



**(iii) Grants: A proposal will be put to the STC/STBF Finance Committees for more funding to be made available for supporting community events in 2015/16, ideally £7,500 to be in the budget.**

**(iv) Representation of the Committee: The Town Clerk will ask if one of the Tourist Information Centre Staff would like to be a non-voting member of the Committee.**

**(v) Art Tours: That the Town Sergeant will be asked to offer up ideas on how to improve and enhance the Guildhall Arts Tours in 2015.**

#### **32.10.14 FINANCE COMMITTEE**

The Minutes of the Finance Committee Meeting, held on 9<sup>th</sup> October 2014, were received, approved and signed.

**RESOLUTION: The following recommendations were approved:**

**(i) Public Convenience Attendant hourly rate: The hourly rate for the Public Convenience Attendants will be increased to £6.80 per hour from 1<sup>st</sup> October 2014.**

**(ii) Grants: A grant of £250 will be awarded to Sandwich Library Guild for the Young Writers Competition in the current financial year.**

**(iii) More information will be obtained from the Project Manager at Gazen Salts Nature Reserve to help inform the Council of what funds are required in 2014/15 and 2015/16.**

**(iv) The finance committee will aim to award £5,150 for youth services at the Phoenix Centre in the 2015/16 budget (this sum is for specific costs).**

**(v) The event organisers will be asked to submit grant application forms, along with supplementary information such as accounts, in time for the budget setting meeting on the 17<sup>th</sup> November.**

**(vi) Budget: That funds from the Miscellaneous Budget will be vire budgeted to cover the predicted areas of shortfall in the 2014/15 year. And committee members will let the Town Clerk know if there are any suggestions on how to decrease expenditure in 2015/16.**

#### **33.10.14 MONKS WALL NATURE RESERVE MANAGEMENT COMMITTEE**

The Minutes of the Monks Wall Nature Reserve Management Committee Meeting, held on 13<sup>th</sup> October 2014, were received, approved and signed.

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

**(i) The Town Clerk's office arrange for Dr Griffiths and Julian Sampson (G.W. Finn & Sons) to meet on site with representatives of Halcrow and Jackson's for a formal inspection of the site to assess the impact of flood defence works on sensitive flora and fauna to date, and mitigation of further negative impact of these works.**

**(ii) That Dr Lipczynski bring into his negotiations with the Environment Agency (through Julian Sampson) a request that once flood defence works in the area are completed, the Agency should mow and clear the relevant areas of the Reserve and fence them.**

**(iii) That the issue of grazing / mowing in future be brought back to the next meeting of the Committee.**

**(iv) That the terms proposed by Mr Sampson, G.W.Finn & Sons, be accepted for work in relation to the Single Payment Scheme and Basic Premium Scheme. And other necessary Entitlements be purchased.**

**(v) Budget: That this matter be deferred until the next meeting, except that the cost of commissioning Julian Sampson and the purchase of Entitlements and the Warden's honorarium should be taken into account at this stage for budgeting purposes.**

**(vi) Expenses: That co-opted Committee members should be able to claim for mileage / travel at Inland Revenue rates beyond attendance at Committee meetings and for miscellaneous expenses incurred in work on the Committee's behalf, such as telephone calls, printing costs and other office expenses. These claims should all be documented and may be backdated to the beginning of the 2014/15 financial year. (NB. This item will need**

to be considered by the Council when the East Kent Joint Remuneration Panel's report is issued).

**34.10.14. PAYMENT SCHEDULE**

The schedule of payments, totalling £46,118.50, was received, approved and signed.

**35.10.14 PUBLIC RIGHT TO SPEAK**

Two members of the public exercised their right to speak before the Council:

- 1) Mr D. Fenwick raised concerns about the junction of St. George's Road and St. George's Lees, a copy of his notes are attached to the official minutes. The Mayor informed Mr Fenwick that the matter will be debated further under Item 47.10.14(iv).
- 2) Mr R. Ralph provided an update on the work of the Town Team, a copy of his notes are attached to the official minutes. The Mayor informed Mr Ralph that the traffic survey (which concerns the Town Team) will be debated further under Item 47.10.14(iii).

