

Minutes of an Ordinary Meeting of Sandwich Town Council held Monday 26th February 2018, in the Council Chamber, Guildhall, Sandwich at 7:00pm.

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

Officer: A Hollobon-Baxter

- 07.02.18 MAYORS OPENING COMMENTS**
 The Mayor asked all Councillors to note the date of the end of term party as all were very welcome.
- 08.02.18 APOLOGIES**
 Apologies were received and accepted from Cllrs Dunay, O'Donoghue.
- 09.02.18 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS**
 None were declared
- 10.02.18 MINUTES**
 (i) To approve the Minutes of the Ordinary Town Council meeting held on 29th January 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda.
RESOLUTION: The Minutes were approved and signed. Proposed by Cllr Carter and Seconded by Cllr Sneller.
- 11.02.18 PAYMENT SCHEDULE**
 The schedule of payments, totalling £14,713.89 was received, approved and signed.
- 12.02.18 PUBLIC RIGHT TO SPEAK**
 No speakers
- 13.02.18 POLICE**
 The Council received and considered a report setting out the most recent crime and anti-social behaviour statistics available via the Police.UK website (December 2017) together with a report from Acting Town Clerk relating to policing within Sandwich and newsletter for February 2018 from Kent Police Report and Safer in Kent Report.
RESOLUTION: That this information be noted.

14.02.18

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) 17/00876 | 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 childrens’ play (LEAP) (amended details and plans) | Land east of Woodnesborough Road Sandwich, Woodnesborough Road, Sandwich, CT13 0BA

RESOLUTION: Cllr Holloway to raise this with Portfolio holder and arrange a round table asap.

(ii) 17/01473 | Removal of top section of chimney with remainder to be capped and air bricks inserted | Empire Cinema, 15 Delf Street, Sandwich, CT13 9HB

RESOLUTION: To raise no objections.

(iii) 18/00088 | Erection of a detached garage | Black Sluice Pumping Station, Sandwich Haven, Sandwich, CT13 9PE

RESOLUTION: To raise no objections.

(iv) 18/00042 | Change of use to A3 (Restaurants & Cafes) to include installation of a flue | The Drill Hall, The Quay, Sandwich, CT13 9LD

RESOLUTION: To defer decision.

(v) 18/00047 | Display on one non-illuminated fascia sign | The Drill Hall Cadet Centre, The Quay, Sandwich, CT13 9LD

RESOLUTION: To defer decision.

15.02.18

PLANNING DECISIONS

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

17/01310 | Erection of partition wall to form WC | Sandwich Station, Dover Road, Sandwich, CT13 9JR – Decision 05/02/2018 – Permission Granted

17/01280 | Insert new internal partitions and floor to facilitate refurbishment of restaurant | Namaste, The Quay, Sandwich, CT13 9EN – Decision 08/02/2018 – Permission Granted

17/01478 | Erection of 2.4-metre-high fencing and gate to replace existing boundary treatment | Sandwich Station, Dover Road, Sandwich, CT13 9JR – Decision 05/02/2018 – Permission Granted

16.02.18

FINANCE

(i) Members received The Sandwich Town Council Statement of Accounts as at 31st January 2108.

RESOLUTION: Noted

(ii) Cllrs received information relating to budget virements from Mr K Palmer, Acting Responsible Finance Officer.

RESOLUTION: Noted

17.02.18

HLF BID

Cllrs were informed by Museum and Heritage Manager that HLF bid has been submitted and STC/STBF will receive a response in June 2018.

RESOLUTION: Noted

18.02.18

ADVISORY COMMITTEE

(i) Cllrs discussed the addition of Councillor Friend to the Advisory Committee. Cllr Watts and Wood both felt that Cllr Friends addition to this Committee should be deferred until the new Mayoral year.

RESOLUTION: Cllr Friends addition to Advisory Committee be deferred until the new Mayoral year. 6 Cllrs for and 3 against.

