

Minutes of a Quarterly Meeting of Sandwich Town Council held Monday 29th February 2016, in the Council Chamber, Guildhall, Sandwich at 7:00pm.

Present: **Councillors:** **The Mayor, Cllr Graeme (in the chair)**

HJ Bragg
PI Carter
RA Daw
JE Franklin
JEM Gisbey
MJ Holloway
Mrs VA Lioté
C Miller
MW Moorhouse
Ms L O'Donoghue
MB Trussler
JJ Watts
DMA Wood

Officer: **Miss L Fidler**

06.02.16 MAYOR'S OPENING COMMENTS

The Mayor provided updates on work taking place to the Barbican and the pedestrian area off No Name Street.

The Mayor thanked everyone for their support for the *Romantic Songs from the Shows* event that took place on 13th February; the event raised over £2,400 for the Mayor's charity fund.

Lastly, the Mayor reported that Linda Elliot has been appointed as the Voluntary Honorary Curator of the Guildhall Museum & Archive, and three applications for the role of Warden to the Monks Wall Nature Reserve have been received.

07.02.16 APOLOGIES

Apologies were received and accepted from Cllrs Mrs Dunay due to a private commitment and Cllr Trim due to ill health. The Revd. Canon Roberts also sent apologies.

08.02.16 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

Cllrs Daw & Graeme declared an interest in item 27.02.16 (ii) matters relating to The Rotary Club of Sandwich.

09.02.16 MINUTES

The Council approved the Minutes of the Ordinary Town Council meeting held on 25th January 2016. There were no matters arising from those minutes not covered elsewhere on the agenda.

10.02.16 FINANCE COMMITTEE MINUTES

The Minutes of the Finance Committee Meeting held on 15th February 2016 were received, approved as accurate and signed.

RESOLUTIONS: That the following recommendations of the Finance Committee be approved:

- (i) That a grant of £200 be made to the Sandwich Society in the 2016/17 financial year.**
- (ii) That a grant of £250 be made to the Becker Ensemble in the 2016/17 financial year.**
- (iii) That consideration of Stephen Kirkaldie's grant application be deferred, pending further information.**

11.02.16 PAYMENT SCHEDULE

The schedule of payments, totalling £18,026.68, was received, approved and signed.

12.02.16

PUBLIC RIGHT TO SPEAK

Richard Linning spoke regarding traffic on Strand Street.

Sally Roberts spoke regarding traffic issues affecting Breezy Corner.

13.02.16

CRIME STATISTICS & COMMUNITY SAFETY

(i) Council received a 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 (December 2015) and comparing them against the statistics for the same month in 2014. The Mayor reported that CI Barlow has informed him that the increase in reported violence and sexual offences relates to historical cases.

RESOLUTION: This information was noted.

(ii) Council received a copy of a letter sent by Alan Muggridge, Senior Freedom of Information Administrator – Kent Police to Craig Mackinlay, Member of Parliament for South Thanet, regarding local emergency response times. It was noted that emergency response times to Sandwich are 50% worse than the average of Kent.

RESOLUTION: Craig Mackinlay MP will be asked to take this matter further with the Home Office.

(iii) Council received a verbal update from the Mayor regarding recent incidents of anti-social and criminal behaviour in the Guildhall and the town centre.

RESOLUTION: This information was noted.

14.02.16

PLANNING APPLICATIONS

(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

RESOLUTION: That consideration of this application be deferred.

(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

RESOLUTION: That consideration of this application be deferred.

(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

RESOLUTION: That consideration of this application be deferred.

(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

RESOLUTION: That consideration of this application be deferred.

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

RESOLUTION: That consideration of this application be deferred.

(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

RESOLUTION: That consideration of this application be deferred.

(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

RESOLUTION: That consideration of this application be deferred.

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

RESOLUTION: That consideration of this application be deferred.

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

RESOLUTION: That consideration of this application be deferred.

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

RESOLUTION: That consideration of this application be deferred.

(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 was attached to the agenda. Documents relating to the application were available on memory stick in the Town Clerk's office.

