

Minutes of an Ordinary Meeting of Sandwich Town Council held Monday 26th June 2017, in the Council Chamber, Guildhall, Sandwich at 7:00pm.

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

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

Officer: Miss L Fidler

05.06.17 MAYOR'S OPENING COMMENTS

06.06.17 APOLOGIES

Apologies were received and accepted from Cllr Daw due to a family commitment. There is also one vacancy.

07.06.17 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

There were no declarations of interest.

08.06.17 MINUTES

The Minutes of the Ordinary Town Council meeting held on 22nd May 2017 were received.

RESOLUTION: The Minutes were approved as accurate and signed.

09.06.17 FINANCE COMMITTEE

Councillors received the Minutes of the Finance Committee meeting, held on 12th June 2017, and considered the Recommendations contained therein.

RESOLUTION: The management and financial arrangements for the public conveniences on Sandwich Quay and the Cattle Market should remain unchanged for now. In one years' time the Council will reconsider the option for coin operated facilities at Sandwich Quay.

10.06.17 PAYMENT SCHEDULE

The schedule of payments, totalling £42,224.51, was received, approved and signed.

11.06.17 PUBLIC RIGHT TO SPEAK

Mr John Hennessy, Chairman of Sandwich Local History Society, provided an update on the plans, along with a draft schedule, for the *St Bartholomews Day 200th Anniversary Celebration* on the 24th August.

12.06.17 CRIME STATISTICS & COMMUNITY SAFETY

(i) No discussion or actions were necessary following a pre-meeting with Ms Tanya Clark, the Community Liaison Officer – Dover District Strategic Partnerships Command, Kent Police, as Ms Clark had been unable to attend.

(ii) There were no further updates available verbally from the Clerk.

13.06.17

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) 17/00557 | Erection of a front porch, change of roof pitch from hip to gable and a rear dormer roof extension (re-advertisement) | 63 Burch Avenue, Sandwich, CT13 0AL.

RESOLUTION: To raise no objections.

(ii) 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.

(iii) 17/00478 | Crown reduce one sycamore by 30% Crown reduce two sycamores by 30% and crown raise to 5.2metres Crown reduce one Robinia by 30% Re-pollard one holm oak and reduce stem over the house by 50% | 99 St Georges Road, Sandwich, CT13 9LE.

RESOLUTION: To raise no objections.

(iv) 17/00482 | Erection of a first floor side extension with car parking under | 24 St Barts Road, Sandwich, CT13 0BG.

RESOLUTION: To raise no objections.

(v) 17/00491 | Erection of a first floor front and side extensions and the installation of a juliet balcony on the rear elevation | 94 St Georges Road, Sandwich, CT13 9LE.

RESOLUTION: To raise no objections.

(vi) 17/00542 | Change of use of gardeners store, to tea room (use class A3) | The Salutation, Knightrider Street, Sandwich, CT13 9EW.

RESOLUTION: To raise no objections.

(vii) 17/00589 | Erection of a first floor extension and change of use to Use Class B8 (Storage and Distribution) | Two Pines, Sandwich Industrial Estate, Sandwich, CT13 9LY.

RESOLUTION: To raise no objections.

(viii) 17/00614 | Erection of a single storey front extension | 25 Delfside, Sandwich, CT13 9RL.

RESOLUTION: To raise no objections.

(ix) 17/00660 | Creation of fire escape door opening through internal wall at first floor level and installation of landing & steps | 7-9 Cattle Market, Sandwich, CT13 9AE.

RESOLUTION: To raise no objections.

(x) 17/00280 | Erection of 67no. dwellings, single and double garages, new vehicular access, associated parking and landscaping (demolition of 121 Dover Road) (amended details and plans received relating to car parking) | Former Kumor Nursery and 121 Dover Road, Sandwich, CT13 0DA.

RESOLUTION: Since this application was last considered by the Council none of the Councillor’s concerns have been addressed; the main problem being the proposed access/exit route that has a dangerous lack of visibility near to a very busy school. The Council’s previous objections will be re-iterated and a meeting with DDC’s planning department to discuss the application will be requested.

Cllr Wood voted against this motion.

(xi) 17/00647 | Structural repair works | Crispin Inn, 4 High Street, Sandwich, CT13 9EA.

RESOLUTION: To raise no objections.

