



- That wine be obtained on sale / return with hire of glasses from the Strand Wine Company at a quoted rate of £5.99 per bottle, within the proposed budget of £850 for wine plus soft drinks, tea and coffee, milk & sugar for afternoon tea.
- That the proposed budgets be approved for menu cards and flowers (£100 and £150 respectively), the choice of printer and florist and approval of designs to be made by the Mayor & Town Clerk.
- That a budget of £22.80 or thereabouts (allowing for postage increases) be approved for postage of invitations.
- That Councillor Scott propose and Councillor Mrs Russell second the confirmation in office of the Mayor Deputies .
- That Councillor Watts propose the toast, “The Cinque Port Liberties of Sandwich”.
- That the Mayors of Honfleur and Sonsbeck should not be invited to Deputies Supper.

**Battle of Britain Commemoration, Monday 15<sup>th</sup> September 2014:**

- That no changes be made to the current guest list as presented.
- That the budget (£20) and proposed arrangements for catering (“bar snacks”) be approved.
- That wine be obtained on sale / return with hire of glasses from the Strand Wine Company at a quoted rate of £5.99 per bottle, within the proposed budget of £110 for wine, beer and soft drinks.
- That the budgets for postage (£20) and the Mayor’s Cadet badge (£5) be approved.
- That the use of volunteer marshalls be approved, along with Guildhall staffing as outlined.
- That it be noted this event was originally driven by RAFA but is now organised by Sandwich Town Council, and that it is one of the Council events for which event planning paperwork must be submitted to DDC since it involves road closures.

**Remembrance Sunday Parade & Service, Sunday 9<sup>th</sup> November 2014**

- That no changes be made to the current guest list as presented except that the local Rotary Club should be added to the formal invitation list in order to ensure it appears on the schedule of groups and individuals laying wreaths.
- That the budget (£15) and proposed arrangements for catering (“bar snacks”) be approved.
- That wine be obtained on sale / return with hire of glasses from the Strand Wine Company at a quoted rate of £5.99 per bottle, within the proposed budget of £170 for wine, beer and soft drinks.
- That the budgets for postage (£12) and the Mayor’s Cadet badge (£5) be approved.
- That the use of volunteer marshalls be approved, along with Guildhall staffing as outlined.
- That it be noted this event is one of the Council events for which event planning paperwork must be submitted to DDC since it involves road closures.
- That the Assistant Town Clerk / Mayor’s Secretary continue to issue press releases about this and all Civic events, particularly to the East Kent Mercury, and that she continue to liaise with the EKM regarding photographs of these events.

**07.06.14 TOURISM COMMITTEE**

The Minutes of the Tourism Committee Meeting, held on 21<sup>st</sup> May 2014, were received, approved and signed.

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

- That improvement to the electricity supply for events on the Forecourt be progressed and Councillor Sneller will investigate use of the forecourt power box.
  - Mr Laslett to progress the plans for the Medieval Boat Project.
- Councillor Scollard will clarify matters regarding the Waterfront Town Trail boards.
- The Town Clerk’s office to seek quotes from leaflet distribution companies (suggested examples are Impact and Brochure Connect).

- The Town Clerk's office to make contact with Keith Malpass, who organises International Food and Gift Fayres, with particular regard to providing a food / gift fayre in Sandwich on August Bank Holiday Monday this year.
- If possible, Sandwich Town Council makes an application to be a part of the Delivering Differently scheme.

**08.06.14. PAYMENT SCHEDULE**

The schedule of payments, totalling £17,789.91, was received, approved and signed. And thanks were given to Mr Alan Beal for his work on the Guildhall hanging baskets.

**09.06.14 POLICE REPORT**

A written report for May 2014 was read out by the Town Clerk, a copy of which is attached to the official minutes. The Clerk will ask the PCSOs for an update on the speed checks that were requested.

**10.06.14 PUBLIC RIGHT TO SPEAK**

There were no requests to speak.

**11.06.14 PLANNING APPLICATIONS (plans on view from 6.30 pm)**

(i) DOV/14/00355 | Installation of replacement double glazed windows | 80 New Street, Sandwich, CT13 9BD

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

(ii) DOV/14/00465 | Installation of replacement windows to rear and creation of a shower room and utility room within the garage | 5 Upper Strand Street, Gardeners Quay, Sandwich, CT13 9DH

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

(iii) DOV/14/00437 | Application for hazardous substances consent | East Kent Waste Recovery Facility, Discovery Park, Sandwich, CT13 9FN

**RESOLUTION: Recommend approval, no objections.** Cllr Carter abstained from voting on this matter.

(iv) DOV/14/00472 | Installation of rear door, obscure glazing to first floor window and installation of soil pipe to rear elevation and associated internal alterations | 24 High Street, Sandwich, CT13 9EB

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

(v) DOV/14/00475 | Installation of 410 solar panels to western facing roofslope and 390 to eastern facing roofslope | Stevens and Carlotti, Pembroke Works, Ramsgate Road, Sandwich, CT13 9ST

