



# 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 **TUESDAY 27<sup>th</sup> NOVEMBER 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.

**DATED this 20<sup>th</sup> NOVEMBER 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 22<sup>nd</sup> October 2012
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 meeting held on 20<sup>th</sup> November 2012 (to follow), including:-
  - Review of the workshop held with the Prince's Foundation and feedback received from them (to follow)
  - Working arrangements for the Focus Group Meetings (report to follow)
  - Working with Felpham Parish Council to produce a Neighbourhood Plan template
7. Ratification of expenses to date including:-
  - Cost of facilitating three Steering Group meetings - £115 for venue and refreshments
  - Cost of Workshop with the Princes Foundation on the 6<sup>th</sup> November 2012 - £123 for catering and venue hire
8. Consideration of draft budget - (to follow)
9. Consideration of proposal by Cllr Brooks for implementation of database of electors and residents to form a 'panel' of consultees to allow feedback of their views on

various consultations/issues of concern via their home PC's - referred from P & R meeting held on the 15<sup>th</sup> October 2012

10. Items for future consideration
11. Items for inclusion on JWAAC Agenda
12. To note date of next meeting - 15<sup>th</sup> January 2012
13. Correspondence

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