

**Minutes of an Ordinary Meeting of Sandwich Town Council held Monday 25<sup>th</sup> September 2017, in the Council Chamber, Guildhall, Sandwich at 7:00pm.**

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

**HJ Bragg  
PI Carter  
JE Franklin  
D Friend  
JEM Gisbey  
MJ Holloway  
VA Liote  
L O'Donoghue  
JO Sneller  
JJ Watts  
DMA Wood  
MW Moorhouse  
C Felton**

**Officer: Ms A Irwin**

**In the absence of Ms Irwin minutes written by A Hollobon-Baxter**

- 01.09.17 MAYOR'S OPENING COMMENTS**  
The Mayor welcomed STC new Councillor Clare Felton and reminded all Councillors of Speakers Day on 7<sup>th</sup> October 2017.
- 02.09.17 APOLOGIES**  
Apologies were received and accepted from Cllrs Dunay and Daw.
- 03.09.17 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS**  
Mr Mayor declared an interest in Rotary Clock donation.  
Cllr Wood declared friendship with Mrs M Outen.  
Cllr Sneller declared an interest in Planning Number 17/01055  
Cllr Watts declared interest in Planning Number 17/00840  
All personal and non-pecuniary.
- 04.09.17 MINUTES**  
**(i)** To approve the Minutes of the Ordinary Town Council meeting held on 21<sup>st</sup> August 2017 and to consider any matters arising from those minutes not covered elsewhere on this agenda.  
Cllr Watts wished to confirm that he would abstain from 15.08.17  
**RESOLUTION: The Minutes were approved as accurate and signed.**
- (ii)** To approve the Minutes of an Extraordinary General Meeting of the Town Council held on 5<sup>th</sup> September 2017.  
**RESOLUTION: The Minutes were approved as accurate and signed.**
- (iii)** To receive the notes taken at a pre-meeting to the Council meeting of 21<sup>st</sup> August 2017 regarding closure of the Dover District Council Office.  
**RESOLUTION: The Minutes were approved as accurate and signed.**
- (iv)** To receive the notes taken at a pre-meeting to the Council meeting of 21<sup>st</sup> August 2017 regarding progress being made on the Heritage Lottery Fund bid.  
**RESOLUTION: The Minutes were approved as accurate and signed.**

05.09.17

**PAYMENT SCHEDULE**

The schedule of payments, totalling £348050.36, was received, approved and signed.

06.09.17

**PUBLIC RIGHT TO SPEAK**

Local resident Mr Gray spoke on the matter of the Historic Boatyard.

07.09.17

**CRIME STATISTICS & COMMUNITY SAFETY**

The Council received and considered a report setting out the most recent crime and anti-social behaviour statistics available via the Police.UK website (June 2017) was received and noted.

**RESOLUTION: That this information be noted and Chief Inspector Mark Wellar to be asked at the forthcoming meeting for more information relating to violent crime in Sandwich.**

08.09.17

**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) 17/00840 | Erection of a detached garage/home office (existing carport to be demolished) (re-advertisement) | 5 Dover Road, Sandwich, CT13 0BH

**RESOLUTION: To raise no objections.**

(ii) 16/01248 | Formation of a vehicular access | Part of Site Fronting 84 &, 86 Woodnesborough Road, Sandwich, CT13 0AZ

**RESOLUTION: To raise no objections.**

(iii) 17/01015 | Erection of a garden shed | Delf Cottage, 27 Delf Street, Sandwich, CT13 9HD

**RESOLUTION: To raise no objections.**

(iv) 17/00989 | Erection of dormer extensions to front and rear roof slopes (retrospective) | Blackthorne, 11 The Chain, Sandwich, CT13 9BJ

**RESOLUTION: To raise no objections.**

(v) 17/01011 | Erection of canopy to ground floor, insertion of windows to ground and first floor front elevation, alterations to fenestration, installation of roof light and conversion of garage to habitable accommodation | Secret Cottage, 20A High Street, Sandwich, CT13 9EB

**RESOLUTION: To request additional extension to view documents.**

(vi) 17/01055 | Erection of a single storey rear open fronted extension | 1 Loop Court Mews, Loop Street, Sandwich, CT13 9HF

**RESOLUTION: To raise no objections.**

(vii) 17/00589 | Erection of a first floor extension and change of use to mixed use B1(Office)/B8(Storage and Distribution) with ancillary A1(Retail) use (Amended Description) (Re-advertisement) | Two Pines, Sandwich Industrial Estate, Sandwich, CT13 9LY

