

Minutes of an Ordinary Meeting of Sandwich Town Council held Monday 25th April 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
Mrs JL Dunay
JE Franklin
JEM Gisbey
MJ Holloway
Mrs VA Lioté
MW Moorhouse
Ms L O'Donoghue
MB Trussler
JJ Watts
DMA Wood

Officer: **Miss L Fidler**

18.04.16 MAYOR'S OPENING COMMENTS

The Mayor thanked everyone who contributed to the Cocktail Party on the 22nd April, donations totalling £8550 were given to 25 local organisations. Councillors congratulated the Mayor on raising so much money.

The Mayor reported that the traffic improvements at Breezy Corner were fully supported by the Dover Joint Transport Board.

And all Councillors were reminded that a meeting will take place with Rummey Design, the traffic consultants, on Tuesday 26th April at 7pm.

19.04.16 APOLOGIES

Apologies were received and accepted from Cllr Trim (ill health). There was one absence due to a councillor vacancy and the Revd. Canon Roberts also sent apologies.

20.04.16 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

Cllrs Watts declared an interest in item 25.04.16 (vii) matters relating to planning application DOV/16/00257 | Erection of a detached dwelling and double garage (existing dwelling to be demolished) | Winnats, Sandown Road, Sandwich, CT13 9JZ.

21.04.16 MINUTES

The Council approved the Minutes of the Ordinary Town Council meeting held on 21st March 2016. There were no matters arising from those minutes not covered elsewhere on the agenda.

22.04.16 MINUTES: ADVISORY COMMITTEE

The Minutes of the Advisory Committee meeting, held on 4th April 2016, were received, approved as accurate and signed.

RESOLUTION: That various questions relating to the Council's Assets, originally to be considered at the meeting on 4th April 2016, will be re-considered at an Advisory Committee in the new Mayoral year, due to the lack of attendees at the meeting in April.

23.04.16 MINUTES: FINANCE COMMITTEE

The Minutes of the Finance Committee Meeting held on 11th April 2016 were received, approved as accurate and signed.

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

(i) That a grant of £125 be made to Stephen Kirkaldie (Market Trader) towards the Saturday Farmers' Market.

(ii) That a grant of £200 be made to St Peter's Church Organ Fund.

24.04.16

MINUTES: MONKS WALL NATURE RESERVE MANAGEMENT COMMITTEE

The Minutes of the Monks Wall Nature Reserve Management Committee meeting, held on 18th April 2016, were received, approved as accurate and signed.

RESOLUTIONS: That the following recommendations of the MWNR Management Committee be approved:

G.W. Finn & Sons will be instructed to:

- Arrange for the Environment Agency to level and grass cut the top of the bund;
 - Pass the wayleave agreement for electricity to the Town Clerk, the Council should then enter into a five year capital payment scheme (over £4k) with National Grid and request a back payment (just over £1k);
 - Check if the bird scarers are adequate on the electricity cable and request that National Grid provide more/upgrade if necessary;
 - Obtain a quote to replace the felt on the hide;
 - Progress with obtaining a Higher Tier Countryside Stewardship agreement. Payment to GW Finn & Sons for undertaking this work will be on a commission basis of 10% of the monies received in each year from the scheme. The Management Plan for the Reserve will be updated when the outcome of this bid is known, as there are compliance rules that will need to be included in the Plan if the bid is successful;
 - Set the grazing fee at £1250 for the a year;
- Angling will not be permitted on the Reserve and that the Warden, once appointed, will put up prohibition notices if necessary.

25.04.16

PAYMENT SCHEDULE

The schedule of payments, totalling £32,485.57, was received, approved and signed.

26.04.16

PUBLIC RIGHT TO SPEAK

Mr I. Black of Dover Road highlighted concerns that he has with the proposed development of Sandwich Leisure Centre; specifically around development on a flood plain, light pollution, noise pollution, risk management and traffic problems. The Mayor thanked Mr Black for raising these concerns, all of which will be considered by the Council when the necessary planning application is submitted.

27.04.16

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 (January 2016) and comparing them against the statistics for the same month in 2015.

The Mayor also provided an update on matters relating to a local homeless person and confirmed that Kent Police are taking appropriate action; but this is a lengthy process.

The Clerk confirmed that the Council had not been able to arrange a meeting of the Police & Crime Commissioner candidates due to advice received from DDC regarding purdah.

RESOLUTION:

A letter will be written to all the PCC candidates inviting the successful candidate to visit Sandwich as soon as the election has taken place.

28.04.16

PLANNING APPLICATIONS

(i) DOV/16/00268 | Fell one Western Red Cedar | 57 New Street, Sandwich, CT13 9BD

RESOLUTION: To raise no objections.

(ii) DOV/16/00281 | Repairs to include repointing and replacement brick/stone | Barbican Toll House, High Street, Sandwich, CT13 9EA

RESOLUTION: To raise no objections.

(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

RESOLUTION: To raise no objections.

(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

RESOLUTION: To raise no objections.

(v) **DOV/16/00162** | Re-painting of front facade | 5 Potter Street, Sandwich, CT13 9DR

RESOLUTION: To raise no objections.

(vi) **DOV/16/00240** | Re-painting of front facade (retrospective) | 5 Potter Street, Sandwich, CT13 9DR

RESOLUTION: To raise no objections.

