

Minutes of an Ordinary Meeting of Sandwich Town Council held Monday 27<sup>th</sup> November 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  
Ms J Dunay  
JE Franklin  
D Friend  
JEM Gisbey  
MJ Holloway  
Ms V Liote  
Ms L O'Donoghue  
JO Sneller  
JJ Watts  
DMA Wood

**Officer:**            A Hollobon-Baxter

- 01.11.17            **MAYOR'S OPENING COMMENTS**  
The Mayor read the following statement; this is to confirm that until further notice the Acting Town Clerk is Amandajayne Hollobon-Baxter. The Acting Responsible Finance Officer is Karen Palmer, who is unable to be present at this meeting.  
The Mayor also read out a statement relating to the Chimes (copy attached for reference).
- 02.11.17            **APOLOGIES**  
Apologies were received and accepted from Cllrs Felton, Moorhouse and Reverend Roberts.
- 03.11.17            **DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS**  
None.
- 04.11.17            **MINUTES**  
(i) To approve the Minutes of the Ordinary Town Council meeting held on 30<sup>th</sup> October 2017 and to consider any matters arising from those minutes not covered elsewhere on this agenda.  
Item 38.10.17 Cllr Wood proposed STC and DDC underwrite legal costs bringing back into leadership was not followed through.  
**RESOLUTION: The Minutes would be amended and were then approved and signed.**  
Cllr Carter asked for Speakers Day photographs to be circulated. PCSO to be present at Council meetings and for the Town Warden's presence to be requested at the next meeting.
- 05.11.17            **PAYMENT SCHEDULE**  
The schedule of payments, totalling £30467.29, was received, approved and signed.
- 06.11.17            **PUBLIC RIGHT TO SPEAK**  
Local resident Mrs C George spoke on the matter of The Chimes.

07.11.17

### **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 (September 2017) together with a report explaining the increase in crime numbers were received and noted. Cllr Carter requested STC ascertain from PSCO the breakdown and number of actual convictions.

**RESOLUTION:** That this information be noted. PSCO has since responded to advise Cllr Carter's request is not available.

08.11.17

### **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) 17/01329 | Erection of two dormer roof extensions to front roof slope and rooflight to rear roof slope | 19 Fisher Street, Sandwich, CT13 9EJ

**RESOLUTION:** To raise no objections.

(ii) 17/01330 | Conversion of loft to incl. insertion of 2no dormers to front (w) elevation, 1no rooflight to rear (e) elevation and staircase. | 19 Fisher Street, Sandwich, CT13 9EJ

**RESOLUTION:** To raise no objections providing this does not cause destruction to the ancient timber roof.

(iii) 17/01363 | Erection of a two storey holiday annexe extension | Ash Road Nursery, Ash Road, Sandwich, CT13 9JB

**RESOLUTION:** To raise no objections.

09.11.17

### **PLANNING DECISIONS & CORRESPONDENCE**

The Following planning decisions were reported from Dover District Council:

17/01055 1 Loop Court Mews, Loop Street, CT13 9HF Erection of single-storey rear extension Decision 31/10/2017 Granted Permission

17/00647 Crispin Inn, 4 High Street, CT13 9EA Structural repair works Decision 02/11/2017 Granted Permission

17/00280 Former Kumor Nursery and 121 Dover Road, CT13 0DA Erection of 67 dwellings, single and double garages, new vehicular access, associated parking and landscaping Decision 09/11/2017 Refused Permission

17/01148 3 Strand Street, CT13 9DZ Removal of window and door to rear elevation and insertion of new french doors and window together with internal alterations Decision 10/11/2017 Granted Permission

10.11.17

### **FINANCE**

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

**RESOLUTION:** Noted

Members received a memo from Mrs Karen Palmer, Acting Responsible Finance Officer and Admin Assistant regarding budget virements required.

**RESOLUTION:** Noted

Members received the Sandwich Town Council Annual Return for the year ended 31<sup>st</sup> March 2017.

Cllr Carter enquired if anomaly spilt of salary payment was the only way. The Mayor advised yes.

**RESOLUTION:** Noted

To receive a memo from Mrs Karen Palmer, Acting Responsible Finance Officer and Admin Assistant regarding the Annual Return.

