



Newquay Town Council
Municipal Offices
Marcus Hill
Newquay
TR7 1AF

NewquayCouncil

CorporateService

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Town Clerk of Newquay: **Andrew Curtis**

Wednesday 08 March 2023

Meeting: Planning & Licensing Committee
Date of Meeting: Wednesday 15 March 2023, 6pm
Subject: Public Information

You are hereby invited to attend a **meeting** of the **Planning & Licensing Committee** which is to be held on **Wednesday 15 March 2023 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 for the Committee 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 and COVID measures. 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 we would be grateful if you could let us know in advance. Please email office@newquay.town or use the contact details below.

We also provide a live stream of our meetings. A link to this will be posted on the Newquay Town Council Facebook Page: www.facebook.com/newquaycouncil (please be aware that we do not monitor the comments section on Facebook during these meetings).



Further information for attendees:
COVID LEVELS ARE STILL A CONCERN IN THE TOWN

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' that you will need to familiarise yourselves with before the meeting:

- Unless you have a medical exemption, we politely ask that face masks are worn when entering the building. These can be removed once you are seated
- There are numerous copies of the **NHS Contact Tracing QR Code** dotted around the building – if you have the app available please **scan the code on arrival**.

YOU ARE ALSO 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.
- When addressing the Chair you can remove your mask if you feel comfortable doing so.
- 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 MS Teams** – in order for the online audio to work you will need to speak into the microphone provided.
- If you have to move around the Gallery, to access the microphone for instance, please feel free to put your mask back on until you are seated.
- **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.
- Please be aware that some of our younger members of staff have not yet been fully vaccinated. It is therefore extremely important to follow the above rules, regardless of your own personal views.
- **Finally, we are not able to provide you with drinking water.** You may wish to bring a drink along with you.

Yours faithfully

Duncan McLeod

Planning & Licensing Administrator

Newquay Town Council

Municipal Offices

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