



Horsforth Town Council | The Stables | 2 Church Road | Horsforth | Leeds | LS18 5LG  
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**Minutes of planning, licensing and traffic committee held at 7.00pm on Thursday,  
19<sup>th</sup> March at The Stables, 2 Church Road, Horsforth, Leeds LS18 5LG**

**Members Present:** Cllr, A Goulden (Chair)  
Cllr Dave Brosnan  
Cllr John Garvani  
Cllr Richard Hardcastle  
Cllr Eddie Hyndes

**In attendance:** Steph White – Administrative Assistant  
One member of the public

**PLT/25.127 TO RECEIVE APOLOGIES AND TO CONSIDER THE REASON FOR ABSENCE**

Apologies received from Cllr E Bromley and her reason accepted.

**PLT/25.128 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

None declared.

**PLT/25.129 TO CONSIDER QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC AT THE CHAIRMAN'S DISCRETION**

One member of the public was present to discuss application [26/01356/FU](#) – the installation of Solar Panels to the South Nave Roof Slope at St James' Church.

**PLT/25.130 MINUTES OF THE PREVIOUS MEETING**

**Resolved:** To approve the minutes of the meeting held on Thursday 12<sup>th</sup> February 2026 with an amendment to include Cllr E Bromley's apologies.

**PLT/25.131 LEEDS CITY COUNCIL PLANNING DECISIONS**

The planning decisions were noted.

**PLT/25.132 NEW PLANNING APPLICATIONS**

**132.1** To note the planning applications received since the meeting held on 12<sup>th</sup> February 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.

**132.2** 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/25.133      PLANNING APPEALS AND PLANNING APPEAL DECISIONS**

Noted.

**PLT/25.134      PLANNING ENFORCEMENT**

Noted.

**PLT/25.135      LICENSING APPLICATIONS**

**To consider applications received since the last meeting.**

The planning applications were noted.

**PLT/25.136      TRAFFIC**

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

**136.1      Complaints**

**To discuss the complaint received regarding an ongoing issue of parking on Back Lane resulting in property damage.**

The office forwarded on the complaint to the city councillors and informed the resident that the councillors have been consulted.

**Action:** A letter to be submitted to the police informing them of the matter. Cllr A Goulden to draft a letter with the office.

**136.2      Traffic schemes**

**To consider the pedestrian safety scheme proposed for North Broadgate Lane.**

**ACTION:** Horsforth Town Council supports this scheme. Cllr A Goulden to draft a letter with the office.

**136.3      Speed indicator device (SID) updates and any data**

No update.

**136.4      Mobile SID update**

The council currently have access to a mobile SID device. It has been used on Stanhope Drive so far. The council has access to it for longer than originally thought.

**ACTION:** Cllr D Brosnan to provide data and photographs to be published by the office. The committee to work out some different times and areas to use the SID to provide data across different areas of Horsforth.

**PLT/25.137      LEEDS BRADFORD AIRPORT (LBA)**

**To consider the following and agree any necessary action:**

**137.1      To consider submitting evidence to LCC as part of application reference [26/00926/CLE](#).**

No evidence to support the application.

**137.2      Leeds Bradford Airport Consultative Committee**

No update.

**137.3      Any other matters relating to Leeds Bradford Airport (LBA)**

No update.

**PLT/25.138      NEIGHBOURHOOD PLAN**

**138.1 To review the minutes and updated milestones from the latest neighbourhood plan working group. See agenda pack.**

Noted.

**138.2 To receive an update about the community actions and progress.**

**RESOLVED:** To delegate to Cllr A Goulden for update and agree at the next planning, licensing and traffic committee on 16<sup>th</sup> April 2026.

**138.3 To note that the town council were unable to submit a response to the consultation regarding the Leeds North West Employment Hub as the deadline had passed.**

Noted.

**PLT/25.139 LEEDS CITY COUNCIL CORE STRATEGY AND SITE ALLOCATION PLAN**

No update.

**PLT/25.140 TO CONSIDER CORRESPONDENCE RECEIVED AND AGREE ANY NECESSARY ACTION**

**140.1 To discuss the correspondence received regarding a damaged roundabout on between Drury Lane and Broadway.**

**RESOLVED:** The office forwarded on the correspondence to the city councillors and informed the resident that the councillors have been consulted.

**PLT/25.141 MATTERS FOR INFORMATION**

**141.1 To consider the application types the PL&T committee review at committee meetings.**

Resolved: The committee to review and comment on certificate of proposed lawful development, discharge of condition and display adverts applications going forwards. The office to liaise with Ian McKay for advice.

