

**Minutes of a Quarterly Meeting of Sandwich Town Council held on Monday 27<sup>th</sup> January 2020, in the Council Chamber, Guildhall, Sandwich at 6:00pm.**

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

**HJ Bragg  
AC Broun  
Ms AC Felton  
Ms AE Fox  
DR Friend  
AK Heaven  
MJ Holloway  
MJ Lintott  
HW Sampson  
Ms D Sivrikaya  
WP Staple**

**Officer: Miss L Fidler (Minutes)**

**30.01.20 MAYOR'S OPENING COMMENTS**

The Mayor reported on his recent visit to Discovery Park for a Community Lab and Achievements event, and a trip this weekend to visit the Mayor of Ronse, with hopefully a view to re-invigorating the Ronse Twinning Association.

**31.01.20 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Mrs D Carter (personal commitment), P Carter (personal commitment) and Cllr Graeme (personal commitment). No apologies were received from Cllr Wood.

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

Cllr M Holloway declared an other significant interest in matters relating to Minute 41.01.20(iii) (events during the 149<sup>th</sup> Open) due to his role as Deputy Leader at DDC and volunteering as a friend of St. Peter's Church.

Cllr D Friend declared an other significant interest in matters relating to Minute 41.01.20(iii) (events during the 149<sup>th</sup> Open) due to his role as Deputy Chairman of Sandwich Chamber of Commerce.

**33.01.20 MINUTES**

**(i)** The Minutes of the Ordinary Meeting of Sandwich Town Council held on 16<sup>th</sup> December 2019 were received and considered.

**RESOLUTION: The Minutes were approved as accurate and signed.**

**(ii)** The Minutes of the Extra-Ordinary Meeting of Sandwich Town Council held on 8<sup>th</sup> January 2020 were received and considered. It was requested that objections from Cllrs Mrs D Carter, P Carter and Ms Sivrikaya to two resolutions be included.

**RESOLUTION: Subject to the amendment requested above the Minutes were approved as accurate and signed.**

**34.01.20 MONKS WALL NATURE RESERVE MANAGEMENT COMMITTEE**

The Minutes of the Monks Wall Nature Reserve Management Committee Meeting, held on 8<sup>th</sup> January 2020 were received and the

Recommendations contained therein were considered. It was requested that Cllrs Franklin and Holloway be added to the list of attendees, and Mr Daw's apologies be deleted (as he was present).

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

- (i) Health & safety risk assessment to be chased up. Signage to be erected. Skyguard to be processed and handed to Warden. Mr M Chandler to be asked if he could be an emergency contact for Skyguard.**
- (ii) Annual management fee invoice from Finns to be paid.**

**35.01.20 PLANNING COMMITTEE**

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

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

**36.01.20 ASSETS MANAGEMENT COMMITTEE**

The Minutes of the Assets Management Committee Meeting, held on 20<sup>th</sup> 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) Project Manager with assistance from Town Clerk and Heritage Manager to locate any document advising ownership.**
- (ii) Project Manager to liaise with KCC regarding potential development/offer for coach car park at KCC Highways Depot, Ash Road.**

**37.01.20 PAYMENT SCHEDULE**

The schedule of payments totalling £39,962.91 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.**

**38.01.20 PUBLIC RIGHT TO SPEAK**

A representative of the Sandwich Society detailed various concerns with the design of the Market Square project; the Mayor reported that these will be relayed to the A New Vision for Sandwich Project Board.

A local resident raised concerns about the quality and coverage of the town's CCTV; the Mayor reported that in the next month DDC will have upgraded all the CCTV cameras in the town and these will be monitored 24/7.

A local resident of Potter Street complained about the actions of the Councillor in relation to the trial closure of this road; the Mayor responded that the trial closure of this road will be re-considered by Sandwich Town Council as the current trial period has concluded.

The supervisor of Sandwich's Citizen's Advice Bureau (CAB) appealed for the Council to reconsider the decision to repurpose the offices in the Guildhall currently used by the CAB, because suitable alternative space has not been identified; the Mayor responded that there are many demands on the building at present and asked if a shared space could be considered by the CAB, the speaker reported that this would need to be considered by his supervisors.

