

Minutes of an Ordinary Meeting of Sandwich Town Council held on Monday 28th July 2014, in the Council Chamber, Guildhall, Sandwich at 7:00pm.

Present: Councillors: The Mayor
HJ Bragg
RA Daw
Mrs S Laslett
Mrs V Liote
MW Moorhouse
Mrs M Russell
JP Scollard
BA Scott
JO Sneller
MB Trussler
JJ Watts

Officer: Miss L. Fidler

27.07.14 MAYOR'S OPENING COMMENTS

The Mayor made the following comments:

- The Council were reminded that a commemoration of the start of WWI will be taking place on the 4th August, details have already been provided by the Mayor's Secretary, and all Councillors are encouraged to attend.
- Thanks were given to all those involved in the Mayor's Charity Summer Party, nearly £1800 was raised for local good causes.
- The Mayor will be hosting another charity event, a WWI themed quiz night, on the 14th November, all Councillors will be encouraged to form teams and attend.

28.07.14 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Butcher who had a family commitment, Cllrs Carter, Mrs Dunay and Wood who were on holiday and the Revd. Roberts.

29.07.14 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

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

30.07.14 MINUTES

- (i) The Minutes of the Ordinary Town Council Meeting, held on 30th June 2014, were received, approved and signed.
- (ii) The Minutes of the Special Town Council Meeting, held on 9th July 2014, were received, approved and signed.

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

There were no matters arising not covered elsewhere on the agenda.

32.07.14 FINANCE COMMITTEE

The Minutes of the Finance Committee Meeting, held on 7th July 2014, were received, approved and signed.

RESOLUTION: That the following recommendation be approved:

Staff 'Cross Over' Services: The Clerk will gather more information about how staff spend their time and report back in November (when the frequency of Council meetings is reviewed).

33.07.14 TOURISM COMMITTEE

(i) The Minutes of the Tourism Committee Meeting, held on 21st July 2014, were received, approved and signed.

RESOLUTION: That the following recommendations were approved:

- Councillor Sneller is to further investigate the power supply on the forecourt, and also the possibility of increasing the power supply to the Guildhall. He is to report back to the next Tourism Committee meeting.
- That Councillor Scollard is to decide what format the signs should take, and should make a planning application to Dover District Council.
- Councillor Moorhouse is to report back on the outcome of International Food and Gift Market's involvement with the Sandwich Festival.
- Mr Laslett to write to Sue Chandler to request that the next stage of the Dover District Draft Parks and Amenity Strategy is progressed.
- The Town Clerk's office to obtain more information about the two leaflet distribution services in order to decide which company to use next year.
- That there be a regular Tourism Committee agenda item for the Sandwich Tourism Community Interest Company.

(ii) Members considered a motion from Cllr Moorhouse that Tourism Committee meetings should take place on a Wednesday, as in the past, in order to allow more time for discussion.

RESOLUTION: It was agreed that Tourism Committee meetings will now take place on Wednesdays.

(iii) Members considered a motion from Cllr Moorhouse that the Terms of Reference for the Tourism Committee be amended to "*The Committee shall consist of 8 Councillors, 2 voting representatives from the Chamber of Commerce and 2 non-voting representatives from the Sandwich hospitality trade*". Currently the two representatives from the Chamber of Commerce do not have voting rights. Please be aware that non-council committee members would need to complete Notification of Disclosable Pecuniary Interest Forms if they were to be awarded voting rights. Cllr Moorhouse also notes that "Should we be successful in finding representatives from the hospitality trade then perhaps it would be advisable in due course to adjust the Terms of Reference to give them voting rights as well".

RESOLUTION: The vote to give some non-council committee members voting rights was not successful. Non-council committee members will continue to not have voting rights on the Tourism Committee.

34.07.14 MONKS WALL NATURE RESERVE

(i) The Minutes of the Monks Wall Nature Reserve Committee Meeting, held on 21st July 2014, were received, approved and signed. Cllr Mrs Russell said that representatives from Pegwell Bay Nature Reserve, Kent Wildlife Trust and Discovery Park may be interested in learning more about the Reserve; it was agreed that these organisations would be put in contact with the Warden.

