

Minutes of an Ordinary Meeting of Sandwich Town Council held Monday 22<sup>nd</sup> May 2017, in the Council Chamber, Guildhall, Sandwich at 7:00pm.

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

**HJ Bragg**  
**PI Carter**  
**JE Franklin**  
**RA Daw**  
**JE Franklin**  
**D Friend**  
**JEM Gisbey**  
**MJ Holloway**  
**MW Moorhouse**  
**Ms L O'Donoghue**  
**JO Sneller**  
**JJ Watts**  
**DMA Wood**

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

**05.05.17            MAYOR'S OPENING COMMENTS**

A minute's silence was held in member of Cllr Chris Trim.

The Mayor report that he is now the Speaker of the Cinque Ports, handover having taken place on the 21<sup>st</sup> May 2017.

**06.05.17            APOLOGIES**

Apologies were received and accepted from Cllr Mrs Dunay (holiday) and Cllr Mrs Liote (holiday). There is also one vacancy.

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

Cllrs Bragg, Daw and Graeme declared an Other Significant Interest in Item 13.05.17(iv) planning application 17/00502 | Demolition and rebuilding of east facing flint boundary wall. | 16 St Bartholomews, Sandwich, CT13 0BP, as Trustees of Sandwich United Charities.

**08.05.17            MINUTES**

(i) The Minutes of the Ordinary Town Council meeting held on 24<sup>th</sup> April 2017 were received.

**RESOLUTION: The Minutes were approved as accurate and signed.**

(ii) The Minutes of the Annual Meeting of Sandwich Town Council (Mayor Making) held on 11<sup>th</sup> May 2017 were received.

**RESOLUTION: The Minutes were approved as accurate and signed following one amendment (Cllr Moorhouse was not in attendance).**

**09.05.17            MONKS WALL NATURE RESERVE COMMITTEE**

Councillors received the Minutes of the Monks Wall Nature Reserve Committee meeting, held on 26<sup>th</sup> April 2017, and considered the Recommendations contained therein.

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

(i) **When the outcome of negotiations with the Environment Agency regarding a global compensation figure is known Mr Chandler will inform the Committee.**

(ii) **Mr Chandler has submitted 2 quotes for fencing repairs to ensure the Monks Way fencing is stock proof. The lower quote, at £5720.00 was accepted. Mr Chandler will submit the capital grant form required to obtain funding towards fencing works.**

(iii) **Mr Chandler will obtain quotes for ditch clearance work and hedge cutting with the aim of having the work carried out in August or September 2017.**

- (iv) Sandwich Town Council to confirm the bank account details to Mark Chandler that should be used to receive annual Higher Tier payments.
- (v) Sandwich Town Council office to speak to the Health and Safety Officer about appropriate signage and to investigate costings as a first step towards making the reserve accessible to the public.
- (vi) Mr Chapmans recommendations that a circular walking route be made available for public access and that the reserve be a dog free zone to avoid disturbing nesting birds or worrying grazing livestock will be included within the new management plan.
- (vii) The quote obtained by Ken Chapman from Mr Steve Weatherall for £215.00 to replace the gate post at the Stonar end of the reserve was accepted.
- (viii) The quote obtained by Ken Chapman from Mr Steve Weatherall for removal of the old diesel pump at £75.00 was accepted.
- (ix) Sandwich Town Council office will write a letter to the Sandwich Bay Bird Observatory thanking them for allowing Mr Chapman use of the Observatory's land rover for activities relating to the Monks Wall nature Reserve.
- (x) Sandwich Town Council will purchase the various tools requested from T.R & C Carpenters. The tools will be stored in the Warden's garage and the Council will hold an inventory.
- (xi) Sandwich Town Council will provide the Warden with contact details for Stephanie Wadhams, KCC to discuss botanical value items along the roadside embankments on Monks Way.
- (xii) The Quote obtained by Ken Chapman from Mr Steve Weatherall in the sum of £1,200.00 for repairs to chestnut paling fencing on the reserve was accepted.
- (xiii) Mark Chandler should provide a draft procedure and costings relating to the creation of a Management Plan to Sandwich Town Council for consideration by the Committee.
- (xiv) Mr Chandler will advise the committee of the likely compensation sum to be received from the Environment Agency when it is known to him.

