

Minutes of an Ordinary Meeting of Sandwich Town Council, held on Monday 13 May, in the Council Chamber, Guildhall, Sandwich at 7.00 pm.

Present: Councillors:

The Mayor (in the Chair)	Mrs V Liote
H J Bragg	M W Moorhouse
P I Carter	Mrs P Russell
Mrs J L Dunay	J P Scollard
P Graeme	B A Scott
Mrs S Laslett	J O Sneller
S G Leith	J J Watts

Officer Present: Mrs A Brooks

6.5.13 MAYOR'S OPENING COMMENTS

Reverend Mark Roberts said prayers before the Meeting commenced. The Mayor did not make any opening comments.

7.5.13 APOLOGIES FOR ABSENCE

Apologies were accepted from Councillor Daw, who was on holiday, and Councillor Trussler, who had a personal commitment.

8.5.13 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS.

Councillor Leith declared a Disclosable Pecuniary Interest in relation to Agenda Item 10 (iv) – Planning Application DOV/13/00299, 55 New Street, as a nearby resident.

9.5.13 MINUTES

The Minutes of the Ordinary Town Council Meeting, held on 22 April 2013, were received, approved and signed.

10.5.13 MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

Item Number 13(ii) – Worth Pre-Submission Neighbourhood Development Plan
Councillor Russell had a copy of the Worth Pre-Submission Neighbourhood Development Plan, if Councillors wished to read it, and she considered that the Worth exhibition had been 'well done'.

11.5.13 TOURISM COMMITTEE MINUTES

Members received the Minutes of the Tourism Committee Meeting, held on 2 May 2013, and considered the Recommendations at Items 3, 5, 8 and 9. Councillor Moorhouse requested that the surname Goodwin, at Item 1, be amended to Godwin. The Town Clerk reported that there was no additional capacity in the Town Clerk's Office to assist with the organisation of the Harvest Celebration and Apple Fayre (Item 9).

RESOLVED: That the following recommendations be approved:-

(i) That the Tourism Committee arrange a meeting in September to discuss the vision for the town.

(ii) That Mr Laslett be permitted to represent the Town Council on the WCCTA Executive Committee.

(iii) That Sandwich Town Council populates the 'Sandwich' page of the website www.thecinqueports.com.

- (iv) That the following budget recommendations be approved:
 - a) £1500 to be allocated for producing a new Visitor Guide.
 - b) £182.60 to be used for purchasing 30 x 4 Tier 1/3 A4 Literature Holders.
 - c) £33.00 to be used for purchasing 30 x 1/3 A4 Single Literature Holders.

(v) That the working party, which produced the Town Guide (Cllr Mrs Laslett, Cllr Mrs Liote, Mr Laslett, Mr Lester and Miss Fidler), work to produce a new leaflet aimed at visitors who are in the town for a short visit.

(vi) That a Harvest Celebration and Apple Fayre be staged in September 2013.

12.5.13 PAYMENT SCHEDULE

The schedule of payments, totalling £25,234.36, was received, approved and signed.

13.5.13 POLICE REPORT AND PACT

PCSO Ian Norton presented a Police report, a copy of which is attached to the official Minutes. He stated that he had contacted British Transport Police, regarding the presence of youths at the train station, and they would be patrolling on a regular basis.

14.5.13 PUBLIC RIGHT TO SPEAK

No requests had been received from the public to speak.

15.5.13 PLANNING APPLICATIONS (plans on view from 6.30 pm)

(i) DOV/13/00197 – Delf Nursery, Deal Road

Erection of a log cabin to be used as a shop (Use Class A1).

RESOLVED: RAISE NO OBJECTION

(ii) DOV/13/00201 – 2 North Poulders Farm, Richborough Road

Change of use of land and erection of a detached garage.

RESOLVED: That Councillors object to the proposal as follows:-

Councillors believe that the proposed detached garage can be accommodated on the existing residential plot at No. 2 and that there is no need to apply for a change of use and thus build on existing agricultural land.

(iii) DOV/13/00279 – Sandwich Leisure Park, Woodnesborough Road

Part retrospective application for the change of use of first floor to 7 no. holiday lets, erection of two storey rear extension incorporating balconies and dormer window extensions; change of use of existing workshop to children's play area, erection of extensions and associated alterations and construction of car parking.

RESOLVED: That the Town Council positively supports the proposal.

(iv) DOV/13/00299 – 55 New Street

Installation of replacement windows and doors to front and painting of external.

Members were notified that the description of this proposal had changed to include 'erection of gates to front'.

