



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 12th February 2026 at 7pm
Horsforth Museum, 5 The Green, Horsforth, Leeds LS18 5JB

In attendance: Chair Cllr A Goulden

Cllrs D Brosnan, J Garvani, R Hardcastle, E Hyndes and A Radford

PLT/25.110 To receive apologies for absence and to consider the reason for the absence

None received.

PLT/25.111 Declaration of Disclosable Pecuniary and other Interests

None declared.

PLT/25.112 To consider questions and comments from members of the public at the Chairman's discretion.

No members of the public were present.

PLT/25.113 Minutes of the previous meetings

Resolved to approve the minutes of the meeting held on Thursday 15th January 2026 with an amendment to include Cllr R Hardcastle's apologies.

PLT/25.114 Leeds City Council Planning Decisions

The planning decisions were noted.

PLT/25.115 New Planning Applications

115.1 To note the planning applications received since the meeting held on 15th January 2026 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.

115.2 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/25.116 Planning Appeals & Planning Appeal Decisions

Noted.

PLT/25.117 Planning Enforcement

Noted.

PLT/25.118 Licensing Applications

To consider applications received since the last meeting.

The planning applications were noted.

PLT/25.119 Traffic

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

119.1 Complaints

None received.

119.2 Traffic schemes

No update.

119.3 Speed indicator device (SID) updates and any data

A request was made by Cllr J Garvani to consider relocating the SID from Low Lane to the Victorias. (See agenda item 119.4). No data has been downloaded from the SID and Cllr Hyndes highlighted that this responsibility will need to be transferred. Cllr J Garvani highlighted that new software may be available. Cllr J Garvani to inquire about updating Low Lane SID software. Cllr J Garvani to meet Cllrs A Goulden and M Fletcher to discuss handover and training of software.

119.4 Mobile SID update

Cllr D Brosnan agreed to borrow the mobile SID and agreed to carry out monitoring in the Victorias to support a potential relocation of the fixed SID from Low Lane. Cllr A Goulden suggested monitoring Long Row following resident feedback. Cllr A Brosnan to work with LCC and obtain the mobile SID, and to organise monitoring sessions across Horsforth.

PLT/25.120 Leeds Bradford Airport (LBA)

To consider the following:

120.1 Leeds Bradford Airport Consultative Committee

Noted.

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

No update.

PLT/25.121 Neighbourhood Plan.

121.1 To consider any updates and agree any necessary action.

Cllr J Garvani highlighted that a consultation on the employability hub was ongoing and that the email should have arrived in the clerk email inbox. It was agreed that Cllr A Goulden would formulate a response to this consultation and would issue the response to the committee for feedback. The office to forward on the consultation details to Cllr A Goulden. Cllr A Goulden to formulate and circulate a response.

121.2 To receive an update about the community actions and progress.

No update.

PLT/25.122 Leeds City Council Core Strategy and Site Allocation Plan

To review and decide if the committee wishes to comment on the West Yorkshire Mass Transit West Yorkshire Mass Transit: Spatial Development Framework Joint Development Plan Document (DPD) (Regulation 18) Consultation.

Agreed to give no comment.

PLT/25.123 To consider correspondence received and agree any necessary action

123.1 To discuss a resident's complaint over concerns about parking outside St Margaret's Primary School. Cllr R Jones has been informed under his role of City Councillor and the Senior Enforcement team at LCC has also been informed.

The committee agreed that the Town Council had no responsibility nor remit for parking enforcement and that as this was being addressed by City Councillors, that no further action would be required.

123.2 To discuss a complaint received from resident about building works on a street within a conservation area that has not sought planning permission for. The scaffold on the premises appears to have also been constructed illegally. After contacting Planning Enforcement, a complaint has been forwarded to Highways. To give any update.

The committee considered the email and could see no reason to refer the issue on to Planning Enforcement. Cllrs Jones and Garvani have raised the issue of the scaffolding with the appropriate authorities at LCC in their roles as city councillors. No further action was therefore required.

