

**Minutes of an Ordinary Meeting of Sandwich Town Council held on Monday 3<sup>rd</sup> March 2014, in the Council Chamber, Guildhall, Sandwich at 7:00pm.**

**Present: Councillors: The Mayor**  
**HJ Bragg**  
**PI Carter**  
**RA Daw**  
**P Graeme**  
**Mrs S Laslett**  
**Mrs V Lioté**  
**MW Moorhouse**  
**JP Scollard**  
**BA Scott**  
**JO Sneller**  
**MB Trussler**

**Officer: Miss L. Fidler**

**01.03.14 MAYOR'S OPENING COMMENTS**

The Mayor provided the following information:

- The Service of Thanksgiving for Charles Wanostrocht will be held at St. Barts Chapel, followed by refreshments at the Guildhall, on Friday 21<sup>st</sup> March starting at 2pm. Charles was not only a past Mayor of Sandwich, but also Chairman of Sandwich United Charities and Chairman of the Cinque Ports Mayor's Association.
- Volunteers are needed for distributing the Annual Parish Meeting Public Notices.
- The Town Clerk will be on annual leave from 7<sup>th</sup> – 21<sup>st</sup> March (incl).

**02.03.14 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Mrs Dunay who had a family commitment; Cllr Mrs Russell who had another engagement; Cllr Watts who was unwell and Cllr Wood who had a work commitment.

**03.03.14 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS**

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

**04.03.14 MINUTES**

The Minutes of the Quarterly Town Council Meeting, held on 17<sup>th</sup> February 2014, were received, approved and signed.

**05.03.14 MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA**

45.02.14: The Clerk confirmed that she had received no further information from the Environment Agency regarding the proposed desilting work on the Delf Stream. The Contractor for the job has reported that he has some further information to provide, but has not yet shared this information with the office. It was AGREED that the Mayor will speak with Ian Nunn at the Environment Agency if the Clerk does not get a satisfactory response; there is only a short amount of time left before Cllr Ridings will require his grant to be returned.

**06.03.14 TOURISM COMMITTEE MINUTES**

The Minutes of the Tourism Committee Meeting, held on 12<sup>th</sup> February 2014, were received, approved and signed.

**RESOLUTION: That the following recommendations be approved:**

- That two more written quotes are sought for the specification of design and production agreed with DDC, in order to choose the most cost-effective source for the display boards (Waterfront Town Trail)
- That information regarding Promotional Literature was noted
- That the TIC be opened from April 1<sup>st</sup> to 31<sup>st</sup> October 10am – 4pm Monday to Saturday and the following Sundays:
  - Easter – 20<sup>th</sup> April
  - Sandwich Celebration – 11<sup>th</sup> May
  - Le Weekend – 8<sup>th</sup> June
  - Little Gardens of Sandwich – TBC
  - Folk ‘n’ Ale Weekend – 13<sup>th</sup> July
  - Sandwich Festival – 24<sup>th</sup> August
  - Heritage Open Days – 14<sup>th</sup> September
  - Sandwich Arts Week – 21<sup>st</sup> September & 28<sup>th</sup> September
- That the matter of Guildhall Forecourt Markets be put on hold until there is more staff time available to devote to it
- That information regarding the White Cliffs Country Tourism Association be noted
- That the Trustees of Sandwich Toll Bridge Fund be asked to consider the following:
  - (i) That we seek estimates for an updated power supply for outside events, for consideration in a future budget
  - (ii) That we explore the implications of extending the Guildhall Licence to the forecourt.
- Re. Guildhall Tours:
  - (i) The event organisers would be happy to promote the tours
  - (ii) A pay at the door system is adopted, perhaps at the TIC, as they have a facility for taking payments
  - (iii) That tours take place on the following dates:
    - Easter – 19<sup>th</sup> & 20<sup>th</sup> April
    - Sandwich Celebration – 10<sup>th</sup> & 11<sup>th</sup> May
    - Le Weekend – 7<sup>th</sup> & 8<sup>th</sup> June
    - Little Gardens of Sandwich – TBC
    - Folk ‘n’ Ale Weekend – 12<sup>th</sup> & 13<sup>th</sup> July
    - Sandwich Festival – 23<sup>rd</sup> & 24<sup>th</sup> August
    - Heritage Open Days – 13<sup>th</sup> & 14<sup>th</sup> September
    - Sandwich Arts Week – 20<sup>th</sup>, 21<sup>st</sup>, 27<sup>th</sup> & 28<sup>th</sup> September
  - (iv) That the Guildhall staff take the tours, and we put the suggested dates to them.
- That a meeting take place between the Mayor, Councillor Graeme, Steve Laslett, Bob Martin and Bob Mills to discuss the plans for the Medieval Boat Project, which currently includes plans for use of the Fishergate
- That the Toll Bridge Fund and the Town Sergeant are consulted with regards to providing exhibition space for the Sandwich Arts Week.

**07.03.14 PAYMENT SCHEDULE**

The schedule of payments, totalling £11,329.01, was received, approved and signed.

