



**CORNWALL  
COUNCIL**

*one and all • onen hag oll*

# Local Council Planning Refresher Training 2023

## Development Management

**Chantal McLennan and Davina Pritchard, Development Management  
Group Leaders**

 [www.cornwall.gov.uk](http://www.cornwall.gov.uk)

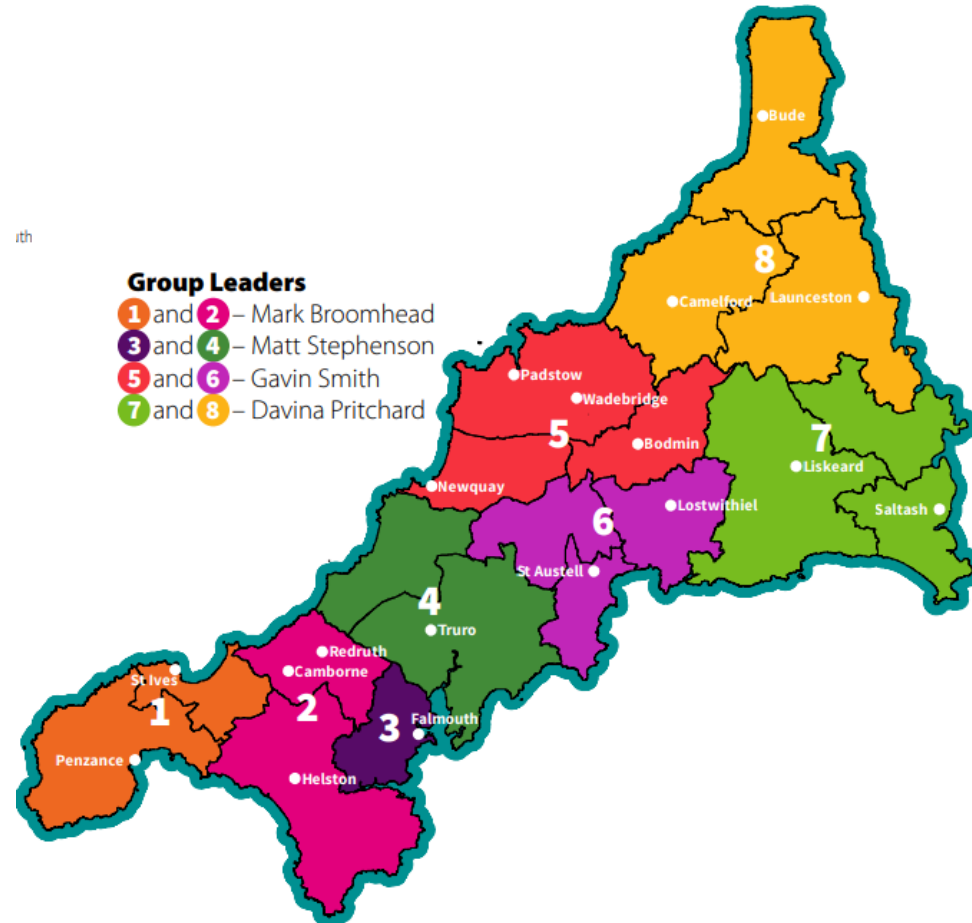


# Contents

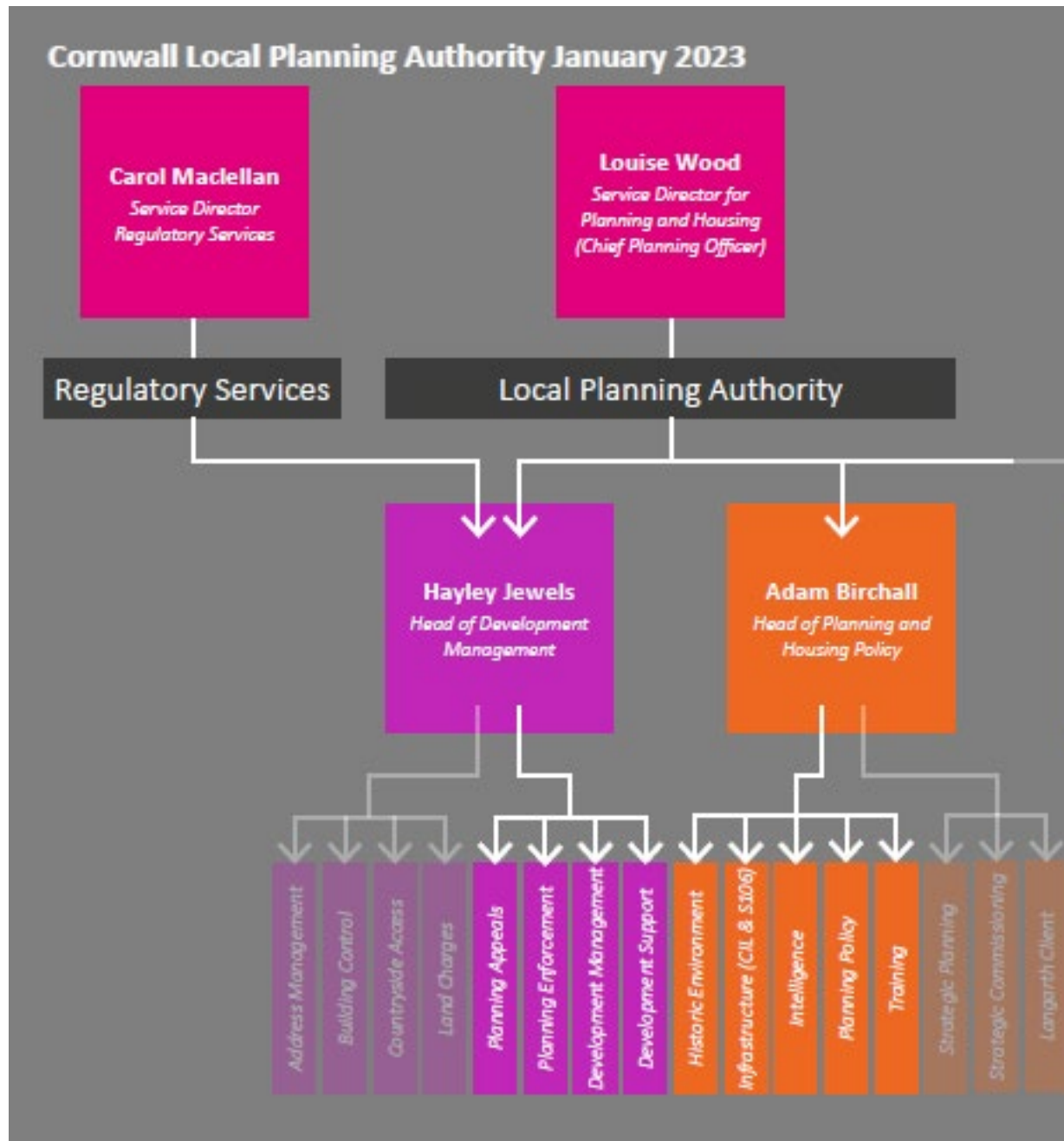
- Introduction to the Teams
- What is Development Management?
- Role of Local Councils
- The Planning Application Process
- How to Make a Decision
- Material Planning Considerations including a short exercise
- Planning Conditions and Obligations
- The Decision
- Where to find guidance and more information online
- Interactive planning guide – ‘Day in the Life of a Planning Application’

# Development Management Teams

- Cornwall-wide Development Support Team
- 8 Area Planning Teams
- Enforcement, Minerals & Waste Team
- Appeals Team



# Updated organisational structure for the Local Planning Authority from April 2022





# Development Management Area Planning Teams from June 2023

- 1** - West Penwith
- Hayle and St Ives

Miles Foreman	Lee Viner
Diane Boardman	Chris Williams
Peter Bainbridge	Joshua Bourne
Adam Carlyon	
Kerra Goody	
Katie Mosley	
Phil Brookes	
Catherine Bray	

- 2** - Camborne, Pool, Illogan, Redruth
- Helston and South Kerrier

Miles Foreman	Hannah Williams
Diane Boardman	Katie Lever
Peter Gregory	Joshua Bourne
Scott Jenkins	
Hannah England	
Martin Jose	
Paul Kew-Jones	
Kirsty Smith	

