

PORTLAND TOWN COUNCIL

Council Offices
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4th September 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 **MEETING ROOM, OSPREY LEISURE CENTRE, CASTLETOWN, PORTLAND**, on **WEDNESDAY, 10th SEPTEMBER 2014** 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 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 Last Meeting held on 13th May 2014**
(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 (see attached)
7. **Budget Update** – to receive reports on actual spending against projected, income and future use of funds (see attached)
8. **Budget Requirement** – to agree an allocation for 2015 (see attached)
9. **Membership of the Working Group** – to receive a report on the present situation, confirm documentation and consider future needs
10. **Evidence Gathering**
 - a) To receive a report on the consultation work
 - b) To receive a report on initial feedback
 - c) To agree a process for the next stages
11. **Acknowledgement of Council's Involvement** – to consider recognition of the Council's part in producing the Plan
12. **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.”

- 13. Date of Next Meeting** – to agree the date of the next meeting (8th October, 12th November and 10th December all scheduled)

PORTLAND TOWN COUNCIL

MINUTES OF THE NEIGHBOURHOOD PLAN MANAGEMENT GROUP MEETING HELD ON WEDNESDAY, 13TH MAY 2014

PRESENT: Councillors T. Munro (Chair), A. Matthews and R. Wild

IN ATTENDANCE: Ian Looker (Town Clerk), Paul Weston (Planning Consultant) and Sandie Wilson (Portland Port)

165 – APOLOGIES FOR ABSENCE

Apologies were received from Councillor L. Ames.

166 – DECLARATIONS OF INTEREST

Cllr. Matthews declared a non-pecuniary interest as a member of the Plan Working Group.

167 – MINUTES OF THE MEETING HELD ON 9TH APRIL 2014

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

168 – MINUTE UPDATE AND MATTERS ARISING FROM THE MINUTES

a) Minute 160 – Membership of the Working Group

Cllr Munro asked whether any member of the Group had not yet submitted a declaration of interests form or CV. Cllr Matthews said that Mark Jackson had not submitted a CV. Cllr Munro requested that the full complement of Working Group members' documents be verified for the next meeting.

b) Minute 161 – Plan Delivery over the Next Three Months

Asked about the progress of the Plan, Mr Weston replied that it remained six weeks behind schedule, but he thought this could be reduced by the use of online surveys.

c) Minute 163 – Raising Awareness

Responding to a query from Cllr Munro, Cllr Matthews said it was intended to advertise the Plan and Working Group in the next Free Portland News.

169 – OPEN FORUM

There were no questions or comments.

170 – PLAN UPDATE

Cllr. Matthews reported that online surveys would be launched soon, which would obtain community comments as well as business views and future needs. These would then be compared with the findings in the Evidence Report. A holding page had been set up for the Plan website prior to it going fully live on 1st June it was intended. Niall Gault and Richard Keenan had now settled the overall structure of the site. Survey Monkey software had been bought to analyse the expected survey data. The Borough had declared its intention to prepare a new Strategic Housing Land Availability Assessment. The Working Group had some concerns about its impact on some of the consultation work, because part of this would be to ask for potential development sites which could duplicate.

Cllr Munro said that a current budget statement was needed as soon as possible to assess whether more money was needed.

Cllr Munro also queried Cllr. Matthews' status as a member of both the Management and Working Groups. He thought the Groups should be at arm's length from one another and therefore Cllr Matthews should no longer be a voting member of the Management Group, which would require the appointment of a new member. Cllr Matthews accepted this requirement on the basis that the Management Group's role included looking at process and budget issues, and monitoring the Working Group in these respects.

The Working Group had been asked to lead the community consultations and to encourage responses.

171 – MEMBERSHIP OF THE WORKING GROUP

No further expressions of interest in joining the Group had been received. Mr Weston said that participants needed to be active and willing. Cllr Munro suggested the Group draw up a list of its manpower needs and publicise that.