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

(vi) DOV/14/00456 | Construction of new flood defences and improvements to existing with associated works and landscaping | Sandwich Tidal Flood Defences (Reach 3), Sandwich, CT13

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

(vii) DOV/14/00468 | Crown reduction of Oak tree by 3 metres | 20 Upper Strand Street, Sandwich, CT13 9EL

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

(viii) DOV/14/00433 | Installation of a replacement first floor rear window | Easter House, 44 King Street, Sandwich, CT13 9BL

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

(ix) DOV/14/00503 | Erection of a single storey rear extension with associated internal and external works | 19 New Street, Sandwich, CT13 9AB

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

(x) DOV/14/00473 | Change of use to an English Language School (Use Class D1) | Ground Floor, 43-45, Strand Street, Sandwich, CT13 9DN

**RESOLUTION: Positively support this application.**

(xi) DOV/14/00474 | Painting of fascia sign with gold lettering | Ground Floor, 43-45, Strand Street, Sandwich, CT13 9DN

**RESOLUTION: Positively support this application.**

(xii) PAG/DO/10/954/RVAR | Details pursuant to conditions 7 (external lighting), 25 (surface water details), 31 (confirmation of implementation of conservation management plan and monitoring) and 33 (reptile translocation and annual monitoring reports) of DO/10/954 | Site B - Land North of Stevens & Carlotti, Ramsgate Road, Richborough, Sandwich, Kent, CT13 9ST.

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

**12.06.14 PLANNING DECISIONS**

The following decisions were reported from Dover District Council:

(i) DOV/14/00091 | Discovery Park, Site North East, Ramsgate Road, Sandwich, CT13 9ND | The use of land for additional log storage processing area and wood chip store in association with biomass combined | GRANTED PERMISSION.

(ii) DOV/14/00288 | 31 Stonar Close, Sandwich, CT13 9LH | Fell 14 Leyland Cypresses | GRANTED PERMISSION.

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

**13.06.14 PLANNING CORRESPONDENCE**

(i) Letter from Kent & Medway Area Team NHS regarding the 'Application offering to secure identified improvements or better access adjacent to the old Blue Berries Early Care Nursery at 10 Dover Road, Sandwich by Eastry Pharmacy Ltd'.

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

(ii) An update regarding the Richborough Connection Project (NB. The newsletter and full Connection Options Report are available in the Town Clerk's Office).

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

(iii) To receive an email from Cllr Carter regarding a planning application for 12/12a Delf Street. Cllr Moorhouse confirmed that Sandwich & District Chamber of Commerce had contacted the business in question but had not had a response.

**RESOLUTION: A letter will be written to DDC requesting that they consider the needs of the existing business within the property when considering the planning application for change of use.**

**14.06.14 HIGHWAYS & TRANSPORTATION**

(i) To receive a response from Richard Heaps, KCC Traffic Engineer, to our request for the reinstatement of a 'No Through Road' marking on Knightrider Street.

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

(ii) To consider a recommendation from Cllr Woods regarding the A256.

**RESOLUTION: A letter will be written to Kent Highways requesting that drainage along this road is investigated.**

**15.06.14 HEALTH & SAFETY**

Members received a report from Miss T Weir regarding future Health & Safety provisions. The Council acknowledged that Mr S Leith had saved the Council a considerable amount of money over the years when he managed the H&S.

**RESOLUTION: To ask East Kent Shared Services to undertake a review of the Council's provisions so that a full quote for the work necessary can be provided.**

**16.06.14 MEETING/CIVIC DATES FOR 2014/2015**

Members considered a report from the Mayor regarding Council meetings in 2014/15 and a draft schedule of all meetings for the coming Mayoral year. Cllr Mrs Laslett expressed her concern about the proposed lack of meetings and the changes to staffing roles that could ensue.

**RESOLUTION: That the proposed schedule of meetings be adopted subject to review in November 2014.** Cllr Mrs Laslett and Cllr Carter did not vote in favour of this motion.

**17.06.14 MEMBERSHIP OF COMMITTEES FOR 2013/2014**

Members considered a proposal for Membership of the following Committees:- Advisory, Finance, Events/Entertainments, Tourism, Tidal Defence/Delf, Public Amenities and Monks Wall Nature Reserve Management.

