

Minutes of an Ordinary Meeting of Sandwich Town Council held Monday 25th February 2019, in the Council Chamber, Guildhall, Sandwich at 7:00pm.

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

**HJ Bragg
PI Carter
Mrs J Dunay
Ms C Felton
JE Franklin
D Friend
JEM Gisbey
MJ Holloway
MW Moorhouse
JO Sneller
Ms L O'Donoghue
JJ Watts
DMA Wood**

Officer: Ms A Hollobon-Baxter

- 08.02.19 MAYOR'S OPENING COMMENTS**
The Mayor congratulated Cllr Friend and family on the birth of their son. The Italian evening was hugely successful. The Mayors fund had raised £3,000 during the year and this was distributed to the local community and groups at the Community Awards evening.
- 09.02.19 APOLOGIES**
Apologies were received and accepted from Cllr Graeme and Cllr Daw who were on holiday.
- 10.02.19 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS**
There were no declarations of interest.
- 11.02.19 MINUTES**
The Minutes of the Ordinary Town Council meeting held on 28th January 2019 were received.
RESOLUTION: The Minutes were approved as accurate and signed.
- Cllr Wood arrived at this point in the meeting.*
- 12.02.19 PLANNING COMMITTEE**
(i) The Minutes of the Planning Committee meeting held on 19th February 2019 were received.
An in-depth discussion ensued in relation to this committee having delegated powers of authority and not all councillors being able to comment. This discussion resulted in council proposing that Advisory Committee discuss the remit of this committee and revert to council in March.
RESOLUTION: Advisory Committee to ascertain remit of Planning Committee and report back to Council in March.
- 13.02.19 PAYMENT SCHEDULE**
The schedule of payments, totalling £17,700.19 was received

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

14.02.19 PUBLIC RIGHT TO SPEAK

No requests to speak had been received.

15.02.19 FINANCE

(i) Councillors received the Sandwich Town Council Statement of Accounts as at 31st January 2019.

RESOLUTION: That this information be noted.

(ii) Cllr Veronica Liote, the Mayor, confirmed that these account balances had not yet been checked but would be done asap.

16.02.19 PROJECT WORK

Councillors received a written progress report from Ms A Hollobon-Baxter on matters relating to: IT issues, Sprucer, Accessibility, Deal Area Foodbank, A New Vision for Sandwich, Sandwich Town Guide, VIC, Litter, Spar Lorries, Town Team and Drill Hall.

RESOLUTION: That more information is received in relation to Sprucer and VIC and this information be noted.

17.02.19 VISITOR INFORMATION CENTRE

Councillors received a report from Ms A Hollobon-Baxter, Project Manager, on the activities of the Tourist Information Centre in 2018.

Cllr Carter enquired of the planned date of opening for the new VIC, being 1st April 2019.

RESOLUTION: That this information be noted.

18.02.19 BREXIT PREPERATION

Councillors considered a motion from Cllr Ms O'Donoghue for the council to have a Brexit Planning Group.

Following lengthy discussions, it was proposed that the Mayor take forward a working group to assist with the effects of Brexit on Sandwich. This group should include Doctors Surgery and Chamber of Commerce. It was also agreed that STC should have influence with DDC, Mayor to request.

RESOLUTION: That the Mayor set up a Brexit working group and request influence with DDC.

19.02.19 GENERAL DATA PROTECTION REGULATIONS

Councillors received a report from Miss L Fidler, Town Clerk, regarding General Data Protection Regulation compliance.

It should be noted that this was an EU directive and would soon be out of date.

RESOLUTION: That this information be noted and reviewed.

20.02.19 25 & 27 STRAND STREET

Councillors received an email from Cllr Moorhouse relating to enforcement action and the current condition of 25 & 27 Strand Street.

It was suggested that because the building has significant historic elements this issue should be pursued with Town Clerk being asked to collate structural report from 2011 following a fire, evidence from the fire brigade, vermin and any other reports that may be useful. A working group to be set up consisting of Councillors, Town Team, MP Craig Mackinlay, DDC, Sandwich Society, residents etc to progress. Cllr's Holloway and Chandler will raise these concerns with Nick

Kenton, enforcement portfolio holder obtaining agreement that the Heritage team would review the case.

