

# Town and Cinque Port of Sandwich

Town Clerk's Office  
Guildhall  
Cattle Market  
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CT13 9AH



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Wednesday 25<sup>th</sup> October 2017

Dear Councillor,

An **Ordinary Meeting** of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 30<sup>th</sup> October 2017 at 7 p.m.** at which your attendance is requested.

## AGENDA

**1. MAYOR'S OPENING COMMENTS**

This is to confirm that until further notice the Acting Town Clerk is Ms Amandajayne Hollobon-Baxter. The Acting Responsible Finance Officer is Mrs Karen Palmer, who is unable to be present at this meeting.

**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 25<sup>th</sup> September 2017 and to consider any matters arising from those minutes not covered elsewhere on this agenda.

**Attach 1**

**(ii)** To approve the Minutes of the Extraordinary Town Council meeting held on 3<sup>rd</sup> October 2017 and to consider any matters arising from those minutes not covered elsewhere on this agenda.

**Attach 2**

**5. MONKS WALL NATURE RESERVE COMMITTEE**

To approve the draft Minutes of the Monks Wall Nature Reserve Committee held on 11<sup>th</sup> October 2017 and to consider the recommendations therein.

**Attach 3**

**6. TOURISM COMMITTEE**

To approve the draft Minutes of the Tourism Committee held on 11<sup>th</sup> October 2017 and to consider the recommendations therein.

**Attach 4**

**7. PAYMENT SCHEDULE**

To approve the payment schedule.

**Attach 5**

**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. POLICE**

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 August 2017 for consideration.

**Attach 6**

**10. 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)** 17/01255 Erection of two single storey ground floor extensions The Lodge, St Peters Street, Sandwich, CT13 9BW

**(ii)** 17/01064 Extension of existing vehicular crossover 10 Poulders Gardens, Sandwich, CT13 OBE

**(iii)** 17/01215 Extension of first floor balcony 12 Aynsley Court, Strand Street, Sandwich, CT13 9DU

**(iv)** 17/00981 Installation of a replacement front door and sash windows with double glazing to front elevation 15 Cottage Row, Sandwich, CT13 9HR

**(v)** 17/01096 Installation of replacement windows 5 Gardners Quay, Upper Strand Street, Sandwich, CT13 9DH GS

**(vi)** 17/01095 Installation of replacement windows 5 Gardners Quay, Upper Strand Street, Sandwich, CT13 9DH

**(vii)** 17/01199 Erection of a single storey rear extension (existing conservatory to be demolished) 88 St Georges Road, Sandwich, CT13 9LE

**(viii)** 17/01071 Erection of a hay barn Land rear of Rose Bungalow, Ash Road, CT13 9JB

**(ix)** 17/01148 Removal of window and door to rear elevation and insertion of new french doors and window together with internal alterations 3 Strand Street, Sandwich, CT13 9DZ

**(x)** 17/01081 Land and Access Road, Sandwich Leisure Park, Woodnesborough Road, Sandwich, CT13 OAA to revisit Sandwich Town Council decision at the request of Councillor Franklin

**11. PLANNING DECISIONS**

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

**12. FINANCE**

To receive the Sandwich Town Council Statement of Accounts as at 30<sup>th</sup> September 2017.

**Attach 7**

**13. A NEW VISION FOR SANDWICH**

To Receive and consider the following documents:

**(i)** Project Managers Report 12.

**(ii)** Report from Mrs M Outen, Heritage Development Officer, regarding progress on the Heritage Lottery Fund Bid.

**(iii)** Latest concept from Haley Sharpe Design.

**(iv)** Report from Dale Lewis.

**Attach 8a-d**

14. **SPEAKER'S DAY**  
To receive and note comments relating to Speaker's Day.  
**Attach 9**
15. **FISHERGATE**  
To receive a verbal update regarding Fishergate.
16. **AUSTINS LANE**  
To consider results on consultation following the Council's recent agreement to fund installation of bollards in Austins Lane.  
**Attach 10**
17. **MARKET STREET**  
To consider options proposed by Tim Middleton for one-way traffic in Market Street.  
**Attach 11**
18. **UPDATES FROM TOWN COUNCILLORS REGARDING OUTSIDE BODIES ON WHICH THEY REPRESENT SANDWICH TOWN COUNCIL**
19. **REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH**
20. **REPORT FROM MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH**
21. **DRILL HALL**  
(i) To receive verbal update relating to the Drill Hall, Sandwich.
22. **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 and consider a written report from Mrs K Palmer, Acting Responsible Finance Officer, relating to TOIL.  
**Enclosure 1**  
  
(iii) To receive and approve the draft Minutes of the Advisory Committee held on 12<sup>th</sup> October 2017 and to consider the recommendations therein.  
**Enclosure 2**  
  
(iv) To receive and approve proposal from Advisory Committee relating to changes to contractual terms of employment of Heritage Development Officer.  
**Enclosure 3**
23. **DATE OF NEXT MEETING**  
Monday 27<sup>th</sup> November 2017, at 7pm, in the Council Chamber, Guildhall (**Quarterly Meeting**).

KAREN PALMER  
Proper 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  
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>