- 3** - Falmouth and Penryn

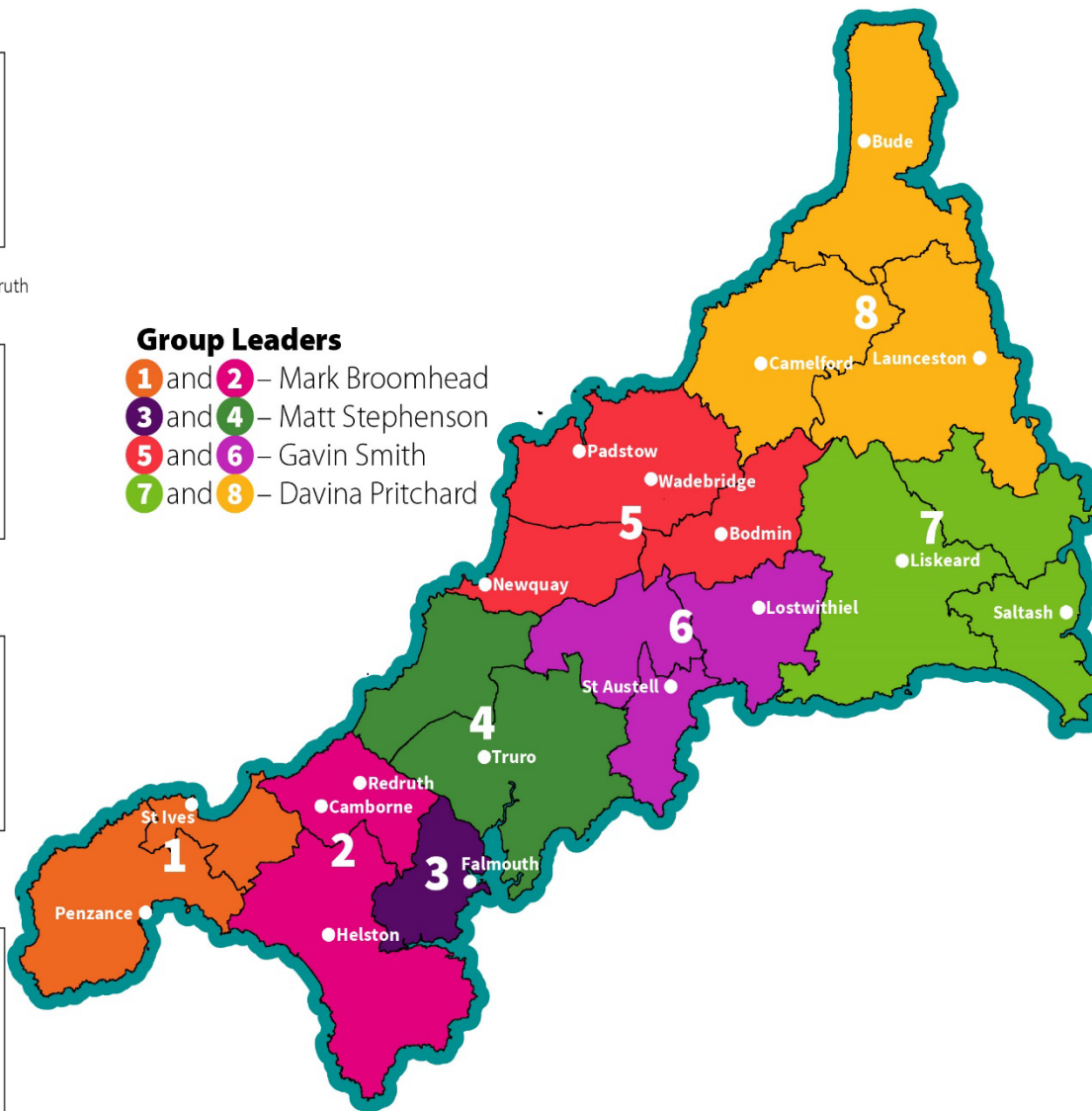
James Moseley	
Mark Ball	
Nigel Brabyn	
Ellis Crompton-Brown	
Mark Webb	

- 4** - St Agnes and Perranporth
- Truro and the Roseland

Jeremy Content	Calum Mackay
Martin Woodley	
Clarie Broughton	
Sophie Rogers	
Niamh Ashworth	
Stacey Lowe	
Camellia Bullingham	
Janice Taylor	

## Group Leaders

- 1** and **2** – Mark Broomhead
- 3** and **4** – Matt Stephenson
- 5** and **6** – Gavin Smith
- 7** and **8** – Davina Pritchard



- 5** - Newquay and St Columb
- Wadebridge and Padstow
- Bodmin

Mark Evans	Javier Herrador
Steve Kirby	del Arco
Sam Fuller	
Samantha Hewitt	
Fionna Catlin	
Gemma Old	
Megan Arnold	

- 6** - China Clay
- St Austell and Mevagissey
- St Blazey, Fowey and Lostwithiel

Paul Banks	
Alex Lawrey	
Tracy Young	
Ros Baker	
Jack Bromley	
Rachael Scott	
Peter Daines	

- 7** - Liskeard and Looe
- Cornwall Gateway
- Caradon

George Shirley	
Matt Doble	
Paul Steen	
Ellen Lawrence	
Josep Sandercock	
Shauna Vandermeulen	
Georgia Rowe	
Matthew Follis	

