

**Minutes of an Ordinary Meeting of Sandwich Town Council held remotely on Monday 25<sup>th</sup> January 2021 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 Lintott  
HW Sampson  
Ms D Sivrikaya  
WP Staple**

**Officer: Mrs A Hollobon-Baxter**

**Cllr Mrs S Chandler, County & District Councillor  
Two members of the public**

**15.01.21 MAYOR'S OPENING COMMENTS**

Symptom free Covid testing at the Guildhall is going well, congratulations were given to the Project Manager and Caretakers for giving thier time during the holidays to set this up, it's a great asset.

The over 80s in Sandwich will be vaccinated in Broadstairs on Wednesday 27<sup>th</sup> January.

Councillors were asked to take responsibility for muting themselves and raise their hands when they wish to speak, to stop speakers being interrupted and conversations across the meeting.

**16.01.21 APOLOGIES FOR ABSENCE**

Apologies were received an accepted from Cllr Holloway (family matter) and Cllr Wood (work commitment).

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

There were no declarations of interest.

**18.01.21 MINUTES**

The Minutes of the Ordinary Meeting of Sandwich Town Council held on 14<sup>th</sup> December were received and considered.

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

**19.01.21 PLANNING COMMITTEE**

- (i) The Minutes of the Planning Committee Meeting held on 17<sup>th</sup> December 2020 were received.  
**RESOLUTION: The Minutes were approved as accurate and signed, and the resolutions were noted.**
- (ii) The Minutes of the Planning Committee Meeting held on 14<sup>th</sup> January 2021 were received.  
**RESOLUTION: The Minutes were approved as accurate and signed, and the resolutions were noted.**

**20.01.21 ADVISORY & ASSETS MANAGEMENT COMMITTEE**

The Minutes of the Advisory & Assets Management Committee Meeting held on the 11<sup>th</sup> of January 2021 were received and considered.

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

- (i) That the Town Clerk keep in contact with Kent Police about their possible use of the space.
- (ii) That the Project Manager will work up a proposal to use this as a lettable space, within the Guildhall business plan. NB. Future use of the space will be affected by the Covid lock-down restrictions, and the Project Manager's time, as Covid19 related activities within the Guildhall are taking priority at this time.

**Report from HR Working Group:**

- (iii) The Council agrees to a separation of Local Government and Commercial Business.
- (iv) The Council will support the development of speedier decision-making structure for commercial issues and make suitable recommendations.
- (v) The Council notes and agrees the contents of the report and supports its implementation within 3/5 years post pandemic.

**Quay Conveniences:**

- (vi) The Committee supports in principle the proposal from Healthmatic, subject to the Finance Committee looking at the fine details.

**21.01.21 FINANCE COMMITTEE**

The Minutes of the Finance Committee Meeting held on 18<sup>th</sup> January 2021 were received and considered.

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

- (i) A report regarding grants sought/awarded was noted. It should be ascertained if we are eligible for the latest Recovery Fund grant.
- (ii) The latest financial forecast as at 31<sup>st</sup> December 2020 be noted.
- (iii) Quay Conveniences:  
a) Agree and approve the contract from Healthmatic.  
b) Allow officers to progress this proposal, and implement this payment facility, with effect from 31st March 2021.

- c) **Agree charges of £4.00 per shower and 40p per toilet use. To be reviewed by RFO on a regular basis**
- d) **Consider contacting DDC to establish the future of the Cattle Market conveniences and, subject to funds, whether to implement contactless payment system again subject to a suitable lease agreement with DDC being secured.**

**The Project Manager is to have delegated powers of authority to progress the proposal and to investigate extending the proposal to other doors/facilities after a two-month trial has been completed and the Responsible Finance Officer is able to produce a report on income, which will also be reported to the Council. The Town Clerk is to ascertain the future plans for the Quay and Cattle Market Conveniences with Dover District Council.**

The recommendation relating to the 2021/2022 precept was considered at Minute 27.01.21(ii)

**22.01.21 PUBLIC REQUESTS TO SPEAK**

There were no requests to speak.

