

**Minutes of an Ordinary Meeting of Sandwich Town Council held Monday 30<sup>th</sup> October 2017, in the Council Chamber, Guildhall, Sandwich at 7:00pm.**

**Present:**            **Councillors:**    **The Mayor, Cllr Graeme (in the chair)**  
    **HJ Bragg**  
    **PI Carter**  
    **RA Daw**  
    **C Felton**  
    **JE Franklin**  
    **D Friend**  
    **JEM Gisbey**  
    **MJ Holloway**  
    **MW Moorhouse**  
    **Ms L O'Donoghue**  
    **JO Sneller**  
    **DMA Wood**

**Officer:**            **Amandajayne Hollobon-Baxter**

- 24.10.17**            **MAYOR'S OPENING COMMENTS**  
 The Mayor read the following statement; this is to confirm that until further notice the Acting Town Clerk is Amandajayne Hollobon-Baxter. The Acting Responsible Finance Officer is Karen Palmer, who is unable to be present at this meeting.  
 The Mayor thanked all concerned for a wonderful and memorable Speakers Day event on 7<sup>th</sup> October 2017.
- 25.10.17**            **APOLOGIES**  
 Apologies were received and accepted from Cllrs Liote, Watts and Dunay.
- 26.10.17**            **DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS**  
 Cllr Wood declared friendship with Mrs M Outen being personal and non-pecuniary.
- 27.10.17**            **MINUTES**  
 (i) To approve the Minutes of the Ordinary Town Council meeting held on 25<sup>th</sup> September 2017 and to consider any matters arising from those minutes not covered elsewhere on this agenda.  
 Cllr Carter asked for change of Councillor Name from Carter to Moorhouse relating to A249; item 15.09.17  
 Cllr Franklin requested Planning decision 17/01081 be amended to approved  
**RESOLUTION: The Minutes would be amended and were then approved and signed.**
- (ii) To approve the Minutes of the Extraordinary Town Council meeting held on 3<sup>rd</sup> October 2017 and to consider any matters arising from those minutes not covered elsewhere on this agenda.  
**RESOLUTION: The Minutes were approved as accurate and signed.**
- 28.10.17**            **MONKS WALL NATURE RESERVE**  
 To approve the draft Minutes of the Monks Wall Nature Reserve Committee held on 11<sup>th</sup> October 2017 and to consider the recommendations therein.  
**RECOMMENDATIONS: Progress Noted and agreed that Flailing and hedgerow cost should proceed.**  
**RESOLUTION: The Minutes were approved as accurate and signed.**

29.10.17

**TOURISM COMMITTEE**

To approve the draft Minutes of the Tourism Committee held on 11<sup>th</sup> October 2017 and to consider the recommendations therein.

Cllr O'Donoghue asked for Town Trail to be included within tourism leaflets

**RECOMMENDATION: £137.50 to be paid to S Laslett subject to confirmation in writing of total cost of event and written report advising which contacts had been made following event.**

**Working group for 2018 tourism leaflets will consist of Cllr Liote, Cllr O'Donoghue, S Laslett, Mrs J Linning and Mrs K Palmer.**

**Cllr Friend to progress with Social Media.**

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

30.10.17

**PAYMENT SCHEDULE**

The schedule of payments, totalling £348050.36, was received, approved and signed.

31.10.17

**PUBLIC RIGHT TO SPEAK**

Local resident Mrs C George spoke on the matter of Sandwich in Bloom.

Mr Gray spoke on the matter of the Fishergate.

Mr A Heaven spoke on the matter of Sandwich Advice Centre.

Professor C Ungerson spoke on the matter of Sandwich Historic Boatyard.

32.10.17

**CRIME STATISTICS & COMMUNITY SAFETY**

The Council received and considered a report setting out the most recent crime and anti-social behaviour statistics available via the Police.UK website (June 2017) was received and noted.

Cllr O'Donoghue asked if a response had been received from Chief Inspector Weller and could our PCSO attend meetings and/or offer a written report?

To request a copy of the new PC module being produced.

**RESOLUTION: That this information be noted. Chief Inspector Mark Weller to be chased for a response following the meeting held on 26<sup>th</sup> September 2017 and request a copy of new PC Module. PCSO to be asked to attend/report for each Council meeting.**

33.10.17

**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) 17/01255** Erection of two single storey ground floor extensions The Lodge, St Peters Street, Sandwich, CT13 9BW

**RESOLUTION: To raise no objections.**

**(ii) 17/01064** Extension of existing vehicular crossover 10 Poulders Gardens, Sandwich, CT13 OBE

**RESOLUTION: To raise no objections.**

**(iii) 17/01215** Extension of first floor balcony 12 Aynsley Court, Strand Street, Sandwich, CT13 9DU

**RESOLUTION: To raise no objections.**

**(iv) 17/00981** Installation of a replacement front door and sash windows with double glazing to front elevation 15 Cottage Row, Sandwich, CT13 9HR

