



## Horsforth Town Council

### Planning, Licensing & Traffic Committee Minutes Thursday 15 June 2017 at 7pm.

**Present: In Chair** - Cllr A Radford.

Cllr M Boyes, Cllr S Glover, Cllr R Hardcastle, Cllr M Holmes, Cllr M Hughes, Cllr I Scott.

**In attendance:** J Sou – Acting Clerk

**PL&T/17.1 To receive apologies for absence and to consider the reason for the absence**

It was proposed by Cllr M Hughes, seconded by Cllr S Glover and **resolved that the apologies and reasons for absence from Cllrs J Garvani and J Hardy be accepted.**

**PL&T/17.2 Declaration of Disclosable Pecuniary and other Interests**

To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 14-19 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 20-21 of the Members' Code of Conduct.

The following interests were declared:

Cllr I Scott                      Item 6, application ref. 17/01908/FU Yarnbury RUFC,  
Brownberrie Lane.  
Cllr I Scott knows the applicant.

Cllr R Hardcastle              Item 6, application ref. 17/02557/LA Horsforth Hall Park, Hall  
Lane.  
Cllr R Hardcastle is a resident who will be affected if approval  
is given due to the expected increase in parking on Hall Lane.

**PL&T/17.3 To consider questions and comments from members of the public at the Chairman's discretion**

Members of the public are reminded that this is their opportunity to speak to the meeting on any topic relevant to the work of the Committee. However they may not speak during the remainder of the meeting unless specifically invited to do so by the Chairman.

No members of the public present.

**PL&T/17.4 Minutes of the previous meetings**

Signed ..... Dated .....

The Committee was asked to approve the minutes of the meeting held on Thursday 18 May 2017.

An amendment was required to Minute PL/16.232 – to substitute “Newlay Conservation Society” for “Horsforth Civic Society”.

It was proposed by Cllr M Hughes, seconded by Cllr S Glover and **resolved that, subject to the amendment to Minute PL/16.232, the minutes of the meeting held on Thursday 18 May 2017 are a true record.**

**PL&T/17.5 Leeds City Council Planning Decisions**

To report on planning decisions granted by Leeds City Council.

List attached. **Noted.**

**PL&T/17.6 Comment on Planning Applications since the last meeting of this Committee**

**17.6.1.** To consider and comment on planning applications from Leeds City Council.

**Comments attached.**

**17.6.2.** To note the following application has been referred to Leeds City Council Plans Panel on 16 June 2017 at 1:30pm:

- Ref: 17/01509/FU 92 New Road Side  
Variation of condition 2 (opening hours) of previous approval 08/01626/FU to allow opening hours of 0700 hours to 2300 hours Monday to Saturday

**Noted.**

**PL&T/17.7 Planning Appeals & Planning Appeal Decisions**

**17.7.1.** To consider planning appeals received.

- Land adjacent to 7 Woodland Croft Horsforth Leeds LS18 5NE  
Outline application for detached house to vacant land  
Ref: APP/N4720/W/17/3175547  
Planning Ref: 17/00302/OT Appeal Ref: 103283  
Leeds City Council letter attached to agenda.

The Committee had objected to the application on the grounds that the site was too small for the proposed development and it would be overdeveloped.

**Noted.**

**17.7.2.** To note planning appeal decisions.  
No planning appeal decisions to report.

**PL&T/17.8 Licensing Applications**

To consider applications received since last meeting.

List attached. **Noted.**

**PL&T/17.9 Traffic Schemes**

**17.9.1.** To consider traffic complaints  
None received.

**17.9.2.** To consider traffic schemes and to note any updates.

Signed ..... Dated .....

- 17.9.2.1.** Phoenix Development – proposed 20mph zone/pedestrian refuges. **Noted.**
- 17.9.2.2.** Featherbank Lane – proposed speed table. Members **supported** the proposal.
- 17.9.2.3.** Potential 20mph zones outside schools:
  - a. Horsforth Victoria
  - b. Horsforth Low Lane
  - c. Horsforth Cragg Hill

Members **made the following comments:**

- The Committee is supportive of the principle of 20mph zones outside schools, however
- It is concerned at the prospect of too many speed cushions;
- With regards to the proposals relating to Cragg Hill:
  - The Committee queried the need for a 20mph zone as there is no school in the area indicated;
  - The Committee was concerned regarding sign clutter in the Cragg Hill Conservation Area.

