

Minutes of an Ordinary Meeting of Sandwich Town Council held Monday 24th June 2019, in the Council Chamber, Guildhall, Sandwich at 7:00pm.

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

**HJ Bragg
AC Broun
PI Carter
Mrs D Carter
Ms AC Felton
Ms AE Fox
DR Friend
AK Heaven
MJ Holloway
MJ Lintott
HW Sampson
WP Staple
Ms DLR Sivrikaya**

**Officer: Miss L Fidler (Minutes)
Ms A Hollobon-Baxter**

01.06.19 MAYOR'S OPENING COMMENTS

The Mayor provided details of his activities throughout May.

02.06.19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Graeme (holiday) and Cllr Wood (unwell).

03.06.19 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

Cllr Friend declared an interest in item 09.06.19(iii) as Director of Highway Business Services.

Cllr Fox declared an interest in item 18.06.19 as a member of the Folk & Ale organising committee.

04.06.19 MINUTES

(i) The Minutes of the Annual Meeting of Sandwich Town Council held on 16th May 2019 were received and considered.

RESOLUTION: The Minutes were approved as accurate and signed.

(ii) The Minutes of the Ordinary Town Council meeting held on 20th May 2019 were received and considered.

RESOLUTION: The Minutes were approved as accurate and signed.

(iii) The draft Minutes from the Annual Town Meeting 2019 were considered.

These Minutes do not need to be approved; this will be done at the Annual Town Meeting in 2020

RESOLUTION: The Clerk will ask Councillors to consider what amendments need to be made.

05.06.19 PAYMENT SCHEDULE

The schedule of payments, totalling £38,458.40 was received for authorisation.

RESOLUTION: All payments were approved, and the Payment Schedule was signed.

06.06.19 PUBLIC RIGHT TO SPEAK

(i) Mr Robertson spoke about unease that he felt about certain aspects of the 1940s Weekend, particularly the military dress and re-enactments that members of the community, and visitors, particularly from Europe may find distressing, unacceptable and not in keeping with the history of our town. Mr Robertson provided suggestions as to other activities that could be arranged as part of the event that would be more appropriate.

(ii) Mrs S Hayter spoke about the future of Wayfarer's Care Home; KCC plans to provide a new 'housing with care' facility in Sandwich, the details of which should be known and agreed before there are any changes to Wayfarers Care Home to minimise the trauma and upset that residents will face when being moved, some of whom will have sold their houses to live in Wayfarers.

07.06.19 KCC CONSULTATION: CONSULTATION ON THE FUTURE OF WAYFARERS CARE HOME

The Councillors were asked to consider a response to KCC's "Consultation on The Future of Wayfarers Care Home".

County Councillor Sue Chandler was present to answer questions and provide further information about the plans for increased "housing with care" provisions in Sandwich.

RESOLUTION: The Council firmly believes that plans for a future care home in Sandwich should be agreed and in place before closure of Wayfarers is considered.

08.06.19 TOWN EVENTS

Councillors considered an email from a local resident regarding the content of the 1940s Weekend, a response from the event organiser was also included.

RESOLUTION: The event organisers for the 1940s Weekend will be asked to reconsider and temper the military aspects of the event (i.e. machine gun fire and German military costume) that some residents will find insensitive and distressing.

09.06.19 FINANCE

(i) Councillors receive the Sandwich Town Council Statement of Accounts as at 31st May 2019 (income & expenditure, budget, petty cash and variance report).

RESOLUTION: That this information be noted.

(ii) Councillors received and considered a written report from Mrs K Palmer, Responsible Finance Officer, regarding the Internal Audit of Sandwich Town Council Accounts.

RESOLUTION: That McCabe Ford Williams be appointed as the Internal Auditor for 2019/20.

(iii) Councillors received and considered a written report from Ms A Hollobon-Baxter, Project Manager, asking the Council to renew the annual agreement with Highway Business Services and to pay for this service via Standing Order.

RESOLUTION: The annual agreement for services from Highway Business Services will be renewed and payment will be made via monthly Standing Order.

10.06.19 PLANNING APPLICATIONS

(i) 19/00522 | Replacement of existing entrance doors to aluminium | Blocks At Honfleur And Jubilee Road Sandwich Kent.

