

# Town and Cinque Port of Sandwich

Town Clerk's Office  
Guildhall  
Cattle Market  
Sandwich  
Kent  
CT13 9AH



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Wednesday 20<sup>th</sup> September 2017

Dear Councillor,

An **Ordinary** Meeting of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 25<sup>th</sup> September 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 Ordinary Town Council meeting held on 21<sup>st</sup> August 2017 and to consider any matters arising from those minutes not covered elsewhere on this agenda.  
**Attach 1**
  - (ii) To approve the Minutes of an Extraordinary General Meeting of the Town Council held on 5<sup>th</sup> September 2017.  
**Attach 2**
  - (iii) To receive the notes taken at a pre-meeting to the Council meeting of 21<sup>st</sup> August 2017 regarding closure of the Dover District Council Office.  
**Attach 3**
  - (iv) To receive the notes taken at a pre-meeting to the Council meeting of 21<sup>st</sup> August 2017 regarding progress being made on the Heritage Lottery Fund bid.  
**Attach 4**
5. **PAYMENT SCHEDULE**  
To approve the payment schedule.  
**Attach 5**
6. **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).
7. **POLICE**  
To receive and consider a report setting out the most recent crime and anti-social behaviour statistics available via the Police.UK website.  
**Attach 6**
8. **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) 17/00840 | Erection of a detached garage/home office (existing carport to be demolished) (re-advertisement) | 5 Dover Road, Sandwich, CT13 0BH
- (ii) 16/01248 | Formation of a vehicular access | Part of Site Fronting 84 &, 86 Woodnesborough Road, Sandwich, CT13 0AZ
- (iii) 17/01015 | Erection of a garden shed | Delf Cottage, 27 Delf Street, Sandwich, CT13 9HD
- (iv) 17/00989 | Erection of dormer extensions to front and rear roofslopes (retrospective) | Blackthorne, 11 The Chain, Sandwich, CT13 9BJ
- (v) 17/01011 | Erection of canopy to ground floor, insertion of windows to ground and first floor front elevation, alterations to fenestration, installation of roof light and conversion of garage to habitable accommodation | Secret Cottage, 20A High Street, Sandwich, CT13 9EB
- (vi) 17/01055 | Erection of a single storey rear open fronted extension | 1 Loop Court Mews, Loop Street, Sandwich, CT13 9HF
- (vii) 17/00589 | Erection of a first floor extension and change of use to mixed use B1(Office)/B8(Storage and Distribution) with ancillary A1(Retail) use (Amended Description) (Re-advertisement) | Two Pines, Sandwich Industrial Estate, Sandwich, CT13 9LY
- (viii) 16/00028 | Erection of a visitor centre with ancillary workshops and storage (amended details and plans) | Land and access at the Quay, The Quay, Sandwich, CT13 9EN
- (ix) 17/01108 | Erection of canopy, erection of new partition walls, alteration to front fenestration and installation of roof light within roof valley | Secret Cottage, 20A High Street, Sandwich, CT13 9EB
- (x) 17/01081 | Construction of an access road and diversion of the public footpath | Land and Access Road, Sandwich Leisure Park, Woodnesborough Road, Sandwich, CT13 0AA

**9. PLANNING DECISIONS & CORRESPONDENCE**

To receive a verbal report on planning decisions issued by Dover District Council.

**10. FINANCE**

To receive the Sandwich Town Council Statement of Accounts as at 31<sup>st</sup> August 2017.

**Attach 7**

**11. A NEW VISION FOR SANDWICH**

To Receive and consider the following documents:

(i) Project Managers Report 10

(ii) Report from Madylene Outen regarding progress on the Heritage Lottery Fund Bid and cover letter

(iii) Report from Madylene Outen and Anna Irwin, Acting Town Clerk on staffing matters relating to the Guildhall Archives

**Attach 8a-c**

**12. CLOSURE OF DOVER DISTRICT COUNCIL GUILDHALL DESK**

To receive and consider a report from the Acting Town Clerk regarding the proposed closure of the Dover District Council desk currently based in the Guildhall.

**Attach 9**

**13. CIVIC EVENT INVITATION**

To receive and consider a written report from the Assistant Town Clerk regarding attendance at the annual Fordwich Civic Service.

**Attach 10**

**14. ROTARY CLOCK DONATION**

To received and consider a verbal update from Cllr Graeme on the matter of a new clock for the town alongside the attached invoice and email.

