Shropshire Council

Project Initiation Document

Shropshire Local Plan

Sustainable Growth - Flourishing Shropshire

September 2026

Version 2

www.shropshire.gov.uk
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1. Overview

Project Details

Project Title:	Shropshire Local Plan
Project Initiation Document Version:	2
Project Initiation Date of Publication:	September 2026

Purpose of this Project Initiation Document

1.1. This Project Initiation Document (PID) sets out the management framework and approach to delivering the next Shropshire Local Plan. It provides clarity on the plan's scope, governance arrangements, resources and timelines.

1.2. The PID is designed as a reference tool for the project team, Councillors and stakeholders - supporting effective decision-making and ensuring everyone involved understands their roles and responsibilities throughout the plan-making process.

1.3. This PID has been prepared utilising the Planning Advisory Service (PAS) template.

2. Place Scope

Role of the Local Plan

2.1. Our Local Plan is vital - providing the vision, objectives, and spatial strategy for the long-term sustainable development of Shropshire[1].

Current Local Plan

2.2. The adopted Local Plan for Shropshire currently consists of the Core Strategy (2011) and Site Allocations and Management of Development (SAMDev) Plan (2015), collectively covering the period 2006-2026.

2.3. Alongside 'made' Neighbourhood Plans, the adopted Local Plan forms the Development Plan for Shropshire – the principal basis for making planning decisions and directly shaping future growth, development, and the sustainability of our communities.

2.4. To ensure our Local Plan remains up-to-date we have a statutory requirement to review it at least every five years. Given changes to local circumstances and national policy it is considered that a full review of our Local Plan is now required.

2.5. **As such, Shropshire Council is commencing preparation of the next Shropshire Local Plan.**

Summary of the Scope of Next Shropshire Local Plan

2.6. The next Shropshire Local Plan will establish a vision, measurable outcomes and a spatial strategy for the sustainable development of Shropshire over the period to 2046. To support achievement of this spatial strategy the next Shropshire Local Plan will include site allocations and local planning policy.

2.7. As Shropshire Council is also a Mineral and Waste Planning Authority, the next Shropshire Local Plan will also form the next Mineral and Waste Plan for Shropshire. This approach allows for a joined-up approach to planning in Shropshire.

[1] All references to Shropshire relate to Shropshire Council's administrative area.

Relationship to other Documents

2.8. The next Shropshire Local Plan will positively respond to and support the delivery of a range of other Shropshire Council strategies. It will also respond to relevant documents produced within the wider West Midlands region and nationally.

2.9. A number of key documents prepared by Shropshire Council have a link to the Local Plan. Some of these are completed, whilst others remain in preparation but will be completed during the Local Plan preparation process:

Local

a. The Shropshire Corporate Plan (under review).
b. New Direction for Shropshire.
c. Shropshire and Telford & Wrekin Local Nature Recovery Strategy.
d. Corporate Climate Strategy: Towards Net-Zero Carbon.
e. Corporate Climate Action Plan.
f. Shropshire Local Transport Plan 4.
g. Shropshire Local Cycling & Walking Infrastructure Plan.
h. Shrewsbury Movement and Public Space Strategy.
i. Shrewsbury Public Transport Plan (in preparation).
j. Shropshire Bus Service Improvement Plan.
k. Shropshire Economic Growth Strategy.
l. Shropshire Joint Health & Wellbeing Strategy.
m. Best Start in Life Plan.
n. Shropshire Education Excellence Strategy.
o. Shropshire Housing Strategy.
p. Shropshire's Social Care Market Position Statement.
q. Shropshire Independent Living & Specialist Accommodation Strategy.
r. Shropshire Assistive Technology & Telecare Strategy.
s. Shropshire Local Flood Risk Management Strategy.
t. Shropshire Hills Management Plan.
u. Shropshire Cultural Strategy.

Other

a. Marches Forward Partnership Proposition.
b. West Midlands Design Charter.
c. The National Planning Policy Framework (NPPF).
d. The National Planning Practice Guidance (NPPG).

3. Plan Timeline

Plan-Making Timetable

3.1. Shropshire Council have produced a Plan-Making Timetable detailing the intended programme for the preparation and adoption of new planning policy documents – including the next Shropshire Local Plan.

3.2. This Plan-Making Timetable is available on the Council website via: https://next.shropshire.gov.uk/planning-policy/adopted-local-plan/timetable-and-processes/

Plan Timeline Summary

3.3. The intended programme for the preparation of the next Shropshire Local Plan, including timescales to key milestones is provided within the Plan-Making Timetable. A summary of this intended programme is provided within Figure 3.1:

Figure 3.1: Timetable for Plan-Making - Key Activities & Milestones

4 Month Notification and Scoping Period		Publish notice of intention to commence plan-making	May 2026
		Consultation: scoping	May – July 2026
30 Month Plan-Making Period	Plan Progression September 2026 – August 2028	Gateway 1: self-assessment	September 2026
		Consultation: content & evidence	May – June 2027
		Gateway 2: independent review	July – August 2027
		Consultation: proposed Local Plan	April – June 2028
		Gateway 3: stop or go	July – August 2028
	Submission		August 2028
	Examination		August 2028 – February 2029
	Adoption		**March 2029**

3.4. To ensure the programme for preparation of the next Shropshire Local Plan remains up-to-date, the Plan-Making Timetable will be subject to regular reviews.

3.5. Figure 3.2 provides an activity log detailing key activities within the intended programme for preparing the next Shropshire Local Plan. It also includes indicative timescales for when these activities are likely to occur, reflecting timescales within the intended programme.

Figure 3.2: Activity Log

	Activity	Indicative Start:	Indicative End:
1	Developing project management process and structure, governance risk register and ensuring resources are in place to begin the project	January 2026	May 2026
2	Scoping, collating and procuring early evidence and scoping strategic environmental assessment	March 2025	September 2026
3	Scoping and production of an engagement strategy / Councillor and key internal and external stakeholder briefings / early engagement about forthcoming plan production	March 2025	September 2026
4	Call for sites	July 2025	October 2025
5	(Statutory) Notice of intention to commence plan-making	May 2026	May 2026
6	(Statutory) Strategic Environmental Assessment – screening	March 2026	May 2026
7	Equality Social Inclusion and Health Impact Assessment	March 2026	May 2026
8	*Cabinet decision*	*May 2026*	*May 2026*
9	**Public consultation – scoping (minimum 6 weeks)**	**May 2026**	**July 2026**
10	(Statutory) Strategic Environmental Assessment – scoping	August 2026	October 2026
11	(Statutory) Habitats Regulations Assessment – scoping	August 2026	October 2026
12	Gateway 1 – self-assessment and commencement of plan-making	September 2026	September 2026
13	Preparation of vision and measurable outcomes for consultation	October 2026	November 2026
14	Identification of reasonable options and preferred option for spatial strategy	November 2026	March 2027
15	Initial site assessment process	November 2026	March 2027
16	Initial local policy development	November 2026	March 2027

