

Town and Cinque Port of Sandwich

Town Clerk's Office
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19th August 2015

Dear Councillor,

A **Quarterly** Meeting of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 24th August 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 27th July 2015 and to consider any matters arising from those minutes not covered elsewhere on this agenda.
Attach 1
5. **PAYMENT SCHEDULE**
To approve the payment schedule.
Attach 2
6. **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).
7. **POLICE REPORT**
To receive a report from the local policing team.
8. **PLANNING APPLICATIONS (plans on view from 6.30 pm)**
(i) & (ii) **DOV/15/00727 & DOV/ 15/00728** | Erection of a single storey side extension (existing outbuilding to be demolished) | Wayside, 12A Upper Strand Street, Sandwich, CT13 9EE. Please note that the Sandwich Society has submitted a letter to the Town Council objecting to these applications (copy attached).
Attach 3
(ii) **DOV/15/00758** | Erection of front porch, two storey side and single storey rear extensions with terrace over; conversion of garage to habitable room and creation of vehicular access | 166 St Georges Road, Sandwich, CT13 9LD
9. **PLANNING DECISIONS**
To receive a report on planning decisions received from Dover District Council.

10. **PLANNING CORRESPONDENCE**
To receive and consider an update received on 12th August 2015 from Steve Self, Project Manager, regarding National Grid's Richborough Connection project.
Attach 4
11. **FINANCE**
(i) To receive the Statement of Accounts as at 31st July 2015.
Attach 5
(ii) To consider whether more '20 is Plenty' stickers should be purchased at a price of £185.00 excl. VAT for 200 stickers. The original stock has now run out. The suggested budget for such a purchase would be the 'Miscellaneous' budget, in which £1,526.01 currently remains.
12. **HIGHWAYS, TRANSPORTATION & PARKING**
(i) To receive the attached press release from Kent County Council regarding a route to divert freight to Manston during stage 3 of Operation Stack, to consider the plans set out by Highways England in partnership with KCC and Kent Police and also to consider:
- Sandwich Town Council's response to these plans;
- joint working regarding these plans with other local government and public service bodies;
- emergency access to the town;
- how to communicate the Town Council's response and relevant actions to the community, and
- monitoring any adverse impact on the town.
Attach 6
(ii) To consider a report by Miss L. Fidler, Town Clerk, outlining a proposal from Cllr Miller to undertake a parking survey with which to assist DDC's Parking Strategy Review and other parties such as the Town Team & Kent Highways.
Attach 7
13. **MONKS WALL NATURE RESERVE**
To receive the attached update regarding the Reserve and the Sandwich Town Tidal Defences Scheme, and to approve the attached draft grazing licence for the Monks Wall Nature Reserve prepared by Julian Sampson – GW Finn & Sons.
Attach 8 (a) & (b)
14. **DISABLED ACCESS RAMP – NEW STREET / MILL WALL**
To receive the attached report by Ms T. Weir – Assistant Town Clerk & Mayor's Secretary, concerning the proposed disabled between New Street and Mill Wall, and to consider how to proceed regarding this project.
Attach 9
15. **DONKEY PADDOCK**
To re-consider a recent request by Network Rail to use a section of the Donkey Paddock for off-road parking. The Council considered this request at its meeting on 27th July 2015 - see attached email exchange (latest from the Town Clerk to Glen Brown – Network Rail, 28th July 2015). Cllr Sue Chandler - DDC has since advised that any incorporation of the Donkey Paddock into the 'Big Parks Project' would not be for some time yet and that Sandwich Town Council may wish to consider a short-term lease to Network Rail at no charge in return for clearance of all or part of the Donkey Paddock, pending eventual incorporation of the Paddock into the 'Big Parks Project'.
Attach 10
16. **PROCEDURE FOR COMMUNICATION WITH THE MEDIA**
To consider whether the Council's *Procedure for Communication with the Media* requires amendment in the light of recent communication between individual councillors and the local media regarding various issues. Councillors are particularly asked to consider whether reinforcement needs to be given to the clause stating that *Councillors shall not, in their official capacity, provide oral or written statements to the press, other media and/or third party on behalf of the Council*, or whether this clause needs to be amended.
Attach 11

17. ENVIRONMENT AGENCY UPDATES

To receive the attached email dated 18th August 2015 from Emma Crofts (née Watts), Flood Resilience Engagement Advisor (Kent & South London) – Environment Agency, regarding flood warnings, building resilience and annual maintenance in the Stour area. Please note that the *Suggested text for Parish websites & magazines* has already been incorporated into the draft Town Council newsletter which is being presented for Council's approval later on this agenda. Council is asked to consider whether this text should also be shared via the Council website.

Attach 12

18. NEWSLETTER

To consider the attached draft newsletter prepared by Ms T. Weir – Assistant Town Clerk & Mayor's Secretary.

Attach 13 (loose in agenda pack)

19. ANNUAL ALLOTMENT HOLDERS MEETING

To receive and consider the minutes of the Annual Allotment Holders Meeting on 13th August 2015.

Attach 14

20. KCC CONSULTATION: 'CHANGES TO WHERE SEXUAL HEALTH SERVICES ARE DELIVERED IN KENT'

(i) To consider a response dated 6th August 2015 from Mark Shepperd, Director of Operations: Children & Young People – Kent Community Health NHS Foundation Trust, to the Council's concerns regarding changes being made to sexual health outreach services locally (copy of the Town Clerk's letter of 9th July 2015 also attached).

