

## **MINUTES OF PROCEEDINGS**

At the meeting of the Council for the District of Dover held at the Council Offices, Whitfield on Wednesday, 22 May 2024 at 6.00 pm.

Present:

Chairman: Councillor G Cowan

Councillors:

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

Also Present: Liz Gibney (Partner, Lee Evans Partnership LLP)  
Ellie Carswell (Senior Project Manager, AtkinsRéalis)

Officers: Chief Executive  
Strategic Director (Finance and Housing)  
Strategic Director (Place and Environment)  
Solicitor to the Council  
Head of Licensing and Legal Services  
Head of Place and Growth  
Regeneration Delivery Manager  
Head of Corporate Services and Democracy  
Democratic Services Officer  
Democratic Services Officer

### 1 **ELECTION OF A CHAIRMAN**

The Vice-Chairman of the Council, following the Chairman having resigned his office immediately prior to the meeting to enable him to vote at the election of a new Chairman, called for nominations for the position of Chairman of the Council for the ensuing municipal year.

It was proposed by Councillor J L Pout, duly seconded by Councillor S B Blair, that Councillor G Cowan be elected Chairman of the District Council for the ensuing municipal year.

It was proposed by Councillor D G Beaney, duly seconded by Councillor M Bates, that Councillor O C de R Richardson be elected Chairman of the District Council for the ensuing municipal year.

On being put to the meeting, it was

RESOLVED: That Councillor G Cowan be elected Chairman of the District Council for the ensuing municipal year 2024/25.

(Councillor G Cowan having made his Declaration of Acceptance of Office, took the Chair. He made a short address thanking Members for his re-election as Chairman of the Council.)

2 APPOINTMENT OF A VICE-CHAIRMAN

The Chairman called for nominations for the position of Vice-Chairman for the ensuing municipal year 2024/25.

It was moved by Councillor S B Blair, duly seconded by Councillor J L Pout, that Councillor D G Cronk 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

RESOLVED: That Councillor D G Cronk be elected Vice-Chairman of the Dover District Council for the ensuing Council year 2024/25.

(Councillor D G Cronk made his Declaration of Acceptance of Office.)

3 APOLOGIES

There were no apologies for absence received.

4 MINUTES

The Minutes of the meeting held on 6 March 2024 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

The Chairman of the Council made the following announcements:

- (a) To announce the sad news of the death of former District Councillor Miriam Bull. She had represented the old Worth Ward between 1989 – 1999 for the Conservatives.

Councillors K Mills and T J Bartlett spoke to her dedicated service and her community work. Members offered their thoughts to her family.

- (b) To announce the sad news of the death of Mr Donald Hunter, who had been the driving force behind the Merchant Navy Memorial statute in Dover. The Chairman spoke of Mr Hunter's service in the Merchant Navy and the Council's commemoration of Merchant Navy Day.

Members stood in silence as a mark of respect of former Councillor Miriam Bull and Mr Donald Hunter.

7 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, Deputy Leader of the Council and five portfolios.

It was moved by Councillor K Mills, duly seconded, and

RESOLVED: 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  
Deputy Leader  
Transport, Licensing and Environmental Services  
Community and Corporate Property  
Finance, Governance, Climate Change and Environment  
Housing, Skills and Education  
Planning and Built Environment

8 APPOINTMENT OF MEMBERS TO CABINET PORTFOLIOS

It was moved by Councillor K Mills, duly seconded, and

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

	Leader	K Mills
	Deputy Leader	J L Pout
1	Transport, Licensing and Environmental Services	J L Pout
2	Community and Corporate Property	C D Zosseder
3	Finance, Governance, Climate Change and Environment	S B Blair
4	Housing, Skills and Education	P M Brivio
5	Planning and Built Environment	E A Biggs

9 APPOINTMENT OF A SHADOW CABINET

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

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

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

	Leader of the Opposition	T J Bartlett
	Deputy Leader of the Opposition	C A Vinson
1	Transport, Licensing and Environmental Services	M Bates
2	Community and Corporate Property	O C de R Richardson
3	Finance, Governance, Climate Change and Environment	C A Vinson
4	Housing, Skills and Education	D R Friend
5	Planning and Built Environment	N S Kenton

10 REVIEW OF THE ALLOCATION OF SEATS TO POLITICAL GROUPS

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

It was moved by Councillor K Mills, duly seconded by Councillor J L Pout, 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 ensuing municipal year and the Boards and Forums be constituted with the membership as shown:

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

	<b>Labour (4)</b>	<b>Conservative (3)</b>	<b>Non-Aligned Member (0)</b>
1	E A Biggs	M Bates	
2	G Cowan	J S Back	
3	D G Cronk	M F Hibbert	
4	D J Parks		

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.

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

	<b>Labour (2)</b>	<b>Conservative (0)</b>	<b>Non-Aligned Member (0)</b>
1	K Mills		
2	J L Pout		

(\*) Political balance requirements do not apply to EKSC. Nominees must be Executive Leader and Deputy Leader.

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

	<b>Labour (2)</b>	<b>Conservative (0)</b>	<b>Non-Aligned Member (0)</b>
1	P M Brivio		
2	C D Zosseder		

(\*) Two named substitutes from the Executive (Cabinet) can be appointed.

