



WROUGHTON PARISH COUNCIL

Planning Response Guidance for Councillors

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1. Introduction to Planning

Wroughton Parish Council is consulted by the local planning authority (Swindon Borough Council) on all planning applications in the parish. Wroughton Parish Council will occasionally be consulted on applications in neighbouring parishes if it is deemed to have any potential impact in the parish.

Wroughton Parish Council is notified of applications within the area and are given 21 days to comment and 14 days when notified of revised plans.

The local planning authority will take views expressed by the Parish Council, Statutory Consultees and members of the public into account before the planning decision is made. The final decision is made by the local planning authority.

Section 101 of the Local Government Act 1972 allows the local planning authority to arrange for the discharge any of its functions by a committee, sub-committee, or an officer or by any other local authority. An exception where this power may not apply is where the local authority's own application for development could give rise to a conflict of interest, when regulation 10 of the Town and Country Planning General Regulations 1992 applies.

Wroughton Parish Council is able to request that applications be determined by the planning committee rather than by officers under delegated powers. This echoes the Council's scheme of delegation but does require reasons to be given for the request as to why a particular application is considered to raise significant planning issues or is locally controversial. If such reasons are not provided, then in accord with the constitution, the 'call in' request may be declined.

[SBC Planning - Protocol for Dealing with Planning and Related Applications](#)

2. Reviewing the Applications

2.1 Accessing Applications

Councillors are encouraged to review the plans and any associated documents or comments prior to the relevant meeting through the SBC [Planning Portal](#).

The planning portal is a public access system which lists all the relevant information associated with all applications in the Borough. This tool can be used to review previous decisions and existing applications.

2.2 Reviewing Comments

Statutory consultees are those organisations and bodies, defined by statute, which local planning authorities are legally required to consult before reaching a decision on relevant planning applications.

WPC should note comments from these bodies along with comments from other organisations and members of the public.

3. Planning Considerations

WPC can only respond to planning applications with applicable considerations which are known as material considerations. Non material considerations raised will be disregarded by the local planning authority.

3.1 Material Considerations

- Government Policy and Guidance
- Local Development Plan Policy and Guidance
- Highways safety and traffic
- Design, appearance and layout
- Effect on the level of daylight and privacy
- Conservation of buildings, trees and open land
- Need to safeguard the countryside
- Noise disturbance and smells
- Environmental impact

3.2 Non-Material Considerations

- Effect on the value of a property
- Loss of a private view
- Problems caused by building works
- Matters covered by other laws
- Private property rights/covenants
- The developers morals, motives or past record
- Possible future development or concern
- The fact development may have started or is a retrospective application
- Trade objections based on competition
- Moral objections

4. Planning Response

WPC will discuss a planning application when stated on the relevant agenda of a Planning & Highways Committee meeting. Members should only put forward representations during the meeting and the committee can discuss points raised.

Where committee member has contact or information in advance of a meeting they must not be biased or closed minded (i.e. their mind already made up) when reviewing applications. The response must be formed and agreed at the meeting.

There are several types of standard responses WPC can submit to SBC;

4.1 Approving an application

If the committee support an application the appropriate response would be 'No objection'. The committee can decide to state relevant planning policy or note where the applicant has exceeded minimum build standards to highlight why the application is being supported.

4.2 Approving an application with conditions

If the committee support an application but have reservations over a particular aspect of the development the appropriate response would be 'No objection with the condition...'. If the planning authority deem appropriate the stated condition can be included in the decision notice.

4.3 Approving an application subject to

If the committee support an application in general but want specific aspects of the development altered, included or removed then the appropriate response would be 'No objection subject to...'.

4.4 'No comment'

Submitting a 'No comment' response should be carefully considered as it provides no information to the planning authority, applicant or residents. The committee should aim to ultimately object or approve an application with certain caveats.

4.5 Objecting to an application

If the committee object to an application, then the reasons for objections should be listed within the response. The appropriate response is to 'Object'.

The committee may want to highlight specific areas of the application which may be altered to increase to likelihood of WPC approving the application.

5. Additional Guidance

The relevant planning guidance and policies can be referenced where appropriate to support the raised points.

- NPPF
- Swindon Local Plan and the Supplementary Planning Documents
- Wroughton Neighbourhood Plan

Organisations with planning documents can also be considered where appropriate. E.g. North Wessex Downs AONB statement

Policy Revision

Register of amendments

Date	Description	Page Number	Committee
May 2021	Issue	All	FC

Appendix A

Planning Considerations

Impact on street scene	Too large Too prominent Out of character Introduces unsympathetic features Materials Fenestration (windows/doors) Effect upon planting/landscape features Impact on local character
Impact upon host building	Design Materials Scale/height Bulk Mass
Overbearing impact on neighbours	Location/Proximity Orientation Loss of daylight Loss of sunlight Noise and disturbance Scale Bulk Mass
Loss of privacy/overlooking	Views into habitable rooms Views into private amenity space Separation distance Window placement
Over-development	What is the impact? Large extensions can be considered if no harm is caused to the scale/bulk/mass/character
Parking / access	Parking adequate? Does it meet minimum standards? Any mitigation measures Highway safety Traffic generation Access for all vehicles (Inc. emergency)
Accordance with policies	Does the development conform to the relevant policies