

Town and Cinque Port of Sandwich

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Wednesday 22nd June 2016

Dear Councillor,

An **Ordinary Meeting** of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 27th June 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 23rd May 2016 and to consider any matters arising from those minutes not covered elsewhere on this agenda. **Attach 1**
5. **MINUTES: FINANCE COMMITTEE**
To receive the Minutes of the Finance Committee meeting, held on 14th June 2016, and to consider the Recommendations contained therein. **Attach 2**
6. **MINUTES: ADVISORY COMMITTEE**
To receive the Minutes of the Advisory Committee meeting, held on 20th June 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 (April 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/16/00044** | Erection of a guyed steel lattice mast (322m in height) with 9 anchor points, installation of telecommunications and associated equipment, site compound, secure fencing, single storey equipment structure, access track, ground mounted solar panels within compound and associated works. (Amended description and amended and additional plans, including the red outline site location plan, additional Environmental Statement information and other information). | Site at former Richborough Power Station, Ramsgate Road, Sandwich, CT13 9NL

(ii) **DOV/16/00568** | Repainting all external woodwork white, replacement lead flashing to front elevation | Melody House, 64 New Street, Sandwich, CT13 9BB

(iii) **DOV/16/00569** | External alterations including:- Removal of Schrijver damp proof treatment system. Re-pointing of all areas of degraded external brickwork. Replace rear elevation plastic guttering with cast iron. Replace upvc second floor window with new timber window. Replace metal ground floor window with new timber window. Remove cement render from ground floor side elevation. Remove paint from brickwork on rear extension. All external woodwork to be painted white. | Melody House, 64 New Street, Sandwich, CT13 9BB

(iv) **DOV/16/00598** | Change of use from A1 to A3 | 60 King Street, Sandwich, CT13 9BL

(v) **DOV/16/00616** | Reduce overhanging branches to one Copper Beach | 57 New Street, Sandwich, CT13 9BD

(vi) **DOV/16/00638** | Erection of a single storey rear extension and repair of render to front elevation (existing extension to be demolished) | 22 St Peters Street, Sandwich, CT13 9BW

(vii) **DOV/16/00639** | Demolition of existng and erection of new single storey rear extension; replacement of staircase; removal of render to front elevation. | 22 St Peters Street, Sandwich, CT13 9BW

(viii) **DOV/16/00650** | Target prune one Field Maple tree, reduce overhanging limbs on one Poplar tree and one Horse Chestnut tree | 6 Stonar Gardens, Sandwich, CT13 9LJ

(ix) **DOV/16/00704** | Display of signage to the north-west, south-west and east entrances to the churchyard | St Peters Church, Market Street, Sandwich, CT13 9DA

11. **PLANNING DECISIONS**

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

12. **PLANNING CORRESPONDENCE**

(i) To receive and consider a letter dated 11th June 2016 from James Chesworth, Acquisition Project Manager – Clarke Telecom Ltd., regarding proposed base station installation CTIL_260825 TEF_76516 Field off A256, Sandwich, Kent CT13 9FR.

Attach 6 (loose in agenda pack)

(ii) To receive and consider a letter dated 9th June 2016 from two local residents, copied to Sandwich Town Council, regarding operations at Unit 1, Homestead Farm, Woodnesborough Road, along with a response from local MP Craig Mackinlay and further details obtained by the Town Clerk from Gary Bootes, DDC.

Attach 7 (a), (b) & (c)

13. **HIGHWAYS, PARKING & TRANSPORTATION**

(i) To receive and consider the draft DDC Parking Strategy for Sandwich (Outcomes and Action Plan), with a related email dated 26th May 2016 from Roger Walton, Director of Environment & Corporate Assets - DDC. Please note that the Strategy document has been shared with Rummey Design as relevant to the *Which Way for Sandwich?* project.

Attach 8

(ii) To consider a proposal to extend the existing loading bay in Strand Street to accommodate lorries that need to deliver to this area of Sandwich (related report to the Joint Transportation Board of 9th June 2016 and email from Gordon Measey, Parking Operations Manager – DDC, dated 10th June 2016 attached). Please note that the Council has received a petition bearing thirty signatures requesting that the loading bay be suspended out of business hours to allow for extra parking.

Attach 9 (a) & (b)

(iii) To consider the attached email dated 22nd June from Cllr Ms O'Donoghue to the Town Clerk, regarding a street light in Pondicherry Alley.

Attach 10

(iv) To receive the attached email correspondence between Tim Middleton, Principal Transport Planner – KCC and the Town Clerk (latest dated 15th June 2016) and presentation, and consider whether the Town Council wishes to support the installation of dropped kerbs in the town centre.

Attach 11

14. COUNCILLOR ROLES & COMMITTEE MEMBERSHIP FOR 2016/17

(i) To consider proposed Membership of the following Committees: - Advisory, Finance, Events/Entertainment, Tourism, Tidal Defence/Delf, Public Amenities and Monks Wall Nature Reserve Management. A suggested scheme of membership is attached.

Attach 12

(ii) To approve non-councillor representation on the Monks Wall Nature Reserve Management Committee (currently Mr Kenneth Chapman (Reserve Warden), Dr Andrew Lipczynski and Dr Mike Walkey – one seat is vacant due to the recent passing of a Committee member).

(iii) To approve non-councillor representation on the Tourism Committee (currently Mrs Isabelle Crean, Mr John Hennessey, Mr Steve Laslett and Mrs Jacqui Linning). Please be aware that although Mrs Crean is keen to continue she is no longer a Seasonal Tourist Information Centre Assistant (which was the reason behind her original appointment).

