

**Minutes of a Quarterly Meeting of Sandwich Town Council held remotely on Monday 30<sup>th</sup> November 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)**

**HJ Bragg**

**A Broun**

**Mrs D Carter**

**PI Carter**

**Ms AC Felton**

**Ms AE Fox**

**J Franklin**

**DR Friend**

**AK Heaven**

**MJ Holloway (district)**

**MJ Lintott**

**HW Sampson**

**Ms D Sivrikaya**

**WP Staple**

**DMA Wood**

**Mrs S Chandler (district and county)**

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

**Mrs A Hollobon-Baxter**

**One member of the public**

**25.11.20 MAYOR'S OPENING COMMENTS**

The Mayor reported that the Toll Bridge will be re-opening shortly, on time and on budget, and congratulations were given to KCC.

**26.11.20 APOLOGIES FOR ABSENCE**

No apologies were necessary, all councillors present.

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

There were no declarations of interest.

**28.11.20 MINUTES**

The Minutes of the Ordinary Meeting of Sandwich Town Council held on 26<sup>th</sup> October 2020 were received and considered.

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

**29.11.20 MONKS WALL NATURE RESERVE COMMITTEE**

The Minutes of the Monks Wall Nature Reserve Management Committee Meeting on the 21<sup>st</sup> October 2020 were received and considered.

**RESOLUTION: The Minutes were approved as accurate and signed, and the following Recommendations were approved by Resolution:**

- (i) The Wardens report was noted.**
- (ii) Finn's to resolve the sluice issue as a matter of urgency.**
- (iii) Hedge and ditch cutting to be completed. A three/four-year rota to be produced by Finn's for hedge and ditch cutting, which denotes each area to be worked upon each year. Finn's were also asked to investigate High Tier agreement extension and Elms Scheme.**
- (iv) No dogs allowed signage to be clear. Project Manager to ascertain if the site can be designated enforceable no dogs.**

#### **30.11.20 ADVISORY & ASSETS MANAGEMENT COMMITTEE**

- (i) The Minutes of the Advisory & Assets Management Committee Meeting held on 9<sup>th</sup> November 2020 were received and considered. RESOLUTION: This matter will be deferred until a recording of the meeting can be checked, in order to resolve a question of accuracy relating to the Fishergate discussion.**
- (ii) As per the Recommendation at 05.11.20 Councillors were asked to volunteer to join with Cllrs Fox, Friend, Franklin and P Carter to meet with the Council's tenants. RESOLUTION: That this matter also be deferred until the wording of the Minutes be clarified.**

#### **31.11.20 IT/SOCIAL MEDIA COMMITTEE**

The Minutes of the IT/Social Media Committee Meeting held on 11<sup>th</sup> November 2020 were received and considered.

**RESOLUTION: The Minutes were approved as accurate and signed and the following Recommendations were approved by Resolution:**

- (i) Hardware grants / funding and hearing loop systems be investigated.**
- (ii) Councillors Lintott, Sampson and Friend to progress and complete the website review as soon as possible. Councillors Lintott, Friend, Sampson and Fox to be trained and therefore able to update the website.**
- (iii) That an IT/Social Media budget of £4,500 be put before the Finance Committee for approval in the 2021/2022 budget.**

#### **32.11.20 FINANCE COMMITTEE**

The Minutes of the Finance Committee Meeting held on 18<sup>th</sup> November 2020 were received and considered.

**RESOLUTION: The Minutes were approved as accurate and signed and the following Recommendation was approved by Resolution:**

- (i) The financial forecast / cash flow spreadsheet for 2020/2021 be noted.**

The recommendation relating to the 2021/2022 budget was considered at Minute 54.10.20.

#### **33.11.20 PLANNING COMMITTEE**

The Minutes of the Planning Committee Meeting held on 19<sup>th</sup> November 2020 were received. It was noted that this committee has delegated decision making powers in relation to planning matters, and so there are no Recommendations to approve. Cllr Holloway proposed that the

Minutes be amended to record a clear objection to planning application DOV/20/01241.

**RESOLUTION: Subject to the proposed amendment, the minutes were approved.**

**34.11.20 PUBLIC REQUESTS TO SPEAK**

The Clerk reported that PCSO Debbie Bishop had hoped to attend the meeting but wasn't present.

**35.11.20 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.

**RESOLUTION: This information was noted.**

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

Cllr Chandler read out a report, a copy of which is attached to the official minutes.

**RESOLUTION: This information was noted.**

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

No report was received.

**38.11.20 UPDATES FROM COUNCILLORS ON MEETINGS THAT THEY'VE ATTENDED**

(i) Cllrs Carter and Lintott provided feedback from the Kent Association of Local Council's AGM.

(ii) Cllr Sampson provided an update from Sandwich Christmas Lights committee.

(iii) Cllr Franklin provided an update from the Medieval Boatyard Trust.

(iv) Cllrs Broun and Franklin provided an update on the Heritage Harbour project.

(v) Cllr Fox provided an update on Sandwich in Bloom's activities.

**39.11.20 PLANNING MATTERS**

(i) Councillors considered a motion from Cllr Mrs Felton, that the Resolution made by the Planning Committee in relation to application:

*"20/01211 | Addition of sundeck to existing garden room (retrospective) | Nyumba 2 Short Street Sandwich CT13 9BN"*

Be reconsidered in light of the information received from a local resident regarding this application; the Planning Committee had resolved to "To recommend approval, there is no impact and this doesn't distract from the setting of Short Street."

