

Minutes of an Ordinary Meeting of Sandwich Town Council held Monday 1st June 2015, in the Council Chamber, Guildhall, Sandwich at 7:00pm.

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

HJ Bragg
PI Carter
RA Daw
Mrs J Dunay
JE Franklin
JEM Gisbey
MJ Holloway
Mrs V Lioté
MW Moorhouse
Ms O'Donoghue
CL Trim
MB Trussler
JJ Watts
DMA Wood

Officer: **Miss L Fidler**

01.06.15 MAYOR'S OPENING COMMENTS

The Mayor welcomed everyone to the first meeting of the new Council. The first Mayor's Fund fundraising event will be a Garden Party with hog roast at the Mayor's house, on 13th June, and all Councillors are invited.

02.06.15 APOLOGIES

Apologies were received and accepted from Cllr Miller (due to a personal commitment).

03.06.15 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

Cllr Carter declared a significant interest in agenda item 19.06.15(ii), matters relating to Sandwich Technology School.

04.06.15 MINUTES

(i) The Minutes of the Ordinary Town Council meeting, held on 27th April 2015, were received, approved and signed.

(ii) The Minutes of the Annual Meeting of the Council, held on 21st May 2015, were received, approved and signed.

05.06.15 PAYMENT SCHEDULE

The schedule of payments, totalling £12,871.31, was received, approved and signed.

06.06.15 PUBLIC RIGHT TO SPEAK

(i) Mr B Hills and Mr B Martin provided an update on the Sandwich Historical Boatyard; a progress report on the project was given including details of apprenticeships and the Council were thanked for their support. The Mayor congratulated Mr Hill & Mr Martin for their efforts, tenacity and patience in taking this project forward.

(ii) Mr S Leith spoke in support of planning application DOV/15/00399 (covered in these minutes under item 08.06.15(vi)).

07.06.15 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.

08.06.15

PLANNING APPLICATIONS

Councillors considered the following planning applications:

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

Creation of a non-residential mooring. The Council previously considered this application at the meeting of 27th April 2015 and resolved to request that it be permitted by DDC to defer comment until its next meeting – i.e., the present meeting – and also to seek clarification of what was meant by ‘non-residential’ in the application. Information was attached to the meeting agenda as required to clarify this aspect of the application. It has now been confirmed by the applicant that the vessel will be used solely for leisure use.

RESOLUTION: To recommend approval.

(ii) DOV/15/00382: 2 Fosters Court, Dover Road, Sandwich, CT13 0QU
Works to one Beech Tree.

RESOLUTION: To raise no objections.

(iii) DOV/15/00328: The Old Coach House, 1 Austins Lane, Sandwich, CT13 9BX

Installation of a rooflight and flue

RESOLUTION: To raise no objections, but request that the Conservation Officer is consulted regarding the flue.

(iv) DOV/15/00329: The Old Coach House, 1 Austins Lane, Sandwich, CT13 9BX

Installation of a rooflight, flue, associated and additional internal alterations.

RESOLUTION: To raise no objections, but request that the Conservation Officer is consulted regarding the flue.

(v) DOV/15/00344: Land to the rear of Delfbridge Manor, 10 Dover Road, Sandwich, CT13 0BN

Erection of three no. one bedroom flats and five no. two bedroom flats in two blocks with associated vehicular access.

RESOLUTION: Recommend refusal on grounds that a) there will be a negative impact on the character of surroundings, b) road safety and c) effect on character and appearance near the Conservation Area.

(vi) DOV/15/00399: 2 – 4 New Street, Sandwich, CT13 9AB

Display of two externally illuminated fascia signs and one externally illuminated hanging sign. Cllr Wood provided a detailed report on the outcome of a public meeting that he had arranged at the Phoenix Centre to discuss this application; detailing the concerns and positive thoughts regarding this application. Councillors discussed various issues surrounding the application.

RESOLUTION: A motion was raised to recommend refusal of the application, but this failed on vote. A motion to defer the matter until the issue of change of use (from A1 to A3) is addressed was carried; so as to allow Councillors to consider all aspects of the proposal.

Cllrs Holloway and Wood voted against this motion.

(vii) DOV/15/00409: Blackberry Cottage, 32 Delf Street, Sandwich, CT13 9HB

Erection of a single storey extension.

RESOLUTION: To raise no objections.

(viii) DOV/15/00410: Blackberry Cottage, 32 Delf Street, Sandwich, CT13 9HB

Erection of a single storey rear extension, associated internal works and internal works to facilitate creation of an internal lobby.

RESOLUTION: To raise no objections.

(ix) DOV/15/00422: 65 St Bart's Road, Sandwich, CT13 0BQ

Erection of a single and two storey rear extension.

RESOLUTION: To raise no objections.