- RESOLUTION: To recommend acceptance of this application.**
- (ii) 19/00598 | Erection of a petrol filling station and a drive through coffee shop and associated works | Land West Of Montagu Road Montagu Road Discovery Park Sandwich Kent.
RESOLUTION: To recommend acceptance of this application.
- (iii) 19/00648 | Fell one Norway maple and two sycamores | Little Court 95 St Georges Road Sandwich CT13 9LE.
RESOLUTION: To recommend approval of this application.
- (iv) 19/00659 | Installation of soil vent pipe, 2 no. vents, removal of ground floor window to install external door, replacement obscure glazing to 3no. windows to north elevation | 50 New Street Sandwich CT13 9BB.
RESOLUTION: To recommend acceptance of this application.
- (v) 19/00660 | Insert partitions to form 2 no ground floor ensuite bathrooms & entrance lobby. Remove & insert new first floor partitions to form bathroom. Insert 2 no vents, replace window with door, insert new SUP & replace 1no first floor window with obscure glazing to north elevation. Replace first floor window with obscure glazing to west elevation. | 50 New Street Sandwich CT13 9BB
RESOLUTION: To recommend acceptance of this application.
- (vi) 19/00664 | Change of use to dwelling house together with first floor extension and alterations | 90 New Street Sandwich CT13 9BU.
RESOLUTION: To recommend refusal as the plans are not appropriate for the size of property and the lack of available parking.
- (vii) 19/00665 | Prior approval for the installation of 15m monopole supporting 3 no. antennas, 2 no. equipment cabinets and ancillary development | Site At Willowbank Sandwich CT13 9QR
RESOLUTION: To raise no objections; however, the developer should mitigate against any disruption to television signals.

11.06.19

POLICY & PROCEEDURE

- (i) Councillors received draft Standing Orders for approval.
RESOLUTION: That the Standing Orders be approved.
- (ii) Councillors received draft Financial Regulations for approval.
RESOLUTION: That the Financial Regulations be approved.

12.06.19

COMMITTEES

- (i) Councillors received and were asked to note the NALC Legal Topic Note on "Councils' Powers to Discharge Their Functions".
RESOLUTION: That this information be noted.
- (ii) Councillors receive and were asked to approve, with any updates as required, the Terms of Reference for the following Committees: Advisory, Finance, Planning Committee, Tourism, Monks Wall Nature Reserve Management Committee, IT/Social Media & Drill Hall.
RESOLUTION: A small working group comprising the Mayor, Deputy Mayor, Cllr Ms Fox and Cllr Heaven will consider what changes need to be made and report back to Council for approval.
Councillors received a draft schedule of Committee & Working Group Members for the 2019/20 Mayoral year, it was also proposed that the Golf/Open Working Group should become a function of the Tourism Committee.
RESOLUTION: A small working group comprising the Mayor, Deputy Mayor, Cllr Ms Fox and Cllr Heaven will consider what changes need

- to be made and report back to Council for approval. The Golf/Open Working Group should become a function of the Tourism Committee.
- (iii) Councillors were asked to appoint two representatives to the Kent Association of Local Councils Dover Area Committee, the AGM of which will take place on Wednesday 26th June at 7.15pm at The Phoenix Centre Sandwich.

RESOLUTION: Cllrs P Carter and Lintott were appointed.

13.06.19

CONFEDERATION OF THE CINQUE PORTS

Councillors received the Minutes of a Meeting of the Standing Joint Committee held on 21st May 2019.

RESOLUTION: This information was noted.

14.06.19

PROJECT MANAGERS REPORT

Members received and considered a written progress report from Ms A Hollobon-Baxter, Project Manager, on various matters. It was confirmed that that “KCC Highways Plan” is the “Highways Improvement Plan (HIP)”

RESOLUTION: This information was noted.

15.06.19

PURCHASE OF DECOMMISSIONED PHONE BOX(ES)

To receive a report from Ms A Hollobon-Baxter regarding the proposal to purchase one or two decommissioned BT phoneboxes and consider how to proceed.

RESOLUTIONS: The Council will purchase the telephone box on the Quay and the one at the Cattle Market as soon as possible and place as heritage assets within Sandwich Toll Bridge Fund. Legal advice will not be sought. Insurance will be obtained. A plan for future usage will then be considered.

16.06.19

GUILDHALL

Councillors received a written report from Ms A Hollobon-Baxter and consider how to proceed with new carpet for the Guildhall offices.

RESOLUTION: The quote from Action Carpets was approved, the HR Manager should choose the colour and make necessary arrangements.

17.06.19

GREEN GARDEN WASTE BAGS

Councillors received a written report from Ms A Hollobon-Baxter and considered whether the Visitor Information Centre should sell Green Garden Waste Bags.

RESOLUTION: The VIC should sell Green Garden Waste Bags.

