

Minutes of a monthly Meeting of Sandwich Town Council held on Monday 16th December 2019, in the Council Chamber, Guildhall, Sandwich at 6:00pm.

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

**HJ Bragg
AC Broun
Ms D Carter
PI Carter
Ms AC Felton
Ms AE Fox
DR Friend
PG Graeme
AK Heaven
MJ Holloway
HW Sampson
WP Staple
DMA Wood**

Officer: Miss L Fidler (Minutes)

13.12.19 MAYOR'S OPENING COMMENTS

The Mayor congratulated Cllr Graeme on being awarded an M.B.E. He noted that he is very pleased the work to clear the Ropewalk waterway is progressing. And Councillors were reminded of their responsibility to consider all planning applications and "call in" any applications deemed necessary to full council for consideration.

14.12.19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Lintott (personal commitment). No apologies were received from Cllr Ms Sivrikaya.

15.12.19 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

There were no declarations of interest.

16.12.19 MINUTES

The Minutes of the Ordinary Meeting of Sandwich Town Council held on 25th November 2019 were received and considered.

RESOLUTION: The Minutes were approved as accurate and signed.

17.12.19 ASSETS MANAGEMENT COMMITTEE

The Minutes of the Assets Management Committee Meeting, held on 3rd December 2019 were received and the Recommendations contained therein were considered

RESOLUTION: The minutes were approved as accurate and signed, and the following Recommendations were approved by resolution:

- (i) The Cattle Market Public Conveniences should remain shut until April 2020 at the earliest. The 2020/21 budget will inform the facility's future after that. Members of the public are invited to use the Guildhall's downstairs public conveniences instead.**
- (ii) The whole/part of Cow Leas Meadow should not be considered for disposal. The Council's future plans for the**

- site will be reconsidered in February or March 2020, when Dover District Council's work on the site has progressed.
- (iii) The owner of the Former East Kent Road Car Company property will be informed that the Council/Trustee would be interested in acquiring this property should the owner wish to gift it to the Council/Trustee.
 - (iv) Cllr Staple will work with officers to expedite the Lease enquiry with the Council's solicitor for the Fishergate and holiday rental using Airbnb will be included in the business plan options paper for consideration.

18.12.19 PLANNING COMMITTEE

The Minutes of the Planning Committee Meeting held on 5th December 2019 were received and considered.

RESOLUTION: These minutes were approved as accurate and signed.

19.12.19 IT/SOCIAL MEDIA COMMITTEE

The Minutes of the IT/Social Media Committee Meeting held on 6th December 2019 were received and considered. It was noted that this Committee had been delegated the power to execute the new website contract; Cllr Wood asked for his vote against this decision to be re-recorded.

RESOLUTIONS: The minutes were approved as accurate and signed.

20.12.19 PAYMENT SCHEDULE

The schedule of payments totalling £37,746.59 was received for authorisation.

RESOLUTION: All payments were approved, and the Payment Schedule was signed. It was confirmed that Cllrs Graeme and Cllr Friend will authorise the online payments.

21.12.19 PUBLIC RIGHT TO SPEAK

A local resident of Poulders Road raised a number of concerns regarding the ongoing expansion and developments at Sandwich Leisure Park.

A local resident of Potter Street made a number of recommendations in respect of local government transparency and communication with local residents. The Mayor informed the local resident that these points will be considered by the Council in January 2020.

22.12.19 PLANNING

- (i) 19/01347 | Change of use of land to create additional pitches for tents and touring caravans | Land West Of Sandwich Leisure Park Woodnesborough Road Sandwich CT13 0AA

RESOLUTION: To recommend that the application be refused due to the following:

- a) The formal application for a connection to the foul sewer should be approved and disposal of surface water from this development should be in compliance with the following hierarchy of Part H3 of Building Regulations (as per the Consultee Comment from Southern Water)

before the application is considered, due to concerns about the capacity of the physical infrastructure.

- b) The matters raised by the Clerk & Engineer at The River Stour (Kent) Internal Drainage Board (Consultee Comment of 29th November) should be addressed as a matter of priority before the application is considered.
- c) Clarification about future use of site and access to it should be sought in advance of the application being considered, due to various highway issues (traffic generation, vehicular access, highway safety). It is also noted that access to Poulders Road is permitted only for agricultural use.

- (ii) 19/01178 | Construction of access road and two dyke crossings (part retrospective) | Land South Of White Mill Ash Road Sandwich Kent. Please be aware that the Planning Committee had previously resolved “To recommend approval, subject to the caveat that this road only be used by large delivery vehicles”, the Council subsequently voted to rescind the Standing Order to allow this application to be considered by the full Council.

