



# Glusburn & Cross Hills Parish Council

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Minutes of the Meeting of Glusburn & Cross Hills Parish Council,  
held on **17<sup>th</sup> March 2011 at 6:30pm** in St Peters Church Hall, Cross Hills.

**Present:** Chairman Cllr John Harker  
Cllrs P Baker, G Beck , I Gibson, P Hargreaves, B Horne, M Outhwaite, G Reitherman,  
Mrs S Robinson

Also present were 5 members of the public.

**1. To receive apologies for absence:** No apologies had been received.

**2. Public Participation: up to 15 Minutes:**

No person to speak for more than 5 minutes – at the discretion of the Chairman. No one wished to speak.

**3. To receive Declaration of interest in items on the agenda:**

Cllr M Outhwaite declared a person interest in Agenda Item 12:5 Glusburn Institute.

**4. To confirm the Minutes of the Council Meeting held on the 17<sup>th</sup> February 2011**

Following the amendment to the list of accounts paid ( some were duplicated) the Minutes were proposed by Cllr P Baker as a correct record, this was seconded by Cllr G Reitherman. Agreed and signed by the Chairman.

**5. To receive a report from North Yorkshire County Council:** Nothing to report.

**6. To receive a report from Craven District Council:**

Cllr G Beck reported to the meeting that Craven District had sent letters out to residents regarding the Green Lane planning Application on the 9<sup>th</sup> March 2011.

The planning meeting regarding this application will be held in late May 2011.

Cllr Back suggested that the PC may wish to organise a public meeting regarding the planning application.

6:35pm Cllr Mrs G Birks arrived at the Meeting.

## **7. To receive the Clerks Report & Correspondence:**

### **Sent/To**

- a. Letter to Marsden contracting to remind them about the water repairs in the toilets in Cross Hills and also to give them Cllr G Reitherman contact details so that a meeting can be arranged on site.
- b. Emails/Letters to all of the local Parish Council inviting the Chairman and representative(s) to attend the meeting organised with Julian Smith – local MP.

### **Rec/From**

1. North Yorkshire & York PCT. Decision Notice regarding Pharm-Assist(Healthcare) Ltd. Granted full consent to be included in the pharmaceutical list at Cross Hills Group Practice.
2. The Clerk- Newsletter from Society Of Local Council Clerks.
3. CDC. Colin Iveson, Reminder that all Parish Councils are required to hold an Annual Parish Meeting between 1<sup>st</sup> March and 1<sup>st</sup> June.
4. Clerks & Councils Direct Monthly newsletter.
5. YLCA , advice notices regarding the guidance from HM Revenue and Customs regarding Parish Council need to register with HMEC as an employer.
6. Theme Bins, new brochure and price list.
7. Agenda for the Parish Clerks Forum – 16<sup>th</sup> March 2011- 10:15am – Skipton
8. SLCC. Details regarding Resolving Workplace Disputes.- Government Consultation.
9. Letter from Chris Atkinson at David Hill's. Copied to all Cllrs.
10. Craven Citizens Advice Bureau. Thankyou letter for the recent donation.
11. David Hill. Copy of the outline planning application for the proposed residential development at Green Lane, Glusburn.
12. NYCC. Footway Lighting Maintenance Contract 2011-2012. Increase in costs will be 5.29%. Routine Maintenance ( block lamp change, clean, electrical testing and structural inspection is carried out every 2 years and is due in the financial year -2011-2012)
13. Email from resident- concern over the proposed development at Green Lane
14. NYCC. Details regarding the bus service changes due to commence on the 17<sup>th</sup> April 2011. These changes are a result of the County Councils withdrawal of funding for evening and Sunday services. And also the rolling programme of contract renewal for local bus services.
15. Rurals & Communitask. Letter regarding funding for Neighbourhood and Parish Plans.
16. Email from Bernard Peel of Glusburn Institute regarding the Fall Fest and the money available from the PC.
17. YLCA, subscriptions due- £700.00.
18. Letter from Venture Scout Group, wanting to help in the community to work towards badges within the scout movement.

