

**Minutes of a Quarterly Meeting of Sandwich Town Council held on Monday 24<sup>th</sup> November 2014, in the Council Chamber, Guildhall, Sandwich at 7:00pm.**

**Present: Councillors: The Mayor**  
**P I Carter**  
**R A Daw**  
**Mrs V Liote**  
**MW Moorhouse**  
**Mrs M Russell**  
**JP Scollard**  
**JO Sneller**  
**MB Trussler**  
**JJ Watts**  
**DMA Wood**

**Officer: Miss L. Fidler**

**15.11.14 MAYOR'S OPENING COMMENTS**

The Mayor made the following comments:

- The Charity Quiz Night & American Super raised nearly £1600 for good causes, the Mayor thanked everyone for their hard work and support.
- After the meeting on the 15<sup>th</sup> December the Mayor will open his drinks cabinet, all Councillors are invited to join the Mayor for a festive toast.

**16.11.14 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Bragg, Butcher and Mrs Laslett who were unwell and Cllrs Mrs Dunay and Scott who were on holiday.

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

The following Other Significant Interest was declared:

Cllr Carter: Item 23.11.14 (iii) matters relating to Sandwich Technology School (Cllr Carter is on the Board of Governors).

**18.11.14 MINUTES**

The Minutes of the Ordinary Town Council Meeting, held on 20<sup>th</sup> October 2014, were received, approved and signed. There were no matters arising therein not covered elsewhere on the agenda.

**19.11.14 FINANCE COMMITTEE**

The Minutes of the Finance Committee Meeting, held on 17<sup>th</sup> November 2014, were received, approved and signed.

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

- (i) A salary increase of 1.5% be awarded to Sandwich Town Council staff in the 2015/16 financial year.**
- (ii) The draft 2015/16 budget, a copy of which is attached to the official minutes, was approved.**

**20.11.14 PAYMENT SCHEDULE**

The schedule of payments, totalling £9,115.45, was received, approved and signed.

**21.11.14 PUBLIC RIGHT TO SPEAK**

Mr R. Ralph provided further information from the Town Team in relation to the document *Sandwich Town – Traffic Management Priorities* by Mr R Shiel. Specifically the proposals that are deemed to be the most important and should be undertaken as

soon as possible. This matter was then debated by the Council under Item 28.11.14(i). Mr Ralph also took the opportunity to thank all the councillors who have been very supportive of the Town Team, their involvement has been greatly appreciated.

#### **22.11.14 POLICE REPORT**

A report from PCSO Ian Norton was read out by the Clerk, a copy of which is attached to the official Minutes.

The following matters were raised by the Council:

- Cllr Wood proposed that PCSOs Norton & Lee should be thanked for their ongoing hard work in the town.

- Cllr Carter raised the matter of speed checks being required within the town (not just on the approach road).

It was AGREED that the Mayor will raise both of these matters with PCSO Ian Norton when they have a walk around town, which is planned for the coming week.

#### **23.11.14 PLANNING APPLICATIONS**

##### **(i) KCC/DO/0354/2014 – East Kent Waste Recovery Facility, River Road, Discovery Park, Sandwich, Kent, CT13 9FN**

Change of use of the land to extend the waste storage facilities. Additional information provided to the Town Clerk via email by Eleanor Nicholson, Managing Partner – Jennings Nicholson Associates, was also considered. Cllr Mrs Russell raised concerns about waste being delivered into the area via local roads and the need to gain assurances that this will be done in a safe manner.

**RESOLUTION: A site meeting with an officer from the Environment Agency will be arranged. The matter will then be returned to the Council for consideration.**

##### **(ii) DOV/14/00677 – Wall Rear of King’s Lodgings, 46 Strand Street, Sandwich, CT13 9EX**

Removal of modern upper part of the existing boundary wall, fronting the River Stour, to just below ground level and the erection of a new flood defence wall in front of the existing wall.

**RESOLUTION: Raise no objections.**

##### **(iii) DOV/14/00972 – Sandwich Technology School, Sandwich Centre, Dover Road, Sandwich, CT13 0FA**

Erection of a two storey science building (existing building to be demolished).

**RESOLUTION: Raise no objections.**

##### **(iv) DOV/14/00982 – Setlands, St Georges Lees, Sandwich, CT13 9JS**

New tiled roof porch on the front elevation.

**RESOLUTION: Raise no objections.**

##### **(v) DOV/14/00985 – Market Place Surgery, Cattle Market, Sandwich, CT13 9ET**

Erection of a single storey side extension. Cllrs Carter and Mrs Russell reported that concerns have been raised with them by local residents about the narrow alley that will be created to their properties by the creation of this new building, which could attract anti-social behaviour.

