

Minutes of an Ordinary Meeting of Sandwich Town Council held Monday 29th October 2018, in the Council Chamber, Guildhall, Sandwich at 7:00pm.

Present: Councillors: The Mayor, Cllr Ms Liote (in the chair)

**HJ Bragg
PI Carter
Ms C Felton
JE Franklin
D Friend
JEM Gisbey
PG Graeme
MJ Holloway
Ms L O'Donoghue
JO Sneller
DMA Wood**

Officer: Miss L Fidler

16.10.18 MAYOR'S OPENING COMMENTS

On the 26th October the Mayor organised a coach trip for 50 people to visit the Battle Fields and War Graves in the Salient in Belgium.

17.10.18 APOLOGIES

Apologies were received from Cllrs Daw and Mrs Dunay due to private commitments, Cllr Moorhouse who is unwell and Cllr Watts who has a family matter.

18.10.18 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

(i) Cllr Friend declared a *disclosable pecuniary interest* in item 22.10.18: A/c # 179 of the Payment Schedule as CEO/owner of Training Highway.

(ii) Cllr O'Donoghue declared an *other significant interest* in item 33.10.18: as a member of the Sandwich Medieval Trust.

19.10.18 MINUTES

The Minutes of the Quarterly Town Council meeting held on 17th September 2018 were received.

RESOLUTION: The Minutes were approved as accurate and signed.

20.10.18 ADVISORY COMMITTEE

Councillors received the Minutes of the Advisory Committee meeting, held on 9th October 2018, and considered the Recommendations contained therein.

RESOLUTIONS: The minutes were approved as accurate and signed. The following recommendations were approved:

(i) A working party consisting of the Mayor, Cllr Bragg and Cllr Graeme (to chair) with support from officers Miss M Beardmore, Miss L Fidler and Ms A Hollobon-Baxter will take forward and make proposals regarding the transfer of the Guildhall and termination of the *Sandwich Agreement*.

(ii) The NALC Model Standing Orders were adopted. Cllr Wood will consider how to word his proposal for unofficial meetings to be minuted, for possible subsequent inclusion in the Standing Orders.

(iii) The Clerk will confirm whether refurbishment of the Bulwarks Play Area is included in the Sandwich Parks Project before a decision is made either to progress with the acquisition of second-hand equipment from Russell Gardens or possibly purchase new equipment.

(iv) The Council's solicitor will be asked to respond to breach of the tenancy agreement at the Fishergate.

21.10.18

MONKS WALL NATURE RESERVE MANAGEMENT COMMITTEE

Councillors received the Minutes of the Monks Wall Nature Reserve Management Committee meeting, held on 10th October 2018, and considered the Recommendations contained therein.

RESOLUTIONS: The minutes were approved as accurate and signed. The following recommendations were approved:

(i) M Chandler to obtain quotation for fencing under the underpass and to request Grazier to contribute 50%.

(ii) A payment of £470.00 to J Thompson for supply and erection of one kissing gate and reposition of one sign.

(iii) A payment of £760.50 (incl. VAT) to Finns for Julian Sampson's work for the Basic Payment Scheme submission for 2018.

(iv) That the full and final settlement of £48,601 from the Environment Agency be accepted.

(v) That Sluice 1 be installed for an estimated £10k.

(vi) That four buoys be purchased for £839.19 (incl. VAT). J Thompson should then erect and position the buoys.

(vii) Access to the site for visitors will be via a padlock, the code to which will be held by the Visitor Information Centre; where visitor data will be collected. The Warden should change the code to this padlock fortnightly.

22.10.18

PAYMENT SCHEDULE

The schedule of payments, totalling £31,142.63, was received, approved and signed.

23.10.18

PUBLIC RIGHT TO SPEAK

Mr N Gray spoke about the Fishergate and the Medieval boatyard building on Sandwich Quay, specifically what progress has been made to bring the Fishergate back into the control of Sandwich Town Council. And what plans are being progressed for the building on the Quay.

24.10.18

POLICE

Councillors received a verbal update on various policing matters from Miss L Fidler including: plans for a monthly meeting with the PCSO, an FOI request that's been submitted to Kent Police, plans for the public meeting on the 1st November, and confirmation that Craig Mackinlay MP will support the Police & Crime Commissioner visiting Sandwich.

25.10.18

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) 18/00908 | Removal of modern concrete floor, and installation of timber floor. | 6 Bowling Street, Sandwich, CT13 9HA

RESOLUTION: To raise no objections, but ensure that building regulations are adhered to.

(ii) 18/01101 | Repairs to rear single storey roof to include insertion of breather membrane and fascia vents. | Serpentine Cottage, 42 High Street, Sandwich, CT13 9EG

RESOLUTION: To raise no objections.

