

**Councillor,**  
(as addressed)

Dear Councillor

You are advised that a **TOWN PLANNING COMMITTEE** will be held in the **COUNCIL CHAMBERS, 20 SIDING AVENUE, OFFICER** on **Monday, 1 February 2016** commencing at **7pm** . Your prompt attendance is respectfully requested.

*Please notify this Office of proposed discussion and withdrawal items by 12:00 noon on the day of the meeting.*

**GARRY McQUILLAN**  
**CHIEF EXECUTIVE OFFICER**

**\*\* A G E N D A \*\***

1. Apologies
2. Declaration of any interest of Councillors

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