

**Sandwich Town Council
Ordinary Meeting of the Council**



Agenda

Chair: Cllr J Franklin
 Councillors: D Carter, P Carter, A Fox, D Friend, P Graeme, N Gray, K Heaven, D Marie, M Moorhouse, M Pennington, H Sampson, D Sivrikaya, V Tomlins, C Wiles and C Ungerson

Councillors are hereby summoned to attend a meeting of Full Council in the Council Chamber, Guildhall on Monday 30th January at 19:00 to transact the business on the agenda below.

Ahti Nigol
 Acting Town Clerk
 Date: **25th January 2023**

1.	Chair's opening remarks:	
2.	Apologies for absence received:	
3.	Declarations of interest: To receive any declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda.	
4.	Minutes of the Quarterly Full Council Meeting: To approve the Minutes of the Ordinary Meeting of STC held on Monday 19 th December 2022 and to consider any matters arising from those minutes not covered elsewhere in this Agenda.	Attach 1
5.	Minutes of the Extraordinary Council Meeting: To approve the Minutes of the Extra Ordinary Meeting of STC held on Wednesday 30 th November 2022 and to consider any matters arising from those minutes not covered elsewhere in this Agenda.	Attach 2
6.	Minutes of the Extraordinary Council Meeting: To approve the Minutes of the Extra Ordinary Meeting of STC held on Monday 16 th January 2023 and to consider any matters arising from those minutes not covered elsewhere in this Agenda.	Attach 3
7.	Minutes of the Planning Committee: To approve the Minutes of the Planning Committee held on Wednesday 7 th December 2022	Attach 4
8.	Minutes of the Planning Committee: To approve the Minutes of the Planning Committee held on Wednesday 11 th January 2023	Attach 5
9.	Minutes of the Heritage and Townscape Committee: To approve the Minutes of the Planning Committee held on Thursday 12 th January 2023	Attach 6

10.	<p>Payment schedules</p> <p>i) To receive and note the payments for mid-January, £24,332.50 Those payments which are not supported by a minute reference have been authorised by the Chief Executive as they fall within Officer delegated powers of expenditure.</p> <p>ii) To receive and approve the Schedule of payments for January, totalling £2703.14</p> <p>iii) Council to confirm nomination of Cllr Franklin and Cllr Sampson to authorise end of January payment schedules on Bankline.</p> <p>iv) Council to confirm nomination of authorised signatories for Mid-February payment schedules on Bankline.</p>	<p>Attach 7</p> <p>Attach 8</p>
11.	<p>Public Participation: A 15-minute session is set aside for members of the public to make representations at the meeting in respect of the business on the agenda. Individual representations should not exceed 3 minutes. (Written notice of the desire to exercise the right to speak, together with the topic to be addressed, must be given to the Chief Executive Officer prior to 16:00 on the Friday preceding the meeting)</p>	
12.	<p>Report from our Dover District Councillor on matters relating to Sandwich</p>	
13.	<p>Report from our Kent County Councillor on matters relating to Sandwich</p>	
14.	<p>Updates from Councillors: To receive and note verbal updates from Councillors on meetings that they have attended as nominated representatives of the Council. NB. Verbal updates can only be noted.</p>	
15.	<p>Finances:</p> <p>i) To receive and note the Sandwich Town Council petty cash statement as at 30th November 2022</p> <p>ii) To receive and note the Sandwich Town Council Statement of Accounts as at 31st December (income, expenditure, budget and petty cash)</p>	<p>Attach 9</p> <p>Attach 10a, 10b & 10c</p>
16.	<p>Financial Regulations: To receive and approve financial regulations and amendments to Appendix 1, stating powers of financial delegation.</p>	<p>Attach 11 a& 11b</p>
17.	<p>Maddox Bequest: To receive and consider a report from the Responsible Finance Officer regarding information relating the Maddox Estate</p>	<p>Attach 12</p>
18.	<p>Changing Places Project: To receive an update on the Changing Places Project with respect to the public conveniences at the Quay.</p>	<p>Attach 13</p>
19.	<p>Sandwich War Memorial: To receive a report from Cllr Sampson with respect to restoration of the Sandwich War Memorial.</p>	<p>Attach 14</p>
20.	<p>Making Council and Committee meetings accessible To receive a report from Cllr Ungerson with respect to accessing Council meetings.</p>	<p>Attach 15</p>
21.	<p>Land South of Whitefriars Meadow: To receive a proposal from Cllr Carter to consider this parcel of land.</p>	<p>Attach 16</p>

