

**PLEASE NOTE CHANGE OF VENUE**

13 November 2006

Dear Councillor

**NORTH AREA PANEL**

A meeting of the North Area Panel will be held at Widdington Village Hall, The High Street, Widdington on Tuesday 28 November 2006 commencing at 7.00 p.m.

Yours faithfully

ALASDAIR BOVAIRD

Chief Executive

**DOORS OPEN AT 6.45 P.M.**

**At 7.00 p.m. there will be an open question and answer session for public and parish representatives with members of the North Area Panel followed immediately by the formal agenda.**

**A G E N D A  
PART 1**

1. Apologies for absence and declarations of interest.
2. Minutes of the meeting of the Panel held on 12 September 2006
3. Business arising
4. Traffic Calming Task Group  
Item for discussion
5. Swan Meadow Pond – David Demery - Architect & Property Advisor  
Item for discussion  
A consultation on how to improve its sustainability
6. Play Strategy Presentation - Gaynor Bradley - Leisure & Community Development Manager

Item for information

7. Parish Electoral arrangements – Peter Snow – Electoral Services Officer

Item for decision

Minutes of Parish Review Working Party are attached

8. Community Development Report – John Starr – Community Development Officer (Youth & Arts)

Item to note

Advice to the Panel on related community development activities and schemes

9. Any other business that the Chairman considers to be urgent

To: Councillors -: H D Baker, P Boland, R P Chambers, **R F Freeman**, B M Hughes, M A Hibbs, S C Jones, V J T Lelliott, A J Ketteridge, T P Knight, J E Menell, M J Savage, S V Schneider, E Tealby-Watson & P A Wilcock.

Lead Officer: Gaynor Bradley  
Committee Officer: Cathy Roberts

## **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**

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. When entering a building please look for the nearest fire exit. When evacuating the building please note:

- 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.