**10.05.17 PAYMENT SCHEDULE**

The schedule of payments, totalling £33,171.90, was received, approved and signed.

**11.05.17 PUBLIC RIGHT TO SPEAK**

Mr Charles Neaverson, of Gardners Quay Upper Strand Street, spoke about a problem that he and neighbours are experiencing with coaches parking for extended periods and blocking light to their homes. Later on in the meeting (under District Councillor updates) it was confirmed that Cllr Carter and Cllr Holloway will work with DDC to find a solution to this problem.

**12.05.17 CRIME STATISTICS & COMMUNITY SAFETY**

(i) Councillors received a report setting out the most recent crime and anti-social behaviour statistics available via the Police.UK website. No update was available for the last meeting of the Council so statistics had been included for February 2017 and March 2017 for consideration.

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

(ii) Councillors received a verbal report from Cllr Carter regarding the recent spate of thefts in Sandwich. The Mayor also provided feedback following a brief meeting with PCSO Ian Norton. The discussion centred around the recent spate of thefts from vehicles. Cllr Gisbey highlighted the recent trend for blaming the victims of crime (i.e. the person who didn't lock their car) and lack of blame focused on the perpetrator.

**RESOLUTION: Chief Inspector Fox will be asked to meet with the Council.**

**13.05.17 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) 13/00759/C | Amendments to approved planning permission DOV/13/00759 to condition 6 | Former Power Station Site, Ramsgate Road, Sandwich, CT13 9NL

**RESOLUTION: To raise no objections.**

(ii) 17/00507 | Erection of a single storey extension and conservatory to rear, bricking up of rear ground floor window, enlarge door opening to install new door, new window opening to ground floor front elevation and part raising of boundary wall to facilitate extension | Sackville House, 53 New Street, Sandwich, CT13 9BB.

**RESOLUTION: To raise no objections and recommend approval.**

(iii) 17/00508 | New single storey extension comprising conservatory and wet room. New window in new opening to west elevation. | Sackville House, 53 New Street, Sandwich, CT13 9BB

**RESOLUTION: To raise no objections and recommend approval.**

(iv) 17/00502 | Demolition and rebuilding of east facing flint boundary wall. | 16 St Bartholomews, Sandwich, CT13 0BP

**RESOLUTION: To raise no objections and recommend approval on health and safety grounds.**

(v) 17/00485 | Installation of a rooflight to rear roofslope, replace rear felt roof with tiles and installation of a replacement window to first floor rear elevation | 62 New Street, Sandwich, CT13 9BB

**RESOLUTION: To raise no objections.**

(vi) 17/00454 | Outline application for the erection of 3no. dwellings (with all matters reserved) | Land Adjoining, 4 Woodnesborough Road, Sandwich, CT13 0AA

**RESOLUTION: To strongly recommend refusal. The Council believes that the reasons to refuse a previous application on this land (DOV/15/00802) are still applicable; the DDC 'Notification of Refusal of Outline Planning Permission' lists five reasons for refusal which the Town Council feels are still relevant. The Town Council is particularly concerned that the proposed development fails to demonstrate that the necessary visibility splays required for access onto Woodnesborough Road can be achieved. A letter from Richard Smith, Senior Development Planner at KCC dated 10th May 2017, states that KCC have no objections in respect of highways matters if certain conditions can be dealt with and Sandwich Town Council does not believe that these conditions can be met in respect of this development.**

(vii) 17/00364 | Erection of a detached single storey welfare block and erection of a gardener's store | The Salutation, Knightrider Street, Sandwich, CT13 9EW

**RESOLUTION: To raise no objections and recommend approval.**

(viii) 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 and recommend approval subject to the building being made-good with suitable materials after the removal of these fittings.**

(ix) 17/00278 | Pollard one Holm Oak tree by 10 metres | 1 St Georges Place, Sandwich, CT13 9LW

