

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 24th February 2016

Dear Councillor,

A **Quarterly** Meeting of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 29th February 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 25th January 2016 and to consider any matters arising from those minutes not covered elsewhere on this agenda.
Attach 1
5. **FINANCE COMMITTEE MINUTES**
To receive the Minutes of the Finance Committee Meeting held on 15th February 2016, and to consider the Recommendations contained therein.
Attach 2
6. **PAYMENT SCHEDULE**
To approve the payment schedule.
Attach 3
7. **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).
8. **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 4
 - (ii) To receive the attached copy of a letter dated 4th February 2016 from Alan Muggridge, Senior Freedom of Information Administrator – Kent Police, to Craig Mackinlay MP regarding local emergency response times.
Attach 5
 - (iii) To receive a verbal update from the Mayor regarding recent incidents of anti-social and criminal behaviour in the Guildhall and the town centre.

9. **PLANNING APPLICATIONS (application plans and papers may be viewed via the Dover District Council website – use of a computer in the Town Clerk’s office is possible by arrangement)**

(i) **DOV/15/01278** | Installation of cladding to first floor elevations and replacement rainwater goods and repainting of bargeboards | North Ridings, 1 Fosters Court, Dover Road, Sandwich, CT13 0QU

(ii) **DOV/16/00044** | Erection of a guyed steel lattice mast (324m in height) with 9 anchor points, installation of telecommunications and associated equipment, site compound, secure fencing, single storey equipment structure, and associated works. | Site at former Richborough Power Station, Ramsgate Road, Sandwich, CT13 9NL

(iii) **DOV/16/00045** | Erection of a 4230sqm research, development and manufacturing building, ancillary office floorspace (Class B2), car park and servicing area | Discovery Park, Site North East, Ramsgate Road, Sandwich, CT13 9ND

(iv) **DOV/16/00046** | Variation of Condition 3 of planning permission DOV/01/01167 (residential development) to allow amendments to approved drawings (plots 1 -5) (application under Section 73) | Willowbank, Sandwich, CT13 9QA

(v) **DOV/16/00083** | Erection of a single storey front extension | 20 Stone Cross Lees, Sandwich, CT13 0BZ

(vi) **DOV/16/00092** | Erection of a detached dwelling and associated vehicular access | Land to the rear of 2 John's Green, Sandwich, CT13 0DE

(vii) **DOV/16/00109** | Reserved matters application pursuant to outline application DOV/13/00759 for the details of the layout, scale and appearance of the converter station (23.2m high) and substation (12.06 m high), as part of the NEMO Link UK Belgium electrical interconnector. (This is a duplicate of the application submitted to Thanet District Council for which some of the development falls within the administrative boundary of Dover District Council). | Part of Former Power Station Site, Ramsgate Road, Sandwich, CT13 9NL

(viii) **DOV/16/00121** | Alterations and repairs to the South West boundary wall | 12 Harnet Street, Sandwich, CT13 9ES

(ix) **DOV/16/00126** | Alterations and repairs to South West boundary wall | 12 Harnet Street, Sandwich, CT13 9ES

(x) **DOV/16/00151** | Variation of condition 2 of planning permission DOV/14/01069 to allow amendments to approved drawings (applicaton under Section 73) | Sandwich Lawn Tennis Club, Sandown Road, Sandwich, CT13 9JZ

(xi) **Proposed National Grid (Richborough Connection Project) Development Consent Order – Notice of Acceptance of Application for a Development Consent Order by the Secretary of State (Application Reference No.: EN020017) – Section 56, Planning Act 2008; Regulation 8, Infrastructure Planning (Applications: Prescribed Forms and Procedure) Regulations 2009; Regulation 13, Infrastructure Planning (Environmental Impact Assessment) Regulations 2009.** A copy of the notification letter is attached to this agenda. Documents relating to the application are available on memory stick in the Town Clerk’s office.

Attach 6

(xii) **DOV/16/00201** | Scoping Opinion under the Environmental Impact Assessment Regulations 2011 (as amended) for the erection of a 305m high communications mast | Kings End Farm, Richborough, Sandwich, CT13 9JH. A letter dated 19th February 2016 from Conor Kennedy, New Line Networks, regarding the proposed communications mast at Kings End Farm, Richborough is attached.