**PL&T/17.10 Kirkstall Forge Liaison Group**

To receive and note updates.  
There had been no meeting of the group.

**PL&T/17.11 Leeds Bradford Airport LBA)**

- 17.11.1.** To receive and note updates from the LBA Consultative Committee. The meeting scheduled for today had been postponed to mid-July.
- 17.11.2.** To receive and note updates regarding the LBA Link Road. No updates received.

**PL&T/17.12 Report from Local Residents Associations**

To receive and note updates.  
No updates received.

**PL&T/17.13 Report from the WARD Group**

To receive and note updates.  
Cllr Hughes reported that the WARD Group's functions were effectively taken over by a new group and therefore was likely to be wound down. It was **agreed** to remove the WARD Group as a standing item on the agenda.

**PL&T/17.14 Report and Recommendations from Neighbourhood Plan Working Group (NPWG)**

- 17.14.1.** To consider membership of the NPWG.

Signed ..... Dated .....

It was **agreed** that the following be members of the NPWG: Cllrs M Hughes, M Holmes, R Hardcastle and I Scott.

It was **agreed** to invite Paul Quarmby and Kate and Jude Arbuckle to join the NPWG.

- 17.14.2.** To consider and to decide appropriate contact details for the NPWG to be published on the Leeds City Council online interactive map of neighbourhood plan groups.

Attached to agenda: Email from Leeds City Council.

It was **agreed** that Cllr M Hughes be the appropriate contact for the NPWG to be published on the Leeds City Council online interactive map of neighbourhood plan groups.

- 17.14.3.** To consider invoice received for Horsforth Parking Study. Attached to agenda.

Payment for the study had been approved at the previous Committee meeting.

Cllr Hughes reported that the study had provided the information needed and that the invoice was higher than the estimate provided as Horsforth had three centres.

**Noted.**

- 17.14.4.** To receive and note reports/minutes from the Neighbourhood Plan Working Group (NPWG) and to consider recommendations. There had been no meeting of the NPWG.

- 17.14.5.** To receive and note minutes of a meeting between Cllr M Hughes and Kathryn Jukes, Directions Planning consultant. Minutes attached.

**Noted.**

- 17.14.6.** To note the next NPWG meeting date: To be advised. No meeting of the NPWG was scheduled.

Cllr M Hughes would be carrying out necessary work before the next meeting of the NPWG could take place. This included consultations that were required and which would be undertaken by Cllr Hughes through the Clerk or Acting Clerk.

#### **PL&T/17.15 Site Allocations**

- 17.15.1.** To note formal submission of the Leeds Site Allocations Plan to the Secretary of State for Communities and Local Government on 5 May 2017.

Signed ..... Dated .....

**Noted.**

**17.15.2.** To consider the site allocations in the LS18 postcode area.  
No updates received.

**PL&T/17.16 To note the current list of key planning enforcement cases**  
No updates received.

**PL&T/17.17 Community Infrastructure Levy**  
No further information received.

**PL&T/17.18 Horsforth Hall Park Skate Park**  
To receive and consider updates.  
**Note:** a planning application had been received for Horsforth Hall Skate Park and was considered by Committee at item 6 of the agenda.  
No updates received.

**PL&T/17.19 Budget and expenditure**  
To consider Committee budget and expenditure.  
To consider future projects.

The Committee budget was £1500 and £1500 remained. **Noted.**  
No other projects at this stage but this item to be carried forward to future agendas.

**PL&T/17.20 Items for future agenda**  
Other projects for the Committee.  
Site Allocations item to be changed to Leeds Core Strategy and Site Allocations Plan.

**PL&T/17.21 Date of the next meeting**  
The date of the next meeting is 13 July 2017.  
**Noted.**

The meeting closed at 8:54pm

*Distribution: M Boyes, J Garvani, S Glover, R Hardcastle, J Hardy, M Holmes, M Hughes, A Radford, I Scott*

Signed ..... Dated .....



