



# OXENHOPE PARISH COUNCIL

Signed: *Elaine Pearson* 8<sup>th</sup> April 2016  
Mrs Elaine Pearson, Clerk to the Parish Council  
Tel No.: 07972717058  
E-mail: [clerk@oxenhopeparishcouncil.gov.uk](mailto:clerk@oxenhopeparishcouncil.gov.uk)

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**You are invited to attend the monthly meeting of Oxenhope Parish Council to be held at 7:30 p.m. on Wednesday 13<sup>th</sup> April 2016 at Oxenhope Methodist Church, Oxenhope.**

## AGENDA

### **1. Apologies**

To note any apologies offered and to consider whether they be consented to.

### **2. Disclosures of Interest**

To receive disclosures of pecuniary interests and other interests from members on matters to be considered at the meeting.

### **3. Applications for a Dispensation**

To grant, or otherwise, the applications as received by the Clerk within one clear day of the council meeting

### **4. Minutes of meetings (previously circulated to Members)**

- a) To agree and sign the minutes of the Parish Council monthly meeting held on 9<sup>th</sup> March
- b) To note the minutes of the Parish Councils' Liaison meeting held on 23<sup>rd</sup> March
- c) To note the minutes of the Worth Valley Contact Point Management meeting held on 14<sup>th</sup> January
- d) To discuss any matters arising from the minutes (information only)
- e) To note the April Outstanding Issues Report (information only) (see appendix 1)

### **5. Public question time**

To welcome members of the public and to receive their representations

### **6. Planning**

To formulate observations relating to the following planning applications:

16/01217/FUL - Conversion of barn to catering accommodation, conversion and replacement of outbuildings in support of catering facility and extension of existing dwelling at Thornton Moor Reservoir House Thornton Moor Road

16/01852/FUL - Barn conversion as ancillary to dwelling, minor extension of domestic curtilage, engineering works to create an underground car park within established curtilage and deposit of excavated material on adjacent field at High Binns Height Lane

To discuss how best to utilise section 106 monies relating to Brooks Meeting Mill (planning application 15/05054/MAF)

To note the following decisions:

Permission granted - 15/05378/CLE - Certificate of Lawful Development stating that the 4 bedroom detached house is a lawful development at 4 Woodridge Moorhouse Lane

Permission granted - 15/06343/FUL - Change of use from existing bed and breakfast to dwelling (no internal or external alterations) at The Barn Harry Lane

Permission refused - 15/06861/FUL - Conversion of stable to holiday accommodation at West Shaw Farm West Shaw Lane

Permission granted - 15/07310/HOU - Insertion of window to rear ground floor and addition of canopy to front door at 1 Bank

Permission granted - 15/05054/MAF - Conversion of three storey mill into five houses, demolition of existing northlights shed, construction of five houses, construction of car parking spaces and alterations to existing vehicular access at Brooks Meeting Mill West Shaw Lane

Permission refused - 15/03364/FUL - Ancillary residential conversion of a barn with underground car park at High Binns Height Lane

Permission granted - 16/00346/HOU - Construction of conservatory to side at 17 Moorhouse Lane

Permission refused - 16/00377/HOU - Two storey extension to side and single storey extension to rear of existing dwelling at 1 Denby Mount

(Details of all planning applications can be viewed at Bradford Council's online planning system <http://www.planning4bradford.com/online-applications/>)

## 7. Guest Speakers

- a) Police Constable Mark Chapman
- b) Worth Valley Ward Councillors
- c) Robert Goulding, Oxenhope Social Club

## 8. Oxenhope Neighbourhood Development Plan

- a) To note feedback received on 12<sup>th</sup> March
- b) To agree a date, time and venue for an Oxenhope Development Plan public meeting
- c) To agree, or otherwise, that delegated powers are granted to Cllrs McManus & Eastwood and the Clerk to draw up a job specification to invite tenders from planning consultants to assist the Oxenhope NDP working group

