

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: