



Horsforth Town Council

Planning, Licensing & Traffic Committee Minutes Thursday 20 September 2018 at 7pm.

Present: In Chair - Cllr A Radford.

Cllr M Boyes, Cllr C Calvert, Cllr S Dowling, Cllr J Garvani, Cllr R Hardcastle, Cllr M Holmes, Cllr M Hughes, Cllr M Leech

In attendance: J Sou –Clerk

PL&T/18.59 – PL&T/18.60 These minute numbers have been left blank intentionally.

PL&T/18.61 To receive apologies for absence and to consider the reason for the absence
RESOLVED that the apologies and reasons for absence from Cllr I Scott be accepted.

PL&T/18.62 **Declaration of Disclosable Pecuniary and other Interests**
To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 14-19 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 20-21 of the Members' Code of Conduct.

Declaration of non-pecuniary interest:
item 6, application ref: 18/05061/FU – Cllr M Holmes: neighbour

PL&T/18.63 **To consider questions and comments from members of the public at the Chairman's discretion**
Members of the public are reminded that this is their opportunity to speak to the meeting on any topic relevant to the work of the Committee. However they may not speak during the remainder of the meeting unless specifically invited to do so by the Chairman.

No members of the public present.

PL&T/18.64 **Minutes of the previous meetings**
The Committee was asked to approve the minutes of the extraordinary meeting held on Wednesday 5 September 2018.
RESOLVED that the minutes of the extraordinary meeting held on Wednesday 5 September 2018 are a true record.

PL&T/18.65 **Leeds City Council Planning Decisions**
To report on planning decisions granted by Leeds City Council.
List in agenda pack. **Noted.**

PL&T/18.66 **Comment on Planning Applications since the last meeting of this Committee**
To consider and comment on planning applications from Leeds City Council.
Comments attached.

Signed Dated

PL&T/18.67 Planning Appeals & Planning Appeal Decisions

18.67.1. To consider planning appeals received.
Members noted the following appeals:

APP/N4720/W/18/3198206
103557
17/05466/FU

Broadway Service Station Broadway Horsforth Leeds LS18 4DY
Retrospective application for demolition of existing service station and redevelopment to provide a new petrol filling station (comprising of canopy/forecourt, sales building with ATM and car parking) and new mixed use A1-A3 coffee shop Informal hearing 23/10/2018

APP/N4720/D/18/3205750
103622
18/00835/FU

18 Newlathes Road Horsforth Leeds LS18 4LG Two storey side and rear wrap round extension with loft conversion and new rear gable

APP/N4720/D/18/3204056
103611
18/01467/FU

7 Argyll Close Horsforth Leeds LS18 5SP
Single Storey Side and Rear extension Gable extension to front to create rooms in roof space

18.67.2. To note planning appeal decisions.
No planning appeal decisions to report.

PL&T/18.68 Licensing Applications

18.68.1. To consider and comment on the "Horsforth Cumulative Impact Assessment 2018" consultation documents (in agenda pack).

RESOLVED as follows:

- 1. Members are in favour of Horsforth remaining as a cumulative impact area;**
- 2. Clerk, in consultation with the Chair of Planning, Licensing and Traffic Committee to draft and submit comments to Leeds City Council Entertainment Licensing in favour of Horsforth remaining as a cumulative impact area.**

18.68.2. To consider applications received since last meeting.

18.68.2.1. To note new temporary event notices.
List in agenda pack. **Noted.**

18.68.2.2. To note new premises licences.
List in agenda pack. **Noted.**

PL&T/18.69 Traffic

18.69.1. To consider traffic complaints.
None received.

18.69.2. To consider new and updated traffic schemes and to agree any necessary action.
None received.

Signed Dated

- 18.69.3.** To consider the purchase of a speed indicator device (SID) for Hall Lane.
This item no longer required consideration as a SID for Hall Lane had now been purchased by the three Leeds City Council ward councillors for Horsforth.
Noted.

PL&T/18.70 Kirkstall Forge Liaison Group

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

To reschedule a suitable date to visit the Kirkstall Forge site.
Members **agreed** a date of Thursday 11 October 2018 at 7pm.

ACTION: Office to confirm date with Kirkstall Forge and to extend invitation to all other Council members.

PL&T/18.71 Leeds Bradford Airport LBA)

To receive and note updates from the LBA Consultative Committee.
To receive and note updates regarding the LBA Link Road.

