



Horsforth Town Council

The Stables,
2 Church Road,
Horsforth
LS18 5LG

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – 0113 258 0988

Full Council Meeting

Thursday 25th September 2025

AGENDA PACK

*Distribution: E Bromley, D Brosnan, D Collins, B Cousins, S Dowling, M Fletcher, F Gains, G Garvani,
J Garvani, C Gillinder, S Gomersall, A Goulden, R Hardcastle, B Heaviside, E Hyndes, R Jones, A Martin,
A Radford, E Richards, T Stones, J Tumalan, A Wishart*



Horsforth Town Council

The Stables
2 Church Road
Horsforth
LS18 5LG

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – 0113 258 0988

Meeting of the Council - Minutes Thursday 17th July 2025 at 7.00pm

Broadfields

Simon Dowling
Eddie Hyndes
Raymond Jones
John Garvani

Brownberrie

Dawn Collins

Hall Park

Richard Hardcastle
Tracy Stones
Julio Tumalan

Victoria

Dave Brosnan
Mark Fletcher
Cathy Gillinder
Gill Garvani

Woodside

Francesca Gains
Aiden Goulden

In attendance: Becky Crabtree – Clerk, 3 members of public, PCSO Julie Richardson, PC Carlton Russell and 2 representatives from Horsforth Climate Action

HTC/25.20 Introduction from Chair

Cllr G. Garvani welcomed everyone to the meeting and extended a warm welcome to newly elected Cllr Radford

HTC/25.21 To receive apologies for absence and to consider and approve the reason for the absence

Apologies were received from Cllr Wishart, Cllr Richards, Cllr Heaviside and reasons were approved.

HTC/25.22 Declaration of Disclosable Pecuniary and other Interests

None declared.

HTC/25.23 Public Participation

One member of the public raised concerns about No.3 The Green, including the size of the main room and the limited space, the main entrance and its accessibility, and the cost of running the space outside of business hours. He also offered to assist the Town Council, noting his experience in managing a community space.

Another member of the public expressed full support for the community space but asked the Town Council to provide more detail on the project's process and to clarify where the original cost figures had come from.

Additionally, Cllr G. Garvani reported that some questions about the project had been submitted via email. She confirmed that all questions raised both at the meeting and via email would be answered and published online by Monday, 21st July 2025.

HTC/25.24 Police report

25.24.1 To note and consider the latest crime statistics for Horsforth

PC Russell and PCSO Richardson attended the meeting and provided crime statistics for the period from 9th June to 16th July 2025. During this time:

- 14 burglaries occurred at business premises
- 9 residential burglaries were reported
- 5 vehicles were stolen

- 4 incidents involved theft from vehicles

The 14 business burglaries were linked to a single individual, who has now been charged and remanded in custody.

25.24.2 To consider any other policing matters.

Residents and business owners were advised to ensure that vehicle keys are kept out of range of keyless entry devices to prevent theft.

An incident in Horsforth was highlighted where a suspect was located by PCSO Richardson while she was working overtime and he is now remanded in custody for burglary offences. Her efforts were praised, and it was noted that they frequently work 2–3 hours of overtime.

Cllr Dowling thanked PCSO Richardson on behalf of the Town Council. He raised concerns about a possible increase in antisocial behaviour during the summer holidays and asked what steps were being taken to address this. It was confirmed that a preventative and robust approach is in place. Officers are working closely with youth services and attending youth clubs to engage with young people.

It was also noted that the police team has increased in size and are now deploying in 2–3 cars each night. This enhanced visibility is having a positive impact, with a noticeable reduction in antisocial behaviour in targeted areas.

Officers reiterated that all crime should be reported directly to the police, not via social media platforms.

Cllr Radford reported sightings of vehicles travelling the wrong way up Town Street, which is a one-way road. PC Russell agreed to contact the company identified as being involved.

Cllr Goulden enquired about police efforts to reassure the public. It was agreed that more positive stories and updates should be shared to highlight the proactive work being done to combat crime.

HTC/25.25 Horsforth Climate Action

Two representatives from Horsforth Climate Action attended the meeting to provide councillors with further information about the Nature Recovery Plan. It was noted that a meeting had taken place the previous week, attended by 35 people.

The representative outlined the ongoing work being carried out and emphasised the core principles of the plan, including:

- Nature sites need to be bigger, better, and more connected.
- The current state of nature in Horsforth must be investigated.
- Ongoing surveys are being conducted, with key habitat sites being recorded on a map of Horsforth.
- Leeds City Council (LCC) has an interactive map of wildlife sites and habitat networks

Key obstacles to nature recovery were discussed, including:

- Roads and infrastructure
- Pesticide use
- Light pollution affecting biodiversity
- Limited public awareness and engagement

The representative stressed the need for increased engagement with residents and businesses to raise awareness of biodiversity and environmental issues.

Further points highlighted included:

- The importance of protecting existing nature sites and wildlife corridors
- The ecological value of local waterways — including the canal, river, and becks — which need to be carefully maintained
- Plans to identify new sites, upgrade existing ones, and explore ways to link them
- The potential role of private gardens in supporting biodiversity
- The ongoing need to educate schools, churches, and businesses about nature recovery

HCA expressed a strong interest in working with the Town Council to engage the wider community.

It was also noted that HCA will be holding a Green Festival on 21st September 2025.

Cllr Gains thanked the representative and noted that she and Cllr Bromley are already working with HCA reviewing the Town Council's Biodiversity Policy, and there will be public engagement at the Green Festival, where the Town Council will have a stall.

Cllr Collins thanked the representative and asked for specific suggestions on how the Town Council can support HCA's work.

Cllr Gillinder stated that she had attended the recent meeting and found it very informative.

Cllr Goulden noted that the Neighbourhood Plan (NDP) sets out environmental requirements and is currently under review. He encouraged HCA to participate in future NDP consultations. Cllr Radford pointed out that while the current NDP includes policies on preserving open spaces, it does not specifically reference corridors. He recommended that this be considered during the review. Cllr Collins added that the LCC Core Strategy does include corridors and suggested this could be referenced as part of the review process.

HTC/25.26 To approve the minutes of the Full Council meeting held on 29th May 2025.

Resolved to approve the minutes of the Full Council Meeting of the Town Council held on 29th May 2025 as a true and accurate record.

HTC/25.27 To receive an update and note previous minutes for the following committees.

25.27.1 Finance and General Purposes

The minutes were noted.

25.27.2 Planning, Licensing and Traffic

i. To consider a recommendation to establish a Local Plan Working Group and adopt the Working Group Terms of Reference

Resolved to establish a Local Plan Working Group and Cllr Brosnan, Cllr Goulden, Cllr J Garvani, Cllr Gains, Cllr Dowling, Cllr Jones were appointed as members. The Terms of Reference was adopted with an amendment to grant the working group the authority to engage with the community as part of its remit.

25.27.3 Community and Environment

The minutes were noted.

25.27.4 Staffing and Employment

There was no update to provide at this time, as no meeting had taken place.

HTC/25.28 Financial Matters.

25.28.1 To consider and approve the accounts to 31st May 2025

Resolved to approve the accounts to 31st May 2025 and the accounts to 17th July 2025 as provided by the Clerk before the meeting.

25.28.2 To approve the Schedule of Payments and Income

Resolved to approve the schedule of payments. See Appendix 1.

25.28.3 To consider and resolve to seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for a loan from the Public Works Loan Board (PWLb) in the amount of £200,000 to be repaid over a term of 40 years for the purpose of completing both Phase 1 and Phase 2 of the renovation No. 3 The Green, including the provision of fixtures and fittings, in order to ensure the building is fully completed, equipped, and open for community use in 2025.

Cllr Dowling provided further information to councillors regarding the proposal and clarified that any resolution would be subject to the outcome of the current public consultation, and would only proceed **if the current public consultation results in a majority in favour.**

Resolved to seek authority from the Secretary of State for Levelling Up, Housing and Communities to borrow £200,000 from the Public Works Loan Board for a borrowing term of 40 years. The loan will be annuity based at a fixed rate of interest of 6.18% and annual loan repayments will be in the region of £13,508.32.

Resolved that if authority is received from the Secretary of State, the Town Clerk is authorised to make an application to the Public Works Loan Board for the loan with supporting documents.

Resolved that the Town Clerk is authorised to vary the application in consultation with the Chair and Vice Chair to reflect any changes in interest rates before borrowing approval is confirmed. Additionally, it was noted that the TC had already agreed at the Full Council meeting held on 29th May 2025 that any underspend within the premises budget is to be allocated to designated reserves, with the intention of making lump sum repayments on either of the Town Council's existing loans every 5 to 10 years.

A recorded vote was requested and all cllrs present were in favour.

HTC/25.29 To consider matters requested by the Councillors/Clerk/Committee and agree any necessary action:

25.29.1 To receive an update from the Premises Development Working Group

Cllr J. Garvani reported that Phase 1 of the project—which includes the ground floor works, lift installation, and access to the Museum—is now expected to be completed by the end of September. It was noted that contractors have currently paused work, as the lift is still in manufacture. Additional works are required to improve first-floor access to the Museum. Unfortunately, due to space limitations, it will not be possible to include a Changing Places toilet, and this was discussed. Options are being explored to enable external public access to the toilet facilities.

The Clerk confirmed that she has now received the Museum's solicitor details, and the lease is expected to be finalised shortly.

25.29.2 To consider and agree any necessary amendments to the Committee/Working Group membership.

The membership was reviewed and amendments were agreed. See Appendix 2.

