

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

**Present: Councillors: The Mayor**  
**HJ Bragg**  
**RA Daw**  
**P Graeme**  
**Mrs S Laslett**  
**MW Moorhouse**  
**Mrs Russell**  
**JP Scollard**  
**BA Scott**  
**MB Trussler**  
**JJ Watts**

**Officer: Miss L. Fidler**

**06.04.14 MAYOR'S OPENING COMMENTS**

The Mayor has investigated the concern raised at the Annual Town Meeting about railings near the Bulwarks and ascertained that there are approximately 200 railings with a spear-shaped spike top. The matter has been passed to DDC, as the responsible authority, to investigate what appropriate safety measures can be put in place.

**07.04.14 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Mrs Dunay, Sneller and Wood who were on holiday and Cllr Mrs Liote who was unwell. No apologies were received from Cllr Carter.

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

The following interests were declared:

- (i) Cllr Watts - matters relating to item 09.04.14 (ii).
- (ii) Cllr Graeme - matters relating to item 12.04.14 (iii)
- (iii) Cllr Scott - matters relating to item 21.04.14 (i)

**09.04.14 MINUTES**

The Minutes of the Ordinary Town Council Meeting, held on 3<sup>rd</sup> March 2014, were received, approved and signed.

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

There were no matters arising.

**11.04.14 PAYMENT SCHEDULE**

The schedule of payments, totalling £41,096.97, was received, approved and signed.

**12.04.14 PUBLIC RIGHT TO SPEAK**

Miss Emily Stott, from the East Kent Mercury, reported that there will soon be a weekly Kent Messenger newspaper for just the Sandwich area (not Dover and Deal); the first issue will be out in May.

**13.04.14 POLICE REPORT**

A written police report had been received in the Town Clerk's office but was not available due to a computer issue.

#### 14.04.14

#### PLANNING APPLICATIONS

Members considered the following planning applications:

(i) DOV/14/00200 | Internal alterations | 19 King Street, Sandwich, CT13 9BT

**RESOLUTION: No objections.**

(ii) DOV/14/00205 | Alterations to window, door and pipe work at ground floor level on rear elevation | Guildcount House, 1 Guildcount Lane, Sandwich, CT13 9DW

**RESOLUTION: No objections.**

(iii) DOV/14/00217 | Variation of condition 16 of planning permission DOV/99/00735 to allow a maximum of 80 children at any one time (application under section 73) | St Bart's Day Nursery, 17 Dover Road, Sandwich, CT13 0BS

**RESOLUTION: Approval recommended subject to Kent Highways being consulted regarding the increased volume of traffic that would result from this variation.**

(iv) DOV/14/00225 | Erection of a rear conservatory extension, pitched roof and associated internal and external alterations | 29 Moat Sole, Sandwich, CT13 9AU

**RESOLUTION: No objections.**

(v) DOV/13/00867 | Proposed new foodstore, doctor's surgery and pharmacy, together with associated car parking, landscaping, courtyard and service yard (amended and additional plans) | Land Adjacent to, 10 Dover Road, Sandwich, CT13 0BN.

**RESOLUTION: The concerns raised by the town council previously to this application have not been addressed. The current paperwork does not provide enough information and as such the council is unable to make an informed decision. As per previous consultations the council recommends refusal based on two material considerations; impact of character on surroundings and road safety.**

The following correspondence also relates to this proposal:

(1) A request from the NHS Kent & Medway Team for a written representation to the "application offering to meet an identified current need adjacent to old Blue Berries Care Nursery, 10 Dover Road, Sandwich, CT13 0BN by Eastry Pharmacy Ltd".

**RESOLUTION: NHS Kent & Medway Team will be informed of the Council's decision regarding planning application DOV/13/00867.**

(vi) DOV/13/01044 | Erection of a detached dwelling (existing buildings to be demolished) | Land rear of & 59 New Street, Sandwich, CT13 9BD

**RESOLUTION: Request an extension to the consultation period in order to allow the council more time to consider the details of this application.**

(vii) DOV/14/00230 | Conversion of integral garage to form habitable room and internal and external alterations | 35 Moat Sole, Sandwich, CT13 9AU

**RESOLUTION: No objections.**

(viii) DOV/14/00229 | Conversion of integral garage to a habitable room, erection of a detached garage and gate and associated external works (existing garage to be demolished) | 35 Moat Sole, Sandwich, CT13 9AU

**RESOLUTION: No objections.**

(ix) DOV/14/00119 | Display of non-illuminated lettering, non-illuminated fascia sign and vinyl graphics to 4 planters | Bell Hotel, Upper Strand Street, Sandwich, CT13 9EF

**RESOLUTION: No objections.**

(x) DOV/14/00285 | Erection of a side link extension and front porch extension | 9 St Georges Road, Sandwich CT13 9JT

