

Report No.	
Item No.	

THE HIGHLAND COUNCIL

**CAITHNESS, SUTHERLAND AND EASTER ROSS PLANNING APPLICATION AND
REVIEW COMMITTEE
19TH JUNE, 2007**

PROPOSED SCHEDULE OF MEETINGS

Report by Area Solicitor

Summary

The Committee is invited to consider a schedule of meetings for the remainder of the year.

A draft schedule of Committee meeting dates for the remainder of the year is provided herewith.

The timetable is based on a Meeting being held on the second last Tuesday of each month as far as possible with no meetings during the summer recess.

Notwithstanding the agreed timetable, some flexibility will be required. Special meetings may require to be arranged for large applications particularly when there are hearings. The timetable may be reviewed in light of the volume of business.

DATE OF MEETING	LAST DATE FOR SUBMISSION OF REPORTS FOR AGENDA
19 June 2007	7 June 2007
26 June 2007 (special meeting)	14 June 2007
28 August 2007	16 August 2007
18 September 2007	6 September 2007
23 October 2007	11 October 2007
20 November 2007	8 November 2007
18 December 2007	6 December 2007

The Committee is also invited to give some consideration to meeting venues until such time as the new Council offices in Golspie are in use (early 2008). It is suggested that a central venue be used for meetings. All application sites to be considered on 19th June are in Caithness. Following

consultation with the Chairman it was agreed that for the convenience of applicants and objectors the meeting would be held in Wick. It may not always be possible to be as accommodating as this as it is not generally known which applications will be going to Committee until approximately two weeks before the meeting. Subject to the foregoing, it is recommended that the Committee delegate authority to officers to arrange appropriate venues for meetings of the Committee during the current year.

Recommendation

It is recommended that the Committee approve a schedule of dates for meetings during the current year and delegate authority to officers to arrange appropriate venues..

Signature: *FSinclair*

Designation: Area Solicitor

Date: 8th June, 2007

Author/Reference: Mrs. Fiona Sinclair, Area Solicitor (Tel. 01955 607708)