25.29.3 To receive an update on the floral displays and review the current arrangements

The Clerk reported that she had been liaising with the contractor responsible for watering the floral displays, following correspondence received regarding concerns about the displays during the current warm weather. It was noted that the displays require more frequent watering in such conditions, which would result in increased costs. However, it was also acknowledged that any approach must remain sustainable. The current contract was reviewed, and it was **resolved** to continue with the existing arrangements.

25.29.4 To resolve to exclude members of the press and public under the Public Bodies (Admissions to Meetings) Act 1960, due to the nature of the business at item 10.5 being prejudicial to the public interest.

Resolved to exclude members of press and public under the Public Bodies (Admissions to Meetings) Act 1960, due to the nature of the business at item 25.29.5 being prejudicial to the public interest.

The members of the public and press left the room.

25.29.5 To receive an update about the Admin Assistant and consider and agree any necessary action

The Clerk provided an update regarding the Admin Assistant. The recommendation discussed at the meeting held on 29th May 2025 was considered and approved. In addition, further arrangements were agreed upon to support the role as needed.

The members of public and press entered the room.

HTC/25.30 Reports from external organisations

To consider reports and any action required in relation to:

25.30.1 Dementia Friendly.

Cllr Fletcher provided the following report in advance of the meeting:

A number of successful events took place in Horsforth as part of the national Dementia Action Week (19th – 25th May).

Once again we had a visit from the Dementia Bus, which aims to give people a taste of how the world is perceived by those living with dementia. The bus attracted about 60-70 participants, including some Leeds City Council employees, members of a general practice team and members of the fire service. Some people who have already been diagnosed with dementia also took part. Many people who went on the bus found it a disconcerting experience, but there was an opportunity for participants to give feedback and a debriefing afterwards and refreshments were also available.

Additionally there were some dementia information sessions at Right at Home and Methodist Homes for the Aged (MHA), a live music event, a show and tell by Carol Shaw from Dementia Friendly Horsforth (DFH), and a very enjoyable quiz night at the Old King's Arms, with a raffle which raised £167 for DFH towards hosting future events.

The Age Without Limits event held at Leeds City Museum on June 11th, and organised by Leeds Older People's Forum, was attended by some members of DFH. The event aimed to challenge negative stereotypes about aging and promote a more positive view of growing older.

The M&S Archive provided a memory box for an event held on 2nd July. This consisted of a selection of items ranging from the 1930s to the 1980s taken from the archive, which provided plenty of memory and conversation prompts for the people with dementia and their carers who attended. It is hoped that this event can be repeated in the future and also that a trip to the archive itself can be arranged, which is situated at the University of Leeds and contains 75,000 items.

There will be a tea dance taking place at the re-opened library ballroom on Tuesday 23rd September from 10am to 1pm. Cllr Ray Jones has generously given £500 of MICE money towards this. More details of the event itself (e.g. live music) will be confirmed nearer the time.

25.30.2 Horsforth Fairtrade

No update.

25.30.3 Young People's Champion

No update.

25.30.4 Horsforth Climate action

Cllr Gillinder provided the following report in advance of the meeting:

Following on from Horsforth Climate Action receiving The Heart of Horsforth Environmental Award, a well deserved recognition of their work in our community, they have continued with ongoing and new initiatives.

These include: (list not exclusive)

- Monthly Repair Café
- Community Composting, the latest community site being on Drury Field
- Mapping of Public Green spaces where nature is being helped
- Bioblitz Horsforth – finding and recording the different plants and animals
- Wildflower Planting
- HCA Saturdays – eg: Gardening, Eco-threads, Tech recycling, Sustainable travel, Apple Day

Affiliated group The Community Garden Project in Hall Park is flourishing due to the support of a dedicated group of volunteers, which has recently included men seeking asylum who are staying in a local hotel. The community garden has hosted many young people, from local schools and other organisations, who have learnt more about growing food and local nature.

Walk to School Week in May, a project involving local primary schools which included pollution monitoring, tree measuring and identifying and recording plants.

Biodiversity and planting conversations have been had with town and city councillors to work together on sustainability issues for Horsforth.

An open community meeting to discuss a nature recovery plan was organised on 10th July by HCA in conjunction with Leeds Trinity University. More information and outcomes from this to follow.

A Green Festival has been organised which will take place in Horsforth Hall Park On Sunday September 21st, 11.30 -3.30. Horsforth Town Council will have a stall at this event.

Funding for all this, the part time hub worker, awareness raising, and the many projects undertaken have come from Climate Action Leeds, a lottery funded 5 year project, which ends on 30th September '25.

HCA are unsure where future funding might come from so are carefully considering viable ways to continue their work.

25.30.5 MHA Communities

No update.

25.30.6 Peace Champion

No update.

HTC/25.31 Council Surgery

Cllr Fletcher and Cllr Hyndes agreed to attend the next council surgery on 25th September 2025.

HTC/25.32 Items for future agenda

HTC/25.33 Date of next meeting

Resolved that the next Full Council meeting is to be held on 25th September 2025 and the deadline for agenda items is 15th September 2025.

The meeting closed at 8.47pm.

Distribution: E Bromley, D Brosnan, D Collins, B Cousins, S Dowling, M Fletcher, F Gains, G Garvani, J Garvani, C Gillinder, S Gomersall, A Goulden, R Hardcastle, B Heaviside, E Hyndes, R Jones, A Martin, A Radford, E Richards, T Stones, J Tumalan, A Wishart

Appendix 1 Schedule of Payments and Income for the Full Council Meeting being held on 17th July 2025

Payee	Details	Amount	Comments
Salaries	Staff salary costs – July 2025	£3764.33	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension contributions – July 2025	£1116.04	To note as previously approved by virtue of the employment contract.
Tom Willoughby	No.3 The Green – Interim payment 2	£56,136.70	To note as previously approved by virtue of the contract.
Business Stream	Water – The Stables	£231.99	
Zurich	Insurance	£2461.07	

Payments received

Payee	Details	Amount
The Museum	Payment for electric at No.5	£238.91
The Museum	Payment for electric at No.5	£232.44
HMRC	VAT Claim	£8335.54

Appendix 2 – Committee and Working Membership

Committee membership

Committee	Finance & General Purposes	Planning, Licensing & Traffic	Community & Environment	Staffing & Employment Committee (must inc Chair or Vice-Chair of Council)
Chair	Cllr G Garvani	Cllr Goulden	Cllr Cousins	Cllr J Garvani
Vice Chair	Cllr Dowling	Cllr Brosnan	Cllr Dowling	Cllr Gains
1	Cllr Fletcher	Cllr Bromley	Cllr Fletcher	Cllr Dowling
2	Cllr J Garvani	Cllr Cousins	Cllr Gains	Cllr G Garvani
3	Cllr Hardcastle	Cllr J Garvani	Cllr Gillinder	Cllr Gillinder
4	Cllr Jones	Cllr Hardcastle	Cllr Hyndes	Cllr Hardcastle
5	Cllr Stones	Cllr Hyndes	Cllr Richards	
6		Cllr Radford	Cllr Stones	
7			Cllr Wishart	

Working Group Membership

Editorial Working Group	Neighbourhood Plan Working Group	Local Plan	Premises Development group
Cllr Fletcher	Cllr Brosnan	Cllr Brosnan	Cllr Brosnan
Cllr G Garvani	Cllr Gains	Cllr Dowling	Cllr Dowling
Cllr Gomersall	Cllr Goulden	Cllr Gains	Cllr J Garvani
Cllr Wishart	Cllr Hardcastle	Cllr J Garvani	Cllr Goulden
	Cllr Radford	Cllr Goulden	Cllr Hardcastle
	Cllr Wishart	Cllr Jones	Cllr Stones

Community Infrastructure Levy Advisory Group	Council of Sanctuary	Annual Event	Christmas Event
Cllr Bromley	Cllr Brosnan	Cllr Bromley	Cllr Bromley
Cllr Dowling	Cllr Fletcher	Cllr Brosnan	Cllr Brosnan
Cllr Gains	Cllr G Garvani	Cllr Fletcher	Cllr Fletcher
Cllr Hardcastle	Cllr Gillinder	Cllr Gillinder	Cllr Gillinder
	Cllr Hyndes	Cllr Hyndes	Cllr Gomersall
		Cllr Wishart	Cllr Hyndes
			Cllr Richards
			Cllr Tumalan

Representatives

Young People's Champion	Dementia Champion	YLCA branch representatives	Horsforth Fairtrade Steering Group
Cllr Cousins	Cllr Fletcher	Cllr J Garvani	Cllr Jones
		Cllr G Garvani	

Leeds Bradford Airport Consultative Committee	MHA Horsforth	Horsforth Climate Action	Peace Champion
Cllr Dowling	Cllr Bromley	Cllr Gillinder	Cllr Hyndes



Horsforth Town Council

The Stables
2 Church Road
Horsforth
Leeds
LS18 5LG

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – **0113 258 0988**

Finance and General Purposes Committee Minutes Meeting held on Thursday 11th September 2025 at 7pm Horsforth Museum, 5 The Green, Horsforth, LS18 5JB

Present: In Chair – G. Garvani (Chair)

S. Dowling, A Goulden R. Hardcastle, R. Jones, A Wishart

In attendance: B. Crabtree – Clerk

FGP/25.12 Introduction from the Chair

Cllr G Garvani welcomed all to the meeting.

FGP/25.13 To consider apologies and the reason for absence

Apologies were received from Cllr Stones, Cllr J Garvani, Cllr Fletcher and reasons were approved. Cllr Goulden and Cllr Wishart were in attendance as substitutes.

FGP/25.14 Declaration of Disclosable Pecuniary and other Interests

None declared.

FGP/25.15 To consider questions and comments from members of the public at the Chairman's discretion

No members of public were present.

