

PORTLAND TOWN COUNCIL

MINUTES OF THE NEIGHBOURHOOD PLAN WORKING GROUP MEETING HELD ON WEDNESDAY, 9TH OCTOBER 2013

PRESENT: Councillors L. Ames, A. Matthews, Miss A. Munro, T. Munro and R. Wild together with Mr R. Lennis

IN ATTENDANCE: Ian Looker (Town Clerk) and Jane Nicklen (Weymouth & Portland Borough Council)

In the absence of Cllr. Barton Cllr. Ames took the chair.

109 – ELECTION OF CHAIR

RESOLVED – that Cllr. Matthews take the chair for the meeting.

Cllr. Matthews in the chair.

110 – APOLOGIES FOR ABSENCE

Apologies were received from Councillors Mrs R. Barton and R. Nowak, together with Cllr. Kate Wheller and Jan Farnham (both Weymouth & Portland Borough Council) and Paul Weston (Planning Consultant).

111 – DECLARATIONS OF INTEREST

There were none.

112 – MINUTES OF THE MEETING HELD ON 11TH SEPTEMBER 2013

The minutes were formally agreed and signed as a correct record.

113 – MINUTE UPDATE AND MATTERS ARISING FROM THE MINUTES

a) Minute 101 – Membership of Working Group

Cllr. Tim Munro asked whether Mr Lennis had now been advised by the Borough concerning his membership of the Group. Mr Lennis said he had received reassurances from the Borough and if anything were raised at a meeting in which he had a prejudicial interest he would declare it.

b) Minute 102 – Open Forum: Statement of Intent / Memorandum of Agreement

Cllr. Wild sought to clarify whether the Memorandum was still confidential. Ms. Nicklen said that the confidentiality of papers presented to Borough committees was determined for reasons of financial, legal, commercial or personal interest. From the chair Cllr. Matthews observed that the Group was happy for the Memorandum now to be made public. It was agreed to check with the Harbour Authority whether it still wished to maintain the confidentiality of the document.

c) Minute 107 – Portland Neighbourhood Area

Cllr. Tim Munro queried the nature of the minute, which was reporting on a confidential item of business. Because of the subject matter the report should have been treated in a more confidential manner.

The Clerk expressed surprise at the comment, saying the he was following the normal procedure for confidential items, to inform members and the wider public of the business that was transacted without revealing the sensitive details that made the item confidential. He undertook to investigate practice elsewhere in this respect.

114 – OPEN FORUM

There were no members of the public present.

115 – PLAN UPDATE

Ms. Nicklen confirmed that the Borough Management Committee would debate the Plan proposal and Plan area at its meeting in November. She said that the Memorandum of Agreement didn't clarify the present view of the Homes and Communities Agency (HCA) on the idea of a business neighbourhood area. Because of a lack of response the Borough had extended the deadline given the HCA to 14th October.

Cllr. Tim Munro thought this unfair when the other parties involved had kept to the original deadline of 10th October. Ms. Nicklen defended the Borough's decision on the grounds that the HCA was a major landowner in the vicinity of the Port.

The Clerk was asked to e-mail Jo Witherden to learn whether the HCA did submit a late response.

The Clerk presented a written report on the recent Neighbourhood Plan event at South Walks House he had attended with Cllr. Tim Munro.

116 – PROJECT PLAN

From the chair Cllr. Matthews said that Mr Weston had only lately been incapacitated and had sent a written report in lieu of the verbal presentation he had intended to make. Cllr. Matthews then proceeded to read the report to the meeting.

Cllr. Tim Munro thought the presentation should be made in person, with the opportunity to ask questions of Mr Weston.

117 – TERMS OF REFERENCE

Cllr. Tim Munro reported that the Working Group had met the previous evening to discuss the terms. It was intended to hold a further meeting of the Group, which would then report its conclusions to the next meeting of the Plan Working Group.

118 – RAISING AWARENESS

There were no topics for discussion.

119 – ORDER OF BUSINESS

As there were no members of the press and public present the Group did not seek their exclusion from the following item.

120 – PROFESSIONAL SUPPORT

After some discussion it was proposed by Cllr. Tim Munro and **RECOMMENDED** – that the item be sent to the Town Council for consideration, requesting it to allocate a suitable budget to support the progress of the Neighbourhood Plan.

The Clerk was asked to report to that meeting whether in such circumstances the Council's Financial Regulations required it to seek multiple quotations over a fixed sum.

121 – DATE OF NEXT MEETING

The next meeting of the Working Group will take place on Wednesday, 6th November 2013, starting at 7.00 pm.

The meeting ended at 8.05 pm.

Signed: (Chair) Date: