

Minutes of an Ordinary Meeting of Sandwich Town Council, held on Monday 3 June 2013, in the Council Chamber, Guildhall, Sandwich at 7.00 pm.

Present: Councillors: The Mayor (in the Chair)

H J Bragg

P I Carter

R A Daw

Mrs J L Dunay

P Graeme

Mrs S Laslett

S G Leith

M W Moorhouse

B A Scott

J O Sneller

M B Trussler

J J Watts

Officer Present: Mrs A Brooks

1.6.13 MAYOR'S OPENING COMMENTS

The Mayor stated that a greetings card had been received from Ms Melanie Kingshott, former Town Clerk, expressing her thanks and best wishes.

2.6.13 APOLOGIES FOR ABSENCE

Apologies were accepted from Councillor Mrs Liote, Councillor Mrs Russell and Councillor Scollard, who were all on holiday.

3.6.13 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS.

Councillor Trussler declared a Disclosable Pecuniary Interest in relation to Agenda Item 13, the Addendum to the Dover District Land Allocations Pre-Submission Local Plan, as a nearby resident to the proposed development site adjacent to Sandwich Technology School (Policy LA16).

4.6.13 MINUTES

(i) The Minutes of the Annual Town Meeting were received and amended as follows:-
Minute 2.5.13 – the words ‘seconded by Councillor Butcher’ were amended to read ‘seconded by Councillor Mrs Dunay.’

The amended Minutes were then approved and signed.

(ii) The Minutes of the Ordinary Town Council Meeting, held on 13 May 2013, were received, approved and signed.

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

Minute 11.5.13 – Sandwich Town Council page on www.thecinqueports.com

It was reported that the Sandwich Town Council page, on the website www.thecinqueports.com, would need to be removed following advice received from the Confederation of the Cinq Ports.

Minute 27.5.13 – Saturday Pedestrianisation

Kent Highway Services have provided a ‘Road Closed’ sign for Austin’s Lane which was recently collected from the Town Clerk’s Office by a representative of G W Finn & Sons.

6.6.13 EVENTS/ENTERTAINMENTS COMMITTEE MINUTES

Members received the Minutes of the Events/Entertainments Committee Meeting, held on 13 May 2013, and considered the Recommendations at Minute 3.5.13, (i) to (vi).

RESOLVED: That the Recommendations at Minute 3.5.13 (i) to (vi) be approved as follows:-

(i) Menu Card

That the quotation from George J. Harris, for 100 menu cards at a total cost of £65 (plus VAT), be accepted.

(ii) Three Course Meal

i. That the quotation, from Bay Tree caterers, for a three course meal, at £18.95 per head (including crockery, cutlery and staff), with no charge for two course drivers' meals, be accepted.

ii. That the following menu be selected:-

Starter: Chicken Liver Pate

Main: Roast Beef

Dessert: White Chocolate Cheesecake

iii. That tablecloths be hired from Bay Tree, as required, at £5.00 each.

iv. That paper napkins be purchased.

(iii) Table Decorations and Posy

That the quotation, from Flower Power, for 10 x 6 inch (circumference) themed, coloured table posies, and the Mayoress' posy, at a total cost of £125, be accepted.

(iv) Guest List

That the following list of invitees be accepted:-

<i>Mayor and Councillors & guests</i>		32
<i>Mayor Deputies & guests</i>		6
<i>The Lord Warden & guest</i>		2
<i>Mayors of Deal, Ramsgate, Brightlingsea & guests</i>	6	
<i>Brightlingsea Keeper of the Records & guest</i>	2	
<i>Colne Community School, Brightlingsea</i>		2
<i>Past Mayors & guests</i>		12
<i>Mayor's Chaplain</i>		2
<i>Mayor's Guests</i>		10
<i>Member of Parliament</i>		2
<i>County Councillor</i>		2
<i>Town Clerk</i>		2
<i>Mrs M Bull</i>		2
<i>Mrs T Ward</i>	2	
<i>Miss M Kingshott</i>		2
<i>Town Sergeant</i>		2
<i>Mr R Harlow</i>		2
<i>Miss L Fidler</i>		2
<i>Miss T Weir</i>	2	
		Total: 94

(v) Invitation to Freeman

That the instruction to invite the Freeman of Sandwich should stand indefinitely.

