



Horsforth Town Council | The Stables | 2 Church Road | Horsforth | Leeds | LS18 5LG
admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – 0113 258 0988

**Minutes of planning, licensing and traffic committee held at 19:00 on Thursday,
16 April 2026 at The Stables, 2 Church Road, Horsforth, Leeds LS18 5LG**

Members Present: Cllr Aiden Goulden (Chair)
Cllr John Garvani
Cllr Eddie Hyndes
Cllr Alan Radford

In attendance: Steph White – Administrative Assistant

PLT/25.144 **TO RECEIVE APOLOGIES AND TO CONSIDER THE REASON FOR ABSENCE**
Apologies received from Cllrs D Brosnan and R Hardcastle and their reasons accepted.

PLT/25.145 **DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**
None declared.

PLT/25.146 **TO CONSIDER QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC AT THE CHAIRMAN'S DISCRETION**
No members of the public were in attendance.

PLT/25.147 **MINUTES OF THE PREVIOUS MEETING**
Resolved: To approve the minutes of the meeting held on Thursday 19 March 2026 with an amendment to state we did not have apologies from Cllr E Bromley and to include apologies received from Cllr B Cousin's. Also to declare an interest from Cllr J Garvani in relation to planning application 26/01356/FU.

PLT/25.148 **LEEDS CITY COUNCIL PLANNING DECISIONS**
The planning decisions were noted.

PLT/25.149 **NEW PLANNING APPLICATIONS**

149.1 **To note the planning applications received since the meeting held on 19 March 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.

149.2 **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/25.150 PLANNING APPEALS AND PLANNING APPEAL DECISIONS

Noted.

PLT/25.151 PLANNING ENFORCEMENT

No planning enforcements to note.

PLT/25.152 LICENSING APPLICATIONS

To consider applications received since the last meeting.

The planning applications were noted.

PLT/25.153 TRAFFIC

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

153.1 Complaints

To note a complaint by a resident regarding parking on Broadgate Lane, to note that this has been referred onwards to the City Council by City Councillors, and to consider and agree whether to write to Leeds City Council requesting enforcement.

Cllr J Garvani reported that parking services are dealing with the situation. They have agreed to monitor the parking situation across all schools in Horsforth. It was agreed that the PL&T committee cannot do anything else regarding this matter but will monitor and report back the findings from parking services.

153.2 Traffic schemes

153.3 Speed indicator device (SID) updates and any data

ACTION: Cllr J Garvani to give an update on the software when possible.

153.4 Mobile SID update

The council currently have access to a mobile SID device. It has been used on Stanhope Drive so far. Cllr D Brosnan has been on holiday but he will provide data and photographs to be published by the office when he returns.

ACTION: It has been requested by the committee to set up the SID on Newlay Lane when Cllr D Brosnan returns.

PLT/25.154 LEEDS BRADFORD AIRPORT (LBA)

To consider the following and agree any necessary action:

154.1 Leeds Bradford Airport Consultative Committee

ACTION: Office to follow up with Cllr S Dowling for an update on the Leeds Bradford Airport Consultative Committee

154.2 Any other matters relating to Leeds Bradford Airport (LBA)

No update.

PLT/25.155 NEIGHBOURHOOD PLAN

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

Cllr A Goulden will give an update at the next community and environment committee meeting in June.

155.2 To note the next meeting of the neighbourhood plan working group will take place on Thursday, 23 April 2026.

Noted.

PLT/25.156 LEEDS CITY COUNCIL CORE STRATEGY AND SITE ALLOCATION PLAN

No update.

PLT/25.157 TO CONSIDER CORRESPONDENCE RECEIVED AND AGREE ANY NECESSARY ACTION

157.1 To consider the complaint received from a resident regarding signage on a vape shop on Town Street, Horsforth. (See agenda pack). To note that Vape Hut has been referred to LCC planning enforcement (26/00294/US3).

Noted that planning enforcement are investigating the matter and have given notice that the signs need to be remove. Also to note that since opening the case file on the shop front, planning enforcement have received a further report (new case ref: 26/00295/UCU3) for the unauthorised change of use of the property from a sui generis use as a hot food take away to a Class E retail shop. Use class legislation changed in 2020, and an application for planning permission would now be required for this change of use. They have recommended that a new shop front be also proposed on the application which is more fitting to the status of the area in which it is situated. Planning enforcement would expect a new application to be submitted within the next 28 days. The committee will monitor the progress.