**RESOLUTION: Raise no objections if secure and adequate access for residents via the new ‘alley’ is provided; the access route must be wide enough for a wheel chair (including turning space on the bend) and a lockable gate should be considered, for use by the relevant local residents.** Cllrs Carter & Mrs Russell voted against this motion.

##### **(vi) DOV/14/01028 – Flat 2, The Swallows, Manwood Road, Sandwich, CT13 9JU**

Installation of replacement UPVC windows and entrance door.

**RESOLUTION: Raise no objections.**

##### **(vii) DOV/14/01031 – 5 Watts Yard, Sandwich, CT13 9BP**

Installation of a replacement window to first floor. Cllr Trussler noted that this was the original sliding door to the upstairs joinery that was originally protected when the building was developed for residential use.

**RESOLUTION: Raise no objections but request that the conservation officer has been consulted on this proposal.**

**(viii) DOV/14/01066 – 138 Dover Road, Sandwich, CT13 0DD**

Erection of a side dormer roof extension.

**RESOLUTION: Raise no objections.**

24.11.14

#### **PLANNING DECISIONS**

The following planning decisions from Dover District Council were reported:

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

Internal Alterations. Granted Permission.

**(ii) DOV/14/00711 – Sandwich Tidal Flood Defences, Sandwich, CT13**

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). Granted Permission.

**(iii) DOV/14/01023 – 15A Cattle Market, Sandwich**

Temporary change of use to A3. Acceptance of Change of Use.

**(iv) DOV/14/00676 – Wall Rear of Giles Quay, 46A Strand Street, Sandwich, CT13 9EX**

Demolition of existing boundary wall fronting the River Stour and erection of new flood defence wall. Granted permission.

**(v) 7 John's Green, Sandwich, CT13 0DE**

Erection of a single storey and two storey rear extension. Granted permission.

25.11.14

#### **PLANNING CORRESPONDENCE**

Members considered the following planning correspondence:

**(i)** Email correspondence, copied to the Town Clerk, regarding action to be taken by Dover District Council to deal with various issues regarding trees along the Butts.

**RESOLUTION: The local resident was thanked for bringing this information to the Council's attention and the information was noted.**

**(ii)** Information regarding a business on Woodnesborough Road, as requested by Cllr Moorhouse. The Council were in agreement that this site remains an eyesore, especially when viewed from The Butts.

**RESOLUTION: A letter will be written to the planning enforcement officer at DDC requesting that this site be re-examined as soon as possible due to the visible problems that are present.**

**(iii)** To receive information concerning footpath ES9, as requested by Cllr Moorhouse. Cllr Moorhouse reported that an article in the EK Mercury had incorrectly stated that the Council was in support of the footpath's current location (through the football pitch), whereas this is not the case, the Council wants to see the footpath re-instated to its original positioning through the caravan park. The EK Mercury have acknowledged their mistake but not issued a correction. The Council is still waiting for a response from the Planning Inspectorate on how to launch an appeal.

**RESOLUTION: The Council will write to Ms R Tucker, a Public Rights of Way officer who lives in Sandwich, to ask for assistance. And a response from the Planning Inspectorate will be expedited.**

26.11.14

#### **HIGHWAYS**

**(i)** Members considered the following documents:

- *Section 106 Spend – Sandwich Town Centre* from John Burr, Director – KCC Highways & Transportation;

- *Sandwich Town – KCC Highways Report* from Ryan Shiel, Traffic Engineer (Canterbury, Dover & Thanet) – KCC Highways & Transportation and updated by Sandwich Town Team.

- A letter and report from Sandwich Town Team to County Councillor Leyland Ridings requesting that various road markings are urgently re-instated.

A verbal update was then received from Sally Benge, Strategic Transport & Development Planner KCC, Ryan Shiels and Cllr Leyland Ridings about works that can be undertaken in the town from either KCC's repairs and maintenance budget or the Section 106 Agreement for Phase 1 of the Willowbank development (there will be a Phase 2 with further funding in the future). A lengthy discussion ensued about the different preferences and priorities.

**RESOLUTION: The Council supports the following proposal being undertaken as a priority (further work may be possible once the cost for this work has been established) from the Section 106 money:**

- Installing of two raised tables/humps on the High Street and two on New Street (Raised tables/humps in Strand Street and Moat Sole may be considered in the future depending on the success of these installations). Councillors will be consulted on the materials to be used outside of the meeting.

- Re-phasing of the traffic lights on the Toll Bridge will be investigated with preference being given to vehicles exiting the town (to discourage people from using Ramsgate Road as a 'rat run' to avoid the bypass) and pedestrians and cyclists, to ensure that they have time to cross. Cllr Wood voted against this proposal.

- Ms Benge and Mr Shiels should also research what could be done to improve the bus stop at the front of the Guildhall to prevent congestion.