**Minute PL&T/17.5**  
**Leeds City Council Planning Decisions**

**LCC Planning Decisions: 12 May 2017 – 6 June 2017**

New boundary treatment to front

71 West End Lane Horsforth Leeds LS18 5ER

Ref. No: 17/00616/FU | Received: Tue 31 Jan 2017 | Validated: Thu 09 Feb 2017 | Status: Application Approved

One illuminated and four non illuminated signs

Emmanuel Baptist Church Hall Lane Horsforth Leeds LS18 5JE

Ref. No: 17/01201/ADV | Received: Fri 24 Feb 2017 | Validated: Mon 03 Apr 2017 | Status: Application Approved

*HTC P&L Committee comments:*

*Objection.*

*The illuminated sign is inappropriate to the building and the area.*

Dormer window to rear

42 Burley Lane Horsforth Leeds LS18 4NR

Ref. No: 17/01463/FU | Received: Tue 07 Mar 2017 | Validated: Fri 17 Mar 2017 | Status: Application Refused

*HTC P&L Committee comments:*

*Horsforth Town Council neither supports nor objects to this application.*

*LCC decision:*

*Planning permission refused in accordance with the plans and specifications for the reason(s) set out below:-*

*1) The Local Planning Authority considers that, by reason of its inappropriate position and design the proposed rear dormer will result in an incongruous form of development which will have an adverse impact on the character and appearance of the existing dwelling and terrace together with the wider street scene and Conservation Area. As such, the development is contrary to Policies P10 and P11 of the Core Strategy, Policies GP5, BD6 and N19 of the Unitary Development Plan Review (2006), policy HDG1 of the Householder Design Guide SPD and Horsforth Cragg Hill and Woodside Conservation Area Appraisal and Management Plan.*

Single storey front extension

14 West End Rise Horsforth Leeds LS18 5JL

Ref. No: 17/01565/FU | Received: Fri 10 Mar 2017 | Validated: Mon 03 Apr 2017 | Status: Application Approved

Part two storey part single storey rear extension

17 Broadgate Walk Horsforth Leeds LS18 4HF

Ref. No: 17/01659/FU | Received: Tue 14 Mar 2017 | Validated: Fri 24 Mar 2017 | Status: Application Approved

Single storey extension with steps, landing area and handrail to rear; alterations to front porch, new steps with handrail to side and rendering to front side and rear elevations

28 Brownberrie Walk Horsforth Leeds LS18 5PG

Ref. No: 17/01761/FU | Received: Fri 17 Mar 2017 | Validated: Mon 03 Apr 2017 | Status: Application Approved

Single storey side/rear extension

22 Breary Terrace Horsforth Leeds LS18 5QJ

Ref. No: 17/01859/FU | Received: Wed 22 Mar 2017 | Validated: Fri 24 Mar 2017 | Status: Application Approved

**Minute PL&T/17.5**  
**Leeds City Council Planning Decisions**

Single storey orangery extension to side and rear

8 Scotland Close Horsforth Leeds LS18 5SG

Ref. No: 17/01878/FU | Received: Wed 22 Mar 2017 | Validated: Wed 22 Mar 2017 | Status: Application Approved

12 illuminated signs

125 Low Lane Horsforth Leeds LS18 5PX

Ref. No: 17/02061/ADV | Received: Wed 29 Mar 2017 | Validated: Wed 29 Mar 2017 | Status: Application Approved

Single storey side and rear extension.

11 Park Grove Horsforth Leeds LS18 5EE

Ref. No: 17/02113/FU | Received: Fri 31 Mar 2017 | Validated: Fri 31 Mar 2017 | Status: Application Approved

Single storey extension and detached two storey garage both to rear

128 Hall Lane Horsforth Leeds LS18 5JG

Ref. No: 17/02247/FU | Received: Thu 06 Apr 2017 | Validated: Thu 06 Apr 2017 | Status: Application Approved

Attached garage to front and side

2 West End Rise Horsforth Leeds LS18 5JH

Ref. No: 17/02311/FU | Received: Mon 10 Apr 2017 | Validated: Mon 10 Apr 2017 | Status: Application Approved

New pitched roof to existing extension including raised decking area with steps and balustrade above to rear

11 Melrose Villas Melrose Terrace Horsforth Leeds LS18 4BU

Ref. No: 17/02341/FU | Received: Tue 11 Apr 2017 | Validated: Tue 11 Apr 2017 | Status: Application Approved

Single storey extension including alterations and new tiled roof to existing conservatory to rear

19A Victoria Gardens Horsforth Leeds LS18 4PJ

Ref. No: 17/02351/FU | Received: Tue 11 Apr 2017 | Validated: Tue 11 Apr 2017 | Status: Application Refused