**RESOLUTION: To raise no objections.**

(x) 17/00490 | Removal of existing felt coverings to rear pent roof over bathroom and replacement with reclaimed peg tile finish. Installation of new Conservation rooflight to rear pent roof. Replacement of existing bathroom window with new, frame profile to match original with obscure frosted glazing. Removal of existing horizontal ceiling in bathroom with new plasterboard lining to open pitch of roof. Removal of existing bathroom fixtures and finishes and replacement with new in same locations. | 62 New Street, Sandwich, CT13 9BB

**RESOLUTION: To raise no objections and recommend approval.**

#### 14.05.17

The Following planning decisions were reported from Dover District Council:

(i) 17/00068 | Erection of single storey garden room extension, rebuild of existing single storey wc addition, satellite dish to rear elevation. Internal alterations to include: new opening and erection of partition wall to 1st floor to form new ensuite; partition wall to 2nd

floor; damp repair work to cellar. | Pellicane House, 22 High Street, Sandwich, CT13 9EB | GRANTED PERMISSION.

(ii) 17/00067 | Erection of single storey rear extension, alterations and replacement of rain water goods, installation of security cameras to front and rear, satellite dish to rear elevation, replacement of first floor window, demolition and rebuild of existing rear wc extension and landscaping | Pellicane House, 22 High Street, Sandwich, CT13 9EB | GRANTED PERMISSION.

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

(iv) 17/00075 | Siting of a pontoon fixed to the riverbank for mooring purposes of a residential boat (amended description) | Land at Esso Wharf, Strand Street, Sandwich, CT13 9HN | REFUSE PLANNING PERMISSION.

#### 15.05.17

##### **FINANCE**

(i) Councillors received the Sandwich Town Council Statement of Accounts as at 31<sup>st</sup> March 2017.

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

(ii) To review the Internal Audit controls system.

**RESOLUTION: That the Internal Audit Controls System be approved.**

(iii) To consider the findings of the review of the Internal Audit controls system and if appropriate to approve the Annual Governance Statement by resolution (Section 1/Page 2 of the Annual Return for the year ended 31<sup>st</sup> March 2017)

**RESOLUTION: The Annual Governance Statement was approved. A valuation of the Council's land and property assets will be arranged.**

(iv) Councillors received the Accounting Statements for 2016/17 (Section 1/Page 2 of the Annual Return for the year ended 31<sup>st</sup> March 2017)

**RESOLUTION: The Accounting Statements for 2016/17 were approved.**

#### 16.05.17

##### **'A NEW VISION FOR SANDWICH' BOARD**

Councillors received and considered the following information:

(i) Project Manager's Report No.7

(ii) A written update from Miss L Fidler, Town Clerk, on the procurement of resources.

##### **RESOLUTIONS:**

(i) **The Council will fund 50% of the cost (Sandwich Toll Bridge Fund to fund the other 50%) for Hayley Sharp Design Ltd (HSD) to undertake a Business Plan of the Guildhall and Forecourt. HSD will also be asked to prioritise consideration of how the Guildhall Caretakers are utilised (in advance of staff member retiring in October 2017).**

(ii) **The Council will fund 50% of the cost (Sandwich Toll Bridge Fund to fund the other 50%) for Rummey Design to include the Forecourt in their townscaping work for Kent County Council.**

#### 17.05.17

##### **2020 OPEN GOLF CHAMPIONSHIP**

Councillors received the Minutes of a meeting held on 20<sup>th</sup> April 2017 about the Open Golf Championships coming to Sandwich in 2020 and considered the proposed actions for moving forwards.

**RESOLUTION: This information was noted and the aims and aspirations on how to achieve an event that will benefit the local residents and businesses were supported.**

#### 18.05.17

##### **WAYFARERS**

(i) Councillors received the latest stakeholder update from Kent County Council regarding the sale of Wayfarers care home. Councillors were advised that, in accordance with the Mayors request, a letter has already been sent from the Council offices to KCC requesting specifics.

**RESOLUTION: That this information be noted and the response to the latest request for information will be brought back to the Council.**

(ii) To receive a verbal update following the meeting of the Wayfarers Action Group held on 19<sup>th</sup> April 2017.

**RESOLUTION: That this information be noted and support for Wayfarers from County Councillor Sue Chandler will be sought.**

**19.05.17**

**SANDWICH FOOD FAYRE**

Councillors received a note from Cllr Mrs Lioté advising that the Sandwich Food Fayre 2018 is scheduled for 19<sup>th</sup> and 20<sup>th</sup> May 2018.

