

# **Statement of Community Involvement 2025-2030**

January 2025

# Contents

<b>1</b>	<b>Introduction</b>	<b>3</b>
1.1	What is the Statement of Community Involvement (SCI)?	3
1.2	Why is the SCI being updated?	3
<b>2</b>	<b>The Vision for Involvement</b>	<b>4</b>
2.1	What is the Local Planning Authority's commitment for consultation?	4
2.2	What will we consult on?	5
2.3	Methods of consultation	5
<b>3</b>	<b>The Local Development Scheme</b>	<b>6</b>
3.1	What is the Local Development Scheme?	6
<b>4</b>	<b>Consultation on Planning Policy Documents</b>	<b>6</b>
4.1	How does planning policy work?	6
4.2	Development Plan Documents (DPDs)	7
4.3	Supplementary Planning Documents (SPDs)	9
4.4	Duty to Co-operate	12
<b>5</b>	<b>Sustainability Appraisal and Strategic Environmental Assessment</b>	<b>12</b>
5.1	What is Sustainability Appraisal and Strategic Environmental Assessment?	12
<b>6</b>	<b>Consultation on Development Plan Documents</b>	<b>13</b>
6.1	How will we consult?	13
6.2	Who will we consult?	13
6.3	What will happen to your representation?	13
<b>7</b>	<b>Neighbourhood Planning</b>	<b>14</b>
7.1	What is Neighbourhood Planning?	14

# Contents

7.2	Who will be consulted? .....	16
7.3	How will the Local Planning Authority support Neighbourhood Planning? .....	16
7.4	What will happen to your representation? .....	17
<b>8</b>	<b>Consultation on Planning Applications .....</b>	<b>17</b>
8.1	When is planning permission required? .....	17
8.2	Pre-application advice requests .....	19
8.3	Making a planning application .....	19
8.4	Amending an application .....	20
8.5	Considering an application .....	20
8.6	Who can comment on an application? .....	21
8.7	How will we consult? .....	21
8.8	Timeframe .....	23
8.9	What will happen to your representation? .....	23
8.10	Determination of a planning application .....	23
8.11	Appeals .....	25
<b>9</b>	<b>Review .....</b>	<b>27</b>
<b>10</b>	<b>Glossary .....</b>	<b>27</b>

# Statement of Community Involvement 2025-2030

## 1 Introduction

### 1.1 What is the Statement of Community Involvement (SCI)?

1.1.1 The Statement of of Community Involvement (SCI) is a document which sets out how and when the Council as the Local Planning Authority (LPA) will engage with, and consult with, local communities, local businesses and other interested parties on planning policy documents and planning applications.

The LPA has to produce an SCI as set out in the Planning and Compulsory Purchase Act 2004 (1).

1.1.2 As a Co-operative Council we are keen to involve local people in the planning process since the decisions we make in planning have the potential to impact upon local people and the places they live and work. The Council's co-operative values mean that we will be open and honest in the way which we work and make decisions and we will response to people's needs in a fair and consistent way.

1.1.3 The LPA has prepared this SCI in accordance with national guidelines and we will work in line with the SCI once it is adopted.

---

### 1.2 Why is the SCI being updated?

1.2.1 The LPA's last SCI was adopted in 2020. The communication tools available to councils have dramatically changed in recent years; allowing easier, more direct and more digitally focused solutions in addition to traditional methods of engagement. The updated SCI will reflect the LPA's current practices. This SCI, once adopted, will replace the current version.

---

1 <https://www.legislation.gov.uk/ukpga/2004/5/section/18>

# Statement of Community Involvement 2025-2030

## 2 The Vision for Involvement

### 2.1 What is the Local Planning Authority's commitment for consultation?

2.1.1 The LPA is committed to involving communities and other stakeholders in the planning process. The LPA will:

- Engage in a timely, and appropriate way with stakeholders, ensuring people are invited to engage with planning policy and development management before major decisions have been made;
- Use a variety of methods to inform and engage communities in the planning process. The LPA understands that people with different needs and interests require different approaches;
- Continue to explore new and innovative ways to engage with a wider range of people, especially focusing on electronic communication;
- Avoid using jargon and strive to communicate in the clearest and simplest way possible;
- Ensure public involvement is appropriate to the scale and nature of the planning issue being addressed in line with the resources available;
- Treat participants with respect and ensure the safety and wellbeing of participants by taking account of the safeguarding frameworks, confidentiality and data protection guidelines; and
- Keep under continual review the suitability and effectiveness of our methods of engagement, and make changes where necessary.

2.1.2 It should be noted that comments do not remain confidential; it is the LPA's policy to make comments public both as part of the planning application and planning policy consultation processes. Comments may also be made public during a public inquiry or examination of a document.

# Statement of Community Involvement 2025-2030

2.1.3 At Draft Plan stage or following consultation on a draft Supplementary Planning Document (SPD) the decision making body receives all comments made during the consultation. In the case of the Local Plan this would further involve all representations being provided to the Planning Inspector appointed to examine the Plan.

2.1.4 The SCI is informed by Government guidance on how consultations should be run by government departments and these form the basis of this SCI. The guiding principles are that consultations should engage people in a meaningful way, be appropriate in length and timing, use clear and understandable language and use appropriate methods of consultation.