22.	Monks Wall: To receive a report for determine membership from Monks Wall subcommittee before their first meeting in 2023.	Attach 17
23.	Schedule of Meetings and Civic Events 2023/24: To receive the schedule of meetings to May and consider whether Council would like to instruct officers to assemble schedules of future meetings by calendar year or Mayoral year.	Attach 18
24.	Public Conveniences Working Group To approve membership of the Quay public conveniences working group.	Attach 19
25.	Tourism Information Working Group: To receive and note the minutes from the meeting held on 9 th January 2023 together with a verbal update from Cllr Wiles.	Attach 20
26.	Sandwich Waterways Working Group: To receive a report and verbal update from Cllr Heaven.	Attach 21
27.	Ronse-Renaix Twinning Association: To receive a verbal update from Cllr Franklin.	
28.	Date of next Full Council Meeting: 27 th February 2023 at 7pm, within the Guildhall	

Minutes of a Quarterly Meeting of Sandwich Town Council held on 19th December 2022 in the Council Chamber, Guildhall, Sandwich.

Present: Councillors: J Franklin (Mayor)

**P Carter
D Carter
D Friend
P Graeme
N Gray
K Heaven
D Marie
M Moorhouse
D Sivrikaya
M Pennington
H Sampson
C Ungerson
C Wiles**

Officer: Responsible Finance Officer (Minutes)

22.12.22 MAYOR'S OPENING COMMENTS

The Mayor updated the Councillors with a summary of the events that he had attended during the month, which included the Mayors Deputy Inauguration at Brightlingsea, a new steam museum project in Margate and the Arts Society of Sandwich Awards. The Mayor had also attended the Sandwich Christmas Lights Festival, and he thanked the committee for doing a brilliant job. Other events attended were charitable events in Lydd and Folkestone, and the Coffee Pot Christmas event. That afternoon the Mayor had been to Speech Day at Sir Roger Manwoods School.

The Mayor reminded Councillors that they can speak once on a topic or twice at the Mayor's/Chairman's discretion.

23.12.22 APPROVAL FOR APOLOGIES FOR ABSENCE

Apologies were received from Cllr A Fox, who had a personal commitment.

A motion was raised to move items 15 (iii) and 15 (iv) from Confidential to Non-Confidential. This motion was approved.

24.12.22 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

None.

25.12.22 MINUTES

- (i) To approve the Minutes of the Ordinary Meeting of Sandwich Town Council held on 28th November 2022. It was noted that the minutes of the Extraordinary Meeting held on the 30th November 2022 were not included on this agenda and should be included at the meeting on 30th January 2023. Cllr Sampson mentioned that the organisers of the Fifties Festival had not received a personal apology from Cllr Carter. Cllr Carter responded to state that the apology given by the Mayor at the last Council meeting was a public apology to all involved.

RESOLUTION: Minutes were approved as an accurate record of the meeting.

- (ii) To approve the Minutes of the Finance and General Purposes Committee Meeting on 21st November 2022. Cllr D Carter asked that her attendance be recorded as it had been omitted. It was also noted that the Minutes of the Planning Committee meeting of 7th December 2022 had not been included on this agenda.

RESOLUTIONS:

- (i) **Minutes were approved as an accurate record of the meeting (an amendment should be made to add Cllr D Carter as an attendee).**
- (ii) **An Extraordinary meeting is to be held in early January 2023 to approve the budget and to revisit agenda item 20.12.22 (ii)**

26.12.22 PAYMENT SCHEDULES

(i) Councillors received the mid-month payments for December, totalling £24,233.89. It was noted that those payments which are not supported by a minute reference number had been authorised by the Chief Executive as they fell within officer delegated powers of expenditure.

RESOLUTION: Mid-month payments were received and approved.

(ii) Councillors received the schedule of payments for December totalling £1,016.

RESOLUTION: Schedule of payments for December were received and approved.

(iii) Councillors confirmed Cllrs Franklin and Sampson as authorised signatories to authorise the end of December payment schedule using NatWest Bankline.

RESOLUTION: Authorised signatories agreed and approved.

