

Minutes of an Ordinary Meeting of Sandwich Town Council held on 30th July 2018 in the Council Chamber of the Guildhall, Sandwich, at 7.00pm

Present: Cllr Mrs V Liote (in the chair)
 Cllr PI Carter
 Cllr RA Daw
 Cllr Mrs J Dunay
 Cllr PG Graeme
 Cllr J Franklin
 Cllr Mrs C Felton
 Cllr MJ Holloway
 Cllr Mrs L O'Donoghue
 Cllr D Friend
 Cllr HJ Bragg

Officer: Amandajayne Hollobon-Baxter

14.07.18 MAYORS OPENING COMMENTS

The Guildhall Forecourt/Market Place planning application had been successful. The decision regarding the CCF bid had again been delayed and was now expected end of August/beginning of September.

15.07.18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Gisbey, Moorhouse, Sneller, Watts and Wood.

16.07.18 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

No disclosable pecuniary interests or other significant interests were declared.

19.07.18 MINUTES

- (i) To approve the Minutes of the Ordinary Town Council meeting held on 25th June 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda.

The Mayor advised that she had an amendment to make in relation to a confidential item and would therefore advise Council within item 18 of the agenda. Agreed.

Cllr Carters name is missing from minutes.

RESOLUTION: Cllr Graeme proposed approval subject to amendments above. Seconded by Cllr O'Donoghue. Agreed.

- (iii) To approve the Advisory Committee Minutes of the Ordinary Town Council meeting held on 5th July 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda.

Cllr Gisbey was not present.

Cllr Holloway requested that the last sentence within 4.7.18 be deleted.

RESOLUTION: Proposed amendment above by Cllr Graeme and then approved and sign as accurate. Seconded by Cllr Friend.

- (v) To approve Monks Wall Nature Reserve Committee Minutes of the Ordinary Town Council meeting held on 11th July 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda.

RESOLUTION: Proposed by Cllr Daw and seconded by Cllr Graeme that the minutes were approved as accurate and signed.

20.07.18 PAYMENT SCHEDULE

To approve the payment schedule.

RESOLUTION: Received, approved and signed.

21.07.18

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).

Mr Howard Norton spoke in relation to thanking the Guildhall caretakers for their partnership and efforts with Sandwich In Bloom.

22.07.18

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.

RESOLUTION: This information be noted.

(ii) To receive and note Kent Police newsletter.

Cllr Bragg requested that the Police were to be chased for a meeting.

RESOLUTION: Newsletter to be noted.

23.07.18

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) 17/00971 | 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

RESOLUTION: To raise no objections

(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

RESOLUTION: To raise no objections

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

RESOLUTION: To raise no objections

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

RESOLUTION: To raise no objections

(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

RESOLUTION: To raise no objections

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

RESOLUTION: To raise no objections

(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

RESOLUTION: To raise no objections

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

RESOLUTION: To raise no objections

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

RESOLUTION: To raise no objections

(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

RESOLUTION: To re-iterate the previous objections of the Council and arrange a

meeting with Mike Ebbs and Cllr Back at DDC to find out more about how this application is progressing against such strong objections.

24.07.18

PLANNING DECISIONS

The following decisions from Dover District Council were reported:

- (i)** 18/00508 | Installation of replacement timber aluminium/UPVC windows and doors | Sir Roger Manwood's School, Manwood Road, Sandwich, CT13 9JX | GRANTED PERMISSION
- (ii)** 18/00511 | Erection of single storey rear extension, installation of no1 rooflight | 62 New Street, Sandwich, CT13 9BB | GRANTED PERMISSION
- (iii)** 8/00435 | Insertion of new windows and door to garage to facilitate conversion to habitable accommodation, installation of replacement windows to ground and first floor, insertion of rooflight in roof valley and erection of canopy to ground floor | Secret Cottage, 16 High Street, Sandwich, CT13 9EB | GRANTED PERMISSION
- (iv)** 18/00491 | Variation of Conditions 2 (reconfiguration of parking area), 4, (extension of opening times) and 5 (extension of time for weddings and functions) of planning permission DOV/16/00821 (application under Section 73) | The Salutation, Knightrider Street, Sandwich, CT13 9EW
- (v)** 18/00388 | Erection of single storey side extension | 30 Dover Road, Sandwich, CT13 0BT | GRANTED PERMISSION
- (vi)** 18/00438 | Change of use from B2 vehicle workshop and warehouse to B2 vehicle workshop and warehouse and authorised treatment centre (ELV) for the environmental de-pollution of vehicles (Sui Generis) | Valeside Services B3, Unit B2B The Old Boatyard, Sandwich Industrial Estate, Sandwich, CT13 9LY | GRANTED PERMISSION
- (vii)** 18/00439 | Change of use and conversion of the existing shop (Use Class A1) to a 'beer-cafe' (Use Class A4), together with replacement sash windows to front | 10 Delf Street, Sandwich, CT13 9BZ | GRANTED PERMISSION
- (viii)** 18/00405 | Erection of single storey rear extension, installation of replacement rear window, removal of existing and erection of new partitions to 1st floor to form ensuite | 62 New Street, Sandwich, CT13 9BB | GRANTED PERMISSION

