

COLBURN TOWN COUNCIL

TERMS OF REFERENCE FOR THE PLANNING COMMITTEE

1. The Planning Committee is set up to consider the planning applications sent by North Yorkshire Council for comment, approval or objection. These are received by email with a period of approx. 2 -3 weeks for a response to NYC. Clerk's office will circulate the details by forwarded email, and each councillor will make a written response. This system applies to the simple applications for house extensions, porch additions, garage conversions for living space, conservatories and improved signage for businesses.
2. All planning applications for developments of more than **one house or one main business** must be discussed and approved/objectioned to at a full Council meeting. An extension of time may be required from NYC to allow this to happen. Consultation from a developer with the local community is now a planning requirement and presentations of the plans are usually made in advance of the application being made to NYC.
3. The Committee will consist of up to 6 councillors nominated at the Annual Meeting held in May. Each year, the members of the Committee will elect their own Chair at the first meeting after the Annual Meeting. Any divergence of opinion will be dealt with by the Chair so that an agreed response can be made from the clerk's office within the required time frame.
4. Members are expected to make a site visit to ensure that all aspects of the application are understood ie visual effect of new building or changes, highway issues, possible neighbour concerns. This is especially important for larger scale developments so a well-informed debate can take place and a factual response made by the clerk to NYC.
5. All decisions will be documented within the minutes of the Town Council at their monthly meetings. A list of the applications received, and outcome will be circulated with the agenda so that councillors are aware of the response and the location of development within the ward.
6. The Public are made aware of large-scale development through an agenda item and may ask questions, comment or make objections at the advertised full Council meeting.

Ratified at Town Council meeting held on 21st February 2022

Reviewed 18th May 2026