

# Town and Cinque Port of Sandwich

Town Clerk's Office  
Guildhall  
Cattle Market  
Sandwich  
Kent  
CT13 9AH



Telephone: 01304 617197  
Fax: 01304 620170  
Email: townclerk@sandwichtowncouncil.gov.uk  
www.sandwichtowncouncil.gov.uk

Wednesday 21<sup>st</sup> February 2018

Dear Councillor,

A **Quarterly** Meeting of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 26<sup>th</sup> February 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 29<sup>th</sup> January 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda. **Attach 1**
  - (ii) Minutes signed subject to approval
5. **PAYMENT SCHEDULE**

To approve the payment schedule. **Attach 2**
6. **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).
7. **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 December 2017 for consideration. **Attach 3a**
  - (ii) To receive and consider report from Acting Town Clerk relating to policing within Sandwich. **Attach 3b**
  - (iii) To receive and note newsletter for February 2018 from Kent Police Report and Safer in Kent Report. **Attach 3c**

**8. 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) 17/00876 | Erection of 120 dwellings, including 36 affordable homes with new vehicular and pedestrian access, internal access roads, car parking, landscaping, provision of 0.84 hectares of open space and a locally equipped area for childrens' play (LEAP) (amended details and plans) | Land east of Woodnesborough Road Sandwich, Woodnesborough Road, Sandwich, CT13 0BA

(ii) 17/01473 | Removal of top section of chimney with remainder to be capped and air bricks inserted | Empire Cinema, 15 Delf Street, Sandwich, CT13 9HB

(iii) 18/00088 | Erection of a detached garage | Black Sluice Pumping Station, Sandwich Haven, Sandwich, CT13 9PE

(iv) 18/00042 | Change of use to A3 (Restaurants & Cafes) to include installation of a flue | The Drill Hall, The Quay, Sandwich, CT13 9LD

(v) 18/00047 | Display on one non-illuminated fascia sign | The Drill Hall Cadet Centre, The Quay, Sandwich, CT13 9LD

**9. PLANNING DECISIONS**

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

**10. FINANCE**

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

**Attach 4**

(ii) To receive report from Mr K Palmer, Acting Responsible Finance Officer, regarding budget virements required.

**Attach 5**

**11. HLF BID**

To receive and note an update from Museum and Heritage Manager relating to our HLF Bid.

**Attach 6**

**12. ADVISORY COMMITTEE**

(i) To add Councillor Friend to Advisory Committee with immediate effect.

**13. COACH PARKING**

To consider a verbal update from Councillor Holloway.

**14. DELF STREAM WORKING GROUP**

To receive and consider verbal update from this working group from Councillor Bragg.

**15. THE CHOCOLATE BOX AND THE CRYPT**

To receive and consider verbal information from Councillor Moorhouse.

- 16. MISSION STATEMENT AND BUSINESS PLAN**  
To receive and consider updated Mission Statement and Business Plan  
**Attach 7**
- 17. SANDWICH IN BLOOM**  
To receive and consider verbal updates from Councillors Bragg and Holloway regarding possible/potential sponsorship for this project.
- 18. SECTION 106 MONIES**  
To receive and consider a request to release funds to KCC to progress A New Vision for Sandwich.  
**Attach 8**
- 19. MAY COUNCIL MEETING DATE**  
To receive and consider report from Acting Town Clerk relating to the movement of Toll Bridge Fund meeting in May 2018  
**Attach 9**
- 20. UPDATES FROM TOWN COUNCILLORS REGARDING OUTSIDE BODIES ON WHICH THEY REPRESENT SANDWICH TOWN COUNCIL**
- 21. REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH**
- 22. REPORT FROM MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH**
- 23. 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 business plan from Jon Dyvig relating to the possible lease of the Drill Hall.  
**Enclosure 2**
- (iv) To receive and consider letter from Solicitors relating to the possible leasing of the Drill Hall and a list of questions that require answers from Council.  
**Enclosure 3a & 3b**
- (v) To receive and consider a report from Acting Town Clerk relating to Haley Sharpe Design Consultants.  
**Enclosure 4**

(vi) To approve the Minutes of the Advisory Committee (containing confidential items therefore to be handed out at Council meeting) held on 19<sup>th</sup> February 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda.

