



Shropshire  
Council

# **Statement of Community Involvement for Shropshire**

**Adopted June 2021**

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# 1 INTRODUCTION AND BACKGROUND

## 1.1 What is a Statement of Community Involvement?

The Statement of Community Involvement (SCI) sets out how Shropshire Council will involve all sectors of the community in the preparation of planning policies and in the determination of planning applications. The SCI explains how and with whom the council will consult when carrying out its planning duties.

Shropshire Council, as the Local Planning Authority for the administrative area of the Shropshire<sup>1</sup>, views constructive community involvement as central to good planning. It is important also for there to be public confidence in the planning system and to ensure outcomes that are consistent and sustainable.

This Statement of Community Involvement (SCI), has been reviewed in order to bring it up-to-date and to support future community involvement activity involving the council's Planning Service.

The Statement of Community Involvement covers these areas:

- **Who** the Council will seek to involve in the preparation of planning policy documents and in the determination of planning applications;
- **How** this process will be handled;
- **When** this involvement will happen;
- **What** methods will be used to encourage as wide an involvement as possible

## 1.2 Status of the document

The Statement of Community Involvement reflects the requirements of the Town and Country Planning (Local Development) (England) Regulations 2012 and The *Planning and Compulsory Purchase Act* 2004 which requires Local Planning Authorities (LPAs) to produce a Statement which informs communities and stakeholders how they will be consulted.

*“Local authorities have discretion about how they inform communities and other interested parties about planning applications. Article 15 of the Development Management Procedure Order sets out minimum statutory requirements... In addition, local authorities may set out more detail on how they will consult the community on planning applications in their Statement of Community Involvement, prepared under section 18 of the Planning and Compulsory Purchase Act 2004.*

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<sup>1</sup> The administrative area of Shropshire Council does not include the Borough of Telford and Wrekin

*Publishing information online in an open data format can help facilitate engagement with the public on planning applications.”*

The Statement of Community Involvement is structured to provide a set of overarching ‘guiding principles’ to be applied to community involvement and then provides background information on the mechanisms and structures already in place that are supporting effective community involvement within the County.

## **2. STATEMENT OF COMMUNITY INVOLVEMENT AND LOCAL PLANNING**

### **2.1 The National Planning Policy Framework 2019 (NPPF) and National Planning Practice Guidance (NPPG)**

These set out the Government’s planning policies and guidance on them and must be taken into account in the preparation of development plans and planning application decisions. The NPPF states that the planning system should be easier to understand, more accessible and with a commitment to involving all who are interested in planning.

The National Planning Practice Guidance states that the SCI is part of a collection of documents which form the Local Development Plan which include:

- The Local Plan;
- Neighbourhood Development Plans (more commonly called just Neighbourhood Plans); and
- Other development strategies such as Area Action Plans (AAPs) and Supplementary Planning Documents

The main purpose of the Development Plan is to establish a set of strategic development priorities for the area, and to prepare appropriate policies to address these.

### **2.2 The Local Plan**

The **Local Plan** sets out a strategic vision and framework for future development in Shropshire. It addresses needs and opportunities in relation to housing, the economy, community facilities and infrastructure as well as safeguarding the environment and resources and ensuring good design.

Shropshire’s current adopted Local Plan consists of two documents; the Core Strategy (adopted in 2011) and the Site Allocations and Management of Development (SAMDev) Plan (adopted in 2015). The determination of planning applications begins with the consideration of the policies and guidance contained in the adopted Local Plan

The Local Plan is currently under review and has already been subject to several stages of public consultation since 2017. The updated Local Plan will be a single document and cover the period 2016 to 2038 and is due to be adopted in spring 2022 subject to the conclusion of an independent examination by the Planning Inspectorate.

### **Shropshire Local Plan**

The local plan is a collection of planning policy documents which outline how housing, employment, environmental, retail, and transport requirements will be delivered across the County through the life of the plan, typically a 20 year period. Together all these documents create "The Local Plan".

## **2.3 Neighbourhood Development Plans**

Neighbourhood planning is a way for local groups to take a lead on planning for their area. These Plans can be led by local parish or town councils or neighbourhood forums. When adopted they form part of the Development Plan for the area they cover. The preparation of Neighbourhood Plans is subject to national regulations, which require public consultation at specified stages, and is subject to an examination process by an appointed independent assessor.

### **Neighbourhood Planning in Shropshire**

## **2.4 Area Action Plans (AAPs)**

AAPs allow the opportunity to produce more detailed policies and strategies for areas and usually focus on a defined geographical area, for instance a major regeneration area. The preparation and consultations of AAPs is subject to nationally defined regulations, including independent examination by the Planning Inspectorate.