Attach 7

(xiii) Council is asked to consider ongoing arrangements for viewing planning applications. Applications have previously been printed and displayed at the rear of the Council Chamber from 6:30pm on the evening of a Council meeting, however increasingly this is proving to be cost-ineffective and time-consuming. All DDC or KCC applications may be viewed online in advance of meetings and access to a computer in the Town Clerk’s office can be arranged.

10. **PLANNING DECISIONS**

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

11. FINANCE

To receive the Statement of Accounts as at 31st January 2016.

Attach 8

12. HIGHWAYS, TRANSPORTATION & PARKING

(i) Further to the Council's decision of 30th November 2015, agenda point 30.11.15, and in clarification of that decision, to confirm whether Sandwich Town Council is content for Kent County Council to use the allocated funds from S106 monies to investigate and potentially install traffic calming measures on New Street, High Street, Moat Sole and Strand Street with a view to reduce rat running and improve the environment for residents as well as to reduce speed as perceived by the Town Council.

(ii) To receive responses from the Mayor to three questions submitted by Cllr Miller.

Attach 9

(iii) To receive from Kent County Council Highways copies of the draft documents of 'Intent to Make' an Order (The Kent County Council (Various Roads, Dover District) (Waiting Restrictions and Street Parking Places) Amendment No.40 Order 2016) regarding Sandown Road; and to consider whether the Council wishes to offer support for or object to the proposed Order.

Attach 10

(iv) To receive and consider two emails dated 17th February 2016 and 22nd February 2016 from Tracey Ward, Finance Manager – Age Concern Sandwich, to the Mayor and Town Clerk regarding proposals for the rear of the Guildhall and access to Watts Yard which are being developed by Dover District Council and Kent County Council.

Attach 11 (a) & (b)

(v) To receive and consider an email dated 26th January 2016 from Emily Barnes, Community Development Officer – DDC, to the Town Clerk regarding options for the provision of a district-wide 'Snow Warden' scheme to keep pavements clear along key local access routes in the event of significant snowfall.

Attach 12

(vi) To receive a copy of a letter dated 15th February 2016 from Mrs S.M. Dines, Office Manager – Highway Marine Ltd., to Luigi Scott, Street Lighting Engineer – KCC Highways & Transportation, regarding a missing light to the side of the Toll Bridge.

Attach 13

(vii) To receive an email dated 26th January 2016 from Terry Martin, Chief Executive – Kent Association of Local Councils, to all member councils regarding the current Highways England consultation on proposals for a Lower Thames Crossing, and to consider the Council's response to this consultation. Please note that consultation documents may be accessed via <http://www.lower-thames-crossing.co.uk>.

Attach 14

(viii) To receive and consider the attached report by Cllr Miller regarding parking and signage in Sandwich town centre.

Attach 15

13. LICENSING

To consider the Town Council's recommendation to DDC regarding a licensing application for recorded music to be played 10:00 to 23:00, Monday to Sunday and for supply of alcohol Monday to Saturday 11:30 to 23:00 and Sunday 12:00 to 23:00 at 60 King Street, Sandwich CT13 9BL.

Attach 16 (a) and (b)

14. MONKS WALL NATURE RESERVE

To receive and consider two quotations for flailing work on the Monks Wall Nature Reserve (as per the recommendation of the last Reserve Management Committee meeting, approved by Council on 25th January, *That Mr Chandler be asked to seek quotations for flailing & clearing the land running parallel to the new link road past the Discovery Park [minute point 29.01.16 (i)]*).

Attach 17 (a) & (b)

15. ALLOTMENTS

(i) To receive a letter dated 8th February 2016 from Tracey Ward, Finance Manager – Age Concern to the Town Clerk, regarding Age Concern's allotment.

Attach 18

(ii) To consider proposed amendments to the lease between Dover District Council and Sandwich Town Council for the Sandown Road allotments.

