

8 November 2011

Dear Councillor

**PLANNING COMMITTEE**

A meeting of the Planning Committee will be held in the Council Chamber at the Council Offices, London Road, Saffron Walden on Wednesday 16 November 2011 at 2.00 pm.

Yours faithfully

JOHN MITCHELL

Chief Executive

*Unfortunately parking for visitors is not available. The map overleaf shows public car parks which are all within 5 – 10 minutes walk from the office.*

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To:- Councillors C Cant, **J Cheetham**, J Davey, R Eastham, K Eden, E Godwin, E Hicks, J Loughlin, K Mackman, J Menell, D Perry, V Ranger, J Salmon and L Wells.

Lead Officer: Andrew Taylor (01799) 510657

Democratic Services Officer: Maggie Cox (01799) 510369

*At the discretion of the Chairman, agenda items may be taken out of the order in which they appear on the papers.*

#### **MEETINGS AND THE PUBLIC**

Members of the public are welcome to attend any of the Council's Committee and Cabinet meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk).

Members of the public and representatives of parish and town councils are permitted to speak at the meetings. You will need to register with the Democratic Services Officer by midday two working days before the meeting. An explanatory leaflet has been prepared which details the procedure and is available from the Council Offices at Saffron Walden.

The agenda is split into two parts. Most of the business is dealt with in Part 1 which is open to the public. Part II includes items which may be discussed in the absence of the press or public, as they may deal with information which is personal or sensitive for some other reason. You will be asked to leave the meeting before Part II items are discussed.

You are entitled to see any of the background papers that are listed at the end of each report. If you want to inspect background papers or speak before a meeting please contact either Peter Snow on 01799 510430, Maggie Cox on 01799 510369, Rebecca Procter 01799 510433 or by fax on 01799 510550.

Agenda and Minutes are available in alternative formats and/or languages. For more information please call 01799 510510

#### **FACILITIES FOR PEOPLE WITH DISABILITIES**

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If you are deaf or have impaired hearing and would like a signer available at a meeting, please contact Peter Snow on 01799 510430 or email [psnow@uttlesford.gov.uk](mailto:psnow@uttlesford.gov.uk) as soon as possible prior to the meeting.

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- Do not stop to collect personal belongings.
- Once you are outside, please make your way to the flagpole near the visitor car park. Do not wait immediately next to the building.
- Do not re-enter the building until told to do so.