157.2 To consider submitting comment on the proposed development consent order for the proposed Calderdale Energy Park. See agenda pack.

The committee agree to give no comment as the Calderdale Energy Park is not local to Horsforth.

157.3 To consider the query regarding potential specific restrictions on changes made to internal walls or changes to the property to install French doors as the property lies within a conservation area. See agenda pack.

RESOLVED: To direct to Leeds City Council planning department for confirmation of that internal areas aren't affected by the conservation area. To highlight that the property lies within a conservation area and that external modifications will likely require planning permission.

157.4 To consider correspondence received from a resident enquiring about any enforcements available on a property on 215a/215b Low Lane Horsforth. See agenda pack. City councillors have been informed.

RESOLVED: Cllr A Goulden to draft a letter with the approval of the clerk and chair of council, to write to LCC requesting that a section 215 notice be considered for the properties in question. To inform the resident of this.

PLT/25.158 MATTERS FOR INFORMATION

158.1 To review application 25/03244/FU to determine if planning conditions were breached. Deferred from March's PL&T meeting as corresponding photograph is now available. See agenda pack.

RESOLVED: To refer to planning enforcement. The materials used for the modifications were not the same as what was used originally on the property. As the property lies within a conservation area, the committee considers this to be a breach of the planning conditions.

158.2 To note the annual PL&T report. See agenda pack.

Noted.

- 158.3 Ongoing agenda item: To note the complaint received at the March 2026 PL&T committee meeting regarding an ongoing issue of parking on Back Lane resulting in property damage has been escalated to West Yorkshire Police. The resident has been informed. To update on any progress.**
Noted. Remove from future agendas. If any updates come through it can be added back on.
- 158.4 Ongoing agenda item: 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 from Planning Enforcement of the application.**
The office has followed this up but have not heard back from planning enforcement. Office to update committee on any progress.
- 158.5 On going agenda item: 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. To update on any progress.**
No update. Office to update committee on any progress.
- 158.6 On going agenda item: To give any update on the development on the Cragg Hill Quarry site.**
Diggers have been removed from the site. Remove from future agendas. If any updates come through it can be added back on.
- 158.7 On going agenda item: It was agreed to report a digital advertising board on New Road Side, Horsforth (24/00327/ADV) at the March 2026 PL&T committee meeting to environmental health. To give any update.**
No update. Office to update committee on any progress.

PLT/25.159

ITEMS FOR FUTURE AGENDAS

To discuss that, going forward, select items from the PL&T committee meetings will be shared to the council website and social media channels. To give residents an insight into what the PL&T committee does month on month.

PLT/25.160

DATE OF THE NEXT MEETING

Next meeting of the Committee: 14 May 2026

Deadline for agenda items: 4 May 2026

The meeting dates were noted.

The meeting concluded at 20:41.

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

Appendix 1 - Minute No. PLT/25.149.2 – comments on new planning applications

Reference	Application validated	Deadline for comments	Address	Proposal	HTC Response
-----------	-----------------------	-----------------------	---------	----------	--------------

26/01240/FU	Fri 20 Mar 2026	Fri 01 May 2026	3 Stoney Lane Horsforth Leeds LS18 4RA	Single storey rear extension	Horsforth Town Council neither supports nor objects to this application but, as the property lies within a conservation area, would like clarification that the windows are in-keeping with the original windows of the property.
26/01412/FU	Thu 19 Mar 2026	Fri 01 May 2026	93A Long Row Horsforth Leeds LS18 5AT	Single storey extension to rear; new vehicular sliding gate	Horsforth Town Council neither supports nor objects to this application.
26/01474/CLP	Fri 13 Mar 2026	NA	4 Stirling Crescent Horsforth Leeds LS18 5SJ	Certificate of Proposed Lawful Development for a dormer window to the rear	Horsforth Town Council neither supports nor objects to this application.
26/01483/COND	Fri 13 Mar 2026	NA	194B - 194C New Road Side Horsforth Leeds LS18 4DP	Consent, agreement or approval of condition 9 (Absence of Cycle/Motorcycle Facilities) & 10 (Details of Waste Collection Provision) of planning application 25/06627/FU	Horsforth Town Council neither supports nor objects to this application, however there is no information about cycles and motorcycle storage included in the application to discharge the relevant condition
26/01716/CLP	Wed 25 Mar 2026	NA	2 Mackintosh Close Horsforth Leeds LS18 4FS	Certificate of Proposed Lawful Development for a single storey rear extension; flue for log burning stove.	Horsforth Town Council neither supports nor objects to this application.