

## Liskeard Town Council Planning Committee Process during the coronavirus outbreak

Public meetings of the planning committee will not take place during the coronavirus outbreak. However, the Town Council will continue to comment on planning applications, following the published timetable for meetings, but via electronic communication, and will also invite comments from members of the public, using the following process:

### Timetable for the Monday 7 December 2020 scheduled meeting

1. Agenda published (Monday 30 November) one week before the committee meeting is scheduled to take place. This will be posted on the Council notice board and website <https://www.liskeard.gov.uk/committees/planning-committee/> 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 Friday 4 December. 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 them to Cornwall Council on [planning@cornwall.gov.uk](mailto:planning@cornwall.gov.uk) who will add them for you, or send them to Yvette Hayward [office1@liskeard.gov.uk](mailto:office1@liskeard.gov.uk) at Liskeard Town Council, who will also share them with Cornwall Council.
3. On the afternoon of Friday 4 December, 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 8 December 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 to make the decision quorate.
5. By noon on Tuesday 8 December, the clerk in conjunction with the committee Chair 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 10 December.
7. On Thursday 10 December, comments will be returned to the planning officer via the planning portal by noon, and a public record produced and posted on the Council website, with decisions ratified at the next appropriate meeting of the Council.