

Town and Cinque Port of Sandwich

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Wednesday 20th January 2016

Dear Councillor,

An **Ordinary** Meeting of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 25th January 2016 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 21st December 2015 and to consider any matters arising from those minutes not covered elsewhere on this agenda. **Attach 1**
5. **TOURISM COMMITTEE MINUTES**
To receive the Minutes of the Tourism Committee Meeting held on 13th January 2016, and to consider the Recommendations contained therein. **Attach 2**
6. **MONKS WALL NATURE RESERVE MANAGEMENT COMMITTEE MINUTES**
To receive the Minutes of the Monks Wall Nature Reserve Management 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. **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 (November 2015) and comparing them against the statistics for the same month in 2014. **Attach 5**
 - (ii) To receive a copy of a letter sent by Craig Mackinlay, Member of Parliament for South Thanet, to Chief Constable Alan Pughsley, Kent Police, regarding emergency response times to Sandwich. **Attach 6**

10. **PLANNING APPLICATIONS (plans on view from 6.30 pm)**
- (i) **DOV/15/01170** | Replace existing front door, re-point brickwork and install air brick. Removal of staircase enclosure to ground floor and install new balustrade, newel posts and handrail. Install 2no timber beams to ground floor. Remove existing plaster to rear ground floor room, install damp proofing and new plaster. Install ensuite to 1st floor. Removal of chimney breasts at 1st floor level. Replacement 2no window to 1st floor rear elevation. | 4 Three Kings Yard, Strand Street, Sandwich, CT13 9DY
 - (ii) **DOV/15/01212** | Erection of a detached modular building | Site at Sandwich Technology School, Deal Road, Sandwich, CT13 0FA
 - (iii) **DOV/15/01224** | Installation of replacement garage door | Rose Cottage, 38 New Street, Sandwich, CT13 9AB
 - (iv) **DOV/15/01205** | Variation of Conditions 2, 6, 7, 9, 10, 11, 12, 13 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
 - (v) **DOV/15/01206** | Variation of Conditions 2, 5, 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

11. **PLANNING DECISIONS**

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

12. **PLANNING CORRESPONDENCE**

To consider the Town Council's response to Kent County Council's consultation on proposed further modifications to the *Kent Minerals & Waste Local Plan 2013 – 2030* and the accompanying *Sustainability Appraisal Addendum*, *Habitat Regulation Assessment Addendum* and the *Equality Impact Assessment Update* (December 2015). Further information regarding this consultation is attached but please note that the proposed further modifications may be viewed online at http://consult.kent.gov.uk/portal/mwcs/mwlp-submission/kent_mwlp_dec_2015.

Attach 7

13. **FINANCE**

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

Attach 8

(ii) To receive the attached report by Miss L. Fidler – Responsible Finance Officer, regarding Budget Setting for 2016/17 and completion of the 'Formal Town / Parish Precept Demand Form', and to consider the two options presented within the report.

Attach 9

14. **HIGHWAYS, TRANSPORTATION & PARKING**

(i) To consider and, if appropriate, approve the draft brief prepared by Kent County Council for a consultancy to look at *Sandwich Town Review & Design*, specifically focusing on traffic movement, pedestrian experience, increasing economic opportunity and enhancing the unique historic environment. A copy of this draft brief has already been circulated to councillors and notes taken at the meeting on 21st January to discuss the brief will be circulated to councillors in advance of this Council meeting.

(ii) To consider the attached email correspondence (latest email dated 5th January 2016) between the Town Clerk, Miss L. Fidler, and Mrs Ann Clemence, regarding clearance of drains in Sandwich.

Attach 10

(iii) To receive a verbal update from Cllr Franklin regarding a public event about Highways England's consultation, *Managing Freight Vehicles Through Kent*, on their proposal to create a permanent lorry area adjacent to the M20 at Stanford, and to consider the Town Council's response to this consultation. Please note that the consultation document may be viewed online at <https://www.gov.uk/government/consultations/management-of-freight-vehicles-through-kent> (copy also available in the Town Clerk's office).

15. **KENT ASSOCIATION OF LOCAL COUNCILS**
(i) To consider attendance of two or more councillors at the Dover KALC Area Committee Meeting, Wednesday 27th January, 7:30pm at the Phoenix Centre. Please note that Chief Inspector Stephen Barlow, Dover Area Police Commander, will be at the meeting to make a presentation and answer questions regarding local Policing issues.
Attach 11
(ii) To consider attendance at *The Dynamic Councillor Workshop*, 6:30pm on 22nd February 2016 at Wingham Village Hall.
Attach 12
16. **ON TOUR FOR EUROPE**
To consider the Town Council's participation in the *On Tour for Europe* programme (please note that this programme was the subject of a pre-meeting of the Council with Mr Chris Tough, Community Advocate, on 21st December 2015, the minutes of which have previously been circulated to all councillors).
Attach 13
17. **GUILDHALL FLAGPOLE**
To receive the attached update regarding the condition of the Guildhall flagpole and consider how to proceed - whether to seek quotations for purchase and installation of a fibreglass flagpole or, if not, whether the quotation from Mr MW Jackson for repairs is acceptable. Please note that as per Standing Orders, multiple quotations are not required for work costing under £1,000, and also that if the flagpole were to be repaired by another shipwright, the cost of relocating the flagpole would need to be considered.
Attach 14
18. **HM THE QUEEN: 90TH BIRTHDAY**
To consider whether and how the Town Council wishes to support community development of events to celebrate the Queen's 90th Birthday – her unofficial birthday, on 21st April 2016 and/or her official birthday, on Saturday 11th June 2016. Please note that at the last meeting of the Events & Entertainments Committee, on 18th November 2015, members considered whether there were any other events or anniversaries of national, regional or local significance in 2016, but no specific proposals were recommended [minute point 19.11.15, Committee minutes and recommendations approved by Council on 30th November 2015]. Council is therefore asked to consider how best it may encourage and support local community groups to hold appropriate celebrations, if so desired.
Attach 15 (a), (b) & (c)
19. **CORRESPONDENCE**
To receive and consider three updates, received on 19th December 2015, 26th December 2015 and 11th January 2016 from Dr Beau Webber, Save Manston Airport Association, regarding the future of the former Kent International Airport site.
20. **REPORT OF DISTRICT COUNCILLORS**
21. **REPORT FROM MEMBER OF PARLIAMENT**
22. **DATE OF NEXT MEETING**
Monday 29th February 2016, at 7pm, in the Council Chamber, Guildhall (**Quarterly Meeting**).



LAURA FIDLER

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