25.07.18

FINANCE

- (i)** To receive the Sandwich Town Council Statement of Accounts as at 30th June 2018.
RESOLUTION: This information was noted.
- (ii)** To receive and consider a report from Mrs Karen Palmer, Finance Officer and Admin Assistant, regarding the NatWest Bankline application.
It was suggested that Cllr's Franklin, Friend and Gisbey be added to names of signatories for online banking.
RESOLUTION: Proposed by Cllr Graeme and seconded by Cllr Holloway that Cllr's Franklin, Friend and Gisbey be added to online banking signatories list.

26.07.18

COMMITTEES

- (i)** To reconsider proposed Membership of the following Committees: Events/Entertainment and Tourism.
Cllr's Daw and Graeme offered to be placed onto this Committee.
RESOLUTION: Proposed by Cllr O'Donoghue, seconded by Cllr Friend that Cllr's Daw and Graeme be added.
- (ii)** To consider adding Councillor O'Donoghue back onto Advisory Committee.
RESOLUTION: Cllr Graeme proposed that Cllr O'Donoghue should be re-appointed to Advisory Committee. Cllr Daw seconded. Agreed.

27.07.18

APPOINTMENT OF HR COUNCILLOR

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

RESOLUTION: Cllr Graeme proposed that Cllr O'Donoghue should be appointed HR Councillor. Cllr Holloway seconded. Agreed.

28.07.18 PLANNING PROCESS

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

Discussed at the request of Cllr's Carter and O'Donoghue. The Mayor had spoken with DDC Leader, Cllr K Morris who had offered to assist.

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

No updates were offered.

30.07.18 REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH

Cllr Holloway advised;

- Commercial property that requires an upgrading can apply for a grant of up to £10k and will be available district wide from mid-October. STC should encourage property owners to take full advantage.
- New Strategic Manager for Tourism within the District who would raise the profile of the District to National level. Cllr Holloway will ensure that STC meet this Officer.
- St Clements grounds maintenance issue had been resolved following a site meeting. New agreement now in force to ensure grounds are properly maintained.
- DDC have a meeting with Sandwich Medieval Centre Trust to discuss how the project can move forward.
- Litter along the Quay had been raised with DDC who are currently testing compressor bins. Should these be successful DDC will look to install in Sandwich.
- DDC have approved the property transfer of the Guildhall Forecourt/Market Place back to STC. STC will shortly receive a letter to formally offer building and forecourt.
- Cllr Holloway attended a meeting with the Crime Commissioner who had promised 200 extra police officers. Crime Commissioner was unable to confirm how many had been recruited, however, the panel was meeting on 27th September and it was hoped to receive an indication of recruitment numbers after this date.

Cllr Carter advised;

- Attended a Governance meeting in relation to balanced budget and good practice and manner.
- Planning and development issues are taking a lot of time and Cllr Carter is constantly fighting. A discussion ensued between Councillors regarding the Woodnesborough Road development with the decision for this development currently in the hands of the planning inspectorate with this timeline unknown.

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

Cllr Chandler advise;

- KCC Depot was progressing slowly and looking in detail for highways depot itself. Cllr Chandler and DDC continued to press for this.
- Open 2020 update advised that the extension to Sandwich Train Station platform will be permanent and will be completed before July 2020 together with a second footbridge. Allowing for twelve coach trains to be accommodated.
- There is a Governance structure in place to begin detailed planning for Open 2020. Transport Sub-Committee will be chaired by Tim Reed with a Community

and business Sub-Committee also. All Sub-Committees will have representation from Chamber of Commerce and STC.

- An R & A Open legacy project is also in place and being discussed.

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

To receive and consider the attached report.

Cllr Carter requested that the report received should only relate to Sandwich and the surrounding villages. Cllr Daw agreed and further commented that the report should be up to date.

33.07.18 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.

The Mayor wish to amend the confidential section of the minutes for 25th June 2018 item 20.06.18 (iii). Amendment to read Cllr Bragg to explore background of Barrister Petts not The Mayor.

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

RESOLUTION: That this information be noted.

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

It was felt that this was a great idea and would offer the museum extra room for temporary exhibitions in the future.

RESOLUTION: Cllr Graeme proposed, seconded by Cllr Holloway that this proposal be put into place as soon as possible.

(iii) A discussion ensued at the end of Sandwich Toll Bridge Fund meeting regarding the date of the next meeting and it was agreed the August meeting would be cancelled and September's meeting would be brought forward to 17th.

RESOLUTION: Proposed by Cllr Graeme and seconded by Cllr Carter that the next meeting of STC should take place on 17th September 2018.

34.07.18 DATE OF NEXT MEETING

Monday 17th September 2018, at 7pm, in the Council Chamber, Guildhall (Quarterly Meeting).