



# Skipton Town Council

19<sup>th</sup> June 2025

## Agenda

**Meeting: Audit, Scrutiny and Planning Committee**

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

Dear Councillors Harbron, Bentley, McDaid, Feather, Kettu, Pickard, Noland & A Heseltine  
You are hereby summoned to attend an ordinary meeting of the Audit, Scrutiny and Planning Committee:

**Date:** 26<sup>th</sup> June 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](mailto:louise@skiptontowncouncil.gov.uk)

[www.skiptontowncouncil.gov.uk](http://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**

**2526/001    ITEM 1 – Chairmans Remarks**

**2526/002    ITEM 2 – Reasons for Absence**

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

**2526/003    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.

**2526/004    ITEM 4– Dispensations**

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

**2526/005    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

**2526/006    ITEM 6 – Minutes of the previous meeting [Pages 6-13](#)**

To resolve to approve the minutes of the meeting held on the 9<sup>th</sup> January 2025, and the meeting of the Planning Sub Committee held on the 13<sup>th</sup> March and the 23<sup>rd</sup> April 2025.

Please note that the Audit, Scrutiny and Planning meeting scheduled for the 27<sup>th</sup> March 2025 was in quorate.

The Planning sub-committee meetings scheduled for the 30<sup>th</sup> January and 20<sup>th</sup> February 2025 were also in quorate.

**2526/007    ITEM 7 – 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.

**2526/008    ITEM 8 – 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/>

ZA25/27030/TPO	3 Gainsborough Court, Skipton, BD23 1QG,	Works to Trees subject of a Tree Preservation Order. Fell 5 no. trees - 3 No. birch, 1 No. whitebeam, and 1 No. conifer.
ZA25/27035/TPO	Driver Vehicle Standards Agency, Foundry House, Carleton Road, Skipton, BD23 2BE	Works to trees the subject of a Tree Preservation Order T1 Sycamore, T2 Lime and T3 Birch., Tree uplifting is required over the neighbouring property and public pavement. The current state of the trees is causing complaints from the neighbouring resident and is contravening council regulations., , T1 using ropes and harness. Branches will be individually pruned and lowered into a segregated drop zone using LOLER certified rigging equipment. The tree will be cut back to fence line to remove all encroachment into the neighbouring property. The minor encroachment of the shrubs in this area will also be removed. T2 will be uplifted over the car park and the public pavement to a height of 2.4 metres. T3 will be uplifted over the pavement to a height of 2.4 metres.
ZA25/27062/TPO	Skipton Girls High School, Gargrave Road, Skipton, BD23 1QL	Works to trees the subject of a tree preservation order Fell 1no. Holly Tree
ZA25/27058/TPO	Skipton Girls High School, Gargrave Road, Skipton, BD23 1QL	Works to trees subject to a Tree Preservation Order Sycamore Tree (Westbank site) Proposed work:, 1. Removal of dead branches , 2. Lateral Reduction (1-2M) on two limbs overhanging highway
ZA25/27070/TPO	St Andrews House, Otley Road, Skipton, BD23 1EX	Works to trees the subject of a Tree Preservation Order Crown: Reduction (2-3 metres) of 1 x Beech tree (T20) within TPO order 870-54 1989.

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ZA25/27059/TPO	Skipton Girls High School, Gargrave Road, Skipton, BD23 1QL	Works to trees subject to a Tree Preservation Order Sycamore Tree proposed works: , 1. Sever ivy and basal vegetation., 2. Remove deadwood., 3. Crown Lift over highway, and school building., 4. Remove cluster of small diameter lower branches at 3m, on roadside., 5. Remove lowest branch north over school (100mm x 4000mm), 6. Lowest branch on NE over road, laterally reduce by 3m., 7. Laterally reduce small branches growing into utility cables (25mm x 500mm), 8. Laterally reduce by 2m, the end of the limb extending over to the adjacent house chimney (75mm, 4 branches)., 9. Laterally reduce by 2m, the lowest end-loaded limb extending to the school building chimney
ZA25/27060/TPO	Skipton Girls High School, Gargrave Road, Skipton, BD23 1QL	Works to trees the subject of a tree preservation order Fell 1no. Ash Tree
ZA25/27068/TPO	14 Eller Mews, Skipton, BD23 2TG	Works to trees the subject of a Tree Preservation Order Fell 1 tree

**2526/009**    **ITEM 9 – Licensing Applications** [Appendix 1 & 2](#)

To consider an application for the Grant of a Premises Licence (for entertainment only) for part of Skipton High Street for Skipton Pride. This is for Sunday 3rd August this year and a recurring event one Sunday per annum in August. The date each year will be notifiable to the SAG four months before.

