

Minutes of an Ordinary Meeting of Sandwich Town Council held on Monday 24th February 2020, in the Council Chamber, Guildhall, Sandwich at 6:00pm.

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

**HJ Bragg
AC Broun
Mrs D Carter
PI Carter
Ms AC Felton
Ms AE Fox
DR Friend
AK Heaven
MJ Holloway
MJ Lintott
WP Staple
Ms D Sivrikaya
DMA Wood**

Officer: Miss L Fidler (Minutes)

15.02.20 MAYOR'S OPENING COMMENTS

The Mayor reported on his recent visit to the Kent Police College and an event to support the Mayor of Swanley, who has supported Sandwich Town at two recent events.

16.02.20 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs H Sampson and PG Graeme, who had personal commitments.

17.02.20 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

Cllr Staple declared an other significant interest in matters relating to Minute 28.02.20 (Wayfarers care home) as a neighbour of the property. Cllr Ms Sivrikaya stated that although she lives near to Wayfarers care home, she does not feel that this is an interest that requires her to withdraw from the discussion and resulting vote.

18.02.20 MINUTES

The Minutes of the Quarterly Meeting of Sandwich Town Council held on 27th January 2020 were received and considered.

RESOLUTION: The Minutes were approved as accurate and signed.

19.02.20 IT / SOCIAL MEDIA COMMITTEE

The Minutes of the IT / Social Media Committee Meeting, held on 22nd January 2020 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) To note and accept Mrs Hollobon-Baxter's verbal update in relation to 2020/2021 budget allocations for the IT/Social Media Committee.**
- (ii) Various amendments to the iPad policy document to be actioned by Mrs Hollobon-Baxter before iPads are distributed**

to councillors. Town Clerk to update standing orders to reflect the change in practice in relation to agenda distribution.

- (iii) Various updates regarding the new website to be action.

20.02.20 PLANNING COMMITTEE

The Minutes of the Planning Committee Meeting held on 16th January 2020 were received and considered.

RESOLUTION: These minutes were approved as accurate and signed.

21.02.20 ASSETS MANAGEMENT COMMITTEE

The Minutes of the Assets Management Committee Meeting, held on 17th February 2020 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 freehold title of the Fishergate should be put in the name of Sandwich Town Council at the Land Registry, whilst other matters are being explored.
- (ii) Quotes from local specialist builders should be sought to repair and develop the Fishergate as a holiday rental.
- (iii) A site meeting at the KCC Highways Depot, Ash Road, with officers from KCC and County Cllr Sue Chandler should be arranged.
- (iv) 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).
- (v) A recommendation in relation to Cow Leas was not approved. An alternative resolution was passed that, event organisers be granted temporary hire of the field throughout the year for public events; with overall responsibility remaining with the Sandwich Town Council. Sandwich Town CIC will be given the field free of charge, in return for mowing/hedge cutting of the field.
- (vi) A quote will be sought from Hawden MEP Limited to assess the Guildhall's central heating system and make a proposal for the repairs/renewals, and draw up any necessary specifications that can be taken to tender.
- (vii) A quote for the full re-wire of the Guildhall should be obtained.

22.02.20 PAYMENT SCHEDULE

The schedule of payments totalling £37,905.99 was received for authorisation.

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

23.02.20 PUBLIC RIGHT TO SPEAK

A resident of Strand Street posed several questions in relation to the use of the Drill Hall as a community asset.

The following officers attended the meeting, introduced themselves and briefly detailed their roles:

- Debbie Bishop, Kent Police PCSO
- Peter Gill, Kent County Council Community Warden
- Elliot Allen, Dover District Council Community Development Officer

24.02.20 HIGHWAYS IMPROVEMENT PLAN

Councillors received a report from Mrs Hollobon-Baxter regarding the progress thus far with the Highways Improvement Plan and the plan itself, which had been grouped into different categories, and considered how to prioritise the work contained therein; KCC had requested to know the Council's top 5 priorities.

RESOLUTION: The Advisory Committee will be delegated the power to decide which projects to prioritise; other stakeholders (e.g. the Town Team) will be invited to this meeting.

25.02.20 A NEW VISION FOR SANDWICH

Councillors received the Minutes of the "A New Vision for Sandwich" meeting, that took place on 2nd February 2020.

