish to apply for a place in the first year at a school after the first school day in September 2027, or to any other age group at any time, will apply on the In-year Common Application Form (ICAF).

### **Twins / multiple births**

- A twin or sibling from a multiple birth can be admitted as an excepted pupil into an infant class, where admission of more than one of the siblings would exceed the infant class size limit of 30 pupils, such cases would be examined on an individual basis.

### **Tiebreak arrangement for two equally ranked applications**

- In the event of two or more children living equidistant from the school, eg, blocks of flats, the place will be decided by drawing lots, the first name drawn out of the bag will be offered the place.

### **Rising five year old children**

- All children are entitled to a full time place in the September following their fourth birthday. However, the legal starting age for full time education is the start of the term following the child's fifth birthday and parents may request their child's entry is deferred until later in the same school year or until the term after which the child reaches compulsory school age. The allocated place will be held for the child until the beginning of the term following the child's fifth birthday, but not beyond the beginning of the summer term. Summer born children who do not take up their allocated place in

Reception by the beginning of the summer term will have their place withdrawn and will need to reapply for a place in year 1 for September.

- Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

### **Children of Service Personnel and Crown Servants**

- Kirklees Council is signed up to the armed forces Community Covenant, which is a pledge made by the government to ensure that the armed forces and their families are not disadvantaged as a result of their service. As part of the co-ordinated process applications from armed forces families are reviewed on an individual basis to ensure they are not disadvantaged, and, Kirklees LA may ask schools to consider admission over PAN if this is felt to be necessary.
- Children of service personnel and crown servants returning from overseas to live within Kirklees, will be allocated a school place (as long as one is available) in advance of their arrival. The application must be accompanied by an official letter declaring the relocation date and postal address. The allocation will be based upon the address at which the child will live when applying oversubscription criteria, as long as parents provide some evidence of their intended address.

### **Admission of children outside normal age group (including summer born children)**

The vast majority of children and young people complete their primary and secondary education in school year groups according to their normal age group.

The National Curriculum sets out a clear, full and statutory entitlement to learning for all pupils. In addition, schools in Kirklees deliver an offer which supports access to high quality differentiated education. This should, in the majority of cases, ensure that a pupil's curricular needs are met within their normal age group.

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented, or has experienced problems such as ill health, or is a summer born child (born between 1 April and 31 August), or has already been educated outside their normal age group by submitting a request in writing directly to the admission authority\* of the school.

\* Kirklees Council is the admission authority for community and voluntary controlled schools.

\* The governing body is the admission authority for foundation and voluntary aided schools.

\* The academy trust is the admission authority for academies and free schools.

All children must start full-time education once they reach [compulsory school age](#). This is on 31 December, 31 March or 31 August following their fifth birthday – whichever comes first. If your child's fifth birthday is on one of those dates then they reach [compulsory school age](#) on that date. For example, if your child reaches [compulsory school age](#) on 31 March, they must start full-time education at the beginning of the next term (summer term that year).

There is no statutory barrier to children being educated out of their chronological year group, other than starting school at [compulsory school age](#). The admission authority\* for the school ultimately has responsibility for making the decision. All requests will be explored with the parent/carer on an individual basis

In the case of children born from 1 April to 31 August – known as summer born children the [Department for Education \(DfE\) Summer born children starting school guidance](#) states;

(They) do not need to start school until the September after their fifth birthday, a year after they could first have started school. This is when summer born children reach [compulsory school age](#). This advice is to help you decide what would be best for your summer born child. It does not apply to children with education, health and care (EHC) plans.

Having special educational needs and disabilities (SEND) does not necessarily mean a child should delay starting school. It may be better for them to start school before [compulsory school age](#) so they can access the support available there.

If your child has an EHC plan or you are going through an EHC needs assessment and you wish them to start school in reception (not year 1) when they are 5, you should discuss this with your local authority.

If you have decided your summer born child will be starting school aged 5, and you want your child to start school in reception (rather than year 1), you will need to make a request in writing directly to the school's admission authority.

You can register your request by writing to/emailing [Pupil Admissions](#) and parents should also contact the admission authority of the schools directly to make them aware of their request. All requests will be explored with the parent/carer on an individual basis.

Following a request being made the admission authority must decide whether a child starting school at [compulsory school age](#) should be admitted to reception or year 1. They must make this decision in the child's best interests and based on the circumstances of the case. The government believes it is usually not in a child's best interests to miss the teaching that takes place during the reception year, and that it should be rare for a child to start school in year 1.

At the same time as making your request we advise, parents may if they wish (still apply online in the normal admission round for 2027, as if your child were going to start school at age 4 – even if you decide you want to delay their start until age 5 in line with the [DfE's guidance to parents of summer born children](#)

All requests for Kirklees community and voluntary controlled schools will be considered by a panel of education experts after the relevant closing date for applications and the individual case will be considered. The panel will make a decision on the basis of the circumstances of the case and in accordance with the [DfE non-statutory guidance](#), in the best interests of the child concerned. This will include taking account of the parent's views, information about the child's academic, social and emotional development, where relevant, their medical history and the views of a medical professional, whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the Headteacher of the preferred school will also be taken into account.

If the request is agreed but you want your child to transfer to a new school at any time, you will need to submit another request for admission out of the normal age group to the new admission authority. The admission authority of the new school will decide whether it is in your child's best interest to continue to be educated out of their normal age group however, but there is no duty to agree to such a request and a parent/carer cannot insist their child is educated out of their normal year group.

If a request is refused, there is no statutory right to appeal this decision.

## D. Table of Proposed published admission numbers (PANs)

### Secondary and middle provision

Secondary School	Category	PUBLISHED ADMISSION NUMBER 2026-2027	PROPOSED PUBLISHED ADMISSION NUMBER 2027-2028	Notes	Year 8 (yr 7 in 26/27)	Year 9 (yr 7 in 25/26)	Year 10 (yr 7 in 24/25)	Year 11 (yr 7 in 23/24)	Net cap range
All Saints Catholic College	VA	180	180	Own AA school.	180	180	180	180	814-905
Batley Girls High School	Academy	233	233	Information only. Own AA school. *Admitted over PAN.	233	233 *(243)	233	233 *(243)	-
Batley Grammar School	Free School (Academy)	130	130	Information only. Own AA school. Assuming all 30 pupils in the primary phase year 6 transfer to the secondary phase, there will be 130 places available. If less should transfer then further places will be offered accordingly.	130	130	130	130	-
BBG Academy	Academy	210	210	Information only. Own AA school.	210	210	210	210	-
Castle Hall Academy	Academy	180	180	Information only. Own AA school.	180	180	180	180	-
Colne Valley High School	Academy	287	287	Information only. Own AA school. *Admitted over PAN	287	287	287 *(293)	287	-
Heckmondwike Grammar School	Academy	210	210	Information only. Own AA school. No proposed change to PAN *Admission over PAN	210	210	180 *(210)	180 *(210)	-
Holmfirth High School	Community	264	264	*Admitted over PAN.	264	264	264	264 *(286)	1320-1467
Honley High School	Academy	255	240	Information only. Own AA school. *Admitted over PAN. School consulting on a reduction in PAN from 255 to 240	255	255	255	255 *(263)	-
King James's School	Academy	210	210	Information only. Own AA school. *Admitted over PAN.	210	210	210 *(217)	210 *(215)	-
Manor Croft Academy	Academy	210	210	Information only. Own AA school. *Admitted over PAN	210	210 *(212)	180 *(213)	180 *(210)	-
Moor End Academy	Academy	210	210	Information only. Own AA school. *Admitted over PAN	210	210	210 *(215)	210 *(215)	-
Netherhall Learning Campus - High School	Community	145	145	*Admitted over-PAN.	145	145	145 *(159)	145 *(165)	626-709
Newsome Academy	Academy	180	180	Information only. Own AA school.	180	180	180	183	

Secondary School	Category	PUBLISHED ADMISSION NUMBER 2026-2027	PROPOSED PUBLISHED ADMISSION NUMBER 2027-2028	Notes	Year 8 (yr 7 in 26/27)	Year 9 (yr 7 in 25/26)	Year 10 (yr 7 in 24/25)	Year 11 (yr 7 in 23/24)	Net cap range
North Huddersfield Trust School	Trust	180	180	Information only. Own AA school. * Admitted over-PAN	180	180 *(210)	180 *(210)	180 *(210)	918-1020
Royds Hall, A SHARE Academy	Academy	172	172	Information only. Own AA school. * Admitted over-PAN	172	172	172 *(180)	172	-
Salendine Nook High School Academy	Academy	275	275	Information only. Own AA school. * Admitted over-PAN	275	275	275 *(285)	275 *(285)	-
Shelley College, A SHARE Academy	Academy	360	360	Information only. Own AA school.		360	360	360 *(375)	-
Spenn Valley High School	Trust	190	190	Information only. Own AA school.	190	190	190	190	966-1074
St John Fisher Catholic Voluntary Academy	Academy	198	198	Information only. Own AA school.	198	198	198	198	-
Thornhill Community Academy, A SHARE Academy	Academy	180	180	Information only. Own AA school. *Admitted over PAN	180	180 *(182)	180 *(195)	180 *(210)	-
The Mirfield Free Grammar	Academy	221	221	Information only. Own AA school.	221	221	221	221	-
Upper Batley High School	Academy	150	150	Information only. Own AA school.	150	150 *(160)	150 *(160)	150	-
Westborough High School	Trust	180	180	Information only. Own AA school. *Admitted over PAN	180	180 *(190)	180 *(200)	180 *(200)	991-1102
Whitcliffe Mount, A SHARE Academy	Academy	250	250	Information only. Own AA school.	250	250	250	250	-
Middle School	Category	PUBLISHED ADMISSION NUMBER 2026/2027	PROPOSED ADMISSION NUMBER 2027/2028	Notes	Year 7	Year 8			
Kirkburton Middle School	Academy	167	167	Information only. Own AA school.	167	167	-	-	
Scissett Middle School	Academy	200	200	Information only. Own AA school.	200	200	-	-	

## Primary provision

Primary School	Category	PUBLISHED ADMISSION NUMBER 2026-2027	PROPOSED PUBLISHED ADMISSION NUMBER 2027-2028	Notes	Year 1 (Rec in 26/27)	Year 2 (Rec in 25/26)	Year 3 (Rec in 24/25)	Year 4 (Rec in 23/24)	Year 5 (Rec in 22/23)	Year 6 (Rec in 21/22)	Net cap range	PAN range
All Hallows' Primary CE (VA) School	VA	30	30	Information only. Own AA school	30	30	30	30	30	30	157-207	22-29
Ashbrow School	Community	60	60		60	60	60	60	60	60		
Batley Grammar School	Free School (Academy)	27	27	Information only. Own AA school.	27	27	27	27	27	27	-	-
Batley Parish CE Primary Academy	Academy	30	30	Information only. Own AA school.	30	30	30	30	30	30	-	-
Battysford CE (VC) Primary School	VC	60	60		60	60	62	62	62	62	400-445	57-63
Beaumont Primary Academy	Academy	90	90	Information only. Own AA school.	90	90	90	90	90	90	-	-
Berry Brow I & N School	Academy	60	60	Information only. Own AA school	60	60					-	-
Birdsedge First School	Academy	15	15	Information only. Own AA school.	15	15	15	15	15		-	-
Birkby I & N School	Community	120	120		120	120					423-471	141-157
Birkby Junior School	Community	150	150					150	150	150		
Birkenshaw CE (VC) Primary School	VC	60	60		60	60	60	60	60	60	378-420	54-60
Birstall Primary Academy	Academy	30	30	Information only. Own AA school.	30	30	30	30	30	30	-	-
Boothroyd Primary Academy	Academy	90	90	Information only. Own AA school.	90	90	90	90	90	90	-	-
Brambles Primary Academy	Academy	60	60	Information only. Own AA school.	60	60	60	60	60	60	-	-
Brockholes CE (VC) J & I School	VC	30	30		30	30	30	30	30	30	189-210	27-30
Bywell CE (VC) Junior School	VC	97	97					97	97	97	351-390	87-97
Carlinghow Academy	Academy	50	50	Information only. Own AA school.	50	50	50	50	50	50	-	-
Carlton J & I School	Community	30	30		30	30	33	33	33	33	214-238	30-34
Christ Church CE Academy	Academy	30	30	Information only. Own AA school.	30	30	30	30	30	30	-	-
Crough Head J & I School	Community	12	12		12	12	12	12	12	12	52-90	7-12

Primary School	Category	PUBLISHED ADMISSION NUMBER 2026-2027	PROPOSED PUBLISHED ADMISSION NUMBER 2027-2028	Notes	Year 1 (Rec in 26/27)	Year 2 (Rec in 25/26)	Year 3 (Rec in 24/25)	Year 4 (Rec in 23/24)	Year 5 (Rec in 22/23)	Year 6 (Rec in 21/22)	Net cap range	PAN range
Co-op Academy Smithies Moor	Academy	30	30	Information only. Own AA school.	30	30	30	30	60	60	-	-
Crossley Fields J & I School	Community	60	60		60	89	89	89	89	89	565-628	80-89
Crow Lane J I & N School	Trust	30	30	Information only. Own AA school.	30	30	30	30	30	30	210-236	30-33
Crowlees CE (VC) J & I School	VC	60	60		60	60	60	60	60	60	367-418	52-59
Cumberworth CE (A) First School	Academy	20	20	Information only. Own AA school.	20	20	20	20	20		90-120	15-20
Dalton (J I & N) School	Community	70	70		70	70	70	70	70	70	420-470	60-67
Denby CE (A) First School	VA	10	10	Information only. Own AA school.	10	10	10	10	10		45-60	7-10
Denby Dale F & N School	Community	30	30		30	30	33	33	33		141-180	23-30
Diamond Wood Community Academy	Academy	90	90	Information only. Own AA school	90	90					-	-
Earlsheaton Infant School	Academy	40	40	Information only. Own AA school	40	40					-	-
East Bierley CE(VC) Primary School	VC	30	30		30	30	30	30	30	30	210	30
Eastborough Academy	Academy	30	30	Information only. Own AA school	30	30	30	30	30	30	-	-
Emley First School	Community	25	25		25	25	25	25	25		135-150	22-25
Farnley Tyas CE (VC) First School	VC	10	10		10	10	10	10	10		45-63	7-10
Field Lane J I & N School	Academy	30	30	Information only. Own AA school.	30	30	30	30	30	30	-	-
Fieldhead Primary Academy	Academy	30	30	Information only. Own AA school.	30	30	30	30	30	30	-	-
Fixby J & I School	Academy	45	45	Information only. Own AA school.	45	45	45	45	45	45	-	-
Flockton CE (VC) First School	VC	15	15		15	15	15	15	15		90-117	15-19
Golcar J I & N School	Trust	60	60	Information only. Own AA school.	60	60	60	60	60	60	375-420	53-60
Gomersal Primary School	Community	60	60		60	60	60	60	60	60	378-420	54-60
Gomersal St Mary's CE (VC) Primary School	VC	30	30		30	30	30	30	30	30	157-206	22-29

Primary School	Category	PUBLISHED ADMISSION NUMBER 2026-2027	PROPOSED PUBLISHED ADMISSION NUMBER 2027-2028	Notes	Year 1 (Rec in 26/27)	Year 2 (Rec in 25/26)	Year 3 (Rec in 24/25)	Year 4 (Rec in 23/24)	Year 5 (Rec in 22/23)	Year 6 (Rec in 21/22)	Net cap range	PAN range
Grange Moor Primary School	Community	15	15		15	15	15	15	15	15	105-120	15-17
Hade Edge J & I School	Community	14	14		14	14	14	14	14	14	52-90	7-12
Hanging Heaton CE (VC) J & I School	VC	20	20		20	20	20	20	20	20	105-141	15-20
Hartshead J & I School	Community	12	12		12	12	12	12	12	12	52-90	7-12
Headfield CE (VC) Junior School	VC	150	150					150	150	150	567-630	141-157
Headlands CE (VC) J I & N School	VC	60	60		60	60	60	60	60	60	367-414	52-59
Healey J I & N School	Academy	55	55	Information only. Own AA school.	55	55	55	55	55	55	-	-
Heaton Avenue, A SHARE Primary Academy	Academy	45	45	Information only. Own AA school	45	60	60	60	60	60	-	-
Heckmondwike Primary Academy	Academy	60	60	Information only. Own AA school.	60	60	60	60	60	60	-	-
Helme CE (VA) J & I School	Academy	20	20	Information only. Own AA school.	20	20	20	20	20	20	-	-
Hepworth J & I School	Community	16	16		16	16	16	16	16	16	105-117	15-16
High Bank J I & N School	Community	20	20		20	20	20	20	20	20	105-143	15-20
Highburton CE (VC) First School	Academy	30	30	Information only. Own AA school.	30	30	30	30	30			
Hightown J I & N School	Community	30	30		30	30	30	30	30	30	210	30
Hillside Primary School	Academy	45	45	Information only. Own AA school.	45	45	45	45	45	45	-	-
Hill View Academy	Academy	30	30	Information only. Own AA school.	30	30	30	30	30	30	-	-
Hinchliffe Mill J & I School	Community	16	16		16	16	16	16	16	16	103-115	15-16
Holme J & I School	Community	6	6		6	6	6	6	6	6	0-42	0-6
Holmfirth J I & N School	Community	30	30		30	30	34	34	34	34	206-229	29-32
Holy Spirit Catholic Primary Academy	Academy	30	30	Information only. Own AA school.	30	30	30	30	30	30	-	-
Honley CE (VC) J I & N School	VC	60	60		60	66	68	68	68	68	470	66/68
Hopton Primary School	Community	45	45		45	45	45	45	45	45	346-385	49-55
Howard Park Community School	Community	30	30		30	30	30	30	30	30	210-240	30-34
Plystmount Junior School	Academy	60	60	Information only. Own AA school.				60	90	90	-	-

Primary School	Category	PUBLISHED ADMISSION NUMBER 2026-2027	PROPOSED PUBLISHED ADMISSION NUMBER 2027-2028	Notes	Year 1 (Rec in 26/27)	Year 2 (Rec in 25/26)	Year 3 (Rec in 24/25)	Year 4 (Rec in 23/24)	Year 5 (Rec in 22/23)	Year 6 (Rec in 21/22)	Net cap range	PAN range
Kaye's Academy	Academy	30	30	Information only. Own AA school.	30	30	32	32	32			
Kirkburton CE (A) First School	VA	24	24	Information only. Own AA school.	24	24	24	24	24		135-168	22-28
Kirkheaton Primary School	Academy	30	30		30	60	60	60	60	60	-	-
Lepton CofE Primary Academy	Academy	30	30	Information only. Own AA school.	30	30	33	33	33	33	-	-
Lindley CE Infant School	Academy	120	120	Information only. Own AA school.	120	120					-	-
Lindley Junior School	Academy	120	120	Information only. Own AA school.				120 *(124)	120 *(124)	120 *(124)	-	-
Linthwaite Ardron CE (A) J & I School	VA	30	30	Information only. Own AA school.	30	30	30	30	30	30	157-203	22-29
Linthwaite Clough J I & E Y School	Academy	30	30	Information only. Own AA school.	30	45	45	45	45	45	-	-
Littleton J I & N School	Trust	25	25	Information only. Own AA school.	25	25	25	25	25	25	157-177	22-25
Lowerhouses CE Primary School	Academy	30	30		30	30	30	30	30	30	-	-
Luck Lane, A SHARE Primary Academy	Academy	45	45	Information only. Own AA school	45	45	60	60	60	60	-	-
Lydgate J & I School	Community	45	45		45	45	45	45	45	45	295-328	42-46
Manorfield I & N School	Academy	60	60	Information only. Own AA school	60	60						
Marsden I & N School	Community	60	60		60	60					162-180	54-60
Marsden Junior School	Academy	60	60	Information only. Own AA school				60	60	60	-	-
Meltham CE (VC) Primary School	VC	60	60		60	60	60	60	60	60	398-443	56-63
Meltham Moor Primary School	Academy	30	30	Information only. Own AA school.	30	30	30	30	30	30	-	-
Mill Lane J I & E Y School	Community	25	25		25	25	25	25	25	25	157-194	22-27
Millbridge, A SHARE Primary Academy	Academy	45	45	Information only. Own AA school.	45	45	45	47	47	47	-	-
Moldgreen Community Primary School	Community	60	60		60	60	60	60	50	50	378-420	54-60
Moorlands Primary School	Academy	90	90	Information only. Own AA school.	90	90	90	90	90	90	-	-
Mount Pleasant Primary School	Community	90	90		90	90	90	90	90	90	596-663	85-94

Primary School	Category	PUBLISHED ADMISSION NUMBER 2026-2027	PROPOSED PUBLISHED ADMISSION NUMBER 2027-2028	Notes	Year 1 (Rec in 26/27)	Year 2 (Rec in 25/26)	Year 3 (Rec in 24/25)	Year 4 (Rec in 23/24)	Year 5 (Rec in 22/23)	Year 6 (Rec in 21/22)	Net cap range	PAN range
Netherhall Learning Campus Junior School	Community	55	55					55	75	75	315-350	78-87
Netherhall St James CofE (VC) I&N School	VC	55	55		55	55					221-246	73-82
Netherthong Primary School	Community	30	30		30	30	32	32	32	32	199-222	28-32
Netherton I & N School	Academy	60	60	Information only. Own AA school.	60	60					-	-
Newsome Junior School	Academy	60	60	Information only. Own AA school.				60	60	60	-	-
New Mill Infant School	Academy	60	60	Information only. Own AA school.	60	60					-	-
New Mill Junior School	Academy	60	60	Information only. Own AA school.				60	60	60	-	-
Nields J I & N School	Academy	30	30	Information only. Own AA school.	30	30	30	30	30	30	-	-
Norrithorpe J & I School	Community	60	60		60	60	60	60	60	60	367-419	52-59
Oak CE(VC) Primary School	VC	60	60		60	60	60	60	60	60		
Old Bank Academy	Academy	15	15	Information only. Own AA school.	15	15	25	25	25	25	-	-
Orchard Primary Academy School	Academy	50	50	Information only. Own AA school.	50	50	50	50	52	52	-	-
Our Lady Of Lourdes Catholic Primary Academy	Academy	30	30	Information only. Own AA school.	30	30	30	30	30	30	-	-
Overthorpe C of E Academy	Academy	30	30	Information only. Own AA school.	30	30	30	42	42	42	-	-
Paddock J I & N School	Trust	50	50	Information only. Own AA school.	50	50	50	50	50	50	298-332	42-47
Park Road J I & N School	Community	30	30		30	30	30	30	30	30	198-220	28-31
Pentland I & N School	Community	30	30		30	49					146-163	49-54
Purlwell I & N School	Academy	60	60	Information only. Own AA school.	60	60					-	-
Ravensthorpe CE(VC) Junior School	VC	108	108					108	108	108	392-436	98-109
Reinwood Community Junior School	Academy	90	90					90	90	90	324-360	81-90
Reinwood I & N School	Academy	90	90		90	90					297-330	99-110
Roberttown CE (VC) J & I School	VC	34	34		34	34	34	34	34	34	210-240	30-34
Rowley Lane J I & N School	Community	60	60		60	60	66	66	66	66	420-470	60-67

Primary School	Category	PUBLISHED ADMISSION NUMBER 2026-2027	PROPOSED PUBLISHED ADMISSION NUMBER 2027-2028	Notes	Year 1 (Rec in 26/27)	Year 2 (Rec in 25/26)	Year 3 (Rec in 24/25)	Year 4 (Rec in 23/24)	Year 5 (Rec in 22/23)	Year 6 (Rec in 21/22)	Net cap range	PAN range
Savile Town CE (C) I & N School	VC	30	30		30	30					169-188	56-63
Scapegoat Hill J & I School	Community	12	12		12	12	12	12	12	12	52-90	7-12
Scholes J & I School	Academy	30	30	Information only. Own AA school.	30	30	33	33	33	33	-	-
Scholes Village Primary School	Community	30	30		30	30	30	30	30	30	189-210	27-30
Scissett CE Academy	Academy	30	30	Information only. Own AA school.	30	30	32	32	32		-	-
Shaw Cross I & N School	Community	60	60		60	60					162-180	54-60
Shelley First School	Academy	30	30	Information only. Own AA school.	30	30	30	34	34		-	-
Shepley First School	Community	30	30		30	30	30	30	30		170-189	28-31
Skelmanthorpe Academy	Academy	30	30	Information only. Own AA school.	30	30	30	30	30		-	-
Slaithwaite CE (VC) J & I School	VC	23	23		23	23	23	23	23	23	154-172	22-24
South Crosland CE (A) Junior School	VA	60	60	Information only. Own AA school.				60	60	60	210-234	52-58
Spring Grove J I & N School	Academy	30	30	Information only. Own AA school.	30	30	30	30	30	30	-	-
St Aidan's CE Academy	Academy	30	30	Information only. Own AA school.	30	30	30	30	30		-	-
St John's CE (A) J & I School	VA	30	30	Information only. Own AA school.	30	30	30	30	30	30	199-222	28-31
St John's CE (C) Primary School	Academy	30	30		30	30	30	30	60	60	162-180	54-60
St Joseph's Catholic Academy (Dewsbury)	Academy	30	30	Information only. Own AA school.	30	30	32	32	32	32	-	-
St Joseph's Catholic Academy (Huddersfield)	Academy	45	45	Information only. Own AA school.	45	50	50	50	50	45	-	-
St Mary's Catholic Primary Academy	Academy	45	45	Information only. Own AA school.	45	45	45	45	45	45	-	-
St Patrick's Catholic Primary Academy (Batley)	Academy	35	35	Information only. Own AA school.	35	35	35	35	35	35	-	-
St Patrick's Catholic Primary Academy (Huddersfield)	Academy	60	60	Information only. Own AA school.	60	60	60	60	60	60	-	-
St Paulinus Catholic Primary Academy	Academy	60	60	Information only. Own AA school.	60	60	60	60	60	60	-	-

Primary School	Category	PUBLISHED ADMISSION NUMBER 2026-2027	PROPOSED PUBLISHED ADMISSION NUMBER 2027-2028	Notes	Year 1 (Rec in 26/27)	Year 2 (Rec in 25/26)	Year 3 (Rec in 24/25)	Year 4 (Rec in 23/24)	Year 5 (Rec in 22/23)	Year 6 (Rec in 21/22)	Net cap range	PAN range
St Peter's CE (A) J I & N School	VA	30	30	Information only. Own AA school.	30	30	30	30	30	30	189-210	27-30
St Thomas CE(VC) Primary School	Academy	60	60	Information only. Own AA school.	60	60	60	60	60	60	-	-
Staincliffe CE (VC) Junior School	VC	60	60					60	90	90	322-358	80-89
Thornhill J & I School	Academy	60	60	Information only. Own AA school.	60	60	60	60	60	60	-	-
Thornhill Lees CE(VC) I & N School	VC	90	90		90	90					243-270	81-90
Thurstonland Endowed (VC) First School	VC	12	12		12	12	12	12	12		45-77	7-12
Uppershong J & I School	Community	30	30		30	30	32	32	32	32	189-210	27-30
Warwick Road J I & N School	Community	48	48		48	48	48	48	48	48	312-347	44-49
Wellhouse J & I School	Community	12	12		12	12	12	12	12	12	52-90	7-12
Westmoor Primary School	Community	60	60		60	60	60	60	60	60	450-500	
Whitechapel Church of England Primary School	VC	60	60		60	60	60	60	60	60	420	60
Wilberlee J & I School	Community	12	12		12	12	12	12	12	12	52-84	7-12
Windmill CE (VC) Primary school	VC	60	60		60	60	60	60	60	60	378-420	54-60
Woodside Green, A SHARE Academy	Academy	30	30	Information only. Own AA school.	30	50	50	50	50	50	-	-

## Kirklees schemes for school admissions in 2027/28

### Introduction and purpose

- These schemes are intended to comply with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 and the School Admissions Code 2021.
- Kirklees LA will co-ordinate normal round admission arrangements with all of the admission authorities responsible for school admissions within Kirklees and with other neighbouring local authorities.
- Some community or voluntary controlled schools in Kirklees may become an own admission authority by converting to academy status or changing category to trust or voluntary aided status during the life of these arrangements. Any school that becomes an own admission authority during the period of these schemes assumes the responsibilities of an admission authority from the date of change of status / category.
- Please consult the websites of Kirklees and other admission authorities to obtain the most up to date information.

### Schemes

- A. Kirklees co-ordinated schemes for normal (relevant) year of entry admissions for 2027/28 for rising 5 year olds, junior schools, middle schools and secondary schools: page 30 - 36.
- B. Kirklees scheme for in-year admissions 2027/28 page 37 – 39.

Page 40 and 41 show the timetables for implementing these schemes.

Page 42 explains the meanings of expressions (marked \*) used in these schemes.

### Kirklees admission authorities

In Kirklees the admission authorities\* for schools at the time of publication on the website are listed below.

Some Kirklees community or voluntary controlled schools may have changed category to academy or trust status before the 2027 admissions round. The relevant schemes in this document will apply to any school that becomes an own admission authority from the date of the change to own admission authority. Details will be updated on the Kirklees and school websites.

### **(a)Kirklees LA is the admission authority for all Kirklees community and voluntary controlled schools**

#### Community schools

##### Primary

- Ashbrow School
- Birkby I & N School
- Birkby Junior School
- Carlton J & I School
- Clough Head J & I School
- Crossley Fields J & I School
- Dalton School

- Denby Dale F & N School
- Emley First School
- Gomersal Primary School
- Grange Moor Primary School
- Hade Edge J & I School
- Hartshead J & I School
- Hepworth J & I School
- High Bank J I & N School
- Hightown J I & N School
- Hinchliffe Mill J & I School
- Holme J & I School
- Holmfirth J I & N School
- Hopton Primary School
- Howard Park Community School
- Lydgate J & I School
- Marsden I & N School
- Mill Lane Primary School
- Moldgreen Community Primary School
- Mount Pleasant Primary School
- Netherhall Learning Campus Junior School
- Netherthong Primary School
- Norristhorpe J & I School
- Park Road J I & N School
- Pentland I & N School
- Rowley Lane J I & N School
- Scapegoat Hill J & I School
- Scholes Village Primary School
- Shaw Cross I & N School
- Shepley First School
- Upperthong J & I School
- Warwick Road J I & N School
- Wellhouse J & I School
- Westmoor Primary School
- Wilberlee J & I School

### **Secondary**

- Holmfirth High School
- Netherhall Learning Campus High School

### **Voluntary controlled schools**

#### **Primary**

- Battyeford CE (VC) Primary School
- Birkenshaw CE (C) Primary School
- Brockholes CE (VC) J & I School
- Bywell CE (VC) Junior School
- Crowlees CE (VC) J & I School
- East Bierley CE (VC) Primary School
- Farnley Tyas CE (VC) First School
- Flockton CE (VC) First School
- Gomersal St Mary's CE (VC) Primary School

- Hanging Heaton CE (VC) J & I School
- Headfield CE (C) Junior School
- Headlands CE(VC) J I & N School
- Honley CE (VC) Junior, Infant & Nursery School
- Meltham CE (VC) Primary School
- Netherhall St James CE (VC) I & N School
- Oak CE (VC) Primary School
- Ravensthorpe CE (VC) Junior School
- Roberttown CE (VC) J & I School
- Savile Town CE (VC) I & N School
- Slaithwaite CE (VC) J & I School
- Staincliffe CE (VC) Junior School
- Thornhill Lees CE (VC) I & N School
- Thurstonland Endowed (VC) First School
- Whitechapel C of E Primary School
- Windmill CE (VC) Primary School

**(b)Academies and free schools – state schools that are independent of the local authority. The governing body or academy trust is responsible for deciding who is given a place**

### **Primary**

- Batley Grammar School
- Batley Parish C of E Primary Academy
- Beaumont Primary Academy
- Berry Brow I & N Academy
- Birdsedge First School
- Birstall Primary Academy
- Boothroyd Primary Academy
- Brambles Primary Academy
- Carlinghow Academy
- Christ Church CE Academy
- Co-op Academy Smithies Moor
- Cumberworth C of E First School
- Diamond Wood Community Academy
- Earlsheaton Infant School
- Eastborough Academy
- Fieldhead Primary Academy
- Field Lane J I & N School
- Fixby J & I School
- Healey J I & N School
- Heaton Avenue, A SHARE Primary Academy
- Heckmondwike Primary Academy
- Helme Church of England Academy
- Highburton CE(VC) First Academy
- Hillside Primary School
- Hill View Academy
- Holy Spirit Catholic Primary Academy
- Hyrstmount Junior School
- Kaye's Academy
- Kirkheaton Primary School

- Lepton CE Primary Academy
- Lindley Church of England Infant School
- Lindley Junior School
- Linthwaite Clough Primary School
- Lowerhouses C of E Primary School
- Luck Lane Primary, a SHARE Primary Academy
- Manorfield I & N School
- Marsden Junior School
- Meltham Moor Primary School
- Millbridge Junior Infant & Nursery School, A SHARE Primary Academy
- Moorlands Primary School
- Netherton I & N School
- New Mill Infant School
- New Mill Junior School
- Newsome Junior Academy
- Nields Academy
- Old Bank Academy
- Orchard Primary Academy
- Our Lady of Lourdes Catholic Primary Academy
- Overthorpe CofE Academy
- Purlwell I & N School
- Reinwood Community Junior School
- Reinwood I & N School
- Scholes (Holmfirth) Junior & Infant School
- Scissett CE Academy
- Shelley First School
- Skelmanthorpe Academy
- Spring Grove J I & N School
- St Aidan's CE Academy
- St John's CE (C) Primary School
- St Joseph's Catholic Academy, Dalton
- St Joseph's Catholic Primary Academy, Dewsbury
- St Mary's Catholic Primary Academy
- St Patrick's Catholic Primary Academy, Huddersfield
- St Patrick's Catholic Primary Academy, Birstall
- St Paulinus Catholic Primary Academy
- St Thomas CE (VC) Primary School
- Thornhill J & I School
- Woodside Green, A SHARE Primary Academy

### **Middle**

- Kirkburton Middle School
- Scissett Middle School

### **Secondary**

- Batley Girls' High School
- Batley Grammar School
- BBG Academy
- Castle Hall Academy
- Colne Valley High School
- Heckmondwike Grammar School

- Honley High School
- King James's School
- Manor Croft Academy
- Moor End Academy
- Newsome Academy
- Royds Hall, A SHARE Academy
- Salendine Nook High School Academy
- Shelley College, A SHARE Academy
- St John Fisher Catholic Voluntary Academy
- The Mirfield Free Grammar School
- Thornhill Community Academy, A SHARE Academy
- Upper Batley High School
- Whitcliffe Mount – A SHARE Academy

**(c) The governing bodies are the admission authorities for the foundation (F) and trust (T) schools**

**Primary**

- Crow Lane Primary & Foundation Stage School
- Golcar J I & N School
- Littleton Junior Infant and Nursery School
- Paddock J I & N School

**Secondary**

- North Huddersfield Trust School
- Spen Valley High School
- Westborough High School

**(d) The governing body are the admission authorities for the Roman Catholic voluntary aided (VA) school**

**Primary**

- All Hallows' CE (VA) Primary School
- Denby CE (VA) First School
- Kirkburton CE (VA) First School
- Linthwaite Ardron CE (VA) J & I School
- St John's CE (VA) J & I School
- St Peter's CE (VA) J I & EY School

**Secondary**

- All Saints Catholic College, Specialist in Humanities

## **A. Kirklees co-ordinated schemes for relevant year of entry admissions for 2027/28 for rising fives, junior schools, middle schools and secondary schools**

### **The relevant year is the normal year of admission**

#### **Rising five year old admissions**

Children should normally enter full-time education in the school year in which their fifth birthday occurs.

- Reception class is the relevant year.

#### **Junior and middle school admissions**

- Year 3 is the relevant year for transfer from infant to junior school
- Year 6 is the relevant year for transfer from first to middle school in Shelley area.

#### **Secondary school admissions**

Transfers from junior, primary or middle school to secondary school.

- Year 7 is the relevant year except for;
  - Shelley College – year 9

#### **Deferred entry in Reception**

Children do not have to be in full-time education until the start of the term following their fifth birthday and may defer their entry to school as follows:-

Date of birth between 1.9.22 and 31.12.22 – may defer entry until start of the Spring term i.e. January 2028.

Date of birth between 1.1.23 and 31.8.23 – may defer entry until start of the Summer term i.e. April 2028.

If a child has a date of birth between **1.4.23 and 31.8.23** and the parent does not wish them to begin school until **September 2028** (their latest legal starting date) **they will have to give up the allocated Reception place** and re-apply for a place in Year 1. Details about summer born children admissions can be found on page 14).

#### **The application**

- Parents apply online for their child's school place via the Kirklees Parent Portal. This can be accessed via the Kirklees website.
- The Kirklees Parent Portal should only be used by Kirklees residents.
- Parent/carers can express up to three preferences, ranked in priority order, for the school at which it is preferred that the child should be educated.
- Kirklees LA will not disclose a parent/carer's order of preference during the allocation process, prior to offer day.
- The parent/carer may name state-funded schools in Kirklees or any other LA.

#### **Supplementary information form (SIF)\***

- Own admission authority schools (see page 27 - 29) may require parent/carers to complete a Supplementary Information Form (SIF).
- SIFs are only used to provide the extra information required by the school's admission criteria which is not available on the Kirklees online application.
- A SIF must be returned to the school.
- A SIF is required as well as the Kirklees online application.
- If the Kirklees online application has been completed, but not a SIF, the preference is still valid and must be considered. If it is not possible to consider the preference fully without the

supplementary information, the applicant should be ranked lower than those applicants who met the criteria fully.

- Where a SIF is required, the school should follow up any that have not been received.
- If a request for admission to school is made under the previously looked after (PLAC) criteria, an online supplementary information form (SIF) will need to be completed on the Kirklees Pupil Admissions website [www.kirklees.gov.uk/admissions](http://www.kirklees.gov.uk/admissions)

## The application process

### Rising five year old admissions

- Parents/carers of children who attend a Kirklees early years setting will receive notification of when it is time to apply for their child's school place. Kirklees will also widely publicise this information.
- Parents/carers in Kirklees must complete an online application via the Kirklees Parent Portal to apply for their child's school place. The Kirklees Parent Portal and website also informs parents when a SIF needs to be completed so the relevant school can assess the child's eligibility for a school place.
- Parents/carers will receive an email when their online application has been submitted and then when it has been downloaded.

Schools are asked to:-

- let parents/carers know about the online application process.
- support parent/carers to apply online and on time for their child's school place. Schools will be asked to help Kirklees LA chase up any parents who have not applied before the deadline.
- advise parents of children living in other LA's to apply to their home LA for their school place.
- advise parents that no priority is given to children attending the school's nursery, where applicable, when allocating school places.

### Junior and middle school admissions

- At the start of **year 2** in an infant school or **year 5** in a Shelley pyramid first school Kirklees parents/carers need to apply for their child's school place via the Kirklees Parent Portal.
- Parents/carers will be sent details via their child's current school of when to complete the online application. The Kirklees Parent Portal and website also informs parents when a SIF needs to be completed so the relevant school can assess the child's eligibility for a school place.
- Parents/carers will receive an email when their online application has been submitted and then when it has been downloaded.

To support on time applications, the child's present school is asked to :-

- let parents/carers know about the online application process and distribute correspondence from Admissions about the application process to pupils.
- support parent/carers to apply online and on time for their child's school place. Schools will be asked to help Kirklees LA chase up any parents who have not applied before the deadline.
- advise parents of children living in other LA's to apply to their home LA for their school place.

### Secondary school admissions

- At the start of a **year 6** in a primary / junior school or **year 8** in a Shelley pyramid middle school parents/carers need to apply for their child's school place via the Kirklees Parent Portal.
- Parents/carers will be sent details via their child's current school of when to complete the online application. The Kirklees Parent Portal and website also informs parents when a SIF

needs to be completed so the relevant school can assess the child's eligibility for a school place.

- Parents/carers will receive an email when their online application has been submitted and then when it has been downloaded.

To support on time applications, the child's present school is asked to:-

- let parents/carers know about the online application process and distribute correspondence from Admissions about the application process to pupils.
- support parent/carers to apply online and on time for their child's school place. Schools will be asked to help Kirklees LA chase up any parents who have not applied before the deadline.
- advise parents of children living in other LA's to apply to their home LA for their school place.

### **Procedure for preferences expressed for Kirklees schools**

- The procedure applies equally to preferences for Kirklees schools received from Kirklees residents and from residents of other LAs.
- For a **Kirklees community or voluntary controlled school** Kirklees LA will determine each application by reference to Kirklees published admissions criteria, the order of priority in which that application for the school is ranked.
- For an **own admission authority school** (see pages 27 - 29) Kirklees LA will send details of applications to the governing body/academy trust of the school. The governing body / academy trust will determine the order of priority in which that application is ranked and provide the Kirklees LA with a list which ranks all the applications for that school.

### **Provision of information to other local authorities**

- Kirklees LA will supply another LA with details about a child in a Kirklees school, who is resident in the other LA, to provide the child with the appropriate common application form.
- Parents/carers resident in Kirklees who wish to express a preference for a school in another LA must name the school as one of the preferences on a Kirklees online application.
- Kirklees LA will supply another LA with details of any application made by a Kirklees parent/carer for a school maintained by that other LA.
- Kirklees LA will advise another LA of the eligibility of any child resident in that other LA for a place in a Kirklees school.

### **Procedures for a Kirklees academy, foundation, trust or VA school**

This scheme requires the governing body/academy trust of a school in Kirklees which is an admissions authority to:

- Follow the Kirklees application procedure.
- Ensure that all applications are made via the Kirklees Parent Portal.
- Be responsible for the provision, completion by applicants and retention of any SIF which the governing body/academy trust finds necessary to apply its own admission criteria. (Kirklees LA will ensure that SIFs are available on its website or paper copies can be obtained from Kirklees Pupil Admissions. A prompt will also appear on the Kirklees Parent Portal when a parent names a school that requires a SIF as one of their preferences).
- Determine by reference to the school's admission criteria the order of priority in which each and every application is ranked, after they have received information from Kirklees about all the applications for the year for their school.
- Notify the Kirklees LA of their decision according to the timetable on page 40 and 41.
- Ensure that a decision to grant or refuse a place at that school is only communicated to the parent/carer by the Kirklees LA, on behalf of the governing body/academy trust.

## Procedure for offers of places to parents/carers

- Where a Kirklees child qualifies for a place at one or more schools, and following any necessary liaison with other LAs, Kirklees LA will determine and offer the one school which is ranked as the parent/carer's highest preference where the child qualifies.
- Where a Kirklees child does not qualify for a place at any of the parent/carer's preferences a place will be offered at the school designated by Kirklees to serve the parent/carer's address or, if no such place is available, the nearest appropriate Kirklees school where a place is available. Nearest means the shortest distance from the child's home to the school measured in a straight line.
- Kirklees LA will notify the governing body/academy trust of any school on page 25 – 29 (or other LA) of a Kirklees decision to offer or refuse a place at such a school.

## Offers of places to Kirklees parents/carers and appeals

- National offer day for rising five year old admissions is **16 April 2027**
- National offer day for junior and middle school admissions is **16 April 2027**
- National offer day for secondary school admissions is **1 March 2027**
  - On the national offer day Kirklees LA will send notification to Kirklees parent/carers of any Kirklees decision to offer or refuse a place at any school in Kirklees or other authority for which the parent/carer has applied.
  - Offers or refusals of places will only be made by the Kirklees LA, albeit on behalf of the governing body/academy trust of an academy, foundation, trust or voluntary aided school or other authority, as appropriate.
  - If the child does not qualify for any of the parent/carer's preferred schools and provided the child is resident in Kirklees, a place will be offered at the school designated by Kirklees to serve the parent/carer's address or, if no such place is available, the nearest appropriate Kirklees school where a place is available. Nearest means the shortest distance from the child's home to the school measured in a straight line.
  - The notification will also give reasons why the child is not being offered a place at a parent/carer's higher preference school (where appropriate) and include information about the statutory right of appeal and how to accept or refuse an offer.

## Processing online applications for the normal entry admissions round

- The normal entry admission round for Kirklees children is defined as any determination of online applications for the relevant year made under this coordinated scheme before the national offer date (see above).
- The processing of online applications for the normal entry admissions round will be as follows:-
  - **The initial allocation** : To assess and allocate a place for all online applications which were received on time or deemed to be on time from parents/carers resident in Kirklees and other LAs.
  - **The second allocation** : To assess and allocate a place (as soon as possible after the first allocation) for all online applications which were received late from parents/carers resident in Kirklees and other LAs.
  - **Waiting lists** : After the offer day, unsatisfied higher preferences for a school are placed on that school's waiting list which is held by the admission authority for the school as listed on page 25 – 29. Preferences which cannot be satisfied which are received after the offer day are similarly placed on a school's waiting list.

## **Late and revised applications**

### **Rising five year old admissions**

- Closing date for applications **15 January 2027**
- Planned allocation date **9 March 2027**

### **Junior/middle admissions**

- Closing date for applications **15 January 2027**
- Planned allocation date **9 March 2027**

### **Secondary school admissions**

- Closing date for applications **31 October 2026**
- Planned allocation date **11 January 2027**
- Applications received after the closing date without significant and exceptional reasons will be treated as late.
- Late applications will not be included in the initial process which will be confined to on-time applications. Late applications will be included in the second allocation process.
- Where applications are received after the closing date, in Kirklees' judgement for significant and exceptional reasons, for example a move into Kirklees, the LA will endeavour to include the application in the initial allocation process. Proof of such special circumstances will be required. Proof of change of address will be accepted up to the latest reasonable date before the allocation date for school places (see page 13 for the deadlines). This exception to the closing date only applies to Kirklees schools, other Local Authorities may have their own conditions for accepting late applications.
- After the closing date parents/carers will not be able to change their preferences (including a change to the order) unless there is a genuine reason for doing so, for example, a significant house move. Following the offer of places a parent/carer may request a place at a school which has not previously been considered. However, a parent/carer may not have more than three "live" preferences at any time.

### **Waiting lists**

- Waiting lists for community and voluntary controlled schools are held by Kirklees LA from the offer day and close at the end of one term which is determined to be on the last day in December.
- Waiting lists for own admission authority schools (see pages 27 - 29) are held by the governing body/academy trust for a period of time determined by the admissions authority.
- The names on the waiting lists for a school will be children:
  - (a) whose parent/carer has expressed a preference for that school but who were offered a lower preference school or an alternative school.
  - (b) (only at the parent/carer's written request) whose parent/carer has expressed a preference for that school but who were offered a higher preference school.
- As vacancies occur, the allocation of places to children on a waiting list will be determined by the same admission authority as the initial allocation and according to that admission authority's published admission criteria (treating on-time and late applications equally).
- The offer of places from the waiting lists will only be made by the Kirklees LA. Where the offer is for a place at an academy, foundation, trust or voluntary aided school, it will be made on behalf of the governing body/academy trust of the academy, foundation, trust or voluntary aided school and following consultation with the school.

## Admissions outside normal admissions round

- Admissions outside the normal admissions round means any admissions other than those determined under this scheme.
- Applications received for any other age group, or the relevant age group made after the first school day, will be processed under the Kirklees scheme for in-year admissions.
- Please see details on pages 37 - 39.

## Appeals

A parent/carer who has been unsuccessful in obtaining a place at a school for which they have expressed a preference can appeal to an Independent Appeal Panel (except for a child who has been permanently excluded from two schools).

- For community and voluntary controlled schools parents/carers should contact Kirklees admissions team or look at the website for full information.
- For voluntary aided schools, free schools, trust schools and academies parents/carers should contact the school to enquire about the appeal process
- For schools outside Kirklees parents/carers should contact the other local authority to enquire about the appeal process.

## Changes to the PAN by admission authorities

Governing bodies / academy trusts of Kirklees own admission authority schools **must**

- Notify the LA in writing of any intention to increase the school's PAN and publish the change on the school's website.
- Following determination of the PAN, notify the LA if they intend to admit above PAN, in good time to allow the LA to deliver its coordination responsibilities effectively according to the timetable on page 40 and 41.

## Schools with assessment\* or testing as part of the admission process

### (a) Batley Grammar School – fair banding assessment for entry into Year 7

- All children applying to Year 7 at Batley Grammar School will take a fair banding assessment to ensure a comprehensive intake. This is **not** a selective entrance test.
- Applicants will be placed into one of four ability bands based on the score achieved in the Granada Learning (Learning) Assessment Non Verbal Reasoning test, which will be taken by all applicants to Year 7 at Batley Grammar School.
- Applicants will be placed in bands, such that, wherever possible, there are an equal number in each band.
- Places will be allocated, as far as possible, such that, an equal number are given in each band and represent the proportion indicated in each of the identified postal code areas below.
- Banding will enable Batley Grammar School to achieve an intake representative of the ability range of applicants to the school.
- Children who have not taken the banding test (apart from children in care, or adopted children who have been in care, who must always be given priority) will be considered after children who sat the banding test. They will be prioritised on the basis of the oversubscription criteria. All applicants will be offered fair access to the test and will be reminded of the date, times and location available to sit the test.
- To ensure that we are meeting the needs of parents in the Batley and Birstall area children will be accepted from an area which will be split into a defined inner catchment area (WF17) and an outer catchment area (all other postal codes). 45% of places will be allocated to

pupils in WF17 0--; WF17 8-- and WF17 9--; a further 45% of places will be allocated to WF17 5--, WF17 6--, and WF17 7--, whilst the remaining 10% of places will be allocated to pupils from the other postal code areas with preference given to those living in WF12 7; WF13 4; WF16 9; LS27 0, BD11 1 and BD19 4. Oversubscription criteria will be applied to the bands in each of these groups.

- In order to be eligible for a place parents must make the school one of their three preferences on their local authority application. In addition to the application to their home local authority, parents are required to complete the school supplementary information form and return this to Batley Grammar School. There is a strict deadline for return of the School Registration/Supplementary Information Form to be returned to Batley Grammar School. A copy of the school registration form is available on the school and the local authority's websites or can be obtained from the school office. The deadline will be published on the school's website.
- Forms received by the deadline will be considered first.

### **(b) Heckmondwike Grammar School – ability testing**

- Heckmondwike Grammar School is a selective school and admission is based on the results of an entrance test. Eleven year olds take the entrance test in the Autumn term preceding the September of entry. Papers test a range of reasoning skills in a variety of contexts and they are designed to be predictors of likely future performance. A selection of familiarisation questions will be placed on the school website late in the summer term preceding each test.
- The outcome of the test is communicated to parents by mid October 2026, prior to the deadline for submission of the application for a high school place to the local authority.
- Parent/carers should note that passing the test does not constitute the offer of a place and that the parent/carer must wait until the offer day on 1 March 2027 to be notified by their home LA at which school they are to be offered a place.
- Parents are required to register online for their child's entrance test. Please see the school's website for more information.

## **B. Kirklees scheme for in-year admissions 2027/28**

### **In-year admissions**

In-year applications are those made during the school year for the normal year of admission and those made for admission to age groups other than the normal year of admission.

### **The Kirklees in-year common application form (ICAF)**

All applications for an in-year admission to a Kirklees school **can** be made on the online Kirklees **In-year Common Application Form (ICAF)** via the Kirklees Parent Portal. This includes applications from parents/carers resident outside Kirklees.

### **Supplementary Information Form (SIF)**

- Own admission authority schools (see pages 27 - 29) may require parent/carers to complete a Supplementary Information Form (SIF).
- SIFs are only used to provide the extra information required by the school's admission criteria which is not available on the ICAF.
- A SIF must be returned to the school.
- A SIF is required **as well** as an ICAF.
- If an ICAF has been completed, but not a SIF, the preference is still valid and must be considered. If it is not possible to consider the preference fully without the supplementary information, the applicant should be ranked lower than those applicants who meet the criteria fully.
- Where a SIF is required, the school should follow up any that have not been received.
- If a request for admission to school is made under the previously looked after (PLAC) criteria, an online supplementary information form (SIF) will need to be completed on the Kirklees Pupil Admissions website [www.kirklees.gov.uk/admissions](http://www.kirklees.gov.uk/admissions)

### **Assessment of a parent/carer's preference for Kirklees community and voluntary controlled schools**

The following applies equally to preferences for Kirklees schools made on the Kirklees ICAF received from Kirklees residents and residents from other LAs.

This scheme requires the Kirklees community or voluntary controlled school to:

- Contact Kirklees pupil admissions regularly to confirm the availability of places at the school.
- Kirklees admissions will
  - confirm whether the school has vacancies in the year group required
  - confirm by reference to the Kirklees oversubscription criteria the order of priority in which a parent/carer's preference is ranked in relation to other applications for that school.
  - where there are more applications than places available, determine by reference to the Kirklees LA published admission criteria the order of priority in which all applications are ranked.

The offer or refusal of a place is only communicated to the parent/carer by Kirklees LA as the Admission Authority.

### **Kirklees schools where the governing body/academy trust is the admission authority**

This scheme requires the admission authority to forward a copy of the ICAF to the LA within 2 school days of the parent submitting the application.

This scheme requires the governing body/academy trust to:

- Check the School Access Module daily for new applications.
- Be responsible for the provision, completion by applicants and retention of any SIF which the governing body/academy trust finds necessary to apply its own admission

criteria. The Kirklees pupil admissions team will ensure that SIFs are available on its website or paper copies can be obtained from Kirklees Pupil Admissions.

- Communicate the availability of places within 2 school days to the Kirklees pupil admissions team when requested.
- Where there are more applications than places available, determine by reference to the school's published admission criteria the order of priority in which all applications are ranked.
- Inform the Local Authority by 1 August whether they intend to be part of the local authority's in-year co-ordination scheme (where this is offered)
- To set out on the school's website by 31 August 2027 how in-year applications will be dealt with
- Communicate the offer or refusal of a place to the parent/carer (or the parent/carer's home LA) and notify the Kirklees pupil admissions team of the application and its outcome as soon as reasonably practicable but should aim to do so within 2 school days.

### **Offers of places to Kirklees parents/carers and appeals**

The relevant admissions authority (as noted on pages 25 - 29) will send out to a parent/carer in writing a decision to offer or refuse a place at the school. They should aim to do this within 10 school days but they must do this within **15 school days** of the application being received at the school. A copy of the decision should be sent to the Kirklees Pupil admissions team.

The offer will specify a start date as agreed with the school. This should normally be the first day of the next school term where no significant house move has taken place. Where a child has moved into Kirklees and is without a school place, or has moved a significant distance within Kirklees, the offer should specify a start date as soon as possible.

The refusal must give reasons why the child is not being offered a place at a parent/carer's preferred school (where appropriate) and include information about :-

- the statutory right of appeal,
- how to accept or refuse an offer
- the availability of assistance with school transport.

### **Waiting lists at academy, foundation, trust and voluntary aided schools**

Where a parent/carer has been refused a place for their child at a preferred academy, foundation, trust or voluntary aided school, the child's name will be placed on a waiting list for that school according to the admissions policy of that school and the family will be given the right of appeal.

### **Waiting lists for Kirklees community and voluntary controlled schools**

Kirklees LA will keep a waiting list for each Kirklees community and voluntary controlled school as follows:

- Where a parent/carer has been refused a place for their child at a preferred community or voluntary controlled school, the child's name will be placed on a waiting list for that school.
- The waiting list will be kept for the remainder of the term for which they have applied for a place.
- The names on the waiting lists for the school will also include children from normal round admissions:
  - whose parent/carer had expressed a preference for that school but who were offered a lower preference school or an alternative school.
  - (only at the parent/carer's written request) whose parent/carer had expressed a preference for that school but who were offered a higher preference school.

The child's name will remain on the waiting list for the remainder of the term for which they have applied for a place. As vacancies occur, the allocation of places to children on a waiting list will be determined by Kirklees LA according to the published admission criteria (taking no account of the length of time children have been on a waiting list).

The offer of places from the waiting lists will only be made by the Kirklees LA and will be for an immediate start.

### **Availability of places**

If a parent/carer is requesting a change of school because of a house move, or if a child has not been offered a place in a timely fashion, Kirklees LA will offer a place at the school designated by Kirklees to serve the parent/carer's new address, or if no such place is available, the nearest appropriate Kirklees school where a place is available. Nearest means the shortest distance from the child's home to the school measured in a straight line (see page 11).

In some circumstances Kirklees LA may decide to allocate a place immediately at the nearest appropriate Kirklees School where a place is available, following an individual assessment of an application.

## Timetables for Kirklees co-ordinated normal round admissions

### Rising 5 year old, junior and middle school admissions

The online application process opens via the Kirklees Parent Portal	Tuesday 1 September 2026
Batley Grammar School SIF deadline (applicable for rising 5 year old applications)	3pm Friday 15 January 2027 - to be confirmed
Closing date for online applications and SIF's	Friday 15 January 2027
Kirklees LA sends information about applications for schools in other LAs to those LAs	Thursday 4 February 2027
House move deadline	Monday 15 February 2027
Kirklees LA sends information about applications to Kirklees academy, foundation, trust and VA schools	Monday 22 February 2027
Kirklees academy, foundation, trust and VA schools <ul style="list-style-type: none"> <li>• send lists of pupils qualifying, and not qualifying, for places to Kirklees LA</li> <li>• notify Kirklees LA of any intention to admit above PAN, and specify the PAN</li> </ul>	Friday 26 February 2027
Kirklees decides provisional offers including extra-district children applying for Kirklees schools and notifies other LAs	Tuesday 9 March 2027
Provisional offers reviewed to take account of information from other LAs, results sent to other LAs/admission authorities	Tuesday 16 March 2027
Kirklees and other LAs exchange information on confirmation of offers to be made	Tuesday 23 March 2027
Statutory National Offer Day	Thursday 15 April 2027
Appeals	June 2027 onwards

## Secondary school admissions

The online application process opens via the Kirklees Parent Portal	Tuesday 1 September 2026
Batley Grammar School SIF deadline	To be confirmed
Closing date for online applications and SIF's	Saturday 31 October 2026
Kirklees LA sends information about applications for schools in other LAs to those LAs	Friday 13 November 2026
House move deadline	Monday 30 November 2026
Kirklees LA sends information about applications to Kirklees academy, foundation, trust and VA schools	Wednesday 9 December 2026
Kirklees academy, foundation, trust and VA schools <ul style="list-style-type: none"> <li>send lists of pupils qualifying, and not qualifying, for places to Kirklees LA</li> <li>notify Kirklees LA of any intention to admit above PAN, and specify the PAN</li> </ul>	Friday 18 December 2026
Kirklees decides provisional offers including extra-district children applying for Kirklees schools and notifies other LAs	Monday 11 January 2027
Provisional offers reviewed to take account of information from other LAs, results sent to other LAs/admission authorities	Monday 18 January 2027
Kirklees and other LAs exchange information on confirmation of offers to be made	Friday 5 February 2027
Statutory National Offer Day	Monday 1 March 2027
Appeals	April/May 2027 onwards

## Table of words and expressions used in this scheme

Term	Definition
<b>Admissions authority (AA)</b>	The body which decides admissions to a school and which makes arrangements for its admission appeals.
<b>ICAF</b>	Kirklees common application form for in-year transfer to a school
<b>In-year admission</b>	In-year applications are those made during the school year for the normal year of admission and those made for admission to age groups other than the normal year of admission.
<b>Distance</b>	Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using six-figure National Grid co-ordinates from the National Land and Property Gazetteer. This grid reference relates to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is from Ordnance Survey's MasterMap. For smaller, residential properties the grid reference marks a point near the centre of the building. For larger properties like schools with, for example, multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 1 metre.
<b>Kirklees</b>	Kirklees Council or, as the context requires, its administrative area.
<b>LA</b>	The local authority. In Kirklees, Kirklees Council is the local authority.
<b>Normal (relevant) admissions round</b>	Admissions for the relevant year arising from offers made under these schemes.
<b>Normal (relevant) year</b>	The first age group in a school. <ul style="list-style-type: none"> <li>▪ Reception class at infant, first and primary schools</li> <li>▪ Year 3 at junior schools</li> <li>▪ Year 6 at the two middle schools in the Shelley Pyramid</li> <li>▪ Year 7 at most Kirklees secondary schools</li> <li>▪ Year 9 at Shelley College</li> </ul>
<b>Testing / Assessment</b>	Determination of academic ability by testing is part of the admission procedure for Heckmondwike Grammar School. Batley Grammar School's assessment is used to ensure students from a range of abilities are offered a place through the fair banding system, this is not the same as the assessment procedures for Heckmondwike Grammar School. <ul style="list-style-type: none"> <li>• The deadline for the Registration/Supplementary Information Form for primary applications and year 7 applications to Batley Grammar School will be published on the school's website. Parents are also required to apply via their home local authority for a place at the school.</li> </ul> <p>Parents are required to register their child for the entrance exam to Heckmondwike Grammar School. The date for the entrance exam and the date you will be notified of the entrance exam result are to be confirmed. Please see the school's website for more information. Parents are also required to apply via their home local authority for a place at the school.</p>
<b>SIF</b>	Supplementary Information form
<b>Trust school</b>	A trust school is a foundation school with a charitable foundation
<b>Pupil Admissions</b>	<b>Tel 01484 225007    E-mail: <a href="mailto:pupiladmissions@kirklees.gov.uk">pupiladmissions@kirklees.gov.uk</a> Website: <a href="http://www.kirklees.gov.uk/admissions">www.kirklees.gov.uk/admissions</a></b>



**Half Yearly Monitoring report on Treasury Management activities 2025/26  
(Reference to Council)**

<b>Meeting:</b>	<b>Cabinet (Reference to Council 21 January 2026)</b>
<b>Date:</b>	<b>13 January 2026</b>
<b>Cabinet Member (if applicable)</b>	<b>Councillor Graham Turner</b>
<b>Key Decision Eligible for Call In</b>	<b>No No</b>
<p><b>Purpose of Report</b> The Council has adopted the CIPFA Code of Practice on Treasury Management. It is a requirement of the Code that regular reports be submitted to Members detailing treasury management operational activity. This report is the mid-year for 2025/26 covering the period 1 April to 30 September 2025.</p>	
<p><b>Recommendations</b> To note the treasury management performance during the first half of 2025/26 as set out in this report.</p> <p>(This report has previously been presented to Corporate Governance and Audit Committee on 28 November 2025.)</p>	
<p><b>Reasons for Recommendations</b> It is a requirement of the Code that regular reports be submitted to Members detailing treasury management operational activity.</p>	
<p><b>Resource Implications:</b> There are no additional resource implications required as part of this report.</p>	
<b>Date signed off by <u>Executive Director</u> &amp; name</b>	<b>N/A</b>
<b>Is it also signed off by the Service Director for Finance?</b>	<b>Kevin Mulvaney – 12/11/2025</b>
<b>Is it also signed off by the Service Director for Legal Governance and Commissioning?</b>	<b>Sam Lawton –12/11/2025</b>

**Electoral wards affected:** N/A

**Ward Councillors consulted:** N/A

**Public or private:** Public

Have you considered GDPR: Yes – there is no personal data within the budget details and calculations set out in this report and accompanying Appendices

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## **1. Summary**

- 1.1 The report gives assurance that the Council's treasury management function is being managed prudently and pro-actively and that the Council complied with its treasury management prudential indicators in the year (Appendix 4).
- 1.2 External investments, including the £10.0 million Local Authority Property Fund (LAPF), averaged £98.8 million during the period at an average rate of 4.21%. Investments ranged from a peak of £139.2m million in July 2025 to a low of £58.0 million in April 2025.
- 1.3 The large range in investment balances are as a result of receiving significant cash sums at the start of the month, for example DSG (Dedicated Schools Grant) monies and Council Tax/NNDR, which result in peaks of cash for a short period of time.
- 1.4 The Council's net borrowing increased by £10.2 million in the 6 month period, from £715.4 million at 31 March 2025 to £725.6 million at 30 September 2025.
- 1.5 All treasury management activities undertaken during the period complied fully with the principles in the Treasury Management Code and the Council's approved Treasury Management Strategy. Compliance with specific investment limits is demonstrated in Appendix 1.
- 1.6 The treasury management revenue budget for 2025/26 is £36.1 million. This is covered in more detail at paragraph 2.5.1 later in this report.
- 1.7 This report includes the requirement in the 2021 Code of quarterly reporting of the treasury management prudential indicators. The non-treasury prudential indicators are incorporated in the Council's normal quarterly revenue reports along with the treasury management indicators.

