
Subject: DOVER TOWN REGENERATION ADVISORY BOARD – TERMS OF REFERENCE

Meeting and Date: Cabinet – 12 April 2021

Report of: Louise May, Head of Governance

Portfolio Holder: Councillor Trevor Bartlett, Leader of the Council

Decision Type: Executive Non-Key

Classification: Unrestricted

Purpose of the report: To seek Cabinet approval for the proposed Terms of Reference for the Dover Town Regeneration Advisory Board which have been updated to reflect its revised role and remit.

Recommendation: To approve the proposed Terms of Reference for the Dover Town Regeneration Advisory Board set out at Appendix A to the report.

1. Summary

1.1 Cabinet is requested to consider the proposed draft Terms of Reference for the Dover Town Regeneration Advisory Board.

2 Introduction and Background

2.1 The Board, formerly known as the Dover Town Centre and Waterfront Project Advisory Group, was renamed and its membership increased by Cabinet at its meeting held on 7 September 2020. The Board's Terms of Reference have been updated to reflect its revised role and remit.

3 Identification of Options

3.1 To approve the draft Terms of Reference.

3.2 To amend the draft Terms of Reference.

4 Evaluation of Options

4.1 The draft Terms of Reference were developed by the Head of Inward Investment and Tourism and the Strategic Director (Operations and Commercial). The Board considered them at its first meeting held on 14 December 2020 and suggested minor amendments which have been incorporated. The Solicitor to the Council/Monitoring Officer has subsequently suggested minor clarification of the section of the draft Terms of Reference dealing with conflicts of interest. It is recommended that Cabinet approves the proposed Terms of Reference as set out at Appendix A.

5 Resource Implications

5.1 None.

6 Climate Change and Environmental Implications

6.1 None.

7 Corporate Implications

- 7.1 Comment from the Director of Finance (linked to the MTFP): ‘Members are reminded that the Council’s revenue and capital resources are under pressure and so they will wish to assure themselves that all proposals progress the Council’s priorities, are the best option available and will deliver value for money.’ (DL)
- 7.2 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.
- 7.2.1 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>
- 7.3 Other Officers (as appropriate): None.

8 **Appendices**

Appendix A – Draft Terms of Reference

9 **Background Papers**

None.

Contact Officer: Kate Batty-Smith, Democratic Services Officer (872303)

Appendix A

DOVER TOWN REGENERATION ADVISORY BOARD

DRAFT TERMS OF REFERENCE

Membership:

Leader of the Council (Chairman)
Portfolio Holder for Inward Investment and Tourism (Vice-Chairman)
Councillor N J Collor
Councillor D Hannent
Councillor O C de R Richardson
Councillor J Rose
Councillor S H Beer
Councillor E A Biggs
Councillor P M Brivio
Councillor K Mills
and
Mayor of Dover Town Council

Terms of Reference:

Scope

The Advisory Board has been established to examine and advise on the development of a structured approach to the regeneration of the commercial heart of Dover town centre, responding to the challenge posed by the Covid-19 pandemic. Action will be focused on a series of key strategic sites spread across the core area of the town, bringing them together under a single plan which emphasises the Council's objectives for a coherent, phased development that provides maximum connectivity within and to parts of the town, whilst also extending opportunities to enhance the night-time economy.

The Advisory Board will receive regular briefings as appropriate and provide guidance on matters such as:

- Key sites identified for inclusion in the plan;
- Progress on engagement with developers, owners, funding bodies and other agencies as appropriate to encourage early intervention and delivery in the regeneration, growth and promotion of Dover town;
- Progress on corporate projects such as the Market Square Refurbishment, Cable Car and Maison Dieu which support the regeneration of the town centre;
- Review business cases for potential projects, using robust appraisal methods to determine where the funds allocated within the Council's Capital Programme are best allocated to provide the maximum benefit to the community as a whole;

- Ensuring that proposals being brought forward are aligned with the evolving Local Plan and in particular that the proposed fabric, form and function of any development, including the location of retail, restaurant, residential and other uses, are of a standard of quality and in keeping with expectations for the town centre and waterfront area;
- Development of quality promotional material in both digital and paper form focused on the delivery of projects to support the regeneration of the commercial heart of Dover town centre.

Confidentiality

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

Conflicts of Interest:

Members of the Advisory Board who are members of a local authority 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 of Dover District Council, 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 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.