RESOLUTION: The town council's Project Manager will be delegated the power to develop the public consultation required by the Public Works Loan Board, with input from Councillors.

26.02.20 FINANCE

(i) Councillors received and considered the Sandwich Town Council Statement of Accounts as at 31st January 2020 (income & expenditure, budget, petty cash and variance report).

RESOLUTION: That this information be noted.

(ii) Councillors received a report from Mrs K Palmer containing a recommendation as to several virements that need to take place to cover several overspends/reduced income within the 2019/20.

RESOLUTION: That £12,240 of virements take place as proposed by the Responsible Finance Officer.

27.02.20 PUBLIC PARTICIPATION AT COUNCIL MEETINGS

(i) Councillors considered a motion from Cllr Ms Sivrikaya that "I call upon the council to support the motion that councillors, once again, be allowed to question district and county councillors in meetings where matters directly relate to Sandwich. I feel that matters that are in direct relation to the people of Sandwich should be discussed at meetings. Sandwich Town Council is the link between the people of Sandwich and the district and county councils. They cannot ask questions so we should be doing it for them. I refer to points 4 (accountability) and 5 (openness) in the Seven Principles of Public Life to help illustrate my point."

This motion failed at the vote (Record of vote requested by Cllr Ms Sivrikaya - For: Cllrs Mrs Carter, Carter, Heaven, Ms Sivrikaya

and Wood. Against: Cllrs Franklin, Bragg, Broun, Felton, Friend, Holloway, Lintott and Staple. Abstained: Cllr Ms Fox)

RESOLUTION: There are sufficient mechanisms in place for learning about and communicating with different tiers of local government; for town councillors and local residents. There will be no amendments to the current communications.

(Record of vote requested by Cllr Ms Sivrikaya - For: Cllrs Franklin, Bragg, Broun, Felton, Fox, Friend, Holloway, Lintott and Staple. Against: Cllrs Carter, Heaven, Ms Sivrikaya and Wood. Abstained: Cllr Mrs Carter)

- (ii) Councillors received a report from Miss L Fidler, Town Clerk, regarding public participation in Council Meetings and considered the proposed amendments to the Public Participation Policy.

RESOLUTIONS:

- a) **Council voted to suspend standing order “7. Previous Resolutions” (as per Standing Order 10.a(xv)) in order to allow an amendment to the notification period required to inform the Council of the wish to speak at a Council Meeting.**
- b) **The amended Public Participation Policy was approved with two amendments – members of the public should inform the town clerk’s office on the Monday before a council meeting (5 clear days) of the desire to speak at the meeting, and the timing of questions and responses should be controlled by the Mayor and the Town Clerk.**

28.02.20 WAYFARERS CARE HOME

Councillors considered a motion from Cllr Heaven that “Sandwich Town Council notes with regret the planned closure of the Wayfarers Care Home. To offset the loss of this much-needed local facility, we call on KCC to ensure that the land is subsequently used only for replacement facilities such as housing accommodation for the elderly with “Care at Home”, or similar provision.” An update from County Councillors Mrs Chandler was read out by the Town Clerk, a copy of which is attached to the official minutes. This motion failed at the vote.

RESOLUTION: The following statement will be relayed to KCC, “Sandwich Town Council notes with regret the planned closure of Wayfarers Care Home, but has confidence in KCC and Cllr Mrs Chandler’s endeavours to facilitate extra care housing in Sandwich”.

Cllr Staple withdrew from the meeting whilst this matter was discussed and the votes taken.

Cllrs D Carter, P Carter, K Heaven, D Sivrikaya and D Wood asked for their vote against this resolution to be recorded. Cllr Ms Fox abstained from this vote.

29.02.20 BOWLING STREET LIGHT

Councillors received a report from Miss L Fidler, Town Clerk, containing an appeal for assistance from a local resident of Bowling Street regarding the modern LED lights that’s been installed by KCC.

RESOLUTION: The Town Council's support for this local residents' concerns will be relayed to KCC, as the competent authority for this matter.