*HTC P&L Committee could not examine this application due to technical difficulties.*

*LCC decision:*

*Planning permission refused in accordance with the plans and specifications for the reason(s) set out below:-*

*1) The Local Planning Authority considers that the excessive projection and overall scale of the extension fails to pay due respect to the scale and design of the existing property, resulting in an excessive addition which is out of keeping with the proportions of the property and significantly harms its character and appearance. The proposal is therefore contrary to Policies GP5 and BD6 of Leeds Unitary Development Plan (Review) 2006, to policy P10 of the Core Strategy, to Policy HDG1 of the Householder Design Guide Supplementary Planning Document and to the guidance contained in the National Planning Policy Framework.*

Single storey side and rear extension

87 Bachelor Lane Horsforth Leeds LS18 5NF

Ref. No: 17/02371/FU | Received: Wed 12 Apr 2017 | Validated: Wed 12 Apr 2017 | Status: Application Approved



## Minute PL&T/17.5

### Leeds City Council Planning Decisions

3.5m single storey rear extension, 3.73m to ridge height and 2.4m to eaves

113 Southway Horsforth Leeds LS18 5RW

Ref. No: 17/02539/DHH | Received: Thu 20 Apr 2017 | Validated: Thu 20 Apr 2017 | Status: Not Required

4.0m single storey rear extension, 3.28m to ridge height and 2.42m to eaves

17 Park Drive Horsforth Leeds LS18 5EB

Ref. No: 17/02789/DHH | Received: Tue 02 May 2017 | Validated: Tue 02 May 2017 | Status: Not Required

4.5m single storey rear extension, 3.9m to ridge height and 3m to eaves

24 Victoria Gardens Horsforth Leeds LS18 4PH

Ref. No: 17/02951/DHH | Received: Tue 09 May 2017 | Validated: Tue 09 May 2017 | Status: Not Required

**Updated: 9 June 2017 11:13am**



Minute PL&T/17.6

Comments on planning applications since the last meeting of the Committee

Application No.	Address/Location	Details	HTC Planning & Licensing Committee Decision
<a href="#">17/00471/FU</a>	199 Hall Lane Horsforth Leeds LS18 5EG	First floor side extension above existing garage  Revised plans	Horsforth Town Council neither supports nor objects to the revised plans.
<a href="#">17/01908/FU</a>	Yarnbury R U F C Brownberrie Lane Horsforth Leeds LS18 5HB	New artificial grass sports pitch with perimeter pitch barrier, new hard standing areas, new floodlights and maintenance equipment store  <b>Note: Considered by Committee 18/05/2017 Revised plans submitted 08/06/2017</b>	Horsforth Town Council neither supports nor objects to the revised plans.  <b>Declaration of interest: Cllr I Scott knows the applicant.</b>
<a href="#">17/02557/LA</a>	Horsforth Hall Park Hall Lane Horsforth Leeds LS18 5JY	Installation of new skate park	Horsforth Town Council supports the new skate part but has concerns regarding the adequacy of parking in the area.  <b>Declaration of interest: Cllr R Hardcastle is a resident who will be affected if approval is given due to the expected increase in parking on Hall Lane.</b>
<a href="#">17/02631/FU</a>	Flats 1 - 6 In Blocks 247 To 253 Broadway Flats 1 - 6 In Blocks 31 To 35 Featherbank Lane Flats 1 - 6 In Blocks 3 To 13 Fink Hill Horsforth Leeds LS18 4QS	Installation of carbon reduction and energy efficiency external wall insulation including enabling and finishing works, with additional replacement entrance porch works to flats blocks at Broadway and Featherbank Lane	Horsforth Town Council neither supports nor objects to the revised plans.
<a href="#">17/02805/FU</a>	5 Quarry Cottages Quarry Terrace Horsforth Leeds LS18 4AS	Change of use of house to form two flats including two storey side extension and porch to front	Objection. Horsforth Town Council objects on the following grounds: Parking issues; The flat roof is not in keeping with the conservation area.
<a href="#">17/02814/FU</a>	26 Regent Avenue Horsforth Leeds LS18 4NJ	Dormer window to side and rear	Not considered as the application had already been refused by Leeds City Council.
<a href="#">17/02824/ADV</a>	Woodside Tavern 299 Low Lane Horsforth Leeds LS18 4DD	Four Illuminated signs	Horsforth Town Council neither supports nor objects to the revised plans.