**Attach 11**

15. **UPDATES FROM TOWN COUNCILLORS REGARDING OUTSIDE BODIES ON WHICH THEY REPRESENT SANDWICH TOWN COUNCIL**
16. **REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH**
17. **CONFIDENTIAL ITEMS**  
(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 and consider a written report from the Acting Town Clerk on matters pertaining to the purchase of the Drill Hall  
**Enclosure 1**  
(iii) To receive and consider a written report from the Acting Town Clerk on a staffing matter relating to the Town Clerk's maternity cover period  
**Enclosure 2**
18. **DATE OF NEXT MEETING**  
Monday 30<sup>th</sup> October 2017, at 7pm, in the Council Chamber, Guildhall (**Ordinary Meeting**).



ANNA IRWIN

Acting Town Clerk & Acting Clerk to Sandwich Toll Bridge Fund



08.08.17

**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) 17/00654| Repair of first floor principle ceiling joist and removal of ground floor partition | Delf Cottage, 27 Delf Street, Sandwich, CT13 9HD

**RESOLUTION: To raise no objections.**

(ii) 17/00840| Erection of a detached garage/home office (existing carport to be demolished)| 5 Dover Road, Sandwich, CT13 0BH

**RESOLUTION: To raise no objections.**

(iii) 17/00869| Erection of a single storey flat roof rear extension, single storey rear conservatory extension and alterations to rear first floor window including installation of a Juliette balcony| The Maltings, 6 Cottage Row, Sandwich, CT13 9HR

**RESOLUTION: That a lead roof with small parapet in the corner be requested but otherwise to raise no objections.**

(iv) 17/00870| Proposed single-storey flat roof rear kitchen extension. Proposed garden room extension. Replacement of existing 1<sup>st</sup> floor window to rear elevation with French doors and guard rail.| The Maltings, 6 Cottage Row, Sandwich, CT13 9HR

**RESOLUTION: That a lead roof with small parapet in the corner be requested but otherwise to raise no objections.**

(v) 17/00897|Conversion of garage to living accommodation, replace garage door with window and installation of external cladding. |28 New Street, Sandwich, CT13 9AB

**RESOLUTION: that appropriately fire retardant cladding be used in light of recent events but otherwise no objections.**

(vi) 17/00911| Erection of single-storey rear extension. Removal of existing rear French doors | 19 New Street, Sandwich, CT13 9AB

**RESOLUTION: To raise no objection.**

(vii) 17/00929| Repair and re-covering of existing roof | Melody House, 64 New Street, Sandwich, CT13 9BB

**RESOLUTION: To raise no objection.**

(viii) 17/00930| Repair and re-covering of existing roof | Melody House, 64 New Street, Sandwich, CT13 9BB

**RESOLUTION: To raise no objection.**

(ix) 17/00910| Erection of a single storey rear extension | 19 New Street, Sandwich, CT13 9AB

**RESOLUTION: To raise no objection.**

(x) 17/00798| Erection of a single storey side extension to existing ancillary building formation of raised terrace area, with ramp and steps | The Old Cottage, Loop Street, Sandwich, CT13 9HE

**RESOLUTION: To raise no objection.**

(xi) 17/00971| Erection of 2no. detached buildings for use as Use Class B1 (Business) and creation of additional parking | Site at unit 2, Building 5 Sandwich Industrial Estate, Ramsgate Road, Sandwich, CT13 9FA

**RESOLUTION: To raise no objection.**

(xii) 17/00482| Erection of two storey side and single storey rear extensions (amended description and drawings) | 24 St Barts Road, Sandwich, CT13 0BG

**RESOLUTION: To raise no objection.**

(xiii) 17/00875| Insertion of rooflights erection of dormer roof extension and first floor window to garage (to facilitate provision of living accommodation above garage) and installation of new cladding | 2 Mulberry Field, Sandwich, CT13 9DJ

**RESOLUTION: To raise no objection.**

(xiv) 17/00876| Erection of 120 dwellings, including 36 affordable homes with new vehicular and pedestrian access, internal access roads, car parking, landscaping, provision of 0.84 hectares of open space and a locally equipped area for children’s play (LEAP) | Land east of Woodnesborough Road Sandwich, Woodnesborough Road, Sandwich, CT13 0BA

**RESOLUTION:**

- (i) That a letter be written to Abbey Homes expressing the will of the Council that access to the site must be improved before the Council can consider endorsing this application.
- (ii) That a meeting be requested with DDC planning team and KCC Highways to express the concerns of the Council over this application.