Cllr Matthews said there was a particular need to recruit someone with a public relations background and others working with young people and adults.

(The Clerk was unwell and left the meeting during the next item.)

172 – EVIDENCE GATHERING

Mr Weston reported as follows:-

a) Summary Report

There was a need to make the report public.

b) Full Report

This report too should be published ie on the Plan website and preferably in the local library too.

c) Business Survey

Details would be made available on the Plan website.

d) Community Consultation

Phase C2 was accepted by all the members.

173 – PLAN DELIVERY

Mr Weston repeated his statement that the Plan was currently six weeks behind schedule. For his own part he had one working day of his consultation time left. There was a need to prepare for the C3 consultation. He would meet with Cllr Matthews to prepare a report on the resources and time he estimated would be required to complete the Plan process.

174 – BUDGET ALLOCATION

Bill Buchan had provided a written report advising that quotations could be needed in respect of sections C2 and C3 of the Plan depending on the timescale proposed, which might require the assistance of the Borough Council.

175 – DATE OF NEXT MEETING

The next meeting of the Management Group was scheduled for Wednesday, 9th July 2014, starting at 7.00 pm with no meeting of the Group in August.

The meeting ended at 8.15 pm.

Signed: (Chair) Date:

Neighbourhood Plan Working Group Update Report, 10th September 2014

1) Meeting With Paul Weston

At the meeting with Paul Weston in June he recommended changes to the plan programme which basically extended the consultation until the end of September. The use of online resources allows an overlap in September with the next phase C3 Visioning and Consultation to commence during September and run to December.

2) Current Consultation Phase and Response Levels

A Schedule of the Activities Undertaken

Community Survey

Currently there are 344 responses on the system and Bill Buchan has about 30-40 manual entries which will be put on. Ideally if we can get near 500 responses that would be a reasonable target.

A schedule of the consultation activities is set out in the attached report.

The level of under-25 responses remains low.

A printed summary of the main responses will be sent by email later this week when the above responses have been included. We are currently looking at categorising the open question responses and if this can be completed this will be included.

A separate targeted activity is being undertaken with pupils at IPACA and St George's.

Business Survey

This remains fairly static at 30 responses. We are agreeing a target schedule with the Economic Development team to aim to bring this up to around 50.

Other Survey Information (also covered under agenda item 7)

As part of this phase of consultation it has been proposed that in addition to the surveys above the process should include:-

- a formal notification to legal consultees and stakeholders seeking their comments and any proposals which are relevant
- a similar letter to community and voluntary organisations seeking their comments and any development proposals they may have
- a letter to land holders concerning any development proposals (but also see section below concerning Local Plan consultation which may impact on the extent that this is required).

A review of the information gap analysis shows that if the above is completed then the bulk of detail required should be covered.

3) Local Plan Consultation and Links to Neighbourhood Plan

The Planning Authority has issued a consultation concerning updates to the Local Plan and this is shown on the following page,

<https://www.dorsetforyou.com/localplanexamination/west/weymouth>

The review included an updated Strategic Housing Availability Assessment together with appendices. The SHLAAR includes Portland related data and the Planning Committee at its meeting of 3 September set out a response to meet the consultation deadline of 11 September.

The relationship with this level of information can inform the development of the Neighbourhood Plan in particular:-

- the extent to which the NP needs to ask for further housing development sites
- information about sites which would automatically fail
- a potential focus for the NP on tourism and employment sites and affordable housing exception sites.

A concern within the Local Plan review is the level of downgrading of employment numbers and also the decision at this stage that there is insufficient information about empty housing for this to be included in the SHLAAR assessment.

4) Consultation on Proposed Changes to Neighbourhood Planning

As part of a technical review the Department of Communities and Local Government are seeking the views of those currently involved in Neighbourhood Planning about improvements to the system this can be found at

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/339528/Technical_consultation_on_planning.pdf.

