



Knaresborough
Town Council

TERMS OF REFERENCE PLANNING COMMITTEE

Membership and voting: Minimum four Councillors, voted annually by the Town Council. At its first meeting following the Annual Meeting of the Town Council, the Committee shall elect a Chair who will have an ordinary vote and a casting vote and may use the latter although is not compelled to do so.	Quorate: Three
Meeting Frequency: Monthly with the Clerk and/or Deputy Clerk in attendance	
Accountability: The Committee is a Committee of The Council with lawful status and shall function and operate in accordance with The Council's approved Standing Orders Section 4. It has delegated powers to act on behalf of the full council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to the full council.	
Aims: To act as statutory consultee to the Planning Authority - North Yorkshire Council (NYC) for all planning applications that are in or relate to the Knaresborough Town Council area.	
Roles: 1. To fully consider all planning applications and respond on behalf of the Full Council to all applications for planning permission and appeals referred to Knaresborough Town Council by the planning authority. When responding to planning applications the standard wording, as agreed by Full Council on 17 March – Minute no: 23/090, is to be applied, if appropriate. <i>Suggested wording may include:</i> <i>KTC has declared a climate emergency; as such we encourage ways to target Energy Performance Certificate (EPC) A rating.</i> <i>Please consider the following items:</i> <i>Having draught-proofed, energy-efficient windows and doors. Consider triple glazing.</i> <i>Insulation of roof and loft</i> <i>Insulation of both cavity and solid walls</i> <i>Installation of a low-carbon heating system</i>	

Installation of solar panels

2. To consider and respond to all Street Naming Consultations from NYC
3. To consider and respond to all Consultations from Highways Department NYC

Delegated Powers:

1. On behalf of Full Council make and submit observations, via the Clerk or Deputy Clerk, on all planning applications to the planning authority North Yorkshire Council (NYC).
2. Where an application is subject to a Planning Inquiry or Appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the Hearing.
3. The Committee is authorised to nominate a member to attend NYC's Planning Committee meeting if a relevant application is included on the agenda.
4. The Clerk/Deputy Clerk will, in consultation with members of the planning committee, have delegated powers to respond to any outstanding planning applications which the committee did not have sufficient time to consider during its meeting and which would by default fall outside of the consultation period.
5. Identify and make representations to the NYC in respect of enforcement action or any matters considered to be breaches of planning regulations.
6. When dealing with Consultations from NYC, as detailed in points 2 and 3 above, the Clerk has delegated authority to place these before another Committee or Full Council if they are time critical.
7. To oversee the Town Council's Neighbourhood Development Plan.
8. To consider proposals for traffic regulation and associated highways issues and make comments on behalf of Full Council.

Agreed by Knaresborough Town Council at its meeting on 12 May 2025

Review Date: May 2026