

**Minutes of an Ordinary Meeting of Sandwich Town Council held Monday 17<sup>th</sup> September 2018, in the Council Chamber, Guildhall, Sandwich at 7:00pm.**

**Present: Councillors: The Mayor, Cllr Ms Liote (in the chair)**

**HJ Bragg  
PI Carter  
RA Daw  
JL Dunay  
Ms C Felton  
JE Franklin  
D Friend  
JEM Gisbey  
PG Graeme  
MJ Holloway  
MW Moorhouse  
Ms L O'Donoghue  
JO Sneller  
JJ Watts  
DMA Wood**

**Officer: Miss L Fidler**

**01.09.18 MAYOR'S OPENING COMMENTS**

The Mayor thanked everyone who supported the Music Hall & Magic fundraising event, nearly £1800 was raised.

The Mayor also thanked the councillors who had attended the Civic Service (incl. Battle of Britain Commemoration).

**02.09.18 APOLOGIES**

No apologies were received.

**03.09.18 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS**

**(i)** Cllrs Friend and Graeme declared an other significant interest in matters relating to item 21.09.18 as members of the Free Masons.

**(ii)** Cllr Wood declared an other significant interest in matters relating to item 11.09.18(iii) as a resident of Sir Roger Manwood's School.

**(iii)** Cllr Moorhouse will step out of the Meeting for Item 21.09.18 in line with legislation stipulated by the 1983 Congregation for the Doctrine of the Faith's (CDF) Declaration on Masonic associations.

**04.09.18 MINUTES**

The Minutes of the Ordinary Town Council meeting held on 30<sup>th</sup> July 2018 were received.

**RESOLUTION: The Minutes were approved as accurate and signed.**

**05.09.18 TOURISM COMMITTEE**

Councillors received the Minutes of the Tourism Committee meeting, held on 15<sup>th</sup> August 2018, and considered the Recommendations contained therein.

**RESOLUTIONS: The minutes were approved as accurate and signed. The following recommendations were approved:**

**(i) The Mayor to email Cllr Chandler for progress on coach parking.**

(ii) Mr Laslett to remain on the Committee through his work with Sandwich Tourism CIC.

(iii) Working group structures for the Sandwich Destination Management Plan.

(iv) Five thousand leaflets to be distributed to Dover Cruise Terminal and VIC by Ms Hollobon-Baxter. 'Special Offer' to be added to next year's leaflet and leaflets to be ready for Visit Kent for Open 2019 at Royal Portrush.

(v) A tourism leaflets working group consisting of Cllrs Ms O'Donoghue and Friend, Mr S Laslett, Mrs M Smith and Mrs S Dunn, Ms A Hollobon-Baxter and Miss M Beardmore to be formed.

06.09.18

#### **FINANCE COMMITTEE**

Councillors received the Minutes of the Finance Committee meeting, held on 20<sup>th</sup> August 2018, and considered the Recommendations contained therein.

**RESOLUTIONS:** The minutes were approved as accurate and signed. The following recommendations were approved:

(i) That £250.00 from the grants budget be used to jointly fund speed monitoring work on Strand Street with KCC.

(ii) That no grant be awarded to Hi Kent to run hearing aid support clinics at Age UK as this is already done on a voluntary basis.

(iii) That no grant be awarded to the Sandwich Society as this funding will be provided by Sandwich Toll Bridge Fund.

(iv) That no grant be awarded to the Kenward Trust to run a *Think Differently* session at Sandwich Technology School; the school should be able to fund this workshop directly if desirable.

07.09.18

#### **PAYMENT SCHEDULE**

The schedule of payments, totalling £38,579.52, was received, approved and signed.

08.09.18

#### **PUBLIC RIGHT TO SPEAK**

Mr Simon Leith spoke in relation to item 19.09.18 of the minutes; the formal address of the Mayor. Mr Leith reported that for reason of precedence, history and tradition all Mayor's have and should be referred to as 'Mr Mayor'.