## **2 Information required to take a decision:**

### **2.1 Introduction**

- 2.1.1 The treasury management strategy for 2025/26 was approved by Council on 5 March 2025. The over-riding policy continues to be one of ensuring the security of the Council's balances. The Council aims to invest externally balances of around £30.0 million, largely for the purpose of managing day-to-day cash flow requirements
- 2.1.2 The investment strategy is designed to minimise risk, with investments being made primarily in instant access accounts or short-term deposits, with Money Market Funds, the Debt Management Office (DMO), Local Authorities and major British owned banks and building societies. Diversification amongst counterparties is key.

## 2.2 The Economy and Interest Rates

- 2.2.1 UK headline annual consumer price inflation (CPI) increased over the period, rising from 2.6% in March to 3.8% in September, still well above the Bank of England's 2% target. Core inflation also rose, from 3.4% to 3.5% over the same period while services inflation remained flat at 4.7%.
- 2.2.2 The UK economy expanded by 0.7% in the first quarter of the calendar year and by 0.3% in the second quarter. In the final version of the Q2 2025 GDP report, annual growth was revised upwards to 1.2% y/y. However, monthly figures showed zero growth in July, in line with expectations, indicating a sluggish start to Q3 (July to Sept).
- 2.2.3 Labour market data continued to soften throughout the period, with the unemployment rate rising and earnings growth easing, but probably not to an extent that would make the more hawkish MPC members comfortable with further rate cuts.
- 2.2.4 The BoE's Monetary Policy Committee (MPC) cut Bank Rate from 4.5% to 4.25% in May and to 4.0% in August after an unprecedented second round of voting. The final 5-4 vote was for a 25bps cut, with the minority wanting no change. In September, seven MPC members voted to hold rates while two preferred a 25bps cut. The Committee's views still differ on whether the upside risks from inflation expectations and wage setting outweigh downside risks from weaker demand and growth.
- 2.2.5 Arlingclose, the authority's treasury adviser, maintained its central view that Bank Rate would be cut further as the BoE focused on weak GDP growth more than higher inflation. One more cut is currently expected during 2025/26, taking Bank Rate to 3.75%. The risks to the forecast are balanced in the near-term but weighted to the downside further out as weak consumer sentiment and business confidence and investment continue to constrain growth. There is also considerable uncertainty around the autumn Budget and the impact this will have on the outlook.
- 2.2.6 The August BoE Monetary Policy Report highlighted that after peaking in Q3 2025, inflation is projected to fall back to target (2%) by mid-2027, helped by increasing spare capacity in the economy and the ongoing effects from past tighter policy rates. GDP is expected to remain weak in the near-term while over the medium-term outlook will be influenced by domestic and global developments.
- 2.2.7 After the sharp declines seen early in the period, sentiment in financial markets improved, but risky assets have generally remained volatile. Early in the period bond yields fell, but ongoing uncertainty, particularly in the UK, has seen medium and longer yields rise with bond investors requiring an increasingly higher return against the perceived elevated risk of UK plc. Since the sell-off in April, equity markets have gained back the previous declines, with investors continuing to remain bullish in the face of ongoing uncertainty.
- 2.2.8 Over the period, the 10-year UK benchmark gilt yield started at 4.65% and ended at 4.70%. However, these six months saw significant volatility with the 10-year yield hitting a low of 4.45% and a high of 4.82%. It was a broadly similar picture for the 20-year gilt which started at 5.18% and ended at 5.39% with a low and high of 5.10% and 5.55% respectively. The Sterling Overnight Rate (SONIA) averaged 4.19% over the six months to 30th September.



Table 2: Treasury Management Summary

	31.03.25 Balance £m	Movement £m	30.09.25 Balance £m	30.09.25 Weighted Average Rate %
<i>Long-term borrowing:</i>				
PWLB	623.3	-6.4	616.9	4.27
LOBOs	30.8	0.0	30.8	4.39
Loan Stock	7.0	0.0	7.0	11.60
Other LT Loans	40.0	0.0	40.0	3.89
Other MT Loans	31.4	17.0	48.4	4.46
<i>Short-term borrowing</i>	41.5	5.1	46.6	4.55
<b>Total borrowing</b>	<b>774.0</b>	<b>15.7</b>	<b>789.7</b>	<b>4.35</b>
Long-term investments	10.0	0.0	10.0	N/A
Short-term investments	18.0	8.8	26.8	N/A
Cash and cash equivalents	30.6	-3.3	27.3	N/A
<b>Total investments</b>	<b>58.6</b>	<b>5.5</b>	<b>64.1</b>	<b>N/A</b>
<b>Net borrowing</b>	<b>715.4</b>	<b>10.2</b>	<b>725.6</b>	

## 2.4 Investment Activity

- 2.4.1 The Council invested an average balance of £98.8 million externally (excluding the LAPF) during the period (£51.6 million in the first six months of 2024/25), generating £1,910k in investment income over the period (£1,330k in 2024/25). The LAPF investment of £10.0 million generated £193k of dividend income during the period (£227k in the first six months of 2024/25).
- 2.4.2 LOBO repayments of £30.0 million were considered likely in the first six months of the year which were never called, and a large receipt of £24.0 million from WYCA received in advance of expenditure in April, has resulted in higher-than-normal cash balances compared to the 2025/26 strategy.
- 2.4.3 Both the CIPFA Code and government guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its treasury investments before seeking the optimum rate of return, or yield. The Council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk on incurring losses from defaults and the risk of receiving unsuitably low investment income.
- 2.4.4 Balances were mainly invested in instant access accounts such as Money Market Funds, short term deposits, Debt Management Office (DMO), Local Authority fixed term deposits and the LAPF. Appendix 1 shows where investments were held at the start of April, the end of June and September by counterparty, by sector and by country.
- 2.4.5 As demonstrated by the liability benchmark in this report at Appendix 4, the Council expects to be a long-term borrower and treasury investments are therefore primarily made to manage day-to-day cash flows using short-term low risk instruments.

- 2.4.6 Bank Rate fell from 4.50% to 4.25% in May 2025 then again to 4.00% in August 2025, with short term rates largely being around these levels. The rates on Debt Management Account Deposit Facility (DMADF) ranged between 3.95% and 4.45% and Money Market Rates between 3.98% and 4.54%.
- 2.4.7 The Council's average investment rate for the period was 4.21%. This is down on the average in the same period in 2024/25 of 5.06%, in line with the falling base rate. Returns on liquid cash balances were 4.25%
- 2.4.8 The Council continues to hold £10 million of strategic investment in the Local Authorities Pooled Investment Fund (LAPF). The fund returned a net yield of 3.86% after deducting charges. The actual gross dividend yield quoted from the fund on Net Asset Value was 4.59% at the end of September for the last 12 months, and the fund size was £1,044.6 million (5.21% and £1,032.3 million respectively for the 12 months to September 2024).
- 2.4.9 Strategic fund investments are made in the knowledge that capital values will move both up and down on months, quarters and even years; but with the confidence that over a 3 to 5-year minimum period total returns will exceed cash interest rates.
- 2.4.10 The chart at Appendix 3, provided by Arlingclose, compares the Council's performance against other Local Authorities at the end of September. In order to gain better rates of return, the majority of Local Authorities with a higher rate of return have further external investments creating a more diverse portfolio.

## **2.5 Revenue Budget Monitoring**

- 2.5.1 The treasury management budget is £36.1 million. Forecasted outturn is currently under budget by £1.8 million and this position is reflected in the Council's Q2 financial report to Cabinet later this month. This reflects higher levels of investment balances resulting in increased investment income versus expectation and new borrowing taken at an average rate below what was budgeted (4.69%).

## **2.6 Borrowing Update**

- 2.6.1 CIPFA's 2021 Prudential Code is clear that local authorities must not borrow to invest primarily for financial return and that it is not prudent for local authorities to make any investment or spending decisions that will increase the Capital Financing Requirement, and so may lead to new borrowing, unless directly and primarily related to the functions of the Council. PWLB loans are no longer available to buy investment assets primarily for yield unless these loans are for refinancing purposes
- 2.6.2 The Council has not invested in assets primarily for financial return or that are not primarily related to the functions of the Council. It has no plans to do so in the future.
- 2.6.3 Borrowing is permitted for cashflow management, interest rate risk management, to refinance current borrowing and to adjust levels of internal borrowing. Borrowing is also allowed for financing capital expenditure primarily related to the delivery of a Local Authority's function. The Council's borrowing is undertaken for these purposes only.

- 2.6.4 After substantial rises in interest rates since 2021 central banks have now begun to reduce their policy rates, albeit slowly. Gilt yields however have increased over the period amid concerns about inflation, the UK government's fiscal position and general economic uncertainty.
- 2.6.5 The PWLB certainty rate for 10-year maturity loans was 5.38% at the beginning of the period and 5.53% at the end. The lowest available 10-year maturity certainty rate was 5.17% and the highest was 5.62%. Rates for 20-year maturity loans ranged from 5.71% to 6.30% during the period, and 50-year maturity loans from 5.46% to 6.14%.
- 2.6.6 The PWLB HRA rate which is 0.4% below the certainty rate is available up to March 2026. This discounted rate is to support local authorities borrowing for the Housing Revenue Account and for refinancing existing HRA loans, though this hasn't been utilised in this period as the HRA continues to use balance sheet resources to fund expenditure.

## **2.7 Borrowing Activity**

- 2.7.1 As outlined in the Treasury Strategy, the Council's chief objective when borrowing has been to strike an appropriately low risk balance between securing lower interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Council's long-term plans change being a secondary objective. The borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio. At the present time short term interest rates are higher than long term interest rates.
- 2.7.2 In terms of borrowing, long-term loans (including LOBO's - see paragraph 2.7.6) at the end of September totalled £743.1 million (£732.6 million 31 March 2025) and short-term loans £46.6 million (£41.5 million 31 March 2025).
- 2.7.3 Fixed rate loans account for 96.00% of total long-term debt giving the Council stability in its interest costs. The maturity profile for long-term loans is shown in Appendix 2 and shows that no more than 10.56% of debt is due to be repaid in any one year. This is good practice as it reduces the Council's exposure to a substantial borrowing requirement in future years when interest rates might be at a relatively high level.
- 2.7.4 The Council has an increasing CFR due to the capital programme and an estimated borrowing requirement as determined by the Liability Benchmark (see Appendix 4), which also considers usable reserves and working capital. The mid-year forecasted liability benchmark, based on updated capital plans, highlights that there is an expectation of additional borrowing of £66.2 million for the year.
- 2.7.4 During the period £10.0 million of PWLB EIP loans were taken along with £57.5 million of medium term loans from other Local Authorities. These loans provide some longer-term certainty and stability to the debt portfolio. A mixture of short, medium-term and further PWLB will be taken during the remainder of the year to fund the additional borrowing required. The rate assumption in the treasury budget for 2025/26 is 4.69%.

Medium and Long-term loans taken during the period 01/04/25 to 30/09/25

	<b>Loan Period</b>	<b>Amount £m</b>	<b>Rate %</b>	<b>Date to be repaid</b>
PWLB (EIP) 816261	5 years	10	4.59%	11/4/2030*
Test Valley Borough Council	5 years	2.5	4.90%	01/05/2030
West of England Combined Authority	1 year	10	4.88%	30/04/2026
Wealden District Council	1 year	5	4.80%	14/05/2026
South Yorkshire Mayoral Combined Authority	3 years	10	4.59%	03/04/2028
Devon & Somerset Fire & Rescue Service	2 years	5	4.30%	04/05/2027
PCC for West Yorkshire	1 year	10	4.25%	14/07/2026
West Midlands Combined Authority	2 years	5	4.10%	30/07/2027
West Midlands Combined Authority	1 year	5	4.10%	10/08/2026
Leicester City Council	2 years	5	4.10%	15/09/2027
<b>Total</b>		<b>67.5</b>		

\*EIP final repayment date

- 2.7.5 Appendix 5 sets out in year repayments on long-term borrowing and further repayments for the next 6 months.
- 2.7.6 The Council has £30.0 million of LOBO (Lender's Option Borrower's Option) loans where the lender has the option to propose an increase in the interest rate at set dates, following which the Council has the option to either accept the new rate and terms or to repay the loan at no additional cost.
- 2.7.7 As market rates remain high, there is an increased probability of call options on the LOBOs being exercised by lenders. No LOBO loans were called during the 6 month period to September 2025, however there remains a possibility they could within the next 12 months and as such have been classified as short-term borrowing in the debt maturity table in Appendix 2.
- 2.7.8 If the option is exercised and an increased rate proposed, the Council plans to repay the loan at no additional cost as accepting the revised terms would mean the Council would still have refinancing risk in later years. If required, the Council will repay the LOBO's by borrowing from other local authorities or the PWLB.

## **2.8 Risk and Compliance issues**

- 2.8.1 The Council reports that all treasury management activities undertaken during the year complied fully with the CIPFA Code of Practice and the Council's approved Treasury Management Strategy, including the prudential indicators. Details can be found in Appendix 4. Indicators relating to affordability and prudence are highlighted in this appendix.
- 2.8.2 In line with the investment strategy, the Council has not placed any direct investments with companies as defined by the Carbon Underground 200.
- 2.8.3 The Council is aware of the risks of passive management of the treasury portfolio and, with the support of the Council's consultants (Arlingclose), has proactively managed the debt and investments over the year.

### **3 Implications for the Council**

#### **3.1 Council Plan**

N/A

#### **3.2 Financial Implications**

Any changes in assumed borrowing and investment requirements, balances and interest rates have been reflected in revenue budget monitoring reports during the year and the 2026/27 budget will be set to reflect the investment as per the capital plan and using the latest advice on forecast interest rates.

#### **3.3 Legal Implications**

N/A

#### **3.4 Climate Change & Air Quality**

N/A

#### **3.5 Other (e.g. Risk, Integrated Impact Assessment or Human Resources)**

N/A

### **4 Consultation**

This report has been prepared by the Service Director - Finance, in consultation with the Executive Leadership Team.

### **5 Engagement**

N/A

### **6 Options**

#### **6.1 Options Considered**

N/A

#### **6.2 Reasons for Recommended Option**

N/A

### **7 Next steps and timelines**

Comments and feedback from CGAC will be incorporated into this report which will be subsequently presented to Cabinet and Council in January.

### **8 Contact Officer**

James Anderson	Head of Accountancy	01484 221000
Rachel Firth	Finance Manager	01484 221000

### **9 Background Papers and History of Decisions**

CIPFA's Prudential Code for Capital Finance in Local Authorities.

CIPFA's Code of Practice on Treasury Management in the Public Services.

CIPFA's Treasury Management in the Public Services – Guidance notes

The treasury management strategy report for 2025/26 - Council 5 March 2025

Council Budget Strategy Update Report 2026/27 – Council 17 September 2025

Annual Report on Treasury Management 2024/25 - Annual Financial Outturn Report 2024/25; Council 16 July 2025.

**10**    **Appendices**

Appendix 1: Investments 25/26

Appendix 2: Debt Maturity

Appendix 3: Average Return on Total Investments

Appendix 4: Treasury Management Prudential Indicators

Appendix 5: Long-term loans

Appendix 6: Treasury Management Practices (TMP)

Appendix 7: PWLB Borrowing Rates Table

Appendix 8: Glossary of Treasury Terms

**11**    **Service Director responsible**

Kevin Mulvaney      01484 221000

Kirklees Council Investments 2025/26

Counterparty	Approved Strategy Limit £m	Approved Strategy Credit Rating	Credit Rating Sept 2025*	1 April 2025 (opening)			30-Jun-24			30-Sep-25			
				£m	Interest Rate	Type of Investment	£m	Interest Rate	Type of Investment	£m	Interest Rate	Type of Investment	
<b>Specified Investments</b>													
LAPF	Property Fund	10.0	-	-	10.0	-	***	10.0	-	***	10.0	-	***
DMO	Central Government	Unlimited	-	F1+/AA-	18.0	-	Fixed Deposit	0.9	4.21%	Fixed Deposit	26.8	-	Fixed Deposit
PCC for Lancashire	Local Authority	10.0	-	F1+/AA-	-	-	Fixed Deposit	10.0	4.30%	Fixed Deposit	-	-	Fixed Deposit
Royal Borough of Windsor & Maidenhead	Local Authority	10.0	-	F1+/AA-	-	-	Fixed Deposit	5.0	4.25%	Fixed Deposit	-	-	Fixed Deposit
Uttlesford District Council	Local Authority	10.0	-	F1+/AA-	-	-	Fixed Deposit	3.0	4.35%	Fixed Deposit	-	-	Fixed Deposit
West Northamptonshire Council	Local Authority	10.0	-	F1+/AA-	-	-	Fixed Deposit	6.0	4.30%	Fixed Deposit	-	-	Fixed Deposit
Central Bedfordshire Council	Local Authority	10.0	-	F1+/AA-	-	-	Fixed Deposit	5.0	4.30%	Fixed Deposit	-	-	Fixed Deposit
Wirral Borough Council	Local Authority	10.0	-	F1+/AA-	-	-	Fixed Deposit	10.0	4.30%	Fixed Deposit	-	-	Fixed Deposit
Luton Borough Council	Local Authority	10.0	-	F1+/AA-	-	-	Fixed Deposit	5.0	4.30%	Fixed Deposit	-	-	Fixed Deposit
Reading Borough Council	Local Authority	10.0	-	F1+/AA-	-	-	Fixed Deposit	5.0	4.30%	Fixed Deposit	-	-	Fixed Deposit
Barclays Deposit Account	Bank	10.0	-	F1/A+	0.8	3.90%	Fixed Deposit	0.0	4.30%	Fixed Deposit	0.0	3.40%	Fixed Deposit
Aberdeen Standard	MMF**	10.0	AAA-A	AAA	10.0	4.50%	MMF	10.0	4.30%	MMF	9.9	4.08%	MMF
Aviva	MMF**	10.0	Aaa-A2	Aaa*	10.0	4.54%	MMF	10.0	4.32%	MMF	9.9	4.09%	MMF
Deutsche	MMF**	10.0	AAA-A	AAA	10.0	4.50%	MMF	9.9	4.30%	MMF	7.5	4.09%	MMF
Goldman Sachs	MMF**	10.0	AAA-A	AAA	0.0	4.41%	MMF	6.2	4.23%	MMF	0.0	4.02%	MMF
					<b>58.7</b>			<b>96.0</b>			<b>64.1</b>		
<b>Sector analysis</b>													
Property Fund		10.0			10.0	17%		10.0	10%		10.0	16%	
Local Authorities		10.0			0.0	0%		49.0	51%		0.0	0%	
Bank		10.0			0.8	1%		0.0	0%		0.0	0%	
MMF**		50.0			30.0	51%		36.1	38%		27.3	43%	
Central Government		Unlimited			18.0	31%		0.9	1%		26.8	42%	
					<b>58.7</b>	<b>100%</b>		<b>96.0</b>	<b>100%</b>		<b>64.1</b>	<b>100%</b>	
<b>Country analysis</b>													
UK					28.7	49%		59.9	62%		36.8	57%	
MMF**					30.0	51%		36.1	38%		27.3	43%	
					<b>58.7</b>	<b>100%</b>		<b>96.0</b>	<b>100%</b>		<b>64.1</b>	<b>100%</b>	

\*Fitch short/long term ratings, except Aviva MMF (Moody rating). See next page for key. The use of Fitch ratings is illustrative – the Council assesses counterparty suitability using all 3 credit rating agencies, where applicable, and other information on credit quality.

\*\*MMF – Money Market Fund. These funds are domiciled in Ireland for tax reasons, but the funds are made up of numerous diverse investments with highly rated banks and other institutions. The credit risk is therefore spread over numerous countries, including the UK. The exception to this is the Aviva Government Liquidity Fund which invests directly in UK government securities and in short-term deposits secured on those securities.

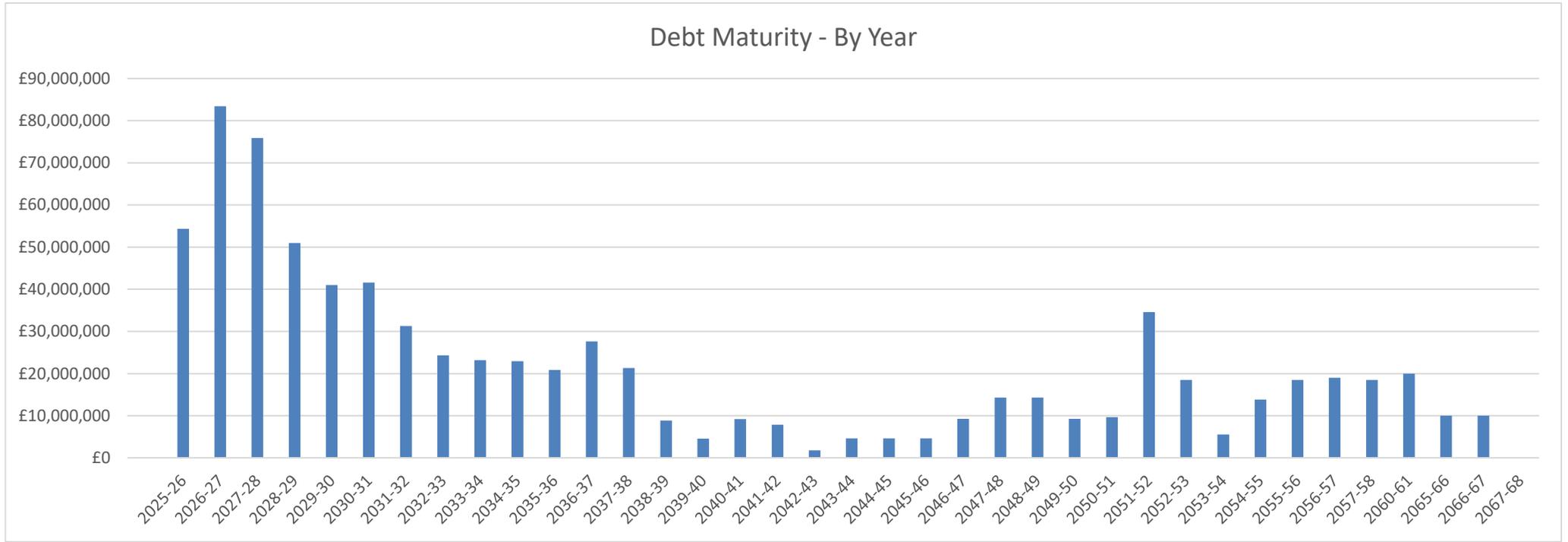
\*\*\*Specialised property fund available for Local Authority investors.

**Key – Fitch’s credit ratings:**

**Appendix 1 Continued**

		<b>Long</b>	<b>Short</b>		
Investment Grade	Extremely Strong	AAA	F1+		
		Very Strong		AA+	
				AA	
	Strong	AA-			
		A+		F1	
		A			
	Adequate	A-		F2	
		BBB+			
		BBB			
Speculative Grade	Speculative	BBB-	F3		
		Very Speculative		BB+	
				BB	
	Vulnerable	BB-		B	
		B+			
		B			
	Defaulting	Defaulting		B-	C
				CCC+	
				CCC	
CCC-					
CC					
		C			
		D			

Debt Maturity - By Year

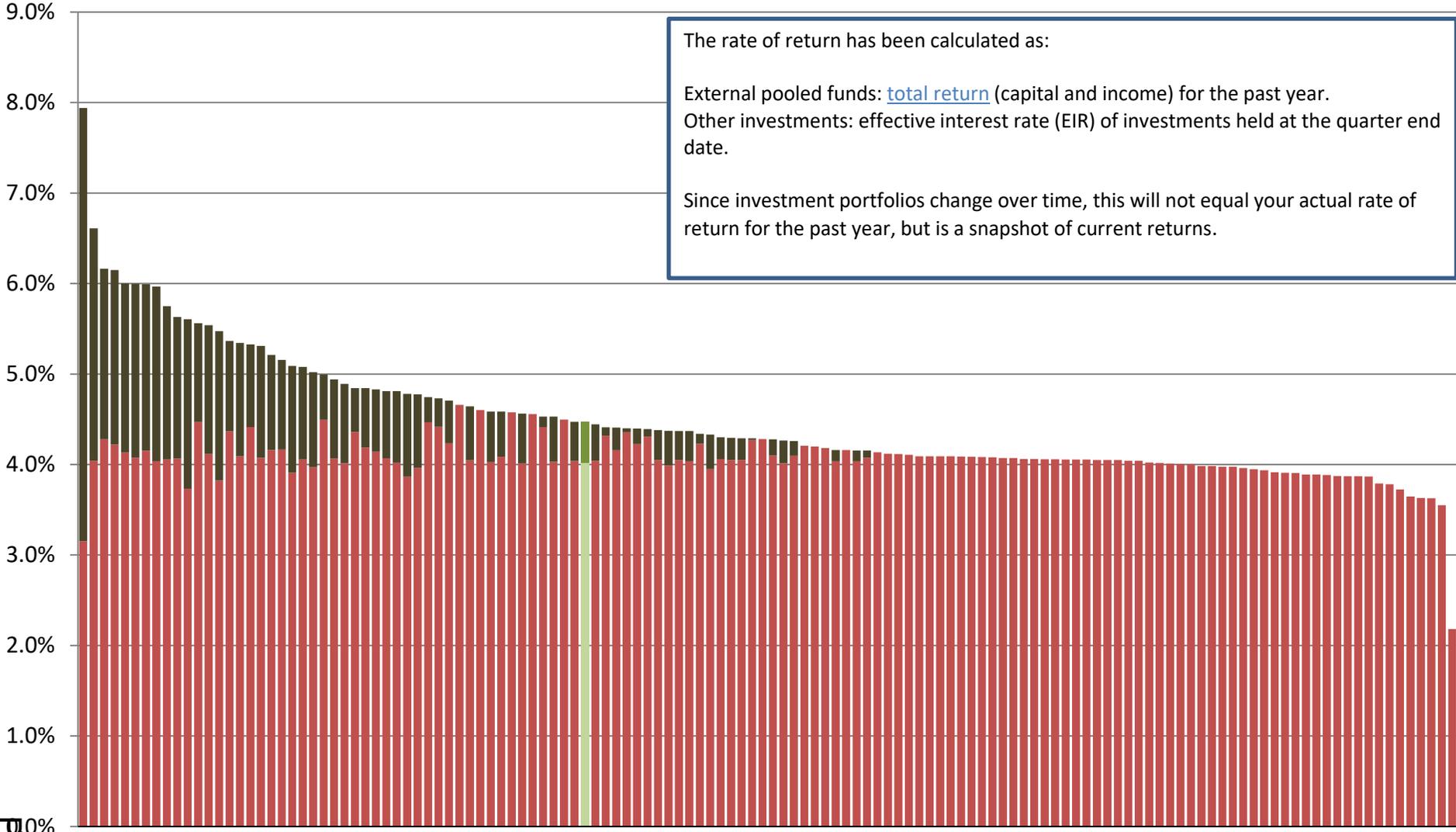


### Total Return on Total Investment Portfolio (Internal & External Funds)

The rate of return has been calculated as:

External pooled funds: [total return](#) (capital and income) for the past year.  
Other investments: effective interest rate (EIR) of investments held at the quarter end date.

Since investment portfolios change over time, this will not equal your actual rate of return for the past year, but is a snapshot of current returns.



■ Average rate on internal investments      ■ Over-performance of external funds      ■ Kirklees - 30/09/25

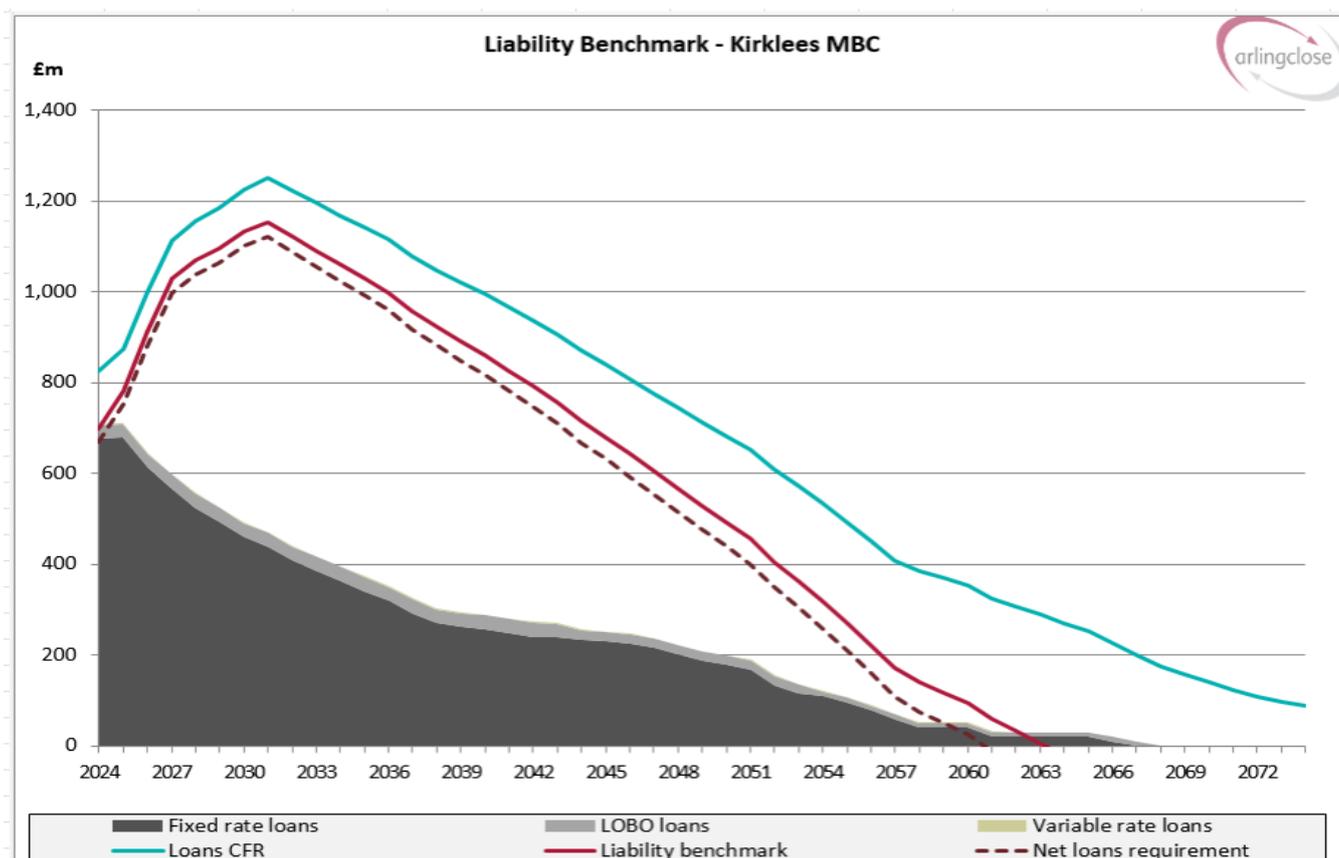
**Treasury Management Prudential Indicators**

**Liability Benchmark**

This new indicator compares the Council’s actual existing borrowing against a liability benchmark that has been calculated to show the lowest risk level of borrowing. The liability benchmark is an important tool to help establish whether the Council is likely to be a long-term borrower or long-term investor in the future and so shape its strategic focus and decision making. It represents an estimate of the cumulative amount of external borrowing the Council must hold to fund its current capital and revenue plans while keeping treasury investments at the minimum level of £30.0 million required to manage day-to-day cash flow.

	31.03.25 actual £m	31.03.26 forecast £m	31.03.27 forecast £m	31.03.28 forecast £m
Loans CFR	849.7	930.1	1076.3	1166.5
Less: Balance sheet resources	134.3	122.0	123.0	123.0
<b>Net loans requirement</b>	<b>715.4</b>	<b>808.1</b>	<b>953.3</b>	<b>1043.5</b>
Plus: Liquidity allowance	58.6	30.0	30.0	30.0
<b>Liability benchmark</b>	<b>774.0</b>	<b>838.1</b>	<b>983.3</b>	<b>1073.5</b>
<b>Existing borrowing</b>	<b>774.0</b>	<b>771.9</b>	<b>673.4</b>	<b>607.5</b>

Following on from the medium term forecast above, the long-term liability benchmark assumes capital expenditure funded by borrowing of £90.0 million in 2025/26, minimum revenue provision based on asset life and reduction in balance sheet resources of £12.3 million.



The total liability benchmark is shown in the chart above together with the maturity profile of the Council's existing borrowing. The red line is the liability benchmark reaching a peak in 2032 highlighting the gap between current borrowing identified in grey, which is reducing over time with repayments, and the additional borrowing required to fund the capital plan.

### Maturity Structure of Borrowing

This indicator is set to control the Authority's exposure to refinancing risk. The upper and lower limits on the maturity structure of all borrowing were:

	Upper limit	Lower limit	30.09.25 actual	Complied
Under 12 months	20%	0%	7%	Yes
12 months and within 24 months	20%	0%	11%	Yes
24 months and within 5 years	60%	0%	21%	Yes
5 years and within 10 years	80%	0%	18%	Yes
10 years and above	100%	20%	43%	Yes

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment. LOBO options of £20.9 million have a potential repayment date during 2025/26 and have been included in the under 12 months line and an option of £10.0 million has a potential repayment date during 2026/27 and has been included in the 12 months and within 24 months.

### Long term Treasury Management Investments

The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. The prudential limits on the long-term treasury management limits are:

	2024/25	2025/26	2026/27	No fixed date
Limit on principal invested beyond year end	n/a	n/a	n/a	n/a
Actual principal invested beyond year end	£10.0m	£10.0m	£10.0m	£10.0m
Complied	Yes	Yes	Yes	Yes

Long-term investments with no fixed maturity date include strategic pooled funds, real estate investment trusts and directly held equity but exclude money market funds and bank accounts with no fixed maturity date as these are considered short-term.

### Interest Rate Exposures

For context, the changes in interest rates during the half year were:

	01.04.25	30.09.25
Bank Rate	4.50%	4.00%
1-year PWLB certainty rate, maturity loans	4.82%	4.58%
5-year PWLB certainty rate, maturity loans	4.94%	4.95%
10-year PWLB certainty rate, maturity loans	5.38%	5.53%
20-year PWLB certainty rate, maturity loans	5.88%	6.14%
50-year PWLB certainty rate, maturity loans	5.63%	5.98%

**Long-term loans repaid during the period 01/04/25 to 30/09/25**

<b>Counterparty</b>	<b>Amount £000s</b>	<b>Rate %</b>	<b>Date repaid</b>
South Yorkshire Mayoral Combined Authority	10,000	1.50%	01-Apr-25
Salix (Annuity)	182	0.00%	01-Apr-25
Salix (Annuity)	168	0.00%	01-Apr-25
PWLB (EIP) 674705	333	5.02%	14-Apr-25
PWLB (EIP) 711011	2,000	5.42%	14-Apr-25
PWLB (EIP) 340221	250	1.63%	27-Apr-25
West Yorkshire Combined Authority	5,000	5.15%	30-Apr-25
Wealden District Council	5,000	4.80%	15-May-25
PWLB (EIP) 439173	250	1.66%	17-May-25
PWLB (EIP) 677193	333	4.85%	22-May-25
PWLB (EIP) 778241	263	5.00%	27-May-25
PWLB (EIP) 779247	313	4.95%	29-May-25
PWLB (EIP) 680811	833	4.83%	06-Jun-25
PWLB (EIP) 685435	769	4.59%	20-Jun-25
PWLB (EIP) 685834	769	4.37%	23-Jun-25
PWLB (EIP) 785403	313	4.91%	23-Jun-25
PWLB (EIP) 739810	833	4.67%	30-Jun-25
PWLB (EIP) 373440	250	1.46%	14-Jul-25
Leicester City Council	10,000	2.00%	15-Jul-25
PWLB (EIP) 794097	500	5.05%	24-Jul-25
PWLB (EIP) 643579	278	5.01%	28-Jul-25
PWLB (EIP) 795087	417	5.01%	29-Jul-25
PWLB (EIP) 594601	500	4.10%	31-Jul-25
PWLB (EIP) 594848	536	3.99%	01-Aug-25
PWLB (EIP) 797366	455	4.95%	06-Aug-25
PWLB (EIP) 538379	500	2.60%	09-Aug-25
PWLB (EIP) 751915	455	4.37%	12-Aug-25
PWLB (EIP) 799800	545	4.79%	13-Aug-25
Oxfordshire County Council	5,000	2.00%	15-Aug-25
PWLB (EIP) 487385	250	2.28%	21-Aug-25
Salix (Annuity)	186	0.00%	01-Sep-25
PWLB (EIP) 313112	250	1.64%	04-Sep-25
PWLB (EIP) 493145	250	1.98%	09-Sep-25
PWLB (EIP) 759388	208	4.52%	12-Sep-25
PWLB (EIP) 711013	385	4.75%	15-Sep-25
PWLB (EIP) 808715	500	4.85%	17-Sep-25
PWLB (EIP) 712740	357	4.59%	19-Sep-25
PWLB (EIP) 713074	357	4.64%	22-Sep-25
PWLB (EIP) 608189	667	4.15%	22-Sep-25
PWLB (EIP) 659904	333	5.06%	22-Sep-25

PWLB (EIP) 660447	333	5.08%	22-Sep-25
PWLB (Annuity) 496956	463	4.58%	29-Sep-25
PWLB (EIP) 661522	357	5.00%	29-Sep-25
<b>Total</b>	51,941		

**Long-term loans to be repaid during the period 01/10/25 to 31/03/26 (excludes LOBO options)**

<b>Counterparty</b>	<b>Amount £000s</b>	<b>Rate %</b>	<b>Date to be repaid</b>
Salix (Annuity)	168	0.00%	01-Oct-25
PWLB (EIP) 674705	333	5.02%	13-Oct-25
PWLB (EIP) 711011	2,000	5.42%	13-Oct-25
PWLB (EIP) 816261	1,000	4.59%	13-Oct-25
PWLB (EIP) 340221	250	1.63%	27-Oct-25
South Yorkshire Mayoral Combined Authority	5,000	5.40%	17-Nov-25
PWLB (EIP) 439173	250	1.66%	17-Nov-25
PWLB (EIP) 677193	333	4.85%	24-Nov-25
PWLB (EIP) 778241	263	5.00%	26-Nov-25
PWLB (EIP) 779247	313	4.95%	01-Dec-25
PWLB (EIP) 680811	833	4.83%	08-Dec-25
PWLB (EIP) 685435	769	4.59%	22-Dec-25
PWLB (EIP) 685834	769	4.37%	22-Dec-25
PWLB (EIP) 785403	313	4.91%	23-Dec-25
PWLB (EIP) 739810	833	4.67%	29-Dec-25
PWLB (EIP) 373440	250	1.46%	12-Jan-26
PWLB (EIP) 794097	500	5.05%	26-Jan-26
PWLB (EIP) 795087	417	5.01%	26-Jan-26
PWLB (EIP) 643579	278	5.01%	27-Jan-26
PWLB (EIP) 594601	500	4.10%	31-Jan-26
PWLB (EIP) 594848	536	3.99%	01-Feb-26
PWLB (EIP) 797366	455	4.95%	06-Feb-26
PWLB (EIP) 538379	500	2.60%	09-Feb-26
PWLB (EIP) 751915	455	4.37%	12-Feb-26
PWLB (EIP) 799800	545	4.79%	13-Feb-26
PWLB (EIP) 487385	250	2.28%	21-Feb-26
Salix (Annuity)	186	0.00%	01-Mar-26
PWLB (EIP) 313112	250	1.64%	04-Mar-26
PWLB (EIP) 493145	250	1.98%	09-Mar-26
PWLB (EIP) 759388	208	4.52%	12-Mar-26
PWLB (EIP) 711013	385	4.75%	13-Mar-26
PWLB (EIP) 808715	500	4.85%	17-Mar-26
PWLB (EIP) 712740	357	4.59%	19-Mar-26
PWLB (EIP) 713074	357	4.64%	20-Mar-26
PWLB (EIP) 608189	667	4.15%	21-Mar-26
PWLB (EIP) 659904	333	5.06%	23-Mar-26

PWLB (EIP) 660447	333	5.08%	23-Mar-26
PWLB (EIP) 661522	357	5.00%	27-Mar-26
PWLB (Annuity) 496956	473	4.58%	29-Mar-26
<b>Total</b>	<b>22,770</b>		

Medium and Long-term loans taken during the period 01/04/25 to 30/09/25

	Loan Period	Amount £m	Rate %	Date to be repaid
PWLB (EIP) 816261	5 years	10	4.59%	11/4/2030*
Test Valley Borough Council	5 years	2.5	4.90%	01/05/2030
West of England Combined Authority	1 year	10	4.88%	30/04/2026
Wealden District Council	1 year	5	4.80%	14/05/2026
South Yorkshire Mayoral Combined Authority	3 years	10	4.59%	03/04/2028
Devon & Somerset Fire & Rescue Service	2 years	5	4.30%	04/05/2027
PCC for West Yorkshire	1 year	10	4.25%	14/07/2026
West Midlands Combined Authority	2 years	5	4.10%	30/07/2027
West Midlands Combined Authority	1 year	5	4.10%	10/08/2026
Leicester City Council	2 years	5	4.10%	15/09/2027
<b>Total</b>		<b>67.5</b>		

\*Final EIP payment date

**TREASURY MANAGEMENT PRACTICES**

The following Treasury Management Practices (TMPs) set out the manner in which the Council aims to achieve its treasury management policies and objectives, and how it will manage and control those activities.

1. **TMP 1 Risk management**

The Service Director - Finance will design, implement and monitor all arrangements for the identification, management and control of treasury management risk, will report at least annually on the adequacy/suitability thereof, and will report, as a matter of urgency, the circumstances of any actual or likely difficulty in achieving the organisation's objectives in this respect, all in accordance with the procedures set out in TMP6 Reporting requirements and management information arrangements. In respect of each of the following risks, the arrangements which seek to ensure compliance with these objectives are set out in the schedule to this document.

(i) **Credit and counterparty risk management**

The Council regards a prime objective of its treasury management activities to be the security of the principal sums it invests. Accordingly, it will ensure that its counterparty lists and limits reflect a prudent attitude towards organisations with which funds may be deposited, and will limit its investment activities to the instruments, methods and techniques referred to in TMP4 Approved Instruments, methods and techniques are listed in the schedule to this document. It also recognises the need to have, and will therefore maintain, a formal counterparty policy in respect of those organisations from which it may borrow, or with whom it may enter into other financing arrangements.

(ii) **Liquidity risk management**

The Council will ensure it has adequate though not excessive cash resources, borrowing arrangements, overdraft or standby facilities to enable it at all times to have the level of funds available to which are necessary for the achievement of its business/service objectives. The Council will only borrow in advance of need where there is a clear business case for doing so and will only do so for the current capital programme or to finance future debt maturities.

(iii) **Interest rate risk management**

The Council will manage its exposure to fluctuations in interest rates with a view to containing its net interest costs, or securing its interest revenues, in accordance with the amounts provided in its budgetary arrangements.

It will achieve these objectives by the prudent use of its approved financing and investment instruments, methods and techniques, primarily to create stability and certainty of costs and revenues, but at the same time retaining a sufficient degree of flexibility to take advantage of unexpected, potentially advantageous changes in the level or structure of interest rates. The above are subject at all times to the consideration and, if required, approval of any policy or budgetary implications.

(iv) **Exchange rate risk management**

The Council will manage its exposure to fluctuations in exchange rates so as to minimise any detrimental impact on its budgeted income/expenditure levels.

(v) **Refinancing risk management**

The Council will ensure that its borrowing, private financing and partnership arrangements are negotiated, structured and documented, and the maturity profile of the monies so raised are managed, with a view to obtaining offer terms for renewal or refinancing, if required, which are competitive and

as favourable to the organisation as can reasonably be achieved in the light of market conditions prevailing at the time.

It will actively manage its relationships with its counterparties in these transactions in such a manner as to secure this objective and will avoid over-reliance on any one source of funding if this might jeopardise achievement of the above.

(vi) Legal and regulatory risk management

The Council will ensure that all of its treasury management activities comply with its statutory powers and regulatory requirements. It will demonstrate such compliance, if required to do so, to all parties with whom it deals in such activities. In framing its credit and counterparty policy under TMP1(i) Credit and counterparty risk management, it will ensure that there is evidence of counterparties' powers, authority and compliance in respect of the transactions they may affect with the Council.

The Council recognises that future legislative or regulatory changes may impact on its treasury management activities and, so far as it is reasonably able to do so, will seek to minimise the risk of these impacting adversely on the organisation.

(vii) Fraud, error and corruption, and contingency management

The Council will ensure that it has identified the circumstances which may expose it to the risk of loss through fraud, error, corruption, or other eventualities in its treasury management dealings. Accordingly, it will employ suitable systems and procedures, and will maintain effective contingency management arrangements, to these ends.

(viii) Market risk management

The Council will seek to ensure that its stated treasury management policies and objectives will not be compromised by adverse market fluctuations in the value of the principal sums it invests, and will accordingly seek to protect itself from the effects of such fluctuations.

2. **TMP2 Performance measurement**

The Council is committed to the pursuit of value for money in its treasury management activities, and to the use of performance methodology in support of that aim, within the framework set out in its Treasury Management Policy Statement.

Accordingly, the treasury management function will be the subject of ongoing analysis of the value it adds in support of the Council's stated business or service objectives. It will be the subject of regular examination of alternative methods of service delivery and of other potential improvements. The performance of the treasury management function will be measured using the criteria set out in the schedule to this document.

3. **TMP3 Decision-making and analysis**

The Council will maintain full records of its treasury management decisions, and of the processes and practices applied in reaching those decisions, both for the purposes of learning from the past, and for demonstrating that reasonable steps were taken to ensure that all issues relevant to those decisions were taken into account at the time. The issues to be addressed and processes and practices to be pursued in reaching decisions are detailed in the schedule to this document.

4. **TMP4 Approved instruments, methods and techniques**

The Council will undertake its treasury management activities by employing only those instruments, methods and techniques detailed in the schedule to this document, and within the limits and parameters defined in TMP1 Risk management.

Where the Council intends to use derivative instruments for the management of risks, these will be limited to those set out in its annual treasury strategy. The Council will seek proper advice when entering into arrangements to use such products.

#### 5. **TMP5 Organisation, clarity and segregation of responsibilities, and dealing arrangements**

The Council considers it essential, for the purposes of the effective control and monitoring of its treasury management activities, and for the reduction of the risk of fraud or error, and for the pursuit of optimum performance, that these activities are structured and managed in a fully integrated manner, and that there is at all times a clarity of treasury management responsibilities.

The principles on which this will be based is a clear distinction between those charged with setting treasury management policies and those charged with implementing and controlling these policies, particularly with regard to the execution and transmission of funds, the recording and administering of treasury management decisions, and the audit and review of the treasury management function.

If and when the Council intends, as a result of lack of resources or other circumstances, to depart from these principles, the Service Director - Finance will ensure that the reasons are properly reported in accordance with TMP6 Reporting requirements and management information arrangements, and the implications properly considered and evaluated.

The Service Director - Finance will ensure that there are clear written statements of the responsibilities for each post engaged in treasury management, and the arrangement for absence cover. The present arrangements are detailed in the schedule to this document.

The Service Director - Finance will ensure there is proper documentation for all deals and transactions, and that procedures exist for the effective transmission of funds. The present arrangements are detailed in the schedule to this document.

The delegation to the Service Director - Finance in respect of treasury management is set out in the schedule to this document. The Service Director - Finance will fulfil all such responsibilities in accordance with the Council's policy statement and TMPs and, as a CIPFA member, the Standard of Professional Practice on Treasury Management.

#### 6. **TMP6 Reporting requirements and management information arrangements**

The Council will ensure that regular reports are prepared and considered on the implementation of its treasury management policies; on the effects of decisions taken and the transactions executed in pursuit of those policies; on the implications of changes, particularly budgetary, resulting from regulatory, economic, market or other factors affecting its treasury management activities; and on the performance of the treasury management function.

As a minimum, the Council will receive:

- an annual report on the strategy and plan to be pursued in the coming year
- a mid-year review
- an annual report on the performance of the treasury management function, on the effects of the decisions taken and the transactions executed in the past year, and on any circumstances of non-compliance with the organisation's Treasury Management Policy Statement and TMPs.

The present arrangements and the form of these reports are detailed in the schedule to this document.

#### 7. **TMP7 Budgeting, accounting and audit arrangements**

The Service Director - Finance will prepare, and the Council will approve and, if necessary, from time to time amend, an annual budget for treasury management, which will bring together all of the costs involved in running the treasury management function, together with associated income. The matters to be included in the budget will at a minimum be those required by statute or regulation, together with such information as will demonstrate compliance with the TMPs. Budgeting

procedures are set out in the schedule to this document. The Service Director - Finance will exercise effective controls over this budget, and will report any major variations.

The Council will account for its treasury management activities, for decisions made and transactions executed, in accordance with appropriate accounting practices and standards, and with statutory and regulatory requirements in force for the time being. The present form of this function's accounts is set out in the schedule to this document.

The Council will ensure that its auditors, and those charged with regulatory review, have access to all information and papers supporting the activities of the treasury management function as are necessary for the proper fulfilment of their roles, and that such information and papers demonstrate compliance with external and internal policies and approved practices. The information made available under present arrangements is detailed in the schedule to this document.

8. **TMP8 Cash and cash flow management**

Unless statutory or regulatory requirements demand otherwise, all monies in the hands of the Council will be under the control of the Service Director - Finance and, with the exception of Secondary Schools' bank accounts, will be aggregated for cash flow purposes. Cash flow projections will be prepared on a regular and timely basis, and the Service Director - Finance will ensure that these are adequate for the purposes of monitoring compliance with TMP1(i) Liquidity risk management. The present arrangements for preparing cash flow projections are set out in the schedule to this document.

9. **TMP9 Money laundering**

The Council is alert to the possibility that it may become the subject of an attempt to involve it in a transaction involving the laundering of money. Accordingly, it will ensure that staff involved in treasury management activities are fully aware of their responsibilities with regards this. The present safeguards, including the name of the officer to whom any suspicions should be reported, are detailed in the schedule to this document.

10. **TMP10 Training and qualifications**

The Council recognises the importance of ensuring that all staff involved in the treasury management function are fully equipped to undertake the duties and responsibilities allocated to them. It will therefore seek to appoint individuals who are both capable and experienced and will provide training for staff to enable them to acquire and maintain an appropriate level of expertise, knowledge and skills. The present arrangements are detailed in the schedule to this document.

The Service Director - Finance will ensure that Members of the committee providing a scrutiny function have access to regular training relevant to their responsibilities.

11. **TMP11 Use of external service providers**

The Council recognises that responsibility for treasury management decisions remains with the organisation at all times. However, it also recognises the potential value of employing external providers of treasury management services, in order to acquire access to specialist skills and resources.

When it employs such service providers, it will ensure it does so for reasons which will have been submitted to full evaluation of the costs and benefits. It will also ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented and subjected to regular review. And it will ensure, where feasible and necessary, that a spread of service providers is used, to avoid over-reliance on one or a small number of companies.

Where services are subject to formal tender or re-tender arrangements, legislative requirements and the Council's Contract Procedure Rules will always be observed. The monitoring of such

arrangement's rests with the Service Director - Finance, and details of the current arrangements are set out in the schedule to this document.

## 12. **TMP12 Corporate governance**

The Council is committed to the pursuit of proper corporate governance throughout its businesses and services, and to establishing the principles and practices by which this can be achieved. Accordingly, the treasury management function and its activities will be undertaken with openness and transparency, honesty, integrity and accountability.

The Council has adopted and has implemented the key principles of the Code. This, together with the other arrangements detailed in the schedule to this document, are considered vital to the achievement of proper corporate governance in treasury management, and the Service Director - Finance will monitor and, if necessary, report upon the effectiveness of these arrangements.

### **Management Practices for Non-Treasury Investments**

The Council recognises that investment in other financial assets and property primarily for financial return, taken for non-treasury management purposes, requires careful investment management. Such activity includes loans supporting service outcomes, investments in subsidiaries, and investment property portfolios.

The Council will ensure that all investments are covered in the Capital and Investment Strategies, and will set out where appropriate, the Councils risk appetite and specific policies and arrangements for non-treasury investments. It will be recognised that the risk appetite for these activities may differ from that of treasury management.

The Council will maintain a schedule setting out a summary of existing material investments, subsidiaries, joint ventures and liabilities including financial guarantees and the organisations risk exposure.

<b>PWLB Borrowing Rates %</b>							
	<b>30/09/2025</b>	<b>31/03/2025</b>	<b>30/09/2024</b>	<b>28/03/2024</b>	<b>29/09/2023</b>	<b>31/03/2023</b>	<b>30/09/2022</b>
<b>Annuity</b>							
15 years	5.57	5.49	4.90	4.86	5.39	4.46	5.17
20 years	5.91	5.75	5.10	5.04	5.54	4.60	5.14
30 years	6.31	6.09	5.43	5.35	5.81	4.87	5.15
50 years	6.44	6.16	5.53	5.39	5.80	4.83	4.80
<b>Maturity</b>							
15 years	6.13	5.95	5.29	5.23	5.70	4.78	5.15
20 years	6.34	6.11	5.47	5.38	5.83	4.90	5.11
30 years	6.46	6.19	5.55	5.41	5.84	4.86	4.85
50 years	6.18	5.87	5.33	5.21	5.61	4.61	4.41
<b>EIP</b>							
15 years	5.47	5.42	4.86	4.83	5.36	4.45	5.20
20 years	5.76	5.64	5.01	4.96	5.46	4.54	5.14
30 years	6.15	5.96	5.30	5.24	5.71	4.79	5.15
50 years	6.44	6.18	5.54	5.42	5.86	4.90	4.99

## Glossary of Treasury Terms

<b>Authorised Limit</b>	The affordable borrowing limit determined in compliance with the Local Government Act 2003 (English and Welsh authorities) and the Local Government in Scotland Act 2003. This Prudential Indicator is a statutory limit for total external debt. It is set by the Authority and needs to be consistent with the Authority's plans for capital expenditure financing and funding. The Authorised Limit provides headroom over and above the <i>Operational Boundary</i> to accommodate expected cash movements. Affordability and prudence are matters which must be taken into account when setting this limit.
<b>Balances and Reserves</b>	Accumulated sums that are maintained either earmarked for specific future costs or commitments or generally held to meet unforeseen or emergency expenditure.
<b>Bank Rate</b>	The official interest rate set by the Bank of England's Monetary Policy Committee and what is generally termed at the "base rate". This rate is also referred to as the 'repo rate'.
<b>Basis Point</b>	1/100th of 1%, i.e. 0.01%
<b>Bill</b>	A certificate of short-term debt issued by a company, government or other institution, tradable on the financial market
<b>Bond</b>	A certificate of debt issued by a company, government, or other institution. The bond holder receives interest at a rate stated at the time of issue of the bond. The price of a bond may vary during its life.
<b>Capital Expenditure</b>	Expenditure on the acquisition, creation or enhancement of capital assets.
<b>Capital Financing Requirement (CFR)</b>	The Council's underlying need to borrow for capital purposes representing the cumulative capital expenditure of the local authority that has not been financed.
<b>Capital gain or loss</b>	An increase or decrease in the capital value of an investment, for example through movements in its market price.
<b>Capital growth</b>	Increase in the value of the asset (in the context of a collective investment scheme, it will be the increase in the unit price of the fund).
<b>Capital receipts</b>	Money obtained on the sale of a capital asset.
<b>Certainty Rate</b>	The government has reduced by 20 basis points (0.20%) the interest rates on loans via the Public Works Loan Board (PWLb) to principal local authorities who provide information as specified on their plans for long-term borrowing and associated capital spending.
<b>CIPFA</b>	Chartered Institute of Public Finance and Accountancy
<b>Collective Investment Schemes</b>	Funds in which several investors collectively hold units or shares. The assets in the fund are not held directly by each investor, but as part of a pool (hence these funds are also referred to as 'Pooled Funds'). Unit Trusts and Open-Ended Investment Companies are types of collective investment schemes/pooled funds.
<b>Corporate Bonds</b>	Corporate bonds are bonds issued by companies. The term is often used to cover all bonds other than those issued by governments in their own currencies and includes issues by companies, supranational organisations and government agencies.
<b>Corporate Bond Funds</b>	Collective Investment Schemes investing predominantly in bonds issued by companies and supranational organisations.
<b>CPI</b> <i>Also see RPI</i>	Consumer Price Index. (This measure is used as the Bank of England's inflation target.)
<b>Cost of carry</b>	When a loan is borrowed in advance of requirement, this is the difference between the interest rate and (other associated costs) on the loan and the income earned from investing the cash in the interim.
<b>Counterparty List</b>	List of approved financial institutions with which the Council can place investments.
<b>Credit Default Swap (CDS)</b>	A Credit Default Swap is similar to an insurance policy against a credit default. Both the buyer and seller of a CDS are exposed to credit risk. Naked CDS, i.e. one which is not linked to an underlying security, can lead to speculative trading.
<b>Credit Rating</b>	Formal opinion by a registered rating agency of a counterparty's future ability to meet its financial liabilities; these are opinions only and not guarantees.

<b>Debt Management Office (DMO)</b>	The DMO is an Executive Agency of Her Majesty's Treasury and provides direct access for local authorities into a government deposit facility known as the Debt Management Account Deposit Fund (DMADF). All deposits are guaranteed by HM Government and therefore have the equivalent of a sovereign triple-A credit rating.
<b>Diversification / diversified exposure</b>	The spreading of investments among different types of assets or between markets in order to reduce risk.
<b>Derivatives</b>	Financial instruments whose value, and price, are dependent on one or more underlying assets. Derivatives can be used to gain exposure to, or to help protect against, expected changes in the value of the underlying investments. Derivatives may be traded on a regulated exchange or traded 'over the counter'.
<b>ECB</b>	European Central Bank
<b>Fair Value</b>	Fair value is defined as a sale price agreed to by a willing buyer and seller, assuming both parties enter the transaction freely. Many investments have a fair value determined by a market where the security is traded.
<b>Federal Reserve</b>	The US central bank. (Often referred to as "the Fed")
<b>Floating Rate Notes</b>	A bond issued by a company where the interest rate paid on the bond changes at set intervals (generally every 3 months). The rate of interest is linked to LIBOR and may therefore increase or decrease at each rate setting.
<b>GDP</b>	Gross domestic product – also termed as "growth" in the economy. The value of the national aggregate production of goods and services in the economy.
<b>General Fund</b>	This includes most of the day-to-day spending and income. (All spending and income related to the management and maintenance of the housing stock is kept separately in the Housing Revenue Account).
<b>Gilts (UK Govt)</b>	Gilts are bonds issued by the UK Government. They take their name from 'gilt-edged': being issued by the UK government, they are deemed to be very secure as the investor expects to receive the full face value of the bond to be repaid on maturity.
<b>Housing Revenue Account (HRA)</b>	A ring-fenced account of all housing income and expenditure, required by statute.
<b>IFRS</b>	International Financial Reporting Standards.
<b>Income Distribution</b>	The payment made to investors from the income generated by a fund; such a payment can also be referred to as a 'dividend'.
<b>Local Authority Property Fund (LAPF)</b>	A pooled property collective investment scheme for Churches, Charities and Local Authorities. (See Collective Investment Scheme).
<b>Liability Benchmark</b>	Term in CIPFA's Risk Management Toolkit which refers to the minimum amount of borrowing required to keep investments at a minimum liquidity level (which may be zero).
<b>LOBOs</b>	LOBO stands for 'Lender's Option Borrower's Option'. The underlying loan facility is typically long term and the interest rate is fixed. However, in the LOBO facility the lender has the option to call on the facilities at pre-determined future dates. On these call dates, the lender can propose or impose a new fixed rate for the remaining term of the facility and the borrower has the 'option' to either accept the new imposed fixed rate or repay the loan facility.
<b>Maturity</b>	The date when an investment or borrowing is repaid.
<b>Maturity profile</b>	A table or graph showing the amount (or percentage) of debt or investments maturing over a time period. The amount or percent maturing could be shown on a year-by-year or quarter-by-quarter or month-by-month basis.
<b>MiFID II</b>	MiFID II replaced the Markets in Financial Instruments Directive (MiFID I) from 3 January 2018. It is a legislative framework instituted by the European Union to regulate financial markets in the bloc and improve protections for investors.
<b>Minimum Revenue Provision (MRP)</b>	An annual provision that the Authority is statutorily required to set aside and charge to the Revenue Account for the repayment of debt associated with expenditure incurred on capital assets.
<b>Money Market Funds (MMF)</b>	Pooled funds which invest in a range of short term assets providing high credit quality and high liquidity.

