

**REPORT TO:** Cabinet Member (Planning , Transport and Economic Development)

**DATE:** 1 May 2013

**DEPARTMENT:** Development Services

**REPORTING OFFICER:** Head of Planning and Development  
*(Rachael Hutton, Principal Planner, Forward Planning)*

**SUBJECT:** **KNARESBOROUGH NEIGHBOURHOOD AREA DESIGNATION**

**WARD/S AFFECTED:** Knaresborough Wards (Knaresborough East, Knaresboorugh King James, Knaresboorugh Scriven Park) )

**FORWARD PLAN REF:** N/A

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**1.0 PURPOSE OF REPORT**

- 1.1 To consider representations made in response to the consultation on Knaresborough Town Council's application for designation of a Neighbourhood Area, covering their Parish Council area.
- 1.2 To consider, in light of representations received, whether or not to formally designate the Knaresborough Neighbourhood Area as proposed by the Knaresborough Town Council.

**2.0 RECOMMENDATIONS**

- 2.1 That the Council agrees to formally designate the Knaresborough Neighbourhood Area in accordance with the Localism Act 2011 and The Neighbourhood Planning (General) Regulations 2012 Part 2.
- 2.2 That the Council publicises details of the designation in accordance with The Neighbourhood Planning (General) Regulations 2012 para 7.1 as detailed in para 5.5.of this report.

**3.0 RECOMMENDED REASONS FOR DECISION**

- 3.1 The Government through the Localism Act 2011, provides an opportunity for local communities to get more involved in planning for their areas. Local

authorities are expected to play a positive role in facilitating and supporting this process and under The Neighbourhood Planning (General) Regulations 2012 Part 2 the local authority must formally designate the Neighbourhood Area before the Neighbourhood Plan can be prepared.

**3.2** The Borough Council has undertaken consultation in order to bring the application for a Neighbourhood Area to the attention of people who live, work or carry on business within this area as required by the regulations. A summary of representations received together with an officer response is included in Appendix 1. Whilst some representations argue for different boundaries for the Neighbourhood Plan Area, it is considered that there are no clear planning reasons requiring a modification to the boundary proposed by Knaresborough Town Council.

#### **4.0 ALTERNATIVE OPTION CONSIDERED AND RECOMMENDED FOR REJECTION**

**4.1** Not to formally designate the Knaresborough Neighbourhood Area. This is rejected as it would not be in accordance with the government's localism agenda. This is the first step in the neighbourhood planning process and without formal designation of the Neighbourhood Area the process cannot proceed and would therefore deny the local community the opportunity of participating in a neighbourhood planning project for Knaresborough.

**4.2** The Council has already agreed to provide appropriate support for the Town Council in undertaking a neighbourhood planning project for Knaresborough (Report to Cabinet Member , (Planning Transport and Economic Development ) 28<sup>th</sup> November 2012) and has undertaken consultation on the Neighbourhood Area as outlined in 5.2 below.

#### **5.0 THE REPORT**

##### **5.1 Background**

A Report to Cabinet Member Planning, Transport and Economic Development on 28<sup>th</sup> November 2012 agreed that the application made by Knaresborough Town Council for designation of a Neighbourhood Area for Knaresborough was an appropriate area upon which to carry out consultation with those who live, work or carry on business within the area. The report also agreed the scope and content of the consultation.

**5.2** The six week period of consultation took place between 14 December 2012 and 25 January 2013 included:

- a notice in the Knaresborough Post, press release, and the setting up of a dedicated Neighbourhood Planning page on the Council's web site with information on the consultation and links to other sites offering guidance and information. The library publicised the consultation on their web site;
- a consultation letter was sent to relevant groups and organisations;
- an on line questionnaire and leaflet was provided. Paper copies were

also available in Knaresborough library, and in the Knaresborough Town Council office in Knaresborough House. Boxes were available for the return of leaflets and a free post address was given. Files containing paper copies of background information were also available in these locations.

**5.3** The Council has received 68 representations in response to the Neighbourhood Area consultation and these are summarised, together with an officer response in Appendix 1. The questionnaire asked:

1. Do you agree or disagree that the Neighbourhood Area should cover the Knaresborough Town Council Parish area shown on the map ?