## 9. Participatory Budgeting 2015/16 debrief session

- a) To conduct a short debrief session
- b) To note what could be improved for the 2016/17 Participatory Budgeting Scheme

## 10. Safety Inspection Reports (see appendix 2)

To note the March Safety Inspection Reports for the Allotments and Marsh Common and the April Safety Inspection Report for Marsh Common

## 11. Correspondence (see appendix 3)

To receive the following previously circulated communication and to formulate a response, if appropriate:

- a) E-mail dated 14<sup>th</sup> March received from Liz Parker and New Deal feedback
- b) E-mail dated 24<sup>th</sup> March received from Ijaz Ahmed re Leemingbeck Close
- c) E-mail dated 4<sup>th</sup> April received from Chris Slaven re Emergency & Flood planning
- d) E-mail dated 5<sup>th</sup> April received from Jo Wright re Governor vacancy
- e) E-mail dated 4<sup>th</sup> April received from a concerned resident re the Recreation Ground

## 12. Reports (see appendix 4)

To note/discuss previously circulated reports:

- a) Cllr Joyce Harrop re Allotments
- b) Cllr Peter McManus re the Rose Garden

## 13. Financial Matters

- a) To authorise the Chairman and Responsible Financial Officer to sign Section 1 of the Annual Return
- b) To authorise the following accounts for the year ended 31<sup>st</sup> March 2016 and to authorise the Chairman and Responsible Financial Officer to sign Section 2 of the Annual Return

	31/3/15	31/3/16	Variance	Explanations of significant variations
<b>Balances brought forward</b>	£33,017	£35,304	£2,287	Budgeted grants of £1k via the Participatory Budgeting Scheme not paid out before the 2015 year end
<b>(+) Annual Precept</b>	£14,495	£14,482	£13	N/A
<b>(+) Total other receipts</b>	£3,115	£4,324	£1,209	A one-off Transparency Code grant of £2,222 was received
<b>(-) Staff costs</b>	£9,722	£9,840	£118	N/A
<b>(-) Loan interest/capital repayments</b>	£0	£0	£0	N/A
<b>(-) Total other payments</b>	£5,601	£12,869	£7,268	Participatory Budgeting Scheme amounted to £3k (£0), Youth Club £1,167 (£0), Allotments £1277 (£631), Website design £400 (£0), Drawdown of reserves £2,034 (£229). N.B. Previous year's expenditure in brackets.
<b>(=) Balances carried forward</b>	£35,304	£31,401	£3,903	As per above
<b>Total Cash &amp; Investments</b>	£35,304	£31,401	£3,903	N/A
<b>Total Fixed Assets</b>	£34,948	£34,998	£50	Purchase of a new printer

<b>Total Borrowings</b>	£0	£0	£0	N/A
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c) To authorise, or otherwise, a fundraising effort to install one or more community defibrillators in the village

d) To authorise, or otherwise, a transfer of £25k to the CCLA Local Authorities Property Fund

e) To authorise the following accounts for payment:

Payee	Cheque no.	Amount	Description
Three	Direct Debit	£25.00	Monthly mobile phone bill
Gratuity Account	Transfer	£30.08	Monthly transfer
Elaine Pearson	Standing Order	£786.52	Monthly salary
Yorkshire Water	101172	£5.60	Quarterly standing charge
Oxenhope PCC	101173	£125.00	Outreach contribution
Yorkshire Local Councils Associations	101174	£547.00	Annual subscription
Digital Nomads Limited	101175	£1,038.00	Website development & design services, online survey design services (x3) including processing of data & reporting and training services
Digital Nomads Limited	101176	£173.64	Polldaddy Pro annual subscription

f) To note the following trial balance:

