



Mr. Joe Cooney
Clerk to the Town Council

Tuesday, 05 March 2024
Email: townclerk@keighley.gov.uk

To: All MEMBERS of the Planning Committee.

In accordance with the Local Government Act (LGA) 1972, Schedule 12, paragraphs 10 (2) (b), you are **SUMMONED** to attend the **Planning Committee**. The meeting will be held on **Tuesday, March 12, 2024**, at **18:00** in the **Civic Centre, North Street, Keighley, BD21 3RZ** for the transaction of business as set out in the agenda below.

Mr. Joe Cooney
Town Clerk

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

87/2023 (P) - Welcome from Chairman

Members are reminded to consult the Standing Orders regarding conduct at meetings. Member's attention is particularly drawn to Standing Order 1.

88/2023 (P) - Apologies for absence

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

89/2023 (P) - 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
-

90/2023 (P) - Public Question Time & 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.

91/2023 (P) - Minutes

Members are asked to approve the minutes of the Planning Committee held on Tuesday 20 February 2024.

92/2023 (P) - Committee comments on Planning Applications

Members are asked to consider the new planning applications attached and agree the Consultee Response which will be provided to Bradford MDC.

92.1/2023 (P) - Update on Granted Planning Applications

Members are asked to note the attached update on planning applications granted by Bradford MDC.

92.2/2023 (P) - Update on Refused Planning Applications

Members are asked to note the attached update on planning applications refused by Bradford MDC.

92.3/2023 (P) - Delegation of Comments on Planning Applications

Members are asked to note the attached applications decided under Officer Delegation since the previous meeting of the Planning Committee.

93/2023 (P) - Neighbourhood Plan

To consider a budget report from the Responsible Finance Officer relating to the Neighbourhood Plan.

94/2023 (P) - Date & Time of next meeting

To confirm the next meeting will be held on Tuesday 2 April, 6pm, Civic Centre, North Street, Keighley, BD21 3RZ.

Reports

[91. 2024-02-20 - Planning Committee - Minutes.docx](#)

[92. New planning applications 12-03-24.pdf](#)

[92.1 Granted planning applications 12-03-24.pdf](#)

[92.2 Refused planning applications 12-03-24.pdf](#)

[92.3 Delegated planning applications 12-03-24.pdf](#)

[93. NDP Budget Report.docx](#)



KEIGHLEY TOWN COUNCIL

Minutes of the meeting of the **Planning Committee** held at the **Civic Centre, North Street, Keighley, BD21 3RZ** on Tuesday 20 February 2024 commencing at **18:00 - 20:00**.

Present: Cllr. Clare Abberton, Cllr. Peter Corkindale, Cllr. Javaid Akhtar, Cllr. Kamal Hussain, Cllr John Lawless, Cllr Tracy Storton, Cllr. Gulfranz Hussain, Cllr. Ellen Bailey

Apologies: None received.

Also In Attendance: Joe Cooney, Town Clerk

Minute Ref	Agenda Item
78/2023 (P)	<p>Welcome from Chairman</p> <p>Members are reminded to consult the Standing Orders regarding conduct at meetings. Member's attention is particularly drawn to Standing Order 1.</p> <p>Cllr Lawless welcomed everyone to the meeting.</p>
79/2023 (P)	<p>Apologies for absence</p> <p>Members are asked to receive apologies of absence for this meeting.</p> <p>None received.</p>
80/2023 (P)	<p>Declarations of Interest</p> <p>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.</p> <p>Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring Officer.</p> <p>i) Declarations of Interest from Members ii) Declarations of Interest from Officers</p> <p>Cllr Akhtar declared a personal but non pecuniary interest in planning application 24/00500/PNH</p>
81/2023 (P)	<p>Public Question Time & Participation</p> <p>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</p>