FGP/25.16 To confirm and accept the minutes of the Finance and General Purposes meeting held on 3rd July 2025.

Resolved to approve the minutes of the Finance and General Purposes meeting held on 3rd July 2025 as a true and accurate record.

FGP/25.17 Financial Matters

25.17.1 To consider recommending that the Council approves the year end accounts and cash book entries to 31st August 2025 and agree any necessary action.

Resolved to recommend that the Full Council approves the financial report as of 30th August 2025.

25.17.2 To consider and approve the schedule of payments.

Resolved to approve the schedule of payments excluding one payment. See Appendix 1.

25.17.3 To agree to delegate authority to the Clerk, in conjunction with the Chair and authorised bank signatories, to transfer funds between the Council's bank accounts as necessary, and to make any other necessary arrangements, including opening a new bank account if required and authorising the Clerk.

Resolved to grant delegated powers to the Clerk and authorised signatories to transfer funds between bank accounts as necessary and open another bank account if required.

FGP/25.18 3&5 The Green

To receive an update and agree any necessary action including:

25.18.1 To receive an update about No.3 The Green

The Clerk reported that the works are now nearing completion. The lift has been installed and signed off, the kitchen on the first floor has been fitted, and the tarmacking is scheduled for next week. The Clerk is awaiting the VAT report from the consultant, and the working group will consider this together with the arrangements for the opening of No. 3, including hire costs and agreements, at the meeting scheduled for 22 September 2025.

- i. **To consider the quotes for the accounts and booking software packages and agree on a preferred provider**

Resolved to recommend to Full Council to approve a quote from one supplier for an integrated bookings and accounts software package.

25.18.2 To receive an update about the Museum

The Clerk reported that the draft lease is now with both solicitors, and they have transferred the £10,000.00 as agreed towards the lift.

FGP/25.19 To consider matters requested by the Councillors/Clerk/Committee and agree any necessary action:

25.19.1 To note the Local Government Services Pay Agreement for 2025/2026

The Local Government Services Pay Agreement for 2025/2026 was noted.

FGP/25.20 Matters for information

No further matters were noted.

FGP/25.21 Items for future agenda

- Budget

FGP/25.22 Date of the next meeting

Resolved that the next meeting will be held on 6th November 2025 and the deadline for agenda items is 27th October 2025.

The meeting closed at 7.21pm.

*Distribution: Cllrs S. Dowling, M. Fletcher, G. Garvani, J. Garvani,
R. Hardcastle, R. Jones, T. Stones*

Appendix 1
Schedule of Payments for the Finance & General Purposes Committee meeting
Meeting being held on 11th September 2025

Payee	Details	Amount	Comments
Salaries	Staff salary costs – August 2025	£3764.13	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension contributions – August 2025	£1116.04	To note as previously approved by virtue of the employment contract.
Tom Willoughby	No.3 The Green – Interim payment 3	£77,225.23	To note as previously approved by virtue of the contract.
Pure Water	Floral displays	£1672.00	To note as previously approved by virtue of the contract.
Brian Jones	Structural engineer	£220.00	Clerk approved using delegated powers
Brian Jones	Structural engineer	£1910.50	Clerk approved using delegated powers
Socotec	Building Control	£1085.00	Clerk approved using delegated powers
PKF Littlejohn	External Audit	£420.00	Clerk approved using delegated powers and included on approved regular payments report
Living Wage Foundation	Accreditation	£71.00	Clerk approved using delegated powers and included on approved regular payments report
Pure Water	Floral displays	£1337.60	To note as previously approved by virtue of the contract.
Leeds City Council	Floral displays	£1933.06	Approved at the F&GP Committee meeting held on 6 th March 2025
Blend Telecom	Sim card for lift	£78.00	Clerk approved using delegated powers
Horsforth Methodist Church	Grant	£500.00	
Horsforth Climate Action	Stall at event	£30.00	
Business Stream	Water – The Stables	£1913.58	
Medicaid	First Aid - Events	£684.00	

Payments received

Payee	Details	Amount
Horsforth Historical Society	Funding support towards No.3	£3000.00
Horsforth Museum	Contribution towards lift	£10,000.00



Horsforth Town Council
The Stables, 2 Church Road
Horsforth
Leeds
LS18 5LG

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – **0113 258 0988**

Planning, Licensing & Traffic Committee Minutes
Thursday 14th August 2025 at 7pm
Horsforth Museum, 5 The Green, Horsforth, Leeds LS18 5JB

Present: In Chair – Vice Chair Cllr D Brosnan, Cllr G Garvani substituting Cllr A Goulden, Cllrs J Garvani and E Hyndes

In attendance: Administration Assistant Steph White, Cllr R Jones and nine members of the public.

PLT/25.26 To receive apologies for absence and to consider the reason for the absence

Apologies received from Cllrs A Goulden, R Hardcastle and B Cousins and their reasons were approved.

PLT/25.27 Declaration of Disclosable Pecuniary and other Interests

Cllrs G Garvani and J Garvani are neighbours of the residents of the property regarding application number 25/04449/FU. They did not take part in the discussion of this planning application. Application number 25/03109/FU is in relation to the council building. The committee did not comment on this application.

PLT/25.28 To consider questions and comments from members of the public at the Chairman's discretion.

Members of the public were in attendance to discuss item PLT/25.37 Leeds City Council Core Strategy and Site Allocation Plan.

PLT/25.29 Minutes of the previous meetings

Resolved to approve the minutes of the meeting held on Thursday 10th July 2025.

PLT/25.30 Leeds City Council Planning Decisions

The planning decisions were noted.

PLT/25.32 New Planning Applications

30.1 To note the planning applications received since the meeting held on 10th July 2025 and the comments made by the Proper Officer whilst she had delegated powers to comment. See agenda pack.

The comments submitted by the Proper Officer for recent applications were noted.

30.2 To consider and comment on planning applications received from Leeds City Council since the last meeting of the Committee.

Resolved to comment on the planning applications as per Appendix 1.

PLT/25.31 Planning Appeals & Planning Appeal Decisions

No planning appeals to note.

PLT/25.32 Planning Enforcement

No planning enforcements to note.

PLT/25.33 Licensing Applications

The licensing applications were noted.

PLT/25.34 Traffic

To consider and approve any action in relation to traffic issues, including the following:

34.1 Complaints

To discuss a complaint received regarding vehicle users exceeding the speed limit on King George Road.

Agreed to refer the complaint to the Police.

34.2 Traffic schemes

To consider the decision made to introduce parking charges at the Fink Hill car park.

To note. It was agreed to monitor the displacement of cars in the local area around the car park once the parking charges come into force.

34.3 Speed indicator device (SID) updates and any data

Steph awaiting details from LCC regarding the hire of the temporary SID.

The software is not compatible with Mac computers. Cllr J Garvani to contact highways to see if alternative software can be used.

PLT/25.35 Leeds Bradford Airport (LBA)

To consider the following:

35.1 Leeds Bradford Airport Consultative Committee

No updates to note.

35.2 Leeds Bradford Airspace Change – to receive and note updates (if any)

No updates to note.

35.3 Any other matters relating to Leeds Bradford Airport (LBA).

Nominate Cllr S Dowling to take over as representative of the Airport Consultative Committee.

PLT/25.36 Neighbourhood Plan.

No updates to note.

PLT/25.37 Leeds City Council Core Strategy and Site Allocation Plan

To consider and approve the minutes and recommendations of the Local Plan Working Group meeting on 24th July 2025, including the Appendix containing the proposed response from the Town Council to the LCC site allocation plan consultation.

The minutes and recommendations from the Local Plan Working Group meeting were agreed.

Members of the public were in attendance to discuss. See appendix 2 for the group's comments. It was agreed that Horsforth Town Council is unable to support the printing of flyers for members of the public. It was also reiterated that the consultation is not being carried out by Horsforth Town Council and that the local plan consultation is the responsibility of Leeds City Council although we have carried out some publication of the consultation at some events such as the Farmers' Market, Breeze and online. Horsforth Town Council will a request for a public meeting with Leeds City Council but cannot make a promise on their behalf.

It was noted that the initial screening score for the Kemp land is extremely low, which reduces the chances that this land will be allocated for development considerably. Many of the points are already reflected in the response to the consultation that Horsforth Town Council were formally agreed. The full response will be publicised on Horsforth Town Council Website and social media platforms.

PLT/25.38 To consider correspondence received and agree any necessary action

No correspondence received.

PLT/25.39 Matters for information.

Horsforth Town Council, Planning, Licensing and Traffic Committee, Minutes 14th August 2025

Advertisement change for The Candy Shop on Town Street. Application number [25/04662/ADV](#).

The committee agreed to submit the following objection:

The advertisement is located within Area 1 of the Horsforth Character Areas and is therefore covered by adopted Neighbourhood Plan Policy BE1. The lighting and signage does not reflect the existing historic streetscape of Town Street in terms of its scale, nor its quality, nor the materials in use as part of the signage.

The advertisement is also covered by Neighbourhood Plan Policy BE2. The shop lighting is not in keeping with neighbouring shops, and provides a significant lighting contrast. The lighting is also a considerable source of light pollution and could disturb those living in Quarry Terrace, adjacent to the shop. Finally, the advertisement/lighting is clearly used primarily to create a presence at night.

The advertisement is against the adopted Neighbourhood Plan and therefore the Town Council must object to this application on these grounds.

PLT/25.40 Items for future agenda

No agenda items were requested.

PLT/25.41 Date of the next meeting

Next meeting of the Committee: 18th September 2025

Deadline for agenda items: 8th September 2025

The meeting dates were noted.

