

## **Liskeard Town Council Planning Committee Process during the coronavirus crisis**

1. Agenda published one week before the committee meeting is scheduled to take place i.e. the preceding Monday. This will be posted on Council notice boards and website, and emailed to Councillors)
2. Members of the public are asked to submit any comments they wish the committee to consider in their decision making by noon on the Friday. If possible these should be logged on the Cornwall Council planning portal for all to see at <https://www.cornwall.gov.uk/environment-and-planning/planning/online-planning-register/> . If this is not possible email the committee clerk (Yvette Hayward on [office1@liskeard.gov.uk](mailto:office1@liskeard.gov.uk) )
3. On Friday afternoon the committee clerk will collate any public comments received which have not been logged on the planning portal and circulate to Councillors for consideration.
4. By 9am on Tuesday after the scheduled meeting, Councillors must advise the committee clerk whether they wish to support or object to each application, with any comments or conditions they would like to add. A response will be required from a minimum 6 councillors on each application to make the decision quorate.
5. By noon on Tuesday, the clerk will collate the replies and summarise these into suggested responses to the planning officer. These will be circulated to Councillors for any comments
6. Members of the planning committee must return any further comments by 9am on Thursday morning
7. On Thursday, comments will be returned to the planning officer via the planning portal by noon, and a public record produced, with decisions ratified at the next appropriate meeting of the Council

### **Timetable for the Monday 30 March 2020 scheduled meeting**

1. Monday 23 March – agenda published
2. Friday 27 March at noon – deadline for comments from the public to be considered by the Liskeard Town Council planning committee
3. Friday 27 March by 5pm – public comments not on the planning portal circulated to members for consideration
4. Tuesday 31 March at 9am – deadline for replies from members of the planning committee
5. Tuesday 31 March by noon – draft responses circulated to members of the planning committee for comment
6. Thursday 2 March at 9am – deadline for further comments from members of the planning committee
7. Thursday 2 March by noon – responses submitted to the planning officer via the planning portal
8. Public record to be produced and decisions ratified at the next appropriate meeting of the Council