

## **PROJECT ADVISORY GROUP (LOCAL PLAN)**

### **TERMS OF REFERENCE**

#### **Membership:**

Portfolio Holder for Environment, Waste and Planning (Chairman)

Portfolio Holder for Housing, Health and Wellbeing

Portfolio Holder for Access and Licensing

Portfolio Holder for Corporate Resources and Performance

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.