The meeting concluded at 8:50pm

Distribution: Cllrs, A Goulden, D Brosnan, E Bromley, B Cousins, J Garvani, R Hardcastle, E Hyndes

Appendix 1 - Minute No. PLT/25.24.2 – comments on new planning applications

Reference	Application Validated	Deadline for comments	Address	Proposal	HTC Response
25/04046/FU	Wed 23 Jul 2025	Mon 01 Sep 2025	16 Newlaithes Road Horsforth Leeds LS18 4LG	Single storey rear extension; addition of roof lights to rear to form rooms in roof space; addition of a door to side and replacement windows to all elevations; change to roof materials; associated landscaping	Horsforth Town Council neither supports nor objects to this application.
25/04290/FU	Fri 18 Jul 2025	Fri 15 Aug 2025	55 Scotland Way Horsforth Leeds LS18 5SQ	Conversion of existing detached garage to form habitable room with alterations including replacement of flat roof with pitch roof with roof light; new door to side and blocking up of original garage door; existing timber window to be replaced with UPVC	Horsforth Town Council neither supports nor objects to this application.

25/04287/FU	Wed 23 Jul 2025	Fri 15 Aug 2025	26 Riverside View Horsforth Leeds LS18 4GP	Replacement of garage door with window, stonework and cill to match existing	Horsforth Town Council neither supports nor objects to this application.
25/04284/FU	Fri 18 Jul 2025	Fri 15 Aug 2025	1 Beechwood Close Horsforth Leeds LS18 5RR	Two storey side extension including dormer window to front; first floor rear extension; demolition of existing garage; new bifold door to rear	Horsforth Town Council neither supports nor objects to this application.
25/03190/FU	Mon 21 Jul 2025	Mon 01 Sep 2025	Rear Of 83 Featherbank Lane Horsforth Leeds LS18 4NW	Part demolition of existing garages/workshop; erection of replacement building for use as mechanics workshop	Horsforth Town Council objects to this application on the grounds the residential area it back onto will be impacted by the development.
25/04501/FU	Tue 29 Jul 2025	Sat 23 Aug 2025	3 West End Rise Horsforth Leeds LS18 5JH	Demolition of existing garage to side and construction of single storey side/rear extension	Horsforth Town Council neither supports nor objects to this application.
25/04449/FU	Wed 30 Jul 2025	Fri 22 Aug 2025	37 Newlay Grove Horsforth LS18 4LQ	Enlargement of dormer window to front; dormer window to rear; new french windows to rear	Cllrs G Garvani and J Garvani are neighbours of the residents this property. They did not take part in the discussion of this planning application. Horsforth Town Council neither supports nor objects to this application.
25/03109/FU	Wed 30 Jul 2025	Mon 01 Sep 2025	3 The Green Horsforth Leeds LS18 4RH	Variation of condition 2 (Approved Plans) to previously approved Planning Application 23/07355/FU (Alterations including removal of rear bay window; installation of accessible door to rear; removal of existing rear access ramp and regrading of land to provide level access; provision of 3 bollards to rear yard; new external lighting to rear; new external vents to rear; replacement windows to front and side; new drain to front; internal reconfiguration and installation of lift) to replace the door and fanlight with a new timber door, frame and fanlight	This application is for the council building. The committee did not comment on this application.

				to match the existing door profile and design, like for like, and install a new frame and fanlight	
25/03814/FU	Fri 11 Jul 2025	Sun 17 Aug 2025	Station House Calverley Lane Horsforth Leeds LS13 1NP	Part two storey part first floor link extension; rooflights to rear	Horsforth Town Council neither supports nor objects to this application.
25/04269/FU	Thu 17 Jul 2025	Thu 14 Aug 2025	1A Park Grove Horsforth Leeds LS18 5EE	Part two storey part single storey rear extension; new window to first floor at side; new door, window and canopy to front; new door to side	Horsforth Town Council neither supports nor objects to this application.

Appendix 2 PLT/25.37 - Comments from residents regarding Leeds City Council Core Strategy and Site Allocation Plan

Hello Steph/councillors

It was good to meet you all at the planning meeting last night.

Please let us know if we can print the flyer we are preparing at the council offices. We need to get these distributed asap so a quick response would be appreciated.

We promised to send in our list of key concerns about the land allocation discussions - see below.

Our comments focus on the area nearest to us but we are very concerned about other areas including the solar farm area on the Billing which would destroy a beautiful area. If this is indeed for the airport (as indicated by their ceo at a recent meeting) surely they could have incorporated this somewhere on their brownfield land or their new buildings! The airport management team appear determined to destroy parts of our area with no concern for the impact on health and well-being of local people and our environment.

For your information I have also now been advised that farmer Kemp who owns the west end lane land had not put his land up as a suggestion for building on, this was done by a developer. It seems bizarre

that a developer can just identify a piece of land and put it forward without any discussion with the owner!

Please let me know how the City and Town council will ensure that more people are aware of this issue as agreed last night. I appreciate that you need to liaise with John Garvani re some of this. I have copied John in for ease.

As we demonstrated last night the majority of people are not aware of the matter or how to make their feelings known. Also not everyone can respond online so the minimal communication about this that we have had hasn't been inclusive to those you can't access social media or reply online. John Garvani mentioned the library but not everyone goes there. Surely this doesn't meet requirements around inclusivity and access re consultations?

We also shared that confusion has also happened at the meetings held with incorrect information being given by a speaker re who makes the decision on which land is put forward to government. In addition not having a meeting in Horsforth was a serious omission and one which we hope will not be repeated in future.

Key concerns of the Westway resident's group are:

The loss of the green belt.

Any development would result in the loss of green open space, habitat for nature, and affect an area that includes part of the 'Leeds Country Way'.

Our green spaces are precious. Poor mental health is recognised as a huge health issue with massive impacts on individuals, families, society and ultimately the economy. It is vital that people have easy access to green open spaces to walk, relax and spend time in.

We do not have the infrastructure to support more housing. Our roads are already very badly congested; it is increasingly difficult to get a doctor's appointment; our schools are full and the impact on our environment would be extremely detrimental.

More cars on our roads would also compromise the safety of our roads. The area has an inability to cope with yet more traffic. We have not felt the full impact of the development at the old college site and that will already put even further pressure on our already congested roads.

West End Lane leading to West End Rise is a narrow, country style road. The road already has constant water leak issues with water running down the road at most times of year. Flooding would be a real concern if areas of natural drainage were replaced by housing and hard structures.

There is a massive mains gas pipe running across the area. This is marked.

The site is used both as working agricultural land and also as a Pick Your Own fruit, flowers and pumpkins etc.. During the different seasons the fields provide thousands of people from the local community with a meaningful way to connect with the natural environment. Literally hundreds of families, many with small children arrive each week to pick their own strawberries, raspberries and flowers amongst butterflies and nature. Any development would remove an important community asset and the opportunity for this engagement with countryside.

Lack of Conservation of the Natural Environment - there is lots of wildlife in the area including foxes and wild deer. Their natural habitats would be destroyed by the development of this area.

An overall negative impact on the landscape and environment of Horsforth, Rawdon and the surrounding areas.

Loss of the individual identity and the intrinsic character of Horsforth - the town appears in the Domesday Book as Horseford. The size of the land areas put forward for consideration by developers/owners would merge areas and we would lose our individual identities.

The combined fields are an integral part of the landscape of Horsforth. The current vista provides views of the natural landscape stretching through the Aire Valley right up towards the distant hills of Shipley Glen. If developed this connection local people have with their natural environment will be lost and beautiful views will be destroyed. For those looking towards Horsforth their experience will also be massively impacted and the area just look like urban sprawl with no little green space.

Billing area - solar panels

Public Rights of Way AIREBOROUGH 81, 83 and 140 run along/perimeter to the site, providing valued recreational routes used by walkers. These paths currently deliver open, rural views across farmland between Horsforth and Yeadon. The introduction of extensive solar panels, security fences and associated infrastructure would significantly harm the visual amenity, tranquillity and rural character of these routes. Such impact conflicts with the NPPF's requirement to "recognise the intrinsic character and beauty of the countryside" and Leeds Local Plan policy to protect public rights of way. Please advise me re the printing request in the next few days as getting these out will take time.

Also I would appreciate details of what additional measures the council will undertake to reach people who may wish to comment on this matter and make it easy and accessible for them to do this. As stated due to the lack of engagement many people are not currently aware of this.

Kind regards

(Name redacted)

Westway residents group



Horsforth Town Council

The Stables
2 Church Road
Horsforth
LS18 5LG

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – **0113 258 0988**

Community and Environment Committee Meeting Minutes Thursday 4th September 2025 at 7pm Horsforth Museum, 5 The Green, Horsforth, LS18 5JB

Present: In Chair – Cllr Fletcher (Appointed Chair of meeting)

M. Fletcher, G. Garvani, J. Garvani, C. Gillinder, A. Goulden, E. Hyndes, R. Jones

In attendance: B. Crabtree – Clerk, Cllr Bromley

CE/25.18 Introduction from Chair

In the absence of Cllr Cousins and Cllr Dowling, Cllr Fletcher was appointed Chair of the meeting and welcomed all present.

CE/25.19 To accept apologies and the reason for absence

Apologies were received from Cllr Cousins, Cllr Richards, Cllr Dowling, Cllr Gains, Cllr Wishart and reasons were approved. It was noted that Cllr J Garvani, Cllr G Garvani, Cllr Jones and Cllr Goulden were in attendance as substitutes.

CE/25.20 Declaration of Disclosable Pecuniary and other Interests

Cllr Goulden and Cllr Gillinder declared an interest in Item CE/25.24.

