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4 September 2020

Dear Councillor

I am now able to enclose, for consideration at the meeting of the **CABINET** on Monday 7 September 2020 at 11.00 am, the following report that was unavailable when the agenda was printed.

10 **APPOINTMENT OF PROJECT ADVISORY GROUPS 2020/21** (Pages 2-10)

To consider the report of the Head of Governance.

Responsibility: Leader of the Council

Yours sincerely

A handwritten signature in black ink, appearing to be "Nicky", written over a horizontal line. The signature is fluid and cursive.

Chief Executive

Subject:	APPOINTMENT OF PROJECT ADVISORY GROUPS 2020/21
Meeting and Date:	Cabinet – 7 September 2020
Report of:	Louise May, Head of Governance
Portfolio Holder:	Councillor Trevor Bartlett, Leader of the Council
Decision Type:	Non-Key
Classification:	Unrestricted

Purpose of the report: For Cabinet to agree changes to the composition of the Project Advisory Groups, and to approve the membership of these as follows: (1) Local Plan; (2) Dover Town Regeneration Advisory Board; (3) Homelessness; and (4) Investment Advisory. In addition, to agree updated Terms of Reference for the Local Plan Project Advisory Group.

- Recommendation:**
1. That Cabinet appoints a Local Plan Project Advisory Group for the Council Year 2020/21 on the basis outlined at Appendix A of the report.
 2. That Cabinet appoints a Dover Town Regeneration Advisory Board for the Council Year 2020/21 on the basis outlined at Appendix B of the report.
 3. That Cabinet appoints a Homelessness Project Advisory Group for the Council Year 2020/21 on the basis outlined at Appendix C of the report.
 4. That Cabinet appoints an Investment Advisory Group for the Council Year 2020/21 on the basis outlined at Appendix D of the report.
 5. That Cabinet agrees the proposed Terms of Reference for the Local Plan Project Advisory Group set out at Appendix E of the report.
 6. That external members of the Local Plan Project Advisory Group for 2019/20 be thanked for their service.
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1. Summary

- 1.1 The Cabinet annually appoints Members and, in some cases, external representatives, to serve on the Council’s Project Advisory Groups (PAGs). The appointments have been delayed this year as a result of the Covid-19 pandemic.
- 1.2 The most notable changes proposed this year are to reduce the membership of the Local Plan Project Advisory Group by removing external representatives, increase Member representation on the (renamed) Dover Town Regeneration Advisory Board, and not to appoint the Commercial and Residential Investment Project Advisory Groups.

2. Introduction and Background

- 2.1 It is proposed that the Local Plan Project Advisory Group should be slimmed down by removing representatives from the Dover Business Forum (currently Dover College, Megger Instruments Ltd and Viking Maritime Group), the voluntary sector (The Dover Society, The Deal Society and Sandwich Town Team) and the Kent Association of Local Councils. Member representation will be increased to 4 Conservative Group Members, 3 Labour Group Members, plus the Chairman of Planning Committee and the Chairman of the Overview and Scrutiny Committee.
- 2.2 The Local Plan PAG is due to meet in September, and Cabinet is therefore requested to agree the PAG's proposed Terms of Reference at Appendix E.
- 2.3 The Dover Town Centre and Waterfront Project Advisory Group will be renamed and known as the Dover Town Regeneration Advisory Board. The membership will be increased to 6 Conservative Group and 4 Labour Group Members, with the addition of the Mayor of Dover.
- 2.4 Only slight changes are proposed to the composition of the Homelessness and Investment Advisory PAGs.

3. Identification of Options

- 3.1 Option 1 - To appoint all four PAGs based on the proposed membership set out in Appendices A to D.
- 3.2 Option 2 – To change the composition of the PAGs in a different way.

4. Evaluation of Options

- 4.1 Option 1 is in line with the changes sought by the Leader of the Council and Officers and is the recommended option.

5. Resource Implications

- 5.1 None.

6. Corporate Implications

- 6.1 Comment from the Section 151 Officer: The Section 151 Officer has been consulted in the preparation of this report.

Comment from the Solicitor to the Council: 'The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make'.

- 6.2 Comment from the Equalities Officer: 'This report does not specifically highlight any equality implications. However, in discharging their duties, Members are required to comply with the public sector equality duty as set out in Section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15/section/149>.

- 6.3 Other Officers (as appropriate): None.

