

Town and Cinque Port of Sandwich

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Wednesday 17th May 2017

Dear Councillor,

An **Ordinary** Meeting of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 22nd May 2017 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 24th April 2017 and to consider any matters arising from those minutes not covered elsewhere on this agenda.
Attach 1
 - (iii) To approve the minutes of the Annual Meeting of Sandwich Town Council (Mayor Making) held on 11th May 2017.
Attach 2
5. **MONKS WALL NATURE RESERVE COMMITTEE**

To approve the draft Minutes of the Monks Wall Nature Reserve Committee held on 26th April 2017 and to consider the recommendations therein.
Attach 3
6. **PAYMENT SCHEDULE**

To approve the payment schedule.
Attach 4
7. **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).
8. **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. No update was available for the last meeting of the Council so statistics have now been included for February 2017 and March 2017 for consideration.
Attach 5
 - (ii) To receive a verbal report from Cllr Carter regarding the recent spate of thefts in Sandwich.

9. **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) 13/00759/C | Amendments to approved planning permission DOV/13/00759 to condition 6 | Former Power Station Site, Ramsgate Road, Sandwich, CT13 9NL

(ii) 17/00507 | Erection of a single storey extension and conservatory to rear, bricking up of rear ground floor window, enlarge door opening to install new door, new window opening to ground floor front elevation and part raising of boundary wall to facilitate extension | Sackville House, 53 New Street, Sandwich, CT13 9BB

(iii) 17/00508 | New single storey extension comprising conservatory and wet room. New window in new opening to west elevation. | Sackville House, 53 New Street, Sandwich, CT13 9BB

(iv) 17/00502 | Demolition and rebuilding of east facing flint boundary wall. | 16 St Bartholomews, Sandwich, CT13 0BP

(v) 17/00485 | Installation of a rooflight to rear roofslope, replace rear felt roof with tiles and installation of a replacement window to first floor rear elevation | 62 New Street, Sandwich, CT13 9BB

(vi) 17/00454 | Outline application for the erection of 3no. dwellings (with all matters reserved) | Land Adjoining, 4 Woodnesborough Road, Sandwich, CT13 0AA

(vii) 17/00364 | Erection of a detached single storey welfare block and erection of a gardener's store | The Salutation, Knight rider Street, Sandwich, CT13 9EW

(viii) 17/00366 | External: Removal of existing NatWest brand signage, ATM and night safe. Internal: removal of non-original fixtures, fittings, furniture and equipment relating to the operation of the NatWest branch. | 21 Market Street, Sandwich, CT13 9DA

(ix) 17/00278 | Pollard one Holm Oak tree by 10 metres | 1 St Georges Place, Sandwich, CT13 9LW

(x) 17/00490 | Removal of existing felt coverings to rear pent roof over bathroom and replacement with reclaimed peg tile finish. Installation of new Conservation rooflight to rear pent roof. Replacement of existing bathroom window with new, frame profile to match original with obscure frosted glazing. Removal of existing horizontal ceiling in bathroom with new plasterboard lining to open pitch of roof. Removal of existing bathroom fixtures and finishes and replacement with new in same locations. | 62 New Street, Sandwich, CT13 9BB

10. **PLANNING DECISIONS**

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

11. **FINANCE**

(i) To receive the Sandwich Town Council Statement of Accounts as at 31st March 2017.

Attach 6

(ii) To review the Internal Audit controls system.

Attach 7

(ii) To consider the findings of the review of the Internal Audit controls system and if appropriate to approve the Annual Governance Statement by resolution (Section 1/Page 2 of the Annual Return for the year ended 31st March 2017)

Attach 8 (a) & (b)

(iii) To approve the Accounting Statements for 2016/17 (Section 1/Page 2 of the Annual Return for the year ended 31st March 2017)

Attach 9

Please be aware that Items 11 (ii) to (iv) have been set out in a specific way as prescribed by the External Auditor.

12. **‘A NEW VISION FOR SANDWICH’ BOARD**

To receive and consider:

(i) Project Manager’s Report No.7

Attach 10

(ii) A written update from Miss L Fidler, Town Clerk, on the procurement of resources.

Attach 11a, b, c, d, e & f

13. 2020 OPEN GOLF CHAMPIONSHIPS

To receive and note the minutes of a meeting held on 20th April 2017 about the Open Golf Championships coming to Sandwich in 2020 and to be aware of the agreed actions going forwards.

Attach 12

14. WAYFARERS

(i) To receive and note the latest stakeholder update received from Kent County Council. Be advised that, in accordance with the Mayors request, a letter will be sent from the Council offices to KCC requesting specifics.

Attach 13

(ii) To receive a verbal update following the meeting of the Wayfarers Action Group held on 19th April 2017.

15. SANDWICH FOOD FAYRE

To note advice received by the Town Clerks office from Cllr Lioté that the Sandwich Food Fayre 2018 is scheduled for 19th and 20th May 2018.

16. DELF STREAM

To receive a verbal report from Cllr Daw regarding the Delf Stream.

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

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

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

(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 a written report from Miss L Fidler, Town Clerk, on matters relating to staffing absence in 2017/18.

Enclosure 1

(iii) To receive any updates relating to the ACF Sandwich (the Drill Hall).

Enclosure 2a & b

21. DATE OF NEXT MEETING

Monday 26th June 2017, at 7pm, in the Council Chamber, Guildhall (**Ordinary Meeting**).



LAURA FIDLER

Town Clerk, Responsible Finance Officer & Clerk to Sandwich Toll Bridge Fund