19.02.18

COACH PARKING

This item was deferred until confidential items later within the Council meeting.

20.02.18

DELFT STREAM WORKING GROUP

Cllr Bragg undated Councillors; First exercise started at Galliard Street and didn’t go well. Silt deposit and leaves fallen from trees with a great deposit of leaf mould making it very difficult to get equipment into place. Cllr Bragg was disappointed that the exercise didn’t

go better but had earlier that evening been given photographs from the Acting Town Clerk which will greatly help but need reviewing properly. The next Delf Stream Working Group meeting was Tuesday 27th February 2018.

RESOLUTION: Noted.

21.02.18

THE CHOCOLATE BOX AND THE CRYPT

Councillor Moorhouse initiated discussions regarding the state of these properties together with being an eyesore and a fire risk within the longest row of medieval houses within the County. Cllr Holloway advised that DDC have employed a new dedicated section 215 officer.

RESOLUTION: Cllr Moorhouse proposed and Cllr Carter seconded that STC, DDC and residents meet with Section 215 officer to progress way forward. Cllr's Moorhouse and Holloway to progress.

22.02.18

MISSION STATEMENT AND BUSINESS PLAN

Following a couple of minor corrections, the correct version of the Mission Statement and Business Plan was handed out to Councillors ahead of this meeting. A full discussion then ensued and Councillor Wood offered to work on the document and report back asap.

RESOLUTION: Cllr Wood to work on the document making it fluid. Should not include temporary events and should not be date sensitive. Discovery Park to be moved to Key facts. Add in more support to families.

23.02.18

SANDWICH IN BLOOM

Grant application is being processed by and going to Finance Committee on 5th March. Cllr Bragg stands by his donation offer and is waiting for SIB bank account details. Larger organisations should also be approached.

Cllr Carter had established that Walmer in Bloom's budget was £4,000 and Deal, Whitstable and Herne Bay in Bloom is entirely paid for through sponsorship.

RESOLUTION: Noted

24.02.18

SECTION 106 MONIES

Cllr Holloway offered an overview for KCC's request to release funds to enable technical engineers to produce a study for the road section opposite the forecourt under A New Vision for Sandwich.

RESOLUTION: STC will release section 106 monies to finance technical engineers study within A New Vision for Sandwich. Proposed by Cllr Holloway, seconded by The Mayor. Agreed by all.

25.02.18

MAY COUNCIL MEETING DATE

To receive and consider report from Acting Town Clerk relating to the movement of Toll Bridge Fund meeting in May 2018

RESOLUTION: Agreed by all to move date of May 2018 meeting to 21st May 2018.

26.02.18

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

Cllr Wood advised that the Christmas Lights Committee require a treasurer and offer his services.

Cllr Franklin attended a site visit at Gazen Salts Nature Reserve on 25th February 2018. This is progressing slowly, footpaths are being cleared and they are hoping to Open in June 2018.

White Mill AGM is the beginning of March and the Mill is doing well.

Cllr Carter advise that the Curfew Ringers supper was a successful and the group are healthy and strong.

The Mayor advised that surplus monies from this event had been donated to The Mayors Fund and thanked the Curfew Ringers.

John Hennessey has stepped down as Captain and Mr Joseph Sevier has replaced him

27.02.18

REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH

Cllr Carter advised that Fordwich Place is not yet resolved and issues are ongoing and outstanding. DDC Parking Services have suggested the same lines as are outside schools for directly outside the old people's home. Rest of the road is not an issue, however, parking on this road whilst travelling by train is causing issues. Cllr Carter will revert to Council in March.

Cllr Holloway had attended the Kent and Police Crime Panel and advised that Matthew Scott, Crime Commissioner, had agreed the 2018/19 budget and plans for spending. Crime in Kent had increased by 27%, one of the highest in the Country, however, this was due to more accurate reporting and public reporting, therefore the police needed to step up. Police precept to be increased by £12 per household. For this increase Kent will receive an extra 200 uniformed officers in the County and 15 within each district with an additional 80 staff to assist the 101 call centre. Each district currently has approximately 250 uniformed police officers. Cllr Holloway will update at the next Council meeting where these extra officers will be deployed and on what basis.

