

SANDWICH TOWN COUNCIL

Minutes of an Ordinary Meeting of Sandwich Town Council on Monday 22 April 2013 in the Council Chamber, Guildhall, Sandwich at 7.00 pm.

Present: Councillors: The Mayor (in the Chair)
B W Butcher
P I Carter
R A Daw
Mrs J L Dunay
P Graeme

Mrs S Laslett
Mrs V Liote
M W Moorhouse
Mrs P Russell
J O Sneller
M B Trussler

Officer Present: Mrs A Brooks

1. MAYOR'S OPENING COMMENTS

The Mayor and Mayoress, and Deputy Mayor and Mayoress, made their official farewell to Miss Melanie Kingshott, former Town Clerk, at a celebratory dinner, during which, Miss Kingshott was presented with a print of Sandwich and a cheque for £100. The Mayor expressed his thanks to all who had contributed to the gifts.

The filming for the Israeli TV show had been successful and was due to be aired in November. The company will be sending DVDs of their footage.

The Mayor invited councillors for drinks in the Mayors' Parlour, after the meeting, as this was his last Council meeting in office.

2. APOLOGIES FOR ABSENCE

Apologies were accepted from Councillor Bragg, due to another commitment; Councillor Leith, due to work commitments; Councillor Scollard, due to another engagement and Councillor Scott, who was on holiday.

3. DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

There were no declarations of Disclosable Pecuniary Interests or Other Significant Interests.

4. MINUTES

The minutes of the Ordinary Town Council Meeting, held on 8 April 2013, were received, approved and signed.

5. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

There were no matters arising.

6. FINANCE COMMITTEE MINUTES

The Minutes of the Finance Committee Meeting, held on 8 April 2013, were approved and signed, and the recommendations in Item 3 (a – f) were considered.

RESOLVED: That the recommendations contained in Item 3 (a – f) be approved.

7. PAYMENT SCHEDULE

The schedule of payments, totalling £9,323.29, was received, approved and signed.

8. PUBLIC RIGHT TO SPEAK

No requests had been received from the public to speak.

9. PLANNING APPLICATIONS (plans on view from 6.30 pm)

(i) DOV/12/00386 – Great Poulders Farm, Poulders Road

Change of use to an equestrian centre, including office/reception and staff welfare facilities to provide 24 hour security, erection of 8 stables and tack room, extension to existing building at entrance, horse walker, construction of a ménage with associated lighting, and relocation of existing shed (existing silos to be demolished).

RESOLVED: That the Town Council objects to the proposal for the following reasons:-

- **There is a history of road traffic accidents on the bend, approximately 100 yards from the access to the proposal site.**
- **There have been collisions into garden walls on the Woodnesborough Road, adjacent to Poulders Road.**
- **The site lines coming out of Poulders Road are poor.**
- **The proposal will lead to increased vehicle movements in Poulders Road.**

Members considered that, if the proposal is granted planning permission, there should be a condition requesting that future road maintenance costs are shared between the residents and the applicant.

(ii) DOV/13/00241 – 2 The Beagrams, The Butts

Erection of a front porch extension.

RESOLVED: Raise No Objection

(iii) DOV/13/00246 – 26 Tannery Lane

Installation of a replacement door.

RESOLVED: Raise No Objection

(iv) TC/13/00033 – Canterbury Gate House, Ash Road

50% crown reduction and re-shape one Walnut tree; pollard two Plum trees.

RESOLVED: Raise No Objection providing that the proposal is acceptable to the DDC Tree Officer.

10. PLANNING DECISIONS

The following decisions had been received from DDC:-

(i) DOV/09/00080 – Signage at Pfizer Ltd, Ramsgate Road

Retrospective application for the display of 8 internally illuminated post-mounted information signs.

GRANTED PERMISSION

(ii) DOV/13/00111 – Lloyds Bank Chambers, 12 Market Street

Display of one non-illuminated fascia sign, one non-illuminated projecting sign and associated vinyl signs.

