



## PLANNING APPLICATION POLICY & PROCEDURE

This Planning Application Policy & Procedure was adopted by the Council at the Meeting held on 14<sup>th</sup> December 2020.

The following procedures have been adopted in order that members of the public can be assured that any planning application referred to Woore Parish Council by Shropshire Council will be properly and fully considered. It is hoped that by following this transparent process, the interests of all parties involved in the process are dealt with equitably and the reputation of the Council is maintained.

### Planning Policy

National Planning Policy is decided by the Department for Communities and Local Government, which is then actioned through HM Planning Inspectorate, based in Bristol. The Government's current national policy is the National Planning Policy Framework (NPPF).

Local Plans are decided at County or District Council level. Councils which produce Local Plans are designated as Planning Authorities. Local Plans set out the planning policy and proposals for that area. Planning Authorities sometimes brand their Local Plan as the Local Development Framework (LDF). Local Plans/LDFs identify where development can and cannot take place, the natural and built environment (including employment and retail) and transport. The Local Plan/LDFs covers a reasonable period of time, in Shropshire from 2006 – 2026, but is kept under constant review. Planning Authorities also prepare Design Briefs. These are aimed at developers and give details of the type and density of building that is acceptable, the material to be used, green spaces etc.

### Shropshire Council as a Planning Authority

Shropshire Council's LDF contains the following main documents:

- The **Core Strategy** sets out the strategic planning policy for Shropshire, including a 'spatial' vision and objectives. It also sets out a development strategy identifying the level of development expected to take place in Shropshire (excluding the Borough of Telford and Wrekin) up until 2026.
- The **Site Allocations and Development Management (SAMDev)** Plan will set out proposals for the use of land (including preferred residential and employment sites) and policies to guide future development in order to help to deliver the vision and objectives of the Core Strategy.
- **Supplementary Planning Documents** (e.g. Type and Affordability of Housing) are intended to expand upon policy or provide further detail to policies in adopted in the Core Strategy and SAMDev Plan Documents.

All documents which are part of Shropshire Council's LDF can be found at:

[www.shropshire.gov.uk/planning-policy](http://www.shropshire.gov.uk/planning-policy)



## Woore Parish Council Neighbourhood Plan

On 25th July 2019, at Shropshire Council's meeting, the decision to 'make' Woore Neighbourhood Plan was agreed unanimously. A Neighbourhood Plan enables the local community to shape the future development of the Parish for the benefit of the local community. The Woore Neighbourhood Plan is a statutory planning policy document, supported by a majority of the local population in a Referendum and which enables Woore Parish Council to have a greater and more positive influence on how the Parish develops in the future.

Now that the Plan has been made by Shropshire Council and is part of the County's planning process, the Parish Council takes responsibility for monitoring its success and whether during its life (until 2036) it needs review or amendment.

See Appendix 2.0 and 3.0 for the full Neighbourhood Plan and development boundary.

### Planning Process

Although there are some exceptions, anyone wishing to develop must apply to Shropshire Council for planning permission. Shropshire Council will notify the Parish Council of the application and other consultative bodies like the Highways Department and Drainage Engineers.

It is current practice for Shropshire Council to consult neighbours with a common boundary with the site directly and to use a site notice or further letters to inform others in the area of the proposal as appropriate. Anyone is entitled to comment direct to Shropshire Council on a planning application whether they receive a letter or not. Members of the public can inspect the plans through Shropshire Council or on-line at its website or via the Parish Council website Planning Tracker. Each application has a Planning Officer assigned to it and that Officer will make a personal visit to the development to review all details. The Planning Officer will consider all comments received and reflect them in their report. Over 90% of all applications are decided on by the Development Management Department under the powers delegated to it by Shropshire Council. However, if the application is complex or the Parish Council objects to the application it can be put forward to be considered by Shropshire Council's Planning Committee.

### The Parish Council as Consultee

The Parish Council is a statutory consultee on planning applications and is normally given 31 days to comment. When reviewing applications, the Parish Council's comments must relate to a relevant planning issue in order to be considered by Shropshire Council in reaching a decision. These issues are known as 'material considerations' and include, but are not restricted to, the following:

- LDF Policies as explained under the Planning Process
- Local strategies, such as relevant Parish and Town plans, Village Design Statements or active Neighbourhood Plan
- Visual appearance (including building materials and design issues)



- Environmental impacts (including loss of important open space or physical features, drainage, noise, disturbance or smells)
- Conservation issues; Impacts on safety (including traffic and highway safety)
- Privacy issues (including overlooking and loss of light)
- Infrastructure provision and other community benefit

Issues that are not relevant include:

- effect on the value of property
- loss of view over other people's land
- possible future development not included in the application
- private property rights such as boundary or access disputes
- matters covered by other laws
- the morals or motives of the developer

Further details including copies of Shropshire's Council's Planning Policies can be found at <http://shropshire.gov.uk/planning-policy>

All planning applications can be tracked through the Public Access Portal at the Shropshire Council website <https://pa.shropshire.gov.uk/online-applications/>

