



# Agenda

Meeting: **Folkestone & Hythe District and Parish Councils' Joint Committee**  
Date: **16 November 2023**  
Time: **6.00 pm**  
Place: **Remote Meeting**

To: **All members of the Folkestone & Hythe District and Parish Councils Joint Committee**

The committee will consider the matters listed below at the date, time shown above. The meeting is open to the press and public and will be streamed live at [bit.ly/YouTubeMeetings](https://bit.ly/YouTubeMeetings)

Members of the committee who wish to have information on any matter arising on the agenda which is not fully covered in these papers are requested to give notice prior to the meeting to the Chairman or appropriate officer.

1. **Appointment of Chair**

The Chair alternates between a District Councillor and a Parish/Town Councillor every meeting. The Committee must appoint a Parish/Town Councillor as the Chair of this meeting.

2. **Apologies for absence**

3. **Declarations of interest (Pages 3 - 4)**

Members of the Council should declare any interests which fall under the following categories:

- a) discloseable pecuniary interests (DPI)
- b) other significant interests (OSI)
- c) voluntary announcements of other interests

**Queries about the agenda? Need a different format?**

Contact Jake Hamilton – Tel:  
Email: [committee@folkestone-hythe.gov.uk](mailto:committee@folkestone-hythe.gov.uk) or download from our  
website  
[www.folkestone-hythe.gov.uk](http://www.folkestone-hythe.gov.uk)

4. **Minutes (Pages 5 - 6)**

To consider and approve, as a correct record, the minutes of the meeting held on 14 September 2023.

5. **Planning Reforms and Design Codes**

Officers will give a presentation about changes to the planning system arising from the Levelling-Up and Regeneration Act, which received Royal Assent on 26 October 2023. The presentation will focus on new local plans and district-wide Design Codes, which are requirements of the new legislation. Members are asked to note the requirements arising from the Act and comment on implications for Parish and Town Councils.

## **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.

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# Minutes

## Folkestone & Hythe District and Parish Councils' Joint Committee

- Held at: Remote Meeting
- Date: Thursday, 14 September 2023
- Present: Councillors, Michael Boor (In place of Beales), Anthony Burgess, Jane Darling, Frank Hobbs, Tim Prater, Kirsten Terry and Paul Thomas.
- Apologies for Absence: Councillors Graham Allison, Ann Beales, Mike Blakemore and Roger Joyce.
- Officers Present: Paul Butler (Elections Manager) and Jake Hamilton (Committee Services Officer).
- Others Present:

### 7. **Appointment of Chair**

The Chair alternates between a District Councillor and a Parish/Town Councillor every meeting. The Members must appoint a District Councillor as the Chair of this meeting.

Proposed by Councillor Paul Thomas,  
Seconded by Councillor Frank Hobbs; and

#### **Resolved:**

That Councillor Tim Prater be appointed as Chair for the Folkestone and Hythe District and Parish Councils Joint Committee held on 14 September 2023.

(As there was no dissent the nomination was approved by affirmation of the meeting).

### 8. **Declarations of interest**

There were no Declarations of Interest.

9. **Minutes**

The minutes of the last Folkestone and Hythe District and Parish Councils' Joint Committee held on 27 July 2023 were submitted and approved as a correct record.

10. **May 2023 Parish/Town Election reflections.**

Paul Butler, Democratic Services and Elections Lead Specialist delivered a presentation to the Committee, reflecting on the May 2023 Parish/Town Elections.

Members made several comments to points raised in the presentation, including, voter ID and ballot paper refusal list statistics, the Council's recharge policy, nominations and whether the duration and times (10:00hrs to 16:00hrs) could be more inclusive for those who work during the day. And whether parish//town clerks could be provided with more nomination literature, so that they can better support those who wish to stand for election.

It was noted that feedback from the Committee that is within the parameters of electoral legal framework would be considered by the Returning Officer in the forward planning of elections.