Analysis	A/c				Budget remaining
	Current	Deposit	Gratuity	Grand Total	
001. Balance b/fwd	1441.51	26459.50	3499.62	31400.63	
002. Transfer	-30.08		30.08		
01. Precept	17459.00			17459.00	
05. Grants Received	726.00			726.00	
120. Clerk's monthly salary	-786.52			-786.52	£9,153.48
121. Subscriptions	-547.00			-547.00	£253.00
131. Allotments	-5.60			-5.60	
134. Reserves	-1211.64			-1211.64	
135. Mobile phone	-25.00			-25.00	£229.17
139. Outreach	-125.00			-125.00	£250.00
<b>Grand Total</b>	<b>£16,895.67</b>	<b>£26,459.50</b>	<b>£3,529.70</b>	<b>£46,884.87</b>	

#### 14. Minor items and items for next agenda

To note/discuss minor items including

a) finding a willing volunteer to attend future Worth Valley Contact Point Management meetings

b) uploading historical booklets to [www.oxenhope.org.uk](http://www.oxenhope.org.uk)

To note items for the next agenda

#### 15. To note the date and time of the next meeting

Annual meeting on Wednesday 11<sup>th</sup> May 2016 at 7.30 p.m.

## Appendix 1 – April outstanding issues report

Subject	Issues	Responsibility	Date last actioned	Any outcome?	Notes/further action required
Highways	Road side vegetation which is jeopardising the safety of pedestrians and cyclists	Clerk	28/08/15	Yes	The Clerk & the Chairman have met Kevin Whitaker, Highways Department, to show him the problem sites. Kevin to investigate whether the problem sites can be applied with weed-killer during Spring 2016
Affordable Housing	s106 monies amounting to £52k in respect of the development at Woodridge still not utilised to purchase an affordable home in Oxenhope. Clerk has written to Shabir Mohammed suggesting that at least one maybe two housing units at Leemingbeck Close be made DDA compliant.	Cllr Maw	05/03/16	Yes	This is an April 2016 agenda item to approve a response to Ijaz Ahmed, Your Housing Group
Oxenhope Neighbourhood Development Plan (NDP)	Cllr McManus, via the PB Public Session on 12 <sup>th</sup> March, ascertained who would be interested in being involved with an Oxenhope NDP.	Cllr McManus	05/03/16	Yes	This is an April 2016 agenda item to approve the time, date and venue of an Oxenhope Development Plan Public Meeting

## Appendix 2 – Safety Inspection Reports

### Allotments Safety Inspection Report

**Name:** ..Joyce Harrop..... **Date** .....25<sup>th</sup> March 2016.....

**Weather**.....Fine, Sunny..... **Time** .....3.15 pm.....

	Seen √	Comment if necessary
<b>Water drainage – Monthly Basis (unless substantial rainfall or a prolonged period of rain)</b>		
Any defects e.g. collection of water on any one plot?	√	
<b>Plots – Monthly Basis</b>		
Any hazards e.g. broken glass, containers of chemicals?	√	
<b>Access track - Monthly Basis</b>		
Any defects e.g. pot holes, glass etc?	√	
Any unauthorised vehicular use?	√	
Any dog fouling visible on or within close proximity of access track?	√	
<b>Gates – Monthly Basis</b>		
Pedestrian swing gate working as it should?	√	
Field gate intact?	√	
<b>Vegetation – Monthly Basis</b>		
Any vegetation need removing and/or cutting well back?	√	
<b>Trees – Monthly Basis</b>		
Any overhanging branches need removing?	√	
<b>Fires – Monthly Basis</b>		
Any burning of garden refuse under control and not causing a nuisance to neighbouring properties?	√	
<b>Boundary walls – Monthly Basis</b>		
Any defects?	√	
<b>Fencing – Monthly Basis</b>		
Any defects?	√	

**I certify that I inspected the above route on the above date when the only defects observed were those recorded above.**