<b>Net Asset Value (NAV)</b>	A fund's net asset value is calculated by taking the current value of the fund's assets and subtracting its liabilities.
<b>Operational Boundary</b>	This is the limit set by the Authority as its most likely, i.e. prudent, estimate level of external debt, but not the worst case scenario. This limit links directly to the Authority's plans for capital expenditure, the estimates of the Capital Financing Requirement (CFR) and the estimate of cashflow requirements for the year.
<b>Pooled funds</b>	See Collective Investment Schemes (above).
<b>Premiums and Discounts</b>	<p>In the context of local authority borrowing, (a) the premium is the penalty arising when a loan is redeemed prior to its maturity date and (b) the discount is the gain arising when a loan is redeemed prior to its maturity date. If on a £1 million loan, it is calculated* that a £100,000 premium is payable on premature redemption, then the amount paid by the borrower to redeem the loan is £1,100,000 plus accrued interest. If on a £1 million loan, it is calculated that a £100,000 discount receivable on premature redemption, then the amount paid by the borrower to redeem the loan is £900,000 plus accrued interest. PWLB premium/discount rates are calculated according to the length of time to maturity, current market rates (plus a margin), and the existing loan rate which then produces a premium/discount dependent on whether the discount rate is lower/higher than the coupon rate.</p> <p>*The calculation of the total amount payable to redeem a loan borrowed from the Public Works Loans Board (PWLB) is the present value of the remaining payments of principal and interest due in respect of the loan being repaid prematurely, calculated on normal actuarial principles. More details are contained in the PWLB's lending arrangements circular.</p>
<b>Private Finance Initiative (PFI)</b>	Private Finance Initiative (PFI) provides a way of funding major capital investments, without immediate recourse to the public purse. Private consortia, usually involving large construction firms, are contracted to design, build, and in some cases manage new projects. Contracts can typically last for 30 years, during which time the asset is leased by a public authority.
<b>Investment Property</b>	Property (land or a building or part of a building or both) held (by the owner or by the lessee under a finance lease) to earn rentals or for capital appreciation or both.
<b>Prudential Code</b>	Developed by CIPFA and introduced on 01/4/2004 as a professional code of practice to support local authority capital investment planning within a clear, affordable, prudent and sustainable framework and in accordance with good professional practice.
<b>Prudential Indicators</b>	Indicators determined by the local authority to define its capital expenditure and asset management framework. They are designed to support and record local decision making in a manner that is publicly accountable; they are not intended to be comparative performance indicators between authorities.
<b>PWLB</b>	Public Works Loans Board. It is a statutory body operating within the United Kingdom Debt Management Office, an Executive Agency of HM Treasury. The PWLB's function is to lend money from the National Loans Fund to local authorities and other prescribed bodies, and to collect the repayments.
<b>Revenue Expenditure</b>	Expenditure to meet the continuing cost of delivery of services including salaries and wages, the purchase of materials and capital financing charges.
<b>Risk</b>	<p><b>Credit and counterparty risk</b> The risk of failure by a counterparty to meet its contractual obligations to the organisation under an investment, borrowing, capital, project or partnership financing, particularly as a result of the counterparty's diminished creditworthiness, and the resulting detrimental effect on the organisation's capital or current (revenue) resources.</p> <p><b>Liquidity risk</b> The risk that cash will not be available when it is needed, that ineffective management of liquidity creates additional unbudgeted costs, and that the organisation's business/service objectives will be thereby compromised.</p> <p><b>Refinancing risk</b> The risk that maturing borrowings, capital, project or partnership financings cannot be refinanced on terms that reflect the provisions made by the organisation for those refinancings, both capital and current (revenue), and/or that the terms are inconsistent with prevailing market conditions at the time.</p> <p><b>Interest Rate risk</b></p>

	<p>The risk that fluctuations in the levels of interest rates create an unexpected or unbudgeted burden on the organisation's finances, against which the organisation has failed to protect itself adequately.</p> <p><b>Legal risk</b> The risk that the organisation itself, or an organisation with which it is dealing in its treasury management activities, fails to act in accordance with its legal powers or regulatory requirements, and that the organisation suffers losses accordingly.</p> <p><b>Operational risk</b> The risk that an organisation fails to identify the circumstances in which it may be exposed to the risk of loss through fraud, error, corruption or other eventualities in its treasury management dealings, and fails to employ suitable systems and procedures and maintain effective contingency management arrangements to these ends. It includes the area of risk commonly referred to as operational risk.</p> <p><b>Market Risk</b> The risk that, through adverse market fluctuations in the value of the principal sums an organisation borrows and invests, its stated treasury management policies and objectives are compromised, against which effects it has failed to protect itself adequately.</p>
<b>RPI</b>	Retail Prices Index. A monthly index demonstrating the movement in the cost of living as it tracks the prices of goods and services including mortgage interest and rent. Pensions and index-linked gilts are updated using the CPI index.
<b>SORP</b>	Statement of Recommended Practice for Accounting (Code of Practice on Local Authority Accounting in the United Kingdom).
<b>Specified Investments</b>	Term used in the CLG Guidance and Welsh Assembly Guidance for Local Authority Investments. Investments that offer high security and high liquidity, in sterling and for no more than 1 year. UK government, local authorities and bodies that have a high credit rating.
<b>Supported Borrowing</b>	Borrowing for which the costs are supported by the government or third party.
<b>Temporary Borrowing</b>	Borrowing to cover peaks and troughs of cash flow, not to fund spending.
<b>Term Deposits</b>	Deposits of cash with terms attached relating to maturity and rate of return (interest).
<b>Treasury (T) -Bills</b>	Treasury Bills are short term Government debt instruments and, just like temporary loans used by local authorities, are a means to manage cash flow. Treasury Bills (T-Bills) are issued by the Debt Management Office and are an eligible sovereign instrument, meaning that they have a AAA-rating.
<b>Treasury Management Code</b>	CIPFA's Code of Practice for Treasury Management in the Public Services. The current Code is the edition released in 2021.
<b>Treasury Management Practices (TMP)</b>	Treasury Management Practices set out the manner in which the Council will seek to achieve its policies and objectives and prescribe how it will manage and control these activities.
<b>Unsupported Borrowing</b>	Borrowing which is self-financed by the local authority. This is also sometimes referred to as Prudential Borrowing.
<b>Usable Reserves</b>	Resources available to finance future revenue and capital expenditure.
<b>Variable Net Asset Value (VNAV)</b>	A term used in relation to the valuation of 1 share in a fund. This means that the net asset value (NAV) of these funds is calculated daily based on market prices.
<b>Working Capital</b>	Timing differences between income/expenditure and receipts/payments
<b>Yield</b>	The measure of the return on an investment instrument.



**Special Educational Needs and Disabilities (SEND) – Capital Plan Investment for the new build Woodley School and College.**

<b>Meeting:</b>	<b>Cabinet</b>
<b>Date:</b>	<b>13<sup>th</sup> January 2026</b>
<b>Cabinet Member</b> (if applicable)	<b>Children’s Services - Cllr Viv Kendrick</b>  <b>Education – Cllr Jane Rylah</b>  <b>Finance and Regeneration - Cllr Graham Turner</b>
<b>Key Decision</b>	<b>Yes – this will result in capital expenditure significantly in excess of £500K and have a significant effect on two or more electoral wards because of the reach of SEND provision. KDN published 30<sup>th</sup> October 2025.</b>
<b>Eligible for Call In</b>	<b>Yes</b>
<b>Purpose of Report</b>	
<p>This report seeks Cabinet approval to draw down capital allocations primarily from the Children’s and Families section of the Capital Plan approved by Council on 16<sup>th</sup> July 2025. This will enable the construction and completion of the new build Woodley School and College, expanding special school provision to replace the existing school sites.</p>	
<b>Recommendations</b>	
<p>To help ensure that there are sufficient school places available and suitable school premises for our children and young people with additional needs, Cabinet is requested to:</p> <ul style="list-style-type: none"> <li>• Approve the draw down of capital funds as detailed in <b>Appendix 3</b> of this report to enable the procurement and appointment of a building contractor to construct a 180 place new build Communication &amp; Interaction / Autism school to replace the existing Woodley School and College site at Dog Kennel Bank, Huddersfield and to facilitate the completion of this project, in line with procurement regulations and the Council’s Contract Procedure Rules.</li> <li>• Approve that in order to manage the successful delivery of the new build Woodley School and College site at Fernside Avenue without the need to return to Cabinet should any further unexpected costs arise that exceed the approved budget as stated in <b>Appendix 3</b>, authority is delegated if required to the Service Directors for Development and for Learning and Early Support in consultation with the Service Director for Finance (S151 Officer) to use the provisions within the Council’s Financial Procedure Rules dated June 2025, specifically paragraphs 3.9 to 3.10 which state:</li> </ul>	

“The Service Directors are authorised within capital budgets for which they are designated as responsible to:

- Transfer resources within a programme area without restrictions;
  - Transfer resources between any project or programme area within their designated projects and programmes up to a maximum of £2m in any financial year;
  - Transfer resources within programme areas between any year within the approved Capital Plan subject to compliance with paragraphs 3.10 and 3.11 of the Financial Procedure Rules and notification to the relevant Cabinet Member and appropriate Ward Members.
  - Noting that transfers under paragraph 3.9 requires the approval of the Chief Finance Officer who must be satisfied that there is no impact on capital funding streams because of the changes.
- To delegate authority to the Executive Director of Place to authorise the award of the contract to ensure that a construction contract can be signed for the proposed new build school and the project completed so that the required additional SEND school places can be successfully delivered.
  - To delegate authority to the Service Director – Legal, Governance and Commissioning to enter into any necessary legal agreements or instruments to facilitate the recommendations.

#### **Reasons for Recommendations**

- To progress previously agreed plans to rebuild the existing special school on a different site;
- To provide more places locally for children and young people with SEND and help improve their educational outcomes;
- To support the High Needs Safety Valve Agreement, providing a more cost-effective alternative solution to independent provision.

#### **Resource Implications:**

The current budget in the Council’s Capital Plan for the new build Woodley School and College from 2025/26 onwards as approved by Council on 16<sup>th</sup> July 2025 is a mixture of government grant and council borrowing. The revenue impact of the borrowing has been accounted for in the Council’s Medium Term Financial Plan.

Additional funding beyond that identified in the July 2025 Capital Plan will be required to deliver this project. This funding already exists in various uncommitted and un-ringfenced DfE (Department of Education) grants within the approved Children’s Capital Plan. Additionally, funding is available from capital receipts and from unspent allocations from elsewhere in the Council Capital Plan. Pending approval of this report, this will be updated in the Capital Plan when it is next reported to Council in February 2026. In order to best manage the Council’s finances, available government grant is always used before Council borrowing in order to mitigate the revenue financial impact of borrowing capital funds.

<b>Date signed off by <u>Strategic Director</u> &amp; name</b>	David Shepherd (PLACE) – 22/12/2025
<b>Is it also signed off by the Service Director for Finance?</b>	Kevin Mulvaney – 19/12/2025
<b>Is it also signed off by the Service Director for Legal Governance and Commissioning?</b>	Samantha Lawton– 22/12/2025

**Electoral wards affected:** All.

**Ward councillors consulted:** Special schools educate children from across the district. There has been engagement with Ward Councillors in Almondbury and Ashbrow, and all Ward Councillors have had the opportunity to engage in the public planning process.

**Public or private:** Public with a private **Appendix 3**.

The report contains an appendix that is recommended to be taken as Private because the information contained is considered to be exempt information under paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006. It contains information regards the financial or business affairs of any person including the Council. It is considered that it would not be in the public interest to disclose the information contained in the private appendix as disclosure could adversely affect overall ability to obtain value for money, compromise the commercial confidentiality of organisations mentioned in the report, which is considered to outweigh the public interest in disclosing information including, greater accountability, transparency in spending public money, and openness in Council decision-making.

**Has GDPR (General Data Protection Regulation) been considered?** Yes, person-identifiable data is not present in this report.

## 1. Executive Summary

- 1.1 In October 2021, Kirklees Cabinet agreed an ambitious plan to rebuild and expand two existing special schools, Joseph Norton Academy, and Woodley School and College. Not only will the plan provide modern facilities for existing pupils, but the schools will also be built to accommodate more pupils to address growing demand.
- 1.2 In July 2024, Cabinet gave approval to undertake the site clearance of all buildings on the former high school site on Fernside Avenue, Almondbury for the new build Woodley School and College and to facilitate the settlement of the exit of the former school site from the PPP1 contract. The recommendation by Members was to return to Cabinet to seek formal permission to draw down additional capital funds to facilitate the construction of the new build Woodley School and College once detailed design had been completed and a pre-tender estimate for the school had been developed, which is the purpose of this report.
- 1.3 The rebuild of the special school continues to contribute to Our Council Plan 2025/26 and is a vital component of the ‘SEND The Big Plan’ and is integral to the High Needs Safety Valve Agreement between Kirklees Council and the Department for Education (DfE).

- 1.4 The anticipated start on site date for the new build Woodley School and College is summer 2026, running for approximately 65 weeks and completing in autumn 2027. These dates align to the most recent report issued by Children's Services colleagues in relation to the DfE Safety Valve targets/funding. Over the coming months the appointed contractor will be reviewing the construction programme alongside the Council's Capital Delivery team to provide a more informed programme projection upon completion of the Pre Construction Services Agreement (PCSA) period, which should be around late March / early April 2026.
- 1.5 This report seeks permission to draw down capital funds to enable a building contract to be awarded for the construction of the new build Woodley School and College within a budget indicated in **Appendix 3**.

## **2. Information required to take a decision**

The following areas will provide key context:

- Background
- Transformation Plan
- The rebuild of Woodley School and College
- Financial Delegations

### **2.1 Background**

2.1.1 In October 2021, Cabinet agreed an ambitious plan to rebuild and expand two existing special schools, Joseph Norton Academy and Woodley School and College. Not only does the plan provide modern facilities for existing pupils, but the schools will also be built to accommodate more pupils to address growing demand. This was followed by a further report to Cabinet in July 2024 which approved the build contract for Joseph Norton Academy.

2.1.2 The rebuild of two special schools continues to compliment and deliver on the Council's priorities as referenced within the previous report:

- Addressing the financial challenges – saving money on expensive independent provision.
- Transforming services – improving and providing the right support at the right time in the right place.
- Deliver a greener, healthier Kirklees – energy efficient new build special schools will support our vision for a 'net zero and climate ready Kirklees by 2038'.
- Continuing to invest in our towns and villages – this investment in new build special schools will serve Kirklees residents for decades to come.

Further to the above, the 2025/26 Council Plan priorities will also be delivered through the provision of the two new special schools as follows:

- Getting the basics right and balancing the budget.
- Protecting the vulnerable and achieving inclusion.
- Thriving people and communities.
- Local economic growth.

### **2.2 Transformation Plan (background)**

In 2018 Kirklees conducted a High Needs review. In 2020 consultants were commissioned to support and develop area wide 'Inclusive Ambitions' with input from Dame Christine

Lenahan. Improving the outcomes for our children with special educational and additional needs is at the heart of our agreed 'Inclusive Ambitions' (see **Appendix 1**) to tackle key inequality issues in Kirklees. By investing in and working with our children and young people and their families at the earliest opportunity, this will support us to help them in achieving their best possible outcomes.

Kirklees wants:

- All our children and young people to have the best start in life
- Our children and young people to be proud to come from Kirklees
- Our children and young people with SEND to live and be educated in Kirklees
- Our children and young people with SEND to make good educational progress, have high aspirations and good life opportunities.

Kirklees has a comprehensive SEND Strategy – The Big Plan [Kirklees Council: SEND - The Big Plan \(kirkleeslocaloffer.org.uk\)](https://www.kirkleeslocaloffer.org.uk) with robust governance to take plans forward.

The Big Plan has at its core, a sufficiency strategy which focuses on enabling more children and young people to secure places and thrive in local educational settings.

In 2021 a sequenced SEND Transformation plan was created, and Kirklees signed a Safety Valve Agreement with the Department for Education.

- 2.2.1 Our partnership across Education, Health and Social Care aims to improve the lives and life chances of children and young people (aged 0-25) with SEND. We shape and co-produce this together with our parents and carers.
- 2.2.2 A comprehensive SEND Transformation Plan (STP) has been established, and implementation of the multi-year programme is well underway. It is noted that work is founded on enabling the best outcomes for children. By being able to meet the needs of our children locally will also support us to be financially sustainable. Our STP will continue to evolve over the lifetime of the programme in order to harness emerging best practice and capitalise on opportunities for innovation, all with the aim of improving the outcomes for our learners and their families.
- 2.2.3 The STP focuses on early identification of needs, key strategic investment to flexibly increase capacity and sufficiency, effective transitions for our children as they grow into adulthood, and a focus on inclusivity across all our settings and provision.
- 2.2.4 A key strand of the SEND Transformation Strategy 'SEND The Big Plan' is 'Enough of the right stuff (Sufficiency),' which supports one of our commitments in our Written Statement of Action to 'Increase the sufficiency of places and settings across Kirklees.' There was a need for a Written Statement of Action following the joint Ofsted and Care Quality Commission inspection in February 2022.

### **2.3 The rebuild of Woodley School and College**

- 2.3.1 Following previous Cabinet approvals for the rebuild and expansion of Woodley School and College on the former high school site at Fernside Avenue, Frank Shaw Associates continued with their appointment to develop the design of the new school. Extensive work has been undertaken with officers from the Council's Children's and Place Directorates and the Headteacher and key staff from Woodley School and College to develop the

project to the tender stage. The attached **Appendix 2** includes images that illustrate what the new building and site will look like.

- 2.3.2 The site at Fernside Avenue was complicated due to the presence of the former high school buildings, a closed life expired swimming pool, a closed sports centre and a building used by a private pre-school on a lease basis. However, an enabling works project on site since May 2025 has seen the demolition of the former High School and associated buildings. Following this, significant earthworks are currently being carried out to create the construction platforms required for the new build school and to reduce ground risk, in preparation for the contractor who will be appointed to build the new school and college buildings. The enabling works project is due to be completed in early 2026 following delays caused by inclement weather towards the end of 2025.
- 2.3.3 As an update to the previous Cabinet report, several preparatory actions have been successfully completed to facilitate the demolition of the former High School site. These include the removal and relocation of the telecommunications masts, the formal removal of the site from the PPP1 contract. and the successful relocation of the private preschool provision to the Almondbury Library and Children's Centre site (achieved Summer 2024). All of which have supported the next phase of development.
- 2.3.4 A planning application for the site was submitted in July 2024 leading to the granting of a full conditional planning permission on 17<sup>th</sup> July 2025. The Capital Delivery team are currently working their way through the discharge of the pre-commencement planning conditions.
- 2.3.5 Having tested the market through various expression of interest exercises and reviewed the procurement routes available during a challenging period for the construction market, the Council has now appointed a construction partner, Kier Construction, through a compliant procurement framework, under a Pre-Construction Services Agreement (PCSA) to work towards finalising the project design and costs over the next period. Subject to a successful conclusion of the PCSA process with Kier, the target is to agree a final price within the parameters and delegations discussed in this report and **Appendix 3**, and to award a construction contract with a target start on site date for the new build phase of the project in the summer of 2026, completing in Autumn 2027.
- 2.3.6 The new Woodley School and College will contribute to the Council's Net Zero Carbon ambitions with air source heat pumps and extensive photovoltaic panels providing the heating and lighting for the school and it will exceed the requirements of Part L of the Building Regulations. The design takes into consideration all the requirements of the DfE Building Bulletin 102: Designing for SEND provision and provides all the facilities required to meet the needs of 180 children and young people with Complex Communication & Interaction (CCI) needs (including Autism Spectrum Condition).
- 2.3.7 Occupation of the new school building will begin following practical completion around Autumn 2027. Although further discussions are required and detailed plans have not yet been drawn up, it is envisaged that the school will complete a phased occupation of the new building to allow a careful transition of the specialist cohort from the old provision to the new.

## 2.4 Financial Delegations

2.4.1 The construction market continues to be particularly volatile at present, which means that appointing a contractor at a tender figure that is affordable and value for money for the Council has become increasingly difficult. **Appendix 3** outlines the proposed budget for the new build Woodley School and College, which is in line with the most recent pre-tender estimate.

2.4.2 Officers will endeavour to agree the Woodley School and College new build contract within the overall budget proposed in **Appendix 3**. However, should any unexpected costs arise that exceed the proposed budget and in order to provide flexibility to negotiate a final price and aid the implementation of the referenced contract without returning to Cabinet, Cabinet is asked to delegate if required authority to the Service Directors for Development and for Learning and Early Support in consultation with the Service Director for Finance (S151 Officer) to use the provisions within the Council's Financial Procedure Rules dated June 2025, specifically paragraphs 3.9 to 3.10 which state:

"The Service Directors are authorised within capital budgets for which they are designated as responsible to:

- Transfer resources within a programme area without restrictions;
- Transfer resources between any project or programme area within their designated projects and programmes up to a maximum of £2m in any financial year;
- Transfer resources within programme areas between any year within the approved Capital Plan subject to compliance with paragraphs 3.10 and 3.11 of the Financial Procedure Rules and notification to the relevant Cabinet Member and appropriate Ward Members.
- And noting that transfers under paragraphs 3.9 require the approval of the Chief Finance Officer who must be satisfied that there is no impact on capital funding stream because of the changes.

## 3. Implications for the Council

### 3.1 Working with People

3.1.1 In establishing a Kirklees SEND Transformation Plan we recognise that delivering the best outcomes for all our children with SEND is a significant challenge which many authorities and partners face. Our plan outlines how we approach these challenges and the opportunities there are to improve our work. It has a focus on outcomes for people. We will concentrate our energy and resources on the things that make a difference to people's lives.

3.1.2 With a focus on early intervention and supporting co-production and design, the approach we are developing illustrates our organisational commitment to working with families, partners, stakeholders, and communities. This is highlighted in the development and agreement of a shared set of 'Inclusive Ambitions' across the Kirklees SEND partnership.

3.1.3 Integral to those ambitions and our approach is 'working with, not doing to' our children, young people, and families – ensuring voices are heard and valued and views are used to shape provision and support. We want to create a truly person-centred approach to supporting children and young people and their families with a commitment of 'no decision about me is made without me.'

3.1.4 In producing change and transformation of outcomes, we are seeking to improve the life experiences and chances of a cohort of young people who consistently benchmark below their peers in relation to educational attainment and employment prospects. Should the proposals in their report be approved, we are committed to working with our families as we progress the delivery of the school rebuilds.

### **3.2 Working with Partners**

3.2.1 The transformation of the SEND system to deliver better outcomes and on a sustainable financial basis is reliant on a strong partnership approach with Kirklees internal and external partners.

3.2.2 The opportunity for expanding places for Kirklees children and young people with SEND, cannot be realised without good relationships and collaboration with Woodley School and College, local elected members, and communities. Ensuring that we maximise opportunities for the next stages to be shaped by partners will be crucial to ensure that services are joined up and well understood.

### **3.3 Place Based Working**

3.3.1 One of the cornerstones of our SEND Transformation Plan is building provision within Kirklees to ensure there is sufficient capacity locally to meet need wherever possible. We recognise that some children may need to receive support outside of Kirklees, but we want to ensure that is kept to a minimum through better integration of provision and support across partners.

3.3.2 We are passionate about ensuring services are accessible to our children and young people and their families and plan to move towards a place-based approach of joined up working with services across Education, Health, and Care.

### **3.4 Climate Change and Air Quality**

3.4.1 The aspiration for our SEND strategy is that fewer young people will leave or travel outside of Kirklees. Having services more local and accessible to where people live can have a positive impact on their mode of travel and in doing so, we will contribute to the Council's net zero ambition.

3.4.2 The Council recognises that the proposed construction of a brand new special school within the borough provides us with a unique opportunity to demonstrate our commitment to help address the climate emergency through the built environment. The new school has been designed to exceed the extracting requirements of Part L of the Building Regulations, should achieve Net Carbon Zero in operation, will be powered by air source heat pumps and solar panels rather than gas boilers, and the quality of materials and build will ensure that the schools will be airtight and energy efficient.

3.4.3 More special school places available locally, and more centrally located within the borough, means that children and young people will have a shorter journey to and from school, therefore supporting our ambitions of a greener, healthier Kirklees and positively impacting on our net zero target.

### **3.5 Improving outcomes for children**

3.5.1 The whole of the SEND Transformation Plan focuses on improving outcomes for children. The proposals in this report are integral to successful achievements of our ambition.

3.5.2 Across the partnership, Kirklees have taken significant action to improve SEND services for children and young people aged 0 to 25. This is now captured within the SEND transformation approach 'SEND The Big Plan.'

3.5.3 With the development of our 'Inclusive Ambitions,' the direction for us is to work towards shared vision and equal partnership with a clear pathway of improvement across a range of partners, striving for the best outcomes for children and young people with SEND. In modelling the proposals, meeting the needs of children and young people and their preparation for adulthood, has been the key underlying principle and is intrinsic in the proposed new builds and expansion of Woodley School and College and Joseph Norton Academy.

3.5.4 'Our Kirklees Futures' is our Learning Strategy which describes our ambitions for learners in Kirklees. From engagement, three 'obsessions' emerged that would be our areas of relentless focus:

- Inclusion: Children, young people, and learners of all backgrounds learn and grow side by side, to the benefit of all.
- Resilience: The ability and support to overcome adversity.
- Equity: Everyone gets the support they need.

3.5.5 These obsessions are at the heart of everything we do when planning services for the education of children and young people.

### **3.6 Financial Implications**

#### **Revenue and Capital**

3.6.1 The Council is currently involved in the High Needs Block Safety Valve Programme and has been successful in securing £33.5M of revenue funding and £8.2M of capital funding. As part of the Safety Valve plan to reduce the historic deficit position, work is ongoing to increase local capacity through the development of Additionally Resourced Provisions (ARPs), Special School Satellite Provisions and the rebuilding of two of our existing special schools. The rebuild and expansion of Woodley School and College and Joseph Norton Academy are vital elements increasing local capacity for children and young people with complex Special Educational Needs. The agreement states the Council's commitment to; 'Implement joint commissioning and sufficiency strategies, re-balancing the range of placements, services, and provision locally. These will include rebuilding and creating additional SEMH and Complex ASD special school places and increasing additionally resourced provision, to ensure a sufficient mix of flexible services and local placements for children and young people. Kirklees will have sufficient local education places that meet the needs of their population. This includes re-building two schools that will create an additional 100+ places.

3.6.2 The current spend from the High Needs Block for Independent School Places is around £14.5m for more than 233 pupils. By developing local high-quality capacity, there is an explicit assumption that the number of children educated at Non-Maintained Independent

Special Schools will reduce as we will be able to accommodate the needs of our children locally. The current average cost of these placements is £60.5K per annum and the current average cost of a place at Woodley is £40.5K per annum (a difference of £20K per year), and at Joseph Norton Academy £32.8K per annum (a difference of £27.7K per year). The DfE expect that saving assumptions have been factored into the Safety Valve for each school rebuild meaning that over time, and in line with trajectory management, securing sufficient places locally would contribute to our High Needs Block being financially sustainable. Increasing places earlier has the potential to improve upon the Safety Valve position.

3.6.3 **Appendix 3** indicates the proposed budget allocation for the re-build of Woodley School and College based on the most recent Pre-Tender construction estimate. It outlines some additional capital funding that will be required to deliver this project that is currently held in the form of un-ringfenced DfE grants within the approved Children's Capital Plan, capital receipts and unspent movements within the existing Council Capital Plan. Pending approval this will be updated in the Capital Plan when it is next reported to Council in February 2026.

### 3.6.4 **Financial implications for the people living or working in Kirklees**

Providing suitable school places nearer to where families live not only supports place-based working and outcomes for children, but it can also save families time and money because they can travel smaller distances to school events such as parents' evenings.

## 3.7 **Legal Implications**

3.7.1 The Council must comply with its obligations under section 149 of the Equalities Act and its public sector equality duty. Contracts for works and services will need to comply with the Council's Contract Procedure Rules and the Public Contracts Regulations 2015.

3.7.2 An integrated impact assessment has been carried out and a copy can be found at the following link: <https://www.kirklees.gov.uk/beta/delivering-services/integrated-impact-assessments>

3.7.3 Section 14 of the Education Act 1996 provides that local authorities must secure sufficient schools providing primary and secondary education in its area. The schools must be sufficient in number, character and equipment to provide all pupils the opportunity for an appropriate education.

3.7.4 The Council has statutory duties in relation to the provision of special education needs under Part 3 of the Children and Families Act 2014 and the statutory Code of Practice.

## 4 **Consultation**

4.1 A six-week pre-planning consultation took place for the new Woodley School & College rebuild between 7<sup>th</sup> May 2024 and 17<sup>th</sup> June 2024. A key stakeholder group was identified, in addition to the wider Kirklees population, for the consultation who were the Parents / Carers of children and young people with SEND and partners / professionals supporting children and young people with SEND. Following the consultation, a Statement of Community Consultation was produced and was submitted as part of the planning application.

- 4.2 All matters arising from the consultation have been satisfactorily addressed leading to the granting of full conditional planning consent on 17<sup>th</sup> July 2025.
- 4.3 A four-week non-statutory consultation took place between 29 September 2023 and 27 October 2023 regarding proposals to create additional special school places at Woodley School and College. The aim was to seek the views of parents/carers, school staff, professionals, ward members, wider community stakeholders and other interested parties. This was followed on 12 January 2024 with the publication of statutory proposals, published in the local press and shared widely with stakeholders, triggering the start of a formal representation period. Approval of the statutory proposals occurred at Cabinet on 12<sup>th</sup> March 2024.

## **5 Engagement**

- 5.1 There is continued engagement with the senior leadership teams at Woodley School and College.
- 5.2 Pupils from the school have been engaged in a programme of consultation about what is important to them in their new school building, and these findings have helped influence the design of the new school and their grounds.
- 5.3 Senior managers regularly engage with PCAN (Parents of Children with Additional Needs). PCAN is the parent-led forum for all parents and carers of children and young people (aged 0-25 years) with additional needs in Kirklees. PCAN is a key contact for the local authority to ensure that parents have their say in the design and delivery of local services for their children.

## **6 Options**

### **6.1 Options considered**

- 6.1.1 The detailed rationale for the rebuild and expansion of Woodley School and College was outlined in the Cabinet reports approved on 5<sup>th</sup> October 2021 and 9<sup>th</sup> July 2024 respectively and a decision was taken to progress with these projects. The need and the demand for these new schools have increased since this date and they are central to the Council's Safety Value Agreement with the DfE.
- 6.1.2 It is not in the best interests of children and their outcomes nor a cost-effective option to continue to rely upon high-cost independent provision for children with SEND, as outlined in paragraphs 3.6.1 and 3.6.2 of this report.

### **6.2 Reasons for recommended option**

- To progress previously agreed plans to rebuild the existing Woodley School and College on a different site.
- To provide more places locally for children and young people with SEND and help improve their educational outcomes.
- To support the High Needs Safety Valve Agreement, providing a more cost-effective alternative solution to independent provision.

## 7 Next steps and timelines

If Cabinet approves the drawdown of capital as outlined in **Appendix 3** of this report, officers will:

- following a robust procurement exercise, appoint the construction partner to deliver the new build school for the expanded Woodley School and College at Fernside Avenue, Almondbury, in line with the estimated programme stated in this report.

## 8 Contact officer

David Martin – Head of Service for Property – 01484 221000 - [david.martin@kirklees.gov.uk](mailto:david.martin@kirklees.gov.uk)

Martin Wilby – Head of Service for Education Places and Access – 01484 221000 - [martin.wilby@kirklees.gov.uk](mailto:martin.wilby@kirklees.gov.uk)

## 9 Background Papers and History of Decisions

5 October 2021 - Kirklees Council Cabinet Report  
[Capital investment and rebuild of 2 Special Schools](#)

March 2024 - Kirklees Safety Valve Agreement  
[Dedicated Schools Grant 'Safety Valve' Agreement: Kirklees](#)

SEND The Big Plan  
<https://www.kirkleeslocaloffer.org.uk/media/sdgdbonx/final-the-big-plan-refresh-of-send-strategy-oct23.pdf>

12 March 2024 - Kirklees Council Cabinet Report  
[Increasing special school places for children with complex autism at Woodley School & College - final decision](#)

09 July 2024 - Kirklees Council Cabinet Report  
[Cabinet report - Special Educational Needs and Disabilities SEND Capital investment and rebuild o.pdf](#)

## 10 Appendices

Appendix 1 – Public – Kirklees Inclusive Ambitions.

Appendix 2 – Public – Images of the proposed new build Woodley School and College.

Appendix 3 – Private – Financial and contractual information relating to the project.

## 11 Service Directors responsible

Joanne Bartholomew – Service Director for Development – 01484 221000 - [joanne.bartholomew@kirklees.gov.uk](mailto:joanne.bartholomew@kirklees.gov.uk)

Jo-Anne Sanders – Service Director for Learning and Early Support – 01484 221000  
[jo-anne.sanders@kirklees.gov.uk](mailto:jo-anne.sanders@kirklees.gov.uk)

## APPENDIX 1

### **Kirklees Inclusive Ambitions** (Developed in Workshops Autumn/Winter 2020)

1. We will have a renewed focus on responsive and holistic early intervention for children and young people, refocusing resources to produce a varied multi agency offer including the use of the community and assistive technology and building the skills of the workforce to work preventatively.
2. Families and carers feel empowered and supported. They have strong knowledge of the support available and there is a clear culture of trust between professionals and families. This will enable a shared understanding of needs; the joint support required to meet them and a clear focus on aspirations.
3. Children and young people feel included across the community and within education settings. Schools are celebrated and held accountable for their pupil centred inclusive practice, and the contribution of individuals with additional needs is better understood across the system. This will mean that more children are able to be supported in mainstream settings across Kirklees.
4. Children and young people are able to thrive within their education settings and are supported to access an education that is flexible and empathetic to their needs. Needs are addressed in a proactive and individual way. Schools focus on and measure an individual's holistic outcomes, recognising success outside of purely academic achievements.
5. The system works in an integrated way, using its resources to take a holistic and targeted approach to needs whilst creating a seamless journey for children, young people and their families. This means that bureaucracy is reduced, and that children and young people are able to receive the right support at the right time.
6. Professionals are empowered to meet the needs of children and young people and support them to achieve their aspirations. This is achieved through embedding a

shared culture of proactivity; holistic skills and knowledge across the workforce; and creating clear pathways for meeting needs.

7. Children and young people are supported to have clear aspirations for the future, with a focus on independence and preparing for adulthood. Throughout a young person's journey, they are supported to achieve their aspirations through the support they receive. Ultimately, this will mean more young people enter education, employment and training as they progress into adulthood.

**Appendix 2 – Images and plans of the proposed Woodley School and College**







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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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## HOMES AND NEIGHBOURHOODS SERVICE GOVERNANCE REVIEW

<b>Meeting</b>	Cabinet
<b>Date</b>	13 January 2026
<b>Cabinet Member</b>	Cllr Moses Crook Deputy Leader and Transport and Housing
<b>Key Decision Eligible for Call In</b>	Yes Yes
<b>Purpose of Report</b>	
<p>This report sets out the outcome of a review of the governance arrangements for the Homes and Neighbourhoods service. The proposal in the document builds on the work previously undertaken previously. The key areas of update address areas emerging from our Risk Register and changes to our regulatory environment.</p>	
<b>Recommendations</b>	
<p>The recommendations are that Cabinet;</p> <ol style="list-style-type: none"> <li>1. Note the service risks identified as requiring additional governance in section 2.12.</li> <li>2. Consider and provide any recommendations on the proposed structure in section 2.14.2, noting;             <ol style="list-style-type: none"> <li>i. The change of title for Homes and Neighbourhoods Improvement Board to Homes and Neighbourhood Assurance Board.</li> <li>ii. Delegation of the decision for timing of the name change to Portfolio Holder for Transport and Housing and Executive Director of Place.</li> <li>iii. The broadening scope of Homes and Neighbourhood Assurance Board to cover all areas of regulation.</li> <li>iv. The continued importance of the Tenant Led Panel as a bridge between the service and our tenant base.</li> <li>v. The addition of two new officer operational boards (Housing Capital and Revenue Investment Board and Service Quality Assurance Board) to cover risks identified in section 4.3.</li> <li>vi. The broadening of scope of the Transformation Board to include data, and service culture workstreams.</li> </ol> </li> </ol>	

**Reasons for Recommendations**

The recommendations support the Council in its obligations to tenants to provide well managed and high-quality services.

The recommendations support the Council in seeking appropriate assurance that we are meeting the requirements of the Regulator of Social Housing and the Building Safety Regulator.

**Resource Implications**

The review and the proposed changes subject to consideration by scrutiny of the recommendations do not impact on the staffing resources required for delivery.

The administration of these arrangements will remain with the Governance team within Homes and Neighbourhoods who will provide organisational and administrative support to the level required in the previous structure. The introduction of the two additional panels will be absorbed within existing resources.

**Date signed off by Executive Director & name**

15 October 2025 - David Shepherd

**Is it also signed off by the Service Director for Finance?**

5 January 2026 - Kevin Mulvany

**Is it also signed off by the Service Director for Legal Governance and Commissioning (Monitoring Officer)?**

5 January 2026 - Samantha Lawton

**Electoral wards affected:** All

**Ward councillors consulted:** No

**Public or private:** Public

**Has GDPR been considered?** Yes

## **1.0 Executive Summary**

- 1.1 The report outlines a revised approach to the governance of the Homes and Neighbourhoods service. The paper outlines a process of review that has assessed the current format of governance considering strengths and gaps; considered the requirements of the regulator reflecting on the changing environment and implications for the service; and a review of our current service risk register. The proposals seek to evolve the model of governance.
- 1.2 Key service risks are identified in section 2.12 of the report reflecting the complex environment in which the service operates. The review of the existing structure highlights gaps in 2.13.4 relating to reporting for regulatory compliance, financial planning and capital programme management/oversight, data integrity, management and security, and community safety issues.
- 1.3 The review acknowledges the role of key Council's bodies as laid out in the constitution. The review reflects the importance of the executive functions and decision making of Cabinet and, via delegation, to officers or the Portfolio Holder for Transport and Housing's in strategic direction, policy implementation, and decision-making for the Homes and Neighbourhoods service. The review also recognises the role of the Growth and Regeneration Scrutiny Panel as a critical friend.
- 1.4 A proposed structure is identified in section 2.14 that addressed the identified gaps. This includes a developing role of the Homes and Neighbourhood Improvement Board to cover all regulatory requirements, relating to Homes and Neighbourhoods, for both the Regulator of Social Housing and the Building Safety Regulator. Other significant changes include the introduction officer led operational boards, Housing Capital and Revenue Investment Board and the Service Quality Assurance Board.

## **2.0 Information required for a decision to be taken**

- 2.1 Governance within the Homes and Neighbourhood service supports our response to managing a complex and highly regulated area of Council's business relating to both property and tenants.
- 2.2 The current structure has stood up well, and in the main remains successful in the delivery of good governance. Within our existing governance structure, we have identified gaps relating to wider regulatory compliance, financial planning (including capital investment), data integrity (management and security), and community safety including antisocial behaviour. The proposed structure seeks to address these gaps by introducing two new operational boards and broadening the scope of focus of the Homes and Neighbourhood Improvement Board.
- 2.3 The Homes and Neighbourhood Improvement Board is proposed to have a change in title to Homes and Neighbourhood Assurance Board reflecting the focus on the Regulator of Social Housing Consumer and Rent Standards and our requirements under the Building Safety Regulator's compliance frameworks.
- 2.4 Within the structure we have maintained a critical focus on tenant scrutiny maintaining the central role of Tenant Led Panel.

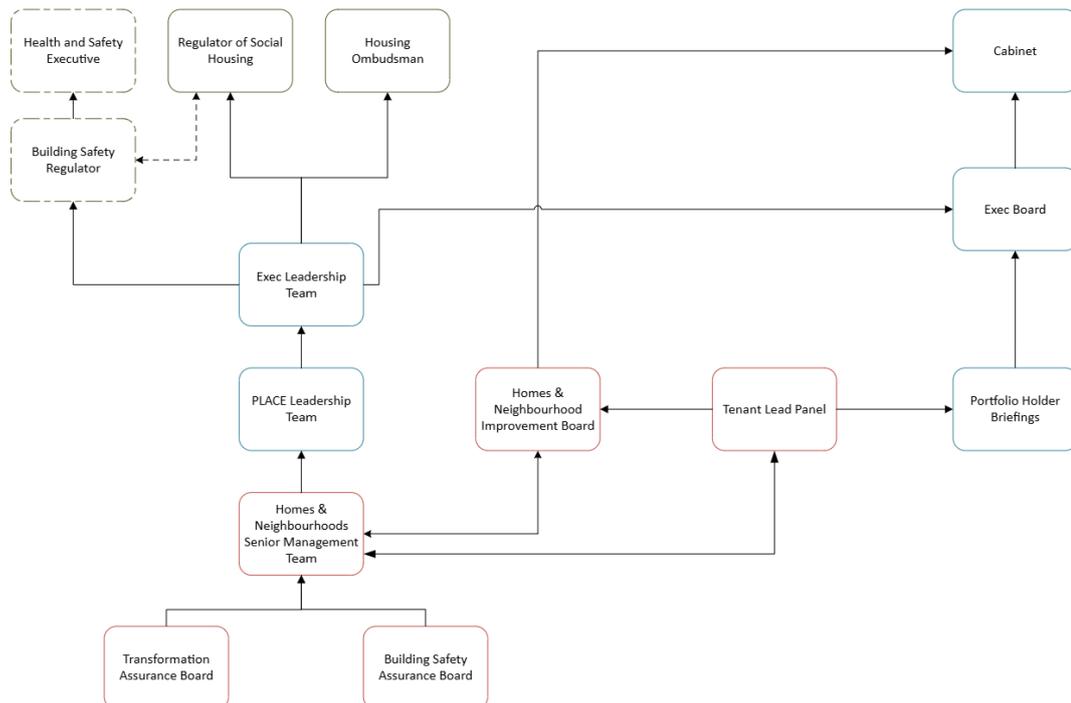
- 2.5 Section 2.15.2 of the report describes the decision-making process for the Homes and Neighbourhoods service. The proposed structure specifies that strategic and key decisions will be made by Cabinet. New policies or those with significant change will go to Cabinet with appropriate recommendations. Policy changes that are minor will be approved in line with the scheme of delegation for housing decisions.
- 2.6 Governance within Homes and Neighbourhoods was last substantially reviewed in September 2022. The current structure has responded well to the challenges of the Regulatory Notice. The review undertaken has ultimately been positioned as amending the structure rather than a requirement for a root and branch change process. The work done has considered and reflected on the resilience of current systems, seeking to amend in response to risk profile, and expected regulatory requirements.
- 2.7 This document builds on the proposals made at that point, reviewing the current structure against prevailing risks and developments in the governance environment. The report also considers good practice in the sector.
- 2.8 Strong governance in our service is essential for the delivery of positive outcomes and progression of the service.
- 2.9 The review has sought to amend and develop Homes and Neighbourhoods structure ensuring that we have control over our areas of significant risk and that we can provide assurance to Members and tenants.
- 2.10 The proposals also reflect the external environment in which the service operates drawing connection to our key regulatory bodies – Regulator of Social Housing, Building Safety Regulator, and Health and Safety Executive.
- 2.11 Approach to review
- 2.11.1 To assess our governance, approach an internal review has considered the key risks to our service, the approach that we have taken including success in mitigating risks, an analysis of perceived gaps, and an external review of good practice and sector analysis.
- 2.11.2 This work has been considered and reflection given to the resilience of current systems, and the requirements to cease, extend, or introduce new measures. The findings of this work are outlined in coming sections of the report. The outcome detailed in the proposed structure focuses on evolution of the model.
- 2.12 Service risks
- 2.12.1 Good governance responds to the current and emerging risks prevailing within the service model of operation. A review of our service risk assessment identifies the following key areas of consideration.
- Tenant engagement and communication
  - Property use including void management and tenancy fraud
  - Regulatory compliance
  - Management of outcomes linked to capital and revenue investment proposals

- Data integrity, management, and security
- Building safety and stock quality (including response to Awaab’s law and Big 6)
- Governance approach and decision making
- Staff management – safety and welfare, conduct and competency
- Contract management – effective oversight of contracts pre, during and post commission.
- Service leadership – skills/knowledge of Service Director and Heads of Service
- Community safety, antisocial behaviour, and safeguarding.

## 2.13 Existing Structure

2.13.1 Below is a schematic of the current governance operating structure for Homes and Neighbourhoods covering our internal, and external governance arrangements.

2.13.2



2.13.3 The structure recognises the internal and external governance factors to which the service must respond. Internally, the Council’s mechanisms for oversight and scrutiny and externally, the requirement to respond to the Housing Ombudsman, and the Regulator of Social Housing. Hatched in green are also the new responsibilities to the Building Safety Regulator which is ultimately responsible to the Health and Safety Executive.

2.13.4 Assessing our current structure against our key risks has identified the following gaps;

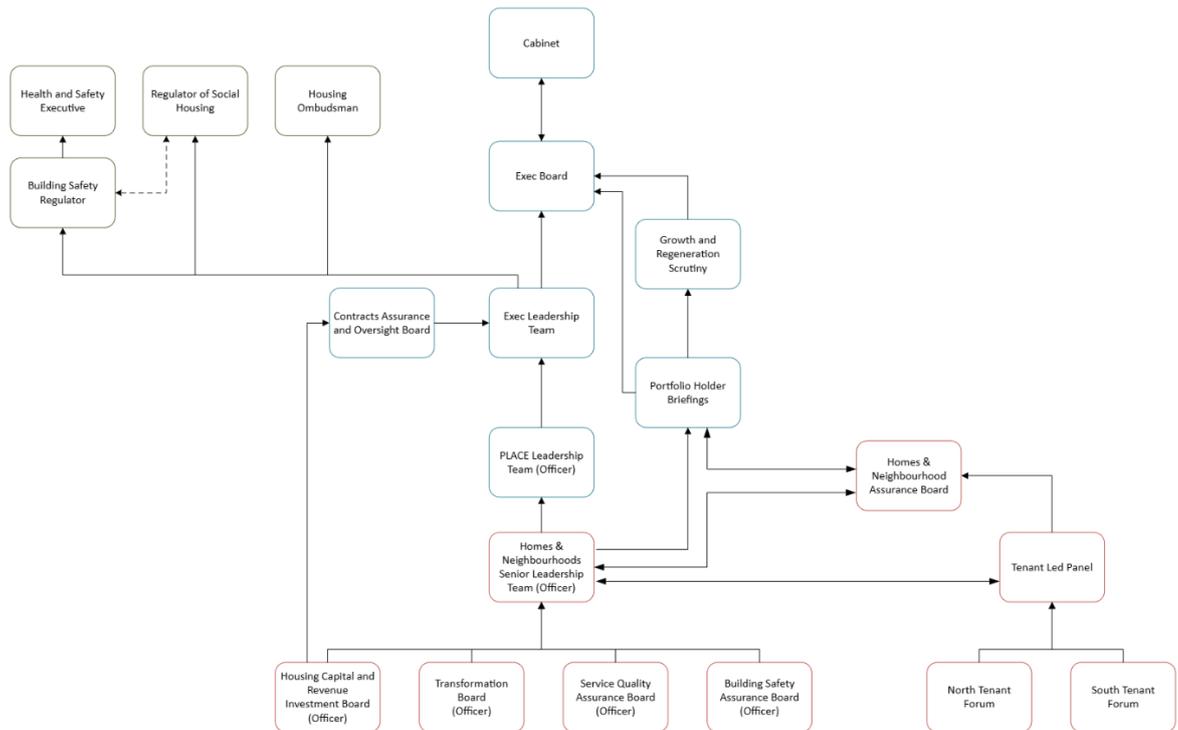
- Lack of visibility of operational response to regulatory compliance.
- Financial planning and programme management including capital investment should be more proactively monitored by officers.
- Data integrity, management and security should have a higher priority and visibility.

- Community safety, antisocial behaviour and safeguarding require additional monitoring and scrutiny.

## 2.14 Proposed structure

2.14.1 The diagram, below, represents how the service is proposed to be governed with both our internal and external reference points. The red boxed areas are specific to the H&N service, the areas in blue show the connection to the Council governance structure, and the areas in green represent external agencies.

2.14.2



## 2.15 Corporate governance

2.15.1 The approach fully recognises the role the Council plays in our governance, maintaining **Cabinet's** decision making and Executive functions relating to oversight of strategic direction, policy implementation, and decision-making functions with delegations in place to **Portfolio Holder or officers**. The structure chart also recognises the role the **Growth and Regeneration Scrutiny Panel** play in scrutiny, as a critical friend. The important roles of these key organisational instruments do not change in this review.

2.15.2 Within the proposed structure, strategic decisions and significant policy aspiration/development occur within the structure at Cabinet, or via delegations to Portfolio Holder or officers. Recommendations on decisions will flow from the HNSLT via PLACE SLT, Council Executive Leadership Team, Portfolio Holder, Executive Board and Cabinet/Officers.

2.15.3 Given the nature and complexity of our work it is important that the decision-making process and policy development are informed and supported by our tenants and supported with industry expertise via our Homes and Neighbourhood Assurance Board.

- 2.15.4 The proposed **Homes and Neighbourhoods Assurance Board (HNAB)** has a specific, focused, governance oversight directly linked to our regulatory responsibilities.
- 2.15.5 HNAB's core function is to support Cabinet in the delivery of positive regulatory outcomes, and to provide feedback and/or early warning for challenges or issues arising. HNAB receives reports from both Homes and Neighbourhoods SLT and Tenant Led Panel to help assessment of compliance with regulatory codes.
- 2.15.6 HNAB is a progression from the previous Homes and Neighbourhoods Improvement Board reflecting the broadening of scope beyond regulatory notice issues. The proposed future purpose of the HNAB is to support, guidance, and assurance to the Council Cabinet in matters relating to the full spectrum of regulation applied by the Regulator of Social Housing (currently Consumer and Rent Standards) and the Building Safety Regulator. HNAB will continue to have cross party membership
- 2.15.7 **Tenant Led Panel (TLP)** continues with the same brief as previous creating a two-way communication channel with our tenant base. Their role is twofold; to enable and support the effective engagement of our wider tenant base in key areas of policy and/or service delivery. TLP gives a voice to our tenants ensuring emerging tenant issues have a route to senior leadership and service governance within the Council providing scrutiny where appropriate. This is reflected by their ability to connect directly into HNAB and Portfolio Holder. TLP will generate feedback from our two tenant forums, and our network of Tenant and Resident Association's.
- 2.15.8 Whilst the role within the structure remains the same, there is a recognition that the diversity of representation and model of engagement to TLP will require support to be developed. It is important that the Panels' ability to hear and consider as many voices as possible from stakeholders across the Kirklees area.
- 2.16 Operational governance
- 2.16.1 Operational governance refers to the systems we have in place to manage the day-to-day activities, and deployment of approved strategies with the service.
- 2.16.2 The centre point of arrangements is the **Homes and Neighbourhoods Senior Leadership Team (HNSLT)**. This meeting receives monthly strategic and monitoring reports from the operational boards, as well as detailed reports from finance, and human resources. The team will receive feedback from the Tenant Led Panel enabling the commissioning, or recommendation to commission new pieces of work as required. The team also receives support and feedback from the Contracts Assurance and Oversight Board improving overall contract management performance.
- 2.16.3 The HNSLT reports into Place SLT and via this route into Executive Leadership Team and connecting into the broader Council governance structure. Reporting into HN SLT it is proposed that there will be four operational boards.
- 2.16.4 **Building Safety Assurance Board's** focus remains on the key property compliance areas. The Terms of Reference have been updated to include emerging responsibilities required by the Building Safety Regulator.

- 2.16.5 The **Transformation Board** is retained and will continue to have focus on IT systems, and service cultural development. In addition, this group will pick up our renewed focus on data. The terms of reference and membership of this group will require a review subject to approval.
- 2.16.6 It is proposed to introduce two additional operational boards reporting into the H&N Senior Leadership Team. These are
- Housing Capital and Revenue Investment Board (HCRIB)
  - Service Quality Assurance Board (SQAB)
- 2.16.7 The **Housing Capital and Revenue Investment Board** will have strategic oversight for significant investment programmes including the Strategic Asset Management Investment Programme, the Fire Safety Works Investment Programme, Regeneration Programmes (existing stock) and the Housing Growth and Development Programme. This group will require a term of reference.
- 2.16.8 The **Service Quality Assurance Board** will have strategic oversight for the positioning and management of our tenant facing services providing scrutiny to significant areas of our service quality assurance process, tenants contact (complaints and compliments), and tenant satisfaction measures. This group will require a term of reference.

### **3. Implications for the Council**

- 3.1 Strong governance within the Homes and Neighbourhood service supports the Council to delivery responsibilities. Reviewing and revising our structure means that the Council has robust systems and controls in place to ensure our tenants are safe, and our housing services are well managed.

#### **3.2 Council Plan**

- 3.2.1 The approach supports the Council to deliver its vision, particularly improving quality of life leading to thriving communities. It also connects to the ambition for lowering inequality.

- 3.2.2 With regards to priorities;

- **Getting the basics right:** providing support for Cabinet to carry out their roles effectively.
- **Thriving people and communities:** Ensure people are living in homes that are modern, safe, and warm, addressing all outstanding issues in compliance relating to fire safety, water quality, and damp, mould, and condensation.

#### **3.3 Financial Implications**

- 3.3.1 There is no direct financial implication for the delivery of this review of governance.
- 3.3.2 Indirectly, the approach supports the delivery of improved revenue and capital delivery programmes leading to more efficient and effective procurement outcomes.

### **3.4 Legal implications**

3.4.1 The review of governance supports Kirklees Council to deliver its responsibilities and accountabilities under the Social Housing Regulation Act 2023, and the Building Safety Act 2022 ensuring compliance and driving forward a high-quality service in an area of significant complexity.

### **3.5 Climate Change and Air Quality**

3.5.1 The service will contribute specifically to climate change through the work we deliver via our investment programme. The focus will be specifically in relation to minimum energy efficiency standards and the move to decarbonisation.

3.5.2 The oversight of these elements will be delivered via the Housing Capital and Revenue Investment Board (HCRIB), an operational board comprised of relevant staff from within the service and other key experiences from across the Council.

### **3.6 Risk, Integrated Impact Assessment (IIA) or Human Resources**

3.6.1 Risks are highlighted and explored within section 2.12.1 of the report. The review of governance is, in part, as a response to changing risks within the housing sector and the Councils approach to effectively managing these risks.

3.6.2 An impact assessment has been completed.

3.6.3 Human resources have been considered. The administration of these arrangements will remain with the Governance team within Homes and Neighbourhoods who will provide organisational and administrative support to the level required in the previous structure. The introduction of the two additional panels will be absorbed within existing resources.

## **4. Consultation**

4.1 The proposals were discussed with Cllr Crook – Deputy Leader and Portfolio Holder for Transport and Housing at the briefing session on 11<sup>th</sup> November 2025.

4.2 The Homes and Neighbourhoods Improvement Board were consulted on the Terms of Reference for their Board on 5<sup>th</sup> August 2025, and 25<sup>th</sup> September 2025.

4.3 Relevant staff from within Homes and Neighbourhoods, and staff who participate in the current structure have been engaged throughout the review period.

## **5. Engagement**

5.1 In the preparation of this report key stakeholders have been engaged to seek their views. This has contributed to the development of the proposed option when considered alongside strategic requirements and key points raised on the review of risks.

5.2 Sector good practice has been engaged via the attendance at specific governance training sessions and networking events, including sessions hosted by the Regulator of Social Housing, and the Association of Housing Directors.

## **6. Options**

Not applicable.

### **6.1 Options Considered**

Not applicable.

### **6.2 Reasons for recommended option**

Not applicable

## **7. Next steps and timeline**

7.1 The key outcome of this work is the adoption of the revised terms of reference for the proposed Homes and Neighbourhood Assurance Board. Recommendations propose delegating the timing of this decision to the Portfolio Holder for Transport and Housing and Executive Director of Place. It is anticipated that this decision would align with the removal of Regulatory Notice by the Regulator of Social Housing.

## **8. Contact officer**

8.1 Philip Jones: Service Director for Homes and Neighbourhoods  
[Philip.jones@kirklees.gov.uk](mailto:Philip.jones@kirklees.gov.uk)

## **9. Background papers and History of Decisions**

9.1 [H&N Governance Review by DTP](#)

## **10. Appendices**

10.1 Appendix 1 - Proposed Terms of Reference Homes and Neighbourhoods Assurance Board

## **11. Service Director responsible**

11.1 Philip Jones: Service Director for Homes and Neighbourhoods  
[Philip.jones@kirklees.gov.uk](mailto:Philip.jones@kirklees.gov.uk)

## HOMES AND NEIGHBOURHOOD ASSURANCE BOARD

### 1. PURPOSE

- 1.1 The Homes and Neighbourhoods Improvement Board ('the Board') ensures Kirklees Council has appropriate governance arrangements for a housing function of the scale and complexity that is the Kirklees Homes and Neighbourhoods Service.
- 1.2 The Board sits within the Council's governance structures and supports the Cabinet with its overall responsibility as the Registered Provider. The Board does not constitute part of the Council's formal governance arrangements and does not have decision making powers.
- 1.3 The Board's primary purpose is to oversee the delivery of the housing management and maintenance services delivered by the Homes and Neighbourhood Service and to satisfy itself that:
- The service is being run in line with legal and regulatory requirements.
  - That risks are being identified and are well managed and mitigated.
  - Performance reporting is timely and appropriate to inform decision making.
  - There are mechanisms in place to engage with tenants and act upon their feedback.
  - That the landlord's services are being efficiently and effectively delivered.
  - That improvement programmes are delivered on time, within budget and with the expected outcome.
- 1.4 The Board shall have a general duty to inform Cabinet decision making in relation to the H&N Service, and to bring to the Cabinet's attention any legal, regulatory, or other concern it may have in relation to the running of the service.
- 1.5 The operation of the Board will be reviewed annually, whilst operational, through a model of self-review and assessment in line with NHF 2020 Code of Governance. All sections of this Terms of Reference should be read in conjunction with this section.

### 2. ROLE

- 2.1 To provide Kirklees Council's Cabinet with oversight of the housing management and maintenance functions delivered to tenants and leaseholders by the Homes and Neighbourhoods Service.
- 2.2 To consider national policy changes and provide, as appropriate, consideration to Cabinet. To ensure that service delivery meets all legal and regulatory requirements with reference to;
- The Building Safety Regulator
  - The Regulator of Social Housing's (and any amendments made to the Regulatory Standards from time to time):
  - Rent Standard

- Consumer Standards
  - Transparency, Influence and Accountability Standard ensuring are treated with fairness and respect, have access information and complaints are dealt with.
  - Neighbourhood and Community – ensuring Homes and Neighbourhoods works in partnership with the wider Council and partners in contribution to keeping the wider area clean, safe, promote wellbeing and tackling anti-social behaviour.
  - Safety and Quality - ensure homes are safe, decent and in a good state of repair.
  - Tenancy Standard - ensuring residents have fair access in allocations and lettings.
- 2.3 To support the identification of principal risks that are faced by the service and ensure that they are appropriately managed.
- 2.4 If any risk or combination of risks is likely to have a materially adverse impact on tenants or the operational delivery of the service to bring this risk directly to the attention of the Executive Board.
- 2.5 Maintain oversight of the H&N Service performance measures to ensure that continuous improvement is embedded; areas of underperformance are addressed, and Cabinet are kept apprised of any performance issues that are adversely impacting on the delivery of the services to tenants.
- 2.6 The Board will, inform and advise the Cabinet on the following key areas relating to Kirklees:
- The council’s current and future housing strategies.
  - The management and investment in the council housing.
  - Property management and maintenance including safety and statutory compliance and the strategy and implementation of capital and revenue funds on investment, refurbishment, servicing and maintenance and repairs.
  - Council strategies that impact on council housing, neighbourhoods and environmental services that have a link to the quality of life experienced by the council’s tenants.
  - National strategy and policy development.

### **3. MEMBERSHIP**

- 3.1 The Board has a maximum membership of up to 12 including the Chairperson. The Board shall be chaired by a co-opted independent member who has full voting rights.

#### **Elected Members**

- 3.1.1 There shall be up to 6 elected members who will be nominees from the political grouping within the Authority. Members will be nominated based on their skills, competency and ability to meet the Council objectives for the housing services and understand the regulatory obligations of H&N. Each member will have full voting rights.

### **Co-opted Independent Members**

3.1.2 The Board shall include up to 4 professional co-optees (one of whom shall be the Chair). Co-optees will be selected based on their skills, competency and abilities to meet the Council objectives for housing services, understand the regulatory obligations of H&N and will have full voting rights.

### **Tenant Led Panel Members (TLP)**

3.1.3 The Chair of the Tenant Led Panel (TLP) plus one other TLP member shall have full voting rights as members of the Board.

### **Council Officers**

3.1.4 Council officers may be invited to attend the Board by agreement with the Chair, in an advisory capacity. Council officers do not have voting rights on the Board.