Cllr M Hughes had attended a meeting of the LBA Consultative Committee today at 2:30pm.
Members **noted** his verbal report of the meeting.

Cllr M Hughes to produce minutes of the LBA Consultative Committee meeting for appending to the Planning, Licensing and Traffic Committee minutes (**attached**).

PL&T/18.72 Government Shale Gas Exploration & Production Planning Consultations

To consider and comment on the "Inclusion of Shale Gas Production Projects" (details in agenda pack).

Noted.

PL&T/18.73 Report from Local Residents Associations

To receive and note updates.
No updates received.

PL&T/18.74 Report and Recommendations from Neighbourhood Plan Working Group (NPWG)

18.74.1. To receive and note reports/minutes from the NPWG and to consider recommendations.

Minutes of the NPWG meeting of 3 September 2018 were circulated to members.

RESOLVED as follows:

- 1. To note the NPWG minutes of 3 September 2018 (attached);**
- 2. To approve the update of the Council website to conform with Regulation 14 consultation;**
- 3. To approve NPWG to undertake Regulation 14 consultation as required and to incur costs of that from the NP budget.**
- 4. To approve NPWG actions to move the NP to submission of draft NP to LCC by 24th January 2019.**

18.74.2. To note the next meeting date
27 September 2018. **Noted.**

Signed Dated

- PL&T/18.75 Leeds City Council Core Strategy and Site Allocation Plan**
To consider update and agree any necessary action.
No updates received.

- PL&T/18.76 To note the current list of key planning enforcement cases**
None received.

- PL&T/18.77 Community Infrastructure Levy**
To consider and note information on the Community Infrastructure Levy.
No further information received.

- PL&T/18.78 Items for future agenda**
None.

- PL&T/18.79 Date of the next meeting**
The date of the next meeting is 18 October 2018.
Noted.

The meeting closed at 7:55pm

*Distribution: Cllrs M Boyes, C Calvert, S Dowling, J Garvani, S Glover, R Hardcastle,
M Holmes, M Hughes, M Leech, A Radford, I Scott*

Signed Dated

Application No.	Address/Location	Details	HTC PL&T Committee Comments
18/03898/FU	49 Southway Horsforth Leeds LS18 5RN	Deadline 13.09.18. Extension requested but no response. REVISED PLANS - HTC had no objections to original plans. Alterations and new first floor to existing bungalow to form 2 storey dwelling involving single storey and first floor extensions; hip to gable extensions; dormer windows to front and rear; pitched roof to existing bay window and extension to existing driveway to front	No comment - deadline 13.09.18
18/03945/FU	The Woodlands Wood Lane Horsforth Leeds LS18 4PE	Deadline 17.09.18. Extension requested but no response. Single storey front extension; detached single storey outbuilding to side	No comment - deadline 17.09.18
18/04724/FU	13 Greenbanks Close Horsforth Leeds LS18 5SA	Deadline 11.09.18. Extension requested but no response. Part two storey, part single storey front/side extension; canopy to front	No comment - deadline 11.09.18
18/05061/FU	4 Stanhope Avenue Horsforth Leeds LS18 5AR	Deadline 17.09.18. Extension requested and GRANTED until 21.09.18. Extend existing driveway to front and boundary fence	Horsforth Town Council neither supports nor objects to this application DOI: Cllr M Holmes - neighbour
18/05137/FU	2 The Gables Horsforth Leeds LS18 5PJ	Deadline 17.09.18. Extension requested but no response. Coffee Shop - Variation of condition 7 (opening hours) of previously approved application 17/07936/FU to extend opening hours to 11:00 to 22:00	No comment - deadline 17.09.18

