

# Town and Cinque Port of Sandwich

Town Clerk's Office  
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Wednesday 24<sup>th</sup> January 2018

Dear Councillor,

An **Ordinary Meeting** of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 29<sup>th</sup> January 2018 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 18<sup>th</sup> December 2017 and to consider any matters arising from those minutes not covered elsewhere on this agenda.
  - (ii) Minutes signed subject to approval **Attach 1**
5. **MONKS WALL NATURE RESERVE COMMITTEE**

To approve the draft Minutes of the Monks Wall Nature Reserve Committee held on 17<sup>th</sup> January 2018 and to consider the recommendations therein. **Attach 2**
6. **TOURISM COMMITTEE**

To approve the draft Minutes of the Tourism Committee held on 17<sup>th</sup> January 2018 and to consider the recommendations therein. **Attach 3**
7. **PAYMENT SCHEDULE**

To approve the payment schedule. **Attach 4**
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**

(i) To receive and note a report setting out the most recent crime and anti-social behaviour statistics available via the Police.UK website for November 2017 for consideration.

**Attach 5a**

(ii) To receive and consider Policing issues, Community Policing Volunteer information, Kent Police Report and Safer in Kent Report.

**Attach 5b-e**

**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) 17/01529 | 2no. replacement entrance doors; alterations 2no. ground floor west elevation entrance windows; blocking of an existing and the formation of a new internal door opening; alteration of existing staircase; extension of existing garage and widening of boundary wall vehicular access with the insertion of new timber gates. (re-advertisement) | Wheelwrights, 82 Strand Street, Sandwich, CT13 9HX

(ii) 17/01478 | Erection of 2.4 metre high fencing and gate to replace existing boundary treatment | Harps Meadow, The Butts, Sandwich, CT13 9BA

(iii) 17/01520 | Replacement of the front basement windows and the rebuilding of the chimney. | Bartlemas & Little Bartlemas, 7 Dover Road, Sandwich, CT13 0BH

(iv) 18/00016 | Erection of a flat roof two storey rear extension | 19 Woodnesborough Road, Sandwich, CT13 0AA

(v) 17/01528 | Erection of a rear extension to existing garage, widening of vehicular access and installation of new timber gates (part demolition of boundary wall) | Wheelwrights, 82 Strand Street, Sandwich, CT13 9HX

(vi) 17/01540 | Erection of single storey rear extension (existing extension to be demolished) | The Apple Tree, 41 High Street, Sandwich, CT13 9EG

(vii) 17/01541 | Demolition of existing and erection of new single storey rear extension. Reduction of kitchen floor. Conversion of existing cellar. Minor external alterations. | The Apple Tree, 41 High Street, Sandwich, CT13 9EG

**11. PLANNING DECISIONS**

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

**12. FINANCE**

(i) To receive the Sandwich Town Council Statement of Accounts as at 31<sup>st</sup> December 2018.

**Attach 6**

**13. GAZEN SALTS NATURE RESERVE**

To consider Cllr Friend as a replacement member STC Councillor representative for Gazen Salts Nature Reserve.

**Attach 7**

**14. SANDWICH UNITED CHARITY**

To consider and discuss nominations for a trustee to be appointed by STC.

**15. OPEN 2020**

To consider a verbal update from The Mayor.