**Inspector's Signature** .....J Harrop.....

### Marsh Common Safety Inspection Report

**Name:** D Hopkinson..... **Date** 14 March 2015.....

**Weather**.....Fine/Sunny..... **Time** 12.15.....

	Seen √	
<b>Culvert, beck &amp; ditches – Monthly Basis (unless substantial rainfall or a prolonged period of rain)</b>		
Water free flowing?	✓	Yes. Steady flow in main culvert, very minimal flow in side culvert near gateway.
Free of debris?	✓	Culvert and ditches clear. Large vehicle wheel still to remove from site.
<b>Footpath - Monthly Basis</b>		
Any defects e.g. pot holes, glass etc?	✓	None apparent. Some hardcore on path would be beneficial.
Any unauthorised vehicular use e.g. off road motor bikes etc?	✓	No signs of vehicular use,
Any dog fouling visible on or within close proximity of footpath?	✓	None apparent. Large Sign attached to entrance gate.
<b>Seating – Monthly Basis</b>		
Any defects which may cause personal injury?	✓	None
Adequately secured to the ground?	✓	Yes
<b>Gates – Monthly Basis</b>		
Kissing gate working as it should?	✓	Yes.
Padlock and chain on the field gate intact?	✓	Yes
Padlock on the palisade fencing gate in full working order?	✓	Yes
<b>Vegetation – Monthly Basis</b>		
Any vegetation need removing and/or cutting well back?	✓	Japanese Knotweed has died back but will need further treatment during summer particularly near main culvert No new growth yet visible.
<b>Trees – Monthly Basis</b>		
Any overhanging branches need removing?	✓	Willow trees from adjoining land require trimming. Overhanging footpath but at a height not to cause obstruction to walkers. Appear safe but some wind damage evident..
<b>Fencing – Monthly Basis</b>		
Any defects?	✓	Reasonably but some fencing alongside willow trees leaning and damaged.
<b>Boundary walls – Monthly Basis</b>		
Any defects?	✓	Reasonably sound apart from wall adjoining adjacent to Goulding's field.

I certify that I inspected Marsh Common on the above date when the only defects observed were those recorded above.  
**Inspector's Signature** .....D Hopkinson.....

**OXENHOPE PARISH COUNCIL**

**Marsh Common Safety Inspection Report**

**Name:** D Hopkinson..... **Date** 4 April 2015.....

**Weather**.....Fine..... **Time** 10.45.....

	<b>Seen</b> √	
<b>Culvert, beck &amp; ditches – Monthly Basis (unless substantial rainfall or a prolonged period of rain)</b>		Very little change from March Report.
Water free flowing?	<input type="checkbox"/>	Yes. Steady flow in main culvert, side culvert dry..
Free of debris?	<input type="checkbox"/>	Culvert and ditches clear. Large vehicle wheel still to remove from site.
<b>Footpath - Monthly Basis</b>		Footpath through common still partly muddy. Path to benches satisfactory.
Any defects e.g. pot holes, glass etc?	<input type="checkbox"/>	None apparent. Pathway needs some improvement.
Any unauthorised vehicular use e.g. off road motor bikes etc?	<input type="checkbox"/>	No signs of vehicular use,
Any dog fouling visible on or within close proximity of footpath?	<input type="checkbox"/>	None apparent. Large Sign attached to entrance gate.
<b>Seating – Monthly Basis</b>		
Any defects which may cause personal injury?	<input type="checkbox"/>	None
Adequately secured to the ground?	<input type="checkbox"/>	Yes
<b>Gates – Monthly Basis</b>		
Kissing gate working as it should?	<input type="checkbox"/>	Yes.
Padlock and chain on the field gate intact?	<input type="checkbox"/>	Yes
Padlock on the palisade fencing gate in full working order?	<input type="checkbox"/>	Yes
<b>Vegetation – Monthly Basis</b>		Japanese Knotweed has died back but will need further treatment during summer particularly near main culvert
Any vegetation need removing and/or cutting well back?	<input type="checkbox"/>	No new growth yet visible.
<b>Trees – Monthly Basis</b>		Willow trees from adjoining land require trimming.
Any overhanging branches need removing?	<input type="checkbox"/>	Overhanging footpath but at a height not to cause obstruction to walkers. Appear safe but some wind damage evident..
<b>Fencing – Monthly Basis</b>		
Any defects?	<input type="checkbox"/>	Reasonably but some fencing alongside willow trees leaning and damaged.
<b>Boundary walls – Monthly Basis</b>		
Any defects?	<input type="checkbox"/>	Reasonably sound apart from wall adjoining adjacent to Goulding's field.

