

Town and Cinque Port of Sandwich

Town Clerk's Office
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Wednesday 25th April 2018

Dear Councillor,

An **Ordinary Meeting** of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 30th April 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 March 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda. **Attach 1**
 - (ii) Minutes signed subject to approval
 - (iii) To approve the Minutes of the Extraordinary Town Council meeting held on 9th April 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda. **Attach 2**
 - (iv) Minutes signed subject to approval
5. **TOURISM COMMITTEE**

To approve the draft Minutes of the Tourism Committee held on 11th April 2018 and to consider the recommendations therein. **Attach 3**
6. **PAYMENT SCHEDULE**

To approve the payment schedule. **Attach 4**
7. **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).
8. **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 February 2018 for consideration. **Attach 5a**
 - (ii) To receive and note Kent Police newsletter. **Attach 5b**

(iii) To receive and note Safer in Kent newsletter.

Attach 5c

(iv) To receive and consider an email request from Councillor Wood requesting a public meeting with Matthew Scott, Kent Police and Crime Commissioner.

Attach 5d

(v) To receive and consider an email request from Councillor Wood proposing that STC partly fund the appointment of a Police Constable in the Sandwich (Eastry, Worth, Ash, Woodnesborough) area. N.B. No budget provision has been made for any contingency such as this.

Attach 5e

9. 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) 18/00263 | Erection of a single storey rear extension; new pitched roof over rear lobby; replace existing rear window with door; alterations to garage doors and insertion of new window to ground floor front elevation | Butts House, The Butts, Sandwich, CT13 9HY

(ii) 18/00277 | Erection of a single storey extension, replacement of bay window and first floor windows and installation of a new bay window | The Lodge, St Peters Street, Sandwich, CT13 9BW

(iii) 18/00288 | Replacement kitchen window, formation of larger opening & insertion of french doors | Flat 2, St Oswalds, 74 New Street, Sandwich, CT13 9BD

(iv) 18/00289 | Replacement kitchen window, formation of larger opening & insertion of french doors to bedroom | Flat 2, 74, St Oswalds, New Street, Sandwich, CT13 9BD

(v) 18/00321 | Change of use to MOT testing centre | Unit 1, Building 5, Sandwich Industrial Estate, Sandwich, CT13 9LY

(vi) 18/00337 | Erection of a upvc rear conservatory extension (existing conservatory to be demolished) | Monken Quay, 62B Strand Street, Sandwich, CT13 9HP

(vii) 18/00358 | Fell one sycamore | 5 St Georges Place, Sandwich, CT13 9LW

(viii) 18/00299 | Creation of a recreational space and installation of a 20m x 10m canopy | Sandwich Technology School, Dover Road, Sandwich, CT13 0FA

(ix) 18/00312 | Erection of bus shelter, replacement paving and street furniture, Installation of external lighting and associated landscaping (existing bus shelter to be removed) | Guildhall, Cattle Market, Sandwich, CT13 9AH

(x) 18/00313 | Erection of a detached dwelling and formation of vehicle access onto Whitefriars Way | Land Rear of 12 - 14, Whitefriars Way, Sandwich, CT13 9AD

(xi) 18/00315 | Variation of condition 2 and 4 of planning permission DOV 16/00821 - to allow amendments to the approved plans (car parking - condition 2) and condition 4 (amplified music) (section 73 application) | The Salutation, Knightrider Street, Sandwich, CT13 9EW

(xii) 18/00280 | Formation of a vehicle access and hardstanding, construction of a brick garden wall and installation of gates (existing wall to be demolished) | 19 Church Street St Mary, Sandwich, CT13 9HL

(xiii) 18/00386 | External repairs and alterations to front, side and rear elevations, comprising removal of inappropriate paint coatings, 2 new windows, 1 enlarged window, new entrance door case and weatherboard cladding to side and rear elevations. | 13 Church Street St Clements, Sandwich, CT13 9EH

10. PLANNING DECISIONS

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

- 11. FINANCE**
To receive the Sandwich Town Council Statement of Accounts as at 31st March 2018.
Attach 6
- 12. DRILL HALL**
Following circulation of the draft lease Councillors are requested to approve the lease at which stage Mr Dyvig will commit to the terms of the lease with effect from 1st May 2018.
- 13. ST PETERS CHIMES**
To receive and consider a report from The Mayor in relation to the current position of The Chimes.
Attach 7
- 14. 25 & 27 STRAND STREET**
To receive and consider an email request from Councillor Moorhouse in relation to the above two properties.
Attach 8
- 15. BLACK LANE ALLOTMENTS**
To receive and consider an email request from Councillor Carter in relation to these allotments.
Attach 9
- 16. GRIND BENCH**
To receive and note a thank you email from the Chairman of the Phoenix Centre for the new grind bench recently installed on The Butts.
Attach 10
- 17. WILLOWBANK ROUNDABOUT**
To receive, consider and approve information from KCC relating to the proposed new roundabout.
Attach 11
- 18. GAZEN SALTS**
To report that Councillor Wood is standing down from Gazen Salts Trust and to consider Councillor O'Donoghue's offer to replace Councillor Wood.
- 19. LOCAL PLAN PROJECT ADVISORY GROUP**
To discuss and consider the appointment of Councillor Carter as the STC representative to this group.
- 20. SANDWICH UNITED CHARITIES**
To appoint Councillor Friend as a trustee to this charity as agreed by STC's representative; The Mayor and Councillor's Bragg and Daw.
- 21. FISHERGATE**
To receive verbal update from The Mayor.
- 22. UPDATES FROM TOWN COUNCILLORS REGARDING OUTSIDE BODIES ON WHICH THEY REPRESENT SANDWICH TOWN COUNCIL**
- 23. REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH**

24. REPORT FROM MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH

25. 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

(iii) To adopt Dakota Blue's recommendations following receipt of costings relating to same from Acting Town Clerk and for The Mayor to urgently undertake a Councillor Skills audit.