**RESOLUTION: To raise no objections.**

**(v) 17/01096** Installation of replacement windows 5 Gardners Quay, Upper Strand Street, Sandwich, CT13 9DH GS

**RESOLUTION: To request further details relating to where windows will be placed and the type of materials to be used.**

(vi) 17/01095 Installation of replacement windows 5 Gardners Quay, Upper Strand Street, Sandwich, CT13 9DH

**RESOLUTION: To request further details relating to where windows will be placed and the type of materials to be used.**

(vii) 17/01199 Erection of a single storey rear extension (existing conservatory to be demolished) 88 St Georges Road, Sandwich, CT13 9LE

**RESOLUTION: To raise no objections.**

(viii) 17/01071 Erection of a hay barn Land rear of Rose Bungalow, Ash Road, CT13 9JB

**RESOLUTION: To decline unless further details can be offered to Council.**

(ix) 17/01148 Removal of window and door to rear elevation and insertion of new French doors and window together with internal alterations 3 Strand Street, Sandwich, CT13 9DZ

**RESOLUTION: To request further information relating to joinery details.**

(x) 17/01081 Land and Access Road, Sandwich Leisure Park, Woodnesborough Road, Sandwich, CT13 0AA to revisit Sandwich Town Council decision at the request of Councillor Franklin

**RESOLUTION: Amend incorrectly minuted resolution last month and amend to; To raise no objections.**

34.10.17

#### **PLANNING DECISIONS & CORRESPONDENCE**

The Following planning decisions were reported from Dover District Council:

17/00910 19 New St, CT13 9AB Erection of single-storey rear extension Decision 18/09/2017 Granted permission

17/00911 19 New Street, CT13 9AB Erection of single-storey rear extension and removal of French doors Decision 18/09/2017 Granted Permission

17/00930 Melody House, 64 New Street, CT13 9BB Repair and re-covering of existing roof Decision 20/09/2017 Granted Permission

17/00929 Melody House, 64 New Street, CT13 9BB Repair and re-covering of existing roof Decision 21/09/2017 Granted Permission

17/00875 2 Mulberry Field, CT13 9DJ Insertion of roof lights, erection of dormer roof extension and first floor window to garage and installation of new cladding Decision 22/09/2017 Granted Permission

17/01039 The Barn, 3 Millwall Place, CT13 1PG Certificate of Lawfulness (proposed) for works to a listed Building for the replacement of windows to the front (West) elevation. Decision 25/09/2017 Granted Permission

17/00897 28 New Street, CT13 9AB Conversion of garage to living accommodation and replace garage door with window Decision 28/09/2017 Granted Permission

17/00799 The Old Cottage, Loop Street, CT13 9HE Erection of side extension to existing ancillary building Decision 29/09/2017 Granted Permission

17/00798 The Old Cottage, Loop Street, CT13 9HE Erection of single-storey side extension to existing ancillary building, formation of raised terrace area with amp and steps Decision 29/09/2017 Granted Permission

17/00840 5 Dover Road, CT13 0BH Erection of a detached garage/home office (existing carport to be demolished) Decision 02/1/2017 Granted Permission

17/00989 Blackthorne, 11 The Chain, CT13 9BJ Erection of dormer extensions to front and rear roof slopes Decision 12/10/2017 Granted Permission

17/00870 The Maltings, 6 Cottage Row, CT13 9HR Proposed single-storey rear kitchen extension Decision 16/10/2017 Granted Permission

17/00869 The Maltings, 6 Cottage Row, CT13 9HR Erection of a single-storey rear extension Decision 17/10/2017 Granted Permission

17/00869 Two Pines, Sandwich Industrial Estate, CT13 9LY Erection of a first floor extension and change of use to mixed use B1 (Office)/B8 (Storage and

Distribution) with ancillary A1 (Retail) use Decision 18/10/2017 Granted Permission  
16/01248 Part of Site Fronting 84 &86 Woodnesborough Road, CT13 0AZ  
Formation of vehicular access Decision 24/10/2017 Granted Permission  
17/01015 Delf Cottage, 27 Delf Street, CT13 9HD Erection of garden shed  
Decision 25/10/2017 Granted Permission

35.10.17

**FINANCE**

Members received The Sandwich Town Council Statement of Accounts as at 30<sup>th</sup> September 2017.

**RESOLUTION: Noted**

36.10.17

**A NEW VISION FOR SANDWICH**

To Receive and consider the following documents:

(i) Project Managers Report 12. Cllr O'Donoghue remarked that this was an excellent report.

**RESOLUTION: Noted**

(ii) Report from Madylene Outen regarding progress on the Heritage Lottery Fund Bid and cover letter. Cllr Bragg expressed draft budget should be considered at next Finance Committee and suggested consideration be given to the entire project at the same time.

**RESOLUTION: Agreed for consideration at the next Finance Committee**

(iii) Latest concept from Hayley Sharpe Design

**RESOLUTION: Noted**

(iv) Report from Dale Lewis (HSD)

Report from Dale Lewis was due on 23<sup>rd</sup> October 2017, a deadline set by HSD not STC and is now overdue.

