

# Planning Process for Illogan Parish Council

## 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 considered 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** Illogan 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 local 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 and if required requesting an extension on the deadline for our comments until the day after the next Planning and Environmental Services Committee meeting.
4. The plans and supporting material are printed from Cornwall Council's website.
5. The planning application is entered onto the agenda for the next scheduled meeting of the Planning and Environmental Services Committee. The agenda is sent to Councillors, uploaded to the Council's website and put on the notice boards at least three clear days before the date of the meeting. Only planning applications advertised on the agenda will be commented on during the meeting.
6. Before each meeting a member of the Planning and Environmental Services Committee, on a rota basis, is allocated the plans to look at in detail. The allocated member looks at the plans, visits the site and talks to neighbours if they feel it is appropriate and explains the applications and the comments they have about the plans etc to the rest of the Committee during the meeting. The visiting member's report should include the following points:
  - i. Introduction - A couple of sentences and at most a small paragraph explaining what the application entails and its location.
  - ii. Explanation - A couple of paragraphs reporting your findings following the site visit and other investigations completed; highlighting any issues or benefits to the proposals.
  - iii. Conclusion- The recommendation to the Planning and Environmental Services Committee on the response the Member feels should to be sent to Cornwall Council. Including reference the Illogan Parish Neighbourhood Development Plan and any specific planning policies.

- iv. All reports for more complicated planning applications should be in writing and a copy must be given to the Clerk/Assistant to the Clerk at the beginning of the meeting.
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. Members of the public are invited to attend all meetings and are encouraged to talk to the Council on planning applications that are being considered.
10. The meeting is held, the plans are displayed on screen for information and reference, the planning applications are discussed and the comments to be sent to Cornwall Council regarding the planning application are agreed by Councillors present at the meeting; comments are agreed by a majority vote.
11. The morning after the Planning and Environmental Services Committee meeting, the Clerk or Assistant to the Clerk submits the Council's comments on all of the planning applications considered to Cornwall Council electronically. Confirmation of the receipt of the comments is sent to the Illogan Parish Council automatically.

## **What Next?**

1. In most cases the planning application will then follow Cornwall Council's procedures and a decision will be issued. Cornwall Council emails a list of planning decisions to all Councils weekly.
2. If the planning officer disagrees with the Parish Council's comments, they will email the Council with details of the Parish Council's comments and the reasons they disagree with the comments. In accordance with the Protocol for Local Councils the planning officer asks the Parish Council whether they will:
  - i. Agree with the planning officers' recommendation.
  - ii. Agree to disagree.
  - iii. Maintain the Parish Councils objection to the proposal against the planning officer's recommendation and request committee consideration by the Cornwall Council planning committee (which the Cornwall Council Planning Officer will then discuss with the Divisional Member who may or may not agree with our view).

The planning officer gives the Parish Council 5 working days to respond with the option they have chosen.

Illogan Parish Council takes the following actions:

- a. The correspondence is included as an agenda item at the next meeting of the Planning and Environmental Services Committee meeting if the email is received in time, the correspondence is then considered and a response agreed by a majority vote.
- b. The email is included in the agenda item on for correspondence at a meeting of the Planning and Environmental Services Committee meeting, the correspondence is then considered and a response agreed by a majority vote.
- c. If the deadline does not enable the correspondence to be taken to a meeting of the Planning and Environmental Services Committee, the Clerk or Assistant to the Clerk emails all members of the Committee asking which option they choose, the response sent to Cornwall Council will be the option chosen by the majority. The decision will be ratified during the next meeting of the Planning and Environmental Services Committee.

**Cornwall Council Planning Committee Meetings**

If a planning application is being considered by Cornwall Council Planning Committee a representative of the Council will be appointed to speak at the meeting on behalf of Illogan Parish Council. The Councillor speaking at the meeting has three minutes allocated to speak and must represent the views of the Council as recorded in the minutes.

<b>Review Date:</b>	<b>Reviewed By:</b>	<b>Amendments</b>	<b>Minute Number</b>