(vii) To receive and consider statement and solicitors letter relating to Fishergate (to be handed out at the meeting).

**24. DATE OF NEXT MEETING**

Monday 26<sup>th</sup> March 2018, at 7pm, in the Council Chamber, Guildhall (Ordinary 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  
26th February 2018

<b>A/C No</b>	<b>Payee</b>	<b>Amount</b>	<b>VAT</b>	<b>Total</b>
267	Global Cleaning Supplies (Cleaning stock)	£136.70	£27.34	£164.04
268	K A Chapman (Warden fees for 16-12-17 - 17-01-18: Monks Wall Nature Reserve)	£125.00	£0.00	£125.00
269	Deal Civic Charity (Mayor and Mayoress to attend the Mayor of Deal's Charity Race Night)	£10.00	£0.00	£10.00
270	The Mayor's Fund (The Mayor, Mayoress and Town Sergeant to attend the 'Emancipation Dinner' in Margate)	£71.00	£0.00	£71.00
271	Town Mayor's Account (Mayor and Mayoress to attend the Spring Ball, Broadstairs)	£93.00	£0.00	£93.00
272	Kent County Council (Office equipment, cleaning stock and photocopier charges)	£675.07	£135.01	£810.08
273	PC Thomas (Repair lock on disabled toilet at Quay Conveniences)	£75.00	£0.00	£75.00
274	Sevenoaks Mayor's Charity Account (Mayor and Mayoress to attend a charity fund raising luncheon at Chevening House, Sevenoaks and Visit to Knowle House, Sevenoaks)	£202.00	£0.00	£202.00
275	RBL Poppy Appeal (Three wreaths)	£55.50	£0.00	£55.50
276	The Flower Basket (War Memorial flowers - January)	£60.00	£0.00	£60.00
277	EDF Energy Customers Ltd (Electricity Charges - Quay Conveniences)	£180.36	£9.02	£189.38
278	Brand Packaging Solutions Ltd (Printing of 30,000 x Visit Sandwich Leaflets and 15,000 x Town Guides)	£2,655.00	£0.00	£2,655.00
279	Outstanding Map Distributors Ltd (Maps to be sold in the Tourist Information Centre)	£359.68	£0.00	£359.68
280	Action with Communities in Rural Kent (Renewal of membership 2018/19)	£50.00	£0.00	£50.00
281	Viridor Waste Management Limited (Recycling charges)	£18.76	£3.74	£22.50
282	Finn's (Countryside Stewardship Agreement - Monks Wall Nature Reserve - Annual Commission)	£410.13	£82.03	£492.16
283	Margate Charter Trustees (Refund for payment re cancelled Mayor's Quiz Night - payment made to STC in error)	£20.00	£0.00	£20.00
284	Mayor of New Romney's Charity Account (Mayoress to attend a Charity Dinner to celebrate International Women's Day)	£35.00	£0.00	£35.00
285	Capita Business Services Ltd (February payroll)	£7,587.39	£0.00	£7,587.39
286	Peninsula Business Services Ltd (HR services)	£112.00	£22.40	£134.40
287	Kevin Cook (Reimbursement of Mayoral Mileage)	£71.55	£0.00	£71.55
288	Tenterden Town Council (Mayor, Mayoress and Town Sergeant to attend a Guided Tour of Tenderden)	£100.00	£0.00	£100.00

289	A R Adams & Sons (Printers) Ltd (Printing of 10,000 x Town Trail leaflets)	£860.00	£0.00	£860.00
290	Castle Shredding Ltd (Office shredding charge)	£10.00	£0.00	£10.00
291	Business Stream (Water charges - Black Lane Allotments)	£221.21	£0.00	£221.21
292	Clare Limbrey (Amend and supply artwork for the Sandwich Town Guide 2018 and the Visit Sandwich Leaflet)	£240.00	£0.00	£240.00
		<b>£14,434.35</b>	<b>£279.54</b>	<b>£14,713.89</b>