

**Minutes of a Quarterly Meeting of Sandwich Town Council held Monday 3<sup>rd</sup> October 2016, in the Council Chamber, Guildhall, Sandwich at 7:00pm.**

**Present:**            **Councillors:**    **The Mayor, Cllr Graeme (in the chair)**

**HJ Bragg**  
**PI Carter**  
**JE Franklin**  
**JEM Gisbey**  
**MJ Holloway**  
**Mrs VA Lioté**  
**MW Moorhouse**  
**Ms L O'Donoghue**  
**JO Sneller**  
**JJ Watts**  
**DMA Wood**

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

**01.10.16            MAYOR'S OPENING COMMENTS**

The Mayor reported that:

- Councillors should be mindful of the ongoing staffing absence in the office;
- Speakers Day in Dover was a great success and it will be Sandwich's turn to host this event on 17<sup>th</sup> October 2017;
- The first meeting of the *A New Visions For Sandwich Project Board* has taken place and a way forward for completing the first Heritage Lottery Fund bid has been established.

**02.10.16            APOLOGIES**

Apologies were received and accepted from Cllr Daw (personal), Cllr Mrs Dunay (holiday) and Cllr Trim (holiday). There is also one Councillor vacancy at present.

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

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

**04.10.16            MINUTES**

The Minutes of the Ordinary Town Council meeting held on 22<sup>nd</sup> August 2016 were received, approved as accurate and signed. There were no matters arising from those minutes not covered elsewhere on the agenda.

**05.10.16            FINANCE COMMITTEE**

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

**RESOLUTIONS: That the two proposals for personal assistance grants be deferred for consideration by the Finance Committees of Sandwich Toll Bridge Fund.**

**06.10.16            PAYMENT SCHEDULE**

The schedule of payments, totalling £23,410.01, was received, approved and signed.

**07.10.16            PUBLIC RIGHT TO SPEAK**

One request to speak had been received, from a local resident who wanted to speak about the rail replacement bus services, however, they were no longer able to attend the meeting.

**08.10.16            CRIME STATISTICS & COMMUNITY SAFETY**

Councillors received a report from Ms T Weir, Assistance Town Clerk, 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.

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

09.10.16

**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) 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 22<sup>nd</sup> August 2016. The Clerk reported that the planning officer and heritage officer saw no concerns with this application and approval has been given without waiting for the town council’s input.

**RESOLUTION: This information was noted.**

(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 22<sup>nd</sup> August 2016. The Clerk reported that the planning officer and heritage officer saw no concerns with this application and approval has been given without waiting for the town council’s input.

**RESOLUTION: This information was noted.**

(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, Knightrider Street, Sandwich, CT13 9EW

**RESOLUTION: To positively support this proposal.**

(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, Knightrider Street, Sandwich, CT13 9EW

**RESOLUTION: To positively support this proposal.**

(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. roof lights; enlargement of existing window opening; installation of steel balustrade to rear | 14b King Street, Sandwich, CT13 9BT

**RESOLUTION: The Council was unclear as to whether the proposed balcony would create overlooking concerns; if this is not the case then no objections are raised. If the balcony will overlook neighbouring properties then this should be taken into consideration by DDC.**

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

**RESOLUTION: To raise no objections.**

(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

**RESOLUTION: To raise no objections.**

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

**RESOLUTION: To raise no objections.**

(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

**RESOLUTION: To positively support this proposal.**

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

**RESOLUTION: To raise no objections, however, any refuse and recycling bins should be kept within the property and not on the pavement/road.**

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

**RESOLUTION: To raise no objections.**

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

**RESOLUTION: To raise no objections, however, any refuse and recycling bins should be kept within the property and not on the pavement/road.**

(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

**RESOLUTION: To raise no objections.**

(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

**RESOLUTION: The Council was unclear as to whether the proposed balcony would create overlooking concerns; if this is not the case then no objections are raised. If the balcony will overlook neighbouring properties then this should be taken into consideration by DDC.**

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

**RESOLUTION: To raise no objections.**

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

**RESOLUTION: To positively support this proposal.**

(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

**RESOLUTION: To positively support this proposal and increased employment opportunities in Sandwich.**

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

**RESOLUTION: To raise no objections.**

#### 10.10.16 PLANNING DECISIONS

The following planning decisions were reported from Dover District Council:

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

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

(iii) 16/00755 | Re-painting and cladding of front elevation | 22 Tannery Lane, Sandwich, CT13 9FX | Granted Permission

(iv) 16/00803 | Repositioned access and additional areas for internal roadways, weighbridges, log storage areas, car parking, an administration building, buried electrical cabling and pipe bridge to serve the Biomass combined heat and power plant and log yard approved under DOV/15/01205 and DOV/15/01206 | Discovery Park, Ramsgate Road, Sandwich, CT13 9ND | Granted Permission

#### 11.10.16 FINANCE

Members received the Sandwich Town Council statement of accounts as at 31<sup>st</sup> August 2016.