There are currently no Area Action Plans in Shropshire.

## **2.5 Supplementary Planning Documents (SPD)**

SPDs do not form part of the Development Plan for the area. Instead they provide a useful means of expanding upon existing policies within Development Plan Documents. They can therefore take a themed approach such as affordable housing delivery; or they can focus on a particular geographical area. As SPDs do not introduce new policy they are not subject to independent examination. They are however subject to community involvement in their preparation.

In Shropshire there are currently Supplementary Planning Documents for the Type and Affordability of Housing, Developer Contributions and Sustainable Design. There is also an SPD for the Pontcysyllte Aqueduct World Heritage site jointly produced with Wrexham Borough Council

[Shropshire Supplementary Planning Documents](#)

**2.6 Authority Monitoring Report (AMR)**

The AMR monitors the implementation and effectiveness of planning policies in the area over the previous year. It is not subject to public consultation.

[Shropshire's Authority Monitoring Report](#)

**2.7 The Local Development Scheme (LDS)**

The LDS sets out which documents the Council intends to develop and the timeframe for their preparation, including when periods of formal public consultation will take place.

[Local planning | Shropshire Council](#)

**2.8 Community Infrastructure Levy (CIL) and Place Planning**

CIL is a planning charge that local authorities can apply to new developments to fund infrastructure. Shropshire adopted a CIL charging policy for residential development across the County in 2012. Infrastructure priorities for each area are identified annually in 18 Place Plans

<https://www.shropshire.gov.uk/planning-policy/community-infrastructure-levy-cil/>

Place plans are documents which focus on local infrastructure needs in communities across the county. Infrastructure includes utilities such as electricity, gas, and water, as well as roads, schools, open spaces, flood defences, broadband, health facilities, leisure facilities, and more which are infrastructure implementation plans for the County. Place Plans are reviewed periodically in consultation with Parish Councils and Shropshire councillors.

<https://www.shropshire.gov.uk/place-plans/>

### **3. COMMUNITY INVOLVEMENT IN THE PLANNING POLICY PROCESS – GUIDING PRINCIPLES**

#### **3.1 National and Regional Policy Context**

The National Planning Policy Framework (NPPF) stresses the importance of engaging the community in plan making and decision making and states that Local Plans should be:

*Shaped by early, proportionate and effective engagement between plan-makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees*  
[Paragraph 16]

It also stresses the benefits for development and planning processes that arise from effective engagement:

*Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community* [Paragraph 39]

The Framework also emphasises the role that community involvement can play in securing good design, a factor reinforced since the Council adopted the West Midlands Design Charter as a material consideration in planning decisions:

<https://www.wmca.org.uk/media/3647/wmdesigncharter.pdf>

*The creation of high-quality buildings and places is fundamental to what the planning and development process should achieve. Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities. Being clear about design expectations, and how these will be tested, is essential for achieving this. So too is effective engagement between applicants, communities, local planning authorities and other interests throughout the process* [paragraph 124]

*Design quality should be considered throughout the evolution and assessment of individual proposals. Early discussion between applicants, the local planning authority and local community about the design and style of emerging schemes is important for clarifying expectations and reconciling local and commercial interests. Applicants should work closely with those affected by their proposals to evolve designs that take account of the views of the community. Applications that can demonstrate early, proactive and effective engagement with the community should be looked on more favourably than those that cannot* [Paragraph 128].



### **3.2 Community Involvement in Shropshire's Local Plan**

The planning system affects everybody who lives in, works in or visits Shropshire. By getting involved in the planning process, local communities, stakeholders and other organisations can contribute more to the shaping of their local environment. We will apply some general principles to our planning consultations. Where consultations are being undertaken by others, (Town/Parish Councils for Neighbourhood Plans or developers for community involvement prior to a planning application being made), these can also provide a useful guide to good practice.

### **3.3 Key Consultation Groups**

It is important to consult a broad range of groups during the preparation of each planning policy document and at various stages thereafter. In general terms, key stakeholders include:

- Ward councillors;
- General public – residents and people who undertake business, leisure activities or have a general interest in the area;
- Town and parish councils;
- Business interests and major landowners including developers and agents;
- Government departments and statutory bodies;
- Infrastructure providers;
- Interest groups - environmental, amenity, community and voluntary groups at a local, regional or national level.

In the production of planning policy documents, the council will aim to achieve the following:

- Ask for views at an appropriate stage;
- Provide sufficient information to enable an effective response to any consultation;
- Provide details of how to respond to any consultation and in what time period;
- Avoid jargon and include a glossary of terms where required;
- All comments will be made publicly available and the council will report on all consultation stages;
- Publicise any consultation events on the council's website and hold them at appropriate locations in the borough that are accessible with appropriate disabled access.