	<p>meeting and questions may receive a written reply. No resolution can be made under this item.</p> <p>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.</p> <p>None.</p>																												
82/2023 (P)	<p>Minutes</p> <p>Members are asked to approve the minutes of the Planning Committee held on Tuesday 30 January 2024.</p> <p>RESOLVED to approve the Planning Committee minutes held on Tuesday 30 January 2024.</p>																												
83/2023 (P)	<p>Committee comments on Planning Applications</p> <p>Members are asked to consider the new planning applications attached and agree the Consultee Response which will be provided to Bradford MDC.</p> <table border="1"> <thead> <tr> <th>No.</th><th>Application Number</th><th>Description</th><th>Address</th><th>Comments</th></tr> </thead> <tbody> <tr> <td>1.</td><td>24/00137/HOU</td><td>Double storey side extension and two rear dormer windows</td><td>2 Staveley Grove Keighley West Yorkshire BD22 7DH</td><td>No objection and recommend approval.</td></tr> <tr> <td>2.</td><td>24/00099/VOC</td><td>Variation of Condition 1 (Approved Plans), Condition 5 (Landscaping Proposals) and 8 (Drainage Masterplan) of planning permission 22/01516/VOC Grid Ref: 404965 442120</td><td>Land At Grid Ref 404947 442128 Shann Lane Keighley West Yorkshire</td><td>No objection and recommend approval.</td></tr> <tr> <td>3.</td><td>24/00460/PNH</td><td>Construction of single storey rear extension of the following dimensions :- Depth of proposed extension from rear wall of original dwellinghouse : 6.0m Maximum height of proposed extension : 4.0m Height to eaves of proposed extension : 3.0m</td><td>8 Redcliffe Avenue Keighley West Yorkshire BD21 2RG</td><td>No objection and recommend approval.</td></tr> <tr> <td>4.</td><td>24/00063/FUL</td><td>Change of use from residential to retail shop of ground floor of</td><td>190 And 192 Hainworth Wood Road</td><td>No objection and recommend approval.</td></tr> </tbody> </table>				No.	Application Number	Description	Address	Comments	1.	24/00137/HOU	Double storey side extension and two rear dormer windows	2 Staveley Grove Keighley West Yorkshire BD22 7DH	No objection and recommend approval.	2.	24/00099/VOC	Variation of Condition 1 (Approved Plans), Condition 5 (Landscaping Proposals) and 8 (Drainage Masterplan) of planning permission 22/01516/VOC Grid Ref: 404965 442120	Land At Grid Ref 404947 442128 Shann Lane Keighley West Yorkshire	No objection and recommend approval.	3.	24/00460/PNH	Construction of single storey rear extension of the following dimensions :- Depth of proposed extension from rear wall of original dwellinghouse : 6.0m Maximum height of proposed extension : 4.0m Height to eaves of proposed extension : 3.0m	8 Redcliffe Avenue Keighley West Yorkshire BD21 2RG	No objection and recommend approval.	4.	24/00063/FUL	Change of use from residential to retail shop of ground floor of	190 And 192 Hainworth Wood Road	No objection and recommend approval.
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4.	24/00063/FUL	Change of use from residential to retail shop of ground floor of	190 And 192 Hainworth Wood Road	No objection and recommend approval.																									

		no.192 plus construction of dormers to nos. 190 and 192	Keighley West Yorkshire BD21 5BJ	
5.	24/00167/FUL	full planning to split a single dwelling into 2 dwellings.	Sovereign House Bradford Road Riddlesden Keighley West Yorkshire BD20 5EW	No objection and recommend approval.
6.	24/00149/FUL	Change of use from a redundant bakery to a dwelling.	200 Queens Road Keighley West Yorkshire BD21 1BG	No objection and recommend approval.
7.	23/04684/FUL	Removal of deteriorating and dilapidated garage and proposal of 2 bed habitable space with associated minor external works to accommodate necessary drainage to private tank/pit	Brown Hill Farm Bury Lane West Morton Keighley West Yorkshire BD20 5UP	No objection and recommend approval.
8.	24/00500/PNH	Construction of single storey rear extension of the following dimensions: Depth of proposed extension from rear wall of original dwelling house: 6.00m Maximum height of proposed extension: 4.00m Height to eaves of proposed extension: 3.00m	Rathgar Spring Gardens Lane Keighley West Yorkshire BD20 6LH	No objection and recommend approval.
9.	24/00284/HOU	Side porch (retrospective)	86 Marlborough Street Keighley West Yorkshire BD21 3HU	No objection and recommend approval.
10.	24/00104/FUL	Installation of building for use as changing places/toilets	Cliffe Castle Museum Spring Gardens Lane Keighley West Yorkshire BD20 6LH	Keighley Town Council objects to this application as it location and proposed materials are not in keeping with the Grade II listed Cliffe Castle.

