



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 and Traffic Committee

Thursday 19th March 2026

AGENDA PACK

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



Horsforth Town Council
The Stables, 2 Church Road
Horsforth
Leeds
LS18 5LG

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – [0113 258 0988](tel:01132580988)

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.

Item 5
Leeds City Council Planning decisions 02.02.2026 – 02.03.2026

Reference	Application validated	Deadline for comments	Address	Proposal	HTC response	Decision	Date of decision
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.	Refused. The Local Planning Authority considers that the new roof tiles installed on the number 21 Long Row, because of its unsympathetic material, result in an incongruous addition that would fail to respect the character and appearance of the dwelling and that of the positive terraced building in which it is located. See the refusal of full planning permission and officers report for more details.	12.03.2026
26/00168/FU	Fri 09 Jan 2026	Thu 12 Feb 2026	Unit 2 Low Hall Industrial Estate Low Hall Road Horsforth Leeds LS18 4EG	Installation of extraction/ventilation system for coffee roaster	Horsforth Town Council neither supports nor objects to this application but requests but requests conditions regarding noise limits on the extractor fan late at night due to the proximity	Approved	04.03.2026

					to a residential area.		
26/00037/FU	Thu 15 Jan 2026	Sat 07 Feb 2026	9 Lee Lane West Horsforth Leeds LS18 5RT	Single storey rear extension	Horsforth Town Council neither supports nor objects to this application.	Approved - Please click on the link to view the officer's report, which references the Neighbourhood Plan	11.03.2026
25/06460/FU	Tue 23 Dec 2025	Fri 06 Feb 2026	2 Thornfield Newlay Wood Road Horsforth Leeds LS18 4LF	Outbuilding to rear	Horsforth Town Council neither supports nor objects to this application.	Approved - Please click on the link to view the officer's report, which references the Neighbourhood Plan	17.02.2026
26/00006/FU	Fri 02 Jan 2026	Fri 30 Jan 2026	20 Newlay Wood Drive Horsforth Leeds LS18 4LL	New dormer window to front and larger dormer window replacing small dormer window to rear	Horsforth Town Council neither supports nor objects to this application.	Approved - Please click on the link to view the officer's report, which references the Neighbourhood Plan	27.02.2026
25/07350/FU	Fri 02 Jan 2026	Wed 28 Jan 2026	6 Fairfax View Horsforth Leeds LS18 5SZ	First floor side extension; increased height to ridge and eaves to form new roofing and alterations to existing dormer	Horsforth Town Council neither supports nor objects to this application.	Approved	20.02.2026
25/06841/FU	Fri 19 Dec 2025	Thu 29 Jan 2026	14 Melrose Walk Horsforth Leeds LS18 4DA	Retrospective planning application for single storey front/side extension	Horsforth Town Council neither supports nor objects to this application.	Approved - Please click on the link to view the officer's report, which references the Neighbourhood Plan	06.02.2026

25/07265/ FU	Tue 06 Jan 2026	Fri 30 Jan 2026	7 Mackintosh Road Horsforth Leeds LS18 4FU	First floor gable roof extension to side; rooflights to rear	Horsforth Town Council neither supports nor objects to this application but requests that materials of construction match existing.	Approved - Please click on the link to view the officer's report, which references the Neighbourhood Plan	03.03.2026
25/06864/ FU	Fri 21 Nov 2025	Fri 19 Dec 2025	17 Woodside Park Drive Horsforth Leeds LS18 4TG	Two storey extension to side; demolition of existing garage; new patio doors to rear	Horsforth Town Council neither supports nor objects to this application.	Approved - Please click on the link to view the officer's report, which references the Neighbourhood Plan	12.02.2026
25/06722/ FU	Mon 17 Nov 2025	Sat 13 Dec 2025	130 Broadway Horsforth Leeds LS18 4HQ	Single storey side/ rear extension	Horsforth Town Council neither supports nor objects to this application.	Approved - Please click on the link to view the officer's report, which references the Neighbourhood Plan	10.02.2026
25/06627/ FU	Thu 27 Nov 2025	Tue 06 Jan 2026	194B - 194C New Road Side Horsforth Leeds LS18 4DP	Change of use of the Ground Floor from Restaurant (Class E) to a cafe and bar (Sui Generis); Addition of a new retractable canopy, new UPVC bi-folding doors, new timber cladding and UPVC wall with clear perspex and revised signage	Horsforth Town Council neither supports nor objects to this application.	Approved - Please click on the link to view the officer's report, which references the Neighbourhood Plan	08.02.2026
25/06592/ FU	Fri 28 Nov 2025	Tue 30 Dec 2025	Flat 1 The Oaks 7 Clarence Road Horsforth	Outbuilding to the rear	Horsforth Town Council neither supports nor objects to this application.	Approved - Please click on the link to view the officer's report, which references the	12.02.2026

