

18<sup>th</sup> March 2015

Dear Councillor,

An **Ordinary** Meeting of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 23<sup>rd</sup> March 2015** at 7 p.m. at which your attendance is requested.

#### **AGENDA**

**1. MAYOR'S OPENING COMMENTS**

**2. APOLOGIES FOR ABSENCE**

**3. DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS.**

**4. MINUTES**

To approve the Minutes of the Quarterly Town Council Meeting held on Monday 16<sup>th</sup> February 2015 and to consider any matters arising from those minutes not covered elsewhere on this agenda.

**Attach 1**

**5. FINANCE COMMITTEE**

**(i)** To receive the Minutes of the Finance Committee Meeting, held on 2<sup>nd</sup> March 2015, and to consider the Recommendations contained therein.

**Attach 2**

**(ii)** Further to item 05.03.15 **(iii)** in the Minutes of the Finance Committee, Recommendation **(iii)**, to consider how the £4,920 remaining costs may be found for the Disabled Access Ramp project to proceed at Mill Wall. Please note that this will also be considered by the meeting of the Trustee of Sandwich Toll Bridge Fund on 23<sup>rd</sup> March.

**6. PAYMENT SCHEDULE**

To approve the payment schedule.

**Attach 3**

**7. PUBLIC RIGHT TO SPEAK**

A 15 minute session is set aside at this stage of the meeting to enable members of the public to speak. (Written notice of the desire to exercise the right to speak, and of the topic to be addressed, must be given to the Town Clerk prior to 4 pm on the Friday before the meeting).

**8. POLICE REPORT**

To receive a report from the local policing team.

**9. PLANNING APPLICATIONS (plans on view from 6.30 pm)**

**(i) 15/00016: 76 Laburnum Avenue, Sandwich, CT13 0AU**

Erection of a porch.

**(ii) 15/00103: 2 Fosters Court, Dover Road, Sandwich, CT13 0QU**

Removal of branches and roots to one Beech tree up to the boundaries of 18 and 20 Hazelwood Meadow.

**(iii) 15/00133: Land rear of 19 – 37, Woodnesborough Road, Sandwich CT13 0AA**

Variation of Condition 2 of approved planning permission DOV/13/00309 to relocate Plot 02 by 3.5m (application under Section 73).

**(iv) 15/00137: 53 St Bart's Road, Sandwich CT13 0BQ**

Erection of a two storey and single storey rear extension (existing extension to be demolished).

**(v) 15/00189: 10 Britannia Terrace, School Road, Sandwich, CT13 9HT**

Installation of a replacement front door.

**(vi) 15/00215: 5 St Georges Place, Sandwich, CT13 9LW**

Crown lift one sycamore tree to 5.5 metres above ground level.

**10. PLANNING DECISIONS**

To receive a report on planning decisions received from Dover District Council.

**11. PLANNING CORRESPONDENCE**

To receive and consider the following correspondence:

**(i)** Letter dated 10<sup>th</sup> February 2015 from Steve Self, Project Manager - Richborough Connection Project, inviting a response to a consultation under Section 42 of the Planning Act 2008 (Notification under Regulation 11 of the Infrastructure Planning (Environmental Impact Assessment) Regulations 2009). Please note that the consultation closes on 27<sup>th</sup> March 2015 and that the consultation documents enclosed with this letter are available to view at the Town Clerk's office.

**Attach 4**

**(ii)** Letter dated 3<sup>rd</sup> March 2015 from Andy McIntosh, Project Director, giving an update regarding the Nemo Link® project.

**Attach 5**

**(iii)** Open letter, received 23<sup>rd</sup> February 2015, and email to Roger Gale (copied to the Town Clerk's office) dated 15<sup>th</sup> March 2015 from Dr Beau Webber, Chairman – Save Manston Group, regarding Manston Airport. Please note that with the exception of the SMA one page summary, all attachments to the email of 15<sup>th</sup> March may be viewed at the Town Clerk's office.