[Cllr Leith left the meeting for this item, as he had formerly declared a Disclosable Pecuniary Interest].

RESOLVED: RAISE NO OBJECTION

(v) DOV/13/00305 – Site North East side of Discovery Park, Ramsgate Road

Screening Opinion

RESOLVED: That the Town Council positively supports the proposal.

(vi) DOV/13/00309 – Land rear of 19-37 Woodnesborough Road

Erection of two detached dwellings and creation of a vehicular access.

RESOLVED: That the Town Council objects to the proposal because it constitutes over-development of the site.

(vii) DOV/13/00315 – 26 Whitefriars Meadow

Erection of a single storey rear extension.

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

The extension will be close to the boundary of the adjacent property and contravenes the 45° rule. As such, it will adversely affect the light to the living room of the adjacent property, as well as being detrimental to its amenity.

(viii) DOV/13/00321 – 39 New Street

Variation of conditions 8 of planning permission DOV/06/1002 to allow opening hours Mondays and Tuesdays 8am – 5pm, Wednesdays and Thursdays 9am – 8pm, Fridays 9am – 5pm and Saturdays 9am – 1pm.

RESOLVED: That the Town Council positively supports the proposal.

(ix) DOV/13/00322 – 39 New Street

Display of 1 no. non-illuminated wall sign, 1 no. non-illuminated hanging sign and 2 no. window graphics.

RESOLVED: RAISE NO OBJECTION

16.5.13 PLANNING DECISIONS

Members received a report on planning decisions received from Dover District Council as follows:-

(i) DOV/13/00069 – 4 King Street

Internal alterations and replacement window to side elevation.

GRANTED PERMISSION

(ii) DOV/13/00115 – 4 King Street

Installation of side window.

GRANTED PERMISSION

(iii) DOV/13/00150 – Little Paddocks, 1 North Poulders Farm, Richborough Road

Erection of a first floor extension and alterations.

REFUSED PERMISSION

(iv) DOV/13/00305 – Site North East side of Discovery Park, Ramsgate Road

Screening Opinion

ENVIRONMENTAL STATEMENT NO REQUIRED

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

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

RAISE NO OBJECTION

17.5.13 PLANNING CORRESPONDENCE

Members received notification of a Dover District Council Planning Committee Meeting, to be held on 16 May, at which planning application **DOV/12/00386**

(Great Poulders Farm, Poulders Road) would be discussed. There would be no opportunity for public speaking.

RESOLVED: That the information be noted.

- 18.5.13 MONKS WALL NATURE RESERVE MANAGEMENT COMMITTEE**
Members received the Minutes of the Monks Wall Nature Reserve Management Committee Meeting held on 15 April 2013.
RESOLVED: That the Minutes be accepted.
- 19.5.13 CITIZENS' ADVICE BUREAU**
Members received a report from Councillor Scollard on the Dover, Deal and District Citizens' Advice Bureau Meeting held on 18 April 2013. The CAB had experienced difficulties in meeting commitments owing to a reduction in volunteers; however, a recruitment campaign would soon be organised. It was also reported that the boiler was not working, the CAB national reporting system was inefficient and the Dover Gateway computer system was incompatible with that of the CAB. The Business Plan would be discussed at the next meeting on 18 July 2013.
RESOLVED: That the information be noted.
- 20.5.13 PUBLIC CONSULTATION ON DRAFT PARKS AND AMENITY OPEN SPACE STRATEGY**
Members received notification of the Draft Parks and Amenity Open Space Strategy for the Dover District and considered sending representations.
RESOLVED: That Members give further consideration to this issue and organise a meeting for formulating a response (date to be decided).
- 21.5.13 COMPLAINTS PROCEDURE**
Members considered updating the Complaints Procedure to reflect the adoption of the Kent Code of Conduct.
RESOLVED: That the Complaints Procedure be updated to reflect the following:-
(i) The Town Council's adoption of the Kent Code of Conduct on 25 June 2012.
(ii) The referral of complaints against councillors to the Monitoring Officer.
- 22.5.13 LITTER**
(i) Members considered the problem of litter at the Butts and the condition of litter bins in general. It was reported that DDC would be replacing plastic bin covers, making extra checks and may provide temporary wheelie bins during peak periods.
RESOLVED: That Councillor Scollard and Councillor Carter provide an inventory of missing bins, for discussion with the new DDC Building Control Manager, at a meeting on 16 May.

Councillor Carter left the meeting at this point.