I certify that I inspected Marsh Common on the above date when the only defects observed were those recorded above.  
 Inspector's Signature .....D Hopkinson.....

## Appendix 3 – Correspondence

**From:** Liz Parker <liz.parker@bradford.gov.uk>  
**Subject:** Feedback from Oxenhope Decides  
**Date:** 14 March 2016 at 14:30:10 GMT

To: "Elaine Pearson" <clerk@oxenhopeparishcouncil.gov.uk>, "tonymaw12@gmail.com" <tonymaw12@gmail.com>

Elaine, Tony,

Thanks very much for the opportunity to join you on Saturday, it was a good event.

I've also attached the info I gathered and some thoughts (the key to the table is at the end of the document) - do you want to let me know how you'd like to proceed with this?

I'm hoping to have some suggestions soon regarding connecting with other Parish Councils to share info and experience, and also getting How To type information regarding setting up Friends of groups - this has been requested by Cllr Ken Eastwood.

Regards,  
Liz

Liz Parker  
Ward Officer, Keighley West and Worth Valley

### **New Deal activity – future of local services**

Oxenhope Decides, 12 March 2016

More than 70 people attended the event, with an estimated third of them coming to the New Deal stall.

However not all of these took part in the activity. Some people felt it presented questions so great they could not really make decisions on them, and chose not to stick anything on the tables. Whilst it would have been more useful to have their contribution, their responses were not without value, in that they engaged with the scale of the task facing the Council.

There may need to be more clarity in the description of some of the services listed if the activity is used again, deletion of others which are not really regarded as local services (eg churches\religious buildings, pubs and restaurants, yoga), and also the key would need to be clearer throughout (purpose of red dot, green dot, colour coded post-its), however for a first attempt, the results offer a number of broad areas for further discussion with the Parish Council.

The lack of red dots, alternative suggestions and fair number of green dots shows that most people who took part wanted to stick largely with the status quo, that a shift in thinking needs to take place and the message that business cannot continue as normal must be promoted more intensively.

It may be sensible to seek views from more residents or to develop some of the ideas and take them out for further feedback.

### **Red dots – stop this service**

#### **2 dots**

Pest Control (with comment – Oxenhope PC could employ a local company)  
Street lights (with comment - Street lights should be turned off after midnight)

#### **1 dot**

Family Information Service  
Yoga  
Local pubs and restaurants

### **Green dots – Bradford Council to deliver entire service**

#### **4 dots**



Refuse collection

**3 dots**

Winter gritting

Elections

Registering births, deaths etc

**Two dots**

Adoption and Fostering (with comment – can charities do more ?)

Children's Social Care

Safeguarding Children

Social Care (Disabilities)

Residential and nursing care

Home Care

Benefits

Gully Cleaning

Building Control\dangerous structures

Highway Maintenance

Sports centres and pools

Sports grounds

Parking

Police

**One dot**

Air quality, food hygiene, contaminated land, noise, disease

Recycling

Street cleansing, graffiti, abandoned vehicles, dead animals

Early Years service

Schools support, admissions, funding

Parks

Licensing

Taxi and Minicab licensing

Emergency planning

Empty Homes

Land use\local development planning

Planning permission

Cemeteries and bereavement services

**Green dots – Oxenhope Parish Council to deliver entire service**

**Four dots**

Allotment – (with comment – owned by Parish Council)

**Two dots**

Community Centre

Parks (with comment – employ a lengthsman to collect rubbish)

Sports grounds (with comment – provide a defibrillator for all the sports clubs to access (comment repeated by another contributor)

**One dot**

Play area – (with comment – If budget did come with play area.

