

Minutes of an Ordinary Meeting of Sandwich Town Council held on Monday 2nd September, in the Council Chamber, Guildhall, Sandwich at 7:00pm.

Present: Councillors: The Mayor (in the Chair)

**HJ Bragg
PI Carter
RA Daw
Mrs JL Dunay
P Graeme
Mrs S Laslett
SG Leith
Mrs V Lioté
MW Moorhouse
Mrs P Russell
JP Scollard
BA Scott
JO Sneller
MB Trussler**

Officer: Miss L Fidler

01.9.13 MAYOR'S OPENING COMMENTS

The Mayor made the following opening comments:

- Cllr Leith has resigned from the Council. He has been a councillor since 1999 and his hard work has been greatly appreciated. He has set the benchmark on how to be a good councillor and will be sadly missed.
- The Battle of Britain Commemoration will be taking place on Sunday 15th September. Any Councillor who has not yet done so should inform the Town Clerk as soon as possible if they plan to attend.
- Councillors were reminded that a meeting with Ann Barnes, Kent Police & Crime Commissioner, will be taking place on Wednesday 4th September at 6pm and their attendance is expected.

02.9.13 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor Watts who was away.

03.9.13 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

The following interests were declared:

Councillors Daw, Graeme, Scott and Sneller declared a non-pecuniary interest in matters relating to the Rotary Club of Sandwich (Item 20.9.13 (iii)).

04.9.13 MINUTES

The minutes of the Ordinary Town Council Meeting, held on 19th August 2013, were received, approved and signed.

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

There were no matters arising.

06.9.13 TOURISM COMMITTEE MINUTES

Members received the Minutes of Tourism Committee, held on 14th August 2013, and considered the recommendations contained therein.

RESOLUTION: That the following recommendations be approved:

- **WCCTA: That feedback from WCCTA meetings should be a standing item on future Tourism Committee agendas.**
- **Waterfront Town Trail: That Town Council staff should obtain the relevant contact details from Dover District Council in order that Councillor Scollard may liaise with them regarding timescales and the information needed to apply for funding.**
- **Budget: That the Committee review the production, distribution and top-up of leaflets around Sandwich, ahead of next year's reprint, at its meeting on 13th November.**
- **Town Signage: That the Town Council consider the lack of tourist signage on approach roads to Sandwich from Dover, Deal and Thanet, and investigate the possibility of tourist signage directing visitors to Sandwich as "the most complete Medieval town in England".**
- **Tourism & Neighbourhood Planning Meeting: (i) That, subject to confirmation of prior agreement to this meeting by the Town Council, and the Committee having given its approval of the draft poster / information sheet supplied by Mr Laslett as the basis for the agenda of the meeting, publicity be expedited immediately by the Town Team in order to give local residents and businesses sufficient notice of the meeting and its purpose. (ii) That, in order to give sufficient notice of the meeting and its purpose, the Town Council office should write immediately to the Leader of Dover District Council, Cllr Paul Watkins, and the DDC Portfolio Holder for Skills, Training, Tourism and Culture, Cllr Kit Smith, inviting them to the meeting.**
- **Guildhall Forecourt Markets: That the proposal for a "Harvest Celebration and Apple Fair" should be revisited at the Tourism Committee meeting of 12th February 2014.**
- **Cinque Ports Promotion: That no further action be taken.**
- **Tourist Information Centre: That no further action be taken (on the document in question).**
- **Kent Film Office: (i) That the Town Clerk continue to liaise with Kent Film Office to publicise Sandwich to film and TV companies. (ii) That the Town Clerk examine the budget and report back to the Committee on the funds that may be available in order to finance the production of video clips and stills to promote the Town.**
- **Heritage Open Days: That the Town Council office should contact the organiser for any supplementary information which it would be useful to display on the Sandwich Events and Open Sandwich websites in order to publicise the Heritage Open Days Weekend.**
- **Quality in Tourism: That no further action be taken.**

07.9.13 PAYMENT SCHEDULE

The schedule of payments, totalling £15,295.85, was received, approved and signed.

08.9.13 POLICE REPORT AND PACT

PCSO Ian Norton provided a Police report, a copy of which is attached to the official minutes.

