

**Minutes of an Ordinary Meeting of Sandwich Town Council held Monday 31<sup>st</sup> July 2017, in the Council Chamber, Guildhall, Sandwich at 7:00pm.**

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

**HJ Bragg  
PI Carter  
RA Daw  
JE Franklin  
D Friend  
JEM Gisbey  
MJ Holloway  
VA Liote  
Ms L O'Donoghue  
JO Sneller  
JJ Watts  
DMA Wood**

**Officer: Miss L Fidler & Ms A Irwin**

- 22.07.17 MAYOR'S OPENING COMMENTS**  
The Mayor welcomed those members of the public in attendance
- 23.07.17 APOLOGIES**  
Apologies were received and accepted from Cllr Moorhouse who is on holiday and Cllr Mrs Dunay who had another appointment. There is also one vacancy.
- 24.07.17 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS**  
Cllr Daw declared an Other Significant Interest in item 40.07.17 as the Councillor resigning from the Gazen Salts Nature Reserve Committee. Cllr Wood declared an Other Significant Interest in Item 32.07.17 (i) 17/00844 | Reconstruct/restore a collapsed section of Garden Wall | Manwood House, Strand Street, Sandwich, CT13 9HX as resident in that property.
- 25.07.17 ST PETERS CHURCH BELLS**  
**In light of the public presence relating to this matter, Agenda item number 17, the Chairman has moved the matter forwards for immediate attention.**  
The Council received and considered an email from Cllr Carter advising that a decision has been reached by Dover District Council (DDC) Environmental Health regarding the noise complaint about the bells chiming at night and that they have been deemed a nuisance. Cllr Holloway then gave a verbal update explaining his disappointment on behalf of the town with the vigour with which he felt that this particular issue had been managed and progressed by DDC. Cllr Holloway did however confirm that the legal duty on the relevant officers to follow up such a complaint was fully understood and acknowledged. Cllr Holloway highlighted the need for the community of Sandwich to have an opportunity to direct their questions on this issue to the appropriate officers in DDC at the earliest opportunity.  
**RESOLUTION: That a public meeting be arranged as soon as possible between Sandwich Town Council, the Chairman of Dover District Council and relevant officers, to be held at the Guildhall.**
- 26.07.17 MINUTES**  
The Minutes of the Ordinary Town Council meeting held on 26<sup>th</sup> June 2017 were received.  
**RESOLUTION: The Minutes were approved as accurate and signed.**  
  
The Minutes of the Special Town Council meeting held on 5<sup>th</sup> July 2017 were received.

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

**27.07.17**

**MONKS WALL NATURE RESERVE COMMITTEE**

The Council received the draft Minutes of the Monks Wall Nature Reserve Committee Meeting held on 12<sup>th</sup> July 2017 and considered the recommendations therein.

**RESOLUTION: That the Minutes be approved and noted and that the following recommendations, as contained therein be agreed:**

- (i) Sandwich Town Council office to supply dates to Mr Chandler for the meeting between the Environment Agency, Sandwich Town Council and Finns and Mr Chandler then to arrange said meeting.
- (ii) When the outcome of negotiations with the Environment Agency regarding a global compensation figure is known Mr Chandler will inform the Committee.
- (iii) Mr Chandler will obtain quotes as soon as possible for ditch clearance work and hedge cutting with the aim of having the work carried out in August or September 2017.
- (iv) Mr Chandler will submit quotes for repairs to the gate in the centre of the reserve that is in poor condition.
- (v) Mr Chapman will attempt to review possible water egress from the reserve by taking a trip up the Stour when water levels on the reserve are high; maybe water egress will be visible along the river bank.
- (vi) The new Management Plan should include visitor experience.
- (vii) Sandwich Town Council office will contact Finns to ask that they make an application to DEFRA for funding for creation of scrapes on the reserve.
- (viii) It was agreed that a budget of £1,200.00 for 8 hours work (double the quote) be recommended and that Mr Chandler will work towards a completed Plan within that sum.
- (ix) An annual budget of £1,000.00 be allocated to flailing and applications of Thistlex to manage thistle growth on the reserve.

**28.07.17**

**TOURISM COMMITTEE**

The Council received the draft Minutes of the Tourism Committee Meeting held on 12<sup>th</sup> July 2017 and considered the recommendations therein.

