

Town and Cinque Port of Sandwich

Town Clerk's Office
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Wednesday 25th November 2015

Dear Councillor,

A **Quarterly** Meeting of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 30th November 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 26th October 2015 and to consider any matters arising from those minutes not covered elsewhere on this agenda.
Attach 1
5. **FINANCE COMMITTEE**
To receive the Minutes of the Finance Committee Meeting, held on 16th November 2015, and to consider the Recommendations contained therein.
Attach 2
6. **EVENTS & ENTERTAINMENT COMMITTEE**
To receive the Minutes of the Events & Entertainment Committee Meeting, held on 18th November 2015, and to consider the Recommendations contained therein.
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**
To receive a report from the local policing team.
10. **SANDWICH TOWN IMPROVEMENTS & TRANSPORT STRATEGY**
To receive and consider the proposals set out within the following documents:
 - (a) White Paper: A Transport Strategy for Sandwich (Part 1)
 - (b) Sandwich Town Improvement – Introduction to the proposals
 - (c) A report from Miss L Fidler, Town Clerk, summarising the cost implications associated with the aforementioned proposals.

And to consider a motion proposed by Cllr Miller, that Sandwich Town Council approves any brief to traffic consultants arising from further development of the Town Team's proposals on traffic issues, and that the following aspects of the brief be handled by local volunteers:

- traffic flow observation;
- liaison with Kent Fire & Rescue and with DDC's waste collection contractor regarding emergency / waste collection vehicle access, and
- a survey of all members of the local Chamber of Commerce regarding delivery schedules and delivery vehicle size.

Attach 5 (a), (b) & (c) – loose within agenda pack

11. PLANNING APPLICATIONS (plans on view from 6.30 pm)

(i) DOV/15/01019 | Erection of a single storey rear extension | 51 High Street, Sandwich, CT13 9EG

(ii) DOV/15/01020 | Erection of a single storey rear extension; demolition of internal walls and erection of new glazed partitions to ground floor; removal of all fenestration to rear elevation and creation of new enlarged openings | 51 High Street, Sandwich, CT13 9EG

(iii) DOV/15/01042 | Erection of a single storey rear extension (existing conservatory to be demolished) | 55 St Georges Road, Sandwich, CT13 9LE

(iv) DOV/15/01046 | Erection of a clock | The Drill Hall, The Quay, Sandwich, CT13 9LD

(v) DOV/15/01056 | Removal of flat ceiling and installation of new higher vaulted ceiling to entrance porch. Replacement of rear ground floor window. Removal of cast iron fireplace and associated surround, and replacement with woodburner. Removal of existing partition walls and erection of new, with new opening to form en-suite at 1st floor. Tanking to ground floor. | The Keep, The Quay, Sandwich, CT13 9EN

(vi) DOV/15/01058 | Renovation of roof and erection of three dormer windows to front roof slope | Newgate House, 57 New Street, Sandwich, CT13 9BD

(vii) DOV/15/01059 | Renovation of roof and erection of three dormer windows to front roof slope. | Newgate House, 57 New Street, Sandwich, CT13 9BD

(viii) DOV/15/01061 | Removal of two crossing lower lateral limbs, overhanging 39 High Street to one Copper Beech tree | 37 High Street, Sandwich, CT13 9EG

(ix) DOV/15/01062 | Erection of side and rear extensions | 30 Poulders Gardens, Sandwich, CT13 0BE

(x) DOV/15/01108 | Erection of dwelling, detached garage and associated vehicular access | Land to the rear of 2, John's Green, Sandwich, CT13 0DE

12. PLANNING DECISIONS

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

13. PLANNING CORRESPONDENCE

To receive the following item of correspondence:

(i) Email from the Town Clerk dated 19th November 2015, containing information supplied by Andrew Troup of Estover Energy Ltd. regarding development of a clean wood biomass CHP plant at Discovery Park.

Attach 6

(ii) Letter from Natalie Blackhurst, Town Planner – Clarke Telecom Ltd, regarding a proposed base station installation at Eagle Sheds, Ramsgate Road, Sandwich, C13 9ND (full information (including plans and diagrams) available in the Town Clerk's office).