#### **39.01.20 FINANCE**

- (i) Councillors received and considered the Sandwich Town Council Statement of Accounts as at 31<sup>st</sup> December 2020 (income & expenditure, budget, petty cash and variance report).  
**RESOLUTION: That this information be noted.**
- (ii) Councillors received a report from Miss M Beardmore regarding the renovation of flooring in the Meeting Room and the Temporary Exhibition Space and consider the recommendation contained therein.  
**RESOLUTION: That this work should be undertaken with £1175 to be paid from the Guildhall repairs budget and £250 that will be paid by the Museum & Archive Account (Museum & Heritage Manager's delegated powers)**
- (iii) Councillors considered a report from Mrs A Hollobon-Baxter regarding improvements to the lighting in the Guildhall's entrance hall and the recommendation contained therein.  
**RESOLUTION: The Project Manager will be delegate the power to spend up to £2265.24 (excl.VAT as per first quote), however, two further quotes should be sought with the cheapest being approved.**

#### **40.01.20 TREE PLANTING SCHEMES**

Councillors consider a motion from Cllr Heaven that Sandwich Town Council investigates the possibility of increased tree planting within the town. To assess a variety of tree planting schemes and discuss staff recommendations as to the most suitable. To liaise with DDC over suitable sites. The initiative to be publicised in the town and residents invited to suggest appropriate sites. An associated report following a meeting on the 17<sup>th</sup> January 2020 was attached.

**RESOLUTION: A small working group with the Project Manager, members from Sandwich Town Council and Dover District Council and Sandwich in Bloom will be formed to take this proposal forwards, and the IT/Social Media Committee will be updated in order to assist with publicity and consultation.**

#### **41.01.20 IMPROVING COMMUNICATION IN AN EMERGENCY**

Councillors considered a motion from Cllr Sampson on how to improve communication during an emergency.

**RESOLUTION: A small working group consisting of a few councillors and staff member will be formed to review the current Emergency Plan, with the aim of improving Sandwich Town Council's internal and external communications process during an emergency.**

#### **42.01.20 TOWN TEAM**

Councillors received a report from Mrs A Hollobon-Baxter and consider two requests contained therein from the Town Team. The Mayor responded that all 16 councillors should take responsibility for reporting matters to DDC and KCC such as failure of streetlights, overflowing rubbish bins, broken pavements, damaged posts, etc. Using the "Fix My Street" app where possible. Cllr Lintott reported that he has been informed that the Bulwark's Play Area will be included in DDC's park's project for future refurbishment.

**43.01.20 GENERAL & ADMINISTRATION**

- (i) Councillors considered a motion from Cllr Lintott that the draft Minutes be emailed to all councillors within two days of any Council meeting.  
**RESOLUTION: This motion was approved.**
- (ii) Councillors considered a motion from Cllr Lintott that replacement of the current printer/photocopier should be expedited, as resolved by Council on 25<sup>th</sup> November 2019.  
**RESOLUTION: This motion was approved.**

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

Cllr Holloway provided an update following a meeting with Southern Water about the ongoing repair work to the burst pipes under the A256 and near Vigo Sluice. At the end of the work DDC will undertake an assessment with Southern Water to establish what repairs need to be undertaken as a result of this work.

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

Cllr Mrs Chandler reported that KCC has also been integral in the discussion with Southern Water and all alternative routes for the tankards around the town have been considered, unfortunately over the Toll Bridge is the only viable option. And improved signage on the A256 will be put in place.

KCC is currently undertaking a "5 Year Plan 2020-2025" consultation, details of which can be found online. Printed copies of the consultation can also be found in the Library or are available upon request by telephone. Details will be shared with the Town Clerk.

**46.01.20 REPORT FROM MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH**

No report was received.

**47.01.20 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 verbal HR update from Cllr Ms Fox, HR Councillor. It was recommended that this item be considered confidentially due to the management of staff being considered.

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

- (iii) **Events during the 149<sup>th</sup> Open:** Councillors received a report from Mrs A Hollobon-Baxter containing recommendation following a meeting that was held on the 17<sup>th</sup> January 2020, at which different proposals for events that could take place during the 149<sup>th</sup> Open were considered. It was recommended that this item be considered confidential due to the inclusion of a private business proposals. Cllrs Friend and Holloway left the room for this discussion and resolution.

**RESOLUTION:**

- a) **The plans from the Chamber of Commerce for a series of events during the 149<sup>th</sup> Open will be fully supported by the Town Council.**
  - b) **Cllrs Broun and Lintott and the Project Manager should be part of the ongoing plans.**
  - c) **The Chamber of Commerce will be offered use of the Guildhall's Market Square without charge during this event.**
  - d) **DDC will be asked if a representative from the town council can attend Events Advisory Management Group meetings.**
  - e) **Market Square Group will be thanked for their proposal and enthusiasm and asked if they would like to offer alternative proposals for Sandwich after the 149<sup>th</sup> Open.**
  - f) **A statement supporting the Chamber of Commerce will be written.**
- (iv) **Forecourt Markets:** Councillors received a written report (received at the meeting) and verbal update from Mrs A Hollobon-Baxter regarding the weekly markets. It was recommended that this item be considered confidential due to the inclusion of contract information.
- RESOLUTION: Further meetings with the interested market organisers will be held before a decision is made, to which all councillors will be invited.**

**48.01.20**

**DATE OF NEXT MEETING**

24<sup>th</sup> February 2020 at 7pm in the Council Chamber (**Ordinary Meeting**)

Signed.....

Date.....