The following issues were raised by the Council:

- There is an ongoing issue with fly tipping and thefts at the Black Lane Allotment Site – PCSO Norton is aware of the problem and the site is on the route of areas to be checked.
- The Council has received the ‘Crash Data’ from KCC Highways and Transportation for accidents for New Street and Deal Road which fails to show a number of known accidents. PCSO Norton was asked why events involving the Police would not appear on KCC’s data reports? PCSO Norton will look into this query.
- There was a traffic management problem in the town recently when the Toll Bridge was raised to allow a vessel to pass. PCSO Norton confirmed that the Police are not involved when the bridge is raised; possibly this is a matter for KCC Highways and Transportation. It was agreed that the Clerk will ask the Harbour Master what process is evoked when the bridge is raised.
- There continues to be an anti-social behaviour problem on the Butts and by the cricket ground. This problem is known to the Police and is checked as part of their rounds.
- As far as PCSO Norton is aware Deal Police Station is not closing; opening times are only from 12.30hrs – 14.30hrs.
- Speeding continues to be a problem, a Special Constable has recently caught someone speeding on Sandown Road. PCSO Norton will ask if this officer can undertake checks within the town as well.

09.9.13

PUBLIC RIGHT TO SPEAK

A local resident, Mr J Pettican, spoke to the Council about the following planning application:

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 menage 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).

Mr Pettican and other residents of Poulders Road have been strongly opposed to this application, which has been granted permission.

Mr Pettican thanked the Council for its support and that of four individual Councillors. However, he called for the resignation of Councillor Butcher who had been unable to attend a meeting of the DDC Planning Committee when the decision was made to grant permission.

10.9.13

PLANNING APPLICATIONS

Members considered the following planning applications:

(i) DOV/13/00683 – Old Cottage, Loop Street, Sandwich, CT13 9HE

Internal alterations and demolition of garage.

RESOLUTION: No objections, recommend approval

(ii) DOV/13/00682 – Old Cottage, Loop Street, Sandwich, CT13 9HE

Erection of a detached garage (existing garage to be demolished)

RESOLUTION: No objections, recommend approval

(iii) DOV/13/00698 – Witches Brew, 28 Church Street St Mary, Sandwich, CT13 9HL

External alterations and installation of a hanging light

RESOLUTION: No objections, recommend approval

(iv) **DOV/13/00701 – Site North East Side of Discovery Park & Access, Ramsgate Road, Sandwich, CT13 9ND**

Erection of a biomass combined heat and power plant with fuel storage and associated works.

RESOLUTION: Recommend approval on the understanding that a caveat be included stipulating that no delivery lorries be allowed through Sandwich Town. The development of industry and employment at the site is to be encouraged and the use of existing machinery is a positive factor.

11.9.13 PLANNING DECISIONS

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

DOV/13/00489 – First & Second Floors, 21 Market Street, Sandwich, CT13 9DA – Change of use and conversion to five self contained flats and associated internal alterations

GRANTED PERMISSION

DOV/13/00475 – Building 518, Discovery Park, Ramsgate Road, Sandwich – Display on one non-illuminated fascia sign

GRANTED PERMISSION

12.9.13 PLANNING CORRESPONDENCE

There was no planning correspondence to report.

13.9.13 PUBLIC CONSULTATION ON DRAFT PARKS AND AMENITY OPEN SPACES STRATEGY

Members considered a response from Emma-Jane Allen, Principal Infrastructure and Delivery Officer, to our concerns about the strategy. Councillors expressed their dismay that DDC will be taking the document to the Cabinet meeting in October without the requested changes being made; there was no point in consulting on the document if the feedback is ignored.

RESOLUTION: A letter will be written to the Cabinet and copied to the Leader re-iterating the Town Council's concerns. An extension to the consultation period will be requested for all the parish and towns concerned.

14.9.13 DELF STREAM PRESERVATION WORKS

Members received a letter from a local resident thanking Cllr Butcher for his work to clear the debris from the grass verge on Dover Road.

RESOLUTION: That this information be noted.

15.9.13 SAFE AND SENSIBLE STREET LIGHTING

Members received the latest correspondence from Behdad Haratbar, Head of Programmed Work at Kent County Council, regarding the Safe and Sensible Street Lighting scheme. Concern was expressed that KCC have not set a deadline for the consultation period that many town and parish councils would be able to respond to.