14.06.17

PLANNING DECISIONS & CORRESPONDENCE

(i) The Following planning decisions were reported from Dover District Council:

- 17/00299 | Installation of replacement front door and windows to front and side elevation with upvc | The School House, School Road, Sandwich, CT13 9HS | REFUSED PLANNING PERMISSION.
- 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 | GRANTED PERMISSION
- 16/01487 | Installation of replacement casement windows to ground floor front elevation | 29A Moat Sole, Sandwich, CT13 9AU | GRANTED PERMISSION

- 17/00454 | Outline application for the erection of 3no. dwellings (with all matters reserved) | Land Adjoining, 4 Woodnesborough Road, Sandwich, CT13 0AA | REFUSED PLANNING PERMISSION
- 17/00345 | Installation of replacement upvc windows to front, rear and side elevations | 5 Aynsley Court, Strand Street, Sandwich, CT13 9DU

(ii) Councillors received notification of DDC's "*Housing and Economic Land Availability Assessment: Call for Sites 2017*" which is available to view and comment on between 12th June and the 7th August.

RESOLUTION: This information was noted.

(iii) Councillors considered whether the terms set out by Mr Reid-Easton, Estate Valuation Manager – DDC, regarding two promotional waterfront information boards was acceptable and whether the corresponding two planning applications will be submitted in the Town Council's name to Dover District Council's planning department.

RESOLUTION: The Council will submit the necessary planning application forms and take ownership of the proposed information boards.

15.06.17

HIGHWAYS & TRANSPORTATION

(i) Members considered an email from a resident of Austins Lane detailing various concerns about how the proposed road closure will be managed and a response for Tim Middleton at KCC.

RESOLUTION: The Council supports this road being managed in the same way as other roads closed with bollards (such as Bell Lane). This information was noted.

Cllr Carter voted against this proposal.

(ii) Councillors considered the proposed amendments to the bus service for Sandwich contained in Stagecoach's consultation *Proposed changes to the bus network in the Dover, Deal and Sandwich areas*. It was confirmed that the consultation deadline has been extended from the 26th June to the 3rd July.

RESOLUTION: Councillors will consider the newly issued draft timetable (a comparison to the existing timetable will be provided) before deciding upon a response.

16.06.17

STANDING ORDERS

Councillors considered the current Standing Orders and whether any amendments need to be made.

RESOLUTION: The Standing Orders were approved with no amendments.

17.06.17

FINANCE

(i) Councillors considered the draft Financial Regulations, attached with an accompanying report from Miss L Fidler detailing the recommended amendments.

RESOLUTION: The Financial Regulations were approved and the possibility of online banking will be researched.

(ii) Councillors considered a report from Miss L Fidler regarding the appointment of an Internal Auditor and considered the work that the internal auditor needs to undertake.

RESOLUTION: Mr T Kilby was appointed as the Council's internal auditor for 2017/18 and the scope of his work was approved.

(iii) It was noted that a Financial Risk Assessment also needs to be approved for the ensuing year and it was reported that this will be available for the July Council meeting.

(iv) Councillors received the Sandwich Town Council Statement of Accounts as at 31st May 2017.

RESOLUTION: This information was noted.

18.06.17

COMMITTEES

(i) Councillors received and considered a draft plan for committee membership in 2017/18.

RESOLUTION: Subject to one amendment the draft plan for committee membership was approved.

(ii) Councillors received a report from Ms A Irwin regarding the date for Monks Wall Nature Reserve Management Committee meetings.

RESOLUTION: The proposed date changes were accepted.

19.06.17

COUNCILLOR ROLES

(i) Council considered non-councillor representation on the Monks Wall Nature Reserve Management Committee (currently Mr Kenneth Chapman (Reserve Warden), Dr Andrew Lipczynski, Dr Mike Walkey Mr Alastair Henderson)

RESOLUTION: That non-councillor representation on the Monks Wall Nature Reserve Management Committee in 2017/18 remains the same.

(ii) Council noted the non-councillor representation on the Tourism Committee (Mr John Hennessy, Mr Steve Laslett, Mrs Jacqui Linning, Mr Richard Ralph, Ms Katie Doyle, Mrs Jan Fisher and two vacancies). A resolution was not necessary as membership of this Committee had already been reviewed recently.

(iii) Council considered appointment of an Emergency Plan Co-ordinator (currently Cllr Mrs Lioté).

RESOLUTION: That Cllr Mrs Lioté continue in this role with assistance from Cllr Mrs O'Donoghue

(iv) Council considered appointment of a councillor to update the Council's strategic plan, *Objectives for the Long-Term Development of the Town and Cinque Port of Sandwich*.

RESOLUTION: That Cllr Moorhouse continue in this role, in conjunction with Cllr Carter and Cllr Holloway.

(v) Council was asked to consider any other appointments as deemed necessary, based upon current ambitions and priorities of the Council.

RESOLUTION: That the Mayor lead on matters relating to the Open Golf in 2020, Wayfarers care home and the Drill Hall.

20.06.17

(i) Councillors considered nominating seven Members to the Council of the White Mill Folk Museum Trust for the coming year.

