

September 2015. Councillors expressed disappointment that Mrs Barnes had not answered the questions that had been posed to her.

RESOLUTIONS:

(i) **Craig Mackinlay MP will be asked to confirm with the Home Office whether the 21 minute average emergency response time is acceptable.**

(ii) **Prior to the election of a new Police & Crime Commissioner in May 2016 the candidates will be invited to meet with the Council and answer questions.**

(iii) **Use of a room at the Guildhall will be given to the PCSOs to help encourage/develop the Neighbourhood Watch scheme. The Town Clerk's office will also help promote any such events.**

08.12.15

PLANNING APPLICATIONS

(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

RESOLUTION: To raise no objections.

(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

RESOLUTION: To raise no objections.

(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

RESOLUTION: To raise no objections.

(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

RESOLUTION: To raise no objections.

(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

RESOLUTION: To raise no objections. Mr Andrew Troup of Estover Energy will be invited to meet with the Council to provide an update on this proposal.

(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

RESOLUTION: To raise no objections.

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

RESOLUTION: To raise no objections.

09.12.15

PLANNING DECISIONS

The following decisions were reported from Dover District Council:

(i) **DOV/15/00758** | Erection of two storey and single storey front extensions, two storey side extension, and single storey rear extensions with terrace over; conversion of garage to habitable room with pitched roof over, erection of detached garage and store, creation of vehicular access, and erection of a 1.5m high sound barrier fence and gates. | 166 St Georges Road, Sandwich, CT13 9LD | **Granted Permission.**

(ii) **DOV/15/00928** | Erection of a two storey rear extension | 3 Mulberry Field, Sandwich, CT13 9DJ | **Refuse Planning Permission.**

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

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

(v) **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 | **Granted Permission.**

10.12.15 **PLANNING CORRESPONDENCE**

Members received 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.

RESOLUTION: Mr Elliott and other Trustees will be invited to a pre-meeting of the Council.

11.12.15 **FINANCE**

The Statement of Accounts as at 30th November 2015 was received.

RESOLUTION: That this information be noted.

12.12.15 **HIGHWAYS, TRANSPORTATION & PARKING**

(i) Members considered a 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 considered Town Council representation at a public consultation event at Dover Town Hall on 7th January 2016, 2pm – 8pm.

RESOLUTION: The consultation was noted and Cllr Franklin will represent the Council at the meeting on the 7th January.

(ii) Members received and considered an email dated 10th November 2015 from Sally Benge, Strategic Transport & Development Manager – KCC, regarding funding for replacement of a gateway sign on Ramsgate Road.

RESOLUTION: Replacement of the gateway sign should be funded from the current work being undertaken by KCC under 'Phase 1' of the Sandwich Town Improvement & Transport Strategy (details of which were supported at the Town Council meeting of 30th November 2015). KCC will also be asked to consider insurance of the gateways (both this existing gateway and the proposed gateways) in the future.

(iii) Members considered information about the refurbishment of the SPAR shop 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.

RESOLUTION: The Mayor will speak with SPAR's head office about these suggestions, having already spoken with the manager of SPAR Sandwich.

13.12.15 **REPRESENTATION ON OUTSIDE BODIES**

(i) Council considered nomination of 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).

RESOLUTION: Cllr Watts and Cllr Trussler were nominated to continue representing the Council as Trustees of Sandwich Port & Haven Commissioners.

(ii) Members reconsidered appointment of a representative to Dover, Deal & District Citizen's Advice Bureau (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 had requested a reconsideration and the six months required to elapse by Standing Orders before reconsideration of a decision by Council had now passed).

RESOLUTION: Cllr Mrs O'Donoghue was appointed as the Council's representative to the Dover, Deal & District CAB.

14.12.15 MEMORANDUM OF UNDERSTANDING – DDC & MID-KENT FISHERIES

Members considered a 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.

RESOLUTION: DDC will be asked to specifically mention that enforcement of the byelaws includes the need to check that anyone fishing has a fishing permit.

15.12.15 NEWSLETTER

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

RESOLUTION: Ms Weir was congratulated on producing an excellent newsletter and the content was approved for distribution.

16.12.15 KENT FIRE & RESCUE SAFETY & WELLBEING PLAN 2016-18

Members considered the Council's response to Kent Fire & Rescue's current consultation on its Safety & Wellbeing Plan 2016-18.

RESOLUTION: That this information be noted.

17.12.15 DISCOVERY PARK

Cllr Moorhouse provided information from *The Spark: News for Discovery Park (Winter 2015 edition)* including the following summary of events in 2015:

- There have been 24 new business arrivals at DP
- There have been 13 new start-up companies
- There have been 19 company expansions.

The management team at Discovery Park were congratulated on their achievements in 2015 and it is hoped that 2016 brings similar progress.

RESOLUTION: That this information be noted.

18.12.15 CORRESPONDENCE

(i) Members considered a 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.

RESOLUTION: The Town Council continues to support NALC's proposal to exempt public conveniences from business rates.

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

RESOLUTION: A meeting with Andrew Pearce, Area Manager – Kent & South London Environment Agency, will be arranged to discuss the EA's future plans for the Delf Stream.

19.12.15 REPORT OF DISTRICT COUNCILLORS

District Councillor Holloway reports that the deadline for the Neighbourhood Forum Community Grant Scheme is 15th January 2016 and there are a lack of applicants from Sandwich, community groups should be encouraged to apply (up to £1000 per bid).

20.12.15 REPORT FROM MEMBER OF PARLIAMENT

A report from Craig Mackinlay MP was not available.

21.12.15 CONFIDENTIAL ITEM

(i) It was APPROVED 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) Members received and considered *An Introduction to the Guildhall lease & other properties owned / leased by STC / STBF Trustee* (report prepared by the Town Clerk's office as per a resolution made by Council on 29th June 2015). It was noted that, incorrectly, the Land Registry *Register of Title* still showed Dover District Council as the owner of several properties.

RESOLUTIONS: (i) That DDC be asked to contact the Land Registry so that the *Register of Title* may be amended as necessary to reflect the Town Council's ownership of properties.

(ii) Once the *Register of Title* has been updated, that the report *An Introduction to the Guildhall lease & other properties owned / leased by STC / STBF Trustee* be revised and revisited as a confidential item at the March 2016 meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund.

Cllr Wood asked that his vote against these motions be recorded; Cllr Holloway and Cllr Ms O'Donoghue asked that their abstentions be recorded.

22.12.15 DATE OF NEXT MEETING

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