**Minute PL&T/17.6**

**Comments on planning applications since the last meeting of the Committee**

<b>Application No.</b>	<b>Address/Location</b>	<b>Details</b>	<b>HTC Planning &amp; Licensing Committee Decision</b>
<a href="#">17/02883/FU</a>	1 The Avenue Horsforth Leeds LS18 5JW	Raise ridge and eaves height with new roof lights and a first floor window to each side; bay window with canopy to front and alterations including re cladding to all elevations, new windows and patio area to rear	Horsforth Town Council neither supports nor objects to the revised plans.
<a href="#">17/02891/FU</a>	4 Woodville Crescent Horsforth Leeds LS18 5DQ	Dormer window to front	Horsforth Town Council neither supports nor objects to the revised plans.
<a href="#">17/02900/FU</a>	12 Woodway Horsforth Leeds LS18 4HY	Single storey rear extension forming attachment to existing garage	Horsforth Town Council neither supports nor objects to the revised plans.
<a href="#">17/02947/ADV</a>	Horsforth Golf Club Layton Rise Horsforth Leeds LS18 5EX	Three non-illuminated signs	Horsforth Town Council neither supports nor objects to the revised plans.
<a href="#">17/02950/FU</a>	15 Autumn Crescent Horsforth Leeds LS18 4HT	Single storey rear extension	Horsforth Town Council neither supports nor objects to the revised plans.
<a href="#">17/03020/FU</a>	73 Southway Horsforth LS18 5RN	Single storey extension and dormer window to rear	Objection. Horsforth Town Council objects on the following grounds: Not in keeping with the area; Unbalanced design.
<a href="#">17/03120/FU</a>	6 Greenbanks Close Horsforth Leeds LS18 5SA	Two storey side extension	Horsforth Town Council neither supports nor objects to the revised plans.
<a href="#">17/03174/FU</a>	66 Southway Horsforth Leeds LS18 5RS	First floor rear extension	Horsforth Town Council neither supports nor objects to the revised plans.
<a href="#">17/03274/FU</a>	Provincial Building 42 Town Street Horsforth Leeds LS18 4AP	Alterations to frontages and relocation of ATM machine to the front	Horsforth Town Council neither supports nor objects to the revised plans.
<a href="#">17/03275/ADV</a>	Provincial Building 42 Town Street Horsforth Leeds LS18 4AP	Illuminated merchandising unit TV LED display and relocation of illuminated ATM	Horsforth Town Council neither supports nor objects to the revised plans.
<a href="#">17/03283/FU</a>	6 West End Rise Horsforth Leeds LS18 5JH	Two storey rear and single storey side extension and new first floor side window	Horsforth Town Council neither supports nor objects to the revised plans.

**Minute PL&T/17.6**

**Comments on planning applications since the last meeting of the Committee**

<b>Application No.</b>	<b>Address/Location</b>	<b>Details</b>	<b>HTC Planning &amp; Licensing Committee Decision</b>
<a href="#">17/03318/FU</a>	Whetstone House Bayton Lane Horsforth Leeds LS18 5EZ	Single storey extension to front and side, conversion of garage to habitable room	Horsforth Town Council neither supports nor objects to the revised plans.
<a href="#">17/03374/FU</a>	The Gables Brownberrie Lane Horsforth Leeds LS18 5HA	Single storey rear extension	Horsforth Town Council neither supports nor objects to the revised plans.
<a href="#">17/03427/FU</a>	48 Broadgate Lane Horsforth Leeds LS18 4AG	Two storey side extension; raised decking area to rear	Horsforth Town Council neither supports nor objects to the revised plans.
<a href="#">17/03430/FU</a>	26 Arran Drive Horsforth Leeds LS18 5SW	Single storey extension with new pitched roof over	Horsforth Town Council neither supports nor objects to the revised plans.
<a href="#">17/03433/FU</a>	12 Greenbanks Drive Horsforth Leeds LS18 5BH	Retrospective Application for raised decking and screen to rear	Horsforth Town Council neither supports nor objects to the revised plans.
<a href="#">17/03444/FU</a>	22 Broadgate Drive Horsforth Leeds LS18 5QB	Single storey front extension	Horsforth Town Council neither supports nor objects to the revised plans.
<a href="#">17/03447/FU</a>	Bar 166 166 Town Street Horsforth Leeds LS18 4AQ	Single storey rear extension with balustrading above and external fire escape	Horsforth Town Council neither supports nor objects to the revised plans.
<a href="#">17/03457/FU</a>	50 West End Rise Horsforth Leeds LS18 5JL	Alterations including raising the roof height to form second floor and dormer window to rear	Horsforth Town Council neither supports nor objects to the revised plans.
<a href="#">17/03498/FU</a>	92 Victoria Gardens Horsforth Leeds LS18 4PH	Part two storey, part single storey rear extension	Horsforth Town Council neither supports nor objects to the revised plans.
<a href="#">17/03610/FU</a>	16 Church Avenue Horsforth Leeds LS18 5LD	Two storey side extension	Horsforth Town Council neither supports nor objects to the revised plans.



