



Skipton Town Council

20th March 2025

Agenda

Meeting: Audit, Scrutiny and Planning Committee

Members: All Members of the Audit, Scrutiny and Planning Committee

Dear Councillors Harbron, Bentley, McDaid, Nash, Kettu, Pickard, A Heseltine & Noland

You are hereby summoned to attend an ordinary meeting of the Audit, Scrutiny and

Planning Committee:

Date: 27th March 2025

Time: 6:30 pm

Venue: The Town Council Office, Armoury House, 45a Otley Street, Skipton, BD23 1EL

*The Local Government (Electronic Communications) (England) Order 2015 Para 2, amended
LGA 1972*

Yours sincerely,

Mrs Louise Close

Clerk to the Council

louise@skiptontowncouncil.gov.uk

www.skiptontowncouncil.gov.uk

Members of the public are entitled to attend this meeting, *by virtue of the Public Bodies (Administration to Meetings) Act 1960 s1*, as observers for those items taken in open session. Please contact the Town Council for further details if you would like to find out more.

This meeting is being held as an in-person meeting that will be recorded, Full Council meetings will also be videoed and live streamed. Recording is allowed at Council and Committee meetings please give due regard to the Councils procedure on the recordings of meetings. Please contact the Council for further information.

A copy of this agenda is available in larger print on request.

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Members are reminded that in order to expedite business at the meeting and enable Officers to adapt their presentations to address areas causing difficulty, they are encouraged to contact Officers prior to the meeting with questions on technical issues in reports.

Business

2425/043 ITEM 1 – Chairmans Remarks

2425/044 ITEM 2 – Reasons for Absence

To accept the reason(s) for the absence of any Members from the meeting.

2425/045 ITEM 3 – Disclosures of Interest

To receive any disclosable pecuniary interests from members on matters to be considered at the meeting. The disclosure should include the nature of the interest and be registered with the monitoring officer within 28 days.

Members are to ensure that their Register of Interests form is kept up to date with the Monitoring Officer.

2425/046 ITEM 4– Dispensations

To decide upon any dispensation requests from members received by the Clerk in respect of this meeting.

2425/047 ITEM 5 – Representations from public

Invitation for members of the public to address the meeting. Each member of the public is entitled to speak for 3 minutes.

Questions / observations from members of the public

2425/048 ITEM 6 – Minutes of the previous meeting [Page 6-9](#)

To resolve to approve the minutes of the meeting held on the 9th January 2025

2425/049 ITEM 7 – Road Safety [Page 10-11](#)

To receive a request from a resident to implement traffic calming measures on Sackville Street, and to resolve to write to North Yorkshire Highways.

To resolve to request Morrisons to renew the faded red markings on the pedestrian crossing at the entrance to their approach road; with copy to North Yorkshire Highways- item requested by Cllr Nash

2425/050 ITEM 8 – 20mph Gargrave Road

To resolve to request full council to ask North Yorkshire Council to implement a 20mph zone on Gargrave Road for the following road safety and carbon-reduction policy reasons: (i) presence of a college, 3 high schools and 2 primary schools near to a road which numerous children and their parents need to cross on foot and (ii) to promote a switch from car use to walking, cycling and bus modes which are encouraged by lower vehicle speeds. Item requested by Cllr Nash.

2425/051 ITEM 9 – Planning Applications

To consider any applications received from NYC prior to the meeting and resolve any comments to be submitted.

