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Planning, Licensing & Traffic Committee Minutes
Thursday 16th October 2025 at 7pm
Horsforth Museum, 5 The Green, Horsforth, Leeds LS18 5JB

Present: In Chair – Chair Cllr A Goulden

Cllrs J Garvani and A Radford. Cllr G Garvani substitute for E Hyndes.

In attendance: Administration Assistant Steph White.

PLT/25.58 To receive apologies for absence and to consider the reason for the absence

Apologies received from Cllrs D Brosnan, E Bromley, B Cousins, R Hardcastle and E Hyndes.

PLT/25.59 Declaration of Disclosable Pecuniary and other Interests

None declared.

PLT/25.60 To consider questions and comments from members of the public at the Chairman's discretion.

No members of the public were in attendance.

PLT/25.61 Minutes of the previous meetings

Resolved to approve the minutes of the meeting held on Thursday 18th September 2025.

PLT/25.62 Leeds City Council Planning Decisions

The planning decisions were noted.

PLT/25.63 New Planning Applications

63.1 To note the planning applications received since the meeting held on 18th September 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.

63.2 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/25.64 Planning Appeals & Planning Appeal Decisions

There were no planning appeals to note.

PLT/25.65 Planning Enforcement

Planning enforcements were noted.

PLT/25.66 Licensing Applications

The licensing applications were noted.

PLT/25.67 Traffic

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

67.1 Complaints

To discuss the complaint received regarding displaced parking on Hall Lane and surrounding areas after the introduction of parking charges at Fink Hill car park.

Cllr J Garvani contacted the resident in capacity of City Councillor. It was agreed that Horsforth Town Council will write to Leeds City Council to express concerns of cars mounting pavements in order to pass parked cars. Horsforth Town Council Office and Cllr A Goulden to liaise.

67.2 Traffic schemes

None to report.

67.3 Speed indicator device (SID) updates and any data

Horsforth Town Council office to follow up on temporary SID loan and training.

No update on SID.

PLT/25.68 Leeds Bradford Airport (LBA)

To consider the following:

68.1 Leeds Bradford Airport Consultative Committee

To update the committee on Leeds City Council's position on the decision on the public inquiries in relation to flights at Leeds Bradford Airport.

Leeds Bradford Airport are applying to alter existing planning conditions to a noise quota in November 2025.

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

No updates.

PLT/25.69 Neighbourhood Plan.

69.1 To consider any updates and agree any necessary action.

Discuss the workshop options to review our neighbourhood plan policies and their effectiveness.

Ian McKay is offering a free workshop for the Neighbourhood Plan. The office to confirm 23rd October and to invite the Neighbourhood plan working group.

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

With regards to the community action investigating restrictions on betting and charity shops, and hairdressers, no mechanism currently exists and therefore it will not be possible to implement this as per the community action. However, with regards to the community action to extend Article 4 restriction on HMOs, Leeds City Council advised that it would be possible to do this if desired. The committee agreed to take no further action on this at this stage. It was agreed to update the community actions register to reflect findings.

PLT/25.70 Leeds City Council Core Strategy and Site Allocation Plan

No update.

PLT/25.71 To consider correspondence received and agree any necessary action

71.1 To discuss the Leeds City Council's cumulative impact assessment, aiming to protect four licensing objectives prevention of crime and disorder, public safety, prevention of public nuisance and protection of children from harm.

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

71.2 To discuss the consultation of renewal of the local development order permitting the development of a district heating network.

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

71.3 To discuss reporting litter outside the Black Bull pub on Town Street.

It was decided that the office and Cllr A Goulden to draft a letter to the chair of LCC's licencing committee (Cllr James Gibson) to highlight the littering and issue of broken glass outside

71.4 To discuss works on a property (application number 25/00793/CLP) potentially taking place without appropriate permission.

It was agreed that Horsforth Town Council will contact the planning enforcement team to bring this to their attention.

PLT/25.72 Matters for information.

It was agreed to monitor Leeds Bradford Airport planning applications.

PLT/25.73 Items for future agenda

No agenda items were requested.

PLT/25.74 Date of the next meeting

Next meeting of the Committee: 13th November 2025

Deadline for agenda items: 3rd November 2025

The meeting dates were noted.

The meeting concluded at 7:55pm

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

Appendix 1 - Minute No. PLT/25.63.2 – comments on new planning applications

Reference	Application validated	Deadline for comments	Address	Proposal	HTC response
25/05677/FU	Tue 30 Sep 2025	Fri 24 Oct 2025	25 Brownberrie Drive Horsforth Leeds LS18 5PP	Demolition of a single storey element to the rear and construction of a single storey side and rear extension; porch to front; removal of a canopy post to front	Horsforth Town Council neither supports nor objects to this application.
25/05604/FU	Wed 24 Sep 2025	Wed 22 Oct 2025	118 Victoria Mount Horsforth Leeds LS18 4PZ	Demolition of existing garage; single storey rear extension	Horsforth Town Council neither supports nor objects to this application.
25/05552/FU	Mon 22 Sep 2025	Sat 18 Oct 2025	17 Hall Park Garth Horsforth Leeds LS18 5LT	Removal of porch to form single storey extension to front and side	Horsforth Town Council neither supports nor objects to this application.

25/05323/FU	Tue 16 Sep 2025	Fri 31 Oct 2025	15 Woodway Horsforth Leeds LS18 4HY	Dormer window to rear and rooflights to front	Horsforth Town Council neither supports nor objects to this application.
25/05609/FU	Tue 07 Oct 2025	Wed 29 Oct 2025	Station House Calverley Lane Horsforth Leeds LS13 1NP	Single storey side extension for use of existing cattery business	Horsforth Town Council neither supports nor objects to this application.
25/05826/FU/NW	Wed 08 Oct 2025	Fri 31 Oct 2025	27 Victoria Drive Horsforth Leeds LS18 4PN	Single storey rear extension; demolition of existing garage to the rear; new porch to front; window to side replacing door	Horsforth Town Council neither supports nor objects to this application.
25/05838/FU/NW	Thu 02 Oct 2025	Thu 30 Oct 2025	2 King Edward Avenue Horsforth Leeds LS18 4BD	Two storey side extension including canopy; new patio doors to rear; new rooflight to rear	Horsforth Town Council objects to this application due to the materials used in a conservation area. Going against policy BE1 of the Horsforth Neighbourhood Plan character areas, development and design.
25/05701/LI	Fri 03 Oct 2025	Fri 31 Oct 2025	155 Town Street Horsforth Leeds LS18 5BL	Listed building application for replacement and refurbished doors and windows to existing openings throughout	Horsforth Town Council neither supports nor objects to this application. However, the council would like to point out that the materials used should be in-keeping with the building status.
25/05782/FU	Wed 08 Oct 2025	Fri 21 Nov 2025	Burlington Newlay Wood Drive Horsforth LS18 4LL	Demolition of single storey rear extension; new steps and balustrade to rear; new windows to side at first floor and ground floor; new windows to front at first floor; new roof lights to front and rear; new door to utility and bifold doors at, ground floor	Horsforth Town Council neither supports nor objects to this application. However, the council would like to point out that the materials used should be in-keeping with the building status.