



Horsforth Town Council

Planning, Licensing & Traffic Committee Minutes Thursday 25 January 2018 at 7pm.

Present: In Chair - Cllr A Radford.

Cllr M Boyes, Cllr C Calvert, Cllr J Garvani, Cllr R Hardcastle, Cllr M Holmes, Cllr M Hughes and Cllr M Leech.

In attendance: J Sou – Clerk

PL&T/17.160 These minute numbers have been left blank intentionally.

PL&T/17.161 To receive apologies for absence and to consider the reason for the absence
RESOLVED that the apologies and reasons for absence from Cllrs Glover and Scott be accepted.

PL&T/17.162 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.

None declared.

PL&T/17.163 To consider questions and comments from members of the public at the Chairman's discretion

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

No members of the public present.

PL&T/17.164 Minutes of the previous meetings

The Committee was asked to approve the minutes of the meeting held on Thursday 14 December 2017.

RESOLVED that the minutes of the meeting held on Thursday 14 December 2017 are a true record.

PL&T/17.165 Leeds City Council Planning Decisions

To report on planning decisions granted by Leeds City Council.

List attached. Noted.

Signed Dated

PL&T/17.166 Comment on Planning Applications since the last meeting of this Committee
To consider and comment on planning applications from Leeds City Council.
Comments attached.

PL&T/17.167 Planning Appeals & Planning Appeal Decisions

17.167.1. To consider planning appeals received.
None received.

17.167.2. To note planning appeal decisions.
Members **noted** the following appeal decision (**copy of inspector's decision in agenda pack**):

- APP/N4720/D/17/3177971 – 19A Victoria Gardens, Horsforth, Leeds LS18 4PJ: Appeal dismissed.

PL&T/17.168 Licensing Applications

To consider applications received since last meeting.

List attached. Noted.

PL&T/17.169 Traffic

17.169.1. To consider traffic complaints.
None received.

17.169.2. To consider new and updated traffic schemes and to agree any necessary action.

No new or updated schemes reported from Leeds City Council.

PL&T/17.170 Kirkstall Forge Liaison Group

To receive and note updates.

A number of members had attended a Kirkstall Forge Liaison Group meeting held on 18 January 2018.

A booklet and newsletter from the meeting were available in the Council office.

Members **noted** the report of the meeting prepared by Cllr M Hughes (**attached**).

Cllr M Hughes and CEG to speak to West Yorkshire Combined Authority regarding the car park being full by 8:45am.

PL&T/17.171 Leeds Bradford Airport LBA)

17.171.1. To receive and note updates from the LBA Consultative Committee.
No meeting of the LBA Consultative Committee had taken place.

17.171.2. To receive and note updates regarding the LBA Link Road.
No updates received.

PL&T/17.172 Report from Local Residents Associations

To receive and note updates.

No updates received.

PL&T/17.173 Report and Recommendations from Neighbourhood Plan Working Group (NPWG)

17.173.1. There had been no meeting of the NPWG.

Signed Dated

17.173.2. Cllr M Hughes reported that he had made contact with Neil Charlesworth, an officer in the Leeds City Council Asset Management team, who had offered to co-ordinate the various Leeds City Council department responses to the consultation on the policies within the neighbourhood plan. Cllr M Hughes was now hoping that the matter could progress.

Noted.

17.173.3. To note the next NPWG meeting date: A meeting will be arranged when the consultation with landowners is complete.

Noted.

PL&T/17.174 Site Allocations

To consider updates and agree any necessary action.

To include considering comments to the SAP Revised Submission Amendments.

Details in the agenda pack and previously circulated to members.

Members **noted** proposals from Cllr M Hughes in relation to the comments that the Council should make to the SAP Revised Submission Amendments.

RESOLVED: That Cllr M Hughes prepare and submit comments to the SAP Revised Submission Amendments on behalf of the Council, the comments to include the following:

- **Satisfaction that the Strawberry Field site (HG2-21) has been set aside from Phase 1 development and given a stay of execution through its proposed designation as a “broad location”**
- **Concern that the site has not been removed from the SAP in view of the apparent lack of need for it in line with proposed Core Strategy reduction in housing target and overwhelming public opinion**
- **Concern over the use of broad locations as a device to prop up the testing of the SAP against a Core Strategy that is out of date**
- **Concern that the established procedure of forward planning – Core Strategy (housing target) followed by SAP (where to put houses) is not being followed.**

PL&T/17.175 To note the current list of key planning enforcement cases

No updates received.

