

Wednesday 19<sup>th</sup> April 2017

Dear Councillor,

An **Ordinary** Meeting of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 24<sup>th</sup> April 2017 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**

**(i)** To approve the Minutes of the quarterly Town Council meeting held on 27<sup>th</sup> March 2017 and to consider any matters arising from those minutes not covered elsewhere on this agenda.

**Attach 1**

**(ii)** To receive for information only the draft Minutes of the Annual Town Meeting held on 15<sup>th</sup> March 2017. These Minutes will be approved at the Annual Town Meeting 2018.

**Attach 2**

**5. FINANCE COMMITTEE**

To receive the Minutes of the Finance Committee meeting, held on 5<sup>th</sup> April 2017, and to consider the Recommendations contained therein.

**Attach 3**

**6. TOURISM COMMITTEE / SANDWICH TOURISM STRATEGY**

**(i)** To receive the notes taken from a meeting with Visit Kent on 13<sup>th</sup> April 2017 and be aware of the actions identified.

**Attach 4**

**(ii)** To receive the Minutes of the Tourism Committee Meeting, held on 5<sup>th</sup> April 2017, and to consider the Recommendations contained therein. A supplementary report from Miss L Fidler in relation to Committee Minute 09.04.17(i) is also attached.

**Attach 5 a & b**

**7. PAYMENT SCHEDULE**

To approve the payment schedule.

**Attach 6**

**8. 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).

**9. POLICE**

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

**(ii)** To receive the notes taken at a meeting with Mr Matthew Scott, Police & Crime Commissioner, on 5<sup>th</sup> April 2017 at 10am, and consider what actions are required going forward.

**Attach 7**

**10. 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) 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

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

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

(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

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

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

**11. PLANNING DECISIONS**

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

**12. ‘A NEW VISION FOR SANDWICH’ BOARD**

To receive and consider:

(i) Project Manager’s Report No.6

**Attach 8**

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

**Attach 9**

(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.

**Attach 10**

**13. 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) has asked whether the Council and Guildhall can host a reception following the parade?

**Attach 11**

(ii) To consider 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

**Attach 12**

**14. MONKS WALL NATURE RESERVE**

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

**Attach 13**

**15. WATERWAYS**

(i) To consider an email from Ms A. Clemence regarding dredging of the Stour.

**Attach 14**

(ii) To receive a verbal report from Cllr Bragg regarding the Delf Stream.

**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. (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 a written report from Miss L Fidler, Town Clerk, on matters relating to staffing absence in 2017/18.
- Enclosure 1**
- (iii) To receive any updates relating to the ACF Sandwich (the Drill Hall).
20. **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**).

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