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**DOVER TOWN  
COUNCIL**  
**Cons No: UD 19/20 - 008**

# Memorandum

**To:** Councillor E Biggs - Chair of Planning Committee  
**From:** Allison Burton - Town Clerk  
**cc:** Kieran Redman - Committee Clerk  
**Date:** 21<sup>st</sup> April 2020  
**Re:** CANCELLATION OF PLANNING COMMITTEE 4<sup>TH</sup> MAY 2020.

You were consulted by me regarding the cancellation of the Planning meeting due to be held at 6pm on 4<sup>th</sup> May 2020. Owing to the Government Advice on 23<sup>rd</sup> March 2020 and the extension to this advice from the 16<sup>th</sup> April 2020, to reduce social interaction between people in order to reduce the transmission of coronavirus (COVID-19).

Using delegated powers under Standing Order 22 A and as the decision cannot wait until the next meeting of the Planning Committee, I have authorised the meeting to be cancelled.

This decision will be reported to the next meeting of the Planning Committee.

A handwritten signature in black ink, appearing to be 'AB', written over a dotted line.

Officer signature: