

PORTLAND TOWN COUNCIL

Council Offices
Fortuneswell
PORTLAND
Dorset
DT5 1LW

30th October 2013

Tel: 01305 821638

E-mail: portlandtowncncl@btconnect.com

Dear Councillor / Working Group Member

You are hereby summoned to attend a **MEETING** of the **NEIGHBOURHOOD PLAN WORKING GROUP**, to be held in the **COUNCIL CHAMBER, COUNCIL OFFICES, FORTUNESWELL, PORTLAND**, on **WEDNESDAY, 6TH NOVEMBER 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 9th October 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 a report from the Chair on progress
7. **Terms of Reference** – to consider progress
8. **Project Plan** – to receive a presentation by Mr Weston on his plan proposal (attached)
9. **Budget Allocation** – to consider how the budget of £6,300 might be spent and possible needs beyond that
10. **Professional Support** – to consider the proposal submitted by Mr Weston (attached)
11. **Next Steps** – to consider what action should be taken in the near future to progress the Plan
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 the following item(s), by reason of the confidential nature of the business to be transacted.”

14. **Date of Next Meeting** – to decide whether the next meeting of the Working Group should be on Wednesday, 11th December 2013, starting at 7.00pm.

A copy of both the Draft Local Plan 2012 and Minerals Core Strategy will be available at the meeting for reference.