



Report of the Assistant Chief Executive (Corporate Governance)

Committee: Plans Panel West

Date: 3rd February 2011

Subject: CORRECTION TO THE SIGNED MINUTES OF PLANS PANEL WEST MEETING HELD 15TH JULY 2010

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Executive Summary

This report provides seeks Members approval to a correction being made to the signed minutes of the Plans Panel West meeting held 15th July 2010 regarding the Application 10/0236/OT – a retail food store development, Armley.

1.0 Purpose Of This Report

1.1 This report sets out the request for the correction.

2.0 Background Information

2.1 Plans Panel West considered a position statement on proposals for a new retail food store development in Armley on 15th July 2010 (minute 17 refers). The minutes of the meeting were approved as a correct record on 12th August 2010 and subsequently signed by the Chair.

3.0 Main Issues

3.1 It has recently come to light that a mistake was made in the minute which reads “It was noted the ward Councillors would prefer to delete the petrol station from the scheme if this would improve connectivity with Town Street and preserved buildings in Conservation Area.”

3.2 The Clerk has reviewed the notes of the meeting and can find no evidence of this being reported to the meeting or stated by local ward Councillors; however this was a comment made by the Panel Members.

- 3.3 Local ward Councillor Alison Lowe seeks an amendment to minute 17 to properly reflect the content of the discussions on the proposals. The Panel must approve the amendment as part of the “reference back” process.
- 3.4 The signed minutes will stand as the original record of the meeting held on 15th July 2010. The correction; if approved; will be dealt with as a separate decision of today’s meeting and will be minuted as such. The new minute will refer back to minute 17 of the meeting held 15th July 2010. An annotation will be made on the minutes of 15th July 2010 directing future readers to the subsequent amendment.
- 3.5 The proposed amendment is set out below:
“It was noted the Panel would prefer to delete the petrol station from the scheme if this would improve connectivity with Town Street and preserved buildings in Conservation Area.”

4.0 Implications For Council Policy And Governance

- 4.1 The administration of the reference back can be dealt with through the existing support arrangements for the Panel.

5.0 Legal And Resource Implications

- 5.1 There are no legal or resource implications.

6.0 Recommendations

- 6.1 The Panel is requested to approve the amendment as indicated in paragraph 3.5 above and to authorise the Assistant Chief Executive (Corporate Governance) to make the necessary changes.

Background documents

- Minutes of the meeting held 15th July 2010
- Progress Report: Application 10/02363/OT – Outline Application to erect retail food store, with car parking and petrol filling station; land off Car Crofts, Town Street and Modder Place, Armley.