PL&T/17.176 Community Infrastructure Levy

No further information received.

PL&T/17.177 Speed indicator device

To receive and note updates and consider any action.

Signed Dated

Members **noted** that Council had approved the purchase of a speed indicator device for Low Lane at its meeting on 22 November 2018 and that Cllr D Collins was liaising with the police and Leeds City Council officers regarding a suitable location.

PL&T/17.178 Cold Calling Control Zones

To consider whether this item should fall under the remit of this Committee.

It was **agreed** that Cold Calling Control Zones did not fall under the remit of the Planning, Licensing and Traffic Committee.

PL&T/17.179 Committee budget and expenditure

To consider Committee budget and expenditure.

Members **noted** the recommendation from Finance and General Purposes Committee that the Planning, Licensing and Traffic Committee budget for 2018-19 be set at £0 but that any unspent funds be carried forward from 2017-18.

PL&T/17.180 Items for future agenda

None.

PL&T/17.181 Date of the next meeting

The date of the next meeting is 22 February 2018.

Noted.

The meeting closed at 8:22pm

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

Signed Dated

Minute PL&T/17.165
Leeds City Council Planning Decisions

LCC Planning Decisions: 8 December 2017 – 19 January 2018

Development of 28no. apartments and 13no. houses
Land Formerly St Josephs Convalescent Home Outwood Lane Horsforth Leeds LS18
Ref. No: 16/07784/FU | Received: Wed 14 Dec 2016 | Validated: Tue 20 Dec 2016 | Status: Application
Approved

HTC PL&T: Horsforth Town Council supports this application.

Single storey side/rear extension; conversion of garage into habitable room
73 West End Drive Horsforth Leeds LS18 5JR
Ref. No: 17/06618/FU | Received: Mon 09 Oct 2017 | Validated: Tue 17 Oct 2017 | Status: Application
Approved

Variation of condition 2 (approved plans) on previously approved application 17/01908/FU for the
installation of a smaller pitch
Yarnbury R U F C Brownberrie Lane Horsforth Leeds LS18 5HB
Ref. No: 17/06783/FU | Received: Mon 16 Oct 2017 | Validated: Mon 16 Oct 2017 | Status: Application
Approved

Retrospective application for one illuminated fascia sign and one non-illuminated sign to fence
Sarah Louise Hair Salon 198 Low Lane Horsforth Leeds LS18 5QW
Ref. No: 17/06829/ADV | Received: Wed 18 Oct 2017 | Validated: Fri 20 Oct 2017 | Status: Application
Approved

Change of use of rear land to domestic garden
53 West End Rise Horsforth LS18 5JL
Ref. No: 17/06842/FU | Received: Wed 18 Oct 2017 | Validated: Fri 10 Nov 2017 | Status: Application
Withdrawn

HTC PL&T: Objection.

*Horsforth Town Council is not aware whether the site of the proposed development is on green belt
land but would be concerned at the loss of green belt. Alternatively, the Town Council is concerned
at the encroachment into agricultural green space.*

Two storey and single storey side/rear extension incorporating extension to lower ground floor level; widen
existing driveway to front
14 Arran Drive Horsforth Leeds LS18 5SW
Ref. No: 17/06855/FU | Received: Wed 18 Oct 2017 | Validated: Mon 30 Oct 2017 | Status: Application
Approved

Gable wall extension to side including dormer window with Juliet balcony to rear; porch to front; single
storey extension including alterations to existing extensions to rear
21 Bank Gardens Horsforth Leeds LS18 4QT
Ref. No: 17/06901/FU | Received: Fri 20 Oct 2017 | Validated: Thu 26 Oct 2017 | Status: Application
Approved

