

Wednesday 28th September 2016

Dear Councillor,

An **Ordinary** Meeting of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 3rd October 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 Quarterly Town Council meeting held on 22nd August 2016 and to consider any matters arising from those minutes not covered elsewhere on this agenda.

Attach 1

5. FINANCE COMMITTEE MINUTES

To receive the Minutes of the Finance Committee meeting, held on 12th September 2016, and to consider the Recommendations contained therein.

Attach 2

6. PAYMENT SCHEDULE

To approve the payment schedule.

Attach 3

7. 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).

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

Attach 4

9. 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) 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 pergola (existing pergola to be removed) | 14 New Street, Sandwich, CT13 9AB. Deferred from meeting of 22nd August 2016.

(ii) 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. Deferred from meeting of 22nd August 2016.

(iii) 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, Knight rider Street, Sandwich, CT13 9EW

(iv) 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, Knight rider Street, Sandwich, CT13 9EW

(v) 16/00683 | Conversion of existing roof void into bedroom & ensuite; lowering of ceiling level, infill of existing openings & creation of new to first floor; installation of 6no rooflights; enlargement of existing window opening; installation of steel balustrade to rear | 14b King Street, Sandwich, CT13 9BT

(vi) 16/00936 | Erection of a single storey rear extension (existing conservatory to be demolished in part) | 6 Hazelwood Meadow, Sandwich, CT13 0AP

(vii) 16/00962 | Fell eleven dead Poplar trees and re-pollard six to a height of 3 metres | Stour Lodge, Sandown Road, Sandwich, CT13 9JZ

(viii) 16/01015 | Installation of replacement timber windows | 4 Alexander Mews, 68 Dover Road, Sandwich, CT13 0BY

(ix) 16/01026 | Hybrid planning application: (i) Outline planning permission (with all matters reserved except access) for the erection of 18 dwellings, accesses/roads, parking, associated services, infrastructure, groundworks and landscaping; and (ii) Full application for the change of use of two engine sheds to office accommodation and 5no. residential dwellings, associated parking, services, infrastructure, sub-station, landscaping, groundworks, attenuation features and earthworks | Land SW at Hammill Brickworks, Hammill Road, Woodnesborough, CT13 0FF

(x) 16/01035 | Installation of a side access door and gates | Fleur-de-lis (6-10), Delf Street, Sandwich, CT13 9BZ

(xi) 16/00717 | Erection of a single storey rear extension and insertion of rooflight to rear roof slope | 30 Moat Sole, Sandwich, CT13 9AU

(xii) 16/00882 | Installation of a side access door and gates | Fleur-de-lis (6-10), Delf Street, Sandwich, CT13 9BZ

(xiii) 16/00896 | Part retrospective application for the reconstruction of a garden wall to rear of property (Scheduled Ancient Monument) | Access & Site r/o 59 New Street, Sandwich, CT13 9BD

(xiv) 16/00682 | Erection of a rear balcony to first floor and installation of rooflights to facilitate loft conversion | 14b King Street, Sandwich, CT13 9BT

(xv) 16/01005 | Installation of replacement uPVC windows to front and side elevations | Barn House, 56B New Street, Sandwich, CT13 9BB

(xvi) 16/01006 | Change of use to Assembly and Leisure (Use Class D2) | 20C King Street, Sandwich, CT13 9BT

(xvii) 16/01072 | Variation of condition 4 of planning permission DOV/14/01072 to allow the number of staff to increase from 9 to 22 (section 73 application) | St Bart's Day Nursery, 17 Dover Road, Sandwich, CT13 0BS

(xviii) 16/01030 | Removal of chimney breast to kitchen and relocation of living room door | Gunion House, 51 High Street, Sandwich, CT13 9EG

10. PLANNING DECISIONS

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

- 11. FINANCE**
(i) To receive the Sandwich Town Council statement of accounts as at 31st August 2016.
Attach 5
- 12. HIGHWAYS & TRANSPORTATION**
(i) To receive and consider approval of the updated proposal for the gateways and lines associated with the 7.5tonne weight restriction.
Attach 6
(ii) To receive and consider a report from Miss L Fidler, Town Clerk, regarding the rail replacement bus service.
Attach 7
- 13. FORDWICH ANNUAL CIVIC SERVICE**
To consider attendance at the Fordwich Civic Service on Sunday 6th November 2016. Please note that the Mayor and Mayoress, Deputy Mayor and Escort, Town Sergeant and Town Clerk traditionally attend this Service every year, but that additional space is available for three councillors and their partners to attend.
Attach 8
- 14. ANNUAL ALLOTMENT HOLDERS MEETING**
To receive and consider the Minutes of the Annual Allotment Holders Meeting held on 7th September 2016.
Attach 9
- 15. CORRESPONDENCE**
To receive and consider the following items of correspondence:
(i) A request from Elizabeth Wood, Headteacher Sandwich Infant School, for Councillors to become governors at the school. Ideally one or two councillors will volunteer.
Attach 10
(ii) An update from Kent Needs Manston Airport, dated 2nd September 2016.
Attach 11
(iii) To consider participation in the *Kick the Dust* grant programme
Attach 12
- 16. UPDATES FROM TOWN COUNCILLORS REGARDING OUTSIDE BODIES ON WHICH THEY REPRESENT SANDWICH TOWN COUNCIL**
- 17. REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH**
- 18. REPORT FROM MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH**
- 19. CONFIDENTIAL ITEMS**
(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 they involve 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 and consider information regarding the Drill Hall, Sandwich.
Enclosure 1
- 20. DATE OF NEXT MEETING**
Monday 31st October 2016, at 7pm, in the Council Chamber, Guildhall (**Ordinary Meeting**).

LAURA FIDLER

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