The involvement of some key groups has been identified as central in the continued development of Shropshire's Local Plan, including:

- Parish and Town Councils – these play a particularly important part in enabling an effective ‘first point of contact’ with local communities. There is particular value in using these local councils as a means to galvanise and express local issues and concerns and, on a practical note, to promote consultation events in their locality;
- Elected Councillors – There are 74 elected councillors in Shropshire Council who play a vital role in representing local concerns and aspirations across a variety of issues, including planning. We provide training to all Councillors, as well as Town and Parish Councils on the Planning process, and support them to facilitate community responses to consultations
- In line with the Equality Act (2010) we want to be inclusive when we consult with communities to ensure that everyone can take part in consultations and share their views with us.
- Shropshire contains groups within the community such as young people, people from ethnic minorities, people with disabilities, Gypsies and Travellers and those that are digitally excluded through limited broadband access, whose views have historically been under-represented in recent consultations. Moving forward, we will take measures to help overcome the barriers that prevented these groups from participating in a consultation activity or event. This may involve being flexible over the timing of an event, using visual aids or ensuring that venues are accessible.

### **3.4 Communicating Effectively**

Shropshire Council has an organisation objective to “make digital the preferred way to work and transact”, and accordingly consultations and responses to planning applications will all be made available in an online format in English. We recognise that reaching us online is not always possible for communities, so will encourage contact with us if you prefer to access the information and respond in a different way. We appreciate that different formats and languages may be more helpful for individuals according to their circumstances, and we will look to provide information in the requested format. This could include the following circumstances where there are the barriers to use of digital service such as:-

1. Access – i.e. the physical access to broadband and equipment to enable citizens to get on-line
2. Skills/Confidence – i.e. the ability to get on-line, stay safe on-line, transact on line etc.
3. Motivation – i.e. lack of interest/failure to see the benefits of being on-line

Shropshire Council will always make consultation documents available online via its Website [www.shropshire.gov.uk](http://www.shropshire.gov.uk)

Documents will by exception be made available in appropriate locations should this be necessary to support a particular location or client group. Details of the opening hours and locations for such consultations will be made available prior to the start of a consultation.

It is especially important to engage 'hard to reach' groups who for a number of reasons are usually under-represented through traditional, more formal consultations methods. These groups include young people, older people, people with disabilities, gypsies and travellers, black and minority ethnic, migrant populations, the business community, young working families, those who work long hours and those living in certain places, such as remote rural areas

### 3.5 Seeking Formal Comments

In all cases we encourage consultees to make comments electronically, either using the online survey or returning a complete response form by email. We will also accept completed response forms and comments by post. It is important that your comments are received during the consultation period. The various methods of engagement during statutory consultations that we could use are listed below:

**Email** – quick method of communication to enable large numbers of people to be contacted efficiently;

**Website** – main source for all documentation published by the Council;

**Press releases** – news releases for local media to raise awareness and interest;

**Statutory Notices** – certain regulations require the use of statutory notices in the local press, setting out the consultation details. Availability of consultation material - we will make available for inspection, the document(s) in appropriate locations within the locality;

**Social media** – use of social media to raise awareness of consultations;

**Leaflets and posters** – we will display information concerning a consultation in public and community buildings such as libraries;

**Online response survey and form** – for all consultations we will publish a survey and response form for those able to submit comments online;

**Response forms** – paper copies of the response form will be made available in appropriate locations for people to complete and return by post;

**Meetings, workshops or focus groups** – where appropriate and to enable early engagement with statutory consultees or community

organisations likely to be affected by the document.

The tables below detail more specifically how we will consult on different stages of planning in Shropshire.

### **3.6 How We Respond to Consultations**

Following a period of consultation Shropshire Council will consider the responses received, and where appropriate publish a summary of consultation responses received so these can be reviewed by members of the public. Depending on the stage of the plan-making process, the results of the consultation will be considered as part of the development of policies and assessment of planning applications, alongside our statutory planning duties.

It is not uncommon for Local Plan draft proposals to be controversial and often lead to significant levels of objection. Whilst all consultation responses will of course be considered, it should be noted that that it is the material planning issues identified through the consultation which are of most importance, and not necessarily the volume of response made

## 4 HOW SHROPSHIRE COUNCIL WILL CONSULT THE COMMUNITY FOR PLAN MAKING AND DECISION TAKING ON PLANNING APPLICATIONS

### 4.1 Development Plan Document Stage

The Council prepares a local plan to include site allocations and policies for development and related issues. This must be supported by evidence and generally accord with national policies. Consultation is required during its preparation, after which it will be submitted to the Secretary of State for consideration. An independent planning inspector is then appointed to hold an examination of the document, considering the views of interested people and relevant stakeholders. The Inspector submits a report to the council which will then adopt the plan with or without the inspector's recommended changes.