**RESOLUTION: To raise no objections.**

(viii) 16/00028 | Erection of a visitor centre with ancillary workshops and storage (amended details and plans) | Land and access at the Quay, The Quay, Sandwich, CT13 9EN

**RESOLUTION: Cannot consider this application until existing issues are clear and agreed. STC hope this application will pressure DDC to resolve existing problems. Cllr Carter’s abstention to be recorded**

(ix) 17/01108 | Erection of canopy, erection of new partition walls, alteration to front fenestration and installation of roof light within roof valley | Secret Cottage, 20A High Street, Sandwich, CT13 9EB

**RESOLUTION: To raise no objections.**

(x) 17/01081 | Construction of an access road and diversion of the public footpath | Land and Access Road, Sandwich Leisure Park, Woodnesborough Road, Sandwich, CT13 0AA

**RESOLUTION: To decline due to enabling larger vehicles to access the town is against the policy of Sandwich Town Council.**

09.09.17

**PLANNING DECISIONS & CORRESPONDENCE**

The Following planning decisions were reported from Dover District Council:  
Planning decisions were reported upon from DDC

10.09.17

**FINANCE**

Members received The Sandwich Town Council Statement of Accounts as at 31<sup>st</sup> August 2017.

**RESOLUTION: Noted**

11.09.17

**A NEW VISION FOR SANDWICH**

To Receive and consider the following documents:

(i) Project Managers Report 10

**RESOLUTION: Noted**

(ii) Report from Madylene Outen regarding progress on the Heritage Lottery Fund Bid and cover letter

**RESOLUTION: To strengthen application as advised by HLF representative therefore postpone until February**

(iii) Report from Madylene Outen and Anna Irwin, Acting Town Clerk on staffing matters relating to the Guildhall Archives

**RESOLUTION: Cllr O'Donoghue proposed to defer to Museum and Archive Committee for decision. Carried**

12.09.17

**CLOSURE OF DOVER DISTRICT COUNCIL GUILDHALL DESK**

To receive and consider a report from the Acting Town Clerk regarding the proposed closure of the Dover District Council desk currently based in the Guildhall.

Cllr Holloway advised that Sandwich DDC desk will close either 15 or 16<sup>th</sup> November 2017 and a transition programme is now being rolled out. The timing will coincide with DDC parking services going online. Cllr Wood asked if STC could match funds and keep desk open. Should STC write to DDC advising them that Sandwich is cheapest and with the most old people? Direct phone and/or internet not acceptable. Scrutiny Committee not happy as M Connolly didn't attend meeting but wanted closure. Deal has further meeting to hopefully stop closure on 25<sup>th</sup> October 2017. Cllr Holloway asked why Deal was separate from Sandwich and Aylesham.

**RESOLUTION: Letter to be sent to DDC stating STC not satisfied, closure for Sandwich is wrong, Sandwich being sacrificed for other savings in other towns.**

**Meeting with Mike Connolly requested. Unanimously agreed.**

13.09.17

**CIVIC EVENT INVITATION**

To receive and consider a written report from the Assistant Town Clerk regarding attendance at the annual Fordwich Civic Service.

**RESOLUTION: Cllr's Carter, Sneller, Liote, Watts, Franklin and Graeme together with Town Clerk and Town Sergeant to attend.**

14.09.17

**ROTARY CLOCK DONATION**

To received and consider a verbal update from Cllr Graeme on the matter of a new clock for the town alongside the attached invoice and email.

**Donation received. Clock to be placed on Front of Drill Hall.**

**RESOLUTION: Letter of thanks to Rotary for very generous and timely support of town. Agreed.**

15.09.17

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

Cllr Watts gave a Sandwich Port & Haven Commissioners update. Nemo cable struggling and jet ski irritants. Yacht abandoned on Brett's Quay now on Town Quay. Sale of boat now being advertised.

Cllr Liote gave DWDR round 3 public consultation update. Minutes have been circulated.

Cllr Carter advised of consultation on 17<sup>th</sup> October 2017 regarding M2/A249 junction improvements.

16.09.17

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

Cllr Carter of the following updates;

**Boundary Commission;** Reassessing wards and has concerns they will be resized and renamed. Councillor numbers may be changed. Consultation is open and STC and Councillors should address.

**East Kent Hospitals;** Chief executive is running down Dover and Canterbury Hospitals with patients and service being moved to QEOM or William Harvey. This is causing staffing problems and services are drastically reduced. With Sandwich being an aging community this will become an issue.

**New Street Property;** DDC Officers are obtaining valuations on property to submit to DDC planning with a schedule of works. Owner must comply of face Compulsory purchase order.

**Joint Transport Board;** Looking into King Street derelict building out being repaired and roundabouts being torn up by commercial vehicles.