- 8** - Bude
- Camelford
- Launceston

Aimee Williams	
Matt Doble	
Paul Steen	
Sarah Stevens	
Helen Trebilcock	
Sarah Tatton	
Matthew Follis	



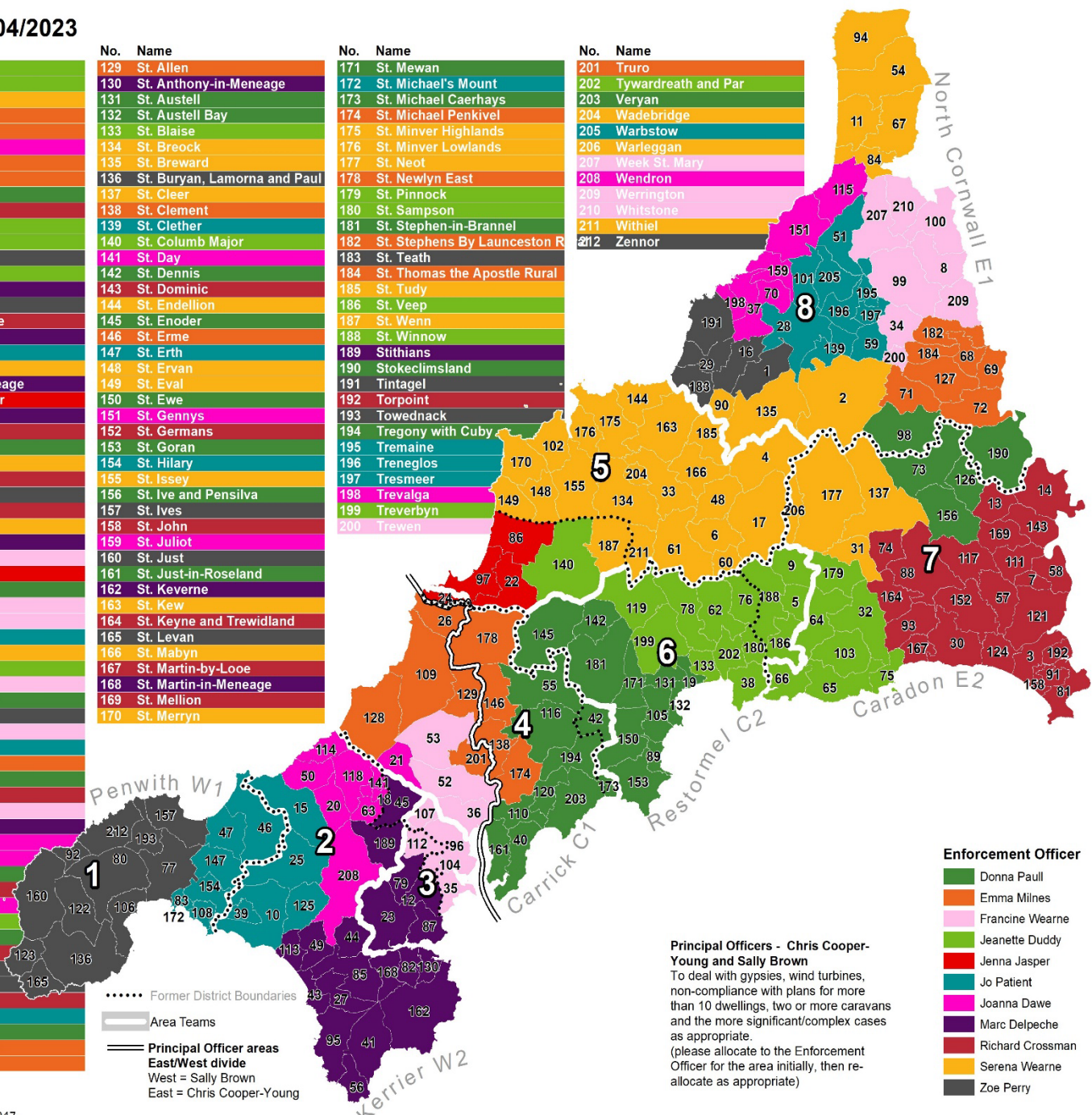
# Enforcement Allocations from 18/04/2023

