

Hollinswood and Randlay Parish Council

PLANNING APPLICATIONS POLICY

Adopted May 2021, to be reviewed May 2024
7 Downemead, Hollinswood, TF3 2EW

Hollinswood and Randlay Parish Council

Chairman: Cllr Mrs Sheenagh Unwin

Clerk: Katrina Baker MBE MILCM

Planning Applications – consultation policy

Notification of a planning application will, in the first instance be sent to the Parish Clerk who will in turn will arrange for them to be sent onto all members of the Council.

The Parish Council will respond to all planning applications within the time frame stipulated by Telford & Wrekin Council, as the Local Planning Authority, unless prior agreement has been given.

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 Council Meetings.

Copies of the agenda will be placed on notice boards and electronic screens and on the Parish Council's website.

In certain circumstances, when local consultation is required, a Parish Meeting will be called prior to any decision being taken by the Parish Council.

Councillors are encouraged to study planning applications on the Telford & Wrekin Council's website prior to discussing the application.

If a site visit is required prior to discussion at a meeting, the Link Councillors (C Turley and P Farrar) should notify the Parish Clerk so that arrangements can be made. (Site meetings can also be agreed following discussion at a meeting and the following process should be followed.) The Parish Clerk will contact the applicant / agent to seek permission for a site visit. (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 application in order to brief the Parish Council at the meeting when the application is discussed.

Councillors should not enter any property without permission from the owner or agent.

At the meeting, full discussion on the application will take place and an agreed decision will be made regarding the application. Once a decision is made the Parish Clerk will take the appropriate actions including, when appropriate, the formal submission to Telford & Wrekin Council.

Parish Council Meetings are open to the public. Members of the public are allowed to address the Council in accordance with agreed procedures during the Public Session 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 in advance. If a number of statements are to be made an agreed time limit per person may be enforced by the Chairman.

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Contacting Parish Councillors

Members of the public are entitled to contact their local Parish Councillor, or their Ward Members, 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.
- A Parish Councillor is not obliged to report to the Parish Council anything said or written to him/her, although this is not normal practice, and may disagree with their viewpoint. 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. 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 Hollinswood & Randlay Parishioners due to the close proximity to the Parish and/or adverse impact on the Parish's infrastructure and/or resident's wellbeing, the Parish Council will consider submitting a response to Telford & Wrekin Council. The Parish Council will advise the neighbouring Council through their Parish Clerk.

Monitoring and Review

Adopted in May 2021-22

Reviewed in May 2023

Next Review May 2024