(iv) Councillors were asked to confirm nomination of authorised signatories to authorise mid-January payment schedules on Bankline.

RESOLUTION: Cllrs Franklin and Sampson were approved as authorised signatories.

27.12.22 PUBLIC REQUESTS TO SPEAK

Cllr Marie thanked everyone involved with the Christmas Lights Festival. The event was a great success. He also thanked the Mayor for attending.

Mr S Mallett spoke regarding his Grant Application for the Sandwich Salutes the 40's event in 2023.

28.12.22 REPORT OF DISTRICT COUNCIL ON MATTERS DIRECTLY RELATED TO SANDWICH

Our Dover District Councillor, Cllr Friend stated that he would be circulating the update via email.

29.12.22 REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH
Councillor Chandler was not in attendance.

30.12.22 UPDATES FROM COUNCILLORS ON MEETINGS THAT THEY HAVE ATTENDED AS NOMINATED REPRESENTATIVES OF THE COUNCIL

No updates were given.

URGENT MATTERS

31.12.22 FINANCES

Councillors received the Sandwich Town Council Statement of Accounts as at 30th November 2022 (income & expenditure and budget).

RESOLUTION: Received and approved.

Cllr Sivrikaya abstained.

NON-URGENT MATTERS

32.12.22 DOVER DISTRICT COUNCIL HOUSING NEEDS SURVEY 2023

Council received a report from the Chief Executive Officer regarding Dover District Council's Housing Needs Survey for 2023.

RESOLUTION: To request leaflets and posters from Dover District Council to help promote this survey within Sandwich.

33.12.22 PLANNING ENFORCEMENT

Council received a report from the Chief Executive Officer and Cllr P Carter regarding the consideration of an appropriate method of response to the Public Consultation of KFRS Safety and Well-being Plan for 2023.

RESOLUTION: The office collects responses from Councillors in order to make a collective response on behalf of Sandwich Town Council.

34.12.22 SANDWICH WATERWAYS WORKING GROUP MEMBERSHIP

Council received and considered a report from Cllr Heaven, chair of the Sandwich Waterways working group.

RESOLUTION: To approve membership of the group, which consists of Cllrs Heaven, Graeme, P Carter and Sivrikaya. Non-Councillor members will be Peter Ashford and Carole George.

35.12.22 MADDOX ESTATE

The Council were asked to receive a report from the Chief Executive regarding the Maddox Estate and consider how they wish to progress. It is to be confirmed whether Cllr A Fox is a member of the working group. Cllr Graeme asked for the Recommendation no. (iv) to be changed to state that Sandwich Town Council is the Sole Trustee of the Georgina Maddox Charitable Fund. Cllr Graeme also raised the point that the clerking of the meeting of this new charity needs to be determined.

RESOLUTION: Council resolved to accept the Recommendations of the working group, with amendments:

- (i) **To register the bequest as the 'Georgina Maddox Charitable Fund,' a Charitable Incorporated Organisation (CIO,) to be managed by the Churches Charities Local Authorities Investment Company.**
- (ii) **To instruct the CEO to arrange for a security system to be installed at the property, to include CCTV and Broadband.**
- (iii) **The Sole Trustee of the Georgina Maddox Charitable Fund will be Sandwich Town Council.**
- (iv) **To appoint a dedicated Committee to oversee the Georgina Maddox Charitable Fund.**
- (v) **To appoint an experienced Charitable incorporated Organisation Company to establish charitable status, which will be more cost-effective and quicker to set up than a solicitor.**
- (vi) **Once the charity is incorporated, RFO to establish a separate bank account with Nat West to manage the bequest separately.**
- (vii) **In the meantime, to manage the funds effectively, to transfer approximately £200,000 into CCLA Investment Company dedicated**

- to Local Authorities (the amount remaining should cover costs already incurred at the property.)
- (viii) The clerking for the new Charity is to be considered.

36.12.22 **CONFIDENTIAL ITEMS**

Items (i) and (ii) were moved by motion to take place after the end of the Sandwich Toll Bridge Fund meeting.

- (i) It is 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.

(ii) **TEMPORARY APPOINTMENTS FOR STAFF ABSENCE**

Cllrs received and considered a report from Cllr Ungerson regarding legal and investment advice.