Parish Council can deal with all aspects including Health and Safety and purchasing equipment)

Street signs

Countryside and rights of way

Emergency planning

Land use\local development plan

Planning permissions

Trees ( with comment - sort trees out on Hebden Road before they fall and kill someone)

Elections (with comment – service the polling stations i.e. equipment and signs)

**Green dots – local groups or volunteers to deliver entire service**

**Four dots**

Community Centre

**Three dots**

Millennium Green

**Two dots**

Pre Schools

Youth Club

Sports Clubs

Yoga

**One dot**

Parks (with comment - Help litterpick and do planting/pruning)

Sports Centres and pools – (with comment – could private contractors run sports venues ?

**Post it suggestions\areas for further discussion**

**Play area \ Parks** - comments about sharing work between the two councils and volunteers.

**Bradford Council** - provide heavy equipment and carry out associated tasks

**Oxenhope Parish Council** - employ a lengthsman to collect rubbish.

If budget did come with play area, Parish Council can deal with all aspects including Health and Safety and purchasing equipment.

**Groups and volunteers** - Help litterpick and do planting/pruning

Parish Cllr Ken Eastwood commented that online information to support the development of eg Friends Of groups would be really useful, and could demystify setting up such organisations, increasing the chances of this happening.

**Gully cleansing** – whilst the Council may continue this service, getting more people to take responsibility for very basic gully maintenance in their street would be useful

**Sports grounds** – the point was made that by providing this service, the Council reduces demand on other more intensive services etc health and social care.

Defibrillator suggestion - at the Oxenhope Decides event, the Cricket Club project to fund a defibrillator was successful in winning £500 toward this.

**Emergency planning** – does the Parish Council have a role to play alongside Bradford Council's emergency planning unit ?

**Land use\local development plan** – the Parish Council already has a role here and is currently looking at developing a neighbourhood plan

**Planning Permission** – the Parish Council's views are sought on applications at present

**Trees** – one green dot suggested that the Parish Council takes on this responsibility

**Cemeteries and bereavement services** – could local groups take on maintenance of cemeteries ? Example of this taking place already in Oxenhope.

**Elections** – suggested Council continue this service but that Oxenhope Parish Council services the polling stations i.e. equipment and signs. Also role of volunteers\groups suggested but not clear.

**What next ?**

Further conversation with the Parish Council would be useful on whether to repeat this exercise to alert more residents to New Deal and to get more views, or to work up some specific proposals.

Oxenhope councillors have previously suggested taking part in an info sharing session with other parish councils who may be further along the process – this would also be important in order to support the Parish Council in confidently moving forward.

LP 14 March 16

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**From:** Ijaz Ahmed <IJaz.Ahmed@yourhousinggroup.co.uk>  
**Subject: RE: Leemingbeck Close**  
**Date:** 24 March 2016 at 11:22:30 GMT  
**To:** 'Tony Maw' <tonymaw12@gmail.com>, Mohammed Shabir <mohammed.shabir@bradford.gov.uk>  
**Cc:** Elaine Pearson <clerk@oxenhopeparishcouncil.gov.uk>, Bob McMullen <Bob.McMullen@yourhousinggroup.co.uk>

Hi Tony/Shabir,

Apology for late reply, as you would appreciate it's coming to end of financial year,

Since our meeting on site and agreed to see if we can fit stair lift to upstairs apartments and improve the paths kerbs and steps for wheelchairs access, I had a meetings with compliance / Housing colleagues, they are happy for us to improve access for wheelchair but do not agree for us to fit stair lift to all upstairs apartments due to, a) increased in tenants service charge, b) on going cost to maintained /replacement,

However, our housing colleague suggested that, if parish council and Mr Shabir agree, we could consult with all tenants and give them the options of wet floor bathroom and stair lift,

I wait for you advise

Kind Regards  
Ijaz Ahmed  
Maintenance Manager

**From:** Chris Slaven <chris.slaven@bradford.gov.uk>  
**Subject: Emergency and Flood planning**  
**Date:** 4 April 2016 at 15:14:47 BST

Good afternoon all,

I recently gave a presentation to the Parish and Town Councils Liaison Group at Clayton Village Hall and at this meeting I outlined why we feel local communities should work with us to develop a response to emergencies such as flooding and what the plan template looks like and what's involved in filing that in. I'm sure Kathryn Jones has circulated the minutes from that meeting.

