

## PORTLAND TOWN COUNCIL

Council Offices  
Fortuneswell  
PORTLAND  
Dorset  
DT5 1LW

4<sup>th</sup> December 2013

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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, 11<sup>TH</sup> DECEMBER 2013** commencing at **7.00 pm**, when the business set out below will be transacted.

Yours faithfully

Ian Looker  
Town Clerk

## AGENDA

1. **Apologies for Absence**
2. **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 interest
3. **Minutes of the Last Meeting held on 6<sup>th</sup> November 2013**  
(see attached)
4. **Minute Update and Matters Arising from the Minutes**
5. **Open Forum** – to receive questions and comments from the public regarding the Neighbourhood Plan
6. **Plan Update** – to receive reports, particularly on the Working Group meeting of 6<sup>th</sup> December 2013
7. **Terms of Reference** – to draw up a final draft version (see attached)
8. **Membership of the Working Group** – to receive a verbal report and consider expansion of the Group
9. **Register of Interests** – to review a draft form (see attached)
10. **Plan Delivery Structure** – to give consideration
11. **Evidence Gathering** – to consider themes and methods  
(see attached)
12. **Community Engagement Strategy** – to review (see attached)
13. **Budget Allocation** – to consider needs, particularly for consultation purposes (see confidential attachment)
14. **Application to Borough for Grant** – to receive a verbal report and give consideration, including its requirements for match funding (see confidential attached)

15. **Raising Awareness** – to consider any further action
16. **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 the following item(s), by reason of the confidential nature of the business to be transacted.”
17. **Date of Next Meeting** – to decide whether the next meeting of the Management Group should be on Wednesday, 8<sup>th</sup> January 2014, starting at 7.00pm.