RESOLUTIONS:

- (i) That the Council employ, as soon as possible, a temporary, part time Town Clerk, on a commensurate pro-rata pay rate.
- (ii) That the Personnel Sub-Group take responsibility for the recruitment process, using, amongst other methods, the 'Locum' process of the Society of Local Council Clerks.
- (iii) That the Council consider and implement other temporary replacement appointments as and when necessary.

Cllr D Friend left the room before the following item of business

(iii) **STC WEBSITE PROVIDER**

This item was considered after agenda item 14, in the Non-Confidential section of the agenda.

Council received and considered a report from Cllr Ungerson regarding a new website for Sandwich Town Council. Cllr Carter thanked Highway Business Services for their work and thanked David Shaw for offering support to Sandwich Town Council in the period leading up to a change of website. Cllr Marie stated that as staffing resources are very low at the moment, the timescale should not be as strict as indicated in the report. The Mayor also stated that this shouldn't be a priority whilst staffing levels were so low.

RESOLUTION: To approve the Recommendations in the report from Cllr Ungerson, which are:

- (i) That Council officers consult with KALC about up-to-date information concerning website providers.
- (ii) That they research some local examples of good websites (e.g Wingham Parish Council, Sutton Parish Council) and find out who their website providers are.
- (iii) That they draft a tender document, for approval by STC, for a website provider.

- (iv) That they draw up a list of a minimum of four website providers whom STC will invite to tender.
- (v) That the whole process should be completed as quickly as possible, aiming for completion, and successful website launch, by the end of March 2023.
- (vi) That, in the meantime, until the launch of the new website, the current website is kept up to date.

Cllr D Friend returned to the room.

(iv) CO-OPTION OF COUNCILLOR

This item was considered after agenda item 10, in the Non-Confidential section of the agenda.

Council received and considered an application for Co-option of Councillor for the Parish of Sandwich (North Ward).

RESOLUTION: To approve the Co-optee, Ms Vicky Tomlins as a Councillor for Sandwich Town Council.

37.12.22 DATE OF NEXT MEETING

Extraordinary meeting - date and time to be confirmed.

Next Ordinary meeting - Wednesday 30th January at 7pm, within the Guildhall

Signed.....

Date.....

DRAFT

Minutes of the Extraordinary Meeting of Sandwich Town Council held on 30th November 2022 at 7pm in the Council Chamber, Guildhall, Sandwich.

Present: Councillors: J Franklin (Mayor)
 D Carter
 P Carter
 A Fox
 P Graeme
 N Gray
 K Heaven
 D Marie
 M Moorhouse
 D Sivrikaya
 H Sampson
 C Ungerson
 C Wiles

Dover District Council Representative: D Friend

Officers: A Hollobon-Baxter
 C Leith

60.11.22 MAYOR'S OPENING COMMENTS

The Mayor thanked members for attending the meeting and explained that this extraordinary meeting was solely to review the Dover District Local Plan, a bold vision for 2040 – Regulation 19 (submission date 9th December 2022).

61.11.22 APPROVAL FOR APOLOGIES FOR ABSENCE

Apologies were received from Cllr M Pennington, who was away. Apologies were given by Cllr Friend as an STC councillor as he attended as a DDC Representative

62.11.22 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

Cllr Sampson declared an interest with respect to SP15 – Employment Allocations.

63.11.22 PUBLIC REQUESTS TO SPEAK

Mr T Hopper spoke on SAP21.

Mr I Black spoke on SAP23.

Mrs J Summerhayes spoke on behaviour in the Council Chamber.

URGENT MATTERS

64.11.22 DOVER DISTRICT LOCAL PLAN FOR 2040 – REGULATION 19

Council received and considered inclusions within the Local Plan with respect to Sandwich. After extensive discussion, Council resolved that the following response should be submitted:

Housing and Employment Site Allocation Policies	Resolutions agreed by Council for submission
SAP17	The following should be considered:

