

Minutes of a Quarterly Meeting of Sandwich Town Council held Monday 24th August 2015, in the Council Chamber, Guildhall, Sandwich at 7:00pm.

Present: **Councillors:** **The Mayor (in the chair)**
HJ Bragg
PI Carter
RA Daw
Mrs JL Dunay
JE Franklin
JEM Gisbey
MJ Holloway
Mrs VA Lioté
MW Moorhouse
Ms O'Donoghue
CL Trim
MB Trussler
JJ Watts
DMA Wood

Officer: **Ms T Weir**

The meeting opened at 7pm with prayers offered by the Revd. Canon Mark Roberts, Mayor's Chaplain and Rector of Sandwich.

01.08.15 MAYOR'S OPENING COMMENTS

The Mayor read out the quarterly announcement of fire safety advice to those present at the meeting.

The Mayor then noted that the VJ Day Commemoration on 15th August had gone well and urged councillors to attend the ceremonies marking Battle of Britain Day (15th September) and Remembrance Sunday (8th November).

Lastly the Mayor advised those present of a change regarding Planning Application DOV/15/00758 (166 St Georges Road, Sandwich, CT13 9LD). On the agenda for the meeting, this application had been described as *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*. After the agenda had been distributed to councillors, Dover District Council's Planning department had notified the Town Clerk's office that this description had been changed to *Erection of front porch, two storey side and single storey rear extensions with terrace over; conversion of garage to habitable room, erection of garages, gym and store, creation of vehicular access, and erection of a 1.8m high sound barrier fence and gates*. The Mayor was aware that a member of the public had requested to speak to Council regarding this application during the time given for public participation and so considered that he should notify those present of this amendment before reaching that point in the meeting.

02.08.15 APOLOGIES

Apologies were received and accepted from Cllr Miller, who was on holiday. Cllr Watts also passed on apologies from District Councillor

Butcher, who would usually be in attendance but was prevented from being present due to District Council business.

03.08.15 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

Cllr Carter declared interests in agenda item 8(i) & (ii) (minuted as 08.01.15(i) & (ii)), *Planning Applications*, applications DOV/15/00727 and DOV/15/00728, as a member of the Sandwich Society; agenda item 26(vii) (minuted as 26.08.15(vii)) as a governor of Sandwich Technology School; and agenda items 20 and 26(vi) (minuted as 20.08.15 and 26.08.15(vi)) as an employee of the organisation concerned.

04.08.15 MINUTES

The Minutes of the Ordinary Town Council meeting held on 27th July 2015 were received, approved and signed. There were no matters arising not covered elsewhere on the agenda.

05.08.15 PAYMENT SCHEDULE

The schedule of payments, totalling £21,642.44, was received, approved and signed.

06.08.15 PUBLIC RIGHT TO SPEAK

(i) Mr James Benfield spoke regarding planning applications DOV/15/00727 and DOV/15/00728, expressing his view that the property concerned was in fact listed and that therefore he felt the planning applications did not conform to DDC guidelines regarding extensions to listed buildings, but rather he felt that they proposed a low-cost, modern extension not in keeping with the surroundings nor the conservation area.

(ii) Mr Richard Parkinson spoke regarding planning application DOV/15/00758, as the applicant. He gave further information regarding the location of the property concerned and also regarding the proposed new garage extension, conversion of existing double garage to accommodation, and relocation of vehicular access, stating that this relocation was proposed on the grounds of road safety and visibility. He expressed his view that the planning application proposed a sympathetic modernisation of the property concerned.

07.08.15 POLICE REPORT

A written police report was submitted to the Council by PCSO Ian Norton and read out on his behalf by the Proper Officer, Ms T. Weir. The Mayor confirmed that former PCSO Doreen Lee had now been replaced locally by PCSO Amy Youden.

08.08.15 PLANNING APPLICATIONS

Councillors considered the following planning applications:

(i) & (ii) **DOV/15/00737 & DOV/15/00728** | Erection of a single storey side extension (existing outbuilding to be demolished) | Wayside, 12A Upper Strand Street, Sandwich, CT13 9EE. The Sandwich Society submitted a letter to the Town Council objecting to these applications – a copy of this letter was provided to councillors as part of their agenda pack.

RESOLUTION: Recommend refusal of these applications due to concerns that the property may be listed and that the proposed extension would be unsympathetic to its surroundings.