## **4. MEETINGS**

- 4.1 The quorum for the transaction of the business of the Board is 4 where there is at least one member from each constituency (elected member, co-opted independent member, and Tenant Led Panel member), plus the Chair. Council officers in attendance at the Board do not account towards a quorum.
- 4.2 The Board will meet monthly and has the flexibility to meet as required from time to time and in whatever format (online or in person) is agreed by members to deliver the business of the meeting.
- 4.3 Recommendations for consideration arising at a Board meeting (for Portfolio Holder, Cabinet, or Officers) are generally made by consensus. Where it is necessary to vote (when agreed by the Board) this will be decided by the majority vote. Each member present in person (including at virtual meetings) is entitled to one vote. In the event of an equality of votes, the Chair has the casting vote.
- 4.4 Any Board member who has an interest in any item tabled at the meeting, will disclose that interest to the Chair before the start of the meeting. Where necessary, the Board member will not remain present during the discussion or take part in any related decision of that item, unless agreed by the Chair. If the declaration of interest is by the Chair, the decision about how that agenda item will be addressed, will be taken collectively by the Board members present.

## **5. REQUIREMENTS OF MEMBERS**

5.1 Members will be expected to:

- Be committed to inclusively represent the best interests of the Council housing tenants in Kirklees.
- Be able to see the bigger Kirklees picture understanding that places and communities are diverse and that needs are different.
- Be committed to good governance and compliance standards.
- Adopt an approach that is professional, fair, honest, and respectful.
- Have good communication skills in terms of listening to others and the confidence to participate in discussions.

- An ability to make effective decisions based on the facts presented understanding risk and effective use of resources.
- A desire to improve and change housing services for the better.
- A commitment to be present and to support other Board members.

5.2 The following persons cannot join the Board:

- Council Officers.
- Contractors/Consultants of the council who are directly involved with housing activity.
- A person who lives in the same household as an existing member of the Board.
- A person who is bankrupt or has an outstanding County Court Judgement or, is forbidden from being a Company Director.

5.3 Any person who is considered to:

- Be in serious breach of their tenancy agreement e.g., rent arrears with no agreed payment plan, involved in Anti-Social Behaviour etc.
- Have brought about any action that has brought the Board or Kirklees Council into serious disrepute.

## 6. MANAGEMENT OF MEETINGS

6.1 A Council Lead Officer will also be identified to oversee administration of Board meetings. The officer will:

- ensure that an agenda is produced for each meeting.
- agree the agenda with the Chair of the Board in advance of each meeting.
- oversee the follow up of actions from Board meetings.
- ensure papers are circulated at least 1 week in advance of the meeting.
- ensure that Minutes, Matters Arising, and agreed actions are formally recorded for each meeting.
- ensure the Chair receives a copy of the draft Minutes within 1 week (excluding public holidays) for review prior to approval by the Board.

## 7. RECRUITMENT OF BOARD MEMBERS

### **Elected Members**

7.1 Elected members shall be nominees by the leader of their political group within the Authority. Members will be nominated based on their skills, competency, and ability to meet the Council objectives for the housing services and understand the regulatory obligations of H&N.

### **Co-Optees / Independent (Professional)**

7.2 Independent Board members will be recruited to provide a range of skills and experience that will support the Board to discharge its remit. Members will be nominated based on their skills, competency, and ability to meet the Council objectives for the housing services and understand the regulatory obligations of H&N.

## **Tenant Led Panel**

- 7.3 The Chair of the Tenant Led Panel (TLP) plus one other TLP member shall have a right to a place on the board.

## **8. SKILLS, COMPETANCY AND EXPERIENCE**

- 8.1 The skills and experience required by the Board from all its members will be reviewed at least biannually to ensure the Board has the required competences available to it to inform its decision making.
- 8.2 Board members are expected to attend appropriate training in relation to their role.
- 8.3 Board members will have access to Council officer support e.g., responsible for circulation of report packs, responding to Board member enquiries relating to packs, attending meetings, dealing with expense claims etc.
- 8.4 Induction and relevant training will be made available to all Board members and will include (but is not limited to):
- personal development opportunities (internal and external) such as shadowing, mentoring, and undertaking relevant training or qualifications as resources allow.
  - Board members will be able to access IT equipment as required to carry out their role e.g., PC's, tablets, chrome books etc and, if appropriate, can book council meeting space to support their work and enable full participation in meetings and board activities.

## **9. PAYMENT**

- 9.1 Other than the Chair of the Board other Board members will not be remunerated for their services.
- 9.2 The reimbursement of reasonable travel and other expenses will apply to all Board members (e.g., childcare, travel out of pocket expenses etc.) in accordance with the Council's standard arrangements.

## **10. TERMS OF OFFICE AND TERMINATION OF MEMBERSHIP**

- 10.1 The term of office of appointment for a Board member is normally for 3 years. However, membership can be ended early or extended for an additional period of 1, 2, or 3 years formally by the Board to enable the business of the Council to continue to be delivered effectively but should not exceed 6 years continuously or cumulatively for any member.
- 10.2 Board members may have their membership terminated if they are absent for more than 3 consecutive meetings without the permission of the Board or, attend less than 60% of the meetings of the Board during a 12-month period.
- 10.3 Any co-optee will cease to be a member of the Board if they (i) cease to be a member of a professional body whose membership was conditional on their appointment (ii) are subject to personal censure by a professional body or (iii) cease to be an employee of an organisation when employment by that organisation was conditional on their appointment.

## **11. REVIEW PROCESS**

11 The Chair, Deputy, membership and terms of reference, will be reviewed on a regular basis or considering any national/local policy changes.

Reviewed: OCTOBER 2025

Next review date: OCTOBER 2028



## RESPONSE TO AWAAB'S LAW - INTERIM POLICY UPDATES; REPAIRS AND MAINTENANCE POLICY AND DAMP, MOULD & CONDENSATION POLICY

<b>Meeting</b>	Cabinet
<b>Date</b>	13 January 2026
<b>Cabinet Member</b>	Cllr Moses Crook Deputy Leader and Transport and Housing
<b>Key Decision</b>	Yes
<b>Eligible for Call In</b>	Yes
<p><b>Purpose of Report</b></p> <p>This report sets out proposed interim policy updates that will ensure Kirklees Council meets the requirements of Awaab's Law and builds on the positive work done by the service in recent months to reduce the significant backlog of damp, mould and condensation (DMC) cases, and provide proactive repairs service to Council tenants.</p> <p>Awaab's Law introduces new statutory duties for social landlords to address DMC hazards and other emergency hazards within strict timescales.</p> <p>The report sets out the detail of the proposed policy updates and proposes an intention to embark on a meaningful programme of tenant engagement on these and other Homes &amp; Neighbourhoods policies which allows tenants to inform the services we provide.</p>	
<p><b>Recommendations</b></p> <p>To note and agree the Repairs and Maintenance Policy: Interim Update.</p> <p>To note and agree the Damp, Mould and Condensation (DMC) Policy: Interim Update.</p> <p>To note the intention to consult further with tenants on the detail and effectiveness of these policies, which may lead to subsequent policy amendments.</p> <p>To note the intention to develop further supporting policies and procedures in consultation with tenants.</p> <p><b>Reasons for Recommendations</b></p> <p>The interim updates to the Repairs and Maintenance Policy, and the DMC Policy will support the Council in meeting its immediate repair and maintenance obligations under Awaab's Law and will clearly set out these obligations to tenants.</p> <p>The proposals to engage further with tenants on these and related policies seek to provide tenants with meaningful opportunities to influence and scrutinise the council's strategies, policies and services, in line with the requirements of the Regulator of Social Housing's Transparency, Influence and Accountability Standard.</p>	
<p><b>Resource Implications</b></p> <p>The updates proposed in the Interim DMC Policy are minimal and reflect the changes in timescales set out in the latest government guidance on Awaab's Law. Improvements to the way DMC issues are managed by Homes &amp; Neighbourhoods are already in place and, as such, additional resources are unlikely to be required as a result of this interim update.</p>	

The updates proposed in the Interim Repairs & Maintenance Policy also reflect legal changes. It is anticipated that there may be some additional work for officers in managing the new requirements to assess and carry out emergency repair work within strict timescales, and to formally write to tenants at key points in the process. Awaab's Law also introduces a requirement to temporarily rehouse tenants when it is not possible to carry out emergency repairs within the specified timescales; this may place additional pressures on alternative accommodation (such as decant properties and hotels).

The proposed tenant engagement on these and other emerging policies will be led by the existing Tenant Voice Team and the Strategy & Policy Officer within Homes & Neighbourhoods. Support may be required from other officers, including Comms colleagues.

<b>Date signed off by <u>Executive Director</u> &amp; name</b>	David Shepherd – 1 October 2025
<b>Is it also signed off by the Service Director for Finance?</b>	Kevin Mulvaney – 27 November 2025
<b>Is it also signed off by the Service Director for Legal Governance and Commissioning (Monitoring Officer)?</b>	Samantha Lawton – 5 January 2026

**Electoral wards affected:** All

**Ward councillors consulted:** No

**Public or private:** Public

**Has GDPR been considered?** Yes

## 1. Executive Summary

- 1.1 Awaab's Law, came into effect on 27 October 2025, and introduces stringent statutory duties for social landlords to respond swiftly and effectively to issues of DMC and other emergency hazards in tenants' homes. Draft guidance for landlords has been published by the government.
- 1.2 It is proposed that two existing Homes & Neighbourhoods policies are updated to align with the upcoming legislative changes, the policies being the Repairs & Maintenance Policy and the Damp, Mould & Condensation (DMC) Policy. The changes to the Repairs & Maintenance Policy also align with the new Tenancy Agreement, which was approved at Cabinet on 8 July 2025, and has now been implemented.
- 1.3 Homes & Neighbourhoods are working to improve the levels of tenant involvement and influence in policy development, as required by the Regulator of Social Housing's Transparency, Influence and Accountability Standard. A programme of tenant policy scrutiny and consultation is proposed in 2026, with a view to providing tenants with meaningful opportunities to scrutinise and influence policy and services.
- 1.4 It is proposed that the updates to the Repairs & Maintenance Policy and the DMC Policy are introduced as interim initially, with a view to the inclusion of these policies within the programme of tenant engagement. Additional repairs-related policies and procedures will be reviewed at the same time, with a view to improving services in these areas and providing better clarity and consistency for tenants.

## **2. Information required to take a decision**

### **2.1 Repairs and Maintenance Policy – interim updates proposed:**

- Provides a clear statement on the Council's repair obligations under Awaab's Law, including timescales, communication and recording of actions.
- Changes have been made to repair prioritisation categories and target timescales for completion of repairs (aligned with Awaab's Law and Right to Repair legislation).
- Tenant and landlord responsibilities are clearly set out and aligned with the Tenancy Agreement.
- The document is formatted to align with Kirklees Council's accessibility standards.

### **2.2 Damp, Mould and Condensation Policy – interim updates proposed:**

- Provides a clear statement on the Council's repair obligations under Awaab's Law, including timescales, communication and recording of actions.
- Additional emphasis is placed on the council's commitments to working with tenants to understand and address DMC issues.
- The document is formatted to align with Kirklees Council's accessibility standards.

### **2.3 A review of wider repairs-related Homes & Neighbourhoods processes will be undertaken, with a view to improving services in these areas and providing better clarity and consistency for tenants. It is proposed that tenants are consulted as part of this review and involved in the formation of new related policies and/or procedures. Areas proposed for consideration include:**

- Decants and other temporary accommodation;
- Recharges to tenants;
- Decoration allowances and disturbance allowances.

## **3. Implications for the Council**

### **3.1 Council Plan**

The proposed policy updates support the Council Plan focus area of 'Clean, safe and healthy places', ensuring that council tenants are living in homes that are modern, safe, and warm.

### **3.2 Financial Implications**

For 2025-26, there is a budget for repairs and maintenance works of £31.3m increasing to £32.7m in 2026-27. This includes budgets of £12.6m for responsive repairs and damp and mould, which have been provided to support the works required. A budget of £3.1m has been provided to carry out 100% stock condition surveys over the next three years, which will provide details around the condition of properties and inform any future budget requirements.

### 3.3 Legal Implications

The main driver for the policy updates proposed in this report is the implementation of [Awaab's Law: The Hazards in Social Housing \(Prescribed Requirements\) \(England\) Regulations 2025](#), which came into effect on 27 October 2025. The legislation includes the requirements that social landlords:

- i. investigate the causes of damp and mould within 14 days of complaints being made and provide residents with a report on the findings;
- ii. within 7 days begin work to repair a property if a medical professional believes there is a risk to a resident's health;
- iii. ensure bids for new social housing properties are treated as a high priority if a medical professional has recommended a resident moves home after identifying a risk to health at their existing property; and
- iv. mandate social landlords to provide all residents with information on their rights, how to make a complaint and what standards they can expect under the Housing Health and Safety Rating System, provided in simple English or the language a resident is most proficient in.

Awaab's Law was introduced via an amendment to the Social Housing (Regulation) Bill, which became law on 20 July 2023. Awaab's Law requires the Secretary of State to set out in regulations new requirements for social landlords to address hazards in social homes, including damp and mould hazards, within a fixed time period and also sets out the implications for a landlord if these issues are not addressed.

The Council, as a social landlord must ensure that the statutory requirements as set out in the relevant legislation are met to ensure compliance.

Additionally, the proposed policy updates and proposed programme of tenant engagement respond to the [Social Housing \(Regulation\) Act 2023](#) and the associated [Regulatory Standards](#) by addressing the following key requirements:

#### **Safety and Quality Standard**

- When acting as landlords, registered providers must take all reasonable steps to ensure the health and safety of tenants in their homes and associated communal areas.
- Registered providers must provide an effective, efficient and timely repairs, maintenance and planned improvements service for the homes and communal areas for which they are responsible.

#### **Transparency, Influence and Accountability Standard**

- Registered providers must take tenants' views into account in their decision-making about how landlord services are delivered and communicate how tenants' views have been considered.
- Registered providers must give tenants a wide range of meaningful opportunities to influence and scrutinise their landlord's strategies, policies and services.

Further statutory and legislative requirements are set out in Section 1.2 of the Repairs and Maintenance Policy and in Section 1.2 of the Damp, Mould and Condensation Policy.

### **3.4 Climate Change and Air Quality**

Not applicable.

### **3.5 Risk, Integrated Impact Assessment (IIA) or Human Resources**

The completed IIA can be found here [IIA-762863677](#).

## **4. Consultation**

4.1 Tenants were consulted on the Damp, Mould and Condensation Policy, approved at Cabinet in September 2024.

4.2 Tenants were consulted on the repairs-related variations to the Tenancy Agreement, approved at Cabinet on 8 July 2025.

4.3 Staff across Homes & Neighbourhoods and the wider council were consulted on the interim policy updates and will continue to be involved in further review of repairs-related policies and procedures.

## **5. Engagement**

5.1 The Homes & Neighbourhoods Tenant Led Panel are aware that repairs-related policies and procedures are under review and are keen to be involved in further scrutiny and development of these.

5.2 As set out above, Homes & Neighbourhoods are working to improve and broaden the levels of tenant involvement and influence in policy development, as required by the Regulator of Social Housing's Transparency, Influence and Accountability Standard. A programme of tenant policy scrutiny and consultation is proposed in 2026, with a view to providing tenants with meaningful opportunities to scrutinise and influence policy and services. This programme will include review of the interim policies presented here today.

## **6. Options**

Not applicable.

### **6.1 Options considered**

Not applicable.

### **6.2 Reasons for recommended option**

Not applicable.

## **7. Next steps and timelines**

7.1 A programme of tenant policy scrutiny and engagement is being developed to start in early 2026.

## **8. Contact officer**

David Brook – Head of Housing Repairs and Maintenance  
[David.brook@kirklees.gov.uk](mailto:David.brook@kirklees.gov.uk)  
01484 221000 ext 74070

## **9. Background Papers and History of Decisions**

**10 September 2024, Cabinet**  
[Damp, Mould and Condensation Policy.](#)

[Appendix A.pdf](#)

**8 July 2025, Cabinet**  
[Variation to the Terms of the Tenancy Agreement.](#)

[Appendix 1A - Notice Letter.pdf](#)

[Appendix 1B - Proposed Changes to Tenancy Agreement.pdf](#)

[Appendix 1C - Changes To Tenancy Agreement - FAQs.pdf](#)

[Appendix 2 - Consultation Responses at 18.06.25.pdf](#)

[Appendix 3A Revised Tenancy Agreement -Governance Version.pdf](#)

[Appendix 3B Tenant Letter re Notice of variation.pdf](#)

[Appendix 3C - Notice of Variation .pdf](#)

**22 September 2025, Growth and Regeneration Scrutiny Panel**  
[Kirklees Council's Preparation for Awaab's Law / Policy Updates.](#)

## **10. Appendices**

10.1 Appendix A – Draft Repairs & Maintenance Policy: Interim Update

10.2 Appendix B – Draft Damp, Mould and Condensation Policy: Interim Update

## **11. Service Director responsible**

Philip Jones – Service Director for Homes and Neighbourhoods  
[Philip.jones@kirklees.gov.uk](mailto:Philip.jones@kirklees.gov.uk)  
01484 221000 ext 75312

# Repairs and Maintenance Policy

## Interim Update

Publication date: V1.0 XXXXXX

Next review date: XXXXXX

Reference: HN/SQ/POL/RepMa/V1.0

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# Document Control

## Governance

Table 1 – Policy information

Item	Response
Title	Repairs and Maintenance Policy
Responsible officer	Head of Repairs & Maintenance
Author	Head of Repairs & Maintenance / H&N Strategy & Policy Officer.
Approved by	Cabinet tbc
Version approval date	Xx
Next review date	Xx
Review responsibility	Head of Repairs & Maintenance
Applicable to	Homes & Neighbourhoods staff and subcontractors. Homes & Neighbourhoods tenants, leaseholders and other residents.
IIA date	18/11/2025 <a href="#">IIA-762863677</a>
Regulatory framework	<a href="#">Social Housing (Regulation) Act 2023</a> and associated <a href="#">RSH Regulatory Standards</a>

## Revision history

Table 2 – Revision details

Date	Version	Author	Authorised by	Revision details
Xxxxxx	1.0	DB/JG	Cabinet tbc	First publication

# 1 Introduction

## 1.1 Purposes of this policy

- 1.1.1 This policy sets out how Homes & Neighbourhoods will deliver a responsive, efficient and effective repairs and maintenance service that meets the needs of tenants and ensures the ongoing safety and quality of their homes.
- 1.1.2 The policy summarises Homes & Neighbourhoods', tenants' and leaseholders' repair and maintenance responsibilities.
- 1.1.3 The policy describes the service standards that tenants and leaseholders can expect from Homes & Neighbourhoods throughout the repairs and maintenance process
- 1.1.4 The policy sets out how Homes & Neighbourhoods will monitor performance with a view to improving standards.

## 1.2 Legal context

- 1.2.1 This policy responds to the [Social Housing \(Regulation\) Act 2023](#) and the associated [Regulatory Standards](#) by addressing the following requirements:

### **Safety and Quality Standard**

- Registered providers must have an accurate, up to date and evidenced understanding of the condition of their homes that reliably informs their provision of good quality, well maintained and safe homes for tenants.
- Registered providers must ensure that tenants' homes meet the standard set out in section five of the Government's [Decent Homes Guidance](#) and continue to maintain their homes to at least this standard unless exempted by the regulator.
- When acting as landlords, registered providers must take all reasonable steps to ensure the health and safety of tenants in their homes and associated communal areas.
- Registered providers must provide an effective, efficient and timely repairs, maintenance and planned improvements service for the homes and communal areas for which they are responsible.
- Registered providers must assist tenants seeking housing adaptations to access appropriate services.

### **Transparency, Influence and Accountability Standard**

- Registered providers must treat tenants with fairness and respect.
- In relation to the housing and landlord services they provide, registered providers must take action to deliver fair and equitable outcomes for tenants.

- Registered providers must take tenants' views into account in their decision-making about how landlord services are delivered and communicate how tenants' views have been considered.
- Registered providers must collect and provide information to support effective scrutiny by tenants of their landlord's performance in delivering landlord services.
- Registered providers must ensure complaints are addressed fairly, effectively, and promptly.

1.2.2 This policy also aims to ensure compliance with the following legislation and guidance:

- Defective Premises Act 1972
- Health and Safety at Work Act 1974
- Building Regulations Act 1984
- Landlord and Tenant Act 1985
- Environmental Protection Act 1990
- Secure Tenants of Local Housing Authorities (Right to Repair) Regulations 1994/133
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
- Party Wall Act 1996
- Gas Safety (Installation and Use) Regulations 1998
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Electrical Safety, Quality and Continuity Regulations 2002/2665
- Housing Act 2004
- Regulatory Reform (Fire Safety) Order 2005
- Decent Homes Standard 2006
- Housing Health and Safety Rating System (HHSRS) 2006
- Equality Act 2010
- Control of Asbestos Regulations 2012
- Construction (Design and Management) Regulations 2015
- Smoke and Carbon Monoxide Alarm (England) Regulations 2015 and the Smoke and Carbon Monoxide (Amendment) Regulations 2022
- Homes (Fitness for Human Habitation) Act 2018
- Data Protection Act 2018
- BS7671 18<sup>th</sup> Edition IET Wiring Regulations 2020
- HSE ACoP L8 The Control of Legionella Bacteria in Water Systems
- Building Safety Act 2022

- Social Housing (Regulation) Act 2023
- Housing Ombudsman’s Complaint Handling Code 2024
- [Awaab’s Law: The Hazards in Social Housing \(Prescribed Requirements\) \(England\) Regulations 2025](#)
- [Awaab’s Law: Guidance for social landlords – Timeframes for repairs in the social rented sector](#)

## 1.3 Definitions

1.3.1 For the purposes of this policy, the following definitions apply:

Table 3 – List of definitions used in this policy

Term	Definition
Homes & Neighbourhoods, H&N	Kirklees Council’s housing services, inclusive of all departments and teams.
Tenant	A person that rents a home from Homes & Neighbourhoods.
Leaseholder	A person that owns a home on a lease, within a council-owned building.
Resident	Any person that is registered as living in a council-owned home or other building, including tenants, leaseholders and others.
Visitor	Any person that visits a council-owned building, and not referenced amongst these set definitions.
Communal area	An indoor or outdoor shared space, outside of an individual home.
Staff, Officer	A person that works for Kirklees Council.
Contractor	A company or person that works on behalf of Kirklees Council.
Operative	A person carrying out a repair (could be council staff or a contractor).
Emergency hazard	An emergency hazard is one that poses ‘an imminent and significant risk of harm’ to the health or safety of the tenant in the social home, as defined in Awaab’s Law.
Significant hazard	A ‘significant hazard’ is one that poses a ‘significant risk of harm’ to the health or safety of a tenant of the social home, as defined in Awaab’s Law.
Responsive repair	An emergency, urgent or routine property maintenance task which has been requested of Homes & Neighbourhoods to ensure works are carried out to resolve and restore defective assets, elements and components.

Term	Definition
Cyclical maintenance	Maintenance tasks requiring a recurring visit, on a set frequency, to ensure assets, elements and components operate as required and are fully functional.
Planned maintenance	Larger improvement works, upgrades and replacements included within a scheduled improvement programme.

## 2 Objectives and scope

### 2.1 Policy objectives

2.1.1 The overarching aims of this policy are to:

- Ensure that council homes and communal areas remain safe and compliant with regulations.
- Maintain homes to the current [Decent Homes Standard](#).
- Provide good value for money.

2.1.2 Throughout the repairs process, Homes & Neighbourhoods aims to:

- Recognise the urgency of repairs and prioritise accordingly.
- Correctly diagnose repairs and complete works 'right first time' where possible, preventing multiple visits and minimising disruption to tenants.
- Ensure that tenants and leaseholders are provided with clear information about the repair, including plans and timescales, and any follow-on work required.
- Ensure that work is carried out safely and in line with relevant legislation.
- Achieve high levels of tenant and leaseholder satisfaction.
- Treat all tenants, leaseholders and other residents with fairness and respect.

2.1.3 Following the repair, Homes & Neighbourhoods aims to:

- Ensure that tenants and leaseholders are provided with an opportunity to provide feedback on the service they have received.
- Use this feedback to improve our service going forward.

### 2.2 Policy scope

2.2.1 This policy applies to all Kirklees Council staff, contractors and subcontractors.

- 2.2.2 This policy covers building repairs to council homes and communal areas that have been requested by current tenants, leaseholders, council staff or others.
- 2.2.3 This policy also covers repairs to council homes and communal areas that are part of a cyclical or planned maintenance programme.
- 2.2.4 In addition to building repair work, Homes & Neighbourhoods has responsibility for other types of repairs and maintenance, including gas and electrical safety, and damp, mould & condensation treatments. These are covered by separate policies.
- 2.2.5 This policy does not cover repairs to void (empty) properties.
- 2.2.6 This policy does not cover adaptations to tenants' homes. Adaptations are physical changes that can be made to homes to make it safer and easier for residents to move around and do everyday tasks. More information on this can be found on the [Home Adaptations](#) page of the council's website.
- 2.2.7 There are separate arrangements in place for repairs to homes managed by Pinnacle.

## 3 Policy statement

### 3.1 Reporting repairs

- 3.1.1 Tenants should report repairs as soon as possible to prevent further damage and ensure that their home remains in good condition.
- 3.1.2 The best way for tenants and leaseholders to report repairs is directly through their [My Kirklees account](#). This is available 24 hours a day, seven days a week.
- 3.1.3 For people that are unable to access this service online, other options are available:
- Call Housing Repairs (Kirklees Direct) on [01484 414800](tel:01484414800) between 8am - 6pm.
  - Email details of the repair to [housing.direct@kirklees.gov.uk](mailto:housing.direct@kirklees.gov.uk)
  - Council staff can report repairs on behalf of tenants by using an [internal online form](#).
- 3.1.4 For out-of-hours emergency repairs (6pm onwards), please contact Housing Repairs on 01484 414850. This service is only available for situations that pose an immediate danger to tenants, other individuals, or risk serious damage to the property or neighbouring properties. In such cases, a temporary repair may be carried out to make the home safe, with any follow-up repairs scheduled as either urgent or routine, depending on the situation.
- 3.1.5 Information on [how to report repairs](#) is provided to new tenants at the start of their tenancies and is also available to view on the council's website.

- 3.1.6 If any council staff or contractors are made aware of any potential emergency or significant repair hazard in tenants' homes, they should immediately report it through the methods above.
- 3.1.7 **Gas leaks should be reported to the National Gas Emergency Service on 0800 111 999.**

## 3.2 Reporting damp, mould and condensation issues

- 3.2.1 Mould is harmful to health and dealing with these issues is one of the council's top priorities. More information of this can be found on the council's [damp, mould and condensation webpage](#).
- 3.2.2 Tenants can raise a damp or mould repair request by:
- Emailing [dmc@kirklees.gov.uk](mailto:dmc@kirklees.gov.uk)
  - Calling 01484 414800
  - Reporting online through their [My Kirklees account](#)
- 3.2.3 If any council staff or contractors are made aware of damp, mould and condensation hazards in tenants' homes, they should immediately make DMC staff aware of it through the methods above.

## 3.3 Prioritisation

3.3.1 Requests for repairs will be assessed and prioritised as set out in the table below:

Table 4 – Prioritisation of repairs and associated timescales

Priority	Target	Description	Examples
Emergency	H&N aims to make the home safe within 24 hours.	<p>Immediate danger to occupants or other people, including emergency hazards as defined in Awaab's Law; or</p> <p>Risk of serious further damage to the property or adjoining property.</p> <p>An urgent or routine repair may be scheduled after making the home safe.</p> <p>Includes certain qualifying repairs set out under the Right to Repair scheme.</p>	<p>Broken boiler; total loss of water supply; electrical hazards such as exposed wiring; broken external door or window that presents a risk to home security; prevalent damp and/or mould that is having a material impact on a tenant's health (for example their ability to breathe; significant structural defects or disrepair; lift not working (where the resident has a relevant disability and the lift is the only way for them to enter or leave their home).</p> <p>Total loss of electric power; total or partial loss of gas supply; blocked flue to open boiler; heating or hot water not working between 31 October and 1 May; blocked/leaking foul drain, soil stack or toilet; toilet not flushing (if there is only one toilet in the property); significant leak from a water pipe, tank or cistern.</p>

Priority	Target	Description	Examples
Urgent	H&N aims to complete the repair within 3 working days.	Health, safety or security of occupants at risk but no immediate danger; and No immediate risk of serious further damage to the property. A routine repair may be scheduled after making the home safe. Includes certain qualifying repairs set out under the Right to Repair scheme.	Partial loss of electric power; partial loss of water supply; heating or hot water not working between 1 May and 31 October; blocked sink, bath or basin; tap cannot be turned; loose or detached banister or hand rail; rotten timber flooring or stair tread.
Priority	H&N aims to complete the repair within 7 working days.	Includes certain qualifying repairs set out under the Right to Repair scheme.	Leaking roof; door entry phone not working (where it is the council's responsibility); mechanical extractor fan not working.
Significant	H&N aims to investigate the repair within 10 working days and undertake relevant safety work within 5 further working days.	Includes significant hazards as defined in and within scope of Awaab's Law. A routine repair may be scheduled after carrying out relevant safety work.	Damp or mould where this could have a harmful impact on a tenant's health.
Routine	H&N aims to complete the repair within 25 working days.	Other repairs that the council is responsible for. The tenant will be invited to make an appointment at a time convenient to them.	See Responsibilities section below for examples of repairs that the council is responsible for.

3.3.2 Individual tenant vulnerabilities will be considered when prioritising and arranging repairs, in line with Awaab's Law and the council's Vulnerable Tenant Policy. Where appropriate, and in liaison with Housing Management Officers, reasonable adjustments to the way Homes & Neighbourhoods process and carry out the repair may be made to ensure that tenants do not face additional barriers in having repair work undertaken.

3.3.3 Where possible, repairs will be diagnosed and prioritised at the point of order. In most cases customers will be able to choose an appointment when reporting a repair.

3.3.4 Pre-inspections will be undertaken when a routine repair request is unclear or if measurements are required. Where possible, tenants will be informed of this at the point of order and told about expected timescales for completion, which may be outside of the initial target timescale.

- 3.3.5 Repairs may sometimes take longer than the target timescales set out above, for example, when parts need to be ordered, when specialist work is required or if there is difficulty accessing a property. In these cases, tenants will be kept informed of the expected timescales for completion.
- 3.3.6 If the repair can be carried out as part of a planned maintenance programme, the repair request may be transferred and closed. The tenant will be informed if this is the case, and will be told about the expected timescales for the planned work.

## 3.4 Awaab's Law and HHSRS

- 3.4.1 Awaab's Law comes into force for the social rented sector from 27 October 2025. From this point social landlords have to address all emergency hazards and all damp and mould hazards that present a significant risk of harm to tenants to fixed timeframes.
- 3.4.2 In 2026 (exact date to be confirmed by the government), the regulations will extend to include the following hazards where they present a significant risk of harm:
- excess cold and excess heat;
  - falls associated with baths etc., on level surfaces, on stairs and between levels;
  - structural collapse, and explosions;
  - fire, and electrical hazards;
  - domestic and personal hygiene and food safety.
- 3.4.3 In 2027 (exact date to be confirmed by the government), the regulations will extend to all remaining HHSRS hazards (apart from overcrowding) where they present a significant risk of harm.
- 3.4.4 The Housing Health and Safety Rating System (HHSRS) is a risk assessment tool used to assess whether a property is safe to live in. It rates the hazards in homes according to the likely impacts on health. There are twenty-nine different hazards identified in HHSRS.
- 3.4.5 When prioritising repairs, Homes & Neighbourhoods will use HHSRS to ensure health and safety obligations are met by assessing and actioning such repairs within appropriate timescales.
- 3.4.6 For repairs in the scope of Awaab's Law, Homes & Neighbourhoods will respond to reports of potential hazards in their tenants' homes as set out below:
- Investigate any potential emergency hazards and, if the investigation confirms emergency hazards, undertake relevant safety work as soon as reasonably practicable. The investigation and the emergency safety work must both take place within 24 hours of becoming aware of the hazard.
  - Investigate any potential significant hazards within 10 working days of becoming aware of them.
  - Produce a written summary of investigation findings and provide this to the tenant within 3 working days of the conclusion of the investigation.

- Undertake relevant safety work within 5 working days of the investigation concluding, if the investigation identifies a significant hazard.
  - Begin, or take steps to begin, any supplementary preventative work to prevent a significant or emergency hazard recurring within 5 working days of the investigation concluding, if the investigation identifies a significant or emergency hazard. If steps cannot be taken to begin work in 5 working days this must be done as soon as possible, and work must be physically started within 12 weeks.
  - Satisfactorily complete supplementary preventative works within a reasonable time period.
  - Secure the provision of suitable alternative accommodation for the household, at the social landlord's expense, if relevant safety work cannot be completed within specified timeframes.
  - Keep the tenant updated throughout the process and provide information on how to keep safe.
- 3.4.7 Homes & Neighbourhoods will keep clear records of all attempts to comply with the legislation, including records of all correspondence with the resident(s) and any contractors. If Homes & Neighbourhoods have made all reasonable attempts to comply with the timescales but have been unable to for reasons genuinely beyond their control, they will provide a record of the reasons that prevented them from doing so.

## 3.5 Appointments

- 3.5.1 Prior to contact being made with the tenant, Homes & Neighbourhoods will check for any reasonable adjustments that have previously been requested to ensure that these are respected in the repair process.
- 3.5.2 Where appointments are offered for repairs, tenants can choose from the following slots:
- Morning (8am – 1pm)
  - Afternoon (12 noon – 4pm)
  - Outside of school run (10am – 2.30pm)
  - All day (8am – 4pm)
- 3.5.3 Appointments will be confirmed by text or the tenant's preferred method, and tenants will be sent reminders in advance of the appointment.
- 3.5.4 Tenants are responsible for allowing access to their homes for repairs to be carried out, in line with the Tenancy Agreement.
- 3.5.5 If it is not possible to complete the repair at the first appointment (for example, due to additional materials or specialist work being required), the operative will explain this to the tenant and, where possible, arrange a further appointment while in the tenant's home. If it is not possible to arrange a new appointment immediately, this will be explained to the tenant and next steps set out. In these cases, tenants will be kept informed of the expected timescales for completion, which may be outside of the initial target timescale for the repair.

3.5.6 On rare occasions, it may be necessary to temporarily move a tenant out of their home to carry out a repair. This could be due to the nature of the repair or because of a tenant's or household member's vulnerability. Council officers will work with tenants to find the most appropriate solution in these cases.

## 3.6 Safeguarding

3.6.1 All employees of Kirklees Council have a duty of care to safeguard, prevent, and report any safeguarding concern, including concerns which may arise when visiting homes to carry out repairs. All staff are expected to safeguard any child or adult at risk who comes to their notice, where it is believed they may be suffering harm. They will do this in line with the Kirklees Cross Council Corporate Safeguarding Policy.

3.6.2 Where staff or contractors observe or receive concerns or reports of domestic abuse when carrying out repairs, they are responsible for ensuring information is logged appropriately, in line with Homes & Neighbourhoods' Domestic Abuse Policy.

3.6.3 If, on arrival to carry out a repair, staff or contractors consider that there would be a health and safety risk to themselves or others in carrying out the repair, they are authorised to abort the repairs and leave. Examples include but are not limited to:

- Violence and aggression
- Dangerous dogs
- If needles are identified

These instances will be referred to the Housing Management Team to action as a breach of the Tenancy Agreement.

## 3.7 Planned maintenance and improvements

3.7.1 A 3-year stock condition survey will be carried out to 100% of the council's housing stock from September 2025 to September 2028. The data collected will be used to deliver the Asset Strategy and Investment Plan approved by Cabinet in March 2024.

3.7.2 A 20% rolling stock condition survey will then be started from September 2028 with the target of having a stock condition survey no older than five years on file.

3.7.3 When attending repairs, contractors or operatives will sometimes recommend that a component requires early replacement rather than repair. This information will be reviewed by a surveyor and, if it is agreed that a replacement is required, this will fall outside of the scope of the Repairs and Maintenance Policy and will instead become part of the council's Capital Investment Programme. Tenants will be told about this and kept informed throughout the process.

3.7.4 Tenants and leaseholders will be informed in advance of upcoming investment works, in line with the planned works process for planned and cyclical works.

## 3.8 Right to Repair

3.8.1 The Right to Repair Scheme was introduced for council tenants to make sure that certain small, urgent repairs that could affect health, safety or security are done quickly. If the repair qualifies and is not completed within target times, you may be entitled to a compensation payment. Some examples of qualifying repairs are:

- unsafe power or lighting sockets or electrical fittings
- blocked flue to an open fire or boiler
- a leaking roof
- leaks from water or heating pipes, tanks or cisterns
- loose or broken banister handrails

3.8.2 Citizens Advice provides a guide to [using the Right to Repair Scheme](#).

## 3.9 Recharges

3.9.1 Sometimes the council has to carry out repair work that is a tenant's or leaseholder's responsibility. In these circumstances, the tenant or leaseholder will be recharged (required to pay for the work).

3.9.2 Homes & Neighbourhoods' Rechargeable Repairs Policy sets out the council's approach to the prevention and recovery of recharges. Recharges are costs for any repairs that Homes & Neighbourhoods have been required to carry out to a council-owned property following damage, unauthorised or non-compliant DIY, neglect, misuse or abuse by tenants, residents, members of their household, or visitors to their home, and leaseholders or leaseholders' tenants.

## 3.10 Insurance

3.10.1 The council will ensure that it has sufficient Property and Public Liability Insurance. In the event of an insured peril (e.g. fire or flood), the policy will cover damage to the structure of the building and associated repairs. Damage to tenants' and other people's property within the home will remain the responsibility of the tenant.

3.10.2 The council has an arrangement with an insurance provider to offer low-cost home contents insurance to tenants, and strongly recommends that tenants take out insurance through this scheme or another provider. Tenants can ask their Housing Management Officer about this.

# 4 Roles and responsibilities

## 4.1 Council responsibilities

4.1.1 The council is responsible for the following repairs:

- Repairing the structure, exterior and communal part(s) of council homes including drains, gutters and external pipes.
- Keeping in repair and proper working order installations for the supply of water, gas electricity; bathroom, kitchen and toilet fittings (excluding shower curtains, shower hoses shower heads, and toilet seats); and waste pipes.
- Keeping in repair and proper working order installations for room heating and hot water (where provided by the Kirklees Council).

4.1.2 The council will repair frontline fencing only, unless there is a health and safety risk that necessitates council intervention. It may sometimes be necessary to remove a fence to make it safe.

4.1.3 The council will repair all entrances, halls, stairways, lifts, rubbish chutes, lighting and other common parts of all blocks of flats and maisonettes.

4.1.4 The council will paint the outside of council homes and communal areas.

4.1.5 When the council agrees to carry out a requested repair, the tenant will be contacted by text message or by their preferred method of contact to confirm the repair and to tell the tenant when it will be carried out.

4.1.6 Any officers or contractors who call at tenants' homes in relation to repairs or other housing matters must carry identity cards.

4.1.7 During repair work, operatives will try to cause as little damage as possible to existing decorations. However, if damage is caused during repair work (if that repair work was not the tenant's fault), the tenant may be entitled to an allowance to redecorate.

4.1.8 Under Section 96 of the Housing Act 1985 we will pay compensation for certain repairs if we do not do them within a certain time, depending on certain conditions. Housing Management Officers can provide tenants with more details.

4.1.9 Operatives will make sure rubbish, building materials and equipment are removed from the home after the repair work is finished

4.1.10 The council will insure the structure of the building as well as council-owned fixtures and fittings.

4.1.11 The council will not insure for deliberate or accidental damage that tenants or their household members cause.

4.1.12 Supervisors, team leaders and managers will be responsible for ensuring their staff are aware of and comply with the provisions of this policy through supervisions and appraisals.

- 4.1.13 Staff should consider whether children or adults are at risk of harm, domestic abuse or self-neglect when visiting residents' homes and should report any concerns in accordance with the relevant council policies and procedures.
- 4.1.14 Training and procedures will be made available to staff and officers to ensure they are aware of their responsibilities.
- 4.1.15 Third party contractors may be employed to carry out some repair and maintenance works. Contractors will be required to operate in accordance with the council's policies and procedures. Relevant information will be included in contract documentation.

## 4.2 Tenant responsibilities

### 4.2.1 Tenants are responsible for:

- Any repairs not listed in section 4.1 above.
- Taking reasonable steps to avoid damage (this includes but is not limited to) applying Artex or polystyrene tiles, to any walls or ceilings.
- Using the home properly and responsibly.
- Any damage to the home caused by themselves, family or visitors. Tenants must pay the council for any damage.
- Keeping all grates, grids, drains and gullies (not including gutters that catch water from the roof) clean and clear and taking care not to block toilets and sinks. Shower heads must be kept clean.
- Safe keeping of the keys and fobs provided by the council for the property, including door, window and communal access locks. If tenants lose their keys, they are responsible for arranging a lock change at their own cost.
- Keeping the home and any outbuilding safe and secure.
- Decoration and cleanliness to the inside of the home.
- Maintaining their gardens, including rear and side fences, unless there is a health and safety risk that necessitates council intervention.

### 4.2.2 Tenants must report repairs that the council is responsible for as soon as possible.

### 4.2.3 Tenants must allow access to Homes & Neighbourhoods staff and contractors to inspect their homes or carry out repair work, in line with the Tenancy Agreement.

### 4.2.4 Tenants must report to their Housing Management Officer any vandalism or criminal damage caused by other people to the home otherwise they may be charged for any repair work.

### 4.2.5 Tenants are responsible for decorating the inside of their homes. This includes repairing minor cracks in plaster work and preparing surfaces so they can be painted or papered.

- 4.2.6 Following a mutual exchange with another tenant, the new tenant will be responsible for the decoration that the previous tenant has left. Homes & Neighbourhoods will repair any damage caused by the previous tenant and charge them for it. The new tenant will also be responsible for any improvements or alterations that the previous tenant did, unless Homes & Neighbourhoods agrees to be responsible for them. Introductory tenants do not have the right for a mutual exchange. This right only applies to secure tenants.
- 4.2.7 Tenants are also responsible for; buying curtain rails and light bulbs; taking reasonable care to make sure that pipes do not freeze; providing their own tv aerial, unless there is a shared aerial; replacing missing plugs in sinks and wash basins, and toilet seats.
- 4.2.8 If the council needs a tenant or other resident to leave their home temporarily so that work can be done safely, the tenant or resident must leave for as long as is necessary for the work to be carried out.
- 4.2.9 Under Section 97 of the Housing Act 1985, tenants have a right to carry out their own alterations or improvements, but they must get written permission from Homes and Neighbourhoods. They may also get compensation for this work when ending a tenancy. Introductory tenants do not have this right; it only applies to secure tenants.
- 4.2.10 Tenants must not remove any items owned by the council from their homes, or from any other council-owned property, without the council's written permission.
- 4.2.11 Tenants are responsible for the installation and maintenance of doorbells and cameras.
- Any damage caused to Kirklees Council's property during installation will be recharged to the tenant.
  - Doorbells and/or cameras are not permitted to be installed on fire doors or any walls where compartmentalisation work has been undertaken to prevent the spread of fire.
  - Doorbells and/or cameras must not be fixed to Kirklees Council's composite or PVC external doors without written permission from the council.
  - No doorbells and/or cameras are allowed in blocks of flats, maisonettes or residential/sheltered homes where Kirklees Council has installed CCTV.
  - Please see Kirklees Council's Guidance on Domestic Recording Systems.
- 4.2.12 Tenants are responsible for taking out their own insurance to cover damage to their belongings and decorations and any third-party liability if there is a fire, flood or other accident. Homes & Neighbourhoods can help tenants to arrange home insurance cover. For more details about our approved insurance scheme, please contact your Housing Management Officer.

## 4.3 Leaseholder responsibilities

- 4.3.1 Leaseholders are responsible for all internal fixtures and fittings in their homes.
- 4.3.2 Leaseholders must ensure that all gas appliances are serviced annually by a qualified, registered gas engineer, and must pay for this servicing. Homes & Neighbourhoods offer

a certified gas servicing plan for leaseholders which can be arranged through the Support and Information Team by calling 01484 414886.

- 4.3.3 Leaseholders are responsible for paying a proportion of the total cost of any repairs/replacements required to internal and external communal facilities and features such as shared roofs, communal lighting, lifts, heating, drains and other items related to the structure of the building.
- 4.3.4 Leaseholders are responsible for paying a proportion of the total cost of works related to fire safety repairs and improvements to ensure that the overall block is compliant to current fire safety standards.
- 4.3.5 The council is obliged to inform leaseholders of any plan to undertake replacement works and issue an estimate for the works in accordance with the Leasehold Service Change Notification. Confirmed costs and programmes will be communicated through the Section 20 Consultation process.
- 4.3.6 Leaseholders must pay for buildings insurance cover through the service charge. Leaseholders can claim against this if they suffer damage to their property by storm, fire or certain accidents.

## 5 Monitoring and review

### 5.1 Monitoring and improvement

- 5.1.1 Following a repair, tenants will be invited to complete a satisfaction survey. If a tenant is dissatisfied with the service they have received, Homes & Neighbourhoods will attempt to put right the issue before closing the repair.
- 5.1.2 If a tenant continues to be dissatisfied, they may also make a complaint. Information on [how to make a complaint](#) is provided on the council's website.
- 5.1.3 Homes & Neighbourhoods will monitor the effectiveness of this policy through regular case audits to identify gaps in procedures, strengthen its response to residents and adapt to evolving risks and challenges. Audits serve as a tool for peer review, highlight good practice and support learning and development.
- 5.1.4 The Regulator of Social Housing requires landlords to complete annual Tenant Satisfaction Measures, which include questions about repairs and maintenance. The results from these will be published on the council's website.
- 5.1.5 Learning from complaints and performance data about the repairs process will be shared with the Tenant-Led Panel. This will include details of how the learning will be used to improve service delivery.
- 5.1.6 Audit data will be shared with Homes & Neighbourhoods Senior Management Team on a quarterly basis for discussion and review.

## 5.2 Policy review

- 5.2.1 This interim policy will be reviewed in one year, or in response to relevant changes in legislation, regulation or organisational structures.
- 5.2.2 Any significant changes will be consulted on prior to implementation and relevant approvals sought.
- 5.2.3 This policy and future updates will be published on the council's website.

# 6 Associated policies and strategies

## 6.1 Homes & Neighbourhoods policies

- 6.1.1 The following Homes & Neighbourhoods policies, strategies and other documents are relevant:
- Tenancy Agreement
  - Homes & Neighbourhoods Service Standards
  - Rechargeable Repairs Policy
  - Complaints Policy
  - Redress Policy
  - Safety in Communal Areas Policy
  - Pet Policy
  - Health and Safety Policy
  - Construction & Contractor Work Policy
  - Gas Safety Management Policy
  - Electrical Safety Management Policy
  - Council Housing Asset Management Strategy and Investment Plan
  - Damp, Mould & Condensation Policy
  - Council Housing Fire Safety Management Policy
  - Council Housing Fire Safety Management Plan
  - Vulnerable Tenant Policy
  - Domestic Abuse Policy

## 6.2 Kirklees Council policies

6.2.1 The following wider Kirklees Council policies and strategies are relevant:

- [Kirklees Council Access Strategy](#)
- [Kirklees Council Safeguarding Policy](#)
- [Kirklees Domestic Abuse Strategy](#)
- [Kirklees Adaptations Process](#)

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# **Damp, Mould and Condensation (DMC) Policy**

## **Interim Update**

Publication date: V1.1 **XXXXXX**

Next review date: **XXXXXX**

Reference: HN/SQ/POL/DMC/V1.1

**DRAFT**

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# Document Control

## Governance

Table 1 – Policy information

Item	Response
Title	Damp, Mould and Condensation Policy
Responsible officer	Head of Repairs & Maintenance
Author	General Manager, Damp & Disrepair
Approved by	Cabinet tbc
Version approval date	Xx
Next review date	Xx
Review responsibility	Head of Repairs & Maintenance
Applicable to	Homes & Neighbourhoods staff and subcontractors. Homes & Neighbourhoods tenants, leaseholders and other residents.
IIA date	18/11/2025 <a href="#">IIA-762863677</a>
Regulatory framework	<a href="#">Social Housing (Regulation) Act 2023</a> and associated <a href="#">RSH Regulatory Standards</a>

## Revision history

Table 2 – Revision details

Date	Version	Author	Authorised by	Revision details
11/09/24	1.0	NH	Cabinet	First publication.
tbc	1.1	JH	Cabinet tbc	Policy review to align with implementation of Awaab's Law. Format updated to meet Kirklees Council's document accessibility standards.

# 1 Introduction

## 1.1 Purposes of this policy

- 1.1.1 The well-being of tenants and residents, along with the structural integrity of homes, can be severely affected by the presence of damp, mould, and condensation (DMC).
- 1.1.2 Kirklees Council has developed this policy to address the management of DMC in council-owned homes and to provide clarity to tenants, residents, staff, and contractors on the council's robust and effective approach to it.
- 1.1.3 The policy sets out the council's consistent approach to protecting residents' safety and wellbeing, ensuring that they are provided with a high-quality, responsive customer experience which is tailored to support their individual needs, and which satisfactorily resolves DMC issues in their homes.
- 1.1.4 The policy also sets out the council's proactive approach to dealing with wider issues around DMC. It outlines the council's responsibilities in relation to completing necessary surveys, repairs and remedial works, and collecting, reviewing, and managing relevant data to prevent future occurrences of DMC and improve services for tenants.

## 1.2 Legal context

- 1.2.1 This policy responds to the [Social Housing \(Regulation\) Act 2023](#) and the associated [Regulatory Standards](#) by addressing the following requirements:

### **Safety and Quality Standard**

- Registered providers must have an accurate, up to date and evidenced understanding of the condition of their homes that reliably informs their provision of good quality, well maintained and safe homes for tenants.
- Registered providers must ensure that tenants' homes meet the standard set out in section five of the Government's [Decent Homes Guidance](#) and continue to maintain their homes to at least this standard unless exempted by the regulator.
- When acting as landlords, registered providers must take all reasonable steps to ensure the health and safety of tenants in their homes and associated communal areas.
- Registered providers must provide an effective, efficient and timely repairs, maintenance and planned improvements service for the homes and communal areas for which they are responsible.
- Registered providers must assist tenants seeking housing adaptations to access appropriate services.

### **Transparency, Influence and Accountability Standard**

- Registered providers must treat tenants with fairness and respect.

- In relation to the housing and landlord services they provide, registered providers must take action to deliver fair and equitable outcomes for tenants.
- 1.2.2 This policy also supports Kirklees Council in complying with the following legislation and guidance:
- Defective Premises Act 1972 (Section 4)
  - Health and Safety at Work Act 1974
  - Building Regulations Act 1984
  - Landlord and Tenant Act 1985 (Section 11)
  - Environmental Protection Act 1990
  - Management of Health and Safety at Work Regulations 1999
  - Control of Substances Hazardous to Health Regulations 2002
  - Housing Act 2004
  - Decent Homes Standard 2006
  - Housing Health and Safety Rating System (HHSRS) 2006
  - Equality Act 2010
  - Control of Asbestos Regulations 2012
  - Home Standard Regulator of Social Housing 2015
  - Homes (Fitness for Human Habitation) Act 2018
  - Data Protection Act 2018
  - Homes (Fit for Human Habitation) Act 2018
  - Pre Action-Protocol for Housing Condition Claims England 2021
  - Social Housing (Regulation) Act 2023
  - Housing Ombudsman’s Complaint Handling Code 2024
  - [Awaab’s Law: The Hazards in Social Housing \(Prescribed Requirements\) \(England\) Regulations 2025](#)
  - [Awaab’s Law: Guidance for social landlords – Timeframes for repairs in the social rented sector](#)

## 1.3 General definitions

1.3.1 For the purposes of this policy, the following general definitions apply:

Table 3 – List of definitions used in this policy

Term	Definition
Homes & Neighbourhoods, H&N	Kirklees Council's housing services, inclusive of all departments and teams.
Tenant	A person that rents a home from Homes & Neighbourhoods.
Leaseholder	A person that owns a home on a lease, within a council-owned building.
Resident	Any person that is registered as living in a council-owned home or other building, including tenants, leaseholders and others.
Staff, Officer	A person that works for Kirklees Council.
Contractor	A company or person that works on behalf of Kirklees Council.
Operative	A person carrying out a repair (could be council staff or a contractor).

## 1.4 DMC definitions

- 1.4.1 **Mould** is a fungus which spreads through spores which can quickly grow on surfaces where dampness persists, or moisture has formed on surfaces. Mould can often look like black, white, or green patches and when it is disturbed it can cause allergic reactions and irritations to people.
- 1.4.2 **Damp** is the presence of unwanted moisture in the structure of a building caused either by the intrusion of water from outside of the building or from internal elements such as leaks or caused by condensation within the structure. Damp can be caused by leaks from plumbing faults, failed appliances and poorly sealed baths and showers, as well as Rising Damp or Penetrating Damp.
- 1.4.3 **Rising Damp** is the movement of moisture from the ground rising up through the structure of the building through capillary action and can occur if the damp proof course (DPC) of a property has failed.
- 1.4.4 **Penetrating Damp** is caused by water ingress into properties from the outside. Examples include defective mortar with gaps/holes, broken roof tiles, leaking gutters, blocked drain/gulley, or floods.
- 1.4.5 **Moisture** describes very small drops of water, either in the air or on a surface. Every day activities produce moisture in a property, such as:
- Bathing or showering.
  - Drying clothes indoors.
  - Cooking and boiling a kettle.
  - Washing the dishes; and
  - Breathing, which also has an impact.

For reference, the average two-person household emits around nine litres of water vapour/moisture each day, and that moisture must go somewhere to prevent condensation.

- 1.4.6 **Condensation** is the natural output of the process of moisture in the air meeting cold surfaces like tiles, walls, windows, and worktops, and turns water vapour into liquid, as water droplets. It happens all the time, especially when it's colder outside. When air gets colder, it cannot hold a lot of moisture, so droplets of water may appear near windows or doors, in the corner of rooms, behind cupboards or wardrobes, or on other cold surfaces and in places where there is little movement of air. It mainly occurs during cold weather and it's more likely to happen in homes with more people in them.
- 1.4.7 **Humidity** is a measure of how much water vapour is in the air and a hygrometer can help measure humidity. A relative humidity rating between 40% to 60% on a hygrometer is considered ideal. High levels of humidity are typically recognised when the environment is warm with excessive water vapour in the air.
- 1.4.8 **HHSRS (Housing Health and Safety Rating System)** is a risk-based evaluation tool to help local authorities identify and protect against potential risks and hazards to health and safety from any deficiencies identified in dwellings. There are 29 hazard categories, including damp and mould.

## 2 Objectives and scope

### 2.1 Policy objectives

- 2.1.1 The primary goal of this policy is to ensure that tenants' safety is at the core of service delivery around DMC. The policy has two overarching objectives:
- To ensure that the council's reactive approach to dealing with DMC is consistent and effective; and
  - To reduce and prevent future cases of DMC through a proactive approach.
- 2.1.2 The policy aims to:
- Provide an approach to DMC which focuses on residents as the single most important factor, rather than the buildings.
  - Comply with the relevant and applicable statutory, regulatory, and legislative obligations.
  - Provide clarity on the council's overall approach to damp, mould and condensation, assuring tenants and other stakeholders that our approach to damp and mould is robust and effective.
  - Remove the 'stigma' or negative perception of DMC in people's homes, including the removal of 'blame'.
  - Ensure that the council is delivering a fair and consistent service to residents, in line with the Equality Act 2010 and Homes & Neighbourhoods' Vulnerable Tenant Policy.

- Ensure that residents have access to support, advice and guidance on preventing, treating, and controlling damp, condensation and mould, as well as information on how to report issues to Kirklees Council.
- Focus on working in partnership by interacting with and listening to feedback from residents, staff, and contractors to help improve service delivery.
- Ensure that staff, contractors, and others are aware of, understand, and are equipped with the necessary information to deliver the requirements of our DMC procedures, and that these are adopted and embedded into service delivery.

## 2.2 Policy scope

- 2.2.1 This policy is applicable to all housing stock owned and/or managed by Kirklees Council, or managed by Pinnacle.
- 2.2.2 The policy is relevant to all stakeholders including residents, all council staff, and contractors reporting instances of damp, mould, and condensation.
- 2.2.3 This policy does not apply to leaseholders. Leaseholders should refer to their leasehold agreement and the Homes & Neighbourhoods Repairs and Maintenance Policy.

## 3 Policy statement

### 3.1 Awaab's Law and HHSRS

- 3.1.1 The Housing Health and Safety Rating System (HHSRS) is a risk assessment tool used to assess whether a property is safe to live in. It rates the hazards in homes according to the likely impacts on health. There are twenty-nine different hazards identified in HHSRS, one of which is 'Damp and Mould'.
- 3.1.2 In accordance with Awaab's Law, Homes & Neighbourhoods will respond to reports of potential DMC hazards in tenants' homes as set out below:
  - Investigate any potential emergency hazards and, if the investigation confirms emergency hazards, undertake relevant safety work as soon as reasonably practicable. The investigation and the emergency safety work must both take place within 24 hours of becoming aware of the hazard.
  - Investigate any potential significant hazards within 10 working days of becoming aware of them.
  - Produce a written summary of investigation findings and provide this to the tenant within 3 working days of the conclusion of the investigation.
  - Undertake relevant safety work within 5 working days of the investigation concluding, if the investigation identifies a significant hazard.

- Begin, or take steps to begin, any supplementary preventative work to prevent a significant or emergency hazard recurring within 5 working days of the investigation concluding, if the investigation identifies a significant or emergency hazard. If steps cannot be taken to begin work in 5 working days this must be done as soon as possible, and work must be physically started within 12 weeks.
  - Satisfactorily complete supplementary preventative works within a reasonable time period.
  - Secure the provision of suitable alternative accommodation for the household, at the social landlord's expense, if relevant safety work cannot be completed within specified timeframes.
  - Keep the tenant updated throughout the process and provide information on how to keep safe.
- 3.1.3 Homes & Neighbourhoods will keep clear records of all attempts to comply with the legislation, including records of all correspondence with the resident(s) and any contractors. If Homes & Neighbourhoods have made all reasonable attempts to comply with the timescales but have been unable to for reasons genuinely beyond their control, they will provide a record of the reasons that prevented them from doing so.

## 3.2 Working with tenants

- 3.2.1 It is the shared responsibility of tenants, staff, contractors, and other relevant stakeholders to make sure that incidents of damp and mould are reported and acted upon in a timely manner. It is also a priority of this policy to ensure that residents are made aware of and understand our approach to the management of damp, mould, and condensation, as well as their own responsibilities, in a collective effort to minimise damp and mould in council homes.
- 3.2.2 Tenants are actively encouraged to report issues of DMC at the earliest opportunity, and a number of different mechanisms are provided for them to do this. Whenever anyone reports issues with damp, mould, or condensation, staff will approach the situation with compassion and respect, refraining from assigning blame or assuming the root cause.
- 3.2.3 Homes & Neighbourhoods will work with residents on an individual basis to understand their specific circumstances, including information about any disabilities or vulnerabilities, which will be considered to provide a bespoke response to each case of DMC.
- 3.2.4 Effective communication with residents is at the core of the approach. All residents will be asked to explain what the issues are and how they are affecting their lives. This will feed into the individual response and actions for each case of DMC. The focus will be on the experience of resident in their home, rather than the 'property'.
- 3.2.5 Residents will be kept informed of the progress of their DMC case through every stage of the process, and will be provided with accurate timescales for each action (e.g. survey, repairs, mould treatment). They will receive regular updates, and all actions will be confirmed in writing so that they are fully aware of the current position and next steps. Any delays or changes will also be communicated as soon as they arise.

- 3.2.6 Follow-up surveys will be carried out to ensure that residents are satisfied that their case of DMC has been completed effectively and that all issues, including root causes, have been resolved.
- 3.2.7 The council provides information for tenants on its [Damp, Mould and Condensation webpage](#). Educational leaflets are also provided when DMC surveys are carried out and following DMC treatment or repairs.
- 3.2.8 Homes & Neighbourhoods is committed to 'finding our silence' by identifying homes where tenants could be at risk from DMC hazards but where they have not reported this. A proactive approach will be taken to contact tenants in these cases and arrangements may be made to visit their homes to carry out surveys, where appropriate, to systematically address any current DMC issues and reduce future cases.

### 3.3 Reporting DMC

- 3.3.1 Tenants can report damp, mould and condensation hazards through the following methods:
- Phone - 01484 414800 (out of hours emergencies 01484 414850)
  - Email – [dmc@kirklees.gov.uk](mailto:dmc@kirklees.gov.uk)
  - Online – [Report a repair](#)
  - Face-to-face, with Homes & Neighbourhoods staff.
- 3.3.2 Other people, including GPs, social workers and visitors to tenants' homes, can report damp, mould and condensation concerns on a tenant's behalf, using the phone number or email address above.
- 3.3.3 Tenants and others reporting DMC hazards and concerns are encouraged to provide as much information as possible to assist with the prioritisation of DMC activities.
- 3.3.4 If any council staff or contractors are made aware of damp, mould and condensation hazards in tenants' homes, they should immediately make DMC staff aware through the methods above.

### 3.4 Prioritising DMC

- 3.4.1 Staff will be trained to identify and triage the severity of the damp, mould and condensation hazards raised and be able to prioritise surveys effectively.
- 3.4.2 Residents' individual circumstances and vulnerabilities will be identified at the earliest possible stage and the information used to prioritise and order works accordingly.

### 3.5 Surveying DMC

- 3.5.1 Surveys will be completed by competent staff, or suitably qualified independent surveyors, utilising the Housing Health and Safety Rating System (HHSRS) to capture information to prioritise any required repairs and remedial works, as well as data to influence future planned capital improvement programmes.
- 3.5.2 While at the property, upon the completion of the survey, residents will be provided with:
- Guidance and information leaflets (without apportioning blame) on how to identify and reduce condensation to prevent the growth and spread of mould.
  - A link to Kirklees Council's damp, mould and condensation webpage: [Damp, mould and condensation | Kirklees Council](#).
  - A free hygrometer, for the resident to measure and monitor the humidity in the property.
  - A free moisture absorber and odour neutraliser to assist with any excess moisture and condensation in the property.
- 3.5.3 From the survey findings, the necessary treatments and work orders will be raised and commissioned to the relevant contractor(s), who will make access arrangements with the resident.
- 3.5.4 An outcome letter from the survey, detailing what was identified, any necessary works and the next steps will be sent to the resident. A copy of the survey and outcome letter will be stored in the appropriate repository on Kirklees Council systems.
- 3.5.5 A three month check with the resident and six-month follow-up visit will be arranged with residents who have reported damp, mould, and condensation hazards where repairs and remedial works have been completed. These will be carried out based on the scale of the original issue, risk and residents' individual circumstances.

