

# Town and Cinque Port of Sandwich

Town Clerk's Office  
Guildhall  
Cattle Market  
Sandwich  
Kent  
CT13 9AH



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Wednesday 12<sup>th</sup> September 2018

Dear Councillor,

A **Quarterly Meeting** of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 17<sup>th</sup> September 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**  
To approve the Minutes of the Ordinary Town Council meeting held on 25<sup>th</sup> July 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda.  
**Attach 1**
5. **TOURISM COMMITTEE**  
To receive the Minutes of the Tourism Committee Meeting, held on 15<sup>th</sup> August 2018, and to consider the Recommendations contained therein.  
**Attach 2**
6. **FINANCE COMMITTEE**  
To receive the Minutes of the Finance Committee meeting, held on 20<sup>th</sup> August 2018, and to consider the Recommendations contained 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. **A NEW VISION FOR SANDWICH**
  - (i) To receive a written report from Mr Shaun Taylor on the Guildhall Market Square public realm project. Please be aware that Mr Taylor will be present to answer any questions.  
**Attach 5**
  - (ii) To receive a written report from Ms Mady Outen on the Guildhall's Heritage Lottery Fund bid. Please be aware that Ms Outen will be present to answer any questions.  
**Attach 6**
10. **POLICE**
  - (i) To consider what information the Council would find useful to receive on a monthly basis.
  - (ii) To receive a verbal update from Miss L Fidler on the organisation of a Council/public meeting with Ch/Ins Mark Weller.

**11. 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) 18/00784 | Erection of single storey rear extension (existing conservatory to be demolished) | Longships, Sandown Road, Sandwich, CT13 9NY
- (ii) 18/00865 | Change of use to a residential dwelling, erection of boundary wall and gate, installation of windows and bifold doors; and associated external works (existing boundary wall to be demolished) | 25 Cattle Market, Sandwich, CT13 9AP
- (iii) 18/00887 | Variation of Condition 2 and 3 of planning consent DOV/18/00508 to allow amendments to approved plans and amendments to the window details (application under Section 73) | Sir Roger Manwood's School, Manwood Road, Sandwich, CT13 9JX
- (iv) 18/00814 | Erection of 2 storey rear extension with dormer window to side elevation | 131 Dover Road, Sandwich, CT13 0DA
- (v) 18/00839 | Change of use to 4no. holiday lets, two storey side extension, insertion of dormer windows, roof terrace with balustrade and external spiral staircase | Sandwich Leisure Park, Woodnesborough Road, Sandwich, CT13 0AA
- (vi) 17/01427 | Installation of a heat recovery unit with acoustic enclosure to rear elevation (amended plans). | Market Place Surgery, Cattle Market, Sandwich, CT13 9ET
- (vii) 18/00924 | Certificate of Lawfulness (existing) for the continued use as a dwellinghouse | 22 & 22A, Market Street, Sandwich, CT13 9DA
- (viii) 18/00169 | Repair kitchen & living room ground floor fireplaces with the insertion of bressummer beams. Remove post and repair principle ceiling joists. Dry line ground floor walls. Insert ground floor rear boiler flue. Replace front and rear doors. | Appletree Cottage, 19 Delf Street, Sandwich, CT13 9HB
- (ix) 18/00941 | Erection of an external GRP Steam Plant Housing to facilitate heating to the New Instro Precision industrial unit (retrospective) | Instro-Precision Site, Discovery Park, Ramsgate Road, Sandwich, CT13 9FF
- (x) 18/00909 | Erection of barn garage and storage shed | Ash Road Nursery, Ash Road, Sandwich, CT13 9JB

**12. PLANNING DECISIONS**

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

**13. FINANCE**

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

**Attach 7**

(ii) To receive and consider a report from Miss L Fidler, Responsible Finance Officer, regarding a vire budget that needs to take place.

**Attach 8**

(iii) To receive and consider a report from Mrs K Palmer, Finance Officer, regarding a vire budget that needs to take place in order to cover the additional cost of the annual return.