No.	Name	No.	Name
1	Advent	65	Lansallos
2	Altarnun	66	Lanteglos
3	Antony	67	Launcells
4	Bisland	68	Launceston
5	Bocennoc	69	Lawhitton Rural
6	Bodmin	70	Lesneweth
7	Botusfleming	71	Lewannick
8	Boyton	72	Lezant
9	Braddock	73	Linkinhorne
10	Breage	74	Liskeard
11	Bude-Stratton	75	Looe
12	Budock	76	Lostwithiel
13	Callington	77	Ludgvan
14	Calstock	78	Luxulyan
15	Camborne	79	Mabe
16	Camelford	80	Madron
17	Cardinham	81	Maker-with-Rame
18	Carharrack	82	Manaccan
19	Carlyon	83	Marazion
20	Carn Brea	84	Marhamchurch
21	Chacewater	85	Mawgan-in-Meneage
22	Colan	86	Mawgan-in-Pydar
23	Constantine	87	Mawnan
24	Cranstock	88	Menheniot
25	Crowan	89	Mevagissey
26	Cubert	90	Michaelstow
27	Cury	91	Millbrook
28	Davidstow	92	Morvah
29	Delabole	93	Morval
30	Deviock	94	Morwenstow
31	Dobwalls	95	Mullion
32	Duloe	96	Nytor
33	Eglosayle	97	Newquay
34	Egloskerry	98	North Hill
35	Falmouth	99	North Petherwin
36	Feock	100	North Tamerton
37	Forrabury and Minster	101	Otterham
38	Fowey	102	Padstow
39	Germoe	103	Pelynt
40	Gerrans	104	Penryn
41	Grade-Ruan	105	Pentewan Valley
42	Grampound with Creed	106	Penzance
43	Gunwalloe	107	Perranarworthal
44	Gweek	108	Perranuthnoe
45	Gwennap	109	Perranzabuloe
46	Gwinear-Gwithian	110	Philleigh
47	Hayle	111	Pillaton
48	Helland	112	Ponsanooth
49	Helston	113	Porthleven
50	Illogan	114	Portreath
51	Jacobstow	115	Poundstock
52	Kea	116	Probus
53	Kenwyn	117	Quethiock
54	Kilkhampton	118	Redruth
55	Ladock	119	Roche
56	Landewednack	120	Ruanlanihorne
57	Landrake with St. Erney	121	Saltash
58	Landulph	122	Sancreed
59	Laneast	123	Sennen
60	Lanhydrock	124	Sheviock
61	Lanivet	125	Sithney
62	Lanlivery	126	South Hill
63	Lanner	127	South Petherwin
64	Lanreath	128	St. Agnes

No.	Name
129	St. Allen
130	St. Anthony-in-Meneage
131	St. Austell
132	St. Austell Bay
133	St. Blaise
134	St. Breock
135	St. Breward
136	St. Buryan, Lamorna and Paul
137	St. Cleer
138	St. Clement
139	St. Clether
140	St. Columb Major
141	St. Day
142	St. Dennis
143	St. Dominic
144	St. Endellion
145	St. Enoder
146	St. Erme
147	St. Erth
148	St. Ervan
149	St. Eval
150	St. Ewe
151	St. Gennys
152	St. Germans
153	St. Goran
154	St. Hilary
155	St. Issey
156	St. Ive and Pensilva
157	St. Ives
158	St. John
159	St. Juliot
160	St. Just
161	St. Just-in-Roseland
162	St. Keverne
163	St. Kew
164	St. Keyne and Trewidland
165	St. Levan
166	St. Mabyon
167	St. Martin-by-Looe
168	St. Martin-in-Meneage
169	St. Mellion
170	St. Merryn

No.	Name
171	St. Mewan
172	St. Michael's Mount
173	St. Michael Caerhays
174	St. Michael Penkivel
175	St. Minver Highlands
176	St. Minver Lowlands
177	St. Neot
178	St. Newlyn East
179	St. Pinnock
180	St. Sampson
181	St. Stephen-in-Brannel
182	St. Stephens By Launceston R
183	St. Teath
184	St. Thomas the Apostle Rural
185	St. Tudy
186	St. Veep
187	St. Wenn
188	St. Winnow
189	Stithians
190	Stokeclimsland
191	Tintagel
192	Torpoint
193	Towednack
194	Tregony with Cuby
195	Tremaine
196	Treneglos
197	Tresmeer
198	Trevalga
199	Treverbryn
200	Trewen

No.	Name
201	Truro
202	Tywardreath and Par
203	Veryan
204	Wadebridge
205	Warbstow
206	Warleggan
207	Week St. Mary
208	Wendron
209	Werrington
210	Whitstone
211	Withiel
212	Zennor