## 2.2 What will we consult on?

2.2.1 The Council as a whole will consult on a range of issues and policies across all services but **the SCI relates only to consultations undertaken as part of the planning process by the LPA**, including:

- The Local Plan
- Supplementary Planning Documents
- Neighbourhood Plans
- Planning Applications

## 2.3 Methods of consultation

2.3.1 The LPA favours electronic and web based methods as fast, flexible and accessible methods of communication across all of its service areas. The Strategic Planning and Development Management Teams also accept written representations in paper format and will appropriately process these representations.

2.3.2 The LPA may use a range of the following methods, and others where appropriate, to publicise its planning functions:

- LPA website
- Press releases
- Social media - Twitter / Facebook etc.

# Statement of Community Involvement 2025-2030

- Information in libraries and at the Council's First Point locations
- Parish Council's literature
- Direct engagement with stakeholder groups including local interest groups and Parish Councils
- Consultation letters
- Site notices

## 3 The Local Development Scheme

### 3.1 What is the Local Development Scheme?

3.1.1 The Planning and Compulsory Purchase Act (2004) requires each LPA to produce a Local Development Scheme (LDS) which clarifies their current policy documents and sets out a timescale for adoption of new policies through the preparation of Development Plan Documents (DPDs). The LDS also confirms which documents prepared by the LPA are part of the Local Plan and which are supporting evidence documents.

3.1.2 The LPA will publish the LDS on its website each time it is updated. There is no requirement for the LPA to consult on publication of an LDS.

## 4 Consultation on Planning Policy Documents

### 4.1 How does planning policy work?

4.1.1 The National Planning Policy Framework <sup>(2)</sup> states that planning in the UK should contribute to the achievement of sustainable development and that, in order to achieve this, the planning process should be guided by a forward looking, positive local plan.

---

2 National Planning Policy Framework (December 2024) at [www.gov.uk](http://www.gov.uk)

# Statement of Community Involvement 2025-2030

4.1.2 Every Local Authority must prepare Development Plan Documents, in many cases this takes the form of a Local Plan. This plan may be supported by other planning documents which together guide development in that area. All decisions on proposed new development are judged against the policies contained in the Local Plan and other relevant planning policy documents.

---

## 4.2 Development Plan Documents (DPDs)

4.2.1 The DPD sets out strategic policies, site allocations, and policies on a range of subjects which are used when making planning decisions. The main DPD is the Telford & Wrekin Local Plan.

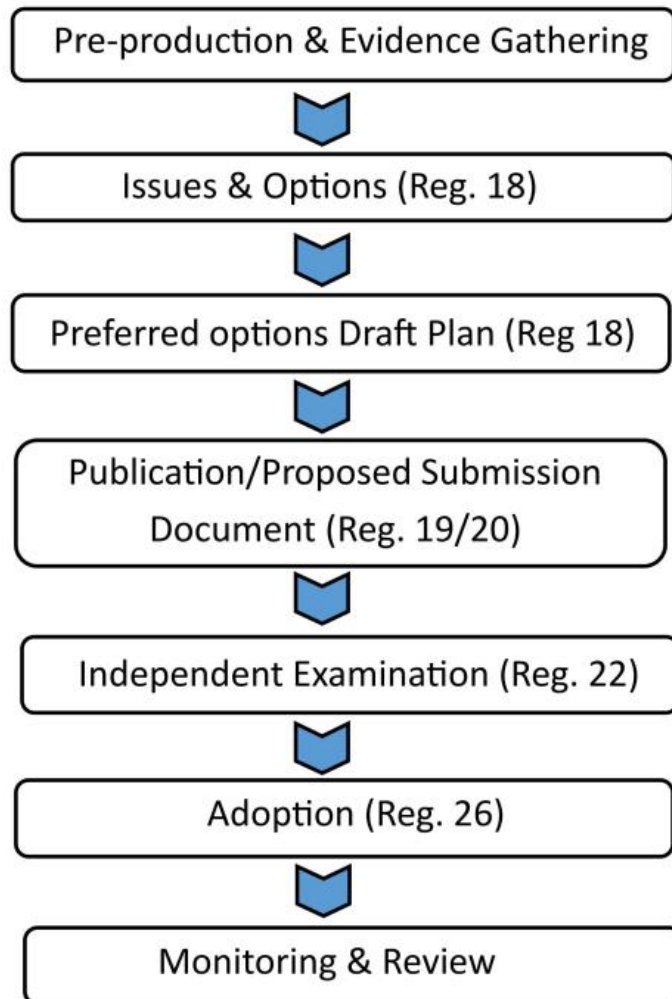
4.2.2 The production of Development Plan Documents is set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 and is made up of a number of statutory stages.

4.2.3 A Local Planning Authority has a duty to consult at a number of stages during the production of a DPD and we will engage with local people and stakeholders at each of these stages. The requirements for formal consultations are set out in The Town and Country Planning (Local Planning) (England) Regulations 2012 and the LPA may decide to undertake additional consultations at other stages. The standard consultation period is six weeks but the LPA may extend that period in some circumstances. The consultations on the Local Plan are set out in the LPA's LDS. The Stages of Plan making are set out in Figure 1 below.



