

Town and Cinque Port of Sandwich

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Wednesday 18th May 2016

Dear Councillor,

An **Ordinary Meeting** of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 23rd May 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 April 2016 and to consider any matters arising from those minutes not covered elsewhere on this agenda. **Attach 1**
5. **MINUTES: ANNUAL MEETING OF THE COUNCIL (MAYOR MAKING)**
To approve the Minutes of the Annual Meeting of the Council (Mayor Making) held on 12th May 2016 and to consider any matters arising from those minutes not covered elsewhere on this agenda. **Attach 2**
6. **MINUTES: FINANCE COMMITTEE**
To receive the Minutes of the Extraordinary Finance Committee meeting, held on 3rd May 2016, 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). **Attach 4**
9. **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 (March 2016) and comparing them against the statistics for the same month in 2015. **Attach 5**

10. **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/16/00054** | Installation of a replacement front door | 4 Three Kings Yard, Strand Street, Sandwich, CT13 9DY
 - (ii) **DOV/16/00093** | Installation of replacement guttering, soffit and fascias, front door and windows to rear elevation | 19 Loop Street, Sandwich, CT13 9HE
 - (iii) **DOV/16/00237** | Installation of replacement windows | Little Cottage Tea Rooms, The Quay, Sandwich, CT13 9EN
 - (iv) **DOV/16/00238** | Installation of replacement windows | Little Cottage Tea Rooms, The Quay, Sandwich, CT13 9EN
 - (v) **DOV/16/00355** | Change of use of two fields and one building (shed) for equestrian use | Land at Delf Nursery, Deal Road, Sandwich, CT13 0BU
 - (vi) **DOV/16/00412** | Erection of two semi-detached dwellings | Land Adjacent and rear of, 13 Delf Street, Sandwich, CT13 9HB
 - (vii) **DOV/16/00433** | Installation of replacement windows and doors | Drake Cottage, 36 Bowling Street, Sandwich, CT13 9EY
 - (viii) **DOV/16/00456** | Reduce over-hanging branches to one Beech tree by 2-3m | Haven House, 29 Harnet Street, Sandwich, CT13 9ES
 - (ix) **DOV/16/00478** | Erection of an outbuilding and walls to front (retrospective application) | 4 New Cottages, The Butts, Sandwich, CT13 9HQ
 - (x) **DOV/16/00482** | Variation of conditions 3 and 6 of planning permission DOV/13/00179 to enable works to commence on site (application under Section 73) pursuant to the change of use and conversion to dwelling, erection of single storey extension, conversion of carport to office, associated external alterations and construction of vehicular access | Stonecross Barn rear of 82-84, Dover Road, Sandwich, CT13 0BY
 - (xi) **DOV/16/00524** | Erection of a 305m high / 2.5m wide guyed communication mast (with 5no. 9m wide anti-twist frames at intervals above 140m) with 6no. 3.7m diameter dish antenna, 206sqm base compound enclosing associated equipment cabins and electric meter cabinets up to 2.5m in height (4.2m above ground level), 9no. guy stay compounds, stone access track, hard and soft landscaping and associated works | Land to the North of Kings End Farm, Richborough, Sandwich, CT13 9JH. A letter dated 12th May 2016 from Conor Kennedy, New Line Networks, to the Town Clerk giving additional information regarding this application is attached to this agenda.
- Attach 6**
11. **PLANNING DECISIONS**
To receive a report on planning decisions from Dover District Council.
12. **PLANNING CORRESPONDENCE**
To receive and consider a letter dated 13th May 2016 from Steve Self, Project Manager – National Grid to the Town Clerk suggesting a meeting with councillors to discuss the Richborough Connection Project.
- Attach 7**
13. **FINANCE**
- (i) To review the Internal Audit controls system.
- Attach 8**
- (ii) To consider the findings of the review of the Internal Audit controls system and if appropriate to approve the Annual Governance Statement by resolution.
- Attach 9 (a) & (b)**
- (iii) To approve the Accounting Statements for 2015/16 (please note that these must be signed and dated at this meeting by the Mayor as Chairman).
- Attach 10**
- (iv) To receive the Sandwich Town Council Statement of Accounts as at 30th April 2016.
- Attach 11**
- (v) To be aware that a grant for £200 to St Peter’s Church Organ Fund, recommended by the Finance Committee on 11th April and approved by Council on 25th April 2016, is no longer required as the

Church Organ is to be moved from its current location and to consider the appropriate action to be taken in the light of this.

14. **FREEDOM OF INFORMATION**
To receive and consider a report by the Town Clerk regarding recent enquiries made by a member of the public under the Freedom of Information Act 2000.
Attach 12
15. **GOODWIN SANDS**
To receive minutes of a meeting on 28th April 2016 of town and parish councils potentially interested in proposals to dredge the Goodwin Sands, as well as questions to be submitted to Dover Harbour Board in this respect and comments on the meeting from Cllr Mrs Lioté and Cllr Watts.
Attach 13 (a), (b) & (c)
16. **COW LEAS MEADOW**
To consider a request by Dover District Council, in partnership with the Canterbury Archaeological Trust, to carry out an archaeological dig on Cow Leas Meadow for 7 – 10 days starting on 15th June; and if approval is given to this request by Sandwich Town Council as landowner, to consider whether the following requirements of the Council's Metal Detecting Policy should apply: "All treasure as defined by the Treasure Act 1996, together with any artefacts including, amongst others, metal objects (including coins, weapons and jewellery etc.), worked flints, pottery, building materials, slags and worked bone found on land owned, leased or managed by Sandwich Town Council shall remain the property of the Council or the Council's landlord (depending on the wording of the tenancy agreement) respectively. The rules and procedures as set out in the Treasure Act 1996 will need to be followed and complied with (see <https://finds.org.uk/treasure> for further information)".
Attach 14
17. **KENT COUNTY PLAYING FIELDS ASSOCIATION**
To receive the annual subscription request from Kent County Playing Fields Association and to consider whether to re-join the Kent County Playing Fields Association for another year. Information has been sought from local stakeholders regarding potential benefits of membership and the Town Clerk has been advised that grants available are generally small and over-subscribed, that play equipment grants are available but that not re-joining may be a saving for the Town Council.
Attach 15
18. **KCC CONSULTATION: ACTIVE TRAVEL STRATEGY**
To consider Sandwich Town Council's response to KCC's consultation on its *Active Travel Strategy*. The aim of the Strategy is to develop and promote opportunities for walking or cycling to be used as a means of transport (rather than as leisure activities or a form of exercise). The Strategy may be viewed at <http://consultations.kent.gov.uk/consult.ti/activetravel/consultationHome>.
19. **CINQUE PORT LIBERTY OF BRIGHTLINGSEA: USE OF CREST**
To consider a request from the Mayor Deputy of Brightlingsea for permission to use the Brightlingsea Cinque Port Crest on badges to be presented as thanks to the uniformed youth groups that took part in the town's recent Blessing of the Waters Ceremony.
20. **REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH**
21. **REPORT FROM MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH**
22. **DATE OF NEXT MEETING**
Monday 27th June 2016, at 7pm, in the Council Chamber, Guildhall (**Ordinary Meeting**).


LAURA FIDLER

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