And, from other funds:

- Weight limit signage on all entry points from the bypass into Sandwich should be reviewed.

- Various road markings on the High Street and Toll Bridge area should be refreshed from KCC's Repairs & Maintenance budget.

- The design of the 'welcome' gates to be installed on Ramsgate Road were chosen; Option 4 from the list provided.

(ii) Members received and considered notes of a meeting of the Deal Town Council European & Environmental Working Group on 10<sup>th</sup> November 2014, taken by the Assistant Town Clerk & Mayor's Secretary, and an email from Cllr Ian Killbery (Deal Town Council), regarding a proposed joint bid between Sandwich, Deal and other European towns, to seek EU funding to develop, try out and assess new transport policies.

**RESOLUTION: Deal Town Council European & Environmental Working Group will be informed that Sandwich Town Council would like to be part of this joint endeavour.**

(iii) Members received and considered a Draft Document of Intention regarding the Kent County Council (Various Roads, Dover District) (Waiting Restrictions & Street Parking Places) Consolidation (Amendment No.28) Order 2014, regarding Ramsgate Road and Willowbank, Sandwich. The Clerk confirmed that she does now know when this work will be undertaken, if unopposed.

**RESOLUTION: This information was noted.**

(iv) Members received and considered a letter, dated 14<sup>th</sup> October 2014, from AJ Barrow, regarding traffic on Church Street St Mary's, Sandwich.

**RESOLUTION: The local resident was thanked for bringing this information to the Councils attention and the suggestions raised will be passed to Sally Benge for consideration.**

- 27.11.14 MONKS WALL NATURE RESERVE**  
Members considered an email exchange and relevant correspondence regarding the Reserve's eligibility for the new Basic Payment Scheme in 2015, and considered whether to authorise G.W.Finn & Sons to enter into negotiation regarding a Farm Business Tenancy with a grazier, taking into account the requirements for the Reserve to have as retained rights. Dr Andrew Lipczynski was available, but not required, for questions.  
**RESOLUTION: G.W.Finn & Sons will be instructed to arrange a Farm Business Tenancy with the grazier.**
- 28.11.14 FINANCE**  
Members received the statement of accounts as at 31<sup>st</sup> October 2014.  
**RESOLUTION: The accounts were noted.**
- 29.11.14 ANNUAL TOWN MEETING: HALF-YEAR REVIEW**  
Members considered the notes taken at the Annual Town Meeting on 19<sup>th</sup> March 2014 and identified areas of progress as well as any areas requiring further action. The Clerk confirmed for Cllr Trussler that further correspondence regarding clearance of the Delf Stream was in hand. Cllr Carter noted that it is good to see that many of the matters will have seen development and improvement.  
**RESOLUTION: This information was noted.**
- 30.11.14 TOURISM COMMITTEE TERMS OF REFERENCE**  
To consider amending the Tourism Committee's terms of reference, removing the struck-through text and replacing it as outlined in the attached draft amended terms of reference. Cllr Moorhouse explained that he is also unhappy that voting rights have not been given to the co-opted members, he requested that this matter be returned to the agenda in January (six months after the matter was last voted on).  
**RESOLUTION: The proposed amendment regarding co-opted members was approved.**
- 31.11.14 REPRESENTATION ON OUTSIDE BODIES**  
(i) Members received and considered a report by the Assistant Town Clerk & Mayor's Secretary, regarding the role of Town Council representatives on outside bodies.  
**RESOLUTION: The document *The Role of Sandwich Town Council Representatives on Outside Bodies* was approved.**  
  
(ii) To consider nominating Cllr Moorhouse to act as a substitute representative to the Town Team in the absence of Cllr Mrs Laslett (Cllr Paul Carter is currently the Council's other nominated representative on the Town Team).  
**RESOLUTION: Cllr Moorhouse was approved as a substitute representative to the Town Team.**
- 32.11.14 COMMUNITY GOVERNANCE REVIEWS**  
To receive and consider the attached report by the Town Clerk, to ascertain whether the Council wishes to request a Community Governance Review.  
**RESOLUTION: At the present time the Council does not want to instigate a Community Governance Review.**
- 33.11.14 ELECTION 'PURDAH' OR THE PRE-ELECTION PERIOD**  
To receive and note the attached guidance regarding the principles that should be observed in the conduct of business in the run-up to elections and the Code of Recommended Practice on Local Authority Publicity.  
**RESOLUTION: This information was noted.**

**34.11.14 ELECTION OF MAYOR & DEPUTY MAYOR 2015**

Members received and considered a report by the Assistant Town Clerk & Mayor's Secretary, regarding the procedure for election of a Mayor and Deputy Mayor in 2015.