# Statement of Community Involvement 2025-2030

**Figure 1: Engagement**



# Statement of Community Involvement 2025-2030

4.2.4 The LPA has a duty to fully consider all formal comments duly submitted during the consultation periods. In some cases comments may result in a change to the document but this may not necessarily be the case. In some cases there will be legislative control or national policy which directs the decisions being made and in some cases many conflicting points of view will be put forward during the consultation and the LPA will seek to balance the views expressed.

4.2.5 A Consultation Statement is produced alongside the proposed submission version of the plan or document. The Consultation Statement sets out the level and scope of consultation which has been undertaken and summarises the consultation comments that have been made and how they have been taken into account in the production of the final document.

4.2.6 Once the Proposed Submission Document is produced the LPA does not consider representations made with respect to the Test of Soundness <sup>(3)</sup> and Legal Compliance. Any representations are provided to the Inspector for their consideration during the Examination process. The Inspector also receives all the comments received during the preparation stages along with the name and address of all respondents.

---

## 4.3 Supplementary Planning Documents (SPDs)

4.3.1 Supplementary Planning Documents (SPDs) are produced to support policies and proposals contained within the Local Plan. They provide additional information and/or guidance to support the implementation of a policy but do not form part of the development plan.

4.3.2 The nature of community involvement for an SPD depends very much on the nature of the document being produced. SPDs cover a range of subjects and can be site specific, guidance to residents more generally or cover a specific theme (shop fronts, for example) or geographic area.

## Statement of Community Involvement 2025-2030

4.3.3 If the SPD is technical in nature, for example covering telecommunications development, then the LPA's approach will focus on specialist stakeholders e.g. developers and telecoms providers. If the document will impact upon the general public in a specific area of the borough then engagement would be targeted at that community.

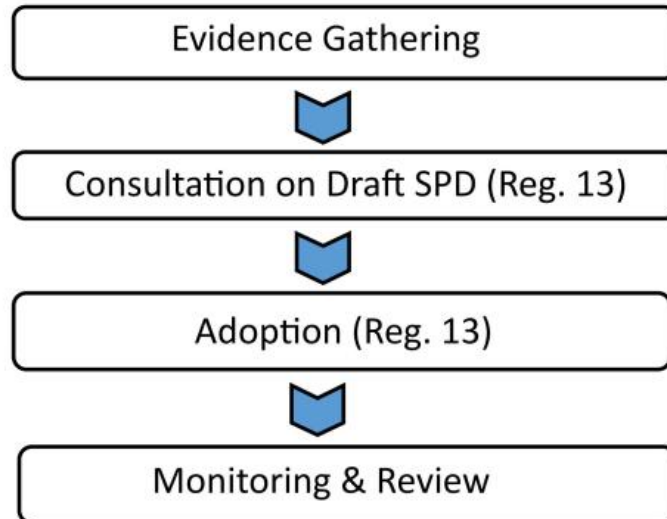
4.3.4 Once a draft document has been produced a formal consultation period will be held and will be at least four weeks in duration.

4.3.5 A Consultation Statement is produced for publication with the draft and final version of an SPD. The Consultation Statement sets out the level and scope of consultation which has been undertaken and summarises the consultation comments that have been made and how they have been taken into account in producing the final document.

4.3.6 Anyone who has provided comments at the consultation stage will receive notification of the adoption of the final document.

# Statement of Community Involvement 2025-2030

**Figure 2: SPD Consultation Phases**



# Statement of Community Involvement 2025-2030

## 4.4 Duty to Co-operate

4.4.1 Throughout the Local Plan process the LPA will engage with neighbouring Local Planning Authorities and Statutory Consultees as part of the legally required Duty to Co-operate process (4) The process is designed to ensure that bodies engage constructively, actively and on an on-going basis. The LPA has to record and report on the Duty to Co-operate process during the Examination in Public.

---

## 5 Sustainability Appraisal and Strategic Environmental Assessment

### 5.1 What is Sustainability Appraisal and Strategic Environmental Assessment?

5.1.1 Sustainability Appraisal (SA) is a legal requirement in preparing planning policy documents. The process considers any likely significant environmental, social and economic effects of the policies or proposals contained within the document. This will usually incorporate our response to the Public Sector Equality Duty conveyed by the Equality Act 2010.

5.1.2 The SA process will identify any potential negative impacts which could be caused by the policy. If this is the case then measures are included in the plan to minimise or remove the impact (called mitigation).

5.1.3 The appraisal process includes a Strategic Environmental Assessment (SEA) which also has to be carried out in the preparation of all Development Plan Documents and Supplementary Planning Documents. A Habitat Regulation Assessment (HRA) is also required and looks at potential for the plan or project to impact upon European Designated Sites. Together these documents are sometimes known as an Integrated Appraisal.

