



KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney
Town Clerk to the Town Council
20 September 2022

Email: townclerk@keighley.gov.uk

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **Planning Committee** which will be held at Keighley Civic Centre, North Street, Keighley, BD21 3RZ on **Tuesday 27 September 2022 at 6pm.**

Mr. Joe Cooney
Town Clerk

COMMITTEE MEMBERSHIP

| | |
|--------------------------------|--------------------------------|
| | Cllr M. Dowse |
| Cllr C. Graham – Vice Chairman | Cllr K. Hussain |
| Cllr C. Abberton | Cllr J. Lawless |
| Cllr J. Akhtar | Cllr M. Walker |
| Cllr A. Clark | Mayor/Deputy Mayor– Ex Officio |
| Cllr P. Corkindale | |

*Committee Terms of Reference are contained within the Scheme of Delegation.

ADJOURNMENT FOR PUBLIC PARTICIPATION

Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting:

- Members of the public wishing to speak are to have given three working days' notice to the Town Clerk; this may be waived at the Chairman's discretion.
- Any member of the public shall not speak for more than five minutes.
- In the event of more than three members of the public wishing to address the Council then priority will be determined by the Chairman, based on subject matter.
- A question asked by a member of the public during Public Participation shall not require a response or debate during the meeting though the Chairman may direct that a written response will be provided after the meeting.

Recording at Council Meetings is allowed at Council, committee and sub-committee meetings which are open to the public, subject to:- (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and (ii) compliance with the Town Council's Recording of Meetings Policy. Anyone wishing to record must contact the Town Clerk prior to the start of the meeting. Any recording must be conducted openly and not in secret.

AGENDA

1. Election of a Chairman – For Decision

To elect a Chairman for the remainder of the 2022/23 Municipal year.

2. Apologies for absence

Members are asked to receive apologies of absence for this meeting.

3. Declarations of Interest

To receive declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and the relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring Officer.

- i) Declarations of Interest from Members
- ii) Declarations of Interest from Officers

4. Public Question Time and Participation

Members of the public are advised that they are welcome to ask questions about items on the Agenda. It is not always possible to give a verbal response at the meeting and questions may receive a written reply. No resolution can be made under this item.

Questions should relate to matters of Town Council policy or practice and not relate to the individual affairs of either the questioner or any other named person.

5. Minutes – For Decision

Members are asked to approve the minutes of the Planning Committee held on Tuesday 26 July 2022.

Copy attached

6. Committee comments on Planning Applications – For Decision

Members are asked to consider and comment on the following:

- i) New applications

| No. | Application | Description | Location |
|-----|--------------|--|---|
| 1. | 22/03732/FUL | Alterations to existing elevations to include new shop front entrance, new basement windows at rear and rooflights to front and rear of building | 11 - 17 Cavendish Street Keighley West Yorkshire BD21 3RB |

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| 2. | 22/03922/HOU | Construction of front and rear dormer windows. | 43 Cliffe Street Keighley West Yorkshire BD21 2ES |
| 3. | 22/03576/OUT | Outline application for residential development of land for upto 9 dwellings requesting consideration of access | Land 404492 438794 Goose Cote Lane Keighley West Yorkshire |
| 4. | 22/03886/HOU | Erection of an outbuilding to be used as a garage/office space | 12 Cranleigh Mount Keighley West Yorkshire BD21 1LU |
| 5. | 22/03907/HOU | Two storey side extension | 42 Hollins Lane Keighley West Yorkshire BD20 6LT |
| 6. | 22/03986/HOU | Proposed front and rear dormer windows | 10 Ward Street Keighley West Yorkshire BD21 1JE |
| 7. | 22/03944/HOU | Double storey rear extension; front porch extension; retained parking space | 25 Dunkirk Rise Riddlesden Keighley West Yorkshire BD20 5DR |
| 8. | 22/03923/HOU | Replacing polycarbonate roof with new natural slate roof construction. New pier construction and doors along with new external doors and windows. | Old Mill House Laycock Lane Laycock Keighley West Yorkshire BD22 0PR |

ii) Applications Granted

| Application | Description | Location | Committee response |
|--------------------|--|---|--|
| 21/06130/FUL | Steel frame unit to existing builders yard | The Old Stone Yard Alkincote Street Keighley West Yorkshire BD21 5JT | Keighley Town Council has no objection to the application and recommends approval |
| 22/00527/HOU | Proposed two story extension to the rear | 5 Millstream Close East Morton Keighley West Yorkshire BD20 5QG | Keighley Town Council has no objection to the application and recommends approval. |
| 22/00558/HOU | Two storey side and rear extension | 7 Moor View Grove Long Lee Keighley | Keighley Town Council objects to this application on |