GRANTED PERMISSION

(iii) DOV/13/00066 – 41 Whitefriars Meadow

Installation of UPVC front door.

GRANTED PERMISSION

11. PLANNING CORRESPONDENCE

There was no planning correspondence to report.

12. HEALTH & SAFETY

(i) Members received the Minutes of the Sandwich Town Council/Sandwich Toll Bridge Fund Health and Safety Working Group held on 5 April 2013.

RESOLVED: That the Minutes be approved.

(ii) Members received advice from the Health and Safety Executive, regarding design of office seating, and considered allocating a budget of £450, vire budgeted from the 'Insurance Budget', for the purchase of new office chairs.

RESOLVED: That a budget of £450 be vire budgeted from the 'Insurance Budget' for the purchase of three new office chairs.

13. NEIGHBOURHOOD PLANNING

(i) Members received an update on the Sandwich Neighbourhood Plan and considered formulation of a steering group. At the last NP meeting, it was decided that the group should be called the 'Sandwich Neighbourhood Plan Group'. It was reported that David Whittington, DDC Senior Planner, wished to meet with the group, once formed, to discuss the future of the Plan.

RESOLVED:

i. That a steering group be formed comprising the Mayor, Deputy Mayor, a co-ordinator and five other members.

ii. That, Sandwich be divided into three areas (North of the river, Sandwich South and Sandwich North) for the purposes of the plan and one member be allocated, as a representative, per area.

(ii) Members received notification, from Worth Parish Council, regarding the consultation on the Worth Pre-Submission Neighbourhood Development Plan.

RESOLVED: That the information be noted and Worth Parish Council thanked for the information.

14. MONKS' WALL NATURE RESERVE

Members received a report from the Chairman of the Monks' Wall Nature Reserve Management Committee.

RESOLVED: That the information be noted.

15. DRAFT PARKS AND AMENITY OPEN SPACES STRATEGY 2013-2026

Members received an update, from Councillor Carter, on the Draft Parks and Amenity Open Spaces Strategy 2013-2026 and its impact on Sandwich. Councillor Carter stated that the Strategy made reference to six strategic green sites in Dover; however, Sandwich was not included. A strategic vision still needed to be created for Sandwich's open spaces, linking them into one cohesive unit, and Dover District Council had agreed to assist the Sandwich Town Council with this project, once the six existing strategic sites had been addressed. DDC also suggested that the Sandwich Neighbourhood Plan should incorporate parks and open spaces.

RESOLVED:

i. That a strategic vision for Sandwich's green spaces be incorporated into the Neighbourhood Plan.

ii. That the Town Council submit an official response to the Open Spaces Strategy Consultation.

16. SANDWICH COMMUNITY EMERGENCY PLAN

Members received an update, from Councillor Russell, on the Sandwich Community Emergency Plan. Various people had offered help in the event of an emergency and a telephone tree had been created. Councillor Russell would continue to develop the plan and present it for discussion at a future meeting.

RESOLVED: That the information be noted and Councillor Russell thanked for formulating the Emergency Plan.

17. NEMO INTERCONNECTOR

Members received an update, from Councillor Russell, regarding the high-voltage power transmission infrastructure for Richborough. National Grid propose to run subterranean high voltage electricity cables from Zeebrugge to Richborough, with an overhead line connecting

Richborough to a substation in Canterbury. The first public consultation has been scheduled for this summer.

RESOLVED: That the information be noted.

18. FINANCE

(i) Members received an end-of-year income and expenditure statement, and budget sheets, for the 2012/2013 financial year.

RESOLVED: That the information be noted.

(ii) Members considered a memo, from the Assistant Clerk, suggesting a budget virement between the 'Insurance' budget heading and the 'Memberships & Subscriptions Budget' to cover the cost of KALC membership.

RESOLVED: That a budget virement be made of £1,140, between the 'Insurance' budget heading and the 'Memberships & Subscriptions Budget', to cover the cost of KALC membership.