18.06.19

FLAGS

Councillors considered a request from the Folk & Ale Festival Management Committee to fly a flag with the logo for the event, during the event (6th & 7th July 2019). Under the DCLG guidance for flying flags this could be considered a ‘house flag’. Currently only the Union Flag and Town Flag are flown from the flagpole.

RESOLUTION: The Folk & Ale Festival Management Committee will be allowed to put a flag by the Guildhall balcony, not the flag pole.

19.06.19

TOLL BRIDGE

Councillors considered if any actions need to be taken in relation to the current closure of the Toll Bridge. It was confirmed that at the time of the meeting the bridge was indeed operational again. County Councillor Mrs S Chandler provided an update on KCC’s inspections and the current resolution.

RESOLUTION: Cllr Mrs S Chandler and the Mayor will arrange a meeting between KCC, DDC, STC and the Town Team to consider what could have been done better to alleviate the problems caused to local residents and businesses so that there will be a better plan in place for future closures.

20.06.19

MONKS WALL NATURE RESERVE

Councillors were asked to approve authorisation by the Project Manager of the Grazing Licence for the Monks Wall Nature Reserve. It was noted that it has already been resolved that a Licence will be offered to this Licensee and the annual fee.

RESOLUTION: The Licence should be authorised.

21.06.19

GUILDHALL PROJECT

Councillors received a monthly project report from Miss Beardmore, Museum & Heritage Manager, on the Guildhall Project.

RESOLUTION: That this information be noted.

22.06.19

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

- Cllr Carter provided an update from the Dover Joint Transport Board Meeting of 13th June 2019, including plans for motorhome parking controls at the Quay Car Park.

- Cllr Sampson reported that bunting is now in place on Delf Street.

23.06.19

REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH

Cllr Holloway reminded councillors that the Police & Crime Commissioner will be visiting Sandwich on the 19th July to meet councillors and local residents. At the Kent and Medway Police and Crime Panel meeting in Maidstone on 12th June Cllr Holloway informed the PCC that residents of Sandwich want a dedicated police constable.

24.06.19

REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH

Cllr Chandler reported that the new Sandwich Taxi Bus is operational; bringing residents of Greater Mongeham, Northbourne and Staple to Sandwich.

There has been a measles outbreak in Canterbury and local residents are advised to check their vaccination status.

Cllr Ms Sivrikaya asked for it to be noted that she had not been given the opportunity to ask all her questions.

25.06.19

REPORT FROM MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH

No report was available.

26.06.19

CONFIDENTIAL ITEM

(i) It is AGREED 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 Ms A Hollobon-Baxter, HR Manager.

RESOLUTIONS: Cllrs Mrs Felton, Lintott, Sampson & Staple agreed to do occasional weekend volunteering in the Museum, to assist the Museum & Heritage Manager, upon the provision of training.

- (iii) Councillors received and considered a proposal from Miss L Fidler, Town Clerk, for the Council to consider a staff member volunteering as an Independent Custody Visitor during work hours.

RESOLUTION: The Project Manager is permitted to volunteer as an Independent Custody Visitor as part of her work, subject to the impact on her workload being monitored by HR Councillor.

- (iv) Councillors received a summary report from Miss L Fidler, Town Clerk, relating to the Drill Hall and consider the questions raised in an email from Catherine Walstencroft of Furley Page dated 30th May 2019. It was suggested that this matter be considered confidentially due to the commercial business involved.

RESOLUTION: That "pop-up" business within the Drill Hall be offered licenses to operate and the rooms upstairs at premises be offered on licenses (not leases).

- (v) Councillors received and consider two reports in relation to the Fishergate. This matter was considered confidentially due to financial and legal negotiation that is under discussion.

- a) A report from Miss L Fidler, Town Clerk, regarding a possible surrender of the Commercial Lease for Fishergate.

RESOLUTION: The Landlord will pay the Tenant £7,000 to surrender the Lease of the Fishergate, thus ending the contract 46 years early and avoiding legal expenses that were quoted to be in excess of this sum. The funds will come from the Council's Reserves Budget. A public statement about this matter will be issued.

Cllrs P Carter and Ms Sivrikaya asked for their vote against this resolution to be recorded.

- b) A report from Ms A Hollobon-Baxter, regarding a possible future use of the Fishergate.

RESOLUTION: More detailed information about this proposal (for the Fishergate to become a holiday let) and other options will be obtained.

27.06.19

DATE OF NEXT MEETING

29th July 2019 at 7pm in the Council Chamber (Quarterly Meeting)

Signed.....

Date.....