

Minutes of a meeting of the Sandwich Town Council Assets Management Committee held on 16th September 2019, in the Council Chamber, Guildhall, Sandwich, at 6pm.

Present: **JE Franklin (The Mayor, in the chair)**
 HJ Bragg
 AC Broun
 D Carter
 AC Felton
 AE Fox
 MJ Holloway
 WP Staple

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

Cllrs DR Friend, PG Graeme and MJ Lintott were also in attendance to observe the meeting.

15.09.19 APOLOGIES FOR ABSENCE
No apologies were received from Cllr Heaven.

16.09.19 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS
No declarations of disclosable pecuniary interests or other significant interests were made.

17.09.19 ALLOTMENTS
The Committee received the Minutes of the Annual Allotment Meeting 2019 and considered the recommendations contained therein.
RECOMMENDATION: All the recommendations resulting from the Annual Allotment Meeting 2019 were supported in principle, however, the Clerk should provide the committee with detailed information about all aspects of the Black Lane Allotments, including quotes for the proposed work, so that a remodel of the management plan can be considered.

18.09.19 INSPECTION OF PROPERTIES
The Committee considered how the inspection of assets would be undertaken.
RECOMMENDATION: All Committee Members will be invited to attend each asset as a group, a schedule of visits will be arranged.

19.09.19 CONFIDENTIAL ITEM
(i) It was 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 item of business on the grounds that it involves 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) **COW LEAS MEADOW:** Councillors considered a written report from Miss L Fidler, Town Clerk, regarding Cow Leas Meadow, the current usage, previous advice about usage from DDC, and a proposal from the Mayor for future usage. It was recommended that this matter be considered confidentially due to the inclusion of the current

Tenancy Agreement.

RECOMMENDATIONS: The committee members will visit Cow Leas Meadow before any plans are discussed.

- (iii) **QUAY PUBLIC CONVENIENCES:** Councillors considered a written report from Miss L Fidler regarding a staffing matter at the Quay Public Conveniences. It was recommended that this matter be considered confidentially due to the inclusion of private information about a staff member.

RECOMMENDATION: No changes to the management model of the Quay Conveniences should be undertaken at this time, however, Finance Committee should consider charges for the 2020/2021 year.

- (iv) **FORECOURT PROJECT:** Councillors considered a report from Miss L Fidler and Ms A Hollobon-Baxter regarding a business plan for the Forecourt. It was recommended that this item be considered confidentially due to the likely discussion about private business involvement in this project.

RECOMMENDATIONS:

- (i) **The Finance Committee should consider possible fixed term loan arrangements.**
- (ii) **An officer should draft a business plan for the Forecourt to be shared with the Committee members for input.**

20.09.19 DATE AND TIME OF NEXT MEETING

Monday 21st October 2019 at 6pm in the Council Chamber Guildhall.

Summary of Actions:

Minutes	Action	Member/ Officer to complete	Update/record of completion
25.09.19	Detailed information about all aspects of the Black Lane Allotments, including quotes for the proposed work, to be returned to Committee	LF	
26.09.19	Schedule of visits to property/land to be arranged.	JF/LF	Visit to Cow Leas/Donkey Paddock/allotments/Chapel/B oatman's Field arranged for 26.09.19
30.09.19 (ii)	Visit to Cow Leas to be arranged	JF/LF	Visit arranged for 26.09.19
30.09.19 (iii)	Finance committee to consider charges at the Quay Conveniences in 2020/2021; this will be at the budget setting meetings in November/December.	AHB/KP	
30.09.19 (iv)	The Finance Committee should consider possible fixed term loan arrangements.	LF/KP	This matter is on the Finance Committee agenda for 24.09.19
30.09.19	Officer to draft business plan for Forecourt to be shared with the Committee for input	LF/AHB	Information sought from DDC to help inform the business plan 18.09.19