	11.	24/00171/HOU	First floor extension and extension to Ground Floor retail unit with first floor extension.	Flat At 25 Bradford Road Riddlesden Keighley West Yorkshire BD21 4ET	Keighley Town Council objects to this application as it considers the application to be an overdevelopment of the site and no in keeping with the local street amenity.
	RESOLVED to submit the above comments to Bradford MDC.				
83.1/2023 (P)	Update on Granted Planning Applications				
	Members are asked to note the attached update on planning applications granted by Bradford MDC.				
	Application Number	Description	Address	Comments Submitted	Decision
	23/03572/FUL	Change of use from office to cafe	8 Ingrow Bridge South Street Keighley West Yorkshire BD21 5AX	No objection in principle, however the Town Council raises the issue of no apparent toilet facilities within the proposed café. Equally, the Town Council would like to see conditions attached relating to open hours, noise and extraction fans.	Granted
	23/03006/FUL	Change of use from Doctors surgery to residential dwelling with verander and roof	200 South Street Keighley West Yorkshire BD21 1BB	No objection and recommend approval	Granted

		terrace to rear and side and new front door			
	23/03833/HOU	Demolition of therapy rooms, part dwelling and conversion of remaining part into garages and workshops with new garden wall	Holme House Farm 2 - 3 Holme House Lane Keighley West Yorkshire BD22 0QY	Keighley Town Council has no objection to this application and recommends approval	Granted
	23/03834/LBC	Demolition of therapy rooms, part dwelling and conversion of remaining part into garages and workshops with new garden wall	Holme House Farm 2 - 3 Holme House Lane Keighley West Yorkshire BD22 0QY	Keighley Town Council has no objection to this application and recommends approval	Granted
	23/04075/VOC	Variation of Conditions 3 and 5 of planning permission 22/04649/FU L which stated all new windows installed shall have timber frames and all new rooflights installed shall be conservation -type, to allow installation of UPVC framed windows and roof lights in accordance	147 Skipton Road Keighley West Yorkshire BD21 3BG	Keighley Town Council do not support the variation to conditions 3 and 5 on the approved application 22/04649/FU L. The property is situated within the Conservation Area and the Town Council believes the variation of the conditions would be detrimental to the Conservation Area.	Granted

		with the details submitted			
	23/04309/HOU	Garden room extension to side	29 Southlands Road Riddlesden Keighley West Yorkshire BD20 5HQ	Keighley Town Council - No objection and recommend approval	Granted
	23/04138/FUL	Conversion of existing offices to three apartments	24 Cavendish Street Keighley West Yorkshire BD21 3RG	Keighley Town Council - No objection and recommend approval	Granted
	23/04314/LBC	Replace defective roof covering with re-used stone slates, structural repair of roof with replaced roof windows, internal fabric upgrade to walls and roof, replace balustrade to staircase.	Barn At Dene Cottage Bury Lane West Morton Keighley West Yorkshire	Keighley Town Council - No objection and recommend approval	Granted
	23/04384/HOU	Single storey rear extension	45 Cartmel Road Keighley West Yorkshire BD21 2RD	Keighley Town Council - No objection and recommend approval	Granted
	23/04522/HOU	Single storey extension to the rear	235 West Lane Keighley West Yorkshire BD21 2NT	Keighley Town Council - No objection and recommend approval	Granted
	23/04389/FUL	Demolition of rollover carwash and	Keighley Shell Petrol	Keighley Town Council - No	Granted