(iii) 18/00964 | Demolish existing roof structure & rebuild. Insert mezzanine floor level with stair access. Remove & insert new partitions. Infill & insert new openings. Insert new first floor chimney breast. Replace existing flat roof & Insert new glazed lantern. Replace 2no existing roof lights. Insert 1no new roof light. Insert east elevation casement window. Insert flue to roof. Replace north elevation window with French door. | 22 & 22A, Market Street, Sandwich, CT13 9DA

RESOLUTION: It was confirmed that this is still a commercial property and any plans to change the property for residential purposes should be rejected. There has not been an application made for change of use. Additionally, this application includes insufficient precise details about what is proposed.

(iv) 18/00973 | Erection of first floor extension | 8 The Butchery, Sandwich, CT13 9DL

RESOLUTION: To raise no objections.

(v) 18/00986 | Erection of a single storey rear extension | 17 Stone Cross Lees, Sandwich, CT13 0BZ

RESOLUTION: To raise no objections. Cllr Carter abstained from voting.

(vi) 18/00853 | Change of use of units 1, 2, 4 & 5 to business, storage or distribution use (Class B1 & B8) | Homestead Farm, Woodnesborough Road, Sandwich, CT13 0AE

RESOLUTION: To raise an objection due to the increased commercial traffic on Woodnesborough Road.

(vii) 18/01083 | Erection of a single storey extension at first floor level | 57 Woodnesborough Road, Sandwich, CT13 0AB

RESOLUTION: To raise no objections.

(viii) 18/01093 | Erection of extension to single storey side extension | 23 Wantsume Lees, Sandwich, CT13 9JF

RESOLUTION: To raise no objections.

(ix) 18/01077 | Installation of 6no. rooflights to side elevations | 10 Delf Street, Sandwich, CT13 9BZ

RESOLUTION: To raise no objections.

(x) 18/01082 | Display of 1no. externally illuminated fascia sign, 1no. externally illuminated fascia sign, 3no. non-illuminated notice signs, 2no. externally illuminating hanging signs and 4no. floodlights | Fleur-de-lis, 6-8 Delf Street, Sandwich, CT13 9BZ

RESOLUTION: To raise no objections.

(xi) 18/01123 | Re paint front elevation windows. Display of aluminium face panel & fixed letter signage with 2no externally illuminated trough lights. 1 no side elevation sign writing with trough light. 2no hanging signs with trough lights. 2no fixed chalk boards. 1no amenity name sign. 7no flood lights. (existing signage & lighting removed) | 6-8 Fleur-de-lis, Delf Street, Sandwich, CT13 9BZ

RESOLUTION: To raise no objections.

(xii) 18/01062 | Erection of a first floor dormer window linking 43-45 and re-tiling of first floor roof to 43 | Whitefriars Cottage, 43-45, Cattle Market, Sandwich, CT13 9AP. Cllr O'Donoghue reported that a resident was concerned that the dormer window would effect the roof line with the adjoining properties, however, she and Cllr Sneller have investigate this and confirmed that this will not be the case.

RESOLUTION: To raise no objections.

26.10.18

PLANNING DECISIONS & CORRESPONDENCE

The Following planning decisions were reported from Dover District Council:

(i) 18/00353 | Alterations to pedestrian route and main entrance to building, vehicle access and servicing along building frontage, raised terrace extension to restaurant, glazed balustrading and landscaping | Land Adjacent to Innovation House, Discovery Park, Ramsgate Road, Sandwich, CT13 9FF | GRANTED PERMISSION

(ii) 18/00814 | Erection of 2 storey rear extension with dormer window to side elevation | 131 Dover Road, Sandwich, CT13 0DA | GRANTED PERMISSION

(iii) 18/00909 | Erection of barn garage and storage shed | Ash Road Nursery, Ash Road, Sandwich, CT13 9JB

(iv) 18/00313 | Erection of a detached dwelling and formation of vehicle access onto Whitefriars Way | Land Rear of 12 - 14, Whitefriars Way, Sandwich, CT13 9AD | GRANTED PERMISSION

(v) 18/00784 | Erection of single storey rear extension (existing conservatory to be demolished) | Longships, Sandown Road, Sandwich, CT13 9NY | GRANTED PERMISSION

(vi) 18/00865 | Change of use to a residential dwelling, erection of boundary wall and gate, installation of windows and bifold doors; and associated external works (existing boundary wall to be demolished) | 25 Cattle Market, Sandwich, CT13 9AP | GRANTED PERMISSION

(vii) 18/00169 | Repair kitchen & living room ground floor fireplaces with the insertion of bressummer beams. Remove post and repair principle ceiling joists. Dry line ground floor walls. Insert ground floor rear boiler flue. Replace front and rear doors. | Appletree Cottage, 19 Delf Street, Sandwich, CT13 9HB | GRANTED PERMISSION

(vii) 18/00941 | Erection of an external GRP Steam Plant Housing to facilitate heating to the New Instro Precision industrial unit (retrospective) | Instro-Precision Site, Discovery Park, Ramsgate Road, Sandwich, CT13 9FF | GRANTED PERMISSION

(viii) 18/00908 | Removal of modern concrete floor, and installation of timber floor. | 6 Bowling Street, Sandwich, CT13 9HA | GRANTED PERMISSION

27.10.18

FINANCE

(i) Councillors received the Sandwich Town Council Statement of Accounts as at 31st August 2018.