RESOLUTION: To recommend that the application be refused due to the following:

- a) The formal application for a connection to the foul sewer should be approved and disposal of surface water from this development should be in compliance with the following hierarchy of Part H3 of Building Regulations (as per the Consultee Comment from Southern Water) before the application is considered, due to concerns about the capacity of the physical infrastructure.
- b) The matters raised by the Clerk & Engineer at The River Stour (Kent) Internal Drainage Board (Consultee Comment of 29th November) should be addressed as a matter of priority before the application is considered.
- c) Clarification about future use of site and access to it should be sought in advance of the application being considered, due to various highway issues (traffic generation, vehicular access, highway safety). It is also noted that access to Poulders Road is permitted only for agricultural use.

- (iii) 19/01454 | Fell four beech, two cherries and one poplar | Land On The South East Side Of Dover Road Sandwich CT13 0DD

RESOLUTION: To raise no objections.

Cllr Holloway asked for his vote against this motion to be recorded.

- (iv) Councillors received the “Ash Parish Council Draft Neighbourhood Development Plan [NDP] – Regulation 14 Consultation” and considered; a) the impact on Sandwich of the Plan for Ash Parish, and b) whether a Neighbourhood Development Plan for Sandwich should also be undertaken. These questions had been put to the Council by the Planning Committee.

RESOLUTIONS:

- a) The Advisory Committee will consider the merits, influence, cost and manpower required to undertake a Neighbourhood Development Plan for Sandwich.
- b) Ash Parish Council will be congratulated on their thorough report and informed that Sandwich Town Council has no comments or objections.

23.12.19 MARKET SQUARE PROJECT

Councillors considered a motion that the Council supports the Market Square Project and agrees in principle funding of up to £350,000, via a Public Works Loan Board loan, over a 50-year period, to be serviced from the income which the refurbished Market Square will generate. It was confirmed that this would be a maximum amount and the final sum could be less. Cllr Holloway reported that this project will address accessibility issues, drainage issues, traffic problems and will be a placemaking project of a significant standard.

RESOLUTION: A PWLB annuity loan over 50 years will be sought to fund up to £350,000 for the Market Square Project.

24.12.19 FINANCE

Councillors received the Sandwich Town Council Statement of Accounts as at 30th November 2019 (income & expenditure, budget, petty cash and variance report).

RESOLUTION: That this information be noted.

25.12.19 COMMITTEES: PLANNING

Councillors considered three suggestions from Miss L Fidler, Town Clerk, on actions that could be taken to respond to criticism from a local resident regarding the Planning Committee.

RESOLUTION:

- (i) Officers (in addition to councillors) will automatically put forward any applications that are known to be contentious for consideration by full council
- (ii) The number of Planning Committee members will be increased.
- (iii) Members of the public should let the Council know in writing by 4pm two working days before a meeting (i.e on a Friday when the meeting is on a Monday) if they wish to speak at a Council/Committee Meeting. This will give local residents the chance to see the agenda (online, printed around town) and then if they wish to contact us with a request to speak there is the opportunity to do so.

26.12.19 REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH

Cllr Holloway reported that over the next 3.5yrs DDC will focus on regeneration & tourism, housing & community, climate change and the environment, and smart working to deliver on projects.

Cllr Holloway also reported that there is a new policing team in the district and the district council is actively discussing how to increase visible policing in Sandwich.

27.12.19 REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH

Cllr Mrs Chandler reported that:

- (i) KCC is working on climate and environmental emergencies;
- (ii) A "Business Toolkit" to help local business make the most of the 149th Open has been launched and is available on DDC and KCC's websites.
- (iii) An enforcement plan to deal with fly tipping has been launched with extra resources such as trackers; and a link with increased disposal charges being monitored.
- (iv) Further public consultation regarding the proposed Thanet Parkway Station will take place in January 2020; the proposed station would give a link to London in just over one hour and would have significantly better parking provisions than town stations such as Sandwich. KCC has been informed that the creation of a Thanet Parkway Station will not lead to a reduced service at Sandwich Station.

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

No report was received.

29.12.19 CONFIDENTIAL ITEM

- (v) It was 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.

RESOLUTION: That members of the public and press be excluded for the following items of business.

- (vi) Councillors received a verbal report from Cllr Ms A Fox, HR Councillor, on the progress of staffing appraisals, an update on training, and the resignation from a member of staff that has been accepted.

Cllr Bragg joined the meeting.

- (vii) Councillors received a report from Miss L Fidler, Town Clerk, containing a proposal for rent, the annual tenancy agreement and the volunteer manager's contract at the Black Lane Allotments. It was recommended that this item be considered confidentially due to contract / leases being discussed.

RESOLUTIONS:

- a) **The volunteer contract for the Black Lane Allotments Manager was approved.**
- b) **The rent and a payment plan for 2020 (and expenditure in the year as detailed) was approved.**
- c) **The Town Clerk will be delegated with updating and issuing the Allotment Tenancy Agreement.**

30.12.19 DATE OF NEXT MEETING

27th January 2019 at 6pm in the Council Chamber (**Quarterly Meeting**)

Signed.....

Date.....

DRAFT