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| | | West Yorkshire BD21 4RR | the grounds it is overdevelopment on the proposed site. |
| 22/00864/FUL | Formation of three residential units above existing ground floor unit; internal changes to ground floor unit and external changes to elevations including installation of flue; formation of parking with external landscaping changes | Former 73 Bradford Road Riddlesden Keighley West Yorkshire BD21 4EZ | Keighley Town Council has no objection to the application and recommends approval. |
| 22/01165/FUL | Construction of detached 2 bedroom dwelling | Garden To Side Of 21 Sykes Head Keighley Road Oakworth Keighley West Yorkshire BD22 7EN | Keighley Town Council has no objection and recommends approval |
| 22/01258/VOC | Variation of condition 14 (hours of opening) of planning permission 06/02132/FUL to increase hours of operation/trading hours to 7:00am to 6:00pm Mondays to Fridays, 7:00am to 4:00pm on Saturdays, 08:00 to 4:00pm on Bank or Public Holidays. The premises shall not be used on Sundays | Jewsons Royd Ings Avenue Keighley West Yorkshire BD21 4BZ | Keighley Town Council has no objection and recommends approval |
| 22/01422/HOU | Single storey rear extension to existing garage. Infill of existing rebate to rear elevation to form open plan living and dining area. | 7 Ridgeway Mount Keighley West Yorkshire BD22 6LY | Keighley Town Council has no objection and recommends approval |
| 22/01880/HOU | Double storey side and single storey rear extension | 251 Highfield Road Keighley West Yorkshire BD21 2RN | Keighley Town Council has no objection and recommends approval |

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| 22/02007/FUL | Conversion of 1 flat to 3 flats | Flat Above 102 Cavendish Street Keighley West Yorkshire BD21 3DE | Keighley Town Council has no objection and recommends approval |
| 22/01686/FUL | Conversion of existing basement to create commercial space (use class E, F2a & Suis Generis). With associated works including excavation works to create a separate entrance and new access stairs. | 14 Devonshire Street Keighley West Yorkshire BD21 2DG | Keighley Town Council has no objection and recommends approval |
| 22/02404/HOU | Two storey side extension and new hardstanding to front for additional parking | 27 Pasture Avenue Oakworth Keighley West Yorkshire BD22 7QF | Keighley Town Council is concerned the proposed development is overdevelopment of the site and bring the building too close to the site boundary. Therefore, the council recommends refusal. |
| 22/02561/HOU | Alterations and construction of new front garage and first floor extensions (resubmission) | 10 Highfield Close East Morton Keighley West Yorkshire BD20 5SG | Keighley Town Council has no objection and recommends approval |
| 22/02605/HOU | Construction of dormer window to front, replacement dormer to rear and minor hips to extension of gables. | 190 Highfield Lane Keighley West Yorkshire BD21 2HU | Recommend refusal due to the negative impact on the street scene |
| 22/02621/HOU | Single storey rear extension and garage conversion | 17 Epworth Place Oakworth Keighley West Yorkshire BD22 7ST | Keighley Town Council has no objection and recommends approval |
| 22/02158/FUL | Demolition of existing agricultural | Moorlands Farm Upwood Lane East | Keighley Town Council has no |

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| | building and construction of block of 4 garages | Morton Keighley West Yorkshire BD20 5TX | objection and recommends approval |
| 22/02598/HOU | Double storey side extension to replace existing single garage | 42 Providence Crescent Oakworth Keighley West Yorkshire BD22 7QT | Keighley Town Council has no objection and recommends approval |
| 22/01616/FUL | Conversion of existing offices into 5 HMOs units and 1 bedroom apartment | 23 Devonshire Street Keighley West Yorkshire BD21 2BH | Keighley Town Council has no objection and recommends approval |

iii) Applications Refused

| Application | Description | Location | Committee response |
|--------------------|---|---|--|
| 22/01104/HOU | Construction of a two storey rear extension | 5 River Mount Bradford Road Riddlesden Keighley West Yorkshire BD21 4ES | Keighley Town Council has no objection to the application and recommends approval. |
| 22/01385/FUL | Construction of detached eco dwelling | Land North West Of New House Farm Sykes Lane Oakworth Keighley West Yorkshire | Keighley Town Council has no objection and recommends approval |
| 22/02302/HOU | Proposed roof to be raised plus front and rear dormers and two storey side and single storey front and rear extension | 7 Maple Grove Keighley West Yorkshire BD20 6TY | Keighley Town Council is concerned the proposed development is overdevelopment of the site and recommends refusal |
| 22/02338/HOU | Two storey side extension and reformation of existing landscaping (resubmission) | 2 Barley Cote Cottages Barley Cote Road Riddlesden Keighley West Yorkshire BD20 5PY | Keighley Town Council is concerned about the insufficient sight lines to access the site and believes a highway report should be obtained, therefore, the town council |

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| | | | recommends refusal. |
| 22/02300/HOU | Double storey side extension; partial loft and garage conversion | Bilberry Cottage 87 Banks Lane Riddlesden Keighley West Yorkshire BD20 5DN | Keighley Town Council has no objection and recommends approval |
| 22/02479/HOU | Two storey rear extension | 8 Laycock Lane Laycock Keighley West Yorkshire BD22 0PP | Keighley Town Council recommend refusal due to the negative impact on the Conservation Area |

iv) Applications Withdrawn

| Application | Description | Location | Committee response |
|--------------------|---|--|---|
| 22/01880/HOU | Double storey side and single storey rear extension | 251 Highfield Road Keighley West Yorkshire BD21 2RN | Keighley Town Council requests this application is to be referred to planners due to concerns to the siting of windows overlooking the neighbouring property and the scale of the overall development |
| 22/01838/HOU | Two storey side and single storey front porch extension | 1 Sefton Place Keighley West Yorkshire BD21 3BD | Keighley Town Council doesn't object to the application in principle but it is concerned about the proposed size and scale of the side extension |

v) Following Enforcement Notice

| Application | Description | Location | Committee response |
|--------------------|--|---|--|
| 22/02198/FUL | Retention of one static caravan as an agricultural workers dwelling, two stable blocks, one chicken hut and one animal | Chestnut Acres Slaymaker Lane Oakworth Keighley West Yorkshire BD22 7EU | Keighley Town Council has no objection and recommends approval |

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| | stall, access track and part hardstanding. | | |
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vi) Planning Appeals

a.