	Activity	Indicative Start:	Indicative End:
17	(Statutory) Strategic Environmental Assessment	November 2026	March 2027
18	(Statutory) Habitats Regulations Assessment	November 2026	March 2027
19	Equality Social Inclusion and Health Impact Assessment	November 2026	March 2027
20	*Cabinet decision*	*May 2027*	*May 2027*
21	**Public consultation – content and evidence (minimum 6 weeks)**	**May 2027**	**June 2027**
22	Gateway 2 – independent review (by the planning inspectorate)	July 2027	August 2027
23	Continued development of draft plan including responding to consultation and any further evidence gathering	September 2027	March 2028
24	Finalisation of site assessment process	September 2027	March 2028
25	Finalisation of local policy development	September 2027	March 2028
26	Councillor and key internal and external stakeholder briefings / early engagement about next stage of plan production	September 2027	March 2028
27	(Statutory) Strategic Environmental Assessment and Habitats Regulations Assessment	September 2027	March 2028
28	(Statutory) Habitats Regulations Assessment	September 2027	March 2028
29	Equality Social Inclusion and Health Impact Assessment	November 2027	March 2028
30	*Cabinet decision*	*March 2028*	*March 2028*
31	*Full Council decision*	*March 2028*	*March 2028*
32	**Public consultation – proposed Local Plan (minimum 8 weeks)**	**April 2028**	**June 2028**
33	Gateway 3 – stop or go (by the planning inspectorate)	July 2028	August 2028
34	Plan Submission	August 2028	August 2028
35	Independent Examination (indicative – specific timescales determined by the planning inspectorate)	August 2028	February 2029
36	*Full Council decision*	*March 2029*	*March 2029*
37	Plan adoption (indicative)	March 2029	March 2029

Plan Stage

3.6. The key stages in the preparation of the next Shropshire Local Plan and progress at time of publication are as follows:

☒ Before notice of intention to commence plan-making

☒ Notice of intention to commence plan-making

☒ Consultation – scoping

☒ Gateway 1 – self-assessment

☐ Consultation – content & evidence

☐ Gateway 2 – independent review

☐ Consultation – proposed Local Plan

☐ Gateway 3 – stop or go

☐ Examination

☐ Adoption

4. Governance and Decision Making

Summary of Governance

4.1. The key decision points within the programme for the preparation of the next Shropshire Local Plan are illustrated within **Error! Reference source not found.** above.

4.2. The following summarises the governance arrangements for the key decisions points:

Figure 4.1: Governance Arrangements for Key Decision Points in the Plan Making Programme

Decision		Governance Arrangements
1a	Timetable for plan-making	Cabinet decision – necessary future updates delegated to the Portfolio Holder for Planning and the Service Director for Place Shaping
1b	Issue intention to commence plan-making	Cabinet decision
	Undertake public consultation – scoping	
1c	Agreement of Statement of Common Ground to inform plan-making	Delegated to the Planning Policy and Strategy Manager
1d	Undertake gateway 1 – self-assessment	Finalisation delegated to the Portfolio Holder for Planning and the Service Director for Place Shaping
	Commencement of plan-making	
2a	Undertake public consultation – content & evidence	Cabinet decision
2b	Undertake gateway 2 – independent review	Finalisation delegated to the Portfolio Holder for Planning and the Service Director for Place Shaping
3a	Undertake public consultation – proposed Local Plan	Cabinet decision Full Council decision
3b	Undertake gateway 3 – stop or go	Finalisation delegated to the Portfolio Holder for Planning and the Service Director for Place Shaping
	Submit Local Plan for examination	
4	Adoption of Local Plan	Full Council decision

Decision Making

4.3. **Cabinet** is responsible for decisions at key milestones in the plan-making process. Cabinet consists of up to 10 Councillors, these are the Leader (elected by Council for a 4-year term of office), and the other members as appointed by the Leader.

4.4. **Full Council** is responsible for determining whether to undertake the Gateway 3 – stop or go consultation, whether to submit the Local Plan for examination and whether to adopt the Local Plan. The full Council comprises of 74 members, elected for a 4-year term of office.

4.5. To ensure effective governance, Cabinet and Full Council may delegate the finalisation of decisions where they are dependent on the outcomes of actions associated with other decisions to the Portfolio Holder for Planning and the Service Director for Place Shaping.

Portfolio Holder

4.6. Councillor David Walker is the Planning Portfolio Holder, responsibilities of which include preparation of the Local Plan. Councillor Bed Jephcott is the deputy to the Planning Portfolio Holder.

Lead Officer(s)

4.7. Kassandra Polyzoides is the Service Director for Place Shaping. This directorate contains the Policy and Environment Service including the Planning Policy team responsible for undertaking the work necessary to produce the next Shropshire Local Plan.

4.8. Tabitha Lythe is the Interim Head of Planning and Building Control. This service includes the Planning Policy team responsible for undertaking the work necessary to produce the next Shropshire Local Plan.

4.9. Edward West is the Planning Policy and Strategy Manager, responsible for the Planning Policy team which undertakes the work necessary to produce the next Shropshire Local Plan.

Advisory Board

4.10. A Housing Overview and Scrutiny Committee has been established to help direct and support the plan-making process.

5. Staff Resource and Management

Overview

5.1. Staff resourcing required to prepare the next Shropshire Local Plan includes core Planning Policy staff (further details follow) supported by staff across a wide range of other council services will be required.

Management of the Local Plan Programme

Name	***Job Title***	***FTE***
Edward West	Planning Policy and Strategy Manager	1

Project Manager

Job Level	**Job Title**	**Dedicated?**	**Internal or External**
Helen Davies	Technical Support Officer	No	Internal

Core Local Plan Team

Job Level	**Post status**	**Job Title(s)**	**FTE**	**Estimated % time preparing Local Plan**
Principal Planner	Occupied	Principal Planning Policy Officers	2	80%
Senior Planner	Occupied	Senior Planning Policy Officers	1.5	80%
Senior Planner	Vacant	Senior Planning Policy Officer	1	N/A
Planner	Occupied	Community Led Housing Enabler	1	75%
Planner	Occupied	Planning Policy & Neighbourhood	1	20%
Graduate Officer	Occupied	Graduate Planning Policy Officer	2	80%
Support Staff	Occupied	Planning Policy Support Officer	1	50%

Core Support Team

Job Level	**Post status**	**Job Title(s)**	**FTE**	**Estimated % time preparing Local Plan**
Manager	Occupied	Housing Enablement Manager	1	15%
Officer	Occupied	Housing Enablement Officer	0.8	15%
Officer	Occupied	Place Plan Officer	2.5	25%

Wider Corporate Support Needs

What is required	When will it be required	Who will deliver (Teams and Job Titles)
Support during preparation and analysis of evidence base	Throughout baselining and other evidence preparation	Data, Analysis & Intelligence Officer(s)
Support during preparation and analysis of evidence base Support during site assessment and policy development	During evidence preparation, the site assessment process and policy development	Heritage Officer(s)
		Ecology Officer(s)
		Green Infrastructure Advisor(s)
		Tree Protection Officer(s)
		Highways Officer(s)
		Flood & Water Management Officer(s)

External Support Needs

What is required	When will it be required
Consultants to prepare key components of the evidence base and provide necessary support during examination	During evidence preparation and where necessary during the Local Plan examination.

6. Financial Resourcing and Management

Overview

6.1. Financial resourcing required to prepare the next Shropshire Local Plan includes that to:

i. Commission key components of the required evidence base.

ii. Cover the costs of any required consultancy staff during the examination - where required to support the Council's position.

iii. Hire necessary venues during preparation and subsequent examination of the next Shropshire Local Plan.

iv. Produce necessary material during preparation and subsequent examination of the next Shropshire Local Plan.

v. Employ a programme officer to undertake necessary administration during the examination of the next Shropshire Local Plan.

vi. Secure necessary legal support during preparation and subsequent examination of the next Shropshire Local Plan.

vii. Cover the costs of the Planning Inspectorate during plan preparation and examination.

viii. Meet any additional preparation or examination costs.

Funding

6.2. The Council received £70k from MHCLG in February 2025 to commission a new Green Belt Study which will support the preparation of the next Shropshire Local Plan.

6.3. The Council also recently received a further £108k from MHCLG as a Local Plan Implementation Fund. This is to be used to support the commissioning of further necessary evidence.

6.4. There remains a likelihood that additional funding will be required during the preparation of the next Shropshire Local Plan. It is envisaged this will be supported by the Planning Policy consultancy budget, with wider funding sources to be further explored, including from the wider Planning service income where appropriate.

