

By: Director of Governance and Law
To: Planning Applications Committee – 8 May 2012
Subject: Dates of meetings in 2013
Classification: Unrestricted

Summary: This report recommends that the Committee moves to a cycle of meetings predominantly on Wednesdays in 2013.

FOR DECISION

1.1 The Planning Applications Committee has always held its meetings on Tuesdays with the agenda briefing for the Chairman, Vice-Chairman and Opposition Group Spokesmen being held on the Friday in the previous week.

1.2 The Chairman of the Committee has suggested moving to a Wednesday cycle to enable the agenda briefing to be held in the same week on a Monday. The “*Speaking to the Planning Applications Committee*” information leaflet will be changed to indicate that the deadline for people to confirm their wish to speak to the Committee will be 12.00 Noon on the Monday.

1.3 The Head of Democratic Services has been able to accommodate the proposed Wednesday cycle of meetings except for the month of February, when the meeting will need to take place on a Tuesday. On previous occasions when Committee meetings have taken place on a different day of the week, the Head of Democratic Services has advised potential speakers in writing that the deadline for confirmation is two working days before the meeting itself.

1.4 The proposed meeting dates for 2013 are:-

Wednesday, 16 January 2013	Wednesday, 14 August 2013 (provisional)
Tuesday, 12 February 2013	Wednesday, 11 September 2013
Wednesday, 13 March 2013	Wednesday, 9 October 2013
Wednesday, 10 April 2013	Wednesday, 6 November 2013
Wednesday, 5 June 2013	Wednesday, 11 December 2013
Wednesday, 17 July 2013	

Recommendations

2.1 The Committee is recommended to agree the meeting dates for 2013 as set out in paragraph 1.4 above.

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Background Information: None