Skipton Town Council

PLANNING COMMITTEE
Terms of Reference
Adopted at Full Council Date:11th June 2026

1. Introduction

1.1. Under the Local Government Act (s101) and the Council's Scheme of Delegation, Skipton Town Council delegates its functions relating to all Planning issues, to this Committee.

1.2. To, as a statutory consultee, respond to planning applications, license applications and Highways consultations received from North Yorkshire Council that directly relate to the parish area.

1.3. To fully consider all planning applications and make a response on behalf of the Full Council to all applications for planning permission and planning appeals referred to Skipton Town Council by North Yorkshire Council.

1.4. The Planning Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference. Any recommendations outside these terms of reference shall be made to the Full Council.

1.5. The Planning Committee shall be administered and managed in accordance with these Terms of Reference and the Council's Standing Orders.

2. Membership

2.1. The Planning Committee shall consist of six Town Councillors, to be elected annually at the Annual Meeting of the Town Council.

2.2. Three members of the Committee shall constitute a quorum.

2.3. In the event of the resignation, death or disqualification of a Councillor during the year any vacancy on the Planning Committee will be filled at the next meeting of the Full Council.

2.4. Substitutions are not permitted in the event of a member's absence from a meeting of the Committee.

3. Scope - Planning

3.1. To consider and comment, as statutory consultee, on Planning Applications lodged with the Planning Authority and impacting on the Parish of Skipton, having regard to:

- compliance with current planning policy guidance at both national and local level,
- protection of the Conservation Areas,
- effect on neighbours,
- effect on amenity,
- effect on traffic and highway safety,
- prevention of inappropriate or over-development,
- effect on street scene and landscape,
- acceptable high standard of design,
- effect on sustainability of services, and
- any other relevant factors

The Committee shall make suitable recommendations to the Planning Authority and other local neighbouring authorities as to whether they have no objection, no objection subject to certain conditions, or an objection, and the reasons for the decision.

3.2. To ensure that responses to planning applications are made within the time specified on the Planning Application notice, or notify them of a delay. Material planning considerations must clearly support all grounds for objection.

3.3. The Chairman, Vice Chairman, and the Clerk are delegated to give a response to planning applications if there is a time constraint on the response required. Any responses made must be submitted to the next meeting of the committee for information.

3.4. The Committee shall act in respect of any other matter requiring any form of planning consideration and which is within the remit of the Committee.

3.5. To consider any other matter analogous to Planning and to bring to the notice of the appropriate authority any apparent breaches of the Planning Regulations.

3.6. To oversee Council responses on matters surrounding the Craven Local Plan and the National Planning Policy Framework (or any subsequent policies and/or legislation).

3.7. To consider requests from developers and/or other Authorities regarding street naming and other similar matters.

3.8. To consider requests relating to road traffic measures, road markings, pedestrian or other road safety issues, and to make recommendations to the Highways Authority (or any other appropriate Authority).

3.9. To consider any other matters relating to Planning as appropriate or as directed by the Finance Committee or Full Council.

The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work. Clear guidelines to be agreed, and timescales for objectives to be set and membership to be agreed by this committee or a Full Council Meeting.

Sustainability Goals

To ensure that the Sustainability goals adopted by Skipton Town Council are actively promoted and adhered to through this Committee.

- Promote sustained, inclusive, and sustainable economic growth, full and productive employment, and decent work for all.
- Ensure sustainable consumption and production patterns.
- Take urgent action to combat climate change and its impacts.
- Protect, restore, and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss.

Signed Chairman Signed Clerk

Date