

- At the round table meeting held on the 19th September 2013 it was decided to have an exhibition as one method of keeping the residents and interested parties informed on aspirational sites in the Parish and progress in general. The exhibition is to be held at the village hall on the 14th and 15th of December 2013. Members of the working party will attend the exhibition to ensure that visitors to the exhibition are well informed and are able to leave feedback on NDP developments if they wish.

6.2 Appointment of temporary Chair and Clerk for the next round table meeting.

The Chair informed the meeting that this would no longer be required; however the appointment of a temporary Clerk would be needed for the meeting on the 4th November. Cllr Adrian Dale volunteered to carry out this duty.

7 Community Engagement Strategy

The Community Engagement Strategy was discussed at the round table meeting held on 19th September 2013. This is the strategy document that accompanies the Statement of Community Involvement which is a legal statement of intent. The Chair asked for approval of the Community Engagement Strategy.

Proposed: Cllr Adrian Dale Seconded: Cllr Mick Izzard Decision: Unanimous

8 Call for Aspirational Sites - update

Twenty three (23) Calls for Aspirational Sites have been issued. There have been thirteen (13) acknowledgments from interested parties and two (2) proposals received. The two (2) proposals received are from Keith Oliver of Britten Close and the Duchy. These can be viewed on the NDP website. ([NDP-S001](#), [NDP-S002](#))

When all the proposals have been received (deadline 30th November 2013) they will be grouped by location so that the consultation meetings can be organised by these location groups. This will mean that residents and interested parties will not have to sit through long meetings waiting for the part of the Parish which interests them. They will be able to attend a meeting that is targeted on the area they want to know about.

9 Timeline and Summary - update

The timeline now includes a series of activities to consult with the public as well as the exhibition. Apart from the working party and round table meetings the next main consultation activity is the December exhibition.

10 Outline NDP

The Chair has prepared an action plan to address all aspects of the NDP document. This action plan will be discussed at the next round table meeting and will look at content and detail of the document as well as who will lead on the different sections and who will support. External input will also have to be considered as to whether it is necessary or desirable. A timeframe for the various drafts of the document also needs to be put in place.

The meeting discussed the offer by Liam Russell representing WPG to undertake the graphic work at no cost. The feeling of the meeting was that although this was a goodwill gesture it would not be appropriate to accept. Cllr Adrian Dale proposed that the working party write formally to decline the offer.

Proposed: Cllr Adrian Dale Seconded: Melvyn Wooding Decision: Unanimous

11 Budget and Expenditure

Expenditure to date amounts to £115.00 which comprises the following:

- Hire of the village hall £90.00
- Printing £23.00 (Newsletter)
- Postage £2.00

Cllr Adrian Dale stated that he had a further £4 of receipts to submit for postage in connection with issuing Calls for Aspirational Sites Questionnaires.

12 Dates of next meetings

The next formal public meeting of the Working Party will be held on the 4th November 2013

The next round table meeting is scheduled for 17th October 2013

The meeting closed formally at: 8.00pm

Issued on 9th October 2013

Andrew K Seaman (approved on 2nd December 2013)

Andrew Seaman
Chairman of the NDP Working Party
chair@ndp.chelveston.org.uk

Previous version: http://ndp.chelveston.org.uk/NDP-M004/v0.9

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| <ul style="list-style-type: none">• Minutes approved with no amendments |
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