

18 April 2006

Dear Councillor

## **EAST AREA PANEL**

An extraordinary meeting of the East Area Panel will be held at the Foakes Hall, Great Dunmow, on 26 April 2006 at 7.30 pm.

Yours faithfully

ALASDAIR BOVAIRD

Chief Executive

DOORS OPEN AT 7.00PM

**Open question and answer session for public and parish representatives with members of East Area Panel followed by the formal agenda at 7.30pm**

## **A G E N D A PART I**

- 1 Apologies for absence and declarations of interest.
- 2 Civic Amenity Site (Tony Purkiss and Andrew Brown).

To:- Councillors C A Cant, C D Down, S Flack, M L Foley, M A Gayler, **D W Gregory**, E Gower, E W Hicks, M Miller, J P Murphy, F E Silver, A R Thawley and A M Wattebot.

Lead Officer: Gaynor Bradley  
Committee Officer: Mick Purkiss

### **AREA PANELS - MEETINGS AND THE PUBLIC**

Members of the public are welcome to attend any of the Council's Area Panel meetings and are welcome to ask questions during the half hour question and answer session. The chairman may also take questions from the public during the meeting on agenda items. All agendas, reports and minutes can be viewed on the Council's website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk).

Members of the public and representatives of parish and town councils are now encouraged to speak at the meetings.

Occasionally the agenda is split into two parts. Most of the business will be dealt with in Part 1 which is open to the public. Part II includes items which may be discussed in the absence of the press or public, as they may deal with information which is personal or sensitive for some other reason. You will be asked to leave the meeting before Part II items are discussed.

You are entitled to see any of the background papers that are listed at the end of each report.

If you want to inspect background papers or speak before a meeting please contact either Mick Purkiss on 01799 510430, Maggie Cox on 01799 510369, Cathy Roberts on 01799 510434, Peter Snow on 01799 510431 or Victoria Harvey on 01799 510433 or by fax on 01799 510550.

### **FIRE/EMERGENCY EVACUATION PROCEDURE**

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- You should proceed calmly; do not run and do not use the lifts.
- Do not stop to collect personal belongings.
- Once you are outside, please do not wait immediately next to the building.
- Do not re-enter the building until told to do so.