

**TO ALL MEMBERS OF THE ENVIRONMENTAL  
PLANNING COMMITTEE**

9 November 2017

**Summons**

Dear Sir / Madam,

You are respectfully summoned to attend the next meeting of the Environmental Planning Committee on Thursday **16 November 2017 at 6.00pm** at the Council Offices, Mortomley Lane, High Green.

**Recording meetings**

The Parish Council will be recording this meeting. You can take photographs, film and audio-record the proceedings at Council and Committee meetings whilst they are open to the public. The recording has to be conducted under the direction of the Chair of the meeting and follow our protocol on audio and visual recording and photography at council meetings.

Anyone wishing to record must let the Chair of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive.

If you will be speaking at a meeting, for example to ask a question or present a petition, you will have the right not to be recorded. You will need to tell the Chair of the meeting that you do not want to be recorded.

**Public Participation**

To receive questions and petitions from members of the public under the direction of the chairman and in accordance with the Council's Standing Orders. (Members of the public should please note that the Council reserves the right to respond in writing if any matter requires further research or consideration and that reports should be submitted in writing beforehand so they can be dealt with under correspondence.)

**AGENDA**

1. To receive apologies for absence from members and to consider the reasons for absence
2. To receive any declarations of personal and/or disclosable pecuniary interests from members on items to be discussed at this meeting
3. To identify items for discussion which may require the exclusion of the press and public
4. Planning Proposals - to consider applications received

Cllrs M Appleby, Mrs D Fearnley, Mrs A Gethin, Mrs Z Sykes, A Hooper, J. Brownrigg ,A Henstock

5. Licence Applications – None received to date
6. Correspondence – to consider items requiring a reply or a response

Yours faithfully

D Morton

D J Morton  
Clerk and Financial Officer

**Would members please advise the Chairman of this Committee as soon as possible if they are unable to attend the meeting in order that arrangements may be made to ensure the meeting is quorate.**