(vi) Invitation to Mayors of Honfleur and Sonsbeck

That no invitation be sent to the Mayors of Honfleur and Sonsbeck this year.

(vii) Proposer and Seconder for Confirmation in Office of the Mayor Deputies

That Councillor Scott should be the Proposer, and Councillor Sneller the Seconder, for the Confirmation in Office of the Mayor Deputies.

(viii) Candidate to Propose the Toast "The Cinque Port Liberties of Sandwich"

That Councillor Bragg propose the Toast to "The Cinque Port Liberties of Sandwich".

7.6.13 ADVISORY COMMITTEE MINUTES

Members received the Minutes of the Advisory Committee Meeting, held on 23 May 2013, and considered the Recommendations at Minute 3.5.13, (i) and (ii).

RESOLVED: That the Recommendations at Minute 3.5.13 (i) and (ii) be approved as follows:-

(i) That Meetings of the Finance and Tourism Committees take place on a quarterly basis, at 6 pm, with an Officer presiding, commencing with the following dates:-

- **Finance Committee to meet on 15 July 2013, 7 October 2013, 6 January 2014 and 7 April 2014.**
 - **Tourism Committee to meet on 14 August 2013, 13 November 2013 and 12 February 2014.**
- (ii) That the Terms of Reference of the Finance and Tourism Committees be amended to reflect the change to Quarterly Meetings.**
Councillor Mrs Laslett and Councillor Moorhouse requested that their vote against the resolution be recorded.

8.6.13 PAYMENT SCHEDULE

A revised invoice had been received from George J Harris (Item 66) for £1350.
 The schedule of payments, totalling £24,100.11, was received, approved and signed.

9.6.13 PUBLIC RIGHT TO SPEAK

A local resident, Mr Stevenson, expressed his concerns regarding vehicles, in excess of 7.5 tonnes, accessing Strand Street, at the junction with Harnet Street, and crossing the Causeway Bridge (cf Agenda Item 21). He expressed his intention to meet with Ann Barnes, Kent Police and Crime Commissioner, to discuss Highway Safety issues pertaining to Sandwich.

10.6.13 PLANNING APPLICATIONS (plans on view from 6.30 pm)

(i) DOV/13/00311 – 33 Whitefriars Meadow

Installation of replacement windows and doors, painting of front garage door and construction of hardstanding.

RESOLVED: NO OBJECTIONS RAISED

(ii) DOV/13/00335 – Land at Pfizer, South of Stonar Cut, Ramsgate Road

Creation of a vehicular access.

RESOLVED: NO OBJECTIONS RAISED

(iii) DOV/13/00381 – Sir Roger Manwood's School, Manwood Road

Erection of a single storey infill extension and associated external alterations.

RESOLVED: NO OBJECTIONS RAISED

(iv) DOV/13/00382 – 19 Loop Street

Erection of a shed.

RESOLVED: NO OBJECTIONS RAISED

(v) DOV/13/00407 – 1 St Georges Road

Repollard one Weeping Willow tree.

RESOLVED: NO OBJECTIONS RAISED

(vi) TC/13/00047 – Sandwich Lawn Tennis Club, Sandown Road

30% crown reduction to one Sycamore; re-pollard three Field Maples.

RESOLVED: NO OBJECTIONS RAISED

(vii) TC/13/00050 – 33 Whitefriars Meadow

Reduce two Sycamores by 50%; 30% crown reduction and reshape one Cherry tree.

