

24<sup>th</sup> June 2015

Dear Councillor,

An **Ordinary** Meeting of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 29<sup>th</sup> June 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 Ordinary Town Council meeting held on 1<sup>st</sup> June 2015 and to consider any matters arising from those minutes not covered elsewhere on this agenda.

**Attach 1**

**5. FINANCE COMMITTEE**

To receive the Minutes of the Finance Committee Meeting, held on 15<sup>th</sup> June 2015, and to consider the Recommendations contained therein.

**Attach 2**

**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) DOV/15/00538** : Removal of Condition 5 of planning permission DOV/13/01044 relating to level 3 of the code for sustainable homes (application under Section 73) | Land rear of &, 59 New Street, Sandwich, CT13 9BD

**(ii) DOV/15/00474** : Change of use of 37 Harnet Street and courtyard to seating area to be used ancillary to 47 Strand Street; part change of use of 47 Strand Street to allow the sale of food and drink on the premises | 47 Strand Street and 37 Harnet Street, Sandwich, CT13 9EU

**(iii) DOV/15/00518** : Internal alterations to remove an existing wall | 47 Strand Street and 37 Harnet Street, Sandwich, CT13 9EU

(iv) **DOV/15/00329** | Installation of a rooflight, flue and French doors with associated internal and external alterations and the repainting of external joinery | The Old Coach House, 1 Austins Lane, Sandwich, CT13 9BX

(v) **DOV/15/00328** | Installation of a rooflight on front roof plane, erection of a pipe flue on rear elevation, the insertion of French Windows to replace window in rear elevation and the repainting of external joinery | The Old Coach House, 1 Austins Lane, Sandwich, CT13 9BX

(vi) **CONDOV/14/01197**: Land adjacent to The Slipway, The Quay, Sandwich, CT13 9EN

a) Condition 15: Alteration to Sandwich Quay opening plaque and anchor locations.

**Attach 4**

b) Condition 17: Access arrangements for construction vehicles.

**Attach 5**

(vii) **PAG/KCC/DO/0171/2015** | Development of a waste management facility for the sorting of skip waste | Land to the South of Stonar Cut, Ramsgate Road, Sandwich, Kent. Please note that this is a KCC planning application and details can be found online at [www.kent.gov.uk/viewapplications](http://www.kent.gov.uk/viewapplications).

## 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) To receive information about KCC's consultation on Kent's "Drainage and Local Flood Risk draft Policy Statement" and consider proposing a response.

**Attach 6**

(ii) To receive a letter from Pippa Smith, Nemo Link® Community Relations Team dated 15<sup>th</sup> June 2015 regarding the commencement of ground preparation work.

**Attach 7**

(iii) To consider arranging 'Planning Training' for councillors and officers with the Planning, Environment & Property Group – Essex Chambers, who train DDC's Planning Committee. A proposed schedule for full day training (£650) and evening training (£500) have been provided, the content can be tailored to the Council's requirements.

**Attach 8**

## 12. **FINANCE**

(i) To receive the Statement of Accounts as at 30<sup>th</sup> April 2015.

**Attach 9**

(ii) To receive the Statement of Accounts as at 31<sup>st</sup> May 2015.

**Attach 10**

## 13. **REPRESENTATION ON OUTSIDE BODIES 2015/16.**

(i) To appoint one additional Trustee to the Management Committee of Gazen Salts Nature Reserve for the coming year. At the meeting of 1<sup>st</sup> June 2015 three trustees were nominated (Cllrs Mrs Dunay, Franklin & Wood), however four Trustees are required in total.

(ii) To appoint one representative to the Kent International Airport Consultative Committee. Cllr Miller was proposed at the meeting of the 1<sup>st</sup> June 2015, but this was not voted upon until clarification had been received that this committee was still operational.

**Attach 11**

## 14. **HIGHWAYS, TRANSPORTATION & PARKING**

(i) To consider whether to take part in a 'Parking Strategy Review' meeting in conjunction with Dover District Council and other relevant stakeholders on Monday 20<sup>th</sup> July at 2.30pm. If the Council resolves to host and contribute to this meeting, to consider who will represent the Council and which local organisations should be involved.

