

**PORTLAND TOWN COUNCIL**

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14<sup>th</sup> January 2015

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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 **EASTON METHODIST CHURCH HALL, EASTON, PORTLAND**, on **WEDNESDAY, 21<sup>ST</sup> JANUARY 2015** commencing at **6.00 pm**, when the business set out below will be transacted.

It is the Council's intention that all meetings of the Council and its committees be recorded aurally.

Yours faithfully

Ian Looker  
Town Clerk

## AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest** – to receive any declarations from Councillors or Officers of pecuniary or non-pecuniary interests regarding matters to be considered at this meeting, together with a statement on the nature of those interests
3. **Minutes of the Meeting held on 22<sup>nd</sup> October 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 progress of the agreed timetable and feedback from consultations (see attached)
7. **Budget Update** – to receive reports on actual spending against projected, income and future use of funds in 2014/15
8. **Budget Requirement** – to agree an allocation for 2015/16
9. **Membership of the Working Group** – to receive a report on the present situation, confirm documentation and consider future needs
10. **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.”
11. **Date of Next Meeting**  
The Management Group’s next scheduled meetings are on Wednesday, 11<sup>th</sup> February, 11<sup>th</sup> March and 14<sup>th</sup> April 2015 – to be decided

### **Neighbourhood Plan Management Group Update Report- Jan 2015**

The Working Group have not yet had the chance to meet in January however the an update which covers the majority of items as set out below has been shared with them with a view to have a meeting in the next couple of weeks.

#### **Programme**

##### **Phase C3 provided for the following**

##### **C3 – Sharing and Testing our Findings and Conclusions (Nov 2014)**

- report back on response and conclusions from the C2 consultation programme
- share a draft vision and objectives for the Portland Neighbourhood Plan
- set out the themes and priorities for neighbourhood planning policies
- seek reaction/endorsement of the draft vision and objectives
- invite suggestions for specific planning policies
- encourage community action and enterprise to realise the vision

This stage was scheduled to last until the end of February with the next stage from March until May set aside to prepare a draft plan.

At the last meeting it was reported that we were behind by a few weeks and this remains the case and therefore it is estimated that we should add a further month to the above. This will also allow time for the new Council to have an input into the Plan preparation.

#### **Surveys**

Currently we have about 30 returns for the Vision and Strategic Objectives survey and will update at the meeting.

We have located a number of 'pop up' displays at various points around the Island which are providing access to the 'short survey' we have not put this online as the intention is to encourage completion of the Vision Survey but we will be collecting those responses and feed in details received.

The closing date for both surveys are the 31<sup>st</sup> January. We have linked details with the Budget and Precept survey.

#### **Letters to Community Groups, Stakeholders and Landowners**

We have had limited responses to these. With Landowners the current position of the SHLAAR review and Local Plan maybe an issue.

#### **Economy Opportunities Review**

The Borough Council have agreed to support this aspect of development work to an amount of £5k. The intention would be to produce a report/other outcomes by September. This will provide an opportunity to look in more detail at the various themes identified in the work to date. The mechanics is that the Borough will retain the funds and we will operate as a project with them.

## **Housing Review**

A meeting was held with Paul Derrien (Affordable Housing) and Clive Milone (Head of Housing) from the Shared Services Partnership at which we looked at the feasibility of producing a further report concerning housing issues on the Island. It was generally felt however that a better way to go was to hold a Housing seminar which would involve interested parties. It was also agreed to have an ongoing dialogue with Paul and Clive about issues. Statistical information about empty homes and the current position with the Housing Register was also provided.

## **Budget**

The current budget provides for approx £3,500 remaining available this financial year. This is underpinned by £2,500 contribution from the Borough Council which the Town Council is required to match.

Costings for improvements to the Website and the annual maintenance aspects through 2015 have been provided. This totals £600. The renewal for Survey Monkey (£300) is due in May (next financial year).

Allowing for a contingency and receipt of WPBC grant we have therefore approx £2.5k until March end

The Working Group at their next meeting will discuss a number of options around the use of funds including

Professional Review of details to date ?

Visioning/(Portland Futures) meetings timing and format to be confirmed but proposed theme based ?

Pay for Public Relations input ?

Improve links into Town Council work ?

The original intention was to hold public meetings in January but realistically we feel this would be February now.

A Matthews

WG Chair

14<sup>th</sup> January 2015