			h Leeds LS18 4LB			Neighbourhood Plan	
25/07387/FU	Wed 17 Dec 2025	Tue 13 Jan 2026	2 Oliver Hill Horsfort h Leeds LS18 4JF	Retrospective application for raising the roof height forming a new first floor extension and ground floor terrace area to side with bi folding doors and raised steps	Horsforth Town Council objects on the basis that this development is substantial and overbearing. The development also runs counter to adopted Neighbourhood Plan Policy BE1 - General, as the property lies within the Cragg Hill and Woodside conservation area and would negatively impact on the character of the area.	Approved - Please click on the link to view the officer's report, which references the Neighbourhood Plan	25.02.2026
25/07356/FU	Tue 16 Dec 2025	Wed 07 Jan 2026	16 Victoria Grove Horsfort h Leeds LS18 4ST	Single storey rear extension and first floor extension to side and rear	Horsforth Town Council neither supports nor objects to this application.	Approved - Please click on the link to view the officer's report, which references the Neighbourhood Plan	10.02.2026
25/07338/FU	Mon 15 Dec 2025	Tue 13 Jan 2026	1 Victoria Mews Horsfort h Leeds LS18 4SS	First floor front extension over existing garage and single storey side and rear extension	Horsforth Town Council neither supports nor objects to this application.	Approved	09.02.2026
25/07279/FU	Tue 16 Dec 2025	Tue 06 Jan 2026	4 Hunger Hills Drive Horsfort h Leeds LS18 5JU	Conversion of existing garage to habitable room, including rooflights to sides;	Horsforth Town Council neither supports nor objects to this application.	Approved - Please click on the link to view the officer's report, which references the	10.02.2026

				alterations to existing porch; demolition of existing porch		Neighbourhood Plan	
25/07108/FU	Tue 16 Dec 2025	Wed 07 Jan 2026	38 Sussex Avenue Horsforth Leeds LS18 5NN	Demolition of rear extension and outbuildings to side and rear and construction of a part two storey, part single storey side extension incorporating a hip to gable roof extension	Horsforth Town Council does not support nor object to this application but requests that that the materials of construction used should match existing, so as not to impact the character of the area, given the similar style of properties on Sussex Avenue.	Refused - Please click on the link to view the officer's report, which references the Neighbourhood Plan	10.02.2026

Item 6.1

Leeds City Council Planning applications since 2nd February 2026 and the comments made by the Proper Officer with delegated powers.

Reference	Application validated	Deadline for comments	Address	Proposal	HTC Response
26/01015/FU	Fri 20 Feb 2026	Thu 19 Mar 2026	25 Fraser Avenue Horsforth Leeds LS18 5EA	Single storey extension to rear	Horsforth Town Council neither supports nor objects to this application.

Item 6.2
Leeds City Council planning applications to consider

Reference	Application validated	Deadline for comments	Address	Proposal	HTC Response
26/00721/FU	Thu 12 Feb 2026	Fri 20 Mar 2026	Grove Methodist Church Town Street Horsforth Leeds LS18 4RJ	Installation of roof mounted solar panels	
26/00981/FU	Wed 18 Feb 2026	Tue 14 Apr 2026	Provincial Building 42 Town Street Horsforth Leeds LS18 4AP	New shop front with roller shutter, creation of new entrance. Replacement windows and removal of side entrance	
26/00585/FU	Wed 11 Feb 2026	Fri 20 Mar 2026	6 Clarence Road Horsforth Leeds LS18 4LB	Rooflights and solar panels to front	
26/01192/FU	Fri 27 Feb 2026	Tue 14 Apr 2026	36 Hawksworth Road Horsforth Leeds LS18 4JP	Dormer window to the side	
26/01268/FU	Wed 04 Mar 2026	Tue 14 Apr 2026	Woodlands DIY Superstore Station Road Horsforth Leeds LS18 5NZ	Single storey rear extension to existing class E unit; addition of windows to front; internal works to form mezzanine	
26/01267/FU	Wed 04 Mar 2026	Fri 03 Apr 2026	56 Rawdon Road Horsforth Leeds LS18 5EW	Conversion of garage into habitable room space with patio doors/windows replacing garage doors to rear; single storey rear extension to existing utility room to rear forming double garage and first floor rear extension with gable end roof	
26/01274/FU	Thu 05 Mar 2026	Fri 03 Apr 2026	4 Mackintosh Avenue Horsforth Leeds LS18 4FR	Conversion of garage to habitable room; rooflight and new window to side	

26/01080/FU	Fri 06 Mar 2026	Mon 30 Mar 2026	52 Rawdon Road Horsforth Leeds LS18 5EW	Change of use of the existing annex to a dwelling with new vehicular access and car parking.	
26/00989/FU	Wed 04 Mar 2026	Thu 05 Mar 2026	28 Weavers Close Horsforth Leeds LS18 4GL	Conversion of garage to habitable room	