<p>Land south of Stonar Lake and to the North and East of Stonar Gardens 40 homes</p>	<p>Access via Ramsgate Road or Stonar Road requires highway audit and consideration.</p> <p>As this site has been vacant for some time consideration and potential relocation must be given to wildlife who may have taken up residence.</p> <p>Where a site adjoins a watercourse, the watercourse is maintained in its entirety and that only one access/egress can be made across it.</p> <p>Where a site contains mature, healthy trees or hedging that these are to be retained in all cases.</p> <p>Heavy traffic usage requires consideration as this is main access from Thanet and Discovery Park across the Toll Bridge into the town.</p> <p>Consideration must be given to pedestrians crossing the Toll Bridge into the town.</p> <p>Consideration must be given to the temporary impact of construction noise and vibrations on wildlife at Monks Wall Nature Reserve.</p> <p>Full archaeological surveys (not desktop ones done in Maidstone) are carried out on all sites and buildings within or the surrounding area.</p> <p>All new residential properties must have vehicle electrical charging points which will be necessary by law from 2030.</p> <p>Where a site removes or displaces any on street parking that the loss of parking is made up by additional parking spaces on the site.</p> <p>All properties are to be 50-year flood risk compliant as recommended in the NPPF.</p> <p>All access roads are to be adopted by the County's Highway Authority, so that they are maintained accordingly and there are no rights of dispute.</p> <p>All sites to accommodate full fibre communications cabling to allow for super speed internet access to support economic and home working applications.</p> <p>All sites to include drop down curbing allowing adequate accessibility for persons with disabilities or limited lack of mobility.</p> <p>Any additional street lighting shall be unobtrusive, set so as not to cause irritation to neighbouring properties and in the town centre should be of a heritage style to match existing light standards.</p> <p>Sites over 40 units should provide adequate road junction improvements to allow large scale traffic flows to move into and out of the sites without impacting on existing traffic flows.</p> <p>All sites must have adequate accessibility made for pedestrian and cyclist travel preference to protect and support alternative travel to motorised vehicles.</p> <p>Suitable screening provision should be introduced to shield all new development from existing neighbouring residents and in particular where a site is adjacent to an AONB or historic recognition.</p> <p>Section 106 funding should be directed towards improving and updating existing essential services such as doctors, dentists, schools, libraries, toilets, play areas and public recreation.</p> <p>A master plan of Sandwich must be undertaken to ensure that there isn't a cumulative detrimental impact on the town resulting from piecemeal developments.</p> <p>Of the requirement for affordable housing, 65% of this should be rental accommodation, social or council houses. And this should be monitored for compliance.</p> <p>A Design Code for Sandwich should be undertaken.</p>
<p>SAP18 Sandwich Highways Depot/Chippies Way, Ash Road 32 homes</p>	<p>The prime necessity of this site must include a provision for coach parking, as previously promised and the current proposal should reflect this - Coach parking element of this development must result in an increase to coach parking in Sandwich.</p> <p>The access route to the town via the Cricket Club should be managed in conjunction with the Club.</p>

	<p>Any housing on this site should only be on the existing hard standing and the current green areas should be retained.</p> <p>Where a site adjoins a watercourse, the watercourse is maintained in its entirety and that only one access/egress can be made across it.</p> <p>Where a site contains mature, healthy trees or hedging that these are to be retained in all cases.</p> <p>All sites that come onto highways that service a school have twenty mile per hour limits as part of the Highways scheme. Proximity to Sandwich Infant School and recommended parking for parents (Gazen Salts Car Park) should be considered.</p> <p>Full archaeological surveys (not desktop ones done in Maidstone) are carried out on all sites within or the surroundings of Sandwich town.</p> <p>All new residential properties must have vehicle electrical charging points which will be necessary by law from 2030.</p> <p>Where a site removes or displaces any on street parking that the loss of parking is made up by additional parking spaces on the site.</p> <p>All properties are to be 50-year flood risk compliant as recommended in the NPPF.</p> <p>All access roads are to be adopted by the County's Highway Authority, so that they are maintained accordingly and there are no rights of dispute.</p> <p>All sites to accommodate full fibre communications cabling to allow for super speed internet access to support economic and home working applications.</p> <p>All sites to include drop down curbing allowing adequate accessibility for persons with disabilities or limited lack of mobility.</p> <p>Any additional street lighting shall be unobtrusive, set so as not to cause irritation to neighbouring properties and in the town centre, should be of a heritage style to match existing light standards.</p> <p>Emergency access priority should be considered with the adjacent fire station, affording free movement for emergency vehicles.</p> <p>All sites must have adequate accessibility made for pedestrian and cyclist travel preference to protect and support alternative travel to motorised vehicles.</p> <p>Suitable screening provision should be introduced to shield all new development from existing neighbouring residents, and in particular, where a site is adjacent to an AONB or historic recognition.</p> <p>Section 106 funding should be directed towards improving and updating existing essential services such as doctors, dentists, schools, libraries, toilets, play areas and public recreation.</p> <p>A master plan of Sandwich must be undertaken to ensure that there is not a cumulative detrimental impact on the town resulting from piecemeal developments.</p> <p>As this site is in public ownership it should be used as an opportunity to produce an exemplar development, displaying a high-quality design featuring cutting edge technology for energy and water conservation, including the production of car ownership and high-quality pedestrian and cycling links into the town centre.</p> <p>The standard requirement for affordable housing should be increased to 50% on this site and 65% of this should be social rented housing. This should be monitored for compliance.</p>
<p>SAP19 Land known as Poplar Meadow, adjacent to 10 Dover Road, Sandwich 35 homes</p>	<p>This site was approved for a much-needed supermarket and due to the fact that Sandwich greatly needs an alternative supermarket, this should be retained as a commercial site. Should DDC determine that this should be considered for housing, STC's comments are as follows.</p> <p>The road alterations that were previously agreed (when the site was approved for a supermarket) should be integrated into the plan, and the proposed</p>