**Enforcement Officer**

- Donna Paull
- Emma Milnes
- Francine Wearne
- Jeanette Duddy
- Jenna Jasper
- Jo Patient
- Joanna Dawe
- Marc Delpeche
- Richard Crossman
- Serena Wearne
- Zoe Perry

**Principal Officers - Chris Cooper-Young and Sally Brown**  
 To deal with gypsies, wind turbines, non-compliance with plans for more than 10 dwellings, two or more caravans and the more significant/complex cases as appropriate.  
 (please allocate to the Enforcement Officer for the area initially, then re-allocate as appropriate)



# Current Appeals Team

- Chantal McLennan – Group Leader, Appeals
- James Holman – Principal Development Officer
- Peter Blackshaw – Principal Development Officer
- Jim Lee – Senior Development Officer
- Sandra Oram – Senior Development Support Officer
- Tazmin Burr – Development Technical Officer



# Minerals and Waste Team

- Jon Drew – Group Leader, Enforcement and Minerals and Waste
- Tim Warne – Principal Officer dealing with Minerals and Waste Applications
- Matt Sleeman and Steph Carlyon - pro-actively monitoring compliance with planning conditions on Minerals and Waste sites



# What is Development Management?

**Pre-application discussions, considering and determining planning applications, monitoring and enforcement.**

# What is Development Management?

- Development Management **enables** well-designed homes, places of work, and important infrastructure such as new transport facilities and schools.
- The goal is to **promote** sustainable development that helps to deliver the vision set out in the development plan for the area. Putting plans into action!
- It's about **involvement** with the community and developers at an early stage.
- Pro-active – **problem solving** and unblocking barriers to manage development opportunities for the community.
- Outcome driven – it is vital to creating places because it **harnesses opportunities** created by development proposals and seeks outcomes that achieve well planned developments which contribute positively to the area and provides community benefits.
- It's about **delivery not control** - delivering quality development to meet the needs of communities and businesses; it's not about restricting development and processing planning applications.

# What is the role of Local Councils?

- Understanding the policies
- Understanding the applications
- Getting engaged
- Liaising with the community
- Considering
- Responding to consultations



# Planning Application Process



Development  
Idea



Pre-application  
Stage



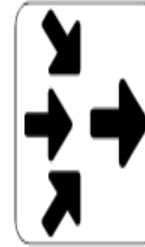
Application  
submission



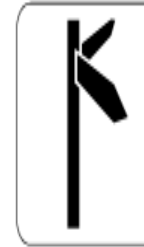
Validation



Live Application



Consideration



Determination/  
Decision



Post-Decision



Appeals



Compliance/  
Enforcement



Completion of  
Development

# Making a Decision

## 1) Start with the development plan policies



## 2) Take into account other material considerations, including:

- National policy
- Other council strategies
- Context and merits of the particular application
- Technical consideration
- Consultees views on planning aspects
- Other material planning matters





# Material Planning Considerations

- Planning history - previous permissions and enforcement history
- Representations by consultees – such as Environment Agency, the Highway Authority, Highways England, Historic England, Town/Parish Councils
- Representations by the public – where they relate to material planning considerations
- Impact on the character of the area - Design, materials, layout and density
- Impact on historic environment (the law says that we must have special regard to the desirability to protect listed buildings and conservation areas or their setting – we must give this considerable importance and weight in our balancing exercise)
- Residential amenity - overlooking, loss of light or overshadowing
- Flood risk, contaminated land, noise, smell, pollution,
- Public rights of way
- Ecology and Biodiversity
- Case law and appeal decisions



# What is not material?

- Loss of private views
- The fact the application has been submitted retrospectively
- Loss of value to a neighbouring property
- Restrictive covenants
- Land ownership
- Identity of applicant
- The applicant's personal circumstances (unless exceptional such as relating to a physical disability)
- Business competition
- Private rights of way
- Matters controlled by other legislation
- The strength of volume of opposition – it is not the number of objections, the evidence in support of the planning reasons for objection that is the material consideration

# Material Planning Consideration Exercise

## – yes or no?

- Loss or effect on trees
  - yes
- Overlooking and loss of privacy
  - yes
- Loss of property value
  - no
- Emerging new plans not yet adopted
  - yes/no
- Loss of view
  - yes/no
- Government guidance and advice
  - yes
- Private issues between neighbours
  - no

