

NOTICE OF MEETING

MEETING	COMMITTEENAME
DATE:	MEETINGDATE
TIME:	MeetingTime
VENUE:	MEETINGLOCATION
CONTACT:	<i>CommitteeOfficerName</i> <i>Telephone: CommitteeTel</i> <i>e-mail address CommitteeEmail</i>
<i>Despatch date:</i>	<i>Deadline(pubagenda)</i>

AGENDA

PAGE NO

MEMEBRS OF COMMITTEENAME COMMITTEE

Councillors: MembersExpectedShortRolesList

Subs: Councillors: ReservesShortList

CASE OFFICERS

OfficersExpectedRepresentingList

NOTES:

1. Any queries on completeness or accuracy of reports should be raised with the Case Officer or Head of Planning Services as soon as possible.
2. The purpose of location plans is to assist Members in identifying the location of the site. Location plans may not be up-to-date, and may not always show the proposed development.
3. These reports take into account the Council's equal opportunities policy but have no implications for that policy, except where expressly stated.



There is an induction hearing loop system available in all meeting rooms. Some of the systems are infra-red operated, if you wish to use this system then please contact CommitteeOfficerName on CommitteeTel.

4. The background papers for planning applications are the application file plus any documents specifically referred to in the report itself.
5. These reports may be updated orally at the meeting if additional relevant information is received after their preparation.