RESOLUTION: That Councillors Carter, Daw, Mrs Dunay, Franklin, Gisbey, Mrs Lioté and Sneller represent Sandwich Town Council in 2017/18.

(ii) Council considered nominating four Trustees to the Management Committee of Gazen Salts Nature Reserve for the coming year.

RESOLUTION: That Councillors Daw, Mrs Dunay, Franklin and Friend represent Sandwich Town Council in 2017/18.

(iii) Council considered nominating two Members to serve on the Sandwich Festival Association Committee for the coming year.

RESOLUTION: That Councillors Gisbey and Ms O'Donoghue represent Sandwich Town Council in 2017/18.

(iv) Council considered appointing one Member to serve as the Council's representative to the Dover, Deal & District Citizens Advice Bureau for the coming year.

RESOLUTION: That Councillor Ms O'Donoghue represent Sandwich Town Council in 2017/18.

(v) Council considered appointing two non-voting Members to the Dover Joint Transportation Board for the coming year.

RESOLUTION: That Councillors Carter (as main representative) and Cllr Franklin (as substitute) represent Sandwich Town Council in 2017/18.

(vi) Council considered appointing a Public Rights of Way representative for the coming year.

RESOLUTION: That Councillor Daw undertake this role in 2017/18.

(vii) Council considered appointing a representative to the Dover District Council Local Development Framework for the coming year.

RESOLUTION: That Cllr Sneller undertake this role in 2017/18.

(viii) Council considered appointing a representative to the Sandwich Heritage Group for the coming year.

RESOLUTION: That Cllr Gisbey undertake this role in 2017/18.

(ix) Council considered appointing a representative to the Sandwich Community Lights Committee for the coming year.

RESOLUTION: That Cllr Wood undertake this role in 2017/18.

(x) Council considered appointing two representatives to the Sandwich Chamber of Commerce for the coming year.

RESOLUTION: That the Mayor (Cllr Graeme) and Cllr Mrs Lioté represent Sandwich Town Council in 2017/18.

(xi) Council considered appointing a representative to serve on the White Cliffs Country Tourism Association and/or the White Cliffs Country Tourism Association Executive Committee for the coming year.

RESOLUTION: That Cllr Ms O'Donoghue undertake this role in 2017/18.

(xii) Council considered appointing two representatives to the Town Team. It was noted that the Mayor of the day had been extended an open invitation by the Town Team to attend meetings on an ad hoc basis.

RESOLUTION: That Cllr Mrs Liote and Cllr Ms O'Donoghue represent Sandwich Town Council in 2017/18.

(xiii) Council considered appointing one representative to the Sandwich Dementia Action Alliance.

RESOLUTION: That Councillor Daw undertake this role in 2018/18.

(xiv) Council considered who the representative on the Neighbourhood Forum for the Sandwich ward should be.

RESOLUTION: That Sandwich Town Council should nominate Cllr Carter to this role for 2017/18.

(xv) Council considered appointing two representatives to attend meetings of the Deal & Sandwich Coastal Communities Team.

RESOLUTION: That the Mayor (as main representative) and Cllr Holloway (as substitute) represent Sandwich Town Council in 2017/18.

(xvi) There were no other representations that needed to be considered. It was confirmed that Cllr Watts and Cllr Sneller act as the Town Council's representatives to the Sandwich Port & Haven Commissioners until such time as this representation should come up for renewal by the Commissioners.

21.06.17

MONKS WALL NATURE RESERVE

Councillors received and considered the Minutes of a meeting held on 12th June 2017 regarding the Monks Wall Nature Reserve with John Kelly of the Environment Agency, to which subsequent feedback has been attached.

RESOLUTION: That this information be noted.

22.06.17

DELFT STREAM

Councillors received and considered the Minutes from a meeting held on the 12th June 2017 regarding the Delf Stream with John Kelly of the Environment Agency, to which subsequent feedback has been attached. On behalf of Cllr Daw the Mayor reported that the EA have managed to increase the water level of the Delf Stream by approximately two inches which will hopefully result in a better flow to clear debris and silt.

RESOLUTION: That this information be noted.

23.06.17

WAYFARERS

Councillors received and considered the latest correspondence from KCC regarding the sale of Wayfarers Care Home. The Mayor reported that he and Cllr Mrs Chandler (of DDC and KCC) will be meeting with the new owners of the home in the coming weeks and will report back to the Councillors on their business plan.

RESOLUTION: That this information be noted.

24.06.17

NOISE COMPLAINT

Councillors received and considered the Minutes from a meeting held on 19th May 2017 regarding a noise complaint about chimes from St Peters Church clock and a subsequent

email from Paul Neagle, DDC Environmental Protection Manager, along with 'Legal Advisory Commission of the General Synod' advice note. The Council was dismayed and very disappointed at the prospect that a town tradition was under threat. The Mayor explained that DDC have a legal obligation to investigate, measure and enforce (if necessary) noise complaints and until this has happened no changes will take place.