(iii) **DOV/15/00758** | Erection of front porch, two storey side and single storey rear extensions with terrace over; conversion of garage to habitable room, erection of garages, gym and store, creation of vehicular access, and erection of a 1.8m high sound barrier fence and gates | 166 St Georges Road, Sandwich, CT13 9LD

RESOLUTION: Raise no objection.

09.08.15

PLANNING DECISIONS

The following decisions were reported from Dover District Council:

(i) **DOV/15/00410** | Erection of a single storey rear extension, associated internal works and internal works to facilitate creation of an internal lobby | Blackberry Cottage, 32 Delf Street, Sandwich, CT13 9HB | **Refuse Planning Permission.**

(ii) **DOV/15/00518** | Internal alterations to remove an existing wall | 47 Strand Street and 37 Harnett Street, Sandwich, CT13 9EU | **Granted Permission.**

(iii) **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 | **Granted Permission.**

(iv) **DOV/15/00328** | The 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 | **Granted Permission.**

(v) **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 | **Refuse Planning Permission.**

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

(vii) **DOV/15/00474** | Change of use of 37 Harnett 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 Harnett Street, Sandwich, CT13 9EU | **Granted Permission.**

10.08.15

PLANNING CORRESPONDENCE

Councillors received and considered an update received by the Town Clerk's office on 12th August 2015 from Steve Self, Project Manager, regarding National Grid's Richborough Connection project.

RESOLUTION: That this update be noted.

11.08.15

FINANCE

(i) Councillors received the Statement of Accounts as at 31st July 2015.

RESOLUTION: That this information be noted.

(ii) Councillors considered whether more '20 is Plenty' stickers should be purchased at a price of £185.00 excl. VAT for 200 stickers. The original stock had run out. The suggested budget for such a purchase was the 'Miscellaneous' budget, in which £1,526.01 remained.

RESOLUTION: That 200 '20 is Plenty' stickers should be purchased at a price of £185.00 excl. VAT; this purchase to be made from the 'Miscellaneous' budget.

12.08.15

HIGHWAYS & TRANSPORTATION

(i) Council received a press release from Kent County Council regarding a route to divert freight to Manston during stage 3 of Operation Stack, considered the plans set out by Highways England in partnership with KCC and Kent Police and also considered:

- 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.

It was noted that the proposed measures were being imposed by central Government and that Highways England had the responsibility of making them work. It was also noted with appreciation by the Council that the Town Clerk, Miss L. Fidler, had been reaching out to the parish councils of surrounding villages to gauge their appetite to join with Sandwich in monitoring the impact of the proposed measures but that firstly, many of the village parish councils did not meet in August and so those responses were not likely to be forthcoming before September and that secondly, those parishes that had responded considered they would have difficulty securing volunteers to monitor their roads 24/7 during those periods when stage 3 of Operation Stack and freight diversions to Manston were in place.

It was also suggested that since the infrastructure for ferries was in existence already at Ramsgate, the port there should be put on standby as a 'plan B' route for freight rather than sending it from Manston to Dover.

RESOLUTION: The Council will reiterate to Dover District Council, Kent County Council, Kent Police and Highways England its opposition to the proposed diversion of freight to Manston during stage 3 of Operation Stack.

(ii) Council considered 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.

RESOLUTION: That Cllr Miller be applauded for this initiative and that the Council give its full support to the survey, with the suggestion to Cllr Miller that he integrate into the survey a proposal for some means to direct drivers from the Quay to the Gazen Salts or Guildhall car parks when the Quay is full or nearly full, and that he liaise with the Town Team to link his survey with the proposals in their traffic Green Paper.

13.08.15

MONKS WALL NATURE RESERVE

Councillors received an update regarding the Reserve and the Sandwich Town Tidal Defences Scheme, and considered approval of a draft grazing licence for the Monks Wall Nature Reserve prepared by Julian Sampson – GW Finn & Sons.

RESOLUTION: That the draft licence be approved for this year as proposed.

14.08.15 DISABLED ACCESS RAMP – NEW STREET / MILL WALL

Council received and discussed a report by Ms T. Weir – Assistant Town Clerk & Mayor’s Secretary, concerning the proposed disabled access ramp between New Street and Mill Wall. Please note that this project was also considered by the Council as Trustee of Sandwich Toll Bridge Fund at its meeting on 24th August 2015.