Attach 15 (a) & (b)

(ii) To consider the Town Council's response to the current KCC consultation, 'Changes to where Sexual Health Services are delivered in Kent' (consultation documents available at <http://consultations.kent.gov.uk/consult.ti/sexualhealth/consultationHome>). A draft response to the consultation by young people at the Phoenix Centre is attached to help inform the Council regarding some local young people's concerns.

Attach 16

21. KCC CONSULTATION: 'KENT ENVIRONMENT STRATEGY 2015: A STRATEGY FOR ENVIRONMENT, HEALTH AND ECONOMY'

To consider the Town Council's response to the current KCC consultation regarding the 'Kent Environment Strategy 2015: A strategy for environment, health and economy'. Consultation documents are available to read and download at <http://consultations.kent.gov.uk/consult.ti/KESconsultation/consultationHome> or may be requested in hard copy from the Town Clerk's office.

22. CONFIRMATION IN OFFICE OF MAYOR DEPUTIES (DEPUTIES' SUPPER) 2016

To consider the attached report from Ms. T Weir – Assistant Town Clerk & Mayor's Secretary, seeking the Council's approval to change the day of the week on which Deputies' Supper will be held in 2016.

Attach 17

23. PROMOTION OF THE CINQUE PORTS

To receive and consider the attached email dated 3rd August 2015 from Ian Russell, Registrar & Seneschal of the Cinque Ports, regarding reconvention of the Promotion Working Group of the Cinque Ports; and to receive and consider comments from Mr Steve Laslett, Mrs Jacqui Linning and Mr John Hennessy (non-councillor members of the Tourism Committee) in this regard. Please note that Mr Laslett and Mr Hennessy, as well as Mrs Linning's husband, have offered to be involved with the Group.

Attach 18

24. **KENT INTERNATIONAL AIRPORT CONSULTATIVE COMMITTEE**
To consider the attached email report from Cllr Miller regarding a meeting of the Committee on 28th July 2015.

Attach 19

25. **TOWN TEAM**

To receive and consider an email dated 17th August 2015 from Howard Norton on behalf of the Town Team, requesting funding from the Council. Please note that there is £650 remaining in the Town Council's 'Grants' budget and £1,526.01 remaining in its 'Miscellaneous' budget (please note that dependent on the Council's decision regarding agenda item 11(ii) above, there may be a reduction in the amount available under 'Miscellaneous' to £1341.01, to allow for purchase of '20 is Plenty' stickers).

Attach 20

26. **CORRESPONDENCE**

To receive and consider the following items of correspondence:

(i) Email dated 24th July 2015 from Dr Beau Webber – Save Manston Airport Association, regarding the Government's response to the Transport Select Committee's recommendations on smaller airports, and subsequent email dated 17th August 2015 from Dr Webber regarding the potential for a Compulsory Purchase Order, including a message from Sir Roger Gale, MP for North Thanet.

Attach 21 (a) & (b)

(ii) Notification dated 28th July 2015 from Rebecca Pordage, Licensing Team Leader – Dover District Council, regarding consultation on a quinquennial review of DDC's Licensing Policy (draft policy available to view at the licensing page of the District Council's website, <http://www.dover.gov.uk>).

Attach 22

(iii) Invitation received 29th July 2015 from the Dover, Deal & District Citizens Advice Bureau to their AGM on Wednesday 7th October 2015 (please note that neither the Mayor nor the Town Clerk are able to attend this meeting).

Attach 23

(iv) Email dated 31st July 2015 from Matthew Wright, Chief Executive – Southern Water, inviting the Town Council to participate in stakeholder research.

Attach 24

(v) Email dated 3rd August 2015 from Terry Martin, County Secretary – Kent Association of Local Councils, regarding its campaign for an exemption from business rates on public conveniences – specifically, to consider whether to write to the Prime Minister and to Craig Mackinlay MP on this subject in connection with the Cattle Market and Quay Conveniences.

Attach 25

(vi) Invitation dated 7th August 2015 from East Kent Hospitals University NHS Foundation Trust to their Annual Members' Meeting on 1st October 2015.

Attach 26

(vii) Email dated 12th August 2015 from Guy Woolgrove – Funding Solutions for Education, regarding the Sandwich Technology School Presentation Folder.

Attach 27

(viii) Email dated 14th August from Tony Barber regarding the speed and number of cyclists in the area of Sandwich Haven, and speeding motorists in the town.

Attach 28

(ix) Letter received 17th August 2015 from Anne Evans, Chair – Friends of St Peter's, regarding a consultation and presentation to take place at St Peter's on 10th September 2015.

Attach 29

(x) Letter dated 14th August 2015 and supplementary information from Sharon Thompson, Head of Planning Applications – KCC, regarding a consultation on proposed modifications to the *Kent Minerals & Waste Local Plan 2013-30*.

Attach 30

27. REPORT OF DISTRICT COUNCILLORS

28. REPORT FROM MEMBER OF PARLIAMENT

29. 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 an enquiry regarding potential use of the Cow Leas Meadow site.

Enclosure 1

(iii) To receive a verbal update from the Mayor on behalf of Mr Kevin Cook.

30. DATE OF NEXT MEETING

Monday 28th September 2015, at 7pm, in the Council Chamber, Guildhall (Ordinary Meeting).



LAURA FIDLER

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