



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

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Planning, Licensing & Traffic Committee Minutes
Thursday 18th September 2025 at 7pm
Horsforth Museum, 5 The Green, Horsforth, Leeds LS18 5JB

Present: In Chair – Chair Cllr A Goulden
R Jones (substitute for Cllr J Garvani), E Hyndes and A Radford

In attendance: Administration Assistant Steph White.

PLT/25.42 To receive apologies for absence and to consider the reason for the absence

Apologies received from Cllrs D Brosnan, B Cousins, J Gavarni and R Hardcastle and their reasons were approved.

PLT/25.43 Declaration of Disclosable Pecuniary and other Interests

None declared.

PLT/25.44 To consider questions and comments from members of the public at the Chairman's discretion.

No members of the public were in attendance.

PLT/25.45 Minutes of the previous meetings

Resolved to approve the minutes of the meeting held on Thursday 14th August 2025.

PLT/25.46 Leeds City Council Planning Decisions

The planning decisions were noted.

PLT/25.47 New Planning Applications

46.1 To note the planning applications received since the meeting held on 14th August 2025 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.

46.2 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/25.47 Planning Appeals & Planning Appeal Decisions

Appeals were noted.

PLT/25.48 Planning Enforcement

No planning enforcements to note.

PLT/25.49 Licensing Applications

The licensing applications were noted.

PLT/25.50 Traffic

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

50.1 Complaints

None to report.

50.2 Traffic schemes

None to report.

50.3 Speed indicator device (SID) updates and any data

A minimum of two people is needed to operate a temporary SID. To decide who can attend a training session and operate the temporary SID.

Cllrs Goulden and Hyndes volunteered to take part in the training session. Steph White to make the arrangements once we know what dates are available.

PLT/25.51 Leeds Bradford Airport (LBA)

To consider the following:

51.1 Leeds Bradford Airport Consultative Committee

Cllr R Jones gave an update. Leeds City Council will not proceed with legal action until resolved. For approximately 18 months. Leeds Bradford Airport states they are flying under their quota and are applying for larger routes. There is no guarantee that they will win.

51.2 Leeds Bradford Airspace Change – to receive and note updates (if any)

Doncaster Sheffield Airport will likely not be opening for five years. It was agreed to take this item off the agenda until more updates are received.

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

The possibility of the flight path moving was noted. Steph White to ask Cllr Dowling to share the minutes.

PLT/25.52 Neighbourhood Plan.

The Neighbourhood Plan working group met on 9th September 2025. Chair of the working group Cllr Goulden gave an update. See appendix 2 for the full minutes of the meeting.

PLT/25.53 Leeds City Council Core Strategy and Site Allocation Plan

The Local Plan consultation have been considered, approved and submitted to Leeds City Council.

PLT/25.54 To consider correspondence received and agree any necessary action

54.1 To consider informing the Scoping Opinion for proposed development EN0110023 - Calderdale Energy Park.

It was decided that Horsforth Town Council would give no comment.

54.2 To consider giving comment on the Local Transport Plan.

It was decided that this does not directly affect us. More information is needed to find out who is putting the bid in. Agreed Cllr Jones to email Peter Carthill who knows more.

54.3 To consider the objection from a resident to planning application 25/04835/FU.

Horsforth Town Council considered this application and have objected. The resident has been contacted to inform them that an objection has been submitted.

PLT/25.55 Matters for information.

No matters for information.

PLT/25.56 Items for future agenda

No agenda items were requested.

PLT/25.57 Date of the next meeting

Next meeting of the Committee: 16th October 2025

Deadline for agenda items: 6th October 2025

The meeting dates were noted.

The meeting concluded at 8pm

Appendix 1 - Minute No. PLT/25.46.2 – comments on new planning applications

Reference	Application Validated	Deadline for comments	Address	Proposal	HTC Response
25/04171/FU	Mon 18 Aug 2025	Fri 19 Sep 2025	129 Town Street Horsforth Leeds LS18 5BL	Part demolition of existing rear extensions and balcony above; single storey rear extension; replacement windows to existing openings and amendment of a door to window at first floor rear; addition of roof light to rear	Horsforth Town Council neither supports nor objects to this application. The council has raised concerns over the windows. The council references policy BE1: Horsforth character areas, development and design in area 1: Town Street conservation area of the Neighbourhood Plan.
25/04715/FU	Wed 13 Aug 2025	Fri 19 Sep 2025	Station House Station Road Horsforth LS18 5NL	Partial demolition of existing outbuilding to rear; re-construction incorporating conversion to garden room	Horsforth Town Council neither supports nor objects to this application.
25/05241/FU	Mon 08 Sep 2025	Fri 03 Oct 2025	132 Hall Lane Horsforth Leeds LS18 5JQ	Conversion of garage to habitable room; new glazed porch to front; single storey extension to rear; new first floor side window	Horsforth Town Council neither supports nor objects to this application.
25/05163/FU	Wed 03 Sep 2025	Sun 28 Sep 2025	39 St Margarets Road Horsforth Leeds LS18 5BG	Single storey front extension, incorporating bay window and canopy to the front; Single storey rear extension and first floor side extension; Alterations to existing first floor rear window	Horsforth Town Council neither supports nor objects to this application.

