

**Minutes of a meeting of the Sandwich Town Council Assets Management Committee held on 17<sup>th</sup> February 2020, in the Mayor's Parlour, Guildhall, Sandwich, at 6pm.**

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

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

**08.02.20 APOLOGIES FOR ABSENCE**

No apologies were received, all members present.

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

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

**10.02.20 FISHERGATE**

Councillors received the latest correspondence with Furley Page solicitors regarding future management of the Fishergate.

**RECOMMENDATIONS:**

- (i) The freehold title of the Fishergate should be put in the name of Sandwich Town Council at Land Registry, whilst other matters are being explored.**
- (ii) Quotes from local specialist builders should be sought to repair and develop the property as a holiday rental.**

**11.02.20 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.

**RECOMMENDATION:**

**A site meeting at the KCC Highways Depot with officers from KCC and County Cllr Sue Chandler should be arranged.**

**12.02.20 DRILL HALL**

Councillors received a report from Miss L Fidler, Town Clerk, asking how the Committee wishes to pick up the remit of the now disbanded Drill Hall Committee, to ensure that the terms of the Lease are being appropriately actioned.

**RECOMMENDATION: A site meeting at the Drill Hall with the Lessee to see the building and find out about their current plans**

**will be arranged, after which a small working group will be formed to work closely with the Lessee (members and terms to be confirmed).**

**13.02.20**

**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 regarding the site. It was recommended that this item be considered confidentially due to the potential hire agreements/lease arrangements for use of the field in 2020.  
**RECOMMENDATION: That a new one-year lease (on the same terms as previous contracts) be granted to Sandwich Community Events Association, with a caveat that Sandwich Chamber of Commerce be given free of charge use of the site during the 149<sup>th</sup> Open.**
- (iii) **GUILDHALL:**
- a) Councillors received an email from Mr P Graham, of The Duncan & Graham Partnership dated 28<sup>th</sup> October 2020, and considered whether to approach a services consultant for a quote to assess the Guildhall's heating system and make a proposal for the repairs/renewals, and draw up necessary specifications that can be taken to tender. It was recommended that this item be considered confidentially due to the potential contract negotiation contained therein.  
**RECOMMENDATION: A quote from Hawden MEP Limited should be sought to undertake this work.**
- b) Councillors received the Guildhall Inspection Report of September 2017 and receive a verbal update from the Town Clerk as to how the recommendations from this report are progressing, and other maintenance matters.  
**RECOMMENDATION: A quote for a full rewire of the Guildhall should be sought.**

**14.02.20**

**DATE AND TIME OF NEXT MEETING**

Monday 16<sup>th</sup> March 2020 at 6pm in the Council Chamber Guildhall.

**Summary of Actions to be undertaken once/if approve by the Trustee on 24<sup>th</sup> February 2020:**

<b>Minutes</b>	<b>Action</b>	<b>Member/ Officer to complete</b>	<b>Update/record of completion</b>
10.02.20	Instruct solicitor to progress with registering the Fishergate in the name of Sandwich Town Council with Land Registry	Town Clerk	
10.02.20	Quotes from specialist builders to repair and establish a holiday let at Fishergate to be sought.	Project Manager	
11.02.20	A site meeting at the Ash Rd Depot with KCC officers and Cllr Mrs Chandler will be arranged.	Project Manager	
12.02.20	A site meeting at the Drill Hall will be arranged.	Project Manager	
13.02.20	A one-year maintenance lease will be awarded to SCEA for use of the Cow Leas Meadow, with a caveat that the site should be used FOC by the CofC during the 149 <sup>th</sup> Open	Town Clerk	
13.02.20	A quote from a services consultant to assess the Guildhall's heating system and make a proposal for the repairs/renewals, and draw up necessary specifications will be sought	Town Clerk	
13.02.20	A quote for a full electrical rewire of the Guildhall will be sought.	Town Clerk	