

PORTLAND TOWN COUNCIL

Council Offices
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6th March 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, 13TH MARCH 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 13th February 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. Business Neighbourhood Plan** – to receive a report from Borough officers and consider further action
- 7. Report on January Consultations Feedback** – to agree the separation of Plan issues from issues beyond the scope of the Plan and consider action on the Plan issues (see attached)
- 8. Consultation Surveys and Questionnaires** – to receive a report from Cllr. Tim Munro and consider a response (see attached)
- 9. Theme Groups** – to decide what themes to pursue at this juncture and agree programmes for them
- 10. Working Group Principles**
 - a) Code of Conduct** - to consider to what extent those other than Council members involved in the formulation of the Plan are required to subscribe to the Council's Code of Conduct
 - b) Terms of Reference** – to consider a report by Mr Matthews (attached)

- 11. Raising Awareness** – to receive an update from Ms Nicklen and discuss future possibilities
- 12. Date of Next Meeting** – to set a date

A copy of both the Draft Local Plan and Minerals Core Strategy will be available at the meeting for reference.