## **Matters Arising from the Clerks Report & Correspondence:**

1. Cllrs discussed the notice regarding a pharmacy to be included within the Health Centre in Cross Hills, it was unsure if this was in addition to the new pharmacy that has just opened opposite the Health Centre. It would appear that there will be another pharmacy opening within the Health Centre. Cllr P Baker requested that the PC write to both the Health Centre and NYYPCT to complain that the Health Centre could not provide a room for the Podiatry but could find room for a pharmacy, after discussion Cllrs agreed that there was little point writing to the either as the Health Centre have replied in the past that they are unable to provide a room for Podiatry and it was known that as of the 31<sup>st</sup> March 2011 the North Yorkshire & York PCT would be no longer in business. Cllrs were all in agreement that the changes at the Health Centre would be due to financial issues.

12, The PC was not happy to receive the footway lighting maintenance contract for 2011-2012 from NYCC which included an annual increase of 5.29%. Cllrs requested that the Clerk contact NYCC and ask for a reduction in this increase and also ask why the lamp posts have still not been painted , a job that was given the consent nearly 2 years ago.

18. Cllr Mrs G Birks volunteered to make contact with the Venture Scout Group, it was thought that the volunteers could perhaps help with a project in the gardens at the Institute.

**8. To receive information on the following ongoing issues and decide further action where necessary.**

**8.1 Cross Hills Public Conveniences**

Cllr G Reitherman reported that he had met Steve Marsden (the owner of Marsden Contract Services) at the toilets in Cross Hills to discuss the cleaning and general repairs.

Steve Marsden reported that he would be unable to polish the stainless steel in the toilets, he will however get his operative to paint all the ceilings in the toilets and also repair the water feed, it will mean that there is no hot water in the toilets.

**8.2 Glusburn Park – plans**

Chairman John Harker commented on how much better the park was looking following the tree removal by the toilets. Cllr G Reitherman reported that he now had the grass seed and this would be used once the weather warmed up a little. The old railings from near the toilets have now all been removed along with a number of large stones.

The drawing and plans from the architect were discussed and it was felt that a further full specification along with a design document to include disabled access was required.

**7pm The Meeting was suspended to hold the Annual Parish Meeting.**

**7:55pm The Monthly Meeting continued.**

Cllrs continued to discuss the plans for the park, all Cllrs were in agreement that any builders that give quotes must be bone fide builders with experience of similar builds,. also to have adequate public liability insurance and references would be required. Any new or conversion to the toilets will need to meet all building regulations.

Cllr M Outhwaite explained to the Parish Cllrs that for the Architect to draw up a detailed design document it would cost in the region of £500. Cllr Mrs G Birks proposed that the PC spend the £500 on the design document with Mick Widdup – Architect. This was seconded by Cllr Mrs S Robinson. Cllr P Baker was against this proposal, all other Cllrs were in favour.

Chairman John Harker reported that item 12.5 on the Agenda was to be brought forward to enable Cllr G Beck to speak as he had to leave the meeting early.

Cllr Mrs G Birks declared a personal interest in Agenda Item 12.5 Glusburn Institute.

**12.5 Glusburn Institute:**

The Chairman- John Harker had received an email from Bernard Peel from the GIMC regarding the 'Fall Fest' to be held at Glusburn Institute later in the year, and a request for the 'donation' from the Parish Council towards this event to be paid.

Cllr G Beck as Chairman of the finance committee spoke to the Cllrs present, although he was not at the previous meeting was the Fall Fest was discussed , having read the minutes of the meeting it was apparent that the PC had offered to underwrite the event up to a maximum of £3000 rather than make an up front donation of £3000. A debate followed regarding the underwriting as some Cllrs were of the opinion that the PC had actually donated the money whilst others Cllr were in agreement to the underwriting. The PC will write a letter of support to Sue Ingham re the Festival and explain about the underwriting.

8:25pm Graham Beck left the meeting

**\*\*\* SUSPEND STANDING ORDERS \*\*\*\***

The Housing Group representatives gave their report of the Housing Group Questionnaire to the Annual Meeting of the Parish Council. The report will be available for residents from the Library in Cross Hills or the Parish Clerk. It will become part of the Parish Council Minutes and will also be available on the Parish Website.

Mr V Wheelock spoke at length regarding the issues and implications of planning application for Green Lane, he reported that since the Housing Survey results have now been published these figures should be quoted to CDC. The sewage problems at Steeton need to be reported to CDC also, as more houses in the area will create a bigger problem down the line. Many implications were also reported such as the parking on Green Lane, the highways around the proposed site.

