

Minutes of an Ordinary Meeting of Sandwich Town Council held Monday 27th July 2015, in the Council Chamber, Guildhall, Sandwich at 7:00pm.

Present: **Councillors:** **The Mayor (in the chair)**
HJ Bragg
Mrs J Dunay
JE Franklin
JEM Gisbey
MJ Holloway
Mrs V Lioté
C Miller
MW Moorhouse
Ms O'Donoghue
CL Trim
MB Trussler
JJ Watts

Officer: **Miss L Fidler**

22.07.15 MAYOR'S OPENING COMMENTS

The Mayor thanked the councillors who supported the Civic Service & Parade and Deputies Supper, both events were a great success.

23.07.15 APOLOGIES

Apologies were received and accepted from Cllrs Carter and Daw, who had family commitments. No apologies were received from Cllr Wood.

24.07.15 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

Cllrs Bragg and Moorhouse declared a significant interest in agenda item 37.07.15, matters relating to the Sandwich Society.

25.07.15 MINUTES

(i) The Minutes of the Ordinary Town Council meeting held on 29th June 2015 were received, approved and signed.

(ii) The Minutes of the Special Meeting of Sandwich Town Council held on 8th July 2015 (Confirmation in Office of Mayor Deputies) were received, approved and signed.

Cllr Moorhouse joined the meeting at this stage.

26.07.15 TOURISM COMMITTEE

The Minutes of the Tourism Committee Meeting, held on 15th July 2015, were received, approved and signed.

RESOLUTION: The following recommendations were approved:

(i) That a stall be set up at the Sandwich Showground during the 2016 events, to advertise the town and events happening in the town centre.

(ii) That we contact local schools in Sandwich in order to ask if any school leavers are interested in voluntary work in the Museum or the Tourist Information Centre over the summer period.

(iii) That more information be requested from 'Themed Events' about use of the Forecourt.

(iv) Councillor Ms O'Donoghue will take on the 'Waterfront Town Trail Boards' project and will contact Mr Scollard for background information.

- 27.07.15** **MONKS WALL NATURE RESERVE MANAGEMENT COMMITTEE**
The Minutes of the Monks Wall Nature Reserve Management Committee Meeting, held on 20th July 2015, were received, approved and signed.
RESOLUTION: The following recommendations were approved:
Management Plan:
(i) That the Warden obtain three quotations for additional barbed wire fencing to make the strip between the Reserve and the Monks Way suitable for grazing cattle.
(ii) That Julian Sampson (GW Finn & Sons) be asked to inform the grazier that once fenced with additional barbed wire, the strip of land between the Reserve and the Monks Way would be made available for grazing in addition to what would already be available this year once the Environment Agency has handed over the site; but that he also be asked to clarify this would not include the triangular area of uncleared land at the top of the Reserve – this area to be left unfenced and uncleared to provide cover for breeding birds.
(iii) That Mr Sampson be asked to clarify what he would advise as a ‘nominal’ fee for grazing in the remainder of this year, with the inclusion of the strip between the Reserve and the Monks Way.
(iv) That Dr Lipczynski and Dr Walkey make the necessary amendments to the Reserve Management Plan in discussion with Mr Gibbs and the Warden, Dr Griffiths.
Budget:
(v) That the Town Clerk, Miss L Fidler, be commended on her report.
(vi) That the report be noted at present but that the Reserve budget be brought back for further consideration by the Committee once the site has been handed over by the Environment Agency and the related financial situation has become clearer.
- 28.07.15** **PAYMENT SCHEDULE**
The schedule of payments, totalling £35,759.09, was received, approved and signed.
- 29.07.15** **PUBLIC RIGHT TO SPEAK**
There were no requests to speak.
- 30.07.15** **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. An email from a local resident concerning anti-social behaviour on Friday and Saturday evenings (with obscenities and yelling between the hours of midnight and 1.30am on Woodnesborough Road) was also read out by the Clerk.
RESOLUTIONS:
(i) An enquiry will be made as to how many hours per week the PCSOs spend in Sandwich.
(ii) Dover District Council’s environmental officer should be contacted regarding the noise pollution experienced at night.
(iii) A letter will be sent to Kent Police requesting that a Police Constable should be returned to Sandwich to tackle the growing number instances of public nuisance and anti-social behaviour.
- 31.07.15** **PLANNING APPLICATIONS**
(i) **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 could be found online at www.kent.gov.uk/viewapplications, or a hard copy of relevant documentation could be viewed at the Town Clerk’s office. Please also note that this application originally came forward for

consideration at the Town Council meeting on 29th June 2015 but was deferred for consideration at the present meeting.

RESOLUTION: Raise no objections.

(ii) DOV/15/00606 | Erection of a two storey side extension and detached garage | 60 Poulders Gardens, Sandwich, CT13 0AJ

RESOLUTION: Raise no objections.