RESOLUTION: That further consideration of this project be deferred until Cllr Trussler has had a site meeting with the Mayor, Darran Solley (DDC) and representatives of the Environment Agency.

15.08.15 DONKEY PADDOCK

Council re-considered 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. Cllr Sue Chandler - DDC had 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’. It was noted that the current parking situation in this area made it difficult for pedestrians to use the pavement and that they were often forced to step into the road to pass parked vehicles.

RESOLUTION: That Network Rail be permitted by short-term lease to use a section of the Donkey Paddock for off-road parking on condition that they secure and clear the area and allow access for Dover District Council vehicles.

16.08.15 PROCEDURE FOR COMMUNICATION WITH THE MEDIA

Councillors considered whether the Council’s *Procedure for Communication with the Media* required amendment in the light of recent communication between individual councillors and the local media regarding various issues. Councillors were particularly asked to consider whether reinforcement needed 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 needed to be amended. It was noted that it was vital, but simple, for councillors speaking to the press expressing personal views to clarify that they were speaking as individuals and not on behalf of Sandwich Town Council.

RESOLUTION: That no amendment be made to the Council’s *Procedure for Communication with the Media*.

17.08.15 ENVIRONMENT AGENCY UPDATES

Council received an 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. It was noted that the *Suggested text for Parish websites & magazines* had already been incorporated into the draft Town Council newsletter which was being

presented for Council's approval at agenda item 18 (minuted as 18.08.15). Council was asked to consider whether this text should also be shared via the Council website.

RESOLUTION: That this information be noted.

18.08.15 NEWSLETTER

Council considered a draft newsletter prepared by Ms T. Weir – Assistant Town Clerk & Mayor's Secretary.

RESOLUTION: That Ms Weir be congratulated on the newsletter and that it be approved for issue, subject to amendments where minor typing errors had been noted.

19.08.15 ANNUAL ALLOTMENT HOLDERS MEETING

Council received and considered the minutes of the Annual Allotment Holders Meeting on 13th August 2015.

RESOLUTION: That these minutes be noted but that Mrs K. Palmer, Finance Officer, be asked to clarify for councillors the phrase *Plots do not exist* in the second table on page two of the minutes.

Cllr Carter left the meeting at this point.

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

The following items were considered together:

(i) Council was asked 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.

(ii) Council was asked to consider the Town Council's response to a KCC consultation, 'Changes to where Sexual Health Services are delivered in Kent' (consultation documents were available at <http://consultations.kent.gov.uk/consult.ti/sexualhealth/consultationHome>). A draft response to the consultation by young people at the Phoenix Centre was distributed to councillors as part of their agenda pack, to help inform the Council regarding some local young people's concerns. It was felt by councillors that these young people raised many legitimate concerns in their draft response.

RESOLUTIONS: (i) That Mr Shepperd's letter be noted.

(ii) That the Council host a dedicated meeting between Mr Shepperd and young people from the Phoenix Centre, as soon as possible, in order to give those young people a forum in which to express their concerns directly to Mr Shepperd.

Cllr Carter returned to the meeting.

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

Councillors considered the Town Council's response to a KCC consultation regarding the 'Kent Environment Strategy 2015: A strategy for environment, health and economy'. Consultation documents were available to read and download at

<http://consultations.kent.gov.uk/consult.ti/KESconsultation/consultationHome> or could be requested in hard copy from the Town Clerk's office.

RESOLUTION: That the Council note the proposed Strategy while not necessarily agreeing with it.

22.08.15 CONFIRMATION IN OFFICE OF MAYOR DEPUTIES (DEPUTIES' SUPPER) 2016

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

RESOLUTION: That Deputies' Supper in 2016 and ensuing years be held on a Friday, rather than a Wednesday.

23.08.15 PROMOTION OF THE CINQUE PORTS

Council received and considered an 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 also received and considered comments from Mr Steve Laslett, Mrs Jacqui Linning and Mr John Hennessy (non-councillor members of the Tourism Committee) in this regard. Council noted with appreciation that Mr Laslett and Mr Hennessy, as well as Mrs Linning's husband, Mr Richard Linning, had offered to be involved with the Group, and it was felt that a Town Councillor should also be involved.

