

PROJECT ADVISORY GROUP (LOCAL PLAN)

TERMS OF REFERENCE

Membership:

Portfolio Holder for Planning and Regulatory Services (Chairman)

Chairman of Planning Committee

A representative from the Scrutiny (Policy and Performance) 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 Mr Mark Huntley)

Two members of the Controlling Group

Two members of the Main Opposition Group

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 regard 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.

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 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 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 Planning and Regulatory Services.