Mrs Beaufoy said that she agreed with Wheelock and that as a community we should pull together and fight the application.

Mr G Smith reported to the PC the results of a 2 way peak traffic flow along Green Lane, he was unsure if NYCC actually had permission to carry out the traffic survey. In 2006 between 8am and 9am there were 253 vehicles using Green Lane. And between 4:45pm 5:45pm there were 109 vehicles. In 2010 CDC would only say that the traffic flow was less.

Cllr Mrs G Birks proposed that the Parish Council formally endorses the housing strategy. This was seconded by Cllr Mrs S Robinson. Cllrs were all in agreement.

#### **\*\*\*\* REINSTATE STANDING ORDERS \*\*\*\***

### **8.3 Glusburn & Cross Hills In Bloom:**

Cllr I Gibson has been in contact with the Allotment Society and is going to attend one of their meetings to speak to the members regarding the supply of plants for the baskets and tubs in the village.

Cllr Mrs G Birks reported that she felt the plants would be too late for this year as they need to be well established ready to go into baskets by April/May, perhaps the Allotment Society should be looking at next year now.

Cllr Mrs G Birks had spoken to the Garden Centre in the village and the cost of baskets for this year will be £23.50 each if last years hanging baskets are returned or £ 28.50 if no baskets are available. Cllr Mrs G Birks proposed that the PC allow upto £1200 to be spent on the hanging baskets this year, this was seconded by Cllr G Reitherman. Cllr P Baker was against the amount to be spent, all other Cllrs were in favour.

### **8.4 Lengthsman:**

The Clerk had received the job description for the Cowling Lengthsman, to circulate to all Cllrs for the next meeting. Cllr P Baker felt that the PC should take the lengthsman idea no further, the villages of Glusburn and Cross Hills are far larger than Cowling and will take many more hours that what Cowling have, therefore the cost implications will be much higher.

### **8.5 Meeting with MP- Julian Smith – 7<sup>th</sup> April 2011- arrangements:**

Many of the local parish Councils are sending representatives to the meeting on the 7<sup>th</sup> April with MP Julian Smith. The Clerk to contact the other Parish Councils and ask them for any questions they want to put to the MP.

### **9. Highways & Transportation:**

Cllr Mrs G Birks reported that the bus shelter by the Institute is in need of painting inside. Clerk to contact John Heaton and ask if he will do the painting, the paint will be in the park keepers store shed.

The bus shelter at Cragg Vale Terrace has many weeds growing near to it, graham will ask David to kill these off.

Cllr I Gibson reported that there had been another very near incident at the top of Station Road,

### **10. Local Development Framework / Housing Strategy Initiative:**

## Glusburn and Cross Hills Housing Survey 2010

### Summary Report.

In December 2010 The Parish Plan Housing and Planning Group (PPHPG), with support from Glusburn and Cross Hills Parish Council, conducted a Housing Survey of residents in the parish. Using a self-completion questionnaire information was collected about residents' current housing circumstances, requirements for affordable housing, anticipated future housing and views on the numbers and sites for future housing development.

#### *The Questionnaire, Response Rate & Representativeness*

1. **436 questionnaires were completed and returned giving a response rate of 25.3%**
2. **The questionnaires were returned from across the parish and reflect a similar general pattern in terms of demography, tenure and household size as the 2001 Census for the Glusburn Ward. This gives confidence in drawing conclusions from the data.**

#### Age and Household

3. **7% of respondents were between 16-24, 12% between 25-44, 32% between 45-64 and 40% were over 65.**
4. **The majority of respondents (52%) were living in 2 person households and 27% in 1 person households; 10% lived in 3 person households and 8% in 4 person households. A minority (under 2%) lived in 5 or more person households.**
5. **A maturing population can account for variation in these returns compared to the 2001 Census since 2001 and proportionally more older people completing the forms.**

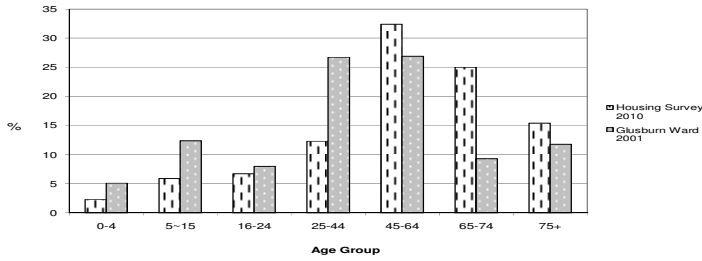
*'Commonsense must prevail, we all have to live somewhere. But the village roads are already gridlocked at peak times, e.g. school time and work commuting times.'*