19. COMMUNICATIONS PROTOCOL POLICY

Members received Sections B and C of the Sandwich Town Council Communications Protocol Policy and considered whether to send out Committee and Council Agendas by email rather than paper copy.

RESOLVED: That a breakdown of costs involved in the provision of paper copies of Agendas be obtained, as well as potential costs associated with increasing the Office's email capacity, and the information discussed at a subsequent meeting.

20. POLICE ISSUES

(i) Members received a copy of a letter from the Chief Constable, providing a breakdown of savings achieved through the closure of Sandwich Police Office.

RESOLVED:

That a full breakdown of costs be obtained and presented for discussion at a subsequent meeting and the information be copied to the Chamber of Commerce.

(ii) Members received a report of a meeting held at the Town Council Office with PC Woodland, regarding use of the Phoenix Centre as a 'drop-in' facility.

It was further reported that the Phoenix Centre had now received the necessary funding.

RESOLVED: That the information be noted and the situation monitored.

21. NEWSLETTER

Members considered an addendum to the April 2013 Newsletter, on Neighbourhood Planning and the LAD, and subsequent revision of the DDC Environmental Crime section.

RESOLVED: That the article on Neighbourhood Planning and LAD be accepted, subject to minor revisions.

22. KCC PUBLIC RIGHTS OF WAY

Members received a letter, and map, from Kent County Council, providing information on the vegetation clearance schedule for 2013.

RESOLVED: That the information be noted.

23. CORRESPONDENCE

Members received the following correspondence:-

(i) Membership Subscription for the White Cliffs Country Tourism Alliance and renewal was considered.

RESOLVED: That the Membership Subscription for the White Cliffs Country Tourism Alliance be renewed.

(ii) A special lecture entitled 'Edward III – The Man & his Might' at 7 pm, on 16 May 2013, in St Thomas' Church Winchelsea and Members' attendance was considered. It was

reported that Councillor Bragg was already attending this event and was happy to be the Council's representative.

RESOLVED: That Councillor Bragg attend the special lecture in St Thomas's Church, Winchelsea, as the Council's representative.

(iii) An email from DDC, giving notification of the launch of the Collective Energy Switching Scheme on 22 April 2013.

RESOLVED: That the information be noted.

(iv) Notification from DDC that all its can and glass banks will be removed from sites across the district by the end of April 2013.

RESOLVED: That the information be noted.

(v) An email from CPRE, and a letter from RAG, concerning the retention of the Richborough Household Waste and Recycling Site.

RESOLVED: That the information be noted.

(vi) A letter from the Kent Environment and Community Network regarding the need for an environment resource centre in Kent, and Members considered submitting representations.

RESOLVED: That a letter of support be sent to the Kent Environment and Community Network.

(vii) A letter from Deal Town Council, giving notification that the DTC Transport Working Group has been rescheduled to 22 May 2013 at 7.15 pm, and Members' attendance was considered.

RESOLVED: That the information be noted.

24. REPORT OF DISTRICT COUNCILLORS

Councillor Butcher reported that all Ward Members would be receiving notification of works to TPO trees in order that Parish/Town Councils receive timely information about such works when the Tree Officer is on annual leave. In addition, Ward Members would receive notification of works to trees that had significant amenity value but no TPO.

Councillor Russell reported that the Kent County Council report, on the 20 mph speed limit, will be put before the Joint Transportation Board for comment, when finalised. Councillor Russell attended a meeting of the Armed Forces Network, Kent and Medway and has been asked to become involved in discussions between the District Council and the Armed Forces Network.

Councillor Carter reported on the following issues:-

Mike Dawson had left employment with the District Council; Councillor Carter continued to work on events' issues and a new fingerblade sign, pointing to the Town Centre, was due to be installed in Seven Post Alley.

25. ADDITIONAL CORRESPONDENCE

There was no additional correspondence.

26. DATE OF NEXT MEETING

Annual Meeting: Thursday 9 May 2013 at 7 pm in the Guildhall Court Room.

The meeting closed at 8.35 pm.

Signed **Date:**