		refurbishment of existing jet wash facilities, to include two additional jet washes and two proposed valet bays	Filling Station Hard Ings Road Keighley West Yorkshire BD21 3NB	objection and recommend approval	
	23/04575/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	Granted
	23/04617/HOU	Single storey side extension	54 Broomhill Avenue Keighley West Yorkshire BD21 1ND	Keighley Town Council - No objection and recommend approval	Granted
	23/04614/HOU	Side extension to main house with necessary internal alterations. Alterations to existing conservatory to main house. New replacement windows.	Brown Hill Farm Bury Lane West Morton Keighley West Yorkshire BD20 5UP	Keighley Town Council - No objection and recommend approval	Granted
	23/04671/HOU	Single storey extension to south elevation	58 Berrington Way Oakworth Keighley West Yorkshire BD22 7SQ	Keighley Town Council - No objection and recommend approval	Granted
	RESOLVED to note the above update.				

83.2/2023 (P)	Update on Refused Planning Applications				
	Members are asked to note the attached update on planning applications refused by Bradford MDC.				
	Application Number	Description	Address	Comments Submitted	Decision
	23/04236/H OU	Renovation of existing property into wheelchair accessible house; two storey side extension with associated loft conversion and rear dormer window, single storey side extension, rear terracing and ramping to ensure wheelchair accessible landscaping and open sided car port to front garden to allow for wheelchair transfer from vehicle to house	7 Horsham Court Keighley West Yorkshire BD22 6NG	Keighley Town Council - No objection and recommend approval	Refused
23/04542/H OU	Part double-storey part single-storey rear extension	20 Grange Grove Riddlesden Keighley West Yorkshire BD20 5AQ	Keighley Town Council - No objection and recommend approval	Refused	
24/00060/PN H	Construction of single storey rear extension of the following	2 Goose Cote Way Keighley West	No objection and recommend approval	Refused	

		dimensions: Depth of proposed extension from rear wall of original dwelling house: 4.50m Maximum height of proposed extension: 4.00m Height to eaves of proposed extension: 3.00m	Yorkshire BD22 7NF		
	RESOLVED to note the above update.				
83.3/2023 (P)	Update on Other Planning Decisions				
	Members are asked to note the attached update on other planning decisions				
	Application Number	Description	Address	Comments Submitted	Decision
	23/01576/FUL	Construction of 2 storey detached dwelling with associated parking and landscaping.	24 Malvern Crescent Riddlesden Keighley West Yorkshire BD20 5DL	Keighley Town Council recommends refusal on the grounds of overdevelopment of the site and the unsuitable access into the proposed dwelling from the highway.	Appeal Dismissed
	made by Bradford MDC.				
	RESOLVED to note the above update.				
83.4/2023 (P)	Delegation of Comments on Planning Applications				
	Members are asked to note the attached applications decided under Officer Delegation since the previous meeting of the Planning Committee.				

	Application Number	Description	Address	Comments Submitted
	24/00299/PNH	Construction of single storey rear extension of the following dimensions: Depth of proposed extension from rear wall of original dwellinghouse: 6m Maximum height of proposed extension: 4m Height to eaves of proposed extension: 3m	41 Edensor Road Keighley West Yorkshire BD21 2QU	Keighley Town Council has no comment to make on this application
	24/00361/PNH	Construction of single storey rear extension of the following dimensions: Depth of proposed extension from rear wall of original dwellinghouse: 6m Maximum height of proposed extension: 4m Height to eaves of proposed extension: 2.5m	136 Redcliffe Street Keighley West Yorkshire BD21 2RE	Keighley Town Council has no comment to make about this application
	23/04643/CLP	Change of use from Offices to Medical or Health Services.	Crown Works Bradford Road Sandbeds Keighley West Yorkshire BD20 5LN	Keighley Town Council has no objections to this application.
	RESOLVED to note the above update.			
84/2023 (P)	Neighbourhood Plan			