**RESOLUTION: Cllr Mrs Lioté will be congratulated on her hard work to organise a tremendously successful Sandwich Food Fayre in 2017.**

**20.05.17**

**DELFT STREAM**

Cllr Daw provided a verbal report regarding the Delf Stream; Cllr Daw has been in communication with Debbie McNamara, Field Team Leader - The Stour, at the Environment Agency regarding the Brewery Sluice works, which is now due to be undertaken in 2018/19 (the current financial year had originally been stated). Cllr Daw has also suggested that the EA ask for a derogation from Natural England to do an extra weedcut on the Delf Stream from Pinnock Wall to the Round House in Worth, to encourage water to flow better through Sandwich; the EA have responded that this is not a priority, the prevention of flooding is the EA's main concern. This proposal would definitely not be considered until Brewery Sluice has been upgraded.

**RESOLUTION: Pressure will be applied to the EA to upgrade Brewery Sluice as soon as possible.**

*Cllr Franklin left the meeting at this point to ring the Curfew Bell.*

**21.05.17**

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

Cllr Gisbey reported that there will be an open networking meeting at St. Mary's Church on 30<sup>th</sup> May to promote the activities of the White Cliffs Country Tourism Alliance.

Cllr Watts reported that the next meeting of the Sandwich Port & Haven Commissioners will take place shortly and he will raise any issues that Councillors have at this meeting.

Cllr Moorhouse reported that John Fothergill (from The Salutation) is the new Chairman and Jan Fisher (from the Fleur de Lis) is the new Deputy Chairman of the Sandwich & District Chamber of Commerce.

Cllr Moorhouse has also attended the recent meeting of Kent Association of Local Council's on the 26<sup>th</sup> April, at which traffic calming was discussed. It was reported that the benefits of 20mph and Speed Watch Schemes are limited, the only proven methods for reducing speed are average speed cameras and affecting the psychology of drivers – if a road is made to appear less safe (i.e. drivers are aware that they need to watch out for pedestrians) then they will drive more safely.

Cllr Wood reported that Ms Vicky Day is the new Chairman of Sandwich Christmas Lights Committee.

**22.05.17**

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

Cllr Carter reported that:

- DDC elected its Chairman and Vice Chairman for 2017/18 at the Annual Meeting of the Council on 17<sup>th</sup> May. The Chairman of the Council is Cllr Sue Chandler and the Vice Chairman is Cllr David Hannent, both elected for the third year.

- New Street will be closed where it meets The Ropewalk / Mill Wall Footpaths from 31<sup>st</sup> May for one or more days to allow for installation of the pedestrian crossing.

- KCC is currently running a consultation, to finish on the 12<sup>th</sup> June, on whether double yellow lines should be installed on the entrance to St. Barts Road.

Cllr Holloway reported that:

- The bins and vehicles have now been removed from Bell Lane, this has been an excellent participative effort of the businesses, DDC, KCC, STC and the local residents.
- DDC plan to host a meeting shortly with the relevant stakeholders to discuss the Sandwich Historical Boatyard.

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

No report was available.

**24.05.17**

(i) It was RESOLVED 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 various staffing matters; maternity leave cover, a retiring staff member and a staff member who is taking an extended period of leave.

**RESOLUTIONS:**

**(a) Temporary cover will be arranged for the staff member taking extended leave.**

**(b) A review of how the public conveniences are managed and financed will be undertaken by the Finance Committee.**

*Cllr Wood left the meeting at this point due to another commitment*

(iii) Councillors received and considered a list of proposed actions from The Mayor and Councillors Friend and Ms O'Donoghue on how to progress (or not) with the purchase of the ACF Sandwich (the Drill Hall).

**RESOLUTIONS:**

**(a) Mr Nick Rooke at Finns to value the property for commercial purposes;**

**(b) Interested parties will be asked to submit a business plan to be considered at the next Council meeting.**

**25.05.17**

**DATE OF NEXT MEETING**

Monday 26<sup>th</sup> June 2017, at 7pm, in the Council Chamber, Guildhall (**Ordinary Meeting**).