RESOLUTION: Ann Barnes, Kent Police & Crime Commissioner, will be asked if the Police have been consulted on this scheme when the Council meets with her on 4th September.

16.9.13 ANNUAL ALLOTMENTS MEETING

Members received the notes from the Annual Meeting of the Allotment Holders.

RESOLUTION: That this information be noted. And an overgrown allotment at the Sandown Road site will be investigated; if this is the vacant plot that reverted to the ownership of DDC then DDC will be asked to clear it.

17.9.13 PUBLIC CONVENIENCES

Members received the latest correspondence from Cllr Mike Conolly, Portfolio Holder Corporate Resources and Performance, regarding a Discretionary Rate Relief at the public conveniences.

RESOLUTION: The Trustees of Sandwich Toll Bridge Fund will consider whether the charity could take over management of the conveniences from the Town Council, it may be possible that the Charity can claim funding and rebates that are not possible for the Council.

18.9.13 POULDERS GARDENS AND THE BULWARKS PLAY AREA

Members received a copy of the proposed Service Level Agreement for the two play areas from DDC.

RESOLUTION: The new contract will entered into and the inclusion of dog bins at both sites will be requested.

19.9.13 HIGHWAYS

Members received the crash data for New Street and Deal Road for a period of three years from David Brazier, Cabinet Member for Transport & Environment at KCC. The report showed that there had been no vehicle collisions on Deal Road and only one on New Street for this period, Councillors agreed that there are known omissions from this report, but it is not clear why, for example an incident outside of Sandwich Junior School that involved the emergency services is not part of this report.

RESOLUTION: A letter will be written to David Brazier with details of accidents that are known to the Councillors and an explanation will be requested as to why they are not part of the report.

20.9.13 CORRESPONDENCE

Members considered the following correspondence:

(i) An email from Taylor White of Sandwich Massachusetts regarding possible twinning opportunities.

RESOLUTION: This matter will be referred to the Advisory Committee for consideration.

(ii) A letter from Deborah Watkins of Kent County Council regarding the Town Clerk's attendance at the Parish & Town Council Seminar 22 October 2013.

RESOLUTION: The Town Clerk and Assistant Town Clerk will attend this seminar.

(iii) A letter from Tony Cook of the Rotary Club of Sandwich re. use of the Town logo and email correspondence between Mr Cook and Miss Weir clarifying the details of the request.

RESOLUTION: The Rotary Club of Sandwich will be permitted to use the Sandwich Coat of Arms on future promotional literature.

21.09.13 REPORT OF DISTRICT COUNCILLORS

Cllr Mrs Russell reported that:

- She has a number of concerns about the planning application process at Dover District Council.
- East Kent Against Fracking would meet at the United Reformed Church, Sandwich, at 7:30pm on Tuesday 3rd September 2013 to convene a constitution for the committee, the public are welcome to attend the meeting.

Cllr Carter congratulated the organisers of Sandwich Festival, this years event was the biggest yet and took place without any incidents.

22.09.13 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.

(i) APPOINTMENT OF A PUBLIC CONVENIENCE ATTENDANT

A report, from Miss L Fidler, regarding a vacancy for a Public Convenience Attendant was considered.

RESOLUTION: An advertisement will be placed in one edition of the East Kent Mercury and Thanet Extra with a closing date for applications of one week thereafter. The selection and interview panel will consist of the Mayor, Deputy Mayor, Cllr Trussler and the Town Clerk.

In the interim when only two Public Convenience Attendants are employed reduced opening hours will be instigated and the use of agency temp if required.

(ii) CHANGES TO OFFICE STAFFING STRUCTURE & RESULTING RECRUITMENT

Miss L Fidler left the meeting for this item.

A report, from miss L Fidler, regarding the future of the office staff was considered.

RESOLUTION: The internal promotion of Miss L Fidler and Miss T Weir was agreed. An advertisement will be placed in two editions of the East Kent Mercury and Thanet Extra for a Finance Officer/Admin Assistant with a closing date for applications of two weeks after the first advert. The selection and interview panel will consist of the Mayor, Deputy Mayor, Cllr Trussler and the Town Clerk. The continued use of an agency temp was approved until this vacancy can be filled.

23.9.13 DATE OF NEXT MEETING

Monday 16th September 2013, at 7 pm, in the Council Chamber (Ordinary Meeting).

Signed: _____ **Date:** _____