To resolve any comments to be submitted regarding this application.

**2526/010**    **ITEM 10 – Planning Applications comments process**

To agree how the committee would like to comment on planning applications, and whether members wish to continue with a planning sub committee.

**2526/011**    **ITEM 11 – Planning Decisions**

To note that planning decisions made by North Yorkshire Council.

ZA25/26872/FUL	Ermysteds Grammar School, Gargrave Road, Skipton, North Yorkshire, BD23 1PL.	Full planning permission for the installation of small domed observatory structure	Granted
ZA24/26462/HH	55 Broughton Road, Skipton, BD23 1TJ.	Householder permission for the vehicle access and tarmac area	Granted
ZA25/26879/HH	Gill Bottom Farm, Keighley Road, Skipton, North Yorkshire, BD23 2TB,	Householder permission for extension into attached barn including re-building of existing rear lean-to open storage area.	Granted

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ZA25/26917/TPO	Raikes Road, Mill Fields, Skipton, North Yorkshire, BD23 1NT,	Works to trees the subject of a Tree Preservation Order Fell 1 x sycamore and plan 1 x sycamore Raikes Burial Ground April 2025	Refused
ZA25/26948/HH	24 Lytham Close, Skipton, North Yorkshire, BD23 2LF	Single storey rear extension Location: 24 Lytham Close, Skipton, Nort	Granted
ZA25/26813/HH	3 Gainsborough Court, Skipton, BD23 1QG	Conversion of existing garage to create a granny annexe	Granted
ZA25/26882/HH	Midland House, Back Midland Street, Skipton, North Yorkshire, BD23 1SE	Householder permission for an extension to provide enlarged first floor bedroom over extended ground floor kitchen.	Granted
ZA25/26747/HH	10 Grassington Road, Skipton, BD23 1LL	Alterations and extension to dwellinghouse to form rear and side extension including associated soft and hard landscaping	Granted

**2526/012    ITEM 12 – Internal Control Checklist**

To appoint two members of the committee to undertake the Internal Control Checklist, and to agree a date to undertake the Internal Control Checklist prior to the next internal audit.

**2526/013    ITEM 13 – Scrutiny of Policies and Procedures**

To select which policies to scrutinise at the next meeting.

**2526/014    ITEM 14- 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 25<sup>th</sup> September 2025*

**Agenda Item 6**

**Draft Minutes of the Ordinary Audit, Scrutiny & Planning Committee meeting, Held on Thursday 9<sup>th</sup> Jan 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 12<sup>th</sup> 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 27<sup>th</sup> 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 12<sup>th</sup> 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 – 27<sup>th</sup> 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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26<sup>th</sup> June 2025 at 6.30pm  
**Minutes of the Ordinary Planning Sub Committee meeting,  
Held on Thursday 13<sup>th</sup> March 2025, 5.30 pm  
Skipton Town Council Office, 45a Otley Street.**

**Present:** Councillor C Harbron (Chairman), B McDaid (Vice Chairman), Councillor S Bentley, Councillor Nash, Cllr A Heseltine and Cllr M Pickard  
Mrs L Close – Chief Officer

**2425/019 Item 1 – Chairman’s Remarks**

Councillor C Harbron welcomed everyone to the meeting

**2425/020 Item 2 - Apologies for Absence**

Councillor V Kettu who had a prior engagement

*Reasons accepted*

**2425/021 Item 3 – Disclosures of Interest**

None received.

**2425/022 Item 4 – Dispensations**

None requested.

**2425/023 Item 5 – Representations from the public**

None present

**2425/024 Item 6 – Planning Applications**

ZA25/26717/HH – 89 Burnside Crescent - No comment

ZA25/26724/TPO – The Pines, 3 Cawder Ghyll – The committee resolved that if a tree was to be felled, then there should be a replacement of at least 3 trees planted.

