

# **Planning Process for Illogan Parish Council During the COVID-19 Pandemic**

The Council has had to amend the way it deals with planning applications due to the COVID-19 pandemic. The following process will be followed until further notice.

## **Introduction**

Town and Parish Councils are not planning authorities and therefore have no powers to approve or reject planning application. Town and Parish Councils are merely statutory consultees with the same rights as a member of the public. Town and Parish Councils must be notified of all planning applications within their parish so that they may comment on the application. Any views expressed by the Parish Council will be taken into account by the Planning Authority before a decision is made, providing the points made are relevant to the determination of a planning application. The final decision is made by the Planning Authority, **not** the Parish Council.

## **Illogan Parish Council's Process for Commenting on Planning Applications**

1. Notification from Cornwall Council of a planning application is received by email. The email contains the planning application number allocated by Cornwall Council, name of the applicant, address of the site, proposed works and the date that Cornwall Council would like Illogan Parish Council's (The Council's) comments back.
2. Council officers print the notification of the planning application, allocate the application with a reference number and log the details on a spreadsheet.
3. An email is sent to the planning officer requesting their initial comments on the planning application
4. The plans and supporting material are printed from Cornwall Council's website.
5. The planning application is emailed to all members of the Planning and Environmental Services Committee with a deadline for their initial comments.
6. Members view the plans and other documents on the Cornwall Council Planning Portal and submit their comments submit their initial comments to the Council Office within 7 workings days. The deadline date for comments is included within the email to Committee members.
7. Members of the Planning and Environmental Services Committee should quote the Illogan Parish Neighbourhood Development Plan when responding to planning applications before they make any other comments.
8. Where possible responses to planning applications should make reference to numbers policies in the Illogan Parish Neighbourhood Development Plan, Cornwall Local Plan and any other relevant document.
9. At the same time as the email is sent to Committee members, notifications are published on the Council's website and Facebook page inviting comments from the public by the same deadline as the Councillors.

10. After the deadline, the responses are collated from Councillors, members of the public and any initial comments from the Planning Officer.
11. A draft response on behalf of the Council based on the comments received is drafted and circulated to members for approval with a deadline of 2 working days.
12. After this deadline, providing the majority of Councillors are happy with the draft, the response is uploaded to the Cornwall Council Planning Portal.