**MINUTES OF THE MEETING OF**

**KNARESBOROUGH TOWN COUNCIL PLANNING COMMITTEE**

**HELD AT KNARESBOROUGH HOUSE, KNARESBOROUGH,**

**on Tuesday 04 JUNE 2019**

**PRESENT: Chair:** Councillor C Willoughby

**Councillors**: E Darling, H Gostlow, P Ireland, A Willoughby and

A Wright.

**Staff Present:** The Clerk

**Also Present**: N/A

**Late Arrivals:** None **Early Departures:** None

**19/001 ITEM 1 – To Elect** a Chair and a Deputy Chair of Planning Committee for the

civic year 2019/2020

At a meeting of Full Council on Monday 24 April it was agreed that the Planning Committee should determine its own Chairman at the first meeting of that committee.

**RESOLVED:** That Councillor Christine Willoughby be the Chair for the Civic Year 2019/20

**FURTHER RESOLVED:** That Councillor Ed Darling be the Deputy Chair for the Civic Year 2019/20

**19/002 ITEM 2 -** To receive **Apologies** for inability to attend the meeting - None

**19/003 ITEM 3 – Councillors’ Disclosure of an Interest** - None

**19/004 ITEM 4 - KTC Public Speaking Session** - None

**19/005** **ITEM 5** - **To consider** the Planning Committee Terms of Reference and make a Recommendation for Full Council

Members discussed the document put forward by the Clerk and, after agreeing a number of amendments, it was:

**RECOMMENDED:** That the Terms of Reference document (detailed in Appendix A) is submitted to Full Council for approval.

**19/006 ITEM 6 - Planning Correspondence**

**6.1 To consider** the following **Planning Applications** relating to Knaresborough and make such observations as may be appropriate:

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| **Ref:** | **Details of Application:** | **KTC Comments:** |
| **19/01108/LB** | Listed building consent for the following: removal of ATM and Night Safe with infilling of walls; removal of cameras and signage with infilling; and removal of counters and partition walls. 37 High Street, HG5 0HB. | KTC objects to this application on the grounds that it wants to see the frontage of the historic night safe preserved (see Appendix B) |
| **19/01813/FUL** | Alterations to cladding. 11 Castle Ings Close, HG5 8DJ. | No objections |
| **19/01940/FUL** | Erection of a single storey extension. 37 Farfield Avenue, HG5 8HB. | No objections |
| **19/01944/TPO** | Felling of 1 no. Sycamore tree within G10 of Tree Preservation Order 05/2008. West Lodge, Ripley Road, HG5 9HA. | No objections as long as a replacement tree is actually provided.  KTC would ask that the replacement tree is planted prior to the removal of the current tree if possible. |
| **19/02001/FUL** | Demolition of garage and erection of single storey extension. 7 Woodpark Drive, HG5 9DN. | No objections |
| **19/02106/FUL** | Erection of a single storey extension. 22 Park Grove, HG5 9ET. | No objections |
| **19/02159/FUL** | Erection of single storey extension. 8 Park Grove, HG5 9ET. | No objections |

**6.2 To receive and note** the dates of theHBC Planning Committee Meetings, 2pm, Council Chamber, Civic Centre, HG1 2AE (dates may be subject to change):

|  |  |  |
| --- | --- | --- |
| 25 June 2019 | 29 August 2019 | 29 October 2019 |
| 16 July 2019 | 17 September 2019 |  |
| 06 August 2019 | 08 October 2019 |  |

**RESOLVED: To receive and note** the dates as tabled above.

Members asked the Clerk to send them a copy of the criteria HBC use to delegate planning applications to the HBC Planning Committee.

Members agreed that they were keen to pursue any possible training offered by HBC planning department.

**Meeting closed at:** 8.30 p.m.

**Signed by Chair**

**Councillor C Willoughby**

**Appendix A**

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| **Planning Committee** | | |
| **Established:** June 2019 | **Terms of Reference Adopted:** by Full Council on 17 June 2019 | |
| **Objective:** Knaresborough Town Council is a consultee to the Local Planning Authority (Harrogate Borough Council) for planning applications that relate to the town of Knaresborough and surrounding applications which affect Knaresborough.  The Planning Committee is constituted to consider and to respond on behalf of the Council in respect of such applications | | |
| **Membership**  A minimum of 5 councillors appointed annually by Council. | | |
| **Quorum**  Three members | | |
| **Areas of responsibility**:  (i.e. subjects which the committee is entitled to debate and make recommendations to council) | | **Delegated Authority:**  (i.e. where the committee has been given the power to make final decisions) |
| 1. General responsibilities as a committee which apply to all subjects listed below. | | See Standing Orders Section 4 for full details. |
| 2. Planning Applications and Listed Building Applications | | To make representations to the Local Planning Authority on applications for planning permission and /or Listed Building Consent. |
| 3. Planning Enforcements | | To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations. |
| 4. HBC Planning Committee | | To determine representation at HBC Planning Committee meetings when necessary. |
| 5. Appeals | | To determine representation in respect of appeals against the refusal of planning permission and /or to send comments. |
| 6. Other | | To deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee. |
| 7. All TPO related applications and issues. | | To make representations to the Local Authority on applications for tree works. |
| 8. To consider any matter referred to the Committee under the Council’s Urgent Decisions Procedure | | Full delegated authority |
| **Planning Application Notifications:**  To be circulated to Planning Committee members on a weekly basis, with the full list made available on the meeting agenda. | | |
| **Other Planning Notices:**  To be circulated to Planning Committee members when received by the office, with the full list made available on the meeting agenda. | | |
| **Planning Responses:**  The Clerk or Deputy Clerk will communicate to the Local Planning Authority the Committee’s comments in respect of applications considered.  Where an application is subject to an appeal, the Committee is authorised to make written representation and/or to elect a member of the committee or a member of full council to attend the hearing.  Wherever possible, a member of the Planning Committee is to be nominated to attend HBC’s Planning Committee meeting, if a relevant application is on the agenda.  All correspondence should be conducted through the Clerk or Deputy Clerk. | | |
| **Representation:**  In the event that timeframes do not allow for representation at HBC Planning Committee, appeals etc to be decided at a meeting of the Planning Committee, the Clerk or Deputy Clerk will circulate the relevant details amongst members via email and ask for a volunteer to attend. The Clerk or Deputy Clerk will inform all members who the representative will be. In the event that more than one member volunteers the Clerk or Deputy Clerk will ask members to give their support to one or the other and go with the majority.  On these occasions the representative member will be reminded that he/she is representing the decision/comments already agreed by the Committee. | | |
| **Agenda template guide:**  1. To receive apologies for inability to attend the meeting  2. To notify Declaration Disclosable Pecuniary Interests  3. Public Speaking Session  4. To approve the minutes of the previous meeting  5. Business Remaining from the previous meeting  6. Planning Correspondence   1. Planning Application 2. HBC Planning Committee representation 3. Planning Enforcements 4. Appeals | | |
| **Minuting Officer:**  The Clerk or Deputy Clerk | | |
| **Review:** Terms of Reference to be reviewed annually | | |

**Appendix B**

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