Application No.	Address/Location	Details	HTC PL&T Committee Comments
18/05152/FU	9 Brownberrie Avenue Horsforth Leeds LS18 5PW	Deadline 11.09.18. Extension requested but no response. Single storey side and rear extension and alterations to front elevation	No comment - deadline 11.09.18
18/05258/FU	5 Victoria Gardens Horsforth Leeds LS18 4PJ	Single storey front extension; part two storey part single storey rear extension	Horsforth Town Council neither supports nor objects to this application
18/05262/FU	3 West End Close Horsforth Leeds LS18 5JN	Single storey rear extension	Horsforth Town Council neither supports nor objects to this application
18/05494/FU	1 Newlay Mount Horsforth Leeds LS18 4BZ	Two storey side extension. construction of two number new parking spaces, new footpath access and associated works including walls and the installation of new drop kerbs	Horsforth Town Council neither supports nor objects to this application
18/05563/FU	26 Greenbanks Drive Horsforth Leeds LS18 5BH	Part single storey, part two storey side, front and rear extension	Horsforth Town Council neither supports nor objects to this application
<u>LATE APPLICATIONS</u>			
Application No.	Address/Location	Details	HTC PL&T Committee Comments
18/05636/FU	Leeds Trinity University College Brownberrie Lane Horsforth Leeds LS18 5HD	Formation of a compactor and storage hard standing area with fencing around access gates	Noted

Report on the Leeds Bradford Airport Consultative Committee Meeting dated 20th. September 2018.

Terminal Extension Plan

The airport passenger numbers are 4.08 million per year. This is set to grow to 5 million by 2023/2024 and to 7 million by 2030.

There has been 37% growth in passengers in the last 5 years.

Leeds is the 3rd biggest city, with the 15th biggest airport.

Key actions by the airport have been to: -

- Improve the terminal front
- Introduce new lounges
- Introduce new franchises for food and beverage offerings (Starbucks and Boots)
- Introduce Viking Parking with 900 spaces.

There is now the need to extend the terminal to meet growth in demand and to improve the airport facilities.

A £12 million terminal extension will improve the arrival experience: -

- Increase in immigration desks
- Increase Boarder Force desks from 8 to 13
- Larger baggage reclaim area
- 3 more departure gates
- Better food and beverage offers
- Increased seating.

Existing problems: -

- Not enough gates at peak times
- Security check queues
- Lack of immigration queueing space
- Insufficient baggage claim capacity
- No dedicated are are large wide-body aircraft (300 to 400 pax)

A 2009 Planning consent to infill the front “crescent” of the airport does not deal with these issues, so the proposal is to seek planning permission for a terminal extension to the left of the existing main entrance. Two levels on the airport side and three on the car park side. In effect this moves arrivals from the centre of the airport to the left.

The new arrangements will: -

- Provide more gates
- Increase immigration and Border Force area by 25% and allow more desks
- 3 new double capacity baggage reclaim units
- New departure lounge for large aircraft
- Infrastructure improvemnetws to support up to 5 million pax.

Timescales:

Planning application Nov 2018.

Expected consent eraly 2019. Construction start: Spring 2019

Baggage, immigration and Border Force operational: Autum 2019

Main existing terminal refurbishment late 2019 early 2020

Expand security area and move : Summer 2020

First floor changes to improve food and beverage and duty free offer after that.

Total investment including the new terminal £20 to £25 milllion.

Issues raised by meeting: -

Solar panels and rain water harvesting

Glare (light refelection)

Heat, cooling and climate control

Any loss of parking, yes 60 places, but made up in Viking Parking area.

S106 contributions for 2009 planning application - £1 million paid (even though crescent infill not done). Two other payments of £400k and £500k have not been triggered by car trips and pax number target.

Transport: rail and road. If compulsory purchases go well rail could be operational in 2022 – up to 2 years later if compulsory purchase difficulties.

Road start build 2024 to complete 2017. No option decisions yet, but a LCC paper for Executive Board suggests preference for option A (longest route). There would be consultation on this.

There will be a terminal expansion consultation.

Notes by M. Hughes



**Minutes of HTC Neighbourhood Planning Working Group 19:00 hrs
03/09/2018 at HTC Office**

Present: - Cllrs. M. Hughes, I. Scott, M Holmes

Mrs K. Arbuckle, Mr J. Arbuckle

Mike Dando (Directions Planning)

1). Apologies – Cllrs. R. Hardcastle, S. Dowling.

Mike Dando was welcomed back to the NPWG as the planning consultant representing Directions Planning.

2). Minutes of last meeting and matters arising

These were not reviewed as they have already been approved by HTC Planning Committee.

3). Plan

The revised Plan is attached. Critical dates are the Regulation 14 consultation leading to draft plan submission to Leeds no later than 24th January 2019 (otherwise the plan will need to be looked at and possibly revised in line with NPPF2).

