

8 April 2013

At an Ordinary Meeting of Sandwich Town Council this day present: -

The Mayor (in the Chair)

Councillor Bragg

“ Butcher

“ Carter

“ Graeme

“ Leith

“ Mrs Liote

“ Moorhouse

“ Mrs Russell

“ Scollard

“ Sneller

“ Trussler

1. The Mayor made the following comments:-
  - The incoming Town Clerk, Mrs Amanda Brooks was formally introduced.
  - The Neighbourhood Planning Meeting on 4 April 2013, organised by Laura Sandys MP, was well attended and a further meeting was planned, in Ramsgate, for 11 April 2013. Councillors were advised to contact Ms Sandys office if they wished to attend.
  - Cocktail Party responses were needed by the end of the week.
  - The Mayor invited councillors to join him in the Mayor's Parlour, after the meeting, to say a formal farewell to Miss Melanie Kingshott, outgoing Town Clerk.
2. Apologies were received and accepted from Councillor Daw, due to illness; Councillor Mrs Dunay, who was on holiday; Councillor Mrs Laslett, due to personal commitments, Councillor Scott, who was on holiday; and the Reverend Mark Roberts.
3. There were no declarations of Disclosable Pecuniary Interests or other Significant Interests.
4. The Minutes of the Ordinary Meeting, held on 18 March 2013, were approved and signed.
5. The schedule of payments, totalling £24,392.69, was received, approved and signed.
6. PCSO Ian Norton presented a police report, a copy of which is attached to the official Minutes. He provided the following responses to councillors' questions:-
  - The Phoenix Centre would be used by the PCSO and Sandwich PC for breaks, to store wet weather gear and, hopefully, for basic report-writing, once office furniture had been installed.
  - He would try and obtain statistics on the issuing of fixed penalty tickets.
  - He would monitor the presence of youths at the train station and notify British Transport Police.
  - Shops need a permit to place signs on the highway and footpaths.

*Cllr Leith entered the meeting at this point.*

- The Phoenix Centre would be mainly used by Police personnel as a drop-in centre so would not provide a public phone. The latter would be better situated in the town centre.
7. No requests to speak were received from members of the public.
8. The following decisions on planning applications were made for transmission to Dover District Council:-
- (i) DOV/13/00143 – Part of Former Power Station Site, Ramsgate Road**  
Application for full planning permission for the installation of 720m of underground high voltage direct current (HVDC), erection of 4 metre high security fencing, construction of access road and hard landscaping, (development falling within the Dover District), being part of a 130km HVDC electrical interconnector with an approximate capacity of 1'000 megawatts (MW), from Zebrugge (Belgium) to Richborough (UK). (This is a duplicate of the application submitted to Thanet District Council which also includes outline planning permission for the erection of a converter station building (max height 30.8 metres), substation building, (max height 15 metres), outdoor electrical equipment for substation (max height 12.7 metres) and converter station (max height 11.8 metres), and application for full planning permission for underground HVDC, fencing, landscaping and internal roads, since the majority of the site falls within the district of Thanet).  
**RESOLVED: RAISE NO OBJECTION**
- (ii) DOV/13/00150 – Little Paddocks, 1 North Poulders Farm, Richborough Road**  
Erection of a first floor extension and alterations.  
**RESOLVED: RAISE NO OBJECTION**
- (iii) DOV/13/00179 – Barn rear of 82-84, Dover Road**  
Change of use and conversion to dwelling, erection of single storey extension, conversion of carport to office, associated external alterations and construction of vehicular access.  
*[Councillor Trussler declared a Disclosable Pecuniary Interest, as a nearby resident, and left the meeting before discussion of this item].*  
**RESOLVED: That the Council objects to the proposal, as the barn shows little architectural merit and does not reflect the integrity of the original building.**
9. The following planning decisions were reported:-
- (i) DOV/12/00966 – Gazen Salts Recreation Ground, Strand Street**  
Erection of a single storey front extension, patio area and disabled access.  
**GRANTED PERMISSION**
- (ii) TR/13/00013 – Riverbank adjacent to Dutch Barge ORCA, Gazen Salts Parking Area, Strand Street**  
Works to one Willow tree.  
**TWO LARGE STEMS TO BE FELLED AND REMAINING STEMS TO BE POLLARDED**
- (iii) TC/13/00023 – Sandale House, Manwood Road**  
Remove two Lime trees; re-pollard four Lime trees to 50%; remove one Flowering Cherry; remove overhanging limbs from neighbouring properties.  
**RAISE NO OBJECTION**
- (iv) DOV/13/00076 – Total Filling Station, Ramsgate Road**  
Installation of ATM and erection of two security bollards.  
**GRANTED PERMISSION**