	<p> dwellings must be of a visual appearance and finishing materials in keeping with the surroundings. Where a site adjoins a watercourse, the watercourse is maintained in its entirety and that only one access/egress can be made across it. Where a site contains mature, healthy trees or hedging that these are to be retained in all cases. All sites that come onto highways that service a school have twenty mile per hour limits as part of the Highways scheme. 20mph speed restriction should begin at Sandwich Technology School affording greater safety outside educational and residential establishments and access roads. Full archaeological surveys (not desktop ones done in Maidstone) should be carried out on all sites within or the surroundings of Sandwich town. All new residential properties must have vehicle electrical charging points which will be necessary by law from 2030. Where a site removes or displaces any on street parking that the loss of parking is made up by additional parking spaces on the site. All properties are to be 50-year flood risk compliant as recommended in the NPPF. All access roads are to be adopted by the County's Highway Authority, so that they are maintained accordingly and there are no rights of dispute. 20mph speed restriction should begin at Sandwich Technology School affording greater safety outside educational and residential establishments and access roads. Consideration must be given to the temporary bridge and conditions across The Delf to ensure access is compliant and adopted by County's Highways Authority. All sites to accommodate full fibre communications cabling to allow for super speed internet access to support economic and home working applications. All sites to include drop down curbing allowing adequate accessibility for persons with disabilities or limited lack of mobility. Any additional street lighting shall be unobtrusive, set so as not to cause irritation to neighbouring properties and in the town centre, should be of a heritage style to match existing light standards. This site as well as sites over 40 units should provide adequate road junction improvements to allow large scale traffic flows to move into and out of the site without impacting on existing traffic flows. Further consideration must be given to traverse the pavement, proximity to bus stop, road junction and railway crossing and onto a busy main road. All sites must have adequate accessibility made for pedestrian and cyclist travel preference to protect and support alternative travel to motorised vehicles. Suitable screening provision should be introduced to shield all new development from existing neighbouring residents and in particular, where a site is adjacent to an AONB or historic recognition. Section 106 funding should be directed towards improving and updating existing essential services such as doctors, dentists, schools, libraries, toilets, play areas and public recreation. A master plan of Sandwich must be undertaken to ensure that there isn't a cumulative detrimental impact on the town resulting from piecemeal developments. Of the requirement for affordable housing, 65% of this should be rental accommodation, social or council houses. And this should be monitored for compliance. A Design Code for Sandwich should be undertaken. </p>
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SAP 20

The inclusion of this site is supported, as it will improve the appearance of this land. However, the proposal is too dense and should be reduced to 25 homes.

