

Minutes of an Ordinary Meeting of Sandwich Town Council, held on Monday 17 June 2013, in the Council Chamber, Guildhall, Sandwich at 7.00 pm.

Present: Councillors: The Mayor (in the Chair)
P I Carter
Mrs J L Dunay
Mrs S Laslett
Mrs V Liote
M W Moorhouse
Mrs P Russell
J P Scollard
J O Sneller
M B Trussler

Officer Present: Mrs A Brooks

29.6.13 MAYOR'S OPENING COMMENTS

No opening comments were made by the Mayor.

30.6.13 APOLOGIES FOR ABSENCE

Apologies were accepted from Councillors Bragg, Daw and Graeme, who had other commitments, Councillors Leith and Watts, for health reasons, and Councillor Scott, who was on holiday.

31.6.13 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS.

Councillor Trussler declared a Disclosable Pecuniary Interest in relation to Agenda Item 12, 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).

32.6.13 MINUTES

The Minutes of the Ordinary Town Council Meeting, held on 3 June 2013, were received, approved and signed.

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

Minute 20.6.13

Councillor Mrs Russell stated that the issue of litter would be raised at a forthcoming Governor's Meeting at Sandwich Junior School and a Governor visit organised, to raise pupils' awareness.

34.6.13 PAYMENT SCHEDULE

It was reported that, in addition to items on the Payment Schedule, two bills needed immediate payment to avoid charges, as follows:-

British Telecom (rental for emergency telephone in lift) - £75.78

British Gas - £1308.26

RESOLVED:

(i) That the Payment Schedule, totalling £3212.46, be approved and signed.

(ii) That immediate payment of the British Telecom bill at £75.78, and the British Gas bill at £1308.26, be approved and added to the next Payment Schedule for 1 July 2013.

35.6.13 PUBLIC RIGHT TO SPEAK

There had been no requests, from the public, to speak.

**36.6.13 PLANNING APPLICATIONS (plans on view from 6.30 pm)
DOV/13/00410 – Great Poulders Farm, Poulders Road, Sandwich,
CT13 0LX**

Change of use to an equestrian centre, erection of 8 stables, horse walker, construction of a ménage with associated lighting, conversion of existing building to provide reception, office and staff welfare facilities, and relocation of existing shed (existing silos to be demolished).

RESOLVED: That the Town Council objects to the proposal and would support the view, in the Decision Notice for DOV/12/00386, that ‘The access and byway are of an unacceptable standard and condition to accommodate the additional levels of traffic generated by the proposal and, if permitted, the development would place undue financial burden on local residents to maintain the byway, overall resulting in an unacceptable social, environmental and economic impact on neighbouring residential properties, which would outweigh the benefits of the development, contrary to the sustainability objectives of the NPPF.’

37.6.13 PLANNING DECISIONS

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

(i) DOV/12/01017 – Former Richborough Power Station, Ramsgate Road

Redevelopment of a 1.22 hectare (3.02 acre) part of the Richborough Power Station site to create a 42.4 MW capacity sui generis Peaking Plant Facility with associated areas for parking, access, landscaping and associated works, including 4 x 35 metres high exhaust stacks.

GRANTED PERMISSION

(ii) DOV/12/01018 – Site at Former Richborough Power Station, Ramsgate Road

Creation of an internal road and infrastructure network, weighbridge, estate landscaping, office building, and associated works, part of which falls within the Dover District (duplicate application submitted to Thanet District Council, as the majority of the site falls within the district of Thanet).

GRANTED PERMISSION

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

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

RAISE NO OBJECTION

(iv) TC/13/00048 – Church of St Mary the Virgin, Church Street

Crown lift one Oak tree to give 3m clearance.

RAISE NO OBJECTION

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

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

RAISE NO OBJECTION

(vi) 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.

GRANTED PERMISSION

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

Erection of a single storey rear extension.

GRANTED PERMISSION

Councillor Sneller expressed concerns that planning application DOV/13/00315 had been granted permission. Members also wondered if the public were aware that, if three or more objections, to a planning application, are received by DDC, the proposal is referred to the DDC

Planning Committee.

RESOLVED:

(i) That the Case Officer's Report be obtained and appended to the next Town Council Agenda.

(ii) That DDC be requested to include the policy, on planning application objections, on site notices.

(iii) That the DDC policy, on planning application objections, be placed on the Town Council website and in the Newsletter.

38.6.13 PLANNING CORRESPONDENCE

Members received notification of the new Thanet Local Plan, Issues and Options Consultation and considered sending representations.

RESOLVED: That the information be noted.