RESOLUTION: That Mr Laslett, Mr Hennessy and Mr Linning be thanked for their willingness to be involved with the Promotion Working Group of the Cinque Ports, and that with Cllr Ms O'Donoghue they should be deputed to represent Sandwich on the Group.

24.08.15 KENT INTERNATIONAL AIRPORT CONSULTATIVE COMMITTEE

Councillors considered an email report from Cllr Miller regarding a meeting of the Committee on 28th July 2015. Cllr Ms O'Donoghue raised a query regarding the deposit required from River Oak in connection with any potential CPO.

RESOLUTION: That this report be noted and that Cllr Ms O'Donoghue raise her query directly with Cllr Miller.

25.08.15 TOWN TEAM

Council received and considered an email dated 17th August 2015 from Howard Norton on behalf of the Town Team, requesting funding from the Council. Councillors were asked to note that there was £650 remaining in the Town Council's 'Grants' budget and £1,526.01 remaining in its 'Miscellaneous' budget (but that following the Council's decision under minute 11.08.15(ii) above, the amount available under 'Miscellaneous' was reduced to £1341.01, due to the resolution to purchase 200 '20 is Plenty' stickers at a cost of £185.00 excl. VAT).

RESOLUTION: That £650 grant funding be awarded, as requested, to the Town Team to facilitate a public consultation event regarding its traffic Green Paper – this £650 to be awarded from the 'Miscellaneous' budget.

26.08.15

CORRESPONDENCE

Council received and considered 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.

RESOLUTION: That this correspondence be noted.

(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 (the draft policy was available to view at the licensing page of the District Council's website, <http://www.dover.gov.uk>). Cllr Carter urged that individual councillors and members of the public participate in this consultation, particularly if they were dissatisfied with any aspect of DDC's licensing policy.

RESOLUTION: That this information be noted.

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

RESOLUTION: That the Deputy Mayor, Cllr Mrs Dunay, attend this meeting.

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

RESOLUTION: That this email be noted.

(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.

RESOLUTION: That the Town Council write to the Prime Minister and to Craig Mackinlay MP in connection with the Cattle Market and Quay Conveniences and expressing full support of this campaign.

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

RESOLUTION: That this invitation be noted.

Cllr Carter left the meeting at this point.

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

RESOLUTION: That this email be noted.

Cllr Carter returned to the meeting.

(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.

RESOLUTION: (i) That Chief Inspector Stephen Barlow be made aware of the problems reported by Mr Barber in his email.

(ii) That the Town Clerk's office clarify which local authority is responsible for the cycle path in the Haven area, with a view to installation of 10mph signs at either end of the path.

(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. It was noted that various councillors intended to attend this event.

RESOLUTION: That this letter be noted.

(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*.

RESOLUTION: That this letter and supplementary information be noted.

27.08.15

REPORT OF DISTRICT COUNCILLORS

Cllr Butcher was not present at the meeting.

Cllr Holloway stated that he had nothing to report.

Cllr Carter referred again to the quinquennial review of DDC's Licensing Policy. He noted that August tended to be a relatively quiet time at the District Council but stated that in the meantime he had been concentrating on issues around town, for example requesting that roadside verges be cut; the impact of heavy traffic on local buildings, and anti-social behaviour. He also informed the Council that he had been in contact with Southeastern Rail and expressed his view that Sandwich rail station was looking untidy. He had requested a copy of Southeastern's maintenance plan and would share any arising information with the Council. He drew the attention of all present to forthcoming resurfacing work on the bypass and urged them to call Kent Highways if they had any complaints or issues.

28.08.15

REPORT OF MEMBER OF PARLIAMENT

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

29.08.15

CONFIDENTIAL ITEMS

(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 they 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) Council considered an enquiry regarding potential use of the Cow Leas Meadow site.

RESOLUTION: That detailed consideration of this matter be deferred until further relevant information had been sought and that the enquirers be informed of this.

(iii) Council was scheduled by the agenda to receive a verbal update from the Mayor on behalf of Mr Kevin Cook.

RESOLUTION: That as this update was also scheduled for consideration at the meeting of the Council as Trustee of Sandwich

Toll Bridge Fund on 24th August, it should be deferred until that meeting.

30.08.15

DATE OF NEXT MEETING

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

DRAFT