10. There was no planning correspondence to report.
11. Members received the Minutes of the Sandwich Town Council/Sandwich Toll Bridge Fund Health and Safety Working Group held on 2 January 2013. Councillor Leith reported that the Minutes reflected the continual management of Health and Safety issues. Inspections had expanded to incorporate the Guildhall Forecourt and indicated that the Guildhall was a safe place for staff to work. Investigations were taking place into the installation of inter-linked panic buttons at the Museum, Archive and T.I.C.; therefore, the existing panic button at the Museum could be removed.  
**RESOLVED: That the information be noted and the existing panic button at the Museum be removed.**
12. Councillor Paul Carter reported on the Dover District Cycle Meeting held on 5 March 2013 as follows:-
- Deal has put forward a proposal for a 20 mph speed limit.
  - There is a Community Speedwatch meeting at Police Headquarters.
  - Deal Town Council has set up a Transport Working Group.
  - New cycle rides will be organised this year, hopefully including some abroad.
  - Bicycle health checks will be provided at summer events.
  - In order to promote the Cycle Forum, representatives will attend the RNLI Deal Classic Car and Motorcycle Show, and the Walmer 'Picnic on the Green'.
  - The Forum will be sending a letter to DDC requesting securer parking for cycles.
13. Members received a report from Councillor Scott on the Dover Joint Transportation Board meeting held on 28 February 2013.  
**RESOLVED: That the information be noted.**
14. Members received a report from Councillor Bragg on the Kent Federation of Amenity Societies' Conference which took place on 22 March 2013. The majority of delegates appeared to resist expansion of existing facilities; however, the most favourable solution appeared to be the expansion of Heathrow, before it lost its role as a hub airport.  
**RESOLVED: That the information be noted.**
15. Members received a report from Councillor Scollard on the Friends of Poulders Play Area Meeting which took place on 27 March 2013. The £2500 funding from KCC had been received and DDC would be dealing with all anomalies on the play equipment inspection report. The opening of Whizz Kids was being organised and it was planned to invite all organisations who had contributed funding. The Friends intended to continue fund-raising for more equipment and Miss Kingshott advised Councillor Scollard that they could submit another application to 'Awards for All'. The Mayor thanked Councillor Scollard, and his colleagues, for the 'wonders' they had achieved.  
**RESOLVED: That the information be noted.**
16. Members received a report from Councillor Trussler on the remedial works to the Delf Stream. He expressed thanks to County Councillor Leyland Ridings and expressed his intention to put forward a proposal, to the Town Council, for funding of additional works next year. Miss Kingshott reported that no response had been received from KCC or Railtrak, regarding the debris that had been left, as a result of works near the bridge by the Malcolm Waite garage. Councillor Trussler stated his intention to maintain liaison with Mr Foster from the Environment Agency and monitor the condition of the Delf.  
**RESOLVED: That the information be noted.**
17. Members received notification of the reimbursement of £1700, from the Environment Agency, relating to the Delf Stream initial survey works.  
**RESOLVED: That a letter of thanks be sent to the Environment Agency.**

18. Members received a memorandum from the Assistant Clerk, giving notification of cancellation of the Tourism Committee Meeting, due to be held on 3 April 2013, and considered revising the Terms of Reference in relation to quorum requirements.  
**RESOLVED: That the issue be deferred until the new Mayor takes up office.**
19. Members considered draft policy statements on ‘Secure Handling, Use, Retention and Disposal of Disclosures and Disclosure Information’ and ‘Recruitment of Ex-offenders’, as requested by the Volunteer Centre Dover District to comply with the requirements of the Disclosure and Barring Service.  
**RESOLVED: That the draft policy statements on ‘Secure Handling, Use, Retention and Disposal of Disclosures and Disclosure Information’ and ‘Recruitment of Ex-offenders’ be accepted.**
20. Members received a copy of the Sandwich Town Council Newsletter, Number 34, April 2013. Councillor Moorhouse considered that the Newsletter should contain information about the DDC Land Allocations Document and the Neighbourhood Forum.  
**RESOLVED: That the Sandwich Town Council Newsletter be re-drafted to contain information on the DDC Land Allocations Document and the Neighbourhood Forum.**
21. Members received the following correspondence:-
- (a) Dover District Council, regarding publication of the Sandwich Neighbourhood Area for public consultation commencing on 11 April 2013.  
**RESOLVED: That the information be noted and a press release produced, notifying the public about the Sandwich Neighbourhood Area consultation.**
- (b) Dover District Council, regarding adoption of the Discovery Park Enterprise Zone – Local Development Order.  
**RESOLVED: That the information be noted.**
- (c) Dover District Council, regarding the Department for Communities and Local Government ‘Supporting Communities in Neighbourhood Planning’ programme. It was reported that grant funding will go towards costs incurred by DDC in supporting the creation of Neighbourhood Plans.  
**RESOLVED: That the information be noted.**
- (d) Dover District Council, regarding proposed works to Willow tree in the Gazen Salts Parking Area.  
**RESOLVED: That a copy of the letter be sent to Mr Winsor, the owner of the adjacent barge mooring.**
- (e) Councillor Carter, regarding the 20 mph Places Conference to be held on 23 May 2013, and Members’ attendance was considered.  
**RESOLVED: That Members do not attend the 20 mph Places Conference on 23 May 2013.**
- (f) The White Mill Folk Museum Trust Ltd., requesting that the Council assume responsibility for financing the Mill premises, and payment of property insurance and lightening conductor testing.  
**RESOLVED: That the letter be referred to the Finance Committee.**
- (g) Dover District Council in response to the Town Council’s request for a litter bin to be attached to the railings by the bus stop in New Street.  
**RESOLVED: That the information be noted.**