## 3.6 Access and decants

- 3.6.1 Under the terms of the Tenancy Agreement, tenants must allow council staff, agents or contractors access to their homes where there are repair issues and/or any potential health and safety concerns.
- 3.6.2 Kirklees Council, and its appointed contractors, will follow a robust and consistent access procedure to make reasonable attempts to access a property and carry out a survey, or repairs and remedial works. This will be done in line with the Tenancy Agreement.
- 3.6.3 All unsuccessful access attempts will be recorded on Kirklees Council systems to provide evidence and adherence to procedural requirements.
- 3.6.4 Depending on the recommendations from the survey, the scale of works required, and the complexities and risks associated with the property and resident, it may be identified that decanting the resident(s) would be necessary until the damp and mould hazard is eradicated. Council officers will work with tenants to find the most appropriate solution in these cases.

## 3.7 Asset management

- 3.7.1 Kirklees Council aims to identify and rectify the underlying causes of damp and mould, and will work with residents, staff and contractors to ensure that the fabric of its properties is free of defects and protected from deterioration and damage caused by damp, mould, and condensation.
- 3.7.2 Treatment, repairs and remedial works will be commissioned to suitable and competent contractor(s), who will ensure works are delivered safely and in accordance with this policy, other applicable policies and supporting procedures.
- 3.7.3 Data from completed DMC surveys, and stock condition surveys, will be collected and analysed to make evidence-based plans for future capital improvement programmes.
- 3.7.4 Should a property defect be identified through surveys that is either currently recurring or is likely to recur within other homes, works will be identified and carried out as a planned programme. This ensures a proactive approach to tackling defects that may result in damp, mould, or condensation in the future.

## 3.8 Complaints, claims and compliments

- 3.8.1 The Customer Experience Team handles all compliments and complaints about Homes & Neighbourhoods in relation to services provided to council residents and leaseholders. The team can be contacted using:
- Phone - contact 01484 414800.
  - Online – [Complaints and Compliments webpage](#)
- 3.8.2 The Housing Ombudsman code sets out good practice that Kirklees Council follows, to ensure it responds to complaints effectively and fairly.
- 3.8.3 All complaints are dealt with in line with Homes & Neighbourhoods' Complaints Policy.

# 4 Roles and responsibilities

## 4.1 Council responsibilities

- 4.1.1 The Cabinet and Chief Executive Officer of Kirklees Council retain the overall accountability for the provision and operation of this policy.
- 4.1.2 The Service Director for Homes and Neighbourhoods has the responsibility for the consistent implementation and monitoring of this policy.

- 4.1.3 The Head of Assets and Development is responsible for the delivery of Housing Health and Safety Rating System (HHSRS) surveys and for the collating and retention of property data including damp, mould and condensation.
- 4.1.4 The Service Manager Assets is responsible for appointing the contractor(s) (includes internal and external workers) to complete repairs and remedial works where building defects and failures have been identified by surveys, as well as the development of planned capital improvement programmes to eradicate the causes of damp and mould.
- 4.1.5 The General Manager Assets is responsible for resourcing and co-ordinating HHSRS property surveys, providing residents with hygrometers and information leaflets as well as raising the required repairs and remedial works.
- 4.1.6 The Head of Property Services is responsible for the delivery of repairs and maintenance services, including the application of mould treatments and the removal of building fabric issues creating damp, mould, and condensation hazards. They will utilise an internal workforce primarily, as well as a robust supply chain of third-party contractors to complete works where specialisms and/or additional capacity is required.
- 4.1.7 The Service Manager Property Services is responsible for resourcing and co-ordinating the required repairs and maintenance services.
- 4.1.8 Third party contractors may be employed to carry out some repair and maintenance works. Contractors will be required to operate in accordance with the council's policies and procedures. Relevant information will be included in contract documentation.

## 4.2 Tenant responsibilities

- 4.2.1 Tenants can help the council to resolve damp, mould and condensation issues in their homes by:
- Keeping their contact details up to date on their [MyKirklees Account](#), or making sure the council records them when contacting by phone or email.
  - Making sure the council and contractors can access their homes to survey and complete works (treatments and/or repairs).
  - Taking some time to read the information, support, and guidance on the council's [Damp, Mould and Condensation webpage](#).

## 5 Monitoring and review

### 5.1 Monitoring and improvement

- 5.1.1 The day-to-day operational governance of damp and mould will be managed by the Damp and Mould Action Group. This group will report to the Service Managers Operational Group and then to the Asset Management & Building Safety Steering Group.
- 5.1.2 Performance reports will be provided to the Cabinet, Senior Management Team (SMT) and Homes and Neighbourhoods Investment Board (HNIB) Building Safety Assurance Board (BSAB) to monitor the service delivery of damp, mould, and condensation activities.
- 5.1.3 To measure and monitor the effectiveness of damp, mould, and condensation activities, and provide stakeholders assurance, our performance reports will include the following key performance indicators (KPIs):

**Surveying**

- Number of HHSRS hazards identified by severity.
- Number of surveys raised and appointed.
- Number of surveys completed.
- Average E2E (end to end, in days), reported to survey completed.
- Three month and six-month post works surveys raised and appointed.
- Three month and six-month post works surveys completed.
- Percentage of three month and six-month post works surveys completed.

**Repairs and Remedial Works**

- Number of work orders raised and appointed.
- Number of work orders completed.
- Average E2E (end to end, in days), orders raised to works completed.
- Customer satisfaction.

- 5.1.4 The frequency of submitting the performance reports will depend on the governance forum, as well as the time parameters required i.e., weekly, monthly, quarterly, or annually.
- 5.1.5 Kirklees Council will ensure that budgets are used effectively and efficiently to manage damp, mould and condensation hazards whilst provide a value for money (VFM) service to residents.
- 5.1.6 Resident satisfaction surveys will be completed to analyse our resident's perspective of service delivery in relation to damp, mould, and condensation.
- 5.1.7 Staff and contractor feedback will be used to identify trends, common themes, and opportunities for improvement within service delivery.
- 5.1.8 Where relevant information is available, Kirklees Council will benchmark our performance against other social housing providers to review the effectiveness of this policy and supporting procedures.

5.1.9 The supporting procedural documents to this policy will provide greater detail, information and context for staff and contractors to deliver a robust and consistent damp, mould, and condensation service.

5.1.10 The DMC procedure will amplify the sequencing and delivery of the service, which includes the following elements:

- Reporting DMC;
- Prioritising DMC;
- Surveying DMC;
- Remedial Actions;
- Six-month post works visit;
- Recurring reports of DMC;
- Access;
- Complaints; and
- Asset Management.

## 5.2 Policy review

5.2.1 This interim policy will be reviewed in one year, or in response to relevant changes in legislation, regulation or organisational structures.

5.2.2 The policy may also be reviewed sooner if lessons learned and service feedback identifies changes which need to be adopted and embedded into service delivery;

5.2.3 Any significant changes will be consulted on prior to implementation and relevant approvals sought from in line with the governance structure set out below:

5.2.4 This policy and future updates will be published on the council's website.

## 6 Associated policies and strategies

### 6.1 Homes & Neighbourhoods policies

6.1.1 The following Homes & Neighbourhoods policies and procedures are relevant:

- Damp, Mould and Condensation (DMC) Procedure
- Repairs and Maintenance Policy
- Vulnerable Tenant Policy
- Complaints Policy

- Health and Safety Policy
- Asbestos Management Policy and Procedure
- [Damp, mould and condensation | Kirklees Council](#)

## 6.2 External guidance

6.2.1 The following Housing Ombudsman reports are relevant:

- Housing Ombudsman Spotlight Gap Analysis
- Housing Ombudsman Special Report on Rochdale Boroughwide Housing

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## Huddersfield Station Gateway Masterplan

<b>Meeting</b>	<b>Cabinet</b>
<b>Date</b>	<b>13<sup>th</sup> January 2026</b>
<b>Cabinet Member</b>	<b>Cllr Turner</b>
<b>Key Decision Eligible for Call In</b>	<b>Yes Yes</b>

### **Purpose of Report**

The purpose of this report is to provide an update to Cabinet on the development of a Masterplan for Huddersfield Station Gateway, to seek feedback on the document, and to seek Cabinet approval of the Masterplan and proposed next steps.

### **Recommendations**

1. That Cabinet note the contents of this report, and the attached Masterplan document (Appendix A) and provide any comments.
2. That Cabinet approve the Masterplan.
3. That subject to Recommendation 2, Cabinet delegate authority to the Executive Director for Place in consultation with the Portfolio Holder for Finance & Regeneration to adopt the plan and publish on the Council's website to form the basis for funding bids and investment decisions in the masterplan area
4. Cabinet delegate authority to the Executive Director for Place in consultation with the Service Director for Legal Governance and Commissioning, Service Director for Finance and the Portfolio Holder for Finance & Regeneration to:
  - progress continued engagement with partners to explore funding opportunities,
  - engage with partners, progress market engagement and explore development partner options, and
  - enter any appropriate agreements with WYCA and other partners to further develop the masterplan in line with the Council's policies and constitution,
5. Cabinet delegate authority to the Service Director Legal, Governance and Commissioning to enter into, on behalf of the Council, any external funding agreements or legal agreements related to the Masterplan as appropriate and in accordance with the Contract and Finance Procedure Rules.
6. Cabinet to note that - authority related to the procurement of a development partner, and specific projects which emerge from the Masterplan and associated details regarding funding and delivery will return to Cabinet for approval as required.

### **Reasons for Recommendations**

To ensure Cabinet is sighted on the strategic masterplan for the Station Gateway. By securing formal approval of the Masterplan, it will signal political and institutional backing which will strengthen the Outline Business Case and future business cases, enhance funding credibility, enable market engagement and help align stakeholder priorities. Progressing the masterplan will help to maximise future employment and housing opportunities within Huddersfield.

**Resource Implication:**

Staff time from Town Centres, Major Projects, Highways, Procurement, Finance and Legal will be required to procure resources, contribute to design development, and manage the development of the projects highlighted in the Masterplan. At this stage, funding is not being sought for the full delivery of the Masterplan. Each intervention will require further development and individual business cases as appropriate.

**Date signed off by Executive Director & name**

**David Shepherd – 16.12.25**

**Is it also signed off by the Service Director for Finance?**

**Kevin Mulvaney – 16.12.25**

**Is it also signed off by the Service Director for Legal Governance and Commissioning (Monitoring Officer)?**

**Samantha Lawton – 16.12.25**

**Electoral wards affected:** Newsome

**Ward councillors consulted:** The Masterplan has been shared with Newsome Ward Cllrs

**Public or private:** Public

**Has GDPR been considered?** Yes, no personal data

## 1. Executive Summary

This report seeks Cabinet approval of the Huddersfield Station Gateway Masterplan, a strategic framework designed to drive regeneration and investment in Huddersfield town centre. The masterplan sets out a bold vision to transform the Station Gateway into a dynamic and inclusive transport hub, enhancing connectivity, supporting economic growth, and inspiring wider regeneration.

Centred around the opportunities presented by the Transpennine Route Upgrade (TRU), the masterplan integrates key assets - including Huddersfield Railway Station, St George's Warehouse, The George Hotel, and St George's Square - and aligns with other major initiatives such as the Huddersfield Blueprint, Our Cultural Heart, and the Station to Stadium Enterprise Corridor.

The masterplan provides a coordinated approach to unlock development, improve access and movement, and stimulate private sector investment, with a particular focus on health innovation and urban living. It has been developed collaboratively with partners including Network Rail, TransPennine Express, the West Yorkshire Combined Authority, and HD1 Developments Limited.

Approval of the masterplan will establish a clear framework for future project development, partnership working, and stakeholder engagement. While there are no direct financial implications at this stage, resources to make progress in the short-term will come from a combination of WYCA funding and council staff resources. The ambition is for the masterplan to guide the preparation of business cases and funding strategies for individual projects, ensuring readiness to capitalise on future opportunities and deliver long-term benefits for Huddersfield and the wider district.

## **2. Information required to take a decision**

### **2.1 Background**

This report seeks Cabinet approval of the Huddersfield Station Gateway Masterplan as a strategic framework for future regeneration and investment in Huddersfield town centre over the next 10-15 years. The masterplan sets out the long-term vision, guiding principles, and next steps required to deliver transformational change at this key gateway.

The masterplan (Appendix A) provides a comprehensive regeneration framework for the Station Gateway area, capitalising on the opportunities presented by the Transpennine Route Upgrade (TRU), and supporting investment in the George Hotel, Estate Buildings, Transforming Cities Fund (TCF) schemes, and the Station to Stadium Enterprise Corridor. The plan aims to act as a catalyst for further investment, improve access and movement, and maximise the combined impact of committed and planned schemes.

The Station Gateway area incorporates Huddersfield Railway Station, St George's Warehouse, The George Hotel, Estate Buildings, and St George's Square. The site, shown overleaf, is bounded by Fitzwilliam Street (north), John William Street and Station Street (east), Westgate (south), and the boundary of St George's Warehouse and car park (west).

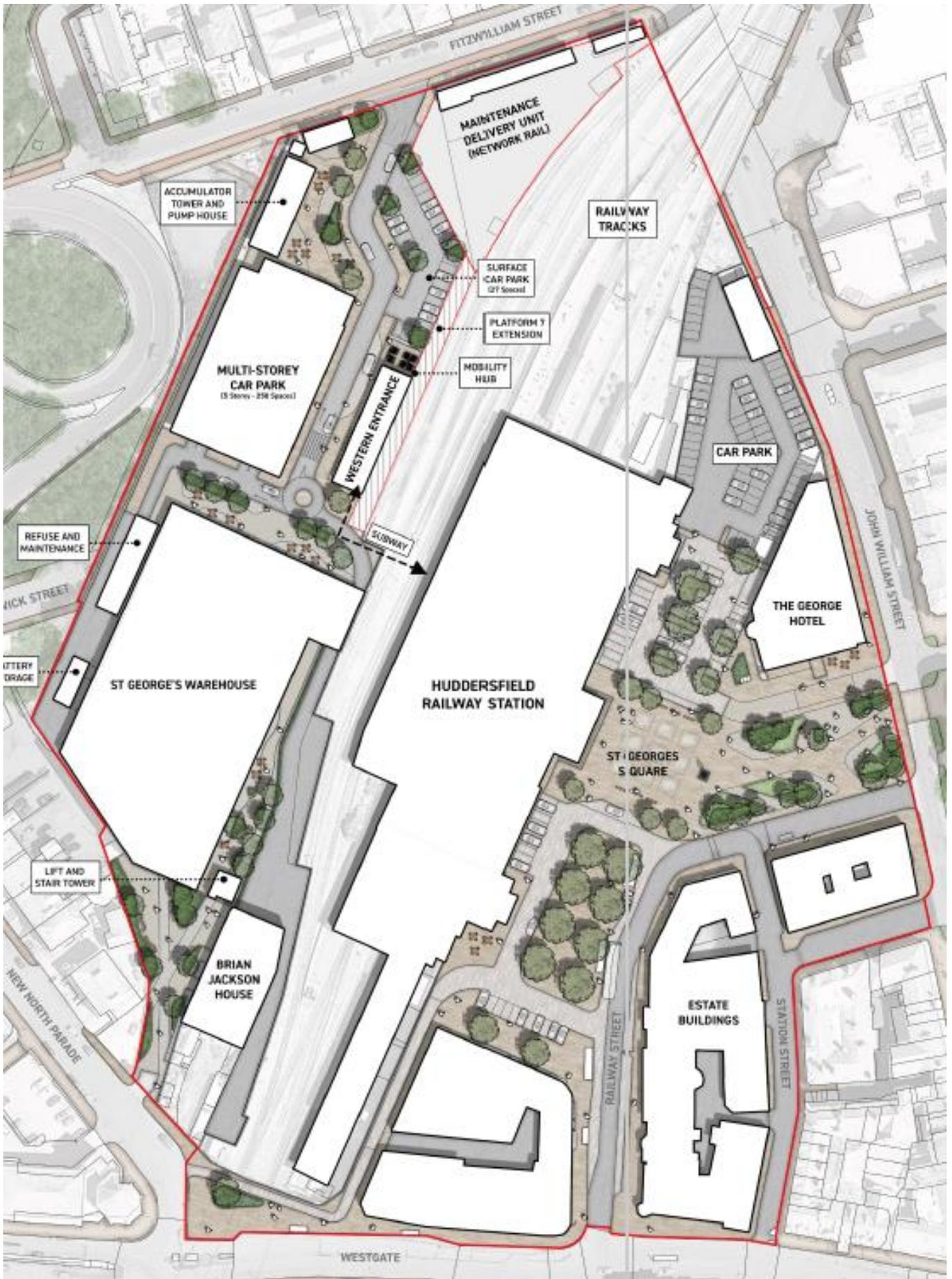
The masterplan builds on the Huddersfield Blueprint, integrating existing and planned schemes in the Gateway and surrounding areas, including Huddersfield Market, the Investment Zone/Station to Stadium Corridor, Our Cultural Heart, Estates Building, Northumberland Street streetscape enhancements, and improvements to the bus station. These assets are significant drivers of the local economy, and their combined impact will be greater when progressed together.

The Station Gateway serves as the physical gateway and arrival experience for Huddersfield and the wider Station to Stadium Corridor/Investment Zone, supporting the creation of high-quality jobs and businesses, and stimulating private sector investment in commercial, office, research and development, with a particular focus on health innovation.

By addressing the "missing piece" to the west of the station, including St George's Warehouse and adjacent land, the masterplan will improve station passenger facilities, achieve regeneration ambitions, and support placemaking aspirations for the town centre.

#### **Masterplan Vision:**

Transform Huddersfield Station Gateway into a dynamic and inclusive transport hub that enhances connectivity, drives economic growth, and inspires regeneration. The masterplan aims to create a bold new arrival experience that welcomes visitors, empowers communities, and unlocks the full potential of the town and wider region.



The Masterplan outlines a number of proposals, summarised below.

To the east of the Railway Station:

- St George's Square will be enhanced and expanded, featuring soft landscaping, street furniture, and placemaking improvements to create a high-quality public space. Hostile vehicle mitigation will be incorporated to help protect the public at events. The redesigned square will establish a strong connection to the George Hotel, offering flexible spaces for daily use, hotel functions, and large town events.
- Parking provision is a key consideration in the Station Gateway masterplan. To the east, parking and drop-off areas will remain as existing, with allocated spaces for railway crew and the George Hotel amongst pay and display for long and short stay parking. The Station Forecourt parking area will continue to act as a flexible space, able to accommodate use for large events within St George's Square.

To the west of the station:

- Improvements to create the public space on the south side of St George's Warehouse have been proposed, with a particular focus on the key route leading via the courtyard to the new stair and lift tower and the western Station entrance. This connection will enhance accessibility between St George's Warehouse and the town centre, ensuring clear and direct movement through the area.
- To the north of St George's Warehouse, the former Goods Yard has been identified as the location for a new western entrance to Huddersfield Railway Station. This entrance will connect directly to the station via an extension to the existing subway, providing access to the railway platforms.
- A new multi-storey car park (MSCP) will provide essential parking for both the Station and the mixed-use development of the warehouse, with a new mobility hub providing sustainable transport connections for the town.
- The Masterplan supports the regeneration of St George's Warehouse as a mixed-use redevelopment scheme.

The long-term ambition is for public and private sector partners (not just the Council) to deliver these proposals over time as funding becomes available and circumstances allow, and each requires extensive further development work. The plan presents a significant opportunity to deliver regeneration, decarbonisation, and modal shift towards active travel and rail, making the station and its surroundings more attractive and unlocking land for investment. Regionally, enhancements at the Station Gateway will improve commuting to key employment centres and support wider growth plans for Huddersfield.

The concept masterplan has been developed by a multi-disciplinary team at Arup, supported by Group Ginger architects, Jones Lang LaSalle (JLL) real estate advisors, and Unify Projects Ltd cost management consultants, working closely with Kirklees Council and project partners including Network Rail, TransPennine Express (TPE), the West Yorkshire Combined Authority (WYCA), and HD1 Developments Limited.

## 2.2 Costs

The Station Gateway was previously included within the West Yorkshire-plus Transport Fund (WY+TF). Following the West Yorkshire Combined Authority (WYCA) Inflation Review (December 2022), the scheme was deferred ("pipelined"), but WYCA approved funding for the development of the masterplan. Further development work is being progressed to develop an Outline Business Case, using WYCA funding and any future decisions about projects and funding will be subject to the Council's established decision-making processes. There are no direct financial implications arising from this report. The costs of preparing the masterplan have been met from existing resources, with funding provided by WYCA. Whilst the Masterplan outlines indicative delivery costs no decisions about specific projects or capital expenditure are being made at this time. The ambition is for public and private sector partners to deliver the

interventions over time as funding becomes available.

## 2.3 Next steps

Cabinet approval of the masterplan is an important milestone and marks the beginning of a long-term programme of work. The masterplan is a statement of ambition and a signal to the market.

While the plan includes indicative costs, it is not a fully costed or funded delivery plan. The Council does not control most of the land within the masterplan area and cannot directly control all activity. Instead, the masterplan provides a framework for collaboration with stakeholders and landowners to deliver positive change.

Next steps include:

- Developing an Outline Business Case in partnership with WYCA and other stakeholders.
- Continuing dialogue with Historic England and conservation officers to address heritage constraints.
- Identifying and pursuing funding opportunities for individual projects.
- Using the masterplan as a baseline for ongoing consultation and engagement with key partners. Wider public consultation will take place as specific proposals are developed.

Not all projects will proceed at the same pace or be led by the Council, and many require funding opportunities that do not currently exist. The masterplan will shape the future project development pipeline and ensure readiness to capitalise on future opportunities.

## 2.4 Outcomes & benefits

The masterplan provides a framework to regenerate a key gateway to Huddersfield, leveraging the Transpennine Route Upgrade (TRU) to drive investment, improve connectivity, and support wider goals of job creation and urban living. Key outcomes and benefits include:

- Unlocking the area to the west of the station through the creation of a new western station entrance, improving access for those approaching from the west.
- Transforming the former Goods Yard to provide parking, a mobility hub, new units for retail, food and leisure, high-quality public realm, and a new public route via a lift/stair tower.
- Activating St George's Warehouse and adjacent heritage assets, bringing investment and footfall to support new development.
- Enhancing St George's Square with new landscaping and public realm improvements, encouraging people to dwell and improving integration with surrounding buildings and walking/cycling routes.
- Supporting modal shift to active travel and rail, contributing to climate change commitments.
- Stimulating private sector investment and supporting the growth of high-quality jobs and businesses in Huddersfield.

## 3. Implications for the Council

### 3.1 Council Plan

The masterplan supports the Council Plan priorities by:

- Driving inclusive economic growth and regeneration in Huddersfield town centre.
- Supporting climate action through sustainable transport, active travel, and green infrastructure.
- Enhancing public spaces and promoting urban living, health, and wellbeing.

- Facilitating partnership working and stakeholder engagement to deliver long-term benefits for residents and businesses.

### 3.2 Financial Implications

There are no direct financial implications arising from this report. The long-term ambition is for public and private sector partners (not just the Council) to deliver all of these interventions over time as funding becomes available and circumstances allow, and each requires extensive further development work.

Indicative funding from WYCA for Huddersfield Station Gateway is £500,000. To 31<sup>st</sup> March 2025 we had claimed the expenditure incurred on PIMS to the value of £368,324.88. The current capital plan has the remaining grant loaded of £132K (£53K in 2025-2026 and £79K in 2026-2027). The Outline Business Case (OBC), currently under development, is being funded by WYCA and there are ongoing conversations with WYCA regarding future funding opportunities. Council staff costs associated with the OBC will be funded by WYCA, activities associated with continued engagement and development of the wider Masterplan will be undertaken by the Major Projects and Town Centres team and we will continue to seek external funding. Subject to securing external funding, a further report would be brought to Cabinet to seek approval to procure and appoint a partner to support further scheme development.

### 3.3 Legal Implications

Legal advice will be sought on land transactions, planning permissions, procurement, and partnership agreements as individual projects progress. The Masterplan is not a supplementary planning document and does not have a formal planning status, however, as an adopted masterplan, it will be used as a consideration in the determination of planning applications where appropriate. Any procurement will be in accordance with Contract Procedure rules and the Procurement Act 2023, and any applications for funding and acceptance will be in accordance with Financial Procedure Rules. Any subsidy issues will be considered under the Subsidy Control Act.

### 3.4 Climate Change and Air Quality

The masterplan has been developed to help meet the Council's climate change commitments. Proposals include measures to support modal shift to active travel and rail, improve public transport connectivity, introduce green infrastructure, and enhance air quality. Further assessment of climate and environmental impacts will be undertaken as individual projects progress.

### 3.5 Risk and Integrated Impact Assessment (IIA)

There are very limited risks associated directly with the recommendation to approve the masterplan. The individual projects that will follow in due course will be subject to development and have their own business cases where required and/or specific approvals which will consider the risks and impacts. At this masterplan stage, the main risks are reputational i.e. the plan sets out a bold and long-term ambition and it may take many years to progress. In publishing the Masterplan, it could be argued that expectations are being raised. However, it is felt that it is right to be bold and be led by a strong vision for positive change.

An IIA has not been completed at this Masterplan stage, a risk register and Integrated Impact Assessment (IIA) will be developed as part of the Outline Business Case and further IIAs will be undertaken as specific schemes are identified to ensure potential impacts are fully considered.

## 4 Consultation

Public consultation has not been undertaken specifically for this masterplan, although a pre-application submission was made to the local planning authority to provide initial feedback on the masterplan proposals, allowing for refinement and mitigation of key aspects. The proposals reflect the ambitions of the Huddersfield Blueprint, which was subject to public consultation – as specific schemes progress, they will be subject to public consultation.

## 5 Engagement

Partner involvement was central to the design process, with several workshops held with project partners (WYCA, Network Rail, TransPennine Express and HD1 Development Ltd) to shape the masterplan. The project team also engaged with key stakeholders, including Fresh Futures, Huddersfield Civic Society, and Huddersfield Unlimited, to capture views and insight from organisations with specific interests in the site.

## 6 Options

### 6.1 Options Considered

The following options have been considered:

- Not to seek approval of the Masterplan – await future funding opportunities
- Seek approval of the Masterplan – enable continued engagement and development

### 6.2 Reasons for recommended Option

It is important for Kirklees to provide a long-term, ambitious vision for pipeline projects. This can help to capitalise on future partnerships and funding opportunities. Potential projects should be led by a strong strategic case and economic rationale, developed in conjunction with a wide range of stakeholders. This is what the masterplan seeks to achieve.

## 7 Next steps and timelines

The proposed next steps are:

- Cabinet approval: January 2026
- Exploring future funding opportunities: February 2026 onwards
- Completion of Outline Business Case for WYCA: Summer 2026

## 8 Contact officer

David Wildman, Service Director for Skills & Regeneration

## 9 Background Papers and History of Decisions

<https://democracy.kirklees.gov.uk/documents/s41805/2021-06-22%20Cabinet%20Hudds%20Station%20Gateway%20Trinity%20St%2011.06.21%20v1.4.pdf>

## 10 Appendices

Appendix A – Huddersfield Station Gateway Masterplan document.

## 11 Director responsible

David Shepherd, Executive Director for Place



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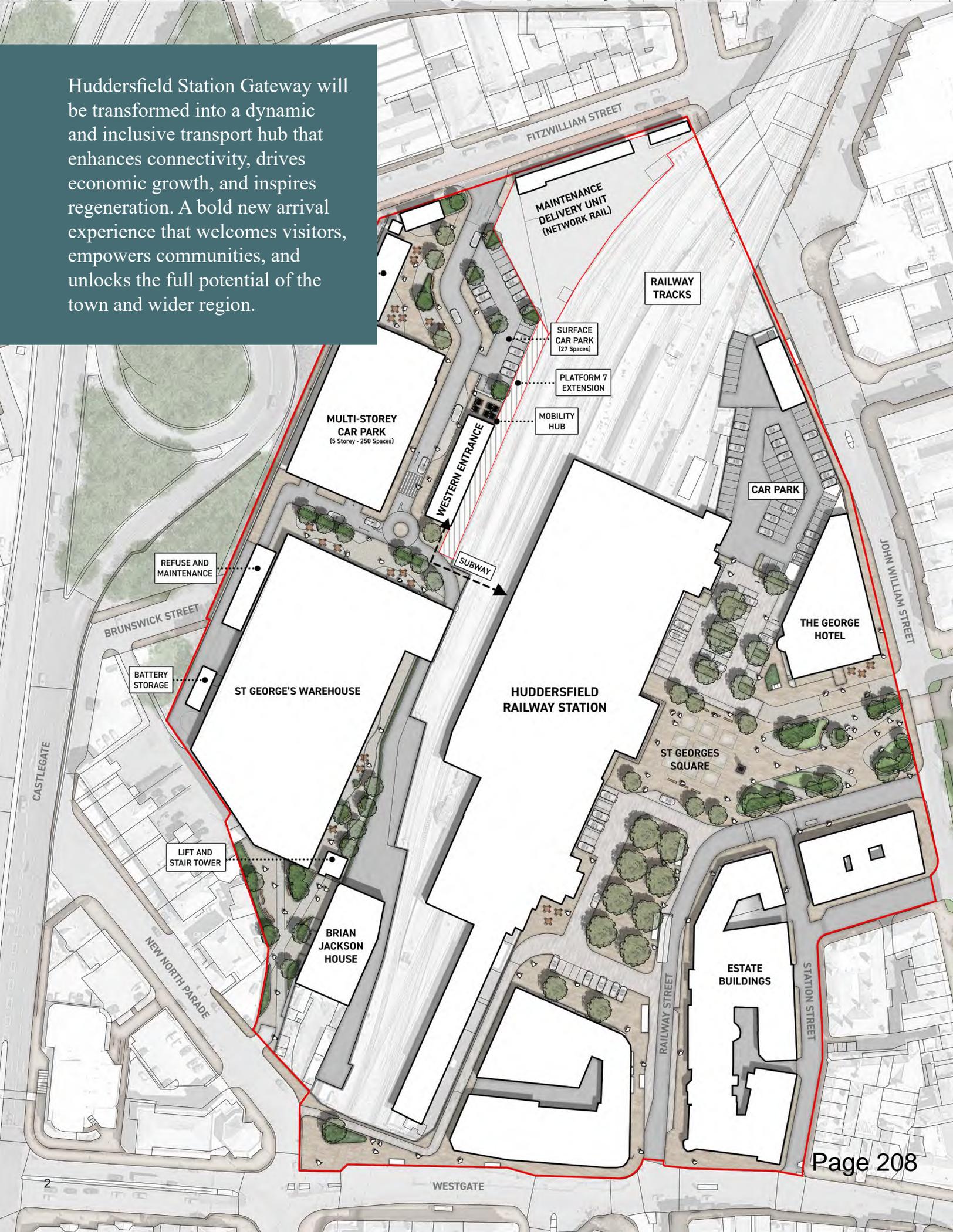


# Huddersfield Station Gateway

## Masterplan Report

March 2025

Huddersfield Station Gateway will be transformed into a dynamic and inclusive transport hub that enhances connectivity, drives economic growth, and inspires regeneration. A bold new arrival experience that welcomes visitors, empowers communities, and unlocks the full potential of the town and wider region.



## Executive Summary

This concept masterplan report sets out the vision and regeneration framework for Huddersfield Station Gateway. An ambitious masterplan for this key gateway to the town will help meet objectives to maximise the regeneration benefits of the Transpennine Route Upgrade (TRU); act as a catalyst for further investment in buildings and infrastructure; and connect active, public, and private modes of travel to help meet climate change commitments. This report documents the process and background underpinning the final concept masterplan option and will form the basis of an outline business case and further design development working closely with project partners and key stakeholders.

The Transpennine Route Upgrade (TRU), with substantial works underway at Huddersfield station itself, establishes an opportunity to develop a new western entrance and new station square on the St George's Warehouse site. The Huddersfield Station Gateway site is outlined in the Huddersfield Blueprint as a priority area for regeneration. It includes Huddersfield Railway Station, St George's Warehouse, The George Hotel, Estate Buildings, and St George's Square. Interventions presented in this masterplan help unlock the development opportunity of the warehouse, provide an arrival space, drop off zones, link to high quality parking on the site to serve the development and the station, and better connect the station to the west of the town. A new western entrance would also help ease peak-time congestion within the existing station entrance hall on the east side.

Whilst St George's Warehouse represents a substantial opportunity to the west of the station, Hd1 Developments Ltd have their own emerging plans for this building and we have used assumptions from their initial high-level proposals to feed into the requirements for this masterplan.

To the east of the station, the introduction of planting to green St George's Square will make it more inviting and a place for people to dwell. This would help to better integrate the Square with planned development at the George Hotel and active travel improvements along John William Street and Northumberland Street in the Station to Stadium Enterprise Corridor.

This masterplan builds on previous studies and presents a new perspective and ambition, developed through close collaboration with project partners. It addresses recent policies and priorities, including active travel ambitions to help address the climate emergency, and new developments in the station gateway and beyond.

### Design Team and Project Partners

The concept masterplan for Huddersfield Station Gateway has been developed by a multi-disciplinary team at Arup, supported by Group Ginger architects, Jones Lang LaSalle (JLL) real estate advisors, and Unify Projects Ltd cost management consultants. This team worked closely with the client Kirklees Council and with the project partners - Network Rail, TransPennine Express (TPE), the West Yorkshire Combined Authority (WYCA), and Hd1 Developments Ltd.

### Design Process

Partner involvement was a core part of the design process and the approach included several workshops with project partners to help shape our understanding of the site, develop requirements and inform the emerging masterplan options. We also engaged with key stakeholders including Fresh Futures, Huddersfield Civic Society and Huddersfield Unlimited to record the views from institutions with specific interests in the site.

A pre-application submission was made to the local planning authority to provide initial feedback on the masterplan proposals. This has allowed for further refinement of key aspects of the masterplan as well as informing potential mitigations in later stages of design.



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# 1 Context and Understanding



The Huddersfield Station Gateway, within the historic heart of Huddersfield, and at the foothills of the South Pennines, has a rich history and opportunity to become a key connecting piece of the town centre.

This section summarises the baseline analysis and understanding and appreciation of the site and context. It includes a summary of committed, planned and aspirational investment; the policy context and relevance to the Station Gateway; market assessment; and concludes with a thorough constraints and opportunities mapping, bridging between the baseline and masterplan development.

## Location and Context

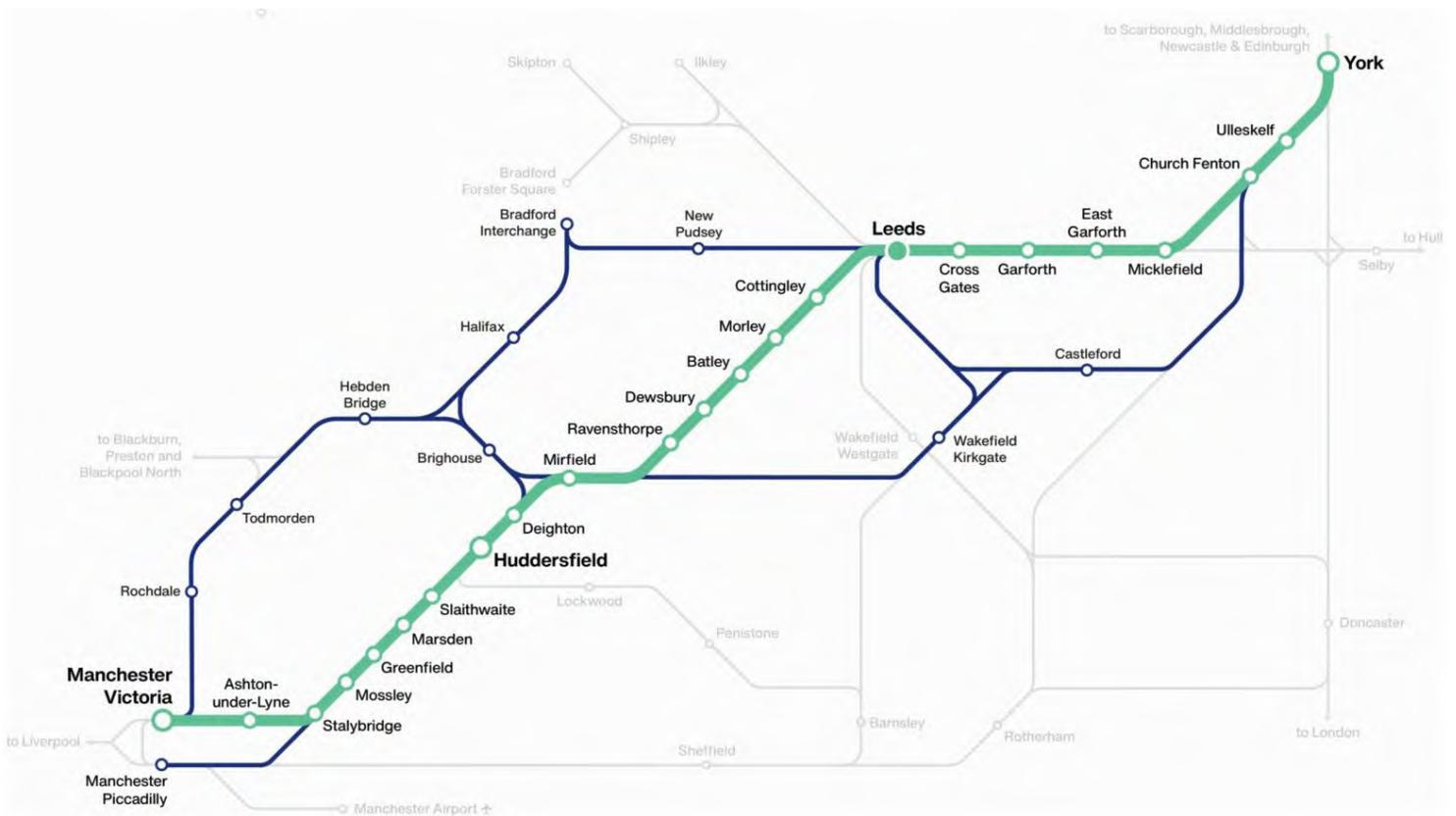
The Huddersfield Station Gateway is located within the historic heart of Huddersfield, in the north-west quarter of Huddersfield Town Centre. It is within the Leeds City Region and in the district of Kirklees in West Yorkshire, the seventh largest English metropolitan district.

Huddersfield Town Centre is severed from surrounding residential, industrial and university districts by the A62 ring road. The centre is situated in the valley of the River Colne, and the sloping topography and straight streets afford views from the town centre to its rural periphery and the wooded hillside of Kilner Bank.

Huddersfield Station is an impressive Grade I listed building which occupies a prominent site within the town

centre. The current station, however only addresses areas to the east and the topography adjacent to the station has resulted in tall retaining walls which limit connectivity.

Huddersfield Station is the second busiest station in West Yorkshire - usage that will only increase once capacity upgrades to the Transpennine and Penistone Lines are complete. The station is regularly used by commuters, with Huddersfield Station being a major stop along the North Transpennine route connecting Manchester, Leeds and York. It also serves as a stop along the Calder Valley, Huddersfield and Penistone lines for local stopping services for destinations including Sheffield, Halifax, Bradford, Manchester and Leeds.





Site Location Plan



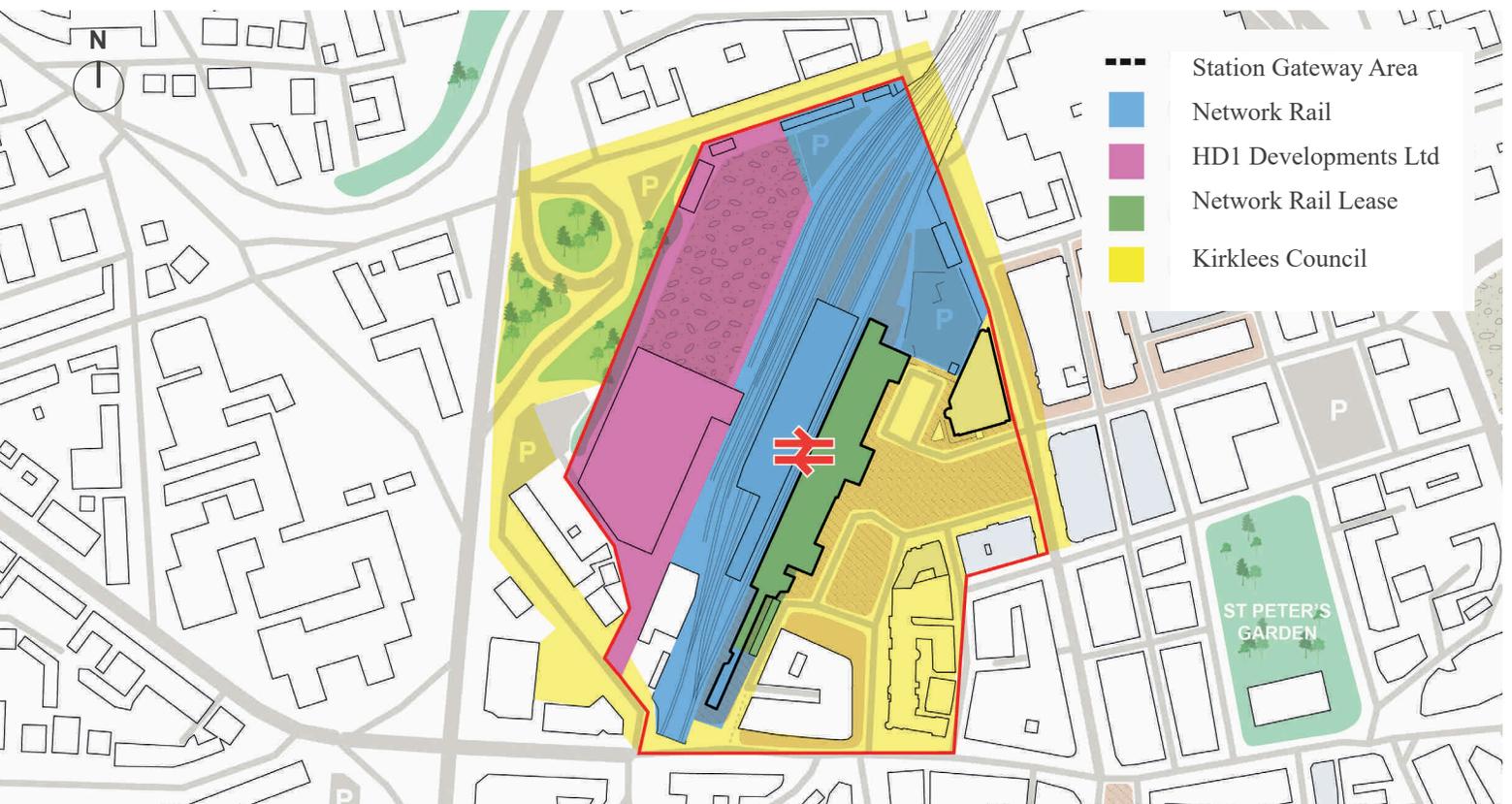
## Site Overview

The Huddersfield Station Gateway site, within the town centre, incorporates notable key buildings including Huddersfield Railway Station, St George's Warehouse, The George Hotel and Estate Buildings, as well as St George's Square.

### Ownership

Key properties in the station gateway are owned and managed by different stakeholders:

- The council owns the freehold of the main Huddersfield Station building, The George Hotel, St George's Square, the station forecourt car park, and Estate Buildings.
- Network Rail owns Huddersfield Station (main building is on a long lease from the council and the rest is owned freehold), the station car park, and a gatehouse in the old goods yard.
- TransPennine Express (TPE) is the station facilities owner (SFO), operating the station and the station car park.
- Hd1 Developments Ltd owns St George's Warehouse, accumulator tower, boiler and pump house, ancillary buildings, and the land forming the former goods yard.
- Another former railway warehouse, Brian Jackson House is the current home of Fresh Futures and a range of children's and family services, with potential for future development.





Station Gateway - Proposed Development

### Development in the Station Gateway Area

There are several planned and proposed schemes within the Station Gateway area. Projects such as TRU and associated works to enhance the existing station, and the George Hotel development, are currently being progressed. Positioned strategically, the site holds significance amidst other planned developments in the town, notably serving as the commencement point for the Station to Stadium enterprise corridor. The above drawing highlights the committed, planned and aspirational developments identified within the Station Gateway. These developments are described in more detail in later sections of this report.

#### Committed

- 1 Transpennine Route Upgrade (TRU) - Network Rail
- 2 The George Hotel - Kirklees Council

#### Planned

- 3 Station Entrance Hall - TransPennine Express (TPE)
- 4 Estate Buildings - Kirklees Council

#### Aspirational

- 5 Station (beyond TRU)- Network Rail/TPE
- 6 St George's Warehouse - HD1 Developments Ltd
- 7 St George's Square - Kirklees Council
- 8 Western Station Entrance - Network Rail/TPE
- 9 Brian Jackson House - Fresh Futures





# Movement and Connectivity

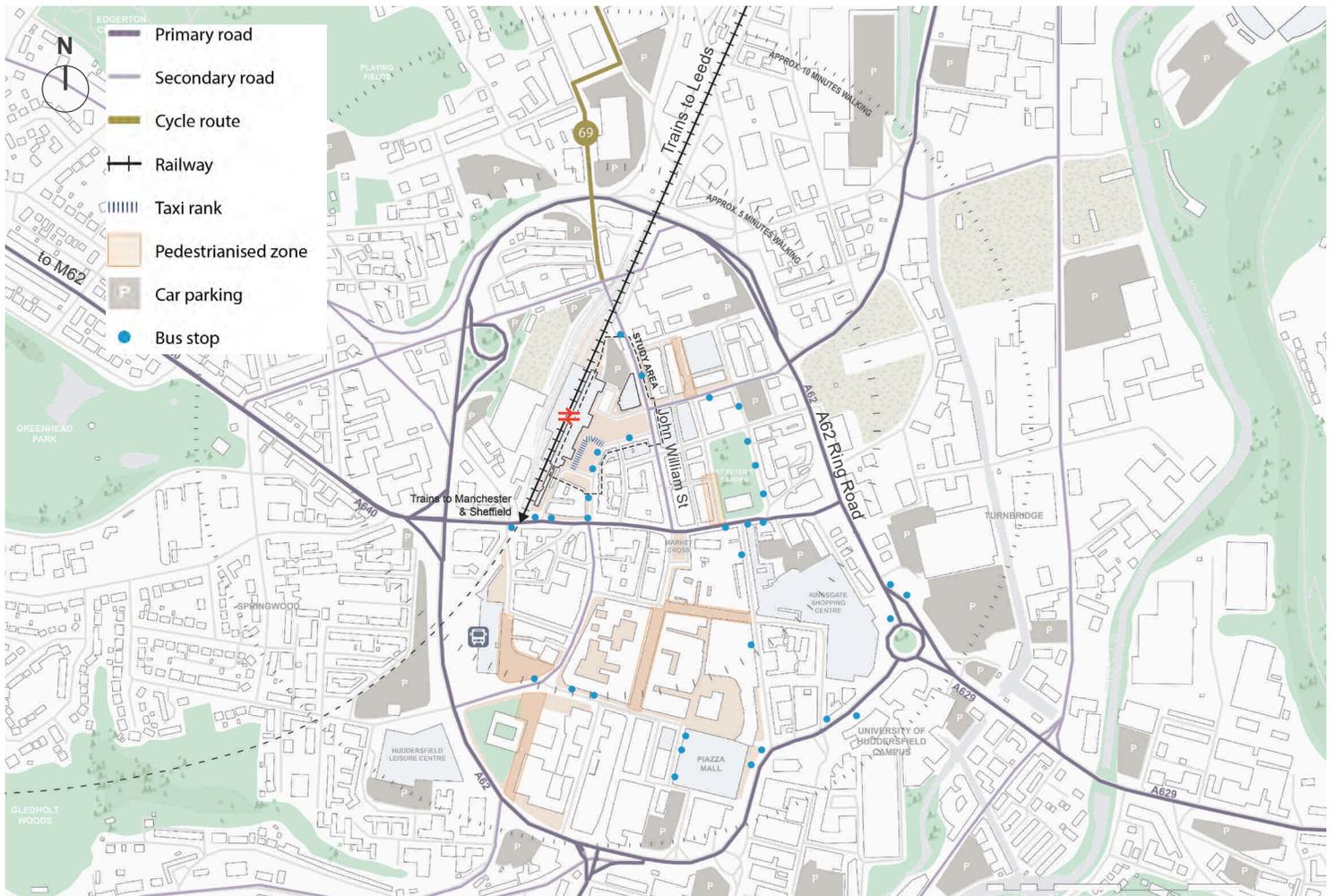
## Wider Vehicular Connectivity

The town centre is located within the A62 Ring Road. Several radial routes converge onto the ring road providing access to the strategic road network, including to the M62 which runs in an east west direction for connections west to Manchester and northeast to Leeds and Bradford. The ring road and radial routes can be congested and slow moving in peak periods.

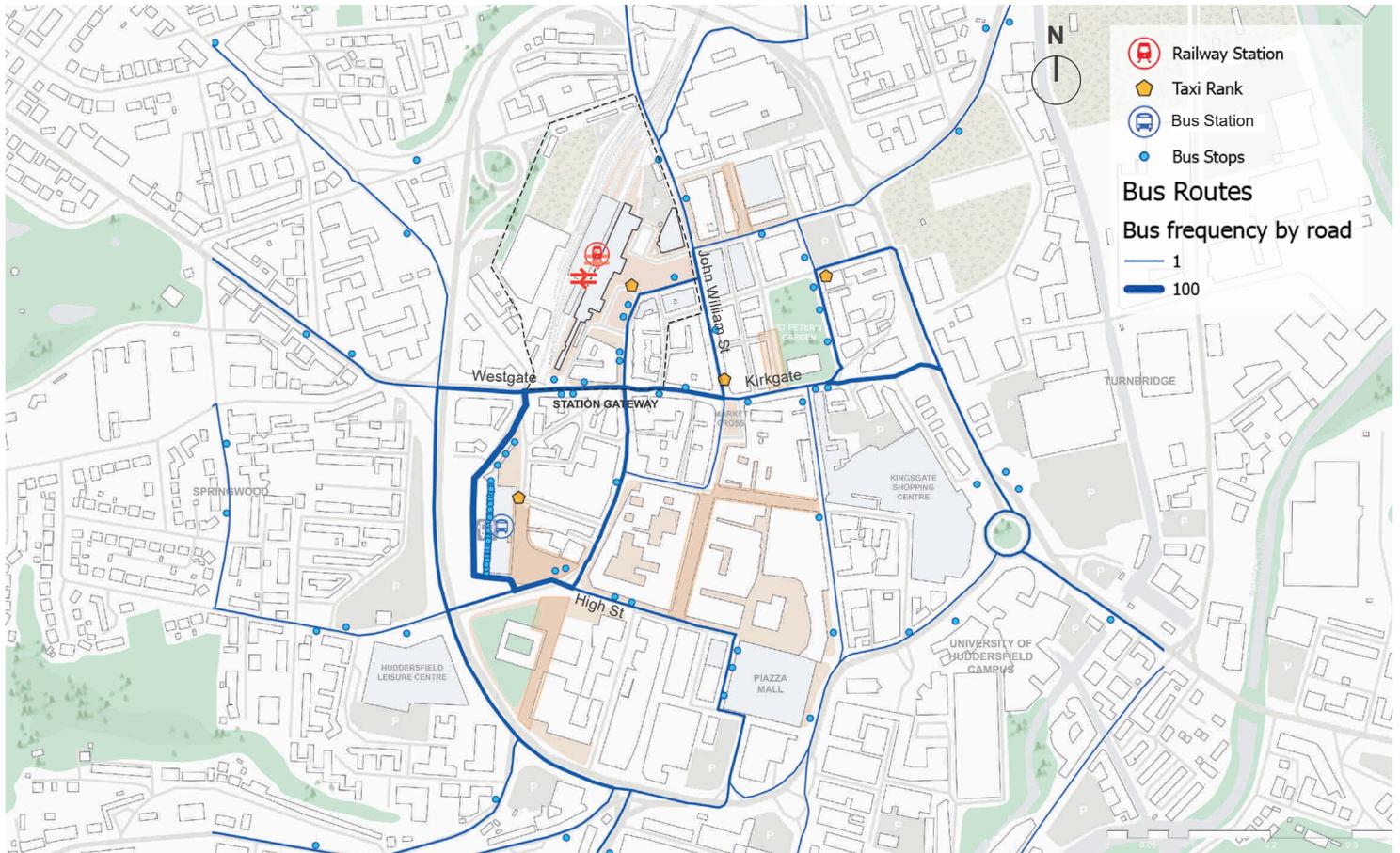
The Ring Road disrupts the historic street pattern and can get as wide as four lanes in each direction to serve large volumes of through traffic. There are limited

crossing points for pedestrians which results in significant severance.

Within the town centre, John William Street provides a core north south route connecting to the ring road in the north and via Northumberland Street to the east. Trinity Street/ Westgate/ Kirkgate provides a key east west route through the town centre and Market Street/ High Street/ Peel Street/ Alfred Street provides a route between the ring road in the west and in the south east. Vehicular access on these routes prioritises buses and taxis with movements restricted for private vehicles to prevent through traffic movements.



Station Gateway - Wider Vehicular Connectivity



Station Gateway - Public Transport

## Public Transport

### Rail

Huddersfield Railway Station has regular rail services to regional destinations including; Leeds, Bradford, York, Newcastle, Hull, Manchester, Liverpool, and Sheffield and also serves local towns. It serves as a major stop on the TransPennine Express route connecting Manchester and Leeds, making it a hub for commuting.

### Bus

Huddersfield Bus Station is located in the west of the town centre, approximately 350m (4 min walk) south of the railway station. There is a network of bus routes throughout the town centre with bus gates on Kirkgate and High St restricting access to general traffic. Westgate/Kirkgate is the main east-west thoroughfare for buses within the town centre.

- Five bus stops on Railway Street adjacent to the railway station, have approx 24 services per hour providing frequent travel to Leeds and Bradford and regular services to destinations such as Fartown, Bradley and Brackenhall.
- Approx 8 buses per hour stop on John William Street close to the rail station providing frequent connections to Huddersfield town centre and the bus station.
- Bus stops on Westgate provide regular services to; Dalton, Rawthorpe, Lindley and Salendine Nook.
- The Free Town Bus provides three services per hour, connecting key destinations within the town centre including the bus station and railway station.

## Active Travel

### Pedestrians

There is good pedestrian access within the town centre with footways generally alongside all roads, street lighting, and a range of crossing provision including pedestrian crossings at all signal-controlled junctions. Pedestrian crossing provision across the ring road is limited and routes are heavily car dominated. Pedestrianised streets in the town centre include New Street, King Street and Victoria Lane. There are traffic free routes running north south alongside Huddersfield Broad Canal, east west along Huddersfield Narrow Canal and through green space to the east of the River Colne. These routes are unsurfaced and unlit.

### Cyclists

There is limited cycle infrastructure provision across the town centre although improvements are being delivered as part of schemes such as the A62 Leeds Road. The infrastructure is disconnected forcing cyclists to use busy trafficked roads. To the north, St John's Road and Beck Road form part of the National Cycle Network, although infrastructure comprises narrow cycle lanes running alongside vehicle traffic.

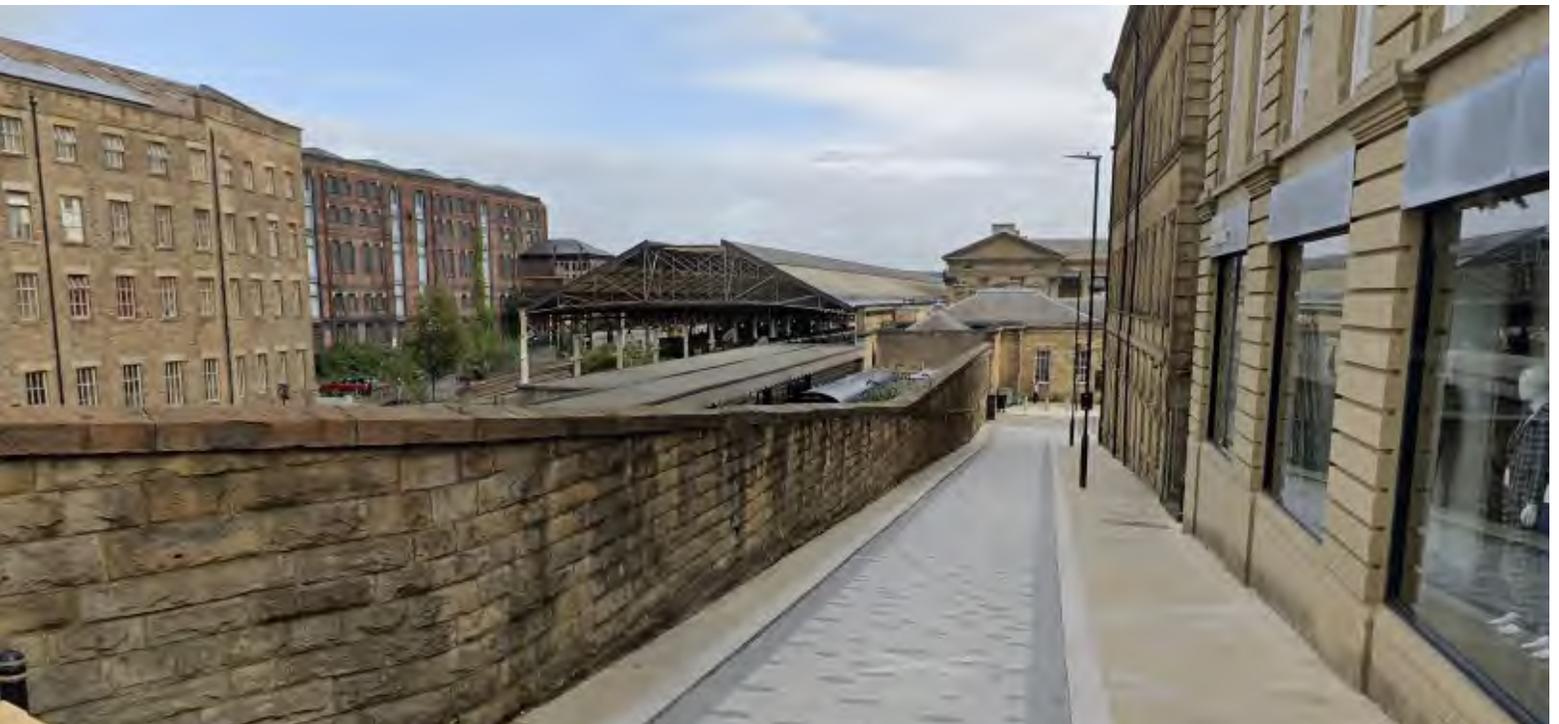
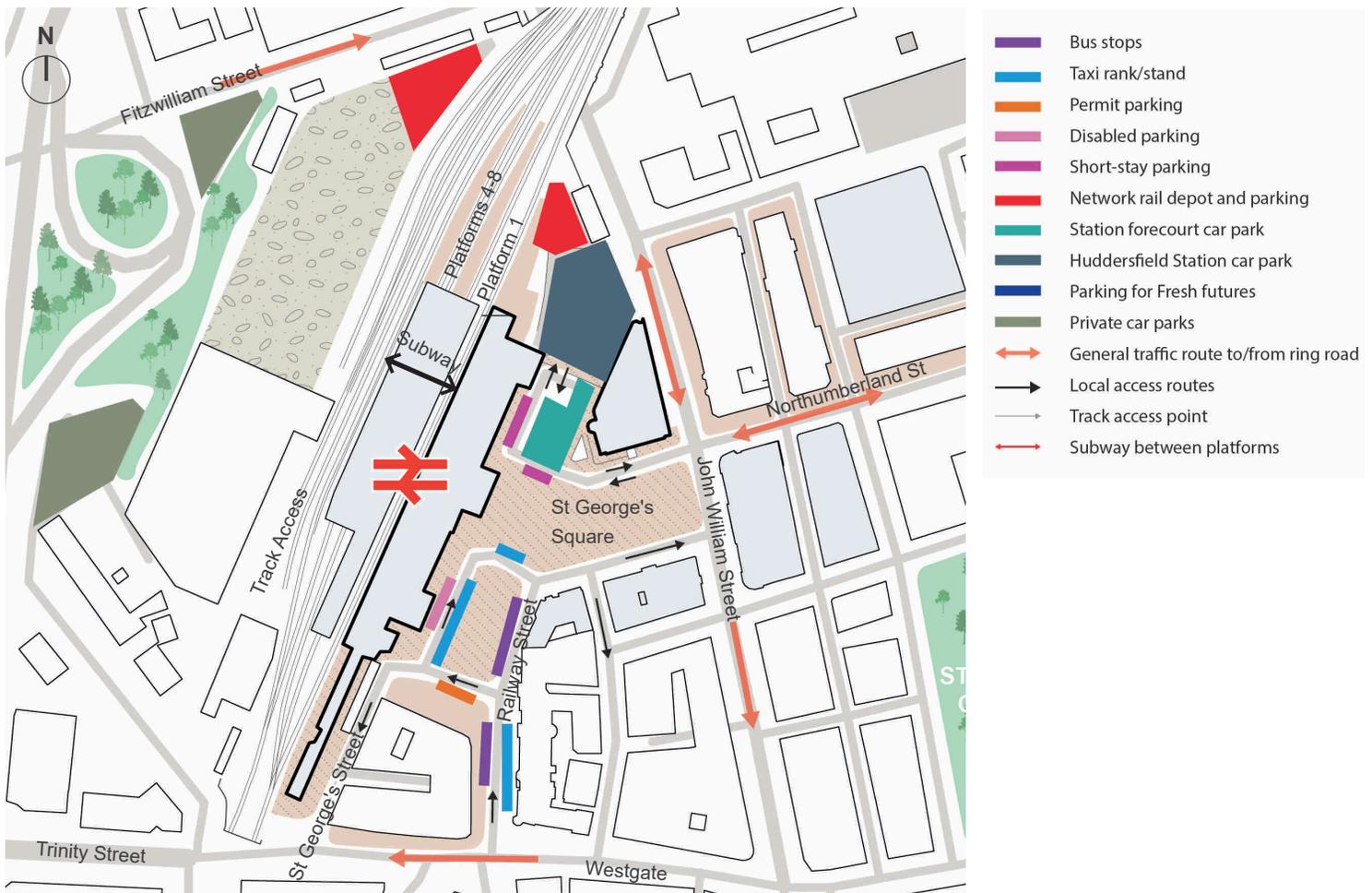


Photo of Cycle Lane on St George's St



Station Gateway - Vehicle Movement and Existing Parking

## Local Vehicle Access and Station Operations

### Passenger Movement

St George's Square east of the station is the sole entrance and exit point for rail passengers. Huddersfield is a closed station, with Automatic Ticket Gates (ATGs) for security and revenue protection. A subway at the station connects platform 1 to the island platform (nos. 4-8). TRU will include, on the sidings opposite platform 8, a new island platform connected to the rest of the station by an extension of the subway and, at the northern end, a new footbridge.