**Minute PL&T/17.8  
Licensing Applications**

**Temporary Event Notices**

From 13 May 2017 to 9 June 2017							
Reference	Address	Notifier	Start date and time	End date and time	Activities	Last date for representations	Notice Type
TEN/00917/17	Mavericks 80's Lounge, 62 Town Street, Horsforth, Leeds, LS18 4AP	Mr Samuel Baker	28/05/2017 00:01	29/05/2017 04:00	Sale by Retail of Alcohol Provision of Late Night Refreshment	22/05/2017	Late TEN - Accepted as applied for
TEN/00130/17	Horsforth Secondary School, Lee Lane East, Horsforth, Leeds, LS18 5RF	Mr Philip James Neary	19/06/2017 19:00	19/06/2017 22:00	Sale by Retail of Alcohol	25/05/2017	Normal TEN - Accepted as applied for
TEN/00435/17	Horsforth Hotel, Featherbank Lane, Horsforth, Leeds, LS18 4NA	Mr Steven Lingard	03/06/2017 08:00	03/06/2017 11:00	Sale by Retail of Alcohol Provision of Regulated Entertainment Provision of Late Night Refreshment	30/05/2017	Late TEN - Accepted as applied for
TEN/00332/17	St Margarets C Of E Primary School, Town Street, Horsforth, Leeds, LS18 5LB	Jennifer Lewis	17/06/2017 12:00	17/06/2017 17:00	Sale by Retail of Alcohol	01/06/2017	Normal TEN - Accepted as applied for
TEN/00184/17	St Margarets Church Of England , Town Street, Horsforth, Leeds, LS18 5LB	Sara Caine	17/06/2017 19:00	17/06/2017 23:00	Sale by Retail of Alcohol	05/06/2017	Normal TEN - Accepted as applied for
<b>List updated 9 June 2017 11:29am</b>							

**Minute PL&T/17.8**  
**Licensing Applications**

**Premises Licence or Club Premises Certificate applications**

<b>Ref</b>	<b>Premises Name And Address</b>	<b>Licence Holder</b>	<b>Application Type</b>	<b>Description of Application</b>	<b>Last date for representations</b>	<b>Case Officer</b>
<a href="#">PREM/01710/017</a>	Woodside, 299 Low Lane, Horsforth, Leeds, LS18 4D	Mitchells And Butlers Leisure Retail Ltd	Variation	This is an application to vary the premises licence to include structural alterations in accordance with the plans submitted with the application.	29/06/2017	Miss Charlotte Deighton (tel:0113 247 4095)
<b>List updated 9 June 2017 11:29am</b>						





Minutes of Neighbourhood Plan Meeting 11:00 hrs 07/06/2017



Present: - Cllr. M. Hughes and Kathryn Jukes (Directions Planning)

### 1). Purpose

To bring respective administration and background working up-to-date and to determine the activities required to put the NP process back on track, after a period of holiday absence.

### 2). Recent meetings

MH and KJ had attended a meeting (21/03/2017) with Ian MacKay in Rossington Street to review Ian's informal comments on the pre-submission draft.

MH and KJ had attended a meeting (23/03/2017) at Leeds Trinity University (LTU) to discuss policy ES2. MH was not able to attend a follow-up meeting (31/5/2017) with LTU, which KJ attended at MH request. See below re situation with LTU.

Both meetings were necessary but have not been budgeted for. Fees will probably replace unused NPWG meeting attendance by JK. There is now an entry in the budget for them for an unknown cost. See attached.