Full details of the Planning Applications can be found on:

<https://publicaccess.cravendc.gov.uk/online-applications/>

ZA25/26786/TPO	25 Hall Croft, Skipton, BD23 1PG	Work to trees the subject of a Tree Preservation Order: T1 - Sycamore - Reduction in height from 15m to 11m and a radial reduction of 6m to 4m all around to compact the tree
ZA25/26747/HH	10 Grassington Road, Skipton, BD23 1LL	Alterations and extension to dwellinghouse to form rear and side extension with canopy area and associated soft and hard landscaping
ZA25/26750/ADV	11 High Street, Skipton, BD23 1AJ	Advertisement consent to display 2 No. externally illuminated fascia panels with trough light, 1 No. Non Illuminated fascia panel, 2 No. Digitally printed vinyl applied to the glass externally, 2 No. Frosted vinyl applied to the inside of the glass externally. 1 No. Solar Film and 1 No. Projecting signage on the front of elevation,
ZA25/26764/TPO	Skipton Girls High School, Gargrave Road, Skipton, BD23 1QL	Works to trees the subject of a Tree Preservation Order Sycamore on bank adjacent to pavilion/beehive area: Remove lowest branch with break-out tear (150mm dia x 5m long). Crown lift branches over pavilion (6 x 25mm dia x 1-2m). Sever 1m-long section of ivy. (T15 on report)
ZA25/26811/HH	22 Salisbury Street, Skipton, BD23 1NQ,	Dormer to loft room, demolition of section of rear wall to form driveway, reinstatement of metal railings and fence to front elevation
ZA25/26762/HH	25 Hall Croft, Skipton, BD23 1PG	Householder permission for decking and glass panels to the rear of the property with stairs leading down to the bottom of the garden and the erection of a 6ft fence on each side of the decking (from decking level) for safety and privacy

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ZA25/26816/VAR	3 Gainsborough Court, Skipton, BD23 1QG	Section 73 application to vary condition 2 (Approved plans) of ZA23/25361/FUL
ZA25/26681/HH	2 Alexandra Ville, Keighley Road, Skipton, BD23 2QZ,	Householder permission for planning permission for a driveway at the front of the property (Retrospective)
ZA25/26826/HH	47 Windsor Avenue, Skipton, BD23 1HS	Householder permission for a double storey side and rear extension
ZA25/26815/HH	8 Sidgwick Court, Skipton, BD23 2PW,	Householder permission for the construction of rear balcony and alteration
ZA25/26794/ADV & ZA25/26792/LBC	49-51 High Street, Skipton, BD23 1DT	Advertisement consent for the installation of a fascia sign, projecting sign and menu board
ZA25/26825/HH	14 Gisburn Street, Skipton, BD23 1TD	Householder permission for a single storey rear kitchen extension and first floor bathroom extension over existing kitchen
ZA25/26830/TPO	6 Rockwood Close, Skipton, BD23 1UG,	Works for trees subject to a Tree Preservation Order T1 Removal of small leaf lime stem grown from the base of a previously removed mature tree. Approximately 40 cm diameter at 1.5m with bias towards house and conservatory., The main stem has had all its lower limbs removed up to approximately 5m.
ZA25/26799/HH	83 Western Road, Skipton, BD23 2RU,	Householder permission for the construction of a ground floor side extension

2425/052 ITEM 10 – Planning Applications comments process

To review the implementation of the planning subcommittee meetings every three weeks and consider whether to continue with the planning subcommittee meetings.

2425/053 ITEM 11 – Planning Decisions

To note that planning decisions made by North Yorkshire Council.

ZA24/26289/HH	78 Broughton Road, Skipton, BD23 1TT.	Erection of two storey rear extension and installation of rear dormer	Granted
ZA24/26244/HH	80 Broughton Road, Skipton, BD23 1TT.	Householder planning permission for the provision of front and rear dormer and the replacement of the existing pitched rear roof form with a flat roof	Refused
ZA25/26707/TPO	9 Park Wood Drive, Skipton, BD23 1NG,	Works to a tree subject to Tree Preservation Order No: 230-1 1968: Felling of 1 Sycamore to rear of property	Granted

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ZA25/26696/TPO	The Wilderness , Otley Road, Skipton	Works to tree the subject of Tree Preservation Order No. 136 2002: T1 (Multi-stemmed Elm) - Requires tip reduction on stem to North East by 2m creating up to 4m clearance from the guttering/roof.	Granted
ZA25/26716/TPO	34 Hayton Way, Skipton, BD23 1DQ	Works to tree the subject of Tree Preservation Order No. 160 2007: T1 (Beech) - Crown thinning and crown reduction or the lowest horizontal branches.	Split
Appeal Ref: APP/U2750/W/24/3355679	Land to the North of Chapel Hill, Skipton, North Yorkshire, BD23 1UH		Appeal Dismissed

2425/054 **ITEM 12 – Interim Internal Audit** [Appendix 1](#)

To receive and not the Interim Internal Audit.