Particular issues were raised over shop front and affordable housing policies, both of which need consideration. MD proposed a revised BE2 policy dealing with shop front lighting to replace DD4.

The NPWG approved MGH informing Westway Residents Group of the planned text for their inclusion in the draft NP.

4). Draft Pre-Submission NP

Re-written by MD to produce a “neater” and more correct NP text. The NPWG reviewed all pages and MGH and MD have actions to complete from that.

5). Maps

There will be 7 maps: -

- 1 Boundary - done
- 2 Special Landscape Area - done
- 3 New Map – Strategic Green Infrastructure – MD to get Leeds version and send to MH or brief GIS mapping directly.
- 4 Character areas – modify to move eastern area 9 (new section) into separate area 10 identified as Old Mill Beck.
- 5 Conservation Areas – done.
- 6 Rights of way – done.
- 7 Policies map (being a summary of all the above). Needed in large scale or scalable PDF, possible A1? MD to brief GIS mapping via MGH.

6). Appendices

Revised to include: -

- 1 Local Green Infrastructure
- 2 Local Greenspace Assessments – to be redone by MGH with MD overview
- 3 Character Area Summary
- 4 Upper West End Lane / Southway Estate Character.

7). Website

HTC website must be brought up to date with the fullest NP information, as this is part of the Regulation 14 consultation and information provision.

MD's recommended tabs off the lead page are: -

Governance – TOR's, Designation request, Designation response.

Meeting Minutes – all NPWG and Planning Minutes relating to NP – links to Planning Minutes.

Consultations – for reach consultation a dated sub-tab for all the information provided, responses and analysis. All contained within the Statement of Consultation document. Include sub-tab Regulation 14 consultation. Include sub-tab for Submission. These latter two set up but when opened record “Not yet completed”.

Evidence Base – sub-tabs with links for Conservation Area Appraisals and Management Plans x 4, and Horsforth Design Statement, Shop use Analysis, Parking Survey.

Submission – “Not yet completed”

Examination - “Not yet completed”

Referendum - “Not yet completed”

8). Next meeting and Agenda items

Thursday 27th September 2018 6 pm, HTC Office.

Final Draft Plan version, Final Maps, Final Appendices, Website, NP Summary (MD to draft), Regulation 14 requirements and the actual method of consulting with Horsforth .

9). Recommendations to HTC Planning .

To note the NPWG minutes.

To note the date of next meeting.

To approve the update of the website to conform with Regulation 14 consultation.

To approve NPWG to undertake Regulation 14 consultation as required and to incur costs of that from the NP budget.

To approve NPWG actions to move the NP to submission of draft NP to LCC by 24th January 2019.

Meeting closed at 20:50 hours.

Minutes by M. Hughes

Working Group members: -

Cllrs. R. Hardcastle, I. Scott, M. Hughes, S. Dowling, M. Holmes

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

Consultant: - Mike Dando (Directions Planning)

HORSFORTH NEIGHBOURHOOD PLAN - PROJECT PLAN 13TH AUGUST 2018

PRE-SUBMISSION

Finalise plan for Regulation 14 consultation (2 months) – Aug/Sept 2018

Formal Regulation 14 consultation (6 weeks) – Oct/Nov 2018 *(NB subject to LPA review of EU screening opinion report MD to check this)*

Analyse Regulation 14 consultation results (1 month) – Nov/Dec 2018

Amend plan/check evidence following Regulation 14 consultation (1 month) – Dec 2018

Initiate examiner appointment process with LPA – Dec 2018

Sustainability assessment of draft plan – Jan 2019

Finalise plan for submission (3 weeks) – Jan 2019

Consultation Statement – up to Jan 2019

Basic Conditions Statement – Jan 2019

Submit plan to LPA – Jan 2019 (NB by 24/1/19)

POST-SUBMISSION

Regulation 16 Publication/consultation - LPA (6 weeks) – Feb/Mar 2019

Agree/appoint examiner – LPA/TC – Feb 2019

Examination – Apr 2019

Examiners Report – May 2019

Modifications - LPA/TC – June 2019

Publication of modifications (6 weeks) - LPA – July/Aug 2019

Publicise referendum - LPA (28 days) – Sept 2019

Campaigning (6 weeks) – TC – Sept/Oct 2019

The Referendum – LPA - Oct 2019

Making the plan – LPA – Nov 2019