Further paper to follow around this.

5) Workshop proposals for next phase (C3)

For discussion (see agenda item 7).

Andy Matthews

Survey Consultation Schedule

Outline

June	Morning 10am-12 noon	Afternoon 2pm - 4pm	Evening 6pm - 8pm	Outline	
1 Sunday				FPN June Page Initial Business Engagement	
2 Monday	Tradecroft	Inmosthay, Southwell BP			
3 Tuesday	Fortuneswell, Weston,Bill	DWP - 5-8pm Brackenbury Centre			
4 Wednesday	Marina, Osprey Quay	Castletown, Ferrybridge, Chiswell		BBC Dorset Articles in View From and Dorset Echo	
5 Thursday	St Georges,Easton, Grove		WG Meet 6pm		
6 Friday	C2000 WI Group			Launch of Community Survey	
7 Saturday					
8 Sunday					
9 Monday					
10 Tuesday	DCC 9.30AM- 12.30PM Easton				
11 Wednesday					
12 Thursday	St Georges (school 8am) St Georges (school 8am bottom exit	Fortuneswell	DWP C2000		
13 Friday	DWP 10am-1pm Tesco Jumble Sale 10-12 noon Methodist Café Morning	PH and Clubs Underhill			
14 Saturday					
15 Sunday					
16 Monday	Royal Manor (8am) Southwell School(8am) Cliff School 8am Easton Gardens 10am	Chesil Cove (pm)	Weight Watchers C2000		
17 Tuesday	Economic Development Team 10am -	DCC 2-4pm Wren Court DCC - 4.30pm-7pm Tesco	CF Forum 7pm		
18 Wednesday					WG Update
19 Thursday					
20 Friday					
21 Saturday	Tesco/ Coop				
22 Sunday					
23 Monday	Leaflet Drop Grove				
24 Tuesday		Leaflet Drop Verne Common			
25 Wednesday	Conservation Appraisal St Georges				
26 Thursday	Get Together Club YMCA				
27 Friday		Munstys Group Survey			
28 Saturday	Tesco/Coop				
29 Sunday					
30 Monday					
July				FPN July	
1 Tuesday				WG Update	
2 Wednesday	Conservation Appraisal St Johns Tilleycoombe	West Weares, Hambro, High St Fortuneswell, Lanes	Chiswell, Queens Rd East Weares		
3 Thursday					
4 Friday					
5 Saturday	St Johns Drop In 10am-1pm				
6 Sunday					
7 Monday			Westcliff (part) Pound Piece, Grosvenor Rd, Reforme		
8 Tuesday					
9 Wednesday	ship Conservation Appraisal Tesco	Haylands	Westcliff (part)		
10 Thursday		Southwell (part)	Weston, Weston St		
11 Friday	Wakeham, New St Area	Southwell Village	Westcliff (part)		
12 Saturday	ship Tesco Drop In -10am -5pm				
13 Sunday					
14 Monday					
15 Tuesday					
16 Wednesday					
17 Thursday					
18 Friday					
19 Saturday					
20 Sunday					
21 Monday					
22 Tuesday					
23 Wednesday					
24 Thursday					
25 Friday					
26 Saturday		Spirit of Portland - Beachwall 11-4			
27 Sunday	ship				
28 Monday					
29 Tuesday					
30 Wednesday					
31 Thursday	ship				
August				FPN Aug Article	
1 Friday	ship		Meeting with Jan		
2 Saturday					
3 Sunday		Spirit of Portland - Harbour Lights 12-5			
4 Monday					
5 Tuesday					
6 Wednesday	ship				
7 Thursday					
8 Friday					
9 Saturday	Jacksons Drop In 10-11.30				
16 Saturday	ICA Drop In 10-11.30				
23 Saturday	Jacksons Drop In 10-11.30				
30 Saturday	ICA Drop In 10-11.30				
31 Sunday					
	Permanent Displays at Osprey Leisure Easton		FPN Full Page Adverts in June, July, August August includes survey 4000 Flyers distributed during June July 80% of households		
	Fortuneswell				