**Attach 12**

- (ii) Email correspondence (latest dated 29<sup>th</sup> April 2015) between the Town Clerk and Ron Manser regarding parking on the Sandwich Industrial Estate. This information was originally considered by the Council on the 27<sup>th</sup> April 2015 and the matter was deferred until KCC had clarified whether the roads in questions are adopted/un-adopted, this information has been obtained and the extent of KCC's maintainable highway is shown in attach diagram. **Attach 13**
- (iii) To receive an email from Wayne Latter, Resurfacing Engineer – Growth Transport & Waste, KCC, regarding resurfacing of the A256 Sandwich Bypass in conjunction with Monks Way. And to consider what recommendations need to be made regarding this work; Councillors may wish to consider what problems arose/what worked well during the recent resurfacing works on the A256. **Attach 14**
- 15. NEIGHBOURHOOD PLANNING COMMITTEE**  
To receive a brief, proposed organogram and copy of a letter sent by Cllr Holloway to Adrian Fox, Policy & Projects Manager – DDC, dated 15<sup>th</sup> June 2015. And to consider proposals 1 and 3 from the briefing document. **Attach 15**
- 16. TOWN TEAM**  
To receive a written progress report on the activities of the Town Team and a copy of the final draft 'Green Paper'. Councillors should consider whether to 'support in principle' the Green Paper. **Attach 16**
- 17. EMERGENCY PLAN**  
To receive a verbal update from Cllr Mrs Liote on the emergency plan, following a meeting with Sue Carr and Teresa Young, senior Resilience Officer at KCC **Attach 17**
- 18. SANDOWN ROAD ALLOTMENTS**  
To receive and collectively consider the following information in regards to the Sandown Road Allotments:  
(i) Information received from Roger Walton, Director of Environment & Corporate Assets – DDC and Robert Reid-Easton, Estate Valuation Manager – DDC, summarising the current agreement at the Sandown Road Allotments. **Attach 18**  
(ii) Correspondence between Lloyd Daniels, Club Captain Sandwich Lawn Tennis Club, and Miss L Fidler regarding a possible contravention of the allotment tenancy agreement. **Attach 19**  
(iii) Letter from Jane May dated 27<sup>th</sup> May 2015. **Attach 20**  
(iv) Letter from David Senior received 12<sup>th</sup> June 2015. **Attach 21**  
(v) Letter from Lloyd Daniels dated 14<sup>th</sup> June 2015. **Attach 22**
- 19. AIMS & OBJECTIVES OF SANDWICH TOWN COUNCIL**  
(i) To receive and consider the current 'Objectives for the Long-Term Development of the Town and Cinque Port of Sandwich' and to consider what changes and aims the current Council wishes to set out for 2015-2019. **Attach 23**  
(ii) To consider a motion from Cllr Ms O'Donoghue that an audit of Council's assets be undertaken. **Attach 23**
- 20. PROMOTION OF COUNCIL ACTIVITIES**  
To consider a proposal from Cllr Holloway that the Council can improve its recognition and respect by providing greater/more frequent information on the Council's website. The main purpose of this initiative is to better inform residents of STC activity. This is currently done in an

infrequent manner and a more proactive approach will help influence and change attitudes. A copy of the Council's 'Procedure for Communication with the Media' is attached for reference.

**Attach 24**

**21. COMMITTEES**

To conduct the annual review of the Advisory, Finance, Event/Entertainment, Tourism, Tidal Defence/Delf, Public Amenities and Monks Wall Nature Reserve Committee terms of reference and make any necessary amendments for the coming year.

**Attach 25 (distributed by email)**

**22. CORRESPONDENCE**

To receive and consider the following items of correspondence:

**(i)** Letter dated 12<sup>th</sup> May 2015 regarding the 'Electoral Review of Kent: Draft Recommendations'.

**Attach 26**

**(ii)** Attendance at 'Emergency Flood Training in Kent' at Lenham Community Centre on Saturday 18<sup>th</sup> July.

**Attach 27**

**(iii)** To consider attendance at the Kent Association of Local Councils 'Councillors Conference 2015' at Lenham Community Centre on Friday 24<sup>th</sup> July 2015.

**Attach 28**

**(iv)** To consider involvement in a 'Coastal Community Team' as per an email from Rachel Collins, Community Development Manager – DDC, of 18<sup>th</sup> June 2015.

**Attach 29**

**23. REPORT OF DISTRICT COUNCILLORS**

**24. REPORT FROM MEMBER OF PARLIAMENT**

**25. CONFIDENTIAL ITEM**

**(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 it involves 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 a staffing issue at the Tourist Information Centre.

**Enclosure 1**

**(iii)** To consider a report from Miss L Fidler, Town Clerk, regarding sponsorship of Magna Carta project.

**Enclosure 2**

**26. DATE OF NEXT MEETING**

27th July 2015, at 7pm, in the Council Chamber, Guildhall (Ordinary Meeting).

LAURA FIDLER

Town Clerk, Responsible Finance Officer & Clerk to Sandwich Toll Bridge Fund  
Proper Officer