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**To All Members of the Planning & Economic  
Development Overview & Scrutiny Panel**

3rd September 2004

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Dear Councillor

**RE: PLANNING & ECONOMIC DEVELOPMENT OVERVIEW & SCRUTINY  
PANEL – MEETING OF 13 SEPTEMBER 2004**

I am writing on the behalf of the Chairman of the Panel to inform you that whilst the work programme of the panel is being progressed, the meeting scheduled for **13 September 2004** is not required as no issues require determination on that date and therefore **has been cancelled**.

Reports relating to the work of the scrutiny panel will instead be brought to the meeting scheduled for **Monday 11 October 2004**.

This is an inevitable occurrence with monthly, effectively provisional, dates scheduled well in advance. Whilst this practice is good for diaries, it understandably leads to occasional cancelled meetings. Hopefully this extra period should allow for an especially productive October meeting.

Yours sincerely

Sara Draper  
Assistant Democratic Services Officer

c.c. Portfolio Holder & Deputy Portfolio Holder for Planning  
& Economic Development  
Management Team  
Head of Development Services  
Head of Forward Planning and Transportation