

# Public Document Pack



Democratic Services  
White Cliffs Business Park  
Dover  
Kent CT16 3PJ

Telephone: (01304) 821199  
Fax: (01304) 872453  
DX: 6312  
Minicom: (01304) 820115  
Website: [www.dover.gov.uk](http://www.dover.gov.uk)  
e-mail: [democraticservices@dover.gov.uk](mailto:democraticservices@dover.gov.uk)

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

A handwritten signature in black ink, appearing to read "Kate Batty-Smith", written over a white background.

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.

**Declarations of Interest**

Disclosable Pecuniary Interest (DPI)

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and 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. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Other Significant Interest (OSI)

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

Voluntary Announcement of Other Interests (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

Note to the Code:

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer, etc would both probably constitute either an OSI or in some cases a DPI.

## PROJECT ADVISORY GROUP (LOCAL PLAN)

### TERMS OF REFERENCE

#### Membership:

Portfolio Holder for Environment, Waste and Planning (Chairman)

Chairman of Planning Committee

A representative from the Kent Association of Local Councils (and nominated substitute, representing the town and parish councils of the District)

Three representatives from the voluntary sector (i.e. The Dover Society, The Deal Society and Sandwich Town Team)

Three representatives from the Dover Business Forum (i.e. Mr Gareth Doodes, Mr Matthew or Mr Stuart Jaenicke and a Megger Ltd representative)

A backbench member of the Controlling Group

A member of the Main Opposition Group

Other organisations/representatives who are not formal members of the Group may be asked by the Portfolio Holder for Environment, Waste and Planning 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 Environment, Waste and Planning with regard to the preparation of the Local Plan and other associated documents.
- To advise Cabinet (via the Portfolio Holder for Environment, Waste and Planning) on the delivery of the Local Plan and other associated documents.

### OTHER MATTERS

#### Powers:

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

#### 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 Group 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 a member from participating in discussions, members are advised to refer to the relevant protocol of their organisation/governing body.

**Frequency of Meetings:**

It is anticipated that the Group will meet once every two to three months, but this may vary depending on workload. Meeting dates will be determined in consultation with the Portfolio Holder for Environment, Waste and Planning.