(ii) Members received a copy of a press release from DDC, giving notification that the Environmental Crime Team had been visiting local primary schools to raise awareness of the impact of littering and dog fouling.
RESOLVED: That Councillor Mrs Russell and Councillor Carter, who are school governors at Sandwich Junior School and Sandwich Technology School respectively, request that these schools engage with pupils to raise awareness of the problem of litter and dog fouling in the locality.

23.5.13 TRAFFIC ISSUES – SANDWICH TECHNOLOGY SCHOOL

Members received an email from a local resident, sent to KCC Highways and Transportation, expressing her concerns about parking congestion outside Sandwich Technology School.

RESOLVED:

(i) That a letter be sent to David Brazier, Kent County Council Member for Transport and Environment containing the following points:-

- i. Councillors' concerns regarding the hazardous traffic conditions, caused by inappropriate parking, outside Sandwich Technology School on Deal Road, and Dover Road.**
- ii. Councillors' dissatisfaction with the KCC Traffic Engineer's response to a local resident's concerns.**
- iii. A request that the KCC Cabinet Member conduct a site visit during peak periods.**
- iv. Councillor's recommendations that a combination of waiting restrictions, bollards and high kerbs be utilised to combat hazardous parking.**

(ii) That the letter be copied to the following personnel:-

Mr Corcoran (KCC Traffic Schemes and Member Highway Fund Manager), Mr Heaps (KCC Traffic Engineer), Paul Carter (KCC Cabinet Leader), Councillor Paul Watkins (Leader of DDC), Leyland Ridings (KCC Councillor for Sandwich) and the Editor of the East Kent Mercury.

24.5.13 ROYAL ENGINEER'S PARADE

Members considered the attendance of the Mayor's Secretary at the Royal Engineers' Freedom Parade in Maidstone, as a familiarisation exercise for the Sandwich Parade, and to receive guidance from Maidstone Borough Council on administrative requirements, and considered allowing her a claim for motor mileage allowance.

RESOLVED: That the Mayor's Secretary attend the Royal Engineer's Freedom Parade, and the meeting with Maidstone Borough Council, and be permitted to claim motor mileage allowance.

25.5.13 COMMUNICATIONS PROTOCOL POLICY

Members received a break down of costs in relation to the production of paper copy Agendas in order to consider electronic dissemination as an alternative.

RESOLVED: That the information be noted and Councillors continue to receive paper copies of Agendas and review the situation in a year's time.

26.5.13 TOWN MAP LEAFLETS

Members considered a memo from the Assistant Clerk, recommending the purchase of Town Map leaflets.

RESOLVED: That no order be placed for Town Map leaflets.

27.5.13 SATURDAY PEDESTRIANISATION

Members considered the purchase of a 'Road Closed' sign, subject to Highway's consent, in order to facilitate pedestrianisation of King Street on Saturday mornings. Members expressed concern at the hazardous traffic conditions caused by removal of a traffic bollard at the Austin's Lane end of the street.

RESOLVED: That the following action be taken:-

- (i) Enquiries be made, with KCC Highways and Transportation, as to who is responsible for procuring such signage and, whether prior authorisation is needed for its usage.**
- (ii) If funding is not available for the road sign, then quotations be obtained and discussed at the next meeting.**

28.5.13 MEETING/CIVIC DATES FOR 2013/2014

Members considered provisional dates for quarterly Council Meetings for 2013/2014, Annual Meeting (Mayor Making) 2014 and Civic Service 2014 as follows:-

Statutory Council Meetings - Monday 5 August 2013, Monday 4 November 2013, Monday 3 February 2014

Annual Meeting (Mayor Making) – Thursday 8 May 2014

Civic Service – Sunday 11 May 2014

It was reported that Reverend Roberts had requested that Mayor Making take place on Thursday, 15 May 2014 and the Civic Service on Sunday 18 May 2014.

RESOLVED:

(i) **That the following dates be confirmed for the quarterly Council Meetings:- Monday 5 August 2013, Monday 4 November 2013, Monday 3 February 2014.**

(ii) **That Mayor Making take place on Thursday 15 May 2014.**

(iii) **That the Civic Service take place on Sunday 18 May 2014.**

29.5.13 MEMBERSHIP OF COMMITTEES FOR 2013/2014

(i) Members considered proposed Membership of the following Committees:- Advisory, Finance, Events/Entertainments, Tourism, Tidal Defence/Delf, Public Amenities.