	<p>To note the verbal update from the Town Clerk relating to the Neighbourhood Plan.</p> <p>RESOLVED to note the update on the upcoming public consultation.</p>
<p>85/2023 (P)</p>	<p>Date & Time of next meeting</p> <p>To confirm the next meeting will be held on Tuesday 12 March, 6pm, Civic Centre, North Street, Keighley, BD21 3RZ.</p>

Meeting ended at **20:00**

Signed:
Chair

Date:

New Planning Applications 12/03/24

92.

No.	Application Number	Description	Address
1.	24/00242/FUL	Extension to part Cobbletop Barn and creation of garage	Cobbletop Barn Hainworth Keighley West Yorkshire BD21 5QH
2.	24/00387/HOU	Single storey side extension with hipped roof.	8 Beechwood Avenue Riddlesden Keighley West Yorkshire BD20 5ED
3.	24/00388/HOU	Triple storey side and rear extension; rear dormer - Two storey side extension and rear dormer (amended description)	2 Arncliffe Avenue Keighley West Yorkshire BD22 6AS
4.	23/04693/FUL	Private hire booking office with no walk in available - contract work only	32 Church Street Keighley West Yorkshire BD21 5HS
5.	24/00496/HOU	Front and rear dormer windows	49 Devonshire Street Keighley West Yorkshire BD21 2BJ
6.	24/00310/HOU	Construction of detached single storey ancillary accommodation to rear of main dwelling	30 Morton Lane East Morton Keighley West Yorkshire BD20 5RS
7.	24/00531/CLP	Single-storey rear extension	519 Skipton Road Keighley West Yorkshire BD20 6HR
8.	24/00318/FUL	Change of use of dwelling to a childrens residential home. No additional works need carrying out.	The Old Coach House Yew Bank Skipton Road Keighley West Yorkshire BD20 6HJ
9.	24/00545/CLP	Annex building forming swimming pool, gym and games room.	Ghyll Clough Farm Slaymaker Lane Oakworth Keighley West Yorkshire BD22 7EU
10.	24/00599/HOU	Installation of two 17kw air source heat pumps	Duck Field Farm Scar Top Road Stanbury Keighley West Yorkshire BD22 0JP

Update on Granted Planning Applications 12/03/24				92.1
Application Number	Description	Address	Comments Submitted	Decision
23/04532/HOU	Taking down 2 small garages and replacing with new large single garage	8 Prospect Street Keighley West Yorkshire BD22 6DG	Keighley Town Council - No objection and recommend approval	Granted
23/04556/HOU	Construction of new decking to rear elevation of existing dwelling and associated changes to the garden.	7 Carr Grove Riddlesden Keighley West Yorkshire BD20 5HW	Keighley Town Council - No objection and recommend approval	Granted
23/04541/HOU	Construction of front dormer	9 Victoria Avenue Keighley West Yorkshire BD21 3JJ	Keighley Town Council - No objection and recommend approval	Granted
23/04489/VOC	Variation of Condition 2 (approved plans) of planning permission 23/00380/MAF for Demolition of grandstand and facilities and construction of new community centre, facilities and all seated grandstand: To substitute drawings showing revised design	Keighley Cougars Rugby League Football Club Hard Ings Road Keighley West Yorkshire BD21 3RF	No objection and recommend approval	Granted
23/04490/FUL	Two new sub-stations structures and installation of EV infrastructure	Keighley Bus Depot Chapel Lane Keighley West Yorkshire	No objection and recommend approval	Granted
24/00007/HOU	First floor extension and alterations	Rose Cottage Street Lane East Morton Keighley West Yorkshire BD20 5UP	No objection and recommend approval	Granted
23/04708/FUL	Change of use from residential to commercial/antiques shop	104-106 South Street & 18 Arcadia Street Keighley West Yorkshire BD21 1EH	No objection and recommend approval	Granted
23/04497/CLP	pet care and treatment facility ancillary to the primary retail use within, Class E(a) is lawful.	Unit 3 Keighley Retail Park Hard Ings Road Keighley West Yorkshire BD21 3NJ	This application is not for consideration by Keighley Town Council and should be referred to BMDC planners.	Granted
24/00017/ADV	Replace 1no. Projecting signage with new 500mm. Replace 1no. Fascia and 1no. Logo with 1no. New blue fascia & 1no. New 290mm logo height. Replace 1no. ATM surround and decals with new. Install new letter flap in grey to match RAL 7026.	25 Low Street Keighley West Yorkshire BD21 3QG	No objection and recommend approval	Granted
24/00299/PNH	Construction of single storey rear extension of the following dimensions: Depth of proposed extension from rear wall of original dwellinghouse: 6m Maximum height of proposed extension: 4m Height to eaves of proposed extension: 3m	41 Edensor Road Keighley West Yorkshire BD21 2QU	Keighley Town Council has no comment to make on this application	Granted