Notice of Appeal

Appeal by: Mr Dayne Ward

Address: 6 Sunny Hill Grove Keighley West Yorkshire BD21 1RU

Proposal: Fence to front (retrospective)

Appeal Number: 22/00106/APP/10U

Inspectorate Reference Number: APP/W4705/D/22/3305429

Start Date: 25.08.2022

7. Delegation of comments on Planning Applications

| Application | Description | Location | Committee response |
|--------------|---|--|--|
| 22/02664/FUL | Single storey extension to an existing commercial garage (retrospective). | Former David Moore Haulage Unit 2 Worth Way Keighley West Yorkshire BD21 5JP | Keighley Town Council no objection and recommend approval |
| 22/03176/CLP | The application is to enlarge the height of one window on the front elevation ground floor by 280 mm. | 10 Hamworth Drive Oakworth Keighley West Yorkshire BD22 0DS | Keighley Town Council no objection and recommend approval |
| 22/02975/HOU | Single storey rear kitchen extension, internal reconfiguration, new patio doors from Dining Room, new side door to garage and formation of paved terraces to garden. | 17 Branby Avenue East Morton Keighley West Yorkshire BD20 5WG | Keighley Town Council no objection and recommend approval |
| 22/03031/LBC | Replace the existing non original timber double glazed windows to the rear elevation & the rear | 13 Hainworth Keighley West Yorkshire BD21 5QH | Keighley Town Council no objection and recommend approval |
| 22/02889/FUL | Conversion of a derelict 4 story residential property into two separate residential units. The basement is accessed directly from the rear of the property and will form one self-contained flat. Change of | 306 Skipton Road Keighley West Yorkshire BD20 6AT | Subject to satisfactory conclusion of the issues raised by Housing Standards, Keighley Town Council has no |

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| | use of ground, first and second floors from C3 to C4 (4 bedroom HMO) | | objection to this application. |
| 22/03203/HOU | Single storey rear extension | 55 Low Fell Close Keighley West Yorkshire BD22 6ER | Keighley Town Council no objection and recommend approval |
| 22/02985/FUL | Single storey warehouse extension to rear of property and revised garage proposals with full second storey, external stairs and balcony. | Octagon House Bradford Road Sandbeds Keighley West Yorkshire BD20 5LY | Keighley Town Council no objection and recommend approval |
| 22/03127/HOU | Installation of door to rear of garage and disabled ramp. | 2 Greensyke Cottages Pole Road Laycock Keighley West Yorkshire BD22 0FE | Keighley Town Council no objection and recommend approval |
| 22/03233/HOU | Proposed front and rear dormer windows. | 144 Highfield Lane Keighley West Yorkshire BD21 2HU | Keighley Town Council no objection and recommend approval |
| 22/03108/FUL | Installation of CCTV camera | 36 North Street Keighley West Yorkshire BD21 3SE | Keighley Town Council no objection and recommend approval |
| 22/03270/HOU | Single storey rear extension and front two storey glass porch | 9 Glenlyon Drive Keighley West Yorkshire BD20 6LL | Keighley Town Council no objection and recommend approval |
| 22/03277/HOU | Garage conversion, addition of two roof lights to the garage roof and changes to fenestration | 2 Hartleys Square East Morton Keighley West Yorkshire BD20 5TN | Keighley Town Council no objection and recommend approval |
| 22/03136/HOU | First floor extension to existing ground floor room at rear | 118 North Dean Road Keighley West Yorkshire BD22 6QX | Keighley Town Council no objection and recommend approval |
| 22/03318/HOU | Barn restoration. New front porch, external store and interior modifications | The Barn Clough Bank Lane Laycock Keighley West Yorkshire BD22 0PZ | Keighley Town Council no objection and recommend approval |

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| 22/03330/HOU | Proposed single storey extension | 1 Glatton Drive Keighley West Yorkshire BD22 7FD | Keighley Town Council no objection and recommend approval |
| 22/03337/HOU | Two storey rear extension and formation of new dormer on line of existing on front elevation | 5 Cliffestone Drive East Morton Keighley West Yorkshire BD20 5RR | Keighley Town Council no objection and recommend approval |
| 22/02895/FUL | Conversion of existing detached garage into Holiday Cottage and creation of additional access and off street parking for existing dwelling | Farways Oldfield Lane Oldfield Keighley West Yorkshire BD22 0HZ | Keighley Town Council no objection and recommend approval |
| 22/03324/HOU | Front and rear dormer windows | 144 Devonshire Street Keighley West Yorkshire BD21 2QJ | Keighley Town Council no objection and recommend approval |
| 22/03340/HOU | Two storey extension to side and single storey extension to the rear (resubmission) | 20 High Spring Gardens Lane Keighley West Yorkshire BD20 6JS | Keighley Town Council no objection and recommend approval |
| 22/03369/HOU | Single storey rear extension | 61 Greystones Drive Keighley West Yorkshire BD22 7AL | Keighley Town Council no objection and recommend approval |
| 22/03367/HOU | Side extension. Existing drive/parking increased in width to 5.0m - permeable surface - note existing vehicular access - ie not increased in width | 51 Providence Crescent Oakworth Keighley West Yorkshire BD22 7QU | Keighley Town Council no objection and recommend approval |
| 22/03223/FUL | Change of Use from retail (GF) and offices (1st & 2nd) into a bar on ground and first floors with staff accomodation and storage on the 2nd floor | 60 Low Street Keighley West Yorkshire BD21 3PT | Keighley Town Council no objection and recommend approval |
| 22/03240/FUL | Change of use of storage unit (B8 Use Class) into 6No dark kitchen units (Sui Generis) with external alterations to provide | Former Storage Unit Russell Street Keighley West Yorkshire BD21 2JP | Refer to planners to resolve highways issues |

