



(i) 18/00459 | Repair to the inner face of the East facing flint boundary wall | 16 St Bartholomews, Sandwich, CT13 0BP

**RESOLUTION: To raise no objections.**

(ii) 17/00971 | Erection of 2no. detached buildings for use as Use Class B1 (Business) and creation of additional parking (amended address) (readvertised) | Site adjacent to, 1 Montagu Road, Discovery Park, Sandwich, CT13 9ND

**RESOLUTION: To raise no objections.**

(iii) 18/00508 | Installation of replacement timber aluminium/UPVC windows and doors | Sir Roger Manwood's School, Manwood Road, Sandwich, CT13 9JX

**RESOLUTION: To raise no objections.**

(iv) 18/00511 | Erection of single storey rear extension, installation of no1 rooflight | 62 New Street, Sandwich, CT13 9BB

**RESOLUTION: To raise no objections.**

(v) 18/00169 | Removal of fireplace and chimney to the ground floor only. Support the flue and first floors on steelwork. Rebuild / reconstruction of new chimney and fireplace. | Appletree Cottage, 19 Delf Street, Sandwich, CT13 9HB

**RESOLUTION: Conservation Officer will not be happy. STC to object.**

09.06.18

## PLANNING DECISIONS

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

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 – Granted permission 04/06/18

18/00358 | Fell one sycamore | 5 St Georges Place, Sandwich, CT13 9LW – Granted permission 08/06/18

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 elevation | Butts House, The Butts, Sandwich, CT13 9HY – Granted permission 08/06/18

18/00337 | Erection of an agricultural barn | Pilgrims Nook, West Studdal, Sutton, CT15 5BH – Granted permission 22/05/18

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 – Granted permission 22/05/18

18/00340 | Erection of a single storey side extension (part under existing 'flying' first floor) | 58 Hazelwood Meadow, Sandwich, CT13 0AR – Granted permission 06/06/18

18/00254 | Erection of a single storey rear extension and conversion of garage to habitable accommodation | 34 Willowbank, Sandwich, CT13 9QA – Granted permission 10/05/18

18/00042 | Change of use to A3 (restaurants and Cafes) to include installation of a flue | The Drill Hall, The Quay, Sandwich, CT13 9LD – Granted permission 12/06/18

18/00047 | Display on one non-illuminated fascia sign | The Drill Hall, The Quay, Sandwich, CT13 9LD – Granted permission 12/06/18

18/00299 | Sandwich Technology School, Dover Road, Sandwich, CT13 0FA | Sandwich Technology School, Dover Road, Sandwich, CT13 0FA – Granted permission 14/06/18

10.06.18

## FINANCE

Following submission of the Annual Return for year ended 31<sup>st</sup> March 2018 it is time for the Council to consider a number of financial matters in relation to the new financial year, specifically:

(i) Financial Regulations, attached with an accompanying report from Mrs Karen Palmer.

**RESOLUTION: In future to be compared to bank statements but carried, noted.**

**Proposed by Cllr Graeme and Seconded by Cllr Carter.**

(ii) To appoint an Internal Auditor and confirm the work to be undertaken.

**RESOLUTION: Reappointment proposed by Cllr Bragg and Seconded by Cllr Graeme.**

(iii) A Financial Risk Assessment also needs to be considered, this will be available for the August Council meeting.

**RESOLUTION: Noted**

(iv) To receive the Sandwich Town Council Statement of Accounts as at 31<sup>st</sup> May 2018.

**RESOLUTION: Noted. Proposed by Cllr Moorhouse, Seconded by Cllr Sneller. Cllr**

**Wood against.**

(v) To receive and consider a report from Mrs Karen Palmer, Acting Responsible Finance Officer, regarding a move to Online Banking.

**RESOLUTION: Agreed Option one as this is already known to Mrs K Palmer and does not require a change of bank. Proposed by Cllr Moorhouse and Seconded by Cllr Carter.**

11.06.18

**STANDING ORDERS**

To annually review and consider if any amendments are required to the Council's Standing Orders.

Cllr Wood proposed all meetings within the Guildhall should be minuted and circulated to all Cllrs. Cllr Bragg agreed with Cllr Wood's proposal but suggest that this should be referred to Advisory Committee for consideration.

**RESOLUTION: Cllr Wood proposed Advisory review Standing Orders but also consider all meetings to be minuted and circulated to all Cllrs. Cllr Bragg seconded.**

12.06.18

**COMMITTEES**

(i) To consider proposed Membership of the following Committees: - Advisory, Finance, Events/Entertainment, Tourism, Tidal Defence/Delf, Public Amenities and Monks Wall Nature Reserve Management.

Each Committee and its members were read out by The Mayor.

