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DELEGATED AUTHORITY PROCEDURE PLANNING APPLICATIONS suggested updates July 2023

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Delegation: Officers to formulate a response to all planning applications following submission of written comments by Planning Committee members, except where it is considered appropriate for the application to be considered at a Committee meeting. All responses submitted via this mechanism to be reported to the next available Planning Committee meeting for noting.

Planning application notified to Town Council via e-mail. The notification invites comments within a specified number of days (normally 31 days from the date of the letter, but 14 days for application for tree works in a Conservation Area)

E-mail copied to planning clerks/ officers.

Officers to update internal planning list with Application Reference (link), site address, description of proposal and response deadline.

Notify Same notification (e-mail) forwarded to all councillors within 3 working days, quoting the Application Reference (link), site address, description of proposal and response deadline.-

Planning Committee Town Councillors to provide initial comment to officers (via the shared spreadsheet or exceptionally via email) including a nil return within 7 days of receipt of e-mail for tree applications, 14 days for other applications. (Other Councillors to comment if they wish).¹

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All ~~final~~ responses should include a recommendation that matches the options available via the planning portal:

- Support (~~A either with or without comment~~ "no objection" comment is taken as expressing support, if we wish to make a positive expression of support a reason based on the public benefit of the proposal should be given)
- Object (~~either with or without comment~~ a reason for objecting should be given, objections which do not are unlikely to affect the outcome)
- Representation (comment that neither supports or objects). Appropriate forms of representation may be that we suggest an amendment to make the application acceptable, require further detail to form a view, or wish to draw the planning officer's attention to an aspect which needs investigation or specialist advice.

Planning clerks to review at least fortnightly the internal list online spreadsheet to ensure that each application has had a response weekly and remind Planning Committee members of applications which have passed the internal deadline for initial responses (7

¹ While the length of time to respond to the LPA is longer than this that the reason behind responding within 7 days is that if all committee members consider that an application does not require a comment then we can knowingly not look to not respond. Furthermore, an initial comment might merely be that a councillor would like to respond but needs some time to consider a suitable response and this provides the planning clerk with some indication that a particular planning application might require some more detailed research before responding.

days for trees, 14 days for other applications) and have not had a response from at least half of the members of the Committee.

If no responses are received within 7 days (trees) or 14 days (other applications) Planning Clerk to consider whether a response might be needed and discusses with the Town Clerk.

Applications may be referred for consideration at a Planning Committee meeting where:

1. In the opinion of the Town Clerk or the Chairman or Vice Chairman of the Planning Committee, the application can be expected to attract significant public interest.
2. Planning Committee members or councillors for the relevant Town Council ward make representations indicating that it would be appropriate to consider the application at a Planning Committee meeting.
3. Members of the Planning Committee express contrasting views about an application.

Save all comments to an application in one place.

If most of the planning committee have responded similarly, Planning Clerk to produce a form of words that captures consensus or use the best response. (Where there are differences of opinion (some support and some object) the Planning Clerk will consider comments against material planning considerations and produce a view that best represents what might be considered a majority view.)

Once the Planning Clerk has decided on the draft submission, send a copy to the Chair or Deputy Chair of Planning to advise of proposed response and that this will be sent within 48 hours unless a response is received to the contrary.

Submit response via Shropshire Council's online planning portal.

Update internal planning list with submitted comment and mark off as completed.

~~Planning clerks to review at least fortnightly the internal list to ensure that each application has had a response.~~

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