RESOLVED: NO OBJECTIONS RAISED

11.6.13 PLANNING DECISIONS

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

(i) DOV/13/00140 – Lynton, Ash Road

Erection of a single storey side and rear extensions.

GRANTED PERMISSION

(ii) 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.

GRANTED PERMISSION

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

Erection of a front porch extension.

GRANTED PERMISSION

(iv) DOV/13/00246 – 26 Tannery Lane

Installation of a replacement door.

GRANTED PERMISSION

(v) 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).

REFUSED PERMISSION

12.6.13 PLANNING CORRESPONDENCE

Members considered a letter from Waldon Telecom Ltd, giving notification of proposed minor alterations to the existing base station site at Felderland Farm, Felderland Lane, Worth, and considered sending representations.

RESOLVED: That the information be noted.

13.6.13 ADDENDUM TO THE DOVER DISTRICT LAND ALLOCATIONS PRE-SUBMISSION LOCAL PLAN

Members received the DDC Chief Executive's Report and extracts from the Addendum to the Land Allocations Pre-Submission Local Plan, and considered sending representations. It was reported that notification had been received, from Dover District Council, that the public's views were being sought on the Addendum, with the representation period commencing 30 May 2013 and closing at midnight on 11 July 2013.

RESOLVED: That formulation of a response, to the Addendum to the Dover District Land Allocations Pre-Submission Local Plan, be deferred until the Town Council Meeting on 1 July 2013.

14.6.13 PUBLIC CONSULTATION ON DRAFT PARKS AND AMENITY OPEN SPACE STRATEGY

Members considered sending representations to Dover District Council regarding the Draft Parks and Amenity Open Space Strategy for the Dover District.

RESOLVED: That Councillor Carter draft a response to the Parks and Amenity Open Space Strategy for consideration at the Town Council Meeting on 17 June 2013.

At this point in the meeting, PCSO Ian Norton was invited to read his monthly Police Report, which is appended to the Minutes (Appendix A).

15.6.13 KENT ASSOCIATION OF LOCAL COUNCILS

Members received the following correspondence from the Kent Association of Local Councils:-

(i) An email giving notification that the Local Audit and Accountability Bill has now been introduced to Parliament and a copy of the DCLG Guide to the Bill.

RESOLVED: That the information be noted.

(ii) An email giving notification of the Department for Communities and Local Government Guidance on the Community Infrastructure Levy, accessed using the following web link:- https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/197687/Community_Infrastructure_Levy_2013.pdf

RESOLVED: That the information be noted.

(iii) An email giving notification of the Department for Culture, Media & Sports Consultation on Mobile Connectivity in England, together with a Policy Briefing from the National Association of Local Councils and the draft KALC response to the Consultation, and consideration was given to sending representations.

RESOLVED: That the information be noted.

(iv) An email giving notification of the consultation on the District street light switch-off plans, in relation to the proposed hours of switch-off and the exclusion criteria for part night lighting.

RESOLVED: That the information be noted.

(v) A copy of a letter, sent by KALC to Brandon Lewis, DCLG Minister, regarding concerns which have arisen as a result of the Localism agenda.

RESOLVED: That the information be noted.

(vi) An email giving notification of the South East Water Draft Water Resources Management Plan Consultation, together with information on drop-in exhibitions, and consideration was given to sending representations.

RESOLVED: That the information be noted.

16.6.13 FINANCE

(i) Members received the Audit Commission Annual Return for the year ended 31 March 2013, together with the Statement of Accounts, Balance Sheet and Bank Reconciliation for the same period, and Section 2 of the Annual Return was completed.

RESOLVED:

i. That the Statement of Accounts, Balance Sheet and Bank Reconciliation, for the year ended 31 March 2013, be accepted and the latter two documents be signed by the Town Clerk and the Mayor.

i. That boxes 1 to 9 of Section 2, of the Annual Return, be completed to demonstrate agreement with all the statements contained therein, and Sections 1 and 2 be signed by the Town Clerk and Mayor.