5.1.4 The SA, SEA and HRA documents are published for consultation at the same time as the relevant policy document.

---

4 [Localism Act 2011, and amends the Planning and Compulsory Purchase Act 2004](#)

# Statement of Community Involvement 2025-2030

## 6 Consultation on Development Plan Documents

### 6.1 How will we consult?

6.1.1 There are standards of consultation which apply to the production of Development Plan Documents and Supplementary Planning Documents. These set out the stages at which consultation must occur, the required length of consultation periods <sup>(5)</sup> and a range of specified bodies which must be consulted at various stages. The LPA reserves the right to extend beyond the minimum consultation period requirement in certain circumstances. The formal requirements are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012.

---

### 6.2 Who will we consult?

6.2.1 The Regulations (2012) <sup>(6)</sup> require LPA's to additionally consult with a range of groups with interests beyond those identified as 'Statutory Consultees' and the LPA maintains a database of contacts who have registered their interest in planning policy documents and who are contacted each time a new document is being consulted upon. If you wish to register your interest then please contact the Strategic Planning team to be added to the database.

---

### 6.3 What will happen to your representation?

6.3.1 Any representations made against a consultation on a DPD or SPD are published on the Council's website; the respondents name is attached to their representation. Respondents can manage their preferences within the online portal while making their response; a postal address and email address are required in order to register but are not displayed on the website.

---

5 Town and Country Planning (Local Planning) (England) Regulations 2012

6 <http://www.legislation.gov.uk/ukxi/2012/767/made>

# Statement of Community Involvement 2025-2030

6.3.2 The LPA encourages electronic representations but where paper representations are made the LPA will appropriately process and upload those comments to the website.

6.3.3 Agents can make representations on behalf of one or more clients. Each representation will be displayed on the Council's website under the name of the client to which it relates.

6.3.4 At Regulation 19 (pre-submission) stage any representations received by the LPA will be provided, along with the respondent's name and address, to the Planning Inspector for their consideration. This enables decision making bodies to objectively make decisions based on all the available evidence.

## 7 Neighbourhood Planning

### 7.1 What is Neighbourhood Planning?

7.1.1 Neighbourhood Planning was introduced under Part 2 of the Town and Country Planning (England) 2012 and the Neighbourhood Planning (General) Regulations 2012, enabling local communities to prepare Neighbourhood Development Plans, also known as Neighbourhood Plans and to create Neighbourhood Development Orders. A Neighbourhood Plan enables communities to set general planning policies for development and land use within their defined Neighbourhood Area. The level of detail in the plan is set by the local community. A Neighbourhood Development Order effectively grants planning permission within a designated Neighbourhood Area.

7.1.2 For the most up to date information on Neighbourhood Planning please visit the Council's website [www.telford.gov.uk/neighbourhoodplanning](http://www.telford.gov.uk/neighbourhoodplanning).

7.1.3 A number of Neighbourhood Plans have been made in respect of areas within the borough and the LPA continues to work with communities who are interested in designating a Neighbourhood Area or preparing a plan.

7.1.4 In most cases, in the Borough, it is the Town or Parish Councils who prepare the Neighbourhood Plan.

# Statement of Community Involvement 2025-2030

7.1.5 Neighbourhood Plans are produced by local communities with the support of the LPA. They must conform with the strategic policies within the Telford & Wrekin Local Plan and policies within the National Planning Policy Framework,

7.1.6 The Key Stages in the Neighbourhood Planning Process are illustrated in Box 1 below.

## **Box 1: The Key Stages in producing a Neighbourhood Development Plan**

### **Stage 1 - Neighbourhood Area Designation**

The Town or Parish Council apply to the LPA for a specific geographic area to be designated to which the Neighbourhood Plan will apply. In Telford the Neighbourhood Area is usually the Parish. The LPA consult for a minimum of 6 weeks to ensure that people who live, work or carry on business in the area have the chance to comment. The Neighbourhood Area is then either approved or refused by the Council and the outcome publicised as required under the legislation.

### **Stage 2 - Preparing the Plan**

Following the acceptance of a Neighbourhood Area the Town or Parish Council undertakes evidence gathering and public engagement activities. This should allow as many people as possible, who will be impacted by the plan, to engage in the process. The Town or Parish Council then prepare, and consult on, a draft plan to reflect the outcomes of their local engagement (Regulation 14 Pre-Submission).

### **Stage 3 - Plan Submission**

Under Regulation 15 the Neighbourhood Plan is submitted and the plan is then publicised (Regulation 16) for a minimum of 6 weeks by the LPA and representations are invited. The LPA will publish the Plan on its website and will publicise it within the plan area.

### **Stage 4 - Examination**



# Statement of Community Involvement 2025-2030

The LPA appoint an independent Examiner to undertake an examination of the proposed Neighbourhood Plan to assess whether the plan meets the basic conditions and other tests within the legislation and to consider any comments which have been received. The Examiner may then recommend modifications to the Plan if required. The Examiner then provides their report to the Local Planning Authority who publish the report and takes the decision on whether to send the Neighbourhood Plan to referendum.

## **Stage 5 - Referendum**

The Local Community are asked to vote for the Neighbourhood Plan in a Neighbourhood Planning Referendum organised by the Council. The Neighbourhood Plan must be considered favourably by over 50% of those who vote in order for the Council to adopt it.

## **Stage 6 - Adoption**

Following a positive result at Referendum the Neighbourhood Plan is then made by the Council. The Neighbourhood Plan is then part of the Borough's Local Development Plan and used by the LPA when determining planning applications.