**Attach 9**

**14. TIMETABLE OF MEETINGS AND CIVIC EVENTS 2018 / 2019**

To consider a report from the Town Clerk regarding various amendments required to the *Timetable of Meetings and Civic Events 2018/ 2019*.

**Attach 10**

**15. ANNUAL MEETING OF THE TOWN COUNCIL & MAYOR MAKING**

To consider a report from the Town Clerk regarding the Annual Meeting of the Town Council & Mayor Making in an election year.

**Attach 11**

**16. PLASTIC FREE COASTLINE**

To consider a motion to support Plastic Free Coastlines, full details of which can be found at: <https://www.sas.org.uk/wp-content/uploads/Plastic-Free-Coastlines-Community-Toolkit.pdf>.

**Attach 12**

- 17. STANDARDS IN THE COUNCIL CHAMBER**  
To consider a report from Miss L Fidler regarding standards in the Council Chamber.  
**Attach 13**
- 18. DISABLED TOILET AT QUAY CONVENIENCES**  
To consider a motion from Cllr Moorhouse that the opening/closing arrangement of the disabled toilet at the Quay Conveniences should be reconsidered.  
**Attach 14**
- 19. FORMAL ADDRESS FOR THE MAYOR**  
To consider a motion from Cllr Watts that the current Mayor should be formally addressed as Madam Mayor instead of Mr Mayor.  
**Attach 15**
- 20. THE "SANDWICH AGREEMENT"**  
(i) To receive a report from Miss L Fidler, regarding the freehold transfer of the Guildhall.  
**Attach 16**  
(ii) To receive a report from Miss L Fidler, Town Clerk, regarding the Causeway Tip.  
**Attach 17**
- 21. FREEMASONS/ CODE OF CONDUCT**  
To consider a motion from Cllr Wood that the Code of Conduct be amended to include membership of the Freemasons as a disclosable interest.  
**Attach 18**
- 22. MISSION STATEMENT**  
To consider and approve the amended Mission Statement as proposed by Cllr Wood and Cllr Ms O'Donoghue.  
**Attach 19**
- 23. MARKET PLACE & EASTRY SURGERIES**  
To receive a verbal update from Cllr Ms O'Donoghue following attendance at the Market Place and Eastry Surgeries Public Meeting in Eastry Village Hall, held on 23rd August 2018"
- 24. SANDOWN ROAD ALLOTMENTS**  
To consider a request from the Sandwich Road Allotment holders that they have individual allotment leases, as per the Black Lane Allotment tenancy agreements, with the town council, instead of forming an allotment association. If agreeable the Council should also set the allotment rent per annum per allotment.  
**Attach 13**
- 24. UPDATES FROM TOWN COUNCILLORS REGARDING OUTSIDE BODIES ON WHICH THEY REPRESENT SANDWICH TOWN COUNCIL**
- 25. REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH**
- 26. REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH AND CHAIRMAN OF DDC**
- 27. REPORT FROM MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH**
- 28. 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 a HR report from Cllr Ms O'Donoghue.

**Enclosure 1 (emailed directly from Cllr Ms O'Donoghue)**

(iii) To receive and consider a motion from Cllr Ms O'Donoghue regarding district councillors.

**Enclosure 2**

**29. DATE OF NEXT MEETING**

Monday 29<sup>th</sup> October 2018, at 7pm, in the Council Chamber, Guildhall (**Ordinary Meeting**).

A handwritten signature in black ink, appearing to read 'L. Fidler', written in a cursive style.