<p>Woods' Yard, rear of 17 Woodnesborough Road 35 homes</p>	<p>Disputed ownership of the access road must be resolved and KCC highways adopt access road.</p> <p>Consideration must be given to the proximity to the railway crossing and tracks.</p> <p>Where a site adjoins a watercourse, the watercourse is maintained in its entirety and that only one access/egress can be made across it.</p> <p>Where a site contains mature, healthy trees or hedging, these are to be retained in all cases.</p> <p>All sites that come onto highways that service a school have twenty mile per hour limits as part of the Highways scheme.</p> <p>Road junction improvements should be considered and evaluated due to being on a bend, close proximity of rail crossing and large vehicles accessing the adjacent leisure park and large vehicles making deliveries to the town (i.e., Co-Op)</p> <p>Proximity to the town wall (Rope Walk to The Butts) should be considered as one of the main travel routes for children attending the Infant School.</p> <p>Full archaeological surveys (not desktop ones done in Maidstone) are carried out on all sites within or the surroundings of Sandwich town.</p> <p>All new residential properties must have vehicle electrical charging points which will be necessary by law from 2030.</p> <p>Where a site removes or displaces any on street parking that the loss of parking is made up by additional parking spaces on the site.</p> <p>All properties are to be 50-year flood risk compliant as recommended in the NPPF.</p> <p>All access roads are to be adopted by the County's Highway Authority, so that they are maintained accordingly and there are no rights of dispute.</p> <p>All sites to accommodate full fibre communications cabling to allow for super speed internet access to support economic and home working applications.</p> <p>All sites to include drop down curbing allowing adequate accessibility for persons with disabilities or limited lack of mobility.</p> <p>Any additional street lighting shall be unobtrusive, set so as not to cause irritation to neighbouring properties and in the town centre, should be of a heritage style to match existing light standards.</p> <p>Sites over 40 units should provide adequate road junction improvements to allow large scale traffic flows to move into and out of the sites without impacting on existing traffic flows.</p> <p>All sites must have adequate accessibility made for pedestrian and cyclist travel preference to protect and support alternative travel to motorised vehicles.</p> <p>Suitable screening provision should be introduced to shield all new development from existing neighbouring residents and in particular, where a site is adjacent to an AONB or historic recognition.</p> <p>Section 106 funding should be directed towards improving and updating existing essential services such as doctors, dentists, schools, libraries, toilets, play areas and public recreation.</p> <p>A master plan of Sandwich must be undertaken to ensure that there isn't a cumulative detrimental impact on the town resulting from piecemeal developments.</p> <p>Of the requirement for affordable housing, 65% of this should be rental accommodation, social or council houses. And this should be monitored for compliance.</p>
<p>SAP21 Land adjacent to Sandwich Technology School, Deal Road</p>	<p>STC rejects Regulation 19 for this site and endorses Regulation 18 which outlines the community use of the application which was previously designated / safeguarded for community use.</p>

40 homes

As per Regulation 18 half of the site should be retained for community use. If this was reinstated this site would be supported if the following caveats were included:

The hedge along Deal Road should be retained to screen the site.

The entrance/exit should be on DEAL ROAD, and DEAL ROAD should be reduced to a 30mph speed limit (currently 40mph), this reduction should also continue outside Sandwich Technology School.

Mini roundabout should be introduced to manage traffic speed due to heavy traffic use entering the town and accessing the schools.

The site should also include a temporary parking provision that could be for school traffic for drop off/pick up times to discourage parking on Dover Road.

STC requests confirmation from DDC and the landowner that part of this land is designated / safeguarded for community use.

Biodiversity sensitivity must be considered.

Impact of increased traffic & concern for highway safety, particularly for students should be mitigated, including consideration of problems associated with school drop off/pick up times must be addressed and resolved before the development progresses.

The heritage data is wrong, there are 3 listed properties directly adjacent, and so the heritage arguments against other local sites should apply here as well.

There have been major concerns about water supply and in 2015 concerns about sewage were raised.

There is an existing irrigation main across the site that needs to be investigated and considered.

Where a site adjoins a watercourse, the watercourse is maintained in its entirety and that only one access/egress can be made across it.

Where a site contains mature, healthy trees or hedging that these are to be retained in all cases.

The hedge along Deal Road should be retained to screen the site.

All sites that come onto highways that service a school have twenty mile per hour limits as part of the Highways scheme.

Full archaeological surveys (not desktop ones done in Maidstone) are carried out on all sites within or the surroundings of Sandwich town.

All new residential properties must have vehicle electrical charging points which will be necessary by law from 2030.

Where a site removes or displaces any on street parking that the loss of parking is made up by additional parking spaces on the site.

All properties are to be 50-year flood risk compliant as recommended in the NPPF.