#### Tenure & Size

6. **The majority (90%) of householders in the survey are owner-occupiers and use this as their main home. A minority of householders lived in properties rented from housing associations (just under 5%) or from private landlords (2%).**
7. **Nearly half (49.3%) of householders in the survey live in 3-bedroom accommodation; 4% lived in 1-bedroom, 27% in 2-bedroom, and just under 18% in 4 or more bedroom accommodation.**

*"Rapid expansion would be detrimental to the infrastructure of this community – namely traffic, school provision, medical services etc. A more gradual approach allows smoother integration."*

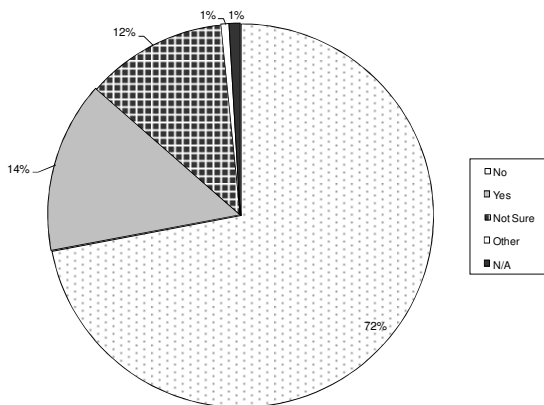
Figure 1 G&CH Housing Survey 2010 & Glusburn Ward 2001: Age Groups



### Leaving/Living in the Parish

8. **Nearly 6% of respondents in the survey, reported household members as having to leave the parish in order to find ‘affordable’ housing.**
9. **Currently about 4% of respondents (19) are required to live in the parish for employment reasons; 5% stated this had been a requirement in the past.**
10. **Given the choice respondents indicated a strong preference for housing which enabled them to stay in the parish.**

Fig 5. G&CH Housing Survey 2010 – Household Members Need for Housing within 5 years.



*“Local housing for local people born/brought up/ schooled in the area, employed in the area rather than people from commuter belts in Bradford, Leeds and further afield.”*

### Need for Different Housing

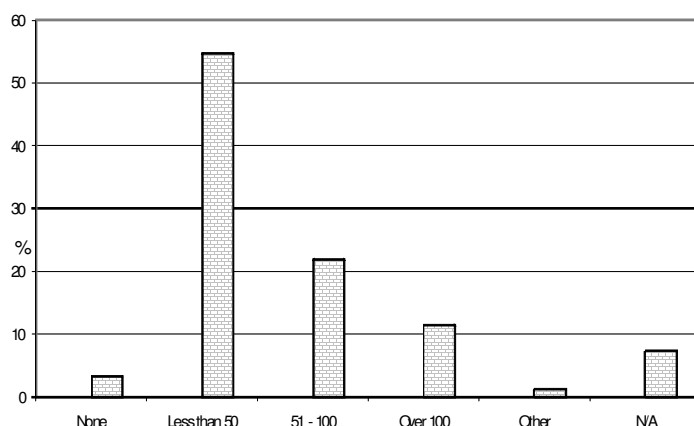
11. **14% of the respondents (63) in the survey anticipated a need for a change in their current local housing situation over the next 5 years; a further 12% (52) were ‘not sure’. 50% indicated a need for 2-bedroom size accommodation. Overall the changes included down-sizing, moving to a similar size property, or up-sizing.**

12. Detailed examination of the returns indicate an additional requirement for between 18-25 additional households over the next 5 years. Based on the 25% response to the questionnaire this suggests that the 5 year requirement for additional household units within the parish is between 72-100.
13. Nearly two thirds of those indicating a need for different housing felt that prices under £200,000 would be affordable with 60% indicating under £150,000, or would expect to pay under £500 per calendar month.

#### New Houses and Preferred Site

14. Nearly 80% of the respondents felt that less than 100 new houses over the next 5 years would be required to meet the needs of local people.

Figure 6 G&CH Housing Survey 2010: Number of New Houses



“The villages are full. The schools and essential services would not be able to cope with housing on a bigger scale...”

