

Minutes of an Quarterly Meeting of Sandwich Town Council held Monday 26th November 2018, in the Council Chamber, Guildhall, Sandwich at 7:00pm.

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

**HJ Bragg
PI Carter
RA Daw
Ms C Felton
JE Franklin
D Friend
JEM Gisbey
MJ Holloway
MW Moorhouse
JO Sneller
JJ Watts**

Officer: Miss L Fidler

10.11.18 MAYOR'S OPENING COMMENTS

The Mayor thanked all those that helped organise and took part in the various commemorations throughout Armistice Day on 11th November 2018, it was a tremendous day.

The Mayor reminded everyone that the Museum & Archive Volunteer's Reception will take place on Thursday 29th November at 7pm and all councillors are encouraged to come and thank the volunteers.

It was also noted that there are no planning applications to be considered at this meeting, as these will now be considered by the new Planning Committee.

11.11.18 APOLOGIES

Apologies were received and accepted from Mrs Dunay due to a private commitment, Cllr Graeme who is unwell, Cllr Ms O'Donoghue due to a bereavement and Cllr Wood due to a work commitment.

12.11.18 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

There were no declarations of interest.

13.11.18 MINUTES

The Minutes of the Ordinary Town Council meeting held on 29th October 2018 were received.

RESOLUTION: The Minutes were approved as accurate and signed.

14.11.18 TOURISM COMMITTEE

Councillors received the Minutes of the Tourism Committee meeting, held on 14th November 2018, and considered the Recommendations contained therein.

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

(i) The Committee will meet a minimum of six times per year;

(ii) Updates regarding *Sandwich Destination Management Plan* were noted;

(iii) Information relating to the first meeting of the *Tourism Leaflets Working Group* was noted.

- (iv) Cllr Holloway will be asked to provide the Committee with an update via email on his role as DDC Portfolio Holder for Tourism;
- (v) £180 will be used from the Tourism budget for competition winners' prizes from the Sandwich Technology School Photography Competition, the theme of which is "Sandwich".

15.11.18 SOCIAL MEDIA/IT COMMITTEE

Councillors received the Minutes of the Social Media/IT Committee meeting, held on 14th November 2018, and considered the Recommendations contained therein.

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

- (i) Office 365 training will be given in January. The Responsible Finance Officer to supply a report in relation to preferred software package and an IT asset register.
- (ii) To obtain social media timeframe posting advice from DDC.

16.11.18 FINANCE COMMITTEE

Councillors received the Minutes of the Finance Committee meeting, held on 19th November 2018, and considered the Recommendations contained therein.

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

- (i) The Museum & Archive Volunteer's Reception should be financed from the town council's Reserves Budget in 2018 and the Mayor's Hospitality Budget in 2019 onwards.
- (ii) That management of the Guildhall be undertaken by Sandwich Town Council from 1st April 2019.
- (iii) That £10k be vire budgeted from "refurbishment of the Bulwarks Play Area" to cover part of the predicted shortfall in 2018/19. Officers will be asked to identify where the additional £5k should come from. That funding for the work at the Bulwarks Play Area be returned to the budget for the 2019/20 year, if possible.
- (iv) That Sandwich in Bloom be awarded £5,000 in 2019/20 on a match funding basis.
- (v) That the Business Saver Account be closed and the funds transferred to the General Account.
- (vi) That a report from Miss L Fidler on three forthcoming financial matters be noted.
- (vii) That a working party consisting of the Mayor and Cllrs Bragg and Graeme meet at 12:00 on Wednesday 21st November to work on the fine detail for the draft 2019/20 budget. Other members of the Finance Committee will be invited to attend any future meetings.

17.11.18 PAYMENT SCHEDULE

The schedule of payments, totalling £23,845.64, was received, approved and signed.

18.11.18 PUBLIC RIGHT TO SPEAK

Mr R Harris detailed a plan to pedestrianise Delf Street, possibly closing the road to traffic from 9am – 1am on weekends; this would create a social hub that would be monitored by a committee with the local businesses keen to work with each other.

19.11.18 POLICE

(i) Councillors received the draft Minutes from the Public Meeting held on 1st November 2018. A further public meeting date with Inspector Norris has been sought for the new year.

RESOLUTION: Follow up information relating to CCTV evidence will be sought. This report was noted.

(ii) Councillors considered a proposal from Cllr Carter for Sandwich to be allocated a similar provision to the police office that has been set up in Deal Town Hall.

RESOLUTION: Various offers for the Police to use the Guildhall have been made in the past, a further offer will be made.

20.11.18 FINANCE

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

RESOLUTION: That this information be noted.

(ii) Councillors received 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.

21.11.18 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 that took place on 31st October 2018.

RESOLUTION: That this information be noted.

