

## MINUTES OF PROCEEDINGS

At the meeting of the Council for the District of Dover held at the Council Offices, Whitfield on Wednesday, 18 May 2022 at 6.00 pm.

Present:

Chairman: Councillor M D Conolly

Councillors:

|              |             |              |
|--------------|-------------|--------------|
| J S Back     | D G Cronk   | K Mills      |
| T J Bartlett | D R Friend  | D P Murphy   |
| M Bates      | D Hannent   | M Rose       |
| D G Beaney   | J P Haste   | C A Vinson   |
| S H Beer     | D A Hawkes  | R S Walkden  |
| T A Bond     | M F Hibbert | P Walker     |
| P M Brivio   | P D Jull    | H M Williams |
| S S Chandler | L A Keen    | C F Woodgate |
| N J Collor   | N S Kenton  | C D Zosseder |

Officers: Chief Executive  
Strategic Director (Corporate Resources)  
Strategic Director (Operations and Commercial)  
Solicitor to the Council  
Democratic and Corporate Services Manager  
Democratic Services Officer  
Democratic Services Officer

### 1 ELECTION OF A CHAIRMAN

In the absence of the Chairman at the commencement of the meeting, the Vice-Chairman called for nominations for the position of Chairman of the Council for the ensuing municipal year 2022/23.

It was moved by Councillor D R Friend and duly seconded by Councillor N S Kenton that Councillor M D Conolly 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 it was

RESOLVED: That Councillor M D Conolly be elected Chairman of Dover District Council for the ensuing municipal year 2022/23.

(Councillor M D Conolly signed his Declaration of Acceptance of Office and took the chair. He gave a short address to the Council thanking Members for his re-appointment as Chairman of the Council.)

### 2 SUSPENSION OF COUNCIL PROCEDURE RULE 18.3 (VOTING - SHOW OF HANDS)

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

RESOLVED: That Council Procedure Rule 18.3 be suspended for the duration of the meeting.

(In accordance with Council Procedure Rule 25.1(2) at least one half of the members of the Council were present.)

3 APPOINTMENT OF A VICE-CHAIRMAN

The Chairman called for nominations for the position of Vice-Chairman for the ensuing municipal year 2022/23.

It was moved by Councillor D G Beaney and duly seconded by Councillor M Bates, that Councillor D Hannent be appointed Vice-Chairman of Dover District Council for the ensuing municipal year.

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

RESOLVED: That Councillor D Hannent be appointed Vice-Chairman of Dover District Council for the ensuing municipal year 2022/23.

(Councillor D Hannent signed his Declaration of Acceptance Office and addressed the Council.)

4 APOLOGIES

Apologies for absence were received from Councillors E A Biggs, N J Collor, S C Manion and O C de R Richardson.

(Councillor N J Collor subsequently arrived towards the end of the meeting).

5 MINUTES

The Minutes of the meeting held on 2 March 2022 were approved as a correct record for signing by the Chairman.

6 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

7 ANNOUNCEMENTS

The Chairman of the Council, Councillor M D Conolly, congratulated the Vista Twisters on achieving fourth place on their first time of entry at the World Cheerleading Championships held in Florida.

8 APPOINTMENT OF A CABINET

In accordance with Rule 1.1(vii) of the Council Procedure Rules, Councillor T J Bartlett gave notice of his intention to appoint an Executive comprising of the Leader of the Council, Deputy Leader of the Council and five portfolios.

RESOLVED: (a) 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:

|   |   |
|---|---|
|   | Deputy Leader                                     |
| 1 | Community and Corporate Property                  |
| 2 | Finance, Governance, Digital and Climate Change   |
| 3 | Social Housing, Port Health, Skills and Education |
| 4 | Planning and Environment                          |
| 5 | Transport, Licensing and Regulatory Services      |

(b) That it be noted that the Leader of the Council had appointed the following Members to the following Portfolios:

|   |   |                     |
|---|---|---------------------|
|   | Deputy Leader                                     | O C de R Richardson |
| 1 | Community and Corporate Property                  | O C de R Richardson |
| 2 | Finance, Governance, Digital and Climate Change   | C A Vinson          |
| 3 | Social Housing, Port Health, Skills and Education | D P Murphy          |
| 4 | Planning and Environment                          | N S Kenton          |
| 5 | Transport, Licensing and Regulatory Services      | M Bates             |

## 9 APPOINTMENT OF A SHADOW CABINET

In accordance with Rule 1.1(x) of the Council Procedure Rules, Councillor K Mills gave notice of his intention to appoint a Shadow Cabinet.