RESOLUTION: That the following recommendations were approved:

- The following response (drafted by Dr M Walkey) will be sent to Mr B Crocker in relation to the ecological management of the translocated reptiles "The Committee was happy to agree to the recommendations of the Report, within the limits of constraints that will be placed on the Reserve as a consequence of current Environment Agency Flood Defence works. As Managers of the Reserve, the Committee has a responsibility to monitor closely its biota. It would therefore be grateful if you would acknowledge that no further translocation or other activities by external consultants employed by Pfizer will take place without the express permission and presence of the Warden."
- Fencing of the Reserve will be reviewed at the next committee meeting.
- Dr M Griffiths will sell the redundant 250 gallon fuel bowser for £500, or the nearest offer.
- The Reserve's budget will be considered at the next Committee meeting.

35.07.14. PAYMENT SCHEDULE

The schedule of payments, totalling £22,262.13, was received, approved and signed.

36.07.14 POLICE REPORT

A written Police report had not been received in time for the meeting. Cllr Moorhouse queried whether a response from the Kent Police & Crime Commissioner had been received, regarding the Council's concerns about one of the PCSO's now covering the Ashstone & Little Stour Ward as well as Sandwich. It was confirmed that a response had not yet been received.

37.07.14 PUBLIC RIGHT TO SPEAK

Mr A D Aufrett, of Ash Road, addressed the Council about the alarm system at the Ash Road Level Crossing, a copy of Mr Aufrett's report is attached to the official minutes. The Mayor informed Mr Aufrett that MP Laura Sandys' office and Brian Gibson (Environmental Health, DDC) have been in contact with us since we sent our letter to Network Rail, which raised this and other local rail-related issues. According to both, Network Rail have agreed to undertake a review of the risk assessment upon which the alarm volume was based - but as yet there is no further news about the outcome of that review. Mr Gibson has forwarded a copy of our letter to Network Rail, to accompany his enquiries following up on the review. The Council fully supports the residents who have been inconvenienced by Network Rail and will continue to advocate on their behalf, sharing any news and information that we receive.

38.07.14 PLANNING APPLICATIONS (plans on view from 6.30 pm)

(i) **DOV/14/00648** | Installation of a roller shutter and gate (existing gates to be removed) | 6 Potter Street, Sandwich, CT13 9DR

RESOLUTION: Recommend approval, no objections.

(ii) **DOV/14/00663** | Part demolition of garage for access to rear and reinstatement after works have been completed | The King's Lodgings, 46 Strand Street, Sandwich, CT13 9EX

RESOLUTION: Recommend approval, no objections.

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

Councillors queried why the pharmacy was still part of the proposal when the NHS England (Kent & Medway) had refused the application by Eastry Pharmacy Ltd for a pharmacy to be at this site - meaning that NHS prescriptions would not be issued from any pharmacy at this site.

RESOLUTION: The Council continues to object to this proposal on the grounds of visual impact, no amendments have been made to make the proposal more in keeping with the surroundings.

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

RESOLUTION: Recommend approval, no objections.

(v) **DOV/14/00394** | Internal and external alterations including a replacement window, alterations to staircase, new w.c. and shower, remedial works to cellar and repointing | 50 St Peters Street, Sandwich, CT13 9BS

RESOLUTION: Recommend approval, no objections.

(vi) **DOV/14/00684** | Installation of a replacement front door | 7 Fisher Street, Sandwich, CT13 9EJ

RESOLUTION: Recommend approval, no objections.

(vii) **DOV/14/00676** | Demolition of existing boundary wall fronting the River Stour and erection of new flood defence wall | Wall Rear of Giles Quay, 46A, Strand Street, Sandwich, CT13 9EX

RESOLUTION: Recommend approval, no objections.