## **7.2 Who will be consulted?**

7.2.1 Local residents and other local stakeholders will be consulted, this could include local interest and volunteer groups by the group preparing the Neighbourhood Plan in the first instance. The plan will be publicised once it reaches the Submission stage by the LPA and representations will be sought.

## **7.3 How will the Local Planning Authority support Neighbourhood Planning?**

7.3.1 The LPA will positively engage with Neighbourhood Planning and will provide appropriate assistance from officers within the Strategic Planning Team to advise the group preparing the Plan. The Local Planning Authority will provide technical advice and support. The LPA will also provide a formal consultation response at the draft plan stage setting out any relevant issues which need to be addressed.

# Statement of Community Involvement 2025-2030

## 7.4 What will happen to your representation?

7.4.1 Representations received in response to the submission version of a Neighbourhood Plan will be provided to the independent Examiner to allow them to complete their examination. A summary of representations will be published on the Council's website.

## 8 Consultation on Planning Applications

### 8.1 When is planning permission required?

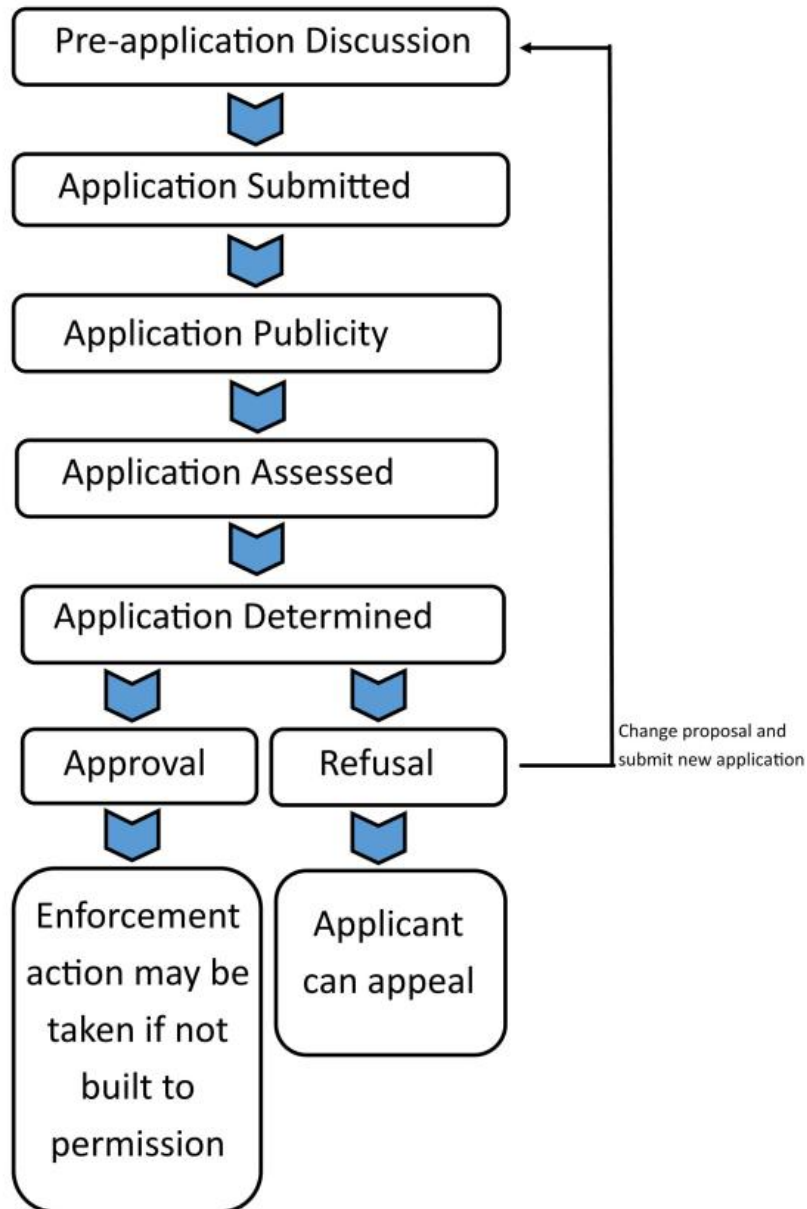
8.1.1 Certain types of development require planning permission including building, engineering, mining and certain changes to the use of a building or a piece of land. For further information on what development requires planning permission please see [www.telford.gov.uk/planningpermission](http://www.telford.gov.uk/planningpermission)

8.1.2 Where applicable, an applicant must submit an application to the LPA describing the proposed development and providing the required supporting plans and information, as per the national and local validation lists which can be found on the following link: [Introduction - What you need to submit with your planning application - Telford & Wrekin Council](#). Applicants may choose to appoint a planning consultant, or agent, to do this on their behalf. The LPA must then consider the proposal against local planning policies, national policy and other material considerations. Confirmation on what matters are considered to be material planning considerations can be found on the following link: [Introduction - Planning application process - Telford & Wrekin Council](#)

8.1.3 The Government, through the Town and Countryside Planning (Development Management Procedure) (England) Order 2015 sets out minimum standards for notifying the public on planning applications and publicising applications depending on the nature and scale of the proposal.

