



MINUTES

1: Meeting Header

Planning Committee

Date: [Date]

Time: [Start Time] - [End Time]

Venue: [Venue]

Chair: [Chair Name]

2: Attendance

Present:

- [List members]

Officers:

- [Planning Officers present]

3: Declarations of Interest

[Record any declarations. Planning members should declare:

- Direct pecuniary interests

- Predetermination

- Personal and prejudicial interests]

4: Site Visits

[Record any site visits conducted, date, and members attending]

5: Public Speaking

[For each application with speakers:

- Application number

- Speaker name and type (objector/supporter/applicant)

- Summary of main points]

Note: Speakers were given [X] minutes each in accordance with the scheme.

6: Planning Applications

[For each application:

Application No: [Number]

Proposal: [Description]

Location: [Address]

Applicant: [Name]

Officer Recommendation: [Approve/Refuse]

Summary of Discussion:

[Key points raised by members]

Voting:

For: [X]

Against: [X]

Abstentions: [X]

DECISION: [APPROVED/REFUSED]

Reasons: [if refused]

Conditions: [if approved]]

7: Planning Appeals

[Note outcomes of planning appeals]

Application No: [Number]

Appeal Decision: [Allowed/Dismissed]

Inspector's Comments: [Summary]

8: Enforcement Actions

[Record any enforcement actions authorized]

9: Close of Meeting

The meeting closed at [End Time].