(ii) Members received a Statement of Accounts for the period ending 30 April 2013.

RESOLVED: That the Statement of Accounts, for the period ending 30 April 2013, be accepted.

(iii) Members considered a memorandum, from the Assistant Clerk, requesting authorisation for the existing Monks Wall Nature Reserve bank account to be closed and the funds transferred to the Sandwich Town Council Current Account. Councillors were advised that the funds could be ear-marked solely for the use of the Nature Reserve.

RESOLVED: That authorisation be given for the Monks Wall Nature Reserve bank account to be closed and the funds transferred to the Sandwich Town Council Current Account.

(iv) Members considered a memorandum, from the Assistant Clerk, recommending that the surplus in the 'Insurance' budget be vire-budgeted to a 'Miscellaneous Expenditure' budget, and the cost of a 'No Parking' sign, for the access road to Cow Leas Meadow, be taken from the new budget.

RESOLVED: That the surplus in the 'Insurance' budget be vire-budgeted to a 'Miscellaneous Expenditure' budget, and the cost of a 'No Parking' sign, for the access road to Cow Leas Meadow, be taken from the new budget.

(v) Members considered giving delegated power, to the Town Clerk, to authorise costs for minor expenditure or maintenance, up to a value of £200, to include stock for the Tourist Information Centre.

RESOLVED: That the Town Clerk be given delegated power to authorise costs for minor expenditure or maintenance, up to a value of £200, to include stock for the Tourist Information Centre.

(vi) Members considered a quotation for adding Councillor Butcher's name to the Mayor's Panel.

RESOLVED: That the quotation of £15, for adding Councillor Butcher's name to the Mayor's Panel, be accepted.

17.6.13 QUORUM REQUIREMENTS

Members considered revising 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 associated revision of the Committees' Terms of Reference, and the Town Council Standing Orders.

RESOLVED: That the quorum requirements of all Committees be revised from 'one half' of membership to 'one third', or three Members, with voting powers, whichever is the greater (as per the Local Government Act, Schedule 12, paragraph 45) and the Committees' Terms of Reference and the Town Council Standing Orders, Section 15, be amended accordingly.

The revised Terms of Reference, and Town Council Standing Orders, are appended to the Minutes (Appendix B).

18.6.13 MEETING/CIVIC DATES FOR 2013/2014

Members considered provisional dates for the Annual Town Meeting, the Mayor's Cocktail Party and the Deputies Supper.

RESOLVED: That the provisional dates for the Annual Town Meeting, the Mayor's Cocktail Party, and the Deputies Supper, be approved as follows:-

Annual Town Meeting - Wednesday 19 March 2014

Mayor's Cocktail Party – Friday 25 April 2014

Deputies' Supper – Wednesday 9 July 2014

19.6.13 PUBLIC CONVENIENCES/LITTER BINS

Members received a report on the meeting between Martin Leggatt, DDC Building Control Manager, and representatives of Sandwich Town Council, on 16 May 2013, to discuss the 2014/2015 contract for the public conveniences and missing/damaged litter bins. Information had been received that a mandatory 'non-domestic' rate, rather than a 'business' rate, was charged on the public conveniences. The DDC Waste Services Manager was in the process of organising an inspection of litter bins in order that any damage could be repaired. She had also been reminded about the missing bins.

RESOLVED: That the information be noted.

20.6.13 ENGAGEMENT WITH SCHOOLS REGARDING LITTER

Councillor Carter reported that teachers, at Sandwich Technology School, monitor behaviour of pupils, going to and from school, in order to prevent anti-social activities such as the dropping of litter, and improvements have been noted by residents in Deal Road and Dover Road. In addition, Councillor Carter provides regular reminders to DDC to provide litter bins near schools.