(iv) To appoint an Emergency Plan Co-ordinator (currently Cllr Mrs Lioté).

(v) To appoint a councillor to update the Council's strategic plan, *Objectives for the Long-Term Development of the Town and Cinque Port of Sandwich* (currently Cllr Moorhouse).

(vi) To consider and make any other appointments as deemed necessary, based upon current ambitions and priorities of the Council.

15. REPRESENTATION ON OUTSIDE BODIES 2016/17

Please note that a copy of *The Role of Sandwich Town Council Representatives on Outside Bodies*, adopted by the Council on 24th November 2014, is attached in order to assist the following deliberations.

Attach 13

(i) To appoint seven Nominated Members to the Council of the White Mill Folk Museum Trust for the coming year (in 2015/16 **Councillors Carter, Daw, Mrs Dunay, Franklin, Ms Liote, Trussler and Wood.**).

(ii) To appoint four Trustees to the Management Committee of Gazen Salts Nature Reserve for the coming year (in 2015/16 **Councillors Daw, Mrs Dunay, Franklin and Wood**). Please be aware that the Warden of the Reserve, Ms K Potter has reported that all Trustees for the Reserve must undertake a DBS check and the applications for the current Trustees has only just been completed.

(iii) To appoint two Members to serve on the Sandwich Festival Association Committee for the coming year (in 2015/16 **Councillors Gisbey and Ms O'Donoghue**).

(iv) To appoint one Member to serve as the Council's representative to the Dover, Deal & District Citizens Advice Bureau for the coming year (in 2015/16 **Councillor Mrs O'Donoghue**).

(v) To appoint two non-voting Members to the Dover Joint Transportation Board for the coming year (in 2015/16 **Councillors Moorhouse (as main representative) and Cllr Holloway (as substitute)**).

(vi) To appoint a Public Rights of Way representative for the coming year (in 2015/16 **Councillor Daw**).

(vii) To appoint a representative to the Dover District Council Local Development Framework for the coming year (in 2015/16 **Councillor Trussler**).

(viii) To appoint a representative to the Sandwich Heritage Group for the coming year (in 2015/16 **Councillor Gisbey**).

(ix) To appoint a representative to the Sandwich Community Lights Committee for the coming year (in 2015/16 **Councillor Wood**).

(x) To appoint two representatives to the Sandwich Chamber of Commerce for the coming year (in 2015/16 **the Mayor and Councillor Mrs Lioté**).

(xi) To appoint a representative to serve on the White Cliffs Country Tourism Association and/or the White Cliffs Country Tourism Association Executive Committee for the coming year (in 2015/16 **Councillor Gisbey**).

(xii) To appoint two representatives to the Town Team (in 2015/16 **Councillors Moorhouse and Holloway**). Please note that the Mayor and Deputy Mayor of the day have been extended an open invitation by the Town Team to attend meetings on an ad hoc basis.

(xiii) To appoint one representative to the Sandwich Dementia Action Alliance (in 2015/16 **Cllr Daw**).

(xiv) To consider how the representative on the Neighbourhood Forum for the Sandwich ward should be nominated.

Attach 14

(xv) To consider any other approaches for representation that the Town Clerk's Office have not been made aware of.

16. SANDWICH TOWN COUNCIL – CIVIC EVENT ORGANISATION

To consider the attached email from the Assistant Town Clerk & Mayor's Secretary to the Town Clerk, dated 21st June 2016, regarding problems organising Council civic events.

Attach 15

17. NEWSLETTER

To consider the attached draft Town Council newsletter prepared by the Assistant Town Clerk & Mayor's Secretary.

Attach 16 (loose in agenda pack)

18. PHOTOCOPIER

To receive a photocopier price comparison spreadsheet and consider a new office photocopier contract; the hire agreement for the current photocopier is up for renewal. This issue was originally considered by Council on 25th April 2016 but Council resolved to seek further quotations. Full details of the quotations are available in the Town Clerk's office.

Attach 17

19. FLOOD PREVENTION WORKS

To receive and consider email correspondence between the Town Clerk, Cllr Mrs Lioté and a local resident regarding continuing riverside works.

Attach 18

20. TOURISM

To receive an update from Richard Linning, dated 24th April 2016, regarding a meeting of the Cinque Ports Promotion Working Group on 21st April 2016.

Attach 19

21. CORRESPONDENCE

(i) To receive and consider a proposal by Bruce Jamson for Sandwich as a centre for Early Music.

Attach 20

(ii) To receive and consider an invitation from Chief Inspector Guy Thompson, Kent Police, for two councillors to attend a Police Parish Forum in Dover on 29th June 2016.

Attach 21

22. TOWN COUNCILLORS – VERBAL UPDATES

(i) To receive a verbal update from Cllr Moorhouse regarding Ramsgate Road.

(ii) To receive a verbal update from Cllr Moorhouse regarding St George's Road and Sandown Road.

(iii) To receive a verbal update from Cllr Moorhouse regarding events and waste disposal.

(iv) To receive a verbal update from Cllr Mrs Lioté regarding a recent meeting with Network Rail.

23. REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH

24. REPORT FROM MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH

25. 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 a report by Julian Sampson of Finn's, dated 15th June 2016, regarding negotiations with the Environment Agency concerning Monks Wall Nature Reserve.

Enclosure 1

26. DATE OF NEXT MEETING

Monday 25th July 2016, at 7pm, in the Council Chamber, Guildhall (**Ordinary Meeting**).



THERESA WEIR
Proper Officer