25/05080/FU	Tue 09 Sep 2025	Thu 02 Oct 2025	132 Broadgate Lane Horsforth Leeds LS18 4BS	Single storey side and rear extension; hip to gable side extension including dormer window to rear and rooflights to the front; demolition of existing sunroom; removal of window to side elevation at first floor; canopy over the front door	Horsforth Town Council objects to this application due to the PVC cladding material not being in- keeping with other buildings in the area. The scale of the extension is also of concern.
25/04938/FU	Fri 22 Aug 2025	Wed 24 Sep 2025	The Bungalow Farm Scotland Lane Horsforth Leeds 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.
25/04650/FU	Wed 03 Sep 2025	Wed 01 Oct 2025	Flat 3 19 - 21 Station Road Horsforth Leeds LS18 5PA	Change of use of self-contained flat to a mixed use dwelling and short term holiday let	Horsforth Town Council objects to this application due the application going against Policy H6 of the Horsforth Neighbourhood Plan - housing type and mix. This application goes against this policy.



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Neighbourhood Plan Working Group Meeting Notes

10 September 2025 Online via Teams

Present: Cllr Goulden, Cllr Hardcastle, Cllr Wishart, Cllr Radford, Cllr Gains

1. Appoint a Lead

- a. Cllr Goulden was proposed by Cllr Wishart and seconded by Cllr Hardcastle. This was agreed.

2. Appoint a minute taker

- a. Cllr Goulden volunteered to take minutes. This was agreed

3. Apologies and reasons for absence

- a. Cllr Brosnan gave apologies and the reasons for absence were approved

4. Minutes of the previous meeting

- a. It was noted that the minutes issued were not from the most recent meeting. A meeting took place in April 2025. It was agreed to defer this item until the next meeting and Cllr Goulden would raise the issue with the office.
 - i. **ACTION:** Cllr Goulden to follow up on this issue with the office.

5. Review terms of reference

- a. The terms of reference were noted

6. Ongoing

- a. To consider attending Otley TC NPWG meeting
 - i. It was agreed to defer this item
- b. SAP and consultation dates
 - i. It was agreed that it would be useful to confirm the timescales for the remainder of the SAP process (particularly around the sites which have been allocated) as the review will need to consider this. **ACTION:** Contact LCC to establish these dates
 - ii. It was noted that the Neighbourhood Plan had proven very useful in formulating the TC response to the SAP consultation

7. Next steps

- a. **To review the previously considered grant**
 - i. There was no update on this item.
 - 1. **ACTION:** Cllr Goulden to follow up with the clerk to understand if the grant is still available.
- b. **To review and discuss the Community Actions in the Neighbourhood Plan**

- i. Future CIL allocations
 - 1. It was noted that the group responsible for CIL allocation had disbanded, as all remaining CIL has been allocated to 3 & 5 The Green. There was therefore no update.
 - ii. Feedback from the C&E Committee
 - 1. Cllr Gains was unable to attend the prior C&E committee meeting but Cllr Goulden had attended as substitute. There was no update at last week's meeting. C&E had reviewed the action list and approved the progress. There is action ongoing around hanging baskets and the biodiversity policy.
- c. To review the previously agreed milestones and target dates**
 - i. Cllrs reviewed the previously agreed milestones. Since the last meeting, we met the following milestones:
 - 1. Agree project plan/milestones
 - 2. Workshop to review SAP call for sites
 - 3. Review of progress of community actions against plan by C&E
 - 4. Review of progress of community actions against plan by PLT
 - ii. We have missed the following milestones:
 - 1. Workshop to review effectiveness of existing policies and suggest any amendments
 - a. Ian McKay had previously offered to run this workshop and this is covered by a later agenda item
 - iii. We are at risk of missing the following milestones:
 - 1. Identification of focus community actions for 2026/27 by C&E
 - a. **ACTION:** Ensure that this appears on the agenda for the next C&E meeting in December
 - b. **ACTION:** Cllr Gains to discuss this with Cllr Goulden to ensure that the aims of the milestones are met
- d. To consider information received from LCC including monitoring guidance**
 - i. We have had no update from Ian McKay since the last meeting, particularly on how the NP has been applied historically to planning decisions in the Horsforth area
 - ii. **ACTION:** Follow up with Ian McKay to understand progress of supplying this information.
- e. To review the Local Green Spaces application supplied by the Cragg Hill and Woodside Residents Group, and to consider submitting this to Mike Dando for review**
 - i. Cllrs discussed that Mike had previously offered to review the LGS application for free as a one-off. It was agreed to submit the LGS application to Mike for his feedback.
 - 1. **ACTION:** Submit application to Mike for feedback.
- f. To consider opportunities to obtain other Local Green Spaces applications from interested community groups**
 - i. It was agreed to defer this until the Site Allocation Plan consultation by LCC has completed – to avoid confusion.
- g. To receive an update on requesting a quote from Mike Dando**
 - i. No update was received.
 - 1. **ACTION:** Provide an update on this action as agreed in the April meeting.
- h. To agree a date for a workshop reviewing the NP policies as well as their effectiveness**
 - i. Cllrs expressed a desire to complete this workshop in the next 6-8 weeks but understood that this depended on the availability of a facilitator. It was suggested that the preference would be to use Ian McKay as he had offered his services for free here. However, it was raised that Mike Dando provides

independent advice. It was agreed that Ian should be approached in the first instance to ascertain if he was still able to offer the workshop and to determine his availability. It was also agreed that two quotes should be obtained from Mike, the first to facilitate a workshop, and the second to review the findings of any workshop facilitated by others.

1. **ACTION:** Approach Ian regarding a policy workshop session.
2. **ACTION:** Approach Mike to obtain a quotation to facilitate both a workshop session, and to review the outcome of any other workshop session.

8. To agree any other actions

- a. No actions were identified

9. Date of next meeting

- a. Cllr Goulden expressed a desire to continue meeting on a monthly basis due to concerns around the progress of the review. Cllr Goulden suggested a date in mid-October but agreed to send a Doodle poll to establish availability.