**RESOLUTION: Changes were made to Finance, Events/Entertainment and Tourism Committees. Cllr Friend was against.**

(ii) To consider a new Committee; Social Media and to consist of Cllrs Friend, O'Donoghue, Felton and Carter.

Discussion ensued. Cllr O'Donoghue stated that Committee should have a clear remit and Cllr Friend stated that Committee must comply with purdah rules at all times.

**RESOLUTION: Committee to have clear remit was proposed by Cllr O'Donoghue and seconded by Cllr Carter.**

13.06.18

**TIMETABLE OF MEETINGS AND CIVIC EVENTS**

To receive and consider the proposed timetable for the forthcoming year.

**RESOLUTION: Noted**

14.06.18

**REPRESENTATION ON OUTSIDE BODIES 2017/18**

Please note that a copy of *The Role of Sandwich Town Council Representatives on Outside Bodies*, adopted by the Council on 24<sup>th</sup> November 2014, is attached in order to assist the following deliberations.

(i) To appoint six Nominated Members to the Council of the White Mill Folk Museum Trust for the coming year (suggested for 2018/19 Councillors Carter, Daw, Mrs Dunay, Franklin, Gisbey and Sneller).

(ii) To appoint five Trustees to the Management Committee of Gazen Salts Nature Reserve for the coming year (suggested for 2018/19 Councillors Mrs Dunay, Franklin, Friend, O'Donoghue and Wood).

(iii) To appoint two Members to serve on the Sandwich Festival Association Committee for the coming year (suggested for 2018/19 Councillors Gisbey and Ms O'Donoghue).  
**Cllr O'Donoghue to be removed. Councillor Wood was suggested and agreed.**

(iv) To appoint one Member to serve as the Council's representative to the Dover, Deal & District Citizens Advice Bureau for the coming year (suggested for 2018/19 Councillor Mrs O'Donoghue).

(v) To appoint two non-voting Members to the Dover Joint Transportation Board for the coming year (suggested for 2018/19 Councillors Carter (as main representative) and Cllr Franklin (as substitute)).

(vi) To appoint a Public Rights of Way representative for the coming year (suggested for 2018/19 Councillor Daw).

(vii) To appoint a representative to the Dover District Council Local Development Framework for the coming year (suggested for 2018/19 Councillor Carter).

(viii) To appoint a representative to the Sandwich Heritage Group for the coming year (suggested for 2018/19 Councillor Gisbey).

(ix) To appoint a representative to the Sandwich Community Lights Committee for the coming year (suggested for 2018/19 Councillor Wood).

(x) To appoint two representatives to the Sandwich & District Chamber of Commerce for the coming year (suggested for 2018/19 the Mayor, Deputy Mayor, Councillors Graeme and Friend). Please note that the constitution of the Chamber is currently under review and it is not currently known if/how many representatives from the Town Council may be requested in the future.

(xi) To appoint a representative to serve on the White Cliffs Country Tourism Association and/or the White Cliffs Country Tourism Association Executive Committee for the coming year (suggested for 2018/19 Councillor O'Donoghue). **Councillor O'Donoghue to be removed. Councillor Gisbey was suggested and agreed.**

(xii) To appoint two representatives to the Town Team (suggested for 2018/19 Councillors Friend and O'Donoghue). Please note that the Mayor and Deputy Mayor of the day have been extended an open invitation by the Town Team to attend meetings on an ad hoc basis. **Councillor O'Donoghue to be removed. Councillor Felton was suggested but not agreed.**

(xiii) To appoint one representative to the Sandwich Dementia Action Alliance (suggested for 2018/19 Cllr Daw).

(xiv) To consider how the representative on the Neighbourhood Forum for the Sandwich ward should be nominated (suggested for 2018/19 Cllr Carter).

(xv) To appoint a primary and substitute representative to attend meetings of the Deal & Sandwich Coastal Communities Team (suggested for 2018/19 the Mayor (primary) and Cllr Holloway (substitute)).

(xvi) To consider any other approaches for representation that the Town Clerk's Office have not been made aware of.

Cllr Graeme advised that Sandwich United Charities had been missed from the list of representatives.

**RESOLUTION: Cllr Moorhouse suggested voting on block with amendments noted. Cllr Graeme asked for Sandwich United Charities to be added to this list and Cllr Watts asked for Port and Haven Commissioners to be added also.**

**15.06.18 25 – 27 STRAND STREET**

To receive and consider an email request from Councillor Moorhouse in relation to this issue.

**RESOLUTION: Cllr Moorhouse proposed that advice be obtained from Listed Property Owners Club and English Heritage. Seconded by Cllr Watts.**

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

Cllr Franklin advised that fantastic work is being done at White Mill Rural Heritage Site.