Listed Building application for internal alterations
Station House Station Road Horsforth Leeds LS18 5NL
Ref. No: 17/07032/LI | Received: Thu 26 Oct 2017 | Validated: Tue 07 Nov 2017 | Status: Application
Approved

Orangery to rear
131 West End Drive Horsforth Leeds LS18 5JX
Ref. No: 17/07160/FU | Received: Wed 01 Nov 2017 | Validated: Thu 09 Nov 2017 | Status: Application
Approved

Minute PL&T/17.165
Leeds City Council Planning Decisions

Alterations to roof to form rooms in roof space

Flat 17 Alexandra Road Horsforth Leeds LS18 4HE

Ref. No: 17/07299/FU | Received: Tue 07 Nov 2017 | Validated: Tue 07 Nov 2017 | Status: Application Refused

HTC PL&T:

Horsforth Town Council neither supports nor objects to this application.

Extract from LCC Planning Decision:

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

1) The Local Planning Authority considers that the proposed gable end extension are unacceptable as the proposal does not accord with the principle of scale and form with regards to the roof so would have an unbalancing effect on the roof-scape of the pair of semi-detached properties as well as being at odds with the prevailing character of the immediate area. Therefore the proposal is contrary to Policies GP5 and BD6 of the Leeds Unitary Development Plan (Review 2006), Policy P10 of the Leeds Core Strategy (2014), Policy HDG1 of the Leeds Householder Design Guide (2012) and the advice set out in the National planning policy Framework (2012).

Single storey side/rear extension and dormer window to side

16 Montfort Close Horsforth Leeds LS18 5SX

Ref. No: 17/07337/FU | Received: Wed 08 Nov 2017 | Validated: Wed 08 Nov 2017 | Status: Application Approved

Part two storey, part single storey rear extension and new roof to existing side and rear extension

16 Beech Avenue Horsforth Leeds LS18 4PA

Ref. No: 17/07496/FU | Received: Wed 15 Nov 2017 | Validated: Wed 15 Nov 2017 | Status: Application Approved

Alterations, including new parking area to front, 2 storey side and single storey side and rear extensions and replacement outbuilding to form garage.

Hopewell North Road Horsforth Leeds LS18 5HG

Ref. No: 17/07505/FU | Received: Wed 15 Nov 2017 | Validated: Wed 15 Nov 2017 | Status: Application Approved

Single Storey rear extension

39 Outwood Lane Horsforth Leeds LS18 4JB

Ref. No: 17/07657/FU | Received: Tue 21 Nov 2017 | Validated: Wed 22 Nov 2017 | Status: Application Approved

Updated: 19 January 2018 at 10:45am

Minute PL&T/17.166

Comments on planning applications since the last meeting of the Committee

Application No.	Address/Location	Details	HTC PL&T Committee Comments
17/07936/FU	2 The Gables Horsforth Leeds LS18 5PJ	Change of use shop (A1) to form coffee shop and restaurant (A3), alterations to shop front and flue to side	Objection. Horsforth Town Council objects to the change of use as it would cause increased pressure on local parking.
17/07987/FU	28 Woodway Horsforth Leeds LS18 4HY	Dormer window to rear and new first floor window to side	Horsforth Town Council neither supports nor objects to this application.
17/08069/FU	41 Hall Park Avenue Horsforth Leeds LS18 5LR	Single storey extension to side/rear	Horsforth Town Council neither supports nor objects to this application.
17/08087/FU	37 Outwood Lane Horsforth Leeds LS18 4JB	Single storey rear extension	Horsforth Town Council neither supports nor objects to this application.
17/08101/FU	8 Featherbank Mount Horsforth Leeds LS18 4QL	Single storey side extension	Horsforth Town Council neither supports nor objects to this application.
17/08148/FU	68 Hall Lane Horsforth Leeds LS18 5JF	Two storey rear extension	Objection. The proposed extensions would cause the property to extend the whole width of the available site. Horsforth Town Council considers that this would constitute overdevelopment.
17/08217/FU	9 Perth Mount Horsforth Leeds LS18 5SH	Part single storey part two storey side/rear extension; detached single storey outbuilding	Horsforth Town Council neither supports nor objects to this application.
17/08223/FU	141 Town Street Horsforth Leeds LS18 5BL	Dormer window to rear	Horsforth Town Council neither supports nor objects to this application.
17/08254/FU	49A Southway Horsforth Leeds LS18 5RN	Single storey side and rear extension	Horsforth Town Council neither supports nor objects to this application.
17/08301/FU	30 North Broadgate Lane Horsforth Leeds LS18 4AB	Single storey side and front extension	Horsforth Town Council neither supports nor objects to this application.
17/08309/FU	5 West End Close Horsforth Leeds LS18 5JN	Two storey, single storey side/rear extension and two storey extension with porch to front	Objection. Horsforth Town Council objects on the following grounds: (1) The proposed extension is overlarge and constitutes overdevelopment. (2) The design is not in keeping with the style of other houses on the street and is out of character for the area.
17/08358/FU	Toby Carvery Fink Hill Horsforth Leeds LS18 4DH	Alterations and addition of new external lighting	Horsforth Town Council neither supports nor objects to this application.