**RESOLVED:** That, in accordance with notice provided by the Leader of the Opposition Group, the Shadow Cabinet be composed of the the following:

|   |   |              |
|---|---|--------------|
|   | Leader of the Opposition Group                    | K Mills      |
|   | Deputy Leader                                     | P M Brivio   |
| 1 | Community and Corporate Property                  | H M Williams |
| 2 | Finance, Governance, Digital and Climate Change   | S H Beer     |
| 3 | Social Housing, Port Health, Skills and Education | P M Brivio   |
| 4 | Planning and Environment                          | E A Biggs    |
| 5 | Transport, Licensing and Regulatory Services      | L A Keen     |

## 10 REVIEW OF THE ALLOCATION OF SEATS TO POLITICAL GROUPS

The Democratic and Corporate Services Manager presented the Review of the Allocation of Seats to Political Groups 2022-23.

Members were advised that the Conservative Group and the Non-Aligned Member had agreed to swap seat entitlement on the Governance Committee and Planning Committee respectively. This would constitute a variation and would need to be agreed without a vote against it.

It was moved by Councillor T J Bartlett, duly seconded by Councillor P D Jull and

RESOLVED: (a) That the Council appoints the following Committees, Board and Fora:

- Dover Joint Transportation Advisory Board
- East Kent Services Committee
- Electoral Matters Committee
- General Purposes Committee
- Governance Committee
- Joint Health, Safety and Welfare Consultative Forum
- Joint Staff Consultative Forum
- Licensing Committee
- Overview and Scrutiny Committee
- Planning Committee
- Regulatory Committee

(b) 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 as shown:

| <b>DOVER JOINT TRANSPORTATION ADVISORY BOARD (7 seats)</b> |                         |                   |                               |
|--|-------------------------|-------------------|-------------------------------|
|  | <b>Conservative (4)</b> | <b>Labour (3)</b> | <b>Non-Aligned Member (0)</b> |
| 1  | J S Back                | D G Cronk         |                               |
| 2  | M Bates                 | E A Biggs         |                               |
| 3  | N S Kenton              | J P Haste         |                               |
| 4  | M F Hibbert             |                   |                               |

In addition, there are 7 Kent County Council members (voting), 3 Town Council members (non-voting) and 2 Kent Association of Local Council members (non-voting) on the Dover Joint Transportation Advisory Board.

| <b>EAST KENT SERVICES COMMITTEE (2 seats)</b> |                     |                |                |
|---|---------------------|----------------|----------------|
|   | <b>CON (2)</b>      | <b>LAB (0)</b> | <b>NAM (0)</b> |
| 1   | T J Bartlett        |                |                |
| 2   | O C de R Richardson |                |                |

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

|   | <b>CON (2)</b> | <b>LAB (0)</b> | <b>NAM (0)</b> |
|---|----------------|----------------|----------------|
| 1 | M Bates        |                |                |
| 2 | C A Vinson     |                |                |

| <b>ELECTORAL MATTERS COMMITTEE (5 seats)</b> |                |                |                |
|--|----------------|----------------|----------------|
|  | <b>CON (3)</b> | <b>LAB (2)</b> | <b>NAM (0)</b> |
| 1  | T J Bartlett   | P M Brivio     |                |
| 2  | S S Chandler   | K Mills        |                |
| 3  | P D Jull       |                |                |

| <b>GENERAL PURPOSES COMMITTEE (5 seats)</b> |                |                |                |
|---|----------------|----------------|----------------|
|   | <b>CON (3)</b> | <b>LAB (2)</b> | <b>NAM (0)</b> |
| 1   | T A Bond       | P M Brivio     |                |
| 2   | N J Collor     | K Mills        |                |
| 3   | C A Vinson     |                |                |

| <b>GOVERNANCE COMMITTEE (7 seats)</b> |                |                |                |
|---------------------------------------|----------------|----------------|----------------|
|                                       | <b>CON (4)</b> | <b>LAB (2)</b> | <b>NAM (1)</b> |
| 1                                     | S S Chandler   | S H Beer       | P Walker       |
| 2                                     | D Hannent      | S J Jones      |                |
| 3                                     | D A Hawkes     |                |                |
| 4                                     | P D Jull       |                |                |