The minimum requirements for consultation are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012. Part 6 sections 18-22 relate to consultation on local plans.

The Council's methods of consultation on these documents is summarised in the table below

Development Plan Document Stage	Consultation duration	Consultation methods
<p><b>Scoping consultation</b> Regulation 18 Town and Country Planning (England) Regulations 2012</p>	<p>Minimum of 6 weeks (excluding Bank Holidays)</p>	<ul style="list-style-type: none"> <li>• Written/Email consultations with statutory consultees, general consultees on our database, other relevant stakeholders, individuals and organisations who have expressed a wish to be consulted or have previously made comments</li> <li>• Consultation documents available on Council's website and hard copies available at Shropshire Council's offices at Shirehall, Shrewsbury</li> <li>• Consultation documents will also be available for viewing in public libraries</li> <li>• Inviting representation on the document through press advertisements and articles and a notice on the Shropshire Council website</li> <li>• Public and Town and Parish council consultation events as appropriate</li> </ul>

<p><b>Preferred option consultation</b> Regulation 18 Town and Country Planning (England) Regulations 2012</p>	<p>Minimum of 6 weeks (excluding Bank Holidays)</p>	<ul style="list-style-type: none"> <li>• Written/Email consultations with statutory consultees, general consultees on our database, other relevant stakeholders, individuals and organisations who have expressed a wish to be consulted or have previously made comments</li> <li>• Consultation documents available on Council's website and hard copies available at Shropshire Council's offices at Shirehall, Shrewsbury</li> <li>• Consultation documents will also be available for viewing in public libraries</li> <li>• Inviting representation on the document through press advertisements and articles and a notice on the Shropshire Council website</li> <li>• Public and Town and Parish council consultation events as appropriate</li> </ul>
<p><b>Publication version Consultation</b> Regulation 19/20 - Town and Country Planning (Local Planning) (England) Regulations 2012</p>	<p>Minimum of 6 weeks (excluding Bank Holidays)</p>	<ul style="list-style-type: none"> <li>• Written/Email consultations with statutory consultees, general consultees on our database, other relevant stakeholders, individuals and organisations who have expressed a wish to be consulted or have previously made comments</li> <li>• Consultation documents available on Council's website and hard copies available at Shropshire Council's offices at Shirehall, Shrewsbury</li> <li>• Consultation documents will also be available for viewing in public libraries</li> <li>• Inviting representation on the document through press advertisements and articles and a notice on the Shropshire Council website</li> <li>• Public and Town and Parish council consultation events as appropriate</li> </ul>

## **4.2 Neighbourhood Plans**

Consultation on the early stages of any Neighbourhood Plan preparation is carried out by the town or parish council preparing the Neighbourhood Plan. A statement has to be submitted along with the draft plan indicating what consultation has been carried out and how it has informed the preparation of the draft plan.

Once the Neighbourhood Plan is submitted, the council is required to consult on the draft Neighbourhood Development Plan as set out below. Following receipt of the examiner's report and before the Neighbourhood Plan can be 'made' by the council, a referendum must be held for the community to approve the plan in its final form. A simple majority of the votes is required before Shropshire Council can formally 'make' the plan so that it becomes part of the Development Plan.

Full details of the process Local Authorities must follow for Neighbourhood Plans can be found at:-

[Ministry of Housing, Communities and Local Government - Neighbourhood Planning guidance](#)

<b>Neighbourhood Plan stage 30</b>	<b>Consultation duration</b>	<b>Consultation methods</b>
Neighbourhood Area designation consultation	Minimum of 6 weeks (excluding Bank Holidays)	<ul style="list-style-type: none"> <li>• Written/email consultations with statutory consultees, general consultees on our database, other relevant stakeholders, individuals and organisations who have expressed a wish to be consulted or have previously made comments</li> <li>• Consultation document available on the existing parish council's website and hard copies available at the council offices and libraries closest to the relevant Neighbourhood Area.</li> <li>• Notice on the council's website.</li> <li>• Inviting representation on the document through social media advertisement.</li> </ul>
Submission consultation and publicity of a plan	Minimum of 6 weeks (excluding Bank Holidays)	<ul style="list-style-type: none"> <li>• Written/email consultations with statutory consultees, general consultees on our database, other relevant stakeholders, individuals and organisations who have expressed a wish to be consulted or have previously made comments</li> <li>• Consultation document available on the existing parish council's website and hard copies available at the council offices and libraries closest to the relevant Neighbourhood Area.</li> <li>• Notice on the council's website.</li> <li>• Inviting representation on the document through social media advertisement.</li> </ul>



### 4.3 Supplementary Planning Documents

When preparing Supplementary Planning Documents (SPD) and other non-Development Plan planning documents the council will use the methods to engage with the local community as set out in the table below.

