



Skipton Town Council

18th September 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: 25th September 2025

Time: 6:00 pm

Venue: Craven Community Hub (Old Craven College Building), Skipton High Street.

*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

2526/015 ITEM 1 – Chairmans Remarks

2526/016 ITEM 2 – Reasons for Absence

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

2526/017 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.

2526/018 ITEM 4– Dispensations

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

2526/019 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

2526/020 ITEM 6 – Minutes of the previous meeting

To resolve to approve the minutes of the meeting held on the 27th June 2025.

2526/021 ITEM 7 – 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/>

ZA25/27273/LBC	Majestic Wine, Broughton Road, Skipton,	Listed building consent for erection of retractable security grille
ZA25/27078/FUL	Overdale Court, Skipton, BD23 1AE,	Full planning permission for replacement windows in blocks 1-4, 5-8, 9-12, 13-16, 17-18, 19-22, 23-26, 27-32, 33-38, and 39-44.

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ZA25/26900/FUL	Land At Crookrise, Access From The Bailey (A6131) Skipton , BD23 6XH	Erection of 5 dwellinghouses including detached garages, formation of access/car parking including drainage and landscape infrastructure and ancillary renewable technologies
ZA25/27253/FUL	Dyneley House Surgery, Newmarket Street, Skipton, BD23 2HZ,	Full planning permission for alterations to surgery building including installation of new window and door openings and formation of external steps and railings
ZA25/27335/TPO	8 Court Lane, Skipton, BD23 1DD	Works to trees in Skipton Conservation area: T1 - Birch, reduce in height by 2m, leaving a crown height of 6m. T2 - Cherry, reduce in height from 6m to 5m. , , works were previously carried out in 2014 and works are to bring the trees down to the same heights (visible from ground level)., , The trees are out growing their location and if left any longer removal would have to be carried out rather than reducing as they are within a small garden
ZA25/27329/HH	11 Ramshaw Drive, Skipton, BD23 2QN	Householder permission for a single storey rear extension
ZA25/27322/HH	66 Burnside Crescent, Skipton, BD23 2BU	Householder permission for 2-storey rear extension

2526/022 **ITEM 8 – Planning Decisions** [Page 7-10](#)

To note that planning decisions made by North Yorkshire Council.

2526/023 **ITEM 9 – Internal Audit** [Appendix 1](#)

To receive and note the internal audit for the period April- 30th June 2025, and to note that there were no observations or recommendations made.

2526/024 **ITEM 10 – Internal Control Checklist** [Appendix 2](#)

To note the internal control checklist conducted by Cllrs Bentley and A Heseltine on the 15th July 2025.

2526/025 **ITEM 11 – Scrutiny of Policies and Procedures** [Appendix 3 and 4](#)

To scrutinise the two policies: Work experience policy and volunteers policy

2526/026 **ITEM 12 – 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 29th January 2026
Planning applications will be discussed via zoom*

**Minutes of the Audit, Scrutiny & Planning Committee meeting,
Held on 27th June 2025, 6.30pm
Skipton Town Council Office, 45a Otley Street.**

Present: Councillor Harbron (Chairman), Councillor Bentley, Councillor A Heseltine, Councillor D Noland & Councillor W Feather.

Mrs L Close (Chief Officer)

2526/001 Item 1 – Chairman's Remarks

Councillor Harbron welcomed everyone to the meeting.

2526/002 Item 2 – Reasons for absence

Councillor McDaid and Councillor M Pickard both had prior engagements.
Councillor Kettu did not attend.

2526/003 Item 3 – Disclosures of Interest

None declared

2526/004 Item 4 – Dispensations

None requested

2526/005 Item 5 – Representations from the public

None present.

2526/006 Item 6 – Minutes of the previous meeting

Proposed by Councillor A Heseltine, seconded by Councillor S Bentley, and resolved in favour that the minutes of the meeting held on the 9th of January 2025, and the meeting of the Planning Sub Committee held on the 13th of March and the 23rd of April 2025.

2526/007 Item 7 – 20mph Gargrave Road

It was confirmed by Councillor D Noland that North Yorkshire Council is taking further action on this request and is broadly in favour of the reduced speed. They are looking at

what engineering they can put in place on that section of the Highway? It was resolved to contact North Yorkshire Council to request a report of progress by this Committee.

2526/008 Item 8 – Planning Applications

ZA25/27030/TPO – No comment

ZA25/27035/TPO – No objections

ZA25/27059/TPO – No comment

ZA25/27060/TPO – No comment

ZA25/27068/TPO – No comment

2526/009 Item 9 – Licensing Applications

Resolved to fully support the application for the Grant of a premise license for Skipton Pride.

2526/010 Item 10 – Planning applications comments process

Proposed by Councillor D Noland and seconded by Councillor C Harbron to start A, S&P committee meetings at 6.00 pm to discuss planning applications first, and to then hold monthly Zoom meetings to discuss applications between standard committee meeting dates, using the delegated powers of the Clerks to submit comments.

2526/011 Item 11 – Planning Decisions

Planning decisions were received and noted

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
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

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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

Councillor S Bentley and Councillor A Heseltine were appointed to complete the Internal Control checklist.