**36.10.14 POLICE REPORT**

A report was read out by PCSO Norton, a copy of which is attached to the official Minutes. The following queries were raised by the Council:

- When there is illegal parking in the town what can be done, for example when a car is obstructing a pavement and pedestrians are forced to walk in the road? PCSO Norton reported that he believes that a vehicle needs to be witnessed causing an offence by three separate witnesses before it can be considered an offence. The Police will always try to get a vehicle moved as quickly as possible by contacting the owner and as a last resort the vehicle could be towed away. PCSO Norton will clarify exactly what the law states on these matters.
- What time of the day did the speed checks take place? The speed check on Ramsgate Road took place during the day, which is when a Special Constable was available to undertake this work (the PCSOs don't have the necessary authority to undertake speed checks). Cllr Moorhouse reported that unfortunately during the day is not the time when Ramsgate Road is prone to having speed related problems.
- Cllr Moorhouse also expressed his concern that PCSO Norton has not been able to attend many Council meetings in 2014. PCSO Norton responded that several Council meetings have fallen on days when he is not working or when he has been called to another area (the PCSOs are a district resource).
- Cllr Wood raised concerns about response times to emergency calls.

**RESOLUTION: It was agreed that the Town Clerk's office will request statistical information about emergency calls and attendance times for the town.**

**37.10.14 PLANNING APPLICATIONS**

**(i) DOV/14/00875 – 80 New Street, Sandwich, CT13 9BD**

Painting of front elevation and windows.

**RESOLVED: To raise no objections.**

**(ii) DOV/14/00813 – 25 High Street, Sandwich, CT13 9EB**

Internal alterations.

**RESOLVED: To raise no objections.**

**(iii) DOV/14/00915 – King's Lodging, 46 Strand Street, Sandwich, CT13 9EX**

Erection of a trellis.

**RESOLVED: To raise no objections.**

**(iv) DOV/14/00797 – 9 Upper Strand Street, Sandwich, CT13 9EE**

Internal & external alterations to include improved ventilation; alterations to various fireplaces; provision of en-suite facilities; new rooflights; solar panels; demolition of rear central chimney stack and extension of existing side chimney stack; changes to roof materials and provision of new cast iron rainwater goods. It was confirmed this application had previously been considered under DOV/14/00796.

**RESOLVED: To raise no objections but request that Old Kent Pegs are used instead of being replaced with Slate.**

**(v) DOV/14/00951 – 97 St George’s Road, Sandwich, CT13 9LE**

Sycamores x 2 – reduce by 3 metres and reshape; Holly – reduce by 2 metres and reshape; Sycamore x 1 – fell; Sycamores x 2 – crown reduce by 30%.

**RESOLVED: To raise no objections.**

#### **38.10.14**

##### **PLANNING DECISIONS**

The following planning decisions from Dover District Council were reported:

**(i) DOV/13/00125 – Aynsley Court Strand Street, Sandwich, CT13 9DU**

Erection of 2 refuse stores. GRANTED PERMISSION

**(ii) DOV/14/00803 – 54 Poulders Gardens, Sandwich, CT13 0AJ**

Erection of a single storey side and rear extension (existing extension to be demolished). GRANTED PERMISSION

**(iii) DOV/14/00696 and DOV/14/00695 – 17 New Street, Sandwich, CT13 9AB**

Erection of a single storey rear extension, internal alterations and the provision of railings to the front boundary. GRANTED PERMISSION.

**(iv) DOV/14/00811 – Gulls Way, 35 Moat Sole, Sandwich, CT13 9AU**

Internal alterations to facilitate the provision of a wood burning stove and the reinstatement of a missing chimney breast (non-operational). GRANTED PERMISSION.

**(v) DOV/14/00713 & DOV/14/00712 – 1 Potter Street, Sandwich, CT13 9DR**

Internal alterations to facilitate the conversion of first and second floors to three self-contained flats. GRANTED PERMISSION.

**(vi) DOV/13/01044 – Land rear of & 59 New Street, Sandwich, CT13 9BD**

Erection of a detached dwelling (existing buildings to be demolished) (Amended plans and details). GRANTED PERMISSION.

**(vii) DOV/14/00809 – Richborough Connection Project**

National Infrastructure Project. SCOPING OPINION NOTIFICATION.

**(viii) DOV/14/00674 – Flat 1, Gardners Quay, Upper Strand Street, Sandwich, CT13 9DH**

Installation of replacement windows. GRANTED PERMISSION.

**(ix) DOV/14/00417 – 4 New Cottages, The Butts, Sandwich, CT13 9HQ**

Erection of an attached two storey dwelling. REFUSE PLANNING PERMISSION

**(x) DOV/14/00741 – 5 Hazelwood Meadow, Sandwich, CT13 0AP**

Erection of a two storey side extension (existing garage to be demolished). GRANTED PERMISSION.

#### **39.10.14**

##### **PLANNING CORRESPONDENCE**

Members considered the following planning correspondence:

**(i)** A letter dated 11<sup>th</sup> September 2014 from Mrs L Lucas, Support Officer, DDC Planning Department, regarding planning application DOV/14/00712 – Change of use and conversion of first and second floors to three self-contained flats – 1 Potter Street, Sandwich, CT13 9DR.