CE/25.21 To consider questions and comments from members of the public at the Chairman's discretion

Cllr Bromley was in attendance to give an update about the floral displays. See Item CE/25.28.

CE/25.22 To approve the minutes of the Community and Environment Committee meeting held on 5th June 2025

Resolved to approve the minutes of the meeting held on 5th June 2025 as a true and accurate record.

CE/25.23 Grant/Sponsorship

25.23.1 To receive feedback from previous applications/sponsorship

The Clerk provided feedback received from The Grove Methodist Church.

25.23.2 To consider grant and sponsorship applications received

Resolved to grant £500 to Walk of Art towards a community event being held in February 2026.

CE/25.24 The Heart of Horsforth Awards Scheme

The nominations for the Heart of Horsforth Awards Scheme were considered and the winners were confirmed.

CE/25.25 Events

To receive updates/feedback from the Events Working Groups and agree any necessary action:

25.25.1 Annual Event

Cllr Gillinder reported that arrangements are in place for the Town Council's stall at the Green Festival on 21st September 2025. The saplings will be planted by Cllr Hyndes, the Council's Peace Champion, and Richard Outram, Secretary of UK/Ireland Mayors for Peace, will be in attendance.

The stall will include information on the Neighbourhood Plan and the maintenance of green spaces, details of the litter picks, and a residents' survey on the floral displays in Horsforth. It was agreed that a press release will be issued prior to the event regarding the sapling planting.

Resolved to approve the first aid quote for £685 (R. Service and Christmas Event), stage (R. Service) for £363.90 and waive the requirement to seek three quotes.

25.25.2 Christmas Event

It was noted that the working group is due to meet on 8th September 2025.

Resolved to approve the road closure quote for £1675 and waive the requirement to seek three quotes.

CE/25.26 Editorial Working Group

The Working Group is due to meet on 8th September 2025, and it was suggested that the next edition of Horsforth Matters include articles on upcoming events, an update on the Green Festival, information on No. 3 Green, and updates from the Council of Sanctuary.

CE/25.27 Council of Sanctuary Working Group

To receive any updates and agree any action required including:

25.27.1 To consider and agree on the publication of testimonies and other relevant information relating to Horsforth Town of Sanctuary and the work of the Council of Sanctuary Working Group

Resolved to publish the information with a trigger warning. It was further **resolved** that Cllr Gillinder be authorised to arrange for volunteers to carry out work in Hall Park on behalf of the Town Council, in liaison with the relevant community groups.

CE/25.28 Floral displays and Jubilee Garden

To receive an update and agree any action required including:

25.28.1 To receive an update about the meeting with stakeholders regarding the Biodiversity Policy and the floral displays

Cllr Bromley reported that she and Cllr Gains had met with representatives from Horsforth in Bloom and Horsforth Climate Action to share ideas and examples of good practice in sustainable and impactful planting, both from elsewhere and from Horsforth in Bloom's existing work. Suggestions included the use of larger ground-level planters with perennial plants and bulbs, which require less watering.

They have also spoken to businesses on New Road Side, who have expressed interest in being involved. Horsforth in Bloom plan to create an exemplar bed to demonstrate how hanging baskets could be reduced or replaced without diminishing the attractiveness of shopping areas. Consideration is being given to the size and layout of shopping frontages, as some spaces are smaller. The plan is to consult with residents and hold conversations at the Green Festival.

CE/25.29 Litter

To receive any updates and agree any action required including:

25.29.1 To receive an update about the Litter Picks taking place in October

Cllr Gillinder reported that she is liaising with P. Pinn and the Admin Assistant to organise the litter picks taking place each Sunday in October across all Wards.

CE/25.30 To consider matters requested by Councillors/Clerk and agree any necessary action:

25.30.1 To receive an update about the community actions stated in the Neighbourhood Plan.

There was no update and Cllr Goulden reported that the actions need to be monitored on an ongoing basis to ensure progress and alignment with the Council's objectives.

CE/25.31 Items for future agenda

No items requested.

CE/25.32 Matters for information

No further matters were raised.

CE/25.33 Date of the next Meeting

Next meeting of the Committee: 4th December 2025

Deadline for agenda items: 24th November 2025

The meeting dates were noted.

Meeting closed at 8.13pm.

*Distribution: B Cousins, S Dowling, M Fletcher, F Gains, C Gillinder,
E Hyndes, E Richards, T Stones, A Wishart*

DRAFT



Horsforth Town Council

Mechanics Institute
Town Street
Horsforth
Leeds
LS18 5BL

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – **0113 258 0988**

Staffing and Employment Minutes
Wednesday 17th September 2025 at 7pm
Horsforth Museum, 5 The Green, Horsforth, LS18 5JB

Present: In Chair – J Garvani (Chair)

S. Dowling, M Fletcher (Substitute), G Garvani, R. Hardcastle

In attendance: B. Crabtree – Clerk

SE/25.1 Introduction from the Chair

Cllr J Garvani welcomed all to the meeting.

SE/25.2 To receive apologies and consider reasons for absence.

Apologies were received from Cllr Gains, Cllr Gillinder and reasons were approved.

SE/25.3 Declaration of Disclosable Pecuniary and other Interests

None declared.

SE/25.4 To consider questions and comments from members of the public at the Chairman's discretion.

No members of public were present.

SE/25.5 Minutes of the previous meeting

Resolved to approve the minutes of the Staffing and Employment Committee meeting held on 15th May 2025 as a true and accurate record.

SE/25.6 Exclusion of press and public

Resolved to exclude members of the public under the Local Government (Admissions to Meetings) Act 1960 due to the business to be transacted being considered at item SE/25.7.1 as prejudicial to the public interest.

SE/25.7 To receive an update about staffing matters and agree any necessary action including:

25.7.1 To receive an update about the Admin Assistant

The Clerk provided councillors with an update about the Admin Assistant and arrangements were agreed.

25.7.2 To consider arrangements for upcoming staff appraisals

Resolved that Cllr J Garvani and Cllr Gains will carry out the Clerks appraisal and the Clerk and Cllr Gains will carry out the Admin Assistants appraisal.

25.7.3 To consider any other staffing matters

Cllr Dowling raised that the Town Council needs to start considering additional staffing, as No. 3 will require work beyond the capacity of the current staff. This was discussed and it was noted that the Premises Working Group are due to consider this shortly.

The Clerk reported that a student had contacted the Town Council to enquire about a work experience placement, and it was **resolved** that the Town Council does not have the capacity to offer a placement at the present time.

SE/25.8 To confirm the date of the next meeting

Resolved to arrange a meeting after the appraisals have been carried out.

Meeting closed at 7.09pm.

Distribution: S. Dowling, F. Gains, G Garvani, J. Garvani, C Gillinder, R. Hardcastle

DRAFT

Horsforth Town Council
Bank Reconciliation as at 31.08.2025
Prepared by Becky Crabtree 02.09.2025

At next y/end
S / L term

Balance per bank statements as at 31.08.2025

Current Account	Virgin Money (per stmt 31.07.2025)	90,502.90	Short term
	Unity Trust Bank (per Stmt 31.08.2025)	33,371.10	Short term
	Nationwide Building Society (Per stmt 31.03.2025)	89,378.91	Short term
	Lloyds (per stmt 30.05.2025)	100.00	Short term

Term deposit accounts

213,352.91

Add uncredited receipts

0.00

Less unpresented cheques

0.00

0.00

Net Balances as at 31.08.2025

213,352.91

Cash book

Opening balances as at 01.04.2025

296,411.52

Add cash book receipts

180,168.51

Less cash book payments

263,227.12

Closing cash book balance as at 31.08.2025

213,352.91

Difference 0.00

Period 01.07.2025 to 31.07.2025

Bank Payments

Total Expenditure 2025-2026(for budget page)		135,262.07
Cash book payments (for rec)	154,342.23	

Total Income 2025-2026(for budget page)				161,832.97
Cash book receipts (for rec)	640,717.12			170,168.51
Cash book balances (agrees to bank rec)	486,374.89	395,871.99	90,502.90	
Total Income 2025-2026 (for budget page)	161,832.97			
Total Expenditure 2025-2026(for budget page)	135,262.07			
Agreed to Budget	26,570.90			

Period 01.08.2025 to 31.08.2025

Period 01.08.2025 to 31.08.2025

Total Income 2025-2026 (for budget page)	171,832.97
Total Expenditure 2025-2026(for budget pag	227,921.86
Agreed to Budget	-56,088.89

Horsforth Town Council
Annual Budget and Expenditure 2025-2026
Updated 02.09.2025

