

Minutes of an Ordinary Meeting of Sandwich Town Council held Monday 29th 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
JEM Gisbey
MJ Holloway
Mrs V Lioté
C Miller
MW Moorhouse
Ms O'Donoghue
MB Trussler
DMA Wood

Officer: **Miss L Fidler**

28.06.15 MAYOR'S OPENING COMMENTS

The Mayor thanked everyone for their support at the Garden Party, this event raised over £1,800 for the Mayor's Charity.

The Civic Service & Parade will take place on Saturday 18th July and all Councillors are expected to attend.

Volunteers are needed for the Brightlingsea tea on at the Guildhall on the 9th July, prior to Deputies Supper on the 8th July, Councillors should let the Town Clerk's office know if they can offer assistance.

29.06.15 APOLOGIES

Apologies were received and accepted from Cllrs Franklin and Trim (due to personal commitments) and Cllr Watts (unwell).

30.06.15 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

After the meeting Cllr Miller declared an other significant interest in agenda item 40.06.15(ii), matters relating to the aviation industry.

31.06.15 MINUTES

The Minutes of the Ordinary Town Council meeting, held on 1st June 2015, were received, approved and signed.

32.06.15 FINANCE COMMITTEE

The Minutes of the Ordinary Finance Committee meeting, held on the 15th June 2015, were received, approved and signed.

RESOLUTION: The following recommendation was approved:

(i) That no grant be awarded to Sandwich Sports & Leisure Trust for the new boiler.

33.06.15 PAYMENT SCHEDULE

The schedule of payments, totalling £33,505.54, was received, approved and signed.

34.06.15 PUBLIC RIGHT TO SPEAK

(i) Mrs J May spoke about the need to retain the Sandown Road Allotments; providing information about a petition of 366 signatures to retain this facility and nine people who would like an allotment at this site. Mrs May asked that

the Town Council reconsider the current agreement with DDC regarding this site.

(ii) Mr L Daniels spoke on behalf of Sandwich Lawn Tennis Club and the benefits to the community of expanding the club – a proposal that's been planned since 2009.

35.06.15 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. It was AGREED that progress on the matter concerning an anti-social male in Sandwich would be requested.

Cllr Holloway thanked PCSO Norton for his offer of assistance with regards to lorries in the town, however, senior officers are already working on strategic improvements to combat this problem.

36.06.15 PLANNING APPLICATIONS

Councillors considered the following planning applications:

(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

RESOLUTION: To raise no objections.

(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

RESOLUTION: To positively support this application.

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

RESOLUTION: To positively support this application.

(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

RESOLUTION: To raise no objections.

(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

RESOLUTION: To raise no objections.

(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. And b) Condition 17: Access arrangements for construction vehicles.

RESOLUTION: To positively support these discharged conditions. The developer should undertake this work as soon as the summer season has concluded.

(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.

RESOLUTION: To request that the consultation period is extended until after the next Town Council meeting, to give more time for consideration. If an extension is not agreed by KCC a minimum

requirement should be that associated traffic should not be routed through the town.

37.06.15

PLANNING DECISIONS

The following decisions were reported from Dover District Council:

(i) DOV/15/00382 | Works to one Beech tree | 2 Fosters Court, Dover Road, Sandwich, CT13 0QU | **Granted Permission.**

(ii) DOV/15/00303 | Internal alterations | 10 Church Street St Clements, Sandwich, CT13 9EH | **Granted Permission.**

(iii) DOV/15/00422 | Erection of a single and two storey rear extension | 65 St Barts Road, Sandwich, CT13 0BQ | **Granted Permission.**

(iv) DOV/15/00399 | Display of two externally illuminated fascia signs and one externally illuminated hanging sign | **Refuse Planning Permission.**

(v) DOV/15/00344 | Erection of three no. one bedroom flats and five no. two bedroom flats in two blocks with associated vehicular access | **Refuse Planning Permission.**

38.06.15

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.

RESOLUTION: That this information be noted.

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

RESOLUTION: That this information be noted.

(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.

RESOLUTION: Evening planning training, at a cost of £500, will be arranged for Councillors and officers.

39.06.15

FINANCE

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

RESOLUTION: That this information be noted.

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

RESOLUTION: That this information be noted.

40.06.15

REPRESENTATION ON OUTSIDE BODIES 2015/16.

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

RESOLUTION: Cllr Daw was appointed as the Council's fourth Trustee to the Management Committee of Gazen Salts Nature Reserve.

(ii) Councillors considered appointing one representative to the Kent International Airport Consultative Committee.

RESOLUTION: Cllr Miller was appointed as the Council's representative to the Kent International Airport Consultative Committee.

41.06.15

HIGHWAYS, TRANSPORTATION & PARKING

(i) Councillors considered whether to take part in a 'Parking Strategy Review' meeting in conjunction with Dover District Council and other relevant stakeholders on Monday 20th 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.

RESOLUTION: The Mayor and Cllrs Bragg, Carter, Miller & Moorhouse will attend this meeting on behalf of the Council. Representatives from Sandwich & District Chamber of Commerce, the Town Team, Sandwich Community Events Association and the Sandwich Society will be invited to join the discussion, as well as the four local schools. Councillors should let the Clerk know if there are any other community groups that should be involved.

