



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



Notice of a Public Working Party Meeting

Meeting: NDP-M001

A **Public Meeting** of the NDP Working Party will be held at **7:30 pm** on **Monday 1st July 2013** in the Chelveston Village Hall. All Working Party members are hereby requested to attend. This meeting will last no more than 1½ hours and will end by 9:00 pm. Residents, their representatives, members of the public and press are invited to attend and may inspect any papers for the meeting 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).

Agenda

1. **Open Forum (Max 15 minutes)** – At the beginning of each formal meeting, members of the public may address the meeting without prior notice for a maximum of 3 minutes each covering items either on the agenda or requesting that other items be considered at a subsequent meetings;
2. **Welcome and introductions** – The Working Party will introduce themselves;
3. **Apologies received;**
4. **Declarations of interest** – Pursuant to section 6.2 of the Terms of Reference;
5. **Working Party purpose, scope and overall timetable** – Briefing from the Chair and the Clerk of the Parish Council;
6. **Election of the Chairman of the Working Party;**
7. **Format for public meetings** – The meeting will agree the best way to take input from the floor of the meeting, ensuring effective collaboration whilst still preserving the structure of the meeting;
8. **Private working meetings** – The meeting will agree the protocol for holding, and reporting back on, private working meetings of the Working Party and with consultees;
9. **Project tasking** – The meeting will agree the next steps of the project;
10. **Dates of future public meetings**

Issued on 26th June 2013

Adrian Dale
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