



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
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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 24th JUNE 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 17th JUNE 2013

CLERK TO THE COUNCIL

THE AGENDA and BUSINESS to be TRANSACTED is:

1. To note the appointment of Chairman and Vice-Chairman
2. Chairman's Announcements and Apologies for Absence
3. Declarations of Interest
4. To approve the Minutes of the Neighbourhood Plan Committee Meeting held on 15th April 2013
5. Adjournment for public question time
6. Matters Arising from the Minutes which are not separate Agenda Items
7. To note membership of Steering Group including co-opted non-voting members
8. To consider Terms of Reference for the Committee and Steering Group including updates and amendments if required (to follow)
9. Neighbourhood Plan Steering Group - Consideration of the Resolutions, Recommendations and Reports in the Notes of the Neighbourhood Plan Steering Group meetings held on 30th April (to follow) and 7th June 2013 (to follow), including:-
 - Recommendation to appoint Consultants (Report to follow)
10. Ratification of expenditure for Steering Group meetings of the 30th April and 7th June 2013 - £60 (no VAT payable) venue hire
11. To note Neighbourhood Plan Steering Group Representative attendance at Seafront Strategy Workshop and any feedback

12. To consider making a response to English Heritage Questionnaire “A Community Access to Heritage Information” Required by 28th June 2013 (to follow)
13. Items for future consideration
14. To note date of next meeting - 29th July 2013
15. Correspondence

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