

# Public Document Pack



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17 July 2023

Dear Councillor

I am now able to enclose, for consideration at the meeting of the **COUNCIL** on Wednesday 19 July 2023 at 6.00 pm, the following reports that were unavailable when the agenda was printed.

2 **MINUTES** (Pages 2 - 9)

To confirm the Minutes of the meeting held on 17 May 2023.

Yours sincerely

A handwritten signature in black ink, appearing to read "Nicky", written over a white background.

Chief Executive

**MINUTES OF PROCEEDINGS**

At the meeting of the Council for the District of Dover held at the Council Offices, Whitfield on Wednesday, 17 May 2023 at 6.00 pm.

Present:

Chairman: Councillor G Cowan

Councillors:

J S Back	M F Hibbert	D J Parks
T J Bartlett	S Hill	M P Porter
M Bates	N S Kenton	J L Pout
D G Beaney	R M Knight	O C de R Richardson
S H Beer	J P Loffman	C A Vinson
E A Biggs	S M S Mamjan	H M Williams
S B Blair	S C Manion	L M Wright
P M Brivio	K Mills	C D Zosseder
D G Cronk	M W Moorhouse	
D R Friend	M J Nee	

Also Present: Councillor M D Conolly (Minute No. 1 only)

Officers:

- Chief Executive
- Strategic Director (Finance and Housing)
- Strategic Director (Corporate and Regulatory)
- Solicitor to the Council
- Strategic Director (Place and Environment)
- Democratic Services Officer
- Democratic Services Officer
- Democratic and Corporate Services Manager

1 **ELECTION OF A CHAIRMAN**

The retiring Chairman of the Council, Councillor M D Conolly, welcomed new and returning Members to the meeting and called for nominations for the election of a Chairman of the Council.

It was moved by Councillor P M Brivio, duly seconded by Councillor K Mills, that Councillor G Cowan be elected Chairman of Dover District Council for the ensuing municipal year.

In the absence of any other nominations, it was put to the meeting and

RESOLVED: That Councillor G Cowan be elected as Chairman of Dover District Council for the ensuing municipal year 2023/24.

(Councillor G Cowan, having made his declaration of acceptance of office, took the chair, and addressed the Council.)

The Chairman presented the retiring Chairman with the Past Chairman's Badge and thanked him for his service.

2 **APPOINTMENT OF A VICE-CHAIRMAN**

The Chairman of the Council, Councillor G Cowan, called for nominations for the Vice-Chairman of the Council.

It was moved by Councillor K Mills, duly seconded by Councillor J L Pout, that Councillor D G Cronk be appointed Vice-Chairman of the Council for the ensuing municipal year.

In the absence of any other nominations, it was put to the meeting and

RESOLVED: That Councillor D G Cronk be appointed as Vice-Chairman of Dover District Council for the ensuing municipal year 2023/24.

(Councillor D G Cronk made his declaration of acceptance of office and addressed the Council.)

3 APOLOGIES

Apologies for absence were received from Councillors D P Murphy, M Rose and C F Woodgate.

4 MINUTES

The Minutes of the meeting held on 1 March 2023 were approved as a correct record and signed by the Chairman.

5 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

6 ANNOUNCEMENTS

There were no announcements.

7 ELECTION OF THE LEADER OF THE COUNCIL

It was moved by Councillor C D Zosseder, and duly seconded by Councillor J L Pout, that Councillor K Mills be elected Leader of the Council for a period of four years until the day of the next Annual Meeting of the Council following the ordinary election of all Councillors in 2027.

On being put to the meeting it was

RESOLVED: That Councillor K Mills be elected the Leader of the Council for a period of four years until the day of the next Annual Meeting of the Council following the ordinary election of all councillors in 2027.

(Councillor K Mills addressed the Council and thanked his predecessor, Councillor T J Bartlett for his service as Leader.)

8 COMPOSITION OF THE CABINET

In accordance with Rule 1.1(vii) of the Council Procedure Rules, Councillor K Mills gave notice of his intention to appoint an Executive comprising of the Leader of the Council and five members, including the Deputy Leader.

- RESOLVED: (a) That the composition of the Cabinet be received and noted.
- (b) That it be noted that the Leader of the Council had given formal notification to the Monitoring Officer of his intention to appoint the following portfolio structure:

Leader of the Council  
 Deputy Leader of the Council  
 Community and Corporate Property  
 Finance, Governance, Digital and Climate Change  
 Planning and Environment  
 Social Housing, Port Health, Skills and Education  
 Transport, Licensing and Regulatory Services

9 APPOINTMENT OF A DEPUTY LEADER

In accordance with Rule 1.1(viii) of the Council Procedure Rules, Councillor K Mills gave notice of his intention to appoint Councillor J L Pout as Deputy Leader of the Council.

