

Minutes of a Quarterly Meeting of Sandwich Town Council held Monday 22nd August 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
JO Sneller
CL Trim
JJ Watts
DMA Wood

Officer: **Miss L Fidler**

07.08.16 MAYOR'S OPENING COMMENTS

There will be an annual Joe Trussler Award given out at the Annual Allotment Meeting in recognition of the allotment holder who has done the most to encourage community spirit at the allotments.

A meeting was held with the Police & Crime Commissioner on 16th August 2016 and it has been agreed that ways to facilitate the PCSO being in Sandwich more will be investigated.

08.08.16 APOLOGIES

No apologies were received. There is one Councillor vacancy at present.

09.08.16 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

There were no declarations of disclosable pecuniary interests or other significant interests.

10.08.16 MINUTES

(i) The Minutes of the Ordinary Town Council meeting held on 25th July 2016 were received, approved as accurate (following some minor amendments) and signed. There were no matters arising from those minutes not covered elsewhere on the agenda.

(ii) The Minutes of the Extraordinary Town Council meeting held on 1st August 2016 were received, approved as accurate and signed. There were no matters arising from those minutes not covered elsewhere on the agenda. Cllr Gisbey offered his apologies for not having notified the Clerk that he was unable to attend this meeting.

11.08.16 PAYMENT SCHEDULE

The schedule of payments, totalling £22,021.52, was received, approved and signed.

12.08.16 PUBLIC RIGHT TO SPEAK

There were no requests to speak.

13.08.16 CRIME STATISTICS & COMMUNITY SAFETY

Councillors received a report from Miss L Fidler, Town Clerk, setting out the most recent crime and anti-social behaviour statistics available via the Police.UK website (June 2016) and comparing them against the statistics for the same month in 2015.

RESOLUTION: That this information be noted and that details of the meeting with the new Police & Crime Commissioner be shared with Councillors by the Clerk in due course.

14.08.16

PLANNING APPLICATIONS (application plans and papers were available to view in advance of the meeting via the Dover District Council website – use of a computer in the Town Clerk’s office was possible by arrangement)

(i) DOV/16/00772 | Conversion of an internal store room to wine cellar. Erection of name sign and lighting to front elevation. Extension of existing covered walkthrough storage area and extension of existing store roof. The installation of a timber framed covered outdoor kitchen and stores attached to rear single storey extension. | 14 New Street, Sandwich, CT13 9AB

RESOLUTION: To request further information from DDC before making a recommendation; the application appears to be for the installation of commercial standard equipment and it’s unclear whether a commercial purpose is intended. There is also mention of signage but no details given.

(ii) DOV/16/00806 | Erection of a first floor rear extension | 35 St Georges Road, Sandwich, CT13 9LE

RESOLUTION: To raise no objections.

(iii) DOV/16/00821 | Use of buildings and grounds for hotel (Use Class C1), restaurant and cafe (Use Class A3), and ancillary retail (Use Class A1) uses, including the hosting of weddings and public admittance to gardens, together with ancillary car parking | The Salutation, Knightrider Street, Sandwich, CT13 9EW

RESOLUTION: To request an extension from DDC to re-consider this application at the next meeting of the Council (3rd October), in which time a meeting will be sought with the applicant to gauge their future plans for the property; the Salutation is a major tourism asset for the town and any developments should be appropriate. Local residents will also want assurances that activities at the property will not be detrimental to their own residences.

(iv) DOV/16/00822 | Internal alterations including installation of commercial kitchen extraction flue and equipment, infill of existing doorway and re-opening of infilled doorway | The Salutation, Knightrider Street, Sandwich, CT13 9EW

RESOLUTION: As per actions minuted at 14.08.16 (iii) for planning application 16/00821.

(v) DOV/16/00771 | Re-painting of brickwork to front elevation Dulux 'Timeless White' and woodwork Dulux 'Steel Grey'; erection of name sign and lighting; extension of existing covered walkthrough storage area and extension of existing store roof; single storey rear extension; erection of a garden store and replacement of existing pergola | 14 New Street, Sandwich, CT13 9AB

RESOLUTION: As per actions minuted at 14.08.16 (i) for planning application 16/00772.

(vi) DOV/16/00780 | Display of two non-illuminated fascia signs, three non-illuminated hanging signs and one non-illuminated notice boards | St Peters Church, Market Street, Sandwich, CT13 9DA

RESOLUTION: To recommend refusal due to the proposed signage not being in keeping with the surrounding area.

(vii) DOV/16/00844 | Re-Roofing of the existing slate roofs | 16 King Street &, 15A New Street, Sandwich, CT13 9AB

RESOLUTION: To raise no objections.

(viii) DOV/16/00876 | Erection of a two storey side extension (existing garage to be demolished) | 16 John's Green, Sandwich, CT13 0DE

RESOLUTION: To raise no objections.

(ix) DOV/16/00794 | Re-rendering of the front elevation | 7 Potter Street, Sandwich, CT13 9DR

RESOLUTION: To raise no objections.

(x) **DOV/16/00843** | Structural roof repairs and strengthening of first floor joists | 19 King Street, Sandwich, CT13 9BT

RESOLUTION: To raise no objections.