39.6.13 PUBLIC CONSULTATION ON DRAFT PARKS AND AMENITY OPEN SPACE STRATEGY

Members considered the draft response, compiled by Councillor Carter, to the Draft Parks and Amenity Open Space Strategy.

RESOLVED: That the draft response to the Draft Parks and Amenity Open Space Strategy (appended to the official copy of the Minutes) be approved and forwarded to DDC Regeneration Delivery, together with a request that Sandwich be considered a strategic site.

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

Councillor Trussler left the meeting for this item.

Members received notification of the public consultation on the Addendum to the Dover District Land Allocations Pre-Submission Local Plan and considered formulation of a response. Councillor Moorhouse reported that the Chamber of Commerce was planning two meetings: one is for Sandwich businesses to discuss the criteria-based proposal for LAD Policy LA17 and the other is open to the public, to discuss the same issues. In addition, the Town Team was going to liaise with the Chamber of Commerce to gauge the wider commercial view before responding to the consultation.

RESOLVED:

(i) That each Member formulate a response to the DDC Land Allocations Pre-Submission Local Plan and forward these to the Town Clerk's Office, for collation, in order that they be considered at the next Town Council Meeting.

(ii) That the Chamber of Commerce provides a report, on the Plan, for consideration alongside Councillors' responses at the next Town Council Meeting.

Cllr Trussler returned to the Meeting for the ensuing items.

41.6.13 RICHBOROUGH CONNECTION PROJECT – NEMO LINK

Members received a letter, from National Grid, inviting the Council to attend a consultation event regarding the Richborough Connection Project, and considered Members' attendance.

RESOLVED: That a letter be sent to National Grid requesting that representatives attend a Pre-Meeting of the Town Council to discuss the Richborough Connection Project.

42.6.13 FINANCE

(i) Members considered proposed updates to the Town Council Financial Regulations, together with a draft Terms of Reference, following the resolution to delegate power to the Town Clerk for minor expenditure or maintenance, up to a value of £200, including stock for the Tourist Information Centre.

RESOLVED: That the proposed updates to the Town Council Financial Regulations, and the draft Terms of Reference, relating to delegated powers to the Town Clerk for minor expenditure or maintenance up to a value of £200, be accepted.

(ii) Members considered purchasing the publication ‘Arnold-Baker on Local Council Administration Ninth Edition’, when published after 20 June 2013, at a cost of £60.00 [Office Expenditure Budget].

RESOLVED: That a copy of the ‘Arnold-Baker on Local Council Administration Ninth Edition’ be purchased at a cost of £60.

(iii) Members considered giving notice to cancel the ‘roll-on’ contract with Peninsula Business Services (renewal of contract January 2014), in order to obtain three quotes for Human Resources support and advice in the future.

RESOLVED: That the ‘roll-on’ contract with Peninsula Business Services be cancelled, in order to obtain three quotes for future provision of Human Resources support and advice.

43.6.13 FINANCIAL REVIEW OF PUBLIC CONVENIENCES

Members reconsidered the financial review of the public conveniences, commissioned by Sandwich & District Chamber of Commerce, as resolved at Minute 14 (e) of the Town Council Meeting held on 3 December 2012.

RESOLVED: That the financial review be considered at a meeting of the Finance Committee and a recommendation provided for an ensuing Town Council Meeting.

44.6.13 TOURIST INFORMATION CENTRE

(i) Members considered a request to sell programmes for the Sandwich Folk & Ale Festival.

RESOLVED:

That the programmes for the Sandwich Folk & Ale Festival be sold in the Tourist Information Centre without commission.

(ii) Members considered a memorandum, from the Deputy Town Clerk, regarding the future policy for selling products on behalf of third parties in the Tourist Information Centre.

RESOLVED:

(i) That the Tourist Information Centre continue to sell programmes and tickets for local organisations; however, all requests should be provided in writing for consideration by the Town Council.

(ii) That all local event organisers be advised about the new policy on programme and ticket sales in the T.I.C. and notification also be placed on the website and in the Newsletter.

45.6.13 GAZEN SALTS NATURE RESERVE

Members received the Minutes of the Gazen Salts Nature Reserve Management Committee Meeting held on 29 May 2013.

RESOLVED: That the information be noted.

46.6.13 SANDWICH & DISTRICT CHAMBER OF COMMERCE

(i) Members received the Minutes of the Sandwich & District Chamber of Commerce Executive Committee Meeting, held on 7 May 2013.

RESOLVED: That the information be noted.

(ii) Members received a letter expressing concerns about the decision to reduce the Town Council Tourism Committee Meetings from monthly to quarterly.