RESOLUTION: Working group to be arranged which would include STC, TT, MP, DDC, Sandwich Society, residents. Town Clerk to collate significant evidence – historically important, fire damage, vermin etc.

21.02.19 UPDATES FROM TOWN COUNCILLORS REGARDING OUTSIDE BODIES ON WHICH THEY REPRESENT THE TOWN OF SANDWICH

(i) Cllr Franklin reported upon the fantastic work that is being undertaken at The White Mill.

(ii) Cllr Gisbey reported upon an interesting meeting of WCCTA.

22.02.19 REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH

Cllr Holloway read out a statement from C I Wellar in relation to the miscommunication of theft at Age Concern.

Cllr Holloway reported that:

- Dover District Leisure Centre opened on 25th February 2019 and includes the first public accessible championship swimming pool.

- District Lottery, although in early days, predicted sale are on course to raise £34,000 for worthy causes.

Cllr Carter had nothing to report.

23.02.19 REPORT FROM COUNTY COUNCILLOR

Cllr Sue Chandler reported that:

- Businesses from Delf Street have approached to enquire if the road could be closed over the weekends and KCC are working in partnership with these businesses to ensure proper processes are followed.

- Brexit. Lots of information is available on the DDC website and resident could sign up to 'Keep me Posted'. Being Chair of the Health and Scrutiny Committee Cllr Chandler was able to assure Council that CCG's, hospitals, ambulances etc are all preparing as well.

24.02.19 REPORT FROM MEMBER OF PARLIAMENT

No report from Craig Mackinlay MP was available.

25.02.19 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 Ms A Hollobon-Baxter.

RESOLUTIONS: This information was noted.

(iii) Councillors received and were asked to give approval to execute the Lease for the Drill Hall. A progress report from Cllr Ms O'Donoghue was also received.

RESOLUTION: The Lease for the Drill Hall will be executed as per Standing Order 23 (execution and sealing of legal deeds) and Cllr O'Donoghue's report was noted.

(iv) Councillors received a written report from Miss M Beardmore, Museum & Heritage Manager, with an update and proposal on how to progress the Guildhall

Project. Miss Beardmore was present to answer questions. This report was considered confidentially due to information about a hirer of the Guildhall.

RESOLUTIONS:

(a) The Council agreed that only the archive and learning elements now fall under the role of Museum and Heritage Manager in relation to seeking funding and delivering on projects.

(b) The Council agreed that the current CAB space is better suited for the archival space than the offices (this also means that the previously agreed funds from STC to pay for the move of the offices will not be needed this year; funding that is not available within the approved STC 2019/1020 budget)

(c) The Council agreed and that the Museum and Heritage Manager assists in exploring alternative locations for the CAB in order to safeguard the service they provide to Sandwich residents whilst ensuring an amicable working relationship.

(d) The Council agreed to break the project into two elements, "Archives" and "Learning and Engagement"

(e) That Council agreed that the protection of heritage is paramount and should therefore be one of the main priorities for the Museum and Heritage Manager.

(f) The Council agreed the Museum and Heritage Manager is entrusted delegated powers and authority to progress this project through to its completion without having to request permission each and every time to apply for a particular funding stream. An update report will be provided to council each month to ensure Councillors are kept abreast of any developments and the ANVS board as and when is appropriate or desired.

(v) Councillors received a written report from Ms A Hollobon-Baxter regarding accessibility. This report was considered confidentially because the intended recipient of this information, the "A New Vision for Sandwich" Project Board, had not yet considered this information.

RESOLUTIONS: To note this report and forward to the "A New Vision for Sandwich" Project Board for consideration at their next meeting.

26.02.19

DATE OF NEXT MEETING

Monday 25th March 2019, at 7pm, in the Council Chamber, Guildhall (**Ordinary Meeting**).