

# Witney Town Council

Mrs Sharon Groth  
Town Clerk FSLCC ACMI

Cllr Mrs Brenda Churchill  
Mayor of Witney



Town Hall, Market Square  
Witney, Oxon  
OX28 6AG  
Tel: 01993 704379  
Fax: 01993 771893  
E-mail: [townclerk@witney-tc.gov.uk](mailto:townclerk@witney-tc.gov.uk)  
[www.witney-tc.gov.uk](http://www.witney-tc.gov.uk)

Our Ref: A4/4

08 January 2019

To : Members of the Planning & Development Committee

You are hereby summonsed to a Meeting of the **PLANNING & DEVELOPMENT COMMITTEE** to be held in the Council Chamber, Town Hall, on **TUESDAY 15 January 2019** at **6pm** for the transaction of the business stated below.

## RECORDING OF MEETINGS

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography. As a matter of courtesy, if you intend to record any part of the proceedings please let the Town Clerk or Democratic Services Officer know before the start of the meeting.

## AGENDA

1. **APOLOGIES FOR ABSENCE** – To consider apologies and reasons for absence.

Committee Members who are unable to attend the meeting should notify the Democratic Services Officer ([nicky.cayley@witney-tc.gov.uk](mailto:nicky.cayley@witney-tc.gov.uk)) prior to the meeting, stating the reason for absence.

*Standing Order 30(a)(v) permits the appointment of substitute Councillors to a Committee whose role is to replace ordinary Councillors at a meeting of a Committee if ordinary Councillors of the Committee have confirmed to the Proper Officer **before** the meeting that they are unable to attend.*

2. **DECLARATIONS OF INTEREST**

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

3. **PUBLIC PARTICIPATION**

Members of the public are welcome to attend the meeting. Any member of the public who so wishes may speak, at this point in the meeting, for a maximum of five minutes on any matter relating to an item on the agenda. .

4. **PLANNING APPLICATIONS**

Schedule enclosed.

5. **NOTICE OF HEARING – WITNEY POLISH DELI, 62 CORN STREET, WITNEY**

To receive notice of licensing hearing (correspondence enclosed)

A handwritten signature in blue ink, appearing to read 'S Groth'.

Town Clerk