



Local Council Planning Refresher 2023 - How to get involved – processes

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 www.cornwall.gov.uk



Contents

- Local Council protocol
- Delegation
- Pre-applications/Planning Performance Agreements
- Cornwall Design Review Panel
- Members and Officers (Team Cornwall)
- Customer Relations



Local Council involvement

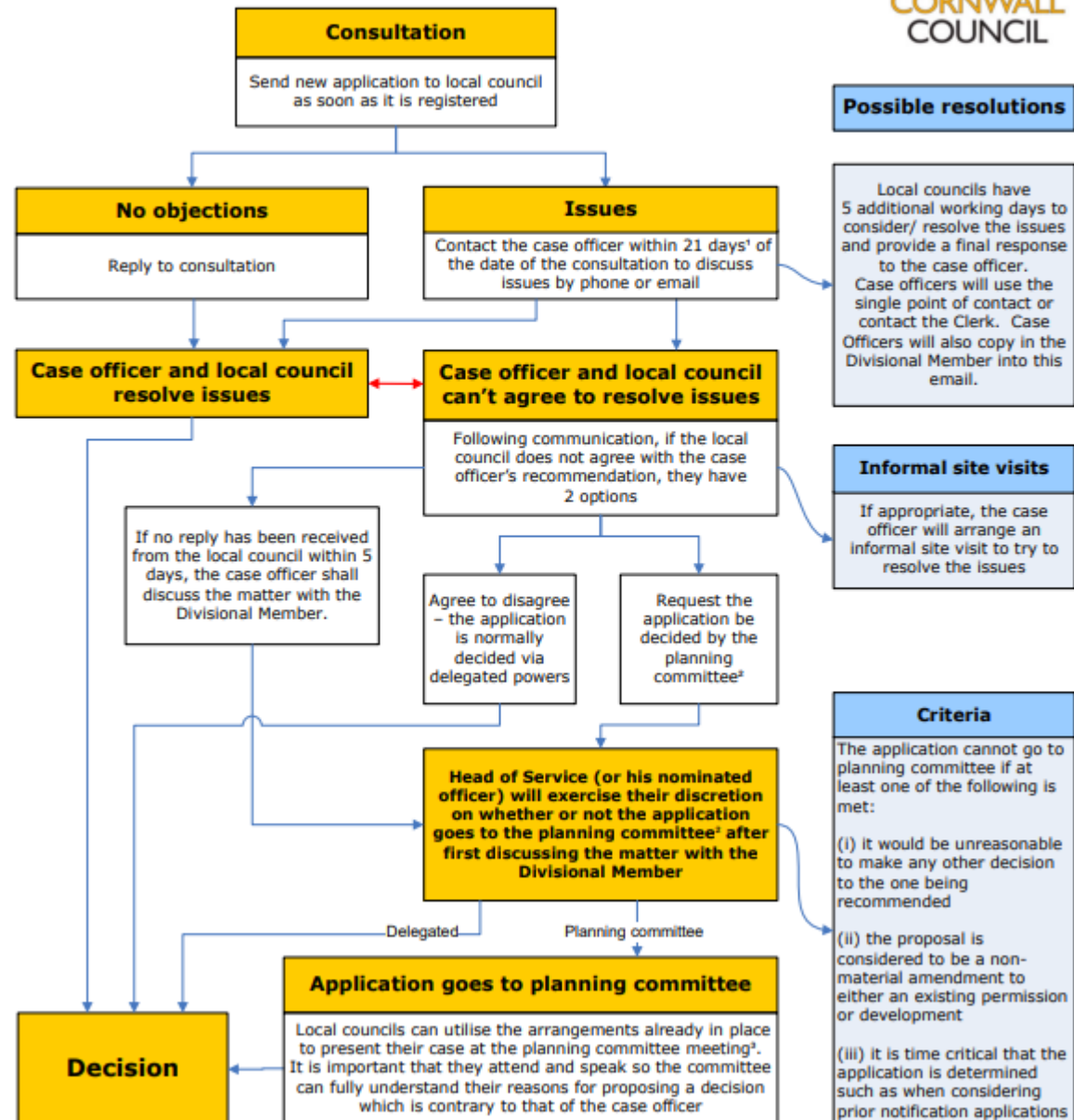
- The council's adopted procedures also enables local councils (town, parish and city councils) to comment on and influence planning applications in their areas.
- The local councils will automatically be consulted on all planning applications relevant to their area and, as with the local member, their opinion can greatly influence how an application is determined and its outcome.



PROTOCOL FOR LOCAL COUNCILS

The protocol for Local Councils

[Protocol with notes](#)
(updated Feb 2023)



Delegation

- Cornwall Council operates a scheme of delegation which sets out the range of decisions that designated officers can make on behalf of the Council, the majority of which, do not need to be referred to a Planning Committee.
- 98% of planning related applications are dealt with under delegated powers. This indicates a good working relationship with officers and members.

Pre-application Advice

- The pre-application process enables developers to seek the opinion of planning officers and the community (local member, local council and neighbours) prior to submitting a planning application.
- Its purpose is to identify and resolve as many issues as possible at an early stage, which can result with good quality proposals at planning application stage with community support.
- Planning officers will always encourage developers to engage with the community at pre-application stage including local councils. It's an opportunity for local communities to inform and influence applications and, from the developers perspective, for schemes to be prepared which are likely to run through the planning application stage quickly and relatively hassle free.

