

**Minutes of a monthly Meeting of Sandwich Town Council held Monday 28<sup>th</sup> October 2019, in the Council Chamber, Guildhall, Sandwich at 7:00pm.**

**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  
MJ Lintott  
HW Sampson  
Ms DLR Sivrikaya  
WP Staple  
DMA Wood**

**Officer: Ms A Hollobon-Baxter (Minutes)**

**27.10.19 MAYOR'S OPENING COMMENTS**

The Mayor provided an update on his activities through the preceding month. He asked that members of the public only speak when invited to do so and Councillors only speak to/as directed by himself.

**28.10.19 APOLOGIES FOR ABSENCE**

No apologies were received.

**29.10.19 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS**

Cllr's Graeme and Friend declared other significant interests in item 40.10.19 as Trustees of the USN P22 Gunboat.

Cllr Friend declared a disclosable pecuniary interest in item 47.10.19(iii) as the CEO/owner of the business.

Cllr Bragg declared an interest in item 36.10.19(ii) as this is a neighbour's property.

**30.10.19 MINUTES**

The Minutes of the Ordinary Meeting of Sandwich Town Council held on 30<sup>th</sup> September 2019 were received and considered.

**RESOLUTION: Subject to a minor amendment (the month) the minutes were approved as accurate and signed.**

**31.10.19 PLANNING COMMITTEE**

The Minutes of the Planning Committee Meeting held on 17<sup>th</sup> October 2019 were received and considered.

**RESOLUTION: These minutes were approved as accurate and signed.**

**32.10.19 ASSETS MANAGEMENT COMMITTEE**

The Minutes of the Assets Management Committee Meeting held on 21<sup>st</sup> October 2019 were received and the Recommendations contained therein were considered

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

- (i) A longer notification time will be given for planned visits and the next visits will take place on Thursday 7<sup>th</sup> November at 10am.
- (ii) The contractual arrangements for management of the Thursday Market will be reviewed.
- (iii) The Wednesday market will be trialled until Christmas. It was additionally confirmed that the Wednesday market should not duplicate the Thursday market stalls and all pitch fees should be received by the Council.
- (iv) Project Manager to arrange a meeting with Cllrs Holloway, Felton, Broun, Friend (and possibly others from the IT/Social Media Committee) and business(s) that may be able to advise on a business plan for the Forecourt. This group will then inform the draft business plan.
- (v) Additional Christmas lighting in the Guildhall's archway should be approved.
- (vi) All Christmas decorations at the Guildhall should only be in place from late November until early January.
- (vii) Bunting around the Guildhall should only be in place for the summer events season; May – September. And bunting should not be plastic; in line with the Council's aspirations of being a plastic-free organisation.

A recommendation regarding the electricity supply to the P22 was no longer relevant.

#### **33.10.19 PAYMENT SCHEDULE**

The schedule of payments totalling £48,955.82 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.**

#### **34.10.19 PUBLIC RIGHT TO SPEAK**

Mr I Black spoke against planning application 18/00681 (Minute 36.10.19(i)) and asked that the Town Council use its' influence to object in the strongest possible terms to this development.

#### **35.10.19 PLANNING APPLICATIONS**

- (i) 18/00681 | Erection of 56no. dwellings, single and double garages, new vehicular access, associated parking and landscaping (demolition of 121 Dover Road) (new documents received 01/10/19) | Former Kumor Nursery And 121 Dover Road Sandwich CT13 0DA

**RESOLUTION: To strongly recommend that this application be refused on the grounds of the site being wholly unsuitable for a development of this size, which will cause significant infrastructure issues and highways safety problems due to**

**the density of the proposal. Sandwich Town Council believes that this site is not suitable, nor will it ever be for such a development.**

- (ii) 19/01212 | Erection of detached garage (existing garage to be demolished) | 49 St Georges Road Sandwich CT13 9LE. The consultation period for this application cannot be extended until the next Planning Committee meeting on 18<sup>th</sup> November.

**RESOLUTION: To raise no objections.**

### **36.10.19 FISHERGATE**

Councillors received and considered a report from Mr L Robbins following his independent review of matters relating to the Fishergate Lease to Sandwich Historical Boatyard Ltd and consider what actions now need to be taken. A report from Miss L Fidler, Town Clerk, regarding the governance of Sandwich Toll Bridge Fund is also included. A motion from Cllr Heaven to have a dedicated council meeting to consider the report in more depth failed.

**RESOLUTION: To note this report and await Furley Page Solicitors work into the governance of Sandwich Toll Bridge Fund.**

### **37.10.19 HIGHWAYS & TRANSPORTATION : POTTER STREET**

Members received an email from Mr R Heaps, Schemes Project Manager (Thanet) KCC, and supporting documentation, dated 14<sup>th</sup> October 2019, and considered whether the Council supports the continuous closure of Potter Street to vehicles or not; a recommendation that would then go to the Dover Joint Transport Board for consideration.

**RESOLUTION: The Council recommends that Potter Street be closed to traffic permanently, with bollards that can be dropped during extraordinary circumstances as dictated by KCC.**

### **38.10.19 FINANCE**

- (i) Councillors received the Sandwich Town Council Statement of Accounts as at 30<sup>th</sup> September 2019 (income & expenditure, budget, petty cash and variance report).