2425/055 **ITEM 13– Public Admission to Meetings Act 1961**

The Committee and its sub-committees will be considering business of a confidential nature, and the press and public will therefore be excluded by resolution from meetings (Public Bodies Admissions to Meetings Act 1960, s1 [2])

2425/056 **ITEM 14– Formal Complaint** [Page 12-13](#)

To consider an appeal following a formal complaint and resolve any further actions required.

2425/057 **ITEM 15- Notification of Business for a Future Agenda**

The Clerk should be given seven clear days' notice of items for the agenda of the next meeting although the absolute statutory minimum notice period is three clear days.

The next meeting of the Audit, Scrutiny and Planning Committee TBC following the AGM in May

Draft Minutes of the Ordinary Audit, Scrutiny & Planning Committee meeting, Held on Thursday 13th March 2025, at 5.30pm at Skipton Town Council Office, 45a Otley Street.

Present: Councillor B McDaid (Vice Chairman), Councillor V Kettu, Councillor S Bentley, Councillor Nash, Cllr A Hesletine and Cllr M Pickard

Mrs J Dean – Deputy Clerk

Mrs L Close – Chief Officer joined via Teams due to adverse weather conditions

Member of Public/Market Trader

2425/027 Item 1 – Chairman’s Remarks

Councillor B McDaid welcomed everyone to the meeting. As Vice Chair of the committee, he would be chairing the meeting in the absence of Cllr Harbron. Cllr McDaid proposed to move Items 14 and 15 further up the agenda, this was unanimously agreed.

2425/028 Item 2 - Apologies for Absence

Councillors C Harbron who was on holiday

Reasons accepted

2425/029 Item 3 – Disclosures of Interest

None received.

2425/030 Item 4 – Dispensations

None requested.

2425/031 Item 5 – Representations from public

The Member of the Public was invited to speak, and he gave his view on the complaint to be discussed under Item 15. Members listened to his opinions, and the member of the public provided some further documentation to committee members for their consideration.

2425/032 Item 6 – Minutes

Proposed by Councillor S Bentley

Seconded by Councillor V Kettu

Resolved that the minutes of the meeting held on 12th September are a true and accurate record of the meeting.

5 Votes in favour

2425/040 ITEM 14– Public Admission to Meetings Act 1961

Proposed by Councillor M Pickard, Seconded by Councillor A Heseltine, and unanimously resolved to exclude the press and public due to the confidential nature of the discussion (Public Bodies Admissions to Meetings Act 1960, s1 [2])

Mr Saghir left the meeting.

2425/041 ITEM 15 – Formal Complaint

A discussion was held to ascertain whether the correct procedure had been used for dealing with the complaint. Cllr Nash has sought the advice of the YLCA, who have advised that this committee must decide whether the complaint should be considered by this committee or if section 14 of the consent to trade should be used as the correct process.

The Chief Officer detailed why the complaints procedure was used, this was due to complaint that was requested to come to committee was relating to how the Council had dealt with the initial incidents, therefore it was complaint about the Council not a dispute regarding the consent to trade. Cllr Pickard and Cllr McDaid both expressed that they felt the correct procedure had been followed.

