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17 July 2017

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **LOCAL PLAN PROJECT ADVISORY GROUP** will be held in the HMS Brave Room at these Offices on Tuesday 25 July 2017 at 10.00 am when the following business will be transacted.

Members of the public who require further information are asked to contact Kate Batty-Smith on (01304) 872303 or by e-mail at [katebatty-smith@dover.gov.uk](mailto:katebatty-smith@dover.gov.uk).

Yours sincerely



Chief Executive

Local Plan Project Advisory Group Membership:

N S Kenton (Chairman)  
B Gardner  
K Mills  
D P Murphy  
F J W Scales  
Mr K Gowland (Kent Association of Local Councils)  
Mr G Doodes (Dover College [Dover Business Forum])  
Mr M Jaenicke (Viking Recruitment [Dover Business Forum])  
*To be advised* (Megger Instruments Ltd [Dover Business Forum])  
Mr R Green (The Deal Society [Voluntary Sector])  
Mr P Sherratt (The Dover Society [Voluntary Sector])  
Mr R Ralph (Sandwich Town Team [Voluntary Sector])

AGENDA

1 **APOLOGIES**

To receive any apologies for absence.

2 **APPOINTMENT OF SUBSTITUTE MEMBERS**

To note appointments of Substitute Members.

3 **DECLARATIONS OF INTEREST** (Page 4)

To receive any declarations of interest from Members in respect of business to be transacted on the agenda.

4 **TERMS OF REFERENCE** (Pages 5-6)

To note the attached Terms of Reference for the Local Plan Project Advisory Group.

5 **OPERATION OF THE LOCAL PLAN PROJECT ADVISORY GROUP**

To receive a briefing on the operation of the Project Advisory Group.

6 **LOCAL PLAN REVIEW UPDATE**

To receive a presentation on the work undertaken to date and the evidence base that is currently underway.

7 **FUTURE MEETINGS**

To be advised.

**Access to Meetings and Information**

- The provisions of Part VI of the Local Government Act 1972, The Openness of Local Government Bodies Regulations 2014 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 do not apply to meetings of this Advisory Group so as to require its meetings to be open to the public.

Notwithstanding the above, the Council will, whenever possible, conduct meetings of the Advisory Group in public in furtherance of its commitment to openness and transparency. However, there may be occasions on which the nature of the business to be transacted requires members of the public to be excluded from the meetings or parts of them.

- All meetings are held at the Council Offices, Whitfield unless otherwise indicated on the front page of the agenda. There is disabled access via the Council Chamber entrance and a disabled toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.
- Agenda papers are published five clear working days before the meeting. Alternatively, a limited supply of agendas will be available at the meeting, free of charge, and all agendas, reports and minutes can be viewed and downloaded from our website [www.dover.gov.uk](http://www.dover.gov.uk). Minutes are normally published within five working days of each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting.
- If you require any further information about the contents of this agenda or your right to gain access to information held by the Council please contact Kate Batty-Smith,

Democratic Support Officer, telephone: (01304) 872303 or email: [katebattysmith@dover.gov.uk](mailto:katebattysmith@dover.gov.uk) for details.

Large print copies of this agenda can be supplied on request.