(ii) Councillors considered correspondence between the Town Clerk and Ron Manser regarding parking on the Sandwich Industrial Estate. This information was originally considered by the Council on the 27th 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 was shown to councillors in a diagram.

RESOLUTION: A letter will be written to Ramac Holdings, who own the roads in question, requesting that they address this matter of health and safety.

(iii) Councillors received an email from Wayne Latter, Resurfacing Engineer – Growth Transport & Waste, KCC, regarding resurfacing of the A256 Sandwich Bypass in conjunction with Monks Way. The contractors who undertook the recent resurfacing work further along the A256 were congratulated on their work, which took place with minimum disruption and ahead of schedule.

RESOLUTION: Mr Latter will be asked to ensure that adequate signage in advance of the diversion is in place.

42.06.15

NEIGHBOURHOOD PLANNING COMMITTEE

Councillors received a brief, proposed organogram and copy of a letter sent by Cllr Holloway to Adrian Fox, Policy & Projects Manager – DDC, dated 15th June 2015. The Mayor explained that he needs to discuss the roles and actions with specific Councillors.

RESOLUTION: The Neighbourhood Planning Committee were congratulated on formulating an excellent plan.

43.06.15

TOWN TEAM

Councillors received a written progress report on the activities of the Town Team and a copy of the draft 'Green Paper' for consideration. The Mayor clarified that the Town Team will be consulting with local business owners, Stagecoach, etc before a final version of the report is confirmed, the aim is to return this document to the Council for the meeting in September.

RESOLUTION: A letter of recognition for the Town Team's continued hard work will be written and this information was noted.

44.06.15

EMERGENCY PLAN

Councillors received 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. Cllr Liote is currently updating the list of 'core group' contacts and then KCC will arrange a training day at the Guildhall.

RESOLUTION: That this information be noted.

45.06.15

SANDOWN ROAD ALLOTMENTS

Councillors received and collectively considered 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.

(ii) Correspondence between Lloyd Daniels, Club Captain Sandwich Lawn Tennis Club, and Miss L Fidler regarding a possible contravention of the allotment tenancy agreement.

(iii) Letter from Jane May dated 27th May 2015.

(iv) Letter from David Senior received 12th June 2015.

(v) Letter from Lloyd Daniels dated 14th June 2015.

A lengthy discussion took place regarding the importance of sport and allotments to the local community.

RESOLUTION: The Mayor will hold a meeting with representatives from Sandwich Lawn Tennis Club and the allotments to see whether a compromise can be reached, upon which the agreement with DDC can be restructured.

46.06.15

AIMS & OBJECTIVES OF SANDWICH TOWN COUNCIL

(i) Councillors received and considered the current ‘Objectives for the Long-Term Development of the Town and Cinque Port of Sandwich’ and what amendments the new council wishes to implement for the 2015-2019 term of office.

RESOLUTION: Cllr Moorhouse will draft a revised document with input from all councillors.

(ii) To consider a motion from Cllr Ms O’Donoghue that an audit of Council’s assets be undertaken.

RESOLUTION: A review of the Council’s assets will take place in two stages, firstly the Town Clerk’s office will provide a summary of the current situation (assets, incomes, agreements). Secondly the council will review this information to see what/whether any changes need to be made.

47.06.15

PROMOTION OF COUNCIL ACTIVITIES

Councillors considered 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. A copy of the Council’s ‘Procedure for Communication with the Media’ was provided. The Clerk provided input from the council’s web designers on the implications and cost of introducing a content management system on the website.

RESOLUTION: In the first instance no changes will be made to the Council’s website but more frequent updates & information will be issued from the office. After an initial trial a content management system or the use of social media will be considered. Councillors should assist the Town Clerk by providing relevant content about their work between council meetings.

48.06.15

COMMITTEES

Councillors conducted 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 considered any necessary amendments for the coming year.

RESOLUTION: Other than one amendment to the Tourism Committee terms of reference all documents were approved for a further year.

49.06.15

CORRESPONDENCE

Councillors received and considered the following items of correspondence:
(i) Letter dated 12th May 2015 regarding the ‘Electoral Review of Kent: Draft Recommendations’.

RESOLUTION: That this information be noted.

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

RESOLUTION: That this information be noted.

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

RESOLUTION: That this information be noted.

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

RESOLUTION: That this information be noted.

50.06.15 REPORT OF DISTRICT COUNCILLORS

Cllr Holloway reported that he had nothing further to add following the various updates that he had already provided throughout the meeting.

Cllr Carter reported that he has been elected as a member of DDC's Scrutiny Committee and Joint Transport Board. He has asked the Scrutiny Committee to consider KCC's curtailment of 20mph zones and to conduct a traffic review.

51.06.15 REPORT FROM MEMBER OF PARLIAMENT

A report on the activities of Craig Mackinley MP was not received.

52.06.15 CONFIDENTIAL ITEM

(i) It was AGREED 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 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) To consider a report from Miss L Fidler, Town Clerk, regarding a staffing issue at the Tourist Information Centre.

RESOLUTION: Previous Tourist Information Centre Assistants will be offered zero hour contracts in order to provide urgent cover during a staffing absence.

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

RESOLUTION: The Clerk will continue to engage with a significant sponsorship opportunity, the details of the proposal will be returned to the Council for approval.

53.06.15 DATE OF NEXT MEETING

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