

Minutes of an Ordinary Meeting of Sandwich Town Council held Monday 26th January 2015, in the Council Chamber, Guildhall, Sandwich at 7:00pm.

Present: **Councillors: The Mayor (in the chair)**

HJ Bragg
BW Butcher
PI Carter
RA Daw
Mrs V Lioté
MW Moorhouse
Mrs P Russell
JP Scollard
BA Scott
JO Sneller
MB Trussler

Officer: Miss T Weir

26.01.15 MAYOR'S OPENING COMMENTS

The Mayor read a letter of thanks from Paula Fright, thanking the Council for flowers sent to the funeral of her mother, Joyce Garrett, who worked for twenty-three years at the Guildhall. Mrs Fright also thanked the Town Clerk and Deputy Mayor for attending her mother's funeral.

The Mayor informed Councillors that "Our Greatest Briton", the black tie dinner on 24th January 2015 to mark fifty years since the death of Winston Churchill, had raised nearly £1,200 for the Mayor's Fund.

The Mayor reminded Councillors of his forthcoming Cocktail Party on 13th February 2015, asking them to RSVP to the Town Clerk's office as soon as possible and to remind any associations or organisations which they knew had received invitations to respond at the earliest opportunity.

The Mayor brought the Neighbourhood Forum meeting on 4th February 2015 to Councillors' attention.

27.01.15 APOLOGIES

Apologies were received and accepted from Cllr Mrs Dunay (who was on holiday), Cllr Mrs Laslett (due to ill health), Cllr Watts (due to ill health) and Cllr Wood (due to a work commitment).

28.01.15 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

The Mayor declared a significant interest in agenda item 10.(iii), minuted here as 29.01.15 (iii), planning application DOV/14/01181.

Cllr Butcher declared a significant interest in agenda item 10.(iii), minuted here as 29.01.15 (iii), planning application DOV/14/01181.

Cllr Bragg declared a significant interest in agenda item 10.(iii), minuted here as 29.01.15 (iii), planning application DOV/14/01181.

Cllr Scollard declared a significant interest in agenda item 16.(i), minuted here as 35.01.15 (i), *Representation on Outside Bodies*.

29.01.15

MINUTES

The Minutes of the Ordinary Town Council meeting, held on Monday 15th December 2015, were received, approved and signed.

30.01.15

TOURISM COMMITTEE MINUTES

(i) The Minutes of the extraordinary meeting of the Tourism Committee, held on Wednesday 14th January 2015, were received, approved as accurate and signed. The budget for Tourism was discussed and a request made that in future, Tourism and Tourist Information Centre should be presented as separate lines in accounts for clarity. Approval was not given to the agreement of the Committee at 09.01.15 that a meeting be organised with Wymans and Mr Steve Laslett to discuss increasing the electricity supply to the Guildhall Forecourt, nor to the recommendation at 10.01.15, that Mr Laslett should produce an amendment, which expands on the Vision Statement Policy point 'Encourage imaginative plans to make more use of the Guildhall Forecourt and Market Street as visitor friendly facilities' to be considered at the next meeting of the Sandwich Toll Bridge Fund Trustee. Instead it was resolved that further consideration of the electricity supply to the Forecourt and consideration of the draft Forecourt Policy should be deferred to the meeting of the Trustee on 16th February 2015 to allow for proposals for the refurbishment of the Forecourt to be brought back to the Trustee. It was also informally proposed (but not put to the vote) that the Thursday Market Manager should be brought into discussions regarding the draft Forecourt Policy.

RESOLUTION: That the following recommendations of the Tourism Committee be approved:

- That Mr J Hennessy asks Paul Monaghan, one of the Archive Volunteers, whether he would be willing to run social media tools to promote events in Sandwich

- That Sandwich Town Council consider taking advantage of the Government Apprentice Scheme with the purpose of employing an apprentice to help market Sandwich via social media.

The Council did not approve the agreement of the Committee at 09.01.15 that a meeting be organised with Wymans and Mr Steve Laslett to discuss increasing the electricity supply to the Guildhall Forecourt.