Monitoring

6.5. Shropshire Council undertakes budget monitoring on a monthly basis.

7. Evidence

Existing Evidence

7.1. To ensure the efficient use of our resources, we have reviewed the evidence base prepared to inform previous Local Plans in Shropshire and other work undertaken by the Council to determine that which is suitable to inform the next Shropshire Local Plan. Identified evidence includes:

Evidence	Geography	Production	Key Stakeholders		Inter-Dependencies	Status
			Internal	External		
Green Infrastructure and Open Space Assessment	Shropshire	External	- Green infrastructure - Leisure - Ecology	- Sport England	N/A	Completed
Playing Pitch Strategy	Shropshire	External	- Green infrastructure - Leisure - Ecology	- Sport England	N/A	Completed
Indoor Leisure Facilities Strategy	Shropshire	Internal	- Green infrastructure - Leisure - Ecology	- Sport England	N/A	Completed
Historic Farmsteads Characterisation	Shropshire	Internal	- Heritage	- Historic England	N/A	Completed
Historic Landscape Character Assessment	Shropshire	Internal	- Heritage	- Historic England	N/A	Completed
Shrewsbury Battlefield Heritage Assessment	Shropshire	External	- Heritage	- Historic England	N/A	Completed
Landscape Typology	Shropshire	External	- Landscape - Green infrastructure	N/A	N/A	Completed
Landscape and Visual Sensitivity Assessment	Selected Communities in Shropshire	External	- Landscape - Green infrastructure	N/A	N/A	Completed

Evidence	Geography	Production	Key Stakeholders		Inter-Dependencies	Status
			Internal	External		
Shropshire Strategic Employment Assessment	Shropshire	External	- Economic growth - Data, analysis & intelligence	- Development industry - Business community	N/A	Completed
West-Midlands Strategic Employment Assessment	West Midlands	External	- Economic growth - Data, analysis & intelligence	- Development industry - Business community - Other Local Planning Authorities	N/A	Completed
Mineral Safeguarding Assessment	Shropshire	External	N/A	- Mineral facility operators. - Adjoining Mineral Planning Authorities - West Midlands Aggregate Working Partnership	N/A	Completed
Town Centres Study	Shropshire	External	- Economic growth	- Development industry - Business community	N/A	Completed
Renewable Energy Opportunity Mapping	Shropshire	External	- Climate change	- Community groups	N/A	Completed

7.2. In advance of issuing our notification of an 'intention to commence' plan-making, we have also secured several new key pieces of evidence to inform the next Shropshire Local Plan. This includes:

Evidence	Geography	Production	Key Stakeholders		Inter-Dependencies	Status
			Internal	External		
Local Housing Need Assessment	Shropshire	Internal	- Housing - Data, Analysis & Intelligence	- Homes England - ONS - Ministry of Housing Communities and Local Government	N/A	Completed
Supported Specialist Housing and Accommodation Needs Assessment	Shropshire	External	- Housing	- Homes England - ONS	N/A	Completed
Housing Demand Assessment	National and Shropshire	External	- Housing	- Homes England - Experian	N/A	Completed
Gypsy & Traveller Accommodation Assessment	Shropshire	External	- Gypsy & traveller liaison officer - Housing	- Gypsy and traveller communities	N/A	Completed

7.3. The evidence is available on the Council website via: https://next.shropshire.gov.uk/planning-policy/next-local-plan/evidence-base/

Wider Strategies

7.4. Another source of existing evidence is wider Council strategies which can provide important context and justification for proposals. Perhaps more importantly, their consideration provides an opportunity to enable the delivery of their ambitions through our next Shropshire Local Plan. The following table provides a summary of wider strategies that may inform and support preparation of the next Shropshire Local Plan.

Strategy	Date	Period	Theme	Purpose	Access
Shropshire and Telford & Wrekin Local Nature Recovery Strategy	2025	2025 - 2030	ENVIRONMENT	The vision for county-level nature recovery to establish priorities and measurable targets for restoring nature in Shropshire.	https://next.shropshire.gov.uk/environment/shropshire-and-telford-wrekin-local-nature-recovery-strategy/
Corporate Climate Strategy: Towards Net-Zero Carbon	2020	2020 - 2030	ENVIRONMENT	The vision for the Council to achieve net-zero greenhouse gas emissions by 2030.	https://next.shropshire.gov.uk/climate-action/our-strategy-policy-and-progress/climate-strategy-and-action-plan/
Corporate Climate Action Plan & Project Pipeline with Monitoring Report 2025	2020	Ongoing	ENVIRONMENT	The portfolio of projects and actions to reduce carbon emissions.	https://next.shropshire.gov.uk/climate-action/our-strategy-policy-and-progress/climate-strategy-and-action-plan/
Shropshire Hills Management Plan	2025	2025 - 2030	ENVIRONMENT	The vision for the sustainable future for the National Landscape of the Shropshire Hills Area of Outstanding Natural Beauty to conserve and enhance this landscape and its communities.	https://www.shropshirehills-nl.org.uk/a-special-place/management-plan/2025-30-management-plan
New Direction for Shropshire	2025	Ongoing	STRATEGY	Setting out the Administrations proprieties for the Council.	https://shropshire.gov.uk/committee-services/documents/s42406/Appendix%20A%20-%20A%20New%20Direction%20for%20Shropshire.pdf

Strategy	Date	Period	Theme	Purpose	Access
Shropshire Corporate Plan (currently under review)	2026	2026 - 2030	STRATEGY	Setting out what the Council intends to focus on over the next 4 years and what we aim to achieve with our partners and communities. To provide a clear basis for our business planning and prioritisation, helping us to plan our services and activity in the context of the overall ambitions we want to see achieved for Shropshire and its residents.	https://getinvolved.shropshire.gov.uk/consultations/corporate-plan-2026-2030/
Shrewsbury Big Town Plan	2018	2018 – 2038	STRATEGY	The vision for how the town of Shrewsbury should evolve over the two decades to 2038 as the Strategic Centre of the County.	https://www.shropshire.gov.uk/media/16707/shrewsbury-big-town-plan.pdf
Shropshire Local Transport Plan (currently under review)	2011	2011 - 2026	TRANSPORT	The vision, objectives, and policies for managing and improving all aspects of transport and highways in Shropshire to support economic growth, reduce carbon emissions from transport, and improve access to services for rural communities.	https://next.shropshire.gov.uk/roads-and-highways/local-transport-plan/
Shropshire Bus Service Improvement Plan	2024	Ongoing	TRANSPORT	The vision for bus travel in Shropshire which highlights a programme of investment in the current bus offer in the county to create opportunities for bus travel to be a realistic first choice of travel for residents and visitors.	https://newsroom.shropshire.gov.uk/wp-content/uploads/Shropshire-Bus-Service-Improvement-Plan-June-2024.pdf

Strategy	Date	Period	Theme	Purpose	Access
Shropshire Local Cycling & Walking Infrastructure Plan	2023	2023 – 2032	TRANSPORT	The vision for improving the safety, comfort and attractiveness of walking and cycling in the county.	https://next.shropshire.gov.uk/active-travel/local-cycling-and-walking-infrastructure-plan-lcwip/
Shrewsbury Movement and Public Space Strategy	2024	2024 - 2034	TRANSPORT	The vision to prioritise pedestrians, cyclists, and public transport and to reduce the use of private motor vehicles within central Shrewsbury to make the town a more attractive place to live, visit, and conduct business.	https://shropshire.gov.uk/committee-services/documents/s39384/Shrewsbury%20Movement%20Public%20Space%20Strategy-01112024%201019.pdf
Shropshire Economic Growth Strategy	2022	2022 - 2027	ECONOMY	The vision for a connected, competitive and sustainable economy and outlines key priorities and targets for economic development.	https://www.shropshire.gov.uk/business-support/shropshire-s-economic-growth-strategy-2022-2027/
Shropshire Joint Health & Wellbeing Strategy	2022	2022 - 2027	ECONOMY	The vision for a "healthy and fulfilled population" in Shropshire with key priorities to improve health outcomes and reduce inequalities.	https://www.shropshire.gov.uk/public-health/health-and-wellbeing-board/joint-health-and-wellbeing-strategy/
Best Start in Life Plan	2021	2021 - 2024	ECONOMY	The vision for improving outcomes in the critical early years of a child's life to ensure every baby and young child has a strong start to their life journey.	https://next.shropshire.gov.uk/early-years-and-childcare/shropshire-best-start-in-life-programme/shropshire-best-start-in-life-plan/
Shropshire Education Excellence Strategy	2022	2022 - 2025	ECONOMY	The vision to support schools and education to raise standards and achieve the best outcomes for children and young people.	https://shropshire.gov.uk/committee-services/documents/s43267/Item%206%20-%20Appendix%201%20-%20Shropshire%20Education%20Excellence%20Strategy.pdf