It is generally expected that one stage of consultation will be necessary, since the SPD will expand upon adopted Development Plan policy which has already been subject to extensive engagement. However, exceptionally, a preliminary consultation may be necessary to scope out the form or content of a SPD.

<b>SPD stage</b>	<b>Consultation duration</b>	<b>Consultation methods</b>
Initial / scoping consultation (where necessary)	Minimum of 4 weeks (excluding Bank Holidays)	<ul style="list-style-type: none"> <li>• Written/email consultations with statutory consultees, general consultees on our database, other relevant stakeholders, individuals and organisations who have expressed a wish to be consulted or have previously made comments; and</li> <li>• Consultation document available on the council's website and hard copies available at the council offices and libraries in settlements affected by the relevant SPD; and</li> <li>• Inviting representation on the document through a notice on the council's website.</li> </ul>
Draft SPD consultation	Minimum of 6 weeks consultation (excluding Bank Holidays)	<ul style="list-style-type: none"> <li>• Written/email consultations with statutory consultees, general consultees on our database, other relevant stakeholders,</li> </ul>

		<p>individuals and organisations who have expressed a wish to be consulted or have previously made comments; and</p> <ul style="list-style-type: none"> <li>• Consultation document available on the council’s website and hard copies available at the council offices and libraries in settlements affected by the relevant SPD; and</li> <li>• Inviting representation on the document through a notice on the council’s website.</li> </ul>
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#### 4.4 Planning Applications

A planning application is a means by which someone applies for permission from the Council to develop land. Shropshire Council is responsible for planning decisions that are made throughout the county and the requirements for consulting on planning applications are set out in the Town and Country Planning (Development Management Procedure) Order 2015.

<http://www.legislation.gov.uk/ukxi/2015/595/contents>

The Council is responsible for making decisions on a wide variety of planning and other applications, including new dwellings, retail, leisure, employment, heritage, renewable energy and minerals and waste commercial development both in towns and rural areas. The Council also considers applications for its own development i.e. schools and development on its own land.

Shropshire Council is committed to increasing and improving community involvement in the development management and decision-making process.

Guidance on submitting planning applications is available via the Council’s website and the Gov.UK portal.

[Shropshire Council guidance on submitting planning applications](#)

[Gov.uk guidance on planning consultation](#)

#### 4.5 Pre-application stage

Developers are encouraged to engage with the Council prior to the submission of planning applications to reduce any potential problems

and to ensure that applications are submitted with all the necessary information enabling them to be dealt with without delay.

Advice and guidance on pre-application discussions is available in the UK Government's Planning Practice Guidance and on the Council's web site.

[Government Planning practice guidance](#)

[Shropshire Council pre-application guidance](#)

#### **4.6 Validation of Planning Applications**

The formal planning application process begins when a planning application is validated. This process ensures that the correct documentation is included with the application in order to make the application 'valid'. Invalid applications cannot be processed and will be returned to the applicant.

All planning applications are currently validated by the Validation Team before being allocated to a case officer. The necessary documentation that should accompany an application will depend on the type of proposal and this is identified with reference to the Council's Validation Checklist.

[Shropshire Council Validation checklist](#)

#### **4.7 Consultations on planning applications**

Public participation at this stage represents a crucial part of the planning application and development management process. Public participation provides the opportunity to significantly improve the proposed development and alleviate any objector's concerns at an early stage. Not all concerns raised can be considered in the decision-making process. A material consideration is a factor of a proposal that should be considered as fundamental (or material) to reaching a conclusion on a development proposal.

Further advice on material considerations can be found at the Planning Portal:-

[Planning Portal – About the planning system](#)

National legislation and regulations set out the statutory requirements for public notification about planning proposals. This includes who should be notified and the methods that should be used. In addition, there are various other bodies, interest groups and organisations who may have interests in specific types of development or locations. These organisations will be consulted, where appropriate.

For planning applications the Council will notify the public using site notices and press notices where required by statute

Site notices will contain a description and plan of the proposed development site together with details of how the plans can be viewed and representations made together with any relevant time limit. A site notice will be erected in a suitably prominent position.