Minute PL&T/17.166
Comments on planning applications since the last meeting of the Committee

Application No.	Address/Location	Details	HTC PL&T Committee Comments
17/08422/FU	5 Fairfax View Horsforth Leeds LS18 5SZ	Alterations to front including pitched roof to porch; single storey side extension; part first floor part two storey rear extension; insertion of first floor side window	Horsforth Town Council neither supports nor objects to this application.
18/00044/FU	166 Hall Lane Horsforth Leeds LS18 5EG	Two storey side extension	Horsforth Town Council neither supports nor objects to this application.
LIST CLOSED: 19/01/2018 11:16am			

**Minute PL&T/17.168
Licensing Applications**

Temporary Event Notices

From 11 December 2017 – 19 January 2018							
Reference	Address	Notifier	Start date and time	End date and time	Activities	Last date for representations	Notice Type
TEN/02754/18	Main Teaching Block, Leeds Trinity University College, Brownberrie Lane, Horsforth, Leeds, LS18 5HD	Mr Jonathan Martin	15/01/2018 00:01	15/01/2018 02:00	Sale by Retail of Alcohol Provision of Late Night Refreshment	12/12/2017	Normal TEN - Accepted as applied for
TEN/02890/17	92 New Road Side, Horsforth, Leeds, LS18 4QB	MS Anna Mawhinney	21/12/2017 12:00	26/12/2017 22:00	Sale by Retail of Alcohol	13/12/2017	Late TEN - Accepted as applied for
TEN/00130/18	Horsforth Secondary School, Lee Lane East, Horsforth, Leeds, LS18 5RF	Mr Philip James Neary	09/01/2018 18:15	10/01/2018 20:45	Sale by Retail of Alcohol	20/12/2017	Late TEN - Accepted as applied for
TEN/00332/18	St Margarets C Of E Primary School, Town Street, Horsforth, Leeds, LS18 5LB	Ms Jennifer Lewis	02/03/2018 18:00	02/03/2018 23:30	Sale by Retail of Alcohol	15/01/2018	Normal TEN - Accepted as applied for
List updated 19 January 2018 at 11:33am							

Minute PL&T/17.168
Licensing Applications

Premises Licences

Toby Carvery
2 - 4 Fink Hill Horsforth Leeds LS18 4DH

Reference	PREM/00054/009
Application Type	Variation
Licence Type:	Premises Licence - Minor Variation
Status	Open for Consultation
Licence Holder	Mitchells And Butlers Leisure Retail Limited
Premises Name	Toby Carvery
Address	2 - 4 Fink Hill Horsforth Leeds LS18 4DH
Issue Date	
Received Date	Tue 16 Jan 2018
Case Officer	Miss Charlotte Deighton

Shell Horsforth
Broadway Ring Road Low Lane Horsforth Leeds LS18 4DF

Reference	PREM/03404/004
Application Type	Variation
Licence Type:	Premises Licence - DPS Change
Status	Open for Consultation
Licence Holder	Shell UK Oil Products Ltd
Premises Name	Shell UK Oil Products Limited
Address	Shell Horsforth Broadway Ring Road Low Lane Horsforth Leeds LS18 4DF
Issue Date	
Received Date	Fri 12 Jan 2018
Case Officer	Miss Charlotte Deighton

Minute PL&T/17.170
Kirkstall Forge Liaison Group Meeting 18 January 2018 – report

Notes on Kirkstall Forge Liaison Group Meeting - 18th January 2018 at No. 1 Kirkstall Forge – offices of ceg.