2. Do you agree or disagree with Knaresborough Town Council's supporting statement ?

**5.4** The following are key points from the consultation:

- 28 of the responses agreed with the proposed Neighbourhood Area and 36 disagreed with it of which 26 disagreed with the need for a Neighbourhood Plan due to the progression of the Sites and Policies DPD.
- A number of suggestions were put forward for consideration by the Town Council as part of the Neighbourhood Planning process. A summary of all comments made has been passed to the Town Council.
- A number of organisations have offered to work with the Town Council on the plan eg The Yorkshire Wildlife Trust.
- A significant amendment to the Neighbourhood Area boundary is proposed to exclude land at Manse Farm and The Lido due to the fact that they are being considered as part of the Sites and Policies DPD.

**5.5** Knaresborough Town Council has been consulted on the outcome of the consultation and the officer's response to the issues raised and have offered their support to designate the recommended area unchanged.

**5.6** Following consideration of consultation responses it is considered that there are no planning reasons requiring a modification to the Neighbourhood Area proposed by Knaresborough Town Council. With reference to the suggested exclusion of Manse Farm and The Lido, it is important that these areas are not excluded as this would preclude them from any future neighbourhood planning initiative. The boundary, which is also the Parish Council boundary, provides a sensible boundary which is already administered by the Town Council.

### **Next Steps**

**5.6**

In accordance with para 7.1 of the Regulations the Borough Council must now formally agree to designate the Neighbourhood Area and as soon as possible after this publish information on the website and elsewhere to bring designation to the attention of people who live, work or carry on business in the Neighbourhood Area. The name of the Neighbourhood Area, a map identifying the area boundary and the name of the relevant body who applied for the designation must be provided. It is proposed that a notice should be placed in the Knaresborough Post, and that information be provided on the Neighbourhood Planning page of the Borough Council's web site and also on the Knaresborough Town Council web site, with paper copies provided in Knaresborough library and in the Knaresborough Town Council Office.

## **6.0 FINANCIAL IMPLICATIONS**

6.1 Consultation with finance staff was not necessary during the preparation of this report.

## **7.0 HUMAN RESOURCES IMPLICATIONS**

7.1 Consultation with the Human Resources section was not necessary during the preparation of this report.

## **8.0 LEGAL IMPLICATIONS**

8.1 Consultation with the Legal section was not necessary during preparation of this report.

## **9.0 ICT IMPLICATIONS**

9.1 Consultation with the Technical Advisory Board (TAB) was not necessary during preparation of this report

## **10.0 RISK ASSESSMENT**

10.1 None identified

## **11.0 EQUALITY AND DIVERSITY**

11.1 The Localism Act sets out reforms to give communities greater power to shape their local areas through the preparation of a Neighbourhood Development Plan, providing increased opportunities for civic and democratic participation. At this early stage in the process of preparing a Neighbourhood Plan the key issues to address are that best practice is adopted in respect of the availability of documents, the accessibility of premises, publicity undertaken, and availability of information in alternative formats/languages to ensure wide access to information on the designation of the Neighbourhood Area is available from the outset.

11.2 This new process provides an opportunity for local communities to work with the Council in the planning process and also other objectives such as improving equality and recognising diversity. The Neighbourhood Plan will be required to be subjected to a referendum demonstrating popular support before it can come into effect.

**12.0 CONCLUSIONS**

12.1 Following consideration of consultation responses it is considered that there are no planning reasons requiring a modification to the Neighbourhood Area proposed by Knaresborough Town Council. The boundary, which is also the Parish Council boundary, provides a sensible boundary which is already administered by the Town Council. It is therefore recommended that the Council proceeds with designation to allow the Town Council to move forward on the preparation of a Neighbourhood Plan.