**ELECTORAL MATTERS COMMITTEE (5 seats)**

	<b>Labour (3)</b>	<b>Conservative (2)</b>	<b>Non-Aligned Member (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>Labour (3)</b>	<b>Conservative (2)</b>	<b>Non-Aligned Member (0)</b>
1	S B Blair	D R Friend	
2	J L Pout	M P Porter	
3	C D Zosseder		

### GOVERNANCE COMMITTEE (7 SEATS)

	Labour (4)	Conservatives (3)	Non-Aligned Member (0)
1	S H Beer	M Bates	
2	J P Loffman	S C Manion	
3	H M Williams	R M Knight	
4	L M Wright		

appointed from Unison & GMB.

### JOINT STAFF CONSULTATIVE FORUM (5 seats + 5 staff)

	Labour (3)	Conservative (2)	Non-Aligned Member (0)
1	S Hill	D G Beaney	
2	K Mills	M P Porter	
3	L M Wright		

The Joint Staff Consultative Forum is responsible for electing its Chairman and Vice-Chairman. In addition, there are 5 Staff Representatives are also

### JOINT HEALTH, SAFETY & WELFARE CONSULTATIVE FORUM (5 seats + 5 staff)

	Labour (3)	Conservative (2)	Non-Aligned Member (0)
1	S Hill	D G Beaney	
2	K Mills	M P Porter	
3	L M Wright		

The Joint Health, Safety and Welfare Consultative Forum is responsible for electing its Chairman and Vice- Chairman. In addition, there are 5 Staff Representatives are also appointed from Unison & GMB.

### LICENSING COMMITTEE (15 seats) \*

	Labour (8)	Conservative (7)	Non-Aligned Member (0)
1	S B Blair	J S Back	
2	P M Brivio	M Bates	
3	G Cowan	D G Beaney	
4	D G Cronk	M F Hibbert	
5	S Hill	S C Manion	
6	J P Loffman	M P Porter	
7	D J Parks	O C de R Richardson	
8	C F Woodgate		

### OVERVIEW AND SCRUTINY COMMITTEE (10 seats)

	Labour (6)	Conservative (4)	Non-Aligned Member (0)
1	S H Beer	T J Bartlett	
2	S Hill	M Bates	
3	J P Loffman	D R Friend	
4	M J Nee	M W Rose	
5	D J Parks		
6	L M Wright		

### PLANNING COMMITTEE (10 seats)

	Labour (6)	Conservative (4)	Non-Aligned Member (0)
1	D G Cronk	J S Back	
2	S Hill	D G Beaney	
3	J P Loffman	N S Kenton	
4	M J Nee	R M Knight	
5	H M Williams		
6	C F Woodgate		

### REGULATORY COMMITTEE (5 seats)

	Labour (3)	Conservative (2)	Non-Aligned Member (0)
1	P M Brivio	M F Hibbert	
2	G Cowan	O C de R Richardson	
3	J P Loffman		

- (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:

Committee Name	Chairman	Vice-Chairman
Dover Joint Transportation Advisory Board	DDC Cabinet to appoint	KCC Cabinet to appoint
Electoral Matters Committee	K Mills	J L Pout
General Purposes Committee	J L Pout	C D Zosseder
Governance Committee	S H Beer	H M Williams
Joint Staff Consultative Forum	Elected by Forum	Elected by Forum
Joint Health, Safety & Welfare	Elected by Forum	Elected by Forum

<b>Committee Name</b>	<b>Chairman</b>	<b>Vice-Chairman</b>
Consultative Forum		
Licensing Committee	Elected by Committee	Elected by Committee
Overview and Scrutiny Committee	T J Bartlett	M W Rose
Planning Committee	M J Nee	J P Loffman
Regulatory Committee	G Cowan	P M Brivio

<b>Committee Name</b>	<b>Spokesperson</b>	<b>Deputy Spokesperson (if applicable)</b>
Planning Committee	J S Back	n/a
Overview and Scrutiny Committee	L M Wright	S Hill

#### 11 CALENDAR OF ORDINARY MEETINGS 2024/25

The Head of Corporate Services and Democracy presented the report on the Calendar of Ordinary Meetings 2024/25.

Members were advised that due to the calling of a snap UK Parliamentary General Election on 4 July 2024, the Cabinet and Overview and Scrutiny Committee meetings scheduled for July 2024 would be moved back one week respectively.

It was moved by Councillor K Mills, duly seconded and

**RESOLVED:** That the Calendar of Ordinary Meetings 2024/25 be approved subject to the following amendment:

- Cabinet meeting for 1 July 2024 be changed to 8 July 2024
- Overview and Scrutiny Committee meeting for 8 July 2024 be changed to 15 July 2024

#### 12 PRESENTATION ON DOVER BEACON PROJECT

The Head of Place and Growth introduced Liz Gibney (Partner, Lee Evans Partnership LLP) and Ellie Carswell (Senior Project Manager, AtkinsRéalis).

A presentation was provided in respect of the Dover Beacon Project, updating Members on the current progress of the project.

Members welcomed the presentation and the reassurance that the project was currently on-time and on-budget.

#### 13 ANNUAL REPORT OF THE GOVERNANCE COMMITTEE

The Head of Corporate Services and Democracy presented the Annual Report of the Governance Committee.



Members considered the Annual Report and thanked officers for the training and support provided for the recent Governance Committee Hearing Panel meeting.

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

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

14 ANNUAL REPORT OF OVERVIEW AND SCRUTINY

Councillor C A Vinson, the outgoing Chair of the Overview and Scrutiny Committee, introduced the Annual Report reflecting on the operation of the Committee during 2023/24.

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

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

15 URGENT BUSINESS TIME

There were no items of urgent business for consideration.

The meeting ended at 7.00 pm