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| | access to the basement and ground floor levels. | | |
| 22/02982/FUL | Change of use from ancillary accommodation to a separate residential dwelling | Gate House Lodge Highfield House Street Lane East Morton Keighley West Yorkshire BD20 5SE | Keighley Town Council notes this is an existing residential property that is seeking a technical change of use to a separate dwelling. In principal the Town Council has no objections subject to the previous planning conditions being correctly disposed of in relation to the future use of the property. |
| 22/02906/FUL | Construction of two new semi-detached dwellings on the land to the side of number 19 | Coppergate 19 Braithwaite Road Keighley West Yorkshire BD22 6PY | Keighley Town Council has concerns regarding the proposed application. The Town Council is concerned that the application would result in an overdevelopment of the site and will have an adverse effect on the Braithwaite village conservation area. For these reasons the town council recommends the application is refused. |
| 22/03263/HOU | Triple storey side extension (resubmission of 22/01817/HOU) | 12 Railway Street Keighley West Yorkshire BD20 6AQ | Keighley Town Council has concerns the proposed development would result in the site being overdeveloped having a negative impact on the street scene. For this reason the |

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| | | | town council is minded to recommend the application be refused. |
| 22/03071/FUL | Demolition of existing stable and construction of new stable block building in new location | 4 Back Shaw Farm Back Shaw Lane Keighley West Yorkshire BD21 5QU | Keighley Town Council no objection and recommend approval |
| 22/02412/FUL | Construction of nine houses and car parking | Land 403886 438232 Mytholmes Lane Haworth Keighley West Yorkshire | Keighley Town Council notes that at least some of the proposed site is Greenbelt and the town council is concerned about development within the Greenbelt. The town council is also concerned about the possible development with flood zone 3b, if the development is within the flood zone 3b, that would be in contravention of policy and as such the application should be refused. |
| 22/03450/HOU | Retrospective planning permission application for detached garage | Quarry Side Hill Top Road Hainworth Keighley West Yorkshire BD21 5QN | Keighley Town Council no objection and recommend approval |
| 22/03458/HOU | Proposed first floor side extension for special needs person. | 282 Oakworth Road Keighley West Yorkshire BD21 1RH | Keighley Town Council no objection and recommend approval |
| 22/03467/HOU | Proposed roof to be raised, front and rear dormers, two storey side and single storey front and rear extension. | 7 Maple Grove Keighley West Yorkshire BD20 6TY | Keighley Town Council is concerned about the scale of the development and the potential impact on the street scene. The |

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| | | | town council would be minded to recommend refusal. |
| 22/03177/FUL | Change of use of basement to one bedroom flat | 222 Skipton Road Keighley West Yorkshire BD20 6AA | Keighley Town Council is concerned about the scale of the development and the potential impact on the street scene. The town council would be minded to recommend refusal. |
| 22/03483/HOU | General refurbishment of the dwelling including alterations to fenestration and building upgrade to include renewable energy installation, heritage enhancements and building repair. | 9 Little Lane East Morton Keighley West Yorkshire BD20 5UQ | Keighley Town Council is concerned about the scale of the development and the potential impact on the street scene. The town council would be minded to recommend refusal. |
| 22/03405/HOU | Single storey rear extension | 24 High Spring Gardens Lane Keighley West Yorkshire BD20 6JS | Keighley Town Council is concerned about the scale of the development and the potential impact on the street scene. The town council would be minded to recommend refusal. |
| 22/03331/HOU | Installation of front and rear dormers | 8 Lord Street Keighley West Yorkshire BD21 3DB | Keighley Town Council no objection and recommend approval |
| 22/03554/HOU | Two storey side and rear extension, front and rear dormer with hip to gable | 81 Grange Crescent Riddlesden Keighley West Yorkshire BD20 5AH | Keighley Town Council no objection and recommend approval |
| 22/03447/FUL | Replacement of existing ATM | 36 North Street Keighley West | Keighley Town Council no objection and |