(x) DOV/15/00423: 21 Market Street, Sandwich, CT13 9DA

Change of use and conversion of first and second floor to four flats, continued use of part ground floor for commercial office (Use Class A2) and associated internal alterations.

RESOLUTION: To raise not objections but request that the plaster & lathe be boarded over, not removed, as they are historical features of the building.

(xi) DOV/15/00424: 21 Market Street, Sandwich, CT13 9DA

Internal alterations to facilitate conversion of first and second floor to four flats, alterations to ground floor room to form wc/tearoom, formation of new door and two en-suite shower rooms on first floor, removal of walls and installation of new walls doors and en-suite shower rooms and replacement of plaster and lathe on second floor.

RESOLUTION: To raise not objections but request that the plaster & lathe be boarded over, not removed, as they are historical features of the building.

(xii) DOV/15/00426: Richborough Power Station, Ramsgate Road, Sandwich, CT13 9DL

Creation of an internal access road to service the Nemo Link Interconnector site, part of which falls within the Dover District (duplicate application submitted to Thanet District Council, as the majority of the site falls within the district of Thanet).

RESOLUTION: To raise no objections.

(xiii) DOV/15/00430: Discovery Park, Land West of Ramsgate Road, Sandwich, CT13 9ND

Erection of a B2 Industrial Unit with ancillary offices, secure vehicular service yard, car parking and creation of access road.

RESOLUTION: To raise no objections.

09.06.15

PLANNING DECISIONS

The following decisions were reported from Dover District Council:

(i) DOV/15/00230 : 4 New Cottages, The Butts, Sandwich, CT13 9HQ –
Erection of an attached two storey dwelling – REFUSE PLANNING PERMISSION.

(ii) DOV/15/00216 : 9 New Romney Place, Sandwich, CT13 0RD –
Conversion of garage to habitable room – GRANTED PERMISSION.

(iii) DOV/15/00215 : 5 St Georges Place, Sandwich, CT13 9LW – Crown lift one sycamore tree to 5.5 metres above ground level – GRANTED PERMISSION.

(iv) DOV/13/00783 : Discovery Park, Enterprise Zone, Ramsgate Road, Sandwich, CT13 9ND – Outline application for the redevelopment of the site to provide a foodstore with associated car parking, petrol filling station (to include associated kiosk and car washing facilities), access and servicing arrangements and landscaping (to include removal of existing surface infrastructure) – GRANTED PERMISSION.

(v) DOV/15/00133 : Land rear of 19-39, 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) – GRANTED PERMISSION.

10.06.15 PLANNING CORRESPONDENCE

Councillors received and considered the following correspondence:

(i) Nemo Link® project update, dated 6th May 2015, from Mike Elmer – Construction Director.

RESOLUTION: This information was noted.

11.06.15 FINANCE

(i) Councillors received the Audit Commission Annual Return for the year ended 31st March 2015, together with the Receipts & Payments for the year and Bank Reconciliation.

RESOLUTION: The Audit Commission Annual Return and associated documents were approved. Section 2 of the Annual Return was completed, with all questions being answered in the affirmative.

(ii) Councillors received and considered a quote for printing of 10,000 Sandwich Town Trail Leaflets by Adams printers.

RESOLUTION: The quote from Adams printers for £837.00 to produce 10,000 Sandwich Town Trail Leaflets was accepted.

12.06.15 COUNCILLOR ROLES & COMMITTEE MEMBERSHIP FOR 2015/16

(i) To consider proposed Membership of the following Committees: - Advisory, Finance, Events/Entertainment, Tourism, Tidal Defence/Delf, Public Amenities and Monks Wall Nature Reserve Management.

RESOLUTION: The draft proposal of membership was approved.

(ii) To approve non-councillor representation on the Monks Wall Nature Reserve Management Committee (currently Mr John Gibbs, Dr Martin Griffiths (Reserve Warden), Dr Andrew Lipczynski and Dr Mike Walkey).

RESOLUTION: Co-opted membership for Mr John Gibbs, Dr Martin Griffiths (Reserve Warden), Dr Andrew Lipczynski and Dr Mike Walkey to the Monks Wall Nature Reserve Management Committee was approved.

(iii) To approve non-councillor representation on the Tourism Committee (currently Mrs Isabelle Crean, Mr John Hennessey, Mr Steve Laslett and Mrs Jacqui Linning).

RESOLUTION: Co-opted membership for Mrs Isabelle Crean, Mr John Hennessey, Mr Steve Laslett and Mrs Jacqui Linning to the Tourism Committee was approved.

(iv) To appoint an Emergency Plan Co-ordinator.

RESOLUTION: Cllr Mrs Liote was appointed as the Emergency Plan Co-ordinator.

(v) To appoint co-ordinators for the Neighbourhood Plan. Previously the Council appointed a chairman and three representatives on the management committee for the Plan.