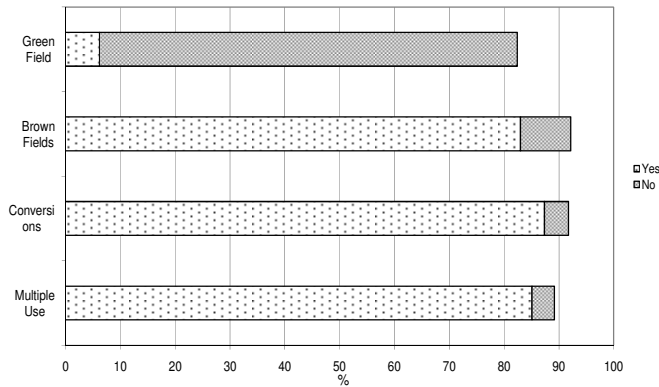
15. A variety of ‘issues of concern’ were identified requiring prior attention and consideration before any new housing development. These included:

- Capacity of the infrastructure & services to cope
- Traffic congestion
- Enough housing being already available
- Negative impact of new development on the size, character and identity of the villages in the parish
- Need to conserve green space
- Prioritising local needs over developers’ profits
- Prioritising affordable housing
- Prioritising housing for young people, older vulnerable people and families.

“There is a need to preserve the green field policy for as long as possible – but this may be a challenge”

16. Over ¾ of respondents did not want any building on Greenfield sites. The small minority (6%) who felt this was an option on several occasions indicated that this was a last resort should no other sites be available.
17. Over 80% felt that new building should be undertaken on either Brownfield sites and/or through conversions and multiple use of existing properties in the parish

Figure 7 G&CH Housing Survey 2010: Preferred Type of Site for New Homes



*“(we) must preserve (the) local environment and wildlife”*

### Policy Implications

**On the basis of the findings and analysis of the self-completion questionnaires the Parish Plan Housing and Planning Group is putting forward the following policy implications:**

- 1. The value of seeking, listening to and positively responding to local residents’ views should not be underestimated.**
- 2. There is compelling evidence that less than 100 additional households will be required locally over the next 5 years.**
- 3. The 62 unoccupied household spaces as identified in the 2001 census should be investigated to see how many can be brought into occupation prior to any decisions over new house building.**
- 4. Should additional new housing be required it should not be built on Greenfield land. Alternative options such as conversions, developing multiple use of existing buildings or building on Brownfield land must be considered first.**
- 5. Affordable housing for purchase and rental should be within the financial reach of local people.**
- 6. To sustain the viability of the local community, priorities for housing are primarily for small household units, i.e. 1- and 2-bedroom accommodation particularly for young people and older people.**
- 7. Any housing development needs to be accompanied by improved infrastructure and community services.**

*“Everywhere you look there are houses for sale so why do we need lots of new houses (?)”*

**A copy of the Full Report is available in Cross Hills Library or can be obtained from the Clerk of Glusburn and Cross Hills Parish Council. It is also available on the Parish Council’s web site, [www.glusburnandcrosshills.co.uk](http://www.glusburnandcrosshills.co.uk)**

### **11. Litter:**

The litter in the Co-Op car park appears to be getting worse, Clerk to contact the Co-op and GDC and ask both if they can improve on the litter collection in the car park.

## **12.Reports:**

### **12.1 Parks & Recreation / Amenity land, Colne Road:**

Nothing to report.

### **12.2 Lighting and Christmas Lights:**

Cllr were all in agreement that the lights display this past year was very good, lots of positive comments. It was agreed that no further Christmas lights would be purchased this year.

### **12.3 Townend Allotments:**

Cllrs discussed the way that the allotment group run the waiting list for the society, it has been noted that several of the allotment holders are holding more than 1 plot. Clerk to contact the secretary and ask why so many plots are now becoming multiples rather than single plots. Clerk to request a list of the allotment holders and the number of plots that they each own and also a map of the plots.

### **12.4 Yorkshire Local Council Association:** Nothing to report.

### **12.5 Glusburn Institute:**

Cllr Mrs G Birks reported that the Institute Committee had now signed the relevant forms to become a LTD Company and now just need to set up a board of directors.