Item 7
Planning appeals & planning appeal decisions after 02.02.2026

Application number	Address location	Details	HTC comments on application	Appeal ref	Procedure	Deadline to withdraw comments	Deadline for further comments	Appeal outcome
25/04938/FU	The Bungalow Farm Scotland Lane Horsforth West Yorkshire LS18 5SF	Demolition of existing buildings, amendment of levels and construction of new build dwelling and associated landscaping.	Horsforth Town Council objects to this application due to the character of the building not being in-keeping with those in the surrounding area. Scale of the works is also of soe concern.	APP/N4720/W/25/33759 37	written reps	24.12.2025	24.12.2025	Appeal dismissed

25/06405/FU	3 West End Drive Horsforth Leeds LS18 5JR	Two storey side and rear extension including increased ridge height, integral garage and rooflights to front and rear; new porch and entrance door to front; new pedestrian and vehicular access and gates including dropped kerb; demolition of existing garage	Horsforth Town Council objects to the application. The proposed development is not in keeping with other properties in the area and it is an over-development of the site.	6004023	written reps		NA	Appeal closed for comment. Awaiting site visit.
-----------------------------	---	--	--	-------------------------	-----------------	--	----	---

25/04835/FU	Westfield North Road Horsforth LS18 5HG	Demolition of garage, conservatory, porch, rear extension, and stable block; part two storey, part single storey wraparound extension to front, side and rear including a new double garage with balcony over; balcony with glass balustrade to side at first floor; remodel of driveway to side; dormer window to rear, rooflights to front	<p>The Town Council objects to this application due to the substantial increase in building mass. The development runs counter to adopted Horsforth Neighbourhood Plan policy BE4 as it fails to reflect the general, traditional pattern of buildings within the North Road heritage area (within which the property sits), as the development will substantially increase the scale of the building in contrast to others.</p> <p>Additionally, while it is difficult to conclusively assess from the plans, the Town Council has concerns that the demolition of the rear outbuilding may lead to loss of a potentially historic building. This, if correct, again runs counter to policy BE4</p>	6004587	written reps		17.03.2026	Open for comments
-----------------------------	---	--	--	-------------------------	-----------------	--	------------	----------------------

**Item 8
Planning enforcements**

No planning enforcements

**Item 9
Temporary event notices**

Reference	Address	Event dates	Activities	Activities dates & times	Last date for representations	Notice type/comments
TEN/007419	Big Scoffs Diner, 79 New Road Side, Horsforth, Leeds LS18 4QD	13/03/2026 - 15/03/2026	The sale by retail of alcohol	13/03/2026 10:00 - 23:00 14/03/2026 10:00 - 23:00 15/03/2026 10:00 - 23:00	09/03/2026	Late Temporary Event Notice - Notice Accepted Comments - Mother's Day Weekend
TEN/007401	The Tavern, 16 - 18 Town Street, Horsforth, Leeds LS18 4RJ	07/03/2026 - 08/03/2026	The sale by retail of alcohol	07/03/2026 23:00 - 23:59 08/03/2026 00:00 - 01:00	04/03/2026	Late Temporary Event Notice - Notice Accepted Comments - Dj night with pay bar
TEN/007368	Trinity And All Saints College, Brownberrie Lane, Horsforth, Leeds	18/03/2026 - 18/03/2026	The sale by retail of alcohol	16:00 - 22:30	26/02/2026	Normal Temporary Event Notice - Notice Accepted Comments - Cash bottle bar to be available from the coffee shop in the reception area for an awards night
TEN/007364	West End Primary School, West End Lane, Horsforth, Leeds, LS18 5JP	27/03/2026 - 27/03/2026	The sale by retail of alcohol The provision of regulated entertainment	17:30 - 19:30	25/02/2026	Normal Temporary Event Notice - Notice Accepted Comments - The event is one of the school's periodic discos, with a DJ, a pay bar serving alcohol to parents, tuck shop, sale of hot food and novelties for sale. Attendees are school pupils and family members.

TEN/007335	Big Scoffs Diner, 79 New Road Side, Horsforth, Leeds LS18 4QD	26/02/2026 - 26/02/2026	The sale by retail of alcohol	19:00 - 23:00	19/02/2026	Late Temporary Event Notice - Notice Accepted Comments - We are hosting a "Hot wings challenge". It starts sweet and works it way up to really spicy over 10 different wings and sauces.
------------	---	-------------------------	-------------------------------	---------------	------------	--

Premises Licence or Club Premises Certificate applications

Reference	Premises name and address	Application type	Description of application	Last date for representations	Case officer
PREM/05709/001	Big Scoffs Diner, 79 New Road Side Horsforth Leeds LS18 4QD	New application	This is a small (30 cover) established Diner looking to add the sale of pre-packaged alcohol to its offer. Primarily sold with meals Proposed licensable activities: Sale by retail of alcohol Every Day 07:00 - 22:30 Alcohol sold for consumption on and off the premises Proposed opening times: Every Day 07:00 - 23:00	19/03/2026	Leesa McLaughlin