Proposed by Councillor B McDaid

Seconded by Councillor S Bentley

Resolved that the Audit, Scrutiny and Planning Committee is the correct committee to deal with the complaint. 5 votes in favour, 1 abstention

Members then considered all of the information that had been received prior to the meeting, and the information received this evening. Members were also made aware of an incident that took place on the 27th December, which took place after the papers for the meeting had been issued. The Police have been contacted about this incident and the Chief Officer is awaiting their advice.

Proposed by Councillor B McDaid

Seconded by Councillor S Bentley

Resolved that The Committee agreed that the Officers have dealt with the complaint correctly and followed the correct procedures. The Committee agreed with the actions that were taken by Officers, and were confident that that Officers have dealt with the issues raised in the correct manner. The procedure for responding to formal complaints would be clarified in the Consent to Trade Agreement, and this will be done ahead of the consents being reviewed in April. Any further decisions about sanctions needed to be taken following the incident of the 27th Dec would be taken following advice from the Police.

Members also agreed that the Consent to Trade should make it clear what sanctions can be taken against Traders who break the terms.

2425/033 ITEM 7 – Road Safety

Members noted the update from the Deputy Clerk, who would chase up a response from North Yorkshire Highways regarding the questions raised following the committee meeting on the 12th September.

2425/034 ITEM 8 – Speed Survey Results

The Deputy Clerk updated Members that Cllr David Noland is able to allocate £3000 of his locality budget towards a VAS on Grassington Road. This would mean there would be approximately £500 required to meet the costs.

Proposed by Councillor C Nash

Seconded by Councillor V Kettu

Resolved to use the Road Safety Budget from 2024/25 towards the funds remaining to purchase a VAS for Grassington Road, and to fund a VAS for Broughton Road in April from the funds allocated in the 2025/26 budget.

Unanimous

2425/035 ITEM 9 – Planning Applications

Councillors resolved the following responses:

ZA24/26289/HH- No Comment

ZA24/26563/TPO- No objection, however Committee Members request that replacement trees are planted to replace any removed as per the town council sustainability goals.

ZA24/26593/FUL- No Comment

ZA24/26506/HH No Comment

2425/036 ITEM 10 – Planning Applications comments process

Proposed by Councillor C Nash

Seconded by Councillor S Bentley

Resolved to implement sub committee meetings every three weeks to discuss planning issues.

Unanimous

2425/037 ITEM 11 – Planning Decisions

Members noted that planning decisions made by North Yorkshire Council had been emailed to members on the 19th December 2024

2425/038 ITEM 12 – Internal Control Checklist

Members noted that Cllrs Nash and Heseltine completed the Internal Control Checklist prior to the meeting today. No issues were identified and the Finance Manager would have some items requested available at the next Internal Control Checklist meeting such as holiday request forms.

2425/039 ITEM 13 – Scrutiny Of Policies

Proposed by Cllr B McDaid

Seconded by Cllr A Heseltine

Resolved to recommend the Co-option Policy to Full Council for adoption.

Unanimous

Items 14 and 15 were discussed earlier on the agenda.

2425/042 ITEM 16- Notification of Business for a Future Agenda

20mph on Gargrave Road, and road markings at the entrance to Morrisons -Cllr Nash
Cllr Pickard raised some street light and road marking issues that have been brought to his attention. The Deputy Clerk asked if he could email the details to her, and she would look into them and put them on the next agenda if required.

Date of next meeting – 27th March 2025- The Deputy Clerk would liaise with the Chief Officer to set 3 weekly meetings for planning applications and would circulate dates to members.