Update on Refused Planning Applications 12/03/24

92.2

Application Number	Description	Address	Comments Submitted	Decision
23/04468/FUL	Sub-division of 170 Sykes Head to permanently partition off ground floor spaces to form separate flat dwelling	170 Sykes Head Keighley Road Oakworth Keighley West Yorkshire BD22 7ES	Keighley Town Council notes the concerns of the proposed layout from the Housing Standards Team. The Town Council shares these concerns and believes the layout needs to be redesigned to improve fire safety of the application. The Town Council also concurs with the Conservation Team and supports the condition on the use of materials.	Refused

Delegation of comments on Planning Applications 12/03/24

92.3

Application Number	Description	Address	Comments Submitted
24/00315/HOU	Single storey side and rear extension	161 Clifton Street Keighley West Yorkshire BD22 6DW	No objection and recommend approval.
24/00116/FUL	Residential development with a terrace of three dwellings and associated car parking, garages, gardens, emergency vehicle turning, bin storage and landscaping.	Land Off Pasture Avenue Oakworth Keighley West Yorkshire	Keighley Town Council has serious concerns about the proposed application and the negative impact the development could have on the Oakworth Conservation Area.
24/00348/HOU	Replacement of front conservatory with smaller single storey extension	6 Todley Hall Farm Todley Hall Road Laycock Keighley West Yorkshire BD22 0QB	Keighley Town Council has no objection to this application and recommends approval.
24/00330/FUL	New insulated composite cladding to existing west facade.	New Devonshire House Devonshire Street Keighley West Yorkshire BD21 2AU	Keighley Town Council has no objection to this application.
24/00367/HOU	Reconstruction of dwarf wall with timber fence on top. (Retrospective).	32 Grange Road Riddlesden Keighley West Yorkshire BD20 5AE	Keighley Town Council has no objection to this application.

KEIGHLEY TOWN COUNCIL

Item 93/2023

REPORT TO THE PLANNING COMMITTEE



REPORT AUTHOR	Peter Clarke Responsible Financial Officer
EMAIL	peter.clarke@keighley.gov.uk
Date	Wednesday 13 March 2024

SUBJECT	Budget Monitoring Report Period 10 – (January 2023)
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PURPOSE:

1. This report provides Members with an update on the financial position of the Neighbourhood Development Plan (NDP) for financial year 2023-24. It outlines the revenue budget and financial position based on information at the end of January (P10) 2023.

RECOMMENDATIONS:

2. That members note the report.

REASONS FOR RECOMMENDATION:

3. The report is to update the Committee.

INTRODUCTION:

4. This report gives details of expenditure by budget heading and makes note of significant variances.

GRANT INCOME:

5. The Council received a grant from the Groudwork Foundation of £9,980 for costs towards the Neighbourhood Development Plan. The whole of the grant must be spent by 31 March 2024 and any excess returned to the grant awarding
6. The table below details grant income relating to the NDP:

	Total Income £	Alloc. to Rev. £	Variance £
NDP Grant	9,980	6,024	3,956
Total Income	9,980	6,024	3,956

EARMARKED RESERVES:

7. The Council has allocated the following Earmarked reserves which fall under the remit of the Planning Committee. The Committee can draw down on these Earmarked Reserves for the purposes specified.

