

Town and Cinque Port of Sandwich

Town Clerk's Office
Guildhall
Cattle Market
Sandwich
Kent
CT13 9AH



Telephone: 01304 617197
Fax: 01304 620170
Email: townclerk@sandwichtowncouncil.gov.uk
www.sandwichtowncouncil.gov.uk

21st October 2015

Dear Councillor,

An **Ordinary** Meeting of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 26th October 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 28th September 2015 and to consider any matters arising from those minutes not covered elsewhere on this agenda.
Attach 1
5. **MONKS WALL NATURE RESERVE MANAGEMENT COMMITTEE**
To receive the Minutes of the Monks Wall Nature Reserve Management Committee Meeting, held on 12th October 2015, and to consider the Recommendations contained therein.
Attach 2
6. **TOURISM COMMITTEE**
To receive the Minutes of the Tourism Committee Meeting, held on 14th October 2015, and to consider the Recommendations contained therein. Please note that the recommendation of the Tourism Committee at minute 18.10.15 (ii), regarding an internet-based heritage co-ordination group, contradicts the recommendation on the same subject of the Sandwich Toll Bridge Fund Museum / Archive Committee (minute 09.10.15 (vii)).
Attach 3
7. **PAYMENT SCHEDULE**
To approve the payment schedule.
Attach 4
8. **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).
9. **POLICE REPORT**
 - (i) To receive a report from the local policing team.
 - (ii) To consider attendance at the Kent Police Parish Forum to be held at the Guildhall on Wednesday 11th November 2015 at 7pm.
Attach 5

10. **PLANNING APPLICATIONS (plans on view from 6.30 pm)**
 (i) **DOV15/00897** | Change of use from A1 to D2 (Health and Wellbeing Spa) | 29 Strand Street, Sandwich, CT13 9DT
 (ii) **DOV/15/00922** | Erection of a single storey rear extension, erection of detached garage, insertion of new window openings, replacement windows and removal of chimney stack | 4 New Cottages, The Butts, Sandwich, CT13 9HQ
 (iii) **DOV15/00978 & DOV/15/00979** | Proposed improvements to visitor facilities including:
 - new balustrading - floor decking and fall arrest system to tower roof to create an observation platform open to the public - new outbuilding to accommodate wc and storage facilities in the South aisle garden area - re-opening of historic doorway to South elevation - re-paving to South churchyard | St Peters Church, Market Street, Sandwich, CT13 9DA
 (iv) **DOV15/00992** | Erection of 2no. two storey linked buildings incorporating 8no. flats with associated car parking | Delfbridge, 10 Dover Road, Sandwich, CT13 0BN
 (v) **DOV15/00834** | Erection of glazed lobby and sliding double doors (existing doors to be removed) | Discovery House, Ramsgate Road, Sandwich, CT13 9ND
 (vi) **DOV/15/00999** | Erection of a second storey side extension | Maundown, John's Green, Sandwich, CT13 0DE
 (vii) **DOV/15/00928** | Erection of a two storey rear extension | 3 Mulberry Field, Sandwich, CT13 9DJ

11. **PLANNING DECISIONS**

To receive a report on planning decisions received from Dover District Council.

12. **FINANCE**

To receive the Statement of Accounts as at 30th September 2015.

Attach 6

13. **KENT ASSOCIATION OF LOCAL COUNCILS**

(i) To receive a brief verbal report from Terry Martin, Chief Executive – KALC, on the activities of KALC.

(ii) To consider sending up to two representatives to the Dover Area Committee meeting on 28th October at The Phoenix Centre, beginning at 8pm. The agenda and an email of 31st August from Keith Gowland explaining the purpose of the Dover Area Committee are attached.

Attach 7

(iii) To consider sending up to two representatives to the Annual General Meeting on 21st November at Ditton Community Centre, beginning at 9.30am. And if the Council wants to nominate any executive members or put forward any extraordinary motions for the agenda. Please be aware that the KALC Annual Report for 2014/15 and Strategic Plan for 2015-2025 are available in the Town Clerk's office

Attach 8

14. **DISABLED ACCESS RAMP**

To receive and consider the attached report by Ms T. Weir – Assistant Town Clerk & Mayor's Secretary, regarding the proposed disabled access ramp between New Street and Mill Wall.