The following recommendation of the Tourism Committee was not approved:

- Mr Laslett is to produce an amendment, which expands on the Vision Statement Policy point 'Encourage imaginative plans to make more use of the Guildhall Forecourt and Market Street as visitor friendly facilities' to be considered at the next meeting of the Sandwich Toll Bridge Fund Trustee.

The Council RESOLVED instead that further consideration of the electricity supply to the Forecourt and consideration of the draft Forecourt Policy should be deferred to the meeting of the Sandwich Toll Bridge Fund Trustee on 16th February 2015 to allow for proposals for the refurbishment of the Forecourt to be brought back to the Trustee.

(ii) As per the minutes of the extraordinary meeting of the Tourism Committee, held on Wednesday 14th January 2015, the Council

received and considered a draft Forecourt Policy, as drafted by Mr Steve Laslett.

RESOLUTION: That consideration of the draft Forecourt Policy should be deferred to the meeting of the Sandwich Toll Bridge Fund Trustee on 16th February 2015 to allow for proposals for the refurbishment of the Forecourt to be brought back to the Trustee.

31.01.15 MONKS WALL NATURE RESERVE MANAGEMENT COMMITTEE

The Minutes of the Monks Wall Nature Reserve Management Committee meeting, held on 19th January 2015, were received, approved and signed, with a minor amendment.

RESOLUTION: That the following recommendations of the Monks Wall Nature Reserve Management Committee be approved:

- That the Council continue to allow Julian Sampson (GW Finn & Sons) to handle the ongoing relationship & negotiations with the Environment Agency and its contractors.
- That the next safety inspection of the Reserve under section 4 of the Management Plan be undertaken upon the departure of the Environment Agency's contractors from the site.
- That the Council continue to allow Julian Sampson (GW Finn & Sons) to advise on, and deal with, Single Farm Payment / Basic Payment Scheme 2015 as it applies to the Reserve and associated grazier tenancy issues.
- That the issue of long term grazing / mowing be deferred until the Environment Agency has left the site and long term issues, costs & benefits are clearer.
- That the matter of likely expenditure requirements and income streams relating to the Reserve and recommendations for incorporation in next year's Reserve budget be deferred until the next Committee meeting (13th April 2015) and that in the meantime, Mr Gibbs, Dr Griffiths, Dr Lipczynski and Dr Walkey should work together to prepare a draft document listing likely expenditure requirements and income streams and offering recommendations for incorporation in the Reserve budget, also to be brought back to the Committee meeting of 13th April.
- That the Warden's honorarium continue at the current level for 2015/16, i.e. £3,000 per annum.
- That the Town Clerk raise with the current Warden several issues that were highlighted by the Committee.

32.01.15 PAYMENT SCHEDULE

The schedule of payments, totalling £34,082.83, was received, approved and signed, with three amendments notified to the Town Council by the Assistant Town Clerk & Mayor's Secretary.

33.01.15 PUBLIC RIGHT TO SPEAK

No requests to speak had been received.

34.01.15 POLICE REPORT

(i) A written Police Report was submitted to the Council by PCSO Ian Norton. A copy of the Report is attached to the official minutes. A report by the Town Clerk regarding criminal activity Christmas and

New Year 2015 was also received and considered. There was some discussion regarding incidences of vandalism in the town and the Mayor re-emphasised that these incidents along with any other crime or anti-social behaviour should be reported to the Police. There was also some discussion regarding street lighting in town and it was stated that Kent County Council had been taking action in a timely manner to repair malfunctioning lights.

RESOLUTION: (i) That both reports be noted.

(ii) That Kent Police be asked on which roads speed checks had taken place.

35.01.15

PLANNING APPLICATIONS

Councillors considered the following planning applications:

(i) DOV/14/01144 – Stour Lodge, Sandown Road, Sandwich, CT13 9JZ

Retrospective application for the erection of a detached garage.

RESOLUTION: Raise no objection.

(ii) DOV/14/01197 – Land adjacent to the slipway, The Quay, Sandwich, CT13 9EN

Erection of a two storey oak framed workshop.

RESOLUTION: Thoroughly recommend approval.

(iii) DOV/14/01181 – Sir Roger Manwood School, Manwood Road, Sandwich, CT13 9JX

Erection of a new technology block and creation of additional parking (existing technology block and mobile buildings to be demolished).