Miss Laura Fidler

Town Clerk, Clerk to Sandwich Toll Bridge Fund & Responsible Finance Officer  
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  
17th September 2018

<b>A/C No</b>	<b>Payee</b>	<b>Amount</b>	<b>VAT</b>	<b>Total</b>
106	Dr Stephen Fuller (Proceeds from sale of Delf Stream books)	£400.00	£0.00	£400.00
107	Ash Parish Council (Proceeds from sale of 'Ash - An East Kent Village')	£6.70	£0.00	£6.70
108	Global Cleaning Supplies (Cleaning supplies)	£500.12	£100.05	£600.17
109	EDF Energy (Electricity charges - Quay Public Conveniences)	£134.55	£6.76	£141.31
110	Confederation of the Cinque Ports (Annual subscription)	£310.00	£0.00	£310.00
111	Training Highway (Supply, installation and configuration of new laptop and migration to Office 365)	£763.00	£0.00	£763.00
112	K A Chapman (Warden fees for Monks Wall Nature Reserve 20-06-18 - 21-08-18 plus mileage reimbursement)	£275.20	£0.00	£275.20
113	Castles Security Shredding Ltd (Security shredding)	£10.00	£0.00	£10.00
114	Campaign to Protect Rural England (Annual membership)	£36.00	£0.00	£36.00
115	Viridor Waste Management Limited (Recycling service)	£39.40	£7.88	£47.28
116	Outstanding Map Distributers Ltd (10 x Cycle maps and 20 x Yellow Publication maps to be sold in the Tourist Information Centre)	£103.10	£0.00	£103.10
117	The Flower Basket (War Memorial flowers - July and August)	£120.00	£0.00	£120.00
118	Kent County Council (Stationery, cleaning stock and photocopier charges)	£323.86	£64.77	£388.63
119	Dover District Council (Annual maintenance as per service level agreement re play areas in Sandwich)	£6,171.61	£0.00	£6,171.61
120	Sandwich Toll Bridge Fund (Refund of VAT to STBF Qtr 4 2017/18)	£0.00	£1,742.53	£1,742.53
121	Sandwich Toll Bridge Fund Museum Account (Refund of VAT to Museum Qtr 4 2017/18)	£0.00	£196.56	£196.56
122	The Comms Guys Ltd (Phone charges - Office and Tourist Information Centre)	£45.80	£9.16	£54.96
123	The Sandwich Printing Company Limited (Business Cards - M.Outen, A Hollobon-Baxter and Cllr L O'Donoghue)	£105.00	£0.00	£105.00
124	Smudge Inc (20 x Cinque Ports bookmarks to be sold in the Tourist Information Centre)	£42.00	£8.40	£50.40
125	Dover District Council (Business Rates 2017/18 - Drill Hall)	£843.12	£0.00	£843.12
126	Brochure Connect (Distribution of 5,000 x Visit Sandwich Leaflets and 2,000 Museum Leaflets)	£210.00	£42.00	£252.00

127	Sandwich Lawn Tennis Club (Proceeds from hire of Tennis Courts 22/04/2015 - 10/07/2017)	£120.00	£0.00	£120.00
128	PKF Littlejohn LLP (Audit of Sandwich Town Council accounts, year ended 31-03-18)	£1,600.00	£320.00	£1,920.00
129	Pear UK East Limited (Distribution of 10,000 Visit Sandwich Leaflets)	£167.50	£33.50	£201.00
130	Business Stream (Water charges - Black Lane Allotments)	£343.98	£0.00	£343.98
131	Finns (Completion of 2018 forms regarding the Basic Payment Scheme - re Monks Wall Nature Reserve)	£633.75	£126.75	£760.50
132	Capita (Payroll - August and September)	£22,217.60	£0.00	£22,217.60
133	Peninsula Business Services (HR Service - August and September)	£224.00	£44.80	£268.80
134	Karen Palmer (Replenish petty cash tin)	£50.00	£0.00	£50.00
135	John Barclay (Mileage reimbursement, including Mayoral)	£34.98	£0.00	£34.98
136	John Redsull (Mayoral mileage reimbursement)	£9.09	£0.00	£9.09
137	Laura Fidler (Reimbursement for mileage to Town Clerk to attend the Annual Town Clerk Conference in Ditton on 13/09/18)	£36.00	£0.00	£36.00
		<b>£35,876.36</b>	<b>£2,703.16</b>	<b>£38,579.52</b>