



(ii) Councillors received the Minutes of the Tourism Committee Meeting, held on 5<sup>th</sup> April 2017, and considered the Recommendations contained therein. A supplementary report from Miss L Fidler in relation to Committee Minute 09.04.17(i) was also considered.

**RESOLUTIONS: That the following Recommendations be approved:**

**Committee Membership & Remit:**

(i) To expand membership of the Committee to 16 Members.

(ii) The additional four members to be 1 x Museum representative, 1 x extra local trade representative, 1 x Town Team representative, 1 x other suitable candidate (tbc).

(iii) The three people identified to become additional Members of the Committee are Miss Katie Doyle, Mr Richard Ralph and a current Museum Volunteer that Cllr Wood is aware of.

**White Cliffs Country Tourism Alliance**

(iv) That Sandwich Town Council issue a press release to promote a WCCTA open meeting on the 30<sup>th</sup> May to local businesses in the tourism industry.

**NB. A Recommendation to allow public participation at Tourism Committee meetings and ‘any other business’ was not accepted.**

**22.04.17 PAYMENT SCHEDULE**

The schedule of payments, totalling £40,817.23, was received, approved and signed.

**23.04.17 PUBLIC RIGHT TO SPEAK**

There were no requests to speak.

**24.04.17 CRIME STATISTICS & COMMUNITY SAFETY**

(i) A report setting out the most recent crime and anti-social behaviour statistics available via the Police.UK website was not included because the latest information available, for January 2017, had already been shared with the Council at the March Council meeting.

(ii) Councillors received the notes taken at a meeting with Mr Matthew Scott, Police & Crime Commissioner, on 5<sup>th</sup> April 2017 at 10am.

**RESOLUTIONS:**

(i) The Clerk will write to Mr Scott requesting information about how Policing of the Golf Open in 2020 will be managed.

(ii) Information about the PCSOs use of the Phoenix Centre and future use of the Guildhall will be sought before the next Council meeting.

**25.04.17 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) 17/00366 | External: Removal of existing NatWest brand signage, ATM and night safe. Internal: removal of non-original fixtures, fittings, furniture and equipment relating to the operation of the NatWest branch. | 21 Market Street, Sandwich, CT13 9DA

**RESOLUTION: To raise no objections.**

(ii) 16/01250 | Erection of an MOT Centre | Site at Robinsons Motors Ltd, Unit 3, Ash Road, Sandwich, CT13 9JB

**RESOLUTION: To raise no objections.**

(iii) 17/00287 | Repairs to roof to include insertion of membrane and timber fascia | 34 Upper Strand Street, Sandwich, CT13 9EL

**RESOLUTION: To raise no objections.**

(iv) 17/00299 | Installation of replacement front door and windows to front and side elevation with upvc | The School House, School Road, Sandwich, CT13 9HS. It was confirmed that although this premises is in the conservation area that this is not a historic property.

**RESOLUTION: To raise no objections.**

(v) 17/00304 | Change of use of shop and flat into self-contained residential dwelling (C3) | 6 St Peters Street, Sandwich, CT13 9BW

**RESOLUTION: To recommend refusal; the Council supports the commercial footprint of the town being maintained and business properties should be preserved.**

(vi) 17/00345 | Installation of replacement upvc windows to front, rear and side elevations | 5 Aynsley Court, Strand Street, Sandwich, CT13 9DU

**RESOLUTION: To raise no objections.**

**26.04.17**

The Following planning decisions were reported from Dover District Council:

(i) 17/00145 | Installation of extractor fan and exhaust flue | 12 Honfleur Road, Sandwich, CT13 0QW | GRANTED PERMISSION

(ii) 17/00252 | Formation of a vehicular crossover | 3, Poulders Gardens, Sandwich, CT13 0BE | GRANTED PERMISSION

(iii) 17/00091 | Erection of single storey side and two storey rear extensions, pitched roof extension over extended garage, insertion of roof lights and dormers. | Winnats, Sandown Road, Sandwich, CT13 9JZ | GRANTED PERMISSION

**27.04.17**

#### **‘A NEW VISION FOR SANDWICH’ BOARD**

Councillors received and considered the following information:

(i) Project Manager’s Report No.6

(ii) The notes from the Board Meeting of 13<sup>th</sup> April 2016

(iii) A verbal update from Miss L Fidler, Town Clerk, on the procurement of a Heritage Development Officer and someone to undertake a Guildhall & Forecourt Business Plan.