**RESOLUTIONS:**

a) **It was resolved to rescind Standing Order 7(i) Previous Resolutions, as per Standing Order 10(a)(xv). In order to allow this matter to be reconsidered within 6 months, due to new material information.**

b) **The Council recommends refusal of this application due to sundeck overlooking and causing a loss of privacy for a**

**neighbouring property. This matter will also be referred to the planning enforcement teams at DDC.**

The Council was also asked to comment on the following planning applications; it has not been possible to obtain an extension to the deadline in order for these to be considered at the next Planning Committee Meeting:

(ii) 20/01343 | Erection of a rear dormer window and 2no. rooflights to front elevation to facilitate a loft conversion | 3 New Cottages The Butts Sandwich CT13 9HQ

**RESOLUTION: To raise no objections.**

(iii) 20/01310 | Reinstatement of internal wall at ground floor level to create 2no. separate units. Provide kitchenette. | 1-3 King Street & 2 Market Street Sandwich CT13 9BT

**RESOLUTION: To raise no objections.**

#### **40.11.20 FINANCES**

Members received the Sandwich Town Council statement of accounts as at 31<sup>st</sup> October 2020 (income & expenditure, budget and forecasting/cashflow report).

**RESOLUTION: This information was noted.**

#### **41.11.20 PAYMENT SCHEDULES**

(i) Members received the mid-month payments that have been authorised by the Town Clerk and Project Manager for Sandwich Town Council, totalling £6,724.24

**RESOLUTION: This information was noted.**

(ii) To receive and approve the schedule of payments totalling £28,563.36

**RESOLUTION: All payments were approved.**

#### **42.11.20 HIGHWAYS**

Councillors considered a motion from Cllr P Carter that support be given to extending the 20mph zone within Sandwich; Cllr P Carter would then work with the "Twenty is Plenty" campaigners to draft a plan that would go to KCC, after being approved by the town council. County Council Mrs S Chandler reported that she would support this proposal and work with Cllr P Carter to take this matter forwards.

**RESOLUTION: The Council supports an extension to the 20mph zone.**

#### **43.11.20 COUNCIL ADMINISTRATION**

Members considered a motion from Cllr Sampson that Councillors' individual votes at each motion be recorded in the official minutes.

**RESOLUTION: That Standing Orders to be amended to say that the minutes of a meeting shall include an accurate record of 'how each present councillor voted on each urgent matter and confidential matter agenda item (For, Against and Abstention)' to take effect from next STC/STBF meeting. This matter will be reviewed in six months.**

#### **44.11.20 CONFIDENTIAL MATTERS**

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 the press and public be excluded for the following items of business.**

#### **45.11.20 HUMAN RESOURCES**

Councillors received a written report from Mrs A Hollobon-Baxter, HR Manager. A verbal update from Cllr A Fox, HR Councillor, will also be received at the meeting providing an overview of the current appraisal process.

**RESOLUTION: This information was noted.**

#### **46.11.20 BUDGET 2021/2022**

(i) Councillors considered a motion from Cllr Staple that the draft budget be returned to the Finance Committee Meeting (for the meeting of 9<sup>th</sup> December 2020) in order for the Committee to reconsider the proposed salary increases. The budget would then return to December's Council meeting for approval.

**RESOLUTION: That the draft budget for 2021/2022 be returned to the Finance Committee for consideration.**

(ii) Councillors receive the Draft Sandwich Town Council 2021/2022 Budget as prepared by the Finance Committee. Following the Resolution at 46.11.20(a) this item was not discussed.

#### **47.11.20 MARKET MANAGEMENT**

Councillors received a written report from Miss L Fidler, Town Clerk, and Mrs A Hollobon-Baxter, Project Manager, regarding Guildhall Forecourt Market Management and considered the proposal detailed therein.

**RESOLUTION: To adopt the plan contained within this report, the Project Manager be delegated the power to implement this plan in conjunction with the informal Market's Working Group (Cllrs Broun, P Carter, Friend, Lintott and Staple)**

#### **48.11.20 FISHERGATE**

(i) Councillors received and considered a report from Cllr Lintott that the Assets & Advisory Committee investigate a selling price for the Fisher Gate.

**RESOLUTION: That this motion be approved.**

(ii) Councillors considered the following motions from Cllr Heaven, that:

- a) Sandwich Town Council retains ownership of the Fishergate;
- b) Sandwich Town Council secures sufficient funds from its own resources, or from outside grants, to make the Fishergate habitable and to retain its Grade 1 status
- c) Rent the accommodation to local key workers, or to an individual or couple with local connections taken from the Dover DC housing list.

**RESOLUTION: The Council will retain ownership of the Fishergate. Urgent repairs will be undertaken to the building,**

**but a future plan will be deferred until other significant projects currently being undertaken have progressed and costs are known (i.e. boiler repairs at the Guildhall, rewiring at the Guildhall, and the PWLB loan).**

- (iii)** Members received and considered a report from Miss M Beardmore, Museum & Heritage Manager with various funding options in relation to Fishergate.

**RESOLUTION: Given the resolution at 48.11.20(ii) this document will not be progressed at this time.**

**49.11.20      DATE OF NEXT MEETING**  
14<sup>th</sup> December 2020 at 6pm.

Signed.....

Date.....