

Minutes of a Quarterly Meeting of Sandwich Town Council held remotely on Monday 1st June 2020 at 6:00pm.

The statutory requirements for meetings under the Local Government Act 1972 cannot be met during the current Coronavirus pandemic. As a result, s78 of the Local Authorities and Police Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ('the 2020 Regulations') have come into force which enables the Town Council to hold meetings remotely.

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

**AC Broun
Mrs D Carter
PI Carter
J Franklin
Ms AC Felton
Ms AE Fox
DR Friend
MJ Holloway
MJ Lintott
HW Sampson
Ms D Sivrikaya
W Staple
WP Staple**

Mrs S Chandler, District & County Councillor

**Officers: Miss L Fidler
Mrs A Hollobon-Baxter**

01.06.20 MAYOR'S OPENING COMMENTS

The Mayor welcomed everyone to the meeting and asked for a respectful constructive meeting.

02.06.20 APOLOGIES FOR ABSENCE

Apologies were received during the meeting from Cllrs Bragg and Heaven who had been unable to join due to technical difficulties.

03.06.20 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

Cllr M Holloway declared an other significant interest in matters relating to car parking charges (Minute 12.06.20), due to his involvement in this matter at Dover District Council.

04.06.20 MINUTES

(i) The Minutes of the Ordinary Meeting of Sandwich Town Council held on 30th April 2020 were received and considered.

RESOLUTION: The Minutes were approved as accurate and signed.

(ii) The Minutes of the Annual Meeting of Sandwich Town Council held on 14th May 2020 were received and considered.

RESOLUTION: The Minutes were approved as accurate and signed.

05.06.20 PLANNING MATTERS

- (i) 20/00479 | Variation of Condition 2 of planning permission DOV/19/01004 to allow changes to approved plans (remove windows, reduce width, raise height of parapet wall) (application under S73) | 2 Stonar Gardens Sandwich CT13 9LJ
RESOLUTION: To raise no objections.
- (ii) 20/00393 | Structure repairs to suspended floor : Inserting 3 brick pillars to support basement beam. Insert new joist (existing to remain in situ). | Ground Floor Flat 31 Harnet Street Sandwich CT13 9ES
RESOLUTION: To raise no objections.
- (iii) 19/01495 | Erection of a detached dwelling (existing dwelling to be demolished) (amended plans) | The Haven Deal Road Sandwich CT13 0BU. It was noted that this application had previously been considered, and it was resolved by the Planning Committee in January 2020 to “refuse this new application as it does nothing to alleviate the concerns previously raised. The proposed development due to its siting and set back from the road, would be out of keeping with the character and appearance of the street scene and would result in an unacceptable loss of light to Ryarsh, Deal Road, contrary to Paragraph 127 of the NPPF.” The applicant had amended the proposal and resubmitted the application.
RESOLUTION: To recommend refusal as the amended application has not addressed the previous concerns; overshadowing and loss of light to a neighbouring property, and the siting of the proposed dwelling which will be out of keeping with the character and appearance of the street scene.

Cllr Franklin joined the meeting during this item.

- (iv) Councillors received a list of planning decisions made by Dover District Council between 17th February and 25th May 2020.
RESOLUTION: This information was noted.

06.06.20 HIGH STREET RECOVERY FUND

Councillors received a report from Miss L Fidler, Town Clerk, regarding the High Street Recovery Fund, and consider what actions would benefit the local economy in Sandwich. Cllr Holloway noted that £105k is for the entire district and so expectations about what can be achieved need to be managed.

RESOLUTION: Representatives from Sandwich Town Council, Sandwich Chamber of Commerce and the Town Team will meet with an officer from Dover District Council on 2nd June to consider management of these funds and the best way to proceed. The Project Manager / Advisory & Assets Committee (as necessary) will be delegated the power to decide on any actions required, in order to progress this matter as quickly as possible.

07.06.20 POLICY & PROCEEDURE

- (i) Members received and considered the Standing Orders. It was noted that this document is currently superseded by “*The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*” Act.
RESOLUTION: The Standing Orders were approved.

- (ii) Members received and considered the Financial Regulations. It was noted that there are elements of this document are currently superseded by the “*The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*” Act.
RESOLUTION: The Financial Regulations were approved.
- (iii) Members received and considered the Complaints Procedure.
RESOLUTION: The Complaints Procedure was approved.
- (iv) To receive and approve a new “Protocol – Councillor / Officer Relations” policy.
RESOLUTION: The Protocol – Councillor / Officer Relations was approved.