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

- 12.10.16 HIGHWAYS & TRANSPORTATION**  
(i) Members received and considered approval of the updated proposal for the gateways and lines associated with the 7.5tonne weight restriction.  
**RESOLUTION: That the proposal be accepted and Mr Tim Middleton (KCC) will be congratulated on formulating a comprehensive plan that is under budget.**  
(ii) Members received and considered a report from Miss L Fidler, Town Clerk, regarding the rail replacement bus service.  
**RESOLUTION: South Eastern Railway will be asked to arrange for any rail replacement buses to pick up/drop off directly outside the station.**
- 13.10.16 FORDWICH ANNUAL CIVIC SERVICE**  
Members considered attendance at the Fordwich Civic Service on Sunday 6th November 2016. Six Council representatives will attend alongside the Mayor and Mayoress, Deputy Mayor and Escort, Town Sergeant and Town Clerk.  
**RESOLUTION: Cllr Carter and Mrs Carter, Cllr Franklin, Cllr Gisbey, Cllr Watts and Mrs Watts will attend.**
- 14.10.16 ANNUAL ALLOTMENT HOLDERS MEETING**  
Members received and considered the Minutes of the Annual Allotment Holders Meeting held on 7<sup>th</sup> September 2016.  
**RESOLUTION: This information was noted.**
- 15.10.16 CORRESPONDENCE**  
Members received and considered the following items of correspondence:  
(i) A request from Elizabeth Wood, Headteacher Sandwich Infant School, for Councillors to become governors at the school.  
**RESOLUTION: Cllr Franklin and Cllr Gisbey volunteered.**  
(ii) An update from Kent Needs Manston Airport, dated 2<sup>nd</sup> September 2016.  
**RESOLUTION: This information was noted.**  
(iii) To consider participation in the *Kick the Dust* grant programme  
**RESOLUTION: This information was noted.**
- 16.10.16 UPDATES FROM TOWN COUNCILLORS REGARDING OUTSIDE BODIES ON WHICH THEY REPRESENT SANDWICH TOWN COUNCIL**  
- Cllr Mrs O'Donoghue reported that the CAB are grateful for the Council's support for them to leave the Guildhall in order to save money.  
- Cllr Wood reported that the Christmas Lights are soon to be re-instated (over a number of weekends). The theme for this years' activities will be snowflakes. Raffle prizes and extra marshalls are needed.  
- Cllr Watts reported that Sandwich Port & Haven Commissioners are currently experiencing difficulties with the estuary channels moving and sandbanks changing, which leads to the beacons and buoys needing to be repositioned. The Commissioners are also fully supportive of a possible plan for a business at Discovery Park to receive materials via the river.
- 17.10.16 REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH**  
Cllr Carter provided the following updates:  
- Overgrowth and weeds on the public walkways have been reported to DDC/KCC to attention;  
- Dangerous parking at junctions has been raised with the district council for action;  
- The new leisure centre for Dover has been approved;  
- Residents are invited to a community meeting focusing on environmental projects in the Deal and Walmer area, being held at the Astor Theatre in Deal on Thursday 13 October from 7pm.

Cllr Holloway reported that the first meeting to tackle the problem of waste management on Bell Lane has taken place and a plan has been agreed, a follow up meeting has been arranged for Wednesday 16<sup>th</sup> October.

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

No report was available.

**19.10.16 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 sale of the ACF Sandwich (the Drill Hall).

**RESOLUTION: The Council would like to progress with a proposal to purchase the Drill Hall; a loan from the Public Works Loan Board to purchase the property will be investigated and a site visit for councillors and the Council's agent and architect, will be arranged.**

**20.10.16 DATE OF NEXT MEETING**

Monday 31<sup>st</sup> October 2016, at 7pm, in the Council Chamber, Guildhall (**Ordinary Meeting**).