

Town and Cinque Port of Sandwich

Town Clerk's Office
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Wednesday 25th June 2018

Dear Councillor,

An **Ordinary Meeting** of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 30th July 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 21st May 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 Advisory Committee Minutes of a meeting held by the Trustees on 5th July 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda.
Attach 2
 - (iv) Minutes signed subject to approval
 - (v) To approve Monks Wall Nature Reserve Committee Minutes of a meeting held by the Trustees on 11th July 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda.
Attach 3
 - (vi) Minutes signed subject to approval
5. **PAYMENT SCHEDULE**

To approve the payment schedule.
Attach 4
6. **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).

7. 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 May 2018 for consideration.

Attach 5a

(ii) To receive and note Kent Police newsletter.

Attach 5b

8. 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) 17/00971 | Erection of 2no. detached buildings for use as use class B1 (business) and creation of additional parking (amended drawings) (readvertised) | Site adjacent to, 1 Montagu Road, Discovery Park, Sandwich, CT13 9ND

(ii) 18/00353 | Alterations to pedestrian route and main entrance to building, vehicle access and servicing along building frontage, raised terrace extension to restaurant, glazed balustrading and landscaping | Land Adjacent to Innovation House, Discovery Park, Ramsgate Road, Sandwich, CT13 9FF

(iii) 18/00514 | Installation of replacement windows to double glazed timber framed windows | 5 Gardner’s Quay, Upper Strand Street, Sandwich, CT13 9DH

(iv) 18/00515 | Installation of replacement windows to double glazed timber framed windows | 5 Gardner’s Quay, Upper Strand Street, Sandwich, CT13 9DH

(v) 18/00617 | Norway maple - reduce in height by 4 metres and by 1.5metres laterally - to previous cutting points Sycamores x 2 - reduce in height by 4 metres and by 1.5metres laterally - to previous cutting points Beech - 1.5 metre lateral reduction and 3 metre reduction in height - remove any crossing and dying branches | Little Court, 95 St Georges Road, Sandwich, CT13 9LE

(vi) 18/00618 | Crown reduce 1no. Beech tree by 2 metres | 2 Fosters Court, Dover Road, Sandwich, CT13 0QU

(vii) 18/00653 | Proposed installation of side access door leading into the existing court yard. | 6-8 Fleur-de-lis, Delf Street, Sandwich, CT13 9BZ

(viii) 18/00652 | Installation of a side access door | 6-8 Fleur De Lis, Delf Street, Sandwich, CT13 9BZ

(ix) 18/00668 | Change of use and conversion from Day nursey (D1) to dwelling (C3) | The Firs, 114 Dover Road, Sandwich, CT13 0DB

(x) 18/00681 | Erection of 67no. dwellings, single and double garages, new vehicular access, associated parking and landscaping (demolition of 121 Dover Road) | Former Kumor Nursery and 121 Dover Road, Sandwich, CT13 0DA

(xi) 18/00766 | Erection of a two storey rear extension with glazed balustrade to first floor, single storey extension and external alterations | Chance House, John’s Green, Sandwich, CT13 0DE

9. PLANNING DECISIONS

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

10. FINANCE

(i) To receive the Sandwich Town Council Statement of Accounts as at 30th June 2018.

Attach 6

(ii) To receive and consider a report from Mrs Karen Palmer, Finance Officer and Admin Assistant, regarding the NatWest Bankline application.

Attach 7

11. COMMITTEES

(i) To reconsider proposed Membership of the following Committees: - Events/Entertainment and Tourism.

Attach 8

(ii) To consider adding Councillor O'Donoghue back onto Advisory Committee.

12. APPOINTMENT OF HR COUNCILLOR

To consider Advisory Committee's recommendation that Cllr O'Donoghue be appointed HR Councillor.

13. PLANNING PROCESS

To discuss and consider the process and achieve a better understanding of planning applications.

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

15. REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH

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

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

To receive and consider the attached report.

Attach 9

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.

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

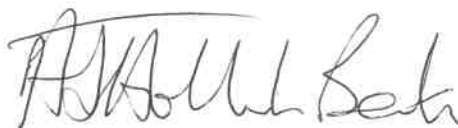
Enclosure 1

(iii) To receive and consider a restructure of the Tourist Information Centre.

Enclosure 2

19. DATE OF NEXT MEETING

Monday 20th August 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 July 2018

A/C No	Payee	Amount	VAT	Total
80	Furley Page LLP (Draw up lease agreement for Drill Hall, Sandwich)	£1,700.00	£340.00	£2,040.00
81	Kevin Cook (Reimbursement for mayoral mileage and for purchase of staff parking permits)	£462.10	£0.00	£462.10
82	John Barclay (Reimbursement for mileage)	£57.03	£0.00	£57.03
83	K A Chapman (Warden fees 19-05-18 - 19-06-18 Monks Wall Nature Reserve and mileage claim)	£139.40	£0.00	£139.40
84	BT Payment Services (Broadband charges)	£128.80	£25.76	£154.56
85	Kent County Council (Cleaning stock and stationery)	£112.10	£22.42	£134.52
86	Sandwich Toll Bridge Fund Museum Account (Refund of cheque donation - cheque made out to STC in error)	£25.00	£0.00	£25.00
87	Business Stream (Water charges -Tennis club)	£75.77	£0.00	£75.77
88	Global Cleaning Supplies (Cleaning stock)	£169.37	£33.88	£203.25
89	The Comms Guys Ltd (Phone charges - Office and Tourist Information Centre)	£48.54	£9.71	£58.25
90	J Thomson (Fencing works at Monks Wall Nature Reserve)	£1,300.00	£0.00	£1,300.00
91	Capita Business Services (July payroll)	£11,952.92	£0.00	£11,952.92
92	P A Hollingworth & Co Ltd (Replace ladies WC dual flush syphon - Quay Conveniences)	£154.18	£30.84	£185.02
93	CommuniCorp (Renewal of subscription to Clerks and Council's direct)	£75.00	£0.00	£75.00
94	Age Concern Sandwich Centre for the Retired (DDC	£300.00	£0.00	£300.00
95	Viridor Waste Management Limited (Recycling service)	£19.70	£3.94	£23.64
96	Flower Power (11 x table posies for Deputies Supper)	£165.00	£0.00	£165.00
97	The Flower Basket (War Memorial flowers - June)	£60.00	£0.00	£60.00
98	Noreen Westwood (Catering for Deputies Supper)	£1,200.00	£0.00	£1,200.00
99	The Strand Wine Co (Wine for Deputies Supper)	£220.00	£44.00	£264.00
100	Karen Palmer (Reimbursement for mileage - Pensions Forum in Ashford on 07/07/18 and parking at Deal for Bank Visits)	£33.20	£0.00	£33.20
101	Dover District Council (Business Rates, Drill Hall 01/04/2018 - 30/04/2018)	£348.48	£0.00	£348.48
102	Peninsula Business Services (HR Service)	£112.00	£22.40	£134.40

103	Karen Palmer (Replenish petty cash tin (£30) and increase petty cash in Tourist Information Centre (£20))	£50.00	£0.00	£50.00
104	Cinque Ports Mayors Association (Entry to Cinque Ports Bowls Tournament)	£80.00	£0.00	£80.00
105	The CCT (Hire of St Peter's Church for Confirmation Day - 6th July 2018)	£50.00	£0.00	£50.00
		£19,038.59	£532.95	£19,571.54