09.09.18

#### **"A NEW VISION FOR SANDWICH"**

(i) Councillors received a written report from Mr Shaun Taylor on the Guildhall Market Square public realm project. Mr Taylor was also present to answer questions. Mr Taylor confirmed that he was in contact with the Coastal Communities Team last week and we're still expecting to hear an outcome to the Stage 1 bid within September. On the 15<sup>th</sup> September the CCT did announce some successful bids, but these were for fast tracked applicants and not the application process that we've gone through.

(ii) Councillors received a written report from Miss M Beardmore on the Guildhall's Heritage Lottery Fund bid. Miss Beardmore was also present to answer questions. Miss Beardmore confirmed that the results of the HLF bid are expect in early December. Miss Beardmore confirmed that she has also compiled a list of possible funders who could be approached if the HLF bid is unsuccessful and the project needs to be broken down into smaller elements; if this route was taken it would come back to council for resolution as fundraising capabilities would need to be considered.

10.09.18

## **POLICE**

(i) Councillors considered what information would be useful to receive on a monthly basis.

**RESOLUTION: Statistical information on reported crime for the last six months compared to six months ago will be sought. Information on reported crime/solved cases will be requested. Craig Mackinlay MP will be asked to assist with arranging a meeting with Matthew Scott, Police & Crime Commissioner.**

(ii) Councillors received a verbal update from Miss L Fidler in relation to a Council/public meeting with Ch/Ins Mark Weller. It was confirmed that Ch/Ins Weller will not attend a meeting however, Community Safety Unit Inspector Stuart Norris will attend. Cllr Holloway reported that Ins. Norris is prepared to make this an occurring event, possibly quarterly. This meeting will be a stand-alone event, not a pre-meeting of the Council. And the meeting will be well publicised to the public who will be able to attend and ask questions.

11.09.18

**PLANNING APPLICATIONS (application plans and papers were available to view in advance of the meeting via the Dover District Council website – use of a computer in the Town Clerk’s office was possible by arrangement)**

(i) 18/00784 | Erection of single storey rear extension (existing conservatory to be demolished) | Longships, Sandown Road, Sandwich, CT13 9NY

**RESOLUTION: To raise no objections.**

(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

**RESOLUTION: To raise no objections.**

(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

**RESOLUTION: To raise no objections.**

(iv) 18/00814 | Erection of 2 storey rear extension with dormer window to side elevation | 131 Dover Road, Sandwich, CT13 0DA

**RESOLUTION: To raise no objections, however, the dormer window should have obscured glass so as to protect the privacy of the neighbours.**

(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

**RESOLUTION: To raise no objection.**

(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

**RESOLUTION: To raise no objections.**

(vii) 18/00924 | Certificate of Lawfulness (existing) for the continued use as a dwellinghouse | 22 & 22A, Market Street, Sandwich, CT13 9DA

**RESOLUTION: This is a commercial property with a prominent shop front that should revert to a retail business at the earliest opportunity. The Council strongly objects to permanent change of use to dwellinghouse.**

(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

**RESOLUTION: To raise no objections.**

(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

**RESOLUTION: To raise no objections.**

(x) 18/00909 | Erection of barn garage and storage shed | Ash Road Nursery, Ash Road, Sandwich, CT13 9JB

**RESOLUTION: To raise no objections.**

12.09.18

**PLANNING DECISIONS & CORRESPONDENCE**

The Following planning decisions were reported from Dover District Council:

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

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

(iii) 18/00514 | Installation of replacement windows | 5 Gardners Quay, Upper Strand Street, Sandwich, CT13 9DH | GRANTED PERMISSION

(iv) 18/00636 | Prior approval for the change of use of an agricultural storage building into a residential dwelling | Barn at land adjacent to Bride Farm, Richborough Road, Sandwich, CT3 2NJ | PRIOR APPROVAL REFUSED

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

(vi) 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 | GRANTED PERMISSION

(vii) 18/00321 | Change of use to MOT testing centre and construction of an MOT testing bay inspection pit | Unit 1, Building 5, Sandwich Industrial Estate, Sandwich, CT13 9LY | GRANTED PERMISSION