30.02.20 REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH

Cllr Holloway provided the following updates:

- DDC are taking the lead role in implementation of the Market Square development. A paper will be presented to the Cabinet in May to release the required funds and approve the governance structure; all other contributors will need to have their finances in place in time for this meeting.
- The Land Development Local Plan process is at a critical stage and the town council will be briefed in March.
- DDC (in conjunction with KCC) is monitoring very closely the current work being undertaken by Southern Water and reparations and re-instatement of damaged areas will be addressed when the repairs are finished.
- There are nine CCTV cameras in Sandwich, 6 have been upgraded to high definition, with the remaining 3 to be upgraded the week commencing 24th February. One of the old cameras was out of order for 12 months, this was at Gazen Salts Car Park, where there was another working camera. A control room at DDC has always recorded these cameras 24/7 and under the new scheme an operative will monitor all cameras across the district 24/7. DDC has committed to community safety and is the only district council making such an investment in CCTV that Cllr Holloway is aware of.

31.02.20 REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH

Cllr Mrs Chandler reported that:

- KCC has taken a robust stance with Southern Water, clearly setting out their responsibilities to re-instate the closed lane on the A256 and the Cabinet Member for transport is meeting with the Chief Executive of Southern Water this week, at which the problems in Sandwich will be raised.
- The news that Discovery Park will have Life Sciences Opportunity Zone status is welcomed.
- The Highways Improvement Plan is a pro-forma document designed to allow councils to priorities work to be done in their area, matters for DDC and the Police will be omitted from the plan (as these should be addressed by the competent authorities).
- All KCC meetings are streamed live over the internet and are available to be watched after the event. Cllr Mrs Chandler is also contactable by post/email/phone and is always happy to answer questions from councillors and residents.
- Every effort is being put into providing extra care housing in Sandwich; the Wayfarers site is constrained by the size, but KCC are re-looking at care options for this site.

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

No report was received.

33.02.20 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) **Human Resources:** Councillors received a written HR update from Cllr Ms Fox, HR Councillor and consider the recommendations contained therein. It was recommended that this item be considered confidentially due to the management of staff being considered.

RESOLUTIONS:

- a) **This report was noted.**
- b) **The Visitor Information Centre weekend staff advert, due to budget constraints, to be placed on social media only.**
- c) **A staff members' TOIL will be reduced to zero with immediate effect.**
- d) **The HR Councillor job description to be referred to the Advisory Committee for review.**

(iii) **Market Management:** Councillors received a report from Miss L Fidler containing a motion from Councillors that attended a meeting to discuss future management of the Wednesday Market. It was recommended that this item be considered confidential due to the inclusion of a private business proposal.

- a) **The Wednesday Market should resume in March 2020 and be allowed to operate until the Forecourt/Market Square is closed for refurbishment.**
- b) **All Markets (Wednesday, Thursday, Saturday, others) should have no restrictions on what can be sold.**
- c) **Markets and stalls on any day should be placed so as not to cause a visual obstruction to the Museum entrance.**
- d) **The Market Manager of the day to control the stalls and the content of the stalls in agreement with the Town Clerk's office and in adherence with the Town Council's market regulations and hire agreement.**

Cllr Ms Fox asked for her vote against this motion to be recorded.

(iv) **149th Open:**

- a) Councillors received a document containing the "149th Open – Group Architecture". At the request of Dover District Council this document was considered confidentially. The DDC Project Manager for the 149th Open noted "that this

document is subject to change and is updated monthly – the structure however does not change just attendees of each group.

RESOLUTION: This information was noted.

- b) Councillors received a report from Mrs A Hollobon-Baxter providing an update on actions in relation to events during the 149th Open, as organised by the Chamber of Commerce. The report also contained an update from Cllr Lintott. It was recommended that this item be considered confidential due to the inclusion of private business plans.

RESOLUTION: This information was noted.

- (v) Councillors received a letter from a resident of Delf Street [name and contact details held by the Town Clerk] and considered whether to support the proposal contained therein. It was recommended that this matter be considered confidentially due to the inclusion of information in the letter about a local business.

RESOLUTION: The author of the letter will be informed that the Council understands and sympathises with their concerns, however, it is suggested that the Market Square Project be progressed first, as part of this work is already intended to alleviate the problem raised.

34.02.20

DATE OF NEXT MEETING

30th March 2020 at 7pm in the Council Chamber (**Ordinary Meeting**)

Signed.....

Date.....