**RESOLUTION: That the Minutes be approved and noted and that the following recommendations, as contained therein, be agreed:**

*Cllr Carter voted against this resolution.*

- (i) That Cllr Liote will continue to press Visit Kent for feedback and progress on this project. Cllr Liote will also follow up with WCCTA about the lack of dates for events in their publicity booklet.
- (ii) That a sub-committee be formed to develop a formal social media strategy. This committee will comprise Cllr D Friend, Mr S Laslett, Miss K Doyle and Ms S Matthews to be headed by Cllr D friend. The aim would be for the sub-committee to meet initially within the next month.
- (iii) That the statistical analysis of tourism in Dover District and Dover town as supplied by Dover District Council be noted.
- (iv) That it be noted that Cllr Gisbey has resigned from the White Cliffs County Tourism Alliance and that Cllr Ms O'Donoghue has taken on that role.

**29.07.17**

**PAYMENT SCHEDULE**

The schedule of payments, totalling £39,862.76, was received, approved and signed.

**30.07.17**

**PUBLIC RIGHT TO SPEAK**

There were no requests to speak.

**31.07.17**

**CRIME STATISTICS & COMMUNITY SAFETY**

(i) A report setting out the most recent crime and anti-social behaviour statistics available via the Police.UK website (April 2017) was received and noted.

(ii) Following a pre-meeting with Ms Tanya Clark, the Community Liaison Officer – Dover District Strategic Partnerships Command, Kent Police, it was agreed that the Council office would publicise Ms Clarks contact details on the Sandwich Town Council website.

(iii) A verbal report was received from Cllr Bragg regarding speeding along the A256 Sandwich Bypass and the A258 between Sandwich and Deal.

**RESOLUTION: To ask the police what information they need, pictures, complaints logged on website/suchlike, in order to ensure that they will investigate this matter and carry out enforcement where needed.**

**32.07.17 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) 17/00844 | Reconstruct/restore a collapsed section of Garden Wall | Manwood House, Strand Street, Sandwich, CT13 9HX

**RESOLUTION: To raise no objections.**

**33.07.17 PLANNING DECISIONS & CORRESPONDENCE**

(i) The Following planning decisions were reported from Dover District Council:

- 17/00542 | Change of use of gardeners store to tea room (use class A3) | The Salutation, Knightrider Street, Sandwich, CT13 9EW| *GRANTED PERMISSION*
- 17/00614 | Erection of a single storey front extension | 25 Delfside, Sandwich, CT13 9RL| *GRANTED PERMISSION*
- 17/00364 | Erection of a detached single storey welfare block and erection of a gardener's store | The Salutation, Knightrider Street, Sandwich, CT13 9EW| *GRANTED PERMISSION*
- 17/00557 | Erection of a front porch, change of roof pitch from hip to gable and a rear dormer roof extension (re-advertisement) | 63 Burch Avenue, Sandwich, CT13 0AL| *GRANTED PERMISSION*
- 17/00491 | Erection of a first floor front and side extensions and the installation of a juliet balcony on the rear elevation | 94 St Georges Road, Sandwich, CT13 9LE| *GRANTED PERMISSION*
- 17/00660 | Creation of fire escape door opening through internal wall at first floor level and installation of landing & steps | 7-9 Cattle Market, Sandwich, CT13 9AE| *GRANTED PERMISSION*
- 17/00490 | Removal of existing felt coverings to rear roof over bathroom and replacement with reclaimed Kent Peg tile finish. Installation of new Conservation rooflight to rear 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. | 62 New Street, Sandwich, CT13 9BB| *GRANTED PERMISSION*
- 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| *GRANTED PERMISSION*
- 17/00278 | Pollard one Holm Oak tree by 10 metres | 1 St Georges Place, Sandwich, CT13 9LW| *GRANTED PERMISSION*

(ii) The Council considered a report by Ms A. Irwin, Assistant Town Clerk and related emails on the matter of complaints received regarding the activity of a business on Ramsgate Road.

**RESOLUTION: That the Council write a strongly worded letter to Kent County Council asking for enforcement against vehicles protruding into, and obstructing, the carriageway.**

**34.07.17 HIGHWAYS & TRANSPORTATION**

The Council received an email from Mr Heaps of KCC Highways Department outlining costs for extension of the double yellow lines from the New Street pedestrian crossing right up to the railway crossing and considered whether or not to fund the work.