RESOLUTION: That this information be noted.

(ii) To receive the Sandwich Town Council Statement of Accounts as at 30th September 2018.

RESOLUTION: That this information be noted.

(iii) To receive confirmation from the Cllr Veronica Liote, the Mayor, that the account balances given in the above statements match the corresponding Natwest bank statements.

RESOLUTION: That this information be noted.

(iv) To receive and consider a report regarding a vire budget in order to provide staff training.

RESOLUTION: That £500 allocated for "election and councillor training" be vire budgeted to "staff training"

28.10.18

THE “SANDWICH AGREEMENT”

(i) Councillors received the notes of a meeting to discuss the freehold transfer of the Guildhall and termination of the Sandwich Agreement (this meeting took place following a recommendation of the Advisory Committee).

RESOLUTION: That this information be noted.

(ii) Councillors received and considered a report from Miss L Fidler, Town Clerk, regarding the future management of the Guildhall.

RESOLUTION: When the Finance Committee consider the first draft of the 2019/20 budgets two scenarios will be presented for consideration – the Council managing the Guildhall and the Charity managing the Guildhall; a statement of explanation will also be provided.

29.10.18

COMMITTEES

(i) Councillors received and considered the draft Terms of Reference for the IT/Social Media Committee.

RESOLUTION: That the terms of reference be adopted.

(ii) Councillors received and considered the draft Terms of Reference for a Planning Committee.

RESOLUTION: That the terms of reference be adopted with seven councillors (not six as originally proposed) who will be the Mayor, Deputy Mayor, Cllrs Carter, Franklin, Friend, Graeme & Sneller:

30.10.18

REPRESENTATION ON OUTSIDE BODIES:

(i) On 22nd November the term of office for the two Council representatives for Sandwich United Charities, Cllr Daw and Cllr Friend, will expire, this term lasts for four years.

RESOLUTION: That Cllr Daw and Cllr Friend continue as the Council’s representatives on Sandwich United Charities.

(ii) Councillors considered a proposal from Cllr Ms O’Donoghue that Ms A Hollobon-Baxter, Project Manager, attend meetings of Gazen Salts Nature Reserve Board of Trustees in order to carry out the entrusted tasks on behalf of the Council.

RESOLUTION: That Ms A Hollobon-Baxter attend Gazen Salts Nature Reserve Board of Trustee meetings as the Council’s representative.

(iii) To consider a proposal from Cllr Ms O’Donoghue that Ms A Hollobon-Baxter, Project Manager, attend meetings of Sandwich Chamber of Commerce in order to carry out the entrusted tasks on behalf of the Council.

RESOLUTION: That Ms A Hollobon-Baxter attend Chamber of Commerce meetings as the Council’s representative.

31.10.18

SANDWICH EMERGENCY PLAN

(i) Councillors received and considered latest version of Sandwich Emergency Plan.

RESOLUTION: That the Sandwich Emergency Plan October 2018 be adopted.

(ii) Councillors considered a proposed information leaflet to be added to the Council’s website; this would replace a previously printed A5 leaflet that was out of date as soon as it was printed.

RESOLUTION: That this document be adopted.

32.10.18

ANNUAL MEETING OF THE ALLOTMENT HOLDERS

Councillors received the Minutes from the Annual Meeting of the Allotment Holders.

RESOLUTION: That this information be noted.

33.10.18 EAST KENT AUDIT PARTNERSHIP

Councillors considered a proposal from Cllr Wood that Sandwich Town Council should call on DDC to publish the full findings of the East Kent Audit Partnership's report into the Medieval Boatyard on the quay. Cllr Ms O'Donoghue reported that DDC officers have cited GDPR as a reason why only the redacted version of this report is available to the public.

RESOLUTION: A request for the full report from DDC (not redacted) will be made.

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

A printed confidential report from Sandwich Port & Haven Commissioners was provided on behalf of Cllr Watts.

Cllr Franklin reported on the extensive restoration work being undertaken at the White Mill Rural Heritage Centre.

Cllr Wood reported that the Sandwich Christmas Lights Committee annual accounts are available for inspection and the dates when the lights will go up have been set. Cllr Wood is available for any Christmas lights related questions.