**08.03.14 POLICE REPORT**

A written Police Report for February 2014 was submitted to the Council by PCSO Doreen Lee and read out by the Clerk. A copy of the Report is attached to the official minutes. The Clerk will chase up dates for the next round of speed checks.

09.03.14

#### PLANNING APPLICATIONS

Members considered the following planning applications:

**(i) DOV/13/00673 – East Kent Waste Recovery Facility, River Road, Discovery Park, Sandwich CT13 9FN**

Continuation of a hazardous substance consent following a change in control of part of the land (section 17) and removal and variation of conditions (section 13).

The Mayor provided further information about this application and expressed his concern that the site could be used for disposing of toxic waste from across Europe.

**RESOLUTION: Recommend refusal on the grounds that insufficient information has been provided for this application to be appropriately considered. The Council wishes to know who will be the owners of the site, where will their trade come from and how the hazard/pollutants will be managed in transport across the town.**

**(ii) DOV/14/00134 – Long House, 62 Strand Street, Sandwich CT13 9HP**

Insertion of roof light

**RESOLUTION: Recommend approval, no objections.**

**(iii) DOV/14/00135 – Long House, 62 Strand Street, Sandwich CT13 9HP**

Insertion of roof light and internal alterations

**RESOLUTION: Recommend approval, no objections.**

**(iv) TC/14/00017 – Wayfarers, St Bart's Road, Sandwich CT13 0AW**

Silver birch x 2 – prune back from building to give 2 metre clearance

Silver birch – sever ivy around circumference of base

**RESOLUTION: Recommend approval, no objections.**

10.03.14

#### PLANNING DECISIONS

The following planning decisions were reported:

**(i) DOV/13/01093 – Bell Hotel, Upper Strand Street, Sandwich, CT13 9EF**

Display of non illuminated lettering, non illuminated fascia sign and vinyl graphics to 4 planters. GRANTED PERMISSION

**(ii) DOV/13/01001 – Building 528, (East Side) Pfizer Ltd, Ramsgate Road, Sandwich, CT13 9NJ**

Erection of a detached modular building, construction of a hardstanding and ramp. GRANTED PERMISSION

**(iii) DOV/14/00007 – Stevens & Carlotti, Pembroke Works, Ramsgate Road, Sandwich, CT13 9ST**

Installation of 501 solar panels to western facing rooflope and 420 to eastern facing roofslope. GRANTED PERMISSION

**(iv) DOV/13/00998 – Delf Nursery, Deal Road, Sandwich, CT13 0BU**

Retrospective application for the erection of a log cabin to be used as a shop (Use Class A1). GRANTED PERMISSION

11.03.14

#### PLANNING CORRESPONDENCE

Members considered the following planning correspondence:

**(i)** Email dated 19<sup>th</sup> February 2014 from Adrian Fox, Policy & Projects Manager – Dover District Council, proposing a meeting with representatives of Sandwich Town Council to discuss the extent of the proposed Sandwich Town centre (as defined on page 76, Figure 3.10 in the Land Allocations Local Plan) and the extent of a Primary Shopping Frontage.

**RESOLUTION: Cllr Graeme and Cllr Mrs Laslett will attend the meeting with Adrian Fox and Mike Ebbs on Wednesday 5<sup>th</sup> March at 11am to discuss these matters.**

**(ii)** Email dated 21<sup>st</sup> February 2014 from Paul Barber, Managing Director – Discovery Park, proposing a Town Council visit to the Park.

**RESOLUTION: A meeting with Mr Barber will be requested.**

(iii) Letter dated 12th February 2014 from Mr M. Barr regarding a Neighbourhood Plan for Sandwich. Cllr Graeme explained that the work of the Neighbourhood Plan had stalled until the report from the inspector that conducted the Examination of the Dover District Council Land Allocations Local Plan was available, possibly in the autumn of 2014.

**RESOLUTION: Cllr Graeme will contact Mr M. Barr to explain this development.**

12.03.14

**FINANCE**

(i) Members considered renewal of membership of Action with Communities in Rural Kent for 2014/15.

**RESOLUTION: That membership of Action with Communities in Rural Kent will not be renewed.**

(ii) Members considered email correspondence regarding the purchase and emptying costs of a litter bin in New Street. This bin had originally been requested due to the amount of rubbish being thrown in the Delf Stream near the bus stop. Members expressed their dismay at the quote provided by DDC of £150 to supply a bin and £600 per year to empty it.

**RESOLUTION: DDC will be asked if they can suggest an alternative, more cost affective solution to this problem.**

(iii) Members reviewed the Sandwich Town Council Financial Regulations.

**RESOLUTION: That the Financial Regulations be approved.**

13.03.14

**ALLOTMENTS**

Members considered a report from Miss L. Fidler, Town Clerk, regarding annual allotment contracts.