### Vehicular Access

John William St provides two way access to / from the ring road to the north. Access is restricted to southbound only from its junction with Railway St. Fitzwilliam St provides eastbound access to connect with John William St but westbound exit to the Halifax Road is restricted.

Trinity St / Westgate connect to John William St to the south, however eastbound access is restricted to bus, taxi, cycles and authorised vehicles only from 08:00-18:00hrs. From Westgate, Railway Street provides vehicular access one way northbound to the bus stops, taxi rank, and parking for permit, disabled (Blue Badge), and car club users in St George's Square.

### Station Parking

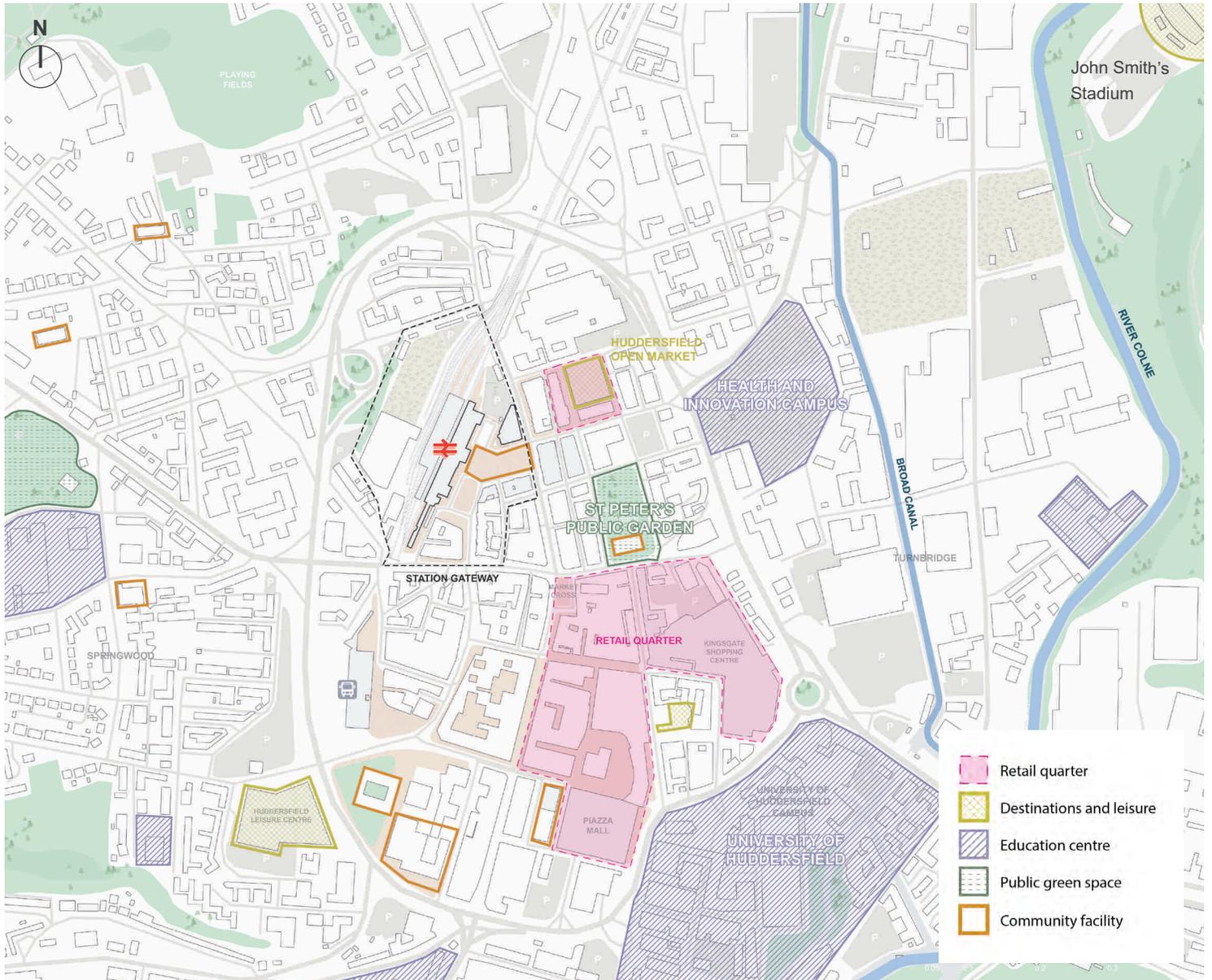
John William Street to the north, and Northumberland Street to the east, provide two way access to The George Hotel, the Station Forecourt Car Park (11 spaces for pick up / drop off and 30 for short stay pay & display), the Station Car Park (68 long stay spaces for rail commuters and staff), and private parking (10 spaces) for the offices of Community Rail Network in the old water tower.

There is cycle parking near the station entrance in Sheffield stands (10 bikes) and at a secure Cycle Hub (54 bikes) on platform 1.

## Land Use

In Huddersfield, land use is primarily characterised by a mix of residential areas, commercial centres, industrial zones and green spaces, with the surrounding hills often used for recreational activities.

Huddersfield town centre includes the retail quarter, anchored by the Kingsgate Shopping Centre, the Piazza Centre, Huddersfield Open Market and a mix of offices and businesses as well as a number of cultural and leisure facilities. Several commercial developments are located to the east of the town centre with The John Smith's Stadium a key destination further east.



Station Gateway - Land Use

## Events

Located within the Station Gateway, St George's Square serves as an important event space for Huddersfield, hosting numerous events throughout the year, including the annual Huddersfield Food and Drink Festival and Christmas markets. It is a valued community asset and fosters opportunities for diverse gatherings, injecting a social, economic and cultural boost to the town.



St George's Square - Huddersfield Christmas Markets



St George's Square - Huddersfield Food and Drink Festival

## Heritage

Huddersfield has a rich and varied history, with the town growing to prominence during the Industrial Revolution. This was due to its strategic location on the River Colne and its abundant supply of wool, which helped to fuel the growth of the woollen textile industry. In the late 18th and early 19th centuries, Huddersfield became a major centre for cloth production, and many of the town's historic textile mills and warehouses still stand today as a testament to its industrial past.

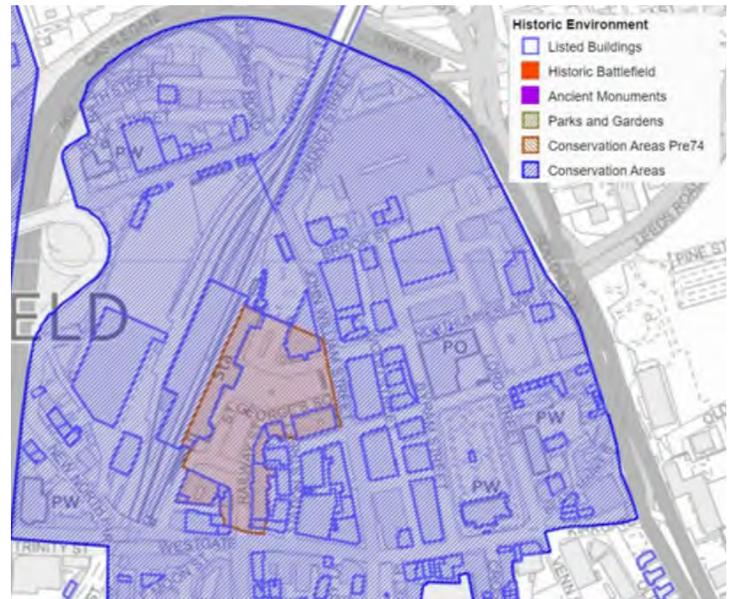
### Huddersfield Town Centre Conservation Area

The station gateway is within Huddersfield Town Centre Conservation Area where designated heritage assets include the listed buildings of:

- Huddersfield Station (built 1846-50, enlarged 1886), Grade I
- St George's Warehouse, the London & North Western Railway (LNWR) 'new warehouse' (1885), Grade II
- Accumulator tower (1885), Grade II
- Brian Jackson House, the Lancashire & Yorkshire Railway (L&YR) 'old warehouse' (1869), Grade II
- The George Hotel (1850), Grade II\*
- Estate Buildings (1871-72), Grade II\*

The draft Conservation Area Appraisal Management Plan (CAAMP) is a tool for the preservation and enhancement of the conservation area and contains specific guidance relating to the Station Gateway area, namely:

- SG01 The Council should proactively encourage the adaptive re-use of the former good's warehouse as a priority. (For the protection of a deteriorating and vacant designated asset in a prime location).
- SG02 The Council should undertake a feasibility study



Huddersfield Conservation Area Map

regarding options to improve connectivity between the warehouse, the station and St. George's Square. (Unlocking the potential of the warehouse will be reliant on the connectivity to the wider town centre and ease of crossing the railway line).

- SG03 Any future public realm works to St. George's Square should aspire to remove as much of the perimeter roads and car parking as practically possible. (To restore the square to its original footprint and enhance the significance of a nationally important group of assets and spaces).
- SG04 Street furniture should, where possible, aspire to have a unified and bespoke palette for the square as the most significant space within the Conservation Area. (To enhance the significance of a nationally important group of assets and spaces)

### Huddersfield High Street Heritage Action Zone

Kirklees Council and Historic England are working in partnership to deliver a High Street Heritage Action Zone (HSHAZ) at the heart of Huddersfield. The zone covers the area surrounding St. George's Square.

## St George's Square

St George's Square, created in the 1850s, is located within the Station Gateway site, and was the first part of the conservation area to be designated in 1968. It is a central, civic space that forms the arrival scene for those traveling to Huddersfield by train and is an integral site within the town. The Square was designed by renowned architect John Dobson and, at its time of opening, was the largest enclosed square in Europe. Whilst St George's Square continues to offer a well-proportioned open space for large, community gatherings, its islanding by roads and vehicle traffic has limited its agency in an everyday context.

## St George's Warehouse

St. Georges Warehouse within the Station Gateway site, opened in 1885, stands to the west of the Station and served as a substantial goods warehouse for the London and North Western Railway (LNWR). Notable for its technological advancements, the building featured hydraulic power. Hoists lifted goods between train platforms in the lower ground floor, and wagons via the external lift that still exists, to tracks on the middle floor. Since cessation of its use by British Rail, significant portions of the warehouse have remained vacant. It holds considerable historical importance within the town centre, representing a key piece in Huddersfield's railway heritage. The hydraulic power was supplied by the accumulator tower that stands in the north western corner of the car park, which was previously the station goods yard. The adjoining pump house is an example of a curtilage building that pre-dates 1948 and is part of the listed building.



1848 - Map of Huddersfield Station



1910 - St George's Square and Lions Chambers



1980 - View of St Georges Square and Station

## Proposed Development

A range of exciting developments are planned in Huddersfield, with many of these intersecting with the station area. Given its status as a crucial transport hub and gateway to the town, it is imperative that the Station Gateway aligns and integrates with these schemes. A comprehensive approach that interconnects developments within the broader town centre is essential for ensuring the overall success of the area. Key schemes are summarised below.

### Complete or under construction

#### 1 Transpennine Route Upgrade (TRU), Network Rail

Works to upgrade Huddersfield Station: two new platforms and the extension of existing platforms to improve station capacity; improved accessibility – including new footbridge and lifts, and step-free access from the front entrance; sympathetic restoration of the station roof; additional toilet facilities; improved customer information system; track upgrades to support more trains; the tearoom will be relocated on its current platform. All platforms will be re-numbered 1 to 6, with the new platforms being 5 and 6.

#### 2 The George Hotel - Kirklees Council

Plans to reopen the Grade II\* George Hotel which occupies a prominent site outside the main station building. This project will create a new hotel with up to 108 bedrooms. The council is providing up to £30million of funding and there is a Hotel Management Agreement in place with the Radisson Group.

#### 3 Cultural Heart

Built around the existing Grade II Listed Queensgate and Library buildings, Our Cultural Heart will include a library, art gallery, museum, live events venue and food

hall. “A destination where families, visitors and residents can gather, relax and enjoy leisure, arts and music, where activities spill out into a high-quality public space”

#### 4 Better Connected Stations

The recently completed scheme upgraded the walking and cycling route between Huddersfield’s railway and bus stations, along St George’s Street, across Westgate, and into Upperhead Road. There are plans for Transforming Huddersfield Bus Station.

### Planned

#### 5 Station Entrance Hall - TransPennine Express (TPE)

Enhancements to Station Building, including refurbishment of ticket hall, repair & replacement of booking hall floor, proposed new pod ticket desk and more ticket machines, additional retail opportunities and introduction of a changing places facility.

#### 6 Estate Buildings - Kirklees Council

The council is planning to take forward this opportunity to repurpose the existing Estate Buildings to the southeast of the main station building to deliver around 50 residential units.

**7 Station to Stadium Enterprise Corridor**

Draft masterplan for the first phase of a new enterprise corridor from John William Street eastwards to the John Smiths Stadium. The vision for “a thriving, connected and enterprising district advancing wellbeing and prosperity through investment in health innovation, clean growth and green networks”. The station gateway east of John William Street will be the focus of the second phase of the Station to Stadium masterplan

**8 Huddersfield Rail Station Connections**

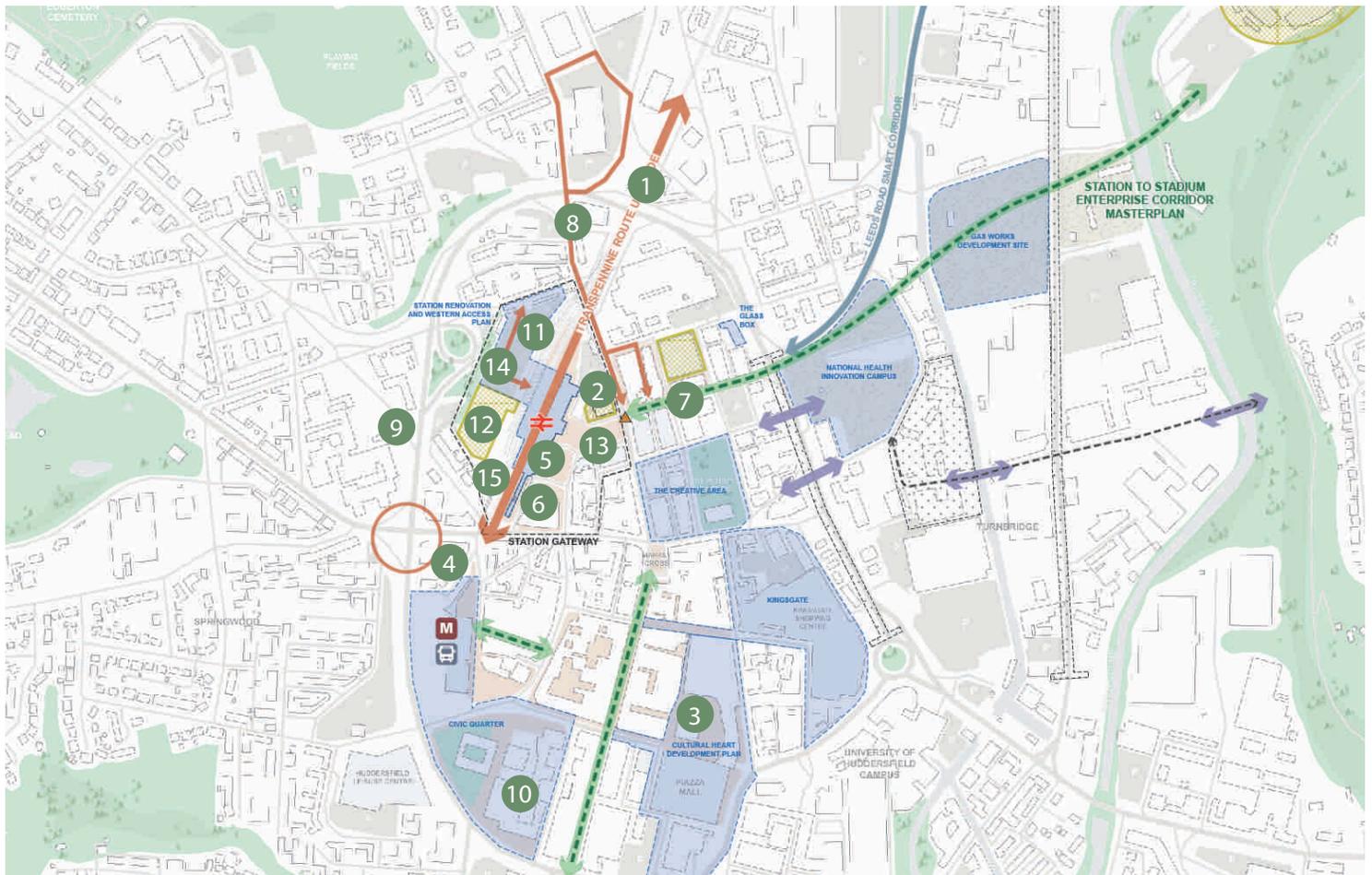
Transforming Cities Fund plans to create tree-line boulevards in Northumberland Street and John William Street. Improved pedestrian and cycle crossings planned for junctions of the ring road at St John’s Road and Trinity Street

**9 Trinity West**

Proposals for a new mixed use retail, office and residential development west of the Station Gateway on the A62 ring road. Site includes the Grade II\* listed former Huddersfield Infirmary Building. Outline approval for over 200 new apartments

**10 Civic Quarter**

Part of the Huddersfield 10 year blueprint, the civic quarter includes the Civic Centre buildings, Magistrates’ Court and Police Station Focus is on enhancement to the public realm and introduction of new housing within the area.



## Aspirational

**11** Station (beyond TRU)- Network Rail/TPE  
TRU has left space for a potential new Platform 7 for terminating services to be delivered as part of a later phase of work subject to funding. It is assumed this would also include the extension of the subway to provide access to this new platform.

**12** St George's Warehouse - Hd1 Developments Ltd  
Hd1 Developments Ltd currently has aspirations to develop a mixed use scheme within the warehouse which comprises offices, leisure and retail (on lower ground floor level -02, with a new mezzanine floor added), vertical farm (-01), offices (ground floor 00), and apartments (+01 and +02).

**13** St George's Square - Kirklees Council  
Landscape-led enhancements to St George's Square to make it more inviting for people to spend time in as well as providing opportunities to incorporate sustainable urban drainage and improve biodiversity.

**14** Western Station Entrance - Network Rail/TPE  
Provision of a new western station entrance to provide more direct access to the west of the town and unlock land to the west of the station for development - being explored as part of this masterplan.

**15** Brian Jackson House - Fresh Futures  
Current home of Fresh Futures and a range of children's and family services, with potential for future development.



St George's Warehouse

## St George's Warehouse

Hd1 Developments Ltd currently has aspirations to develop a mixed use scheme within the warehouse, which follows sustainability principles, such as energy production with solar panels, and food growing. Wider site proposals aim to maximise the heritage setting.

### Warehouse Proposals

Hd1 plans for St George's Warehouse to have a public face whilst providing controlled access to certain floors. Internal proposals for the warehouse are described for each floor:

- **Level 00** (28,000 sq ft net internal area NIA) which is at upper ground level to the Courtyard, will be mostly office provision, provisionally with large units. Hd1 is working with Kitmapper to install a gallery/art exhibition space, which could also be used as a training space to give creatives the skills needed to plan, build and curate exhibitions.
- **Levels +01 and +02** (30,000 sq ft per floor NIA) are residential schemes of various designs including one and two bed, and one bed and home office accommodation. Upper floors will offer health, gym, yoga and treatment rooms.
- **Level -01** (40,000 sq ft NIA) combines a mix of commercial food growing technologies, Research and Development, Lab space, Incubation units, office and storage, and potentially a visitor centre.
- **Level -02** (38,000 sq ft NIA), which is at lower ground level to the Goods Yard, will offer two floors, via a mezzanine, providing offices, meeting rooms, serviced offices/hot desks, and a range of independent and main stream retail offers similar to those in Kings Cross, Victoria and Paddington stations. This floor will also incorporate leisure activities, such as glo golf and gaming suites, and potentially swim pods.



Visuals of residential scheme

## Policy and Guidance

A thorough review of current policy and guidance has been undertaken to help underpin the ambitious vision for the Station Gateway and frame the development of this masterplan.

We have reviewed a broad range of national, regional and local policy documents covering transport, decarbonisation, economic growth, regeneration and conservation subject matters. A full list of the documents reviewed is contained within the appendices.

At all levels of policy, this project presents a significant opportunity to deliver regeneration, decarbonisation and modal shift towards active travel and rail by making the station and its surrounding areas more attractive, and unlocking land for investment and development.

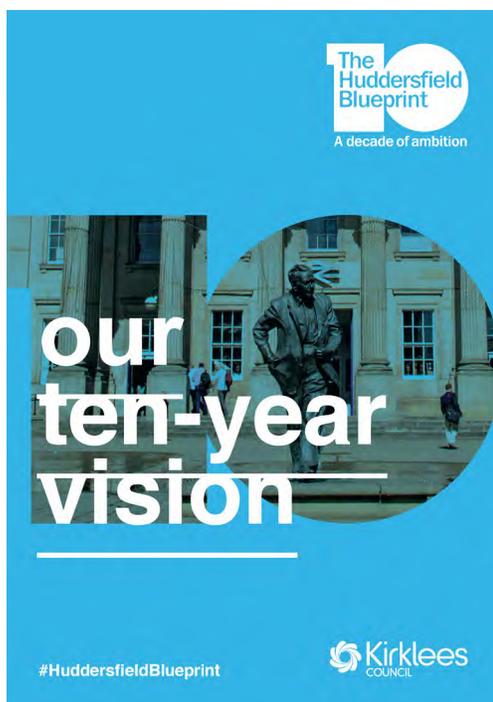
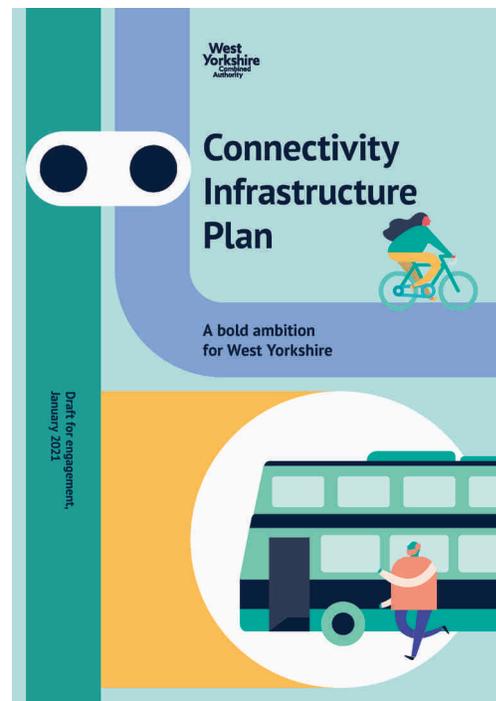
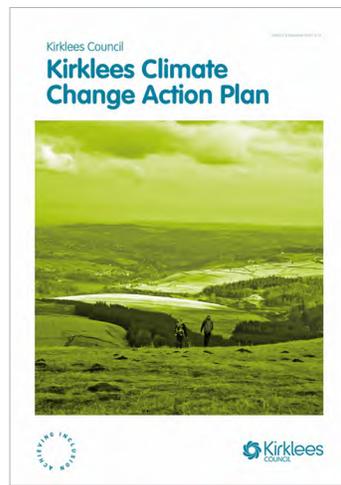
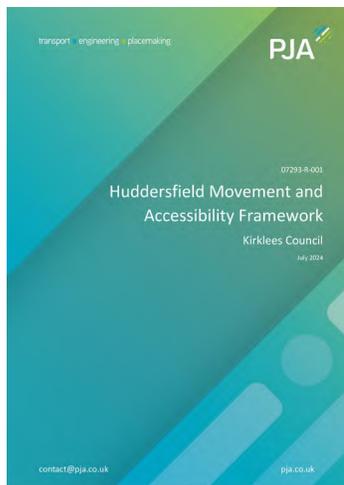
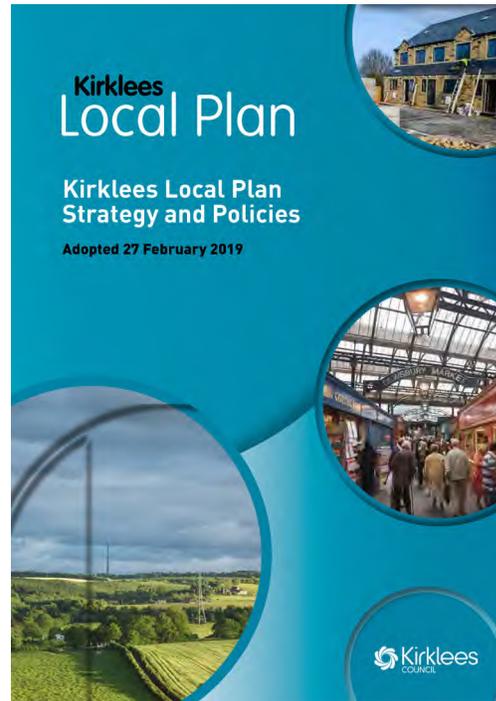
Regionally, enhancements at the Station Gateway create opportunity for improved commuting to key employment centres. These also facilitate improved journeys into Huddersfield. Development in this location supports wider growth plans within the town centre. Regional transport plans and strategies discuss aspirations for better integration and targets for modal shift. This aligns with opportunities to increase parking and the provision of active travel infrastructure at the station, allowing more people to shift to rail.

The draft Conservation Area Appraisal Management Plan specifically refers to the Station Gateway area and encourages bringing disused and underused buildings to the west of the station back into use, facilitated by the creation of a new west entrance.

The forthcoming Huddersfield Movement and Accessibility Framework (MAF) recommends and emphasises key routes into the town centre. The Gateway site presents a key opportunity to deliver infrastructure to support the MAF recommendations and improve access to the west of the station including creating improved connectivity through the site.

The Local Plan is due for an update but the current version describes aspirations for growth and diversification of the economy in the town centre. Development to the west of the station will encourage more uses to cluster within the town centre area bringing footfall and activity.

Kirklees' declaration of a climate emergency supports enhancements to public realm and greening supports modal shift through framing more attractive public spaces to encourage walking and cycling. The inclusion of Sustainable Drainage Systems (SuDS) within the masterplan provide opportunities to embed climate resilience measures by managing rainwater run off, whilst also facilitating placemaking.



## Market Assessment

### Funding Success

Kirklees Council is a proactive and ambitious local authority which has recently and successfully secured more than £100 million of Levelling Up Funding to secure the delivery of major regeneration schemes across the borough including:

- £48 million to upgrade the Penistone railway line which runs from Huddersfield to Sheffield in South Yorkshire;
- £16.5 million to develop the New Huddersfield Market at Brook Street;
- £20 million scheme to develop and deliver the Dewsbury Blueprint which is a 10 year plan to increase housing and economic growth; and
- £17 million to be invested in a new Life Sciences Investment Zone in the Station to Stadium Enterprise Corridor which will increase employment and business growth based on the Station to Stadium Masterplan produced by JLL, Arup and partners.

These exciting regeneration schemes all have links to the railway station; the purpose of the Huddersfield Station Gateway Masterplan will ensure that the proposals and activities are approached and delivered in a cohesive way and will identify any potential gaps in work or further interventions required to complete Huddersfield's regeneration journey.

### Key Market Takeaways

Huddersfield has strong transport connections with Manchester and Leeds which will attract occupiers / developers. The improvements to the Transpennine route will only enhance these connections.

There are active enquiries from local occupiers for both office and industrial space however there is a severe lack of new product in the market to meet this demand. The Station Masterplan is an opportunity to deliver new Gateway product to meet the requirements of these enquiries and attract new ones.

The town has strong links with the University of Huddersfield which will help drive development forward particularly in the health and wellbeing sector to bring a diverse choice to the market. The improvements to the station will also attract more students to study at the University as it will make the campus more accessible.

The delivery of the Radisson Red brand at The George Hotel will enhance the gateway entrance to the station and work towards creating a sense of place and arrival. This will attract other occupiers to the area and benefit from the increased footfall.

The masterplan should work towards changing the perception of Huddersfield to make the town centre an attractive place to work, live and play.

The uses will be flexible to meet the changing needs of the market and connect all parts of the masterplan together to create a new sense of place.

An updated car park study is recommended to understand the wider town centre car parking strategy and maximise revenue generation within the masterplan.

Initially a hotel use was considered as a development opportunity, however further research showed that serviced apartments would be more viable, with the potential to incorporate this use within existing buildings.

Further detail on this market analysis can be found within JLL's appended report.

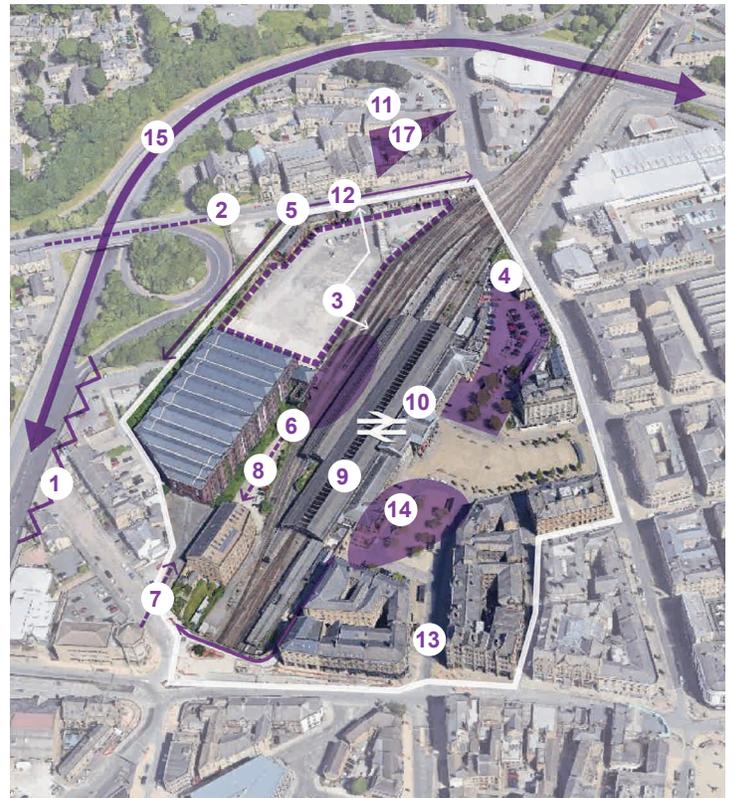


Diagram of Key Market Takeaways

## Constraints

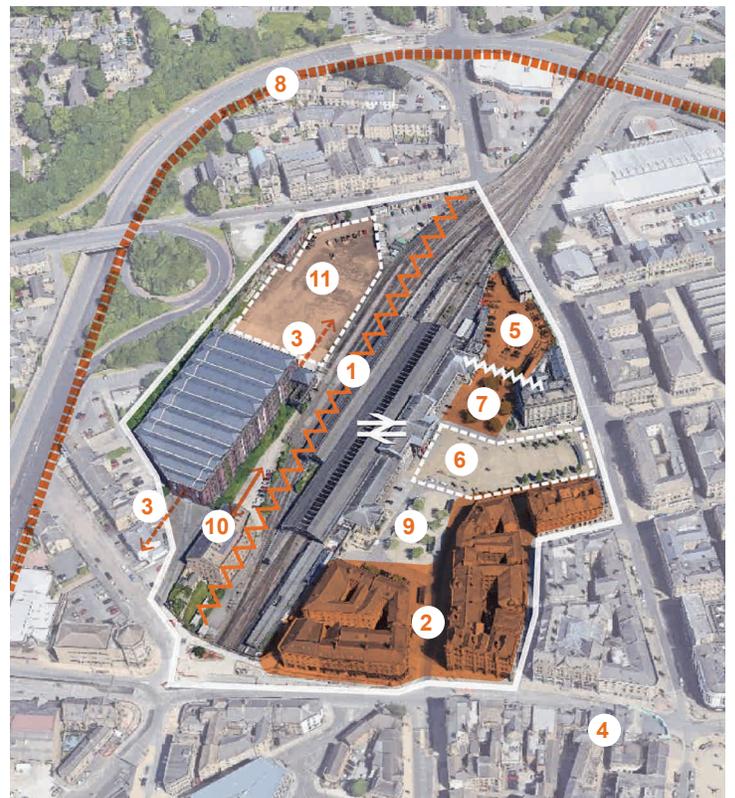
Key constraints for the Station Gateway site have been identified with project partners, to understand key challenges for the project to address. These are summarised below under the themes of Movement and Connectivity, Socio-Economic and Environmental.

No.	Movement & Connectivity
1	Ring road severs connection to the west of the town centre
2	Un-inviting and unsafe public footpath to western boundary of St George's Warehouse
3	Lack of a western entrance to Huddersfield Station
4	Limited amount of parking at station and within the Station Gateway area
5	Ongoing Transpennine Rail Upgrade construction activities on-site
6	Network Rail fence doesn't follow ownership boundary near lift hoist
7	Existing right of way via courtyard to Brian Jackson House
8	Service access for vehicles to lower ground of Brian Jackson House via warehouse car park after TRU
9	Huddersfield is a 'Closed' Station for security and revenue protection
10	Passenger congestion in station during peak times
11	Steep streets are difficult to navigate for elderly, disabled, buggies etc
12	Right of way via warehouse car park for Network Rail vehicles and personnel for track access
13	Lack of cycle infrastructure within the Station Gateway including parking and cycle lanes
14	No secure motorbike parking at the station
15	One-way access into Fitzwilliam Street from Halifax Road
16	Network Rail right of way to maintenance delivery unit (MDU)



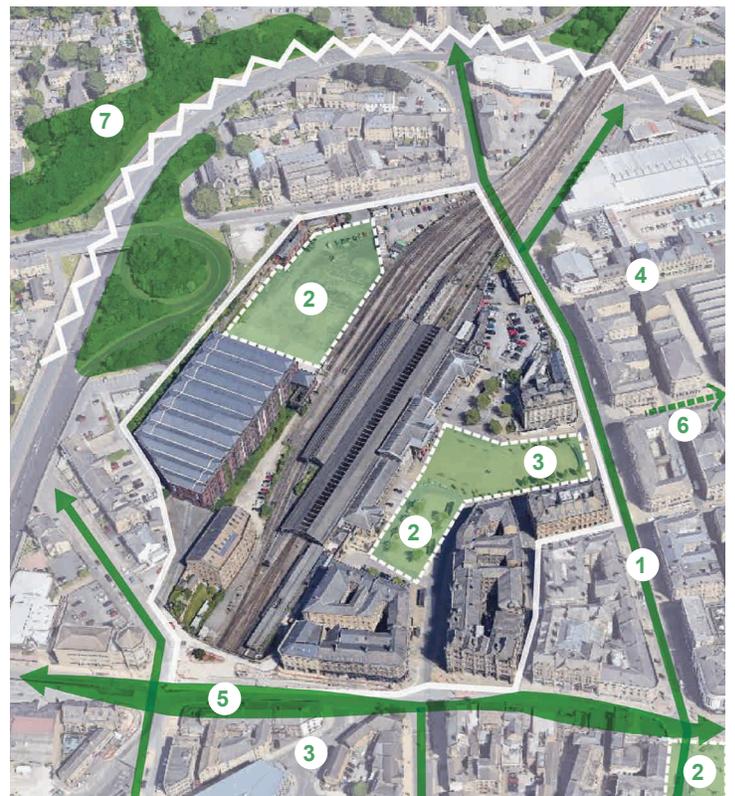
Constraints Mapping - Movement and Connectivity

No.	Socio-Economic
1	Severance to west of station limits development and land value
2	Lack of Grade-A office space in town
3	Public access required on 2 levels for St Georges Warehouse, at courtyard and car park.
4	Station Gateway is outside of the designated primary shopping area in the Kirklees Local Plan
5	Station car park and station forecourt car park in different ownerships
6	Public event spaces not designed for day-to-day use
7	Limited (short and long-stay) parking for station, hotel, Estate Buildings etc
8	Kirklees Local Plan does not currently allocate any sites for development within the ring road
9	Limited parking constraints revenue, local business
10	Servicing requirements for Fresh Futures (Brian Jackson House)
11	St George's Warehouse area for battery storage required



Constraints Mapping - Socio-Economic

No.	Environmental
1	Lack of green infrastructure within the town centre
2	Lack of open green space within the town centre
3	Extensive areas of hard surfacing within the town increase water run-off and contribute to flooding
4	Low opportunities for biodiversity and wildlife within the town
5	Congestion and vehicles in town release pollution and reduce air quality
6	Poor connections to the river and canals
7	Green corridors outside of the ring road do not penetrate in towards the town centre



Constraints Mapping - Environmental

## Opportunities

The identified constraints form the basis of opportunities for new solutions and ideas. These opportunities can deliver benefit within the Station Gateway area and the wider town centre. These opportunities have been developed and agreed with project partners early in the design process and were used to inform the subsequent vision and masterplan principles.

No.	Opportunities
1	TRU improvements will include a new platform and footbridge to improve movement through the station
2	Opportunity to extend station subway or footbridge and create a new western entrance into station from St George's Warehouse site
3	Minimise impact of roads surrounding St George's Square and improve connection to St George's Hotel
4	Heritage buildings to be refurbished and converted into new mixed-use developments
5	Improving the public footpath on western side of St George's Warehouse can greatly improve connectivity and travel time from north to south
6	Refurbishment of St George's Warehouse to bring activity and interest into a long-neglected area
7	Opportunity to increase electric bike facilities due to steep elevation across the town
8	Improved wayfinding across the town from the station to key areas i.e. shopping centre, university, market, stadium
9	Trinity Street/Castlegate pedestrian and cycle crossing to be improved in TCF scheme
10	Station hall entrance improvements including a new entrance and turnstiles to improve passenger flow
11	Trinity West, increased footfall to and from new mixed used development on western side of town
12	Opportunity for public realm improvements to St George's Square, including greening for greater resilience, and to improve first impressions of town
13	George Hotel development of a 91-bed hotel to regenerate area and generate activity and interest in St Georges Square
14	Potential for new parking in St George's Warehouse car park to serve development of the warehouse, rail travellers, and town centre users
15	Introduction of green infrastructure within the town centre for climate resilience and placemaking opportunities
16	Proposals for external staircase and lift between levels 00 + -02 to create new routes through the site
17	Opportunity to create an active frontage to St George's Warehouse which will help improve business and footfall within area
18	Improved gateway into Goods Yard and western station entrance



# 2 Vision

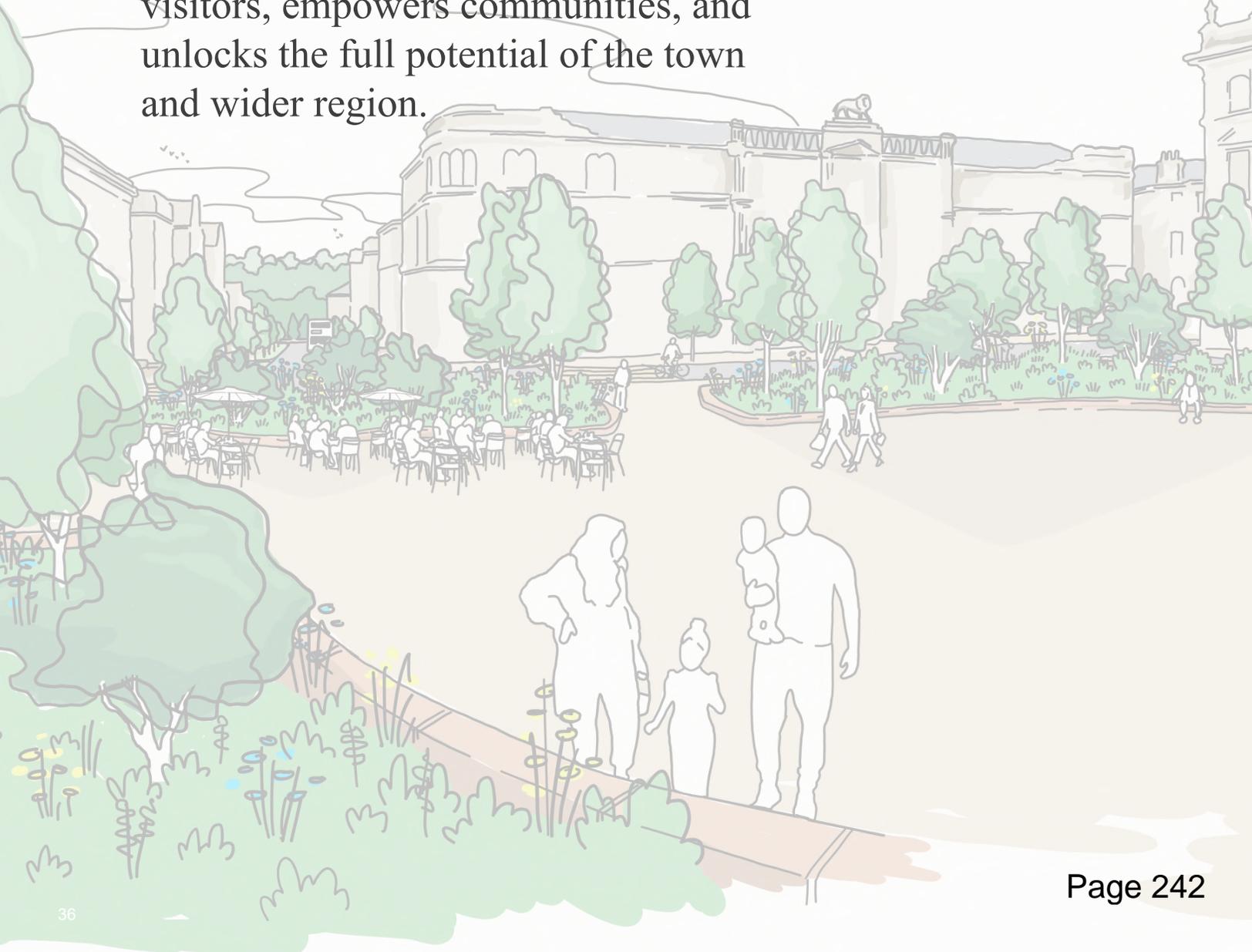


The Station Gateway masterplan presents the opportunity to knit together all the exciting developments that are transforming the Huddersfield station area, into a single, cohesive masterplan. By addressing the “missing piece”, namely the area to the west of the station including St George’s Warehouse, we can improve station passenger facilities, achieve regeneration ambitions, and create breathing room for the station to the east, supporting placemaking aspirations.

This section presents the overarching masterplan vision and supporting principles which were developed from the outset with the project partners. Key placemaking, movement and heritage priorities were established to guide the development of the masterplan framework and embed high quality and aspirational concepts.

## Masterplan Vision

Transform Huddersfield Station Gateway into a dynamic and inclusive transport hub that enhances connectivity, drives economic growth, and inspires regeneration. A bold new arrival experience that welcomes visitors, empowers communities, and unlocks the full potential of the town and wider region.



## Masterplan Principles

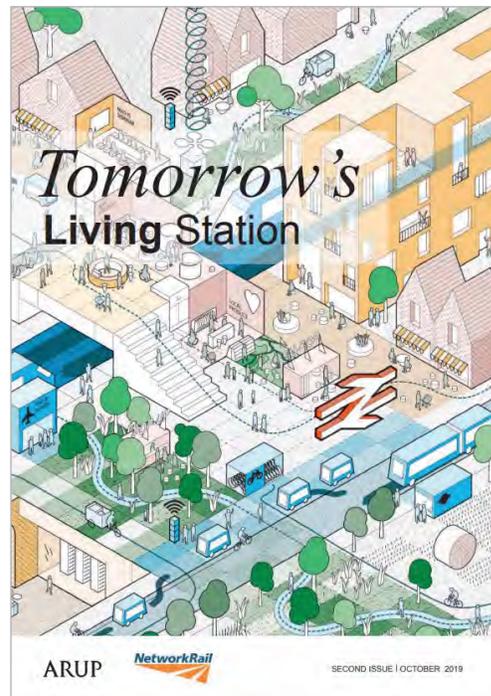
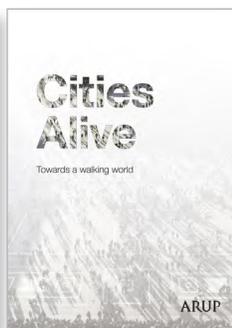
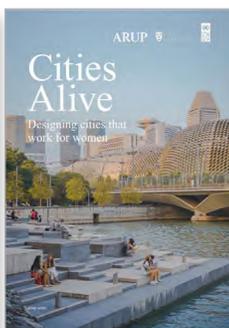
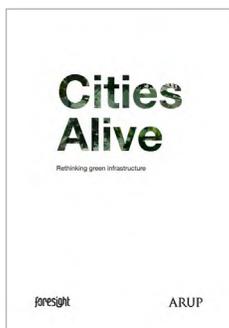
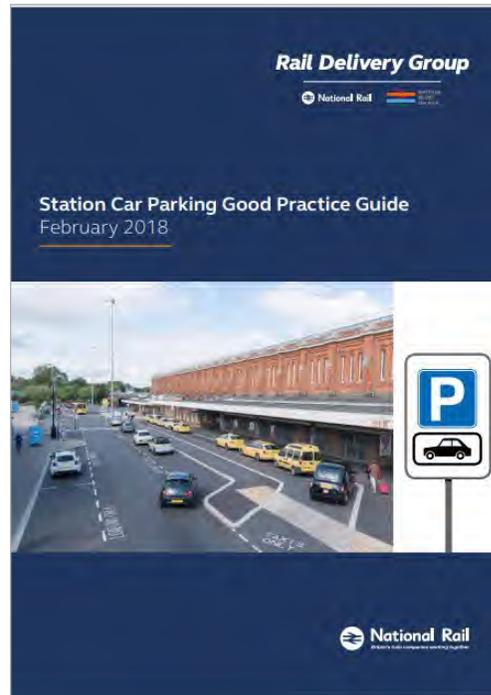
A series of masterplan principles underpin the vision and were referenced throughout the design process. These principles have been agreed with the project partners and have helped shape the masterplan development and the final preferred masterplan option.

- 1** Well connected and legible station gateway, integrating multi-modal transport choices
- 2** Responsive to local context with a strong sense of place and identity
- 3** Thriving destination and desirable place to travel to, live and work
- 4** Nature rich, climate resilient and able to adapt to change over time
- 5** Healthy and inclusive destination, improving quality of life, health and wellbeing of visitors and the community

## Best Practice Design Guidance

We have interrogated and referenced a host of best practice guidance, covering station design, car parking, mobility hubs and public realm. Inspiration and guidelines have been drawn from these to optimise the masterplan framework and help to achieve the best possible results at the Station Gateway.

- **Active Train Stations** (Arup) examines the components of sustainable rail journeys and sets out actions on how to encourage more active train travel. It guides us in creating more sustainable door-to-door journeys in Huddersfield, by successfully integrating public transport with walking and cycling. The report promotes consideration of the overall experience of a railway station and what constitutes an attractive rail offering.
- **Tomorrow's Living Station** (Arup) explores the future role stations will play in our towns and cities. It highlights that thoughtful design can create inviting public spaces, green areas, and amenities.
- **Station Parking, Good Practice Guide** (Rail Delivery Group) is a useful reference to the Huddersfield Gateway site to guide on practical aspects such as parking standards and security, as well as providing advice on respecting the character of surroundings. The guide emphasises the importance of station car parking quality for a positive customer experience, aiming to improve infrastructure quality to encourage more people to choose train travel.
- **Future mobility hubs** (Go-ahead, Arup) are a network of structures which cluster together a full suite of complementary transport modes allowing people to switch easily between one mode and another. Relevant to Huddersfield, as we rethink how to integrate public transport services with walking, cycling, and micromobility. It highlights additional opportunities which arise, such as enhancing public spaces, supporting commercial activities, and providing community services.
- **Cities Alive** (Arup) including Rethinking green infrastructure; Designing Cities that work for women; and Towards a walking world are a series of reports looking into how cities can be designed with sustainability and people at the heart of the decision making process. Incorporating green infrastructure at the Station Gateway creates a welcoming environment for commuters as well as combined benefits for resilience and biodiversity. Designing public areas with women's needs in mind fosters a sense of community and wellbeing and benefits all. Enhancing walkability encourages active transportation and improves accessibility for all.



## Placemaking Priorities

Placemaking must be forefront to the design process to deliver a masterplan which is authentic and of quality. Whilst the masterplan must balance many complex requirements for transport, infrastructure, development and heritage, placemaking will be prioritised to maximise value to people and place.

The approach to placemaking prioritises new active travel routes which provide direct, intuitive and enjoyable pedestrian and cycle access to the station, whilst minimising the impact of vehicles.

To the west, priorities are focused on creation of direct views from Fitzwilliam Street into the Gateway Site towards St George's Warehouse and a new station entrance to aid legibility. A series of new public realm spaces, including a western station entrance, enhanced setting to existing heritage buildings, such as St George's Warehouse and the Pump House and Accumulator Tower, improve the sense of arrival and activate the site.

To the east, enhancements to St George's Square and setting to The George Hotel provide greener, welcoming and more functional everyday spaces, whilst maintaining events function.

### Goods Yard and Western Station Entrance

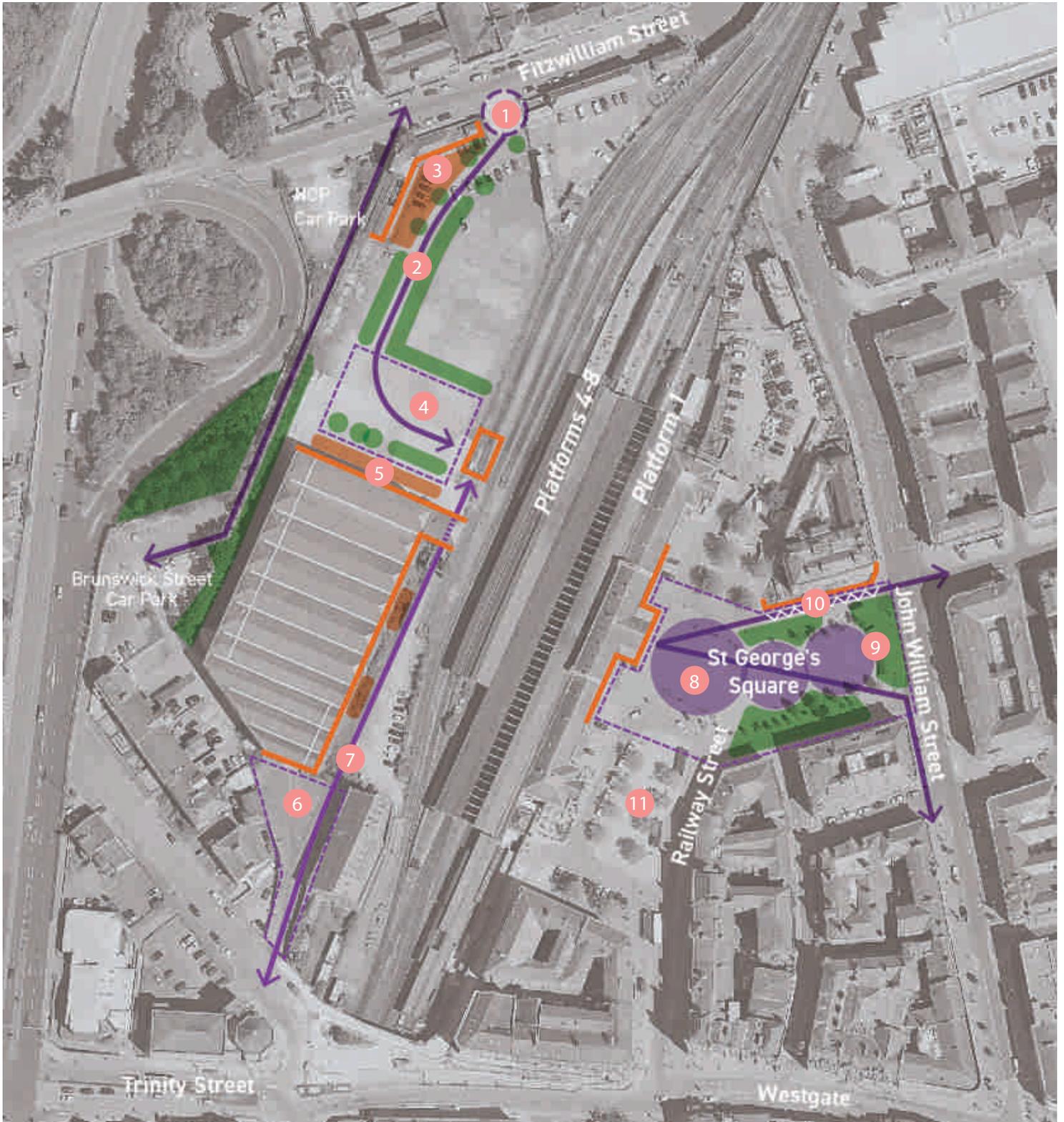
- 1 Welcoming arrival on Fitzwilliam Street with views to warehouse and entrance square
- 2 Direct green active travel routes from Fitzwilliam Street to west station entrance with nodes of public realm
- 3 Activated public realm at setting to the Accumulator Tower and Pump House
- 4 Western station entrance square
- 5 Activated façade of St George's Warehouse with spillout space overlooking the square

### St George's Quarter

- 6 Courtyard provides arrival space from New North Parade
- 7 Pedestrian and cycle route to western entrance from New North Parade with new lift access

### St George's Square

- 8 Enhanced arrival square and events space
- 9 Urban greening and improved setting to the hotel
- 10 Reduced impact of Railway Street alongside the hotel
- 11 Further greening and enhancements to bus/ taxi drop off



Placemaking Priorities

## Transport and Infrastructure Priorities

Huddersfield Station Gateway is a multi-modal transport hub, integrating public transport, with walking and cycling, as well as public and private vehicle access and parking. An understanding of future mode and quantum of facilities is essential to ensure that the Gateway can perform as a successful regional interchange.

### Understanding the Base Scenario

As a starting point the design team gained a thorough understanding of existing station transport and infrastructure provision to establish a “normalised base” scenario to which to apply projections relating to growth and mode share.

Initial analysis and feedback from project partners highlighted that existing taxi and bus provision to the east of the station was functioning successfully. However long stay parking existing provision of 68 spaces is low and identified as insufficient to serve the existing, let alone future needs.

A benchmarking exercise of station facilities including taxi rank, drop-off, pick-up and parking provision, at comparable stations, with similar passenger numbers based on Office of Road and Rail (ORR) data was undertaken. The review highlighted a wide range of taxi provision at analysed stations, with Huddersfield having an increased level of provision in comparison. Drop-off, pick-up and short stay parking is provided in greater number at Huddersfield than at other stations. Parking provision however, was significantly lower in comparison to other similar stations.

### Defining Future Requirements

To define future transport and infrastructure requirements, mode share targets were considered, including the desire to promote sustainable travel choices and alignment with

the Huddersfield Rail Station Connections TCF scheme objectives. Foresight and trend analysis was conducted. Consideration was given to, the influence TRU would have on station usage, projections around future car ownership and the impact of disruptive technology including autonomous vehicles. A summary of some of the growth considerations to inform future requirements is outlined below:

**ORR Data** indicates that rail passenger numbers are generally returning to pre-covid levels. However, this is not yet the case in Huddersfield:

- Total entries and exits (Apr 2016 - Mar 2017) = 5,092,542.
- Total entries and exits (Apr 2022 - Mar 2023) = 3,020,630

**Department for Transport (DfT) EDGE 2023-2043 growth forecasts** provide three future scenarios for Huddersfield station. Figures are based on factors including population and employment but do not consider additional growth from TRU.

- Common Analytical Scenario (CAS) Low Economy = 18%
- Central (with Medium Covid overlay) = 35%
- CAS High Economy = 57%

**TRU growth forecasts pre-covid** are:

- 45% growth to 2043
- Sensitivity high growth of 80% to 2043 based on 2016-17 levels

It is reasonable at this stage to consider a range for possible future growth at Huddersfield Station with analysis showing 35% to 80% growth to be reasonable. This considers DfT growth plus further growth from Network North and TRU improvements. Based on 2022-23 current entries and exits (3.0m) this would equate to

4.1m – 5.5m entries and exits for 2043. It is suggested to assume a split of approximately 70 / 30 percent between the east and west entrances, which is comparable with similar stations where which have a secondary entrance - this split should be validated by analysing geospatial data during the outline business case.

### Requirements for each Mode

- **Active travel** - Existing provision of 10 cycle stands outside main entrance and 54 secure parking space in cycle hub on platform 1 to be increased to 14-18 stands and 60 spaces stacked cycle store proposed on the same platform (renumbered platform 2) as part of TRU. Additional cycle parking required to the west of the station to serve new western station entrance.
- **Public transport** - Existing provision of five bus stops and space for rail replacement buses is adequate and no additional provision recommended.
- **Taxis** - Existing provision of 18 spaces works sufficiently, including during events (when taxis use John William Street). Although passenger demand is forecast to grow, the long-term decline in the use of licensed taxis and benchmarking exercise suggests that current capacity should be sufficient in the future.
- **Private vehicles and car parking** - For drop-off/ pick-up existing provision of 3 spaces (5 minutes maximum stay) and 11 spaces (20 minutes) to remain. For short stay parking (up to one hour), 30 existing bays to be reduced to 23 to help improve servicing to the George Hotel. Blue Badge (5 bays) will be unaltered. Parking for car club (2 spaces) will be reviewed at the next stage in line with the Council's future ambitions. Long stay parking existing provision of 68 spaces is low and future station car parking requirements are difficult to forecast, given the changes to travel patterns resulting from covid and uncertainty in rail growth forecasts. The masterplan must also consider accessible spaces in the long stay station car park, plus electric vehicle (EV charging). West of the station, there is potential to provide high quality parking to help serve rail passenger growth and re-purposing of the warehouse and ancillary buildings.
- **Rail** - A new station entrance building to the west will perform as a secondary entrance to the station and, as such will not replicate all facilities found in the main entrance to the east. Facilities will consist of a gateline, ticket machines and train departure boards. The entrance will provide a paid link into an extended subway connecting through to the other platforms via a lift and staircases. Future access to the proposed addition of Platform 7 should be allowed for. An extension of the footbridge was considered and was discounted on the grounds of the subway already having passive provision to be extended, the footbridge not bringing people into the heart of the site, the extended footbridge conflicting with the MDU site and the footbridge not being optimally located or designed to accommodate additional flows from the west. An unpaid link is not possible through the subway due to tran operator revenue protection requirements. Providing a separate unpaid-only link is unlikely to represent good value for money on the grounds that alternative routes to connect to the east of the station are close by.

Additional detail of transport and infrastructure requirements is provided in the appendices.

The next step is to determine how these facilities are provided within the masterplan area to achieve the vision and masterplan principles defined earlier. It is anticipated that private hire vehicles will use pick up an drop off provision, however the specific operation of this will need to be tested at next stage of design. Consideration has been given to the balance between public realm and the impacts of vehicular movements to ensure we are delivering multifunctional placemaking designs.

## Heritage Priorities

### Conservation Priorities

Building on our understanding of the heritage assets within the Station Gateway, the following heritage priorities have been identified:

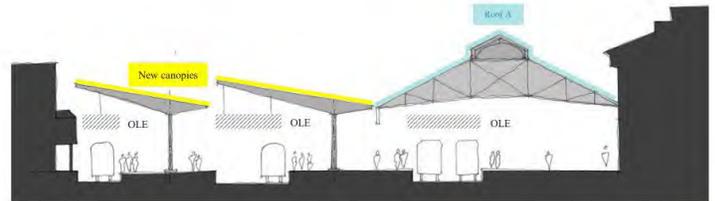
- 1 Preserve sense of space in former goods yard. This might be compromised by any new buildings, but design can help retain a sense of spatial relationships and flow/movement of the railway at the ground-level.
- 2 Keep the St George's Warehouse elevation as clear as possible in all views. Again, partially obscuring this building is inevitable if the site is to be built upon. But design tricks exist to reduce the visual impact of new blocks, and to make them appear more deferential to the historic context.
- 3 Maintain clear views to the station – and therefore a sense of space in views from the station.

### Design Cues and Opportunities

Embedding some of the design cues and opportunities listed below will help to address the key conservation priorities. At this early masterplanning stage, this will inform the massing and placement of key elements of the scheme with detail to be developed in subsequent phases through ongoing engagement with Kirklees Council's Conservation officer and Historic England.

- Commemorating the original rail routes can help to make the history of the site visible and explain the design and layout of the different buildings.
- Considering visual and conception connections between surviving historic buildings can also help tell the story of the site and how it worked.
- Exploiting the relatively low-grade space below the retaining wall might allow an increased density of development in an area of lowest significance – particularly with mature vegetation (partially) obscuring visual impact from the slip road behind.