RESOLVED: That Committee Membership, for the ensuing year, be confirmed as follows:-

(i) **ADVISORY COMMITTEE: The Mayor, Deputy Mayor and Councillors Carter, Daw, Leith, Scott, Sneller and Mrs Russell.**

(ii) **FINANCE COMMITTEE: The Mayor, Deputy Mayor and Councillors Bragg, Mrs Dunay, Leith, Moorhouse, Trussler and Watts.**

(iii) **EVENTS/ENTERTAINMENTS: The Mayor, Deputy Mayor and Councillors Mrs Liote, Mrs Dunay, Trussler, Sneller, Mrs Russell and Mrs Laslett.**

(iv) **TOURISM COMMITTEE: The Mayor, Deputy Mayor and Councillors Sneller, Moorhouse, Mrs Laslett, Scollard, Scott and Daw.**

(v) **TIDAL DEFENCE/DELF: The Mayor, Deputy Mayor and Councillors Bragg, Scollard, Trussler and Watts.**

(vi) **PUBLIC AMENITIES COMMITTEE: The Mayor, Deputy Mayor and Councillors Bragg, Carter, Daw, Mrs Liote, Mrs Russell and Scollard.**

(ii) Members considered the following:-

a) Formation and Membership of the Monks Wall Nature Reserve Management Committee as a Town Council Committee, following the transfer of freehold title of the reserve to the Town Council.

RESOLVED:

(i) **That the Monks Wall Nature Reserve Management Committee be reformed as a Town Council Committee.**

(ii) **That Committee Membership, for the ensuing year, be confirmed as follows: The Mayor, Deputy Mayor and Councillors Mrs Laslett, Scott and Watts.**

b) Granting power to the Committee to co-opt four non-councillor Members and draft a Terms of Reference for consideration by the Town Council.

RESOLVED: That power be given to the Committee to co-opt up to four non-councillor Members and recommend a draft Terms of Reference for consideration at an ensuing meeting of the Town Council.

30.5.13 FREQUENCY OF COMMITTEE MEETINGS AND QUORUM REQUIREMENTS

Members considered the following:

- (i) Quarterly Meetings of the Finance and Tourism Committees, as per the draft calendar attached, and amending the Committees' Terms of Reference accordingly.
Councillor Scollard left the meeting at this point.

RESOLVED: That the issue be considered at a meeting of the Advisory Committee to be convened on Thursday 23 May at 1 pm in the Main Hall, Guildhall.

- (ii) Revision of the quorum requirements of all Committees from 'one half' of membership to 'one third', or three Members, with voting powers, whichever is the greater (LGA 72, Sch. 12, para 45), and subsequent revision of the Committees' Terms of Reference, and the Town Council Standing Orders.

RESOLVED: That this issue be deferred to the next Town Council Meeting, pending the outcome of the Advisory Committee Meeting on 23 May.

31.5.13 MEMBERSHIP OF OUTSIDE BODIES

Members considered the appointment of representatives to outside bodies as follows:-

RESOLVED:

- (i) Seven members be appointed to the Council of the White Mill Folk Museum Trust for, the ensuing year, as follows:
Councillors Trussler, Leith, Sneller, Daw, Scott, Mrs Dunay and Carter.

- (ii) Four Trustees be appointed to the Management Committee of Gazen Salts Nature Reserve, for the ensuing year, as follows:
The Mayor and Councillors Scott, Leith and Mrs Dunay.

- (iii) Councillors Carter and Mrs Dunay serve on the Sandwich Festival Association Committee, for the ensuing year.

- (iv) Councillor Scollard be appointed as the Council's non-voting representative to the Dover, Deal & District Citizens Advice Bureau, for the ensuing year.

- (v) Councillors Carter and Scott be appointed, as non-voting Members, to the Dover Joint Transportation Committee, for the ensuing year, with one Member acting as a substitute.

- (vi) Councillor Carter be appointed to sit on the Sandwich Neighbourhood Forum, for the ensuing year.

- (vii) Councillor Daw be appointed as Public Rights of Way representative, for the ensuing year.

- (viii) Councillor Trussler be appointed as representative for the Dover District Council Local Development Framework, for the ensuing year.

- (ix) Councillor Scollard be appointed as representative to the Sandwich Heritage Group, for the ensuing year.

- (x) Four representatives be appointed to the Sandwich Flood Defences Committee, for the ensuing year, as follows:-
Councillors Bragg, Scollard, Trussler and Watts.

(xi) No representation is needed for the Dover District Council Standards Committee.

(xii) Councillor Carter be appointed as representative to the Delivery Group of Active Dover, and to the Grants Panel of Active Dover, for the ensuing year.

(xiii) That Paul Twyman, Chairman of the Kent International Airport Consultative Committee, be contacted to see if Town Council representation was required for the ensuing year and an update provided at the next meeting.

(xiv) Councillor Carter be appointed as representative to the Sandwich Community Lights Committee, for the ensuing year.