- (h) Kent County Council and Sandwich Library Guild regarding the future of library services in Sandwich.  
**RESOLVED: That the information be noted.**
- (i) Woodnesborough Parish Council, regarding a complaint concerning the Hovercraft Experience off the A257. It was reported that the business might be relocating to a more remote site on Pfizer's land.  
**RESOLVED: That the information be noted.**
- (j) Churches Conservation Trust, regarding transfer of responsibility for electricity costs, for St Peter's Church, from Dover District Council to the CCT.  
**RESOLVED: That a letter be sent to DDC querying why the Sandwich Toll Bridge Fund had been suggested as a possible source of funding, and requesting the reason why details of the energy supplier had not been given to the Churches Conservation Trust.**
- (k) Action with Communities in Rural Kent, regarding a conference on 19 April 2013, and to consider Members' attendance.  
**RESOLVED: That the information be noted and any councillor(s), interested in attending, should contact the Town Clerk.**
- (l) Clerks and Councils Direct, regarding subscription renewal.  
**RESOLVED: That one annual subscription be purchased at a total cost of £12.**
- (m) The Cinque Port Liberty of Brightlingsea, requesting the approval of the Town Council in relation to Brightlingsea Coastal Rowing Club using the Cinque Port Emblem on its flags. Members clarified that the Cinque Port Emblem referred to was in fact the Sandwich Emblem.  
**RESOLVED: That the request, by the Cinque Port Liberty of Brightlingsea, for the Brightlingsea Coastal Rowing Club to be permitted to use the Cinq Port (Sandwich) Emblem on its flags, be approved.**
- (n) Healthwatch Kent, concerning a Welcome Event on 19 April 2013, and Members' attendance was considered.  
**RESOLVED: That the information be noted and any councillor(s) interested in attending should contact the Town Clerk.**
- (o) Bring Alive Sandwich Heritage, regarding possible civic involvement in Sandwich (USA) 375<sup>th</sup> anniversary celebrations. It was reported that an additional email had been received from Sandwich (USA) requesting an exchange of historical information, photos and details of cultural events and, in the future, mutual representation at special events.  
**RESOLVED: That the Town Clerk facilitate the exchange of information.**
- (p) Kent Association of Local Councils, regarding membership. Members considered the benefits of membership, such as, assistance to new Clerks; policy advice and guidance; representation of local councils to MPs, government departments and Ministers; up-to-date information on local government activity, local training and advice on funding opportunities.  
**RESOLVED: That the Council joins the Kent Association of Local Councils, for the year 2013/2014, at a total subscription of £1,368 (including VAT).**
22. District Councillor Carter informed Members that feedback was invited on the DDC revised website. He would be attending a Cabinet Meeting on 15 April and Agenda items include:-
- The Draft Parks and Amenity Open Spaces Strategy (which suggests linking Sandwich's opens spaces into a coherent unit).

- The DDC Budget and Medium Term Financial Plan (which includes grants for Sandwich Cricket Club, Sandwich Leisure Centre and Gazen Salts).
- Empty Homes project.
- Nominations for Sandwich Port and Haven Commissioners.
- New Performance Report template.

District Councillor Russell reported that she had attended a Forces Veterans' Health Meeting and advised Members on the types of problems encountered during resettlement.

23. Additional correspondence – A thank you letter had been received from the public conveniences' staff, expressing their appreciation to the Council for entering the Quay toilets into the 'Loo of the Year Awards 2013'.