**RESOLUTION: This information was noted.**

**(ii)** A letter dated 25<sup>th</sup> September 2014 from a resident on King Street to the Planning Department, Dover District Council, regarding planning application DOV/14/00807 - Change of use to Drinking Establishment (Use Class A4) - 6 King Street, Sandwich, CT13 9BY (copy provided to Sandwich Town Council). Although the Council has already considered this planning application this new information highlights concerns that had not been previously considered.

**RESOLUTION: A letter will be written to DDC fully supporting the concerns raised by this local resident about DOV/14/00807, specifically the disturbance that this establishment could cause to the neighbours.**

40.10.14

**FINANCE**

Members received the following financial information:

(i) Statement of accounts as at 30<sup>th</sup> September 2014.

**RESOLUTION: This information was noted.**

(ii) The internal and external audit reports for the year ending 31<sup>st</sup> March 2013 and an explanatory note from Mrs K Palmer.

**RESOLUTION: This information was noted.**

(ii) A report by Miss L. Fidler, Town Clerk, requesting that the Council approves the appointment of an internal auditor and confirms the work to be undertaken by the internal auditor.

**RESOLUTION: Mr T Kilbee was appointed as the Council's internal auditor for the 2014/15 financial year.**

(iii) A draft "Anti-Fraud, Corruption & Theft Policy".

**RESOLUTION: This document was approved with no amendments.**

(iv) To receive a proposed "Annual Assessment of Financial Risks".

**RESOLUTION: This document was approved with a minor amendment.**

41.10.14

**AMENDMENT TO STANDING ORDERS**

Members considered a report by Miss L. Fidler, Town Clerk, seeking to alter Standing Order 1(i) in line with the requirements of the amendment made to the Public Bodies (Admissions to Meetings) Act 1960 by the Openness of Local Government Bodies Regulations 2014 and to adopt a Policy for Recording Meetings.

**RESOLUTION: That the Standing Orders be amended in line with national legislation.**

42.10.14

**SANDWICH COMMUNITY RESILIENCE PLAN**

Members received an update from Cllr Mrs Russell on the Sandwich Community Resilience Plan. Cllr Mrs Russell provided the councillors with the following documents:

- Kent Resilience Forum "What should I do in an emergency: A handbook that could save your life";

- "Sandwich Town Council Keeping You Safe" important information sheet;

- Sandwich Community Emergency Plan.

And provided information on the next steps that need to be taken, for example, putting together an emergency kit for the Guildhall and printing informative leaflets.

Cllr Mrs Russell was thoroughly congratulated by the Council for her continued hard work on this matter.

**RESOLUTION: The necessary costs to take the Community Resilience Plan forward will be considered by the Finance Committee. And an update on the matter will be put in the next newsletter.**

43.10.14

**EMPLOYEE ETIQUETTE & CUSTOMER CARE POLICY**

Members received and considered a draft "Employee Etiquette & Customer Care Policy".

**RESOLUTION: This document was approved with no amendments.**

44.10.14

**STAFF APPRAISAL SCHEME**

Members considered adoption of Peninsula's Staff Appraisal Scheme for the management of Annual Staff Appraisals, and who would supervise & appraise the Town Clerk.

**RESOLUTION: The scheme proposed by Peninsula Business Services was approved for use with the staff and it was agreed that the Mayor will supervise and appraise the Town Clerk.**

45.10.14

**FORDWICH ANNUAL CIVIC SERVICE**

Members received and considered a report from Miss T. Weir, Assistant Town Clerk & Mayor's Secretary, requesting nomination of three councillors to attend the Fordwich Annual Civic Service on 2<sup>nd</sup> November 2014.

**RESOLUTION: Cllrs Butcher, Sneller and Scott, and partners, will attend Fordwich Annual Civic Service.**

**46.10.14**

**SOCIAL MEDIA**

Members considered a proposal raised by Cllr Wood that a centrally administered Facebook and Twitter account, which would allow the various societies and voluntary organisations in the town to promote their events, should be set up to help promote tourism. The Clerk reported that there will soon be a 'Guildhall' Facebook page that the event organisers could use for promotion. And there already is a 'Sandwich Community' Facebook page that is quite popular. There are currently no known plans to use Twitter.

**RESOLUTION: This information was noted.**

**47.10.14**

**HIGHWAYS & TRANSPORTATION**

Members considered the following information in relation to highways and transportation:

(i) An invitation to the Kent Highways Parish & Town Council Seminar on 7<sup>th</sup> November 2014 and considered attendance.