22.11.18 PROJECT WORK

(i) Councillors received a written progress report from Ms A Hollobon-Baxter on matters relating to:

- Sandwich Town Guides;
- Seren Welch Working Groups;
- Visitor Information Centre;
- Coach parking;
- A New Vision for Sandwich – Forecourt Update;
- The "*Sandwich Sprucer*"
- Litter;
- Accessibility;
- Town Team;

RESOLUTION: That this information be noted.

23.11.18 TRAFFIC SURVEY

Councillors received and considered the "Sandwich Town Team: Sandwich Residents Traffic Survey" report and considered whether to give "general support for this paper, and to endorse the need for renewed pressure to respond to residents' continuing frustration with the blight caused by traffic" as per "Next Step item 1". Prior to the Council meeting a pre-meeting with the Town Team and local residents had taken place to learn more about the survey and the findings. It was confirmed that the Town Team will also give a presentation at Craig Mackinlay MP's Traffic Summit on 7th December and that schools will be invited to this meeting.

RESOLUTION: The Council fully supports the proposals detailed within the report from the Town Team and will join in any working groups that are established to take the plans forward.

24.11.18 HERITAGE STREET LIGHTS

Councillors received and considered a series of emails regarding the modern street lights on Bowling Street and a proposal from the Chairman of Sandwich Local History Society that these should be upgraded to heritage style lamps.

RESOLUTION: The Council fully supports these modern lights being changed to *heritage-style* lamps. KCC has previously funded such changes in the past (i.e. in Upper Strand Street) and will be asked to do the same again in this instance.

25.11.18

BASE STATION INSTALLATION AT WILLOWBANK ROUNDABOUT

Councillors received information about a proposed radio base station installation at the Willowbank Roundabout. Within the correspondence was also an email chain between Cllr Holloway and James Chesworth of Clarke Telecom Ltd for consideration. Cllr Holloway reported that an upgrade to the mobile data provision in Sandwich is a welcome improvement however concerns have been raised that TV transmission could suffer interference from such an installation; Clarke Telecom Ltd have now confirmed that “We expect fewer than 1% of households to experience TV interference”.

RESOLUTION: That this information be noted.

26.11.18

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.

27.11.18

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

(i) Cllr Gisbey provided information from an “Options for hospital and local care services: South Kent Coast” event that he attended on 15th November. The Mayor had also attended another meeting on this subject.

(ii) Cllr Moorhouse reported that the Sandwich Society AGM will take place on the 7th December.

28.11.18

REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH

Cllr Carter had no updates to provide.

Cllr Holloway reported that he has confirmed that when the new CCTV system is installed across the district Sandwich Town Council will no longer have to support the provision in Sandwich, saving £2600 annual from the budget.

29.11.18

REPORT FROM COUNTY COUNCILLOR

Cllr Sue Chandler provided the following updates:

- Cllr Mike Whiting, KCC Cabinet Member for Planning, Highways, Transport & Waste, has commissioned a review of 20mph schemes and the different ways they can be used; which should give weight to any future changes to Sandwich's 20mph zone.

- A consultation into the “*Libraries, Registration and Archives Draft Strategy 2019-2022*” is currently underway.

- The Environment & Transport Committee will be meeting on the 28th November to consider preparing to respond to Brexit. It was noted that all KCC meetings can be webcast (watched live or retrospectively online). Cllr Moorhouse asked what KCC's thoughts are on the use of Manston. Cllr Mrs Chandler confirmed that KCC is very aware of potential problems getting lorries from Manston to Dover Port and resulting congestion and rat running through Sandwich; Central Government has promised extra resources to manage affected routes.

- If Councillors have any questions relating to the proposed hospital changes these can be forwarded to Cllr Mrs Chandler who has access to lots of information.

30.11.18 REPORT FROM MEMBER OF PARLIAMENT

No updates were available from Craig Mackinlay MP.

31.11.18 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 a verbal update from Cllr Holloway regarding the Guildhall Market Place (the Forecourt) Project and possible funding streams to take this work forward. It was reported that this project tackles a number of long-standing issues – accessibility, health & safety, regeneration and re-design of the bus stop to reduce congestion – and was supported by local residents during consultation.

RESOLUTION: The Council agreed in principle that the project should proceed, subject to specific funding arrangements that will be considered at a subsequent council meeting.

(iii) Councillors received and considered a HR report from Cllr Ms O'Donoghue and Ms A Hollobon-Baxter that included the latest information on TOIL and annual leave.

RESOLUTION: That this information be noted.

(iv) Councillors received a written report from Mr J Dyvig and Ms A Harris regarding the progress at the Drill Hall.

RESOLUTION: That this information be noted.

32.11.18 DATE OF NEXT MEETING

Monday 17th December 2018, at 7pm, in the Council Chamber, Guildhall (Ordinary Meeting).