

Wednesday 20th April 2016

Dear Councillor,

An **Ordinary** Meeting of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 25th April 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 March 2016 and to consider any matters arising from those minutes not covered elsewhere on this agenda. **Attach 1**
5. **MINUTES: ADVISORY COMMITTEE**
To receive the Minutes of the Advisory Committee meeting, held on 4th April 2016, and to consider the Recommendations contained therein. **Attach 2**
6. **MINUTES: FINANCE COMMITTEE**
To receive the Minutes of the Finance Committee meeting, held on 11th April 2016, and to consider the Recommendations contained therein. **Attach 3**
7. **MINUTES: MONKS WALL NATURE RESERVE MANAGEMENT COMMITTEE**
To receive the Minutes of the Monks Wall Nature Reserve Management Committee meeting, held on 18th April 2016, and to consider the Recommendations contained therein. **Attach 4**
8. **PAYMENT SCHEDULE**
To approve the payment schedule. **Attach 5**
9. **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).
10. **CRIME STATISTICS & COMMUNITY SAFETY**
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 (February 2016) and comparing them against the statistics for the same month in 2015. **Attach 6**
11. **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/16/00268** | Fell one Western Red Cedar | 57 New Street, Sandwich, CT13 9BD
 - (ii) **DOV/16/00281** | Repairs to include repointing and replacement brick/stone | Barbican Toll House, High Street, Sandwich, CT13 9EA
 - (iii) **DOV/16/00298** | Installation of rooflight to provide access to enclose roof valley and demolish upper 2.5 metres of existing chimney stack and rebuild | Norfolk House, 44 High Street, Sandwich, CT13 9EG
 - (iv) **DOV/16/00388** | Installation of rooflight and demolition of upper 2.5 metres of existing chimney stack and rebuild | Norfolk House, 44 High Street, Sandwich, CT13 9EG

- (v) **DOV/16/00162** | Re-painting of front facade | 5 Potter Street, Sandwich, CT13 9DR
(vi) **DOV/16/00240** | Re-painting of front facade (retrospective) | 5 Potter Street, Sandwich, CT13 9DR
(vii) **DOV/16/00257** | Erection of a detached dwelling and double garage (existing dwelling to be demolished) | Winnats, Sandown Road, Sandwich, CT13 9JZ
(viii) **DOV/16/00289** | Erection of a single storey detached sales/office building (existing building to be demolished) | VAG Spares, Sandwich Industrial Estate, Sandwich, CT13 9LY

12. PLANNING DECISIONS

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

13. PLANNING CORRESPONDENCE

To receive and consider an email dated 8th April 2016 from Katherine Messenger, Senior Planner (Regeneration & Delivery) – Dover District Council, regarding the new brownfield register.

Attach 7

14. FINANCE

(i) To receive the Statement of Accounts as at 31st March 2016.

Attach 8

(ii) To receive a photocopier price comparison report and consider a new office photocopier contract; the hire agreement for the current photocopier is up for renewal. The options highlighted in grey are the preferred options for the office staff.

Attach 9

15. HIGHWAYS, TRANSPORTATION & PARKING

To receive and consider a letter dated 6th April 2016 from Jodi Harrison, Drainage Maintenance Team Leader – Kent County Council, regarding drains in Sandwich.

Attach 10

16. TIMETABLE OF MEETINGS AND CIVIC VENTS 2016/17

To consider the attached draft timetable of meetings and civic events 2016/17. Council is asked to approve the draft timetable and particularly to confirm whether 29th September 2016 or 3rd October 2016 would be preferred for a meeting of the full Council.

Attach 11

17. BUSINESS CARDS FOR COUNCILLORS AND STAFF

To consider whether councillors and staff may use business cards bearing the town crest when engaged on official council business. If this proposal is approved in principle the Town Clerk will use her powers of expenditure to arrange production of said cards.

18. DDC DRAFT INDOOR SPORTS FACILITY STRATEGY CONSULTATION

To consider the Town Council's response to a consultation on Dover District Council's draft Indoor Sports Facility Strategy (full consultation document available at <http://www.dover.gov.uk/Leisure-Culture-Tourism/Leisure-Facilities/Indoor-Sports-Facility-Strategy.aspx>). A copy of the Town Council's earlier response to an informal consultation on proposals for a new leisure centre in Dover district is attached for information, along with a copy of the response of Sandwich Sports & Leisure Centre Trust to the current consultation.

Attach 12(a), (b) & (c)

19. GRANT APPLICATIONS: FINANCIAL YEAR 2016/17

To consider the following grant applications (please note that, if Council approves the recommendations of the Finance Committee made on 11th April, a total of £225 will remain in the Town Council grants budget for 2016/17):

(i) Sandwich Community Christmas Lights: request for grant of £1,000.

Attach 13

(ii) Sandwich Festival: request for grant of £2,500.

Attach 14

20. WHITE MILL FOLK MUSEUM TRUST LTD.

To receive the attached minutes of the 35th AGM of the White Mill Folk Museum Trust Ltd., as well as a verbal report from Cllr Mrs Lioté.

Attach 15

21. **HM THE QUEEN 90TH BIRTHDAY: AFTERNOON TEA FOR PEOPLE AGED 90 OR OVER**
Further to a resolution of the Council made on 25th January 2016, *“That the Town Clerk’s office investigate hosting a celebratory party to mark the Queen’s 90th birthday for Sandwich residents aged 90 or more, and bring relevant information regarding costings, resources etc. back to a future meeting of the Council for consideration”* (minute point 41.01.16), to consider the attached additional information regarding a proposal to hold this tea on Sunday 15th May 2016.
Attach 16
22. **LITTER**
To receive the attached copy of an email from Theresa Weir, Assistant Town Clerk & Mayor’s Secretary, to DDC’s Environmental Crime Unit, regarding a recent complaint about littering in the town, particularly along the Butts; and to consider whether to write to local schools in respect of this problem.
Attach 17
23. **CORRESPONDENCE**
To receive the attached email from Katie Blisset, Senior Associate – Engagement of the NHS South East Commissioning Support Unit, regarding the local CCG’s Community Network and to consider sending a representative to this meeting.
Attach 18
24. **REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH**
25. **REPORT FROM MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH**
26. **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 report from Miss L Fidler, Town Clerk, regarding the relationship between staff salaries following the introduction of the National Living Wage.
Enclosure 1
27. **DATE OF NEXT MEETING**
Thursday 12th May, at 7pm, in the Court Room (**Annual Meeting of the Council & Mayor Making Ceremony**). Following that, the next meeting of the Council will take place on Monday 23rd May, at 7pm, in the Council Chamber, Guildhall (**Ordinary Meeting**).

LAURA FIDLER

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