**RESOLUTION: That this information be noted.**

- (ii) Councillors received and considered a virement report from Mrs K Palmer, Responsible Finance Officer.

**RESOLUTION: That the following virements take place:**

- a) £1,150 be taken from the "Mayor's Hospitality" budget to cover the predicted shortfall in the other Mayor's budgets.  
b) £1,470 be taken from the "Town Clerk and Office Staff Salary" budget to cover the predicted shortfall in the "Cow Leas & Donkey Paddock Water Rates & Maintenance" budget (£120) and "Drill Hall" budget (£1,350).

### **39.10.19 ELECTRICITY SUPPLY TO USN P22**

Councillors considered a request from the USN P22 Trust for a metered electricity supply to be installed at the Quay Public Conveniences, to charge the vessel's battery.

*Cllr Friend and Graeme left the Council Chamber for this discussion and resolution after answering questions on the matter.*

**RESOLUTIONS:**

- (i) That subject to the completion of a risk assessment that is satisfactory to Dover District Council and Sandwich Town Council a metered electricity supply will be installed at the Quay Public Conveniences to supply electricity to the USN P22 vessel.
- (ii) The USN P22 will reimburse the Council for the full net cost of this installation
- (iii) Once a metered supply is installed and the cost of electricity is established Sandwich Town Council should submit a retrospective invoice to The USN P22 Trust for two years supply of electricity already provided.

**40.10.19 COUNCIL MEETINGS: GENERAL**

Councillors received a written report from Miss L Fidler, Town Clerk, regarding publication of agenda papers.

**RESOLUTION: This information was noted.**

**41.10.19 GUILDHALL PROJECT**

Councillors received a monthly progress report from Miss M Beardmore, Museum & Heritage Manager.

**RESOLUTION: This information was noted.**

**42.10.19 REPRESENTATION ON OUTSIDE BODIES**

Councillors considered a motion from Cllr Broun that he would like to be a nominated representative of the Council for the White Mill Folk Museum Trust. It was noted that the Council is invited to nominate six representatives and currently there are only three councillors nominated for the current year (D Carter, P Carter and Franklin).

**RESOLUTION: Cllrs Broun, Ms Felton and Friend will join the existing three representatives for the White Mill Folk Museum Trust.**

**43.10.19 REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH**

Cllr Mrs Chandler reported that a new Leader of DDC will be elected on Wednesday, the new Leader will then appoint his Cabinet. Cllr Mrs Chandler has chosen to stand down from the Cabinet but assured the Council that she will continue to represent Sandwich to the best of her ability.

**44.10.19 REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH**

Councillor Mrs Chandler offered an update in relation to;

- Cllr Roger Gough is the new Leader of KCC, previously he held a Regeneration portfolio and is very familiar with the East Kent area.
- A budget consultation is currently under way and hard copies of the consultation can be found in the library, as well as online.
- In response to an earlier query, the Potter Street trial has been handled legally.
- Adult Social Care have now endorsed the closure of Wayfarers Care Home. No timescale has been set for finding suitable accommodation for the current residents.

- Youth Council elections are taking place and local schools are encouraged to take part.

#### 45.10.19 REPORT FROM MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH

No report was received.

#### 46.10.19 CONFIDENTIAL ITEM

- (i) 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.**

- (ii) Councillors received a verbal update on the progress of staffing appraisals and new councillor feedback meetings. Councillors were also asked not to arrange meetings on Tuesdays in order to give officers dedicated desk days. It was recommended that this item be considered confidentially due to the management of staff being discussed.

**RESOLUTION: That this information be noted.**

- (iii) Councillors were asked to consider and approve the “Terms and Conditions of Sale – website design and services” from Highways Business Services. It was recommended that this item should be considered confidentially as this is a contract matter.

*Cllr Friend left the Council Chamber for this discussion and resolution.*

**RESOLUTION: The IT/Social Media Committee will hold an extra-ordinary meeting that all councillors will be invited to, that will be video recorded, to consider the contract that has been requested.**

Cllrs P Carter, Heaven, Ms Sivrikaya and Wood asked for their abstention to be recorded.

- (iv) Councillors considered a request from the Sandwich Port & Haven Commissioners for the monthly fee for use of the Guildhall to be reduced/omitted entirely from the approved agreement. It was recommended that this item should be considered confidentially as this is a business agreement.

**RESOLUTION: That the monthly fee that was previously offered still stands.**

- (v) Councillors received and considered a report from Miss L Fidler, Town Clerk, regarding a proposed change to the photocopier/scanner/printer facilities at the Guildhall. It was recommended that this item be considered confidentially due to the inclusion of business quotes.

**RESOLUTION: That the quote from WBS for a second-hand Konica Minolta C454e A4/A3 machine for a three-year duration be accepted.**

47.10.19

**DATE OF NEXT MEETING**

16<sup>th</sup> December 2019 at 7pm in the Council Chamber (**Ordinary Meeting**)

Signed.....

Date.....

DRAFT