

**Minutes of an Ordinary Meeting of Sandwich Town Council held 23<sup>rd</sup> March 2015, in the Council Chamber, Guildhall, Sandwich at 7:00pm.**

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

**HJ Bragg**  
**PI Carter**  
**Mrs J L Dunay**  
**Mrs V Lioté**  
**MW Moorhouse**  
**Mrs P Russell**  
**JP Scollard**  
**BA Scott**  
**JO Sneller**  
**JJ Watts**  
**DMA Wood**

**Officer:**        **Miss T Weir**

**16.03.15        MAYOR'S OPENING COMMENTS**

**17.03.15        APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Butcher, due to work reasons; Cllr Daw, due to personal reasons; Cllr Mrs Laslett, due to ill health, and Cllr Trussler, who was on holiday.

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

**19.03.15        MINUTES**

Council received and approved the Minutes of the Quarterly Town Council Meeting held on Monday 16<sup>th</sup> February 2015. There were no matters arising.

**20.03.15        FINANCE COMMITTEE**

**(i)** Council received the Minutes of the Finance Committee Meeting, held on 2<sup>nd</sup> March 2015, and considered the Recommendations contained therein.

**RESOLUTION:**

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

**RESOLUTION:**

**21.03.15        PAYMENT SCHEDULE**

The schedule of payments, totalling £26,853.81, was received, approved and signed.

**22.03.15 PUBLIC RIGHT TO SPEAK**

**23.03.15 POLICE REPORT**

**24.03.15 PLANNING APPLICATIONS (plans on view from 6.30 pm)**

Councillors considered the following planning applications:

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

Erection of a porch.

**RESOLUTION:**

**(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.

**RESOLUTION:**

**(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).

**RESOLUTION:**

**(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).

**RESOLUTION:**

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

Installation of a replacement front door.

**RESOLUTION:**

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

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

**RESOLUTION:**

**25.03.15 PLANNING DECISIONS**

The following decisions were reported from Dover District Council:

**(i) DOV/15/00041 | Rebuilding part of rear boundary wall | 12 Delf Street, Sandwich, CT13 9BZ | GRANTED PERMISSION**

**(ii) DOV/15/00013 | Re-painting of front and rear elevations, walls and windows | 7 Fisher Street, Sandwich, CT13 9EJ | GRANTED PERMISSION**

**(iii) DOV/14/01197 | Erection of a two storey oak framed workshop | Land adjacent to The Slipway, The Quay, Sandwich, CT13 9EN | GRANTED PERMISSION**

**(iv) DOV/14/00878 | Insertion of replacement garage door | The Old Parsonage 27-29, King Street, Sandwich, CT13 9BL | GRANTED PERMISSION**

**(v) DOV/15/00045 | Change of use to private taxi hire office | 2 Cattle Market, Sandwich, CT13 9AG | GRANTED PERMISSION**

**(vi) DOV/14/00044 | Re-painting of front and rear elevations, walls and windows | 7 Fisher Street, Sandwich, CT13 9EJ | GRANTED PERMISSION**

**26.03.15 PLANNING CORRESPONDENCE**

Councillors received and considered 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).

**RESOLUTION:**

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

**RESOLUTION:**

(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.

**RESOLUTION:**

**27.03.15 FINANCE**

(i) Council received the Statement of Accounts as at 31<sup>st</sup> January 2015.

**RESOLUTION: That these accounts be noted.**

(ii) Council received the Statement of Accounts as at 28<sup>th</sup> February 2015.

**RESOLUTION: That these accounts be noted.**

**28.03.15 SUGGESTED TIMETABLE OF MEETINGS 2015/16**

Council considered a suggested timetable of meetings for 2015/16.

**RESOLUTION: That this timetable of meetings be approved and adopted, subject to any amendments that the new Council may wish to make after any election on 7<sup>th</sup> May 2015.**

**29.03.15 RECORD OF ATTENDANCE AT MEETINGS**

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

**RESOLUTION:**

**30.03.15 EMERGENCY PLAN**

Councillors received an update on the town Emergency Plan from Cllr Mrs Russell.

**RESOLUTION:**

**31.03.15 DDC PARKING STRATEGY CONSULTATION**

Councillors considered whether the Council wished to make a corporate response to the DDC Parking Strategy Consultation.

**RESOLUTION:**

**32.03.15 REQUEST TO USE COAT OF ARMS**

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

**RESOLUTION:**

**33.03.15 MAGNA CARTA**

Council received and considered a report from the Magna Carta working group.

**RESOLUTION:**

- 34.03.15 SANDWICH OPEN SPACES STAKEHOLDER WORKSHOP**  
Councillors received a verbal update from Cllr Bragg who attended this meeting on behalf of the Council.  
**RESOLUTION:**
- 35.03.15 LIBRARY, REGISTRATION AND ARCHIVE SERVICES IN KENT**  
Council received and considered an email from Angela Slaven, Interim Head of Libraries, Registration & Archives – KCC, in relation to the Archive Collection at Maidstone.  
**RESOLUTION:**
- 36.03.15 VE DAY 70<sup>TH</sup> ANNIVERSARY**  
Councillors received information from Cllr Mrs Lioté regarding national commemorative activities for the 70<sup>th</sup> anniversary of VE Day, and considered whether the Council wished to mark this in some way and if so, how.  
**RESOLUTION:**
- 37.03.15 HIGHWAYS & TRANSPORTATION**  
**(i)** Council received and considered a letter dated 18<sup>th</sup> February 2015 from David Hall, Deputy Director of Highways, Transportation & Waste – KCC, regarding Safe & Sensible Street Lighting.  
**RESOLUTION:**  
**(ii)** Council received and considered 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.  
**RESOLUTION:**  
**(iii)** Council considered a problem that had been brought to Cllr Wood's attention regarding the pavement at the bottom end of Laburnum Avenue where it meets Woodnesborough Road - elderly residents were finding the surface difficult to navigate.  
**RESOLUTION:**
- 38.03.15 CORRESPONDENCE**  
Council received and considered the following item of correspondence:  
**(i)** Information from Mr M Dallen, of B&T Builders, regarding remedial work to the Town Noticeboard.  
**RESOLUTION:**
- 39.03.15 REPORT OF DISTRICT COUNCILLORS**
- 40.03.15 CONFIDENTIAL ITEMS**  
**(i)** It was **RESOLVED** 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 would be excluded from the meeting for the following items of business on the grounds that they 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) Council considered a report from Miss L Fidler, Town Clerk, regarding recruitment of a part-time Public Convenience Attendant.

**RESOLUTION:**

(iii) Council considered a report from Miss L Fidler, Town Clerk, regarding the Assistant Town Clerk & Mayor's Secretary.

**RESOLUTION:**

**41.03.15**

**DATE OF NEXT MEETING**

Monday 27<sup>th</sup> April 2015, at 7 pm, in the Council Chamber (Ordinary Meeting).

DRAFT