

[Committee Name] Meeting

**[Venue Name], [Venue Address]
[Date] at [Start Time]**

The **Planning Committee** deals with planning applications, planning enforcement, public rights of way and certain highway matters.

If you wish to come to the meeting please arrive in good time. Attendance between 5.30pm and 5.45pm will greatly assist in noting the names of persons intending to speak to enable the meeting to start promptly.

Information for Members of the Public

Access to information and meetings

You have the right to attend all meetings of the Council, its Committees and Cabinet. You also have the right to see the agenda (the list of items to be discussed at a meeting), which is usually published five working days before the meeting, and minutes once they are published.

Dates of the meetings are available here:

<https://colchester.cmis.uk.com/colchester/MeetingCalendar.aspx>.

Most meetings take place in public. This only changes when certain issues, for instance, commercially sensitive information or details concerning an individual are considered. At this point you will be told whether there are any issues to be discussed in private, if so, you will be asked to leave the meeting.

Have Your Say!

The Council welcomes contributions and representations from members of the public at most public meetings. If you would like to speak at a meeting and need to find out more, please refer to the Have Your Say! arrangements here: <http://www.colchester.gov.uk/haveyoursay>.

Audio Recording, Mobile phones and other devices

The Council audio records public meetings for live broadcast over the internet and the recordings are available to listen to afterwards on the Council's website. Audio recording, photography and filming of meetings by members of the public is also welcomed. Phones, tablets, laptops, cameras and other devices can be used at all meetings of the Council so long as this doesn't cause a disturbance. It is not permitted to use voice or camera flash functions and devices must be set to silent. Councillors can use devices to receive messages, to access meeting papers and information via the internet. Looking at or posting on social media by Committee members is at the discretion of the Chairman / Mayor who may choose to require all devices to be switched off at any time.

Access

There is wheelchair access to the Town Hall from St Runwald Street. There is an induction loop in all the meeting rooms. If you need help with reading or understanding this document please take it to the Library and Community Hub, Colchester Central Library, using the contact details below and we will try to provide a reading service, translation or other formats you may need.

Facilities

Toilets with lift access, if required, are on each floor of the Town Hall. A water dispenser is available on the first floor and a vending machine selling hot and cold drinks is located on the ground floor.

Evacuation Procedures

Evacuate the building using the nearest available exit. Make your way to the assembly area in the car park in St Runwald Street behind the Town Hall. Do not re-enter the building until the Town Hall staff advise you that it is safe to do so.

Library and Community Hub, Colchester Central Library, 21 Trinity Square,
Colchester, CO1 1JB

telephone (01206) 282222 or textphone 18001 followed by the full number you wish to call

e-mail: democratic.services@colchester.gov.uk

www.colchester.gov.uk

COLCHESTER BOROUGH COUNCIL
[COMMITTEE NAME]
[date] at [start time]

The Planning Committee Members are:

| | |
|----------------------------|-----------------|
| Councillor Theresa Higgins | Chairman |
| Councillor Cyril Liddy | Deputy Chairman |
| Councillor Lyn Barton | |
| Councillor Helen Chuah | |
| Councillor Pauline Hazell | |
| Councillor Brian Jarvis | |
| Councillor Derek Loveland | |
| Councillor Jackie Maclean | |
| Councillor Philip Oxford | |
| Councillor Rosalind Scott | |

The Substitute Members are:

All members of the Council who are not members of this committee and who have undertaken the required planning skills workshop training:-

Councillors;

| | | | |
|---------------------|-----------------------|----------------------|-----------------|
| Christopher Arnold | Roger Buston | Karen Chaplin | Nigel Chapman |
| Peter Chillingworth | Phil Coleman | Nick Cope | Robert Davidson |
| John Elliot | Annie Feltham | Adam Fox | Martin Goss |
| Dave Harris | Darius Laws | Mike Lilley | Sue Lissimore |
| Fiona Maclean | Patricia Moore | Gerard Oxford | Chris Pearson |
| Lee Scordis | Jessica Scott-Boutell | Lesley Scott-Boutell | Paul Smith |
| Martyn Warnes | Dennis Willetts | Julie Young | Tim Young |

AGENDA
THE LIST OF ITEMS TO BE DISCUSSED AT THE MEETING
(Part A - open to the public)

Please note that Agenda items 1 to 6 are normally brief and agenda items may be considered in a different order, if appropriate.

An Amendment Sheet is available on the Council's website by 4:30pm on the day before the meeting here: <http://www.colchester.gov.uk/article/13489/Planning-Committee>

Please note that any further information for the Committee to consider must be received no later than 5pm two days before the meeting in order for it to be included on the Amendment Sheet. With the exception of a petition, no written or photographic material can be presented to the Committee during the meeting.

Part B

(not open to the public including the press)