Strategy	Date	Period	Theme	Purpose	Access
Shropshire Housing Strategy	2020	2020 - 2025	HOUSING	The vision for everyone to have the "right home in the right place" with objectives and actions to meet local housing needs.	https://www.shropshire.gov.uk/media/22599/housing-strategy-2020-2025.pdf [shropshire.gov.uk]
Shropshire Independent Living & Specialist Accommodation Strategy	2023	2023 - 2028	HOUSING	The vision for improving choice and access to housing and independent living opportunities for older people, adults with disabilities, and other vulnerable groups.	https://shropshire.gov.uk/committee-services/documents/s36997/Appendix%20I%20Draft%20Independent%20Living%20and%20Specialist%20Accommodation%20Strategy.pdf
Shropshire Social Care Market Position Statement	2024	2024 - 2027	HOUSING	The vision for commissioning local care services in Shropshire from social care providers.	https://www.shropshire.gov.uk/media/27821/shropshire-market-position-statement-24-27.pdf
Shropshire Assistive Technology & Telecare Strategy	2023	Ongoing	HOUSING	The vision for assistive technology and telecare in Shropshire to support older and vulnerable people's independence, preventative care, timely hospital discharge, and safeguarding of older adults.	https://next.shropshire.gov.uk/adult-social-care/schemes-and-teams/assistive-technology/
Shropshire Cultural Strategy	2021	2021 - 2031	LEISURE	The ambition and strategic priorities for the cultural sector in Shropshire for the ten years to 2031.	https://www.shropshire.gov.uk/vibrant-shropshire/

Further Evidence

7.5. The Council will progress additional evidence to inform preparation of the next Shropshire Local Plan. Key additional evidence that will be progress to support the next Shropshire Local Plan is summarised in the table below:

Emerging Evidence	Geography	Production	Key Stakeholders		Inter-Dependencies	Status
			Internal	External		
Baselining and monitoring	Shropshire	Internal	- Data, Analysis & Intelligence	- ONS	N/A	Ongoing
Economic Development Needs Assessment	Shropshire	External	- Economic growth - Data, analysis & intelligence	- Development industry - Business community	N/A	To be commissioned
Place Plans	18 covering Shropshire	Internal	- Highways - Education - Flood and water management - Leisure	- Town & Parish Councils - Key infrastructure providers	- Local Housing Need Assessment - Economic Development Needs Assessment - Site (Selection) Assessment - Whole Plan Viability & Market Capacity Report	Live documents to be reviewed based on the emerging Shropshire Local Plan
Infrastructure Delivery Plan	Shropshire	Internal	- Highways - Education - Flood and water management - Leisure	- Town & Parish Councils - Key infrastructure providers	- Place Plans - Local Housing Need Assessment - Economic Development Needs Assessment - Site (Selection) Assessment - Whole Plan Viability & Market Capacity Report	To be progressed alongside the drafting of the next Shropshire Local Plan

Emerging Evidence	Geography	Production	Key Stakeholders		Inter-Dependencies	Status
			Internal	External		
Green Belt Study	Shropshire	External	N/A	- Adjoining Local Authorities	N/A	Ongoing
Community Hierarchy	Shropshire	Internal	- Data, Analysis & Intelligence	- Town & Parish Councils - Key infrastructure providers - Department for transport	N/A	Consultation draft
Site Identification and Assessment Methodology	Shropshire	Internal	- Data, Analysis & Intelligence - GIS	- MHCLG	N/A	Consultation draft
Strategic Environmental Assessment	Shropshire	To be determined	- Highways - Heritage - Ecology - Trees - Public protection - Flood and water management - Landscape - Green infrastructure	- Environment Agency - Natural England - Historic England	- Habitats Regulations Assessment - Local Housing Need Assessment - Economic Development Needs Assessment - Hierarchy of Settlements - Site (Selection) Assessment	Screening undertaken To be progressed alongside the drafting of the next Shropshire Local Plan

Emerging Evidence	Geography	Production	Key Stakeholders		Inter-Dependencies	Status
			Internal	External		
Habitats Regulations Assessment	Shropshire	To be determined	- Ecology	- Environment Agency - Natural England	- Strategic Environmental Assessment - Local Housing Need Assessment - Economic Development Needs Assessment - Hierarchy of Settlements - Site (Selection) Assessment	To be progressed alongside the drafting of the next Shropshire Local Plan
Equality, Social Inclusion and Health Impact Assessment	Shropshire	To be determined	- Equality	- MHCLG	- Local Housing Need Assessment - Economic Development Needs Assessment - Hierarchy of Settlements - Site (Selection) Assessment	To be progressed alongside the drafting of the next Shropshire Local Plan
Strategic Housing Market Assessment	Shropshire	External	- Data, analysis & intelligence - Housing services	- Development industry	- Specialist Housing Needs Assessment	To be commissioned

Emerging Evidence	Geography	Production	Key Stakeholders		Inter-Dependencies	Status
			Internal	External		
Site Assessment (Selection) Process	Shropshire	Internal	- Highways - Heritage - Ecology - Trees - Public protection - Flood and water management - Landscape - Green infrastructure	- Development industry - Key infrastructure providers	- Strategic Environmental Assessment - Habitats Regulations Assessment - Local Housing Need Assessment - Economic Development Needs Assessment - Hierarchy of Settlements - Studies identifying constraints and opportunities - Viability Study	To be progressed following confirmation of Site Identification and Assessment Methodology
Duty to Cooperate Process & Activity Log	Shropshire	Internal	N/A	- Adjoining Local Authorities - Other duty to cooperate bodies	- Assessments to inform duty to cooperate discussions	Ongoing
Housing Land Supply Evidence	Shropshire	Internal	- Development management	- Development industry	- Local Housing Need Assessment - Site (Selection) Assessment	Annual review
Authority Monitoring Report (including Employment Land Supply Evidence)	Shropshire	Internal	- Economic growth - Data, analysis & intelligence -Development Management	N/A	- Housing Land Supply Evidence	Annual review

Emerging Evidence	Geography	Production	Key Stakeholders		Inter-Dependencies	Status
			Internal	External		
Local Aggregate Assessment	Shropshire and Telford & Wrekin	Internal	- Data, Analysis & Intelligence	- Mineral facility operators. - Adjoining Mineral Planning Authorities - West Midlands Aggregate Working Partnership	N/A	Annual review
Water Cycle Study	Shropshire	External	- Flood and water management	- Water companies - Environment Agency - Natural England	- Local Housing Need Assessment - Economic Development Needs Assessment - Site (Selection) Assessment	To be commissioned
Strategic Flood Risk Assessment	Shropshire	External	- Flood and water management	- Water companies - Environment Agency - Natural England	- Local Housing Need Assessment - Economic Development Needs Assessment - Site (Selection) Assessment	To be commissioned
Sequential & Exception Flood Risk Assessment (if required)	Shropshire	To be determined	- Flood and water management	- Water companies - Environment Agency - Natural England	- Strategic Flood Risk Assessment - Local Housing Need Assessment - Economic Development Needs Assessment - Site (Selection) Assessment	To be progressed