With no further business transacted the meeting closed at 20:21pm

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Meeting:	Audit, Scrutiny and Planning Committee				Date:	27 th March 2025
Paper Title:	Road Safety				Agenda Item:	7
Author of Paper:	Chief Officer					
Purpose of Paper:	Information to note		Draft policy for feedback		Motion for Decision	x

If For Decision then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:	<p><i>Proposer:</i></p> <p><i>Seconder:</i></p> <p><i>Motion wording for the agenda:</i></p> <p>To receive a request from a resident to implement traffic calming measures on Sackville Street, and to resolve to write to North Yorkshire Highways.</p>
Implications: (if needed)	<p><i>Financial: N/A</i></p> <p><i>Staffing: N/A</i></p> <p><i>Stakeholders & Reputation: Responding to residents enquiries</i></p>

Executive Summary: Why is this coming to the Council or Committee? <ul style="list-style-type: none"> - Context - Timing (why now?) 	<p><i>Summary: 3- 4 sentences</i></p> <p>Request received from a member of the public regarding road safety</p>
Key points: To include <ul style="list-style-type: none"> - Options - Challenges (including risks and threats) - Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment) 	<p>The below email was sent from a local resident:</p> <p><i>Hello,</i></p> <p><i>I am writing to you as a resident of Rowland St, near Sackville Street to express my concern about the persistent issue of speeding vehicles on Sackville Street. The problem is particularly prevalent from Chicos all the way down to Westmoreland Street.</i></p> <p><i>As a resident, it is upsetting to witness vehicles consistently exceeding safe speed limits in an area that is already facing challenges with parking and, more recently,</i></p>

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	<p><i>vehicle thefts. The combination of these issues creates a sense of unease and diminishes the overall quality of life for residents.</i></p> <p><i>As someone who regularly walks down this road with my daughter - 16 months old - out of her pram, it makes me nervous very regularly.</i></p> <p><i>I respectfully request that you consider implementing speed bumps or other traffic calming measures on Sackville Street to address this issue. I believe that such measures would significantly improve safety for pedestrians and residents alike.</i></p> <p><i>Thank you for your time and consideration.</i></p> <p><i>Sincerely,</i></p>
Recommendation:	<p>Specify what outcome or response is needed from the Council/Committee to this paper or motion.</p> <p>The Council/Committee is recommended to:</p> <ul style="list-style-type: none">- Note (no discussion is required but receipt of information should be noted)- Discuss (provide feedback but not make a decision)- Recommend for approval to Full Council- Approve (under delegated powers as a committee, or in Full Council)- Make a decision without an officer recommendation
Appendices:	<p><i>List in numerical order.</i></p>

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Meeting:	Audit, Scrutiny and Planning Committee				Date:	27 th March 2025
Paper Title:	Complaint				Agenda Item:	13
Author of Paper:	Chief Officer					
Purpose of Paper:	Information to note		Draft policy for feedback		Motion for Decision	x

If For Decision then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:	<p><i>Proposer:</i></p> <p><i>Seconder:</i></p> <p><i>Motion wording for the agenda:</i></p> <p>To consider an appeal following a formal complaint, and resolve any further actions required.</p>
Implications: (if needed)	<p><i>Financial: N/A</i></p> <p><i>Staffing: N/A</i></p> <p><i>Stakeholders & Reputation: Following complaints process inline with adopted policies and Committee Terms of Reference.</i></p>

Key points: To include <ul style="list-style-type: none"> - Options - Challenges (including risks and threats) - Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment) 	<p><i>The main paper: 1 side of A4 max</i></p> <p>This committee heard a complaint on the 9th January, and the complainant was subsequently written to by Councillor McDaid who chaired the meeting.</p> <p>The complainant wishes to appeal the decision of this committee. The Council's adopted complaints procedure states:</p> <p>'5.4 Should the complainant be dissatisfied with the response from the committee, the committee may at its discretion refer the complaint to the Full Council where the complainant will be invited to address the meeting.'</p>
Recommendation:	<p>Specify what outcome or response is needed from the Council/Committee to this paper or motion.</p> <p>The Council/Committee is recommended to:</p> <ul style="list-style-type: none"> - Note (no discussion is required but receipt of information should be noted) - Discuss (provide feedback but not make a decision)

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	<ul style="list-style-type: none">- Recommend for approval to Full Council- Approve (under delegated powers as a committee, or in Full Council)- Make a decision without an officer recommendation
Appendices:	<i>List in numerical order.</i>