- RESOLVED: That the appointment of Councillor J L Pout as Deputy Leader be received and noted.

10 APPOINTMENT OF MEMBERS TO CABINET PORTFOLIOS

In accordance with Rule 1.1(ix) of the Council Procedure Rules, Councillor K Mills gave notice of his intention to appoint the following Members to the following Portfolios:

Leader	K Mills
Deputy Leader	J L Pout
Community and Corporate Property	C D Zosseder
Finance, Governance, Digital and Climate Change	S H Beer
Planning and Environment	E A Biggs
Social Housing, Port Health, Skills and Education	P M Brivio
Transport, Licensing and Regulatory Services	J L Pout

11 APPOINTMENT OF SHADOW CABINET

It was moved by Councillor T J Bartlett, duly seconded by Councillor C A Vinson, and

- RESOLVED: That, in accordance with notice provided by the Leader of the Opposition Group, Councillor T J Bartlett, the Shadow Cabinet be composed of the following:

Leader	T J Bartlett
Deputy Leader	C A Vinson
Community and Corporate Property	O C de R Richardson
Finance, Governance, Digital and Climate Change	C A Vinson
Planning and Environment	N S Kenton
Social Housing, Port Health, Skills and Education	D R Friend
Transport, Licensing and Regulatory Services	M Bates

12 REVIEW OF ALLOCATION OF SEATS TO POLITICAL GROUPS

The Democratic and Corporate Services Manager presented the report on the Review of Allocation of Seats to Political Groups.

Members were advised of the intention of the Labour Group to give one of its allocated seats on the Licensing Committee to the Non-Aligned Member. As this allocation was not for one of the Ordinary Committees it would only need to be approved by majority vote.

It was moved by Councillor K Mills, duly seconded and

**RESOLVED:** That, having noted the allocation of seats calculated in accordance with the provisions of the Local Government and Housing Act 1989, the Council Committees be constituted as indicated below for the ensuring municipal year and the Boards and Forums be constituted with the membership, Chairman, Vice-Chairman and Spokespersons as shown:

**LEAD MEMBERS (AND SHADOW LEAD MEMBERS)**

	<b>Portfolio</b>	<b>Labour (LAB)</b>	<b>Conservative (CON)</b>
1	Transport, Licensing and Regulatory Services	S Hill	M F Hibbert
2	Community and Corporate Property	H M Williams	D G Beaney
3	Finance, Governance, Digital and Climate Change	S B Blair	M W Rose
4	Social Housing, Port Health, Skills and Education	M J Nee	M P Porter
5	Planning and Environment	D G Cronk	J S Back

Dover Joint Transportation Board  
7 Dover District Councillors  
7 Kent County Councillors  
3 Town Council Representatives (Dover, Deal and Sandwich) – non-voting  
2 Kent Association of Local Councils Representatives – non-voting

**DOVER JOINT TRANSPORTATION ADVISORY BOARD (7 seats)**

	<b>LAB (4)</b>	<b>CON (3)</b>	<b>Non-Aligned Member (NAM) (0)</b>
1	E A Biggs	J S Back	
2	S B Blair	M Bates	
3	G Cowan	M F Hibbert	
4	D J Parks		

**EAST KENT SERVICES COMMITTEE (2 seats)**

	<b>LAB (2)</b>	<b>CON (0)</b>	<b>NAM (0)</b>
1	K Mills		
2	J L Pout		

**EAST KENT SERVICES COMMITTEE NAMED SUBSTITUTES (2)**

	<b>LAB (2)</b>	<b>CON (0)</b>	<b>NAM (0)</b>
1	C D Zosseder		
2	P M Brivio		

**ELECTORAL MATTERS COMMITTEE (5 seats)**

	<b>LAB (3)</b>	<b>CON (2)</b>	<b>NAM (0)</b>
1	S H Beer	T J Bartlett	
2	K Mills	C A Vinson	
3	J L Pout		

**GENERAL PURPOSES COMMITTEE (5 seats)**

	<b>LAB (3)</b>	<b>CON (2)</b>	<b>NAM (0)</b>
1	J L Pout	D P Murphy	
2	C D Zosseder	M W Rose	
3	P M Brivio		

**Governance Committee**

	<b>LAB (4)</b>	<b>CON (3)</b>	<b>NAM (0)</b>
1	J P Loffman	M Bates	
2	H M Williams	R M Knight	
3	S H Beer	S C Manion	
4	L M Wright		