Emerging Evidence	Geography	Production	Key Stakeholders		Inter-Dependencies	Status
			Internal	External		
Green Belt Exceptional Circumstances Statement (if required)	Shropshire	Internal	- To be determined	- To be determined	- Green Belt Study - Local Housing Need Assessment - Economic Development Needs Assessment - Site (Selection) Assessment	To be determined if necessary
National Landscape Exceptional Circumstances Statement (if required)	Shropshire	Internal	- To be determined	- To be determined	- Local Housing Need Assessment - Economic Development Needs Assessment - Site (Selection) Assessment	To be determined if necessary
Whole Plan Viability & Market Capacity Report	Shropshire	External	- Highways - Education - Flood and water management - Leisure services	- Development industry - Key infrastructure providers	- Place Plans - Strategic Infrastructure & Investment Plan - Local Housing Need Assessment - Economic Development Needs Assessment - Site (Selection) Assessment	To be commissioned

7.6. Once completed, this evidence will be made available on the Council website via: https://next.shropshire.gov.uk/planning-policy/next-local-plan/evidence-base/

7.7. Further evidence base requirements may become apparent as preparation of the next Shropshire Local Plan progresses.

8. Stakeholder Engagement

Engagement Approach

8.1. This section of the PID outlines our intended approach to stakeholder engagement. This approach may be supplemented informed by responses to our Local Plan Scoping Consultation.

Nation Policy Context

8.2. The National Planning Policy Framework (NPPF) is clear on the importance of engagement to inform plan-making.

8.3. In particular, Policy PM6(1)(d) of the NPPF specifies that in preparing Local Plans, plan-makers should: *"Engage positively with communities and other key stakeholders, at appropriate points during their preparation and using a range of methods, so that relevant issues are identified and addressed as early as possible during the plan-making process".* This is reflected within the 'thematic' elements of the NPPF.

8.4. Policies PM10 and PM11 of the NPPF detail expectations for 'maintaining cooperation' with infrastructure providers, neighbouring and other relevant plan-making authorities (where there are strategic interdependencies across boundaries) and other relevant bodies to "identify and address cross-boundary matters that need to be addressed in their plans", this includes *"where additional infrastructure (or additional capacity from existing infrastructure) is needed; where development needs that cannot be met wholly within a particular plan area could be met elsewhere; and to determine optimal locations for growth…".*

8.5. To support understanding of the NPPF, Government has also prepared National Planning Practice Guidance (NPPG). The NPPG on Plan-Making (ID61) further emphasises the importance of effective engagement during plan-making.

8.6. This includes specifying at paragraph 34 that plan-making should be informed by *"effective engagement and consultation with local communities, businesses and other interested parties."* Paragraph 35 expands on this, detailing how to keep communities informed on plan-making.

8.7. The NPPG (ID61) also identifies the role of engagement with specific bodies during plan-making, including infrastructure providers.

Value of Engagement

8.8. We recognise the significant contribution that our local communities, Town and Parish Council's, organisations and all other interested stakeholders can make to the next Shropshire Local Plan. We also understand that the next Shropshire Local Plan will affect everybody who lives, works or visits Shropshire and that planning can be emotive.

8.9. For these reasons, we understand the value and importance of proactive engagement during the preparation of the next Shropshire Local Plan.

Key Engagement Parameters

8.10. Informed by the responses to the Local Plan 'scoping' consultation, we have established our key engagement parameters for the remainder of the plan-making process. These are:

a. Early and appropriately timed engagement – our engagement began before the formal commencement of our plan-making and will continue through the plan-making process. Future engagement will be structured around two further specific and mandatory Local Plan consultations set out in the plan-making timetable, supported by evidence which justifies the proposals, and seeks to enable everyone to provide effective responses to these key consultations

b. Proportionate, targeted and inclusive – we will tailor our approach to engagement to both the plan-making topics and to the different audiences amongst our communities and other stakeholders

c. Efficient, accessible and well publicised – we will use a digital-led approach to publicise and facilitate access to our engagements. This will be complemented by other means of engagement

d. Clear and transparent – we will clearly explain the purpose of each stage of our consultation programme, what our proposals are at each stage, what is being asked, and how to respond

Approach to Stakeholder Engagement

Stages of Engagement

8.11. Government guidance[2] indicates engagement to inform plan-making is to be undertaken through three stages of consultation (the first of which occurs before the formal commencement of plan-making and has been completed).

[2] MHCLG (2025), https://gov.uk/guidance/30-month-local-plan-process-an-overview

8.12. Consistent with this guidance, preparation of the next Shropshire Local Plan will be informed by engagement with stakeholders through three stages of consultation (the first of which occurred before the formal commencement of plan-making and has been completed). Figure 8.1 summarises the approach we will/have taken to these stages of consultation:

Figure 8.1: Consultation on the Next Shropshire Local Plan

Stage	Consultation Duration	Consultation Methods
Public Consultation Scoping (completed)	Minimum 6 weeks	- Email notification of consultation to statutory and general consultees on the Local Plan Consultation Database. - Email notification of consultation to Town and Parish Council's via the Shropshire Association of Local Councils. - Press release issued at start of the consultation. Opportunities for a further press release 'towards the end' of consultation considered. - Consultation documents available on Council's website. - Hard copy of consultation documents available at Shropshire Council's head office (Guildhall, Shrewsbury). - Access to consultation documents via computer/tablet facilities at 'Shropshire Local' facilities during their open times. - Access to consultation documents via computer/tablet facilities at public libraries during their open times. - Public and Town and Parish Council consultation event(s) as appropriate.
Public Consultation Content & Evidence	Minimum 6 weeks	- Email notification of consultation to statutory and general consultees on the Local Plan Consultation Database. - Email notification of consultation to Town and Parish Council's via the Shropshire Association of Local Councils. - Press release issued at start of the consultation. Opportunities for a further press release 'towards the end' of consultation considered. - Consultation documents available on Council's website. - Hard copy of consultation documents available at Shropshire Council's head office (Guildhall, Shrewsbury). - Access to consultation documents via computer/tablet facilities at 'Shropshire Local' facilities during their open times. - Access to consultation documents via computer/tablet facilities at public libraries during their open times. - Public and Town and Parish Council consultation event(s) as appropriate.

Stage	Consultation Duration	Consultation Methods
Public Consultation Full Draft Local Plan	Minimum 8 weeks	- Email notification of consultation to statutory and general consultees on the Local Plan Consultation Database. - Email notification of consultation to Town and Parish Council's via the Shropshire Association of Local Councils. - Press release issued at start of the consultation. Opportunities for a further press release 'towards the end' of consultation considered. - Consultation documents available on Council's website. - Hard copy of consultation documents available at Shropshire Council's head office (Guildhall, Shrewsbury). - Access to consultation documents via computer/tablet facilities at 'Shropshire Local' facilities during their open times. - Access to consultation documents via computer/tablet facilities at public libraries during their open times. - Public and Town and Parish Council consultation event(s) as appropriate.

Achieving Clear Engagement

8.13. We understand that planning can be technical and this can sometimes lead to uncertainty. As such, we want to ensure our consultations are as clear as possible. To do so, we will aim to:

a. Use plain-English and avoid 'jargon' and unnecessary acronyms. Where required, include a glossary of terms and acronyms.

b. Undertake consultations at appropriate stages, informed by sufficient evidence to support proposals and enable effective responses.

c. Provide clear details on how to respond to each consultation and in what time period.

d. Publicise consultations in a cost effective manner.

e. Publicise any events that form part of a consultation on the Council's website and hold them at appropriate and accessible locations (including appropriate disabled access).

f. Provide a summary of responses received.

Effectively Publicising Engagement

8.14. Reflecting Shropshire Council's objective of making 'digital the preferred way to work and transact' and the increasing emphasis placed on digital communication in national guidance on plan-making[3], digital means of

[3] MHCLG (2025), https://gov.uk/guidance/30-month-local-plan-process-an-overview

communication will be our main approach to publicise engagement. This includes:

a. Notifications on the Council's **Planning Policy webpage** via: https://next.shropshire.gov.uk/planning-policy/

b. Notifications issued via **email** to those on the Planning Policy consultation database.

You can register for inclusion on our consultation database at: https://next.shropshire.gov.uk/planning-policy/remain-informed-on-plan-making-in-shropshire/

c. Creation of dedicated consultation webpages within the Council's **'Get Involved'** engagement platform: https://getinvolved.shropshire.gov.uk/

d. Facilitating further publicity of the consultation by the media through **digital 'press releases'** issued via the Council's newsroom platform: https://newsroom.shropshire.gov.uk/

e. Use of **social media** to further raise awareness of consultations.

8.15. However, we recognise digital means of communication may not always reach all our interested stakeholders. Therefore, they will be complemented through other means. This may include:

a. Issuing notification emails to **Town and Parish Council's** and rely on them to circulate – recognising they are so effective at keeping their communities informed on consultations.

b. Use of **Shropshire Association of Local Council meetings** to further publicise consultations to Town and Parish Council's and rely on them to circulate – recognising they are so effective at keeping their communities informed on consultations.

c. Where appropriate, displaying leaflets or posters in public buildings such as our head office, libraries and Shropshire Local facilities.

d. Where appropriate, undertaking community meetings and/or drop-in events to publicise consultations.

Reaching Individuals

8.16. We know many individuals in our communities – whether residents, undertaking business, or carrying out leisure activities; will have a keen interest in shaping the next Shropshire Local Plan. As such, our approach to publicising engagement seeks to support these individuals to 'get involved'.

Reaching Groups

8.17. We also recognise the importance of 'reaching' a broad range of stakeholder groups in our communities during the preparation of the next Shropshire Local Plan. This includes:

a. Elected Councillors.
b. Town and Parish Councils.
c. Businesses operating in Shropshire.
d. Major landowners in Shropshire.
e. Agents and developers operating in Shropshire.
f. Relevant Government departments.
g. Statutory / prescribed bodies.
h. Infrastructure providers and operators.
i. Interest groups - environmental, amenity, community and voluntary groups (at a local, regional or national level).

8.18. Parish and Town Councils play a particularly important role in enabling an effective 'first point of contact' with local communities. We recognise that there is particular value in using these local councils to promote plan-making engagement relevant to their locality and that they have an important role in galvanising and expressing local issues and concerns during this engagement.

8.19. Thee 74 Elected Councillors in Shropshire Council also play a vital role in representing local concerns and aspirations across a variety of issues, including planning. We offer training to all Elected Councillors to support them in promoting and facilitating community responses to plan-making engagement.

8.20. Our approach to publicising engagement seeks to support these groups to 'get involved'.

Engaging Those That Are Hard to Reach

8.21. In line with the Equality Act (2010) we want to be inclusive when we consult, to ensure that everyone that is interested can 'get involved'.

8.22. Shropshire contains groups within our communities, such as young people, older people, young working families, the business community, those who work long hours, those living in certain places such as remote rural areas, people from ethnic minorities, people with disabilities, migrant populations, Gypsies and Travellers, and those that are digitally excluded through limited broadband access at home.

8.23. Our approach to publicising engagement will seek to help overcome the barriers that can prevent those in these groups from 'getting involved'.

8.24. This involves effective use of the Council's website to make documents widely available, supporting access via computer/tablet facilities at our libraries and Shropshire Local's, and making a hard copy of the document available at our headquarters.

8.25. Where consultation events are undertaken, this may also involve being flexible over the timing of an event, using visual aids or ensuring that venues are accessible.

8.26. Furthermore, the next Shropshire Local Plan will be informed by Equality, Social Inclusion and Health Impact Assessments undertaken at relevant stages of plan-making.

Effectively Publicising Other Milestones

8.27. In addition to public engagement exercises, we recognise the importance of keeping communities, organisations and all other interested stakeholders informed on progress towards other milestones in the plan-making process.

8.28. The key mechanism to do so will be the planning policy webpages accessible via: https://next.shropshire.gov.uk/planning-policy/. We will endeavour to keep these pages up-to-date throughout the preparation of the next Shropshire Local Plan.

8.29. The Planning Policy Consultation Database will form another important mechanism for keeping local communities, organisations and all other interested stakeholders informed during preparation of the next Shropshire Local Plan.

8.30. Specifically, those on the Planning Policy Consultation Database will be notified of key events during the plan-making process, including when we:

a. Publish the statutory notice - intention to commence plan-making.
b. Submit the Local Plan for examination.
c. Adopt the Local Plan.

8.31. To support those wishing to register for inclusion on the Planning Policy Consultation Database, we have created an online tool, available at: https://next.shropshire.gov.uk/planning-policy/remain-informed-on-plan-making-in-shropshire/

Providing Access to Engagement Materials

8.32. Reflecting Shropshire Council's objective of making 'digital the preferred way to work and transact' and the increasing emphasis placed on digital communication in national guidance on plan-making[4], engagement materials will primarily be made available through the Council website. Specifically:

a. Consultation documents will be made available on a dedicated consultation webpage in the Council's **'Get Involved'** engagement platform: https://getinvolved.shropshire.gov.uk/

b. A Link to the dedicated consultation webpage will be provided from the Council's **Planning Policy webpage** via: https://next.shropshire.gov.uk/planning-policy/

8.33. To facilitate digital access to the consultation documents, we will:

a. Liaise with colleagues operating 'Shropshire Local' facilities to support stakeholder access to consultation documents via their public computer/tablet facilities during their open times. Information on 'Shropshire Local' facilities is available via: https://next.shropshire.gov.uk/customer-services/

b. Liaise with colleagues operating Shropshire libraries to support stakeholder access to consultation documents via their public computer/tablet facilities during their open times. Information on Shropshire libraries is available via: https://next.shropshire.gov.uk/libraries/find-a-library/

8.34. However, we recognise there may be limited circumstances where digital access to consultation documents may not be appropriate. Therefore, we intend to complement digital access by providing:

a. A hard copy of consultation documents at Shropshire Council's head office: Guildhall Frankwell Quay Shrewsbury Shropshire SY3 8HQ

8.35. We also appreciate that different formats and languages may be more helpful for individuals according to their circumstances. Dependent on the circumstances, we will consider providing relevant information in an alternative appropriate format, although we may be required to charge the cost of doing so.

[4] MHCLG (2025), https://gov.uk/guidance/30-month-local-plan-process-an-overview

Supporting Effective Responses

8.36. To support stakeholders responding to our consultations, we will:

a. Prepare **guidance** summarising the purpose of the consultation and providing details of how to respond and in what time period.

b. Provide a **consultation response form**[5] in an appropriate format. It will detail required information and support structuring of responses.

8.37. Reflecting Shropshire Council's objective of making 'digital the preferred way to work and transact', we will encourage stakeholders to submit their responses digitally, either using an online survey form or by returning a completed response form by email (with an email address provided to which consultations responses can be submitted for each consultation).

8.38. In the limited circumstances where responses exceed 20mb in size, the Council will facilitate digital submission via our Microsoft SharePoint file sharing system (the Council is unable to access files shared via alternative file sharing facilities).