**RESOLUTION:** Noted

- 11.11.17      **A NEW VISION FOR SANDWICH**  
 Members received and considered a report from Mrs M Outen, Heritage Development Officer, regarding progress on the Heritage Lottery Fund Bid.  
**RESOLUTION: Noted**
- 12.11.17      **COMMITTEE VACANCIES**  
 Members received and considered a report advising Committee suggestions for Cllr Felton to support.  
**RESOLUTION: Agreed**
- 13.11.17      **DELF WORKING GROUP**  
 Members received and considered a report from Cllr H J Bragg.  
**RESOLUTION: Noted and Agreed**
- 14.11.17      **SPAR DELIVERIES**  
 Members received and considered a report from The Mayor relating to an onsite meeting with A F Blakemore and their deliveries to Spar, Sandwich.  
 Cllr Franklin suggested moving the loading bay (already being considered by KCC)  
**RESOLUTION: Noted and Agreed**
- 15.11.17      **HUNT GALLERY**  
 Members considered and noted the possible/potential build out of The Hunt Gallery, Market Street.  
 Cllr Bragg stated that if the loading bay does move then the Hunt Gallery will not need to be built out.  
 Cllr Holloway advised this proposal was to extend the pavement across and build out to make clear to vehicle and pedestrians.  
 Cllr Bragg suggested re-examination of this proposal with Cllr Holloway disagreeing.
- 16.11.17      **WILLOWBANK ROUNDABOUT**  
 To consider and approve KCC's proposal regarding existing roundabout.  
 Cllr Carter did not feel the design of the roundabout was correct and should be re-examined.  
**RESOLUTION: Agreed**
- 17.11.17      **EAST KENT SERVICES**  
 To consider and approve the agenda for a meeting of Sandwich Town Council, Age Concern, Citizens Advice Bureau to meet with East Kent Services.  
 Cllr Wood, in his absence, requested his remarks be utilised during this meeting.  
**RESOLUTION: Agenda agreed**
- 18.11.17      **CAMPERVANS ON THE QUAY**  
 To consider a verbal report from Cllr Watts  
 Cllr Watts explained that the sign at The Quay car park says 'no caravans' and should say no caravans, campervans etc. For a long time period there was only one campervan and now four reside permanently. These vehicles are not parked they are being stored. These are reducing the number of parking spaces available, are unsightly, messy and encouraging temporary visitors to park also. Cllr Watts proposed a letter should be sent by the Mayor to DDC requesting prohibit of caravans, campervans etc or at least no more parking permits to be issued for campervans, caravans etc on the Quay.  
**RESOLUTION: Agreed Mayor to write to DDC**

19.11.17

**NEW ZEBRA CROSSING ON NEW STREET**

To consider comments by Cllr Carter

Cllr Carter advised that school children are ignoring the crossing. Motorists are not stopping. Signs are too close and suggested STC write to KCC to consider change to a hump or pelican crossing. Cllr Daw suggested a lollipop person. Cllr Carter offered to draft letter to KCC. Cllr Wood seconded Cllr Carter's suggestion but to amend to include lollipop staffing and funding.

**RESOLUTION: Cllr Carter to draft letter to KCC and Acting Town Clerk to send.**

20.11.17

**MUSEUM**

Members received a request from Julia Baxter regarding the Magna Carta and guidance from Mrs M Outen, Heritage Development Officer (also included within STBF agenda).

**RESOLUTION: Request agreed and if another image was utilised, copyright would not be given.**

21.11.17

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

**CAB Meeting** - Cllr O'Donoghue attended this meeting. CAB is being propped up by Money Advice Service. Happy with Sandwich Debt Advisor. CAB chair or Janet Stewart will attend STC's meeting with East Kent Services.

**RESOLUTION: Noted**

**Christmas Lights Committee** - Cllr Wood wished to recognise Vicky Day and her team's efforts with the Christmas Lights event. The Mayor advised he had already written to Vicky Day to acknowledge their hard work, efforts and fantastic results.

**RESOLUTION: Noted**

22.11.17

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

The following updates were received;

**Cllr Holloway:**

Community Grant Scheme - Awards events evening two awards were given locally to Age UK £1,000 and Christmas Lights Committee £1,000.

DDC EGM - 6<sup>th</sup> December to review Governance and number of Councillors for 2019 (currently 45 with proposed reduction to low 30's). Efficiency is key here as potentially Sandwich move from 3 to 2 Councillors.

Boatyard - Auditor investigation to be completed and DDC Councillors are awaiting this report.

**Cllr Carter:**

EKHousing - A scrutiny meeting regarding East Kent Housing had made the process more straight forward for tenants.

Small Business Saturday - Being held on 2<sup>nd</sup> December 2017 with free car parking in off street car parks.

Joint Transport Board Meeting - At DDC on 30<sup>th</sup> November 2017 Cllr Carter attending as representative of STC and one item is closure of Austin's Lane.

Sandwich Society on 1 December at the Guildhall.

**Cllr Chandler:**

£500 member's community grant being used. This grant is available to organisations to make application.

23.11.17 **REPORT FROM MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH**

No report.

24.11.17 **DRILL HALL**

Cllr O'Donoghue advised that there are a number of discussions ongoing and hopes to have something more concrete by the end of the year. Christmas Fair not going ahead.

25.11.17 **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 verbal update from The Mayor relating to Acting Town Clerk Position.

**RESOLUTION: A Hollobon-Baxter appointed.**

(iii) To receive an update from The Mayor relating to Staffing Review consultants.

**RESOLUTION: After Cllr O'Donoghue, Liote and Friend interviewing various companies and Mr Mayor endorsing, Dakota Blue have been appointed re structure at Guildhall and the cost of £15,000 will be split between Guildhall and STBF in proportion as to how salaries are apportioned (it just happens to be 50/50)**

(iv) To receive and consider a verbal update from The Mayor relating to Temporary Acting Town Clerk.

**RESOLUTION: Agreed to back pay for A Hollobon-Baxter.**

(v) Received a report from The Mayor relating to East Kent Road Car Company Shelter.

**RESOLUTION: Noted and await response from M Waite.**

26.11.17 **DATE OF NEXT MEETING**

Monday 18<sup>th</sup> December 2017, at 7pm, in the Council Chamber, Guildhall (Ordinary Meeting).