Attach 9

15. **THE FUTURE OF OLDER PERSONS SERVICES CONSULTATION**

To compose a response by the Town Council to Kent County Council's *The Future of Older Person Services Consultation* taking into account the various options under consideration.

Attach 10

16. **PROMOTION OF THE CINQUE PORTS**

To receive a) the notes from the inaugural meeting of the Confederation of the Cinque Ports Promotion Working Group meeting on the 13th October and b) supplementary notes that were taken by Mr R Linning, who attended on behalf of the Council's nominated representative, Cllr Ms O'Donoghue.

Attach 11 (a & b)

17. ALLOTMENTS

To consider a proposed contract to be used when allotment holders have been permitted to keep livestock on their allotment. This contract is being proposed following concerns about the welfare of some of the animals currently at the allotments.

Attach 12

18. REFUGEE CRISIS

To consider a motion from Cllr Wood (supported by Cllr Ms O'Donoghue) proposing that the town council set up and publicise the details of a bank account to which the community can make donations to help support any Syrian refugee families placed in our community, the funds will be used to support the families after their DFID funding runs out after a year. Details of DDC's plan to assist refugees are attached.

Attach 13

19. HIGHWAYS, TRANSPORTATION & PARKING

(i) To consider an application by The Sandwich Shop to place 6 tables and 18 chairs outside of 17 Market Street between the hours of 9am and 5pm.

Attach 14

(ii) To receive a written report from the Mayor, Cllr Paul Graeme, following a meeting to discuss *Traffic Issues: Dover Road Sandwich Outside Sandwich Technology School* and to consider the agreed actions contained therein.

Attach 15

(iii) To receive the *Sandwich Town Team Drop-In Day, 8 October, Analysis of Feedback* report for information.

Attach 16

(iv) To receive an email from a local resident regarding safety concerns at the Dover Road level crossing and an email from Philip Norwell, Managing Director – Stagecoach South East, regarding the incident in question.

Attach 17

(v) To receive the following information in relation to the Strategic Parking Review:

a) Email from Roger Walton of 30th September regarding the *Sandwich Parking Strategy Baseline Report* (this report will be shared with Councillors by email)

Attach 18

b) An email from Cllr Miller to Roger Walton, in response to the Baseline Report.

Attach 19

c) A report from Cllr Miller entitled *Accessibility of Parking Provision in Sandwich* with the results of the survey of residents for Sandwich Town Council and comments for consideration.

Attach 20

20. CORRESPONDENCE

To receive and consider the following items of correspondence:

(i) An invitation for one representative of the Council to attend the 92nd Annual Meeting of Action with Communities in Rural Kent on 10th November at Barham Village Hall, beginning at 2pm.

Attach 21

(ii) Emails from Dr Beau Webber, Chairman – Save Manston Airport Association, of 10th and 12th October 2015.

Attach 22

(iii) An invitation to attend the Dover District Dementia Action Alliance Workshop on 28th October at Maison Dieu House, starting at 1pm. It has been confirmed that this workshop relates to the whole of the Dover District, rather than just Dover town.

Attach 23

(iv) An invitation for one representative of the Council to attend the Kent Dementia Friendly Awards on 17th November 2015.

Attach 24

(v) A request to use the Sandwich Coat of Arms, to represent Sandwich Town Cricket Club, in the East Kent College prospectus.

Attach 25

(vi) A covering letter dated 11th October 2015 from John Hennessy, Chair – The Sandwich Society, and statistics regarding Heritage Open Days 2015.

Attach 26

21. REPORT OF DISTRICT COUNCILLORS

22. REPORT FROM MEMBER OF PARLIAMENT

23. CONFIDENTIAL ITEMS

(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 they involve 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 future use of the Cow Leas Meadow site.

Enclosure 1

(iii) To consider a report from Mrs K. Palmer – Finance Officer / Admin Assistant, regarding a recent increase in the minimum wage, and subsequent budgetary implications for the Public Conveniences.

Enclosure 2

24. DATE OF NEXT MEETING

Monday 30th November 2015, at 7pm, in the Council Chamber, Guildhall (**Quarterly Meeting**).



THERESA WEIR
Proper Officer