| <b>JOINT STAFF CONSULTATIVE FORUM (5 seats) + 5 staff reps</b> |                |                |                |
|--|----------------|----------------|----------------|
|  | <b>CON (3)</b> | <b>LAB (2)</b> | <b>NAM (0)</b> |
| 1  | D G Beaney     | J P Haste      |                |
| 2  | D A Hawkes     | K Mills        |                |
| 3  | C A Vinson     |                |                |

| <b>JOINT HEALTH, SAFETY &amp; WELFARE CONSULTATIVE FORUM (5 seats) + 5 staff reps</b> |                |                |                |
|---|----------------|----------------|----------------|
|   | <b>CON (3)</b> | <b>LAB (2)</b> | <b>NAM (0)</b> |
| 1   | D G Beaney     | J P Haste      |                |
| 2   | D A Hawkes     | K Mills        |                |
| 3   | C A Vinson     |                |                |

| <b>LICENSING COMMITTEE (15 seats)</b> |                 |                |                |
|---------------------------------------|-----------------|----------------|----------------|
|                                       | <b>CON (10)</b> | <b>LAB (5)</b> | <b>NAM (0)</b> |
| 1                                     | M Bates         | P M Brivio     |                |
| 2                                     | D G Beaney      | J P Haste      |                |
| 3                                     | T A Bond        | K Mills        |                |
| 4                                     | N J Collor      | D G Cronk      |                |
| 5                                     | D Hannent       | C D Zosseder   |                |
| 6                                     | M F Hibbert     |                |                |
| 7                                     | P D Jull        |                |                |
| 8                                     | S C Manion      |                |                |
| 9                                     | D P Murphy      |                |                |
| 10                                    | R S Walkden     |                |                |

| <b>OVERVIEW AND SCRUTINY COMMITTEE (10 seats)</b> |                |                |                |
|---|----------------|----------------|----------------|
|   | <b>CON (6)</b> | <b>LAB (3)</b> | <b>NAM (1)</b> |
| 1   | T A Bond       | P M Brivio     | P Walker       |
| 2   | D A Hawkes     | H M Williams   |                |
| 3   | D R Friend     | C D Zosseder   |                |
| 4   | S C Manion     |                |                |
| 5   | M Rose         |                |                |
| 6   | R S Walkden    |                |                |

| <b>PLANNING COMMITTEE (10 seats)</b> |                |                |                |
|--------------------------------------|----------------|----------------|----------------|
|                                      | <b>CON (7)</b> | <b>LAB (3)</b> | <b>NAM (0)</b> |
| 1                                    | J S Back       | E A Biggs      |                |
| 2                                    | M Bates        | D G Cronk      |                |
| 3                                    | D G Beaney     | C F Woodgate   |                |
| 4                                    | T A Bond       |                |                |
| 5                                    | D A Hawkes     |                |                |
| 6                                    | P D Jull       |                |                |
| 7                                    | R S Walkden    |                |                |

| <b>REGULATORY COMMITTEE (5 seats)</b> |                     |                |                |
|---------------------------------------|---------------------|----------------|----------------|
|                                       | <b>CON (3)</b>      | <b>LAB (2)</b> | <b>NAM (0)</b> |
| 1                                     | N J Collor          | P M Brivio     |                |
| 2                                     | O C de R Richardson | S J Jones      |                |
| 3                                     | R S Walkden         |                |                |

(c) That the following appointments to the positions of Chairman, Vice-Chairman and Spokesperson (where applicable) for each of the ordinary committees of the council and the Overview and Scrutiny Committee be made as shown:

| <b>Committee Name</b>           | <b>Chairman</b> | <b>Vice-Chairman</b> |
|---------------------------------|-----------------|----------------------|
| Electoral Matters Committee     | T J Bartlett    | S S Chandler         |
| General Purposes Committee      | N J Collor      | T A Bond             |
| Governance Committee            | D Hannent       | S S Chandler         |
| Overview and Scrutiny Committee | C D Zosseder    | P M Brivio           |
| Planning Committee              | J S Back        | R S Walkden          |
| Regulatory Committee            | N J Collor      | O C de R Richardson  |

| <b>Committee Name</b>           | <b>Spokesperson</b> | <b>Deputy Spokesperson</b> |
|---------------------------------|---------------------|----------------------------|
| Planning Committee              | E A Biggs           | D G Cronk                  |
| Overview and Scrutiny Committee | M Rose              | -                          |

(The Licensing Committee, Joint Staff Consultative Forum and Joint Health, Safety and Welfare Consultative Forum are responsible for electing their own Chairmen and Vice-Chairmen. The Chairman and Vice-Chairman for the Dover Joint Transportation Board are appointed by the Cabinet at Dover District Council and Kent County Council respectively for 2022-23.)

