



PLANNING APPLICATION CONSULTATION POLICY

Ercall Magna Parish Council welcomes contact from any local landowner or property owner who may wish to discuss their proposals at an early opportunity. The Parish Councillors cannot express a view - however, they may be able to bring to the attention of the prospective applicant local information that may assist in their consideration of any future application. This is particularly important for the medium / large development proposals.

Notifications

Notifications are received from the Local Planning Authority (LPA) by the Clerk.

There are two types of application.

The first, a Pre-Planning Application Consultation. This is a confidential scheme which Ercall Magna Parish Council signed up to, and enables an applicant to investigate a proposal, through the planning system before making a decision as to whether to apply.

These 'confidential' applications are dealt with by 3 or 4 members, who will be appointed at the Annual Meeting of the Council (in May). The Councillors will discuss and a response formulated that will be returned to the LPA as part of the consultation process.

Any comments within this process do not define the response of the Parish Council if and when an application is submitted. This application is then dealt with as if a new planning application.

The second, is a planning application (this can be full, outline, reserved matters or certificate of lawfulness) and details are forwarded to all Members of the Parish Council. This will be added to the next appropriate agenda for consideration, providing this is within the timescale for the LPA to determine the application.

Planning Policies

The members, when considering any planning application, will take into consideration the TW Local Plan and its policies and in particular the Ercall Magna Neighbourhood Plan. This represents the views of the majority of Parish residents and was confirmed at the referendum, so its use is to be promoted and supported.

The LPA should take the Neighbourhood Planning Policies into account when considering any planning application in the Parish.

Planning Committee

When a decision is required prior to the normal monthly meeting, a Planning Committee (elected at the Annual Meeting) will call a meeting with this application on the agenda. This meeting will be advertised in accordance with standard procedures and members of the public may attend.

For contentious or controversial applications, the Parish Council may call a special Parish Meeting in order to engage with the community before formulating a view. At any point in the process, the Parish

Councillors welcome the views of neighbours and other community residents or businesses.

Councillors are encouraged to study the application information and documents, prior to the meeting – these can be accessed on the e-planning portal of TWC – www.telford.gov.uk/planning.

Site Visits

If a site visit is required, arrangements must be made with the landowner or agent and Members must be clear that they cannot comment or engage in detailed discussions with an applicant otherwise this could be viewed as having a pre-determined view and therefore exclude them from taking part in a discussion / decision at a Parish Council meeting. No Councillor should be in attendance if they have a direct interest or conflict with the application / applicant. Councillors must not enter the grounds or property, without permission of the owner or agent.

Discussions

At the meeting, a full discussion will take place and an agreed decision will be made. Once a decision is taken, the Clerk will take the appropriate actions including, where appropriate, the formal submission to Telford & Wrekin LPA. Regardless of individual views, any decision made by the Parish Council is a collective decision of all Members.

Determination of a Planning Application

Ercall Magna Parish Council is only a consultee on planning proposals. All decisions are made by Telford & Wrekin Council. However, the officers at the LPA are keen to hear from the Parish Council, and local residents, before they consider their recommendation. Wherever possible, the LPA will engage in meaningful discussions with the Parish Council on specific matters, where relevant. It is usual practice that planning applications are determined, under delegated authority, by a Planning Officer. However, there is an opportunity for a Ward Member or Parish Council to request that an application is called-in so that it can be determined by the Planning Committee (rather than through delegation). These requests are determined by the Chairman of the Planning Committee who will, in consultation with the Head of Planning & Development, confirm as soon as possible, if the call-in request has been successful.

When a call-in is agreed, there is a requirement for the Ward Member and a representative of the Parish Council to attend the meeting and to confirm the reasons for the Parish Council opinion. This then also enables local residents to attend the meeting and there is an opportunity for a spokesperson for the residents to address the Committee. The applicant or agent may also make representations to the Committee through this process.

There is no route of appeal for the Parish Council or Ward Member.

Contacting Parish Councillors

Members of the public are encouraged 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 good practice. 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. It can then be taken into consideration as part of the Parish Council deliberations.

Public Participation

There is a public session at the start of all Parish Council meetings. The Chairman welcomes local residents to the meetings and invites any comments on an application included on the Agenda to be brought to the Councillors within the public session. The public is not permitted to speak within a Parish Council meeting, but can be invited to do so by the Chairman of that meeting, if this is in the best interests of enabling the Parish Council to respond fully to the application under consideration.

Consulting on Planning Applications outside the Parish.

If issues are raised regarding a planning application outside the Parish by local residents (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, within whose boundary the application is, through their Parish Clerk.

Monitoring and Review

Ercall Magna Parish Council will review this policy regularly and amend as necessary to reflect any changes in Government directives or in accordance with information from the Local Planning Authority.

To be Adopted: April 2024
To be reviewed in: May 2025