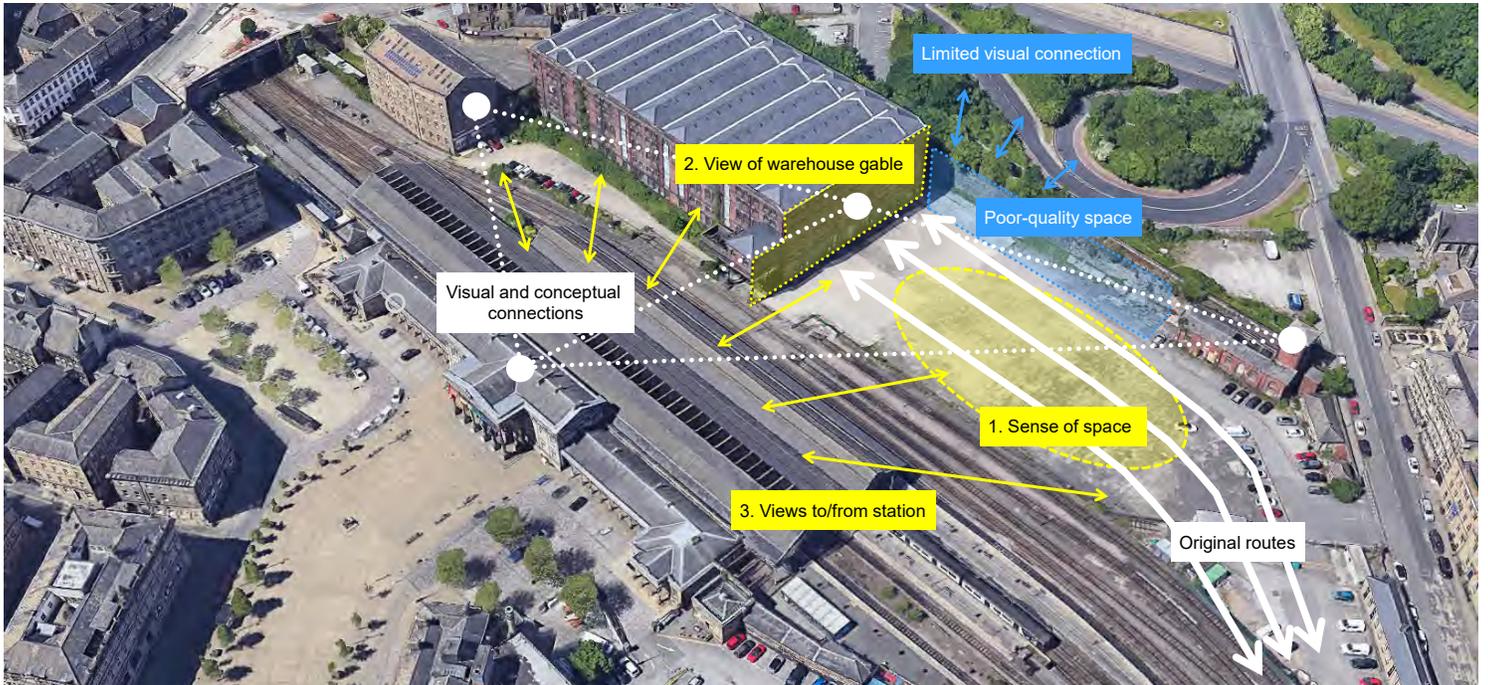
TRU Preferred Layout:  
requirements for canopy coverage



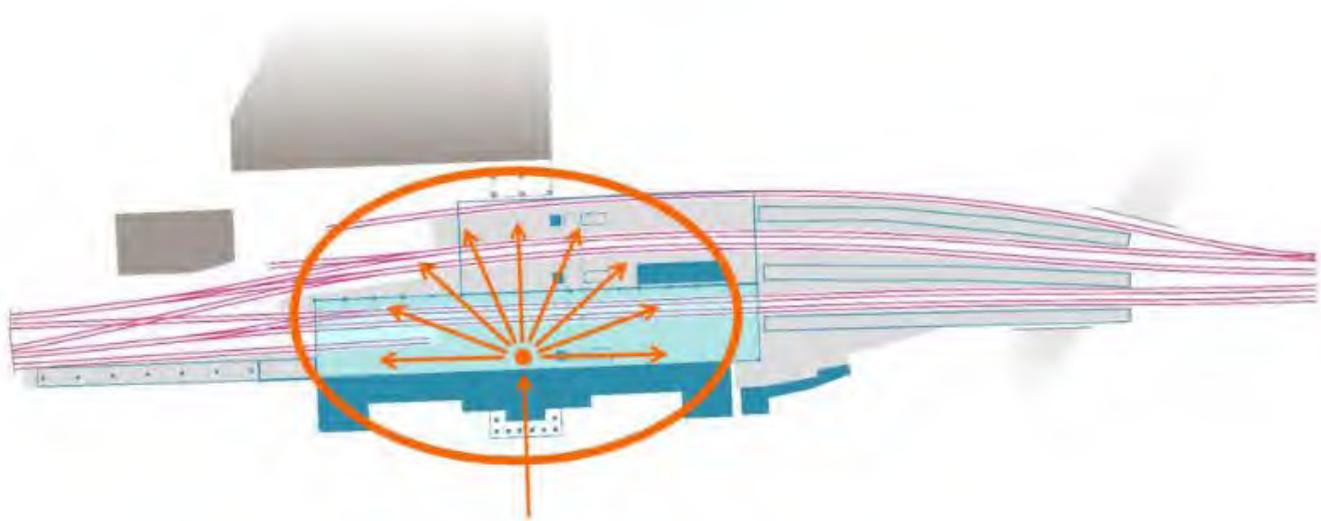
TRU Preferred Layout:  
view of canopies



Design Principles for Huddersfield Station Canopies



Priorities and Opportunities



Heritage Design Principles for TRU

## Development Priorities

Building on the market analysis, several uses have been assessed in terms of their suitability for inclusion within the Station Gateway masterplan. Uses considered include hotel provision, car parking, retail & leisure, food & beverage (F&B), and offices.

### Hotel

The current hotel provision in Huddersfield is a total of 665 keys which includes a large independent stock of small B&B-style properties, along with national representation from SureStay Collection, Travelodge, Radisson RED and Premier Inn.

A hotel on economy or limited service would not be recommended due to lack of demand. The reported ADR (Average Daily Rate) is low at £66 with occupancy levels at 74%. Some additional points to consider are:

- The demand opportunity on room sales appears low based on current rates and occupancy.
- There are a lack of business / music / sports / entertainment venues to drive hotel demand.
- Build costs high meaning that the Return on Investment is not achievable on Revenue per Available Room (Rev PAR) in current market conditions.
- There are 5 hotels already in the pipeline, all economy and small rooms, except for Radisson RED (with up to 108 rooms) at the George Hotel. Planning permission has recently expired for a 4-star hotel with 148 rooms near the stadium.

It is recommended that a small section of the development targets a lifestyle brand or serviced apartments with co-working space rather than the provision of a new hotel. The provision would consist of apartment studios available on a hotel sales model or short term lets / luxury student accommodation with shared services with gym, lifestyle, co-working, to create a hotel space and apartment block model.

### Parking

It is expected that there will demand for additional parking around the station following the TRU enhancements to the station which will increase footfall. This will be amplified by other surrounding development including Our Cultural Heart where there was a loss of a multi-storey car park (MSCP) which whilst is being replaced, there is a demand for more spaces than are currently being proposed, and the continued progress of the National Health Innovation Campus at the University of Huddersfield.

Potential values achieved would likely be in the range of £1,500 - £2,500 per bay annually. Any EV charging bays included as part of the provision would drive a higher value. We would estimate build costs for an MSCP to be in the region of £63 per sq ft, which would equate to around £23,000 per space.

### Retail, Leisure and Food & Beverage

Huddersfield's retail market currently consists of a fairly standard town centre provision and an improvement in the quality of current supply could both attract new footfall into the town centre, and better take advantage of the existing footfall from the railway station.

The site is outside the town's primary shopping area, and any proposals for retail would be subject to a sequential test and, if proposed floorspace is 500 sq m or more, an impact assessment. We would recommend that some retail, leisure, and food & beverage offering is considered on the western side of the new station entrance as part of a place making design to encourage dwelling time and capture the commuter footfall. F&B occupiers typically require unit sizes in the range of 3,000 – 5,000 sq ft.

### Offices

The local office market is a mid-sized market that operates as part of the out-of-town office provision in the larger Leeds office market. There have been movements recently towards more modern stock, as evidenced by the

Glass Box but supply largely remains as secondary and repurposed offices.

Ordinarily we would advise on floorplates of between 8,000 – 12,000 sq ft over 4-5 storeys. The highest current achieved rents are £18.00 psf at The Glass box, we could expect to exceed this given proximity to the station as well as being more modern stock with rents potentially achieving £20.00 psf. Indicative costs provided by BCIS would be estimated to be in the region of £235 psf.

In order to maximise viability an office scheme would likely need a public sector pre-let.

### Recommendations

It is recommended that green space and place making is incorporated into the design and regeneration on both the eastern and western sides of the train station. This would increase the attractiveness and footfall expectations in the location which would attract food and beverage operators. It is expected that the public sector would be

required to fund public space up front with maintenance and management costs recouped from an estates charge.

Current office provision is relatively limited in relation to new build stock, we would estimate that the low rents in the area are more a reflection of the poor quality of stock rather than of demand for office use in the area. The unestablished nature of the office market would mean that viability would be reliant on a public sector letting. However, the proximity of the railway station would be attractive to occupiers.

Whilst the current economic climate is challenging, it is thought that an aparthotel / serviced apartments may be attractive in this location.

A car park would be well supported in this location. It would be recommended that consideration is given to the provision of EV charging and cycle parking to increase viability.

It is noted that the conversion of the existing listed pump house and accumulator tower will impact on the viability of any alternative use. It is therefore recommended that these listed properties are de-risked as much as possible in order to increase the attractiveness to an occupier.



Plot	Proposed Use	Proposed Size of Provision	Occupier Demand	Viability
1. Existing station carpark (east)	Retail & Leisure / Food & Beverage (as part of wider public realm scheme)	3,000 – 5,000 sq ft		
2. Goods Yard (HD1 Plot)	MSCP Commuter Hub	60 rooms		
3. MDU	Apart Hotel / Serviced Accommodation	c. 43 spaces per floor		
4. Accumulator Tower and Pumphouse	Retail & Leisure / Food & Beverage	As existing		

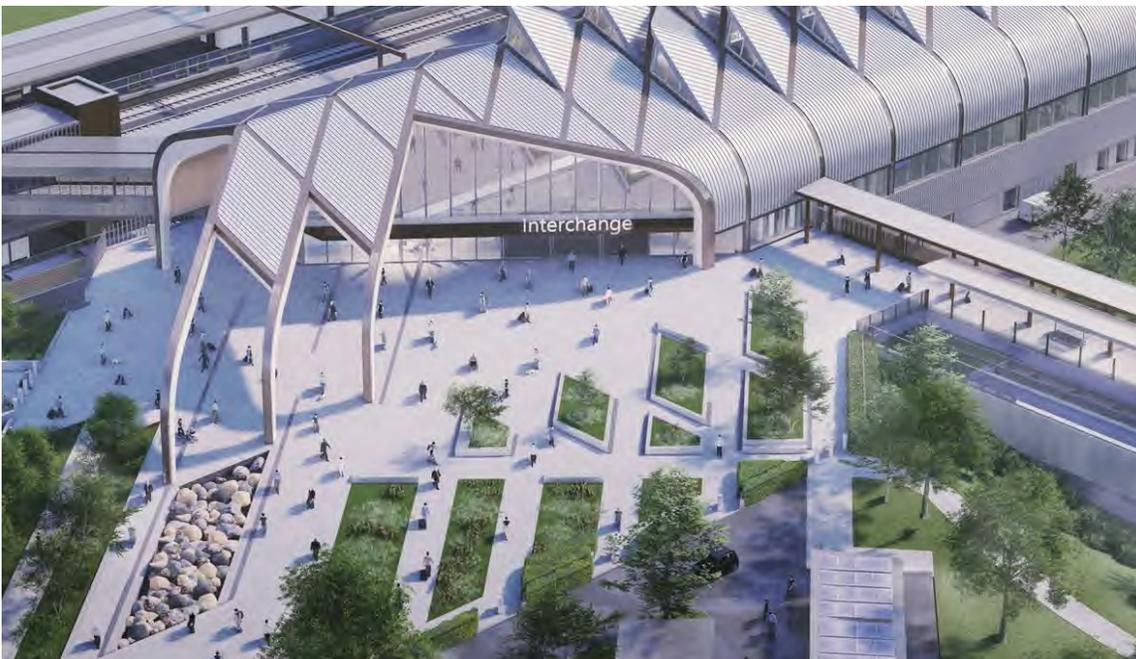


## Case Studies

### York Station

The revitalisation of the arrival and departure experience at York Station stands as a collaborative effort between various stakeholders including the City of York Council, Network Rail, LNER, and WYCA. A pivotal aspect of this transformation involves the removal of the redundant Queen Street bridge, which presents an opportunity to streamline vehicle movements, enhance connectivity, and mitigate conflict and congestion.

In the York Station Gateway scheme, all public bus stops, taxi stands, drop-off zones, and short-stay parking facilities are relocated to the southern precinct of the station. This strategic move not only creates space for new public areas but also improves the ambiance for the city's built heritage and the historic City Walls, fostering an enriched setting for both residents and visitors alike.



Birmingham Interchange

## Birmingham Interchange

The Birmingham Interchange is an entirely new station being constructed to facilitate the High Speed 2 (HS2) trains and act as a catalyst for growth in the West Midlands region in the UK. As the central, public-facing part of the HS2 project, the station is being used as an opportunity for innovation, with an automated people mover connecting people to key destinations.

This is the first railway station globally to achieve the BREEAM 'Outstanding' certification. The station will be fully integrated with other modes to increase accessibility and sustainable access and egress and has been designed with future travel patterns in mind.

## Tilburg, The Netherlands

Completed in 2019 the Tilburg public transport hub renovation included the renovation of Tilburg Station, a new state of the art bus station, and bicycle parking. Two new crossings were created under the railway tracks: pedestrian only tunnel directly under the station and a new walking and cycling passage.

The passage draws activity and catalyses the transit oriented redevelopment. It runs straight through a former railway workshop building, offering a link to a new restaurant, a public terrace and the former workers garden. As part of the wider regeneration around the railway station, 75 hectares of derelict industrial zone has been converted into redeveloped public realm and a community hub with multiple uses: a café, reading room, performance venue, library, and study area.



Tilburg Railway Station

# 3 Masterplan Development



The masterplan has been developed through an interactive and collaborative process working with project partners through a series of Partner Workshops. The vision and design principles have underpinned the proposals throughout to help navigate compromise and balance public realm, transport, heritage and development priorities against site constraints to deliver an agreed concept masterplan.

## Design Process

Engagement with the project partners, stakeholders and planners has been crucial in shaping the final masterplan. This has been done through structured workshops, one-to-one meetings, a formal pre-application submission to the local planning authority and consultation with Historic England.

### Partner Workshops

Working alongside Kirklees Council, the four partners of Hd1 Developments Ltd, Network Rail, TransPennine Express (TPE), and West Yorkshire Combined Authority (WYCA) are central to unlocking successful masterplan progress through their interests in land and assets within the red line, or with their remit to delivering growth and regeneration through structuring investment in the masterplan. Four workshops were held to shape ideas and provide feedback (a summary and list of attendees is provided in the appendices). These were structured as shown in the diagram (bottom right).

### Stakeholder Engagement

One to one meetings were held with three key stakeholders - Fresh Futures, Huddersfield Civic Society and Huddersfield Unlimited - organisations with influence and interest in the emerging masterplan. Feedback summaries are provided in the appendices. All three stakeholders were broadly supportive of proposals to unlock the area to the west of the station through the provision of a new western entrance and additional through routes. The Civic Society raised concerns about the viability of a hotel use to the west, the lack of a new unpaid link through the station and the proposal to locate the mobility hub to the west of the station. They were concerned by the arrangements to access the new multi-storey car park as it brings vehicular traffic deep into the west site. Fresh Futures flagged that they would be making a decision about remaining at Brian Jackson House in three years' time. This should be factored into future developments of the masterplan.

## Project Stages

### 1. Fact finding, vision and principles

Gaining a holistic understanding of the site to understand the project opportunities and constraints, to inform the masterplan vision and principles.



### 2. Option development

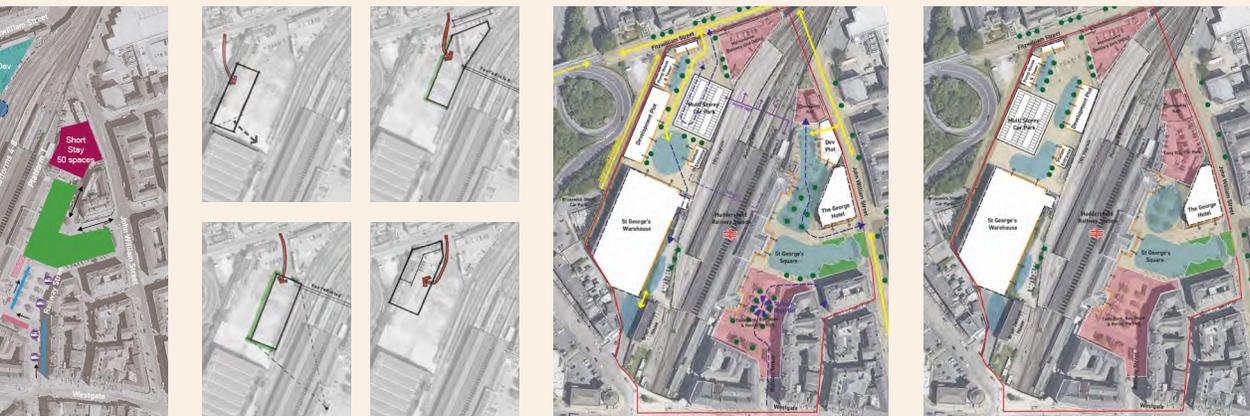
Defining place and development, spatial testing and form of car and other facilities.

1

### Workshop 1 - Baseline

(21/03/24)

- Validation and testing of site and project constraints and opportunities.
- Understanding partner priorities and objectives.
- Co-development of vision and principles.



Thumbnails of design development sketches

**2. Development**

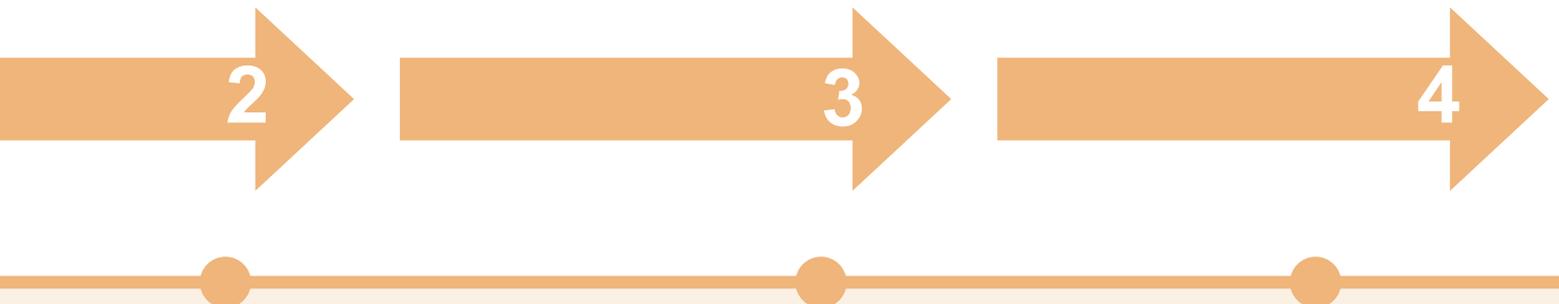
Placemaking, transport, heritage and environmental priorities. Undertaking detailed study of the location, quantum of development, parking and distribution of services across the site area.

**3. Preferred option refinement**

Focused study on the station western entrance and refinement of two masterplan options. Undertaking detailed option appraisal to select a preferred masterplan layout.

**4. Masterplan**

Developing preferred masterplan which amalgamates components of the two options. Preparing cost estimation, delivery strategy and masterplan report illustrating proposals.



**Workshop 2 - Infrastructure Requirements**  
(13/06/24)

- Feedback on placemaking requirements
- Sharing of existing transport and infrastructure provision
- Feedback on the transport and infrastructure requirements
- Sharing of initial spatial testing

**Workshop 3 - Masterplan Options**  
(08/08/24)

- Sharing of masterplan design development work
- Sharing of two concept masterplan options
- Assessment of the options and agreement of a preferred approach to take forward
- Next steps

**Workshop 4 - Final Masterplan**  
(06/02/25)

- Discuss planning pre-application feedback
- Presentation and agreement of the final Huddersfield Station Gateway Masterplan

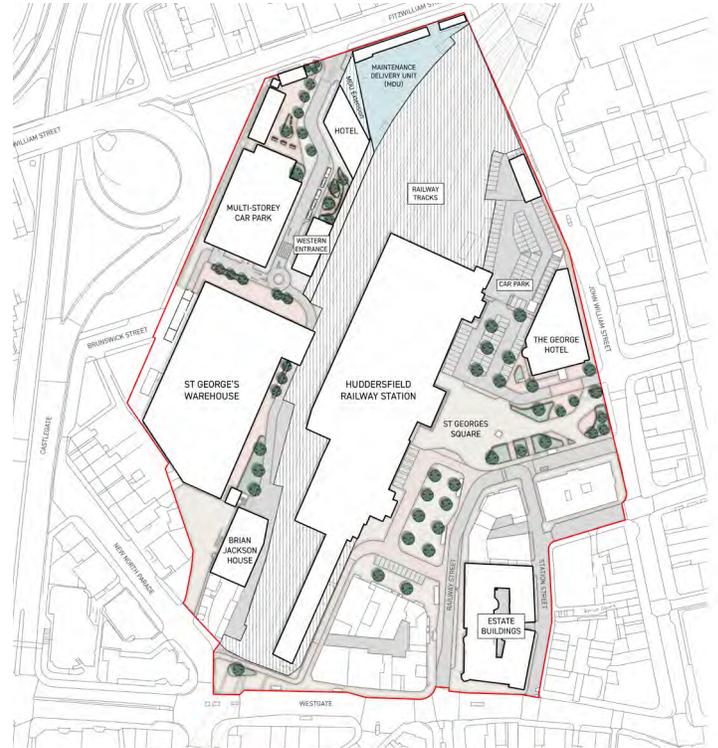
## Pre-application Submission

A pre-application submission was made to Kirklees Council on 18/09/24 to test key aspects of the emerging preferred option against planning policies. This step was taken to identify any fundamental issues with the masterplan, allowing mitigations to be embedded within the design early. This will help increase the chances of a successful planning outcome once the masterplan is taken through a planning application process in subsequent stages.

Advice has been incorporated where possible at this stage and fed into the final masterplan option presented in this report. At the time of writing this report, a formal letter from the planning case officer summarising all advice had not been received - the contents of this letter should be taken on board during subsequent phases of this project.

A summary of the verbal advice received is as follows:

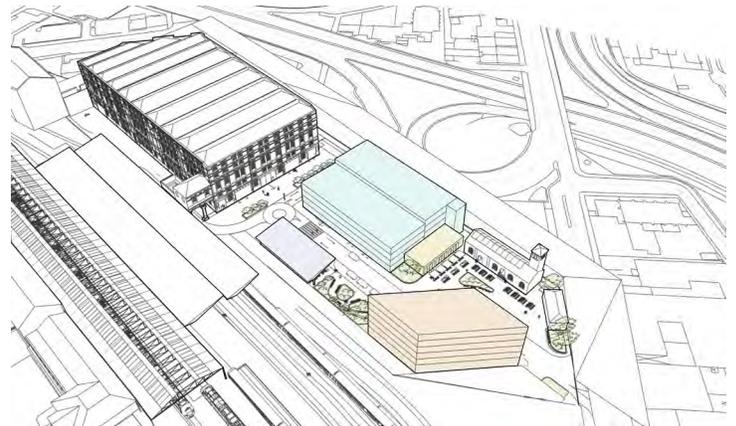
- Proposed building uses to west are policy compliant.
- Emphasis on the need for a heritage-led and heritage-sensitive approach – significance of views and setting of St George’s Warehouse.
- Massing, placement and architectural treatment of buildings on site need further consideration as these impact on openness and connection of buildings to their context e.g. station building, hotel and multi-storey car park.
- Proposed multi-storey car park would significantly impact the Grade I Station, Grade II Tower/Warehouse, Grade II Large Warehouse, and the Conservation Area. Its location is highly sensitive, and the development is considered inappropriate. The current surface-level parking already provides adequate capacity, and further justification with supporting information is needed to assess the necessity and potential benefits of the car park.
- Concerns were raised regarding the proposed hotel’s impact on the setting of listed buildings, the Conservation Area, and the regeneration of the George Hotel, which may face additional pressure. A more flexible approach to the building and space is recommended.
- Proposal should consider water attenuation within the site (reference to Grey to Green in Sheffield)
- Security and counter-terrorism context will need to be considered during design development
- Layout needs to allow for waste storage and collection, and manoeuvrability of service vehicles
- Additional traffic impacts to Fitzwilliam Street/John William Street junction need to be analysed.
- Support for improvements to pedestrian and cycle access.



Pre-application Masterplan

Historic England was also approached for its advice on the grounds of this site being of significant heritage interest. Their feedback is summarised below:

- Historic England is broadly supportive of the proposals and acknowledges the opportunity to enhance the setting of several key heritage assets, including Huddersfield Station, the Goods Yard, George Hotel, and Estate Buildings. They welcome the proposed improvements to public realm and access but have raised concerns about:
  - The current layout risks diminishing the historical connection between St George’s Warehouse and the central train tracks. They suggest incorporating design elements to better reveal this relationship.
  - The proposed parallelogram form of the hotel presents an opportunity for improved views but raises concerns about its practicality for construction.
  - While inter-visibility between new buildings in the Goods Yard and the Grade I-listed station is not a major issue, it is crucial that public realm works in St George’s Square do not obstruct key views of the station’s central section of the Grade I-listed station.
  - Carefully design parking-related elements, such as barriers and signage, to avoid cluttering the sensitive space between the George Hotel and Huddersfield Station. While parking is essential, Historic England wants to ensure that associated infrastructure does not negatively impact the historic setting.
  - Ensuring that any harm to heritage assets is justified and outweighed by public benefits.
  - They encourage continued engagement to refine the designs through their extended pre-application service.



Pre-application Massing Diagram

An architectural rendering of a courtyard. In the background is a three-story brick building with several arched windows. The courtyard is paved with cobblestones and features several large, stylized trees with green foliage and white outlines. In the foreground, there is a raised planter bed with various green plants and a wooden bench. A person is sitting on the bench, and other silhouettes of people, including one in a wheelchair, are scattered throughout the courtyard. The overall style is a combination of realistic shading and white line art.

# 4 Masterplan Proposals

The final concept masterplan for Huddersfield Station Gateway is the culmination of collaborative working with project partners. A collective set of requirements have been optimised around an agreed vision and masterplan principles and refined following stakeholder engagement and feedback from the pre-application process. Our proposed scheme is structured around three distinct character areas, each detailing specific proposals that contribute to the overarching vision of the masterplan.

This strategic plan not only enhances connectivity and placemaking but also ensures a balanced approach to heritage preservation, urban regeneration, and future development. By integrating sustainable design solutions and aligning with broader regional objectives, the masterplan sets a foundation for long-term growth, economic vitality, and an improved experience for residents, visitors, and businesses alike.

### Key Design Moves:

- New western station entrance connecting into existing subway and TRU proposals
- New multi-storey car park (5 storeys approx 250 spaces)
- Regeneration of St George's Warehouse building and listed accumulator tower and pumphouse
- Public realm enhancements with increased landscaping and street furniture to St George's Square
- Improved connection of the George Hotel to St Georges Square, providing better setting for outdoor events and hotel functions
- Interim surface parking on potential future hotel development plot within St George's Warehouse Goods Yard
- Improved pedestrian and active travel links including improvement of Brunswick Street footpath
- New pedestrian lift and stair access to connect Courtyard (level 00) and Goods Yard (level -02)
- Spill-out spaces and active frontages to St George's Warehouse

FITZWILLIAM STREET

FITZWILLIAM STREET

ACCUMULATOR  
TOWER AND  
PUMP HOUSEMAINTENANCE  
DELIVERY UNIT  
(NETWORK RAIL)RAILWAY  
TRACKSURFACE  
CAR PARK  
(27 Spaces)PLATFORM 7  
EXTENSIONMOBILITY  
HUBMULTI-STOREY  
CAR PARK  
(5 Storey - 250 Spaces)

WESTERN ENTRANCE

SUBWAY

REFUSE AND  
MAINTENANCE

BRUNSWICK STREET

BATTERY  
STORAGE

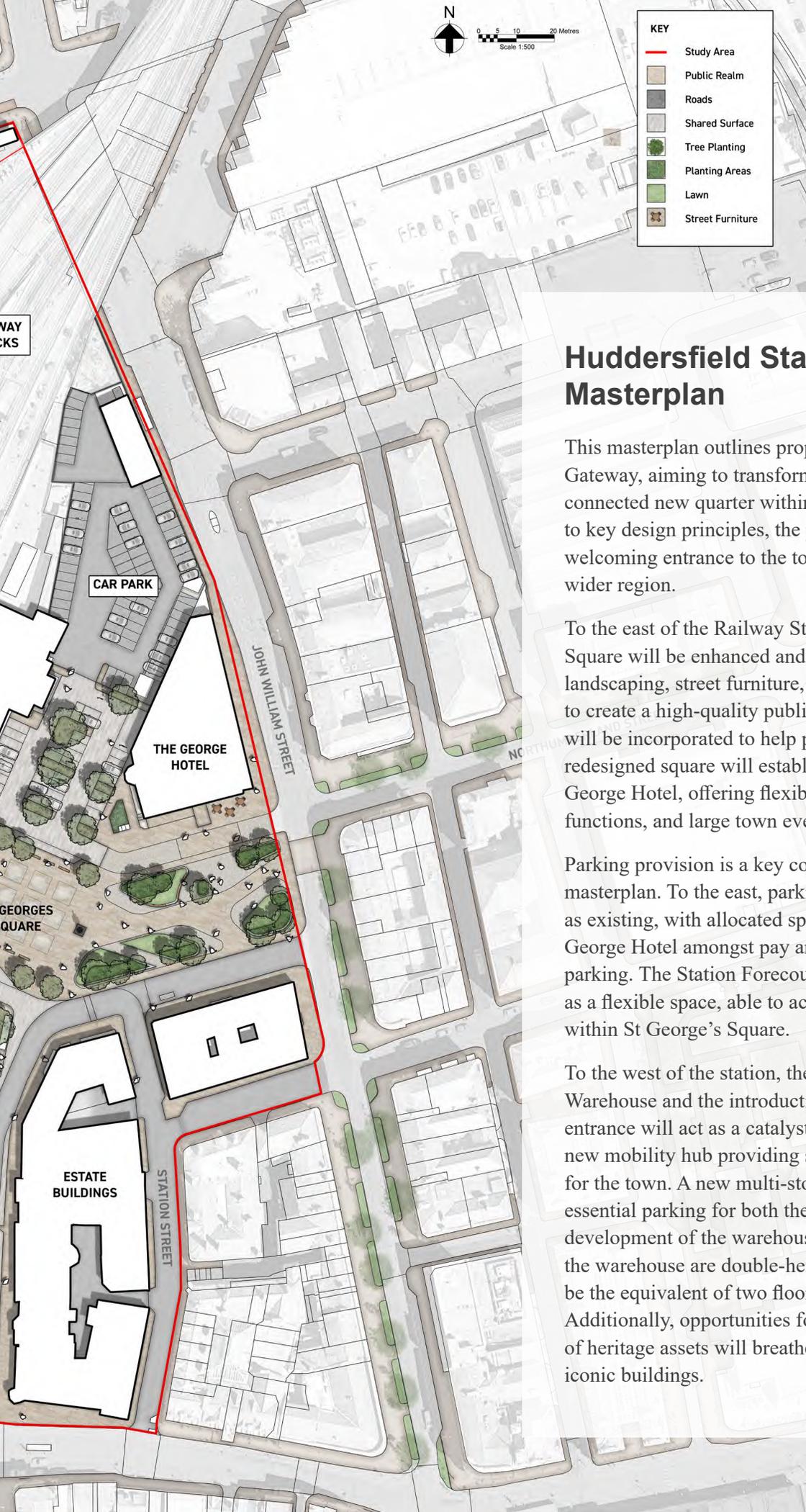
ST GEORGE'S WAREHOUSE

HUDDERSFIELD  
RAILWAY STATIONLIFT AND  
STAIR TOWER

NEW NORTH PARADE

BRIAN  
JACKSON  
HOUSE

WESTGATE



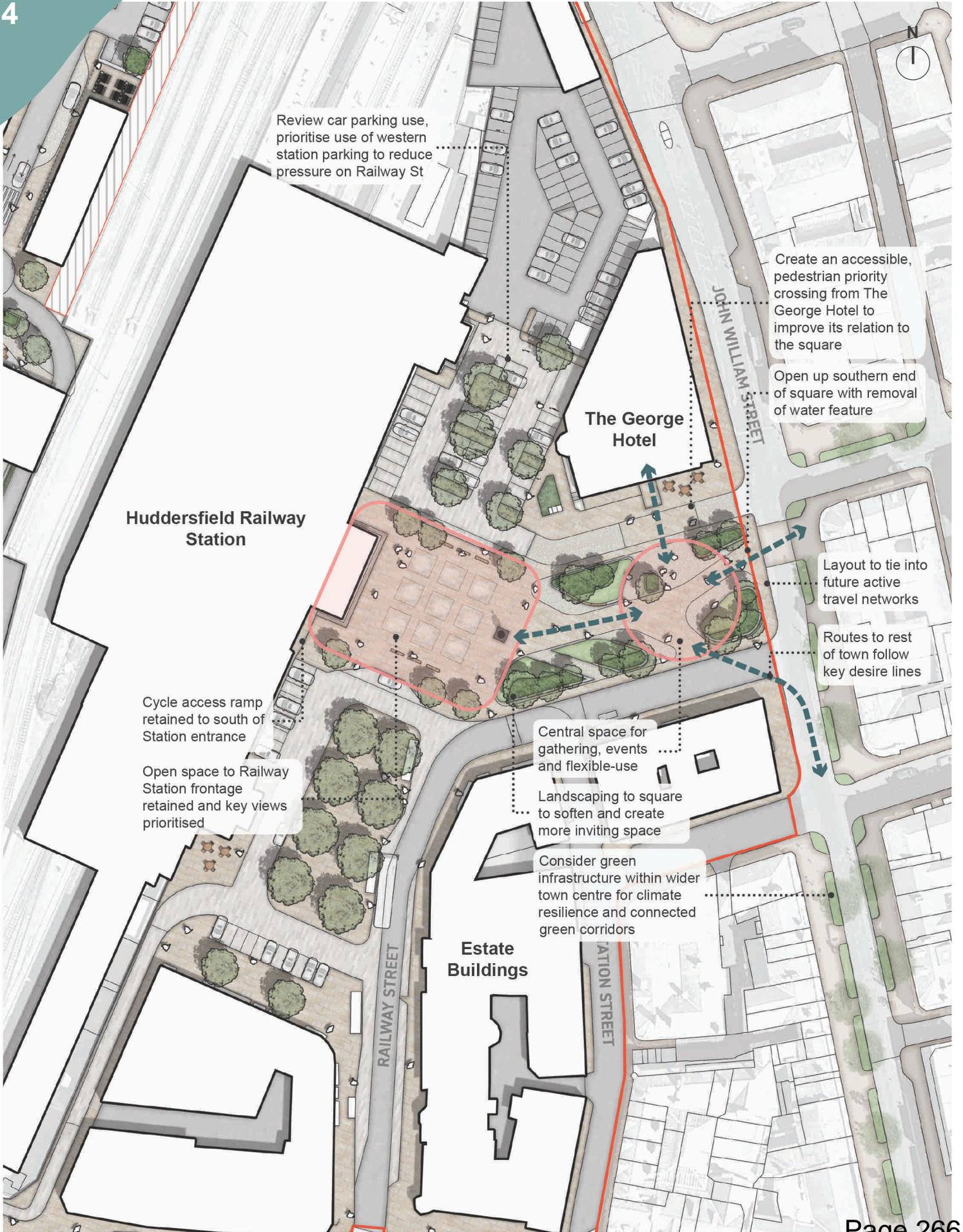
## Huddersfield Station Gateway Masterplan

This masterplan outlines proposals for the Huddersfield Station Gateway, aiming to transform the area into a vibrant and well-connected new quarter within the town centre. By adhering to key design principles, the plan envisions the Gateway as a welcoming entrance to the town and a vital transport hub for the wider region.

To the east of the Railway Station, the existing St George's Square will be enhanced and expanded, featuring soft landscaping, street furniture, and placemaking improvements to create a high-quality public space. Hostile vehicle mitigation will be incorporated to help protect the public at events. The redesigned square will establish a strong connection to the George Hotel, offering flexible spaces for daily use, hotel functions, and large town events.

Parking provision is a key consideration in the Station Gateway masterplan. To the east, parking and drop-off areas will remain as existing, with allocated spaces for railway crew and the George Hotel amongst pay and display for long and short stay parking. The Station Forecourt parking area will continue to act as a flexible space, able to accommodate use for large events within St George's Square.

To the west of the station, the redevelopment of St George's Warehouse and the introduction of a new western station entrance will act as a catalyst for urban regeneration, with a new mobility hub providing sustainable transport connections for the town. A new multi-storey car park (MSCP) will provide essential parking for both the Station and the mixed-use development of the warehouse. As two levels (00 and -02) of the warehouse are double-height, a five-storey MSCP would be the equivalent of two floors lower than the listed building. Additionally, opportunities for refurbishment and re-purposing of heritage assets will breathe new life into Huddersfield's iconic buildings.



Review car parking use, prioritise use of western station parking to reduce pressure on Railway St

Create an accessible, pedestrian priority crossing from The George Hotel to improve its relation to the square

Open up southern end of square with removal of water feature

**Huddersfield Railway Station**

**The George Hotel**

JOHN WILLIAM STREET

Layout to tie into future active travel networks

Routes to rest of town follow key desire lines

Cycle access ramp retained to south of Station entrance

Open space to Railway Station frontage retained and key views prioritised

Central space for gathering, events and flexible-use

Landscaping to square to soften and create more inviting space

Consider green infrastructure within wider town centre for climate resilience and connected green corridors

**Estate Buildings**

RAILWAY STREET

STATION STREET



St George's Square Vision

## St George's Square

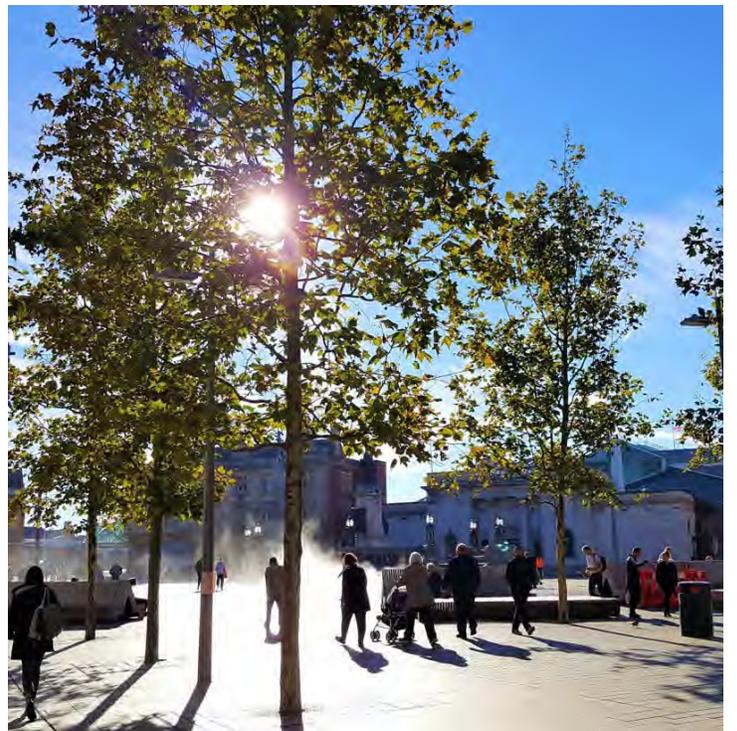
The primary focus for the eastern side of the station is to enhance St George's Square, establishing it as a more inviting and functional gateway into the town. This will involve improving the square's relationship with surrounding buildings and the wider town centre. A key design initiative is to strengthen the connection between the George Hotel and the square, creating a flexible space that can accommodate hotel events and functions, while allowing activities to spill out into the square. This will not only improve the square's aesthetic appeal but also increase its functionality for a variety of uses.

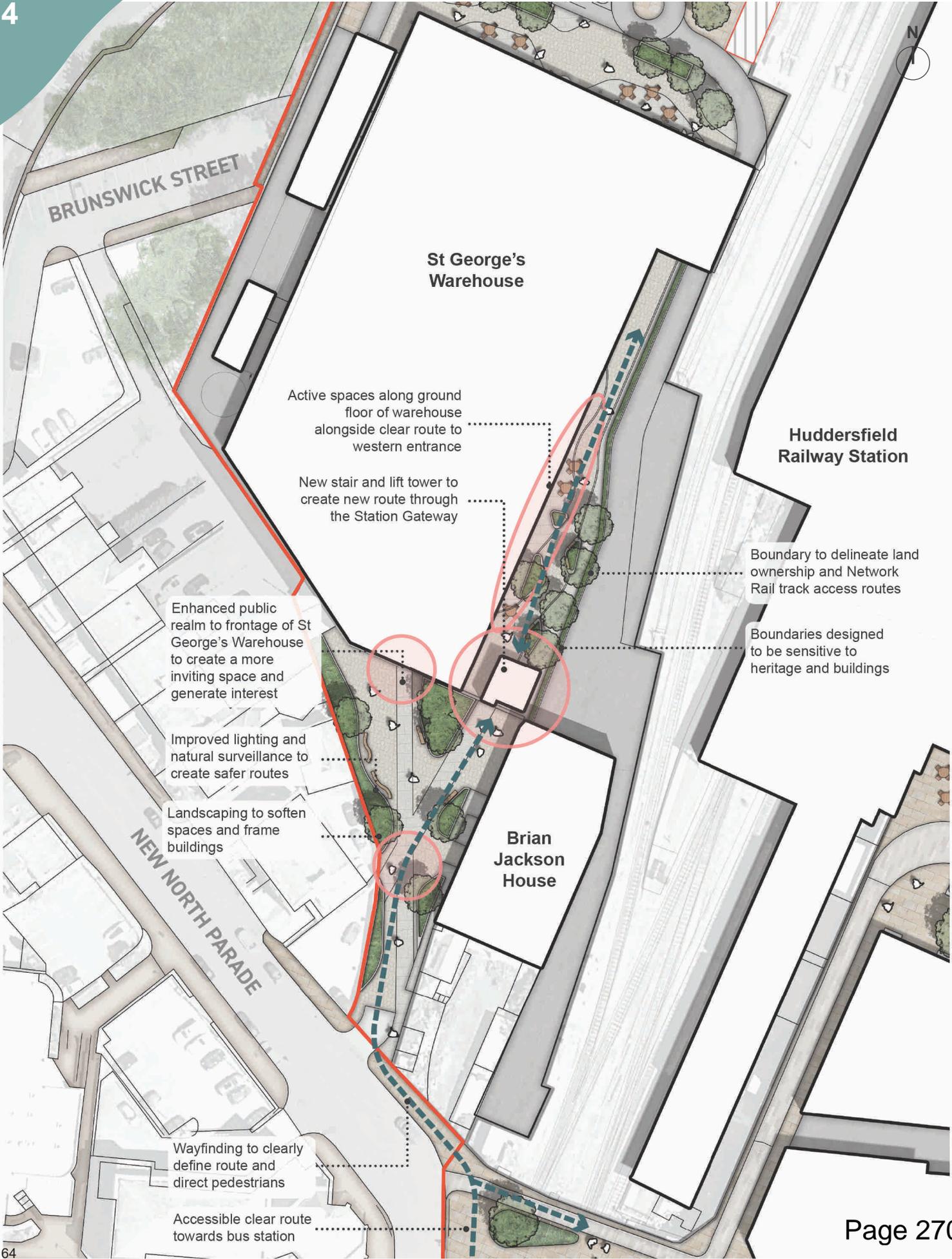
Additionally, the design prioritises pedestrian movement and connectivity, ensuring that the square integrates seamlessly with existing routes throughout the town. By aligning with natural desire lines, the square will provide better connectivity to the town centre and facilitate movement towards Northumberland Street along the station to stadium corridor. The overall design aims to create an improved environment for everyday use,

incorporating high-quality street furniture, public open spaces for social gatherings, landscaping to soften the urban environment and frame historic buildings, as well as integration of playable elements to appeal to families and children. The design shown is indicative but at the next stage, proposals will be refined to ensure sufficient open space is available to accommodate large-scale events, while maintaining flexibility for daily activities. Hostile vehicle mitigation (HVM) measures will also be considered to protect the station and users of the square. These measures could be integrated into the landscape design, providing a discreet and cohesive approach while maintaining security.

Surface parking to the east will be retained to provide additional capacity, pick up and drop off to the east and rail staff parking. The taxi rank to the east will be retained as it provides sufficient capacity and functions well. Spatial constraints to the west would result in compromises to parking or development if the rank were to be relocated there.









St George's Quarter Vision - From the Courtyard

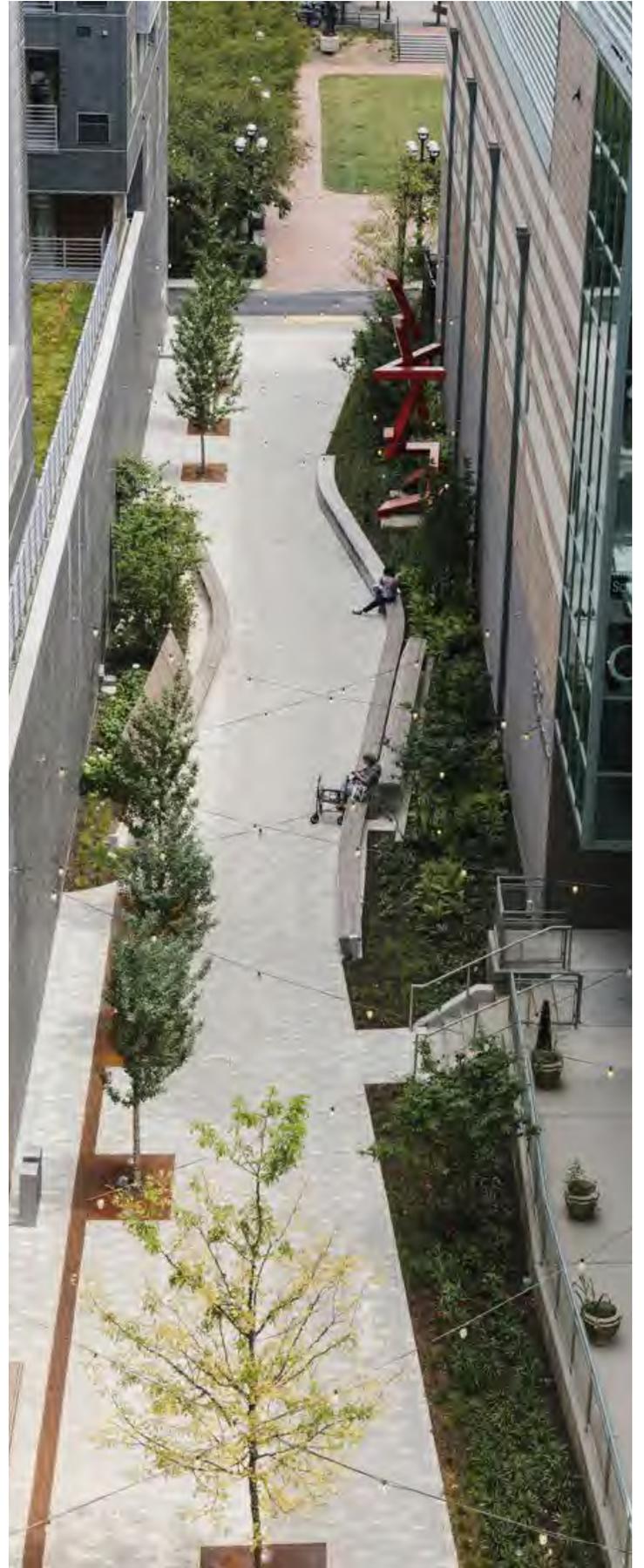
## St George's Quarter

Improvements to the public space on the south side of St George's Warehouse have been proposed, with a particular focus on the key route leading via the courtyard to the new stair and lift tower and the western entrance. This connection will enhance accessibility between St George's Warehouse and the town centre, ensuring clear and direct movement through the area.

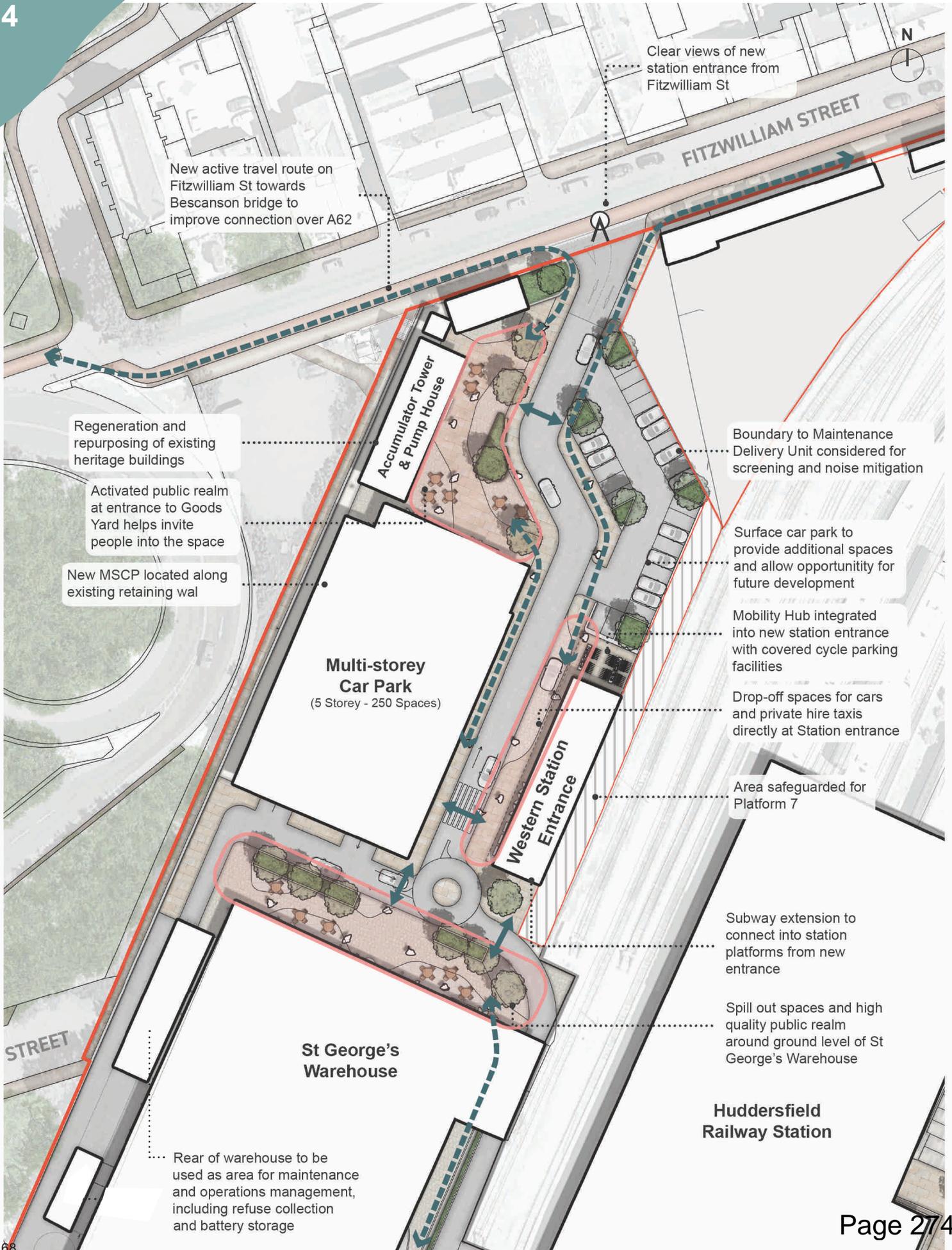
The proposed stair and lift tower will link Level 00 (Courtyard) to Level -02 (Goods Yard), creating a vital connection within the town centre. Planning permission for a stair and lift tower has previously been granted (now lapsed), however its design development should

be carefully considered as part of the holistic masterplan and proposed uses within the listed buildings, ensuring seamless integration within the historic setting.

To further enhance the pedestrian experience, the route will be designed to be safe and welcoming, especially during evening and night-time hours when natural surveillance is reduced. Planned improvements include high-quality materials, effective lighting, planting, and clear wayfinding with uninterrupted lines of sight to define the route and create an accessible, inviting environment for all users.









Goods Yard &amp; Western Station Entrance Vision

## Goods Yard & Western Station Entrance

To the north of St George's Warehouse, the former Goods Yard has been identified as the location for a new western entrance to Huddersfield Railway Station. This entrance will connect directly to the station via an extension to the existing subway, providing access to the railway platforms. Please note this will be ticketed/paid access only. The positioning of this entrance has been determined by the potential future requirement for an additional bay platform 7 which would be accessed directly from the entrance building. As part of this development, a proposed mobility hub will support the town's active travel aspirations, offering greater and more accessible options for sustainable modes of transport.

The Goods Yard will also accommodate a multi-storey car park, providing up to 250 spaces across five levels. The precise number of storeys which may be acceptable from a conservation and heritage perspective will need to be determined through dialogue with Historic England and the local planning authority in subsequent discussions. A taller car park, but no higher than 7 storeys (equivalent to the height of the warehouse roof parapet) may be acceptable if mitigations are put in place. At the next stage the opportunity to provide a connection from Brunswick Street footpath through the carpark, down to the new station entrance will be explored.

Additionally, a surface-level car park with 27 spaces has been proposed, which can include additional electric vehicle (EV) charging and car club facilities. This area provides potential for future re-development, including the opportunity for a green public space to enhance the public realm offering.

The regeneration of St George's Warehouse, along with the listed Pump House and Accumulator Tower, will be further enhanced through improvements to the surrounding public realm. The inclusion of flexible spaces will allow for activity to extend into the public areas, fostering engagement and increasing footfall. This approach aims to create a more vibrant and attractive destination, improving the overall experience for both local residents, visitors and rail users.

Outside the red line, enhancements are proposed to improve active travel along Fitzwilliam Street by rationalising parking and widening footways. Introducing two-way operation of Fitzwilliam Street was explored to improve vehicle access from the site, however this has been deemed infeasible due to the altered junction needing to overcome significant level changes and restricted sight lines not meeting current standards.





## Architecture

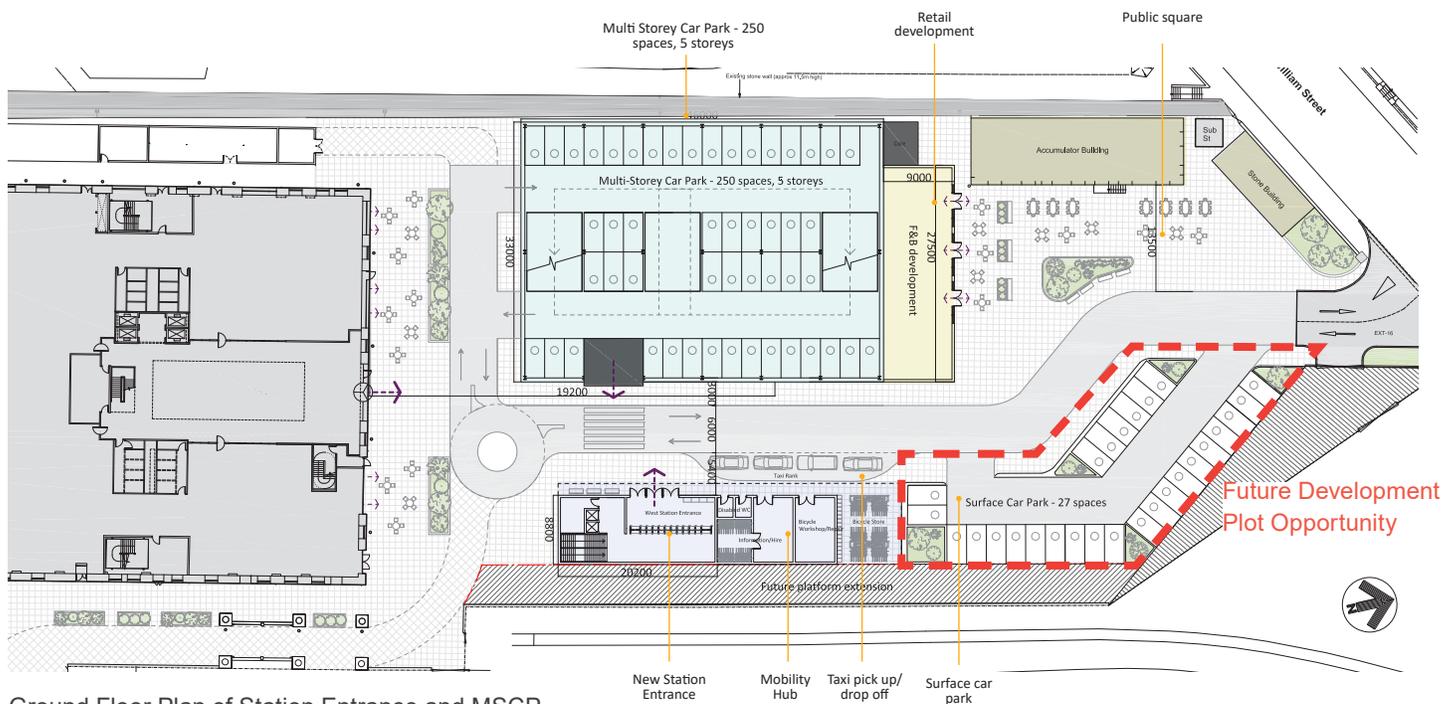
To the west of the station, the notable heritage assets of St George's Warehouse and the Pump House and Accumulator Tower, will be transformed to provide new amenities and activity on the Station Gateway site. In addition, plot layouts and architecture form have been explored for two new buildings, including a western station entrance with cycle parking and mobility hub to provide more direct access to the west of the town and a multi-storey car park to address future parking demand. Designs have been developed with consideration to passenger experience, visual impact, heritage considerations, placemaking opportunities and deliverability.

### West station entrance

The new west station entrance is proposed to connect into the existing subway and TRU proposals. It will incorporate passenger facilities, automatic ticket gates, and stairs and lift to the extended subway. A mobility hub will include under-cover cycle parking. The architecture will reinforce the heritage design principles established for TRU, connecting the station with its historic environment. The building will blend with the new canopy design of Huddersfield Station, including the staggered springing angle of the roof, glazing and views through.

### Multi-storey car park (MSCP)

The MSCP is proposed alongside the retaining wall to the west of the site to maximise dormant space. The MSCP will be designed with a more open character to the facades to limit distraction from the listed buildings, with potential for some greening to reduce dominance of the mass. Options have been explored for height, capacity, and potential for integration with a food and beverage offer alongside the listed buildings at the site entrance.



Ground Floor Plan of Station Entrance and MSCP

## Future Development Opportunities

The surface-level car park adjacent to the western entrance provides scope for development as part of a future phase of works.

We had initially tested this plot for use as a hotel, however market analysis showed that the commercial viability of delivering a hotel in this location will be challenging and will likely require public investment. This is due to a combination of factors including planned capacity increases at other hotel sites, occupancy rates and average room prices in Huddersfield.

In the more immediate term, car parking presents the most viable use on this plot, with an opportunity to consider an apart-hotel or serviced apartments which may be more viable. There are options to develop this use within a new building on the surface-level car park or within existing buildings on the wider site including St George's Warehouse, Brian Jackson House or the Estate Buildings.



Design Precedent for Station Entrance Building



Design Precedent for Multi-Storey Carpark



Sketch option for future development plots within Goods Yard

## Active Travel Strategy

Active travel and sustainable methods of transport are key factors within the masterplan strategy. This aligns to our design principles, by integrating multiple modes of transport and promoting health and wellbeing within communities through active travel.

A movement framework for the Station Gateway site identifies key strategies for pedestrian and cycle connectivity and has been integrated with the Huddersfield Movement and Accessibility Framework. Improved legibility of routes, and an accessible, safe and direct network of paths and cycle lanes will improve the permeability of the area, and unlock new areas for investment and opportunity.

Key proposals include a new route to the west of the station, creating a pedestrian and cycle connection from Fitzwilliam Street to the new western station entrance and development at St George's Warehouse. This continues onwards south via a proposed the new Stair and Lift Tower towards New North Parade and the bus station, creating a new direct connection from north to south of the Station Gateway.

Proposed cycle infrastructure along Fitzwilliam Street and over Besancon Bridge will help connect the Station Gateway to the west of Huddersfield and towards Greenhead College and Greenhead Park. Also linking into the existing National Cycle Network route 69.

As the transport sector strives to decarbonise, it is essential to rethink how we integrate public transport services with walking, cycling, and micromobility to make it easier for people to travel seamlessly.

Future Mobility Hubs, Arup 2021

Key routes and wayfinding aim to connect the station to the wider town centre, providing attractive pedestrian routes towards the main retail and leisure districts, to education centres such as the university and colleges, and into the station to stadium corridor, along Northumberland Street towards the John Smith's Stadium, integrating with Station to Stadium and Transforming Cities Fund schemes. The existing cycle parking provision to the east of the station and the secure Cycle Hub on platform 1 will be retained.