Joint Staff Consultative Forum (5 Seats)  
 5 Dover District Councillors  
 5 Staff Member Representatives

**JOINT STAFF CONSULTATIVE FORUM**

	<b>LAB (3)</b>	<b>CON (2)</b>	<b>NAM (0)</b>
1	S H Hill	D G Beaney	
2	S M S Mamjan	M P Porter	
3	L M Wright		

Joint Health, Safety and Welfare Consultative Forum (5 Seats)  
 5 Dover District Councillors  
 5 Staff Member Representatives

**JOINT HEALTH, SAFETY & WELFARE CONSULTATIVE FORUM**

	<b>LAB (3)</b>	<b>CON (2)</b>	<b>NAM (0)</b>
1	S H Hill	D G Beaney	
2	S M S Mamjan	M P Porter	
3	L M Wright		

**LICENSING COMMITTEE**

	<b>LAB (7)</b>	<b>CON (7)</b>	<b>NAM (1)</b>
1	S B Blair	J S Back	M W Moorhouse
2	P M Brivio	D G Beaney	
3	D G Cronk	M F Hibbert	
4	S Hill	S C Manion	
5	D J Parks	D P Murphy	
6	J P Loffman	M P Porter	
7	H M Williams	O C de R Richardson	
8	Allocation yielded to NAM		

**OVERVIEW AND SCRUTINY COMMITTEE (10 seats)**

	<b>LAB (6)</b>	<b>CON (4)</b>	<b>NAM (0)</b>
1	S B Blair	D R Friend	
2	M J Nee	R M Knight	
3	D J Parks	M W Rose	
4	H M Williams	C A Vinson	
5	C F Woodgate		
6	L M Wright		

**PLANNING COMMITTEE (10 seats)**

	<b>LAB (6)</b>	<b>CON (4)</b>	<b>NAM (0)</b>
1	E A Biggs	J S Back	
2	D G Cronk	D G Beaney	
3	J P Loffman	N S Kenton	
4	S M S Mamjan	R M Knight	
5	M J Nee		
6	H M Williams		

**REGULATORY COMMITTEE (5 seats)**

	<b>LAB (3)</b>	<b>CON (2)</b>	<b>NAM (0)</b>
1	P M Brivio	D P Murphy	
2	G Cowan	O C de R Richardson	
3	J P Loffman		

**COMMITTEE CHAIRMEN AND VICE-CHAIRMEN**

<b>Committee Name</b>	<b>Chairman</b>	<b>Vice-Chairman</b>
Dover Joint Transportation Advisory Board	To be advised by KCC Cabinet	To be appointed by DDC Cabinet
Electoral Matters Committee	K Mills	J L Pout
General Purposes Committee	J L Pout	C D Zosseder
Governance Committee	H M Williams	S H Beer
Joint Staff Consultative Forum	Elected by Forum	Staff Representative
Joint Health, Safety & Welfare Consultative Forum	Elected by Forum	Staff Representative
Licensing Committee	Elected by the Committee	Elected by the Committee
Overview and Scrutiny Committee	C A Vinson	M Rose
Planning Committee	M J Nee	D G Cronk
Regulatory Committee	G Cowan	J P Loffman



## SPOKESPERSONS

Committee Name	Spokesperson	Deputy Spokesperson (if applicable)
Planning Committee	J S Back	Not Applicable
Overview and Scrutiny Committee	H M Williams	C F Woodgate

### 13 CALENDAR OF ORDINARY MEETINGS 2023-24

The Democratic and Corporate Services Manager presented the report on the Calendar of Ordinary Meetings 2023/24.

The Leader of the Council announced that the start time for Cabinet meetings would be changed from 11:00am to 6:00pm.

It was moved by Councillor K Mills, duly seconded and

RESOLVED: That the Calendar of Meetings for 2023 - 24 be approved subject to the amendment of the start time of the Cabinet meetings from 11:00am to 6:00pm.

### 14 ANNUAL REPORT OF THE GOVERNANCE COMMITTEE

It was moved by Councillor H M Williams, duly seconded, and

RESOLVED: That the Annual Report of the Governance Committee be noted.

### 15 ANNUAL REPORT OF OVERVIEW AND SCRUTINY

It was moved by Councillor C D Zosseder, duly seconded, and

RESOLVED: That the Annual Report of the Overview and Scrutiny Committee be noted.

### 16 URGENT BUSINESS TIME

There were no items of urgent business for consideration.

The meeting ended at 6.32 pm