8.39. We also recognise that submitting consultation responses digitally from home is not always possible. In such circumstances, responses can be submitted digitally using public computer/tablet facilities at:

a. 'Shropshire Local' facilities, information on which is available via: https://next.shropshire.gov.uk/customer-services/

b. Shropshire libraries, information on which is available via: https://next.shropshire.gov.uk/libraries/find-a-library/

8.40. Furthermore, whilst our preference is that responses are submitted digitally, we will also accept responses by post. As such, a postal address will be provided to submit responses to each consultation.

How We Respond to Consultations

8.41. Following a period of consultation Shropshire Council will give due consideration, prepare a summary of the consultation responses, and then publish the summary of responses.

8.42. Responses to the scoping consultation and content & evidence consultation will inform the ongoing development of the next Shropshire Local Plan.

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[5] Whilst respondents will be encouraged to use this response form, we will accept responses in other formats.

8.43. Responses to the proposed Local Plan consultation will be submitted to the Inspectors to inform examination of the next Shropshire Local Plan.

8.44. *It is important to note that when undertaking plan-making it is not uncommon for draft proposals to be controversial and often lead to significant levels of objection. Whilst all consultation responses will of course be considered, it is the material planning considerations identified through the consultation which are of most importance, and not necessarily the volume of response made.*

Approach to the Duty to Cooperate

8.45. Shropshire Council is committed to proactive and ongoing engagement with neighbouring: Strategic Planning Authorities[6]; Local Planning Authorities; and County Councils when planning for strategic cross boundary matters. Our neighbouring Local Planning Authorities and County Councils are:

a. Cheshire West & Chester Council
b. Cheshire East Council
c. Herefordshire Council
d. Malvern Hills District Council
e. Newcastle-under-Lyme Borough Council
f. Powys County Council
g. South Staffordshire District Council
h. Stafford Borough Council
i. Staffordshire County Council
j. Telford and Wrekin Council
k. Worcestershire County Council
l. Wrexham County Borough Council
m. Wyre Forest District Council

8.46. We will also engage with certain Local Planning Authorities that are not neighbouring (as they do not directly adjoin Shropshire Council's administrative area) but with which have a functional relationship.

8.47. The approach to and frequency of engagement with neighbouring Strategic Planning Authorities, neighbouring Local Planning Authorities, neighbouring County Councils and closely related Local Planning Authorities will inevitably vary, dependent on whether potential strategic cross boundary matters exist.

8.48. However, it will include:

a. Positive 'duty to cooperate' discussions at appropriate times during the preparation of the next Shropshire Local Plan.

[6] This geographic scope of Strategic Planning Authorities to be finalised.

b. Inviting them to respond to the stages of consultation undertaken to inform the next Shropshire Local Plan.

8.49. Shropshire Council will also positively contribute to West Midlands Development Needs Group meetings, which involves a number of these neighbouring and closely related Local Planning Authorities and facilitates duty to cooperate engagement on housing, employment and other strategic development.

8.50. Furthermore, Shropshire Council will positively contribute to West Midlands Aggregate Working Party and West Midlands Technical Advisory Board meetings, which involve a number of these neighbouring and closely related Local Planning Authorities (with mineral and waste planning responsibilities) and facilitates duty to cooperate engagement on these issues.

8.51. Shropshire Council is also committed to proactive and ongoing engagement with other prescribed bodies when planning for strategic cross boundary matters.

8.52. Prescribed consultation bodies defined in the Town and Country Planning (Local Planning) (England) Regulations (as amended) and Planning and Compulsory Purchase Act (as amended) are:

a. The Environment Agency
b. Historic England
c. Natural England
d. Natural Resources Wales
e. National Highways
f. Midlands Connect
g. Shropshire Council Highways Authority
h. Office of Rail and Road
i. Civil Aviation Authority
j. Sport England
k. Shropshire Integrated Care Board
l. Homes England
m. Shropshire, Telford & Wrekin Local Nature Partnership
n. The Coal Authority
o. Marches Local Nature Partnership
p. Network Rail
q. Scottish Power Energy Networks
r. Western Power Distribution
s. National Grid
t. National Gas
u. Cadent Gas
v. Wales & West Utilities

w. Welsh Water
x. Severn Trent Water Ltd
y. United Utilities
z. Persons with powers under Electronic Communications Code with communications apparatus in Shropshire.

8.53. The approach to and frequency of engagement with prescribed bodies will also inevitably vary, dependent on whether potential strategic cross boundary matters exist. However, it will include:

a. Necessary 'duty to cooperate' discussions at appropriate times during the preparation of the next Shropshire Local Plan.
b. Inviting them to respond to the stages of consultation undertaken to inform the next Shropshire Local Plan.

Monitoring Effectiveness of Engagement

8.54. Our approach to consultation is considered sufficiently flexible to respond to new ways of engaging that may emerge during preparation of the next Shropshire Local Plan. This flexibility means regular alterations of approach may not be necessary, but the Council is committed to monitoring effectiveness and where necessary will update its approach.

8.55. It is anticipated such updates could be made in response to:

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

9. Risks and Mitigation

Summary of Key Risks Identified

9.1. Figure 9.1 is the Risk Management Log which summarises analysis of the areas of uncertainty and risk facing production of the next Shropshire Local Plan.

9.2. Where possible, before the Risk Management Log was finalised the Council identified opportunities to eliminate or minimise risks, which are embedded in the proposals for the next Shropshire Local Plan.

9.3. However, as detailed within the Risk Management Log, the Council have identified a number of significant risks that could impact upon the delivery of the next Shropshire Local Plan.

9.4. Whilst proposed responses or mitigation measures have been set out, seeking where possible to manage these risks, some areas of risk are outside the Council's control, which could curtail many of the proposed mitigation measures.

9.5. In conclusion, the risk assessment would suggest that the programme for preparation of the next Shropshire Local Plan remains realistic, but extremely challenging. Therefore, if production milestones are missed it could be difficult to 'get back on track' without impacting on other elements of the overall programme.

9.6. The most fundamental overall mitigation measure that can be made is to ensure sufficient resources are available throughout preparation of the next Shropshire Local Plan and to build-in realistic document production timescales from the outset.

Figure 9.1: Next Shropshire Local Plan Risk Management Log

Area of Uncertainty/Risk		Effect	Likelihood	Impact	Total Risk Score	Response / Counter Measures
1	Revision/changes to PID.	• Approval of PID delayed. • Causes slippage in overall programme for next Shropshire Local Plan.	3	3	9 (medium)	• Close relationship and advocacy with members and directors.
2	Achievability of timescales associated with the new plan-making process and/or revision/changes to the plan-making timetable	• Work cannot be progressed to published programme for next Shropshire Local Plan. • Causes slippage in overall programme for next Shropshire Local Plan. • Objectives on quality compromised.	3	4	12 (medium)	• Appropriate delegations to review programme for next Shropshire Local Plan where necessary. • Close relationship and advocacy with members and directors. • Project management. • A strong case for setting an appropriate budget to deliver next Shropshire Local Plan and costs/budget kept under review. • Ensure next Shropshire Local Plan is founded on a robust but proportionate evidence base. • Utilise best practice and national templates (where available) to support the process.
3	Constrained Council financial resources – insufficient budgetary provision to adequately finance preparation of next Shropshire Local Plan. Rising Inspectorate fees are also noted.	• Work cannot be progressed in accordance with programme for next Shropshire Local Plan. • Objectives on quality compromised.	3	4	12 (medium)	• A strong a case for setting an appropriate budget to deliver the next Shropshire Local Plan and costs/budget kept under review. • Use of funding for Service improvements. • Maximise use of matrix management to draw on suitable staff resources within the Council. • Expand partnership working to draw upon the skills and resources within other organisations. • Review timetables where necessary.

