

**Minutes of a meeting of the Sandwich Town Council Assets Management Committee held on 16<sup>th</sup> March 2020, in the Council Chamber, Guildhall, Sandwich, at 6pm.**

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

**Officers:** Miss L. Fidler (Minutes)  
Mrs A Hollobon-Baxter

**15.03.20 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillors Bragg, Ms Felton and Holloway (self-isolating due to Covid-19) and Cllr Heaven (unwell).

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

No declarations of disclosable pecuniary interests or other significant interests were made.

**17.03.20 COW LEAS MEADOW & DONKEY PADDOCK**

Members had been due to receive a verbal update from Mr D Solley, DDC Parks & Open Spaces Manager, on the dredging work at Cow Leas Meadow and future the plans for this site and the Donkey Paddock, however, Mr Solley was not in attendance. It was AGREED to defer this matter to the next meeting of the Committee.

**18.03.20 FISHERGATE**

Members received a verbal update on the progress of builder/architect visits to the Fishergate and considered an email from Aaron Spencer, Furley Page Solicitors, regarding future management of the property.

**RECOMMENDATIONS:**

- (i) The current use class of the Fishergate will be confirmed.**
- (ii) A second architects quote will be sought (asking the builder who has visited the site for a recommendation).**
- (iii) The Clerk and Cllr Staple will contact Mr Spencer to confirm that a lease arrangement between the Council and Sandwich Toll Bridge Fund is sought.**

**19.03.20 COACH PARKING AT KCC HIGHWAYS DEPOT, ASH ROAD (CHIPPIES WAY)**

Councillors received an email from Simon Dodd MRICS, Investment & Development Consultant at KCC, dated 15<sup>th</sup> January 2020 and the documents contained therein, and considered how to take this proposal forwards. A site meeting at the KCC Highways Depot had taken place at 2pm on Friday 13<sup>th</sup> March 2020 to find out more about this proposal. This matter was deferred from the February Meeting of the Committee, whilst the site visit was arranged.

**RECOMMENDATION: Sandwich Town Council should not progress**

**this matter due to the costs involved. Dover District Council should be asked to revisit the option of coach parking at Discovery Park.**

**20.03.20 DRILL HALL**

Following the meeting at the Drill Hall on 27<sup>th</sup> February, Members considered who should be part of the small working group (as recommended by the Assets Management Committee in February 2020) that will work closely with the tenants to ensure that the terms of the Lease are being appropriately actioned.

**RECOMMENDATION: Cllrs Broun, Ms Fox and Staple will meet with officers to draft the terms of reference for a group (to work under and report to the Assets Management Committee) that will work with the tenants of the Drill Hall.**

**21.03.20 SANDOWN ROAD ALLOTMENTS**

Members receive a report from Miss L Fidler, Town Clerk, regarding activities by Southern Water at the Sandown Road Allotment site. The Mayor reported that Southern Water have invited Councillors to visit the site (on arrangement).

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

**22.03.20 GUILDHALL TRANSFER**

Members considered a series of questions relating to the transfer of the Guildhall from Furley Page Solicitors and the cost implications of such work.

**RECOMMENDATION: To find out whether the legal fees associated with the transfer of the Guildhall (from DDC to STC) can be added to the Public Works Loan Board loan application for the Forecourt Project, it will also be established if the cost of rewiring the Guildhall and replacing the broken boiler can also be included; the application would then be a full Guildhall & Forecourt regeneration application.**

**23.03.20 DATE AND TIME OF NEXT MEETING**

Monday 20<sup>th</sup> April 2020 at 6pm in the Council Chamber Guildhall.

**Summary of Actions to be undertaken once/if approve by the Trustee on 30<sup>th</sup> March 2020:**

<b>Minutes</b>	<b>Action</b>	<b>Member/ Officer to complete</b>	<b>Update/record of completion</b>
	An update from DDC regarding dredging work and future plans for Cow Leas Meadow and the Donkey Paddock will be sought for a future meeting	Town Clerk	
	Fishergate: (i) The current use class of the Fishergate will be confirmed. (ii) A second architects quote will be sought (asking the builder who has visited the site for a recommendation). (iii) The Clerk and Cllr Staple will contact Mr Spencer to confirm that a lease arrangement between the Council and Sandwich Toll Bridge Fund is sought.	Town Clerk Project Manager  Town Clerk	
	KCC to be informed that STC is not able to progress plans for a coach park at Chippies Way.  DDC to be asked to expedite coach parking at Discovery Park.	Project Manager  Project Manager	
	Remit of a Drill Hall working group to be drafted.	Town Clerk & Project Manager	
	To find out whether the legal fees associated with the transfer of the Guildhall (from DDC to STC) can be added to the Public Works Loan Board loan application for the Forecourt Project, it will also be established if the cost of rewiring the Guildhall and replacing the broken boiler can also be included; the application would then be a full Guildhall & Forecourt regeneration application.	Town Clerk/Responsible Finance Officer	