



# BOGNOR REGIS TOWN COUNCIL

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Dear Sir/Madam,

## **MEETING OF THE NEIGHBOURHOOD PLAN COMMITTEE**

I hereby give you Notice that a Meeting of the Neighbourhood Plan Committee of the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at **6.30pm** on **MONDAY 15<sup>th</sup> APRIL 2013.**

All Members of the Neighbourhood Plan Committee are hereby summoned to attend for the purpose of considering and resolving upon the Business to be transacted, as set out hereunder. An opportunity will be afforded to **Members of the Public** to put **Questions** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their names and addresses and are encouraged to put questions in advance, in writing. Priority will be given to written questions. Questions should be restricted to the functions of this Committee.)

Refreshments will be available and any donations to the Mayor's Charity will be gratefully received.

**DATED this 8<sup>th</sup> APRIL 2013**

**CLERK TO THE COUNCIL**

### **THE AGENDA and BUSINESS to be TRANSACTED is:**

1. Chairman's Announcements and Apologies for Absence
2. Declarations of Interest
3. To approve the Minutes of the Neighbourhood Plan Committee Meeting held on 5<sup>th</sup> February 2013
4. Adjournment for public question time
5. Matters Arising from the Minutes which are not separate Agenda Items
6. Neighbourhood Plan Steering Group - Consideration of the Resolutions, Recommendations and Reports in the Notes of the Neighbourhood Plan Steering Group meetings held on 19<sup>th</sup> February (attached) and 26<sup>th</sup> March 2013(to follow), including:-
  - To receive report from the Prince's Foundation - attached
  - To note work undertaken to date by the Focus Groups
  - Consideration of possible next steps for the Steering Group - email from Prince's Foundation attached
  - Recommendations for Steering Group Membership
7. Ratification of Valentine's Day event and Neighbourhood Plan expenditure;
  - Expenditure relating to the Valentine's Day event - £20.96 (exc VAT)
  - £60 (no VAT payable) venue hire for Steering Group meetings of the 19<sup>th</sup> February and 26<sup>th</sup> March 2013 as well as £52.07 catering costs (some items may include VAT)
  - Community Workshop expenditure - £1033 (no VAT payable) for Workshop venue hire and catering; £558.00 (exc VAT) for advertising (Local Papers

and banner); drop in/exhibition venue £80 (no VAT payable); £19 for sundry items (some items may include VAT)

8. Ratification of setting up of Twitter address @BognorRegisTC
9. To ratify response to a questionnaire on the preparation of A.D.C.'s Infrastructure Delivery Plan and Community Infrastructure Levy Charging Schedule. Response required by the 4<sup>th</sup> March 2013 - previously copied to all Councillors
10. Items for future consideration
11. To note date of next meeting - 21<sup>st</sup> May 2013
12. Correspondence

**THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE COUNCIL CHAMBER IF REQUIRED**