

Minutes of an Ordinary Meeting of Sandwich Town Council held Monday 27th April 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 J Dunay
Mrs V Lioté
MW Moorhouse
Mrs P Russell
JP Scollard
BA Scott
JO Sneller
MB Trussler
JJ Watts
DMA Wood

Officer: **Miss L Fidler**

21.04.15 MAYOR'S OPENING COMMENTS

The Mayor welcomed everyone to the last meeting of the current Council and thanked the five councillors who would not be standing for re-election for their hard work over the years.

The Mayor reported that Mrs Sally Chamberlain had been recruited as a Public Convenience Attendant and her colleagues were very grateful that a suitable candidate had been identified so quickly.

22.04.15 APOLOGIES

Apologies were received and accepted from Cllr Mrs Laslett (due to ill health).

23.04.15 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

Cllr Watts declared a significant interest in agenda item 33.04.15, planning application DOV/15/00016.

Cllr Butcher declared a significant interest in all matters relating to DDC Regulatory, Licensing, Standards and Planning.

24.04.15 MINUTES

The Minutes of the Ordinary Town Council meeting, held on Monday 23rd March 2015, were received, approved and signed.

25.04.15 EVENTS & ENTERTAINMENT COMMITTEE

The Minutes of the ordinary meeting of the Events & Entertainment Committee, held on Monday 23rd March 2015, were received, approved as accurate and signed.

RESOLUTION: That the following recommendations of the Events & Entertainment Committee be approved:

Mayor Making 2015: That the ten invitations usually sent to guests of the Mayor Elect should not be reallocated, but that ten of the invited guests be moved to sit in the Jury Box during the Annual Meeting of the Council 2015, thereby freeing up ten public spaces in the main body of the Court Room for anyone who wishes to attend on the day.

Confirmation in Office of the Mayor Deputies: (i) That the following guest list be approved:

32 Mayor and Councillors & guests
6 Mayor Deputies & guests
2 The Lord Warden & guest
6 Mayors of Deal, Ramsgate, Brightlingsea & guests
2 Brightlingsea Keeper of the Records & guest
4 Colne Community School, Brightlingsea
12 Past Mayors & guests*
2 Mayor's Chaplain
10 Mayor's Guests
2 Member of Parliament & guest
2 County Councillor & guest
2 Town Clerk & guest
2 Mrs M Bull & guest
2 Mrs T Ward & guest
2 Miss M Kingshott & guest
2 Town Sergeant & guest
2 Mr R Harlow & guest
2 Mrs K Palmer & guest
2 Miss T Weir & guest
Plus one caretaker to assist the Town Sergeant (not seated at dinner)
TOTAL = 97

NB 93 for supper as Colne Community School pupils and parents / guardians only invited to ceremony.

* Mr Chesterfield; Mr Kingsland; Mrs Laslett; Mr Franklin; Dr Clifford-Amos, and Mr Leith. Please note that both current Freemen are already invited, whether as a sitting councillor (Cllr Bragg) or as a past Mayor (Mr Chesterfield).

(ii) That the outline budget of £1,300 for the Town Council's contribution towards dinner be approved, with the Mayor and Town Clerk to choose the menu and caterer, and that all paying guests be asked to contribute £15 per person.

(iii) That the outline budget of £850 for wine, plus soft drinks and tea, coffee, milk & sugar for afternoon tea be approved; that the outline budget of £100 for menu cards be approved; that the outline budget of £150 for floral table decorations and a posy be approved, and that the outline budget of £16 for postage be approved – but that invitations be sent by email, where appropriate, in order to minimise costs.

(iv) That provisional arrangements be made for Cllr Carter and Cllr Mrs Dunay to propose and second that the Mayor Deputies be confirmed in office (these arrangements to be dependent on the outcome of any Town Council election on May 7th 2015).

(v) That the identification of a councillor to propose the toast "The Cinque Port Liberties of Sandwich" be postponed until after any Town Council election on May 7th 2015.

(vi) That a final cut-off date of 5pm on Friday 19th June 2015 be specified for responses to invitations and that anyone who does not respond and, where applicable, pay the total of their £15 per person contribution before this time and date will not be reserved seats in the Court Room and will not be permitted to attend Supper. This to be made clear in any invitations sent by post or email.

Battle of Britain Day 2015: (i) That the following guest list be approved: Mayor and Councillors (and partners); Mayor's Chaplain; Mayor of Deal; County Councillor; MP; Chairman of DDC; Sir Roger Manwood's CCF bugler and Standard; Deal ATC (including Mayor's Cadet); other local cadet forces and veterans' associations. Also that Malcolm Wells (RBL Downs branch) should be invited to act as Parade Marshall.