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

Cllr Chandler reported that:

A consultation for the 2021/2022 budget is currently underway.

The Local Plan consultation is now open until the 17<sup>th</sup> of March.

Electric vehicle charging points will be installed in the three town car parks.

**RESOLUTION: This information was noted.**

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

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

**RESOLUTION: This information was noted.**

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

Mr Mayor reported that there's an enormous amount of work currently being undertaken at Gazen Salts Nature Reserve by the Environment Agency in conjunction with DDC; following extensive desilting of the streams the oxygen level has increased from 0.07% to 70%. And the deputy warden is currently on a chainsaw course, which will save money in the future. Hoping to open as soon as possible. It was confirmed that there's no indication of sea water coming back into the Reserve.

**RESOLUTION: This information was noted.**

**26.01.21 PLANNING MATTERS**

- (i) *Application "20/01447 | Development comprising engineering and excavation works (including land re-profiling) to facilitate the creation of a shallow artificial lake for water sports activities with associated facilities (including reception building with ancillary*

uses, cable pulley system, inflatable aqua park and storage units), parking, landscaping and formation of a new site access from Ash Road | Land at North Poulders Ash Road Sandwich Kent" was considered. This application has been called in by Cllr Heaven for consideration by the full council. The Planning Committee recommended approval of the application, subject to the answers received to councillors' questions.

**RESOLUTION: To recommend approval, subject to the applicant's agreement that they plant a variety of native trees and shrubs, not just single species. And that the hedgerows be planted in two parallel, staggered rows.**

- (ii) Cllr Staple asked for his vote against this motion to be recorded. Councillors considered if a response to the proposed White Cliffs Inland Border Facility was required, details of the proposal could be found at <https://inlandborderfacilities.uk>

**RESOLUTION: Defer to Advisory & Assets Management Committee for consideration.**

- (iii) Councillors received a written report from Miss L Fidler regarding the Local Plan and considered how to progress with consultation on this Plan.

**RESOLUTION: An extra-ordinary meeting of the Council will be arranged for the 15<sup>th</sup> of March at which all councillors will confirm the council's responses to the Local Plan Consultation. The Town Clerk will be in charge of taking different elements of the Local Plan to existing committees for consideration, the recommendations from which will come back to the extra-ordinary meeting in March. A public meeting will also be arranged to obtain views of local residents on the Plan.**

## 27.01.21 FINANCES

- (i) Members received the Sandwich Town Council statement of accounts as at 31st December 2020 (income & expenditure, budget and forecasting/cashflow report).  
**RESOLUTION: To receive and note the Statement of Accounts as at 31st December 2020.**
- (ii) Members received the Precept Demand Form as recommended by the Finance Committee, which agrees with the 2021/2022 budget as previously approved by the Council.  
**RESOLUTION: To receive and approve the Precept Demand Form, which requests a Precept of £263,709.66, which represents a 10.04% rise to the precept (equivalent to £135.96 for a Band D property; a rise of £12.41).**  
Cllr Sivrikaya asked for her vote against this motion to be recorded.

## 28.01.21 PAYMENT SCHEDULES

- (i) Members received the mid-month payments that have been authorised by the Town Clerk and Project Manager, totalling £1,133.77  
**RESOLUTION: That this information be noted.**
- (ii) Members received the schedule of payments totalling £28,893.24  
**RESOLUTION: That these payments be authorised.**

**29.01.21 COMMITTEE ADMINISTRATION**

Members considered a request from Mr C Townend, Strategic Tourism Manager at DDC, that he join the Tourism Committee as a co-opted member (no voting rights); if approved the Terms of Reference will be updated accordingly.

**RESOLUTION: To approve Mr Townend's appointment on the committee as a non-voting member.**

**31.01.21 DATE OF NEXT MEETING**

22<sup>nd</sup> February 2021 at 6pm, to be held remotely.

Signed.....

Date.....