(iii) DOV/15/00621 | Display of two non-illuminated fascia signs and one non-illuminated projecting sign | 2-4 New Street, Sandwich, CT13 9AB

RESOLUTION: Raise no objections.

(iv) DOV/15/00626 | Erection of roof extension and two storey side extension incorporating rear balcony and alterations to fenestration | Winnats, Sandown Road, Sandwich, CT13 9JZ

RESOLUTION: Raise no objections.

(v) DOV/15/00629 | Erection of a single storey rear extension and railings to front boundary | The Nook, 17 New Street, Sandwich, CT13 9AB

RESOLUTION: Raise no objections.

32.07.15

PLANNING DECISIONS

The following decisions were reported from Dover District Council by the Clerk:

(i) DOV/15/00424 | 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 | 21 Market Street, Sandwich, CT13 9DA | Granted Permission.

(ii) DOV/15/00423 | 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 | 21 Market Street, Sandwich, CT13 9DA | Granted Permission.

(iii) DOV/15/00409 | Erection of a single storey extension | Blackberry Cottage, 32 Delf Street, Sandwich, CT13 9HB | Refuse Planning Permission.

(iv) DOV/14/00516 | Construction of new flood defences and improvements to existing with associated works and landscaping | Sandwich Tidal Flood Defences (Reach 1), Sandwich, CT13 | Granted Permission.

(v) DOV/15/00287 | Siting of a pontoon fixed to the riverbank for mooring purposes | Site at Esso Wharf, River Stour, Strand Street, Sandwich, CT13 9HN | Granted Permission.

33.07.15

PLANNING CORRESPONDENCE

(i) Members considered email correspondence (latest from the Town Clerk, dated 16th July 2015) regarding issues and queries raised by members of the public concerning Sandwich Showground. The Mayor reported that complaints about an event should be made to Dover District Council's events team, ideally whilst the event is taking place, so that the matter can be investigated and the relevant a when the problem the event's team at DDC should be contacted at the time of any

34.07.15

FINANCE

Members received the Statement of Accounts as at 30th June 2015.

RESOLUTION: This information was noted.

35.07.15

HIGHWAYS, TRANSPORTATION & PARKING

(i) Members receive an email dated 24th June 2015 from the Thanet Parkway Railway Station Project Team – KCC, regarding the progress of the Thanet Parkway public consultation. The consultation report and associated documents (including an executive summary) could be found at <http://www.kent.gov.uk/thanetparkway>.

RESOLUTION: This information was noted.

- 36.07.15** **PARKING STRATEGY REVIEW**
Members received a verbal update from Councillors Bragg, Miller & Moorhouse who were delegated by Council to attend a Sandwich Parking Strategy Review consultation event at Guildhall on Monday 20th July 2015. It was reported that the presentation given by JMP Consultants Ltd was inadequate – existing car parks were labelled incorrectly, data was not consistent and the model that was being used to predict future parking requirements was unclear.
RESOLUTION: JMP Consultants Ltd will be invited to Sandwich during a busy period, when parking is compromised, to have the problems shown to them. An updated report will then be requested for consideration.
- 37.07.15** **GRANT APPLICATION: SANDWICH SOCIETY (HERITAGE OPEN DAYS 2015)**
Members received and considered a grant application from the Sandwich Society for Heritage Open Days 2015.
RESOLUTION: A grant of £200 will be awarded to support the Heritage Open Days in 2015.
- 38.07.15** **DONKEY PADDOCK**
Members received and considered email correspondence between the Town Clerk, Glen Brown (Maintenance Protection Co-ordinator – Network Rail) and Cllr Sue Chandler (DDC), regarding a request by Network Rail to use a section of the Donkey Paddock for off-road parking. The Mayor reported that on the 10th August he and Cllr Holloway would be meeting with DDC cabinet members and officers to discuss various issues in Sandwich, this matter could be raised at this meeting.
RESOLUTION: This matter should be raised at the meeting with DDC on the 10th August 2015.
- 39.07.15** **TOWN NOTICE BOARD**
Members received and considered information dated 8th July 2015 from Mr M Dallen regarding construction and installation of a new Town Notice Board.
RESOLUTION: A revised quote for a noticeboard in oak will be requested, plus two further quotes.
- 40.07.15** **LIGHTING: FISHER STREET**
Members received and considered email correspondence regarding the installation of an electric street light in Fisher Street.
RESOLUTION: To fully support the installation of an electric street light in Fisher Street.
- 41.07.15** **CONFEDERATION OF THE CINQUE PORTS**
Members received the minutes of the meeting of the Standing Joint Committee of the Confederation of the Cinque Ports on 21st May 2015.
RESOLUTION: This information was noted.
- 42.07.15** **FLY A FLAG FOR THE COMMONWEALTH DAY 2016**
Members considered an email from Bruno Peek LVO OBE OPR, Commonwealth Pageantmaster, dated 18th July 2015 regarding *Fly a Flag for the Commonwealth Day 2016*.
RESOLUTION: The Council will participate on 14th March 2016 with Fly a Flag for the Commonwealth Day and involvement from the local schools will be sought.

