

**From:** [Adrian Dale \(Creatifica Associates\)](#)  
**To:** [Andrew Seaman](#); [Caroline Robinson](#); [Cllr Jenny Harwood](#); [Cllr Melvyn Wooding](#); [Cllr Michael Izzard](#); [JANE SEAMAN](#); [Janette Kightley-Green](#); [Patricia Buckman](#)  
**Cc:** ["Clerk@chelveston.org.uk"](mailto:Clerk@chelveston.org.uk)  
**Subject:** NDP-0135 - Advice regarding the exhibition/consultation by Liam Russell Architects on behalf of WPG  
**Date:** 10 November 2013 22:25:00

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Dear Working Party Member

As you have no doubt read, on behalf of WPG, Liam Russell Architects have sent a circular to all households in the Village advertising their consultation event on 14<sup>th</sup> November 2013. As residents, you are all entitled and encouraged to attend but as Working Party Members there are some formalities that you need to follow so that your role is not compromised.

WPG have suggested that they could accommodate all of the development that the Village might need over the next 30 years. This proposition might not be received well by other land owners with aspirational sites who also have a lot at stake. The way in which the Working Party handles the WPG submission will therefore be scrutinised carefully from all perspectives to ensure that it is being given equal weight in deliberations

The following guidelines are based on the ethos and principles embodied in the Working Party Code of Conduct – which you all signed as part of the Terms of Reference:

1. If you attend the consultation, you should declare that you are a member of the Working Party to the architects.
2. You should explain that you are there to listen to the ideas being proposed and to ask questions for clarification of the proposals.
3. You should explain that in your capacity as a Working Party Member you cannot comment on the ideas being proposed or offer opinions on how the ideas will be received or considered.
4. You must not accept any offer of refreshments or any other gifts.
5. After the event it would be unwise for you to comment on the proposals outside the context of a Working Party Public or Round Table meeting. This will avoid any impression that you have made up your mind before the final proposals have been made and arguments heard.

You will need to declare your attendance for the record at the next Working Party Meeting.

Regards

Cllr Adrian Dale  
Chairman of the Parish Council  
Chelveston-cum-Caldecott

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