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| | | Yorkshire BD21 3SE | recommend approval |
| 22/03448/ADV | Replacement of existing external ATM signage with new | 36 North Street Keighley West Yorkshire BD21 3SE | Keighley Town Council no objection and recommend approval |
| 22/03593/HOU | Construction of two storey rear extension | 8 Laycock Lane Laycock Keighley West Yorkshire BD22 0PP | Keighley Town Council notes the amendments made to the previous application and the reduced impact on the conservation area. With appropriate conditions added to ensure the development is sympathetic to the conservation area, the Town Council has no objections. |
| 22/03558/HOU | Two storey rear extension | 5 River Mount Bradford Road Riddlesden Keighley West Yorkshire BD21 4ES | Keighley Town Council no objection and recommend approval |
| 22/03565/HOU | Three storey side extension | 3 Hawthorne Way East Morton Keighley West Yorkshire BD20 5SX | Keighley Town Council no objection and recommend approval |
| 22/03211/PN3MA | Change of use to 10 apartments | 147 Skipton Road Keighley West Yorkshire BD21 3BG | In principal Keighley Town Council has no objections to the proposal. However, the town council is concerned about the lack of parking provision included within the development site. |
| 22/03501/ADV | Display of 3 internally illuminated fascia signs, 1 non illuminated fascia sign and 1 internally illuminated pylon sign. | Cornmill Garage South Street Keighley West Yorkshire | Keighley Town Council no objection and recommend approval |

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| 22/03503/FUL | Change of use from highway to gardens | 12, 14 And 16 Granby Lane Riddlesden Keighley West Yorkshire BD20 5AY | Keighley Town Council no objection and recommend approval |
| 22/03631/HOU | Two storey rear, single storey side carport and front porch extension (resubmission) | 1 Sefton Place Keighley West Yorkshire BD21 3BD | Keighley Town Council no objection and recommend approval |
| 22/03464/HOU | Front and rear dormers | 75 East Avenue Keighley West Yorkshire BD21 3JX | Keighley Town Council no objection and recommend approval |
| 22/03701/HOU | Double storey side extension | 11 Southlea Avenue Keighley West Yorkshire BD22 7NL | Keighley Town Council no objection and recommend approval |
| 22/03518/HOU | Loft conversion with rear dormer, alterations to existing side elevation to form traditional tiled roof and changes to fenestration | 248 Bradford Road Riddlesden Keighley West Yorkshire BD20 5JT | Keighley Town Council no objection and recommend approval |
| 22/03731/HOU | Removal of conservatory and construction of single storey rear extension | 1 Far Low Bank Oakworth Keighley West Yorkshire BD22 7SB | Keighley Town Council no objection and recommend approval |
| 22/03535/FUL | "Construction of detached dwelling along with associated landscaping/parking/drop kerb and retaining walls and the demolition of an existing garage." | 29 Wheathead Drive Keighley West Yorkshire BD22 6LT | Keighley Town Council no objection and recommend approval |

8. Pre-Application Consultation – For Decision

None.

9. Neighbourhood Plan

To consider a report from the Town Clerk relating to the creation of a Neighbourhood Plan for the Keighley Parish.

10. Date & Time of Next meeting

Tuesday 11 October 2022, 6pm, Civic Centre, North Street, Keighley, BD21 3RZ.

OFFICER SUPPORT TO THE MEETING

Officers scheduled to attend: Joe Cooney (Town Clerk)

APOLOGIES

Contact the office during normal opening hours (01535) 872126
Email: joe.cooney@keighley.gov.uk

Late apologies should be made by phone to the senior officer
scheduled to attend.



KEIGHLEY TOWN COUNCIL

Minutes of the Planning Committee held at Keighley Civic Centre, North Street, Keighley, BD21 3RZ on Tuesday 26 July 2022.

Present: Councillor M Walker
Councillor Abberton
Councillor Corkindale
Councillor Clark
Councillor Hussain (until 6:45pm)
Councillor Lawless

Councillor Kirby – Ex Officio

Also Present: Joe Cooney, Town Clerk
Cllr Adams – Observing
Iain Cunningham, Principal Planning Officer, BMDC

032/2022 (P) Welcome

In the absence of the Chairman and Vice Chairman the committee was required to appoint a Chairman for the meeting

Cllr M Walker proposed by Cllr Corkindale and seconded by Cllr Abberton

RESOLVED to appoint Cllr M Walker to Chair the meeting

033/2022 (P) Apologies for absence

Cllr Akhtar
Cllr Lawless

RESOLVED to accept and record the above apologies

034/2022 (P) Declarations of Interest

None.

035/2022 (P) Public Question Time

Iain Cunningham, Principal Planning Officer from Bradford MDC joined the meeting to talk to members about the Neighbourhood Plan process and the role that Bradford MDC provide throughout the plan setting process.

036/2022 (P) Minutes

RESOLVED to confirm the minutes of the meeting held on Tuesday 12 July 2022 be confirmed as a true record of the proceedings and signed by the Chair.

