

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk



Planning Process for Illogan Parish Council

Introduction

Illogan Parish Council is **not** the planning authority and therefore has no powers to approve or reject planning application. Cornwall Council is the planning authority.

Illogan Parish Council is a statutory consultee with the same rights as a member of the public. The Council must be notified of all planning applications within Illogan parish so that they may comment on the application. Any views expressed by the Parish Council will be considered by Cornwall Council as 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 Cornwall Council as 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, applicant and site details, proposed works, and the deadline for consultee comments.
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 Cornwall Council planning officer requesting their initial comments on the planning application and if required requesting an extension on the deadline for the Council's comments until the day after the next Climate, Environment and Planning Committee meeting.
4. The plans and supporting material are printed from the planning portal on Cornwall Council's website - [Simple Search](#).

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG



Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk

5. The planning application is entered onto the agenda for the next scheduled meeting of the Climate, Environment and Planning 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. A notice advertising that the agenda has been published is posted to the Council's Facebook page.
6. Before each meeting, a member of the Climate, Environment and Planning 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 their findings following the site visit and other investigations completed, highlighting any issues or benefits to the proposals.
 - iii. Conclusion- The recommendation to the Climate, Environment and Planning Committee on the response the Member feels should be sent to Cornwall Council. Including reference to 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 Officers at the beginning of the meeting.
7. Members of the Climate, Environment and Planning Committee should quote the Illogan Parish Neighbourhood Development Plan when responding to planning applications before they make any other comments.

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG



Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk

8. Where possible responses to planning applications should refer to the numbered policies in the Illogan Parish Neighbourhood Development Plan, Cornwall Local Plan, and any other relevant documents.
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 consultee 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. As soon as possible after the Climate, Environment and Planning Committee meeting, Officers submit the Council's comments on all the planning applications considered to Cornwall Council electronically via the online planning portal. Confirmation of the receipt of the comments is sent to the Illogan Parish Council's email address 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

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG



Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk

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 Climate, Environment and Planning 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 Climate, Environment and Planning 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 Climate, Environment and Planning Committee, an Officer 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 Climate, Environment and Planning 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.

Reviewed – for Office use only

Review Date: 29.04.26.

Reviewed By: Governance Review Committee.

Page 4 of 5

Adopted: 09.04.2025

Minute Number: GR25/04/12.2

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk

Amendments: None.

Minute Number: GR26/04/15.2

