



Town Clerk: Miss Joy Norris MSc ACIS

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## **Minutes of a meeting of the Planning and Licensing Committee held remotely on 1 April 2021 at 18:00**

**Present:**

**Chair:** Councillor G Guest.

**Councillors:** J Johns, K Haslett, J Buczkowski, J Lochhead.

**Others present:** S Reardon (Meeting Administrator), 1 member of the public.

### **PL155. Chair's Announcements**

The Chair may make announcements relevant to the work of the Committee.

Note: Announcements are for information only and not for debate, discussion or questioning.

None.

### **PL156. Apologies for Absence**

To receive apologies for absence from Councillors unable to attend the meeting.

Apologies for absence were received and accepted from Councillor E Andrews.

### **PL157. Declarations of Interests**

To receive any Declarations of Interest from Councillors and Officers in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.

Councillors and Officers are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.

Nothing to declare.

### **PL158. Public Participation**

15 minutes is set aside at the beginning of the meeting to enable members of the public to raise matters which are relevant to the work of the Committee. Up to 3 minutes is allowed for each question. It may not be possible to reply straightaway and the question may only be noted and a written response sent at a later date.

**Speaker 1** – Regarding the minutes of the last meeting and the MUGA. He complained that the minute is highly inaccurate. There were no further questions from this speaker and a response will be given in due course.

### **PL159. Minutes**

To agree the minutes of the Planning and Licensing Committee meeting held on 25 March 2021.

Given the complaint of the member of the public, Councillor J Buczkowski asked whether or not any narrative should be recorded if Standing Orders are suspended and a member of the public is permitted to speak on a matter before Standing Orders are resumed.

The Meeting Administrator will obtain the advice of the Town Clerk.

**Resolved** that the minutes of the meeting of the Planning and Licensing Committee held on 25 March 2021 are deferred whilst clarification is sought concerning whether or not a narrative surrounding the objections of a member of the public are recorded whilst Standing Orders are suspended.

### **PL160. Neighbourhood Plan**

To discuss the Neighbourhood Plan Referendum to be held on Thursday 6 May 2021 and the actions required prior to this Referendum.

**Resolved** that the Town Clerk and SPO have delegated authority to arrange any media releases, physical and Social Media publicity including factual information only in interviews with the Press with consideration to the heightened sensitivity with regard to Purdah.

#### **Resolved:**

- The production of a range of exhibition panels, A4 posters, a DL tri-fold leaflet and any other printed publicity material at a cost of no more than £500 is approved.
- To produce 50 spiral bound copies of the Neighbourhood Plan for perusal at a cost of approximately £350.
- To approve distribution of a DL leaflet to each household at a cost not exceeding £500.
- That the Town Clerk, Special Projects Officer and Assistant Town Clerk have delegated authority to conduct any other publicity that may be required with referral to the Mayor or the Chair of the Planning Committee at the discretion of the Town Clerk.