**RESOLUTION: Cllr Moorhouse and the Town Clerk will attend.**

(ii) A report from Miss L. Fidler, Town Clerk, following a meeting between the Mayor, Cllr Trussler, Andy Fisher and Jon Boyes on Friday 10<sup>th</sup> October regarding coach pick-ups on Dover Road.

**RESOLUTION: Sandwich Town Council will collaborate with Sandwich Technology School on a campaign to request that KCC Highways undertakes a safety review of Deal Road and Dover Road, this will include the following:**

- The School will gather support from the bus/coach companies.

- Sandwich Town Council will draft a press release to promote this combined project, letting the public know that the school and the council are working together.

- A joint meeting hosted by Sandwich Technology School and Sandwich Town Council will be arranged with representatives from KCC to progress the matter. Cllr Trussler has proposed that Roger Walton (DDC), Richard Heaps (KCC) and County Councillor Ridings be invited to this meeting.

(iii) A proposal from Cllr Mrs Russell that the Council funds a traffic survey of the town at a cost of £1,500. County Councillor Ridings had confirmed that he would not be able to fund this work, as previously stated. Cllr Mrs Russell reported that it is possible that Cllr Ridings has identified some possible funding, this needs to be confirmed. The Town Team were congratulated on the hard work that they had done to get as far as they have done.

**RESOLUTION: Cllr Mrs Russell will encourage County Cllr Ridings to fund this work. If this is not possible the Finance Committee will consider if Sandwich Town Council can provide the money.**

(iv) Information provided by a local resident about problems at the junction of St. George's Lees and St. George's Road, this matter was also covered under Item 33.10.14: Public Right to Speak. The Council agreed with all the issues raised and acknowledged that the changed usage of St. George's Road over the years had been significant.

**RESOLUTION: The Council will write to the owner of the property on the corner of this junction to see whether they would consider cutting back their hedge to improve the sight line at this junction. A letter will also be written to KCC Highways & Transportation to ask what measures are recommended to rectify this problem.**

(v) A request from DDC that the town council should pay £100 per annum per bin, if litter bins are to be placed along Ramsgate Road. KCC Highways are prepared to install bins on Ramsgate Road as part of the improvement scheme, as requested by Sandwich Town Council. However, DDC are not able to fund the ongoing cost of emptying them.

**RESOLUTION: It was agreed that this is not acceptable, the improvements to Ramsgate Road will result in a far greater use of this road by pedestrians and cyclists and litter bins will be essential. A letter will be written to DDC stipulating that bins must be installed and the district council has the responsibility of maintaining them.**

*Cllr Watts stepped out of the meeting.*

**48.10.14 CORRESPONDENCE**

Members considered the following correspondence:

(i) To consider attendance at the South East Tourist Information Centre Managers Meeting hosted by Visit England at 20 Great Smith Street, London on Wednesday 22<sup>nd</sup> October 2014. There is not a fee to take part but travel will need to be covered.

**RESOLUTION: It was approved that Mrs K Palmer will attend this meeting to help progress her work with the Tourism Committee.**

**49.10.14 REPORT OF DISTRICT COUNCILLORS**

Cllr Mrs Russell reported that:

Sandwich Toll Bridge will be closed from 30 October 2014 for 1 night, between 23:00 hours through to 05:00 hours for maintenance works.

- Network Rail have reduced the volume of the railway crossing on Ash Road by a further 3 decibels. The situation is being monitored by the local residents before Network Rail return on the 30 October to review the situation.

*Cllr Watts returned to the meeting.*

Cllr Butcher reported that:

- Videoining of Council meetings (Item 38.10.14) can be a very positive step, this has now been in place for some time at DDC, as it can help to clarify discussion.

- The Secretary of State has decided not to call in either supermarket planning application, the matter now returns to DDC.

- On behalf of a resident on Dover Road Cllr Butcher proposed that KCC be asked to turn on some street lights throughout the night, to provide a small amounts of continuous lighting to deter anti-social behaviour.

**RESOLUTION: A request will be sent to KCC's street lighting team to re-instate the use of sporadic street lights throughout the night so that there isn't complete darkness, the request will also include Seven Post Alley. The resident on Dover Road will be informed that this has happened.**

**50.10.14 EXEMPT BUSINESS**

(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 item 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) PURCHASE OF MAYOR'S CIVIC AWARD BADGES**

Members considered a report by Miss T. Weir, Assistant Town Clerk & Mayor's Secretary, regarding three quotations for Mayor's Civic Award Badges.

**RESOLUTION: The Council will purchase 10 Mayor's Civic Award Badges from D.J.Jutson Limited.**

**51.10.14**

**DATE OF NEXT MEETING**

Monday 24<sup>th</sup> November 2014, at 7 pm, in the Council Chamber (Quarterly Meeting).

DRAFT