**RESOLUTION: That the current contract, rent, and method for reclaiming water usage be continued in the 2014/15 year.**

14.03.14

**HEALTH & SAFETY**

Members considered a report from Miss L. Fidler, Town Clerk, providing an update on matters relating to health & safety.

**RESOLUTION: That this information be noted.**

15.03.14

**CORRESPONDENCE**

Members considered the following items of correspondence:

(i) Email dated 18<sup>th</sup> February 2014 from Sandra Killick regarding the 2014 White Cliffs Country Campaign Launch.

**RESOLUTION: That this information be noted.**

(ii) Email dated 19<sup>th</sup> February 2014 from Sandra Killick regarding forthcoming training days supported and funded by Dover Town Council and the White Cliffs Country Tourism Alliance, particularly considering a place for the Town Clerk on the *Social Media for Business* training day.

**RESOLUTION: That Cllr Mrs Laslett (session 1) and Miss L Fidler (session 2) will attend the Social Media for Business Training day on 27<sup>th</sup> March 2014.**

(iii) Email dated 21<sup>st</sup> February 2014 from Miss T Weir, regarding the issue of delivery lorries parking opposite the Guildhall forecourt. The Council acknowledged that this was an ongoing problem and Cllr Mrs Laslett explained that she had recently been made aware by an officer from KCC Highways that Stagecoach are interested in redeveloping the bus stop to discourage these traffic flow problems.

**RESOLUTION: A letter of support will be written to KCC Highways supporting the proposal by Stagecoach that the bus stop should be redesigned.**

(iv) Email dated 24<sup>th</sup> February from the Kent Association of Local Councils regarding the KALC Planning Conference 2014.

**RESOLUTION: Cllr Mrs Russell had expressed an interest in attending this course to the Clerk, attendance will be offered to Cllr Mrs Russell if she is still interested.**

(v) Email dated 25<sup>th</sup> February 2014 from Mrs Kath Gifford regarding a hazard on London Road.

**RESOLUTION: The hazard identified by Mrs Gifford has now been removed and no further action needs to be taken.**

**16.03.14**

#### **REPORT OF DISTRICT COUNCILLORS**

Cllr Carter provided the following information from a Dover Joint Transport Meeting that he and Cllr Scott had attended:

- Kent Highways have been awarded an extra £2.5million to engage contractors to 'find and fix' pot holes and road damage, there are currently too many problems for Highways to keep on top of the problems.

- An 'options report' is being produced for the Toll Bridge to introduce crash remedial measures.

- Updates regarding the schedule for replacement lights on St. Peters Street.

- The High Speed 1 rail service has now been extended to run until 2018.

And, there has been a street vendor selling food to school children who is causing concern, he was originally selling to Manwood's pupil's on St. George's Lees but is now working outside the Junior School. Concern was raised that the police and local authorities have given the impression that no action can be taken, which is incorrect, both organisations have a duty of care, especially concerning children.

**RESOLUTION: The Mayor will request that DDC's licensing department look into whether this trader has the appropriate licenses as a matter of urgency.**

**17.03.14**

#### **EXEMPT BUSINESS**

It was resolved 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 by virtue of the paragraph specified against the item.

##### **(i) PUBLIC CONVENIENCE ASSISTANTS**

To receive a report from Miss L. Fidler, Town Clerk, providing information regarding two matters concerning the Public Convenience Attendants.

**RESOLUTION: The hourly rate for the Public Convenience Attendants will increase to £6.61 per hour. And the staff at the Quay Conveniences will be asked to continue working reduced ('winter') opening hours until the Environment Agency's contractors have finished the redevelopment of the Quay (estimated to be late April/early May).**

(ii) To receive a report from Miss L. Fidler, Town Clerk, regarding an occupational health referral.

**RESOLUTION: The Clerk was given permission to engage an occupational health service, as directed by Peninsula Business Services, in relation to an ongoing staffing matter.**

**18.03.14**

#### **DATE OF NEXT MEETING**

Monday 7<sup>th</sup> April 2014, at 7pm, in the Council Chamber (Ordinary Meeting).

## **Parish council - Sandwich**

Between 01/02/2014 and 28/02/2014, there have been 145 calls received for the area of Sandwich, Woodnesborough and Worth. There were 3 calls relating to nuisance youths in February, however these are unrelated to each other. Also, there were many weather related calls during this period.

## **Crimes of note**

On the recorded crime statistics, it shows from April 2013 – January 2014 that there have been 265 crimes reported in the Sandwich area which is an increase of 10 crimes in comparison to last year.

Recently, we have had a series of theft from motor vehicles and criminal damage to motor vehicles in the area. PCSO Lee and PCSO Norton are delivering crime prevention leaflets in the areas where the vehicles were affected, to remind vehicle owners to ensure vehicles are secure and any valuables are removed.

Also, there have been phone call scams which are happening all over the county, but PCSO Lee and PCSO Norton have been making residents aware of these scams and taxi companies.

## **Anti-social behaviour and other incidents of note**

Currently, there are no areas of concern.

## **Updates of previous reported issues**

N/A