RESOLUTION: Cllr MJ Holloway was appointed as Chairman of the Neighbourhood Plan Committee. He will be assisted by the Mayor and Cllrs Moorhouse, Ms O'Donoghue and Watts; other Councillors may also contribute as required.

13.06.15 REPRESENTATION ON OUTSIDE BODIES 2015/16.

Members received a copy of *The Role of Sandwich Town Council Representatives on Outside Bodies*, adopted by the Council on 24th November 2014, and made the appointment of representatives as follows:

(i) Seven members be appointed to the White Mill Folk Museum Trust for the coming year, as follows: Councillors Carter, Daw, Mrs Dunay, Franklin, Ms Liote, Trussler and Wood.

(ii) Three Trustees to the Management Committee of Gazen Salts Nature Reserve for the coming year, as follows: Councillors Mrs Dunay, Franklin and Wood.

(iii) Councillors Gisbey and Ms O'Donoghue be appointed to serve on the Sandwich Festival Association Committee for the coming year.

(iv) A Councillor was not identified to serve as the representative to the Dover, Deal & District Citizens Advice Bureau for the coming year. It will be requested that minutes and correspondence from this organisation will be sent directly to the Town Clerk's office.

(v) Councillors Moorhouse (as main representative) and Cllr Holloway (as substitute) be appointed to the Dover Joint Transportation Board for the coming year.

(vi) Cllr Carter will continue to sit on Sandwich Neighbourhood Forum until the future of the Forum is clarified, after which representation will be reconsidered if necessary.

(vii) Cllr Daw be appointed as Public Rights of Way representative for the coming year.

(viii) Cllr Trussler be appointed as representative to the Dover District Council Local Development Framework for the coming year.

(ix) Cllr Gisbey be appointed as representative to the Sandwich Heritage Group for the coming year.

(x) Four representatives to the Sandwich Flood Defences Committee for the coming year (this Committee will run at least until mid-September 2015) as follows: Councillors Bragg, Trim, Trussler and Watts.

(xi) Cllr Wood be appointed as representative to the Sandwich Community Lights Committee for the coming year.

(xii) The Mayor and Cllr Liote be appointed to the Sandwich Chamber of Commerce for the coming year.

(xiii) Cllr Gisbey be appointed as representative to serve on the White Cliffs Country Tourism Association for the coming year.

(xiv) Cllr Gisbey be appointed as representative to serve on the Executive Committee of the White Cliffs Country Tourism Association.

(xv) The Mayor and Cllr Carter be appointed as non-voting representatives to the Friends of Poulders Play Area for the coming year.

(xvi) Cllr Moorhouse and Cllr Holloway be appointed as representatives to the Town Team.

14.06.15

MEMBERS' ALLOWANCES

Councillors received a report by Miss L. Fidler, Town Clerk, Responsible Finance Officer and Clerk to Sandwich Toll Bridge Fund, seeking a decision by Council regarding basic and travel & subsistence allowances.

RESOLUTION: The Chairman and Councillors will not claim the Basic Allowance available to them for term of the current Council. The Chairman and Councillors may claim the HM Revenue and Customs mileage allowance (claims must be made in 30 days) for travel outside of the parish boundary.

15.06.15 CONFIRMATION IN OFFICE OF MAYOR DEPUTIES (DEPUTIES' SUPPER) AND OTHER CIVIC EVENTS – ALTERATIONS FOLLOWING ELECTION

Councillors received a report by Miss T. Weir, Assistant Town Clerk & Mayor's Secretary, seeking Council approval for alterations to arrangements for the Confirmation in Office of Mayor Deputies (Deputies' Supper) and other civic events.

RESOLUTIONS:

(i) Mr Butcher, Mr Scott and Mr Sneller will be invited to Deputies' Supper, as former Mayors, for this year's event and in future years.

(ii) Mr Butcher, as a current district councillor, will be invited to the Civic Service & Parade, Battle of Britain and Remembrance Sunday (and similar one-off events). And any future district councillors who are not also a member of Sandwich Town Council will be given the same courtesy.

(iii) The ticket cost for attendance at Deputies' Supper will be revised to £20 per head in 2016.

16.06.15 COMMEMORATION OF VJ DAY 70TH ANNIVERSARY AND THE BOMBINGS OF HIROSHIMA & NAGASAKI

Councillors considered a report by Miss T. Weir, Assistant Town Clerk & Mayor's Secretary, seeking to establish whether the Council wishes to commemorate the 70th anniversary of VJ Day and the bombings of Hiroshima and Nagasaki.

RESOLUTION: A VJ Day Commemoration on 15th August 2015 will be arranged, as per the Event Summary Sheet provided.