**Background Papers:**

**Report to Cabinet Member (Planning, Transport and Economic Development)  
19 September 2012**

**Report to Cabinet Member (Planning, Transport and Economic Development)  
2 November 2011**

**OFFICER CONTACT:** Please contact Rachael Hutton, Principal Planner (Forward Planning) if you require any further information on the contents of this report. The Officer can be contacted by appointment or in writing at Knapping Mount, West Grove Road, Harrogate, HG1 2AE, by telephone on 01423 556578 or by e-mail at [Rachael.hutton@harrogate.gov.uk](mailto:Rachael.hutton@harrogate.gov.uk)

**SUSTAINABILITY ASSESSMENT / POLICY & COMMUNICATIONS  
CONSIDERATIONS**

		Implications are		
		Positive	Neutral	Negative
A	Economy	√		
B	Environment	√		
C	Social Equity			
i)	General		√	
ii)	Customer Care / People with Disabilities		√	
iii)	Health Implications		√	
D	Crime and Disorder Implications			
E	Business Transformation		√	
F	Communications	√		

If all comments lie within the shaded areas, the proposal is sustainable.

Appendix 1

**Appendix 1**

**KNARESBOROUGH NEIGHBOURHOOD 'AREA' CONSULTATION - 16<sup>th</sup> December 2012- 25<sup>th</sup> January 2013**

**SUMMARY OF COMMENTS RECEIVED IN RELATION TO THE DESIGNATION OF THE NEIGHBOURHOOD 'AREA' (QUESTION1) AND THE TOWN COUNCIL'S SUPPORTING STATEMENT (QUESTION 2). THESE COMMENTS HAVE BEEN PASSED TO THE TOWN COUNCIL.**

Respondent Reference	Name	Response to Questions		Comments	HBC Officer Comments
		1	2		
01	Richard Hutchings	Agree	Agree	No Comments	Noted.
02	NYCC			The boundary bisects the Knaresborough Lido site. NYCC would like to be consulted on this plan as it develops.	Noted.
03	Arthur Bell	Agree	Agree	Notice that in the report to cabinet the Crime and Disorder Implications has been left blank. Does this mean the implications are neutral ?	Agree
04	C Yardley	Agree	Agree	No Comments	Noted.
05	D Howland	Agree	Agree	No Comments	Noted
06	Paul Sigsworth	Agree	Agree	No Comments	Noted.
07		Agree	Agree	No Comments	Noted.
08	Brenda Dewitt	Agree	Disagree	Boundary does not include Jacob Smith Park off Scriven Road. I would expect this area (as well as Scriven) to be considered as part of the Neighbourhood Area.	Comment has been passed to KTC for consideration however HBC do not feel that a change should be made to the Neighbourhood area in relation to this response.
09	Sue	Disagree	Agree	Boundary should follow the A658 at the southern boundary rather than	The boundary does not

	Ashbridge			the path of the river.	follow the path of the river but the parish boundary which runs between the river and the A658. The comment has been passed to KTC for consideration however HBC do not feel that a change should be made to the Neighbourhood area in relation to this response.
10	Homes and Communities Agency	Agree	Agree	No Comments	Noted.
11	York Drainage Board			No Comments	Noted.
12	Halcrow (Highways Agency)			Highways Agency would like to be consulted on any policies for land development in Knaresborough in the future.	Noted.
13	Mark Johnson (Dacres Commercial)	Agree	Agree	No Comments	Noted
14	B Bayliss	Agre	Agree	No Comments	Noted
15	Mr D Gale	Agree	Agree	No Comments	Noted.
16	*	Agree		Parish boundary seems appropriate for a Knaresborough Town Council project.	Noted.
17	Neil Waring	Disagree	Agree	The proposed area is too big. There has to be a body of people to represent local issues.	Noted.



				Princess Avenue suffers from traffic congestion. Against the provision of low cost housing.	
18	Ken Owens	Agree	Agree	Concerned that this process will allow businesses and other vested interests onto the decision making committee allowing them considerable influence in deciding where new development would go.	The Neighbourhood Planning process gives everybody whether residents or business the opportunity to have an equal role in the process if they wish.
19	Yorkshire Garden Trust	Agree	Agree	The boundary would be more embracing of Knaresborough's historic setting if it also embraced Scriven and Scriven Hall.  The statement lacks reference to the unique aspects of Knaresborough such as the Royal Forest.	Comment has been passed to KTC for consideration however HBC do not feel that a change should be made to the Neighbourhood area in relation to this response.
20	Pauline Murray	Agree	Agree	No Comments	Noted.
21	Peter Long	Agree	Disagree	What happens to Scriven ?	Comment has been passed to KTC for consideration however HBC do not feel that a change should be made to the Neighbourhood area in relation to this response.
22	Richard Irving (ID Planning)	Agree	Agree	This is an appropriate boundary which would appear to reflect existing and future allocations for development within the LDF.	Noted