RESOLUTION: Recommend refusal on the grounds of overshadowing neighbouring properties, that the building would be too large and of a design unsympathetic to the residential surroundings.

Councillor Carter asked that his vote against this resolution be recorded.

(iv) DOV/14/01224 – 5 St George's Road, Sandwich, CT13 9JR

Erection of single storey and rear extensions and creation of additional parking (existing garage to be demolished).

RESOLUTION: Recommend approval.

(v) DOV/15/00013 – 7 Fisher Street, Sandwich, CT13 9EJ

Re-painting of front and rear elevations, walls and windows.

RESOLUTION: Raise no objection.

36.01.15

PLANNING DECISIONS

The following decisions were reported from Dover District Council:

(i) DOV/14/01031 | Installation of a replacement window to first floor | 5 Watts Yard, Sandwich, CT13 9BP | GRANTED PERMISSION

(ii) DOV/14/01066 | Erection of a side dormer roof extension | 138 Dover Road, Sandwich, CT13 0DD | GRANTED PERMISSION

(iii) DOV/14/00982 | New tiled roof porch on the front elevation. | Setlands, St Georges Lees, Sandwich, CT13 9JS | GRANTED PERMISSION

(iv) DOV/14/00985 | Erection of a single storey side extension | Market Place Surgery, Cattle Market, Sandwich, CT13 9ET | GRANTED PERMISSION

(v) DOV/14/01114 | Installation of a replacement ATM and associated alterations | HSBC, 10 Cattle Market, Sandwich, CT13 9AQ | GRANTED PERMISSION

(vi) DOV/14/01028 | Installation of replacement UPVC windows and entrance door and panelling to front elevation | Flat 2, The Swallows, Manwood Road, Sandwich, CT13 9JU | GRANTED PERMISSION

(vii) DOV/14/00972 | Erection of a two storey science building (existing building to be demolished) | Sandwich Technology School, Sandwich Centre, Dover Road, Sandwich, CT13 0FA | GRANTED PERMISSION

(viii) DOV/14/01069 | Erection of a new clubhouse | Sandwich Lawn Tennis Club, Sandown Road, Sandwich, CT13 9JZ | GRANTED PERMISSION

(ix) DOV/14/01113 | Installation of a replacement ATM | HSBC, 10 Cattle Market, Sandwich, CT13 9AQ | GRANTED PERMISSION

(x) DOV/14/01204 | Replacement of the roof coverings and the existing roof lights | Sandwich Library, 13 Market Street, Sandwich, CT13 9DA | RAISE NO OBJECTION

(xi) DOV/14/01096 | Internal and external alterations to facilitate division into two self-contained units | 2 Cattle Market, Sandwich, CT13 9AG | GRANTED PERMISSION

37.01.15

PLANNING CORRESPONDENCE

Councillors received and considered the following correspondence / invitations:

(i) An invitation to attend a Stakeholder Workshop on Wednesday 25th February 2015, 6pm – 9pm, in the Main Hall, Guildhall, regarding the Sandwich Parks Project.

RESOLUTION: That Cllrs Carter, Daw, Mrs Lioté, Moorhouse and Mrs Russell represent the Council at this meeting.

(ii) An invitation to respond to Thanet District Council's consultation on the preferred options for Thanet's new Local Plan.

RESOLUTION: That Councillors notify the Town Clerk by 31st January 2015 of any proposals for a response.

(iii) A proposal for a "Sandwich Environment and Surrounding Area Study" (SEASAS) from Dr Stephen C. Fuller, including a proposal that costs of preparation of maps and publication of the study be met by contributions from a range of authorities and organisations, including Sandwich Town Council.

RESOLUTION: That this proposal be noted.

(iv) An update from Cllr Mrs Russell regarding handling of radioactive waste at the East Kent Waste Recovery Facility (Augean), with consideration given as to whether Augean should be invited to brief the Council.

RESOLUTIONS: (i) That a further meeting with Augean is not necessary.

(ii) That Cllr Mrs Russell be congratulated on her tremendous work on this issue.

38.01.15

FINANCE

(i) Council received the statement of accounts as at 31st December 2014.