08.06.20 COMMITTEES

- (i) Members received and considered a draft schedule of Committee Members (incl. co-opted members) for the 2020/21 year as proposed by the Mayor, Cllr Paul Graeme.
RESOLUTION: Subject to the HR Councillor being on the Advisory & Assets Management Committee, the membership of the Committees was approved.
- (ii) Members considered the Terms of Reference for all Council Committees (Finance, Monks Wall Nature Reserve, Tourism, Planning, IT/Social Media) and a list of amendments proposed by the Mayor, Cllr Paul Graeme, including the draft terms for a new Advisory & Assets Management Committee.
RESOLUTION: The Terms of References for the Council’s committees were approved, subject to the following amendments:
 - 1) **The Assets Management Committee and Advisory Committee will be combined to form an “Advisory & Assets Management Committee” going forwards. The draft Terms of Reference for this Committee were approved.**
 - 2) **The number of Councillor members on the IT/Social Media Committee will be increased from 5 to 7.**
 - 3) **The number of Councillor members on the Monks Wall Nature Reserve Management Committee will be increased from 5 to 6.**

09.06.20 TIMETABLE OF MEETINGS AND CIVIC EVENTS

Councillors received and considered a draft schedule of meetings and civic events for the 2020/2021 Mayoral year. It was noted that there are several Committees not currently included, because it is not certain when these will resume due to Covid-19.

RESOLUTION: This schedule was approved.

10.06.20 REPRESENTATION ON OUTSIDE BODIES 2017/18

- (i) Members received and considered the “*The Role of Sandwich Town Council Representatives on Outside Bodies*” policy originally adopted by the Council on 24th November 2014” and a proposed amendment contained therein.
RESOLUTION: The amended policy was approved.

The following appointments were made:

- (ii) Appointment of six Nominated Members of the Council to the White Mill Folk Museum Trust for the coming year.
RESOLUTION: Cllrs Broun, Mrs Carter, Carter, Felton, Franklin and Friend
- (iii) Appointment of two Members to serve on the Sandwich Festival Association Committee for the coming year.
RESOLUTION: Cllrs Ms Fox and Lintott.
- (iv) Appointment of one Member to serve as the Council's representative to the Dover, Deal & District Citizens Advice Bureau for the coming year.
RESOLUTION: Cllr Wood.
- (v) Appointment of two non-voting Members to the Dover Joint Transportation Board for the coming year. Cllr Holloway noted that he is now a voting members of this group.
RESOLUTION: Cllr Carter (as main representative) and Cllr Ms Fox (as substitute).
- (vi) Appointment of a Public Rights of Way representative for the coming year.
RESOLUTION: Cllr Heaven.
- (vii) Appointment of a representative to the Dover District Council Local Development Framework for the coming year.
RESOLUTION: Cllr Carter.
- (viii) Appointment of a representative to the Sandwich Heritage Group for the coming year.
RESOLUTION: Cllr Staple.
- (ix) To Appointment a representative to the Sandwich Community Lights Committee for the coming year.
RESOLUTION: Cllr Sampson.
- (x) Appointment of two Trustees for Sandwich Port & Haven Commissioners.
RESOLUTION: Cllr Lintott and either Cllr Heaven and Ms Sivrikaya (to be decided between themselves)
(Record of vote as requested by Cllr Sivrikaya. Those in favour: Cllrs Broun, D Carter, P Carter, Friend, Graeme, Holloway and Sampson. Against: Cllrs Felton, Franklin, Fox, Staple, Sivrikaya and Wood. Abstained: Cllr Lintott).
- (xi) Appointment of a representative to serve on the White Cliffs Country Tourism Association and/or the White Cliffs Country Tourism Association Executive Committee for the coming year. It was noted that the previous post holder had suggested that this role would suit an officer.
RESOLUTION: Cllr Ms Fox volunteered to assist if/when an officer is not available.
- (xii) Appointment of two representatives to the Town Team. It was noted that the Mayor and Deputy Mayor of the day have been extended an open invitation by the Town Team to attend meetings on an ad hoc basis. The Project Manager also attends.
RESOLUTION: Cllrs Friend & Lintott.
- (xiii) Appointment of one representative to the Sandwich Dementia Action Alliance.
RESOLUTION: Cllr Ms Sivrikaya.