**09.08.17 PLANNING DECISIONS & CORRESPONDENCE**

The Following planning decisions were reported from Dover District Council:

(i) 17/00716 | Certificate of Lawfulness (proposed) for the erection of a single storey side extension (existing garage to be demolished) | 23 St Georges Road, Sandwich, CT13 9LF| *GRANTED PERMISSION*

(ii) 17/00654 | Repair of first floor principle ceiling joist and removal of ground floor partition | Delf Cottage, 27 Delf Street, Sandwich, CT13 9HD| *GRANTED PERMISSION*

(iii) 17/00304 | Change of use of shop and flat into self-contained residential dwelling (C3) including the erection of a single storey rear extension | 6 St Peters Street, Sandwich, CT13 9BW| *GRANTED PERMISSION*

**10.08.17 MONKS WALL NATUR RESERVE MANAGEMENT COMMITTEE VACANCY**

The Council received and considered an email to the Town Clerk recommending a candidate to fill the vacancy on the committee.

**RESOLUTION:** That the Council approve the recommendation and the candidate be contacted by the Town Clerks office.

**11.08.17 ST PETERS CHURCH BELLS**

The Council received and considered draft minutes from a public meeting held on 15<sup>th</sup> August 2017 regarding the chiming of the bells at St Peters Church.

**RESOLUTION:**

(i) It was agreed that the Council would support the will of the community on this issue and that Cllr Ms O'Donoghue would monitor progress of the 'Save the Chimes' group on behalf of the Council.

(ii) It was agreed that the Council would not allow the banner of 'Save the Chimes' to be hung from the Guildhall balcony as requested.

**12.08.17 SANDWICH SHOWGROUND EVENT**

The Council received and considered an email from Cllr Carter regarding feedback form the community following a recent event at the Sandwich Showground.

**RESOLUTION:** It was agreed that a letter be sent to Dover District Council asking that amplified music on the Showground be monitored and that helicopters running from the site be routed in a westerly direction over the agricultural land rather than Sandwich town centre.

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

Cllr Wood advised that he would update on progress with the Christmas lights after their next meeting.

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

Kent County Councillor, Mrs Sue Chandler reported that:

–She will be happy to assist in liaising between Sandwich Town Council and Kent County Council on current planning and highways issues where appropriate.

Cllr Holloway reported that:

- The latest status of the issue over the closure of the Dover District Council helpdesk situated in the Guildhall is that the meeting with Dominic Whelan of EK Services has now been held and the fundamental outcome was that closure is inevitable and the key now is therefore mitigation of the effects and easing of the transition process for all involved.

**RESOLUTION: That the Dover District Council desk closure issue will be added to the September agenda for further discussion.**

15.08.17

**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 the Town Clerk on matters relating to the purchase of the ACF Sandwich (the Drill Hall).

**RESOLUTION:**

(i) **To proceed with the loan request for purchase of the Drill Hall.**

(ii) **To approve the proposal for payment of related disbursements.**

(iii) Councillors received and considered a request for further information in relation to the Historic Boatyard from Cllr Wood. The response to Cllr Wood's queries from Dover District Council was read out to Councillors.

**RESOLUTION:**

(i) **The Mayor would speak to involved parties regarding progress of the project.**

(ii) **That a letter be sent to the member of public who spoke at the outset of this meeting on this matter clarifying the position as understood by the Council.**

(iv) Councillors received and considered a report from the Town Clerk regarding the retirement of two of the Guildhall caretakers.

**RESOLUTION: That the proposed timetable of events be agreed, that Haley Sharpe design be asked to review caretaking provisions for the building as soon as possible and that the Council office can proceed with recruitment once the relevant DDC benchmarking is complete and if it proves to be financially neutral without further recourse to the Council.**

16.08.17

**DATE OF NEXT MEETING**

Monday 25<sup>th</sup> September 2017, at 7pm, in the Council Chamber, Guildhall (**Ordinary Meeting**).

- 2 yrs ago I shared a shift on the reception desk at St Peters during Arts Week with Bob Martin & Was excited by
- a key question is what is now being presented the same as originally conceived especially with regard to a community-based trust leasing and running? The answer 'roughly' I am sorry to say is utterly inadequate to the feelings of disappointment and outrage felt by a number of residents.
- Another key question is how long-term the exciting prospect of ship-building and apprenticeships would be. The answer seems again to be not long-term at all. That a scaled-down version of a boat and after that no commitment at all.
- It all feels that there has been a year of behind closed doors manoeuvring from the public perspective and there is a need for transparency in all the dealings regarding the project ~~leaving us out of the leasing agreement~~ *— why couldn't the leasing agreement wait until the trust was properly constituted*
- My friends and I are hoping that the STC has been placed in an invidious position by DDC. However, unless STC stand up for the project as originally conceived and do not content themselves with a shoddy compromise there could be a feeling that the benefit to Sandwich is not as great a priority as party politics with regard to DDC.
- Therefore some things I would certainly like to hear from STC are -
  - i. in what way does the STC intend to censure the DDC over this matter
  - ii. what actions does the STC intend to correct the matter - such as confirming the long-term future of the apprenticeships and boatbuilding
  - iii. can STC confirm that there has been no collusion or lack of integrity in this matter that might require legal advice
  - iv. will STC place in public domain all of the agreements and the process undertaken which the public have not been privy to in order to address the matter of transparency.

