

**Minutes of an Ordinary Meeting of Sandwich Town Council held Monday 23<sup>rd</sup> May 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**  
**MJ Holloway**  
**Mrs VA Lioté**  
**Ms L O'Donoghue**  
**JO Sneller**  
**CL Trim**  
**JJ Watts**  
**DMA Wood**

**Officer:**            **Miss L Fidler**

**09.05.16            MAYOR'S OPENING COMMENTS**

The Mayor welcomed everyone to the first meeting of the new Mayoral year and thanked the Councillors for his re-election as Mayor for a further year. Cllr Sneller was also congratulated on his return to the Council.

**10.05.16            APOLOGIES**

Apologies were received and accepted from Cllrs Mrs Dunay, Gisbey and Moorhouse (holiday) and Cllr Trussler (ill health).

**11.05.16            DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS**

There were no declarations of interest.

**12.05.16            MINUTES**

The Minutes of the Ordinary Town Council meeting held on 25<sup>th</sup> April 2016, were received, approved as accurate and signed. There were no matters arising from those minutes not covered elsewhere on the agenda.

**13.05.16            MINUTES: ANNUAL MEETING OF THE COUNCIL (MAYOR MAKING)**

The Minutes of the Annual Meeting of the Council (Mayor Making), held on 12<sup>th</sup> May 2016 were received, approved as accurate and signed.

**14.05.16            MINUTES: FINANCE COMMITTEE**

The Minutes of the Extraordinary Finance Committee Meeting held on 3<sup>rd</sup> May 2016 were received, approved as accurate and signed.

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

**(i) That a grant of £225 be made to Sandwich Community Lights Association for the Christmas Lights in 2016.**

**(ii) That no grant be awarded to Sandwich Festival Committee.**

**15.05.16            PAYMENT SCHEDULE**

The schedule of payments, totalling £40,118.89, was received, approved and signed.

**16.05.16            PUBLIC RIGHT TO SPEAK**

No requests to speak were received.

17.05.16

### CRIME STATISTICS & COMMUNITY SAFETY

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

The Mayor confirmed that a meeting between the new Kent Police & Crime Commissioner, Mr Matthew Scott, and the Council has been arranged for Tuesday 16<sup>th</sup> August at 2pm.

**RESOLUTION: That this information be noted.**

18.05.16

### PLANNING APPLICATIONS

(i) **DOV/16/00054** | Installation of a replacement front door | 4 Three Kings Yard, Strand Street, Sandwich, CT13 9DY

**RESOLUTION: To raise no objections.**

(ii) **DOV/16/00093** | Installation of replacement guttering, soffit and fascias, front door and windows to rear elevation | 19 Loop Street, Sandwich, CT13 9HE

**RESOLUTION: To raise no objections.**

(iii) **DOV/16/00237** | Installation of replacement windows | Little Cottage Tea Rooms, The Quay, Sandwich, CT13 9EN

**RESOLUTION: To raise no objections.**

(iv) **DOV/16/00238** | Installation of replacement windows | Little Cottage Tea Rooms, The Quay, Sandwich, CT13 9EN

**RESOLUTION: To raise no objections.**

(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

**RESOLUTION: To raise no objections but request that a condition of the approval be that no commercial undertaking should take place from these fields and building.**

(vi) **DOV/16/00412** | Erection of two semi-detached dwellings | Land Adjacent and rear of, 13 Delf Street, Sandwich, CT13 9HB

**RESOLUTION: To strongly recommend refusal based on the following material considerations:**

- loss of precious green space and vital light in conservation area;
- building on "back land" which hitherto has been rejected in conservation area - would set unwelcomed precedent;
- overdevelopment of site;
- unsympathetic design;
- overlooking adjacent property, blocking light, privacy issues, lines of site;
- no car parking provision;
- no consideration of site's heritage value;
- not a derelict site as misleadingly described in statement.

(vii) **DOV/16/00433** | Installation of replacement windows and doors | Drake Cottage, 36 Bowling Street, Sandwich, CT13 9EY

**RESOLUTION: To raise no objections.**

(viii) **DOV/16/00456** | Reduce over-hanging branches to one Beech tree by 2-3m | Haven House, 29 Harnet Street, Sandwich, CT13 9ES

**RESOLUTION: To raise no objections but request that the Tree Conservation Officer be asked to give specific consideration to this request; the tree is a significant feature of the area and must be managed appropriately and with care.**

(ix) **DOV/16/00478** | Erection of an outbuilding and walls to front (retrospective application) | 4 New Cottages, The Butts, Sandwich, CT13 9HQ

**RESOLUTION: To raise no objections.**

(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

**RESOLUTION: The Council resolved to query whether there has been an amendment to the original plan, or whether the variation is in relation to bat surveys, in which case no objections should be raised.**

(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 12<sup>th</sup> May 2016 from Conor Kennedy, New Line Networks, to the Town Clerk giving additional information regarding this application is attached to this agenda.

