

Town and Cinque Port of Sandwich

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Wednesday 24th July 2019

Dear Councillor,

An **Ordinary Meeting** of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 29th July 2019** at 7 p.m. at which your attendance is requested.

AGENDA

13.07.19 MAYOR'S OPENING COMMENTS

14.07.19 APOLOGIES FOR ABSENCE

15.07.19 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

16.07.19 MINUTES

(i) To approve the Minutes of the Ordinary Meeting of Sandwich Town Council held on 24th June 2019.

Attach 1

(ii) To approve the Minutes of the Special Meeting of Sandwich Town Council held on 5th July 2019.

Attach 2

(iii) To approve the Minutes of the Extra Ordinary Meeting of Sandwich Town Council held on 15th July 2019.

Attach 3

17.07.19 PAYMENT SCHEDULE

To approve the payment schedule and confirm signatories (which two authorised signatories can attend the office on Tuesday 25th June?).

Attach 4 (A3 sheet loose within agenda pack)

18.07.19 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 9am on the Wednesday before the meeting).

19.07.19 FINANCE

(i) To receive and note the Sandwich Town Council Statement of Accounts as at 30th June 2019 (income & expenditure, budget, petty cash and variance report).

Attach 5(a-d)

(ii) To receive and confirm authorisation of the letter from McCabe Ford Williams which together with the terms of business fully records the agreement with the newly appointed internal auditor (as per Minute 09.06.19(ii)).

Attach 6

(iii) To consider a motion from the Mayor for officer's delegated powers of expenditure to be increased from £200 per transaction to £1000 per transaction. Attached is a report

submitted to the Council in October 2018, the details of which were approved (as per Minute 38.10.18(iii)) detailing the currently approved delegations.

Attach 7

20.07.19 PLANNING APPLICATIONS

Available to view on Dover District Council's website. Applications would usually be considered by the Planning Committee, however, due to a Committee meeting not taking place in July this matter has returned to full council for consideration:

- (i) 19/00713 | Installation of air conditioning unit on flat roof | Namaste Sandwich The Quay Sandwich Kent CT13 9EN
- (ii) 19/00714 | Installation of 1no air conditioning unit with rendered enclosure fixed upon side elevation flat roof | Namaste Sandwich The Quay Sandwich CT13 9EN
- (iii) 19/00741 | Erection of a 75 bedroom Travelodge hotel with ground floor retail unit and associated car parking | Car Park D Discovery Park Spitfire Way Sandwich CT13 9FF
- (iv) 19/00733 | Erection of 4no. semi-detached and 4no. terraced dwellings, new vehicular access, parking, associated works including the erection of cycle and bin stores and 3m high fencing. | Delfbridge Manor 10 Dover Road Sandwich CT13 0BN
- (v) 19/00810 | Change of use and conversion to 2no. flats | 10 Cattle Market Sandwich CT13 9AF
- (vi) 19/00811 | Proposed conversion of a former HSBC Bank into 2no. residential apartments. Remove existing and insert new staircase, partitions and openings. Upgrade walls to form ground floor party wall. Southwest elevation remove bars from existing windows. Remove lantern skylight and insert ply membrane roof. Replace 1no roof lantern skylight. | 10 Cattle Market Sandwich CT13 9AF

21.07.19 POLICE

To consider a motion from Cllr Broun on how to proceed following the public meeting with the Police & Crime Commissioner on the 19th July 2019.

Attach 8

22.07.19 WARD BOUNDARIES

To consider whether to progress with a motion that was previously raised by then-Mayor Cllr Veronica Liote for the merger of the Sandwich North and South Town Council wards to be investigated with the overall aim of bringing the town together.

Attach 9

23.07.19 COMMUNITY VOLUNTEERS

To consider a motion from Cllr Fox that the Museum & Heritage Manager and colleagues organise a "volunteering day" at the Guildhall.

Attach 10

24.07.19 CIVIC EVENTS

To consider a motion from the Mayor that going forwards the Confirmation in Office of the Mayor Deputies (and Deputies Supper) should be held on the last Friday in June, and the Mayor's Civic Service should be held on the 2nd Saturday after the Annual Meeting of the Town Council & Mayor Making.

25.07.19 PROJECT MANAGERS REPORT

To receive, note and consider the requests from the Town Team in a written progress report from Ms A Hollobon-Baxter, Project Manager, that includes various updates. Ms A Hollobon-Baxter will be present to answer any questions.

Attach 11

26.07.19 MISSION STATEMENT & BUSINESS PLAN

To consider how to produce a Mission Statement & Business Plan for the current term of office. The current document (only approved in October 2018) may still be relevant or updates and inclusions may be required.

27.07.19 FISHERGATE

(i) To consider a motion from Miss M Beardmore, Museum & Heritage Manager, regarding a possible temporary public opening of the Fishergate.

Attach 13

(ii) To receive and note a verbal update from Miss L Fidler regarding the external audit of how the current lease for the Fishergate was awarded.

(iii) To consider a motion from Cllr Staple that the Fishergate should be leased to Sandwich Toll Bridge Fund; as preservation of a Scheduled Ancient Monument would be a better fit for the Charity rather than the Council and would increase grant funding opportunities for conservation and repair. The Charity would then be liable for maintenance and upkeep and would receive any income generated. A Charity can manage a historic property that's only viewable from the outside, but legal advice would need to be sought as to whether the Fishergate should also ideally be made accessible to the general public on set occasions throughout the year.

28.07.19 SANDWICH PORT & HAVEN COMMISSIONERS

To consider and approve the "*Draft Terms of Agreement between Sandwich Town Council and the Sandwich Port & Haven Commissioners to use of the Guildhall*" with any necessary changes. The Sandwich Port & Haven Commissioners have confirmed that they are happy with this proposal.

Attach 14

29.07.19 EXTENSION TO 20MPH ZONE STRAND STREET

To consider whether to support an extension of the 20mph limit on Strand Street in light of the traffic survey results from February/March 2019.

Attach 15

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

31.07.19 REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH

32.07.19 REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH

33.07.19 REPORT FROM MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH

34.07.19 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 consider and note a HR report from Ms A Hollobon-Baxter, HR Manager. Ms A Hollobon-Baxter will be present to answer any questions. This item should be considered confidentially due to members of staff being named in the report.

Enclosure 1

(iii) To consider and decide how to proceed with three quotes for a new Council website. This item should be considered confidentially due to the tendering process.

35.07.19

DATE OF NEXT MEETING

30th September 2019 at 7pm in the Council Chamber (Ordinary Meeting)

A handwritten signature in black ink, appearing to read 'L. Fidler', written in a cursive style.

Miss Laura Fidler

**Town Clerk & Clerk to Sandwich Toll Bridge Fund
Sandwich Town Council and Sandwich Toll Bridge Fund**