

PORTLAND TOWN COUNCIL

Council Offices
Fortuneswell
PORTLAND
Dorset
DT5 1LW

7th May 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 **TUESDAY, 13TH MAY 2014** commencing at **7.00 pm**, when the business set out below will be transacted.

Yours faithfully

I. D. Looker

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 interests
3. **Minutes of the Last Meeting held on 9th April 2014** (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 8th May 2014
7. **Membership of the Working Group** – to consider any updates received
8. **Evidence Gathering**
 - a) Summary Report – to receive a report on the gap analysis
 - b) Full Report – to agree
 - c) Business Survey – to receive an update
 - d) Community Consultation – to agree details (attachment likely to follow)
9. **Plan Delivery** – to receive a verbal report by Paul Weston
10. **Budget Allocation** – to receive an update
11. **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.”
12. **Date of Next Meeting** – to agree the date of the next meeting (11th June, 9th July, 13th August all scheduled)