

CLIVE PARISH COUNCIL – PLANNING PROTOCOL

Adopted: 25 July 2024

Reviewed: July 2025

Next review: July 2026

1. Introduction

Clive Parish Council (CPC) has a role to consider the views and interests of all residents in the community when considering planning applications. This includes local business owners, those who wish to improve properties, as well as affected neighbours/residents.

While CPC has collective experience over many years with judging planning applications, Councillors do not necessarily possess the level of technical expertise of planning professionals. It should not be expected that they be able to gauge applications on the technical requirements used by Shropshire Council (SC) Planning Officers.

2. Planning Process

Those wishing to build new property or carry out significant changes to a property submit a Planning Application to SC. Following submission, the application is listed on the SC Planning Portal website, a Notice is displayed on the property/site and CPC is notified of the application.

The application will normally be considered at the following CPC meeting. Where the deadline for submissions is prior to the following meeting, the Parish Clerk will request an extension. If this is not granted, the application can be considered and discussed outside of a meeting under CPC Delegated Powers and any decision ratified at the following meeting.

Prior to the meeting at which it is to be discussed, Councillors will generally familiarise themselves with the application (they are notified of it by the Parish Clerk). One or more Councillors will also generally make a visit to view the site if possible or considered appropriate or necessary.

Councillors will consider the application and can decide to notify SC that CPC:

- Supports it
- Objects to it, stating the grounds and/or requesting additional information
- Takes a neutral stance, making representations/comments if appropriate

A Councillor who has a personal connection to the application will remove themselves from the discussion to avoid potential of bias.

SC will consider CPC decisions but may not reach the same decision, given that it will be considering many other factors and apply various weightings to each.

SC will determine whether or not to grant permission and stipulate any conditions that apply to it.

3. Pre-Applications

Prior to submitting a formal application, it is possible to hold a meeting with SC Planning to discuss a prospective application and whether/how likely it may be to succeed or how it may be adjusted to comply with requirements.

CPC also welcomes pre-application discussion. Feedback can be given but obviously, no technical advice or guidance can be offered. Nothing discussed or stated during pre-application will have any bearing on the formal application once received.

4. Considerations

There are three key factors to be considered when considering an application:

- The proposed development's size and location
- How it will function
- Its relationship with its surroundings

Either during a meeting, or via other means, the following factors may form part of the discussion:

- Does the proposal fit with the nature and feel of the village, such as the building design and materials to be used
- Is there a perceived need for the building/changes? What is the development to be used for?
- Are there adverse effects to neighbouring land/properties/residents?
- Have similar proposals been carried out previously, or does it set a precedent?
- What effect(s) might there be to infrastructure, environment (trees, wildlife), drainage, vehicle and pedestrian access, highways, traffic, noise, further future development

5. Decision

After discussion, Councillors will then agree a response to SC, namely:

- Support (unequivocally or with conditions)
- Object (giving grounds for objection)
- Make submission (a neutral position, with or without conditions/requests)

PARISH COUNCIL DECISION CHECKLIST

- ☐ Pre-application discussion
- ☐ Does the proposal fit with the nature and feel of the village?
- ☐ Is there a perceived need/justification for the building/changes?
- ☐ Have any adverse effects to land/properties/residents been considered?
- ☐ Does the proposal set a precedent or follow previous similar developments?
- ☐ Have effect(s) on infrastructure, environment (trees, wildlife), drainage, vehicle and pedestrian access, highways, traffic, noise, further future development been considered?
- ☐ Has a site visit been carried out?