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To all Members of the Planning Policy Committee

cc. Planning Management Committee, Neighbourhood Plan Examiner for Oundle, Oundle Town Council.

Please ask for	Direct Dial	Our Ref.	Your Ref.	Date:
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Dear Member,

Incorrect Record of Minutes of Planning Policy Committee meeting held on 29 July 2019

It has been brought to my attention that in the preparation of the minutes of the meeting held on 29 July 2019, the resolutions of minutes 143 and 145 were incorrectly recorded, contrary to the actual resolutions made at the meeting. The audio recording of the meeting has been examined to check the contemporaneous record, which confirms this.

Attached to this letter is a copy of the original minutes together with the revised set of minutes for which approval will be sought at the Planning Policy Committee at its meeting on 18 November 2019, to correct the record.

I would like to offer my sincere apologies for the clerical error and give a reassurance that a full review of how this came about has been undertaken. I have implemented further checking procedures to mitigate against any further occurrence.

This letter is being copied into members of the Planning Management Committee, the Neighbourhood Plan Examiner for Oundle and the mayor and clerk to Oundle Town Council.

Yours sincerely,
Democratic and Electoral Services Manager

Appendix 1:- Original, incorrect record of 29 July 2019 meeting

Appendix 2:- Corrected record of 29 July 2019 meeting, to be submitted to Planning Policy Committee on 18 November 2019

Council for the District of East Northamptonshire