23	Lyn Costelloe	Agree	Agree	No Comments	Noted
24	Carol Leo	Agree	Agree	Makes sense to use an existing definition which people can already relate to and is directly associated with our historic town.	Noted.
25	Mr and Mrs McGrogan	Disagree	Disagree	The LDF draft has been reached by listening to residents/business, qualifying needs and gaining the best infrastructural needs possible with the sites agreed in principle. It would be futile, and non productive to dismiss this and start again.	Comment passed to KTC. The Localism Act introduced the opportunity for communities to prepare a Neighbourhood Plan if they wished. This consultation was solely to establish the area for any future Neighbourhood Planning Initiative.
26	The Coal Authority			No Comments	Noted.
27	Yorkshire Wildlife Trust	Agree		A Neighbourhood Plan offers excellent potential to include details about supporting and improving Knaresborough's natural environment	Noted
28	John Batt	Agree	Agree	No Comments	Noted
29	Sue Batt	Agree	Agree	It is important for the people of Knaresborough to have a say through their elected representatives on what happens in the town.	Noted
30	Gillian Woodrup	Agree	Agree	The use of York Place car park for housing would be detrimental to Knaresborough.	Noted Comment passed to KTC for consideration.
31	Paul Horner	Agree	Agree	No Comments	Noted
32	H Leachman	Disagree	Disagree	Support should be given to the LDF as this is a viable beneficial plan to our	Comment passed to

				area. A Neighbourhood Plan is not required.	KTC. The Localism Act introduced the opportunity for communities to prepare a Neighbourhood Plan if they wished. This consultation was solely to establish the area for any future Neighbourhood Planning Initiative.
33	P Dearlove	Disagree	Disagree	A Neighbourhood Plan is unnecessary as residents have already accepted that a plan is already in place.	Comment passed to KTC. The Localism Act introduced the opportunity for communities to prepare a Neighbourhood Plan if they wished. This consultation was solely to establish the area for any future Neighbourhood Planning Initiative.
34	Mrs D Walkingham	Disagree	Disagree	Existing boundaries should be left in place. Gaining land by deceptive means is wrong.  HBC have already put plan in place so cannot support KTC doing a Neighbourhood Plan.	Comment passed to KTC. The Localism Act introduced the opportunity for communities to prepare a

					Neighbourhood Plan if they wished. This consultation was solely to establish the area for any future Neighbourhood Planning Initiative.
35	J Robertson	Disagree	Disagree	The existing boundaries are adequate.  Localism is pointless. An LDF is in place and there is no need to revisit it.	Comment passed to KTC. The Localism Act introduced the opportunity for communities to prepare a Neighbourhood Plan if they wished. This consultation was solely to establish the area for any future Neighbourhood Planning Initiative.
36	*	Disagree	Disagree	No need to extend areas.  Cannot support a Neighbourhood Plan as HBC have already produced a LDF.	Comment passed to KTC. The Localism Act introduced the opportunity for communities to prepare a Neighbourhood Plan if they wished. This consultation was solely to establish the area for any future Neighbourhood Planning Initiative.

37	J Vale	Disagree	Disagree	Localism is dangerous ground with residents running committees. HBC have a LDF which is accepted and therefore KTC are too late and unsupported in this Neighbourhood Plan action.	Comment passed to KTC. The Localism Act introduced the opportunity for communities to prepare a Neighbourhood Plan if they wished. This consultation was solely to establish the area for any future Neighbourhood Planning Initiative.
38	K Taye	Disagree	Disagree	Knaresborough Town Council should accept HBC's LDF and not prepare a Neighbourhood Plan.	Comment passed to KTC. The Localism Act introduced the opportunity for communities to prepare a Neighbourhood Plan if they wished. This consultation was solely to establish the area for any future Neighbourhood Planning Initiative.
39	Kate Webber	Disagree	Disagree	No benefit when HBC has already put a LDF in place.	Comment passed to KTC. The Localism Act introduced the opportunity for communities to prepare a

