



Mrs Charlotte Lawson  
C/O Carter Jonas LLP (Mrs Kate Broadbank)  
Regent House  
13-15 Albert Street  
Harrogate  
HG1 1JX

10 December 2018

Dear Sir/Madam

**APPLICATION NO:** 17/01455/FUL

**APPLICANT:** Mrs Charlotte Lawson

**DESCRIPTION:** Change of use of farmstead to form part livery stables, part holiday accommodation and part wedding venue, to include erection of a 1 bedroom timber chalet, a timber yurt/BBQ hut, Dutch Barn and raised decking, siting of a 2 bedroom static caravan and a shepherds hut and use of field for camping and parking and the creation of a new access road from within Bogg Hall Farm for wedding traffic (retrospective application)

**LOCATION:** Deep Dale Farm House Village Street Keldholme Kirkbymoorside YO62 6LE

I am writing to advise you that the above application will be considered by the Planning Committee on 18 December 2018. The meeting starts at **6.00pm** at **Ryedale House, Malton**.

The recommendation for this application will be **Approval**. I enclose a copy of the Officer's report for your information.

Either the applicant or their agent are now able to address the members of the Committee. The attached leaflets set out the relevant background and procedures. If you wish to speak then I would ask you to register this by telephoning Ryedale House and asking for the Committee Clerks in the Managing Development Team on Ext 310 or 271 before 11.00am on the morning of the meeting.

If you have any questions about the matter please do not hesitate to contact me.

Yours faithfully

Karen Hood  
Managing Development Team Leader

## **PLANNING COMMITTEE MEETINGS**

### **A GUIDE TO PROCEDURES**

#### ***Planning Committee Meetings***

Committee meetings do not hear all applications, many are dealt with by the Head of Planning under the Councils Scheme of Delegation.

These decisions are reported to the Planning Committee which has the responsibility to determine all other applications. Some proposals are referred to Full Council, which monitors planning policy. Planning Committees also deal with related matters including Enforcement and Tree Preservation Orders.

The Planning Committee meets every four weeks in the Council Chamber at Ryedale House. The meeting begins at 6.00 p.m.

#### **Who are the people there?**

The chairman sits in the centre front. To each side are Officers who are employed by the Council to advise on Planning, Legal and Administrative matters.

Members of the Committee sit to either side of the Chairman. They are all elected District Councillors and represent Wards in the Ryedale area.

Members of the public are entitled to be present and, subject to the Council's Public Speaking Scheme, may address the Committee.

Sitting with the public are the press.

#### **Speaking at Committee**

- If you wish to address the Committee please phone the Committee Clerks ***before 11 a.m.*** on the day of the meeting on ext. 271 or 310.
- One person only is allowed to speak from each of the following categories:
  - Ward Councillor (if not on the Planning Committee)
  - The Parish (or Town) Council
  - A supporter
  - An objector
  - The applicant (or their agent)
- Remember, if you have already written expressing your views on the application, the Planning Officer will have taken your views into account when preparing the report. The Chairman may intervene to stop repetition or if matters are raised which are not planning issues.

#### **What Happens at the Committee**

- The Committee agenda contains a comprehensive written report about each application. The agenda can be viewed in reception at Ryedale House, 5 working days before the committee date and copies are available for use at the meeting.

- The Chairman introduces the application. The Planning Officer then gives a brief summary of the report including a summary of any representations received after the agenda was printed.
- The Chairman now invites anyone who has registered their wish to speak to make their views known to the Committee. Speakers do so in a prescribed order – a parish or (town) council representative, a supporter, an objector and lastly the applicant (or their agent).
- Each speaker can address the Committee for a maximum of 3 minutes. The Chairman will advise when 30 seconds remain and ask the speaker to stop at the end of 3 minutes. No audio-visual presentations or photographs are allowed. The speaker will not be able to question members or officers.
- The Chairman may ask the Planning Officer to respond or give further advice.
- The Committee then discuss the proposal and take a vote. In the event of a tie the Chairman has a casting vote. A decision may be deferred to allow for further information to be obtained, amendments to be negotiated or if the Committee decide to visit the application site.
- Site visits take place in accordance with an adopted Planning Code of Practice, a copy of which is available at reception or from the planning page of the Council's website [www.ryedale.gov.uk](http://www.ryedale.gov.uk)

### **How are applications decided?**

Decisions must be based on planning issues - for example:

- Policies contained in Ryedale Local Plan
- North Yorkshire County Structure Plan
- Government Guidance and Orders
- Case law and previous decisions
- Highway safety and traffic considerations
- Design, appearance and layout
- Residential amenity, noise and other forms of disturbance

The following are not usually planning issues:

- matters covered by other legislation
- effects on property values
- ownership rights such as boundary or
- access disputes
- business competition
- moral considerations
- loss of view

### **The right of appeal**

The applicant may appeal to the Secretary of State for the Environment against refusal or against the imposition of conditions.