**Attach 6**

**12. FINANCE**

**(i)** To receive the Statement of Accounts as at 31<sup>st</sup> January 2015.

**Attach 7**

**(ii)** To receive the Statement of Accounts as at 28<sup>th</sup> February 2015.

**Attach 8**

**13. SUGGESTED TIMETABLE OF MEETINGS 2015/16**

To consider the attached suggested timetable of meetings for 2015/16.

**Attach 9**

**14. RECORD OF ATTENDANCE AT MEETINGS**

To consider whether records of councillors' attendance at Council and committee meetings should be kept, starting after the 2015 Election (please note that this would not include attendance at informal / working group meetings, nor meetings of outside bodies).

**15. EMERGENCY PLAN**

To receive an update on the town Emergency Plan from Cllr Mrs Russell.

**16. DDC PARKING STRATEGY CONSULTATION**

To consider whether the Council wishes to make a corporate response to the current DDC Parking Strategy Consultation (please note that the consultation closes on 8<sup>th</sup> May 2015).

**Attach 10**

**17. REQUEST TO USE COAT OF ARMS**

To consider the attached request (letter received 16<sup>th</sup> March 2015) by the Sandwich Historical Boatyard to use the Sandwich coat of arms on its letter head.

**Attach 11**

**18. MAGNA CARTA**

To receive a report from the Magna Carta working group.

**Attach 12**

**19. SANDWICH OPEN SPACES STAKEHOLDER WORKSHOP**

To receive a verbal update from Cllr Bragg who attended this meeting on behalf of the Council.

- 20. LIBRARY, REGISTRATION AND ARCHIVE SERVICES IN KENT**  
To receive an email from Angela Slaven, Interim Head of Libraries, Registration & Archives – KCC, in relation to the Archive Collection at Maidstone.  
**Attach 13**
- 21. VE DAY 70<sup>TH</sup> ANNIVERSARY**  
To receive information from Cllr Mrs Lioté regarding national commemorative activities for the 70<sup>th</sup> anniversary of VE Day, and to consider whether the Council wishes to mark this in some way and if so, how. Councillors are asked to bear in mind, when considering this, that the anniversary – 8<sup>th</sup> May – falls the day after the General and local government elections.
- 22. HIGHWAYS & TRANSPORTATION**  
**(i)** To receive and consider the attached letter dated 18<sup>th</sup> February 2015 from David Hall, Deputy Director of Highways, Transportation & Waste – KCC, regarding Safe & Sensible Street Lighting.  
**Attach 14**  
**(ii)** To receive and consider the attached information regarding an incident involving a HGV in Sandwich on the night of Thursday 5<sup>th</sup> to Friday 6<sup>th</sup> March 2015, including information about the practicability of a 7.5 tonne limit in Sandwich and about proposed advisory “Unsuitable for HGVs” signs to be positioned on approaches to the town.  
**Attach 15**  
**(iii)** To consider a problem that has been brought to Cllr Wood's attention regarding the pavement at the bottom end of Laburnum Avenue where it meets Woodnesborough Road - elderly residents are finding the surface difficult to navigate.
- 23. CORRESPONDENCE**  
To receive and consider the following items of correspondence:  
**(i)** Information from Mr M Dallen, of B&T Builders, regarding remedial work to the Town Noticeboard.  
**Attach 16**
- 24. REPORT OF DISTRICT COUNCILLORS**
- 25. CONFIDENTIAL ITEMS**  
**(i)** It is recommended 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 they involve 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 consider a report from Miss L Fidler, Town Clerk, regarding recruitment of a part-time Public Convenience Attendant.  
**Enclosure 1**  
**(iii)** To consider a report from Miss L Fidler, Town Clerk, regarding the Assistant Town Clerk & Mayor's Secretary.  
**Enclosure 2**
- 26. DATE OF NEXT MEETING**  
Monday 27<sup>th</sup> April 2015, at 7 pm, in the Council Chamber (Ordinary Meeting).

LAURA FIDLER  
Town Clerk