RESOLUTION: That these accounts be noted.

(ii) Council received a copy of Sandwich Town Council's Formal Town / Parish Precept Demand Notice, including updated information regarding generation of the total resource requirement (councillors were asked to note that the tax base had increased and so the council tax charge would increase by less than had originally been discussed).

RESOLUTION: That this information be noted.

(iii) Council considered and approved a press release regarding the 2015/16 budget.

RESOLUTION: That this press release be approved.

39.01.15

STONAR CUT

Council received a verbal update from Cllr Mrs Russell regarding a meeting she attended on behalf of the Town Council concerning operation of the Stonar Cut. This meeting was also attended by Cllrs Bragg, Daw and Trussler. An email update was also circulated by Cllr Mrs Russell shortly before the Council meeting.

RESOLUTIONS: (i) That Cllr Mrs Russell's report be noted.

(ii) That Cllr Mrs Russell represent the Council on the sub-group being formed to discuss the trigger system that informs the Environment Agency on when to open the Cut sluices and to decide if their present operation is the most suitable way to deal with river levels.

40.01.15

REFURBISHMENT OF THE CATTLE MARKET CONVENIENCES

Council received and considered a report by the Assistant Town Clerk & Mayor's Secretary regarding refurbishment of the Cattle Market Conveniences, including three quotations by external contractors for refurbishment work to be done based on a specification drawn up by the Town Sergeant and the Assistant Town Clerk & Mayor's Secretary. Councillors expressed concern that they felt detail was lacking in two of the quotations. Cllr Moorhouse proposed a motion to defer this matter for consideration until more detail had been sought and received from those contractors, but his motion was not carried at the vote.

RESOLUTIONS: (i) That the Town Sergeant be congratulated on his work in this matter.

(ii) That the contractor offering the lowest-priced quotation should be contacted, asking him to revisit his quotation and confirm the services offered.

(iii) That, should the contractor offering the lowest-priced quotation give a satisfactory response to the query at (ii) above, Sandwich Town Council should approach Dover District Council with the suggestion that this quotation should be accepted and that Dover District Council should cover the relevant costs.

(iv) That in the event Dover District Council refuses to cover all or part of these costs, Sandwich Town Council will do so.

41.01.15

REPRESENTATION ON OUTSIDE BODIES

(i) Council received and considered a letter dated 8th December 2014 from Peter Gibson, Chair of Trustees – Dover, Deal & District Citizens' Advice Bureau, regarding a proposed right to vote to be awarded to the Council's representative, Cllr Scollard.

RESOLUTION: That Cllr Scollard should be granted the right to vote.

(ii) Council received and considered an email dated 5th January 2015 from Howard Norton, Sandwich Town Team, regarding the new *Sandwich Town Team Charter* and participation on a regular or ad hoc basis by the Mayor and/or Deputy Mayor in Town Team meetings, and received and considered a copy of the *Charter* which was attached to Mr Norton's email. The Council applauded the Town Team for their work to date and also applauded Cllr Moorhouse for stepping in to chair the Town Team while Cllr Mrs Laslett has been unwell.

RESOLUTIONS: (i) That the Charter be accepted.

(ii) That the invitation to the Mayor / Deputy Mayor to participate in Town Team meetings on an ad hoc basis should be accepted.

(iii) Council received and considered an email dated 20th January 2015 from Cllr Carter requesting permission to step down as a Council representative from the Sandwich Festival committee.

RESOLUTIONS: (i) That Cllr Carter's resignation be accepted, with thanks for his work to date on the Sandwich Festival committee.

(ii) That Cllr Wood be asked if he would replace Cllr Carter as a Council representative on the Sandwich Festival committee.

42.01.15

HIGHWAYS & TRANSPORTATION

(i) Council received information regarding the Thanet Parkway Railway Station project. Councillors were also asked to note that public consultation on this project would run between 2nd February and 27th March 2015, with public consultation events at Sandwich Guildhall on 19th February (12 noon – 8pm) and at the Discovery Park Enterprise Zone on 24th February (10am – 5pm).

RESOLUTION: That this information be noted for the time being; Sandwich Town Council supports the initiative.

