



Chelveston-cum-Caldecott Parish Council

Northamptonshire

Neighbourhood Development Plan Working Party



Minutes of a Round Table Working Party Meeting

17th October 2013

Meeting: NDP-W004

Present:	Working Party Members	Andrew Seaman Cllr Adrian Dale Cllr Mick Izzard Cllr Melvyn Wooding Caroline Robinson Patricia Buckman
	Clerk to the Working Party:	Jane Seaman
	Public:	Pieter Mommersteeg Brenda Eildred John Eildred

1 Purpose of the meeting

The Chair informed the meeting that the roundtable meetings were private meetings open to residents (or their representatives) but not the public or the media. The meetings were for collaborative open discussions to allow everyone to voice their opinions and to allow the group to develop ideas that would be reported back to the NDP Working Party formal meetings. There would be a timed agenda to aid productivity and actions would be developed and allocated to individuals to ensure that actions were completed. The outcomes of these meetings will be made public.

2 Welcome and introductions

The Chair welcomed everyone to the meeting. The Chair also informed the meeting that unfortunately Paul Welton had had to stand down from the working party. He thanked Paul for his contribution to the working party activities and said he would be missed from the team.

3 Apologies received

Cllr Jenny Harwood
Janette Kightley-Green

4 Declaration of interest

Under section 6.2 of the Terms of Reference – the following interests were declared:
Pieter Mommersteeg and Brenda & John Eildred – Aspirational Sites to be submitted.

5 Approval of the Minutes

The Minutes of the meeting [NDP-W003](#) were approved with no amendments

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6 Review of Actions from the meeting held on the 19th September 2013

- 6.1 Prepare Action Plan – This item is covered under agenda item 8
- 6.2 Issue of Call for Aspirational Sites to thatched cottage on The Green – issued by Cllr Adrian Dale
- 6.3 Update programme & progress report - completed
- 6.4 Format for exhibition – To be reviewed at next roundtable meeting

7 Exhibition (14th & 15th December 2013)

7.1 Agreement on attendees and availability

The table shows the availability of the members of the Working Party for attendance at the exhibition (as discussed at the meeting).

Name	Day	AM/PM
Andrew Seaman	Sunday	AM/PM
Jane Seaman	Sunday	AM/PM
Adrian Dale	Saturday Sunday	AM PM
Mick Izzard	Saturday	AM/PM
Melvyn Wooding	Saturday	AM
Caroline Robinson	Sunday	AM/PM
Patricia Buckman	Saturday Sunday	AM/PM AM/PM
Janette Kightley-Green	Saturday	PM
Jenny Harwood	TBA	TBA

8 NDP Proposal Action Plan ([NDP-0120](#) & [NDP-TASKS](#))

Cllr Adrian Dale gave an explanation of each of the headings contained within the template upon which the Action Plan is based. These headings were discussed with regards to their content, source of information, input required and who would lead the completion of the proposal headings. The Chair agreed to update the Action Plan following this discussion in preparation for review and agreement at the next formal meeting.

9 Summary of actions

- 9.1 A summary of Working Party member availability for the exhibition is to be prepared so that the allocation of Working Party members can be agreed at the next formal meeting. (The Clerk)
- 9.2 The Action Plan is to be updated and issued in preparation for agreement at the next formal meeting. (The Chair)

10 Dates of next meetings

The next formal public meeting of the Working Party will be held on: 4th November 2013 at 19.30

The next round table meeting of the Working Party will be held on: 14th November 2013 at 19.30

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11 Meeting closed

The meeting closed formally at: 9.00pm

Issued on 25th October 2013

Andrew Seaman
Chairman of the NDP Working Party
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Previous version: http://ndp.chelveston.org.uk/NDP-W004/v0.5

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