43.07.15

DATE OF CIVIC SERVICE 2016

Members considered a date for the Civic Service 2016; the 11th June 2016, with the Service to begin at 11am, had been suggested by the Revd. Canon Mark Roberts, Rector of Sandwich and Mayor's Chaplain. Cllr Moorhouse reported that this date would clash with the Le Weekend Festival.

RESOLUTION: The Mayor will discuss possible dates with the Revd. Canon Mark Roberts and report back to the Council at a future meeting.

44.07.15

ENVIRONMENT AGENCY TIDAL DEFENCE WORKS

Members received a verbal update from Cllr Watts regarding a recent meeting attended by Cllr Bragg, Cllr Trussler and himself with senior officers from the Environment Agency as well as site staff and contractors. The defence works will be signed off in a couple of weeks. All councillors are invited to attend a celebration event on Friday 11th September to mark this landmark achievement.

Cllr Holloway queried whether the issue of subterranean water on Strand Street was addressed, which Matthew Balfour, KCC Cabinet Member for Environment and Transport is investigating. Cllr Watts confirmed that this was not discussed.

RESOLUTION: This information was noted.

45.07.15

CORRESPONDENCE

Members received and considered the following items of correspondence:

(i) Two emails dated 26th June and 14th July 2015 from Dr Beau Webber (Save Manston Airport Association) regarding Manston Airport.

RESOLUTION: A letter of continued support from the Council will be written to Dr Webber, carbon copied to Thanet District Council.

(ii) A letter dated 8th July 2015 from Miss A. Smith (School Council Leader – Sandwich Junior School), regarding safety along St Bart's Road, Sandwich and a proposal that the speed limit in the area be reduced to 20mph with a flashing speed sign.

RESOLUTION: Tim Read, Head of Transportation KCC, will be asked to implement 20mph zones on St Bart's Road and Woodnesborough Road as soon as possible.

(iii) An email from Rachel Collins (Community Development Manager – DDC) regarding an application to DCLG to form a Deal & Sandwich Coastal Community Team. A previous email regarding the proposed team was noted at the last Council meeting (29th June). Please note that Rachel Collins has offered to come and speak to Council about the Team, if so desired.

RESOLUTION: Rachel Collins will be invited to a pre-meeting of the Council to discuss the Deal & Sandwich Coastal Community Team.

(iv) An invitation received 20th July 2015 from the Mayor of Hasselt, Belgium for Sandwich to participate in "On Tour For Europe – Bringing Youth Step by Step to Active Citizenship and Job Creation", and backing information regarding the project. A 65-page thesis by an intern who attended recent conferences had been submitted as supplementary information and was available for consultation at the Town Clerk's office.

RESOLUTION: Mr Chris Tough, Community Advocate, will be invited to a pre-meeting of the Council to discuss the "On Tour For Europe – Bringing Youth Step by Step to Active Citizenship and Job Creation" project.

(v) Email from Toby Wintgens, The Sports Consultancy, regarding a consultation on a strategic indoor leisure needs assessment and action plan for Dover District in the next ten years.

RESOLUTION: This information was noted.

46.07.15 **REPORT OF DISTRICT COUNCILLORS**

Cllr Holloway reported that he been working on a number of local community projects including a new lease and financial support for Sandwich Town Cricket Club, the proposal for ongoing allotments on Sandown Road, improvements to the pavement area off No Name Street, the dredging of the waterway by The Butts and improvements to Harp's Meadow.

Cllr Butcher reported that none of his recent committee work had involved Sandwich. He provided information about central government's plans to reduce planning regulations around the use of brown field sites, which would encourage development and increase land allocation without using brown field sites. This proposal has the potential to be very beneficial.

47.07.15 **REPORT FROM MEMBER OF PARLIAMENT**

The Clerk read out the following information from Craig Mackinlay MP: "On 17 July, a meeting at Sandwich Guildhall of all parties interested agreed to work together over the coming months to formulate a concrete plan to address Sandwich's traffic problems. A high-level working group will meet at the earliest opportunity to study Sandwich's Town Team's Green Paper "A Traffic Strategy for Sandwich" and the full group will then meeting again on 16 October. This process has my full support."

48.07.15 **DATE OF NEXT MEETING**

Monday 24th August 2015, at 7pm, in the Council Chamber, Guildhall
(Quarterly Meeting).

DRAFT