Press notices will be issued for major applications, significant departures from the Development Plan and other applications as required by relevant legislation.

Those who wish to make comments on planning applications need to do so within the notification period (usually 21 days), unless otherwise agreed with the planning case officer. Comments made on applications will be published online on the Shropshire Council Planning Portal.

Parish and Town Councils are bodies elected to represent communities across the County and in Shropshire are given 31 days within which to respond.

Representations must always be named and made in writing, preferably via the Council's website. Full details are listed on the Council website

[Shropshire Council – Commenting on an application FAQ's](#)

The Council will also carry out notifications and consultations required for other types of application, such as applications for Listed Building Consent, in accordance with the relevant statutory requirements.

Details of applications, and copies of submitted applications and accompanying documents/plans, can be viewed at the Shirehall, Shrewsbury or online via the Council's website following the link below.

[Shropshire Council Planning Portal](#)

#### **4.8 National Infrastructure Projects**

The Planning Act 2008 process was introduced to streamline the decision-making process for major infrastructure projects, making it fairer and faster for communities and applicants alike. The Council will have a formal role as a consultee to this process and further information can be found following the link below.

[Ministry of Housing, Communities & Local Government Guidance on National Infrastructure projects](#)

#### **4.9 How planning applications are decided**

The majority of planning applications are dealt with under delegated powers by planning officers. However, some applications need to be considered by Members on the relevant planning committee. All of the Council's elected Members are able to request that applications be considered by a committee, and the views of the relevant Parish or Town Council can also trigger consideration of committee referral. Final decisions on whether an application is referred to the relevant

committee are taken by officers in consultation with the Chair and Vice-Chair of that committee. Details of the powers of the scheme of delegation and powers conferred to Planning Committee are set out in the Council's Constitution.

#### [Shropshire Council constitution](#)

If an application is to be decided at a planning committee details of this will be publicised on the Council's website in advance of the meeting. In addition it is possible to track the progress of a planning application following a process of registration through the Council's online planning register. When tracking a planning application you will receive notification of key stages of the application (including whether it is to be determined by planning committee) and these are sent by e mail.

Details of the date, time, and location of the committee meeting will be published on the Council's website. The protocol on public speaking at the Planning Committees, which sets out the relevant arrangements and procedures, can be viewed on the Council's website or made available on request. The Council developed a virtual committee process in response to the Covid 19 Pandemic and details of this and conventional planning committee meetings held in public can be found following the link below.

<https://www.shropshire.gov.uk/planning/applications/planning-committees/>

#### **4.10 Reporting on responses made to planning applications**

Material planning considerations raised by third parties who have been notified about planning applications and any other responses received will be reported and taken into account in decisions made by, and on behalf of, the Council.

#### **4.11 Planning Enforcement**

The Council expects all developers to comply with the requirements of planning legislation and not to carry out development until the necessary permission or consent has been obtained. The Council also expects all developers to comply with the conditions of their planning permissions that are clearly set out on the decision notice.

Where breaches are suspected the Council has a full range of enforcement powers and where expedient will take action to ensure compliance. Planning Enforcement is undertaken in accordance with the Planning Enforcement Protocol details of which can be found following the link below:-

[Shropshire Council – Submit a planning enforcement query](#)

Most breaches of the planning rules are brought to the Council's attention by members of the public and all breaches of planning control will be investigated. Any person reporting an alleged breach of planning control will not have their identity revealed to others by officers or Members of the Council.

## **5 LOCAL CONSULTEE DATABASE**

### **5.1 Consultee database and data management**

Shropshire Council's planning policy team maintains a list of contact information for a range of people with an interest in the planning process through a Consultee Database. This list is made up of many sections of society including individuals, Parish and Town Councils, groups, developers, agents, government bodies, utility companies and organisations.

Members of the public can ask to be added to the consultee database by contacting the Council at:

Planningpolicy@shropshire.gov.uk

The Council manages personal data in accordance with its policy, which can be found following the link below:-

<https://www.shropshire.gov.uk/privacy/our-use-of-personal-data/>

Shropshire Council will always have regard to the geographic scale and nature of the specific consultation exercise when assessing which groups should be contacted. For more information about access to information please follow the link below:

<https://shropshire.gov.uk/access-to-information/>

## **6 RESOURCES AND MONITORING**

### **6.1 Resources**

In looking at ways to deliver community involvement in an increasingly effective and efficient manner, this SCI places a particular emphasis on enhancing the use of electronic forms of communication. Whilst continuing to meet legislative requirements, the Council will regularly look at ways to deliver community involvement in the planning process in a genuinely more progressive and efficient manner.