# Material Planning Consideration Exercise

## – yes or no?

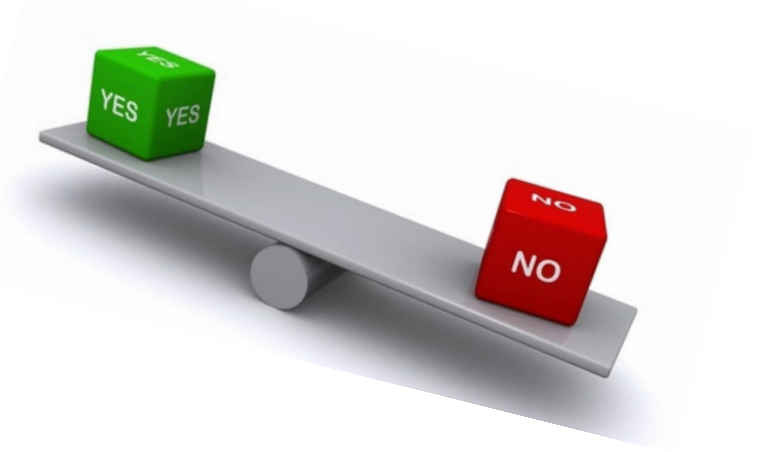
- Highway issues: traffic generation, highway safety
- **yes**
- Effect on listed buildings and conservation areas
- **yes**
- Opposition to the principle of development when this has been settled by an outline planning permission or appeal
- **no**
- Layout and density of building design, visual appearance and finishing materials
- **yes**
- Private right of way issue
- **no**
- Legal covenants
- **no**

# Making a Decision

3) Consider whether planning conditions or planning obligations are necessary to make otherwise unacceptable development acceptable

4) Come to a view

- Grant planning permission
  - subject to conditions
  - subject to planning obligations
- Refuse planning permission
  - Must be justified by reasons.
  - Be specific – identify the harm very clearly in the reason and make sure you have the evidence to back it up with reference to planning policy.
  - May be subject to appeal.
  - Unreasonable or invalid refusals may result in cost awards against the council.





# CC website – Local Councils Planning area


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## Local councils

### Role of local councils in planning

- The local council protocol (updated February 2023) sets out how local councils are involved in the application process. Please see the role of local councils in planning page for more information on other aspects.
- The Cornwall Planning Partnership is a group of officers, local councillors and clerks. The group looks at planning issues of interest to all local councils. It helps to improve processes and offers guidance.

### Planning guidance for local councils

- **Day in the life of a Planning Application** - An online step by step guide through the entire planning process. It spans from initial development idea through to the completion of development.
- **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


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## Local Council Planning Training

### Contents

[Induction Planning Training for Local Councils](#)
[Previous training presentations](#)
[Other Local Council planning training](#)
[More training resources for local c](#)
[2023 training and resources](#)
[Day in the Life of a Planning Appli](#)

The [Local Councils](#) web area brings together guidance and info for local councils including:

- [Local Council protocol](#)
- Role of the local council in planning
- Consultation responses
- Guidance for local councils
- Help with early stage pre-application discussions
- Post-decision community engagement advice
- Previous training presentations and videos prepared for local councils

# CC website – Planning advice and guidance hub

The [Planning advice and guidance](#) webpage brings together location/ types of planning guidance we publish including:

- Building Control
- Developer Contributions
- Historic Environment
- Neighbourhood Planning
- Nutrient neutrality (phosphates)
- Place-specific
- Planning application submissions
- Planning Enforcement
- Planning Policy
- Pre-application advice AND
- a new general planning advice mini-hub

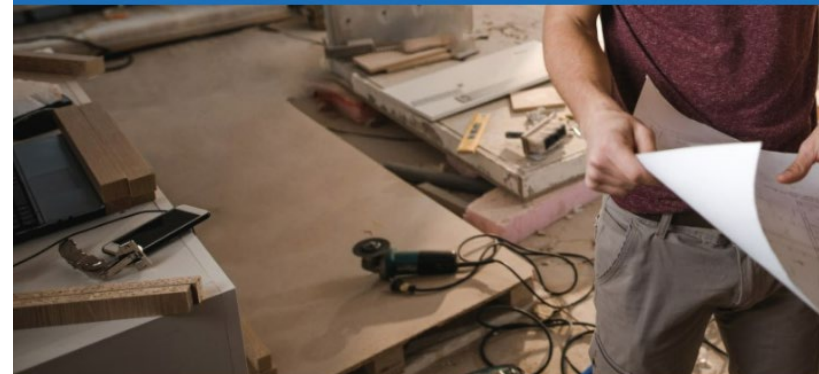
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## Planning advice and guidance



We provide both formal guidance documents and informal help and advice. You can use these links to find the type of guidance you need. Links will either take you to the topic web area or a page with an A-Z of that type of guidance available.