					Neighbourhood Plan if they wished. This consultation was solely to establish the area for any future Neighbourhood Planning Initiative.
40	G Burnham	Disagree	Disagree	Cannot support the statement as HBC has already produced an LDF.	Comment passed to KTC. The Localism Act introduced the opportunity for communities to prepare a Neighbourhood Plan if they wished. This consultation was solely to establish the area for any future Neighbourhood Planning Initiative.
41	M Green	Disagree	Disagree	Knaresborough Town Council creating a Neighbourhood Plan is unnecessary and a waste of money as HBC has produced an LDF which took all sites/infrastructure into account.	Comment passed to KTC. The Localism Act introduced the opportunity for communities to prepare a Neighbourhood Plan if they wished. This consultation was solely to establish the area for any future Neighbourhood

					Planning Initiative.
42	*	Disagree	Disagree	Would seem extending boundaries to include both land and voters only benefits the Council not residents.	Noted
43	D Burhall	Disagree	Disagree	Knaresborough Town Council should accept the LDF that is already in place as it covers all the requirements and has been voted on.	Comment passed to KTC. The Localism Act introduced the opportunity for communities to prepare a Neighbourhood Plan if they wished. This consultation was solely to establish the area for any future Neighbourhood Planning Initiative.
44	A Waller	Disagree	Disagree	A Neighbourhood Plan by Knaresborough Town Council cannot be viable to the community as the LDF which has been put into place puts forward the best options for development and has already been voted on.	Comment passed to KTC. The Localism Act introduced the opportunity for communities to prepare a Neighbourhood Plan if they wished. This consultation was solely to establish the area for any future Neighbourhood Planning Initiative.
45	Mr and Mrs Harrison	Disagree	Disagree	Waste of time and money	Noted
46	*	Disagree	Disagree	The use of Manse Farm is the obvious option.	Noted

47	*	Disagree	Disagree	The use of Manse Farm is the obvious option	Noted
48	*	Disagree	Disagree	The use of Manse Farm is the obvious option	Noted
49	P Moriarty	Disagree	Disagree	Shouldn't open up the already agreed LDF	Comment passed to KTC. The Localism Act introduced the opportunity for communities to prepare a Neighbourhood Plan if they wished. This consultation was solely to establish the area for any future Neighbourhood Planning Initiative.
50	I Easton	Disagree	Disagree	Waste of money	Noted.
51	R Hawley	Disagree	Disagree	Don't need the Neighbourhood Plan as HBC already have a plan in place.	Comment passed to KTC. The Localism Act introduced the opportunity for communities to prepare a Neighbourhood Plan if they wished. This consultation was solely to establish the area for any future Neighbourhood Planning Initiative.



52	W Slaughter	Disagree	Disagree	Waste of resources when HBC have deliberated and voted for the local development plan.	Comment passed to KTC. The Localism Act introduced the opportunity for communities to prepare a Neighbourhood Plan if they wished. This consultation was solely to establish the area for any future Neighbourhood Planning Initiative.
53	E Butcher	Disagree	Disagree	No need for the Neighbourhood Plan as LDF in place.	Comment passed to KTC. The Localism Act introduced the opportunity for communities to prepare a Neighbourhood Plan if they wished. This consultation was solely to establish the area for any future Neighbourhood Planning Initiative.
54	F Verity	Disagree	Disagree	HBC has already determined the housing sites and KTC should accept these.	Comment passed to KTC. The Localism Act introduced the opportunity for communities to prepare a Neighbourhood Plan if

