

## **SEVERN STOKE AND CROOME D'ABITOT PARISH COUNCIL - WORCESTERSHIRE**

### **Handling Planning Applications Policy**

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

Updated May 2024. Updated Jan 2026.

#### **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.
- 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 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.
- i. 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.
- j. 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

#### **Planning Consultation guidance provided by Malvern Hills District Council**

Parish Councils are entitled, upon request, to be consulted by the Local Planning Authority (LPA) on all planning applications relating to their parish and for their comments to be taken into consideration.

The LPA will expect comments to be relevant and factual, ie "material considerations".

Overleaf are a list of topics that MHDC consider to be material and relevant, to be used by parish councils when responding to planning applications:

Some questions to ask relating to <b>material considerations... Planning policy</b>	What are the relevant policies nationally, regionally and locally? What does it say in the National Planning Policy Framework (NPPF), Planning Policy Guidance, local development control policies eg barn conversions, house extensions?
<b>Listed status</b>	Are any of the buildings under consideration listed?
<b>Use classes</b>	What are the current use classes of the buildings? Eg retail outlet, domestic residence or industrial use.
<b>Current status</b>	Is the building derelict or redundant?
<b>Economic issues</b>	Relevance concerning industrial or commercial use, traffic, jobs?
<b>Setting</b>	Is it set in an Area of Outstanding Natural Beauty or a Conservation Area with related policies concerning design issues and physical qualities?
<b>Planning history</b>	What is the planning history of the site?
<b>Adjacent sites of interest</b>	Is there an adjacent site of public interest such as an ancient monument or Site of Special Scientific Interest?
<b>Highways</b>	Access and Rights of Way How will this development affect traffic – vehicular and pedestrian?
<b>Traffic</b>	Will the proposal generate extra traffic and how will that affect existing situation?
<b>Services</b>	Is the infrastructure in place relating to water, gas, electricity, access to highway, waste collection?
<b>Local perception</b>	Does the application conform to the Parish Plan/Neighbourhood Plan and/or Village Design Statement?
<b>Visual impact</b>	How will the proposed development affect its setting in relation to design, layout and appearance?
<b>Privacy</b>	Will the development impact on the privacy of others or will it preserve its own space?
<b>Noise and smell</b>	Will there be issues relating to an environmental nuisance?
<b>Related decisions</b>	What happened to other similar proposals?
<b>Effect of light</b>	Will there be loss of daylight or sunlight, or light pollution?
<b>Hazardous materials</b>	Will hazardous materials be stored on site?
<b>Contamination</b>	Is the land contaminated from previous use?
<b>Trees</b>	Does the proposal intend to retain all existing trees?
<b>Nature conservation</b>	Are there protected species on the site that may be harmed?
<b>Cumulative impact</b>	What are the implications of the layout and density of buildings?
<b>Archaeology</b>	Will an archaeological survey be required prior to development?
<b>Flooding</b>	Is the site in a recognised flood zone?
<b>Disabled enabled</b>	If the proposal affects a public building can the less able access it?
<b>Crime and Disorder Act 1998, s17</b>	Will the proposal comply with legal requirements to <b>prevent crime and disorder</b> ?

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**Footnote:**

Parish Clerk, Proper Officer & Responsible Financial Officer Mrs Lisa Stevens, CiLCA,  
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Requests for this information in other languages/audio/large print will be reasonably considered.



View our new parish council website via the Q R Code above  
or at

<https://severnstokeandcroomedabitot-pc.gov.uk/>

Our parish council logo shows the Panorama Tower at Severn Stoke, offering views of the surrounding countryside to the public. Image recreated with permission of the National Trust.