NP Management Group
September 2014 Meeting
Items 7 and 8

Neighbourhood Plan 3 year Budget with actuals to date

	2013/14	2013/14	2014/15	2014/15	2015/16	2015/16	
	Budget	Actual	Budget	Actual	Budget	Actual	
Area designation support	1000	1000					
Media Launch	150	150					
Website design	300	0		400			
Website Fee and Maintenance	50	0	50	100			
Training /Seminars/conferences	200	0					
Design Community Consultation	850			260			
Community Consultation			500	514			Includes all FPN Expenditure
Consultation Analysis			500				For consideration
Specialist Studies			2000				For consideration
Visioning			200				For consideration
Visioning Consultation			500				For consideration
Professional Services					5000		
Draft Plan Consultation					1000		
admin and overheads	500	334	500	106	500		Provisionally £350 agreed for staff
Room Hires	100	50	100	40	100		St Johns to be paid
PW Support	2700	2700	2800	2800			
Totals	5850	4234	7150	4220	6600	0	
Locality Grant	7000	4234		2766			Release of grant against use
W&P BC	2500		0	2500			For use in line with C3 stage
Portland TC			5500	3000	5500		Net
Total	9500	4234	5500	8266	5500	0	
Net	3650	0	-1650	4046	-1100		
Commitment				3550			
Free Balance				496			

Neighbourhood Budget Report, 10th September 2014

Expenditure

Attached is a 3 year budget report and forecast this includes a current commitment outline for this financial year marked in pink which totals £3,550.

Income

The current budget shown in the Town Council's finance reports are as shown in the Budget column. The treatment of the grant from the Communities Fund, which totalled £7k and which was used predominantly to meet Paul's cost, is incorrect. The grant should be released to match relevant expenditure across both 2013/14 and 2014/15 financial years. This is highlighted in blue.

Grant from WPBC

WPBC have indicated they will release the £2,500 to the Council with the following conditions:-

- The grant is used only for the purposes of developing the Portland Neighbourhood Plan and this expenditure is match-funded by the Town Council.
- The grant is for the purpose of consultation evaluation, visioning exercise, specialist studies and further considerations unless otherwise agreed in writing by the Borough Council.
- That the Town Council provides the Borough with quarterly income and expenditure statement and records of in-kind contributions, starting from 1st December 2014.
- That the Town agrees timescales and any substantial changes to the expenditure prior to committing to the changes.
- That the grant is spent by **31st March 2015**, unless otherwise agreed in writing by the Borough Council.

These conditions are in line with the next phase of the plan (as set out in the budget).

Net position

After allowing for commitment the net funds position is £496 for 2014/15.

Future Use of Funds

As part of the current consultation phase there is a need to undertake the following:-

- write to community groups etc to ask them if they wish to make any comments about the plan and identify any development needs they may have.
- write similarly to statutory and other relevant stakeholders
- write to and / or issue a notice to land owners seeking any development proposals they may have.

Given the sensitivity of some of these areas plus the benefit if the Council wrote directly to community groups, an allocation of hours was agreed with the Clerk early in August. However this has yet to be progressed.

Paul Weston did make a proposal to provide an ongoing mentoring role over the period until next April, but this would have been charged out at £400 per day. There may however be some opportunity to engage Paul if this was felt helpful under the Specialist Studies section.

A proposal has come forward under the visioning section that it may be helpful to hold a workshop session with the Planning authorities, full Council and members of the Working Group. It could be that this would also be helpful to identify potential areas of further study again a consideration maybe that Paul could help to facilitate this.

Agenda Item 8 – Budget, 2015/16

This currently shows a shortfall of £1,100 and there needs to be a discussion about the sum which will be put forward for this year.