RESOLUTION: The Council will wait to find out the outcome of DDC's investigation.

25.06.17

ST. BARTS DAY PROCESSION

Councillors considered whether to take part in the *St Bartholomews Day 200th Anniversary Celebration* on the 24th August. Previously the Council deferred this matter until further information was available.

RESOLUTION: The Council fully supports this celebration and thanks were given to Mr J Hennessy for his hard work in organising the event thus far.

26.06.17

FAMILY TRIBUTES AT THE WAR MEMORIAL

Councillors considered a complaint that has been received regarding non-military tributes at the War Memorial and a proposal from Simon Leith of Sandwich RBL on how to proceed.

RESOLUTION: In line with the Chairman of Sandwich RBL's assertion it was agreed that the War Memorial is to remember the conflict/Police/action/war (or similar) deceased, which is supported by the citation on the structure of the memorial itself "To those men of this town who went forth to fight for God King and Country and came not back again" and all other personal tributes should be removed.

27.06.17

SANDWICH COAT OF ARMS

Councillors considered a request from The Liberty and Cinque Port of Brightlingsea to use the Sandwich Coat of Arms as stipulated in an email of 6th June 2017.

RESOLUTION: That this request be approved.

28.06.17

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

No updates were given.

29.06.17

REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH

Cllr Holloway reported that:

- Cllr Holloway attended a meeting with representatives from The Royal & Ancient Organisation (to discuss the Open Golf Championship in 2020) on the 19th June, which covered matters such as marketing of Sandwich, accommodation, making the tournament more accessible to new audiences, legacy projects, how Sandwich can benefit from 'apres-golf' activities during the tournament and traffic management. There is a lot of work to do but communication in advance of the Open has got off to a good start.
- The visual appearance of Harps Meadow is getting worse and officers at DDC do not appear to be following up on enforcement matters, despite Cllr Holloway's best efforts. It was agreed that the Mayor will write to Cllr Paul Watkins (Chairman of DDC) to request urgent intervention.

Cllr Carter reported that there are also planning enforcement problems relating to the Sandwich Showground. It was agreed that the Mayor will mention both of these sites in his letter to Cllr Watkins.

30.06.17

CONFIDENTIAL ITEMS

(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 staffing absence in 2017/18.

RESOLUTIONS:

- a) During the period of maternity leave Mrs Karen Palmer will be temporarily promoted to the role of Responsible Finance Officer/Admin Assistant.
- b) The schedule of revised salaries (as per Miss Fidler's report) were approved.
- c) Pending some amendments proposed by Cllr Holloway the job description for the Assistant Town Clerk/Mayor's Secretary was approved for issue.
- d) The Mayor, Deputy Mayor, Ms Irwin and Miss Fidler will be on the interview panel for recruitment of a short-term Assistant Town Clerk/Mayor's Secretary.
- e) If the successful applicant leaves midway through the period of maternity cover the Mayor and Ms Irwin should make immediate arrangements to find another candidate (for example to offer the post immediately to the next best scoring candidate or re-advertise).
- f) The short-term Assistant Town Clerk/Mayor's Secretary's contract should start on 1st August 2017 if possible.
- g) The Clerk's proposed timescale for the use of annual leave/TOIL was approved. Any variances to this plan will be managed by the Mayor and Ms Anna Irwin.
- h) Any unused annual leave/TOIL for Miss L Fidler in 2017/18 can either be carried over to 2018/19 or purchased by the Employer.
- i) If Miss L Fidler uses any 'keeping in touch' days these will be paid at her current hourly rate.

(iii) Councillors received a written report from Miss L Fidler, Town Clerk, on matters relating to the ACF Sandwich (the Drill Hall).

RESOLUTIONS:

- a) To apply to the Public Works Loans Board for a loan of £350,000 to be repaid over 35 years (420 months). Estimated monthly repayment £1,306.29 (total interest £198,641.80, total amount repayable £548,641.80)
- b) To submit a bid to purchase the Drill Hall for £330,000 before the moratorium period closes on the 5th July 2017.
- c) A business plan submitted by Mr JI was approved for development; this will be sent to Council's solicitors for comments and advice and a meeting will be arranged with Mr JI to discuss how to reach agreement on a number of queries.

(iv) Councillors received a verbal update on matters relating to Sandwich Historical Boatyard Ltd, following a meeting on the 19th June 2017, from Cllr Holloway.

RESOLUTION: That this information be noted.

31.06.17

DATE OF NEXT MEETING

Monday 31st July 2017, at 7pm, in the Council Chamber, Guildhall (**Ordinary Meeting**).