Councillor Russell had previously reported that she would try and raise the issue of litter at a Governor's meeting at Sandwich Junior School and organise a Governor visit to raise pupil awareness.

RESOLVED: That the information be noted.

21.6.13 HIGHWAYS ISSUES

Members considered a report, from a local resident, regarding vehicles of more than 7.5 tonnes accessing the Causeway Bridge in Strand Street (cf. Agenda Item 9). It was reported that the Town Council had previously expressed concerns, to KCC Highways and Transportation, regarding safety issues related to Heavy Goods Vehicles entering the town.

RESOLVED:

(i) That a letter be sent to David Brazier, KCC Cabinet Member for Transport and Environment, re-enforcing Councillors previous concerns regarding safety issues related to Heavy Goods Vehicles entering the town, and making reference to HGVs and buses accessing the Causeway Bridge, as the most recent example.

(ii) That the letter be copied to Leyland Ridings, KCC Councillor for Sandwich, and the Chief Constable, Ian Learmonth QPM.

(iii) That Councillor Carter bring Mr Stevenson's letter to the attention of the Traffic Forum and the Joint Transportation Board.

22.6.13 SANDWICH POLICE OFFICE CLOSURE

Members received a letter from the Director, Support Services for Kent and Essex Police, providing a breakdown of expenditure incurred by the Sandwich Police Office in 2010/2011.

RESOLVED: That the information be noted.

23.6.13 REPRESENTATION ON OUTSIDE BODIES

(i) Members considered appointing two Members to serve on the Town Team.

RESOLVED: That Councillor Mrs Laslett and Councillor Moorhouse be appointed to serve on the Town Team.

(ii) Members considered appointing a representative to the Sandwich Community Interest Company.

RESOLVED: That Councillor Moorhouse be appointed as representative to the Sandwich Community Interest Company.

(iii) Members considered appointing one representative to serve on the Kent International Airport Consultative Committee.

RESOLVED: That Councillor Scott be appointed as the representative to serve on the Kent International Airport Consultative Committee.

24.6.13 'UK CITY OF CULTURE' COMPETITION

Members received an information leaflet regarding East Kent's entry into a nationwide competition to become 'UK City of Culture' and considered supporting its bid.

RESOLVED: That the Town Council 'back the bid' for East Kent to become 'UK City of Culture' on the proviso that there is no financial commitment.

Cllr Moorhouse left the meeting to make a telephone call.

25.6.13 CORRESPONDENCE

To receive the following correspondence:-

(i) An update, from Dover District Council, regarding transfer of electricity costs from the District Council to the Churches Conservation Trust, in relation to St Peter's Church.

RESOLVED: That the information be noted.

(ii) A DDC press release in relation to the opening of new-look play areas in Elms Vale Recreation Ground and Northbourne Avenue in Dover.

RESOLVED: That the information be noted.

(iii) A letter from a local resident expressing support for the Sandwich Neighbourhood Plan Area.

RESOLVED: That the information be noted.

(iv) An email from a project officer, working for KCC in the new Dementia Friendly Communities Team, giving information on the development of a variety of projects within each Local Authority area.

RESOLVED: That the information be noted.

(v) A DDC press release regarding an event, organised by Dover Gateway, at Dover Discovery Centre, on Tuesday 4 June, to help people find out about volunteering.

RESOLVED: That the information be noted.

(vi) A letter from a local resident, requesting that one of the Sandwich Town councillors relinquishes his role on District Council Committees.

The Mayor left the meeting for this item and Cllr Moorhouse returned to the meeting during discussions. Cllr Carter expressed his wish to abstain from voting on this item, as he is a District Councillor.

RESOLVED: That the local resident be advised to direct his request to the Dover District Council Monitoring Officer.

The Mayor rejoined the meeting.

(vii) A newsletter, jointly produced by KCC, Pfizer and the Environment Agency, providing an update on recent progress on the Sandwich Town tidal defences scheme.

RESOLVED: That the information be noted.

