

Town and Cinque Port of Sandwich

Town Clerk's Office
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Wednesday 21st March 2018

Dear Councillor,

An **Ordinary Meeting** of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 26th March 2018** 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 26th February 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda. **Attach 1**
 - (ii) Minutes signed subject to approval
5. **FINANCE COMMITTEE**

To approve the draft Minutes of the Finance Committee held on 5th March 2018 and to consider the recommendations therein. **Attach 2**
6. **ADVISORY COMMITTEE**

To approve the draft Minutes of the Advisory Committee held on 19th March 2018 and to consider the recommendations therein. **Attach 3**
7. **PAYMENT SCHEDULE**

To approve the payment schedule. **Attach 4**
8. **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).

9. POLICE

(i) To receive and note a report setting out the most recent crime and anti-social behaviour statistics available via the Police.UK website for January 2018 for consideration.

Attach 5a

(ii) To receive and consider OP Quick (speeding) report, via email, from PCSO Skirrow.

Attach 5b

10. 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) 18/00164 | Repairs to roof to include insertion of breather membrane. | 7 Strand Street, Sandwich, CT13 9DZ

(ii) 18/00192 | Conversion of garage & shop to tea room to include removal of internal partition wall & insertion of door & windows. | The Salutation, Knightrider Street, Sandwich, CT13 9EW

(iii) 18/00196 | Removal of Condition 19 of planning DOV/13/00410 to allow residential accommodation (section 73 application) | Great Poulders Farm, Poulders Road, Sandwich, CT13 0LX

(iv) 18/00200 | Siting of pontoon fixed to riverbank for the mooring of a residential boat | Esso Wharf, Strand Street, Sandwich, CT13 9HN

(v) 18/00211 | Erection of shed for equipment storage and green keepers welfare facilities, alterations to existing building, resurfacing and reorganisation of existing car park and other landscaping and resurfacing works | Royal St George’s Golf Club, Sandwich Bay, Worth, CT13 9PD

(vi) 18/00230 | Erection of front and rear dormer roof extensions together with the formation of a front balcony, restraining balustrades and insertion of front and rear roof lights | Tealing, Sandown Road, Sandwich, CT13 9PA

(vii) 18/00243 | Erection of a single storey rear extension and replacement roof to outbuilding | April Cottage, 39 Upper Strand Street, Sandwich, CT13 9EL

(viii) 18/00244 | Alterations to an existing single storey rear addition to facilitate the creation of a bathroom. | April Cottage, 39 Upper Strand Street, Sandwich, CT13 9EL

(ix) 18/00251 | Installation of replacement windows and french doors. Removal of garage door and insertion of new window to facilitate the conversion of garage onto a habitable room | Paradise House, 21 Paradise Row, Sandwich, CT13 9HU

(x) 17/01182 | Erection of a detached dwelling, creation of pedestrian access and external steps (existing shed to be removed) | Land adjacent to 7 Galliard Street, Sandwich, CT13 9BG

(xi) 18/00254 | Erection of a single storey rear extension and conversion of garage to habitable accommodation | 34 Willowbank, Sandwich, CT13 9QA

11. PLANNING DECISIONS

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

12. FINANCE

(i) To receive the Sandwich Town Council Statement of Accounts as at 28th February 2018.

Attach 6

13. **INSURANCE**
To receive a report from Acting Responsible Finance Officer, Mrs Karen Palmer, together with insurance renewal quotes.
Attach 7
14. **FORDWICH PLACE AND DOVER ROAD PARKING ISSUES**
To receive a verbal update from Councillor Carter.
Attach 8
15. **SANDWICH HISTORY SOCIETY**
To receive and consider a request made by Sandwich Local History Society to use the town logo on new tabards for the team of volunteer guides.
Attach 9
16. **UPDATES FROM TOWN COUNCILLORS REGARDING OUTSIDE BODIES ON WHICH THEY REPRESENT SANDWICH TOWN COUNCIL**
17. **REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH**
18. **REPORT FROM MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH**
19. **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.

(ii) To receive, consider and note HR report from Acting Town Clerk.
Enclosure 1
20. **DATE OF NEXT MEETING**
Monday 30th April 2018, at 7pm, in the Council Chamber, Guildhall (Ordinary Meeting).



AMANDAJAYNE HOLLOBON-BAXTER
Acting Town Clerk
Sandwich Town Council and Sandwich Toll Bridge Fund