

SEVERN STOKE AND CROOME D'ABITOT PARISH COUNCIL - WORCESTERSHIRE

Handling Planning Applications Policy

Published by WCALC: N/A.

Adopted by Severn Stoke and Croome d'Abitot Parish Council adopted March 2024.

The current procedure for handling planning applications by this parish council

- a) Planning application is received from MHDC and the Clerk downloads all associated paperwork and distributes to councillors via email.
- b) Councillors inspect the application and ask the Clerk to obtain clarification on questions as may be.
- c) Declarations of interest are received from the Councillors by the Clerk and added to the agenda for approval and entry into the Register of Declarations.
- d) Correspondence received on planning matters from the public is distributed to Councillors with sensitive/personal info redacted.
- e) If Councillors confirm that they are minded to raise matters for support/objection, the Clerk inspects the general list of material considerations on the .Gov Planning Portal and advises if appropriate.
- f) Councillors are permitted to raise historical/factual info for the attention of all councillors via email.
- g) Clerk will request an extension to the deadline for response by the Parish Council if required but Councillors do not assume that this will be granted. In the event of this not being granted, Councillors consider by email whether an extraordinary meeting in public is required. In the event where no correspondence from the public is received and where Councillors cannot find a material consideration to be debated, the Clerk is delegated to respond to MHDC as such.
- h) Councillors will take note of any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received, and participate in any relevant training.
- h) No summary report is produced by the Clerk, but after receiving all the above via email in conversation format, Councillors attend the Full Parish Council meeting (every two months) ready receive information/questions via Public Open Forum, to promptly summarise findings and vote on a motion to Support, Object or Comment.
- i) None of the above constitutes a predetermination since any/all Support/Objections are raised at full parish council and can be debated in public. 'Predetermination occurs where someone has a closed mind, with the effect that they are unable

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