ZA25/26714/FUL – Guyson – No comment

ZA25/26650/LBC – Glista Mill – No comment

**2425/025 – Item 7 – Planning Decisions**

The planning decisions received from North Yorkshire Council were received and noted

**2425/026 ITEM 8 – Listed Asset of Community Value: Notification of Full Moratorium Period**

The information from North Yorkshire Council regarding the listed asset of community value – St Andrews Church, New Market Street, was received and noted.

**2425/027 ITEM 9 - Notification of Business for a Future Agenda**

To revisit the information for the calling of sites

To decide if the subcommittee should continue with 3 weekly meetings

With no further business transacted the meeting closed at 17.49pm

**Minutes of the Ordinary Planning Sub Committee meeting,  
Held on Thursday 23<sup>rd</sup> April 2025, 5.30 pm  
Skipton Town Council Office, 45a Otley Street.**

**Present:** Councillor M Pickard, Councillor S Bentley, Councillor Nash, and Councillor V Kettu  
Mrs L Close – Chief Officer

In the absence of the Chairman and Vice chairman, members were asked to propose a Chair for the meeting.

Proposed by Councillor C Nash, seconded by Councillor V Kettu and resolved in favour to appoint Councillor M Pickard to be Chair of the meeting.

**2425/028 Item 1 – Chairman’s Remarks**

Councillor M Pickard welcomed everyone to the meeting

**2425/029 Item 2 - Apologies for Absence**

Councillor B McDaid and Councillor D Noland, who both had a prior engagement

*Reasons accepted*

Councillors A Heseltine and C Harbron were absent.

**2425/030 Item 3 – Disclosures of Interest**

None received.

**2425/031 Item 4 – Dispensations**

None requested.

**2425/032 Item 5 – Representations from the public**

None present

**2425/033 Item 6 – Minutes**

Proposed by Councillor C Nash, seconded by Councillor S Bentley, and resolved in favour that the minutes of the meeting held on the 13<sup>th</sup> of March 2025.

### **2425/034 Item 7 – Planning Applications**

Members of the committee unanimously resolved to give the following feedback to the applications (comments in red)

ZA25/26845/TPO	68B Moorview Way, Skipton, North Yorkshire, BD23 2JW	Works to trees a subject of a Tree Preservation Order, Reduce height and spread by 16% of T1 Ash, <b>No comment</b>
ZA25/26862/HH	18 Hall Croft, Skipton, BD23 1PG,	Householder application for proposed single storey extension to North elevation and internal alterations <b>No comment</b>
ZA25/26856/FUL	Unit 1, Craven M O T Centre , Engine Shed Lane, Skipton, North Yorkshire, BD23 1UP	Full planning application for extension to existing garage for electric vehicle car servicing <b>Fully Supported</b>
ZA25/26871/HH	6 Whinny Gill Road, Skipton, North Yorkshire, BD23 2RS	Householder permission for a detached garage <b>No comment</b>
ZA25/26879/HH	Gill Bottom Farm, Keighley Road, Skipton, North Yorkshire, BD23 2TB,	Householder permission for extension into attached barn including rebuilding of existing rear lean-to open storage <b>No comment</b>
ZA25/26872/FUL	Ermysteds Grammar School, Gargrave Road, Skipton, North Yorkshire, BD23 1PL	Full planning permission for the installation of small domed observatory structure <b>Members are pleased that the application has been submitted again, with the previous comments being observed. It would be a great benefit if the facility could be available for members of the public to use also.</b>
ZA25/26882/HH	Midland House, Back Midland Street, Skipton, North Yorkshire, BD23 1SE	Householder permission for an extension to provide enlarged first floor bedroom over extended ground floor kitchen. <b>No comment</b>
ZA25/26899/HH	23 Lytham Gardens, Skipton, BD23 2TR	Householder permission for side extension <b>No comment</b>

### **2425/035 Item 8 – Planning Decisions**

The recent planning decisions from North Yorkshire Council were receive and noted.

### **2425/036 ITEM 9 - Notification of Business for a Future Agenda**

The Committee would decide at the first meeting, after the Annual meeting if the Sub Committee meetings would continue

With no further business transacted the meeting closed at 18.11pm