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Our Ref: 22/02741/FUL  
Date: 4 October 2023  
Officer: Mr Ian Nesbit

**TOWN AND COUNTRY PLANNING ACT 1990  
PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) ACT 1990**

Dear Sir/Madam

**PROPOSAL:** Application for Planning Permission for the Construction of a New 2 Bed Dwelling with a Shop/Post Office and Change of Use of an Existing Shop/Post Office to Residential Use - as amended (revised plans/documents received by the Local Planning Authority on 16.05.2023)  
**LOCATION:** Village Shop And Post Office The Post Office Front Street Appleton Wiske  
**NUMBER:** 22/02741/FUL

**THURSDAY 12th October 2023 Richmond (Yorks) Area Planning Committee Meeting**

I am writing to inform you that the above application is to be considered at the meeting of the Richmond (Yorks) Area Constituency Planning Committee Meeting on 12 October 2023.

The meeting will commence at: 1:30pm and will take place at Civic Centre, Stone Cross, Rotary Way, Northallerton, DL6 2UU.

The Committee papers can be viewed using the following link: [Committee Structure North Yorkshire Council](#).

Please read the information below that refers to the **Richmond (Yorks) Area Constituency Planning Committee** which is the Committee relevant to this planning application.

## **Richmond (Yorks) Area Constituency Planning Committee:**

Priority will be given to those wishing to address the Area Planning Committee under the Opportunity to Speak Scheme detailed below. Those wishing to observe the meeting are therefore encouraged to do so via Teams at the following link: [Richmond \(Yorks\) ACC Committee Meeting via Teams](#) where proceedings will be broadcast.

If you wish to attend to observe the meeting you must contact the Council's relevant Democratic Services team by email or telephone as shown further down this page.

The submission of documentation and material to the Committee, or circulation to attendees, is not permitted on the day of the meeting.

### Speaking at Committee

If you wish, you can participate in the meeting as explained in the **speaking at Committee guidance** that is enclosed with this letter.

Please note the necessary time limit of 3 minutes for one person from each of the following groups:

- Objector
- Parish Council
- Division Member
- Applicant or Agent

The first objector to register to speak will normally be appointed as the spokesperson. Where there is more than one person wishing to speak, objectors are encouraged to agree on a spokesperson who is prepared to cover all the points of concern, so as to make best use of the time available. Supporters are expected to appear within the time allocated for the applicant and may wish to discuss with them the best use of the time available.

To speak at the meeting you must register by 12.00pm at least **3 working days** before the start of the meeting, by contacting the Council's relevant Democratic Services team by email (see below).

Those wishing to address Members of the Planning Committee will be required to attend the meeting in person – this cannot be done remotely. The Chair will advise when it is time for you to speak at the meeting.

If you require any further information for the Richmond (Yorks) Area Constituency Planning Committee please do not hesitate to contact the relevant Democratic Services team depending where the meeting is to be held:

Relevant Democratic Services Team(s) for Richmond (Yorks) Area Constituency Planning Committee meetings:

- For meetings held at The Civic Centre, Civic Centre, Stonecross, Northallerton: email [Louise.hancock@northyorks.gov.uk](mailto:Louise.hancock@northyorks.gov.uk) or telephone 01609 767015.
- For meetings held at Mercury House, Station Road, Richmond: email [Sarah.Holbird@northyorks.gov.uk](mailto:Sarah.Holbird@northyorks.gov.uk) or telephone 01748 901016

## **Thirsk and Malton Area Constituency Planning Committee:**

Priority will be given to those wishing to address the Area Planning Committee under the Opportunity to Speak Scheme detailed below. There will be no livestreaming but the recording will be available on the NYC You Tube channel after the meeting using the following link:

[Browse meetings - Thirsk and Malton Area Constituency Planning Committee](#)

If you wish to attend to observe the meeting you must contact the Council's Democratic Services team by email at [democraticservices.rye@northyorks.gov.uk](mailto:democraticservices.rye@northyorks.gov.uk) or telephone 077808 78444.