(iv) The notes from a meeting with the local traders held on 23<sup>rd</sup> March 2017.

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

**28.04.17**

#### **TOWN PROCESSIONS**

(i) As per Minute 19.02.17 the Council resolved to take part in a Sandwich Festival Procession to commemorate the 800<sup>th</sup> anniversary of the Battle of Sandwich on the August Bank Holiday Sunday. Cllr Gisbey (as the Council’s nominated representative on the planning team) confirmed that the following subsequent questions have now been raised by the organisers:

1) Can the invitation to the civic dignitaries to take part be issued by the Council?

2) Can a small reception be held at the Guildhall (to be paid for by the Council) for the civic dignitaries?

3) Can the Council’s Coat of Arms be used on the procession banners?

**RESOLUTION: The three requests from Cllr Gisbey were confirmed in the affirmative.**

(ii) Councillors considered participation in a candlelit procession from the Guildhall to St Bartholomew’s Chapel on 24<sup>th</sup> August 2017 to commemorate the 200<sup>th</sup> St Bartholomew’s Day. The Mayor confirmed that he has spoken with the Chairman of Sandwich Local History Society and further information is required.

**RESOLUTION: That this matter be deferred until further information is available, for example who will be the event organiser, who will undertake the necessary paperwork?**

**29.04.17**

#### **MONKS WALL NATURE RESERVE**

Councillors considered whether to issue a Grazing Licence for the Monks Wall Nature Reserve for the 2017/18 year at an annual fee of £1,250. A response to this question was required before a MWNR Committee Meeting took place, as such the question had come directly to the Council. The MWNR management committee members had been invited to let the office know if there were any issues to be aware of and none have been raised.

**RESOLUTION: To accept a fee of £1,250 for grazing at the MWNR in the 2017/18 year.**

**30.04.17**

#### **WATERWAYS**

(i) Councillors considered an email from Ms A. Clemence regarding dredging of the Stour.

(ii) Councillors received, by email read out by the Town Clerk, an update from Cllr Bragg regarding the Delf Stream.

**RESOLUTION: A meeting with the Environment Agency / Internal Drainage Board will be expedited to discuss both matters.**

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

Cllr Wood reported that a meeting of the Christmas Lights Committee was due to take place soon to start thinking about the plan for winter 2017.

Cllr Watts reported that Sandwich Port & Haven Committee have just had their annual inspection by Trinity House and the performance standard and management of the charity were highlighted as being good.

Cllr Moorhouse reported that the Annual General Meeting of the Sandwich & District Chamber of Commerce is due to take place soon.

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

Cllr Holloway reported:

- The work on Bell Lane to improve waste management is progressing as planned with bollards due to be installed on the week commencing the 8<sup>th</sup> May.

- A number of concerns regarding a licensing application for a restaurant on Bell Lane have been raised. Cllr Holloway will consider calling this matter in, to be dealt with by the Licensing Committee at DDC if necessary (and not via delegated officer authority).

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

No report was available.

**34.04.17**

(i) It was 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 written report from Miss L Fidler, Town Clerk, on matters relating to staffing absence in 2017/18.

**RESOLUTION: Cllrs noted the report and the actions identified therein were approved as the preferred method for staffing cover during a period of maternity leave in 2017/18.**

(iii) Councillors received a verbal update from Miss L Fidler relating to the ACF Sandwich (the Drill Hall).

**RESOLUTION: The Mayor, Cllr Paul Graeme, and Councillors Friend, Mrs Liote and Ms O'Donoghue will meet to come up with a proposal for how to progress with this matter.**

**35.04.17**

**DATE OF NEXT MEETING**

(i) Thursday 11<sup>th</sup> May 2017, at 7pm, in the Court Room, Guildhall (Annual Meeting of the Council and Mayor Making);

(ii) Monday 22<sup>nd</sup> May 2017, at 7pm, in the Council Chamber, Guildhall (**Ordinary Meeting**).