(ii) That the outline budget of £20 for 'bar snacks' be approved.

(iii) That the outline budget of £70 for wine, beer and soft drinks be approved.

(iv) That the outline budgets for postage (£25) and a wreath (£25) be approved and that signage be hired from SCEA (cost in 2014 was £20).

(v) That the staffing provision of Town Clerk, Town Sergeant, Mayor's Secretary, one caretaker be approved, with volunteer marshalls also to be used.

Remembrance Sunday 2015: (i) That the following guest list be approved: Mayor & Councillors (and partners); Mayor's Chaplain; County Councillor; MP; Sir Roger Manwood's CCF Band; Sandwich ACF; local cadet forces, Scouting / Guiding associations and veterans' associations. Also that Simon Jones (Sandwich ACF) be invited to act as Parade Marshall.

(ii) That the outline budget of £20 for 'bar snacks' be approved.

(iii) That the outline budget of £90 for wine, beer and soft drinks be approved.

(iv) That the outline budgets for postage (£25) and a wreath (£18.50) be approved.

(v) That the Town Clerk and Mayor's Secretary carry out event planning tasks and that on the day, the staffing provision should be the Town Sergeant, Town Clerk and one caretaker, with volunteer marshalls.

Armistice Day 2015: (i) That the guest list comprise the Mayor, Councillors and staff.

(ii) That the memo to attend should be sent by email / with invitations to Remembrance Sunday, to save postage.

(iii) That staff present at the Guildhall should be participants, rather than working at the event.

26.04.15

MONKS WALL NATURE RESERVE MANAGEMENT COMMITTEE

The Minutes of the ordinary meeting of the Monks Wall Nature Reserve Management Committee, held on Monday 13th April 2015, were received, approved as accurate and signed.

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

Basic Payment for 2015: That Julian Sampson (GW Finn & Sons) be instructed firstly, to sell the Reserve's Entitlements at the best possible price and secondly, not to make an application for Basic Payment Scheme in the current year.

Health & Safety: That upon receiving a confirmed termination date from the Environment Agency, Committee members should inspect the site with the Council's Health & Safety Advisor and with representatives of the Environment Agency, at the same time confirming that all land has been reinstated by the Agency as agreed.

Spraying Plan: That the Warden and other representatives of the Management Committee (Cllr Daw, Dr Lipczynski, Dr Walkey) visit the site as soon as possible (Dr Walkey to inform Dr Griffiths of the agreed date and time) to assess the need for weed control, reporting back to the Town Clerk on the action required; and that due to time constraints, the Town Clerk be authorised to take forward whatever action is required.

Fencing: That in the Warden's absence, Julian Sampson (GW Finn & Sons) be asked to confirm whether fencing alongside the Monks Way was included in the current proposals and if not, please would he investigate the possibility of this stretch being included in the plans.

Budget: That the Town Clerk confirm the extent and timing (i.e. relevant to which financial year) of compensation received by the Reserve so far from the Environment Agency in respect of loss of grazing income, and that if compensation had not yet been received or claimed for 2015/16, such a claim should be made.

That the Warden's honorarium (at the agreed level of £3,000) and professional fees be confirmed as definite expenditure in 2015/16; and that the Town Clerk be asked to update other income and expenditure figures depending on the outcomes of the Environment Agency's work on the Reserve site and possible sale of Entitlements – the revised document to be brought to the next Committee meeting (20th July 2015).

27.04.15 TOURISM COMMITTEE MINUTES

The Minutes of the extraordinary meeting of the Tourism Committee, held on Wednesday 15th April 2015, were received, approved as accurate and signed.

28.04.15 PAYMENT SCHEDULE

The schedule of payments, totalling £56,209.46, was received, approved and signed.

29.04.15 PUBLIC RIGHT TO SPEAK

Ms Christine Smith, on behalf of various local residents, provided the Council with concerns regarding planning application DOV/15/00230: 4 New Cottages, The Butts, Sandwich CT13 9HQ - Erection of an attached two storey dwelling. A written report detailing the objections had also been included with the agenda back under item 31.04.15(ii).

30.04.15 POLICE REPORT

A written Police Report was submitted to the Council by PCSO Ian Norton and read out by the Town Clerk. A copy of the Report is attached to the official minutes. Councillors were also advised that the newly-updated Police & Crime Plan for 2013-2017 (updated annually) is now available from the Kent Police & Crime Commissioner's website at <https://www.kent-pcc.gov.uk/plan.html>.

