

28 July 2003

Dear Councillor

CPA TASK GROUP

A meeting of the CPA Task Group will be held in the Chief Executive's Office, Council Offices, London Road, on 5 August 2003 at 4.30 pm (please note change of date).

Yours faithfully

ELIZABETH FORBES

Chief Executive

**A G E N D A
P A R T I**

- 1 Apologies for absence.
- 2 Notes of the meeting held on 10 July 2003.
- 3 Matters arising.
- 4 Corporate Self Assessment – documents to be tabled.
- 5 Update on Public Open Space Assessment.
- 6 Update on Balanced Housing Markets Assessment.
- 7 Training for Members and Staff.
- 8 Timescale – document to be tabled.
- 9 Any other items which the Chairman considers to be urgent.
- 10 Date of next meeting – 27 August 2003.

To: Councillors R J Copping, **A Dean**, Mrs E J Godwin, R T Harris, A J Ketteridge and Ms A M Wattebot.

Lead Officer: Ian Orton
Committee Officer: Rebecca Haylock