**RESOLVED: That Committee Membership, for the ensuing year, be confirmed as follows:-**

- (i) ADVISORY COMMITTEE: The Mayor, Deputy Mayor and Councillors Bragg, Butcher, Daw, Moorhouse, Scott and Sneller**
- (ii) FINANCE COMMITTEE: The Mayor, Deputy Mayor and Councillors Bragg, Butcher, Carter, Moorhouse, Trussler and Watts**
- (iii) EVENTS/ENTERTAINMENTS: The Mayor, Deputy Mayor and Councillors Carter, Dunay, Laslett, Scollard, Scott and Wood**
- (iv) TOURISM COMMITTEE: The Mayor, Deputy Mayor and Councillors Carter, Laslett, Liote, Moorhouse, Scollard and Wood**
- (v) TIDAL DEFENCE/DELFF: The Mayor, Deputy Mayor and Councillors Bragg, Sneller, Trussler and Watts.**
- (vi) PUBLIC AMENITIES COMMITTEE: The Mayor, Deputy Mayor and Councillors Daw, Dunay, Laslett, Liote, Scott and Wood**
- (vii) MONKS WALL NATURE RESERVE MANAGEMENT COMMITTEE: The Mayor, Deputy Mayor and Councillors Daw, Laslett and Watts.**

**18.06.14 DELF STREAM**

Members considered the contract that Network Rail requires before they will partake in a site meeting to discuss clearance of the Delf Stream.

**RESOLUTION: The money required to engage with Network Rail is too high. Clearance of the Delf Stream will progress without encroaching on Network Rail's land.**

**19.06.14 MEMBERSHIP OF OUTSIDE BODIES**

Members considered the appointment of representatives to outside bodies as follows:-

- (i) Seven members be appointed to the Council of the White Mill Folk Museum Trust for, the ensuing year, as follows:  
Councillors Trussler, Wood, Sneller, Daw, Scott, Mrs Dunay and Carter.**
- (ii) Four Trustees be appointed to the Management Committee of Gazen Salts Nature Reserve, for the ensuing year, as follows:  
The Mayor and Councillors Scott, Wood and Mrs Dunay.**
- (iii) Councillors Carter and Mrs Dunay serve on the Sandwich Festival Association Committee, for the ensuing year.**
- (iv) Councillor Scollard be appointed as the Council's non-voting representative to the Dover, Deal & District Citizens Advice Bureau, for the ensuing year.**
- (v) Councillors Carter and Scott be appointed, as non-voting Members, to the Dover Joint Transportation Committee, for the ensuing year, with one Member acting as a substitute.**
- (vi) Councillor Carter be appointed to sit on the Sandwich Neighbourhood Forum, for the ensuing year.**
- (vii) Councillor Daw be appointed as Public Rights of Way representative, for the ensuing year.**
- (viii) Councillor Trussler be appointed as representative for the Dover District Council Local Development Framework, for the ensuing year.**

(ix) Councillor Scollard be appointed as representative to the Sandwich Heritage Group, for the ensuing year.

(x) Four representatives be appointed to the Sandwich Flood Defences Committee, for the ensuing year, as follows:-  
Councillors Bragg, Scollard, Trussler and Watts.

(xi) Councillor Carter be appointed as representative to the Delivery Group of Active Dover, and to the Grants Panel of Active Dover, for the ensuing year.

(xii) Councillor Wood be appointed as representative to the Sandwich Community Lights Committee, for the ensuing year.

(xiii) The Mayor, and Councillor Mrs Liote, be appointed to the Sandwich Chamber of Commerce, for the ensuing year.

(xiv) Mr Steve Laslett be appointed as representative to the White Cliffs Country Tourism Association, for the ensuing year.

(xv) The Mayor of the day and Councillor Scollard be appointed as non-voting representatives to the Friends of Poulders Play Area, for the ensuing year.

(xvi) The Council no longer requires a Health & Safety Working Group due to provision of H&S support from an outside contractor.

(xvii) Councillors Carter and Mrs Laslett be appointed as representatives on the Town Team, for the ensuing year.

#### **20.06.14 CORRESPONDENCE**

To receive the following correspondence:-

(i) Email from Mr J Potter regarding speeding motorcyclists. Council members acknowledged that no business is directly responsible for speeding motorcyclists. This is matter for police enforcement.

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

(ii) Membership of Kent County Playing Fields Association at a rate of £20 per annum.

**RESOLUTION: That membership for the 2014/15 year will be undertaken at a cost of £20.**

(iii) A recommendation from Cllr Wood that a letter of congratulations be written to Sheila Roberts, Head Teacher of Sandwich Junior School, for her recent KM Group Head Teacher of the Year award.

**RESOLUTION: That a letter of support will be written.**

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

Cllr Mrs Russell reported that a meeting of East Kent Against Fracking will take place at Ash Village Hall on Thursday 5<sup>th</sup> June at 7.30pm.

Cllr Carter reported that:

- There will be a Neighbourhood Forum meeting at the Guildhall on Thursday 5<sup>th</sup> June the main topic of which will be flood defences.
- Sandwich Leisure Centre is working on a strategic plan for development.
- Sandwich Local History Society is interested in the progress with the anchor on the Quay. The Clerk will copy Cllr Carter into any related correspondence.
- The delayed meeting at 57 New Street has now taken place and the DDC planning officer has reported that improvements and clearance have taken place. The next steps will be to make the

property watertight and to improve appearance before placing on the market (estimated for September 2014).

- Following the European Elections purdah at DDC has now finished.

**22.06.14**

**DATE OF NEXT MEETING**

Monday 30<sup>th</sup> June 2014 at 7 pm, in the Council Chamber.

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