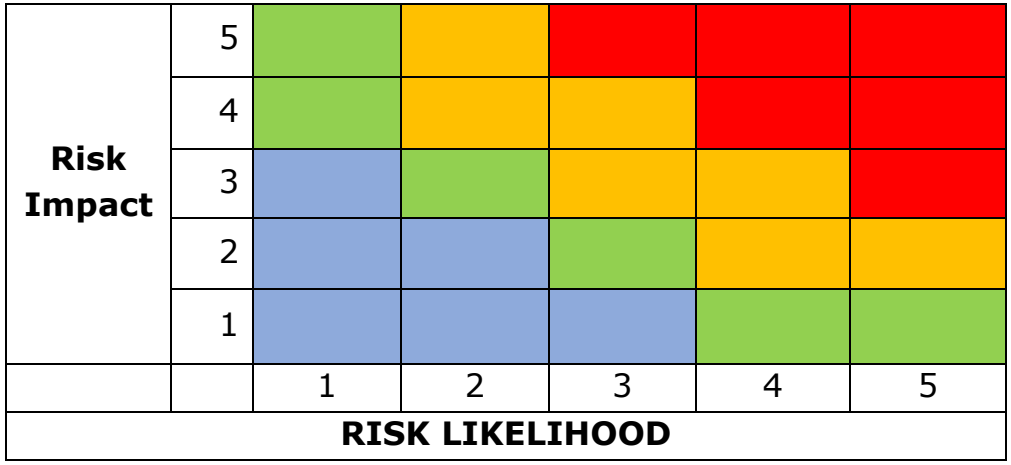
Area of Uncertainty/Risk		Effect	Likelihood	Impact	Total Risk Score	Response / Counter Measures
4	Lack of in-house skills for specialised areas of policy work/background studies.	• Slow progress causing a slippage in programme for next Shropshire Local Plan. • Evidence base challenged or undermined. • Quality compromised.	4	3	12 (medium)	• Obtain training for areas where expertise is lacking. • Review the adequacy of staffing as part of annual service reviews. • Expand partnership working. • Seek to 'draw-in' support from the 'Planning Advisory Service' (PAS). • In some cases it will be more efficient to engage consultants where specialist skills are required to short timescales and in-house development is unrealistic.
5	Project team required to contribute to other work priorities (e.g. planning appeals & infrastructure planning).	• Diverts Team from preparation of next Shropshire Local Plan causing a slippage to the programme.	4	3	12 (medium)	• Make preparation of the next Shropshire Local Plan a Corporate Priority. • Identify key staff to be 'shielded' from other work. • Increase size of team.
6	Staff turnover and recruitment difficulties. Some staff turnover might be expected over the period of preparing the next Shropshire Local Plan and this could have a considerable impact.	• Reduced capacity causing slippage or failure of programme for next Shropshire Local Plan.	3	4	12 (medium)	• Take prompt action to fill vacancies, with staff with required skills. • Pay recruitment / retention incentives. • Where recruitment difficulties are encountered, consider interim arrangements such as temporary appointments, use of agency staff or secondment of staff.
7	Staff absence (e.g. long term sickness, maternity leave).	• Reduced capacity causing slippage or failure of programme for next Shropshire Local Plan.	4	3	12 (medium)	• Consider interim arrangements such as temporary appointments, buying in agency staff or secondment of staff. • The adequacy of staffing levels will be evaluated through the monitoring of the preparation of the next Shropshire Local Plan.

Area of Uncertainty/Risk		Effect	Likelihood	Impact	Total Risk Score	Response / Counter Measures
8	Joint working with other internal departments and / or external authorities causes delay.	• Causes a slippage in slippage of programme for next Shropshire Local Plan.	4	3	12 (medium)	• Where possible, ensure programme for next Shropshire Local Plan is realistic and reflects partner organisations ability to contribute to joint working. • Ensure commitment to milestone dates and resource allocation is obtained from relevant parties in advance in particular HE, NE and EA. • Consider involvement mechanisms carefully, seeking to ensure stakeholders feel engagement is worthwhile. • Consider ways to help improve the ability of local stakeholders to get involved and where possible will look to achieve efficiencies by linking with Community Enablement Team processes for example.
9	Volume of work greater than anticipated (e.g. higher level of representations than expected).	• Causes slippage of programme for next Shropshire Local Plan.	4	3	12 (medium)	• Where possible, ensure programme for next Shropshire Local Plan is realistic but has some flexibility built in. • Monitor progress against LDS. • Consider additional resources.
10	Uncertainty associated with the processes and requirements of the forthcoming new plan-making process.	• Slow progress causing a slippage in programme for next Shropshire Local Plan. • Evidence base challenged or undermined. • Quality compromised.	3	4	12 (medium)	• Seek to 'draw-in' support from the 'Planning Advisory Service' (PAS). • Utilise best practice and national templates (where available) to support the process.

Area of Uncertainty/Risk		Effect	Likelihood	Impact	Total Risk Score	Response / Counter Measures
11	Planning Inspectorate unable to meet the timescale for examination and/or reporting. Risk considered to increase under new plan making process.	• Examination and/or report is delayed. • Key milestones in programme not met.	3	3	9 (medium)	• Once the programme for next Shropshire Local Plan is in place there is a Service Level Agreement with PINS regarding the proposed public examination dates within it. • Close liaison with PINS to ensure early warning of any problems. • Experience has shown PINS delays inevitably occur during examination, which can lead to uncertainty with decision taking and at appeal.
12	Political considerations – all key stages in the preparation of the next Shropshire Local Plan involve Member decisions. Reports also need to be prepared around a month before the date of decision.	• Change in membership of Local Plan Member Group. • Change in approach / priorities arising from new members.	2	3	6 (low)	• Lead-in-time to member decisions has been allowed for in programme for next Shropshire Local Plan. • Members involved in process to prepare the next Shropshire Local Plan in order to provide ownership, leadership and commitment to future implementation. • It is proposed that quarterly performance against these indicators will be included in the Council's performance management framework.
13	Next Shropshire Local Plan found unsound.	• Next Shropshire Local Plan cannot be adopted without significant additional work	2	4	8 (medium)	• Ensure next Shropshire Local Plan is founded on a robust evidence base and environmental assessment and well audited community and stakeholder engagement. • Keep in view best practice elsewhere. • Obtain training for areas where expertise is lacking.
14	Legal challenge on procedural grounds	• Adopted Local Plan quashed. • Additional workload.	2	4	8 (medium)	• Ensure all relevant regulatory procedures are complied with.

Area of Uncertainty/Risk		Effect	Likelihood	Impact	Total Risk Score	Response / Counter Measures
15	National planning policy changes.	• Uncertainty & delay. • Need to revise scope, content or programme for next Shropshire Local Plan.	3	3	9 (medium)	• Officer level / political engagement with MHCLG. • Careful project design and management, including particularly the measures identified under 2-10 above.

Matrix



15 - 25	**High**	**Immediate Senior Management action**
8 - 12	**Medium**	**Manage closely at Directorate, or equivalent level**
4 - 6	**Low**	**Continue to manage at Manager level**
1 - 4	**Very Low**	**Continue to manage at Service level**

10. Approval of this Project Initiation Document

Author

Name:	Title	Date Approved
Edward West	Planning Policy and Strategy Manager	6 May 2026

Portfolio Holder & Lead Officer

Name:	Title	Date Approved
Councillor David Walker	Planning Portfolio Holder	6 May 2026
Kassandra Polyzoides	Service Director for Place Shaping	6 May 2026

Shropshire Council Cabinet

Date of Meeting	Decision
6 May 2026	1. Agreed the Local Plan Project Initiation Document (PID), including the governance and decision-making arrangements included in Figure 4.1 of the PID. 2. Agreed subsequent changes to the PID are delegated to the Interim Service Director for Place Shaping in consultation with the Portfolio Holder for Planning.

11. Change Log

Log of Changes

Date of change (Specifying version)	Author	Reason	Updated Version Title
6 May 2026	Edward West	Timetable publication	1
30 September 2026	Edward West	Passed through Gateway 1	2