# Statement of Community Involvement 2025-2030

**Figure 3: Planning Application Process**



# Statement of Community Involvement 2025-2030

## 8.2 Pre-application advice requests

8.2.1 The LPA is keen to encourage early engagement with the aim of discussion and, where possible, resolving issues prior to the submission of a planning application.

8.2.2 The LPA operates a paid pre-application advice service this ranges from a householder enquiry offering a free verbal advice session (subject to one request per property, per year) to a full written response with the option of a pre-application workshop with officers and relevant consultees, and site visits with relevant officers; where considered to be necessary. The LPA's pre-application advice service is explained fully on the website here [www.telford.gov.uk/pre-application](http://www.telford.gov.uk/pre-application).

8.2.3 Pre-application advice requests are not subject to formal public consultation with neighbouring properties/landowners, and are therefore not publically advertised. Though some developers may also run public engagement events to engage local people and explore local feelings around their proposal, this is separate to the Local Planning Authorities procedures. The LPA will consult the elected Ward Members and the Town or Parish Council on pre-application advice requests within their area and provide an opportunity for them to make comments in principle on the proposals, which may help to identify local issues.

## 8.3 Making a planning application

8.3.1 When the LPA receives a planning application, a validation process is undertaken. The LPA has a Local Validation Checklist which sets out the information required for different application types and circumstances. The Local Validation Checklist ensures that the application is supported by the necessary technical reports and appropriately drawn plans to allow the proposal to be properly considered. If the planning fee is missing the LPA will write back to the applicant (or their agent) and will provide a 7 day deadline to pay the planning fee, if any other element is missing the LPA will write back with a 28 day deadline to submit the missing information, before the application is withdrawn. If the application is withdrawn an administrative fee will be applied. The national and local validation lists can be found on the following link: [Introduction - What you need to submit with your planning application - Telford & Wrekin Council](#).

# Statement of Community Involvement 2025-2030

8.3.2 Once all the relevant information is received the LPA will 'validate' the application, display any statutory site notice; write to neighbouring properties; and statutory consultees and advertise proposals that trigger statutory notices in the local press, and on the Council's website. There is then a minimum 21 day period in which comments can be made.

8.3.3 Consultations with internal specialist officers (e.g. biodiversity, open space, drainage, conservation, highway teams) are also undertaken and the application will be assigned to a Planning Officer. Consultations with external consultees will also be undertaken (e.g. Environment Agency, Historic England, Natural England and the Coal Authority).

---

## 8.4 Amending an application

8.4.1 Depending upon the comments received amendments to an application may be required. For minor amendments (small changes to design or individual houses where the result is a smaller building) no re-notification of neighbours is undertaken. Where an amendment is more significant; such as the re-siting of a road within a residential development or relocating buildings closer to neighbouring properties then a neighbour re-notification may be undertaken this is normally 14 days, but can vary dependent on the scale of the application and amendments. Re-consultation may also be conducted if additional information is received.

## 8.5 Considering an application

8.5.1 The Planning Officer will consider all the responses to the proposal from Statutory Consultees, internal consultees, neighbours and other interested parties made within the consultation period. In some cases amendments will be proposed and, where necessary, re-consultations undertaken. Due to the number of comments received on applications and the number of applications received by the LPA each year, we are unable to individually respond to or acknowledge each comment submitted. You will be able to check that your comment has been received by viewing the application on our website, where all comments are uploaded for public view.

# Statement of Community Involvement 2025-2030

8.5.2 The length of time that the Council has to determine a planning application depends upon its type and scale and is set out within the Regulations.

## 8.6 Who can comment on an application?

8.6.1 Anyone can comment on a planning application, either in support or to object. Comments can only be taken into account by the LPA if they relate to material considerations set out within planning law. Comments relating to 'non-material' issues cannot be considered by the LPA. Examples of material and non-material issues are provided in box 2. If inappropriate comments (discriminatory or deemed offensive) are identified or brought to our attention, we will withdraw your statement and request that you resubmit comments with the offending material removed.

### **Box 2: Material vs non-material considerations**

**Material considerations include issues relating to traffic, land stability, heritage, wildlife and drainage.**

Non-material considerations include disruption during construction works, disputed between neighbours on boundary or other issues or fears that the new development might impact upon house prices.

## 8.7 How will we consult?

8.7.1 The LPA uses the Council website to provide information on planning applications and to allow members of the public to make their comments here [www.telford.gov.uk/planningsearch](http://www.telford.gov.uk/planningsearch). Applications can be searched on the website based on their location on a map or using the application reference number.

8.7.2 In some cases there is a requirement for an application to be advertised in the local paper and for a site notice to be displayed on or near the application site.

8.7.3 The different methods of publicising a planning application are set out in box 3 below.

# Statement of Community Involvement 2025-2030

## **Box 3: Methods of Publicising Planning Applications**

### **Press Advertisements**

Applications are advertised in the Shropshire Star (as the paper with the largest circulation locally) on a Thursday.