		Annual Budget		Income & Expenditure		Budget Remaining	
		2025-2026		As At 31.08.2025		As At 31.08.2025	
		£	£	£	£	£	£
INCOME							
	Precept	152,367		152,367		0	
	Council Tax Support Grant	5,249		5,249		0	
	Bank Interest Received	2,500		701			
	Donations			3,000			
	CIL						
	Other			516			
	Premises						
	Museum rent	1				0	
	Grants	5,000				0	
	Donations	10,000				0	
TOTAL INCOME			175,117		161,833		0
EXPENDITURE							
	Community & Environment						
	Grants & Sponsorship	4,000				4,000	
	Award Scheme	250				250	
	Civic Service	100				100	
	Horsforth Gala	100				100	
	Remembrance Service	1,100				1,100	
	Annual Town Meeting	0				0	
	Horsforth Matters	1,000				1,000	
	Band Concerts	1,100				1,100	
	Annual Event	1,500		1,016		484	
	Christmas Motifs, Lights & Trees	18,000				18,000	
	Christmas Switch On Event	4,500				4,500	
	HTC baskets and planters - inc wate	10,000		6,280		3,720	
	Garden Maintenance	1,000		180		820	
			42,650		7,476		35,174
	Planning, Licensing & Traffic		500		83		417
	Salaries						
	Office Staff	74,000		29,098		44,902	
	Premises Staff	7,500				7,500	
	Recruitment	100				100	
			81,600		29,098		52,502
	Office						
	Office Equipment & Photocopier Le	400		108		292	
	IT Support	1,400		433		967	
	Stationery & Printing	900		233		667	
	Postage	25		16		9	
	Telephone and Broadband	1,000		338		662	
	Subscriptions	2,800		2,412		388	
	Audit, Accounts & Data Protection	2,000		1,296		705	
	Miscellaneous	500		18		482	
	Bank Charges	200		71		130	
	Chairman's Allowance	100				100	
	Meeting Expenses & Refreshments	50				50	
	Room Hire	250		203		48	
	Legal & Professional Fees	2,500				2,500	
	Email and website	850				850	
	Clock Maintenance	500				500	
	Defibrillator Maintenance	2,000		325		1,675	
	Combined Insurance	2,500		2,461		39	
			17,975		7,913		10,062
	Training						
	Staff Training	500		20		480	
	Councillor Training	1,000		260		740	
			1,500		280		1,220
	Election		12,500		0		12,500

	Premises								
		Utilities and Services	15,100			4,785		10,315	
		Cleaning and caretaking	2,500					2,500	
		Maintenance and Statutory Checks	13,150			75		13,075	
		Sundry Expenditure	19,561			4,905		14,656	
				50,311			9,765		40,546
	TOTAL EXPENDITURE			207,036			54,615		152,421
	SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE			-31,919			107,218		

Horsforth Town Council
Annual Budget and Expenditure 2025-2026
Designated Funds

		As At 31.08.2025	
		£	£
DESIGNATED FUNDS			
NEIGHBOURHOOD PLAN			
	Balance B/F 01.08.2025	3,143	
	Income		
	Expenditure		
	Transfer of funds		
	Balance C/F 31.08.2025		3,143
3 & 5 THE GREEN - REFURBISHMENT			
	Balance B/F 01.08.2025	42,770	
	Income	10,000	
	Expenditure	52,770	
	Transfer of funds		
	Balance C/F 31.08.2025		0
THE MUSUEM			
	Balance B/F 01.08.2025	4,155	
	Income		
	Expenditure		
	Transfer of funds		
	Balance C/F 31.08.2025		4,155
No.3 PHASE 2 RENOVATION			
	Balance B/F 01.08.2025	80,000	
	Income	0	
	Expenditure		
	Transfer of funds	0	
	Balance C/F 31.08.2025		80,000
CONTINGENCY FOR PREMISES REPAIRS			
	Balance B/F 01.08.2025	5,000	
	Income	0	
	Expenditure		
	Transfer of funds	0	
	Balance C/F 31.08.2025		5,000
3 & 5 THE GREEN - PRE-ACQUISITION COSTS			
	Balance B/F 01.08.2025	1,166	
	Income	0	
	Expenditure		
	Transfer of funds	0	
	Balance C/F 31.08.2025		1,166
TOTAL DESIGNATED FUNDS C/F			
			93,464
RESTRICTED FUNDS			
COMMUNITY INFRASTRUCTURE LEVY			
	Balance B/F 01.08.2025	56,290	

	Income			
	Expenditure		50,096	
	Transfer of funds			
	Balance C/F 31.08.2025			6,194
3 & 5 THE GREEN - PWLB				
	Balance B/F 01.08.2025		89,899	
	Income (Loan)			
	Expenditure (repayment)		70,441	
	Transfer of funds			
	Balance C/F 31.08.2025			19,458
TOTAL RESTRICTED FUNDS C/F				25,652

RECONCILIATION TO CASH BOOK

CHECK TOTAL

General income less expenditure	107,218
Designated Income	10,000
Designated expenditure	-52,770
Restricted fund income	0
Restricted fund expenditure	-120,537
CASH BOOK TOTAL	-56,089

CASH BOOK TOTAL 2025-2026	-56,088.89
(CB Receipts less payments - per cash book)	

Difference	0
-------------------	----------

Horsforth Town Council
Remaining General Funds at 31.08.2025

	£	£	£
Bank Balances per reconciliation as at 31.08.2025			
Virgin Money		90,502.90	
Unity Trust Bank		33,371.10	
Nationwide Building Society (Per stmt 31.03.2025)		89,378.91	
Lloyds		100.00	
			213,353
 Unspent General Budgets			
Community & Environment	35,174		
Planning, Licensing & Traffic	417		
Salaries	52,502		
Office	10,062		
Training	1,220		
Election	12,500		
Premises	40,546		
		152,421	
 Unspent Designated Fund Balances			
Neighbourhood Plan	3,143		
3&5 The Green Renovation	0		
The Museum	4,155		
No.3 Phase 2 Renovation	80,000		
Contingency for repairs	5,000		
3&5 The Green - Pre-acquisition costs	1,166		
		93,464	
 Unspent Restricted Fund			
CIL	6,194		
3&5 The Green - PWLB	19,458		
		25,652	
 Unspent Funds			271,537
 Remaining General Funds			-58,184



Horsforth Town Council

The Stables
2 Church Road
Horsforth
LS18 5LG

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – **0113 258 0988**

Schedule of Payments for the Full Council meeting
Meeting being held on 25th September 2025

Payee	Details	Amount	Comments
Salaries	Staff salary costs – September 2025	£4429.21	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension contributions – September 2025	£1348.79	To note as previously approved by virtue of the employment contract.
HMRC	Tax & NI – Qtr 2	£4213.67	
Tom Willoughby	No.3 The Green – Interim payment 3	£63,917.10	To note as previously approved by virtue of the contract.
T & B Bookkeeping	Payroll fees	£122.50	

Payments received

Payee	Details	Amount
Leeds City Council	CIL	£137.91

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **Horsforth Town Council - WY0043**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name **PKF LITTLEJOHN LLP**

External Auditor Signature **PKF Littlejohn LLP** Date **09/08/2025**



IT Policy

1. Introduction

Horsforth Town Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Horsforth Town Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Horsforth Town Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Horsforth Town Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Horsforth Town Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Horsforth Town Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Horsforth Town Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Horsforth Town Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by Horsforth Town Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Horsforth Town Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

Horsforth Town Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact [insert name].

All staff and councillors are responsible for the safety and security of [insert name] parish council's IT and email systems. By adhering to this IT and Email Policy, Horsforth Town Council aims to create a secure and efficient IT environment that supports its mission and goals.

Adopted: 25th September 2025

Next review date: May 2026



Action Plan

This Action Plan is a statement of our vision and sets out the Council's purpose, objectives and key priorities. This is a key tool for communicating the Council's plans to residents and provides a clear understanding of how the Council works and the aims the Council wishes to achieve.

The plan is reviewed regularly to ensure that the plan is carefully monitored and that it aligns with the aspirations of the Council.

Objective	Action	Outcome	Cost	Completion by	Update
Finance and General Purposes					
Training and development	Book training where needed and prepare a training and skills audit spreadsheet. Update Councillor and staff Handbook.	To have councillors and clerk who are up to date on all relevant legislation. To continue good governance by making it mandatory for new councillors to attend New Councillor training and other training as required. To support staff in attending training courses and conferences.	Budget: Staff: £1000 Councillors: £1000	Ongoing	
Local Council Award Scheme	Work towards the Silver award. Aspire to high standards and best practice and continue to work for higher levels of award. Amendment for 2025: Work towards the Gold award to apply in 2026.	Demonstrates that the council meets the minimum requirements for operating lawfully and according to standard practice.	£200	Received the silver award in March 2025	
Communication with local groups and organisations	Liaise with and engage, as appropriate, in partnership or support arrangements with Leeds City Council, other local councils,	Provide community services and improve the environment to benefit the people of Horsforth.	No cost	Ongoing	

	government departments, statutory and public bodies, churches, local schools and voluntary bodies or agencies.	Engage with community groups, organisations and individuals to help shape the Town Council's plans for the parish			
Internal Committees and working groups	Committees and Working Groups to be elected each year and meet regularly to carry out specific work.	To operate an effective and efficient Committee and Working Party system to deal with specific areas of interest such as Finance, HR, Transport, Flooding and Public Rights of Way.	No cost	Ongoing	<p>All Committees and Working groups have worked effectively and followed the procedures to carry out specific work.</p> <p>An additional working group for the Local Plan was established.</p>
Statutory duties:	<p>Continue to undertake statutory duties to:</p> <ul style="list-style-type: none"> • Manage finances in compliance with the Financial Regulations. • Manage meetings and administer Council's business in compliance with the Standing Orders. • Undertake external and internal audits. • Maintain internal controls. • Carry out, update and review Risk Assessments for all activities. • Adopt, update and review Policies and Procedures. • Employ and manage staff in compliance with Employment Legislation. 	<p>To continue to be open and transparent about the way it manages its finances and its procedures.</p> <p>To be accountable to the public.</p> <p>The policies and procedures govern how the Town Council works.</p> <p>To ensure the councillors and the clerk work to current legislation and best practice</p> <p>To ensure that the Council meets the Health and Safety requirements for its staff. Councillors, and public at events and activities</p>	No cost.	Ongoing	<p>All policies reviewed were reviewed in May.</p> <p>An additionally statutory IT Policy is to be adopted in September.</p> <p>The External Audit for 2024/2025 has been signed off by PKF Littlejohn with no queries.</p>