15.08.16

PLANNING DECISIONS

The following planning decisions were reported from Dover District Council:

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 | **Granted Permission.**

DOV/16/00598 | Change of use from A1 to A3 | 60 King Street, Sandwich, CT13 9BL | **Granted Permission.**

DOV/16/00639 | Demolition of existing and erection of new single storey rear extension; replacement of staircase. | 22 St Peters Street, Sandwich, CT13 9BW | **Granted Permission.**

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 | **Granted Permission.**

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

DOV/16/00720 | Internal alterations to include: removal of existing partitions to ground and 1st floor; creation of new opening & erection of new partitions to form ensuite/dressing area. | Gunyon House, 51 High Street, Sandwich, CT13 9EG | **Granted Permission.**

DOV/16/00725 | Alterations to existing aperture to accommodate the installation of a new ATM to front elevation | 21 Market Street, Sandwich, CT13 9DA | **Granted Permission.**

DOV/16/00756 | Erection of a two storey side extension | 9 Sarre Place, Sandwich, CT13 0RF | **Granted Permission.**

16.08.16

FINANCE

(i) To receive the Sandwich Town Council statement of accounts as at 31st July 2016.

RESOLUTION: That this information be noted.

(ii) Members considered a proposal from Cllr Wood for Sandwich Town Council to investigate setting up a family crisis fund allowing residents of the town to access financial support if exceptional circumstances are such that this support may be necessary.

RESOLUTION: To be deferred for consideration by the Finance Committee.

(iii) Members considered a proposal from Cllr Wood for Sandwich Town Council to investigate setting up a Youth Opportunity Fund allowing young people or their families in the town to apply for grants to support study or skill acquisition where circumstances are such that this provision would otherwise not be met.

RESOLUTION: To be deferred for consideration by the Finance Committee.

17.08.16

SANDWICH TOWN REVIEW

Members received and considered the *Which way for Sandwich: Executive Summary* and accompanying report, and considered whether the Town Council supports the projects contained therein and the proposed next steps as set out by Rummey Design. Broad support from Dover District Council's Cabinet Members and Kent County Council has already been secured. The Mayor reported that a Project Board with the town council, district council and county council to take this proposal forward would be required. Cllr Holloway provided an update on KCC's plans for the Ash Road Highways Depot.

RESOLUTION: That the Council supports taking these projects forward as detailed in the executive summary and the formation of a project board.

18.08.16

KCC CONSULTATION: LOCAL TRANSPORT PLAN 4

Members considered the Town Council's response to Kent County Council's current consultation on the Local Transport Plan 4: Delivering Growth without Gridlock 2016-2031. The consultation documents may be found online at

<http://consultations.kent.gov.uk/consult.ti/LTP4/consultationHome>, the two pages pertaining directly to the Dover District and a press release relating to the consultation were attached to the agenda.

RESOLUTION: Extending the dual carriageway, a priority of Dover District Council, should be included in KCC's plan for 2016-2031, along with a coach park in Sandwich.

19.08.16 ST. PETER'S CHURCH

Members received two email chains relating to recent queries at St. Peter's Church and considered the Town Council's ongoing support for the Curfew Bell and the re-instatement of the chimes.

RESOLUTION: A letter will be written to the Churches Conservation Trust voicing the Council's strong support for the re-instatement of the chimes as soon as possible and the ongoing facilitation of the Curfew Bell ringing, both of which are important parts of the Sandwich community.

20.08.16 CORRESPONDENCE

(i) Members considered the document *Better health care in East Kent: Time to change* and considered whether to be involved via the local Clinical Commissioning Group.

RESOLUTION: Cllr Sneller will join the local Clinical Commissioning Group to keep informed of these proposals on behalf of the Council.

21.08.16 UPDATES FROM TOWN COUNCILLORS REGARDING OUTSIDE BODIES ON WHICH THEY REPRESENT SANDWICH TOWN COUNCIL

(i) An update from Cllr Moorhouse following the Sandwich Chamber of Commerce Meeting held on Monday 15th August was received. In order to re-invigorate the organisation monthly meetings have been suspended and networking events will now take place. The definition and mandate of the Chamber of Commerce will also be reviewed.

RESOLUTION: This information was noted.

(ii) An update from Cllr Moorhouse following the Sandwich Traffic Forum Meeting held on Thursday 18th August was received. Cllr Moorhouse provided a report that identified six roads (Deal, St. Bart's, Dover, Woodnesborough, St George's and Sandown) that need urgent attention for issues such as speeding, parking, visibility.

RESOLUTION: The Clerk will forward the report to KCC and request that immediate attention is given to these problems.

(iii) There were no other updates provided.

22.08.16 REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH

Cllr Carter did not have any updates to provide, as meetings of DDC had not taken place during August.

Cllr Holloway provided an update on correspondence with local residents, businesses, DDC and KCC regarding waste management on Bell Lane. Cllr Holloway is going to arrange a meeting of the various stakeholders with the aspiration of removing the waste bins from Bell Lane. Cllrs Sneller and Watts provided some historic information about these problems.

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

A report from Craig Mackinlay MP was not available.

24.08.16 DATE OF NEXT MEETING

Monday 3rd October 2016, at 7pm, in the Council Chamber, Guildhall (**Ordinary Meeting**).