



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 **5.00pm** on **TUESDAY 17th SEPTEMBER 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 START TIME

DATED this 10th SEPTEMBER 2012

CLERK TO THE COUNCIL

THE AGENDA and BUSINESS to be TRANSACTED is:

1. Presentations from Consultants regarding the Neighbourhood Plan - report attached
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 17th July 2012
5. Adjournment for public question time
6. Matters Arising from the Minutes which are not separate Agenda Items
7. To ratify decision taken to investigate the offer of free support from the Princes Foundation and update
8. Consideration of presentations made under Agenda item 1 and any further action if required
9. To consider setting up of a Steering Group - Report attached, Min. 24 refers, including:-
 - Appointment of Members
 - To note date of meeting and venue
 - Agenda items
 - Terms of Reference
10. To amend Committee Terms of Reference

11. Ratification of the following expenditure digitalising Neighbourhood plan logo and supply of JPG/PDF file - £40 + VAT
12. Consideration of options for purchase of a large map - Min. 25 refers
13. Items for future consideration
14. Items for inclusion on JWAAC Agenda
15. To note date of next meeting - 22nd October 2012
16. Correspondence

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