RESOLUTION: That consideration of this application be deferred.

(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 was attached to the agenda.

RESOLUTION: New Line Networks will be invited to meet with the Council to discuss the proposal.

(xiii) Council was asked to consider ongoing arrangements for viewing planning applications. Applications had 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 was proving to be cost-ineffective and time-consuming. All DDC or KCC applications could be viewed online in advance of meetings and access to a computer in the Town Clerk's office could be arranged.

RESOLUTION: The Town Clerk's office will investigate how to digitally display planning applications in the Council Chamber and Councillors will view applications in advance of meetings online.

15.02.16

PLANNING DECISIONS

The following decisions were reported from Dover District Council:

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

(ii) **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 | **Granted permission.**

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

(iv) **DOV/15/00727** and **DOV/15/00728** | Erection of a single storey side extension (existing outbuilding to be demolished) | Wayside, 12A Upper Strand Street, Sandwich, CT13 9EE | **Refuse planning permission.**

(v) **DOV/15/01212** | Erection of a detached modular building | Site at Sandwich Technology School, Deal Road, Sandwich, CT13 0FA | **Granted permission.**

(vi) **DOV/15/01170** | Replacement front door, new air brick, rear replacement window. New bi folding door to link, damp proofing to kitchen and new first floor wet room with WC. | 4 Three Kings Yard, Strand Street, Sandwich, CT13 9DY | **Granted permission.**

16.02.16

FINANCE

(i) Council received the Statement of Accounts as at 31st January 2016.

RESOLUTION: This information was noted.

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, Council considered whether to confirm that 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. The Mayor confirmed that voting to commit the S106 monies has already been taken by the Council (at the meeting of 30th November 2015), the purpose of this agenda item was to set down, for the record, the reasons behind the decision made by the Council in relation to traffic calming measures on the four aforementioned roads.

Cllr Miller raised various concerns and questions about the traffic calming measures, and provided a report detailing additional research and correspondence that he had undertaken.

Cllr Miller proposed an amendment to a resolution that had been proposed by the Mayor and seconded by Cllr Holloway. The Mayor, Cllr Graeme, accepted part of Cllr Miller's amendment and this was incorporated into the Council's resolution.

RESOLUTION: That Sandwich Town Council confirms it is content for Kent County Council to use the allocated funds from S106 monies to investigate and potentially install traffic calming measures in High Street, New Street, Moat Sole and Strand Street with a view to reduce traffic flow, rat running, public and trade vehicle access, parking provision and the environment for residents; in New Street on traffic speed; and to advise on any mitigation measures deemed necessary as a consequence.

Cllrs Carter and Miller voted against this motion.

Cllr Miller left the Council Chamber

(ii) Council received three written questions submitted by Cllr Miller for the Mayor. In the absence of Cllr Miller the Mayor did not respond to these questions.

(iii) Council received 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 considered whether the Council wished to offer support for or object to the proposed Order.

RESOLUTION: This information was noted.

(iv) Council received and considered 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 being developed by Dover District Council and Kent County Council.

RESOLUTION: Mrs Ward's proposed amendments, on behalf of Age Concern Sandwich, to the plan in development for the rear of the Guildhall were fully supported.

(v) Council received and considered 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.

RESOLUTION: This information was noted.

(vi) Council received and considered 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.

RESOLUTION: The Council fully supports re-instatement of this light.

(vii) Council received 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 considered the Council's response to this consultation.

RESOLUTION: This information was noted.

(viii) Council received and considered a report by Cllr Miller regarding parking and signage in Sandwich town centre.

RESOLUTION: This report will be passed to the Traffic Consultant for action.

18.02.16

LICENSING

Council considered its 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.

RESOLUTION: A vote to recommend refusal of the license was not successful.

19.02.16

MONKS WALL NATURE RESERVE

Council received and considered two quotations for flailing work on the Monks Wall Nature Reserve (as per the recommendation of the 18th January 2016 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)]).

RESOLUTION: The quote from Rhino Plant Hire of £2880.00 for flailing works at the MWNR was accepted.