Following this we were hoping Councils would have an opportunity to discuss the issue and would come back with a commitment and plan to progress this which is the most appropriate way forward, but, I appreciate most councils will not have had that opportunity yet.

Briefly, the Emergency and Flood Plan is designed to support communities who are caught up in an unexpected emergency where the emergency services, district council and other service providers are unable to respond quickly or are delayed for reasons that usually happen in emergency situations. The

plan supports local councils to take control of the initial stages of that emergency and to react appropriately. In writing the plan we would normally look at what resources are required, how many and how these will be stored and whilst that would still be in the plan we have been caught by an unexpected turn of events where a possible funding source for required resources has been found and needs a quick turnaround if we are to be successful.

Without that discussion of 'risk and mitigation' which would normally determine what resources are available, we now need councils who are committed to this planning process to look at what they feel are appropriate resource's and how these might be stored. The plan will have to be written later!

First thoughts are typically 'sandbags' and 'storage' but clearly one size does not fit all and I'd like to get the best value from this fund that's tailored to individual communities. And this is not all about flooding!!!

At the moment I am looking favourably to 'floodsax' which are filled with a polymer substance that expands on contact with water and does what a sandbag does (but better), and also, some bags which are filled with water when required and deployed the same. Both of these solutions have the benefit of being able to be stored easier and can be stored indoors as they are 'clean'. They are very light when dry so can be moved and placed very easily and take up much less space when stored. Much easier to move than the traditional sandbag.

My question to you is, how many sandbags/floodsax or water bags would your communities realistically need to have on hand, and where might these be stored? We could buy a steel shipping container but where would we put it and would we need planning permission? If we were to buy a container this may reduce the amount available to spend on floodsax! If we were to use a container then accessibility might be a problem in a flood!! There's lots of questions and not so many answers.

Other things on the wish-list includes Hi-viz jackets, gloves, two-way radios, first aid kit, wind up torches, wind up radio, stakes and mesh, tape, shovels etc. Based on your experience can you think of anything else we might need, for those flooded on Boxing day, what you wanted but didn't have? Do we need all the things mentioned so far? I would be immensely grateful for any sparks of inspiration and if you can put numbers to this wish list equally so.

Hopefully you will commit to the development of an Emergency and Flood Plan which clearly discusses how the resources will ultimately be managed, deployed and restocked if required.

I look forward to hearing from you.

**Chris Slaven**

Emergency Planning Officer

Tel: 01274 434667 • Mob: 07582 100102 •

**From:** Jo Wright <Jo.Wright@oxenhope.bradford.sch.uk>

**Subject:** Governor Vacancy

**Date:** 5 April 2016 at 10:37:15 BST

**To:** "clerk@oxenhopeparishcouncil.gov.uk" <clerk@oxenhopeparishcouncil.gov.uk>

Good Morning Elaine,

I was speaking with Penny Cusdin before the Easter holiday regarding a vacancy which has arisen on our governing body and she advised me to email you directly. You may be aware that David Ashcroft has resigned following his 9 years as a governor for the school. As we move towards Academy

conversion, we will no longer have an LA appointed governor but very definitely wish to retain the balance of input areas which we have previously maintained on our governing body. As such, we are looking to appoint a new governor who will come from the village as a community link and to strengthen the collaboration between village/council and school.

I would be grateful if you could share this with your fellow councillors and think if there is anyone known to you in the village who would be suitable and willing to commit to this role. We have a standard letter which we distribute to parents in the event of a parent governor vacancy. We can make a version of this available for you to circulate to your councillors and be made available to the wider community if necessary. In the event of more than one applicant we would need to manage a vote for a new governor. I can take advice as to how this is best carried out.

There are some time commitments with regard to attending meetings and training associated with being an effective governor. We are also a fairly active governing body with a number of governors attending classes and events at the school on a more regular basis. I do not know if you feel a community governor would need to be an existing councillor, but as a governing body, I don't feel this is a necessity. As long as the successful applicant is prepared to attend council meetings to give updates and feedback and also to receive information to present at our governing body meetings.