**RESOLUTION: It was agreed that the Council would fund this work which, once completed, would then fall under Dover District Council's enforcement remit.**

**35.07.17 FINANCE**

The Council received the Sandwich Town Council Statement of Accounts as at 30<sup>th</sup> June 2017.

**RESOLUTION: That this information be noted.**

**36.07.17 A NEW VISION FOR SANDWICH**

The following documents were received and considered by the Council

(i) Project Managers Report 9

(ii) Report from Martin Leggatt, DDC regarding land ownership of areas around the Forecourt

(iii) Report from Madylene Outen

(iv) A New Vision for Sandwich draft minutes from the meeting dated 20<sup>th</sup> July 2017

**RESOLUTION: that these documents be noted and that Mrs Mady Outen, Heritage Development Officer for Sandwich Town Council, and Ms Rachel Collins, Community Development Manager for Dover District Council, be asked to attend a pre-meeting to the next meeting of the Council on 21<sup>st</sup> August 2017 to update Councillors on current projects.**

**37.07.17 SANDWICH TOWN COUNCIL WEBSITE**

The Council received and considered the Minutes from a meeting held on the 28<sup>th</sup> June 2017 regarding the Sandwich Town Council website along with subsequent email from Cllrs O'Donoghue and Friend.

**RESOLUTION: Cllrs Friend and O'Donoghue will continue to input the Sandwich Town Council twitter feed on an ad hoc basis and meet informally with the Council website management team every six months.**

**38.07.17 SPEAKERS DAY**

The Council received and considered an outline proposal for the running order of Speakers Day 2017 as scheduled for 7<sup>th</sup> October 2017.

**RESOLUTION: That this information be noted.**

**39.07.17 DOVER ROAD AND WOODNESBOROUGH ROAD DEVELOPMENTS**

The Council received and considered an email from Cllr Holloway outlining the outcome of the meeting of 20<sup>th</sup> July 2017 between Sandwich Town Councillors and Dover District Councillors for the Sandwich Ward.

**RESOLUTIONS:**

**(i) That the Council's stance of opposition to the proposals for the Kumar Nursery site development be maintained.**

**(ii) That the Council writes to the developers of the Woodnesborough Road site to advise that access to the Ash bypass directly from the development site would be a condition precedent to the Council supporting the development project.**

Cllr Wood voted against this resolution.

**40.07.17 REPRESENTATION ON OUTSIDE BODIES 2017/18**

Following the meeting of the Town Council on 26<sup>th</sup> June 2017, Cllr R Daw has advised that he wishes to resign from the Gazen Salts Nature Reserve Committee.

**RESOLUTION: That Cllr Daw's resignation be noted as the vacancy could not be filled at this meeting.**

41.07.17

**COUNCILLOR ROLES**

(i) The Council received and considered an email from Dr Mike Walkey confirming that he wishes to resign from the Monks Wall Nature Reserve Committee. Non Councillor members of the Monks Wall Nature Reserve Committee have already been asked for nominations to fill the vacancy.

**RESOLUTION: To note the email and await feedback from the Sandwich Bay Bird Observatory non-Councillor members of the committee.**

42.07.17

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

No updates were given.

43.07.17

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

Cllr Carter reported that:

– KCC is considering reducing Sandwich Library's opening hours from 9.00am – 6.00pm to 9.00am – 5.00pm (on the same days of the week). Consultation documents are available in the Sandwich Library.

Cllr Holloway reported that:

- Proposals for closure of the Dover District Council helpdesk situated in the Guildhall are part of a requirement to shave £800,000.00 off current budgets. £45,000.00 can be saved by closure of the 3 area offices. The decision is not yet final but is probable. Cllr Holloway is arranging a meeting with D. Whelan, Director of Shared Services – EK Services for the end of August and all Councillors will be invited in due course. The hope is to persuade EK Services to introduce a phased closure instead with hands on help to allow users to familiarise themselves with other points of access to these services once the desk is finally closed.

44.07.17

**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 update from Cllr Friend on matters relating to the purchase of the ACF Sandwich (the Drill Hall).

**RESOLUTION: To arrange a meeting between all Councillors and Mr JI to discuss in more detail the business plan submitted and considered at the last Council meeting on 26<sup>th</sup> June 2017 as plans for the building progress.**

45.07.17

**DATE OF NEXT MEETING**

Monday 21<sup>st</sup> August 2017, at 7pm, in the Council Chamber, Guildhall (**Quarterly Meeting**).