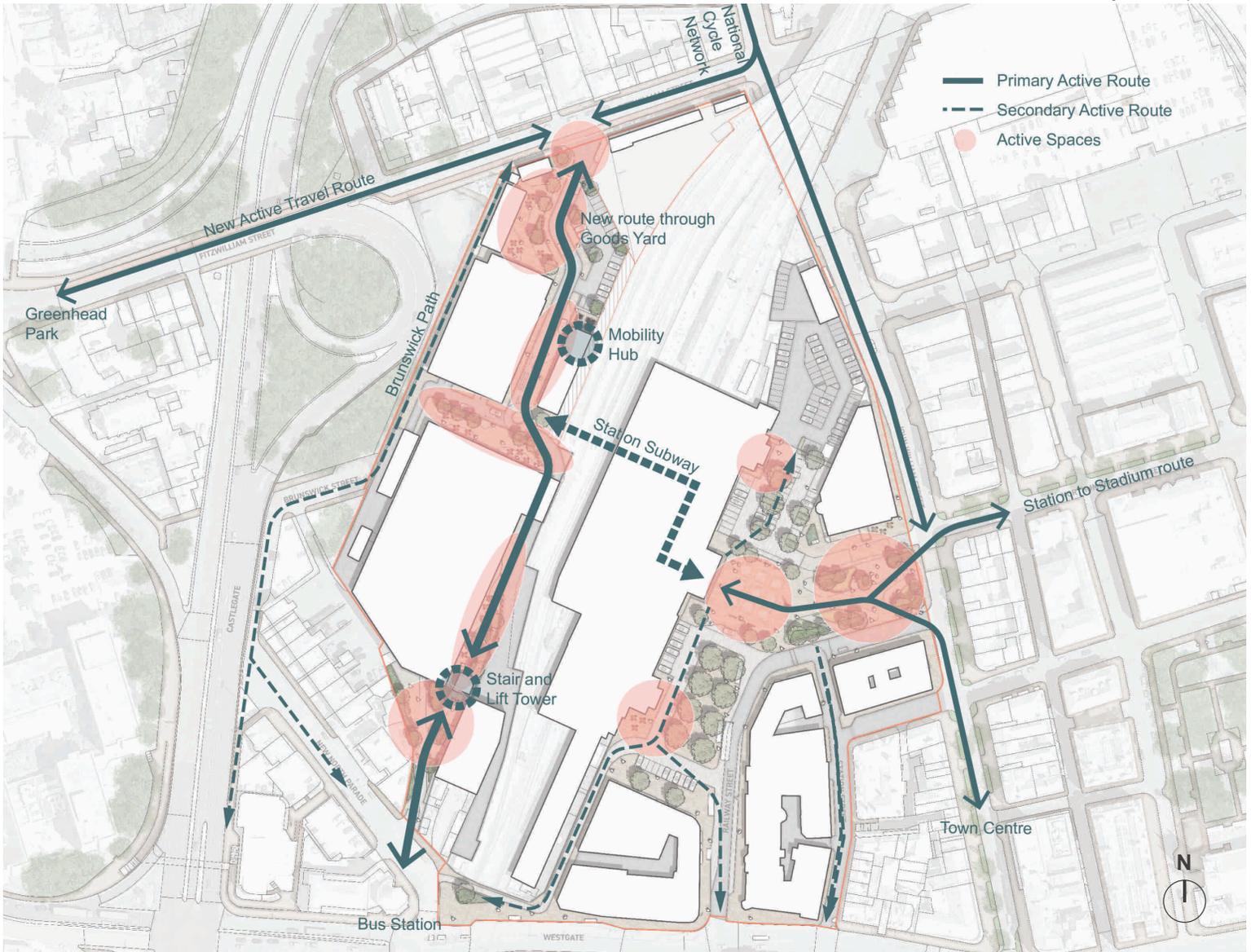
Within the movement framework, opportunities for placemaking create areas of interest and enhanced public spaces using green infrastructure and street furniture. This promotes a vibrant and active town centre, encouraging pedestrians by creating people-focused streets, which is beneficial to businesses and communities.

### Mobility Hub

With fewer heritage and spatial constraints, a Mobility Hub is proposed to the west of the station, and this will be integrated as part of the new entrance building. This will complement existing modes distributed across the masterplan site.

The Mobility Hub will cluster the station entrance and car parking together with various facilities such as secure cycle parking (minimum 80 spaces) changing rooms, cycle hire and a repair workshop, information centre, car club, and recharging stations, the hub can provide a seamless and efficient travel experience. This integration will not only promote sustainable travel options for onward travel but also attract footfall to activate the west of the station and support adjacent commercial activity. The hub will serve as a central point where residents and visitors can easily switch between different modes of transport, making their journeys more convenient and environmentally friendly.

The hub will also provide amenity for future residents and workers within the Gateway site and will support a more sustainable transport strategy for the overall scheme. The specification, delivery and operation of this hub should be considered in alignment with WYCA's regional Mobility Hub plans where possible to form part of a consistent wider network.



Active Travel Connections within the Station Gateway



Mobility Hub (Arup: Future Mobility Hubs)

## Vehicles and Parking

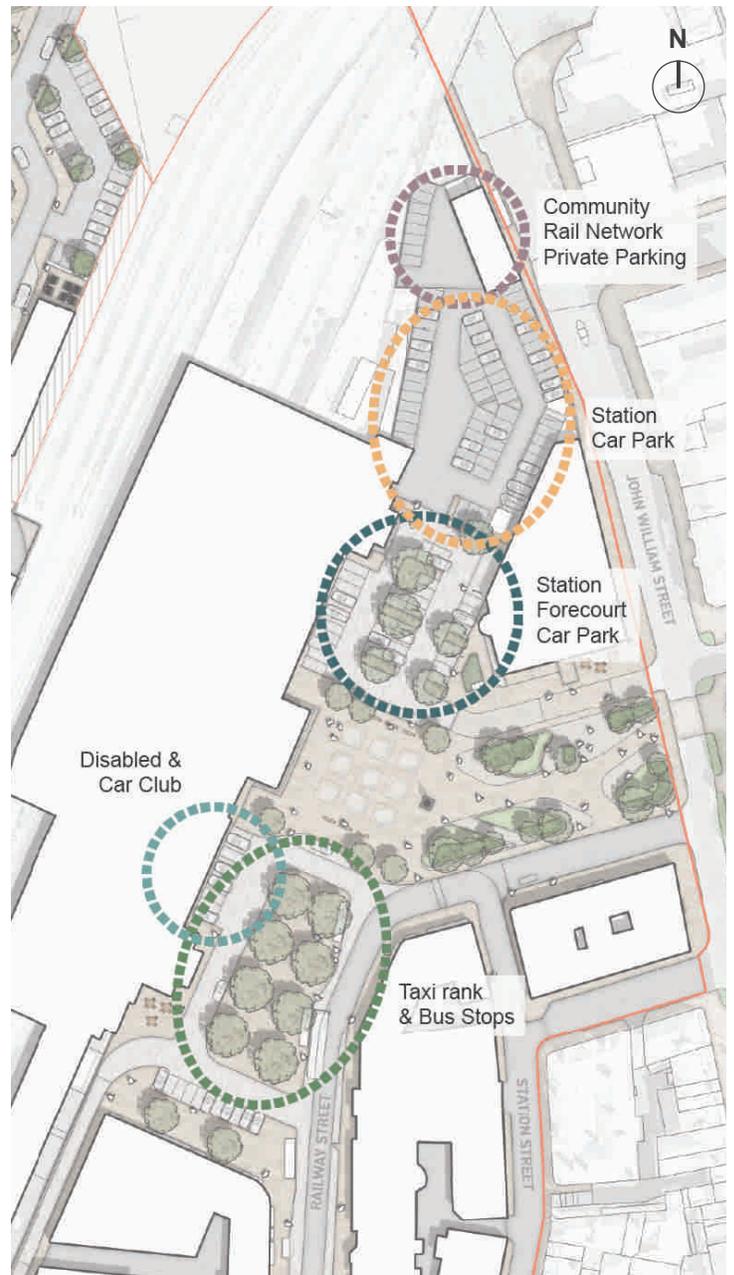
In this report, references to ‘existing’ parking mean provision immediately before the Station Forecourt, Station, and St George’s Warehouse car parks closed in 2023/24 to become temporary construction compounds for TRU (and, in the case of Station Forecourt, works at the George Hotel). These car parks are due to be reinstated in 2027.

The existing parking for Huddersfield Station is located on the eastern side of the main station building. We do not propose any major changes to the existing layout and function of these car parks, which share a single access off the Northumberland Street/ John William Street junction.

The Station Forecourt Car Park to the south is owned and operated by Kirklees Council. It includes 30 pay & display spaces for short stay, which will reduce to about 23 to accommodate improved servicing to the George Hotel. There are also spaces for pick up and drop off: 11 in the car park and 3 off the access road. The Station Car Park to the north is owned by Network Rail and operated by APCOA Parking (UK) Ltd on behalf of TransPennine Express (TPE). The 68 spaces are for long stay, with around half reserved for train crew and station staff. Further north is a private car park owned by Network Rail and serving the offices of Community Rail Network in the Old Water Tower.

Detailed assessment of the existing parking availability at Huddersfield Station has identified a significant shortage of parking that is insufficient in serving the existing needs of the station. With the ongoing TRU and increased forecast numbers of rail users, this demand for parking will only increase. Based on studies of passenger numbers and following policy guidance, in order to meet the future demand, it is estimated an extra 400 - 500 spaces are required.

Spatial and heritage constraints to the east of the station limit options to expand parking infrastructure here.



Vehicle parking to east of Station

Therefore opportunities for new parking proposals must be explored to the west of the Station, as part of a new development connecting to a proposed Western Station Entrance located within the St George’s Warehouse Goods Yard.

To the south of St George’s Square the existing taxi rank provides an adequate amount of space for licensed taxis, with 18 spaces available. Alongside this is the provision of 5 accessible parking spaces and 2 car club hire car spaces, which are conveniently located near the entrance of the station. Car club spaces can be reviewed at the next stage in lines with Council ambitions.

The former Goods Yard to the west of the station provides around 180 unmarked and unsurfaced spaces for pay & display parking. The car park is on land owned by Hd1 Developments Ltd and is operated by HX Car Park Management Ltd.

In order to accommodate the anticipated parking demand, a multi-storey car park with five storeys is proposed. This will provide in the region of 250 spaces, a net increase of around 70 spaces to serve both the proposed development to the west as well as station users. An initial, indicative allocation is 100 spaces to serve occupants and visitors to the warehouse, and 150 spaces for public use.

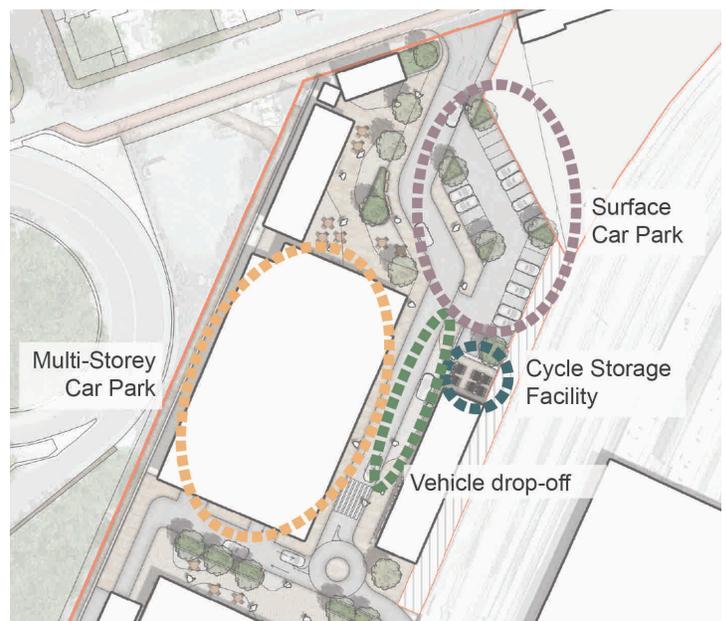
The car park is located against the existing retaining wall to limit its impact on heritage buildings and frame key views through the site. Its close proximity to the proposed western entrance to the station provides efficient interchange with the rail network.

It is anticipated that in the future, 30% of station users will use the western entrance, and five additional station drop off spaces have been provided to accommodate private vehicles. This location also provides convenient access for rail users, to efficiently park and access the station using the new western entrance. The MSCP will also serve St George’s Warehouse, and a number of spaces will be allocated for the proposed uses of the building, such as residents parking. It will include Blue Badge (indicative 5% of car parking capacity), Parent & Child, and secure motorbike parking with ground anchor points for attaching padlocks.

The proposed parking strategy within the Goods Yard will help to meet the future demand and requirements for parking at Huddersfield Railway Station. The proposals will mitigate the traffic congestion currently experienced within the existing car park and on John William Street, whilst also encouraging new rail users by providing a more efficient and direct access to the station, particularly from the western side of Huddersfield.

Location	Mode	Proposed Provision (appx no.)
East	Station Car Park	68
	Station Forecourt	23
	Drop off	14
	Community Rail Network	8
	Accessible spaces	5
	Car Club	2 *
	Taxi (rank + queue)	18
	Cycle parking	10
	Cycle Hub (platform 1)	54
West	Multi-storey car park Inc: Blue Badge parking (5%) Parent & Child parking Secure motorbike parking	250 (100 spaces St Georges Warehouse, 150 public spaces)
	Surface car park Inc: Car hire club	27 spaces
	Cycle storage facility (Mobility Hub)	minimum 80
	Drop off	5

\* To be further reviewed at the next stage in line with council ambitions.



Vehicle parking to west of Station

## Costing

Indicative cost estimates have been prepared across the three masterplan areas: St George's Square; St George's Quarter; and Goods Yard & Western Station Entrance. A high-level summary is provided detailing the core components of the projects, along with the estimated cost for any stated alternatives. Rates are current at 4Q2024. Excludes: Inflation; Kirklees Council's costs; Finance; VAT; Land costs; Ecological / archaeological discoveries; Major contamination.

The cost estimates describe the scale of investment likely to be required in order of magnitude terms. Funding sources may vary and some elements may be privately sponsored (e.g. food and beverage developments). Redevelopment of St George's Warehouse, and associated refuse and battery storage do not form part of the cost review.

At concept level, design maturity and estimate certainty is lower than a fully designed scheme. Unit rates have been derived from similar projects, or built up to reflect the nature of the proposals. Specifications are implied from the masterplan images, quantities and provisional allowances have been assumed to represent the potential interventions. The nature and cost of the works is expected to vary around the stated order of magnitude.

The total indicative cost estimate across the three masterplan areas is c.£61.4M. The estimates allow for construction costs, contingencies for price variance and risk, plus a budget for professional fees. Price variance builds in an allowance for the normal range for tender prices, This has been assessed on an elemental basis, typically adding 10%. An additional risk contingency has been allowed at 25% on building works, and 60% for railway works where there is a greater chance of scope change due to surveys and Network Rail requirements. Similarly, an average professional fee budget of 15% on building works, and 20% for complexities associated with the railway scope.

The following paragraphs outline the anticipated investment and cost drivers within each masterplan area. A further cost breakdown is provided in Appendix M

### St George's Square

Total cost estimate: £2,880,000 .

- St George's Square Public Realm  
£2,880,000 (4Q2024) to construct high quality public realm in St George's Square. The cost includes natural stone surfaces, pedestrian crossing, roadway adjacent to the hotel, drainage, feature luminaires and uplighters. Signage and wayfinding totems, passive provision duct network, landscaping with street furniture, raised planters and HVM.

### St George's Quarter

Total cost estimate: £5,380,000 .

- Lift & Stair Tower  
£3,340,000 (4Q2024) to construct a vertical circulation tower. The cost includes steel structure, foundations, cladding, canopy, and bridge span to upper level. Assumed 16 person lift and illuminated handrail based on typical railway station footbridge designs. Allowance for service connections and alterations / repairs to the retaining wall.

- St George's Quarter Public Realm  
£2,040,000 (4Q2024) to form high quality public realm either side of the lift in St George's Quarter. The cost includes natural stone surfaces, drainage, feature luminaires and uplighters. Signs and wayfinding totems, duct networks, landscaping with street furniture, and raised planters.

### Goods Yard & Western Station Entrance

Total cost estimate: £53,130,000.

- Western Yard Site Enabling  
£1,440,000 (4Q2024) for assumed works to provide a capping layer across the site and a core utility services spine from Fitzwilliam Street for the other developments

to connect into. Site surveys, levels and utility loadings will be cost drivers to determine this element as the scheme progresses.

- Multi-Storey Car Park

£11,120,000 (4Q2024) to construct the ground level and upper decks of a MSCP providing a total of 250 spaces. The costs have been derived from BCIS unit rates and supplier quotations for a similar sized permanent steel structure. Additional sums have been allowed for enhanced cladding to the elevations. 10% of the spaces to have EV charging. Key cost drivers will be the foundation requirements and detailed design of the MSCP layout by a specialist to maximise efficiency.

Alternative designs to reduce the visual mass would likely result in a less efficient layout, potentially reducing spaces or adding whole or partial decks. Assuming 250 spaces are to be provided, a less efficient design may lead to an alternative cost of £12,840,000 (i.e. an additional £1.7M).

- Food & Beverage Units

6a. £2,190,000 (4Q2024) for a new build unit adjacent to the MSCP.

6b. £4,890,000 (4Q2024) for the renovation and conversion of existing buildings.

Estimates have been based on mean BCIS £/m<sup>2</sup> rates for either new build or conversion. Additional costs for building fabric repairs have been allowed to the Accumulator and Stone Buildings. These include roofing, windows, brick repairs, damp-proofing, and insulation. Structural surveys and conserving listed property will be future cost drivers.

- Western Yard Highway

£2,090,000 (4Q2024) to provide the roadway serving all developments in the Western Yard, plus station drop-off and 27 surface parking spaces. Includes pavements, drains, lights, signs, crossing and kerbs.

- Western Yard Public Realm

£3,200,000 (4Q2024) to construct high quality public realm adjacent to the MSCP and Pump House, and frontages to St George's Warehouse and the new Western Station Entrance. The cost includes natural stone surfaces, areas of enhanced construction for maintenance access, drainage, feature luminaires and uplighters. Signage and wayfinding totems, passive provision duct network, landscaping with street furniture, raised planters and HVM.

- Western Station Entrance and Subway

£28,200,000 (4Q2024) to construct a new station entrance with combined mobility hub. Provide access to Huddersfield Station by extending the subway from platform 6 to the new entrance. Construction of a new track and platform 7 is assumed to be by others and is excluded.

The station building has been estimated with reference to similar mixed use station buildings and allows for a higher proportion of glazed façade to compliment the masterplan. A lift and stair core is assumed to descend into a 2.5m wide subway. The length of 19m has been derived from briefing notes and space proofing plans from the Transpennine Route Upgrade (TRU). Other than excavating and breaking through to an existing subway, no other permanent works to Huddersfield Station, or railway infrastructure have been allowed for.

The costs have been estimated assuming that Network Rail delivers the works on behalf of a third-party sponsor. Any project would advance through several engineering phases where costs could change due to design development. A typical contingency of 60% has been allowed, however, engagement with Network Rail and a full risk register is recommended. There will be uncertainty over construction methods and disruption to train services. Compensation for disruptive possession of the track is a commercial calculation by Network Rail. This cannot be estimated for, a provisional allowance of £2M has been included.



# 5 Conclusion

The Huddersfield Station Gateway Masterplan establishes a preferred option for the Station Gateway area, building on an agreed vision and a set of masterplan principles. The masterplan balances a set of ambitions developed in collaboration with key project partners together with constraints framed by heritage, planning and topography.

There are some key actions to develop through the next phase of this masterplan, which will be centered around the progression of an outline business case. This will involve consideration about an overall delivery strategy for the masterplan, including how the different aspects will be phased, funded, owned and operated.

Conservation and heritage mitigations will need to be addressed and developed through continued dialogue with Historic England and Kirklees Council's conservation officers.

More detailed aspirations for St George's Warehouse will be vital to understand the feasibility and viability of proposed uses to secure the long term future of the building, as well as to inform how the wider masterplan will need to respond to support those uses.

## Summary

This concept masterplan represents the conclusion of an initial phase of work to recommend a preferred masterplan option for further development.

Promoted by Kirklees Council and developed in collaboration with key project partners Hd1 Developments Ltd, Network Rail, TransPennine Express, and West Yorkshire Combined Authority, this masterplan builds on recent and planned investment in the Station Gateway Area to establish an ambitious plan for regeneration. This collaboration has resulted in a masterplan which balances the objectives of the key partners against the site constraints and this has set a clear momentum and platform for ongoing engagement through subsequent stages of the planning and development process.

The masterplan is centered around the opportunity to unlock the area to the west of the station through the creation of a new western station entrance. This will provide more direct access for those approaching the station from the west of Huddersfield. The former Goods Yard will be transformed to provide uses including parking, a new mobility hub, new units for retail, food and leisure in the former pump house and accumulator tower, high quality public realm and a new public route via a new lift/stair tower. These improvements will also unlock investment within St George's Warehouse, with public realm activating the lower ground floor uses and the new station entrance and through pedestrian route bringing much needed footfall adjacent to serve any new development.

To the east of the station, St George's Square will be enhanced to provide new landscaped areas encouraging people to dwell and public realm improvements to enable better integration with surrounding buildings and walking and cycling routes.



Huddersfield Cultural Heart

## Next Steps

The next stages of the development of the Huddersfield Station Gateway Masterplan will be centered around the development of the Outline Business Case and the key information that will feed into the various components that comprise it.

A significant task will be to understand the funding and delivery strategy for the masterplan. This will involve dialogue with partners and stakeholders to develop a credible approach to successfully take forward phases of the masterplan. Alternative delivery models should be considered which bring together the public and private sectors and help to balance commercial risk and value with control of the scheme across the delivery lifecycle. Key to this will be to understand the different sources of funding that might be available.



An integrated programme should be developed which identifies key milestones and decision points including more detail surrounding the completion of the Transpennine Route Upgrade works at Huddersfield and alignment with political cycles to support any lobbying activity.

It will be necessary to further plans for St George's Warehouse to ensure that proposed changes are viable, deliverable and fully integrated with the overall masterplan. This is vital to secure the long term future of the building.

Conservation and heritage considerations place significant constraints on the masterplan. Every attempt has been made to ensure our proposals respect the heritage and setting of the existing buildings within the masterplan area, whilst remaining ambitious and addressing partner requirements. Continued dialogue with Historic England and Kirklees Council conservation officers will be necessary as the scheme develops.

Kirklees Council should consider aspects of the design which may need to be further developed to address approaches to delivery or addressing heritage, as this could impact the business case by altering costs or viability. Integration with areas outside the masterplan red line boundary including opportunities to enhance Fitzwilliam Street to improve active travel access to the west of the station should be further considered.

Establishing clear governance processes will be crucial to ensure the successful development of this masterplan. Setting up a programme board to include the key partners and those in a position of influence will help facilitate engagement, decision-making and lobbying. Kirklees Council should continue to provide appropriate oversight by providing sponsorship, project management and commercial management to ensure the key objectives, budgetary constraints and milestones continue to be met.



We shape a better world

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## Adoption of Moving Traffic Enforcement Powers

<b>Meeting:</b>	<b>Cabinet</b>
<b>Date:</b>	<b>13<sup>th</sup> January 2026</b>
<b>Cabinet Member</b>	<b>Cllr Crook</b>
<b>Key Decision Eligible for Call In</b>	<b>Yes Yes</b>
<p><b>Purpose of Report</b>                      The purpose of this report is to provide an update to Cabinet on Moving Traffic Enforcement (MTE), the results of the application from Kirklees to the Department for Transport (DfT) to apply for trial MTE powers, including the outcome of public consultation and subsequent approval by DfT for Kirklees to begin utilising these powers. Approval is sought to progress with enforcement.</p>	
<p><b>Recommendations</b>                      It is recommended that Cabinet:</p> <ol style="list-style-type: none"> <li>1. Note the contents of this report.</li> <li>2. Approve the introduction and trial of MTE powers (introduction would be subject to receiving external funding) using Automatic Number Plate Recognition (ANPR) cameras now that the Council has been granted powers from the Secretary of State – per DfT approval in October 2025.</li> <li>3. Delegate authority and the decision to begin enforcement to the Executive Director for Place, in consultation with the Service Director for Finance and the Portfolio Holder for Transport, once necessary financial and operational matters on implementation are in place.</li> <li>4. Delegate authority to the Service Director for Legal, Governance and Commissioning to enter into on behalf of the Council any associated legal formalities including any external funding agreements</li> <li>5. Delegate authority to the Executive Director of Place, in consultation with the Service Director for Finance and the Portfolio Holder for Transport, the introduction, implementation and enforcement in relation to MTE powers. These delegations include authority to continue with the MTE powers following any trial, discretion over; future site selection, review periods, relocation of cameras, cost, procurement of equipment, key decisions involving ticketing and disputes, entering into funding agreements and spending of surplus revenue generated by ticketing, in line with strict DfT mandate on appropriate use of surplus, as outlined herein.</li> <li>6. Subject to Recommendations 2 &amp; 3, approve the trial of the civil enforcement powers coming into place at the three proposed locations, as submitted within the Kirklees application to DfT in July 2025. The three locations being                         <ul style="list-style-type: none"> <li>• Armitage Bridge – HGV weight limit no entry through the village,</li> <li>• Barnsley Road, Flockton – one way (eastbound) HGV weight limit</li> <li>• Heckmondwike Bus Station – no stopping 2 yellow boxes, at the bus station entrance</li> </ul> </li> </ol>	

7. Approve the proposed approach set out in Section 2.3 below for the introduction and use of moving traffic enforcement at appropriate future locations as identified in accordance with the same process as the trial.

**Reasons for Recommendations**

This will support Council Plan aims and objectives including wellbeing, safety and the environment, as well as the Kirklees Transport Strategy, WY Vision Zero, and emerging West Yorkshire Local Transport Plan. It responds to the community consultation on the initial 3 MTE trial sites as well as the traffic contravention counts and technical feedback. It allows for future enforcement to support council aims and local transport / public realm / regeneration projects.

**Resource Implications:**

No additional staffing resource is expected to be required. Time from existing Major Projects, Highways/Road Safety, and Parking Enforcement teams will be required to commence enforcement at the 3 sites listed previously, subject to delegated decision by Executive Director of Place.

Headline costs for the trial are estimated to be;

- Yr 1 £260,000 (£240,000 Capital + £20,000 Revenue)
- Yr 2+ £70,000 (Revenue)

The capital and revenue costs for years 1 and 2 will be sought from West Yorkshire Combined Authority (WYCA) – there is a precedent of WYCA funding trials of this nature in other WY districts from which we can absorb learning. The trial would help test the assumption that this can operate on a cost neutral basis with any surplus ringfenced (per DfT specific terms on use of surplus) from year 3 onwards. The financial breakdown and assumptions can be found in Appendix 1.

Highway Safety engineering team resource will be required to procure and support ongoing use of the cameras, for TRO audit, check signs & lines, and check road layout. Parking Enforcement team resource will take on ongoing responsibility to enforce.

New sites to be added only where there is operational capability and financial viability to do so, and at the discretion of the Executive Director of Place, in consultation with Director for Finance and Portfolio Holder for Transport. Resource requirements will be reviewed and thoroughly assessed throughout the trial period. New sites will only be added within the scope of council capabilities and where resource can be identified to do so.

West Yorkshire Police retain the ability to enforce in addition to the Council with each enforcement agent retaining and spending any surplus they collect separately.

**Date signed off by Executive Director & name**

**David Shepherd – 11/12/2025**

**Is it also signed off by the Service Director for Finance?**

**Kevin Mulvaney– 11/12/2025**

**Is it also signed off by the Service Director for Legal Governance and Commissioning (Monitoring Officer)?**

**Sam Lawton – 11/12/2025**

**Electoral wards affected:** Trial site locations are in Holme Valley North, Kirkburton & Heckmondwike. Potential to impact all other wards should future sites come forward.

**Ward councillors consulted:** All elected members as part of public consultation exercise in June 2025.

**Public or private:** Public

**Has GDPR been considered?** Yes. No personal data is presented as part of this report.

## 1. Executive Summary

Local Authorities in England can apply to the Department for Transport (DfT) for trial powers to enforce moving traffic offences. These powers enable councils to enforce restrictions such as banned turns, one-way streets, yellow box junctions, and HGV access limits using Automatic Number Plate Recognition (ANPR) cameras.

Historically, enforcement of these restrictions has been the responsibility of the Police, for whom this is not a core priority. Civil enforcement will allow the Council to improve road safety, reduce congestion, support active travel, and contribute to carbon reduction objectives. It also aligns with the Kirklees Transport Strategy and Vision Zero Policy.

Kirklees Council applied to the DfT for trial powers at three sites: Armitage Bridge, Barnsley Road (Flockton), and Heckmondwike Bus Station, following a 6-week public consultation and technical review. These sites are described in Appendix 2. Approval was granted by the DfT in October 2025.

The trial will be supported by the West Yorkshire Combined Authority and will incorporate learning from other authorities. 6-12 months after the start of the initial trial, a review will be undertaken and a decision will be taken on whether to continue with the use of MTE powers.

Future enforcement locations will be identified through a structured process, including public consultation, TRO audits, and evidence-based assessment of contraventions. Camera deployment will be proportionate, transparent, and focused on compliance rather than revenue generation. Surplus income, if any, will be ring-fenced for transport and environmental improvements in line with statutory requirements.

Financial implications for the trial are estimated at £260,000 in Year 1 and £70,000 annually thereafter, with initial costs funded through external grants. Enforcement will be managed within existing resources, with a 6-month warning notice period at new sites to support driver education.

WYCA are yet to identify which grant will support this work however they have supported other WY authorities with start-up costs for this enforcement work and so there is high confidence this will be identified soon. The council will only commence the trial once a grant funding agreement is in place.

The recommended option is to proceed with the trial and delegate authority for future implementation to the Executive Director for Place, in consultation with the Service Director for Finance and Portfolio Holder. This approach will deliver safer roads, improved network efficiency, and enhanced sustainable travel choices for Kirklees residents.

(Existing bus lane enforcement powers and parking powers are unaffected by these moving traffic enforcement powers).

## **2. Information required to take a decision**

### **2.1 Background**

Historically, outside of London and Wales moving traffic enforcement (MTE) of restrictions such as banned turns; driving in formal cycle lanes; one-way streets; yellow box junctions; and some access restrictions was carried out only by the Police. However, the enforcement of moving traffic restrictions is not a core priority for the Police who often have other higher priority needs. MTE will help Kirklees Council to meet statutory traffic management needs, improve road safety and reduce congestion at proposed locations which may also help to reduce carbon emissions.

The Government confirmed its intention through the introduction of new regulations - *The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022*. The regulations came into force on 31<sup>st</sup> May 2022, instructing that MTE powers are to be made available to all local authorities in England allowing civil enforcement to be undertaken using the Traffic Management Act 2004 (TMA 2004). A full list of the restrictions that are included within these powers is included within Appendix 3.

Traffic enforcement could be used to enforce a variety of highway restrictions to help improve safety and reduce congestion. MTE can help implement the Kirklees transport strategy aimed at improving infrastructure for buses, cycles and pedestrians. It is anticipated that the benefits of camera enforcement could be utilised for a number of purposes including:

- Road Safety Schemes – engineering measures alone aren't always able to reduce casualties at specific locations and traffic enforcement could be used to reinforce restrictions and prohibitions (e.g. banned turns etc).
- Environmental protection – traffic cameras could be used to enforce HGV restrictions or other traffic prohibitions.
- Congestion reduction – cameras could help make yellow box markings and some clearways more effective.
- Active travel schemes/cycle lanes – enforcement may be required to prevent parking and driving on cycle routes or in pedestrian areas.
- Liveable/School Streets – enforcement could be used to open streets up to vulnerable road users while facilitating legitimate vehicular access.

Acquiring the powers to enforce moving traffic offences will allow the Council and partners to more effectively use collective resources to tackle persistent contraventions. Enforcement cameras could be used to enforce a variety of highway infringements/illegal manoeuvres on Kirklees roads thereby increasing the effectiveness of measures developed in the new Transport Strategy and Vision Zero Policy aimed at improving safety, reducing congestion and upgrading infrastructure for buses, cycles and pedestrians.

Civil enforcement action by the Council will be in line with the approach to bus lanes using Automatic Number Plate Recognition (ANPR) cameras, which the council is exploring for implementation of MTE. Each recorded contravention will be subject to further review by an officer to ensure that action taken is proportionate and not automatically generated. Civil

Enforcement also introduces a legal right of appeal (that does not involve the courts) following the issue of a Penalty Charge Notice (PCN) to motorists, this supports our educational approach to driver behaviour change. This right of appeal is not available with Police enforcement action which may also result in later prosecution.

The introduction of new regulations also brings the enforcement of bus lanes and bus gates within the TMA 2004. This will improve the robustness of cases defended by the Council at the Traffic Penalty Tribunal (the independent national PCN appeals service) and is also anticipated to improve compliance with drivers.

## 2.2 Application for trial

Kirklees Council selected and submitted 3 sites to trial the adoption of the additional powers. These are:

- Armitage Bridge – HGV weight limit no entry through the village,
- Barnsley Road, Flockton – one way (eastbound) HGV weight limit
- Heckmondwike Bus Station – no stopping 2 yellow boxes, at the bus station entrance

The DfT has published statutory guidance that local authorities must follow when deciding to apply for powers to use traffic enforcement cameras. 'Traffic Management Act 2004: statutory guidance for local authorities outside London on civil enforcement of bus lane and moving traffic contraventions' was Updated 21 October 2022 and is available online<sup>1</sup>.

Below is a summary of the considerations that lead to the decision to apply to the DfT for these powers so that the Council may use them to improve the management and safety of the road network, particularly in locations where enforcement action by Police may be deemed impractical or a low priority.

Requirements for the application included:

- A survey of the existing road layout particularly road signs and markings to determine if they are visible or potentially confusing to motorists. This should also determine whether the restriction can be readily adhered to. Additional to the DfT requirements Kirklees Council has undertaken an audit of existing TRO at each site for efficacy in implementation and enforcement.
- A determination of compliance levels observed or recorded at the location. This could come from a number of sources including accident data, police records or surveys. It would not be necessary or cost effective to install a potentially expensive camera in a location if compliance levels were already generally good. This came from count data.
- A minimum 6-week public consultation about the placement and use of each proposed enforcement camera is required in advance of each new site identified for future enforcement. This could also pick up feedback and observations from the public/highway users about traffic behaviour at the location and might indicate alternative solutions would be preferable. The consultation for the trial was undertaken between 26<sup>th</sup> May and 6<sup>th</sup> July 2025. The outcome of the consultation was part of the case made to DfT in application for civil powers of enforcement.

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<sup>1</sup> <https://www.gov.uk/government/publications/bus-lane-and-moving-traffic-enforcement-outside-london/traffic-management-act-2004-statutory-guidance-for-local-authorities-outside-london-on-civil-enforcement-of-bus-lane-and-moving-traffic-contravention#introduction>

The Council applied for the trial powers, covering the 3 sites, in July 2025 and was granted powers in October 2025. The process for how a trial will be conducted at the 3 chosen locations is clearly defined in *'The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022'*.

This trial is supported by the West Yorkshire Combined Authority and will incorporate learning from neighbouring local authorities. The report also outlines the Council's approach to the consideration of locations for moving traffic enforcement using ANPR enforcement cameras in line with regulations (under Part 6 the Traffic Management Act 2004) and Secretary of State Guidance. This process will apply in the enforcement of all future locations.

On commencement and completion of this trial, a subsequent report will be presented to the Executive Director for Place detailing the outcome of the trial and presenting a methodology for how future/additional sites are requested, considered, and evaluated.

As these are new enforcement powers to the Council, and their use is expected to be unfamiliar with many local drivers, logging experiences from enforcement at these initial sites is key to the continued development of internal operational policies.

### **2.3 Approach to future sites**

Now that the Council has obtained the powers from the Secretary of State it will not need to reapply to implement MTE at other locations. Instead, the Council must undertake a public consultation of at least 6-weeks before camera enforcement is implemented and follow the same requirements on verifying TRO status, road layout and evidence around contraventions. DfT guidance recommends that themes such as engineering and education (signage) are considered prior to enforcement.

Locations where these powers can be applied are at the Council's discretion and the use of camera enforcement is to achieve greater compliance with the restriction and not intended for the purpose of raising revenue. Whilst most restrictions will be in place for safety reasons, it is not expected that all existing or future restrictions will have cameras installed. At sites where the council does not instate camera enforcement the police will still be able to enforce as they do now.

The desire to enforce at new locations will need to be balanced against the cost of doing so. It may be that the trial determines minimum thresholds of suitability. Desires to enforce at new locations will be subject to financial viability and operational capability.

Continual and dynamic review of camera performance would be necessary to maximise the effectiveness of cameras at any one location. When enforcement is deemed to have made sufficient impact in reducing infringements, it will become necessary to move cameras to new locations, on approval from the delegated authority. Periodic reviews will be undertaken with escalation for decision to the Executive Director for Place.

It would not be financially viable to sustain cameras at one location indefinitely if there are no ongoing infringements. Continuous monitoring and response will be required through the trial period, and thereafter, to maximise efficiency and effectiveness of this new technology and ensure deployment only where necessary and effective. Minimum viability thresholds for installation will be part of the exploration during the trial period.

The process to select new sites will involve a periodic review by Highways Road Safety and Transport Strategy & Policy, of issues raised (e.g. by members of the public, or elected members) and consideration of the following site selection criteria;

- the scale of the issue identified (captured by contravention count)
- the level of harm (or potential for harm) to persons and/or property
- TRO robustness and technical review
- the appropriateness and effectiveness of the technology in resolving the issue identified
- Financial viability (cost vs. cost recovery)
- Where (or not) moving traffic enforcement can be embedded into major projects/highways projects to improve the effectiveness of physical measures
- Learning from the trial, and from West Yorkshire district peers, to inform use of ANPR enforcement
- Consultation feedback

Officers will need to manage requests from elected members and the public, who may wish to see this enforcement applied at additional locations. This feedback is already being logged, during and since the consultation in July 2025. There is an email on the council website page devoted to Moving Traffic Enforcement consultation that will be available for contact throughout.

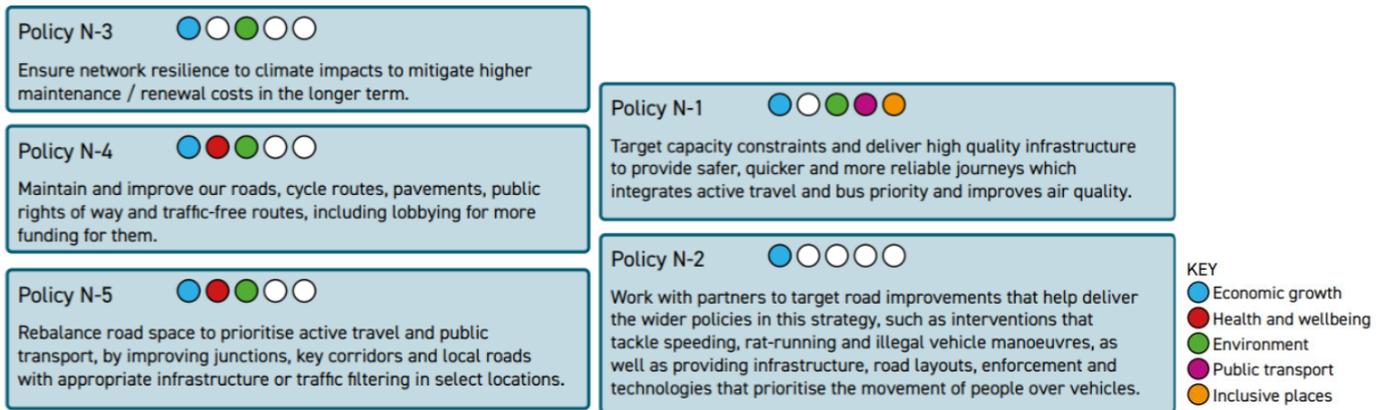
### 3. Implications for the Council

#### 3.1 Council Plan

This proposal supports a number of Council Plan priorities, including:

- **Shaped by People** – trial sites have been based off consultation feedback. Future sites will be reviewed subject to consultation requirements.
- **Sustainable Economy** – Can promote highways network management to respond to network issues
- **Safe and Cohesive** – the powers seek to enforce what are currently illegal manoeuvres undertaken by motorists which create safety issues. Enforcement will lead to safer roads.
- **Clean and Green** – Enforcement of these powers and proposed approach towards the selection of future sites can help resolve promote sustainable travel

Furthermore, in September 2025, Kirklees Council adopted a new Transport Strategy for the district. Within this strategy the council set out clear priorities and policy areas related to Efficient Network Management. The aim being to ensure our network operates as efficiently as possible. This means our residents and businesses get the maximum possible from our highways assets. The Transport Strategy sets out five policies, shown below, as regards Efficient Network Management and aligning to the key corporate objectives shown in the key. Moving Traffic Enforcement supports all five policies and priorities.



### 3.2 Financial Implications

The income from traffic related contraventions should be used to cover all costs including overheads (net nil ambition) and any surplus will be used as prescribed in s31 of TMA 2004 as below and in line with ‘*The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General provisions) (England) Regulations 2022*’.

No additional staffing resources are expected to be required, at this time, to apply to adopt these powers. The Council’s Parking Enforcement Team will add this work at small scale initially (3 sites) alongside their work on Bus Gate enforcement.

Initial infrastructure (cameras, road signs, operational infrastructure etc) required to support the implementation and enforcement of powers in years 1 and 2, is intended to be covered by grant funding from external sources (e.g. WYCA).

Operating costs have been estimated on the basis of advice from WYCA and peer districts within West Yorkshire who have already implemented these powers. Detailed costings are being prepared following the DfT decision at the start of October. Headline costs for the trial are estimated below with the financial breakdown and assumptions in Appendix 1;

- Yr 1 £260,000 (£240,000 Capital + £20,000 Revenue)
- Yr 2+ £70,000 (Revenue)

Depending on the location and type of restriction to be enforced, traffic enforcement cameras can cost between £35,000 and £40,000. There are additional costs associated with dealing with representations against PCNs and adjudication. Some types of restriction might also require more than one camera for effective enforcement. Should Kirklees require additional street furniture for one site this will be at an estimated cost of £4,000.

Ongoing renewal and operating costs, including the capital costs of any additional equipment is anticipated to be derived from income generated from PCNs issued with operations running on a net nil basis (used for ongoing renewal of equipment and operational costs).

Enforcement cameras are anticipated to be self-financing (i.e. the fines will cover the costs associated with operating them), but this may not always be the case. The Council will therefore need to ensure that its site selection criteria also consider the business case for the installation and particularly, the financial implications involved. For example, at a site with very poor compliance levels a camera could potentially be justified and is likely to cover its costs from the fines issued.

Our approach allows for equipment to be relocated to new locations identified for enforcement, reducing the future requirement to purchase new equipment.

For all new locations where these powers are implemented, a warning notice (with no penalty charge) will be issued for the first contravention during the initial 6-month period of enforcement to serve as a further educational measure to help promote compliance and help motorists understand the new enforcement arrangements.

The monitoring of contraventions once camera enforcement is in place is proposed to determine the success of MTE at a given location as follows:

- Sustained compliance - Where driver behaviour is improved it may be appropriate to pause enforcement action or relocate the camera temporarily.
- High non-compliance - Where evidence shows that driver behaviour has not improved, the measures at the locations should be re-evaluated in line with the hierarchy presented above.

Where enforcement action is successful in achieving the objective of sustained compliance with a restriction, PCN income at that location will be reduced and therefore rotating cameras between different locations is a sensible and proportionate approach.

Overall, the Council would aim to manage this new function on a cost neutral basis with the income from penalties covering all costs. Any surplus income generated as a result of MTE will, by law, need to be allocated towards transport or environmental improvement schemes, in a similar way to parking enforcement surplus. Statutory guidance advises appropriate use in regulation 26 SI 2022/71 of '*Civil enforcement of road Traffic Contraventions (Approved Devices, Charging Guidelines and General provisions (England) regs 2022*'.

Receipts from PCN income is to be ring fenced to fund scheme full operating costs and meet regulatory requirements as set out by DfT. Future locations will benefit from the reuse of existing equipment in line with our approach outlined above.

Due to the small number of locations and the outlined approach (through education with monitoring and evaluation) to achieve compliance, the review of contraventions and processing of PCNs (including appeals) is expected to be undertaken with existing back office resources within Parking Services.

Periodic review will be necessary at each location including consideration of cost vs. benefit. The scale of need, reduction of violations, and potential to move equipment to new location will all be closely observed. The moving of enforcement cameras must be balanced with having to follow prescribed processes, outlined above, and the enforcement having sufficient time to make impact on driver behaviour. The experience from enforcing these locations will be key to a future decision to continue enforcement, identifying future locations and resources required.

### **3.3 Legal Implications**

Part 6 of the Traffic Management Act 2004 ("TMA") provides for civil penalties for road traffic contraventions. Section 72 of the TMA allows regulations to be made for or in connection with the imposition of penalty charges for road traffic contraventions subject to civil enforcement.

New regulations came into force on 31st May 2022 which, together with additional new representations and appeals regulations provide for the civil enforcement of, inter alia, bus lane contraventions and moving traffic contraventions in England but outside Greater London.

Local authorities have a network management duty under section 16 of the TMA 2004.

All legal orders (TRO) were audited as part of the DfT application to ensure their compliance for implementation of enforcement. Kirklees Council undertake to audit TROs for all additional enforcement sites in future.

Any procurement of equipment must be in accordance with the Council's Contract Procedure rules and the Procurement Act 2023.

Acceptance of any external funding will be in accordance with the Council's Financial Procedure Rules.

The Council before making any decisions must have regard to its Public Sector Equality Duty under section 149 of the Equality Act 2010.

### **3.4 Climate Change and Air Quality**

Moving Traffic Enforcement seeks to improve performance and reduce congestion on the highway network with the aim of reducing emissions. Additionally, improving road safety outcomes increase the attractiveness of active and sustainable travel choices. Air quality will be considered as part of the rationale for future site selection.

### **3.5 Risk, Integrated Impact Assessment (IIA) or Human Resources**

#### **3.5.1 Charging, Ticket Handling and Surplus Revenue**

There is risk of reputational risk around charging and the Council being seen to be raising revenue, although it must be noted that use of these trial powers seeks to reduce existing traffic contraventions (illegal movements).

During the initial 6-month period, warning notices will be issued for first-time contraventions, rather than PCNs this helps to promote compliance and helps motorists understand the new enforcement arrangements.

DfT rules around ringfencing any revenue raised provides further mitigation.

There is a risk that enforcement will cost more than income generated. This will be closely monitored, and a decision could be made to cease enforcement in the case that a site is not financially viable.

It will therefore be critical to ensure each camera is deployed in appropriate circumstances following the Council's own procedures and the statutory guidance prescribed by the DfT covering usage. Key steps in the camera placement decision making process outlined in DfT guidance, including Scale of Contravention, Audit of Road Layout, Audit of TROs, Consultation and Evaluation will be key to ensuring future enforcement is proportional and justified.

Kirklees Council will follow statutory processes in either collection of penalty charges and/or dealing with appeals against penalty charge notices and appeals.

#### **3.5.2 Integrated Impact Assessment**

Persons with protected characteristics are not unduly disadvantaged by this change. Only drivers who contravene the laws set out in the Traffic Management Act 2004 will be subject to

impact from this change, however, Integrated Impact Assessments will be undertaken prior to enforcement commencing.

#### **4. Consultation**

The council undertook a 6-week public consultation which opened on 26<sup>th</sup> May and closed on 6<sup>th</sup> July 2025, including engagement with elected members in all wards for their feedback, and an email alert was sent to special interest groups of key concern. The statutory process for consultation was prescribed by DfT, and followed, the process was also informed by the examples of Leeds and Calderdale who have consulted on the same issue. This consultation featured on the Council's Involve page. The Council website hosts a live page describing the consultation which was predominantly online (using SNAP) with paper survey offered via the library service. Elected members for all wards were contacted by email for their comments and special interest consultees (those normally consulted for highways concern) were also invited to comment by email.

A total of 448 people responded to the public consultation. This was higher than neighbouring districts in the WY region who have consulted on the same topic and so deemed to be a good response rate. 94% of respondents were car drivers and 44% walking or wheeling respondents (pedestrians).

Widespread public support for enhanced enforcement was demonstrated, with strong support for intervention in Kirkburton ward in particular (66% of respondents contributed for this site alone - from 6 sites initially consulted upon). 93% of respondents supported that camera enforcement would improve safety for all road users. 56% supported that congestion would be reduced. 55% supported council enforcement to free up police time. 48% agreed enforcement would improve journey times.

In addition to the consultation, contravention counts were undertaken to explore the scale of infringement at each site. A technical review of road layout, road markings and signage was undertaken, along with audit of TROs to ensure compliancy.

Utilising analysis from the response to the consultation, and technical knowledge, 3 of the 6 initially proposed sites have been identified as suitable to move ahead into trial. 3 sites did not demonstrate a high level of contraventions when monitored (Milnsbridge, Lindley and Roberttown).

In July 2025 a DfT application for additional powers of enforcement was made on the basis of an initial trial at these 3 sites; thereafter the council could enforce on a more widespread basis across the district. The scale of this enforcement is at the discretion of the council. It is proposed the initial trial of the 3 identified sites go ahead, and that learning from the Kirklees trial, and other West Yorkshire trials be reviewed, before additional sites are considered.

For any additional future sites, the council will need to repeat the steps outlined above - consultation, contravention counts, and full technical review (of the highway layout and TROs). Consultation on all new future sites will allow the council to understand public support and priority will be given to cases where there is a concern for public safety.

A dedicated mailbox has been made available for stakeholders to use where they required clarification on any element of the proposals. ([Transport.Strategy@Kirklees.gov.uk](mailto:Transport.Strategy@Kirklees.gov.uk))

An email of support from the Chief Constable of West Yorkshire Police was submitted along with the application to DfT for the use of ANPR cameras to enforce the moving traffic restrictions at the Wards affected. Elected members and Statutory Consultees have also been consulted, as well as key stakeholder of special interest (e.g. West Yorkshire Active Travel Advisory Panel).

The approval from DfT was issued in October 2025 via email.

## **5. Engagement**

A press release was prepared ahead of this cabinet process to inform the public about this new enforcement approach and to encourage any feedback. Elected members in the key wards immediately impacted have been contacted as a priority and wider all member communication was issued. Prior to enforcement commencing, additional member and public engagement is proposed. Announcements will also be made in key stakeholder meetings as these arise. FAQ's and process outline are present on the council website and will be refreshed and communicated, and the website will be refreshed and kept current as a location for signposting of information

## **6. Options**

### **6.1 Options considered**

The options which have been considered are:

- (Recommended) To progress with the trial of MTE powers and delegate the Executive Director for Place, in consultation with the Service Director for Finance and Portfolio Holder to oversee all decision making for future implementation of these new powers of enforcement, using ANPR cameras, now that the Council has received the powers from the Secretary of State.
- That the Council do not progress with the introduction and use of moving traffic enforcement powers, allowing the powers to remain solely with the Police.

### **6.2 Reasons for recommended option**

It is anticipated that Kirklees Council will see improved compliance of, existing, illegal manoeuvres and moving traffic violations. This will help contribute to reducing congestion and improving air quality, while promoting the attractiveness of active travel, e.g., by keeping vehicles out of cycle lanes and other parts of the road where vehicles are prohibited. In addition, by enabling Kirklees Council to use such powers to keep junctions clear, the policy also aims to improve punctuality of bus services contributing to making sustainable travel a more attractive choice. Increasing compliance through targeted enforcement at problem locations, will also bring benefits to the experience of pedestrians including people with sensory impairments, older people, children, those looking after children, as well as carers.

The enforcement of moving traffic restrictions is not a core priority for the Police who often have other higher priority needs. MTE will help Kirklees Council meet statutory traffic management functions, improve road safety and reduce congestion at proposed locations which may also help to reduce carbon emissions from transport.

## **7. Next steps and timelines**

Proposed timescales are indicated below:

<b>Phase</b>	<b>Timing</b>
DfT application for powers	July 2025
DfT decision to award powers	Oct 2025
Agree External funding source and seek approval to proceed	February 2026
Commence Trial (6-month warning period, without penalty for first-time contraventions)	Summer/Autumn 2026
Continue Trial (with penalties for first-time offences)	6 Months Post Trial Start
Evaluation and review	6-12 Months Post Trial Start
Consideration of new future sites	12 Months Post Trial Start

## **8. Contact officer**

Ilyas Ramjan, Head of Major Projects

## **9. Background Papers and History of Decisions**

- Statutory guidance: Traffic Management Act 2004: statutory guidance for local authorities outside London on civil enforcement of bus lane and moving traffic contraventions. Updated 21 October 2022<sup>2</sup>
- Consultation page [www.kirklees.gov.uk/moving-traffic](http://www.kirklees.gov.uk/moving-traffic)

## **10. Appendices**

Appendix 1: Financial breakdown and assumptions

Appendix 2: List of proposed sites for trial

Appendix 3: List of Traffic Offences which Kirklees now has power to enforce

## **11. Service Director responsible**

David Wildman, Service Director for Skills & Regeneration

<sup>2</sup> <https://www.gov.uk/government/publications/bus-lane-and-moving-traffic-enforcement-outside-london/traffic-management-act-2004-statutory-guidance-for-local-authorities-outside-london-on-civil-enforcement-of-bus-lane-and-moving-traffic-contravention#setting-charges>

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## Appendix 1 – Cabinet Report: Moving Traffic Enforcement. January 2026

### Financial breakdown and working assumptions for commencement of the trial

The implementation of MTE at the proposed 3 locations, subject to grant funding agreements, is estimated to cost as set out below.

Site	Enforcement considerations	Yr 1 – Draft TBC	Yr 2 + Annual Revenue – DRAFT TBC
Armitage Rd, Armitage Bridge	Weight restriction signage at either end with single access at either end. Anticipate two cameras required – one at each end- and timed journey capture (no stopping allowance). Whitelist required for effective exclusion of legitimate use. <b>Based on - 4 cameras (2 units), 2 RDS, 4 licences.</b>	£80,000 (Capital)	£20,000
Barnsley Rd, Flockton...	Weight limit one direction. Two camera units required. Per above and strategically located as relates to businesses that have legitimate use. Whitelist required for effective exclusion of legitimate use. Signage is compliant but may benefit from additional signage at access points.	£80,000 (Capital)	£20,000
Heckmondwike Bus Hub	Yellow box enforcement – neighbouring council recommend specific cameras with an est. cost £30-40k . This includes Installation, calibration, Traffic management etc. Two cameras required.	£80,000 (Capital)	£20,000
'Imperial' Ticketing Software (Kirklees existing system)	Progression path addition to add MTE to existing bus gate function (360 or web option)	£20,000 (Revenue)	£10,000
	<b>TOTAL</b>	<b>£260,000</b>	<b>£70,000</b>

The grant award will cover capital set up costs and revenue for the first two years. This is based on the model Leeds, Bradford and Calderdale used, all of whom were granted awards by the Combined Authority.

Cost estimates are based on research with peer districts who are slightly further ahead than Kirklees in their trials of these new powers and from liaison with WYCA colleagues who have offered costs based on bulk order of equipment in conjunction with WY Police for benefits of scale.

Discussion with Leeds officers at length has helped establish software and back-office costs along with understanding from Kirklees officers about the existing facilities within our gift from existing enforcement and ticketing functions we already operate.

With so few sites the electricity and internet costs are negligible in scale.

It is anticipated that annual scheme operating costs, including the capital costs of the equipment, will be funded by income generated from PCNs issued on a net nil basis. The economic viability of the enforcement at these locations will be reviewed and the trial will help identify minimum viability thresholds, below which this solution would not be financially sensible. In these cases alternative enforcement solutions would need to be considered.

Depending on the location and type of restriction to be enforced, traffic enforcement cameras can cost between £35,000 and £40,000. Some types of restriction might also require more than one camera for effective enforcement. Kirklees may require additional street furniture for at least one site, and annual licence costs from year two are £10,000 per unit, all of which are budgeted for here.

There are additional costs associated with dealing with representations against PCNs and adjudication. For the purposes of the trial however, this would be low scale, and there would be no additional staffing allocation sought at this time. PCNs will be managed by the existing parking enforcement team staff who have informed the work so far.

In liaison with Kirklees Appeals Officer we can be confident that we perform on par with national trends in successful recovery of penalty charge notices (PCNs). This is to say that 70% of penalties are recovered by deadline, the majority settled within the first two weeks. 25% require chasing letters with 20% of fines recovered in full. An average of 1/10 warrant requests are issued per year of which a significant proportion are persistent / known offenders. It is understood this matches national statistics and performance by other authorities in pursuit of PCNs.

Enforcement of Moving Traffic Offences  
Kirklees Council  
Traffic Management Act – Part 6  
Proposed Sites



# Armitage Rd, Armitage Bridge



Damage to property and congestion on this narrow rural lanes in quiet residential area.

Local residents are supportive of intervention. Councillor support.

Abuse of the weight limit has led to reports of damage to property and bridge, and vehicles getting stuck on this road, increasing congestion

Survey Date	AM peak period contraventions	PM peak period contraventions
Fri 20 <sup>th</sup> June		4
Mon 23 <sup>rd</sup> June	14	1
Tues 24 <sup>th</sup> June	1	7
Weds 25 <sup>th</sup> June	2	10
Thurs 26 <sup>th</sup> June	1	10
Fri 27 <sup>th</sup> June	9	



# Barnsley Rd, Flockton



Continued abuse of the one-way weight limit by large vehicles leading to conflict on the narrow road and in some instances reports of injury/collisions. Reports of two large vehicles meeting meaning that vehicles mount the pavement causing a pedestrian safety risk.

Survey Date	AM peak period contraventions	PM peak period contraventions
Fri 20 <sup>th</sup> June		4*
Mon 23 <sup>rd</sup> June	19	5
Tues 24 <sup>th</sup> June	24	6
Weds 25 <sup>th</sup> June	18	5
Thurs 26 <sup>th</sup> June	23	4
Fri 27 <sup>th</sup> June	17	

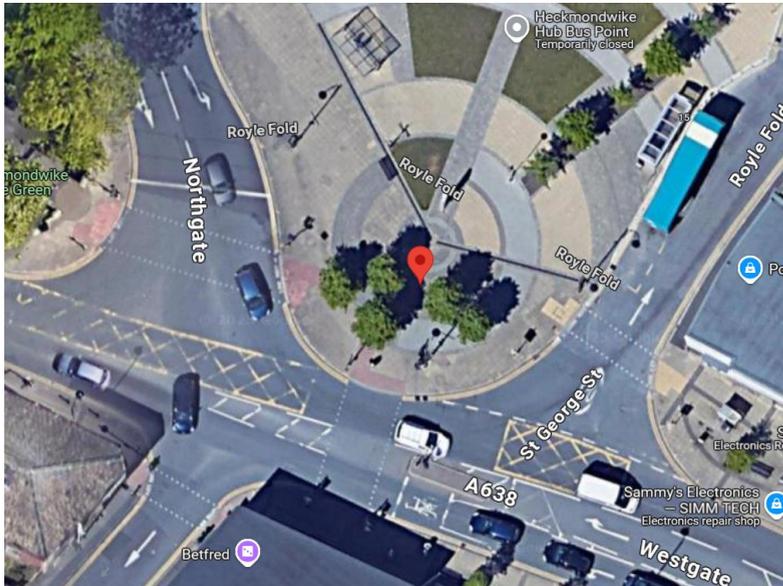
\*Friday 20<sup>th</sup> June data TBC

Injury and collisions at this site. Damage to property too. Lots of complaints, requests for bypass, petitions, cabinet attendances.

Legitimate deliveries need to be supported.



# Heckmondwike Bus Station



Congestion issues at this village centre. High footfall demand to shopping areas at this location and access to the bus offer. High cycle use from adjacent Spen Valley Greenway in addition at this site.

Yellow box markings at junction of Northgate and A638 & on entrance to the new Heckmondwike bus station.

Currently traffic queues from signals at the clock tower and then abuse of yellow boxes. This leads to vehicles being unable to exit Northgate (including buses) and prevents buses from gaining access into the bus station.

Survey Date	AM peak period contraventions	PM peak period contraventions
Fri 20 <sup>th</sup> June		22
Mon 23 <sup>rd</sup> June	15	13
Tues 24 <sup>th</sup> June	72	37
Weds 25 <sup>th</sup> June	45	29
Thurs 26 <sup>th</sup> June	51	16
Fri 27 <sup>th</sup> June	40	



Our application to the DfT will state our intention to enforce all of the traffic signs that the government has agreed to implement. These are the following signs

Description	Sign	Description	Sign
Vehicular traffic must proceed in the direction indicated by the arrow.		Motor vehicles prohibited.	
Vehicular traffic must turn ahead in the direction indicated by the arrow.		Motor vehicles except solo motorcycles prohibited.	
Vehicular traffic must keep to the left/right of the sign indicated by the arrow.		Solo motorcycles prohibited.	
No right turn for vehicular traffic.		Goods vehicles exceeding the maximum gross weight indicated on the goods vehicle symbol prohibited.	
No left turn for vehicular traffic.		One-way traffic.	
No U-turns for vehicular traffic.		Buses prohibited.	
Priority must be given to vehicles from the opposite direction.		Route for use by buses, pedal cycles and taxis only.	

Description	Sign	Description	Sign
No entry for vehicular traffic (when the restriction or prohibition is one that may be indicated by another traffic sign subject to civil enforcement).		Route for use by tramcars only.	
All vehicles prohibited except non-mechanically propelled vehicles being pushed by pedestrians.		Route for use by pedal cycles only.	
Entry to and waiting in a pedestrian zone restricted.		Entry to and waiting in a pedestrian and cycle zone restricted.	
Route for use by pedal cycles and by pedestrians only.		With-flow cycle lane.	
Route comprising two ways, for use by pedal cycles and pedestrians only.		Contra-flow cycle lane.	
Box junction markings.			

Part of the carriageway outside an entrance where vehicles must not stop when the marking is placed in conjunction with the prescribed upright sign which includes the symbol at Schedule 4, Part 3, item 10.



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