**141.2 To review application [25/03244/FU](#) to determine if planning conditions were breached.**

**RESOLVED:** To refer to next PL&T committee meeting on 16<sup>th</sup> April 2026.

**141.3 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.**

**ACTION:** The application has been reported to planning enforcement. Office to keep the committee updated on any progress.

**141.4 ONGOING 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. Office followed up, to update on any progress.**

The city councillors have requested for different statistics but have yet to get an update. It was noted that Hall Lane is getting worse for over parking and blocking of the road.

**141.5 To consider and agree the town council's position regarding development on the Cragg Hill Quarry site.**

**RESOLVED:** The council has no official position on the development. The committee agreed to the position statement as proposed and agreed to pass this on for ratification at the next full council meeting on 26<sup>th</sup> March 2026.

**141.6 To consider and agree whether to request support from Environmental Health relating to light pollution from a digital advertising board installed as part of [24/00327/ADV](#).**

**ACTION:** The office to refer to environmental health.

**PLT/25.142 ITEMS FOR FUTURE AGENDAS**

Item PLT/25.141.2: To review application [25/03244/FU](#) to determine if planning conditions were breached.

**PLT/25.143 DATE OF THE NEXT MEETING**

**Next meeting of the Committee: 16<sup>TH</sup> April 2026**

**Deadline for agenda items: 6<sup>th</sup> April 2026**

The meeting dates were noted.

The meeting concluded at 20:33.

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

**Appendix 1 - Minute No. PLT/25.132.2 – comments on new planning applications**

Reference	Application validated	Deadline for comments	Address	Proposal	HTC Response
<a href="#">26/00721/FU</a>	Thu 12 Feb 2026	Fri 20 Mar 2026	Grove Methodist Church Town Street Horsforth Leeds LS18 4RJ	Installation of roof mounted solar panels	Horsforth Town Council supports this application on the grounds that the installation of the solar panels will enhance the community and help meet the targets of Leeds City Council's net zero policy. The council also believes the development will enhance the neighbourhood plan policy CFS1: protection and enhancement of community facilities.

<a href="#">26/00981/FU</a>	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	Horsforth Town Council objects to this application on the concerns over the proposed existing timber window to be replaced with UPVC window. The council would also like to propose that any signage be non-illuminated. The council references policy BE1: Horsforth character areas - development and design for Town Street, conservation area in the Horsforth neighbourhood plan.
<a href="#">26/00585/FU</a>	Wed 11 Feb 2026	Fri 20 Mar 2026	6 Clarence Road Horsforth Leeds LS18 4LB	Rooflights and solar panels to front	Horsforth Town Council neither supports nor objects to this application however would like to comment that the construction materials are not listed on the plan and would like clarification of the materials of construction used.
<a href="#">26/01192/FU</a>	Fri 27 Feb 2026	Tue 14 Apr 2026	36 Hawksworth Road Horsforth Leeds LS18 4JP	Dormer window to the side	Horsforth Town Council neither supports nor objects to this application.
<a href="#">26/01268/FU</a>	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	Horsforth Town Council neither supports nor objects to this application.
<a href="#">26/01267/FU</a>	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/widows 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	Horsforth Town Council neither supports nor objects to this application.

<a href="#">26/01274/FU</a>	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	Horsforth Town Council neither supports nor objects to this application.
<a href="#">26/01080/FU</a>	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.	Horsforth Town Council neither supports nor objects to this application.
<a href="#">26/00989/FU</a>	Wed 04 Mar 2026	Thu 05 Mar 2026	28 Weavers Close Horsforth Leeds LS18 4GL	Conversion of garage to habitable room	Horsforth Town Council neither supports nor objects to this application.
<a href="#">26/01356/FU</a>	Mon 09 Mar 2026	Tue 14 Apr 2026	St James Church Low Lane Horsforth Leeds LS18 5QW	Installation of Solar Panels to the South Nave Roof Slope	Horsforth Town Council supports this application. Whilst the council recognise the potential harm to a listed building, the council believe that the benefits outweigh the harm. These benefits include the generation of zero carbon electricity in line with a recognised climate emergency, as well as the potential long-term reduction in energy bills, whilst potentially making the building more readily available for use in the community. The council believes this will help safeguard and potentially improve an important community facility (recognised in adopted neighbourhood plan policy CFS1).