Attach 7

14. FINANCE

(i) To receive the Statement of Accounts as at 31st October 2015.

Attach 8

(ii) To receive the attached letter from Christine Barkshire-Jones, Joint Solicitor of the Confederation of the Cinque Ports, and to consider making a contribution towards a reprint of the Cinque Ports visitor leaflet (please note that there are no funds left in the tourism budget for 2014/15 but that approximately £3,500 is unallocated for tourism in 2016/17).

Attach 9

15. **HIGHWAYS, TRANSPORTATION & PARKING**
(i) To consider an application by Costa Coffee to place 4 tables and 8 chairs outside of 2 – 4 New Street between the hours of 6:30am and 7:00pm.
Attach 10
(ii) Email from Cllr Carter to the Town Clerk, dated 18th November 2015, forwarding an earlier email from a member of the public regarding tables and A-signs outside Costa Coffee, and expressing Cllr Carter's own concerns in this respect and regarding A-signs placed by other local businesses.
Attach 11
16. **THE FUTURE OF OLDER PERSONS SERVICES CONSULTATION**
To compose a response by the Town Council to Kent County Council's *The Future of Older People's Services* consultation taking into account the various options under consideration, particularly regarding Wayfarers, and the outcomes of the public meeting held at the Guildhall on 24th November 2015. Notes taken by the Town Clerk at the meeting and incorporating public feedback subsequently received by email will be circulated to councillors before the Town Council meeting.
17. **ELECTORAL REVIEW OF KENT**
To receive a copy of a letter from Jolyon Jackson CBE, Chief Executive – The Local Government Boundary Commission for England to David Cockburn, Head of Paid Service – Kent County Council, regarding an extension in the timeline for publication of the Commission's final recommendations regarding the current electoral review of Kent. A map of the draft further recommendations for Sevenoaks is available in the Town Clerk's office.
Attach 12
18. **KENT ASSOCIATION OF LOCAL COUNCILS**
To receive a verbal report from Cllr Trim regarding the Annual General Meeting of the Kent Association of Local Councils, held on 21st November 2015.
19. **METAL DETECTING POLICY**
To receive the attached report by the Assistant Town Clerk & Mayor's Secretary regarding a policy on requests to carry out metal detecting on Council land and consider a draft policy statement on metal detecting.
Attach 13
20. **AMENDMENT TO STANDING ORDERS**
To approve the following addition to Standing Orders, section 1 (r), regarding voting at meetings: "In the event that abstentions (but not votes against) outnumber votes supporting a motion, that motion will be considered to have passed". This proposed clarification follows advice from the Kent Association of Local Councils regarding a recent motion put to the Council which attracted fewer votes in favour than abstentions (but no votes against).
21. **QUAY PUBLIC CONVENIENCES**
To receive and consider the following information regarding the Quay Public Conveniences:
(i) Quotation from PA Hollingworth & Co. for a proposed alteration to the drainage layout at the Quay public conveniences (ladies' WC).
Attach 14
(ii) Report by the Town Sergeant and quotation from PA Hollingworth & Co. regarding removal of the existing Wallgate hand washing and drying system at the Quay public conveniences and replacement with basins (ladies' and gentlemen's WCs).
Attach 15 (a) & (b)
22. **CORRESPONDENCE**
To receive and consider the following items of correspondence:
(i) Emails dated 28th & 29th October and 11th November 2015 from Dr JBW Webber, Chairman – Save Manston Airport Committee, regarding the future of the former Manston Airport site.
Attach 16 (a), (b) & (c)

23. **REPORT OF DISTRICT COUNCILLORS**

24. **REPORT FROM MEMBER OF PARLIAMENT**

25. **DATE OF NEXT MEETING**

Monday 21st December 2015, at 7pm, in the Council Chamber, Guildhall (**Ordinary Meeting**).

A handwritten signature in black ink that reads "L. Fidler". The signature is written in a cursive style with a large initial "L" and a stylized "F".

LAURA FIDLER

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