PLT/25.124 Matters for information.

124.1 To update the committee on planning application [25/04662/ADV](#) 82 Town Street Horsforth Leeds LS18 4AP. As the application was refused, to give any update on from Planning Enforcement of the application.

No update, waiting on Enforcement to take action.

Proposal to write to Enforcement to request an update on action – agreed. It was agreed to delegate drafting of this letter to chair of PL&T, and for the Chair of Council to agree this letter. Cllr A Goulden to draft and circulate letter.

124.2 To provide any feedback from LCC regarding the complaint HTC submitted regarding displaced parking on Hall Lane and surrounding areas after the introduction of parking charges at Fink Hill car park.

No update. Office to follow up with Leeds City Council for a response.

PLT/25.125 Items for future agenda

125.1 To give updates on agenda minutes PLT/25.124.1 and 124.2

125.2 To give an update on agenda minute PLT/25.119.2

125.3 It was noted that certain planning applications were not appearing on the agenda for discussion by the committee – one such recent application being an advertising board installed on New Road Side. Cllr A Goulden agreed to review the application types which appear for discussion and to propose updates as required for the next meeting. Office to provide the list of application types which are supplied to the town council for comment. Cllr A Goulden to review these and provide any updates to this list to the office for consideration by the committee at the next meeting.

PLT/126.1 Date of the next meeting

Next meeting of the Committee: 19th March 2026

Deadline for agenda items: 9th March 2026

The meeting dates were noted.

The meeting concluded at 19:50.

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

Appendix 1 - Minute No. PLT/25.115.2 – comments on new planning applications

Reference	Application validated	Deadline for comments	Address	Proposal	HTC response
26/00173/FU	Thu 15 Jan 2026	Thu 12 Mar 2026	21 Long Row Horsforth Leeds LS18 5AA	Retrospective application for the installation of new roof tiles over single storey element to front	Horsforth Town Council objects to this application. The development negatively impacts the character and appearance of the Town Street conservation area and is therefore in contravention with adopted Neighbourhood Plan policy BE1 - General.
26/00329/FU	Wed 21 Jan 2026	Fri 27 Feb 2026	Little Shutters Outwood Lane Horsforth Leeds LS18 4HR	Demolition of existing porch, new single storey porch to side and new boundary wall with railings and gate; new shutters to first floor windows	Horsforth Town Council supports this application. The development positively impacts the character and appearance of the Cragg Hill and Woodside Conservation Area and is therefore in agreement with adopted Neighbourhood Plan policy BE1 - General
26/00277/FU	Fri 23 Jan 2026	Thu 19 Feb 2026	29 Victoria Crescent Horsforth Leeds LS18 4PT	Part two storey part first floor extension to side and rear incorporating covered access to front, with roof lights and juliet balcony	Horsforth Town Council neither supports nor objects to this application.
25/07473/FU	Wed 21 Jan 2026	Sat 14 Feb 2026	13 Lee Lane West Horsforth Leeds LS18 5RT	Single storey rear and side extension incorporating garage and canopies to front side and rear; alterations to doors and windows to side	Horsforth Town Council neither supports nor objects to this application.
26/00475/FU	Mon 26 Jan 2026	Wed 25 Feb 2026	4 Hall Park Close Horsforth Leeds LS18 5LS	Demolition of single storey elements to side and rear and construction of a single storey side and rear extension; blocking up of east side entrance; replacement of first floor rear window	Horsforth Town Council neither supports nor objects to this application.
26/00521/FU	Tue 27 Jan 2026	Wed 25 Feb 2026	11 St James Walk Horsforth Leeds LS18 5RB	Single storey rear/side extension; retaining wall to rear garden	Horsforth Town Council neither supports nor objects to this application.

26/00556/FU	Tue 03 Feb 2026	Wed 25 Feb 2026	Station House Calverley Lane Horsforth Leeds LS13 1NP	Construction of single storey extension to existing Cattery business	Horsforth Town Council neither supports nor objects to this application.
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