Cllr Carter reported that he has recently had experience of phoning 101 and found the service to be very good.

RESOLUTIONS:

(i) Further crime statistics comparing trends and reported crimes in 2013/14 and 2014/15 will be requested.

(ii) Police and Crime Commissioner Ann Barnes will be invited to attend a pre-meeting of the Council.

31.04.15 PLANNING APPLICATIONS

Councillors considered the following planning applications:

(i) DOV/15/00216: 9 New Romney Place, Sandwich, CT13 0RD

Conversion of garage to habitable room.

RESOLUTION: Raise no objections so long as the parking spaces are retained, which is not clear from the plans.

(ii) DOV/15/00230: 4 New Cottages, The Butts, Sandwich CT13 9HQ

Erection of an attached two storey dwelling. A document submitted by local residents outlining objections to this planning application was also considered.

RESOLUTION: The Council fully supports the objections raised by various local residents. Sandwich Town Council strongly objects to this application and feels that Dover District Council's reason for refusal the last time it was brought forward still applies (i.e. 'The proposed building

would, by reason of the site coverage, the loss of the open aspect provided by the site and the poor design of the extension, have a jarring and incongruous affect on the design of the host terrace of houses and would harm the open and special character and appearance of the conservation area contrary to Paragraphs 132-134 of the National Planning Policy Framework').

(iii) DOV/15/00287: Site at Esso Wharf, River Stour, Strand Street, Sandwich, CT13 9HN

Creation of a non-residential mooring.

RESOLUTION: This application will be deferred until the next council meeting, during which time clarification will be sought as to what the purpose of the mooring will be if 'non-residential'.

(iv) DOV/15/00303: 10 Church Street St Clements, Sandwich, CT13 9EH
Internal alterations.

RESOLUTION: Raise no objections.

32.04.15

PLANNING DECISIONS

The following decisions were reported from Dover District Council:

(i) DOV/15/00075 | Erection of a front porch extension | 165 Dover Road, Sandwich, CT13 0DD | GRANTED PERMISSION

(ii) DOV/13/00718 | Renewal of Planning Permission DOV/10/00421 for the erection of a detached building incorporating 6 flats together with the erection of a car port with terrace above (existing building to be demolished) | Site at Pillory Gate Wharf, Strand Street, Sandwich CT13 9EU | GRANTED PERMISSION

(iii) DOV/ 15 / 00016 | Erection of a front single storey extension | 76 Laburnum Avenue, Sandwich, CT13 0AU | REFUSE PLANNING PERMISSION

(iv) DOV/15/00137 | Erection of a two storey and single storey rear extension (existing extension to be demolished) | 53 St Barts Road, Sandwich, CT13 0BQ | GRANTED PERMISSION

33.04.15

PLANNING CORRESPONDENCE

Councillors received and considered a letter dated 7th April 2015 from Richard Blackmore, regarding planning application DOV/15/00016: 76 Laburnum Avenue, Sandwich, CT13 0AU – Erection of a front single storey extension. Sandwich Town Council had previously considered this application at its meeting on 23rd March 2015 and resolved to strongly object to this proposal on the following grounds: “as it is outside the limits of porch construction; due to loss of light for a neighbour; due to loss of a parking space, and as the proposal is totally incongruous with the surroundings and will set a precedent”.

RESOLUTION: That the information provided by Mr Blackmore be noted.

34.04.15

FINANCE

Councillors received the Statement of Accounts as at 31st March 2015. The Clerk read out two amendments that need to be made and it was confirmed that these amendments will be made to the year-end accounts.

RESOLUTION: That this information be noted.

35.04.15

SANDWICH PARKS PROJECT

Councillors received a summary of points raised at the Stakeholder Workshop on 25th February 2015 and the Young Persons' Forum held on 11th March 2015, sent to the Town Clerk's office on 31st March 2015 by Kirsty Ash – Community Development Officer, Dover District Council, and considered whether any additional comments were required.

RESOLUTION: That this information be noted.