I look forward to hearing from you.

Many thanks

Jo Wright  
Chair of Governors  
Oxenhope Church of England Primary School

On 4 Apr 2016, at 18:54, a concerned resident of the parish wrote:

Good evening, I wonder if you could shed some light on something for me. Earlier this evening I witnessed 4 teenagers who were playing football on the pitch removed under a tirade of verbal abuse from a representative of the football club, where else are the youth of Oxenhope to go?

It was my understanding that the land both pitches sit upon was bequeathed to the people of Oxenhope is this now no longer the case?

Kind regards

A concerned resident of the parish

## **Appendix 4 – Reports**

### **Allotments Report**

Following the February report, I contacted holders of allotments 2A & 2B to ask them to remove the old timber piled at the rear of their allotments.

Also contacted Plot 1 holder, as bags still needed to be removed and attention given to 4 broken/cracked panes in greenhouse.

### **March**

Plot 1 - still in same condition.

Plot 2A - cleared at rear.

Plot 2B – Old timber still present.

All new allotment holders, excluding Plot 1, - evidence of much preparation work.

No problems reported to me.

### **The Rose Garden**

The Rose Garden/Christmas Tree are on the agenda for the next meeting. I thought I should do some prior notes for your consideration.

This all started with last year's new Christmas Tree Lights. We bought what was recommended as a full set of lights for public Christmas Trees from the manufacturers. This was 10 strings of 120 lights each with 20m cabling. Our tree proved too big for the number of lights. I estimate the tree is close to 50 feet high and still growing. The average Town/Village Christmas Tree is more likely to be in the range 20 to 25 feet high.

Initially I looked at reducing our tree in height and shaping it. An initial meeting with Mark Scott at Bradmet about this was very positive. He said the Council were unlikely to do it, but we could do it ourselves. I initially got a price of £200 for this work. Then the Council said no we couldn't do but they would do it themselves for £320.

I then decided that perhaps I was looking at the problem in isolation and that I should look at the wider picture. I believe that we should be looking at the Rose Garden as a total entity. The existing huge tree is quite out of context with the rest of the Rose Garden. As are the other three conifers along West Drive. I attach a Google aerial photo on which I have marked, in red, the 4 conifers in the garden.

We do however, in the middle of the garden, have another group of conifers, (marked blue on the photo). The centre two of these could be shaped into one conical entity. I believe this would make an ideal focal point as a decorated Christmas Tree. The other low conifers in the group would need removing.

This brings into focus the Rose Garden itself as an entity in the village. The land was dedicated to Keighley Council in 1968 by the Greenwood family as a public open space. It was planted out as a Rose Garden in 1972. I remember it well as I lived in West Drive. Since then Bradford Met have let it deteriorate, only 4 rose bushes remain, and they have gradually "dumped" various shrubs and trees in the garden when these were patently unwanted elsewhere. Rather than a public open space it is rapidly becoming a closed-in area which is likely to be increasingly used for nefarious purposes in the future.

My vision is that we open it up by removing the peripheral conifers. Then prune the deciduous trees to relatively low heights, allow the perimeter beds to be filled with low height perennial shrubs and bushes and grass over the central part completely except for the central conifers (blue on photo). This would give us a year round, attractive open public space as intended by the Greenwood family. Then at Christmas time we would have an open vista with the existing lights in the deciduous trees, on the edges, leading the eye to the central focal point of a central Christmas Tree arrangement full of lights.

This then leads to the big question. To do all this we would have to do it ourselves. Bradmet are not in the slightest bit interested. Could we manage it as a Village Asset as we do Millenium Green? I know this question has been raised previously and my attitude was we don't need the hassle. However, bearing mind all of the above I have changed my mind. The Rose Garden is probably the most focal point in the Village. We should, I believe, protect and enhance it.

I look forward to the discussion 13 April.