Community engagement

Help and guidance with pre-application and post-decision community engagement on our website:

- [Guidance for local councils on pre-application discussions](#) - Guidance on how to deal with approaches from developers, parish-led community engagement, and specific tips about avoiding predetermination
- [Protocol for local councils, Cornwall Council and developers - working together](#) - This sets out what each party will be expected to do to help closer working at pre-application stage
- [Post decision community engagement guidance](#) - This includes suggestions on how to keep communities updated and a suggested planning condition where this would be helpful during construction on major schemes

Cornwall Design Review Panel

- On the more larger and sensitive schemes, the planning authority or developer can seek expert design advice from the Cornwall Design Review Panel (CDRP).
- The CDRP is a group of independent experts especially appointed for the role of providing informed advice on the design of proposals. They work independently from the development management function of the Council.
- The local member and planning officer are encouraged to attend CDRP meetings to help provide advice on the locality of the proposals and to positively influence development at an early stage.

Councillors have an important role!

- Involvement with the community and developers at an early stage
- Raising areas of concern and how a scheme can be improved / mitigated
- Informed debate
- Balance issues and material considerations
- Make decisions

'Local authority members are involved in planning matters to represent the interests of the whole community and must maintain an open mind when considering planning applications. Where members take decisions on planning applications they must do so in accordance with the development plan unless material considerations indicate otherwise. Members must only take into account material planning considerations, which can include public views where they relate to relevant planning matters. Local opposition or support for a proposal is not in itself a ground for refusing or granting planning permission, unless it is founded upon valid material planning reasons' (Planning Practice Guidance)

Top Tips

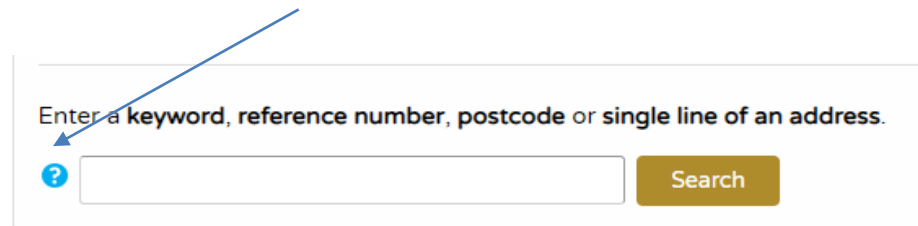
1. Respect the process
2. Follow the statutory planning framework
3. Think about the bigger picture – the outcomes, and wider public interest
4. Seek advice from planning officers. We are here to help.
5. Carefully consider the reasons for your decision, and robustness against challenge
6. Most importantly, work together with officers and respect each others decisions.

Customer Relations Team – What we do


- The Customer Relations team will respond to queries in relation to the planning service that have been received via Casework Assist. The team will provide the information you need and/or signpost you or the constituent to the relevant service they require, for example Planning Enforcement to report a potential breach of planning.
(www.cornwall.gov.uk/caseworkassist) The team will aim to respond within 10 working days.
- Handle enquiries from the general public regarding the planning process
- Will review any contentious comments from members of the public when brought to the teams attention and remove if required

Online Planning Register

- View, comment, search for applications & track progress of applications
- Register to be notified of applications within your area of interest eg by Parish, Ward, Postcode, Street or an area on a map
- Also view the register of Planning Appeals, Enforcement cases and Building Control application (no associated documents are available for Enforcement or Building Control as they are closed files)

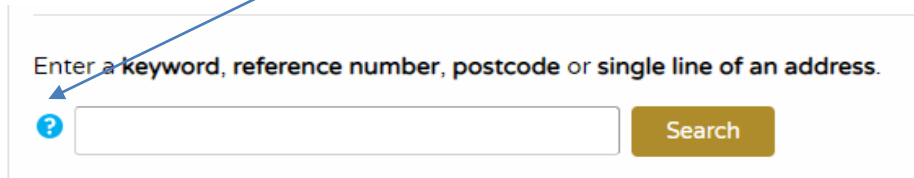


Enter a **keyword, reference number, postcode** or **single line of an address**.




Searching the Online Planning Register

- Click on the blue question mark for help with searching



Enter a **keyword**, reference number, postcode or single line of an address.



- Advanced Search

Various options under 'Advanced' but will need to enter a date range (due to the volume of data held)

- Weekly/Monthly Lists can also be retrieved
- Save searches (remember to login to use this function), notifications will then be received when a new application is received for the search criteria entered

Consultee Access

- In Tray – showing pending consultations with expiry date
- Active Consultations
- Previous Consultations
- Consultation Search

Search ▾
My Profile ▾
Logout

My Profile » **Consultee In Tray** [Help with this page](#)

Consultee In Tray

Profile Details

Saved Searches

Notified Applications

Tracked Applications

In Tray

Active Consultations

Previous Consultations

Consultation Search

Interest Area All ▾

Sort by Expiry Date ▾ Direction Ascending ▾ Results per page 10 ▾ Go

Certificate of lawfulness existing use: Use of existing single storey building as a residential dwelling.
 Planning Application
 Penrose Bungalow Trevellas St Agnes Cornwall TR5 0XS
 Ref. No: PA14/00081 | Received: Mon 06 Jan 2014 | Validated: Fri 24 Jan 2014 | Status: Pending Consideration

Requests for consultation

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
Not Available	Mr Martin Bunt	Wed 26 Aug 2015	Wed 16 Sep 2015	7

[Consultee Comment](#)

Contact us:

➤ **Customer Relations Team** for help with:

- If you have submitted an enquiry via Casework Assist and have not received an update by day 10
- If you or your constituent are unable to make contact with a case officer regarding their application
- Removal of Comments

Email: egdcustomerrelations@cornwall.gov.uk

➤ **Planning System Support** for help with:

- The Online Planning Register, eg How to use it, technical issues and/or issues with making comments

Email: systemssupport.planning@cornwall.gov.uk

Thank you / Meur ras

If you have any further questions or comments,
please email:

planning@cornwall.gov.uk