**RESOLUTION: No objections.**

(xi) DOV/14/00288 | Fell 14 Leyland Cypresses | 31 Stonar Close, Sandwich, CT13 9LH

**RESOLUTION: No objections.**

(xii) DOV/14/00298 | Erection of a single storey rear extension | 32 Upper Strand Street, Sandwich, CT13 9EL

**RESOLUTION: No objections.**

(xiii) TC/14/00033 | Haven House, 29 Harnet Street, Sandwich, CT13 9ES

**RESOLUTION: Unable to consider due to lack of information.**

(xiv) TC/14/00027 | Fell one Tree of Heaven | 11 Millwall Place, Sandwich, CT13 9BQ

**RESOLUTION: No objections.**

(xv) TC/14/00030 | Fell 2 sycamore and 1 elder | 74 New Street, Sandwich, CT13 9BD

**RESOLUTION: No objections.**

(xvi) TC/14/00031 | Re-pollard 2 trees | 19 Bowling Street, Sandwich, CT13 9EY

**RESOLUTION: No objections.**

(xvii) TC/14/00034 | Fell a blue Atlantic cedar | 21 Strand Street, Sandwich, CT13 9DX

**RESOLUTION: No objections as long as the tree officer has been consulted on this application.**

The Mayor agreed that he will clarify the role of the DDC tree officer in the decision making process for treeworks applications.

#### 15.04.14 PLANNING DECISIONS

The following planning decisions were reported:

(i) **DOV/50/02137 | Stevens & Carlotti, Pembroke Works, Ramsgate Road, Sandwich, CT13 9ST** | Plan showing location and size of parking and materials storage compounds whilst work is in progress on site. Installation will take between 4-6 weeks only.

PERMISSION NOT REQUIRED

(ii) **DOV/14/00075 | 5 St Georges Place, Sandwich, CT13 9LW** | Erection of single and two storey rear extensions.

GRANTED PERMISSION

#### 16.04.14 PLANNING CORRESPONDENCE

Members considered the following planning correspondence:

(i) A request for support in principle to a proposed doctor's surgery on Whitefriars Meadow.

**RESOLUTION: Red House Design will be informed that this proposal would not be supported by the town council because this is a designated open space and should not be developed. This is the same response that the council has given in the past to other proposed developments on the site.**

Cllr Mrs Laslett voted against this decision.

(ii) To receive the latest information from DDC regarding the 'historical nautical' feature anchor and to decide what input the town council wishes to have, including financial.

**RESOLUTION: The Guildhall's honorary curator and the managers at Highway Marine will be asked if they can identify the provenance of the anchor. When further information is known about the history of the item Cllr Moorhouse will take the matter to Sandwich & District Chamber of Commerce and other local organisations to see if they're interested in making a contribution towards funding.**

#### 17.04.14 FINANCE

Members consider the following financial matters:

(i) Membership of Action for Market Towns for one year, commencing 1<sup>st</sup> April 2014, at a cost of £175.00 (Subscriptions & Memberships budget).

**RESOLUTION: Membership for a further year will be undertaken.**

(ii) Membership of White Cliffs Country Tourism Alliance, commencing 1<sup>st</sup> April 2014, at a cost of £40.00 (Subscriptions & Memberships budget).

**RESOLUTION: Membership for a further year will be undertaken.**

(iii) The cost of a new lock and keys for St. Peter's Church bell tower (Curfew Ringers Supper budget)

**RESOLUTION: £170 (half the total cost) will be paid to the Friends of St. Peter's towards this cost.**

(iv) Entrance to the Loo of the Year Awards 2014 at a cost of £120/£140 (this expenditure could be afforded from the Public Conveniences budget).

**RESOLUTION: Entrance to the awards in 2014 was approved.**

#### 18.04.14 HIGHWAYS AND TRANSPORTATION

Members considered the following matters:

(i) Information from a local resident regarding the need to re-instate road markings around No Name Street and Market Street.

**RESOLUTION: No action required as this work has now been undertaken.**

(ii) How disabled access to the tourism infrastructure in Sandwich could be improved with funding from KCC Highways & Transportation Local Transport Plan.

**RESOLUTION: Cllr Graeme will ask at Sandwich Centre for the Retired if there are any recommendations from patrons with mobility problems.**

(iii) A letter from a local resident regarding speeding and drainage problems on Sandown Road.

**RESOLUTION: A letter will be written to the KCC portfolio holder about the matter, re-iterating our past suggestions and comments about Sandown Road in the hope that there may be funding in the new budget for this work.**

(iv) Mr. A Fisher, School Business Manager Sandwich Technology School, would like to address the Council regarding Coach pick-ups in Dover Road, the Council should consider if and when this meeting takes place.

**RESOLUTION: Mr Fisher will be asked to provide dates when he is available to meet, these will then be shared with the Council to see when members are available.**

#### 19.04.14 EMERGENCY PLAN

To receive a 'Brief Guide to the Sandwich Emergency Community Plan' and the latest draft of the 'Sandwich Emergency Plan' for consideration. Cllr Mrs Russell was congratulated for her hard work producing these documents.