(vii) **DOV/16/00257** | Erection of a detached dwelling and double garage (existing dwelling to be demolished) | Winnats, Sandown Road, Sandwich, CT13 9JZ

RESOLUTION: To raise no objections.

(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

RESOLUTION: To raise no objections.

29.04.16

PLANNING DECISIONS

The following planning decision was reported from Dover District Council:

(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 | **Granted Permission.**

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

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

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

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

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

(vii) **DOV/16/00205** | Erection of a two storey rear extension, alterations/replacement of existing windows and installation of a replacement front door | 3 Mulberry Field, Sandwich, CT13 9DJ | **Granted Permission.**

30.04.16

PLANNING CORRESPONDENCE

Councillors received and considered an email dated 8th April 2016 from Katherine Messenger, Senior Planner (Regeneration & Delivery) – Dover District Council, regarding the new brownfield register. Cllr Trussler explained that he thought this was an excellent idea, however, the timescale given by DDC did not give enough time to identify suitable dates. Cllr Carter responded that his understanding was that this would be a pilot scheme, to get the policy & process in place before starting an ongoing dynamic register (that can be continuously updated).

RESOLUTION: Dover District Council will be asked to clarify if there is only one opportunity to add sites to this register and if this is the case, then an extension to the closing date needs to be given.

31.04.16

FINANCE

(i) Councillors received the Statement of Accounts as at 31st March 2016.

RESOLUTION: That this information be noted.

(ii) Councillors received a photocopier price comparison report and considered a new office photocopier contract; the hire agreement for the current photocopier was up for renewal. The options highlighted in grey were the preferred options for the office staff.

RESOLUTION: That further quotes, not from Kent County Supplies, be sought.

32.04.16 HIGHWAYS, TRANSPORTATION & PARKING

Members received and considered a letter dated 6th April 2016 from Jodi Harrison, Drainage Maintenance Team Leader – Kent County Council, regarding routine drain clearance in Sandwich. Local residents were encouraged to report all drainage problems to KCC.

RESOLUTION: That this information be noted.

33.04.16 TIMETABLE OF MEETINGS AND CIVIC EVENTS 2016/17

Councillors considered a draft timetable of meetings and civic events 2016/17.

RESOLUTION: A timetable for meetings and civic events in 2016/17 was approved.

34.04.16 BUSINESS CARDS FOR COUNCILLORS AND STAFF

Councillors considered whether councillors and staff may use business cards bearing the town crest when engaged on official council business.

RESOLUTION: The Clerk will arrange business cards for Councillors and some staff members.

35.04.16 DDC DRAFT INDOOR SPORTS FACILITY STRATEGY CONSULTATION

Councillors considered 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 was attached for information, along with a copy of the response of Sandwich Sports & Leisure Centre Trust to the current consultation.

RESOLUTION: A response to the consultation will ask the following of DDC:

- Why is there a necessity to have one district wide facility;
- What is the expected usage from the Sandwich area;
- Where will the funds come from.

DDC will also be asked to co-ordinate a district wide approach that does not undermine the future facilities in Sandwich, Deal and the villages, and does not undermine the efforts of Sandwich Sports & Leisure Centre Trust.

36.04.16 GRANT APPLICATIONS: FINANCIAL YEAR 2016/17

Members considered the following grant applications:

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

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

RESOLUTION: An extraordinary Finance Committee Meeting will be arranged to consider these applications.

37.04.16 WHITE MILL FOLK MUSEUM TRUST LTD.

Members received the minutes of the 35th AGM of the White Mill Folk Museum Trust Ltd., as well as a verbal report from Cllr Mrs Lioté, who reported on the committee changes at the Trust and an ambitious plan to get the mill working again.

RESOLUTION: This information was noted.

38.04.16 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), Councillors considered additional information regarding a proposal to hold this tea.

RESOLUTION: The Tea will progress as per the information provided and residents in their 90th year will also be included, that is anyone turning 90 this year.

39.04.16

LITTER

Councillors received a 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 considered whether to write to local schools in respect of this problem.

RESOLUTION: A letter will be written to the local schools about pupils littering around Sandwich.

40.04.16

CORRESPONDENCE

Councillors received an email from Katie Blisset, Senior Associate – Engagement of the NHS South East Commissioning Support Unit, regarding the local CCG's Community Network and considered sending a representative to this meeting.

RESOLUTION: Cllr Ms O'Donoghue will attend the Community Network meeting for Sandwich and Ash on 18th May 2pm-4pm at Age Concern, Cattle Market, Sandwich.

41.04.16

REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH

Cllr Holloway provided an update on the refurbishment and repairs to the Barbican, including timescales and road closures. Cllr Holloway also provided an update following a meeting with the Mayor, Paul Watson (DDC) and Paul Carter (KCC) to discuss the future of the Highways Depot on Ash Road; KCC have agreed that a coach park will be considered within any proposal for the site.

Cllr Carter had nothing to report.

42.04.16

REPORT FROM MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH

A report from Craig Mackinlay MP was not provided.

43.04.16

CONFIDENTIAL ITEM

(i) It was AGREED 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 item of business on the grounds that it involved 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) Councillors received and considered a report from Miss L Fidler, Town Clerk, regarding the relationship between staff salaries following the introduction of the National Living Wage.

RESOLUTION: The Advisory Committee will consider this information.

44.04.16

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**).