					they wished. This consultation was solely to establish the area for any future Neighbourhood Planning Initiative.
55	A Wright	Agree	Agree	No Comments	Noted
56	J Wright	Agree	Agree	No Comments	Noted
57	David Walker	Disagree	Disagree	Local people should not be able to create the Neighbourhood Plan which should be done by elected officers.	Noted
58	Lynne Crowe	Disagree	Disagree	No Comments	Noted
59	Peter Crowe	Disagree	Disagree	No Comments	Noted
60	Alan Beatham	Agree	Agree	Welcome this proposal as the first step in ensuring that Knaresborough people are actively involved in planning decisions that directly affect their neighbourhood.	Noted
61	Sheila Loffill	Agree	Agree	No Comments	Noted
62	*	Disagree	Disagree	No confidence in the ability of KTC to prepare the Neighbourhood Plan.	Comment passed to KTC.
63	Marcus Emptage	Disagree Disagree	Disagree	Housing development plans for Knaresborough have already been rigorously discussed, debated and agreed upon by the LDF. No value in creating a new framework.	Comment passed to KTC. The Localism Act introduced the opportunity for communities to prepare a Neighbourhood Plan if they wished. This consultation was solely to establish the area for any future

					Neighbourhood Planning Initiative.
64	J Furness	Disagree	Disagree	Not required when HBC have already made decisions about development areas.	Comment passed to KTC. The Localism Act introduced the opportunity for communities to prepare a Neighbourhood Plan if they wished. This consultation was solely to establish the area for any future Neighbourhood Planning Initiative.
65	Mr and Mrs McLaren	Disagree	Disagree	Not required when HBC have already made decisions about development areas.	Comment passed to KTC. The Localism Act introduced the opportunity for communities to prepare a Neighbourhood Plan if they wished. This consultation was solely to establish the area for any future Neighbourhood Planning Initiative.
66	Commercial Estates Projects	Disagree	Disagree	The Neighbourhood Area should exclude the land at Manse Farm and Lido. The inclusion of these areas of land means, by implication, that an NDP which specifies policies in relation to the development and use of these strategic sites will be pursued which does not fit with the progress of the Sites and Policies DPD and the DPD is likely to be adopted long before the	It is important that the Neighbourhood Area includes all land that may be subject to a Neighbourhood

				<p>NDP.</p> <p>Knaresborough Town Council's supporting statement does not properly grapple with the reasons why it considers it appropriate and desirable for the whole of their administrative area to be designated as an NA.</p> <p>Harrogate Borough Council should designate a reduced Neighbourhood Area as shown on the plan submitted with the representation.</p>	<p>Planning initiative in the future as any land outside cannot be examined.</p>
67	G Thompson	Disagree	Disagree	No Comments	Noted
68	Justin Crowe	Disagree	Disagree	No Comments	Noted

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<sup>i</sup> \* respondents did not want their details passing onto Knaresborough Town Council.

<b>HARROGATE BOROUGH COUNCIL DECISION NOTICE</b>	
<b>Cabinet Member for: Planning Transport and Economic Development</b>	
<b>Date of Decision:</b> 01 May 2013	
<b>1. Decision No / Your Ref:</b>	<b>1a. Wards affected:</b> Knaresborough Wards (Knaresborough East, Knaresborough King James, Knaresborough Scriven Park)
<b>2. Subject:</b> Knaresborough Neighbourhood Area Designation	
<p><b>3. A. The information given in this form is a fair and accurate record of the decision made by Councillor Alan Skidmore, Cabinet Member (Planning, Transport and Economic Development):</b></p> <p>_____</p> <p><b>Portfolio Holder:</b> (Signature)</p> <p><b>B. The Cabinet Member (Planning, Transport and Economic Development) declared the following interest: none</b></p> <p><b>C. Was a substitute appointed?: No</b></p>	
<p><b>4. DECISION:</b> (Completion of this Section is a statutory requirement)</p> <p><i>Please state:</i></p> <p><b>A. Decision/s made:</b></p> <p><b>That the Council agrees to formally designate the Knaresborough Neighbourhood Area in accordance with the Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012 Part 2.</b></p> <p><b>That the Council publicises details of the designation in accordance with The Neighbourhood Planning (General) Regulations 2012 para 7.1 as detailed in para 5.6 of this report.</b></p>	

**B. Reason/s for making decision:**

The Government through the Localism Act 2011, provides an opportunity for local communities to get more involved in planning for their areas. Local authorities are expected to play a positive role in facilitating and supporting this process and under The Neighbourhood Planning (General) Regulations 2012 Part 2 the local authority must formally designate the Neighbourhood Area before the Neighbourhood Plan can be prepared.