**RESOLUTION: To raise no objections but strongly advocate that only one 300mtr + mast be approved for development; the associated businesses must be encouraged to work together.**

19.05.16

#### **PLANNING DECISIONS**

The following planning decision was reported from Dover District Council:

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

(ii) **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 | **Granted Permission.**

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

(iv) **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 (12.06m high), as part of the NEMO Link UK – Belgium electrical interconnector | Site of Former Power Station Site, Ramsgate Road, Sandwich, CT13 9NL | **Granted Permission.**

20.05.16

#### **PLANNING CORRESPONDENCE**

Councillors received and considered a letter dated 13<sup>th</sup> May 2016 from Steve Self, Project Manager – National Grid to the Town Clerk suggesting a meeting with councillors to discuss the Richborough Connection Project.

**RESOLUTION: A pre-meeting of Sandwich Town Council with National Grid will be arranged. Sandwich Port & Haven Commissioners will also be invited to this meeting.**

21.05.16

#### **FINANCE**

(i) Councillors reviewed the Internal Audit controls system.

**RESOLUTION: The current internal audit control system was approved as adequate and Mr T Kilbee was appointed as internal auditor for the 2016/17 financial year.**

(ii) Members considered the findings of the review of the Internal Audit controls system and if appropriate to approve the Annual Governance Statement by resolution.

**RESOLUTION: The Annual Governance Statement was approved.**

(iii) To approve the Accounting Statements for 2015/16.

**RESOLUTION: The Accounting Statements for 2015/16 were approved and signed and dated by the Mayor as Chairman of the Council.**

(iv) To receive the Sandwich Town Council Statement of Accounts as at 30<sup>th</sup> April 2016.

**RESOLUTION: This information was noted.**

(v) To be aware that a grant for £200 to St Peter's Church Organ Fund, recommended by the Finance Committee on 11<sup>th</sup> April and approved by Council on 25<sup>th</sup> 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.

**RESOLUTION: This information was noted.**

- 22.05.16 FREEDOM OF INFORMATION**  
Councillors received and considered a report by the Town Clerk regarding recent enquiries made by a member of the public under the Freedom of Information Act 2000.  
**RESOLUTION: A response from the Council to various questions was agreed. Further consideration of these enquiries will be considered by the Advisory Committee of the Council.**
- 23.05.16 GOODWIN SANDS**  
Members received the minutes of a meeting on 28<sup>th</sup> 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.  
**RESOLUTION: The Council objects to proposals to dredge the Goodwin Sands due to the potential disturbance of military graves and the lack of consideration given to the environmental impact. The Council will continue to work with the neighbouring parishes on this matter.**
- 24.05.16 COW LEAS MEADOW**  
Councillors considered 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 15<sup>th</sup> June.  
**RESOLUTION: Approval for this work was given, with the following caveats:**  
**1) The Honorary Curator, Linda Elliot, should be allowed to enter the site and request information/updates, Linda will of course follow any health and safety guidance that is required;**  
**2) 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 Cow Leas Meadow shall remain the property of Sandwich Town Council. The rules and procedures as set out in the Treasure Act 1996 will need to be followed and complied with.**
- 25.05.16. KENT COUNTY PLAYING FIELDS ASSOCIATION**  
Councillors received the annual subscription request from Kent County Playing Fields Association and considered whether to re-join the association for another year.  
**RESOLUTION: The Council will re-join Kent County Playing Fields Association for a further year.**
- 26.05.16 KCC CONSULTATION: ACTIVE TRAVEL STRATEGY**  
Councillors considered 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).  
**RESOLUTION: The Council fully supports the objectives set out in this consultation.**
- 27.05.16 CINQUE PORT LIBERTY OF BRIGHTLINGSEA: USE OF CREST**  
Councillors considered 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.  
**RESOLUTION: This request was approved.**
- 28.05.16 REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH**  
Councillor Holloway reported the following:

- Seven new seagull proof bins will be trialled on Sandwich Quay and bird proof refuse sacks are currently being tested in Dover before being trialled in Sandwich. Cllrs Carter & Wood volunteered to arrange a litter pick of Sandwich.

- £15k will be spent on repairs and improvements at the skate park, with a second phase also costing £15k to follow;

- DDC is working with Rummey Design on a funding strategy for the Sandwich Parks Project.

- Additional support to assist with funding applications has been given to the Gazen Salts Reserve Management Committee.

Cllr Carter reported that:

- Cllr Sue Chandler has been re-elected as Chairman of the Council and Cllr Paul Watkins as Leader of the Council;

- DDC are currently undertaking a parking strategy consultation for the district.

**29.05.16**

**REPORT FROM MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH**

A report from Craig Mackinlay MP was not available.

**30.05.16**

**DATE OF NEXT MEETING**

Monday 27<sup>th</sup> June 2016, at 7pm, in the Council Chamber, Guildhall (**Ordinary Meeting**).

DRAFT