2526/013 Item 13 – Scrutiny of Policies and Procedures

It was advised that the Chairman would bring back to the next meeting 2 policies for scrutiny.

2526/014 Item 14 – Notification of business for a future agenda

Parking on the set by the Town Hall, which is not marked as a verge.

With no further business transacted, the meeting closed at 19.21pm.

The next meeting of Audit, Scrutiny, and Planning Committee 25th September 2025.

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Agenda Item 8 Planning Decisions

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.	Split Decision
ZA25/26954/TPO	17 Gainsborough Court, Skipton, BD23 1QG	Works to trees the subject of a Tree Preservation Order 1 x Beech, Crown thin 15% and radically reduce the south spread from 7m to 5m and the east spread from 10m to 8m (T1), within TPO order 161-98 1995. 1 x Beech, Crown thin 15% and radially reduce the south spread from 7m to 5m (T2). 1 x Beech, Crown thin 15% (T3). 1 x Beech, crown lift over the green house to 5m from ground level, tree is located in the adjacent garden but the canopy overhangs the applicants land (T4).	Split Decision
ZA25/26861/HH	26 Otley Road, Skipton, BD23 1HG	Householder application for proposed conversion of garage to accomodate shower room and utility. Garage door replaced by frosted window	Granted
ZA25/27001/HH	7 Park Wood Crescent, Skipton, North Yorkshire, BD23 1UF	Householder application for single-storey rear extension.	Granted
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	Refused
ZA25/27018/LBC & ZA25/27017/ADV	10 Sheep Street, Skipton, BD23 1JH	Listed building consent for installation of replacement signage	Granted

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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	Split Decision
ZA25/27033/FUL	Building 1 Admin, Dales Pharmaceuticals Manufacturing, Keighley Road, Skipton	Full planning permission for extension to existing manufacturing building to provide new plant room	Granted
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	Granted
ZA25/26936/HH	5 Regent Crescent, Skipton, North Yorkshire, BD23 1BG	Householder permission for two storey side extension, single storey rear extension and other alterations	Granted
ZA25/26954/TPO	17 Gainsborough Court, Skipton, BD23 1QG,	Works to trees the subject of a Tree Preservation Order 1 x Beech, Crown thin 15% and radically reduce the south spread from 7m to 5m and the east spread from 10m to 8m (T1), within TPO order 161-98 1995. 1 x Beech, Crown thin 15% and radially reduce the south spread from 7m to 5m (T2). 1 x Beech, Crown thin 15% (T3). 1 x Beech, crown lift over the green house to 5m from ground level, tree is located in the adjacent garden but the canopy overhangs the applicants land (T4).	Granted
ZA25/27057/TPO	Skipton Girls High School, Gargrave Road, Skipton, BD23 1QL	Works to trees the subject of a tree preservation order Oak Tree Removal of lower limb and trimming back of branches	GRANTED

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ZA25/27003/ADV	Advertisement consent for 4no. aluminium signs	Craven Swimming Pool , Gargrave Road, Skipton, North Yorkshire, BD23 1UD	Granted
ZA25/27122/TPO	3 Shortbank Close, Skipton, BD23 2TP	Works to trees the subject of a tree preservation order 2m canopy reduction on all 3 Sycamore tree	Refused
ZA25/27158/FUL	Sandylands Sports Centre, Playing Fields, Carleton New Road, Skipton, North Yorkshire, BD23 2AZ	Full planning permission for the siting of two storage containers (retrospective) and one proposed storage container to store sports and maintenance equipment associated with the use of the recreation land for sports	Granted
ZA25/26802/HH	29 Pendle Street, Skipton, BD23 1SN	Householder consent for proposed first floor rear extension to form bathroom	Granted
ZA25/27076/FUL	Craven College Aireville Campus, Gargrave Road, Skipton, BD23 1US	Full planning permission for the installation of three new windows into the rear facade of the building	Granted
ZA25/27068/TPO	14 Eller Mews, Skipton, BD23 2TG	Works to trees the subject of a Tree Preservation Order Fell 1 tree	Refused
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	Granted
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	Granted
ZA25/27159/HH	7 Clitheroe Street, Skipton, BD23 1SU	Householder application for planning permission for single storey rear extension	Granted
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	Granted

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ZA25/27099/TPO	Land Between Broughton Mews And Broughton Road, Skipton	Works to No.8 trees subject of a tree preservation order: TPO 52 1989	Granted
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	Refused
ZA25/27222/HH	101 Raikes Road, Skipton, BD23 1LS	Householder permission for side extension and addition of bi-fold doors to rear elevation and widening of driveway	Granted
ZA24/26372/FUL	Firth Street Works, Firth Street, Skipton, BD23 2PX	Replacement of existing roofing, north lights and rainwater goods and installation of photovoltaic (PV) panels and wall cladding including erection of new external racking (including part demolition of structures)	Refused
ZA25/27278/TPO	Skipton Girls High School, Gargrave Road, Skipton, BD23 1QL,	Works to trees the subject of a Tree Preservation order - Sycamore Tree - Removal of snapped branch stub, and branch below (approx. 100mm x 4m)	Approved