Cllr Wood advised that the grant cheque had been given to Xmas Lights Association. Xmas Lights Association were contemplating celebrating NHS 70 years' service within this year's lights parade.

Cllr O'Donoghue advised that Gazen Salts had reopened and their AGM had taken place at the end of June 2018.

Cllr Sneller had attended the Port and Haven Commissioners meeting where everything was in order.

Cllr Carter advised that the twinning with Sonseck was very successful.

Cllr Moorhouse advised that Honfleur AGM was taking place on 9<sup>th</sup> July 2018 at 7pm.

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

Cllr Carter reported;

- Unfortunately, Woodnesborough Road planning application had been granted to Abbey Homes and is being taken to planning inspectorate.
- Developers of Kumar Nurseries had placed an appeal which will be heard 26<sup>th</sup> June 2018 and Cllr Carter and residents are attending.
- Complaints regarding motorcycles on the bypass doing time trials had been reported to the Police but complaints numbers require significant increase via Kent Police website.
- Willowbank roundabout works commence on Monday 9<sup>th</sup> July 2018.
- Market Street one-way proposal did not find favour due to number of complaints but Potter Street will be given a RTO for bollards on a temporary basis
- Sandwich/Worth footpath will be cleared asap by KCC.
- 57 New Street currently being cleared.

18.06.18

**REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH AND CHAIRMAN OF DDC**

In Cllr Chandler's absence a written report was read by The Mayor to update STC Councillors in relation to;

- Highways – The Joint Transport Board agreed an amended proposal for Market Street and Potter Street at its June meeting. This decision will put in place on an experimental basis a closure of Potter Street to traffic but will retain two-way traffic in Market Street. The Highways safety audit and a number of local residents had expressed concern about both the volume and the size of vehicles potentially exiting through The Butchery should Market Street be one way. My amended recommendation will mean that Market Street is no longer used as a short cut reducing the volume of traffic and congestion but delivery vehicles can do as they do now and enter Market Street from the south and turn at the end and exit the same way. This will be monitored and further traffic counts will be done, as well as further conversations had with the businesses. Residents can comment at any time on this scheme which can run for up to 18 months on this basis. I hope that this scheme will see benefits for pedestrians and residents and therefore businesses in Market Street as well.
- Footpaths – many people have contacted me and therefore know the current situation with the cutting of vegetation on the footpaths. Regrettably the contractor given the tender for Dover District has not been able to carry out the work and therefore the contract has been terminated and had to be re-tendered. I am assured that this will be done as quickly as possible and once in place work will begin immediately. I fully appreciate that this will not be soon enough and will be talking to officers about alternative solutions. I have had a number of more specific questions about the original contract and I will be responding to those when I have the information.
- Wayfarers – I was extremely disappointed to learn that the proposed transfer of Wayfarers is now on hold. As many of you will know the issue is around the TUPE (Transfer of Undertakings (Protection of Employment)) arrangements for staff, which is, of course, extremely important to get right. Because of this I am clearly and rightly limited in the information I can give. I am assured that the intention is still to find a provider to ensure that Wayfarers continues. I am keeping in close touch with the Cabinet Member and he is in no doubt about the anxiety everyone has about the future of Wayfarers.

19.06.18

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

No update had been received.

NSH dentist issue was discussed. Cllr Friend advised that there was a round table meeting taking place and STC would be updated when MP Mackinlay was in a position to do so.

20.06.18

**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.

**RESOLUTION: Cllr Moorhouse proposed and Cllr Graeme seconded.**

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

**RESOLUTION: Noted Cllr Graeme and Friend offered extended thanks to Town Sergeant and Acting Town Clerk.**

(iii) To consider an offer from a barrister.

Generous offer but more should be known about barrister himself and his background.

Mayor asked to ascertain background and references. Cllr Sneller suggested that Mr Petts address the Council in a pre-meeting.

**RESOLUTION: Noted. Mayor to make enquiries.**

(iv) To consider new GDPR Councillor email addresses and access to same. Councillor Friend to clarify how these work and to discuss their confidentiality.

Following lengthy discussions from Councillors unable to use the system it was proposed that Cllr Friend should set up training for all Councillors.

**RESOLUTION: Cllr Watts proposed training by Cllr Friend to all Councillors. Seconded by Cllr Daw.**

(v) To receive and consider The Mayors recommendation in regards to new staffing post.

**RESOLUTION: New role, job description and salary approved.**

21.06.18

**DATE OF NEXT MEETING**

Monday 30<sup>th</sup> July 2018, at 7pm, in the Council Chamber, Guildhall (Ordinary Meeting).