### **Website publication:**

Applications are also published on the Telford & Wrekin Website, providing at least 14 days consultation period, and can be found here [www.telford.gov.uk/planningsearch](http://www.telford.gov.uk/planningsearch)

### **Site Notices**

#### ***Statutory Site Notices:***

The LPA will visit the site and display any necessary statutory site notices within 7 days of validating the application.

#### ***Non-Statutory Site Notices:***

The LPA also sends a non-statutory site notice with all applications to the applicant (or agent if one has been used) requesting that the notice displayed on or adjacent to the site. The notice includes information on the nature of the application and details of how to comment. As this is non statutory it is voluntarily displayed at the applicant's discretion.

### **Neighbour Letters**

Occupiers of properties adjacent to the proposed development site are notified individually by letter. In cases where there are isolated applications (such as in the rural area) or larger applications which may have a wider impact it will be the LPA's decision how far the neighbour notification will apply <sup>(7)</sup>.

---

7 These are address points only; the Local Planning Authority does not hold and landownership/occupier information

# Statement of Community Involvement 2025-2030

## **Statutory Consultees**

Appropriate Statutory Consultees are also notified of the application; the organisations consulted will depend on the type and nature of the application.

---

## **8.8 Timeframe**

8.8.1 All those who have been notified of a planning application have 21 days to make their comments to the LPA. Further re-consultations on applications following amendments or additional information being received, may request comments within 14 days, however, this will clearly be expressed within the consultation letter.

## **8.9 What will happen to your representation?**

8.9.1 All relevant representations are available on the planning application case file on the Council's website along with the respondent's name and address. The LPA has the right to not publish any harmful or inappropriate comments (discriminatory or deemed offensive) are identified or brought to our attention, we will withdraw your statement and request that you resubmit comments with the offending material removed.

## **8.10 Determination of a planning application**

8.10.1 The officer will draw together their conclusions and will make a recommendation for either approval or refusal.

8.10.2 For simple approvals the approval reasons are listed on the decision notice under the heading 'Reasons for grant of approval'. In the case of a refusal or more complex approval, a delegated report is produced by the planning officer. Where applications are being determined at Planning Committee a committee report is produced by the planning officer, and published



# Statement of Community Involvement 2025-2030

5 working days prior to the meeting. A further report may be presented at Committee based on material considerations which have come to light since the drafting of the committee report, however this will also be uploaded on to the online planning file for public access.

8.10.3 In making their recommendation, the officer will consider all the comments received but it is important to note that just because the LPA has received an objection (or a certain number of objections) does not automatically result in any amendments being requested or in the refusal of the application.

8.10.4 The majority of applications submitted to the LPA are determined by planning officers under delegated authority. This helps to ensure that most applications are determined within the statutory period, and allows Committee to focus on the more complex applications.

8.10.5 Some applications are determined by Planning Committee. These include:

- Where the number and nature of representations from the public against officer recommendation is, in the opinion of the Service Delivery Manager; Development Management and/or Area Planning Officer, sufficient to require that the application should be determined by committee;
- Where the proposal involves the Council either as an applicant or land owner (or has a financial interest) and the proposal is a Strategic Major application defined as a residential scheme of 300 or more units and non-residential development creating more than 10,000m<sup>2</sup> gross floor area/development over 5ha excluding Reserved Matters applications;
- Where the proposal is submitted by or on behalf of a Director or above or an elected member; and
- Where the relevant Ward Member or relevant Parish or Town Council makes a written request for the application to be considered by committee, on valid planning grounds.

8.10.6 Planning Committee comprises a Chair, a Vice Chair and 7 other Councillors that is politically balanced. They meet every 4 weeks. This is a meeting that is held in public, where some public representation can be made for up to 3 minutes. Members of the public are allowed

# Statement of Community Involvement 2025-2030

to speak at Committee if they have registered in advance through the Council's Democratic Services team. More information can be found on the Council's website at [www.telford.gov.uk/planningcommittee](http://www.telford.gov.uk/planningcommittee)

8.10.7 After Members have debated an application, they resolve to either:

- Approve an application subject to conditions or S106 obligations.
- Refuse the application on material planning matters; and
- Defer the application where a decision cannot be reached, requesting additional information, amendments, or a site visit. Where an application is deferred, the planning application will again be presented to planning committee at a later date following the necessary site visit, amendments or information.

8.10.8 After a decision is made all interested parties, Parish Councils and Members who commented on the application will be notified of the outcome. If the decision was taken by committee then the resolution will also be published in the minutes of the meeting. Where an application requires a S106 obligation, there can sometimes be a delay in releasing the decision after the Planning Committee, as this is dependent on the signatures of land holders; and therefore any notification of a decision will also be delayed.

## 8.11 Appeals

8.11.1 An appeal can be lodged with the Planning Inspectorate by the applicant (not a third party) when:

- An application has not been determined within the appropriate timescales;
- The application has been refused; or
- The applicant disagrees with the conditions attached to the granting of planning permission.

8.11.2 When a planning appeal is lodged everyone who was consulted on the original application, including those who commented, are notified of the appeal and provided with information on how to make any further views known. It is not necessary to resubmit previous comments on the planning application as all of this information will be sent to the Planning Inspectorate.

# Statement of Community Involvement 2025-2030

8.11.3 There are several different types of appeal and these are dealt with in different ways as described in box 4 below.