037/2022 (P) Planning Applications

i) New Applications

| Application No | Comment |
|----------------|--|
| 22/02993/HOU | Keighley Town Council no objection and recommend approval |
| 22/02994/HOU | Keighley Town Council no objection and recommend approval |
| 22/02747/FUL | Keighley Town Council no objection and recommend approval |
| 22/03063/HOU | Keighley Town Council no objection and recommend approval |
| 22/02728/FUL | Keighley Town Council no objection and recommend approval |
| 22/02848/FUL | The Town Council has concerns over the size of the development and its negative impact on the street scene and recommends the application is refused |
| 22/02655/FUL | Keighley Town Council no objection and recommend approval |
| 22/02887/FUL | Keighley Town Council no objection and recommend approval |
| 22/03128/HOU | Keighley Town Council no objection and recommend approval |
| 22/03131/HOU | Keighley Town Council no objection and recommend approval |
| 22/02934/FUL | Keighley Town Council no objection and recommend approval |
| 22/02947/FUL | Keighley Town Council no objection and recommend approval |

RESOLVED to submit the above comments to Bradford MDC in response to each application.

ii) Applications Granted

Councillors noted the following applications.

| Application | Description | Location | Committee response |
|--------------|---|---|--|
| 22/02039/HOU | Construction of part single and part two storey rear extension | 139 Staveley Road Keighley West Yorkshire BD22 7DQ | Keighley Town Council has no objection and recommends approval |
| 22/02048/HOU | Formation of new vehicular access, drive and dropped kerb | Whirloes Slaymaker Lane Oakworth Keighley West Yorkshire BD22 7EU | Keighley Town Council has no objection and recommends approval |
| 22/02063/HOU | Attached outbuilding removal; first floor balcony construction | 272 Bradford Road Riddlesden Keighley West Yorkshire BD20 5JU | Keighley Town Council has no objection and recommends approval |
| 22/02145/HOU | Extend an existing bungalow and form a new basement, rear extension, first and second floor | 63 Grange Road Riddlesden Keighley West Yorkshire BD20 5AB | Referred to Planning Officers |

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| | with balcony elements as shown on the proposed drawings. | | |
| 22/02207/HOU | Proposed two storey side and rear extension - resubmission of 22/00542/HOU | 8 High Spring Gardens Lane Keighley West Yorkshire BD20 6JT | Keighley Town Council has no objection and recommends approval |
| 22/02141/HOU | Single storey rear extension; first floor front extension; front and rear dormers | 8 Asthall Close Keighley West Yorkshire BD21 2PQ | Keighley Town Council has no objection and recommends approval |
| 22/01787/LBC | Alterations and improvements to make property habitable, to include kitchen. Re-opening up of windows previously walled up and a new window opening for the bathroom. Stairs to be partitioned off to form lounge area. Division of upstairs to form landing and bathroom and associated works | 25 Damems Farm Damems Keighley West Yorkshire BD22 7AS | Keighley Town Council has no objection and recommends approval |

iii) **Applications Refused**

| Application | Description | Location | Committee response |
|--------------------|------------------------|--|--|
| 22/01840/FUL | Single storey dwelling | Land North Of 14 Sykes Lane Oakworth Keighley West Yorkshire | Keighley Town Council is concerned the development is located within the Greenbelt and can only be accessed via an unadopted road. |
| 22/01583/FUL | Replacement dwelling | 40 Leach Road Riddlesden Keighley West Yorkshire BD20 5DA | Keighley Town Council has no objection and recommends approval |

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| 22/02208/HOU | Garage conversion, construction of single storey rear extension and side dormer | 26 High Spring Gardens Lane Keighley West Yorkshire BD20 6JS | Keighley Town Council has no objection and recommends approval |
| 22/01951/CLP | Construction of poultry shed | Land At Grid Ref 400729 437800 Oldfield Lane Oldfield Keighley West Yorkshire | No Comment |

iv) Applications Withdrawn

| Application | Description | Location | Committee response |
|--------------------|--|---|---------------------------|
| 22/01931/FUL | Construction of pair of semi detached dormer bungalows | Applegarth Calton Road Thwaites Brow Keighley West Yorkshire BD21 4UR | No Comment |

v) Other Planning Matters

None.

038/2022 (P) Delegated Decisions

None.

039/2022 (P) Pre-Application Consultation

None.

040/2022 (AL) Date of Next Meeting

RESOLVED to note the date of the next scheduled meeting of this Committee will be held on Tuesday 13 September 2022 at 6.00pm.

Signed

Chair

Date

KEIGHLEY TOWN COUNCIL

Item 9

REPORT TO PLANNING COMMITTEE



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| REPORT AUTHOR | Town Clerk Joe Cooney |
| EMAIL | Joe.cooney@keighley.gov.uk |
| Date | Tuesday 27 September 2022 |

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| SUBJECT | Neighbourhood Plan |
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PURPOSE:

1. To provide members with the next steps in the Neighbourhood Plan process.
2. To seek members approval of draft Neighbourhood Plan Steering Group Terms of Reference.
3. To make recommendations to Full Council on the next steps to be taken by the town council.

RECOMMENDATION(s):

4. Members reaffirm the Neighbourhood Plan area will be co-terminus with the Parish Boundaries.
5. Members recommend to Full Council that the formal designation application for the Neighbourhood Plan area be submitted to Bradford MDC as soon as possible.
6. Members approve the draft Neighbourhood Plan Steering Group Terms of Reference.
7. Members recommend the Neighbourhood Plan Steering Group Terms of Reference to Full Council.
8. Members request Full Council amend the Planning Committee Terms of Reference to include the responsibility for oversight of the Neighbourhood Planning Process.
9. Members request the Town Clerk, subject to Full Council approving recommendations 5 & 6, presents a report to the next Planning Committee on the project plan for the recruitment and establishment of the Neighbourhood Plan Steering Group.