(viii) **DOV/14/00677** | Demolition of existing boundary wall fronting the River Stour and erection of new flood defence wall | Wall Rear of King's Lodgings, 46 Strand Street, Sandwich, CT13 9EX

RESOLUTION: Recommend approval, no objections.

(ix) DOV/14/00629 & DOV/14/00630 | Erection of a single storey rear extension (existing extension to be demolished) | 7 Fisher Street, Sandwich, CT13 9EJ

RESOLUTION: Recommend approval, no objections.

(x) DOV/14/00666 | Erection of side and rear dormer roof extensions | 1A Bowling Street, Sandwich, CT13 9HA

RESOLUTION: Recommend approval, no objections.

(xi) DOV/14/00703 | Installation of replacement front door | 7 Fisher Street, Sandwich, CT13 9EJ

RESOLUTION: Recommend approval, no objections.

(xii) DOV/14/00667 | Erection of side and rear dormer roof extensions with associated internal and external alterations | 1A Bowling Street, Sandwich, CT13 9HA

RESOLUTION: Recommend approval, no objections.

(xiii) DOV/14/00711 | Variation of condition 23 of planning permission DOV/12/00656 to relocate mitigation tree planting from the western area of Reach 12, adjacent to the A256 road embankment, to land in Reach 12 to the south and south-west of the junction of Monks Way and Ramsgate Road (application made under section 73) | Sandwich Tidal Flood Defences, Sandwich, CT13

RESOLUTION: Recommend approval, no objections.

39.07.14 PLANNING DECISIONS

The following decisions were reported from Dover District Council:

(i) DOV/14/00496 | Tanking of basement | 7 Fisher Street, Sandwich, CT13 9EJ | GRANTED PERMISSION

(ii) DOV/14/00509 | Certificate of Lawfulness (proposed) for the erection of a garden office | 33 Delf Street, Sandwich, CT13 9HD | GRANTED PERMISSION

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

(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 | GRANTED PERMISSION

(v) DOV/14/00437 | Storage of Hazardous Substances | East Kent Waste Recovery Facility, Discovery Park, Sandwich, CT13 9FN | GRANTED PERMISSION

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

(vii) DOV/14/00502 | Erection of rear single-storey extension and removal of existing French doors | 19 New Street, Sandwich, CT13 9AB | GRANTED PERMISSION

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

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

40.07.14 PLANNING CORRESPONDENCE

(i) Members considered whether a pre-meeting with Southern Water should be requested in light of concerns raised by a local resident regarding the installation of water meters.

RESOLUTION: A pre-meeting with Southern Water will be arranged at the earliest opportunity.

(ii) Members considered commenting on the Public Consultation on Draft Playing Pitch and Outdoor Sports Facilities Strategy for the Dover District.

RESOLUTION: A response will be submitted to say that it is essential that more provisions and funding are allocated to Sandwich, in light of the developments currently under-way in Deal and Dover.

(iii) To consider commenting on the Stonelees Nature Reserve to Stonar Cut Bridge (Richborough Wharf) stretch of Natural England's planned Coastal Access route.

RESOLUTION: It is unclear how the proposed route is going to be implemented. More information will be requested and the matter will be deferred to the next Council meeting.

(iv) To consider commenting on the Kent Minerals & Waste Local Plan (MWLP) 2013-30: Submission Document Consultation 31 July to 12 September 2014.

RESOLUTION: This matter will be deferred to the next Council meeting to give members more time to consider the information within the proposal.

(v) To receive the updated "Definitive Map and Statement of Public Rights of Way County of Kent - Relevant Date: 31st May 2013" (received on 01/07/2014, replacing the 1987 version). (On view in the Council Chamber from 6.30pm or available in the Town Clerk's office).

RESOLUTION: This information was noted.

(vi) Notification from Halcrow Group Limited - Notice under Article 11 of Application for Planning Permission "Section 73 Application to vary condition 23 of planning permission reference number DOV/12/00656 for construction of new flood defences and improvements to existing with associated works, landscaping, creation of two flood relief areas and wetland habitat at the Sandwich Tidal Flood Defences, Sandwich CT13.