8. The Earmarked Reserves (EMR) are as follows:

	Total Ear. Reserve £	Total Drawn Down £	Remaining Amount £
NDP Reserve	10,000	-	10,000
Total	10,000	-	10,000

REVENUE BUDGET & EXPENDITURE:

9. All of the expenditure relating to the NDP has been covered by the grant from Groundwork and has not used Council resources.

	Total Budget £	Total Spend £	Variance £
Professional Fees	-	3,510	(3,510)
Display materials	-	1,155	(1,155)
Advertising	-	640	(640)
Room Hire	-	423	(423)
Training	-	125	(125)
Maps	-	95	(95)
Refreshments	-	71	(71)
Stationary	-	6	(6)
Sub Total	-	6,024	(6,024)
Earmark Reserve Draw Down	-	-	-
Grant Income	-	(6,024)	6,024
Total	-	-	-

10. The Council has to spend the remaining £4k of the grant by 31 March 2024, or the remainder will have to be returned to Groundwork.

11. The forecast for expenditure for the year end is £13k

COMMUNITY IMPACT:

12. Strong budgeting and internal control enable the committee and the Council more generally to deliver the Neighbourhood Development Plan by ensuring it has the resources to do it.

POLICY IMPLICATIONS:

13. The report forms part of the Council's internal control as set out in the Council's Financial Regulations providing members with oversight of expenditure and allows members to give strategic direction to officers for the implementation of events, services and objectives. As per the Scheme of Delegation, individual expenditure is delegated to officers, the committee retains oversight and responsibility for its delegated budget.

KEIGHLEY VISION:

14. Expenditure within the Committee's delegated budget contains the financial resources for the Council to deliver its main vision objectives, namely 'Your Community', 'Supporting the Town Centre', and 'Assets & The Environment'.

FINANCE AND BUDGET IMPLICATIONS:

15. The report contains information on the Committees delegated budget and expenditure to the period end. The report forms part of the Council's internal financial controls enabling members to review and scrutinise expenditure.

DETAILS OF CONSULTATION:

16. While there are no specific consultations arising from this report the Committee's and the Council's budget more generally go through an intensive consultation and budget setting process.

APPENDICES:

17. None.

BACKGROUND PAPERS:

18. None.

FURTHER INFORMATION PLEASE CONTACT: Peter Clarke,
peter.clarke@keighley.gov.uk, 01535 872126

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Present

Name	Title	Company	Email
Cllr. Gulfraz Hussain	Councillor		Cllr.Gulfraz.Hussain@keighley.gov.uk
Cllr. Ellen Bailey	Councillor		Cllr.Ellen.Bailey@keighley.gov.uk
Cllr Tracy Storton	Councillor		Cllr.tracy.storton@keighley.gov.uk
Cllr John Lawless	Councillor		Cllr.John.Lawless@keighley.gov.uk
Cllr. Clare Abberton	Councillor		Cllr.Clare.Abberton@Keighley.gov.uk
Cllr. Peter Corkindale	Councillor		Cllr.Peter.Corkindale@Keighley.gov.uk
Cllr. Javaid Akhtar	Councillor		Cllr.Javaid.Akhtar@Keighley.gov.uk
Cllr. Kamal Hussain	Councillor		Cllr.Kamal.Hussain@keighley.gov.uk
Cllr. Lewis Haynes	Councillor		Cllr.Lewis.Haynes@keighley.gov.uk
Cllr. Mohammed Muazzam	Councillor		Cllr.Mohammed.Muazzam@keighley.gov.uk
Cllr. Abdul Nasser Razak	Councillor		Cllr.Abdul.Nasser.Razak@keighley.gov.uk

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.