**Small Business Saturday;** Taking place Saturday 2<sup>nd</sup> December 2017 with free parking within Sandwich.

**DDC Leader;** Leaving shortly. Election to follow.

17.09.17

**CONFIDENTIAL ITEMS**

(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.

**RESOLUTION: Approved**

(ii) To receive and consider a written report from the Acting Town Clerk on matters pertaining to the purchase of the Drill Hall

**RESOLUTION: MP Mackinlay to intervene and speak with MOD. Green light to Furley Page to proceed with all possible speed.**

(iii) To receive and consider a written report from the Acting Town Clerk on a staffing matter relating to the Town Clerk's maternity cover period.

**Mr Mayor agreed to have discussions as to Ms Irwin's future and will revert to Council in due course.**

**DATE OF NEXT MEETING**

Monday 30<sup>th</sup> October 2017, at 7pm, in the Council Chamber, Guildhall (**Ordinary Meeting**).

**SANDWICH TOWN COUNCIL****GENERAL ACCOUNT**

SCHEDULE of payments approved at a Meeting of the Town Council held on  
30th October 2017

<b>A/C No</b>	<b>Payee</b>	<b>Amount</b>	<b>VAT</b>	<b>Total</b>
172	Furley Page LLP (Stamp Duty, legal fees etc re purchase of the Drill Hall, Sandwich)	£9,726.24	£0.00	£9,726.24
173	P C Thomas (Repair of two locks and replacement of one lock at Quay Conveniences)	£325.00	£0.00	£325.00
174	K A Chapman (Warden fees for MWNR re 29/08/17 - 11/10/17, plus reimbursement for supply of three spare keys for entrance)	£134.00	£0.00	£134.00
175	RBL Poppy Appeal (Supply of 4 wreaths)	£80.50	£0.00	£80.50
176	The Comms Guys Ltd (Phone charges re Guildhall office and Tourist Information Centre)	£45.09	£9.02	£54.11
177	Global Cleaning Supplies (Cleaning supplies)	£235.70	£47.15	£282.85
178	Kent County Supplies (Cleaning stock and stationery)	£168.30	£33.66	£201.96
179	Capita Business Services Ltd (October payroll)	£18,273.16	£94.83	£18,367.99
180	Information Commissioner (Renewal of data protection registration)	£35.00	£0.00	£35.00
181	Viridor Waste Management Limited (Recycling service)	£18.76	£3.74	£22.50
182	The Flower Basket (War memorial flowers supplied during September)	£60.00	£0.00	£60.00
183	British Telecommunications (Broadband charges)	£164.00	£24.80	£188.80
184	N&C Building Products Limited (10 x radar keys for Quay Conveniences)	£41.50	£8.30	£49.80
185	White Cliffs Country Tourism Association (Membership subscription renewal 2017)	£40.00	£0.00	£40.00
186	Tenterden Town Council (Mayor, Mayoress and Town Sergeant to attend a Christmas meal at the Montalbano Restaurant, Tenterden)	£75.00	£0.00	£75.00
187	Mayor's Charity Fund (Mayor and Mayoress to attend the Mayor of Ramsgate's Casino Night)	£51.95	£0.00	£51.95
188	Guild of Mace-Bearers (Annual subscription)	£35.00	£0.00	£35.00
189	Kevin Cook (Reimbursement for refreshments purchased for Speaker's Day, stationery items and Mayoral mileage)	£142.40	£0.00	£142.40
190	Mr J Sampson (Reimbursement for payment of Organist's fees - Speaker's Day)	£100.00	£0.00	£100.00
191	Princes Leisure Group Ltd (Speaker's Day Lunch)	£2,433.33	£486.67	£2,920.00
192	George J Harris (150 x Order of Service booklets for Speaker's Day)	£309.00	£8.00	£317.00
193	Mr P Graeme (Reimbursement for purchase of Coach, Harpist and 50% cost of pens etc for Speaker's Day)	£735.00	£0.00	£735.00

194	CCT (Hire of St Mary's Art Centre for Speaker's Day)	£50.00	£0.00	£50.00
195	Catherine Price (Photo shoot on Speaker's Day)	£450.00	£0.00	£450.00
196	Peninsula Business Services Ltd (HR Services)	£112.00	£22.40	£134.40
197	Karen Palmer (Petty cash to replenish tin)	£100.00	£0.00	£100.00
198	EDF Energy Customers plc (Electricity charges - Quay Conveniences)	£216.50	£10.83	£227.33
		<b>£34,157.43</b>	<b>£749.40</b>	<b>£34,906.83</b>