

Town and Cinque Port of Sandwich

Town Clerk's Office
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Wednesday 16th August 2017

Dear Councillor,

A **Quarterly** Meeting of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 21st August 2017 at 7 p.m.** at which your attendance is requested.

AGENDA

1. **MAYOR'S OPENING COMMENTS**
2. **APOLOGIES FOR ABSENCE**
3. **DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS**
4. **MINUTES**
To approve the Minutes of the Ordinary Town Council meeting held on 31st July 2017 and to consider any matters arising from those minutes not covered elsewhere on this agenda.
Attach 1
5. **PAYMENT SCHEDULE**
To approve the payment schedule.
Attach 2
6. **PUBLIC RIGHT TO SPEAK**
A 15 minute session is set aside at this stage of the meeting to enable members of the public to speak. (Written notice of the desire to exercise the right to speak, and of the topic to be addressed, must be given to the Town Clerk prior to 4 pm on the Friday before the meeting).
7. **POLICE**
To receive and consider a report setting out the most recent crime and anti-social behaviour statistics available via the Police.UK website.
Attach 3
8. **PLANNING APPLICATIONS (application plans and papers may be viewed via the Dover District Council website – use of a computer in the Town Clerk's office is possible by arrangement)**
 - (i) 17/00654 | Repair of first floor principle ceiling joist and removal of ground floor partition | Delf Cottage, 27 Delf Street, Sandwich, CT13 9HD
 - (ii) 17/00840 | Erection of a detached garage/home office (existing carport to be demolished) | 5 Dover Road, Sandwich, CT13 0BH
 - (iii) 17/00869 | Erection of a single-storey flat roof rear extension, single storey rear conservatory extension and alterations to rear first floor window including installation of a Juliette balcony | The Maltings, 6 Cottage Row, Sandwich, CT13 9HR

- (iv) 17/00870 | Proposed single-storey flat roof rear kitchen extension. Proposed garden room extension. Replacement of existing 1st floor window to rear elevation with French doors and guard rail. | The Maltings, 6 Cottage Row, Sandwich, CT13 9HR
- (v) 17/00897 | Conversion of garage to living accommodation, replace garage door with window and installation of external cladding | 28 New Street, Sandwich, CT13 9AB
- (vi) 17/00911 | Erection of single-storey rear extension. Removal of existing rear french doors. | 19 New Street, Sandwich, CT13 9AB
- (vii) 17/00929 | Repair and re-covering of existing roof | Melody House, 64 New Street, Sandwich, CT13 9BB
- (viii) 17/00930 | Repair and re-covering of existing roof | Melody House, 64 New Street, Sandwich, CT13 9BB
- (ix) 17/00910 | Erection of a single storey rear extension | 19 New Street, Sandwich, CT13 9AB
- (x) 17/00798 | Erection of a single storey side extension to existing ancillary building, formation of raised terrace area, with ramp and steps | The Old Cottage, Loop Street, Sandwich, CT13 9HE
- (xi) 17/00971 | Erection of 2no. detached buildings for use as Use Class B1 (Business) and creation of additional parking | Site at Unit 2, Building 5, Sandwich Industrial Estate, Ramsgate Road, Sandwich, CT13 9FA
- (xii) 17/00482 | Erection of two storey side and single storey rear extensions (amended description and drawings) | 24 St Barts Road, Sandwich, CT13 0BG
- (xiii) 17/00875 | Insertion of rooflights, erection of dormer roof extension and first floor window to garage (to facilitate provision of living accommodation above garage) and installation of new cladding | 2 Mulberry Field, Sandwich, CT13 9DJ
- (xiv) 17/00876 | Erection of 120 dwellings, including 36 affordable homes with new vehicular and pedestrian access, internal access roads, car parking, landscaping, provision of 0.84 hectares of open space and a locally equipped area for childrens' play (LEAP) | Land east of Woodnesborough Road Sandwich, Woodnesborough Road, Sandwich, CT13 0BA

9. PLANNING DECISIONS & CORRESPONDENCE

To receive a verbal report on planning decisions issued by Dover District Council.

10. MONKS WALL NATURE RESERVE MANAGEMENT COMMITTEE VACANCY

To receive and note an email to the Town Clerk from the Warden of the Monks Wall Nature Reserve Committee regarding a candidate for the vacancy on the committee.