RESOLUTION: This information was noted with no objections.

41.07.14 HIGHWAYS & TRANSPORTATION

Members received the following correspondence in relation to the Ramsgate Road Improvement Scheme:

(i) The latest email from Sally Benge, Strategic Transport & Development Planner KCC Highways & Transportation.

(ii) Comments from various local residents regarding the proposed scheme (a response has been sent to all emails to inform the residents that KCC will be consulting with them).

(iii) A copy of the draft consultation letter that will be sent from KCC Highways & Transportation Development Planning Team to local residents.

RESOLUTION: The Council fully supports improvement being made to Ramsgate Road, however, the following amendments should be made to the plan:

- There should be no layby for parking.

- There should be double yellow lines on both sides of the road from the Toll Bridge to the junction with Monks Way, with appropriate enforcement, including wooden bollards if necessary.

- The verge can either be removed or reduced further to widen the cycle/walkway. If the verge is to remain it must be managed and kept tidy in order to ensure a clear sight line for the turning into Stonar Close.

- A chain link fence should be installed between Stonar Close and Ramsgate Road to prevent litter going into the ditch.

- Litter bins and seating should be included in the proposal.

There was some concern about the need for demarcation on the cycle/walkway, however, it had been made clear to the Council that a demarcation line will not be included because it is against national policy. If there are problems between cyclists and pedestrians in the future the Council will request that a demarcation line is put down.

42.07.14 ACCOUNTS

Members received a copy of the Statement of Accounts as at 31st May 2014.

RESOLUTION: This information was noted.

43.07.14 WEBSITE

Members received an update on the re-development of the Council's website.

RESOLUTION: Open Sandwich Design will be commissioned to update the www.sandwichtowncouncil.gov.uk website at a cost of £400. Councillors will be able to have input into the design process as the project progresses.

44.07.14 HEALTH & SAFETY

Members received an update on the potential supply of Health & Safety services from EK Human Resources, Peninsula Business Services and Ellis Whittam.

RESOLUTION:

EK Human Resources will be employed to undertake the Council's health & safety provisions.

45.07.14 CORRESPONDENCE

To receive the following correspondence:-

(i) Feedback from a meeting of Sandwich & District Chamber of Commerce, Sandwich Community Events Association, Discovery Park and Sandwich Town Council that took place on the 8th July 2014. It was noted that there are potentially some very interesting and significant projects being planned.

RESOLUTION: All Councillors will be invited to the next meeting, which will take place in late August or early September.

46.07.14 REPORT OF DISTRICT COUNCILLORS

Cllr Mrs Russell reported:

- The BNRG Renewables solar power investigation at Old Downs Farm has ceased because there is insufficient capacity in the local grid network for the project to be connected.
- The existence of evidence that shows fracking may have already contaminated groundwater in the UK has been announced following a judicial review at Liverpool Crown Court.
- Various updates regarding the Thanet Parkway Railway Station, a report on which is attached to the official minutes.

In relation to East Kent's Parkway Station Cllr Scott confirmed that he had no further information about the future of Manston Airport; there is still a strong will from the public that the airport should re-open and an American company is interested in buying the site. However, a lot of equipment is due to be auctioned off soon.

47.07.14 CONFIDENTIAL ITEM

(i) It was 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.

(ii) To receive a written update from the Town Clerk regarding sickness and injury provisions.

RESOLUTION: Those staff who are on the old contracts of employment (issued before a contract with Peninsula Business Services was entered) will remain on these contracts if they wish, as opposed to having the contract & handbook updated to reflect the new sickness and injury pay provisions. These staff fully understand that they are accepting a lesser provision. The staff on new contracts have all been informed about the new provisions.

(iii) To receive a written update from the Town Clerk regarding supervision and appraisals.

RESOLUTION: The Clerk will continue to draw up and implement a plan for staff supervision and appraisals.

48.07.14 DATE OF NEXT MEETING

Monday 18th August 2014, at 7 pm, in the Council Chamber.