16. **DELF STREAM WORKING GROUP**  
To receive and consider a report and recommendations from this working group from Cllr Bragg.  
**Attach 8**
17. **SANDWICH ON AND OFF-STREET PARKING CHARGES**  
To consider parking charges imposed by DDC for Sundays within Sandwich.  
**Attach 9**
18. **A NEW VISION FOR SANDWICH**  
To receive and consider report from Mrs M Outen, Museum and Heritage Manager to obtain approval from Council to move the existing tree within the Guildhall Forecourt.  
**Attach 10**
19. **SANDWICH IN BLOOM**  
To review decision regarding match funding.  
**Attach 11**
20. **SANDWICH REFUGEE EVENT PROPOSAL**  
To receive and consider a request from Cllr Wood regarding holding an event within Sandwich relating to the refugee crisis.  
**Attach 12**
21. **BOATYARD AND FISHERGATE**  
To receive a verbal report from The Mayor regarding progress by DDC and STC.
22. **REVISED BUDGET**  
To receive revised budget which will available at the Council meeting.
23. **UPDATES FROM TOWN COUNCILLORS REGARDING OUTSIDE BODIES ON WHICH THEY REPRESENT SANDWICH TOWN COUNCIL**
24. **REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH**
25. **REPORT FROM MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH**
26. **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, consider and note HR report from Acting Town Clerk.

**Enclosure 1**

(iii) To receive and consider update report from Museum and Heritage Manager relating to Council meeting on 8<sup>th</sup> January 2018.

**Enclosure 2**

(iv) To receive and consider letter from the Solicitors regarding the Drill Hall.

**Enclosure 3**

**27. DATE OF NEXT MEETING**

Monday 26<sup>th</sup> February 2018, at 7pm, in the Council Chamber, Guildhall (**Quarterly Meeting**).



AMANDAJAYNE HOLLOBON-BAXTER  
Acting Town Clerk  
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  
29th January 2018

<b>A/C No</b>	<b>Payee</b>	<b>Amount</b>	<b>VAT</b>	<b>Total</b>
245	Business Stream (Water charges - Black Lane Allotments)	£418.01	£0.00	£418.01
246	Sandwich Toll Bridge Fund (20% contribution towards parking permit re M Outen, and refund re room hire paid to STC in error)	£174.17	£0.00	£174.17
247	The Flower Basket (War Memorial Flowers - December)	£60.00	£0.00	£60.00
248	Capita Business Services Ltd (January payroll)	£10,523.54	£0.00	£10,523.54
249	The Comms Guys Ltd (Phone charges - Office and Tourist Information Centre)	£39.68	£7.94	£47.62
250	The Strand Wine Co (Wine for mayoral Christmas drinks)	£29.40	£0.00	£29.40
251	K A Chapman (Monks Wall Nature Reserve Warden fee for 16/11/17 - 16/12/17)	£125.00	£0.00	£125.00
252	Kent County Supplies (Photocopying charges and stationery)	£294.41	£58.88	£353.29
253	British Gas (Electricity charges - Quay Conveniences)	£87.46	£4.37	£91.83
254	Viridor Waste Management Limited (Recycling services)	£9.38	£1.87	£11.25
255	Training Highway (Four personal alarms for lone workers)	£29.96	£0.00	£29.96
256	Dover District Council (Election costs - 07/09/17)	£2,529.08	£0.00	£2,529.08
257	Finns (Management fee - Monks Wall Nature Reserve and completion of management plan)	£2,105.00	£421.00	£2,526.00
258	Dakota Blue Consulting Ltd (Staff review)	£1,923.46	£384.95	£2,308.41
259	Kevin Cook (Reimbursement for mayoral mileage)	£53.89	£0.00	£53.89
260	Peninsula Business Services Ltd (HR Services)	£112.00	£22.40	£134.40
261	Sandwich Town Community Interest Company (Contribution towards stand at the Excursions 2018 - Alexandra Palace on 27/01/18)	£250.00	£0.00	£250.00
262	Business Stream (Water charges - Quay Conveniences and Tennis Club)	£368.81	£0.00	£368.81
263	British Telecommunications (Broadband services)	£258.10	£43.62	£301.72
264	Dover Retail Crime Operation (Hire of police communication equipment)	£312.00	£62.40	£374.40
265	Julia Baxter (Calligraphy on the Mayor's Board)	£15.00	£0.00	£15.00
266	Dover District Council (Contribution towards grindbox at the Butts Skate Park)	£2,000.00	£0.00	£2,000.00
		<b>£21,718.35</b>	<b>£1,007.43</b>	<b>£22,725.78</b>