

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

Wednesday 16th December 2015

Dear Councillor,

An **Ordinary** Meeting of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 21st December 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 Quarterly Town Council meeting held on 30th November 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. **CRIME STATISTICS & COMMUNITY SAFETY**

(i) To receive the attached report from Ms T. Weir, Assistant Town Clerk & Mayor's Secretary, setting out the most recent crime and anti-social behaviour statistics available via the Police.UK website (October 2015) and comparing them against the statistics for the same month last year.

Attach 3

(ii) To receive a response from Ann Barnes, Kent Police & Crime Commissioner, dated 2nd December 2015 to a letter from the Mayor sent 18th September 2015 (both letters attached).

Attach 4(a) & (b)

8. **PLANNING APPLICATIONS (plans on view from 6.30 pm)**

(i) **DOV/15/01110** | Erection of a single storey rear extension to facilitate change of use of flats and buildings to a self-contained dwelling | The Squash Court and No. 10, The Butchery, Sandwich, CT13 9DL

(ii) **DOV/15/01147** | To replace sections of the high voltage and low voltage overhead lines with underground cables, and to install 3 stay wires | Overhead Lines, Great Poulders Farm, Poulders Road, Sandwich, CT13 0LX

(iii) **DOV/15/01085** | Erection of a single storey rear extension and detached garage (existing garage to be demolished) | Lynton, Ash Road, Sandwich, CT13 9JA

(iv) **DOV/15/01154** | Erection of a front porch extension, installation of chimney, bricking up of openings and insertion of doors/windows and installation of additional windows to first floor | Downsbridge Cottage, Sandown Road, Sandwich, CT13 9PA

(v) **DOV/15/01205** | Variation of Conditions 2, 6, 7, 9, 10, 11, 12 and 20 of planning permission DOV/13/00701 to allow amendments to documents and plans for the erection of a biomass combined heat and power plant with fuel storage and associated works (application under Section 73) | Site North East side of Discovery Park & Access, Ramsgate Road, Sandwich, CT13 9ND

(vi) **DOV/15/01206** | Variation of Conditions 2, 7, 8, 9, 10, 11 and 17 of planning permission DOV/14/00091 for the use of land for additional log storage processing area and wood chip store in association with biomass combined (application under Section 73) | Discovery Park, Site North East, Ramsgate Road, Sandwich, CT13 9ND

(vii) **DOV/15/01015** | Erection of an outbuilding | Mott Cottage, 2 The Butts, Sandwich, CT13 9HY

9. PLANNING DECISIONS

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

10. PLANNING CORRESPONDENCE

To receive a letter dated 8th December 2015 from Roy Elliott, Chairman of Trustees – Sandwich Sports & Leisure Centre Trust, requesting a meeting with the Council to explain proposals to extend the Centre's facilities and seek the Council's views.

Attach 5

11. FINANCE

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

Attach 6

12. HIGHWAYS, TRANSPORTATION & PARKING

(i) To consider the Council's response to a Highways England consultation on proposals for a new lorry area to help prevent the M20 being closed when there is disruption to cross-Channel services, and to consider Town Council representation at a public consultation event at Dover Town Hall on 7th January 2016, 2pm – 8pm. Consultation documents may be viewed online at <https://www.gov.uk/government/consultations/management-of-freight-vehicles-through-kent>.

Attach 7

(ii) To receive and consider the attached email dated 10th November 2015 from Sally Benge, Strategic Transport & Development Manager – KCC, regarding funding for replacement of a gateway sign on Ramsgate Road. Please note that all S106 funds have been committed elsewhere and as such, if the Council wishes to fund replacement of this sign at a cost of £1,500 excl. VAT, it will need to identify the budget line from which these funds may be drawn.

Attach 8

(iii) To consider the attached update regarding the SPAR in Market Street and whether it would be appropriate for the Council to do any or all of the following:

- approach the store and request that delivery via the front door be taken into account in any refit
- request that DDC reinstate an enforceable double loading bay on Strand Street (by the corner with Potter Street) as soon as possible, and
- request that DDC carry out parking enforcement more rigorously in this area, particularly to enforce a reinstated double loading bay on Strand Street, and across the town.

Attach 9

13. REPRESENTATION ON OUTSIDE BODIES

(i) To consider nominating two appointees to the Sandwich Port & Haven Commissioners (the terms of office of the current Town Council appointees, Cllr Watts and Cllr Trussler, expire on 31st January 2016).

Attach 10

(ii) To reconsider appointment of a representative to Dover, Deal & District CAB (at the meeting of Council on 1st June 2015, the decision was made not to appoint a representative for 2015/16 to replace former councillor John Scollard – see minute point 13.06.15 (iv) – however, the CAB have requested

a reconsideration and the six months required to elapse by Standing Orders before reconsideration of a decision by Council have now passed).

14. MEMORANDUM OF UNDERSTANDING – DDC & MID-KENT FISHERIES

To consider the attached proposed Memorandum of Understanding (MoU) between Dover District Council and Mid-Kent Fisheries, including provision of a voluntary bailiff to patrol the Sandwich Town Walk waterways. Please note that while the Town Council is welcome to make comments on the proposed MoU, this remains a DDC management issue.

Attach 11

15. NEWSLETTER

To consider the attached draft Town Council newsletter for January – March 2016, prepared by Ms T. Weir – Assistant Town Clerk & Mayor's Secretary.

Attach 12 (loose in agenda pack)

16. KENT FIRE & RESCUE SAFETY & WELLBEING PLAN 2016-18

To consider the Council's response to Kent Fire & Rescue's current consultation on its Safety & Wellbeing Plan 2016-18 (consultation documents available at <http://www.kent.fire-uk.org/about-us/plans-policies-and-performance/safety-and-wellbeing-plan-2016-18/?assetdet32afd569-93c5-434e-980b-738dfafcdfe9=6713>).

17. DISCOVERY PARK

To receive a verbal update from Cllr Moorhouse regarding Discovery Park.

18. CORRESPONDENCE

To receive and consider the following items of correspondence:

(i) Letter dated 23rd October 2015 from EJ Stanislas, Department for Communities & Local Government, to the Town Clerk in response to the Council's letter of 25th September in support of the resubmission by the National Association of Local Councils of a proposal originally made to the Government by Cranleigh Parish Council, via the Sustainable Communities Act, to give an exemption to parish and town councils currently paying business rates on public toilets.

Attach 13

(ii) Copies of correspondence between Christopher Denne, local resident, and Craig Mackinlay MP regarding the condition of the Delf Stream.

Attach 14 (a), (b) and (c)

19. REPORT OF DISTRICT COUNCILLORS

20. REPORT FROM MEMBER OF PARLIAMENT

21. 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 receive and consider the enclosed *Introduction to the Guildhall lease & other properties owned / leased by STC / STBF Trustee* (prepared by the Town Clerk's office as per a resolution made by Council on 29th June 2015) and consider what action, if any, needs to be taken.

Enclosure 1

22. DATE OF NEXT MEETING

Monday 25th January 2016, at 7pm, in the Council Chamber, Guildhall (**Ordinary Meeting**).



LAURA FIDLER

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