## **Box 4: Planning Appeal Types**

### **Householder Appeal**

This appeal only applies to a refusal of permission for a householder application. The Inspector only considers the information submitted with the planning application and the completed appeal form. No additional information can be provided by any of the parties. These appeals are usually dealt with in 8 weeks.

### **Written representations**

A Planning Inspector determines the appeal on the basis of written statements submitted by the appellant, the LPA and any third parties. Each party has the opportunity to comment in writing on each other's statements. A site visit will sometimes be undertaken but no verbal representations can be made to the Inspector.

### **Informal hearing**

The parties submit written statements similar to those in the Written Representations approach but an informal hearing is also held. This is a round table discussion chaired by the Planning Inspector. The hearing usually takes a single day and is sometimes concluded with a site visit. Third parties are able to be present and to contribute at the Inspector's discretion. The Inspector produces a written decision after the hearing.

### **Public Inquiry**

In the event of a Public Inquiry a site notice will be displayed at the proposed site containing the details of the date and location of the inquiry. In advance of the Inquiry the parties have to provide a range of documents to the Inspector stating their case. Each party will have a legal representative who presents their case at the Inquiry and cross examines any witnesses.

# Statement of Community Involvement 2025-2030

The Inquiry may take several days or longer depending upon the complexity of the case. Third parties are able to be present and to contribute at the Inspector's discretion. The Inspector produces a written decision after the proceedings.

## 9 Review

9.1.1 The SCI will be reviewed every 5 years as required. The engagement methods set out within the SCI will be supplemented, where appropriate, in order to reflect best practice in community engagement, to engage better with stakeholders and to address some specific problems or concerns which may emerge. The LPA will seek to maximise effective engagement with all stakeholders.

## 10 Glossary

**Conditions** - Planning applications can be granted permission with conditions, this means that development is allowed by only if the conditions are met. Conditions may require the submission of additional detailed information or that works occur in a certain way and can set out the timescales for certain activities to be undertaken.

**Development Plan Documents** - The term used in the Planning Regulations under the planning system to describe the statutory documents that contain land use planning policies and development proposals against which planning applications will be considered. They can include adopted local plans and made neighbourhood plans.

**Examination in Public/Independent Examination** - All Development Plan Documents will be subject to independent examination by an inspector appointed by the Secretary of State. The examination is to test the 'soundness' of the document (this involves a legal compliance check, and an assessment of whether the plan is justified, effective and consistent with national policy).

# Statement of Community Involvement 2025-2030

**Local Plan** - The term used by the government in current national policy to describe the key planning policy document for a local authority area. It should set out the key policies and proposals for meeting the economic, environmental and social aims for the future of the area, where this impacts the development and use of land.

**Material Consideration** - A factor that will be taken into account when determining a planning application.

**National Planning Policy Framework** - The governments national planning policies (most recently updated in December 2024).

**Neighbourhood Development Plan** - Neighbourhood forums (in Telford & Wrekin these are Parish and Town Councils) can develop planning policies for the development and use of land in a neighbourhood. These plans must conform to national policies and the Telford & Wrekin Local Plan. Once adopted they become part of the statutory planning policies for the area.

**Obligations (Section 106 Agreements)** - Private legal agreements negotiated, usually in the context of planning applications, between local planning authorities and persons with an interest in a piece of land. They are intended to make acceptable development which would otherwise be unacceptable in planning terms.

**Planning Application** - Most types of development need planning permission from the Local Planning Authority. To apply for permission a developer must submit a planning application to the Local Planning Authority who will make a decision. The planning application is a form which sets out information about the proposed development; it is accompanied by maps, plans and supporting technical information describing the development.

**Planning Committee** - The main role of Planning Committee is to determine planning applications for planning permission within the borough. Not all applications come before the committee, some are delegated to officers for decision. The committee consists of 9 LPA Members and is politically balanced.

# Statement of Community Involvement 2025-2030

**Planning Permission** - Developers must request permission from the Local Planning Authority to carry out development by submitting a planning application which will then be approved or refused.

**Regulations** - In this context relates to the national planning regulations to which all local planning authorities have to adhere in preparing plans.

**Soundness** - Once a Development Plan Document has been produced the Local Planning Authority must submit it for independent examination where the soundness of the document is tested. The test considers whether it is positively prepared, justified, effective and consistent with national policy.

**Stakeholders** - People, groups and organisations which may be affected by planning. This includes the general public, developers, Councillors and any other interested party.

**Statutory Consultees** - Organisations and bodies, defined by statute, who must be consulted on relevant planning applications and as part of the production of relevant planning policy documents.

**Strategic Environmental Assessment** - Required by European Legislation, as assessment of the effects of policies and proposals within the Local Plan on the environment.

**Supplementary Planning Document** - Policy documents which provide policy guidance to supplement policies and proposals contained within Development Plan Documents. They are capable of being a material consideration in planning decisions but are not part of the development plan.

**Sustainability Appraisal** - An appraisal of the potential impacts of policies from an environmental, economic and social perspective. This will inform the LPA of the potential implications of different alternatives under consideration. Strategic Environmental Assessment and Sustainability Appraisal may be undertaken as an Integrated Appraisal