**RESOLUTIONS:**

**(i) That the process of nominating and voting for a Mayor Elect and Deputy Mayor Elect should not take place in 2015;**

**(ii) That nominations (proposed and seconded) and elections to the positions of Mayor and Deputy Mayor should take place at the Annual Meeting of the Council – i.e. Mayor Making – on 21<sup>st</sup> May 2015 with voting carried out by show of hands or, if one or more councillors so request, by named and public written ballot;**

**(iii) That Councillors be asked to deliver their Declaration in respect of their role as a member of the Council as Trustee of Sandwich Toll Bridge Fund at the same time as delivering their declarations of acceptance of office forms (either at the Annual Meeting of the Council or, if that meeting so resolves, at a later date);**

**(iv) That the Town Clerk's office provisionally schedule an informal induction event to take place between the election on 9<sup>th</sup> May 2015 and the Annual Meeting of the Council on 21<sup>st</sup> May 2015, in the event that new members join the Council, with a view to providing an opportunity for new councillors to meet their colleagues and for the Town Clerk to familiarise all councillors with Standing Orders and with the necessary forms and declarations they will need to deliver at the Annual Meeting, and distribute that paperwork where appropriate.**

**35.11.14 REVIEW OF SCHEDULE OF MEETINGS**

Members received and considered a report by the Town Clerk regarding a review of the schedule of meetings as resolved on 2<sup>nd</sup> June 2014.

**RESOLUTION: The currently schedule of monthly council meetings to continue.**

**36.11.14 STAFF CROSSOVER SERVICES**

Members received and considered a report by the Town Clerk concerning the division of staff labour between Council and Toll Bridge Fund business.

**RESOLUTION: The information in this report was accepted.**

**37.11.14 KCC BUDGET CONSULTATION**

Members considered the Town Council's response to the current online Kent County Council Budget consultation. Consultation documents and questions may be viewed at <http://www.kent.gov.uk/budget>.

**RESOLUTION: Councillors were encouraged to complete the online questionnaire individually.**

**38.11.14 POLICING & COMMUNITY SAFETY**

**(i)** Members considered whether the Council's response to the Kent Police & Crime Commissioner's current consultation on policing in Kent was required. It was agreed that the Council's current communication directly with local officers is progressing well and input on a county level is not required at the present time.

**RESOLUTION: This information was noted.**

**(ii)** Members received information regarding the Anti-Social Behaviour Crime & Policing Act 2014 taken by the Town Clerk at a Kent Association of Local Councils Finance Conference on 17<sup>th</sup> October 2014.

**RESOLUTION: This information was noted.**

**(iii)** Members considered the Council's response to the Dover District Council Public Spaces Protection Orders consultation.

**RESOLUTION: This information was noted.**

(iv) Members received and considered an email from the Town Clerk, dated 17<sup>th</sup> November 2014, regarding lighting and anti-social behaviour in Seven Post Alley.

**RESOLUTION: DDC will be strongly encouraged to re-instate the street light in Seven Post Alley, that was removed. Residents should also be encouraged to report instances of anti-social behaviour to the police.**

39.11.14

**CORRESPONDENCE**

To receive the following items of correspondence:

(i) Letter dated October 2014 from Mike Bone, Managing Director – Loo of the Year Awards, regarding the result achieved in this year's Awards by the Quay Conveniences.

**RESOLUTION: The Public Convenience Attendants were congratulated on their hard work and this information was noted.**

(ii) Letter dated 21<sup>st</sup> October 2014 from Colin Woodward, Milestone Society Representative, regarding local milestones.

**RESOLUTION: This information will be forwarded to The Sandwich Society and Sandwich Local History Society.**

(iii) Letter from Christelle Schoenberg, city councillor – Fontenay-Tresigny, regarding twinning.

**RESOLUTION: Ms Schoenberg will be informed that, with regret, Sandwich Town Council is unable to assist with another twinning association at the present time. Sandwich already has three twinned towns that have historical influences.**

40.11.14

**REPORT OF DISTRICT COUNCILLORS**

Cllr Mrs Russell thanked the Council for the allowance of £500 within the budget for progressing the Emergency Resilience Plan.

Cllr Carter reported that DDC will be supporting small businesses in the run up to Christmas by offering free parking in DDC car parks on Saturday 6<sup>th</sup> December and the Christmas week from Saturday 20<sup>th</sup> December to Friday 26<sup>th</sup> December.

41.11.14

**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 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.

**(ii) BEREAVEMENT ENTITLEMENTS**

Members were asked to confirm the bereavement entitlement offered to staff.

**RESOLUTION: The bereavement entitlement for staff will be five days with the option to use sickness absence after those five days as required, in line with the guidelines used by Kent County Council and the NHS.**

42.11.14

**DATE OF NEXT MEETING**

Monday 15<sup>th</sup> December 2014, at 7 pm, in the Council Chamber (Ordinary Meeting).