(xv) The Mayor, and Councillor Mrs Liote, be appointed to the Sandwich Chamber of Commerce, for the ensuing year.

(xvi) Representation is no longer needed for the Sandwich Tourism Initiative.

(xvii) Representation is no longer needed for the Sandwich Guild.

(xviii) Mr Steve Laslett be appointed as representative to the White Cliffs Country Tourism Association, for the ensuing year.

(xix) The Mayor of the day and Councillor Scollard be appointed as non-voting representatives to the Friends of Poulders Play Area, for the ensuing year.

(xx) Three representatives be appointed to the Sandwich Town Council Health and Safety Working Group as follows:-
The Mayor, Councillor Leith and the Town Clerk.

(xxi) Three representatives be appointed to the Sandwich Traffic Forum for the ensuing year, as follows:-
The Mayor and Councillors Moorhouse and Carter.

32.5.13 CORRESPONDENCE

Members received the following correspondence:-

(i) A letter regarding a potential development in St Georges Road.

RESOLVED: That the information be noted.

(ii) Members received an email, from the Kent Association of Local Councils, regarding three free events giving the opportunity to meet Ann Barnes, Kent's Police & Crime Commissioner, and considered Members' attendance.

RESOLVED: That an invitation be extended to Ann Barnes to meet with Councillors at the Guildhall.

(iii) A letter from CPRE regarding membership expiry, and renewal was considered.

RESOLVED: That annual membership be renewed at a cost of £29.

(iv) An email from Richard Pollard, DDC Property Services Manager, giving notification of his retirement and contact details of his successor.

RESOLVED: That a letter be sent to Mr Pollard, expressing the Town Council's gratitude, and wishing him well in his retirement.

(v) A copy of a DDC press release, giving notification of two 'Know Your Services' events organised by Dover Gateway. Councillor Russell was scheduled to attend the event, at Dover Discovery Centre, the following day.

RESOLVED: That the information be noted.

(vi) A letter from a local resident, complaining about the installation of wooden bollards in Hazelwood Meadow, and the response, received by another resident, from East Kent Housing.

RESOLVED: That a letter be written to the local resident, acknowledging his concerns.

At this point in the meeting, the Mayor made an announcement that it was 10 pm, and Members considered whether to suspend Standing Orders to allow the meeting to continue.

RESOLVED:

(i) *That Standing Order 1(z) be suspended to allow the meeting to reach its conclusion.*

(ii) *That the Meeting of the Trustees of Sandwich Toll Bridge Fund be deferred until Thursday 23 May 2013 at 2 pm.*

(vii) A letter from a company called Textures UK Ltd, inviting the Town Council to place a starter order for tea towels, and to consider the purchase of these for the Tourist Information Centre.

RESOLVED: That no order be placed for tea towels.

(viii) A letter of support from Deal Town Council regarding events.

RESOLVED: That the information be noted.

(ix) Thank you letters from Sonsbeck/Sandwich Twinning Association, Sandwich Community Lights Committee and the Becker Ensemble, for grant awards.

RESOLVED: That the information be noted.

33.5.13 REPORT OF DISTRICT COUNCILLORS

Councillor Russell reported the following issues:-

- The District Council would be proposing the recruitment of up to three Environment Enforcement to help improve standards of public cleanliness. They would be patrolling the District on weekdays, between 6 pm and 9 pm and at weekends.
- A planning application had been submitted for the installation of solar panels on agricultural land at Marshborough Farm, off the Ash Road (DOV/13/00197). It is thought the development would be visible from the A257.
- The Kent Wildlife Trust had put forward detailed objections to the Nemo Interconnector.

34.5.13 ADDITIONAL CORRESPONDENCE

There was no additional correspondence.

35.5.13 DATE OF NEXT MEETING

Monday 3 June 2013, at 7 pm, in the Council Chamber.

The Meeting closed at 10.20 pm.

Signed: _____ **Date:** _____

Police Report Sandwich Town Council

Monday 13th May 2013.

Crime figures from April 13 haven't been realised to the public currently however looking at the crimes for Sandwich it appears that crime is at the same level as the previous year.

Crimes committed in the past month the only pattern appear to be theft from insecure motor vehicles. I have requested that local media are made aware and also requested that Twitter and Kent Police web site is updated with the information.

I have a number of posters that will be placed around the town with regards vehicle crime.

Calls to Kent Police in the past month have not highlighted any areas of concern.

Deal/ Sandwich will shortly have their own Twitter account, local officers once trained officers will be placing Twits during their shift to inform local residents of tasking relating to local priorities.

Ends.