

**PORTLAND TOWN COUNCIL**

Council Offices  
Fortuneswell  
PORTLAND  
Dorset  
DT5 1LW

4<sup>th</sup> September 2013

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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, 11<sup>TH</sup> SEPTEMBER 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 10<sup>th</sup> July 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. Portland Neighbourhood Area** – to receive reports, including on discussions with Portland Harbour Authority (see confidential attachment)
- 7. Communications Strategy** – to consider the draft Strategy produced by Mr Weston (attached)
- 8. Terms of Reference** – to consider progress
- 9. Raising Awareness** – to consider any further action
- 10. Date of Next Meeting** – to decide whether the next meeting of the Working Group should be on Wednesday, 9<sup>th</sup> October 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.