REASONS FOR RECOMMENDATION:

10. To provide oversight of the council's Neighbourhood Plan development.

SUMMARY OF KEY POINTS:

11. Following the decision by Full Council on 30 June 2022 (Minute No:- 031/2022 TC), the Planning Committee were tasked with making a recommendation to Council on the oversight and management of the Neighbourhood Planning process.
12. Subsequently, the planning committee have heard presentations from Cllr Sarah Cockburn-Price from Colne Town Council, a Locality Neighbourhood Plan Champion and from Iain Cunningham, Senior Planning Officer, Bradford MDC. Both speakers provided useful information on the plan process and some of the pitfalls that should be avoided.
13. Both speakers emphasised the importance community engagement from the start of the plan process and that engagement should be as wide ranging as possible. The suggestions was that any Steering Group consists of representatives from the different areas of Keighley.
14. To try and achieve a broad range of views from across Keighley, the recommendation is to establish a Steering Group that reports into the Planning Committee. The Steering Group would undertake the vast amount of work required to develop a Neighbourhood Plan.
15. In the draft terms of reference (Appendix A), the group would consist of 4 town councillors, appointed by the Planning Committee, in addition to the community representatives of which no minimum or maximum number has been included.
16. The Terms of Reference also suggest that a town councillor should be either the Chairman or Vice Chairman of the Steering Group, allowing a non-councillor to take up the other role.
17. The Steering Group will be required to provide monthly reports to the Planning Committee on the progress of the plan. These could take the form of verbal updates from one of the appointed Councillors to the Steering Group or in written report form when there is significant progress to report.
18. The approval of the various elements of the Neighbourhood Plan are ultimately a decision for the Town Council as the qualifying body.
19. The Town Council will also be responsible the accountable body for any grant funding received to support the preparation of the plan.
20. Subject to approval by the Planning Committee and subsequently Full Council, a report detailing the timeline for recruitment and first Steering Group meeting will be presented to the Planning Committee in due course. It is hoped the Steering Group could hold its initials meetings in late November or early December.
21. The recommendations outlined above also include a recommendation to Full Council to update the Planning Committee Terms of Reference. These additions relate to the oversight of the Neighbourhood Plan process and the role the Planning Committee will play in the process.

22. It also confirms the Planning Committee is responsible for appointing the 4 town council representatives to the Committee. However, there currently isn't a requirement for those representatives to be members of the Planning Committee.
23. The updated Terms of Reference also clarify the Planning Committee will be responsible for any budget/grant funding received for the development of the Neighbourhood Plan.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

24. None directly arising from this report.

TOWN PLAN IMPLICATIONS:

25. Meets the Town Plan Key Objectives: CP009, CP016, DLE015

CLIMATE CHANGE IMPLICATIONS:

26. N/A.

COMMUNITY IMPACT:

27. N/A.

POLICY IMPLICATIONS:

28. N/A.

DETAILS OF CONSULTATION:

29. N/A.

BACKGROUND PAPERS:

30. Appendix A – Steering Group Terms of Reference
31. Appendix B – Planning Committee Terms of Reference

FURTHER INFORMATION PLEASE CONTACT: Joe Cooney,
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Keighley Town Council

Neighbourhood Plan Steering Group – Terms of Reference

1. Purpose

Keighley Town Council is the qualifying body for the preparation of a Neighbourhood Plan for their civil parish area. The Town Council has agreed to establish separate project management arrangements to facilitate the delivery of this plan-making function. The Group will lead on project management and decision-making and will lead the preparation of the Keighley Neighbourhood Plan. All decisions with regard to procedures, public relations and membership/roles, shall be made by the Qualifying Body. The Group will guide and agree the content of the plan and all associated evidence and analysis up to Preferred Option Consultation Draft Stage.

a. The purpose of creating a Neighbourhood Plan will be:

- to enable and facilitate sensitive and appropriate community, residential and commercial development to help encourage residents to take an active part in their community, its activities and its future; and to improve the environment of the community utilising the best of past, present and future design

b. The main purpose of the Neighbourhood Plan Steering Group (The Group) is to oversee the preparation of the Neighbourhood Plan (The Plan) for Keighley Town Council in order that the Plan will then progress to full agreement through a successful referendum and then at an Independent Examination, before being adopted by Bradford Metropolitan District Council to become Planning Policy.

c. The Group will engage the Keighley community (the Community) to ensure the Plan is truly representative of the community ambitions. The Group will maximise support for the approach taken in the Plan by ensuring high levels of community engagement throughout the plan-making process.

2. Principles

a. That the Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the Community.

b. All decisions made shall be fully evidence based and supported through consultation with the Community.

3. Roles and Responsibilities

In order to achieve this, the Group will carry out the following roles:

- Be accountable for steering and providing strategic management of the Plan on behalf of the Keighley Town Council;
- Produce, monitor and update the Plan project timetable;
- Produce a consultation/engagement and Community communication strategy, showing how the Community and interested parties will be involved and updated throughout the process;

- Regularly report back to the Town Council Planning Committee and Community for endorsement of the decisions taken;
- Undertake analysis and evidence gathering to support the Plan production process;
- Actively support and promote the preparation of the Plan throughout the duration of the project;
- Identify sources of funding and resource requirements;
- Liaise with relevant authorities and organisations to make the Plan as effective as possible;
- Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of the Community are understood;
- Consult as widely and thoroughly as is possible;
- Ensure that the draft and final Plans are representative of the views of residents;
- Keep under review the legislative requirements around Neighbourhood Planning to ensure the Plan meets all requirements
- Identify and assess options available for each Community issue or requirement
- Agree, subject to ratification by the Town Council, a final submission version of the Plan.