### **6.2 Monitoring**

The SCI must remain sufficiently flexible in order to respond to new ways of engaging the public in planning issues, and therefore the document's implementation will be monitored. Whilst the flexible nature of the document means that regular alterations to the SCI may not be necessary, the Council is committed to reviewing its progress and responding, where necessary, to significant issues.

It is anticipated that revisions to the SCI could be made in response to the following issues:

- Alterations to the types of groups who should be consulted;
- New methods for informing and involving the public, such as changes to technology or responding to emerging best practice;
- Responding to the emerging practices of locality working by the council;
- Responding to low turnouts at consultation events, or low response rates to consultations

## **APPENDIX 1: INDICATIVE TYPES OF CONSULTEES**

### ***Specific Consultation Bodies:***

- The Coal Authority
- The Environment Agency
- Forestry Commission
- Historic England
- Marches Local Enterprise Partnership (LEP)
- Marches Nature Partnership (MNP)
- Natural England
- Shropshire's Parish and Town Councils
- Neighbouring Parish and Town Councils
- Adjoining Local Authorities
- West Mercia Police
- West Midlands Combined Authority (WMCA)
- NHS Foundation Trusts
- Clinical Commissioning Groups
- Highways England
- Severn Trent Water
- Welsh Water
- British Gas
- SPEN
- Other utility companies

### ***General Consultation Bodies:***

- Voluntary & Community Sector Assembly (VCSA) Forums of interest
- Other Voluntary and charitable organisations
- Groups representing people in Protected Characteristic groupings, e.g. Inter faith forums, Churches Together, advocates for people with disabilities
- Local business representatives
- Health organisations
- Local action / interest groups
- Registered social landlords and housing associations
- Individuals
- Consultants and agents
- Environmental organisations
- Resident Associations
- National Farmers Union (NFU)
- Country Landowners Association (CLA)
- Rural Services Network



## **APPENDIX 2: GLOSSARY OF TERMS**

### **Authority Monitoring Report (AMR)**

A report submitted to the Government by Local Planning Authorities assessing the progress and effectiveness of the Local Development Framework.

### **Appropriate Assessment (AA)**

The purpose of an appropriate assessment is to assess the impacts a local development document will have on internationally designated nature conservation sites. As of October 2006 all councils must decide if they need to carry out an appropriate assessment on the local development documents they produce. If an assessment needs to be carried out it can either form part of the sustainability appraisal, or can be a document in its own right. The Appropriate Assessment can also be termed the Habitats Regulation Assessment (HRA).

### **Area Action Plan (AAP)**

A type of planning document that focuses upon a specific location or area. They may be used to provide the planning framework for areas of significant change or where conservation is required.

### **Core Strategy**

The primary planning policy document for a Local Authority area. It sets out a clear, long term vision for the future pattern of development, a set of strategic objectives, and introduces policies to deliver the vision.

### **Development Plan**

The development plan for a Local Authority area is made up of the Development Plan Documents (DPDs) produced by the Local Authority. The development plan is used to assess planning applications.

### **Development Plan Documents (DPDs)**

Development Plan Documents (DPDs) are the statutory planning documents prepared by the council. They include policies which planning applications can be assessed against, and they can indicate where potential sites for future development are to be located. The Core Strategy is the primary Development Plan Document.

### **Evidence Base**

The collection of wide ranging information and data used to support the production of policies in DPDs.

### **Examination**

All DPDs are subject to independent examination before a Planning Inspector. The Inspector's role is to consider the DPD as a whole and to determine its soundness. In doing so the Inspector will consider all representations made and any changes which may have been suggested. Following the

examination, the Inspector will produce a report which will be binding on the Local Authority.

### **Implementation Plan**

The Implementation Plan for the LDF outlines the key infrastructure requirements needed to support regeneration and the scale of growth identified in the Core Strategy. This is allied to the Local Investment Plan (LIP). Together they comprise the Regeneration Prospectus.

### **Infrastructure**

The collection of services that support development including electricity and other utilities, roads, sewerage, health facilities, open space and other green infrastructure, and the emergency services.

### **Local Development Documents (LDDs)**

This is the collective term used to describe the various planning documents produced by the council. Collectively they deliver the planning strategy for the council's area.

### **Local Plan**

The portfolio of Local Development Documents, which together set a vision for future development and provide a set of policies to guide development.

The Local Plan includes:

- Development Plan Documents
- Supplementary Planning Documents
- Statement of Community Involvement
- Local Development Scheme
- Authority Monitoring Report

### **Local Development Scheme (LDS)**

The LDS describes the planning documents which a Local Authority intends to prepare and the timetable for their preparation. This must be agreed with Government and reviewed every year.