(d) That the following lead members and shadow lead members be appointed:

|   | <b>Portfolio</b>                                  | <b>CON</b> | <b>LAB</b>   |
|---|---|------------|--------------|
| 1 | Leader  | -          | -            |
|   | Place Making, Activities and Events               | D G Beaney | P M Brivio   |
| 2 | Community and Corporate Property                  | D A Hawkes | J P Haste    |
| 3 | Finance, Governance, Digital and Climate Change   | -          | C F Woodgate |
|   | Digital Lead                                      | M Rose     | -            |
|   | Customer Care and Services                        | D Hannent  | -            |
| 4 | Social Housing, Port Health, Skills and Education | D R Friend | H M Williams |
| 5 | Planning and Environment                          | T A Bond   | D G Cronk    |

|   | <b>Portfolio</b>                             | <b>CON</b>  | <b>LAB</b> |
|---|--|-------------|------------|
| 6 | Transport, Licensing and Regulatory Services | M F Hibbert |            |

11 CALENDAR OF ORDINARY MEETINGS 2022/23

The Democratic and Corporate Services Manager presented the report on the Calendar of Ordinary Meetings 2022/23 and updated Members on changes made since the draft version received by Council in January 2022.

It was moved by Councillor C A Vinson, duly seconded by Councillor M Rose, and

RESOLVED: That the Calendar of Meetings for 2022/23 be approved.

12 ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE

Councillor C D Zosseder introduced the Annual Report of the Overview and Scrutiny Committee 2021-22.

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

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

13 ANNUAL REPORT OF THE GOVERNANCE COMMITTEE

Councillor D Hannent introduced the Annual Report of the Governance Committee 2021-22.

It was moved by Councillor D Hannent, duly seconded by Councillor S S Chandler, and

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

14 APPOINTMENT OF INDEPENDENT PERSONS

The Monitoring Officer presented the report on the Appointment of Independent Persons.

The Chairman thanked the two current Independent Persons for their dedication and contribution to the standards arrangements for the district.

It was moved by Councillor P D Jull, duly seconded by Councillor M F Hibbert, and

RESOLVED: (a) That the Council appoints two Independent Persons with effect from 22 July 2022.

(b) That the Monitoring Officer be authorised to advertise the vacancies in accordance section 28 Localism Act 2011.

(c) That a panel comprised of the Chairman of the Governance Committee, the Democratic and Corporate Services Manager and the Monitoring Officer be requested to shortlist and



interview applicants for the vacancies and make recommendations for the appointment of two applicants to the Council meeting on 20 July 2022.

15 UPDATE TO STRATEGIC DIRECTOR APPOINTMENT

The Head of Paid Service presented the report updating Members on the current proposals for the appointment of a third Strategic Director.

It was moved by Councillor C A Vinson, duly seconded by Councillor M Bates, and

RESOLVED: (a) That the update regarding the appointment of an additional Strategic Director and the commitment to internal recruitment at senior management level be noted.

(b) That the Ad hoc Appointment Committee previously established in accordance with s.102(1) Local Government Act 1972 be dissolved.

16 EXCLUSION OF THE PRESS AND PUBLIC

It was moved by Councillor D R Friend, duly seconded by Councillor N S Kenton, and

RESOLVED: That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the remainder of the business on the grounds that the items to be considered involved the likely disclosure of exempt information as defined in paragraph 3 of Part I of Schedule 12A of the Act.

17 RESTORATION OF MAISON DIEU, DOVER

The Strategic Director (Operations and Commercial) presented the report on the Restoration of Maison Dieu, Dover.

Members considered the recommendations of the Cabinet and the Overview and Scrutiny Committee. Councillor C A Vinson highlighted the recommendation of the Cabinet (CAB111) as followed:

“It is therefore the recommendation of the Section 151 Officer that, to maintain the Council’s financial position with regards to capital expenditure, projects totalling at least the additional cost of the Maison Dieu project, currently estimated to be £2.25 million, are removed from the programme.”

RESOLVED: (a) That additional £2.25m from the Capital Programme be allocated to this project.

(b) That Cabinet be required to present to a subsequent meeting of Council a revised, fully funded, capital programme that incorporates savings to fully offset the additional costs of the Maison Dieu project.

18 URGENT BUSINESS TIME

There were no items of urgent business for consideration.

The meeting ended at 7.05 pm