(ii) Council received a letter dated 12th December 2014 from David Hall, Deputy Director of Highways, Transportation & Waste – KCC, regarding "Safe & Sensible Street Lighting" (this letter forming a response to the Council's letter of 20th November 2014). There was a discussion regarding specific lighting issues at Millwall, Holy Ghost Alley and Seven Post Alley.

RESOLUTION: That a response be made to this letter, proposing that lights with movement sensors be installed on Millwall and at Holy Ghost Alley and Seven Post Alley (with a copy of the Council's response to be provided to Dover District Council).

(iii) Council received a letter dated 30th December 2015 from Clive Wake and an email dated 30th December 2014 from Dan Marsh concerning various street lighting issues in Sandwich, including 'out of character' street lights. Councillors were asked to note that the email from Mr Marsh had already been forwarded to the local KCC street lighting engineer for attention regarding the faults raised. In addition, the Assistant Town Clerk & Mayor's Secretary read out part of an email from Mr Wake, in which he stated that he had been informed by KCC that the lamp installed near his home in October 2014 was temporary and would be replaced by a traditional lamp when stocks were renewed.

RESOLUTION: That Mr Wake's letter and Mr Marsh's email be noted.

43.01.15

CORRESPONDENCE

Council received and considered the following items of correspondence / information:

(i) Notes and slides from the Annual Town & Parish Council Event on 8th December 2014 at Dover District Council head offices, Whitfield.

RESOLUTION: That this information be noted.

(ii) Letter dated 9th December 2014 from the Local Government Boundary Commission for England and supporting information regarding an electoral review of Kent County Council.

RESOLUTION: That this information be noted.

(iii) An email dated 8th January 2015 from Kath Hastilow, Horticulture & Administration Officer – Dover District Council, regarding yew trees in Boatman's Hill Cemetery.

RESOLUTION: That this information be noted.

(iv) An email dated 9th January 2015 from Michael Hill OBE, KCC Cabinet Member for Community Services, regarding a consultation on the future delivery of Library, Registration & Archive services in Kent. The Assistant Town Clerk & Mayor's Secretary informed the Council that Sandwich Library Guild would be holding a meeting about this consultation on the evening of Wednesday 18th February in the Main Hall, Guildhall, and that the Kent County Council consultation roadshow would be at Sandwich Library on Thursday 26th March, 2pm – 5pm.

RESOLUTION: That this information be noted. Councillors are urged to attend both the Library Guild meeting and the consultation roadshow and to encourage others to attend.

(v) Notes of the Committee Meeting of the Friends of Poulders Play Area held on 13th January 2015. Cllr Scollard informed the Council that Pfizers had offered to repaint the equipment at Poulders Play Area –the Council had no objection but welcomed this.

RESOLUTION: That this information be noted.

44.01.15

REPORT OF DISTRICT COUNCILLORS

Cllr Mrs Russell informed Council that Dover District Council's Cabinet had taken the decision to freeze on- and off-street parking charges. Dover district had recently been ranked twenty-first out of two hundred and twenty-nine councils for low levels of non-recyclable waste. The Kearsney Park Project was underway and ground-breaking work had started on eight new homes to be provided on behalf of DDC in the St James' Development. She reminded Councillors about the Sandwich Parks Project workshop meeting on 25th February.

Cllr Carter offered posters for the forthcoming Neighbourhood Forum on 4th February to Councillors, urging them to attend and recommending that they encourage others to attend too.

Cllr Butcher stated that since the last Council meeting he had attended meetings of the Regulatory, Licensing and Standards committees at DDC. None of these had covered issues relevant to Sandwich, but at the Planning meeting on Thursday 22nd January, there had been updates to note regarding developer contributions which may be arising from the Discovery Park Enterprise Zone development. Whether any of this money could be used to support Sandwich Library

remained to be seen, and it was very much a case of “watch this space”. Cllr Moorhouse congratulated Cllr Butcher on his work regarding the planning and development of Discovery Park.

45.01.15

DATE OF NEXT MEETING

Quarterly meeting, to take place on Monday 16th February 2015, at 7pm, in the Council Chamber, Guildhall.

DRAFT