

**Minutes of an Ordinary Meeting of Sandwich Town Council held Monday 30<sup>th</sup> January 2017, 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  
D Friend  
JE Franklin  
JEM Gisbey  
MJ Holloway  
Mrs VA Lioté  
Ms L O'Donoghue  
JO Sneller  
CL Trim  
JJ Watts  
DMA Wood**

**Officer: Miss L Fidler**

**09.01.17 MAYOR'S OPENING COMMENTS**

The Mayor welcomed Ms Anna Irwin, the new Assistant Town Clerk/Mayor's Secretary, and congratulated the Town Clerk on her recent engagement.

**10.01.17 APOLOGIES**

Apologies were received and accepted from Cllr Moorhouse who was unwell.

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

There were no declarations of interest.

**12.01.17 MINUTES**

The Minutes of the Ordinary Town Council meeting held on 19<sup>th</sup> December 2016 were received, approved as accurate and signed following one amendment to item 18.12.16. There were no matters arising from those minutes not covered elsewhere on the agenda.

**13.01.17 ADVISORY COMMITTEE**

The Minutes of the Advisory Committee Meeting held on 13<sup>th</sup> January 2017 were received, approved as accurate and signed.

**RESOLUTIONS: That the following recommendations of the Advisory Committee be approved in relation to the ACF Sandwich (the Drill Hall):**

**(i) The Mayor, Cllrs Holloway and Mrs O'Donoghue will draft a press release explaining the actions of the Council to local residents; regular updates regarding the project will also be released in the future. Cllr Friend will publicise this information on social media.**

**(ii) Preparation of the business plan for the property will resume, taking into account the ideas and preferences raised by members of the public (art gallery, theatre, indoor markets and food fayre, etc).**

**14.01.17 FINANCE COMMITTEE**

The Minutes of the Finance Committee Meeting held on 16<sup>th</sup> January 2017 were received, approved as accurate and signed.

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

**(i) That the draft budget for 2017/18 be approved.**

- (ii) That any miscellaneous expenditure above £500 be listed as a separate item within the budget for transparency (i.e. by-election costs, repairs to the flag pole).
- (iii) That staff should be awarded a 2% payrise for the 2017/18 financial year (due to a recent payrise in the 2016/17 year the Town Clerk will forego a payrise for 2017/18).
- (iv) Due to other tax increases and demands upon the local rate payers Sandwich Town Council will not increase its precept for the 2017/18 year; the contribution from the local rate payers will remain the same as for the 2016/17 year.

**15.01.17 TOURISM COMMITTEE**

The Minutes of the Tourism Committee Meeting held on 18<sup>th</sup> January 2017 were received, approved as accurate and signed.

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

- (i) That Sandwich Town Council work alongside The Salutation and attend the promotional event at Kempton in April, in order to promote Sandwich as a tourist destination. Mr S. Laslett and Ms S. Matthews could attend and members of the Tourism Committee would also be invited to attend. Sandwich Community Events CIC would allocate £450 towards this event.
- (ii) That the £300 budget allocated at the previous Tourism Committee meeting for Social Media Training be reallocated to arranging participation in the promotional event described in (i).
- (iii) That volunteers from the Tourism Committee form a 'Social Media Task Force' who would build a strategy for the use of social media in order to promote tourism in Sandwich. Volunteers would include Mr S. Laslett and Cllr Ms L. O'Donoghue. Cllr D. Friend would also be invited.
- (iv) That Mr S Laslett invites Mrs J. Fisher-Taylor, licensee of the Fleur de Lis Hotel to join the Tourism Committee.

**16.01.17 PAYMENT SCHEDULE**

The schedule of payments, totalling £25,126.72, was received, approved and signed.

**17.01.17 PUBLIC RIGHT TO SPEAK**

Mr J Hennessey spoke on behalf of Sandwich Local History Society in support of Sandwich Toll Bridge Fund providing a grant to support the Kent History Federation visit to Sandwich in May.