We also provide specific advice pages for [Planning Agents](#) and [Local Councils](#)

### Popular actions

[Comment on planning applications](#)

# New General Planning advice and guidance

## page

This new [General planning advice and guidance](#) page provides links and an overview of guidance content for 26 different planning info and topic pages, including:

- Advertisements and signs
- Appeals
- Article 4s
- Advice for businesses
- Consultee help
- Divisional Member role in planning
- How applications are decided
- Notification and publicity
- Planning performance agreements
- Revisions and amendments
- Trees, and more



[Home Page](#) / [Planning and Building Control](#) / [Planning advice and guidance](#) / [General planning](#)

## General planning advice and guidance

Below you will find links to a variety of our general planning advice webpages and guidance content listed A-Z.

You can find links to other specific guidance, on our main [Planning Advice and Guidance](#) page content on this page. (For example, planning policy or historic environment guidance)

### Additional development guidance

Class Q - permitted development rights for:

- agricultural buildings
- annexes
- use classes
- Fire Service access and facilities

### Advertisements and signs

What you can do and when you need to apply for advertisement consent

### Appeals

Search for an appeal, when to appeal, how to submit, the process and decision

# Other web pages to check out for info ...

As well as the pages already mentioned, we have web areas especially for our Planning Agents. These contain info/advice and guidance for these stakeholders as well key messages:

- [Planning Agents Area](#)

And finally, we have a news pages for latest happenings in CC planning and where our newsletters are available:

- [What's new in planning](#)
- [Planning news](#)



[Home Page](#) / [Planning and Building Control](#) / [What's new in planning](#)

## What's new in planning

### Contents

[St Lawrence Urban Expansion Concept Masterplan](#)

[Chief Planning Officer's Advice Note: Providing Homes](#)

[Septic tank or package treatment plant](#)

[in River Camel area?](#)

[Planning News Spring 2023](#)

[CIL Fund Round 3](#)

[Nutrient Neutrality in Cornwall](#)

# Interactive planning guide – ‘Day in the Life of a Planning Application’

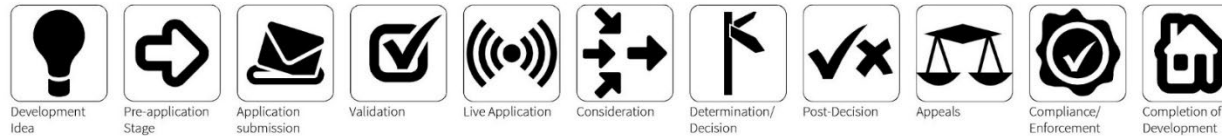
Section > [Development Idea](#) | [Pre-application Stage](#) | [Application submission](#) | [Validation](#) | [Live Application](#) | [Consideration](#) | [Determination/Decision](#) | [Post-Decision](#) | [Appeals](#) | [Compliance/Enforcement](#) | [Completion of Development](#)

> Delegated  
> Committee

> Approved  
> Refused

Interactive on-line Planning Tool

## Day in the life of a Planning Application



### PLANNING PARTNERSHIP



Cornwall Association  
of Local Councils



### INTRODUCTION

Welcome to the new Cornwall Council Interactive On-line Planning tool that has been developed by the Cornwall Planning Partnership. It has evolved through a series of workshops with members of the Partnership in order to clarify the different stages of the planning process and where local councils can become involved. This has then developed into what we consider to be a more widely useful tool with significant planning information for developers, their agents, prospective applicants and interested members of the public. It seeks to bring together lots of information about the planning process and the various stages of development from conception through to implementation.

The tool will evolve and will need to be kept up to date with changing legislation and policy, but will provide a resource that we hope is helpful to all.

We also welcome feedback about its operation and will seek to continually improve upon the facility. Any queries or questions about its operation please contact Nic Phillips on [nic.phillips@cornwall.gov.uk](mailto:nic.phillips@cornwall.gov.uk)

To use the tool, you can either left click on one of the buttons above or simply scroll down to find the information you require. The various pages include text, more buttons or links to webpages and you can click on these to access more information.

[www.cornwall.gov.uk](http://www.cornwall.gov.uk)



v2.1

<https://www.cornwall.gov.uk/media/v1coelzv/day-in-the-life-of-a-planning-application.pdf>





# Any Questions?.....



# Thank you / Meur ras

Any questions, please email:  
[positiveplanning@cornwall.gov.uk](mailto:positiveplanning@cornwall.gov.uk)