	<ul style="list-style-type: none"> To comply with the law and ensure safety 				
Community Infrastructure Levy (CIL)	Funds to be used towards 3&5 The Green and additional projects	Improved community facilities and assets	£56427.99	May 2025	£6750 has been allocated to pin the kerb around the bandstand and the rest to No.3 The Green.
3&5 The Green	Renovate 3 &5 The Green and The Stables. Work with the Museum. Work with local community groups.	Improve community facilities and town council office. Provide ongoing income for the Town Council. Improve communication with public and groups/organisations.	£230,000	Dec 2026	Work on Phase 1 commenced April 2025 and due to finish end of September 2025.
	Begin preparing the required policies and procedures including maintenance, services, building checks, obtain quotes for the above. Investigate procedures such as letting agreements, book procedures, hire costs and relevant third-party policies. Investigate contracts such as cleaning, Wi-Fi, etc.	Ensures the Town Council is carrying out the required procedures. To ensure the councillors and the clerk work to current legislation and best practice To ensure the Town council is meeting its obligations as an employer and owner of public building in relation to health and safety.	No cost	Ongoing	The Clerk is working with the Premises Working Group to prepare for when the community space opens.
Community and Environment					
Council of Sanctuary	Start the process of being recognised as a Council of Sanctuary. Adopt a separate Action Plan with detailed actions for this.	To create a culture of inclusivity and welcome in Horsforth for refugees and people seeking asylum in the town and surrounding area.	N/A – A budget will be agreed for 2025/2026	2025/2026	The working group continue to work on this and have been working with the Events WG.

	<p>Work closely with the local Town of Sanctuary support group to achieve this.</p> <p>Consider budget for 2025/2026</p>				<p>The accounts of lived experience by men seeking asylum and updates from Horsforth Town of Sanctuary will be published shortly.</p> <p>Cllr Gillinder has been working HToS and the community garden.</p> <p>A representative from HToS will be attending the Full Council meeting in September.</p>
Litter issues	<p>Organise a litter pick in each ward in October</p> <p>Work with Horsforth Litter Pickers</p> <p>Work with Horsforth School</p>	Raise awareness about the issues surrounding litter and provide support with taking practical action to tackle the problem.	No cost	Completed in 2024 and will complete again in October 2025	Arrangements are being made for the litter picks being held throughout October 2025 and the TC will be working with Cygnet and Horsforth Litter Pickers.
Awards	To award a Heart of Horsforth Award.	Recognises the contribution that individuals and group do for Horsforth.	£200	Completed in 2024 and will complete again December 2025	All nominations have now been reviewed and winners agreed upon. The results will be revealed at the Christmas Event

Floral displays	<p>To provide and Maintain Hanging Baskets, Jubilee Garden and other floral contributions in the town.</p> <p>Ongoing local volunteer support from residents and businesses</p> <p>Identify new community areas requiring rejuvenation</p> <p>Ongoing financial support from HTC and investigate funding options via grants and local businesses/organisations.</p> <p>Ongoing support from Horsforth in Bloom</p> <p>Amendment for 2025:</p> <p>Review floral displays to ensure they align with the Biodiversity Policy and help reduce maintenance costs</p>	Enhance the area and ensure that the TC maintains the upkeep	£5600 plus watering costs	<p>Ongoing</p> <p>March 2026</p>	Cllr Bromley and Cllr Gains are working with HIB, HCA and HTT to review the floral displays.
Annual Report	<p>Provide information about the Councils activities in the last year.</p> <p>Prepare a poster and report to be published on the website and on noticeboards.</p> <p>Publish in Village magazine.</p>	An annual report will give residents a brief outline of actions in it has taken, future plans and allows the council to be transparent	No cost	June 2025	The Annual Report was published in June.
Emergency Plan	<p>Prepare an emergency plan</p> <p>Work with Leeds City Council and other relevant organisations.</p> <p>Attend training</p>	<p>Help residents in event of an emergency.</p> <p>Provide useful contact details for residents.</p> <p>Ensures the Town Council is prepared for unprecedented circumstances.</p>	<p>No cost required.</p> <p>This can be provided via the website and paper copies in key locations</p>	2025/2026	The Clerk has started this but due to workload it is not ready for review.

Promote communication and dialogue between HTC and the wider village community	<p>Continue to improve the new website and Facebook page.</p> <p>Investigate making a monthly E-newsletter available and prepare a mailing list</p> <p>Provide a copy of Horsforth Matters annually and print a number of copies for key local amenities</p> <p>Consider utilising social networking and digital media to widen participation and improve access for all.</p> <p>Improve Annual Town Meeting with the aim of increasing participation</p> <p>Inform residents of, and support, local groups that are able to help lonely and isolated people of all ages.</p> <p>Attend external events</p> <p>Attend the Farmers Market bi-monthly</p> <p>Open Town Council office regularly</p> <p>Drop-in sessions are held before every Full Council meeting at 6.30pm</p> <p>Attend Horsforth Gala</p>	<p>Improves communication and is compliant with the Accessibility Regulations</p> <p>Ensures that vulnerable residents have support available and know who to contact</p> <p>Improves communication face to face.</p> <p>Allows the public an opportunity to meet the Clerk and Councillors to discuss concerns.</p> <p>To encourage and facilitate community engagement ensuring those members of the community with the smallest voice are heard and to value the community's contributions and give them consideration.</p> <p>Continue to improve the facilities for both young and elderly residents</p> <p>Engage with community groups, organisations and individuals to help shape the Parish Council's plans for the parish</p>	No cost – Clerk prepared with free website provider	Ongoing	<p>The TC attends the Farmers Market alternate months.</p> <p>Horsforth Matters is done quarterly and published online and available in paper copies at key locations.</p>
Christmas	To provide Christmas Lights and Christmas Trees.	<p>Help local businesses</p> <p>Enhance the appearance and encourage events in the area at Christmas.</p>	£18000	December 2025	The WG is currently organising the event.

Events	<p>Continue to work with other organisations for annual events, Christmas and Remembrance Service. Work towards improving the Christmas event for 2025 To provide three Summer Band Concerts in Horsforth Hall Park.</p> <p>Amendment for 2025: Consider how the TC will provide band concerts in 2026 due to recent communication from LCC</p>	Benefit to local residents and organisations	£8200	Ongoing	<p>The TC held an event for the 80th anniversary of VE Day.</p> <p>The TC had a stall at the Breeze Event in August.</p> <p>Two band concerts were held in the summer.</p> <p>The TC had a stall at the Green Festival Event held on 21st September 2025.</p>
Grants scheme	To provide Grants and Sponsorship to local organisations.	Supports local groups financially. Provides funding for local groups to enhance their facilities and activities which will benefit local residents.	£4000	Ongoing	The TC has awarded £500 to The Grove Methodist Church towards a new roof and £500 to Walk of Art towards a community event.
Footpaths and PROW	Keeping 27 Public Rights of Way clear in the Town.	Enhance the area and protects the local footpaths. Enhance welfare of residents.	N/A	Ongoing	
Planning, Traffic and Licensing Committee					
Planning and new developments	To meet each month to consider planning and licensing applications. Participate and give guidance during consultation exercises for any major developments.	Ensure appropriate and sensitive development. Influence the allocation and investment of any funding streams	No cost	Ongoing	The TC considered and commented on the recent Local Plan consultation.

	<p>Consult with the residents, developers, and Leeds City Council. Ensure communication continues throughout the process of a large development. Promote community engagement in planning and represent residents Monitoring Leeds City Council's proposed site allocations.</p>	<p>from development within and around the village.</p> <p>To ensure that responses to Planning applications are transparent and consistent.</p>			
Road Safety	<p>To provide a SID for use in Horsforth and review the locations regularly. To work with the West Yorkshire Police (including the PCSOs) and LCC.</p> <p>Amendment for 2025: Borrow portable SID from LCC to conduct speed monitoring across various locations in Horsforth</p>	To enable safer journeys for residents.	£500	Ongoing	The PL&T Committee has agreed to hire the temporary SID from LCC.
Neighbourhood Plan	<p>To review the Neighborhood Plan. The Planning Committee ensures that all planning applications adhere to the policies in the Neighbourhood Plan.</p> <p>To consider, review and monitor the complementary actions and aspirations that have been identified in the Neighbourhood Plan that are to be pursued either locally or via</p>	Protect green spaces and community assets	£3243	Council year 2025-2027	<p>The Neighbourhood Plan WG has set actions with targets dates for the review. Some of the milestones have now been met.</p> <p>The community actions shown below are being monitored by the PL&T and C&E Committee.</p>

	outside agencies. (See the community actions listed below.)				
	Amendment for 2025: Review and monitor community actions throughout the year				

Community Actions listed in Neighbourhood Plan		
Green Environment		
Location	Details	Comments
Local Green Infrastructure	Enhance features in co-operation with interested parties and utilising local volunteers	
Hall Park	Formal programme of tree planting and general hard (e.g. Paths) and soft landscape maintenance, including war memorial, cricket pavilion, park gates and more litter bins (e.g. Lee Lane West near tennis courts)	CIL funds used to improve the bandstand area including tarmacking path, planting, new benches and also provided grants to Horsforth Community Garden
Broadway (Fink Hill to Wood Lane) and other grass-verged streets in Broadgate area	Additional tree planting to create attractive 'boulevard' appearance existing elsewhere in this area	This has been achieved as work was done via the Fink Hill highway improvements
Broadgate area	Enhance large areas of grass with appropriate tree planting, subject to consultation with local residents	Wide spread planting of saplings
Cragg Hill/Woodside	Improve management of woodlands and green spaces	Worked with Cragghill and Woodside residents Association to discuss the woodland plan and various infrastructure projects to improve area and management of woodside green
Cragg Wood entrance	Tackle litter and fly tipping	Annual litter picks carried out and use of CIL funds to improve access from along cragghill
Stanhope Drive garage block (NB at ring road end)	Improve / screen in keeping with the stone wall fronting Broadway	