1. Rail Update

Opened June 2016 with 170 users per day. Now 430 and rising. 6 monthly user surveys. 35% of users get to station by walk or cycle. ceg (the developer) are encouraging this. Station car park owned by Network Rail and leased to West Yorkshire Combined Authority. 122 spaces. Increased access to the station from Bramley.

Target is train every 15 mins, but depends on use. Trains added in Dec 2017 and more in May 2018, when timetables reviewed.

2. Number 1, Kirkstall Forge

Office building complete with 1,000 people capacity for business. Zenith is first and main user. At old premises 82% of employees travelled by car. This is down to 48% and declining.

Employee groups / clubs promote sustainable travel, e.g. walk, bike, train, bus, car share etc and each has their employee champion. Staff have personal travel plans which are reviewed every 6 months. Flexible working hours promotes eco travelling. Company will set up bike, scooter and car hire, for those wanting or needing to get off site e.g. to shop at lunch.

Parking remains a big issue despite parking below the building and in an employee car park to west of site.

The building is solar powered and the real-time monitor showed a peak power generation level (summer of 12 kWhr – a domestic unit with the full allowance of panels will do about 3).

The business units pride themselves on connectivity (internet) and back-up power supplies. Insulation is at its highest specification and tenants will join an advanced estate management system controlled from phone apps.

ceg are working on a virtual office offer – postal address, and office meeting space for small business.

The ground floor includes “Butlers” a high-quality café which has meeting seating areas that are FOC to use (buy a cup of coffee). There is very good internet there. Butlers is open during the day Mon to Fri and later on Thursday and Fridays. Visitors are encouraged to drop in so that business builds for the café.

ceg have their offices on the ground floor, and this includes marketers who are working on the marketing of houses on the site and setting up a sales unit.

3. Residential Update

The site has had outline planning permission since 2008. IN 2017 detailed planning application was granted for 112 dwellings (out of a total expected of 1050). These will be 3 to 5 bed units with 2 car garages and electric car charging points. Constructing the marketing houses will start end of 2017. Sales will start during 2019. These are located directly to the north of the station, positioned between the A65 and River Aire.

£40 million has already been spent on decontaminating the site and provision of the exiting services – rail, roads etc.

No affordable housing is scheduled for phase 1 (112 houses), these coming in phase 2. S106 funds are being negotiated with LCC now.

4. “Forging Futures” campus

ceg are keen on training and helping those in employment difficulty. Leeds College of Building has been running construction information and training on site through 2-week courses to 16 – 18-year olds. The next on is booked full (15 people) and starts on 22/1. The courses are arranged through iconsult Yorkshire. Work experience is also approved through the Dept. of Work and Pension (so no loss of job seeker support).

Skill Mill is a non-profit organisation set up 2 years ago for troubled people to offer education and work experience. 4 people are trained for 6 months. Several of the participants have moved on to full time employment in construction.

5. The group was given a tour of the building. Most impressive.

6. Other items

I raised the issue of lighting the path between the station and Pollard Lane (on the Bramley side). This was noted for further enquiry.

I raised the forward plan for a school on site. This is planned to be 2 form entry and the school is likely to be in the planning application for phase 2. School contribution is being negotiated as part of S106.

Cycle access to the site from the Kirkstall entrance is not possible now because of construction health and safety reasons.

The slow progress of wall repair on the A65 is because of cold weather.

I raised the question about the site allocation plan site HG2-234, 2,9 hectares, designed for no housing, 2 parts of land, located in the south east and north west of the site. ceg not aware of this, don't think they own it. Checks will be made.

The next meeting of the liaison group is likely to be in the Autumn.

Notes by M.G. Hughes