

Minutes of the Advisory & Assets Management Committee of Sandwich Town Council held remotely on Monday 14th September 2020 at 6:30pm.

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)

**HJ Bragg
PI Carter
Ms AE Fox
J Franklin
DR Friend
MJ Holloway
WP Staple**

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

Cllr Lintott was also in attendance to observe the meeting

06.09.20 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Heaven due to a personal commitment.

07.09.20 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

No declarations of interest were made.

08.09.20 PUBLIC REQUESTS TO SPEAK

Mrs Susan Harvey in relation to Sandown Road Allotments.

09.09.20 SANDOWN ROAD ALLOTMENTS

Members received a report from Miss L Fidler regarding a boundary matter at the Sandown Road Allotments and consider how to proceed.

RECOMMENDATION: Letter to be sent to DDC asking District Council to reinstate original boundary and Cllr Holloway to also pursue.

10.09.20 HIGHWAYS IMPROVEMENT PLAN

Members received an email from Louise Winch (Schemes Project Manager - Dover | Schemes, Planning & Delivery | Kent County Council) detailing how to proceed with the Highways Improvement Plan. Ms Winch had confirmed that she is now able to now meet with Councillors in Sandwich, and Cllr Sue Chandler has confirmed that she would like to be part of this discussion. Committee consider nominating/volunteering to meet with Ms Winch to provide the information required to progress this work. It is also suggested that members of the Town Team be included in this group.

RECOMMENDATION: Cllr's Graeme, Staple, Carter and Fox with Cllr

Chandler and a representative from the Town Team meet with Louise Winch.

11.09.20 NEIGHBOURHOOD PLAN

Members received a chain of email correspondence between Miss L Fidler and Mrs Ashley Taylor (Planning Policy and Projects Manager | Dover District Council) regarding a Neighbourhood Plan for Sandwich. The Committee were asked to consider whether a meeting with Mrs. Taylor should be arranged now, or to wait until the outcome of the Planning White Paper is known (as the content of Local Plan is being considered).

RECOMMENDATION: It was agreed that the Planning Committee would shortly consider the key strategic items within the white paper and progress.

12.09.20 MISSION STATEMENT & BUSINESS PLAN

Members received a report from Miss L Fidler regarding the Mission Statement & Business Plan and how to inform the future activities of the Council.

RECOMMENDATION: This statement and plan be noted and progress.

13.09.20 GUILDHALL HIRE AGREEMENT

Members received an updated Guildhall Hire Agreement, which had been re-drafted and updated as part of a wider Guildhall Business Plan that Mrs Hollobon-Baxter is currently progressing. The Council's solicitor has been consulted on this agreement.

RECOMMENDATION: This agreement be approved and adopted.

14.09.20 DATE AND TIME OF NEXT MEETING

Monday 12th October 2020 at 6pm to be held remotely.

Signed.....

Date.....