**RESOLUTION: That the Community Response Co-ordinator and nine Deputy Community Response Co-ordinators meet to identify what areas/tasks they will have within the plan.**

#### 20.04.14 NEWSLETTER

Members received a draft copy of the newsletter for April - June 2014 and Miss T Weir was congratulated on her efforts.

**RESOLUTION: The newsletter was approved for distribution.**

#### 21.04.14 EXPENSES FOR NON COUNCILLOR COMMITTEE MEMBERS

Members received a report from Miss T Weir regarding expenses for non-councillor committee members.

**RESOLUTION: East Kent Joint Parish Independent Remuneration Panel will be asked to consider the issue of office incidentals and mileage claims by non-council committee members.**

#### 22.04.14 DELF STREAM

To receive a report from Miss Weir regarding the progress of work to de-silt the Delf Stream. Cllr Trussler thanked Miss Weir for her hard work to date on this project and expressed his frustration and disappointment that various organisations are making this project so difficult to progress with.

**RESOLUTION: A site meeting between the Council and the organisations involved (i.e. Environment Agency, KCC Highways, Network Rails, etc) will be arranged with the hope that when these bodies see what is proposed they will understand that the project should not be too difficult/costly.**

#### 23.04.14 SANDWICH MASSACHUSETTS TWINNING PROCLAMATION

Members considered approval of the Twinning Proclamation drafted by Sandwich Town Council, Massachusetts.

**RESOLUTION: The wording of the proclamation was approved and it was authorised that the Town Seal will be used when the original document is received.**

#### 24.04.14 COW LEAS MEADOW LEASE

To consider whether Cow Leas Meadows will be leased to Sandwich Community Events Association for a further year and whether any changes to the terms of the agreement should be made, SCEA have requested that the Council considers an annual rent of £1.

**RESOLUTION: Future use of the site will be referred to the Advisory Committee for consideration.**

#### **25.04.14 TOURIST INFORMATION CENTRE**

To consider what profit margin should be obtained on stock and ticket sales at the TIC, currently there are various agreements in place with different organisations and artists.

**RESOLUTION: Power will be delegated to the Town Clerk to negotiate the sale of tickets and merchandise within the Tourist Information Centre.**

#### **26.04.14 CORRESPONDENCE**

To receive the following items of correspondence:

(i) Email from Mirelle Frost regarding promotion of Sandwich Town Council for funding of Poulders Play Area.

**RESOLUTION: Mrs Frost will be asked to advertise that funding for the play area comes from the town council.**

(ii) Email from Angie Sutton regarding the Council's possible involvement in the Festival of Tastes at Discovery Park.

**RESOLUTION: Councillors will find out more about this proposal at a site meeting with Discovery Park on 8<sup>th</sup> April.**

(iii) Email from Mike Whiting regarding Kent Savers Credit Union's forthcoming press release.

**RESOLUTION: The Council supports this endeavour.**

(iv) A report, email and poster regarding Falls Prevention classes.

**RESOLUTION: Cllr Scott will share this information with Sandwich Centre for the Retired.**

(v) To receive a letter and annual report from the Chairman of Sandwich Festival Association.

Cllr Moorhouse explained that there will be a meeting on 30<sup>th</sup> April at 7.30pm to try and identify new people to take up organisation of the Sandwich Festival, if new volunteers are not identified he asked that the Council to considers taking responsibility for setting up a new committee, as was done in the past.

**RESOLUTION: To await feedback from the meeting on the 30<sup>th</sup> April before the Council considers whether any involvement needs to be considered.**

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

Cllr Mrs Russell reported that district councillors have been given the use of Ipads for their work, these remain the property of DDC (not the individual councillor) and have been estimated to save money in the long run. Cllr Butcher added that district councillors still have to pay personally for set up costs, home internet, printing ink and paper.

Cllr Mrs Russell also reported that there will be an East Kent Against Fracking meeting on 23<sup>rd</sup> April at 7.30 in Eastry Village Hall.

#### **28.04.14 EXEMPT BUSINESS**

It is agreed 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.

#### **STAFFING MATTERS**

(i) To receive information regarding a proposed amendment to the staff sickness/injury payment provisions.

**RESOLUTION: The Town Clerk will implement the proposed changes to the staff handbook and contracts that were suggested by the Mayor, Cllr Graeme and Cllr Mrs Laslett based on the National Joint Council's model.**

(ii) To receive a written report from Miss L Fidler regarding Assistant Town Clerk/Mayor's Secretary.

**RESOLUTION: The Clerk will write a letter from the Council in support of this staff member's urgent diagnostic treatment.**

**29.04.14**

**DATE OF NEXT MEETING**

Monday 28<sup>th</sup> April 2014, at 7 pm, in the Council Chamber.

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