Mr I. Black detailed his concerns about the proposed housing development off Dover Road on the Kumar Nursery site.

**18.01.17 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 (November 2016) and comparing them against the statistics for the same month in 2015. Councillors had also received by email an update on the Clerk's monthly meeting with PCSO Ian Norton. The next meeting with the Police & Crime Commissioner was confirmed for Wednesday 5<sup>th</sup> April at 10am.

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

**19.01.17 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) 16/01406 | Repair and part rebuild of boundary wall | St Oswalds, 74 New Street, Sandwich, CT13 9BD

**RESOLUTION: To raise no objections.**

(ii) 16/01409 | Erection of a single-storey pitched roof front extension | 24 Delfside, Sandwich, CT13 9RL

**RESOLUTION: To raise no objections.**

(iii) 16/01405 | Repair and part rebuild of boundary wall | St Oswalds, 74 New Street, Sandwich, CT13 9BD

**RESOLUTION: To raise no objections.**

(iv) 16/01418 | Creation of two dwellings (internal alternations only) | 26, 28 and 30 Fisher Street, Sandwich, CT13 9EJ

**RESOLUTION: To raise no objections.**

(v) 16/01419 | To infill an internal doorway to create a separate dwelling house | 26, 28 and 30 Fisher Street, Sandwich, CT13 9EJ

**RESOLUTION: To raise no objections.**

(vi) 16/00011 | Creation of external doorway | Bell Hotel, Upper Strand Street, Sandwich, CT13 9EF

**RESOLUTION: To raise no objections.**

(vii) 16/00012 | Insert external doorway, infill internal opening and insert ramp to form bin store | Bell Hotel, Upper Strand Street, Sandwich, CT13 9EF

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

(viii) 16/00059 | Installation of replacement windows and doors | 7 Aynsley Court, Strand Street, Sandwich, CT13 9DU

**RESOLUTION: To raise no objections.**

(ix) 16/00001 | Erection of a single storey rear extension to existing garden room | Ashcroft House, 171 Dover Road, Sandwich, CT13 0DD

**RESOLUTION: To raise no objections.**

#### **20.01.17 PLANNING DECISIONS**

None to report.

#### **21.01.17 PLANNING CORRESPONDENCE**

(i) Councillors considered if there are any questions or suggestions that need to be made regarding the proposed *New Development, Dover Road*, as discussed at a pre-meeting of the Council with BDB Design and the Chartwell Group (the developers). It was confirmed that as yet a formal planning application has not been submitted, any input at this stage is only for the developers attention.

**RESOLUTION: The developer will be informed that as the proposal currently stands the Council is very concerned about the proposed access route to the site and the traffic problems that would result on Dover Road. The developer must also consult with Sandwich Technology School, who have not been communicated with thus far.**

(ii) Councillors considered if and what response is required for The Planning Inspectorate regarding the application by Vattenfall Wind Power Limited for an Order Granting Development Consent for the Thanet Extension Offshore Wind Farm. Supporting information from Vattenfall was also included with the agenda.

**RESOLUTION: In principle Sandwich Town Council supports the development of the Thanet offshore windfarm. However, the information currently available provides no details on how the site will be developed, particularly where the power supply will come ashore – information that is crucial to help inform opinion.**

#### **22.01.17 “A NEW VISION FOR SANDWICH” PROJECT BOARD**

Councillors had received by email the following documents on 25<sup>th</sup> January 2016:

(i) 161220 A New Vision for Sandwich Partnership Agreement;

(ii) 161220 Progress Report 2;

(iii) Guidance on use of the new Project Board logos;

(iv) 170117 Guildhall Bid Brief with inclusion of Cattle Market;

(v) 170113 Progress Report 3;

(vi) A copy of the introductory press release that will be issued on Friday 27<sup>th</sup> January

Councillors considered whether there are any proposals or issues that they want the Project Board to consider. Cllr Carter expressed a concern regarding any proposals to license the Guildhall Forecourt (for the sale and consumption of alcohol).