7. Appendices

Appendix A – Proposed Composition of the Local Plan PAG

Appendix B – Proposed Composition of the Dover Town Regeneration Advisory Board

Appendix C – Proposed Composition of the Homelessness PAG

Appendix D – Proposed Composition of the Investment Advisory Group

Appendix E – Proposed Terms of Reference for the Local Plan PAG

8. **Background Papers**

None.

Contact Officer: Kate Batty-Smith, Democratic Services Officer – 01304 872303

Appendix A

APPOINTMENT OF LOCAL PLAN PROJECT ADVISORY GROUP

Councillor Nicholas Kenton (Portfolio Holder for Planning and Regulatory Services) -
Chairman

Councillor James Back (Chairman of Planning Committee) – Vice-Chairman

Councillor Charlotte Zosseder (Chairman of Overview and Scrutiny Committee)

Group Nominations

Conservative Group: **Councillors D G Beaney, T A Bond, P D Jull and S C Manion**

Labour Group: **Councillors E A Biggs, D G Cronk, H M Williams**

Appendix B

APPOINTMENT OF DOVER TOWN REGENERATION ADVISORY BOARD

Councillor T J Bartlett (Leader of the Council) – Chairman

Councillor M J Holloway (Deputy Leader and Portfolio Holder for Inward Investment and Tourism) – Vice-Chairman

Mayor of Dover

Group Nominations

Conservative Group: **Councillors N J Collor, D Hannent, J Rose and O C de R Richardson**

Labour Group: **Councillors E A Biggs, K Mills, P M Brivio and S H Beer**

Appendix C

APPOINTMENT OF HOMELESSNESS PROJECT ADVISORY GROUP

Councillor D P Murphy (Portfolio Holder for Housing and Health) – Chairman

Councillor N S Kenton (Portfolio Holder for Planning and Regulatory Services) –
Vice-Chairman

Group Nominations

Conservative Group: **Councillor S C Manion**

Labour Group: **Councillors P M Brivio and H M Williams**

Appendix D

APPOINTMENT OF INVESTMENT ADVISORY GROUP

Councillor C A Vinson (Portfolio Holder for Finance, Governance and Digital) –
Chairman

Councillor D Hannent (Chairman of Governance Committee) – Vice-Chairman

Group Nominations

Conservative Group: **Councillor M J Holloway**

Labour Group: **Councillors S H Beer and C D Zosseder**

LOCAL PLAN PROJECT ADVISORY GROUP DRAFT TERMS OF REFERENCE

Membership (10 Councillors):

- Portfolio Holder for Planning and Regulatory Services
- Chairman of Planning Committee
- Chairman of Overview and Scrutiny Committee
- Four members of the Controlling Group
- Three members of the Main Opposition Group

The Chairman will be the Portfolio Holder for Planning and Regulatory Services and the Vice-Chairman will be the Chairman of the Planning Committee.

Other organisations/representatives who are not formal members of the Group may be asked by the Portfolio Holder for Planning and Regulatory Services to participate in meetings from time to time.

Terms of Reference:

The purpose of the Group is:

- To assist and support the Cabinet/Portfolio Holder for Planning and Regulatory Services with regards to the preparation of the Local Plan and other associated documents.
- To advise Cabinet (via the Portfolio Holder for Planning and Regulatory Services) on the delivery of the Local Plan and other associated documents.

Powers:

The Group is not a decision-making body. Its recommendations will be reported back to the Cabinet via the Portfolio Holder for Planning and Regulatory Services.

Confidentiality:

A number of the issues that will be discussed by the Group will be of a confidential nature. Group members will be expected to respect this confidentiality, and should not discuss such matters outside the Group until they have been formally placed in the public realm.

Conflicts of Interest:

Members of the Local Plan Project Advisory Group will be expected to declare any Disclosable Pecuniary Interest (DPI) or Other Significant Interest (OSI), and the precise nature of that interest, in accordance with the adopted procedures, and must withdraw from the meeting at the commencement of the consideration of any matter in which they have

declared a DPI or OSI. They must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so.

External participants (where invited on an ad hoc basis) will be expected to declare a conflict of interest, and the precise nature of that interest, as soon as they become aware of its existence. Whilst the existence of an interest may not necessarily bar them from participating in discussions, they are advised to refer to the relevant protocol of their organisation/governing body.

Frequency of Meetings:

Meeting dates will be determined in consultation with the Portfolio Holder for Planning and Regulatory Services.