- (xiv) Appointment of a primary and substitute representative to attend meetings of the Deal & Sandwich Coastal Communities Team. Cllr Holloway noted that he is already a member as a representative of DDC.
RESOLUTION: The Cllr Franklin (primary) and Cllr Ms Felton (substitute).
- (xv) Councillors considered a request from Sandwich in Bloom for nominated representatives from the Council.
RESOLUTION: Cllr Ms Fox.
- (xvi) Delf Stream Working Group.
RESOLUTION: Cllrs Bragg & Graeme.
- (xvii) Appointment of two representatives to attend Kent Association of Local Councils Dover Area Committee.
RESOLUTION: Cllrs P Carter and Lintott.
- (xviii) Currently Cllrs Friend and Lintott attend meetings relating to the Land Allocations Local Plan (officers attend as substitutes).
RESOLUTION: Cllrs Friend and Lintott should continue to lead on these meetings.
- (xix) It was noted that there are usually five Trustees appointed to the Management Committee of Gazen Salts Nature Reserve for the coming year. However, the Chairman has reported that “our constitution does not allow for more trustees than are currently appointed. This was confirmed at the last meeting by all attendees. Therefore, Laura I can confirm that our constitution does not allow any more trustees to be appointed. If we require new trustees in the future we will contact STC as soon as positions become available.” This leaves two appointees currently representing Sandwich Town Council; Cllr Friend and Cllr Franklin.
- (xx) It was proposed that two members be nominated to represent the Council on the 1940s Weekend Committee.
RESOLUTION: Cllrs Lintott & Sampson.

11.06.20 PAYMENT SCHEDULES

Councillors received a schedule of payments that had been authorised by the Town Clerk & Project Manager since 23rd March 2020 (in line with the increased delegated powers put in place during the Covid-19 pandemic restrictions).

RESOLUTION: This information was noted.

12.06.20 PARKING CHARGES

Members received and considered an email from a local resident and business owner regarding the re-instatement of parking charges within Sandwich. Cllr Holloway provided information about the district council’s rationale behind re-instating these charges after waiving parking charges for eight weeks. Cllr Friend detailed a proposal that the local Chambers of Commerce are working on around parking charges.

RESOLUTION: The Council supports an initiative being worked up by the local and district Chambers of Commerce to provide free parking from 3pm onwards.

13.06.20 WAYFARERS CARE HOME

Members considered a motion originally put forward by Cllr Heaven that “Sandwich Town Council notes that over £3 billion has been allocated by

Central government to Local Authorities to subsidise Care Homes. Another amount of over £66 million has been given to assist Care Homes to acquire PPE for staff. Sandwich Town Council calls on Kent County Council to use sufficient of these new funds to keep Wayfarers Care Home open until such time as its facilities are no longer needed or have been replaced by superior provision.” In the absence of Cllr Heaven, this motion was taken forward by Cllr Ms Sivrikaya. The motion failed at vote.

(Record of vote as requested by Cllr Sivrikaya. Those in favour : Cllrs P Carter, Franklin, Sivrikaya and Wood. Those against: Cllr Broun, D Carter, Felton, Friend, Graeme, Holloway, Lintott, Sampson and Staple. Abstained: Cllr Fox).

14.06.20 COVID-19 CONTINUITY PLAN

Members considered whether the increased powers of delegation to the Town Clerk and HR Manager and Project Manager can be rescinded now that legislation is in place to undertake Council business virtually.

RESOLUTION: That the original delegated powers to officers be resumed, subject to the following amendments:

- 1) Two payment schedules per month should still take place, with the mid-month one to contain just items that are within officers delegated powers;**
- 2) Officers delegated powers on matters relating to IT/Social Media, Monks Wall Nature Reserve and Guildhall repairs budgets will now be £2000 per transaction instead of £1000.**
- 3) The re-opening of the public conveniences will still be delegated to officers (in consultation with the Mayor & Deputy Mayor) because it's likely that some urgent decisions are required in relation to these facilities.**

15.06.20 REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH

Cllr Holloway had provided a written report in advance of this meeting, a copy of which is attached to the official minutes.

16.06.20 REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH

Cllr Mrs Chandler provided a written update, a copy of which is attached to the official minutes.

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

No report was received.

18.06.20 DATE OF NEXT MEETING

29th June 2020 at 6pm remotely (**Ordinary Meeting**)

Signed.....

Date.....