4. Group Membership

- a. The Group will be made up of a cross-section of volunteers from the Community, including a minimum of 4 Town Councillors. Efforts will be made to seek representation from under-represented sections of the Community.
- b. Membership of the Group will be open to residents of the Parish. Additional Community members and public will be co-opted onto working subgroups which are to be defined.
- c. There is no limit on the number of Steering Group members, although ideally the group will consist of approximately 15 members.
- d. A representative from Keighley District Councillors will be invited to be a member of the Steering Group
- e. Another than the appointment of Town Councillors, the Steering Group will be responsible for agreeing and appointing members to the Steering Group as and when required.

5. Decision Making

- a. The Group will report monthly to the Planning Committee setting out progress on its work. The Town Council will review and approve the Consultation Draft Plan and Submission Draft Plan prior to Community publication and Independent Examination.
- b. The Plan-making process remains the responsibility of the Town Council as the qualifying body. All publications, consultations and Community engagement exercises will be undertaken by or on behalf of the Town Council.

6. Meetings

- a. The Group meetings will take place regularly and at least monthly in order to maintain good Plan progress and momentum. A schedule of these meetings will be published in

advance, on a quarterly basis, and any additional meetings of the Group or its Working Groups will be advertised as set out in paragraph 6.b

b. All meeting dates will be published (at least 5 days in advance) on the Town Council website and noticeboard together with the resulting approved Minutes of each meeting.

c. The Group will elect a Chair, Vice Chair from its membership, at least one of which will be a Member of the Town Council.

d. The Chairman and Vice Chairman will serve for the duration of the Steering Groups work, unless they resign their position or resign from the Steering Group.

d. Decisions made by the Group should normally be by consensus. Where a vote is required each member will have one vote. A minimum of 4 members shall be present where matters are presented for decisions to be taken. The Chair shall have one casting vote.

7. Working Sub Groups

a. The Group may establish Working Sub Groups made up of volunteers from the Community, members of the Town Council, and those with suitable relevant expertise.

b. Each Working Sub Group will have a lead member from the Group.

8. Finance

a. All grants and funding will be applied for and held by the Town Council, who will ringfence the funds for the Plan work.

b. The Group will be able to commit expenditure, within the budgets agreed within the Parish Council, up to the sum of £3,000 without prior approval. Sums in excess of £3,000 must be agreed by the Planning Committee.

9. Conduct

a. All Group members must abide by the principles and practice of the Town Council Code of Conduct, including Declarations of Interest. (attached)

b. The Group members will:

i. be clear and open when their individual roles or interests are in conflict

ii. treat everyone with dignity, courtesy and respect
iii. actively promote equality for contributions, access and opportunity

10. Disputes

In the case of any dispute arising with members of the Community in the course of developing this Plan, the Group shall in the first instance try to resolve these through discussion with the complainant. Should this not produce a resolution, the matter will be referred to the Town Mayor and Deputy Town Mayor, acting in consultation with Bradford Metropolitan District Council.

11. Changes to these Terms of Reference

These Terms of Reference may be amended by the Town Council, or by a majority of the Group and with the approval of the Town Council.

12. Dissolution

a. The Group will be dissolved once the Town Council consider its services are no longer required.

b. At dissolution, any remaining funds will be used by the Town Council for the best interest of the Community.

PLANNING

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| Membership | Ten Town Councillors, plus Mayor or Deputy |
| Quorum | Four Town councillors with voting powers– including Mayor or Deputy Mayor |
| Meetings | Fortnightly or as required |

Terms of Reference:

- 1) To make recommendations on planning applications submitted to the Council by the Local Planning Authority within the statutory 21-day consultation period.
- 2) To have regard to such things as are deemed necessary and in accordance with the approved policies of the Council, to protect, preserve and enhance the local environment and the interests of the community and to have regard to ecological considerations.
- 3) To deal with all street naming submitted by the Principal Authority.
- 4) To deal with Planning issues arising from the Localism Bill and to keep up to date with new legislation.
- 5) To monitor local areas and report to the Council on activities that are being taken by the principal authority to remedy the problem.
- 6) The Town Clerk, in consultation with the Chair of the Planning Committee, is given delegated authority to reduce the number of applications to be considered by Committee when the number of applications for a scheduled meeting exceeds fifteen. The Town Clerk is delegated to submit a comment on any such application which is not to be considered by the Planning Committee in the circumstances described above. Prior consultation with the Chair must take place and comments submitted must be reported to the next ordinary Planning Committee meeting.
- 7) To be responsible for any budget delegated to it by the Council.
- 8) To ensure that the Committee conforms to the principle of Best Value by the outcomes of its financial resolutions.
- 9) To be responsible for the oversight of the Keighley Neighbourhood Plan Development.
- 10) Oversee the work of the Neighbourhood Plan Steering Group in accordance with the groups agreed Terms of Reference.
- 11) To appoint at least 4 Town Councillors as members of the Neighbourhood Plan Steering Group.
- 12) To be responsible for any budget/grants received relating to the Neighbourhood Plan