Following questions, queries and discussions Councillors felt that the police must be kept on their toes and Cllr Holloway advised that he will do his very best.

Cllr Holloway advised that the Neighbourhood Forum will be back to back with the Annual Town Meeting this year and will have two agenda items. A presentation by the new owners of Discovery Park and an update on the preparations for the Open 2020 with speakers from Discovery Park, the R & A and Royal St Georges GC.

28.02.18

REPORT FROM MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH

No report received.

29.02.18

CONFIDENTIAL ITEM

(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.

COACH PARKING (Deferred from earlier within the meeting)

Long term ambition is to build coach park on Ash Road at the KCC Depot which Cllr Chandler is working towards. In the meantime, coaches along the Quay are an issue and DDC put forward a temporary 2/3-year proposal to Council for their consideration which would allocate parking to coaches within the Guildhall carpark. Much discussion took place. Cllr Franklin suggested looking into a temporary solution of utilising what was Sandwich Driving Range area.

RESOLUTION: Coach parking not wanted within the Guildhall carpark. Cllr's Carter and Wood were against this decision

(ii) To receive, consider and note HR report from Acting Town Clerk.

RESOLUTION: Noted

(iii) To receive and consider business plan from Jon Dyvig relating to the possible lease of the Drill Hall.

After much discussion Councillors concluded that they were concerned with the suggested costings e.g. kitchen, cycle rental idea not liked, would STC costs be recovered?, poor business plan and statistics disliked, not enough consideration given to promotion, number of pods being initially rented being too few, building was bought as an asset for regeneration of town, catering knowledge (pizza only since 2012), could be boatyard part 2

and other business ventures should be considered, not just food. Cllr Holloway suggested that he contacts DDC investment team to peruse multinational/international chains together with a brochure to market the Drill Hall. Concerned were raised relating to such contracts pulling back, however, it was agreed that STC should test the water anyway.

RECOMMENDATION: Defer decision of The Stour Lounge business opportunity, together with planning applications currently being made by Mr Dyvig, until multinational/international chains have been perused.

(iv) To receive and consider letter from Solicitors relating to the possible leasing of the Drill Hall and a list of questions that require answers from Council.

RESOLUTION: This was not considered in light of the above recommendation

(v) To receive and consider a report from Acting Town Clerk relating to Haley Sharpe Design Consultants.

Cllrs felt very disappointed with the business plan section of the report and discussed the two proposal made by the Acting Town Clerk in detail.

RESOLUTION: All Councillors agreed not to pay any more monies to Haley Sharpe Design. Acting Town Clerk to inform HSD.

(vi) To approve the Minutes of the Advisory Committee (containing confidential items therefore to be handed out at Council meeting) held on 19th February 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda.

Cllr Wood wished to abstain to this item.

RESOLUTION: Cllr Carter proposed approval of minutes and recommendations made within the minutes. Cllr Holloway seconded. All agreed.

(vii) To receive and consider statement and solicitors letter relating to Fishergate (to be handed out at the meeting).

Cllr Wood wished to abstain to this item.

Cllr Holloway offered background whilst Councillors read a letter from Williamson and Barnes to Mr N Gray and a statement prepared by STC which subject to Council agreement will be issued tomorrow.

RESOLUTION: With the exception of Cllr Wood all Councillors agreed to send the letter to Mr Gray and publish the Statement on Tuesday 27th February 2018.

30.02.18

DATE OF NEXT MEETING

Monday 26th March 2018, at 7pm, in the Council Chamber, Guildhall (Ordinary Meeting).