17.06.15 SANDWICH HISTORICAL BOATYARD PROJECT

Members considered a report from Bob Martin regarding the Sandwich Historical Boatyard Project and whether a letter of support in principle (for use regarding grant applications) from the Town Council can be provided.

RESOLUTION: A letter of support will be written from the Town Council.

18.06.15 COUNCILLOR TRAINING & DEVELOPMENT

(i) Members considered attendance at *The Public Sector Show 2015* at ExCel on 23rd June 2015. This event is free to attend.

RESOLUTION: This information was noted.

(ii) Members considered attendance at a Kent Association of Local Councils (KALC) *New Councillor Induction* workshop, Elham Village Hall, 21st July 2015 at 6:30pm. This ninety-minute workshop costs £25.00 including VAT and is aimed at new Councillors or re-elected Councillors who would like a refresher.

RESOLUTION: Councillors should inform the Town Clerk's office if they wish to attend this training.

(iii) To consider attendance at the KALC *Annual Councillors Conference*, Lenham Community Centre, Friday 24th July 2015 9:00am – 4:30pm. This conference is priced at £72.00 including VAT (lunch included).

RESOLUTION: Councillors should inform the Town Clerk's office if they wish to attend this training.

19.06.15

HIGHWAYS & TRANSPORTATION

(i) Members considered the microsurfacing works on the A256 Sandwich Bypass proposed to take place in June 2015 and any issues regarding the potential impact of these works on Sandwich town centre.

RESOLUTION: The Mayor will write to Kent Police and Mr Balfour detailing the Council's concerns about the volume of traffic that will try to pass through Sandwich in order to avoid the road works.

(ii) Members received and considered email correspondence between Sally Benge, Strategic Transport & Development Planner – Kent Highways, and the Town Clerk (latest dated 6th May 2015) regarding parking on verges near Sandwich Technology School and a proposal to grasscrete the verges.

RESOLUTION: The Council does not want parking on Deal Road to be encouraged as it raises the risk of an accident when a pupils are entering/leaving the cars. A site meeting will be requested with Ms Benge and representatives from Sandwich Technology School will be invited to attend.

(iii) Cllr Holloway provided an update on a meeting that took place on Tuesday 26th May with representatives from the Council, Town Team, Cllr Paul Watkins (Leader – Dover District Council) and Cllr Nigel Collor (Portfolio Holder for Access & Property Management – DDC) to discuss traffic problems in the town. The meeting had been entirely positive; working with the district council will help elevate the traffic issues up KCC's list of priorities. A number of actions were agreed and are now being investigated, such as an air quality control survey. Cllr Holloway will also be attending a Dover Town Centre's Development meeting at which 'Sandwich Town Traffic Management Scheme' is on the agenda.

RESOLUTION: This information was noted.

(iv) Email response dated 27th May 2015 from Ryan Shiel, Combined Member Grant Team – Kent Highways, regarding 30mph repeater signs on Sandown Road (please note that this refers to minute 39.04.15 (i) of the Council meeting on 27th April 2015, whereby Mr Shiel was asked to clarify "why installation of speed repeater signs 'makes them legally unenforceable by Kent Police'" – earlier correspondence between Mr Shiel, Cllr Moorhouse and Mr Iain Fairweather referred to in 39.04.15 was attached to the agenda of the present meeting.

RESOLUTION: That this information be noted.

20.06.15

CORRESPONDENCE

To receive and consider the following items of correspondence:

(i) Letter dated 1st May 2015 from John Perkins, Leader – The Becker Ensemble, thanking the Town Council (and Trustee of Sandwich Toll Bridge Fund) for grant funding received.

RESOLUTION: That this information be noted.

(ii) Email dated 19th May 2015 from Katy Sharp, Technical Support Officer (Licensing) – Dover District Council, regarding an application for a New Premises Licence in respect of Richborough Roman Fort, Richborough Road, Sandwich, CT13 9JW.

RESOLUTION: That this information be noted.

(iii) Email correspondence (latest dated 21st May 2015) between Miss T. Weir – Assistant Town Clerk & Mayor's Secretary, and Sarah Wilson regarding the condition of the Barbican.

RESOLUTION: That this information be noted and Miss Weir be congratulated for her efforts.

21.06.15

REPORT OF DISTRICT COUNCILLORS

Cllrs Carter & Holloway reported on the first meeting of the Council at which Cllr Paul Watkins was elected as Leader of the Council and Cllr Sue Chandler was elected as Chairman of the Council. Cllr Holloway stated that both these Councillors have expressed a commitment to making Sandwich a priority.

Cllr Butcher detailed the extensive training that is currently being undertaken by district councillors; many of the committees (such as Planning) do not allow Councillors to take part if they have not been trained.

22.06.15

DATE OF NEXT MEETING

29th June 2015, at 7pm, in the Council Chamber, Guildhall (Ordinary Meeting).

DRAFT