

PLANNING SUB-COMMITTEE (PUBLIC RIGHTS OF WAY)

PROCEDURAL NOTE FOR DETERMINATION OF APPLICATIONS CONSIDERED BY THE PUBLIC RIGHTS OF WAY SUB-COMMITTEE

The purpose of this note is to ensure that all applications considered by the Sub-Committee are dealt with in a just, timely and effective way. . Any objections and written representations made following appropriate consultation will be included with each application report.

Public notice of the time and place of each meeting will be given at least 5 clear days before a meeting, accompanied by all agenda reports.

Late representations in respect of applications considered under Section 53 of the Wildlife and Countryside Act 1981 will be accepted if received no later than 3 clear working days prior to the date of the meeting.

Late representations in respect of all other applications will be accepted if received no later than 12 Noon on the day prior to the meeting.

Any late representations received will be circulated to Committee members the evening before Committee by email and presented in hard copy form at the actual meeting.

Provisions for public speaking will be in accordance with the attached guide.

The quorum for the Sub-Committee will be 3 Members.

The Chairman and Vice-Chairman of the Sub-Committee will be appointed by the Members of the Sub-Committee at its first meeting following the Annual Meeting of Council and the appointments will continue until the end of the municipal year.

PROCEDURE

The meeting will be conducted as follows, subject to any changes made at the Chairman's discretion:

1. Following the taking of apologies, approval of minutes and receipt of any declarations of interest the Chairman shall outline to those present the purpose of the meeting, the procedure to be followed at the meeting, introduce the Sub-Committee and request all present identify themselves.
2. The responsible officer shall introduce the report in respect of each application to be considered by the Sub-Committee.

3. Those objecting to the applications will be asked to make their representations. Those speaking will not be allowed to ask any questions of officers or the Sub-Committee. Those Members of the Sub-Committee who wish to ask questions of clarification may do so at the end of the allocated period, however, they should not interrupt or otherwise question the speaker(s) in any way.
4. Any Councillors of the Vale of Glamorgan Council not on Public Rights of Way Sub-Committee will then be entitled to address the Sub-Committee, subject to a time limit of 3 minutes per Councillor
5. Those supporting the application will then be asked to make their representations. Those speaking will not be allowed to ask any questions of officers or the Sub-Committee. Those Members of the Sub-Committee who wish to ask questions of clarification may do so at the end of the allocated period, however, they should not interrupt or otherwise question the speaker(s) in any way.
6. The responsible officer may comment on the representations made.
7. The Sub-Committee shall consider the application in conjunction with any written and oral representations and objections made.
8. The Sub-Committee may at any point during the meeting ask any further questions of the responsible officer or seek clarification on any points raised.
9. If deemed appropriate the Chairman and Sub-Committee Members may make a site visit at a date and time to be arranged at the meeting.
10. The Sub-Committee may retire if appropriate to deliberate the application accompanied only by the Council's Legal Officer and the Scrutiny and Committee Services Officer.
11. The Sub-Committee will endeavour to provide a decision verbally, however, if that is not possible, the applicant and any objectors will be notified of the decision in writing within 5 working days following the meeting.

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