20.02.16

ALLOTMENTS

(i) Council received and considered a letter dated 8th February 2016 from Tracey Ward, Finance Manager – Age Concern to the Town Clerk, regarding Age Concern’s allotment.

RESOLUTION: A grant will be awarded to Age Concern to cover the cost of one allotment (incl. water) at the Black Lane Allotments for one year.

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

RESOLUTION: The proposed lease for the Sandown Road allotments with Dover District Council was accepted.

21.02.16

HERITAGE STRATEGY

Council considered whether 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.

RESOLUTION: This document was accepted as such.

22.02.16

KENT COUNTY COUNCIL CONSULTATION: MOBILE LIBRARY SERVICES

Council received a letter dated 21st January 2016 from Michael Hill OBE, Cabinet Member for Community Services – KCC regarding the County Council’s consultation on mobile library stops, and considered its response to this consultation. The mobile library stops in Sandwich at Burch Avenue and Poulders Gardens fortnightly, these stops have attracted two or less visitors on average over the period of October 2014 – September 2015.

RESOLUTION: To recommend that the mobile library service in Sandwich cease so that resources can be focused into maintaining the service at Sandwich Library.

23.02.16

DOVER DISTRICT COUNCIL: CONSULTATIONS

(i) Council received an email dated 21st January 2016 from Emma-Jane Allen, Principal Infrastructure & Delivery Officer – DDC regarding a consultation on DDC’s Statement of Community Involvement, and considered its response to this consultation.

RESOLUTION: The proposals within the consultation are supported.

(ii) Council considered its response to the Kent Energy Efficiency Partnership consultation Delivering Affordable Warmth – a Fuel Poverty Strategy for Kent (DDC publicised this consultation as a Partnership member).

RESOLUTION: The proposals within the consultation are supported.

(iii) Council considered its response to a DDC consultation on its draft revised Hackney Carriage & Private Hire Licensing Policy.

RESOLUTION: The proposals within the consultation are supported.

24.02.16

ELECTORAL REVIEW OF KENT

Council received 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. The recommendations included a change to the size of the Sandwich division.

RESOLUTION: This information was noted.

25.02.16 FRIENDS OF POULDERS PLAY AREA

Council received and considered an 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.

RESOLUTION: A letter of thanks will be written the Friends for their hard work to maintain this play area.

26.02.16 CINQUE PORTS PROMOTION

Council received 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.

RESOLUTIONS:

- (i) Mr Linnings will be thanked for attending and reporting back from these meetings.**
- (ii) The Council supports the proposal for a ‘Friends of the Cinque Ports’ scheme.**
- (iii) Cllr Gisbey will follow up on the idea of having a Sandwich or Sandwich/Deal specific WCCTA association.**

27.02.16 CORRESPONDENCE

(i) Council received and considered two emails, dated 1st and 16th February 2016, from Dr Beau Webber, Save Manston Airport Association, regarding the Association’s ongoing campaign.

RESOLUTION: Dr Beau Webber’s continued endeavours are supported by the Council.

(ii) Council received and considered 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.

RESOLUTION: That this request be approved.

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

RESOLUTIONS: Cllr Daw will be the Council’s representative on the Sandwich Dementia Action Alliance and all staff, and any Councillors who wish to attend, will undertake Dementia Friends training.

Cllr Watts left the meeting.

28.02.16 REPORT OF DISTRICT COUNCILLORS

Cllr Holloway reported that Sandwich’s traffic strategy has been incorporated into DDC’s Corporate Plan and Medium Term Financial Plan, which is essential for getting resources in the future. And if the funding can be found it is hoped that £75,000 will be allocated for ‘amenities for youths and children’ in the town.

Cllr Watts returned to the meeting.

Cllr Carter reported that, via the Dover Joint Transport Board, he has been informed that KCC will have a 33% cut in funding for roadworks and the Members Grant budget will be cut from £25,000 to £20,000 for community work and roadworks.

29.02.16 REPORT FROM MEMBER OF PARLIAMENT

A report from Craig Mackinlay was not available.

30.02.16

DATE OF NEXT MEETING

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

DRAFT