**RESOLUTION: Dale Lewis (HSD) to be chased immediately for report.**

37.10.17

**SPEAKERS DAY**

Received and noted comments relating to Speakers Day. Cllr Carter requested photographs for STC records. The Mayor advised that he had obtained copyright and therefore copies would be stored.

**RESOLUTION: Noted**

38.10.17

**FISHERGATE**

DDC to decide how to resolve trust and ownership of assets. Following a meeting between the Mayor, Cllr Holloway and DDC Leader there is now an independent investigation underway and its results will be made public when completed.

**RESOLUTION: To leave DDC to investigate and report. Cllr Wood against.**

39.10.17

**AUSTINS LANE**

To consider closing Austins Lane and installing emergency removal bollards

**RESOLUTION: Agreed. KCC to action. Cllr Carter against.**

40.10.17

**MARKET STREET**

To consider options proposed by KCC.

**RESOLUTION: To make Market Street one way and close Potter Street to all traffic.**

41.10.17

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

**Earth, Sea and Sky update** – Cllr Bragg recommends that something is done about Delf and would like to form a Delf Working Group.

**RESOLUTION: Delf Working Group be set up with Cllr Bragg leading**

**White Mill Meeting** – Making good progress. Meeting was well attended and fantastic group of people.

**RESOLUTION: Noted**

**Christmas Lights Committee** – Cllr Wood is catching up with Vicky Day and Siobhan Matthews and will update Councillors via email.

**RESOLUTION: Cllr Wood to update Council via email**

**Chamber of Commerce** – In the absence of the Deputy Mayor Cllr Moorhouse advised that over 20 people attended the last meeting and another meeting has been scheduled for January 2018.

**RESOLUTION: Noted**

**Stagecoach** – Cllr Moorhouse has written to stagecoach and will revert to Council when response is received.

**RESOLUTION: awaiting response from Stagecoach**

**Visit Kent** – In the absence of the Deputy Mayor Cllr O'Donoghue advised Council of a useful meeting and now awaiting statistics due in November.

**RESOLUTION: Noted**

42.10.17

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

The following updates were received;

**Cllr Carter:**

**Dover Road Planning application:** Reminded all Councillors of the meeting on Thursday 2<sup>nd</sup> November 2017 at 6pm where it is hoped DDC will hopefully refuse the application.

**New DDC Leader:** Cllr Carter wished to congratulate the new leader on his appointment with Paul Watts as Alderman of the District and Cllr Mike Connolly remaining as Deputy Leader.

**Lidl, Dover:** Cllr Carter advised that this store will be open in time for Christmas.

**Dover Leisure Centre:** This project has been assigned to an agency and is due to open spring 2019.

**KCC Council Tax increase:** Cllr Carter advised that Council Tax would increase by 4% but Wayfarers has closed, library hours have been reduced, pots holes unattended to and road signs require repair. No funding for Youth Club from KCC, reduction in bus permits for students and Community Wardens reduced. Cllr Carter feels KCC need to get their own house in order before increasing costs.

**Cllr Holloway:** Advised that Cllr Morris, New Leader of DDC had accepted the Councils invitation to join the New Vision for Sandwich Project Board and that KCC are an important part of the New Vision for Sandwich.

**Cllr Chandler, KCC:** stood and addressed the Council and public advising that KCC were required to make budget savings of £63.8 million in 2018/19. The KCC website details their budget and clearly illustrates how the figures work. Councillors and residents are invited to make your own view and comments through the website or directly contacting Cllr Chandler

43.10.17

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

No report.

44.10.17

**DRILL HALL**

Mr Mayor advised that STC now own the property and it is insured. STC is currently discussing its options to either manage or lease the property and Councillors will be kept informed.

45.10.17

**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.

**RESOLUTION: Approved**

(ii) To receive and consider a written report from Mrs K Palmer, Acting Responsible Finance Officer, relating to TOIL for the previous Acting Town Clerk.

**RESOLUTION: Pay Toil outstanding within the next payroll run.**

(iii) To receive and approve the draft Minutes of the Advisory Committee held on 12<sup>th</sup> October 2017 and to consider the recommendations therein.

Terms of Reference and an Organogram had been produced. Cllr O'Donoghue had contacted four companies, two of which were meeting with Cllr's O'Donoghue, Liote and Friend shortly. Cllr Carter had suggested speaking with David Foley as back up.

**RESOLUTION: Cllr's O'Donoghue, Liote and Friend to meet and refer. Minutes were approved.**

(iv) To receive and approve proposal from Advisory Committee relating to changes to contractual terms of employment of Heritage Development Officer.

**RESOLUTION: Agreed and to be actioned.**

**DATE OF NEXT MEETING**

Monday 27<sup>th</sup> November 2017, at 7pm, in the Council Chamber, Guildhall (Quarterly Meeting).