### **Woore Parish Council's Planning Application Procedure**

- i. Notification of a planning application will, in the first instance be sent to the Parish Clerk who will in turn send it onto all members of the Council.
- ii. A Lead Councillor will be appointed to manage the application on behalf of Woore Parish Council and the Clerk will notify all Councillors of this appointment and the Parish Council meeting date at which the application will be considered. (A rotation list of all Councillors will be advised for appointment of a Lead).
- iii. The Clerk will supply the Lead Councillor with notice of the application as received from Shropshire Council and a link to the application and associated electronic copies of documents.
- iv. The Clerk will supply the Lead Councillor with a draft letter to be used for advising persons occupying properties neighbouring the site of an application. This letter will be hand delivered to the required persons, as identified by the Lead Councillor, observing Social Distancing Guidelines where relevant. The letter will provide contact details for the Clerk should anyone wish to make contact with the Parish Council to discuss the application. Any comments received will be provided to the Lead Councillor via the Clerk. See Appendix 1.0 for Planning Application Letter Template.
- v. The Lead Councillor will, where required\*, form a Sub-Group of Councillors and at an agreed date/time hold a remote meeting (Webex) to discuss the application and formulate the response/submission to propose to full Council at the agreed Parish Council meeting. This proposal will form the response to be submitted by the Clerk, on behalf of the Parish



Council, following discussion at that meeting. This proposal will be circulated to all Councillors 3 working days prior to the Parish Council meeting.

- vi. Lead Councillors are required to review the planning application in depth in order to brief the Sub-Group and Parish Council fully.
- vii. All other Councillors will be responsible for examining the terms on an application by looking on Shropshire Councils website (<https://pa.shropshire.gov.uk/online-applications/>) or the Woore Parish Council Planning Tracker (<http://www.wooreparishcouncil.org/community/woore-parish-council-10149/planning-tracker/>).
- viii. All Councillors (not involved in the Sub-Group) will notify the Lead Councillor, all other Councillors and Clerk, by email, of their views about an application prior to the date of the Parish Council meeting at which the application will be considered.
- ix. The Lead Councillor will put forward the motion on behalf of the Parish Council, at the point at which the application is to be considered during the meeting. The Lead Councillor will answer any comments/observations from other Councillors, if not responded to prior to the meeting.
- x. The Clerk will submit a formal response to the Shropshire Council Planning Portal based on the motion passed, which will include any additional comments made in discussion of the Lead Councillors proposal to Council.
- xi. The Parish Council will respond to all planning applications within the time frame stipulated by Shropshire Council unless prior agreement has been given.
- xii. When a decision on a planning application is required prior to the normal monthly meeting a Planning Meeting will be called. Planning Meetings will be advertised in accordance with the standard procedures for Full Meetings. Copies of the agenda will be placed on notice boards around the Parish and on the Parish Council's website.
- xiii. In certain circumstances, when local consultation is required, a Parish Meeting will be called prior to any decision being taken by the Parish Council.
- xiv. Councillors are encouraged to keep up to date with Shropshire Council's Planning Guidance and Policies.
- xv. In the event that Woore Parish Council object to an application, a request can be made on behalf of the Parish Council for any application to be considered by Shropshire Council's Planning Committee, where the Parish Council deem it necessary and relevant that further discussion takes place.

\*Sub-groups are only required for more complex and potentially contentious planning applications whereby multiple parties are involved or effected. Smaller applications and variations will not necessarily require a sub-group and will be effectively handled by the Lead Councillor only. The decision to/not to form a Sub-group will be at the discretion of the Lead Councillor will consultation with the Chairman and Clerk.

### Site Meetings

If a site visit is required prior to discussion at a meeting, a Councillor should notify the Parish Clerk so that arrangements can be made as follows;

- The Parish Clerk will contact the applicant / agent to seek permission for a site visit



- A minimum of two Parish Councillors will attend the site visit. Note - no Councillor should be in attendance if they have a direct interest or conflict with the application.
- After the site visit the Councillors should prepare a summary of the visit to brief the Parish Council at the meeting when the application is discussed.

### **Attendance of the General Public at Parish Council Meetings**

Parish Council Meetings are open to the public. Members of the public can address the Council in accordance with agreed procedures during the Open Forum time of the meeting. This is the only public participation time of the meeting and members of the public are not allowed to participate in the Parish Council's discussions about an application.

If a member of the public is intending to make a public statement they are advised to let the Parish Clerk know. If a number of statements are to be made, an agreed time limit per person may be enforced by the Chair.

### **Contacting Parish Councillors**

Members of the public are entitled to contact their local Parish Councillor, or any other member of the Council, about a planning matter which concerns them. When contacting a Parish Councillor on a planning matter, members of the public should remember the following:

- Parish Councillors are advised by their Code of Conduct not to make up their mind about a planning matter until all the facts have been properly presented to them at the meeting. To do so would be to pre-judge the case.
- A Parish Councillor who is personally or becomes closely involved in a particular case may feel obliged to declare a pecuniary prejudicial interest, bias or pre-determination in it and not take part in the decision-making process.
- As with all representations, anything said to a Parish Councillor may be quoted to the Parish Council which, generally, conducts its business in the presence of the public and press.
- A Parish Councillor represents the Parish Council and will not act as an advisory on planning related matters of any nature for the applicant, agent or any third party.

If a member of the public makes representations on a planning matter to a Parish Councillor, they should:

- Ensure anything said is factually correct; and
- Send a copy of any letter to the Parish Clerk to ensure it is officially received by the Parish Council.

### **Consulting on Planning Applications outside the Parish**

If issues are raised regarding a planning application outside the Parish by Parishioners due to the close proximity to the Parish and/or adverse impact to Woore's infrastructure and/or resident's wellbeing, the Parish Council will consider submitting a response to Shropshire Council. The Parish Council will advise the neighbouring Council through the Clerks.



Policy Reviewed: May 2022

By: Full Council

Minute Item: 22013

Policy Reviewed: May 2023

By: Full Council

Minute Item: 23015

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Minute Item: 24012

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