



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



## Notice of a Round Table Working Party Meeting

### Meeting: NDP-W005

A **Round Table Meeting** of the NDP Working Party will be held at **7:30 pm** on **Thursday 14<sup>th</sup> November 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 4 ([NDP-W004](#));**
6. **Review of Actions from the meeting held on 17 October 2013;**
7. **Newsletter;**
8. **Exhibition;**
  - 8.1. Attendees and availability
  - 8.2. Layout, content and attendees
9. **NDP Proposal Action Plan;**
  - 9.1. Review of actions
  - 9.2. Review of completed first drafts
10. **Summary of Actions**
11. **Dates of next meetings**

Issued on 10<sup>th</sup> November 2013

Andrew Seaman  
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