RESOLVED: That the information be noted and a response be sent to the Chamber of Commerce, stating that the issue cannot be revisited for six months from the date of the meeting at which the resolution was made.

47.6.13 ROAD SAFETY ON DEAL AND DOVER ROAD

Members considered the response from David Brazier, KCC Cabinet Member for Transport and Environment, regarding hazardous parking on Deal and Dover Road. Mr Brazier had stated that KCC were only funding new works deemed to be ‘safety critical’ and that Deal and

Dover Road are not considered to be priority locations.

RESOLVED:

(i) That a letter be sent to the Minister of Transport, expressing dissatisfaction with the response received from David Brazier, and expressing concerns that hazardous parking will cause a fatality if not addressed.

(ii) That the letter be copied to David Brazier, 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.

(iii) That the Mayor discuss the issue of hazardous parking, with PC Ian Woodland, at a meeting the following day.

48.6.13 CONFEDERATION OF THE CINQUE PORTS

(i) Members received the Minutes of the Standing Joint Committee, held on 21 May 2013.

RESOLVED: That the information be noted.

(ii) Members considered two emails, from the Registrar and Seneschal of the Cinque Ports, regarding Rye Bay Marketing, and a further email relating to modernization of the Confederation's website.

RESOLVED: That the information be noted.

(iii) To consider a series of emails from Rye Bay Marketing, regarding decisions made, by the Confederation of the Cinque Ports, in relation to the company's website, at the Standing Joint Committee.

RESOLVED: That the information be noted.

49.6.13 STAFF TRAINING

(i) Members considered the Town Clerk, and Deputy Town Clerk, applying to undertake the Certificate in Local Council Administration at a cost of £150 each.

RESOLVED: That the Town Clerk, and Deputy Town Clerk, be permitted to undertake the Certificate in Local Council Administration at a cost of £150 each.

(ii) Members considered the Mayor's Secretary/Administrative Assistant applying to undertake the SLCC course 'Working With Your Council' at a cost of £95 (study from home option) or £175 (two day intensive course).

RESOLVED: That the Mayor's Secretary/Administrative Assistant be permitted to apply for the SLCC course 'Working With Your Council' at a cost of £95 (study from home option) or £175 (two day intensive course).

(iii) Members considered a quote, from Personal Zone Training, for the nine nominated First Aid trained staff to undertake annual refresher training at a total cost of £225. Councillor Carter stated that free three-yearly update First Aid courses were available via St John's Ambulance or the Red Cross.

RESOLVED: That enquiries be made with St John's Ambulance, or the Red Cross, regarding free three-yearly First Aid update courses.

50.6.13 CORRESPONDENCE

Members considered the following correspondence:-

(i) An email, from a member of the public, requesting that the Council considers concerns about the behaviour of school children visiting from abroad, together with a response from PC Ian Woodland concerning this issue.

RESOLVED: That the information be noted.

(ii) An email, from the Kent Association of Local Councils, providing information on extended permitted development rights for householders.

RESOLVED: That the information be noted.

(iii) A letter and email, from the DDC Environmental Crime Team Leader, regarding the revised approach in tackling problems of littering and dog fouling, and consideration was given to joining the Incident Report Book Scheme.

RESOLVED: That a letter be written to DDC, requesting that Traffic Wardens take on the additional role of environmental enforcement.

(iv) An email, from local residents, regarding repeated damage to the wall outside their property.

RESOLVED: That the issue be passed to the Traffic Forum and the residents informed accordingly.

51.6.13 ADDITIONAL CORRESPONDENCE

Members received a report on additional correspondence.

RESOLVED: That the information be noted.

52.6.13 REPORT OF DISTRICT COUNCILLORS

Councillor Mrs Russell referred to the planning approval for the Western Heights and Farthingloe. Councillor Carter wished to thank the organisers of Le Weekend.

53.6.13 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 involves 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.

STAFF MEDICAL/DENTAL APPOINTMENTS

Members reviewed the policy, on time off, for staff to attend medical/dental appointments and the advice provided by Peninsula Business Services Ltd.

The Town Clerk left the meeting for this item.

RESOLVED:

(i) **That, if it is not possible to take medical/dental appointments outside of normal working hours, then paid time off be granted, at the discretion of the Town Clerk, and should be taken at the beginning, or, at the end of the day.**

(ii) **That the Employee Handbook be amended accordingly.**

The Town Clerk returned to the Meeting for the next item.

54.6.13 DATE OF NEXT MEETING

Monday 1 July 2013, at 7 pm, in the Council Chamber.

Signed: _____ **Date:** _____