



## **LOOE TOWN COUNCIL PLANNING COMMITTEE – During Coronavirus (Covid-19) lockdown**

Due to the current Government advice Looe Town Council Planning Committee are unable to hold face-to face meetings to discuss and make recommendations on planning matters to Cornwall Council, this is to protect members, staff and residents. We are working hard to keep the Committee operating effectively by engaging with Cornwall Council and the community. The Planning Committee will hold meetings virtually by Zoom and we welcome any member of the public to attend. If you would like to attend virtually or by telephone, please contact Annette at Looe Town Council email: [annette.keen@looetowncouncil.gov.uk](mailto:annette.keen@looetowncouncil.gov.uk) or telephone 01503 262255 by noon the Friday before the date of the meeting and an invitation will be sent to you.

Cornwall Council local area offices are not taking in post, either hand delivered or delivered by Royal Mail. If you wish to make comment on a planning application Cornwall Council advise that the best way to send your comments to them is to submit them via the online planning register or email planning [planning@cornwall.gov.uk](mailto:planning@cornwall.gov.uk) If you are unable to submit comments electronically please contact their Customer Relations team on 01872 323984. Further information can be found on Cornwall Council website [www.cornwallcouncil.gov.uk](http://www.cornwallcouncil.gov.uk) or by clicking on the following link: <https://www.cornwall.gov.uk/environment-and-planning/planning/covid-19-impact-on-planning-processes/> Looe Town Council ask that you also please send a copy of your comments to: email: [annette.keen@looetowncouncil.gov.uk](mailto:annette.keen@looetowncouncil.gov.uk) or by post to Annette Keen, Planning Clerk, Looe Library and Community Hub, The Millpool, West Looe PL13 2AF.

Cornwall Council will not be displaying a Site Notice for the majority of planning applications at present but will continue to send neighbour notifications to residents abutting a site. However, a site notice will be required for applications for development affecting a Public Right of Way, development representing a departure from the Development Plan, applications for EIA development accompanied by an Environmental Statement, major applications, Permission in Principle, Advertisement Consent, Listed Building Consent for alterations or extension/demolition, and development in a Conservation Area. For these types of applications, Cornwall Council will post a site notice to applicants to display or agree an extension of time until travel restrictions have ended. You can, however, never miss a planning application in your area by registering to receive alerts by email using '[Never miss a planning application](#)' found on the Cornwall Council website [www.cornwall.gov.uk](http://www.cornwall.gov.uk)

Looe Town Council would like to share their current process in place for the Planning Committee during the Coronavirus (Covid-19) lockdown:

1. Planning Clerk to list planning applications received from Cornwall Council. Planning application lists are updated regularly and can be viewed on Looe Town Council website [www.looetowncouncil.gov.uk](http://www.looetowncouncil.gov.uk) clicking Agendas and Minutes, Planning Committee meetings. The meeting date for Looe Town Council's Planning Committee virtual meeting and updated planning application list can be found here.
2. One week prior to the virtual meeting an Agenda and planning application list with links to all applications on Cornwall Council planning portal will be uploaded to Looe Town Council website [www.looetowncouncil.gov.uk](http://www.looetowncouncil.gov.uk) LTC face book page, Town Council Notice Boards and circulated to the Planning Committee for Committee members to view online all the planning applications to be discussed and comments submitted.
3. Any comments received at the Town Council offices from members of the public will also be circulated to the Planning Committee.
4. The virtual meeting will take place at date and time detailed on the Agenda. Recommendations made at the meeting will be uploaded onto Cornwall Council online planning portal and Looe Town Council website as soon as possible by the Planning Clerk. Minutes of the meeting will also be uploaded onto Looe Town Council website as soon as available.

For any questions or concerns with planning matters please contact Annette at Looe Town Council on 01503 262255 or email: [annette.keen@looetowncouncil.gov.uk](mailto:annette.keen@looetowncouncil.gov.uk) who will be happy to assist you, thank you.