

PORTLAND TOWN COUNCIL

MINUTES OF THE NEIGHBOURHOOD PLAN MANAGEMENT GROUP MEETING HELD ON WEDNESDAY, 11TH DECEMBER 2013

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

IN ATTENDANCE: Ian Looker (Town Clerk), Paul Weston (Planning Consultant) and two members of the public.

Cllr. Tim Munro in the chair.

135 – ELECTION OF CHAIRMAN

It was proposed and **RESOLVED** – that Cllr. Tim Munro chair the meeting

136 – APOLOGIES FOR ABSENCE

Apologies were received from Councillors L. Ames, Mrs R. Barton and Miss Amanda Munro, and Mr Robert Lennis, together with Jan Farnan and Jane Nicklen (both Weymouth & Portland Borough Council).

137 – DECLARATIONS OF INTEREST

There were none.

138 – MINUTES OF THE MEETING HELD ON 6TH NOVEMBER 2013

It was **RESOLVED** – that Mr Paul Weston's name be corrected in the list of those attending.

With this amendment the minutes were formally agreed and signed as a correct record.

139 – MINUTE UPDATE AND MATTERS ARISING FROM THE MINUTES

a) Minute 129 – Project Plan

Cllr. Munro referred to the action on Cllr. Matthews to draft a press release and presumed that the article written by Cllr. Barton had covered that need.

b) Minute – Next Steps

Cllr. Munro confirmed that a press release about the Plan by Cllr. Barton had been passed to Mr Lea at the Echo.

140 – ORDER OF BUSINESS

Cllr. Munro queried the need for certain of the agenda items. Mr Weston supported the retention of items 10 – 12 as the Working Group was still feeling its way.

Cllr. Munro emphasised the importance of members of the Working Group being approved by the Town Council and signing a declaration of interests forms.

141 – OPEN FORUM

There were no questions or comments.

142 – PLAN UPDATE

Cllr. Matthews reported that the first two meetings of the new Working Group had taken place on 15th November and 6th December. Cllr. Barton had declined to chair the Group and Cllr. Matthews himself was acting as Chair until someone came forward from within the membership of the Group. Mr Weston had led the Group through the various stages of the Neighbourhood Plan process.

143 – TERMS OF REFERENCE

Mr Weston presented a modified version of the Terms. Cllr. Munro suggested the possibility of involving residents of Wyke Regis in the Plan and Mr Weston queried whether to write that into the consultation strategy.

RECOMMENDED – that the Council adopt the Terms of Reference.

144 – MEMBERSHIP OF THE WORKING GROUP

This now included Bill Buchan, Mark Jackson (general support), Richard Keanan (IT), Josh Lively (evidence gathering), Stuart McLeod and Doug Pigg. Further members were being sought.

Mr Weston described the new recruits as still feeling their way. Members needed to understand the commitment involved, which he was happy to discuss with potential new ones.

145 – REGISTER OF INTERESTS FORMS

Mr Weston reported that the Working Group was happy with the form he had drafted. The planning emphasis it had clearly was related to the Neighbourhood Plan task in hand. Cllr. Munro suggested use of the Council's form for Councillors' interest and pointed out that it was only applicable also to the member's spouse rather than the whole of the immediate family, as specified in Mr Weston's alternative.

It was proposed by Cllr. Munro and **RECOMMENDED** – that the final choice of a form be taken to the next Town Council meeting.

146 – PLAN DELIVERY STRUCTURE

Mr Weston said this had been covered by earlier discussions at the meeting.

147 – EVIDENCE GATHERING

Mr Weston commended the evidence base checklist he had drawn up. The key points in the Neighbourhood Plan that it would support needed to be approved by the Management Group and Town Council.

148 – COMMUNITY ENGAGEMENT STRATEGY

Mr Buchan would serve as the task leader of the Engagement programmes. He said a press release about the next phase of the consultation process had already been sent to the Free Portland News.

Mr Weston thought it would give the Plan an identity and generate a degree of excitement among residents. Later more detailed consultation would take place.

149 – BUDGET ALLOCATION

Mr Matthews spoke to his confidential agenda paper. Cllr. Munro warned that the Council could not commit financial support for future years because it was revenue-funded. The budget would go to the Town Council for further consideration.

150 – APPLICATION TO BOROUGH FOR GRANT

Mr Weston said there was uncertainty about the process of the Council applying for its grant of £2,500 from the Borough. It was now needed to draft a letter to the Borough listing the budget envisaged and he offered to advise on this. The letter of application would be brought to the Town Council meeting the following week.

151 – RAISING AWARENESS

There was no discussion.

152 – DATE OF NEXT MEETING

It was agreed to leave the date open.

The meeting ended at 8.30 pm.

Signed: (Chair) Date: