

## PORTLAND TOWN COUNCIL

Council Offices  
Fortuneswell  
PORTLAND  
Dorset  
DT5 1LW

2<sup>nd</sup> April 2014

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Dear Councillor / Management Group Member

You are hereby summoned to attend a **MEETING** of the **NEIGHBOURHOOD PLAN MANAGEMENT GROUP**, to be held in the **COUNCIL CHAMBER, COUNCIL OFFICES, FORTUNESWELL, PORTLAND**, on **WEDNESDAY, 9<sup>TH</sup> APRIL 2014** commencing at **7.00 pm**, when the business set out below will be transacted.

Yours faithfully

Ian Looker  
Town Clerk

## **AGENDA**

1. **Chairman** – to elect a new Chairman
2. **Apologies for Absence**
3. **Declarations of Interest** – to receive any declarations from Councillors or Officers of personal or prejudicial interests regarding matters to be considered at this meeting, together with a statement on the nature of those interests
4. **Minutes of the Last Meeting held on 11<sup>th</sup> December 2013**  
(see attached)
5. **Minute Update and Matters Arising from the Minutes**
6. **Open Forum** – to receive questions and comments from the public regarding the Neighbourhood Plan
7. **Plan Update** – to receive reports, particularly on the Working Group meeting of 3rd April 2014
8. **Membership of the Working Group** – to receive a report and consider expansion of the Group
9. **Evidence Gathering** – to receive the following:-
  - a) Summary Report (attached)
  - b) Full Report
  - c) Draft Business Survey (attached)
10. **Plan Delivery over the Next Three Months** – to receive a verbal report by Paul Weston
11. **Budget Allocation** – to receive an update and consider future needs
12. **Raising Awareness** – to consider any further action

**13. Exclusion of Press and Public**

“That pursuant to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for Agenda Item(s) ... by reason of the confidential nature of the business to be transacted.”

**14. Date of Next Meeting – to agree the date of the next meeting.**