

Planning Applications Policy

Purpose: To provide a timely, consistent and well evidenced planning consultation response that reflects national policy, statutory requirements and local community priorities.

Adopted: 10th March 2026` Minute Reference: 157 iii)

Review: March 2028

Introduction

Woodmancote Parish Council is a statutory consultee on planning applications under the Town and Country Planning Act 1990. While the Parish Council do not determine applications, its responses form an important part of the decision-making process and aligns with the Localism Act 2011, which emphasises community involvement in planning, and the Openness of Local Government Bodies Regulations 2014, which require transparent decision making.

This policy ensures that the Council's responses are:

- Timely – meeting statutory deadlines
- Evidence based – drawing on national and local policy
- Locally informed – reflecting community views and parish priorities
- Consistent – using clear criteria for escalation and decision-making

Aim

To improve the quality, consistency and transparency of the Council's planning consultation responses.

Objectives

- To streamline the handling of minor applications
- To ensure larger, complex or sensitive applications receive full committee scrutiny.
- To ensure responses are aligned with the NPPF, local plans, neighbourhood plans and material planning considerations.
- To ensure councillors understand the distinction between material and non-material considerations.

Principles for assessing planning applications

When forming a response, the Council will consider

- National Planning Policy Framework (NPPF) policies
- Local Development Plan Policies
- Material Considerations such as
 - Impact on character and appearance of the areas
 - Residential amenity (privacy, light, noise)
 - Highway safety and parking
 - Heritage assets

- Environmental impact
- Drainage and flood risk
- Compliance with permitted development limits

Non-material considerations (e.g. loss of private views, property value or personal circumstance) will not form part of the Council's response.

Delegation and decision-making structure

ALL planning applications notified by the planning authority will be logged and reported to Council

Delegated consultation for minor applications

Minor applications may be considered via email consultation, unless a member requests a committee discussion.

The Clerk will circulate the details of the planning application and set a response deadline.

Minor applications include:

- Single storey rear extensions
- Porches
- Conservatories
- Garage conversions
- Repairs / restorations to listed buildings
- Advertisements
- Outbuildings (summerhouses, offices etc)
- Variation of conditions
- Tree works

If views are divided, or if a member requests it the application will be referred to a meeting.

Applications requiring consideration at a meeting

A formal meeting will be convened for applications that are:

- Demolition and replacement dwellings
- Large extensions
- Applications with substantial impact on neighbours or street scene
- Change of use
- Applications requiring Listed Building Consent (other than repairs)
- Infill development
- Any application requested by a member.
- Major developments
- New housing schemes
- Social infrastructure proposals
- Community facilities
- Any application refereed by a councillor

Recording and submitting responses

The Clerk has delegated authority to collate responses and submit the agreed response which will be based on material considerations and reference relevant policy where appropriate.

Conflicts of interest

Members must declare interests in accordance with the Localism Act 2011 and the Council's Code of Conduct. Members with a disclosable pecuniary interest must not participate in discussion or decision-making.

Data Protection and document handling

All handling of planning documents and correspondence will comply with GDPR and the Council's data Protection Policy.

Policy Review

This policy will be reviewed every two years or sooner if required by legislative changes.