Attach 4

11. ST PETERS CHURCH BELLS

To receive and consider draft minutes from a public meeting held on 15th August 2017 regarding the chiming of the Bells at St Peters Church.

Attach 5a & b

12. SANDWICH SHOWGROUND EVENT

To receive and consider an email from Councillor Carter regarding feedback from the community about a recent event at the Sandwich showground.

Attach 6

13. UPDATES FROM TOWN COUNCILLORS REGARDING OUTSIDE BODIES ON WHICH THEY REPRESENT SANDWICH TOWN COUNCIL

14. REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH

15. CONFIDENTIAL ITEMS

(i) It is recommended that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as

defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

(ii) To receive and consider a written report from the Town Clerk on matters pertaining to the purchase of the Drill Hall

Enclosure 1a, b & c

(iii) To receive and consider a request for information from Cllr Wood regarding the Historic Boatyard.

Enclosure 2

(iv) To receive and consider a written report from the Town Clerk regarding the retirement of two Guildhall Caretakers. For information Sandwich Town Council contributes 10% towards the salaries of the caretakers to cover the cost of Council related activities that they undertake.

Enclosure 3a,b & c

16. DATE OF NEXT MEETING

Monday 25th September 2017, at 7pm, in the Council Chamber, Guildhall (**Ordinary Meeting**).



LAURA FIDLER

Town Clerk, Responsible Finance Officer & Clerk to Sandwich Toll Bridge Fund

SANDWICH TOWN COUNCIL**GENERAL ACCOUNT**

SCHEDULE of payments approved at a Meeting of the Town Council held on
21st August 2017

A/C No	Payee	Amount	VAT	Total
128	Dover District Council (Contribution towards maintenance of Play Areas in Sandwich during 2017/18)	£6,126.84	£0.00	£6,126.84
129	Business Stream (Water charges - Black Lane Allotments)	£214.42	£0.00	£214.42
130	The Mayor of New Romney Charity Account (Mayor and Mayoress - attendance of 'Classics and Canapes')	£50.00	£0.00	£50.00
131	John Burrows (24 postcards and 5 x 2018 Sandwich calendars to be sold in the Tourist Information Centre)	£34.70	£0.00	£34.70
132	Kent County Council (Photocopier charges, cleaning stock and stationery)	£269.11	£53.82	£322.93
133	The Comms Guys Ltd (Phone charges - main office and Tourist Information Centre)	£45.84	£9.17	£55.01
134	K A Chapman (Reimbursement for purchase of grass slasher / weeder and staples for fencing at Monks Wall Nature Reserve and Warden Fees for 30/06/17 - 26/07/17)	£184.54	£0.00	£184.54
135	Global Cleaning Supplies (Cleaning stock)	£141.19	£28.24	£169.43
136	Kim Wood Jewellers (Engraving on allotment trophy)	£18.00	£0.00	£18.00
137	Viridor Waste Management Limited (Recycling service)	£18.76	£3.74	£22.50
138	Anna Irwin (Reimbursement for purchase of parking permit for A Hollobon-Baxter)	£129.17	£0.00	£129.17
139	The Mayor of Hythe's Benevolent Fund (The Mayor, Mayoress and driver to attend the Tour of Hythe MOD)	£70.00	£0.00	£70.00
140	Open Sandwich Design (Annual website maintenance, website hosting fees and domain name renewal - Sandwich Town Council websites)	£100.00	£0.00	£100.00
141	Kevin Cook (Reimbursement for Mayoral mileage and dry cleaning of Town Sergeant suit)	£133.55	£0.00	£133.55
142	Brochure Connect (Collection and Delivery of 4,000 x 2017 Visit Sandwich Leaflets)	£114.00	£22.80	£136.80
143	British Gas (Electricity - Cattle Market conveniences)	£155.30	£7.76	£163.06
144	Peninsula Business Services Ltd (HR service)	£112.00	£22.40	£134.40
145	Capita Business Services Ltd (August payroll)	£21,260.32	£0.00	£21,260.32
146	D Kirk (Repairs and re-decoration of Quay Conveniences)	£980.00	£0.00	£980.00
147	S Weatherall (Erect gate post and hang gates - Monks Wall Nature Reserve)	£100.00	£0.00	£100.00
148	MC Outen (Heritage Development Officer - work undertaken between 8th July - 7th August)	£2,000.00	£0.00	£2,000.00
		£32,257.74	£147.93	£32,405.67