(viii) A letter, from DDC, regarding naming of new streets at the Discovery Park and to consider submitting representations.

RESOLVED: That the name 'Spine Road' be deleted and replaced with the name 'Montagu Road', after the first Earl of Sandwich.

26.6.13 REPORT OF DISTRICT COUNCILLORS

Councillor Carter's report included the following issues:-

- The election of Sue Nicholas and Paul Le Chevalier, as the Chairman and Vice Chairman of the District Council respectively.
- His attendance at an Extraordinary Meeting of the District Council to discuss the Addendum to the Dover District Land Allocations Pre-Submission Local Plan; Environmental Enforcement service delivery and the changes to the scheme of delegation for Planning.

Councillor Butcher reported that, at the Extraordinary Meeting of the District Council, he spoke on behalf of Sandwich and did not take part in the vote on the Addendum to the Land Allocations Pre-Submission Local Plan.

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:

- That Standing Order 1(z) be suspended to allow the meeting to reach its conclusion.*
- That the Meeting of the Trustees of Sandwich Toll Bridge Fund take place, as far as Item 6, Payment Schedule, and the remainder of the Agenda Items be deferred for discussion at a meeting commencing at 6pm on Monday 17 June 2013.*

27.6.13 EXEMPT BUSINESS

It was 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 it involved the likely disclosure of exempt information as defined

in Part 1 of Schedule 12A of the Local Government Act 1972.

(i) STAFF PROBATION REPORTS

Members considered staff probation reports and quotations for salary benchmarking. They wished to congratulate the Mayor's Secretary/Administrative Assistant, and the Assistant Clerk/Finance Officer, on successful completion of their respective probation periods. It was reported that, during the past year, the Assistant Clerk had been fulfilling the role of Responsible Finance Officer.

RESOLVED:

- i. That the probation reports of the Mayor's Secretary/Administrative Assistant, and the Assistant Clerk/Finance Officer, be approved.**
- ii. That the Job Title of the Assistant Clerk/Finance Officer be amended to Deputy Clerk/Responsible Finance Officer.**
- ii. That the roles of both members of staff undergo salary benchmarking by the District Council, at a total cost of £400, in view of the duties incurred beyond the remit of their job descriptions and in order that they be placed on the NALC/SLCC payscale.**

(ii) ROYAL ENGINEER'S PARADE

Members received a report concerning the event management and financial implications associated with staging the Royal Engineer's Parade. The Mayor's Secretary/Administrative Assistant had been to the Freedom Parade in Maidstone and discovered that hosting such an event would involve a significant manpower and financial responsibility in terms of security and Health and Safety requirements.

RESOLVED: That the Royal Engineer's Parade should not be staged owing to the significant manpower and financial implications.

28.6.13 DATE OF NEXT MEETING

Monday 17 June 2013, at 7 pm, in the Council Chamber.

The Meeting closed at 10.20 pm.

Signed: _____ **Date:** _____

Police Report Sandwich Town Council

Monday 3rd June 2013.

Published crime for the month of April 2013 for the ward of Sandwich is currently showing as one crime fewer than the same period last year.

Calls for Sandwich between 01/05/13-03/06/13 haven't highlighted any area of concern, no ASB calls.

During the month of May 2013 the following crimes have been reported.

5 thefts from motor vehicles all of the vehicle were left in secure. Due to a spat of similar crimes in the Deal and Sandwich area, leaflets have been delivered to areas of Sandwich reminding residents not to leave valuables in their vehicles and to secure them.

There were 4 incidents of shoplifting in the town investigations are on-going.

Two reports of burglary where both properties were left insecure.

Other thefts of note are 2 reported thefts of items from boats and thefts other than dwellings items taken include tools, water pump and diesel.

The Twitter account is now active for PSCO's based at Deal which includes Sandwich, Worth and Woodnesborough.

@DealPCSO is the account name.