

HIGHLEY PARISH COUNCIL

Clerk: Miss Alison Palmer

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To: All members of the Planning Committee,

You are summoned to attend a Meeting **of the Planning Committee** which will be held at **The Parish Council OFFICE within the Severn Centre** at **6.30pm on Tuesday 25th November 2025** for the transaction of business as set out in the agenda below.

Members of the public are invited to address the Council at the start of the meeting. If you wish to speak at the meeting, please contact the Clerk prior to the meeting.

A. Palmer
Alison Palmer
Clerk/RFO to Highley Parish Council.

01. Apologies for Absence

02. Declarations of Interest

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest or other registerable interest, whether or not the interest is entered in the register of members interest maintained by the monitoring officer.

03. Parishioners Question Time

Members of the public who are electors of the Parish of Highley are advised that they are welcome to ask questions about agenda items. If a question relates more generally to the business of the Council, advance notification is preferred in order to provide a more considered response. Verbal responses are not always possible, and so questions may receive a written reply. In accordance with standing order 1 (HPC/SO 2024) questions should be related to matters of the Parish Council policy or practice not related to the individual affairs of either the questioner or another named person.

[Clerks Note: The Chairperson for the meeting will generally permit up to 15 minutes for public questions, each question being limited to 3 minutes, standing orders may be suspended to allow discussion from the floor between applications]

04. Minutes

To approve the minutes of the meeting of Highley Parish Council held on **Tuesday 28th October 2025**

05. Members are requested to make comment on the following applications:

25/04033/TPO Fell no.1 Oak protected by Shropshire Council (Land at Abdon Close, Wyre Close & Staley Grove, Highley) 20 Staley grove Highley WV16 6FB.

25/04195/FUL Conversion of build to 1 bed ancillary dwelling. Montgomery House, New England Lane, Highley. Mrs Louise Hollick.

06. Planning Briefing Note – Shropshire Council To note the Planning Briefing Note issued by Shropshire Council, circulated via email on 28th October and included in the supporting documents. Members are invited to consider and raise any comments.

07. Any Planning breaches to report and action to be required.

08. Next Meeting Date.