contact details





**Notes from a meeting held between Sandwich Town Council and East Kent Services**  
**21<sup>st</sup> August 2017, 5.00pm**  
**Council Chamber, Guildhall, Sandwich**

**Attendees:**

Dominic Whelan, Director EK Services  
Jo Read, Customer Service Manager EK Services  
Cllr Graeme, Mayor of Sandwich  
Cllr Mrs Liote, Deputy Mayor of Sandwich  
Cllr Holloway  
Cllr Ms O'Donoghue  
Cllr Friend  
Cllr Wood

Anna Irwin, Assistant Town Clerk & Mayors Secretary – taking notes

**Context:**

DDC have advised that they are currently undertaking further research into the impact of closure of the 3 DDC outreach desks at Sandwich, Deal and Aylesham and that this will be put to Cabinet in September. Sandwich Town Council would like to know what the plans are and what flexibility there is on this issue. EK Services are managing this process for DDC.

**Key points raised:**

- Mr Whelan advised that EK services is owned and governed by CCC, DDC and TDC jointly and the key driver for this initiative is cost cutting. It costs £12.5m to run these 3 service desks and DDC is now required to save £280,000 in 2017.
- The aim is for service provision to be via alternative means rather than any reduction in the services offered. The vision is for increasing use of online services and phone access supporting that. Face to face contact will be centralised to appointments at the 3 main Council sites in Canterbury, Margate and Whitfield.
- Work is being done to mitigate the disruption to service users and to ensure that no service users 'fall through the cracks' during this transition or thereafter. Age UK, Citizens Advice Bureau and the library in Sandwich have been trained to assist members of the public in navigating the online portals to services.
- The 3 most commonly used services are parking, benefits and waste with parking matters accounting for 40% of all enquiries to DDC and 20% relating to benefits issues. Parking is to become an entirely virtual service in November 2017 regardless of desk closure and EK Services are working with HMRC and DWP towards realtime information sharing to facilitate use of the benefits system.
- Sandwich Town Council offices are in discussion with EK Services regarding sale of green waste bags from the STC office in order to address one matter which cannot be digitised.
- Sandwich Town Council asked whether it would be possible to extend the transition period by leaving the desk open for longer but on the basis of one day/week opening rather than two to spread out the remaining allotted work hours.

- EK Services assured the Council that the Freephone will not be removed but also that it could have a makeover to make it a more user friendly facility.

**Actions:**

- EK Services will provide an update once the DDC Cabinet meeting has been held on 4<sup>th</sup> September.
- EK Services will meet with Sandwich Town Council staff to discuss publicity of this process, mitigation of the impact on the Town Council staff and to ensure STC assists where possible in facilitating this process for the local community.

DRAFT

**Notes from a meeting held between Sandwich Town Council and Mady Outen, Heritage  
Development Officer for Sandwich Town Council and Rachel Collins, Community Development  
Manager Dover District Council  
21<sup>st</sup> August 2017, 6.00pm  
Council Chamber, Guildhall, Sandwich**

**Attendees:**

Mady Outen, Heritage Development Officer, Sandwich Town Council  
Rachel Collins, Project Team leader and Community Development Manager Dover District Council  
Cllr Graeme, Mayor of Sandwich  
Cllr Mrs Liote, Deputy Mayor of Sandwich  
Cllr Holloway  
Cllr Ms O'Donoghue  
Cllr Friend  
Cllr Wood  
Cllr Bragg  
Cllr Franklin  
Cllr Watts  
Cllr Sneller  
Cllr Daw

Anna Irwin, Assistant Town Clerk & Mayors Secretary – taking notes

**Context:**

The purpose of the meeting is to receive and update from the Heritage Development Officer and the Project Team leader on progress of work relating to the A New Vision for Sandwich Programme.

