



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 29th JULY 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 23rd July 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 24th June 2013
4. Adjournment for public question time
5. Matters Arising from the Minutes which are not separate Agenda Items including brief feedback from attendance of the Pagham Neighbourhood Plan Workshop.
6. Ratification of expenditure for Steering Group meetings of the 16th July 2013 - £30 (no VAT payable) venue hire
7. Ratification of expenditure for Steering Group laminate sheets £13.32+VAT Valentine Day Event
8. Neighbourhood Plan Steering Group - Consideration of the Resolutions, Recommendations and Reports in the Notes of the meeting held on Tuesday 16th July 2013 including recommendation to hold a review meeting.
9. Items for future consideration
10. To note date of next meeting – 2nd September 2013
11. Correspondence

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