SANDWICH TOWN COUNCIL**GENERAL ACCOUNT**

SCHEDULE of payments approved at a Meeting of the Town Council held on
26th March 2018

A/C No	Payee	Amount	VAT	Total
293	Training Highway (Computer back ups - office and TIC, supply of replacement mouse)	£190.00	£0.00	£190.00
294	N. H. Westwood (Catering charges for Curfew Ringers Supper)	£450.00	£0.00	£450.00
295	Sandwich Toll Bridge Fund (Refund of VAT re 2017/18 quarters 2 and 3, and 25% contribution towards Guildhall utility costs during 2017-18).	£7,030.75	£0.00	£7,030.75
296	Sandwich Toll Bridge Fund Museum Account (Refund of VAT re 2017/18 quarters 2 and 3 and buy back stock to be sold in the TIC)	£520.51	£0.00	£520.51
297	Historic Towns and Villages Forum (Annual membership)	£100.00	£0.00	£100.00
298	CommuniCorp (Subscription to Clerks and Councils Direct)	£12.00	£0.00	£12.00
299	The Strand Wine Co (Wine for Curfew Ringers Supper)	£91.95	£0.00	£91.95
300	Brochure Connect (Distribution of 5,000 x Visit Sandwich Leaflets)	£147.50	£29.50	£177.00
301	Capita Business Services (March payroll)	£7,258.98	£0.00	£7,258.98
302	OnSite Central Ltd (Camera exploration of Delf Stream)	£725.00	£145.00	£870.00
303	VR Sani-Co (Hygiene disposal)	£292.50	£58.50	£351.00
304	K A Chapman (Warden fees: 17-01-18 - 17-02-18, mileage costs and supply and installation of 12 bird nest boxes - Monks Wall Nature Reserve)	£227.20	£0.00	£227.20
305	Viridor Waste Management Limited (Recycling charge)	£18.76	£3.74	£22.50
306	Mayor of New Romney's Charity Account (Town Sergeant's meal - International Women's Day Charity Dinner)	£6.00	£0.00	£6.00
307	Global Cleaning Supplies (Cleaning supplies)	£100.17	£20.03	£120.20
308	Business Stream (Water charges - Cemetry and Prems)	£97.02	£0.00	£97.02
309	Dover District Council (Staff parking permits for M Smith and S Dunn)	£258.34	£0.00	£258.34
310	Castles Shredding Ltd (Secure shredding service)	£10.00	£0.00	£10.00
311	The Mayor's Fund (Mayor and Mayoress to attend the Mayor of Margate's End of Term Dinner and Dance)	£64.00	£0.00	£64.00
312	British Telecommunications plc (Broadband charges)	£110.16	£0.00	£110.16
313	Amandajayne Hollobon-Baxter (Reimbursement for purchase of map from DDC)	£17.50	£3.50	£21.00
314	Kent County Council (Cleaning stock and office stationery)	£60.50	£12.10	£72.60
315	Kevin Cook (Reimbursement for mileage (£182.70) and payment made to leaflet distribution company for distribution of Town Meeting Agendas £252.50))	£435.20	£0.00	£435.20

316	Peninsula Business Services Ltd (HR service)	£112.00	£22.40	£134.40
317	Karen Palmer (Replenish petty cash tin)	£50.00	£0.00	£50.00
318	The Comms Guys Ltd (Office and Tourist Information phone charges)	£86.37	£17.27	£103.64
319	Wyman Electrical Limited (Replace existing light fittings with LED - Quay Conveniences)	£120.00	£24.00	£144.00
320	Techway Ltd (To remake and fit damaged signs - Rope Walk and Ash Road)	£845.28	£169.05	£1,014.33
321	Pharos Insurance Brokers Ltd (Renewal Premium for Guildhall Civic Regalia)	£652.80	£0.00	£652.80
322	Dover District Council (Printing of 2500 flyers for STC Annual Town Meeting)	£196.00	£0.00	£196.00
323	The Bay Tree (Catering for the Mayor's End of term dinner)	£2,119.55	£423.91	£2,543.46
		£22,406.04	£929.00	£23,335.04