



Newquay Town Council
Municipal Offices
Marcus Hill
Newquay
TR7 1AF

NewquayCouncil

CorporateService

Tel: (01637) 878388
Email: office@newquay.town
Web: www.newquay.gov.uk

Town Clerk of Newquay: **Andrew Curtis**

Date of Notification: 13 November 2024

Meeting: Planning & Licensing Committee
Date of Meeting: Wednesday 20 November 2024, 6pm
Subject: Public Information

You are hereby invited to attend a **meeting** of the **Planning & Licensing Committee** which is to be held on **Wednesday 20 November 2024 at 6.00pm** in the **Council Chamber, Municipal Offices, Marcus Hill, Newquay** for transacting the business contained on the agenda and associated papers.

Written Questions or Representations for the Town Council's Planning & Licensing Committee should be submitted either by emailing office@newquay.town or by writing to the Planning & Licensing Administrator at *Newquay Town Council, Municipal Offices, Marcus Hill, Newquay TR7 1AF*. Written Questions should be submitted no later than two working days prior to the meeting in order that they can be included on the agenda.

Attending Meetings - Members of the Public can attend our meetings, subject to venue capacity limitations – please contact the office to discuss numbers and to let us know you wish to attend. We welcome spoken representations and questions for the committee, but these must relate to the business listed on the agenda for that meeting.

In accordance with Newquay Town Council's Standing Orders, the following protocols will be applied:

- A member of the public shall not speak for more than three minutes.
- The period of time designated for public participation at a meeting shall not exceed fifteen minutes unless directed by the chairman of the meeting.
- A question, written or otherwise, shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.

Should you wish to attend a meeting of the Planning & Licensing Committee there is no need to register in advance but we would be grateful if you could let us know you are coming. Please email office@newquay.town or use the contact details below.



Unable to attend in person?

We also provide a live stream of our meetings via MS Teams. A link to this livestream can be found on the web page for the meeting in question, which can be found at:

[Meetings Newquay - iBabs Public Portal](#)

A recording of the Live Stream will be available in due course via the following link:

[Meeting Recordings Newquay Town Council](#).

Further information for attendees:

Whilst we are very pleased to be holding face-to-face meetings in the Council Chambers once again, there are a few bits of 'housekeeping' you will need to familiarise yourselves with before the meeting:

YOU ARE REQUIRED TO SIGN IN USING OUR VISITORS BOOK

This is simply a Fire Safety Measure. Our **Security Guard** will ask you to record your name, time of arrival and time of departure.

- Seating in the Public Gallery has been strategically spaced to promote safe social distancing – we'd ask that you don't move the chairs around – please just make your way to a suitable seat as soon as you enter.
- Windows will be kept open to ensure air circulation – you may wish to dress accordingly if the temperature outside is cool.
- **The meeting will be cast live via our website** – in order for the online audio to work you will need to speak into the microphone provided.
- **When leaving the meeting, we are asking that you go straight outside.** We must try and avoid crowding indoors - any informal chats should take place outside and please be aware that not everyone may feel comfortable gathering in a group.
- **Finally, we are not able to provide you with drinking water.** You may wish to bring a soft drink along with you.

Yours faithfully
Duncan McLeod

Planning & Licensing Administrator

Newquay Town Council

Municipal Offices

Marcus Hill

TR7 1AF

Tel: 01637 838518

Mob: 07483 034275

duncan@newquay.town