### 3). Directions Planning Invoices

There are now 2 previous invoices for work that will now have been completed. KJ is to check this and if correct request payment. These were part of the second approved grant from Locality. See the budget.

An additional invoice is required from Directions Planning for analysis work carried out on the free-form comments. This work was approved by Planning, an original £1000 being allocated some time ago for this.

An invoice for the meetings with LCC and LTU will be required.

### 4). Review of Pre-submission draft

The full document was reviewed considering the informal comments from Ian MacKay and updates on the position regarding LTU and other stakeholders needing consultation. Anything not mentioned here was found to be in order and to not require any change at the moment.

Vision and objectives – remove objective 5 (which does not make sense). Remove references to village.

Policy GE3 needs to better relate to policy G6 in Core Strategy (CS), but be separate from it. Include the G6 map extracted for Horsforth. Add explanation text – MH.

GE3 needs an appendix entry in section 16 that includes a detailed map showing the boundary of each site chosen, plus descriptive text as to why the inclusion has been considered. Mapping contact – MH. Appendix creation – MH.

GE3 maps and sites need numbering for more clarity.

## Minute PL&T/17.14.5

### Neighbourhood Plan – Minutes of meeting with Kathryn Jukes, Planning Consultant

GE3 letters of consultation to all land owners, via Clerk – MH – Must be recorded delivery.

GE4. This must be removed as the policy offers no more than is already in the CS.

GE5 becomes GE4.

New GE4 needs map amending to read GE4. Justification – “the story” - needs to be added to flesh out the policy inclusion. MH

BE1 Map and text needs numbering MH

BE1 Change to “non-designated heritage assets” MH. Change map to this - MH.

BE1 Exclude Mather’s Mill as it is already being developed.

BE1 add photos and designation text to appendix 2. Photos - MH. Additional text for each asset and note positive features – KJ / MH

BE1 additional text to 8. Built Environment and Conservation – KJ

DD2 Shop Frontages and Signage. Policy too long and complex. Whole policy to re-write – KJ. May become more than one policy.

DD3 additional text at end to cover responsibility for public realm developments. Done.

H4 This is not a policy but an action or project. Move to a new section at the end of the NP titled Community Action. Done. Add additional text for explanation – KJ.

ES1 – classification of use checked and clarified. Changes made. This will change appendix 4. New pie chart – all MH.

ES1 policy text updated, but needs new percentages input because of re-jig to use-classifications – MH.

ES1 appendix 4 addition of mixed use A1 / A3 designated as “Café” and A1 as “Bakery”.

ES2 LTU – LTU very reluctant to accept any policy that limits them. Explanation text added to 10. Housing. Look at policy and see what can be salvaged – KJ.

13. Traffic and Transport – add paragraph on new parking survey - KJ.

Add Traffic Report, in full, to Statement of Consultation – MH.

TT2 – number the sites in the list and on the map – MH

TT2 – letters to land owners to consult re policy via Clerk – MH. Must be recorded delivery

TT2 check listed TT2 sites are those identified as the busiest in the parking survey – MH.

TT2 add appendix 5 with key summary of parking report re the individual sites to evidence their importance and need to retain.

TT2 check existing signage (e.g. for exclusions) at each TT2 site – MH.

14. Policy Proposal Map – remove GE4 layer and change GE5 designation to GE4, and change BE1 to Non-designated heritage assets – MH.

Content page – re number pages to reflect changes – MH

#### **5). Statement of Community Consultation**

Add LTU consultation details. Add Letters to GE3 and TT2 site owners (when done)

Neighbourhood Plan – Minutes of meeting with Kathryn Jukes, Planning Consultant

Add HTC statutory consultation letter as an appendix.

**6). Basic Conditions Statement**

Remove GE4 and H5. Done.

Check box sizes against text to make sure it fits. MH.

**Summary of position**

Holiday of MH has delayed things, as has response time of e.g. LTU and other stakeholders. Delay to next public consultation therefore inevitable. Unable to set programme time precisely but still intend to submit to LCC before year end. There remains a lot of background work to be completed (as above).

Meeting closed at 14:25 hours.

Minutes by M. Hughes

(Previous) Working Group members: -

Cllrs. R. Hardcastle, J. Garvani, I. Scott, M. Boyes, M. Hughes, S. Dowling and R. Jacques

Community members: - K. Arbuckle, J. Arbuckle, P. Quarmby

Consultant: - Kathryn Jukes (Directions Planning)