35.10.18 REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH

Cllr Holloway urged all councillors to attend the public meeting with Ins. Norris of Kent Police on 1st November at 7pm.

Cllr Carter provided the following updates:

- He has sought information relating to the failed sale of Wayfarers Care Home, because the ongoing uncertainty causes stress for the residents and their families. -
- There are no updates to provide relating to 57 New Street.
- Cllr Carter has objected to the planning application for a development on Beacon Hill in Woodnesborough due to concerns about its proximity to the drinking water bore hole that services Sandwich.
- Cllr Carter is aware of problem with lorries parking on the Ramsgate Road; please report any updates to him.
- And, the business that had caused a concern, due to the unkempt nature of the site, at the entrance to Discovery Park on Ramsgate Road has now vacated the site as the lease has expired.

36.10.18 REPORT FROM COUNTY COUNCILLOR

Cllr Sue Chandler provided the following updates:

- The Autumn Statement of the accounts has been issued and there is a small overspend but there is confidence that the budget will balance by the end of the year;
- A consultation on the 2019/20 budget is now underway, including a proposal for a small rates increase and a possible social care levy. Councillors were encouraged to review the consultation and can email any queries to Cllr Mrs Chandler.
- Building on the success of the "Kent Plan Bee" there is now a "Pollinator Group" of which Cllr Mrs Chandler is a member.
- KCC have objected to plans to remove the need for planning permission to explore for shale gas and to make production proposals for government to determination.

- Regular updates regarding Wayfarers Care Home are being sought; Cllr Ms Chandler assured those present that no changes will go unnoticed.
- A meeting at the White Mill Rural Heritage Centre will take place next week with a member of DDC's community team in attendance to establish if/what assistance can be provided.

Cllr Ms O'Donoghue asked what contingencies are in place for Brexit. Cllr Ms Chandler confirmed that the overriding determination is that Kent will be open for business – everything possible will be done to keep the ports and roads flowing. The Leader of KCC has regular meetings with government officials on various matters i.e. ports and KCC is working with DDC's taskforce. Reports are available on the DDC/KCC websites.

Cllr Franklin asked who has the financial liability for families in social housing that are moved from out of the county into Kent. Cllr Ms Chandler confirmed that the county/borough from which they arrived remain responsible for their housing needs and social care, however, there is a cost to Kent for areas such as schooling and health care.

Cllr received and considered a response to the *Kent Household Waste Recycling Centre Consultation*.

RESOLUTION: The Council objects to any proposal to implement charging for non-domestic household waste due to concerns about increased fly-tipping.

37.10.18

REPORT FROM MEMBER OF PARLIAMENT

No updates were available from Craig Mackinlay MP.

38.10.18

CONFIDENTIAL ITEMS

(i) It was RESOLVED 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) Councillors received and considered a HR report from Cllr Ms O'Donoghue and Ms A Hollobon-Baxter including a number of staffing recommendations. A report from Miss L Fidler with suggested vire budgets to accommodate the recommendations was also enclosed.

RESOLUTIONS:

- a) The revised Job Descriptions for the Town Clerk, Responsible Finance Officer and Town Sergeant/Head Caretaker were approved.
 - b) The Town Clerk's job description was amended to add – Town Clerk will have overall responsibility for the running of the Council.
 - c) 360 appraisal approach for TC was agreed and approved.
 - d) Stamina and Neat and Professional appearance are to be removed from JD's.
 - d) Dress Code Policy to be produced.
 - e) The division of tasks between the Town Clerk and Project/HR Manager was approved.
 - f) The proposed salaries for the Town Clerk, Responsible Finance Officer, Museum & Heritage Manager, Project/HR Manager and Town Sergeant/Head Caretaker were approved. The resulting overspend in the Council salaries budget will be accounted for with vire budgets from Project Work (£4,500), Miscellaneous Budget (£2,000), Reserve Budget (£9,500).
- As an aside the Grant to Gazen Salts Nature Reserve should be paid.

g) The TOIL Policy was approved

h) The staffing structure organograms were approved.

PG proposed, DF seconded and PC abstained from voting.

(iii) Councillors received a report from Miss L Fidler regarding delegated powers of expenditure for the Project Manager

RESOLUTION: The proposed delegation was approved.

(iv) Councillors received a progress report from Ms A Hollobon-Baxter regarding the Drill Hall.

RESOLUTION: Cllr Carter requested noting this report. Cllr Bragg said well done, very busy place. Cllr Graeme advised that a report regarding planning is awaited and proposed that this should be circulated via email to all councillors when available. Seconded by Cllr Carter. Agreed and approved.

39.10.18

DATE OF NEXT MEETING

Monday 26th November 2018, at 7pm, in the Council Chamber, Guildhall (Quarterly Meeting).