**Key points raised:**

- Current projects were outlined including Heritage Open Days, Archaeology workshops, learning engagement, outreach and the big picture focus on a heritage centre at the core of the HLF bid.
- Councillors were made aware that a representative from the HLF would meet with Mady Outen and Rachel Collins on 14<sup>th</sup> September to advise on progress towards the bid.
- There was discussion of the drafted new building layout proposals and Councillors were advised that they would all be offered the opportunity for one to one consultation on the building proposals with the Heritage Development Officer over the next 2 weeks.
- There was mention of the vital part that the archive plays in the HLF bid as a central strand of the proposals for preservation of heritage is the opening up of the archive, cataloguing it and digitising it formally.
- It was explained that Haley Sharpe Design were providing the economic reality/ backbone to the proposals in terms of viability so that it is a sustainable bid which is submitted.
- Rachel Collins outlines the current status of the Coastal Community Funding Guildhall forecourt project which she leads on. The project is currently on track for a planning application to be submitted before Christmas in advance of the reopening of the CCF in Spring 2018. Work is ongoing between KCC and DDC to ensure 'good title' for the strip of

land running alongside the Age Concern shop, Costa and the Sandwich Shop; this will then be leased to STC as per the rest of the forecourt.

- Rachel mentioned that CCF was encouraging portfolio applications from groups of projects in an area and suchlike.
- It was also highlighted that links between the CCF bid and the Open Golf 2020 would assist in showing economic benefit and in securing funding. These projects could well serve each other.
- CCF is also keen to use the Quay redevelopment as a case study for regeneration.

**Actions:**

- Mady Outen to arrange consultation appointments for Councillors as soon as possible.

DRAFT

**SANDWICH TOWN COUNCIL****GENERAL ACCOUNT**

SCHEDULE of payments approved at a Meeting of the Town Council held on  
25th September 2017

<b>A/C No</b>	<b>Payee</b>	<b>Amount</b>	<b>VAT</b>	<b>Total</b>
149	Whitehead Monkton (Deposit for purchase of Drill Hall)	£33,000.00	£0.00	£33,000.00
150	Whitehead Monkton (Balance for purchase of Drill Hall)	£297,000.00	£0.00	£297,000.00
151	The Strand Wine Co (Wine for Battle of Britain event, Battle of Sandwich event and St Barts Day)	£179.05	£0.00	£179.05
152	Capita Business Services Ltd (September payroll)	£13,400.88	£0.00	£13,400.88
153	Mayor's Charity Fund (Mayor, Mayoress and Kevin to attend the Mayor of Ramsgate's Charity Bowls Afternoon)	£42.00	£0.00	£42.00
154	Kent County Council (Cleaning stock and photocopying charges)	£319.17	£63.83	£383.00
155	Global Cleaning Supplies (Cleaning stock)	£147.93	£29.59	£177.52
156	Sandwich Toll Bridge Fund (Reimbursement for 100 copies of 'Sandwich Ancient Town & Cinque Port' taken to be sold in the Tourist Information Centre)	£100.00	£0.00	£100.00
157	The Flower Basket (War Memorial flowers)	£120.00	£0.00	£120.00
158	Hawkinge Town Council (The Mayor, Mayoress and Town Sergeant to visit the Kent Battle of Britain Museum in Hawkinge)	£50.00	£0.00	£50.00
159	The Confederation of the Cinque Ports (Annual subscription)	£250.00	£0.00	£250.00
160	Viridor Waste Management Limited (Recycling service)	£53.44	£10.68	£64.12
161	K A Chapman (Monks Wall Nature Reserve Warden Fees 27/07/17 - 28/08/17)	£125.00	£0.00	£125.00
162	The Comms Guys Ltd (Phone charges - office and Tourist Information Centre)	£47.43	£9.49	£56.92
163	The Mayor's Fund (Payment from Margate Charter Trustees for Jewels of Sandwich - paid by BACS into STC account in error)	£90.00	£0.00	£90.00
164	Pear UK East Limited (Distribution of 4,000 Visit Sandwich Leaflets)	£148.00	£29.60	£177.60
165	British Telecommunications plc (Broadband charges)	£106.92	£0.00	£106.92
166	Kevin Cook (Reimbursement for Mayoral mileage and and purchase of buffet food for the Battle of Sandwich event)	£83.25	£0.00	£83.25
167	Philip Dunn (Mileage reimbursement)	£8.10	£0.00	£8.10
168	Peninsula Business Services (HR service)	£112.00	£22.40	£134.40
169	Karen Palmer (Replenish petty cash tin)	£130.00	£0.00	£130.00
170	Faversham Town Council (Mayor, Mayoress and Town Sergeant to attend the Faversham Carnival and Torchlight Procession)	£40.00	£0.00	£40.00
171	Smith of Derby Ltd (New clock for Guildhall - cost paid by a grant from Sandwich Rotary)	£1,943.00	£388.60	£2,331.60
		<b>£347,496.17</b>	<b>£554.19</b>	<b>£348,050.36</b>