(viii) 18/00388 | Erection of a single storey side extension | 30 Dover Road Sandwich CT13 0BT | GRANTED PERMISSION

13.09.18

**FINANCE**

(i) Councillors received the Sandwich Town Council Statement of Accounts as at 31<sup>st</sup> July 2018. Cllr Holloway reported that although the accounts are detailed it can be difficult to understand the pressures and under/overspends. Cllr Ms O'Donoghue reported that the new IT & Social Media Committee are looking into different accountancy packages to help with this, councillors should also let Cllr Ms O'Donoghue know if they have any ideas on how to make the accounts more accessible for a layman; Cllr Carter noted that forecasting reports would help.

**RESOLUTION: That this information be noted and the Finance Committee will consider any proposals regarding presentation of the accounts.**

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

**RESOLUTION: That £2,000 be vire budgeted from "Donation for the Trussell Trust" to a "Miscellaneous Budget" for future allocation.**

(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.

**RESOLUTION: That £1,200 be vire budgeted from "Purchase of Green Bags from DDC" to "Audit Fees".**

- 14.09.18**      **TIMETABLE OF MEETINGS AND CIVIC EVENTS 2018 / 2019**  
Councillors considered a report from the Town Clerk regarding various amendments required to the *Timetable of Meetings and Civic Events 2018/ 2019*.  
**RESOLUTION:** The proposed date changes for the Annual Meeting of the Council & Mayor Making and the Mayor's Community Awards Party, due to the May 2019 election, were confirmed. And the dates for three Finance Committee Meetings were approved.
- 15.09.18**      **ANNUAL MEETING OF THE TOWN COUNCIL & MAYOR MAKING**  
Councillors considered a report from the Town Clerk regarding the Annual Meeting of the Town Council & Mayor Making in an election year.  
**RESOLUTIONS:**  
(i) The process of nominating and voting for a Mayor and Deputy Mayor in 2019 was approved as per the recommendations within the Town Clerk's report.  
(ii) The Town Clerk's office should schedule an informal induction event to take place between the election on 2<sup>nd</sup> May 2019 and the Annual Meeting of the Council on 16<sup>th</sup> May 2019 for the new council.
- 16.09.18**      **PLASTIC FREE COASTLINE**  
Councillors considered whether to support the Plastic Free Coastlines initiative.  
**RESOLUTION:** To support Plastic Free Coastlines by removing single-use plastic items from Council premises, encourage plastic free initiatives and Cllr Ms Felton was nominated as the lead person for any future work.
- 17.09.18**      **STANDARDS IN THE COUNCIL CHAMBER**  
Councillors considered a report from Miss L Fidler regarding standards in the Council Chamber.  
**RESOLUTION:** That this report be noted.
- 18.09.18**      **DISABLED TOILET AT QUAY CONVENIENCES**  
Councillors considered a motion from Cllr Moorhouse that the opening/closing arrangement of the disabled toilet at the Quay Conveniences should be reconsidered. Information regarding the current arrangements was included in an accompanying report from the Town Clerk. A proposal for the tenants of the Drill Hall to hold a key to the disabled toilets failed.  
**RESOLUTION:** There will be no changes made at present to the opening/closing of the disabled toilet.
- 19.09.18**      **FORMAL ADDRESS FOR THE MAYOR**  
Councillors considered a motion from Cllr Watts that the current Mayor should be formally addressed as Madam Mayor instead of Mr Mayor. A report from the Town Clerk regarding civic ceremonial practice and procedure, along with historic examples and information from other Mayoral towns was received.  
**RESOLUTION:** That female Mayors will be addressed as Madam Mayor, unless the incumbent prefers otherwise.  
Cllr Ms Liote stated that personally she is happy to be addressed as Mr Mayor by anyone who feels that this is traditionally correct.
- 20.09.18**      **THE "SANDWICH AGREEMENT"**

(i) Councillors received a report from Miss L Fidler, regarding the freehold transfer of the Guildhall.