Enclosure 2

(iv) To receive and consider a request from DDC to match fund in relation to the Coastal Community Fund Bid for the Guildhall forecourt.

Enclosure 3

26. DATE OF NEXT MEETING

Monday 21st May 2018, at 7pm, in the Council Chamber, Guildhall (**Quarterly Meeting**).



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

SANDWICH TOWN COUNCIL**GENERAL ACCOUNT**

SCHEDULE of payments approved at a Meeting of the Town Council held on
30th April 2018

A/C No	Payee	Amount	VAT	Total
1	Dakota Blue Consulting Ltd (Final 50% of project fee - staffing review)	£4,062.43	£812.49	£4,874.92
2	Zurich Municipal (Insurance 2018/19)	£4,559.80	£0.00	£4,559.80
3	British Telecommunications plc (Broadband service)	£168.80	£25.76	£194.56
4	Dover District Council (Guildhall and Quay Conveniences Business Rates 2018/19 (25% of Guildhall charge))	£2,630.02	£0.00	£2,630.02
5	Public Works Loan Board (Drill Hall Loan repayment - April 2018 installment)	£8,086.75	£0.00	£8,086.75
6	Pear UK East Limited (Distribution of 5,000 Sandwich Town brochures)	£167.50	£33.50	£201.00
7	Global Cleaning Supplies (Cleaning stock)	£144.19	£28.85	£173.04
8	The Flower Basket (February and March war memorial flowers)	£120.00	£0.00	£120.00
9	Karen Palmer (Reimbursement cost of Fudge for Tourist Information Centre to STC petty cash, plus replenish petty cash tin)	£129.50	£0.00	£129.50
10	White Cliffs Country Tourism Association (2018/19 Membership - Cllr J Gisbey)	£30.00	£0.00	£30.00
11	British Gas (Electricity - Quay conveniences)	£156.03	£7.80	£163.83
12	Kent County Council (Stationary and cleaning stock)	£121.80	£24.36	£146.16
13	Business Stream (Water supply - Drill Hall, Quay Conveniences and Tennis Club)	£405.03	£0.00	£405.03
14	K.A. Chapman (Warden - Monks Wall Nature Reserve February 18th - April 17th 2018)	£250.00	£0.00	£250.00
15	Viridor Waste Management Limited (Recycling service)	£19.70	£3.94	£23.64
16	Mr J Burrows (20 x 12 postcards for the Tourist Information Centre)	£72.00	£0.00	£72.00
17	Capita Business Services (April payroll)	£21,999.24	£0.00	£21,999.24
18	Castles Shredding Ltd (2 bags of shredding - security shredded)	£10.00	£0.00	£10.00
19	The Comms Guys Ltd (Phone charges - Office and Tourist Information Centre)	£42.06	£8.41	£50.47
20	Visit Kent Limited (Investor Fee 2018/19)	£1,025.00	£205.00	£1,230.00
21	P N Tory (Purchase of entitlements - 24 ha for Monks Wall Nature Reserve)	£3,600.00	£0.00	£3,600.00
22	The Bay Tree (Mayor's Community Award Ceremony catering, and End of Term Dinner - previous invoice adjustment)	£769.75	£153.95	£923.70
23	Kent Association of Local Councils (Annual Subscription 2018/19)	£1,275.00	£255.00	£1,530.00

24	Health Assured Ltd (Management Referral re request for early payment of deferred pension benefits - T Weir)	£350.00	£70.00	£420.00
25	Sandwich In Bloom (Match funding re grant towards floral displays in Sandwich).	£4,820.00	£0.00	£4,820.00
26	The Strand Wine Co (Wine for Mayor's End of Term Supper and Mayor's Community Awards Ceremony)	£501.02	£100.21	£601.23
27	The Mayor's Charity Fund (Mayor and Mayoress to attend the Mayor of Ramsgate's End of Term Dinner)	£93.00	£0.00	£93.00
28	The Mayor's Fund (Transfer payment made by Margate Charter Trustees for Mayor's End of Term Supper - paid by BACS into STC account in error)	£70.00	£0.00	£70.00
29	PA Hollingworth & Co Ltd (Repair and replace parts - WC's Cattle Market conveniences)	£91.31	£18.26	£109.57
30	Sandwich-Sonsbeck Twinning Association (2018/19 grant towards twinning visits)	£250.00	£0.00	£250.00
31	Mr K Cook (Reimbursement for mileage, drinks for Mayor's Community Award Ceremony, suit cleaning and pipe lagging at the Cattle Market conveniences)	£168.10	£0.00	£168.10
32	Peninsula Business Services Ltd (HR Service)	£112.00	£22.40	£134.40
33	Karen Palmer (Mileage Audit Workshop in Faversham 10/04/18)	£21.87	£0.00	£21.87
34	The Sandwich Printing Company Limited (Contribution towards Delf Supplement Brochure)	£455.00	£0.00	£455.00
35	Rye Town Council (The Mayor and Mayoress to attend Rye Town Council Mayor Making Ceremony)	£80.00	£0.00	£80.00
36	Retail Acrylics (3 x clear acrylic cubes for the Tourist Information Centre)	£34.86	£6.97	£41.83
		£56,891.76	£1,776.90	£58,668.66