### **13.To consider the Parish Newsletter / Parish Plan :** Nothing to report

## **14. Financial Matters.**

<b>14.1</b>	To approve the accounts for payment	
a)	Park Administration	1668.44
b)	Clerks Salary	423.66
c)	Clerks Expenses	18.85
d)	Relief Park Keeper	47.25
e)	Marsden Contact Services	871.99
f)	CDC. Rates for public toilets	54.00
g)	NYCC- Maintenance of footway lighting	263.10
h)	EON – electricity for public toilets	29.13
i)	EON – electricity for the park hut	7.93
j)	Airedale Tree Surgeons – park work	1120.00
k)	St Peters Church Hall – room hire	79.50
l)	ARVAL – fuel for park equipment	13.15
m)	Cross Hills Handyman	58.00
n)	YLCA Subscriptions	700.00

The accounts for payment were proposed by Cllr M Outhwaite and seconded by Cllr P Hargreaves.

## **15. To consider the following Planning Applications:**

### **15.1**

**32/2011/11372**

**Proposal:** Demolition Of Existing Conservatory And Construction Of Single Storey Extension To Form Dining Room At Lower Ground Floor Level And To Provide Additional Parking Space On The Roof Of The Extension.

**Location:** Airewood, Baxter Wood, Cross Hills.

**Applicant:** Mr Damon Shepherd.

**Comments:** no adverse comments

### **15.2**

**32/2011/11424**

**Proposal:** Removal of Condition No 1 of permission 32/2004/4222 so as to permit overnight accommodation of animals on the premises.

**Location:** 1 Aire Street, Cross Hills

**Applicant:** Kingsway Veterinary Group, Skipton.

**Comments:** no adverse comments

**32/2011/11429**

**Proposal:** Proposed development of 49 dwellings, access road, open spaces and car parking. ( Outline application for access, landscaping, layout and scale)

**Location:** Land at East End of Green Lane, and South Ryecroft Road, Glusburn.

**Applicant:** Trustees of the John Binns Settlement.

**Comments** **The Parish Council would like to object to this application on the following grounds:**

- *The application has been refused on 3 previous occasions, the access to this proposed development has not changed, the roads around the application are still as congested and grid locked at peak times.*
- *The access onto Green Lane is not good.*
- *The parking on Green Lane will become statutory parking, this will be incredibly hard for local residents to find parking spaces.*
- *The sewerage system in this area will not stand the amount of extra sewage. Down the valley the sewage leaks out in the open fields.*
- *The local schools are already full*
- *The root system on the TPO Sycamore tree will have to be cut back, thereby endangering its survival.*
- *The Parish Council were told in the Parish Charter that public responses would be taken into account and that CDC were aware that the Parish Plan information would be taken into consideration, ie the voice of the community.*
- *Over 75% of respondents in the recent Glusburn & Cross Hills Housing Survey indicated that did not wish to see any building on Greenfield Sites.*
- *The Parish Council were assured that no more planning applications for housing development would be considered until the infrastructure was looked at.*
- *This proposed development will change the whole character of the village and will cover a prominent area of open space. The visual impact of this development on the landscape and character of the village will be huge.*
- *The Parish Council calls into question the validity of new traffic survey figures in the application.*
- *The Coalition Government has indicated its intention to scrap the RSS and previous housing target figures. This is being affirmed by recent High Court action. Craven District Council should review its housing target figures in the light of this, and reduce the figures for the South of Craven. The recent Glusburn & Cross Hills Housing Survey shows that the community wishes to see a lower number of new dwellings than Craven District's target over the next five year period.*

**16. To Receive the Following Planning Decisions/Information:**

**32/2010/11280**

Replacement of Existing Workshops with New 5000 Sq Ft Unit  
Airedale Trading Park, Skipton Road, Cross Hills.

**GRANTED**

**32/2011/11290**

Proposed Two Storey Extension To Side Of Existing Dwelling To Form Family Room, WC And Utility To Ground Floor And En Suite Bedroom To First Floor.  
6 Mayfield Close, Glusburn.

**GRANTED**

**32/2011/11331**

Certificate Of Lawful Development For A Proposed Construction Of Single Storey Rear Extension To Provide Ground Floor Shower Room/WC & Rear Entrance Porch.  
24 Ash Street, Cross Hills.

**CERTIFIED**

Signed..... Chairman 17<sup>th</sup> April 2011