A third party (e.g. a neighbour) has no right of appeal to the Secretary of State. There are however other avenues for aggrieved members of the public:

- The Council's internal complaints procedure for complaints about the conduct of Councillors or Officers
- The Ombudsman for complaints about the way a matter has been handled, not about the decision itself.

## **PLANNING COMMITTEE MEETINGS**

### **YOUR QUESTIONS ANSWERED**

***Q How can I find out when an application will be considered?***

A Phone the planning admin team to check if and when the application is likely to be considered by the committee. The agenda is available at reception 5 working days before the meeting.

***Q What will be the order of items at the meeting?***

A The agenda order will always be followed. It is not possible to estimate how long each item will take or at what time a particular item will be heard, as the time taken to consider applications varies.

***Q If the application is on the agenda, will it definitely be considered?***

A No. Most applications on the agenda will be dealt with however the applicant may request a deferment or withdrawal of their application even on the day of committee. It is best to phone on the afternoon of the meeting to be sure.

***Q Can I circulate letters and written submissions at the Committee meeting?***

A No

***Q If I have written to either support or object to a proposal, do I need to attend the meeting to make my comments known to the committee?***

A No. The Officers report will have summarised all responses to the proposal. You may agree with his recommendation and decide that there is no need to attend the meeting and speak. If the Officer's recommendation to the Committee is to refuse the proposal, you may wish to present your case for approval. However please remember that the Officer's recommendations are not always accepted by the Committee.

***Q If I want to speak how do I arrange it?***

A About a week before the Committee meeting we will write to everyone who has commented on the proposals being considered at the meeting, all applicants (or their agents) and the relevant Parish (or Town) Councils. The letter gives details of the date and time of the meeting, how to register your wish to speak and a leaflet explaining the committee procedure.

***Q Who can speak and in what order?***

A The order of speakers is:

- Ward Councillor (if not on the Planning Committee)
- Parish (or Town) Council representative
- A Supporter
- An Objector
- The Applicant (or their agent).

***Q How important is it that the Parish Council speaks at the meeting?***

A The Committee is always interested in their views. The Officer will report any Parish Council's views that are received however a Parish Council representative may speak directly to the Committee to point out any relevant local community issues or conditions.

***Q For how long may I speak?***

A There is a time limit of 3 minutes for each speaker. Where there are more than one supporter or objector, it may be helpful to choose a spokesperson to ensure that all your views can be heard in the time available.

**Q** *Can I question other speakers?*

A No. Speakers will not be allowed to question other speakers.

**Q** *What can I say at the meeting?*

A Please try to be brief and to the point. Limit your views to the planning application and relevant planning issues, for example:

- Planning policy (conflict with policies in the Local Plan, government guidance and planning case law), including previous decisions of the Council etc
- Design, appearance and layout, possible loss of light or overshadowing, noise disturbance and smell nuisance.
- Impact on residential and visual amenity, highway safety and traffic issues.
- Impact on trees / conservation area / listed buildings / environmental or nature conservation issues.

**Q** *May I be professionally represented?*

A Yes, but this should not be necessary in most cases. Where the applicant has employed a professional agent to submit the application, it is more likely that the agent will speak.

**Q** *Can I use maps or photographs to illustrate my point?*

A No

**Q** *Will a decision be made at the meeting?*

A Most applications will be determined at the committee. Occasionally members may defer a decision to the next meeting to allow time to get further information, to carry out negotiations or to visit the site. You will have another chance to speak when the application is reconsidered.

### **Contact us**

For further information please contact the planning admin team on:

**Tel: (01653) 600666 Ext 386**

**E-mail: [dm@ryedale.gov.uk](mailto:dm@ryedale.gov.uk)**

Or write to:

Head of Planning

Gary Housden

Ryedale District Council, Ryedale House, Malton, YO17 7HH

*[www.ryedale.gov.uk](http://www.ryedale.gov.uk)*