King George Playing Fields	Introduce children's play facilities	Grant provided to Cricket Club for nets
Whetstone Plantation	Manage overgrown woodland	
All areas	Encourage more recycling, including the idea of a new local recycling facility (e.g. Bottle bank).	Promoted recycling information provided by LCC
Built environment		
Conservation Areas	Seek reviews and monitor the situation along with Horsforth Civic Society, Newlay Conservation Society, Cragg Hill and Woodside Residents Group and Rawdon Cragg Wood Conservation Group;	
Town Street	Carry out a street sign audit and develop an overall streetscape design scheme, including a coherent palette of materials for surface treatments, street furniture, planters, shop frontages and essential signage	
Low Lane car sales premises	Encourage sympathetic signage and displays, together with planting to soften the impact on the street scene;	
Low Lane	Improve boundary treatment of commercial premises, including walls, shrub and tree planting and permeable hard surfacing materials	
Railway Station Bridge	Clearly define as a 'gateway' to Horsforth	
Station Road shopping centre	Improve streetscape, including screening of service yards;	C&E funds for the floral hanging baskets and some planters, Horsforth in Bloom maintains the area near the station
Broadgate Lane shopping parade	Enhance forecourt with planters and hanging baskets	There is a planted area on the island
Horsforth Allotment Society Building, Featherbank Lane	Upgrade poor condition building and / or improve area with new planting	
New Road Side	Carry out a street sign audit to inform de-cluttering (i.e. Street furniture, signs etc.). Introduce a coherent approach to street	HCA did an audit about the street scene, Cllr Gains looking into this and liaising with relevant persons

	furniture and surface materials. Carry out tree planting of the wide pavements;	
Shop Front Design Guidance	When it is possible to do so, the production of shop front design guidance specific to conservation areas would help to ensure that shop fronts will be more in keeping with the area. This will help avoid many of the inappropriate designs and signs (such as internally illuminated signs and upvc signs);	
Stanhope Drive Lime Tree Avenue	Tree maintenance, including replacement work as required.	Trees on Cragg Avenue have been pollarded
Museum / Former Housing Offices	Pursue listing with Historic England following proposed conversion works	
New Conservation Areas	Lobby LCC regarding potential new conservation areas at North Road / Scotland Lane and The Brownberries	
Housing		
Houses in Multiple Occupation (HMOs)	The Town Council intends to request Leeds City Council (LCC) to review the current extent of the existing Article 4 Direction boundary, with a view to extending it across further areas of Horsforth. Hmos are a characteristic of areas around universities, but too many can cause imbalances in the local population, which can have a negative effect on communities. For this reason, LCC has already introduced an Article 4 Direction to require planning permission for the conversion of Class C3 dwelling houses into Class C4 houses in multiple occupation in certain areas, including parts of Horsforth. Core Strategy Policy H6 sets out how HMO proposals in these areas will be determined. The area covered by the Article 4 Direction does not extend as far as is	

	desirable to prevent harm to the current profile of the community. Nps do not have the powers to extend Article 4 Directions - only local planning authorities can do this.	
Employment and shopping		
All areas	Investigate possible non-planning actions to restrict the volume of charity shops, betting shops and hairdressers - the general support for retail sector growth was qualified by specific community concerns regarding the volume of fast food takeaways, hairdressers, charity and betting shops and calls to restrict these particular uses;	
All areas	Work to encourage new local businesses and jobs, notably in the office, retail and light industrial sectors, including supporting increased activity at Leeds Bradford International Airport (beyond the Horsforth boundary).	
Community facilities and services		
All areas	Lobby relevant authorities regarding meeting local children's school-place needs	
All areas	Seek provision of new assets catering particularly for young and elderly people and their recreational / leisure needs.	Considerable input to developing youth provision - Emmie and Becky Cousins working on it. Attended Breeze event
Traffic/transport		
Town Street / New Street Car Parks	Significant enhancements, including erection of stone wall fronting Town Street;	TC has previously contacted owners of Crabtree land
Broadway / Fink Hill	Improve pedestrian crossing facilities to / from Hall Park	
Station Road area	Review on-street parking and on-pavement parking problems;	Permit parking at bottom of Station Road

Wood Lane / Regent Avenue Car Park (adjacent to Cragg Wood Recreation Ground)	Resurface and mark out parking bays, to encourage proper use and reduce on-road car parking;	Currently investigating who owns the land with Craggwood Ass.
New Road Side	Review traffic management controls to improve shopping area car parking;	
Hall Lane (adjacent Park Gate Close and Emmanuel Baptist Church) and West End Lane	Review parking controls currently used for on-street residential and visitor parking to improve traffic flow	
Green Belt areas –	Maintain paths and tracks, particularly to facilitate disabled access	Francesca and Aiden worked with Cragghill and Woodside residents Association to maintain footpath 26 and 27. Emmie has worked liaised with relevant people about the Hunger Hills footpath.
Scotland Beck / Old Mill Beck / Oil Mill Beck –	Footpath extensions to create greater route continuity;	
Public rights of way	Update route / waymark signage. Waymark a ‘horsforth circular walk’, links joining the Leeds country way to Kirkstall along the river aire and links with the west Leeds country park and green gateways;	Areas of the Vale is now 20mph
All areas	Investigate possible actions to address traffic volumes throughout the Neighbourhood Area - consultation with local businesses indicated that the majority are concerned with the current adequacy of road and transport links. Monitor particular bottlenecks at Brownberrie Lane / Station Road / Old Ball at peak times;	Improvement have been made to Fink Hill and Rodley - Horsforth roundabout.
All areas	Investigate possible actions to address on-road resident and non-resident parking	

Adopted: 18th May 2023

Reviewed: 29th May 2025, 25th September 2025

Review date: May 2026

Clerk updates the document throughout the year when necessary and uploads to the website.

Horsforth Climate Action Report September '25

Green Festival

HCA have been focusing on the Green Festival on September 21st. At the time of writing this report, the Festival has yet to happen, but we are delighted with the connections with the local community and businesses this has brought and hope to build on that. We will be reviewing the Green Festival in early October. Thank you to HTC for their support and involvement in the event.

Funding and governance

Funding from Climate Action Leeds, a lottery funded 5 year project, ends on 30th September '25. However, HCA is determined to continue.

Currently a constituted group, we have our own bank account, but overall funds and the employment of the hub worker have been managed by our Local Employing Organisation – St Margaret's Church. Our Formal relationship with St Margaret's will come to an end on 30th September. All remaining funds have been transferred.

We withdrew our initial application to the charities Commission, due to the need to adjust and refocus, post our relationship with Climate Action Leeds. The intention is to reapply when things are more settled.

Due to an underspend on the hub worker role (we were without a hubworker for a period of time), HCA have offered Jenny Morgan, current hubworker, an extension of 3 months, on a freelance basis.

There is have additional underspend and money has been taken as donations, so the bank balance remains healthy for now, but will not support an ongoing contract for a paid hub worker. For the time being we will be concentrating on activities that are financially sustainable and/or looking at raising funds for specific projects.

Activities

We have been reviewing our activities, to make things more sustainable and within capacity, with the aim of growing organically and in response to the community. We are currently discussing our focus and constitution, aiming to concentrate on the local – engaging and enabling people to act locally and within their agency. Specific areas of focus are likely to include:

Monthly Repair Café – This is mostly self-sustaining, with some support for venue hire and management of funds. The RC will definitely continue and we are delighted they wish to remain under our umbrella.

Nature group and Nature Recovery Plan – Work will definitely continue and further research and development under is discussion.

Clothes Swap This is still to really take off but working in association with Old Kings Arms and Leeds Women's Aid, we are hoping to make this a success.

Raising awareness – through occasional, but not monthly, HCA Saturdays. Climate conversation events (like the nature recovery one), engagement in local events – Farmers market / Christmas events / Walk of Art - etc.

Working with member groups and building relationships – shared training, events and projects. We have worked closely with Friends of Horsforth Hall Park on the Green Festival and have close links with Friends of Hunger Hills Park and Horsforth in Bloom. We also regularly invite Horsforth Town of Sanctuary to take part in our events.

Building on relationships built with businesses – how this will happen is to be determined, but we would like to build on links that have been built via the Green Festival and other activities.

Work with Schools and Walk to School Week. We would like to build on relationships with schools but we have not yet determined how or if we have capacity. We would need to raise funds to repeat Walk to School Week.

Energy - HCA is also keen to develop things around energy and have some interest, but this will be developed when capacity allows

These activities will also continue:

- Community Composting, the latest community site being on Drury Field
- Mapping of Public Green spaces where nature is being helped
- Bioblitz Horsforth – finding and recording the different plants and animals

Please note that the continuation and development of all of the above is yet to be formally agreed. It will also depend on the continued involvement of willing volunteers and a need to recruit more volunteers, including to strengthen the Steering group.

Dementia Report – September 2025

The ballroom reopening event being co-hosted by Leeds City Council, Home Instead, Dementia Friendly Horsforth (DFH) and MHA Communities Horsforth is being held at the library on Tuesday 23rd September from 10am to 1pm. The event will include entertainment, a raffle, various stalls and refreshments. Entrance is free and no booking is required.

DFH is looking into whether to sponsor some events to raise money for Calverlands. They are also looking to spread more awareness of how dementia can affect young people. Carol Shaw from DFH will be hosting a quiz to celebrate seven years of Young Dementia Hub.