



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 **TUESDAY 17th JULY 2012.**

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.

PLEASE NOTE AMENDMENT TO SCHEDULED MEETING DATE

DATED this 9th JULY 2012

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 23rd May 2012
4. Adjournment for public question time
5. Matters Arising from the Minutes which are not separate Agenda Items
6. Verbal report from the Committee Chairman on her attendance at Neighbourhood Planning Camp, including Consultation methods
7. Ratification of the following expenditure for meeting held on the 18th June with the public and the subsequent Drop in days
 - Advertising £400 + VAT
 - Hire of venues £250.50
8. Community engagement including:-
 - Report on first meeting with the public and recent drop in days, including Focus Group update. Also to note comments made (report and meeting notes attached)
 - Verbal Report from Head of Street Scene and Leisure Services on further Community engagement plans
 - Ratification of Neighbourhood Plan Facebook Page
9. Consideration of Committee membership

10. Update on external Consultants - Min. 11 refers (Confidential Tender documents attached)
11. To consider draft application for the designation of Neighbourhood area to A.D.C. - attached
12. Front Runner Grants - Consideration of agreement for the transfer of awarded grant by A.D.C. Min 33.1 refers
13. Consideration of amended time scale - attached
14. To consider life span of plan - to 2028
15. Items for future consideration
16. Items for inclusion on JWAAC Agenda
17. To note date of next meeting - 13th August 2012
18. Correspondence

Agenda Item 10 may contain confidential items and require a resolution to exclude public and press

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