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

22.01.17

#### **HIGHWAYS & TRANSPORTATION**

(i) At the previous Council meeting closure of Austins Lane to traffic was identified as a priority. Kent County Council had subsequently asked the Town Council two questions in relation to funding of this project and the timescale in which the project should take place.

#### **RESOLUTIONS:**

**Funding for this closure (approx. £4k) should come from the remaining unallocated Section 106 monies. KCC had confirmed that they do not have the funds themselves to undertake this work.**

**The work should take place at the same time as KCC are undertaking other traffic works in the area, as this will allow paperwork and manpower to be combined and will save an estimated £1.5k (this figure was supplied by Tim Middleton at KCC).**

(ii) Councillors considered a response to Kent County Council's *Freight Action Plan*.

**RESOLUTION: The Council fully supports the aspirations set out in the Freight Action Plan.**

23.01.17

#### **FINANCE**

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

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

24.01.17

#### **VICTORIA CROSS RECIPIENT**

Councillors received a report from the Clerk regarding Lt. Col. Augustus C. Newman VC and considered a proposal for a dedicated walkway and memorial plaque. Cllr Bragg provided information about why 'Charles' was awarded the Victoria Cross.

**RESOLUTION: The Council was in support of the proposal but deferred the matter until costings have been obtained.**

25.01.17

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

Cllr Gisbey reported on the latest White Cliffs Country Tourism Association meeting, held on 24<sup>th</sup> January. There is a new chairman and an aspiration for there to be more networking. The AGM is taking place on the 14<sup>th</sup> March.

Cllr Franklin reported on the Kent Association of Local Councils Dover Area Committee meeting that was held on 25<sup>th</sup> January, topics such as the introduction of 20mph speed limits, the Volunteer Support Warden Scheme and building development were discussed.

26.01.17

#### **REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH**

Cllr Butcher reported that:

- The two 300mtr+ telecommunication masts have been rejected by the Planning Committee, following the officer's recommendations;
- A proposal for 104 houses in Ash has also be rejected;
- When a planning application is made for the Kumar Nursery site, off Dover Road, he will consider the proposal very carefully;

Cllr Carter reported that:

- Enforcement work at 57 New Street is progressing;
- Changes to youth service provisions are being considered by the Scrutiny Committee, Cllr Carter is working to ensure that young people in Sandwich have access to services.
- A consultation on the Thanet Parkway Station is now open.

Cllr Holloway reported that:

- An extension to Sandwich train stations platform has been agreed, and so concerns that the Thanet Parkway Station will take services away from the local station are unfounded.
- Councillors were encouraged to attend Craig Mackinlay's next Sandwich Stakeholder's Traffic Summit meeting on 10<sup>th</sup> February at 11am in the Guildhall.

- On the 7<sup>th</sup> February the Mayor and Cllr Holloway will be meeting with the Leader of KCC, Cllr Paul Carter, to discuss a possible new coach and car park.
- On 16<sup>th</sup> February at 4pm a progress meeting to discuss waste management on Bell Lane is taking place, all councillors are invited.

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

No report was available.

**28.01.17 CONFIDENTIAL ITEMS**

(i) It is AGREED 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) Councillors received a report from the Clerk and considered a proposal contained therein for recruitment of a Heritage Development Officer at the Guildhall on a six month contract to primarily assist with the 'Guildhall Project' (part of the *A New Vision for Sandwich* proposal).

**RESOLUTION: A Heritage Development Officer will be recruited for six months and a new computer, for use by the new staff member, will be purchased. The cost of this additional resource will be shared jointly with Sandwich Toll Bridge Fund (approx. £8k will be used from the STC staffing contingency budget).**

**29.01.17 DATE OF NEXT MEETING**

Monday 27<sup>th</sup> February 2017, at 7pm, in the Council Chamber, Guildhall (**Quarterly Meeting**).