



Chelveston-cum-Caldecott Parish Council Northamptonshire Neighbourhood Development Plan Working Party



Notice of a Round Table Working Party Meeting

Meeting: NDP-W004

A **Round Table Meeting** of the NDP Working Party will be held at **7:30 pm** on **Thursday 17th October 2013** in the Chelveston Village Hall. This meeting will last no more than 1½ hours and will end by 9:00 pm.

- Residents, local businesses and their accredited representatives may join the round table and participate fully in discussions.
- Members of the public from outside the Parish and press **may not** attend unless specifically invited to contribute.
- Any working papers for the meeting may be inspected on the internet at <http://ndp.chelveston.org.uk/meetings>.
- A record of all attendees will be kept and published (with personal contact details redacted).
- Minutes or a file note of the meeting will be published.

Agenda

- 1 **Purpose of the meeting** – The Chairman
- 2 **Welcome and introductions** – The Chairman;
- 3 **Apologies received;**
- 4 **Declarations of interest** – Pursuant to section 6.2 of the Terms of Reference;
- 5 **Approval of the Minutes of round table meeting ([NDP-W003](#));**
- 6 **Review of Actions from the meeting held on 19th September 2013;**
- 7 **Exhibition (14th & 15th December);**
 - 7.1 Agreement on attendees and availability
- 8 **NDP Proposal Action Plan ([NDP-0120](#) & [NDP-TASKS](#));**
 - 8.1 Purpose
 - 8.2 Review of content and actions required
 - 8.3 Information sources
 - 8.4 Input required from external resources
 - 8.5 Allocation of leader and supporter roles
 - 8.6 Dates for completion of drafts
- 9 **Summary of actions;**
- 10 **Dates of next meetings**
- 11 **Meeting close.**

Issued on 13th October 2013

Andrew Seaman
Chairman of the NDP Working Party
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