- 36.04.15 HEALTH & SAFETY MANAGEMENT**
Councillors received a report by Miss L. Fidler, Town Clerk, giving an update on matters relating to Health & Safety.
RESOLUTIONS:
(i) The Council's 'Statement of Intent' regarding Health & Safety was approved.
(ii) The Clerk was delegated the authority to approve the annual risk assessments, safe systems at work and other necessary H&S policies and protocols that have been produced by East Kent Human Resources on behalf of the Council.
- 37.04.15 DONKEY PADDOCK**
Councillors received a letter dated 26th March 2015 from Barry F. Loveridge regarding the Donkey Paddock.
RESOLUTION: Mr Loveridge's request will be declined whilst the council considers the Donkey Paddock's inclusion within the Sandwich Parks Project. If the Donkey Paddock is not included in the project Mr Loveridge's request will be reconsidered; the Council does not wish to sell the land but a lease could be considered.
- 38.04.15 MAGNA CARTA**
Councillors considered a proposed logo for a campaign to secure widespread public support for the return of the Magna Carta and Charter of the Forest to Sandwich. And it was confirmed that the Town Clerk will meet this week with representatives from Discovery Park and the Kent Messenger Group to discuss how the campaign will progress. The Clerk also reported that a valuation of the two charters is taking place imminently.
RESOLUTION: The Council fully supports this campaign and the assistance being offered by Discovery Park and the Kent Messenger Mercury.
- 39.04.15 HIGHWAYS & TRANSPORTATION**
Members received and considered the following correspondence:
(i) Email correspondence (latest dated 20th March 2015) between Cllr Moorhouse, Ryan Shiel – Traffic Engineer, Kent Highways, and Iain Fairweather regarding traffic on Sandown Road.
RESOLUTION: Mr Shiel will be asked to clarify why installation of speed repeater signs "makes them legally unenforceable by Kent Police". Support from County Cllr Leyland Ridings on finding a resolution to the problem will be sought and the KM Mercury will be asked to publicise that speed checks have taken place on Sandown Road.
(ii) Email correspondence (latest dated 7th April 2015) between the Town Clerk and Ron Manser regarding parking on the Sandwich Industrial Estate.
RESOLUTION: The Town Clerk's office will clarify whether the access road off Stonar Road to Sandwich Autos is a public or private road before this enquiry can be progressed.
- 40.04.15 CORRESPONDENCE**
Councillors received and considered the following items of correspondence:
(i) Minutes of the Committee meeting of the Friends of Poulders Play Area held on 10th February 2015.
RESOLUTION: That this information be noted.
(ii) Email correspondence (latest dated 20th March 2015) between Phil Scott – The Phoenix Centre and Ruth Herron – Assistant Director Sexual Health Services, Children & Young People's Directorate, Kent Community Health Trust, regarding sexual health outreach nurses. Councillors expressed their concerns that factual answers had not been provided to Mr Scott and budget cuts between the NHS and Social Services will leave young people without access to an essential service.

RESOLUTION: Ms Herron will be asked to clarify exactly what changes will occur.

(iii) Email dated 13th April 2015 from Kieron Burrett – Apprentice Leisure Officer, Dover District Council, giving updates regarding the Bulwarks and the Butts play areas.

RESOLUTION: That this information be noted.

(iv) Letter (to the Town Council and other individuals and public bodies) from John & Sue Andrews, received 17th March 2015 by email, regarding litter in East Kent and particularly along the A2.

RESOLUTION: That this information be noted.

(v) Various items of correspondence between Dr Beau Webber – Chairman, Save Manston Airport Association, and the Town Clerk’s office, regarding Manston Airport (all appended as one attachment):

- Email and two updates dated 2nd April 2015 from Dr Webber
- Email from Dr Webber dated 9th April 2015
- Letter dated 16th April 2015 from the Town Clerk to Dr Webber
- Email from Dr Webber dated 16th April 2015 with attached copy of a letter from Steve DeNardo – CEO, RiverOak Investment Corp. LLC, to the Rt. Hon. John Hayes, Minister of State for Transport, dated 9th April 2015.

RESOLUTION: That this information be noted.

41.04.15

REPORT OF DISTRICT COUNCILLORS

Cllr Carter has obtained a useful document entitled ‘Parish Guide to Drainage’, which will be forwarded to members.

Cllr Mrs Russell has recently attended a Dementia Workshop and became aware of the work being undertaken by Age Concern Sandwich during Dementia Awareness Week. It was AGREED that representatives from Age Concern Sandwich will be invited to a pre-meeting of the Council to provide an update on the community work that they undertake.

Cllr Butcher provided an update on a proposal concerning Felderland Lane.

42.04.15

DATES OF FORTHCOMING MEETINGS

Monday 21st May 2015, at 7pm, in the Court Room (Annual Meeting of the Council and Mayor Making)

Monday 1st June 2015, at 7 pm, in the Council Chamber (Ordinary Meeting).