

## **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 of each meeting, including publication of the Agenda Papers for the relevant meeting of the Public Rights of Way Sub-Committee meeting will be made at approximately 5:00pm at least 9 days before the date of the meeting. Agenda publication may be brought forward to avoid weekends.

Representations received too late to be referred to in the committee report (Late Representations / Matters Arising) but received by 10.00am the working day prior to the Sub-Committee, will be circulated to Public Rights of Way Sub-Committee Members the evening before the Sub-Committee.

Late representations containing substantial quantities of new material may lead to the deferral of consideration of the application in question to ensure that the material can be properly taken into account.

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

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

The Chair and Vice-Chair 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 Chair's discretion:

1. Following the taking of apologies, approval of minutes and receipt of any declarations of interest the Chair 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 (or any nominated representative) will present the report and address any Late Representations / Matters Arising or written representations.

3. Those objecting to the application will be asked to make their representations. Those speaking will not be allowed to ask any questions of officers or the Sub-Committee. 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 the Public Rights of Way Sub-Committee will then be entitled to address the Sub-Committee, subject to a time limit of 5 minutes per Councillor. 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.
5. Any Town and Community Council Representatives will then be entitled to address the Sub-Committee, subject to a time limit of 3 minutes per Councillor. Members of the Sub-Committee who wish to ask any points of clarification may do so at the end of the allocated speaking period, however, they should not interrupt or otherwise question the speaker(s) in any way.
6. 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. 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.
7. The responsible officer or named representative may comment on the representations made.
8. The Sub-Committee shall consider the application in conjunction with any written and oral representations and objections made.
9. The Sub-Committee may at any point during the meeting ask any further questions of the responsible officer / named representative or seek clarification on any points raised.
10. If deemed appropriate the Chair and Sub-Committee Members may make a site visit at a date and time to be arranged at the meeting.
11. The Sub-Committee may retire if appropriate to deliberate the application accompanied only by the Council's Legal Officer and the Democratic and Scrutiny Services Officer.
12. 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.