

Town and Cinque Port of Sandwich



1st October 2022

To: Cllr C Wiles, Chairman
Councillors: P Carter, A Fox, J Franklin, P Graeme, K Heaven, D Marie,
M Moorhouse and H Sampson

Your attendance is requested at an ordinary meeting of the **Planning Committee** to be held within the Council Chamber, Guildhall, Sandwich on **Wednesday 5th October 2022 at 6.30pm** to transact the business set out below.

A Holloken-Baister
Chief Executive

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS**
3. **TERMS OF REFERENCE**
To received and note the Terms of Reference for the Planning Committee (resolved 21.07.22) and to consider co-option to this committee. **Attach 1**
4. **PUBLIC RIGHT TO SPEAK**
A 15-minute session is set aside at this stage of the meeting to enable members of the public to speak. (Written notice of the desire to exercise the right to speak, and of the topic to be addressed, must be given to the Town Clerk prior to 9am on the Monday before the meeting).
5. **PLANNING APPLICATIONS (application plans and papers may be viewed via the Dover District Council website – use of a computer in the Town Clerk's office is possible by arrangement)**

- (i) Ref. No: 22/01164
Location: East Kent Car Road Company Waiting Room Cattle Market
Sandwich CT13 9AE
Proposal: Installation of bespoke secondary frameless glass doors
- (ii) Ref. No: 22/01124
Location: 74 St Oswalds, Flat 3, New Street, Sandwich, CT13 9BD
Proposal: Installation of helibar reinforcement in external walls. Replacement of cracked bricks and minor repointing. Installation of internal metal restraint straps within roof space to West gable.

6. STREET FURNITURE APPLICATION

To receive and consider any applications made to DDC in relation to a Street Furniture Consent Application under the Local Government (miscellaneous provisions) Act 1982. Please note none to consider at the time of issuing this agenda.

7. LICENSING

To consider any licensing notices and issues received from Dover District Council. Please note none to consider at the time of issuing this agenda.

8. ENFORCEMENT

To consider any enforcement notices and issues received from Dover District Council. Please note none to consider at the time of issuing this agenda.

8. CORRESPONDENCE

To receive and consider correspondence / notification of any Appeals against refusal of a householder application. Please note none to consider at the time of issuing this agenda.

9. DECISIONS

To note that Dover District Council planning decisions have been emailed to the Committee as and when received.

10. DATE AND TIME OF NEXT MEETING

Wednesday 9th November 2022 at 6:30pm.

SANDWICH TOWN COUNCIL AND COMMITTEES

TERMS OF REFERENCE

This document should be read alongside the Council's Standing Orders. (Please note that Standing Orders will need to be amended in order to comply with these terms of reference.)

Planning Committee

The membership of the Planning Committee will comprise of nine councillors with voting rights, including the Mayor, and up to three non-voting co-optees nominated by the Town Team, the History Society, and the Chamber of Commerce, or its successor body, all to be elected at the annual meeting in June. The Mayor will be deputy Chair of the Committee. A Dover District Councillor will be invited to attend as an observer and to provide District Council updates. The town's tree warden will also be invited to contribute reports on all applications.

The quorum is five councillors who are members of the committee with voting rights. In the absence of a quorum the meeting will end and no business can be transacted. Business will be deferred to the next meeting, or to an Extraordinary meeting if required.

Meetings will be held in accordance with the schedule agreed at the June Council meeting.

Membership of the committee will be decided at the June Council meeting.

Should any casual vacancies arise during the year the Council will decide upon any new appointment.

The chair of the committee will be elected at the June Council meeting.

Voting at the committee will be by show of voting cards of the councillors present, or if two members request, by a signed ballot. The clerk to the meeting will count the votes so cast.

The chair will have an ordinary vote at each meeting.

In the absence of the chair at any meeting a temporary chair will be elected by the other members of the committee to chair that meeting only.

Councillors who are not members of the committee can attend but cannot vote. They can speak on an item with the permission of the chair.

Overall remit

The Planning Committee's overall remit will be to act as the Council's legal consultee in respect of planning and licensing applications, notifying Dover District Council and other planning bodies of the Council's view on specific applications, including:

- To consider and review all strategic planning issues, including the District Local Plan and national planning policies, insofar as they impact upon Sandwich and its setting.
- To act as statutory consultee on all planning applications and to protect, promote and enhance the heritage, urban fabric and green spaces of the town.
- To respond to planning applications within the relevant timescale, setting out the Council's views on each application.
- To make representations in respect of appeals against the refusal of planning permission.
- To make representations in respect of enforcement action or breaches of planning regulations.
- To make representations regarding street naming, tree work applications, highways matters, the maintenance of litter bins, street cleaning, public shelters, bus shelters, street furniture, waste recycling and other related matters.
- To make representations on mobility issues within the town including the safety of roads and pavements, dropped kerbs, cycle provisions, and pedestrian and cyclist safety.
- To make representations to the appropriate Planning Authority in respect of all other planning matters not referred to above.

In certain cases, for example, in respect of larger applications or applications that have the potential to cause serious detriment to the town's setting or character, the Council will, where time permits, "call in" the application for consideration in order that all councillors can make an informed decision.

Neighbourhood planning

- To consider the need for a Neighbourhood Plan for the town, as a measure that will help to protect the town's heritage and direct any required development to suitable sites.
- If a Neighbourhood Plan is put in place, to keep a watching brief on progress and to contribute in the best interests of the town.