**RESOLUTION: Consideration of this matter will be referred to the Advisory Committee.**

(ii) Councillors received a report from Miss L Fidler, Town Clerk, regarding the Causeway Tip.

**RESOLUTION: That a specialist opinion be sought regarding what can be done with the site.**

#### **21.09.18 FREEMASONS/ CODE OF CONDUCT**

Councillors considered a motion from Cllr Wood that the Code of Conduct be amended to include membership of the Freemasons as a disclosable interest. A report from the Town Clerk with information from the office of the Monitoring Officer and a solicitor for Kent Association of Local Councils was also received. Cllr Moorhouse left the meeting for this discussion, as did Cllr Carter who felt that the matter was discriminatory. An amended motion to include membership of all fraternal and sororal societies on a publicly available list failed.

#### **22.09.18 MISSION STATEMENT**

Councillors received and considered a final draft of the "*Sandwich Town Council Mission Statement and Business Plan 2018/2020*".

**RESOLUTION: That this document be approved and adopted with no further amendments.**

#### **23.09.18 MARKET PLACE & EASTRY SURGERIES**

Councillors received 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. It was confirmed that the problem lies in the failure to recruit doctors, despite numerous attempts, which has resulted in there being only 2.5 doctors available for both surgeries and the proposal for Eastry Surgery to close.

**RESOLUTION: The Clerk will write to the surgeries asking if/what assistance the Council can give and write any resulting correspondence (to the CCG, NHS England) as required.**

#### **24.09.18 SANDOWN ROAD ALLOTMENTS**

Councillors considered 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 was asked to set the rent per year per allotment.

**RESOLUTION: Individual contracts with the allotment holders at the Sandown Road Allotments will be issued. The annual rent will be £20 per annum per allotment plus water.**

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

Cllr Daw reported on recent correspondence with KCC regarding the condition of the public footpaths. He confirmed that the new contractors to undertake this work had not be fit for purpose and are no longer in contract with KCC, who have reverted to their original contractor.

Cllr Gisbey reported on the recent appointment of the Revd. Vidder at St. Andrews United Reform Church in Canterbury.

Cllr Carter reported on the Sandwich Dementia Action Alliance “Memory Walk” for the Alzheimer Society that took place on the 8<sup>th</sup> September. Cllr Carter also recommended dementia friendly training for anyone who hasn’t already done this.

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

Cllr Carter reported that there is a new bespoke planning enforcement team that are doing great work. And the first quarter financial review looked good with most performance indicators being positive.

Cllr Holloway reported that grants of up to £10k are being offered to bring commercial properties back into use, or to upgrade or improve the appearance of empty premises in designated areas; however, some areas outside this designation may also be considered.

**27.09.18 REPORT FROM COUNTY COUNCILLOR**

Cllr Sue Chandler read out her email to the Eastry & Sandwich Surgeries expressing concern for the proposed changes.

Cllr Mrs Chandler also provided information about the *Kent Household Waste Recycling Centre Consultation* in which views on a proposal to implement a charging policy for non-household waste including soil, rubble, hardcore and plasterboard are sought.

**28.09.18 REPORT FROM MEMBER OF PARLIAMENT**

A written report from Craig Mackinlay MP was received at the meeting giving an update on various matters relating to Sandwich.

**29.09.18 CONFIDENTIAL ITEMS**

(i) It was RESOLVED 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) Councillors received a written report from Cllr Ms O’Donoghue, on matters relating to various staffing matters; including staff absences and TOIL.

**RESOLUTION: This information was noted and Cllr Ms O’Donoghue, as HR Councillor, and Ms Hollobon-Baxter, HR Manager, will continue to submit monthly reports to the Trustee on staffing matters.**

(iii) Councillors received and considered a motion from Cllr Ms O’Donoghue regarding a district councillor.

**RESOLUTION: A letter will be written as per Cllr Ms O’Donoghues’ proposal.**

Cllr Carter abstained from voting on this matter.

**30.09.18 DATE OF NEXT MEETING**

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