The submission of documentation and material to the Committee, or circulation to attendees, is not permitted on the day of the meeting.

### Speaking at Committee

You may if you wish, participate in the meeting as explained in the **speaking at Committee guidance** that is enclosed with this letter. Please note the necessary time limit of 3 minutes for one person from each of the following groups:

- Objector
- Parish Council
- Division Member
- Applicant or Agent

The first objector to register to speak will normally be appointed as the spokesperson. Where there is more than one person wishing to speak, objectors are encouraged to agree on a spokesperson who is prepared to cover all the points of concern, so as to make best use of the time available. Supporters are expected to appear within the time allocated for the applicant and may wish to discuss with them the best use of the time available.

To speak at the meeting you must register by 12.00pm at least **3 working days** before the start of the meeting, by contacting the Council's Democratic Services team by email at [democraticservices.rye@northyorks.gov.uk](mailto:democraticservices.rye@northyorks.gov.uk) or telephone 077808 78444.

Those wishing to address Members of the Planning Committee will be required to attend the meeting in person – this cannot be done remotely. The Chair will advise when it is time for you to speak at the meeting.

If you require any further information for the Thirsk and Malton Area Constituency Planning Committee, please do not hesitate to contact

[democraticservices.rye@northyorks.gov.uk](mailto:democraticservices.rye@northyorks.gov.uk) or telephone 077808 78444.

Yours faithfully

**Mr Ian Nesbit**  
**Senior Planning Officer**

**ian.nesbit@northyorks.gov.uk**

**Enclosures**



## **Public Participation in Area Constituency Planning Committee Meetings**

The Council operates a scheme of public speaking at Planning Committee meetings.

Persons wishing to speak on an application, which is to be considered at a Planning Committee and who have previously made representations on the application, should contact Democratic Services by 12 noon 3 working days before the Planning Committee meeting. Contact details will be provided on the relevant Planning Committee agenda. No late notification will be accepted and speakers cannot "turn up" to speak at Committee without the due notice being given.

The purpose of the scheme is to enable speakers to put forward any points they wish to make directly to the Committee. There will be no need to read any submission already made in writing, as this will already be summarised in the report Councillors have before them. If a representation is prepared by a speaker for the meeting it is helpful if a written copy could be provided to Democratic Services in good time in advance of the meeting.

People wishing to speak at Planning Committee cannot hand out documentation to members of the Committee except at the discretion of the Chair. Photographs may be handed out, provided that a minimum of 20 copies have been delivered to the Council by 12.00 noon on the last working day prior to the meeting. There is also no provision to display maps, photographs or other information on boards or on screens in the meeting room on behalf of those making representations at the meeting.

The Chair of the Committee retains the right to decline to hear someone if they behave improperly, offensively or if they, in the Chair's view, intentionally obstruct the business in hand.

Normally the following people can speak at Planning Committee in relation to any specific application:

- One speaker representing the applicant – usually the applicant themselves or their agent.
- One speaker representing the objectors.
- The relevant Parish Council representative.
- A Division Member.

In exceptional circumstances the Chair has discretion to allow any other person to speak if it is considered necessary to do so.

### Order of Speakers

1. The objector has three minutes to put their case.
2. A representative of the relevant parish council then has three minutes to put their case.
3. A division member who wishes to speak on the application will be allocated three minutes to put their case.
4. At the appropriate time, any other person allowed to speak at the discretion of the Chairman will be allowed three minutes to put their case.
5. Finally the applicant, or their representative, will be allowed three minutes to put their case.

The speaker representing the applicant must have the permission of the applicant to represent them.

The speaker representing the objector(s) can be a neighbour, an interested individual or a representative of a residents group.

The first objector to register to speak will normally be appointed as the spokesperson. Where there is more than one person wishing to speak, objectors are encouraged to agree on a spokesperson who is prepared to cover all the points of concern, so as to make best use of the time available.

Speakers should confine their comments to matters relevant to planning applications.

Officers may comment on the representations and the merits of the application in the light of those representations.

The Committee will proceed to debate the application and make a decision.