Attach 19 (a) & (b)

16. HERITAGE STRATEGY

To formally support and endorse the Dover District Heritage Strategy as the umbrella document for heritage conservation and enhancement and for development of the heritage offer in Sandwich, and for all associated grant applications by Sandwich Town Council and its partners. Please note that the Dover District Heritage Strategy may be viewed online at <http://www.dover.gov.uk/Planning/Conservation/Heritage-Strategy.aspx>.

17. KENT COUNTY COUNCIL CONSULTATION: MOBILE LIBRARY SERVICES

To receive a letter dated 21st January 2016 from Michael Hill OBE, Cabinet Member for Community Services – KCC regarding the County Council's current consultation on mobile library stops, and to consider the Town Council's response to this consultation. Please note that consultation documents may be accessed at <http://www.kent.gov.uk/mobilelibraries>.

Attach 20

18. DOVER DISTRICT COUNCIL CONSULTATIONS

(i) To receive an email dated 21st January 2016 from Emma-Jane Allen, Principal Infrastructure & Delivery Officer – DDC regarding the current consultation on DDC's Statement of Community Involvement, and to consider the Town Council's response to this consultation. Please note that a copy of the draft Statement of Community Involvement and associated key questions may be accessed at <http://www.dover.gov.uk/Planning/Planning-Policy/Consultations-News.aspx>.

Attach 21

(ii) To consider the Town Council's response to the current Kent Energy Efficiency Partnership consultation *Delivering Affordable Warmth – a Fuel Poverty Strategy for Kent* (DDC is a Partnership member). Please note that consultation documents are available at <http://www.dover.gov.uk/Environment/Energy-Advice/Consultation-Delivering-Affordable-Warmth.aspx>.

(iii) To consider the Town Council's response to the current DDC consultation on its draft revised Hackney Carriage & Private Hire Licensing Policy. Please note that consultation documents are available at <http://www.dover.gov.uk/Business/Licensing/Taxis/Hackney-Carriage-Private-Hire-Licensing-Policy.aspx>.

19. ELECTORAL REVIEW OF KENT

To receive a letter dated 26th January 2016 from Mark Cooper, Review Officer – the Local Government Boundary Commission for England, and attached summary regarding the Commission's review of Kent County Council and final recommendations. Please note that the recommendations include a change to the size of the Sandwich division.

Attach 22

20. FRIENDS OF POULDERS PLAY AREA

To receive and consider the attached email chain (latest dated 12th February 2016) regarding the closure of the Friends of Poulders Play Area, including the Mayor's suggestion that a letter of thanks be sent to the FPPA.

Attach 23

21. CINQUE PORTS PROMOTION

To receive an email dated 9th February 2016 from Richard Linning regarding Cinque Ports Promotion, including a summary of the most recent meeting of a sub-group to analyse the feasibility of creating a 'Friends of the Cinque Ports'-type association and two queries regarding tourism development in Sandwich.

Attach 24

22. CORRESPONDENCE

(i) To receive two emails, dated 1st and 16th February 2016, from Dr Beau Webber, Chairman – Save Manston Airport Association, regarding the Association's ongoing campaign.

Attach 25 (a) & (b)

(ii) To receive and consider two emails, dated 21st January 2016 and 3rd February 2016, regarding a request from the Rotary Club of Sandwich for use of the Sandwich Coat of Arms on the face of a clock to be mounted on the old Drill Hall.

Attach 26 (a) & (b)

(iii) To receive a letter from Jane Goring, Operations Manager – Age Concern to the Town Clerk regarding a project to make Sandwich a Dementia Friendly Community, and to consider firstly, whether the Town Council wishes to join the Sandwich Dementia Action Alliance and secondly, whether all Town Council staff should be trained as Dementia Friends. This training, which takes approximately one hour and is free of charge, aims to raise awareness of dementia and basic steps which can be taken to support people living with dementia.

Attach 27

23. REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH

24. REPORT FROM MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH

25. DATE OF NEXT MEETING

Please note that the Annual Town Meeting will take place on Wednesday 9th March 2016, at 7pm, in the Main Hall, Guildhall.

Following that, the Council will meet on Monday 21st March 2016, at 7pm, in the Council Chamber, Guildhall (**Ordinary Meeting**).



LAURA FIDLER

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