The Borough Council has undertaken consultation in order to bring the application for the Neighbourhood Area to the attention of people who live work or carry on business in this area as required by the regulations. A summary of representations received together with an officer response is included in Appendix 1. Whilst some representations argue for different boundaries for the Neighbourhood Area, it is considered that there are no clear planning reasons requiring a modification to the boundary proposed by KnaresboroughTown Council.

**C. Alternative options considered and rejected:**

Not to formally designate the Knaresborough Neighbourhood Area. This is rejected as it would not be in accordance with the government's localism agenda. This is the first step in the neighbourhood planning process and without formal designation of the Neighbourhood Area the process cannot proceed and would therefore deny the local community the opportunity of participating in a neighbourhood planning project for Knaresborough.

The Council has already agreed to provide appropriate support for the Town Council in undertaking a neighbourhood planning project for Knaresboorough ( Report to Cabinet Member (Planning Transport and Economic Development) 28<sup>th</sup> November 2012) and has undertaken consultation on the neighbourhood Area as outlined in 5.2 below.

<p><b>5. Please outline all additional material or information considered at the meeting whether written or oral and not detailed in the written report:</b></p>
<p><b>6. With regard to the written report please indicate:</b></p> <p><b>A. The number of appendices: one</b></p> <p><b>B. The number of background papers and their location/file reference:</b> previous Cabinet Member Report</p> <p><b>C. The number of any additional papers considered which are to form part of the 'definitive report' on the matter:</b> N/A</p>
<p><b>7. Was all or any part of the report deemed to be exempt? No</b></p>
<p><b>8. If so:</b></p> <p><b>A. Please state to which part of the report it is applicable and give the wording of the relevant paragraph of Schedule 12A to the Local Government Act 1972:</b></p> <p><b>B. Is there an Exempt Decision Notice?</b></p>
<p><b>9. A. Is this a Key Decision? No</b></p> <p>(Key Decisions are subject to the 5 working days Call-in procedure and must not be actioned until notification to proceed has been received)</p> <p><b>If so, please state</b></p> <p><b>B. Forward Plan reference number:</b></p> <p><b>C. Relevant Overview and Scrutiny Commission:</b></p>

**D. Date Member Services were supplied with report and accompanying papers for publication and consequent circulation to the Scrutiny Commission Chair:**

**E. Urgent Item of Business – Call-in**  
(Overview and Scrutiny Procedure Rule 16b)

*If a matter is urgent and Call-in cannot be applied please state:*

**(i) Reasons:**

**(ii) Date of agreement of Scrutiny Commission Chair that the decision is urgent:**

**(iii) Means of communication of agreement:**

**10. Officers in attendance at the meeting during consideration of this item:**

**11. Decision to be actioned by:** (Please state name and post title of the appropriate Officer who would need to be notified of validation and Call-in)  
**Rachael Hutton (Principal Planner)**

**12. Please confirm that all Officers required to be consulted prior to forwarding this Decision Notice to the Member Services Section have been consulted:** (eg Legal Services, Finance, Human Resources)  
None required.

**13. Date Decision Notice despatched to Member Services via Email:**

**14. NOT TO BE COMPLETED UNLESS it was impracticable to include the Key Decision in the Forward Plan:**

(See Access to Information Procedure Rules 15 and 16)

**A. Call-in to apply:** (Access to Information Procedure Rule 15)

*Please state:*

**(i) Reasons:**

**(ii) Date Proper Officer and Scrutiny Commission**



**Chair were supplied with report and papers:**

**B. Special Urgency Provision (Call-in cannot be applied):**  
(Access to Information Procedure Rule 16)

*Please state:*

**(i) Reasons:**

**(ii) Date on which agreement obtained from  
Scrutiny Commission Chair that the decision  
is urgent:**

**(iii) Means of communication of agreement:**

**15. (For use in Member Services Section)**

**A. Decision Validated by:**

**B. Date decision validated and published:**

**C. Date Call-in procedure ends (if appropriate) -  
4.30 pm on:**

**D. If 9D or 14A is answered give date of public  
notice:**

**E. File Ref and Officer Ref:**

**F. If Special Urgency Provision (14B above) has  
been applied please confirm that relevant  
item will be included on next Council Agenda**