### **Local Investment Plan (LIP)**

The Local Investment Plan forms part of the Single Conversation between the Council, the Homes and Communities Agency and other public sector funding bodies. It identifies how regeneration and supporting infrastructure will be delivered. The LIP is closely allied to the Implementation Plan of the Core Strategy covering a wide range of aspects such as economy, education, skills, health, transport, climate change and the environment.

### **Local Plan**

The 'old style' local planning policy was produced by district and borough councils. Changes brought about in the Planning and Compulsory Purchase Act 2004 replaced Local Plans with the LDF. Certain policies within the Local Plans of Shropshire's authorities have been saved under transitional arrangements to the new planning system until they are replaced by the Shropshire Council LDF.

## **National Planning Policy Framework (NPPF)**

The National Planning Policy Framework sets out the Government's planning policies for England and how these are expected to be applied. It sets out the Government's requirements for the planning system only to the extent that it is relevant, proportionate and necessary to do so. It provides a framework within which local people and their accountable councils can produce their own distinctive local and neighbourhood plans, which reflect the needs and priorities of their communities.

## **Planning and Compulsory Purchase Act 2004**

This is the legislation passed by the Government which brought about changes to the planning system in England. It introduced the Local Development Framework as a replacement for the Structure Plan and Local Plan. The Act took effect in September 2004.

## **National Planning Policy Guidance (NPPG)**

Issued by Central Government, these are web based national policy guidance notes which set out the requirements for planning. They include policies and some practical advice for the implementation of policy and are updated from time to time.

## **Proposals map**

The base map which shows the sites proposed for development in Development Plan Documents.

## **Spatial planning**

The Government is seeking to promote greater integration between the land use planning system and the various strategies produced by local authorities and other organisations. The spatial approach towards planning goes beyond the grant or refusal of planning permission and involves a wider range of policies than has normally been included in planning documents.

## **Statement of Community Involvement (SCI)**

Statement of a Council's proposed standards and approach to involving the local community and stakeholders in the preparation, alteration and review of all Local Development Documents and development control decisions.

## **Strategic Flood Risk Assessments (SFRA)**

Used as a tool by Local Authorities to assess flood risk for spatial planning, producing development briefs, setting constraints, informing sustainability appraisals and identifying locations of emergency planning measures and requirements for individual development flood risk assessments.

## **Supplementary Planning Documents (SPDs)**

Planning documents that give further information on policies laid out in Development Plan Documents such as the Core Strategy. They can cover a range of site and theme specific issues but should not contain new policies.

## **Sustainability Appraisal (SA)**

All Local Development Documents need to include a separate document called a Sustainability Appraisal (SA). The SA appraises the economic,

environmental and social effects of planning policies to ensure they uphold the principles of sustainable development. All Sustainability Appraisals need to include the requirements of a European directive called the Strategic Environmental Assessment.

### **Appendix 3: Useful Links**

#### **Legislation**

Planning and Compulsory Purchase Act 2004

[http://www.legislation.gov.uk/ukpga/2004/5/pdfs/ukpga\\_20040005\\_en.pdf](http://www.legislation.gov.uk/ukpga/2004/5/pdfs/ukpga_20040005_en.pdf)

Town and Country Planning (Local Planning) Regulations 2012

[http://www.legislation.gov.uk/uksi/2012/767/pdfs/uksi\\_20120767\\_en.pdf](http://www.legislation.gov.uk/uksi/2012/767/pdfs/uksi_20120767_en.pdf)

Town and Country Planning (Development Management Procedure) Order

2015 [http://www.legislation.gov.uk/uksi/2015/595/pdfs/uksi\\_20150595\\_en.pdf](http://www.legislation.gov.uk/uksi/2015/595/pdfs/uksi_20150595_en.pdf)

Neighbourhood Planning Act 2017

[http://www.legislation.gov.uk/ukpga/2017/20/pdfs/ukpga\\_20170020\\_en.pdf](http://www.legislation.gov.uk/ukpga/2017/20/pdfs/ukpga_20170020_en.pdf)

Localism Act 2011

[http://www.legislation.gov.uk/ukpga/2011/20/pdfs/ukpga\\_20110020\\_en.pdf](http://www.legislation.gov.uk/ukpga/2011/20/pdfs/ukpga_20110020_en.pdf)

Neighbourhood Planning (General) Regulations 2012

[Community Infrastructure Regulations 2010](http://www.legislation.gov.uk/uksi/2012/637/contents/made)

<http://www.legislation.gov.uk/ukdsi/2010/9780111492390/contents>

#### **National Planning Policy**

National Planning Policy Framework

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)