

Witney Town Council

Mrs Sharon Groth
Town Clerk FSLCC ACMI

Cllr Mrs Brenda Churchill
Mayor of Witney



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Our Ref: A4/4

30 October 2018

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 6 NOVEMBER 2018** 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) 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.

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

Town Clerk