All access roads are to be adopted by the County's Highway Authority, so that they are maintained accordingly and there are no rights of dispute.

All sites to accommodate full fibre communications cabling to allow for super speed internet access to support economic and home working applications.

All sites to include drop down curbing allowing adequate accessibility for persons with disabilities or limited lack of mobility.

Any additional street lighting shall be unobtrusive, set so as not to cause irritation to neighbouring properties and in the town centre, should be of a heritage style to match existing light standards.

Sites over 40 units should provide adequate road junction improvements to allow large scale traffic flows to move into and out of the sites without impacting on existing traffic flows.

All sites must have adequate accessibility made for pedestrian and cyclist travel preference to protect and support alternative travel to motorised vehicles.

Suitable screening provision should be introduced to shield all new development from existing neighbouring residents and in particular where a site is adjacent to an AONB or historic recognition.

Section 106 funding should be directed towards improving and updating

	<p>existing essential services such as doctors, dentists, schools, libraries, toilets, play areas and public recreation.</p> <p>A master plan of Sandwich must be undertaken to ensure that there isn't a cumulative detrimental impact on the town resulting from piecemeal developments.</p> <p>Of the requirement for 30% affordable housing, 65% of this should be rental accommodation, social or council houses. And this should be monitored for compliance.</p> <p>A Design Code for Sandwich should be undertaken.</p>
<p>SAP23 Sydney Nursery, Dover Road 10 homes</p>	<p>Sandwich Town Council agrees in principle to this ten home development but strongly opposes opening up of the access to the bypass as the residents are against this and it is not appropriate, measurable or achievable. No other objections raised to what is a small 'infill' self-build site, however the following mitigation should take place:</p> <p>The following should be considered:</p> <p>KCC highways have previously indicated that they would not be against a left in, left out junction in order to gain access from the A256, as long as measures were taken to prevent traffic leaving the site turning right. If this were to take the form of a central reservation, then the concerns about the hazard to pedestrians seeking to access the bus stop on the opposite side of the road would also be addressed.</p> <p>In the case of both SAP21 and SAP23, the roundabout at the junction of the Dover / Deal Road should be reconstructed to allow direct access to the bypass, thus pre-emptively relieving the inevitable extra pressure on the narrow streets in Sandwich itself.</p> <p>There would need to be full consideration made on the impact on the protected woods behind the houses in what used to be The Crescent. In particular the wildlife (rabbits/foxes/owls/woodpeckers to name a few), which I think would be disturbed and, in all probability, have to migrate elsewhere.</p> <p>Mitigation of site planning.</p> <p>Earth bund to be installed and mature trees to be transplanted, in order to provide an instant screen.</p> <p>Where a site adjoins a watercourse, the watercourse is maintained in its entirety and that only one access/egress can be made across it.</p> <p>Where a site contains mature, healthy trees or hedging that these are to be retained in all cases.</p> <p>Speed limit should be reduced to 20mph due to heavy traffic use and residential and school access as all sites that come onto highways that service a school have twenty mile per hour limits as part of the Highways scheme.</p> <p>Full archaeological surveys (not desktop ones done in Maidstone) are carried out on all sites within or the surroundings of Sandwich town.</p> <p>All new residential properties must have vehicle electrical charging points which will be necessary by law from 2030.</p> <p>Where a site removes or displaces any on street parking that the loss of parking is made up by additional parking spaces on the site.</p> <p>All properties are to be 50-year flood risk compliant as recommended in the NPPF.</p> <p>All access roads are to be adopted by the County's Highway Authority, so that they are maintained accordingly and there are no rights of dispute.</p> <p>All sites to accommodate full fibre communications cabling to allow for super speed internet access to support economic and home working applications.</p> <p>All sites to include drop down curbing allowing adequate accessibility for persons with disabilities or limited lack of mobility.</p> <p>Any additional street lighting shall be unobtrusive, set so as not to cause irritation to neighbouring properties and in the town centre should be of a heritage style to match existing light standards.</p>

	<p>Sites over 40 units should provide adequate road junction improvements to allow large scale traffic flows to move into and out of the sites without impacting on existing traffic flows.</p> <p>All sites must have adequate accessibility made for pedestrian and cyclist travel preference to protect and support alternative travel to motorised vehicles.</p> <p>Suitable screening provision should be introduced to shield all new development from existing neighbouring residents and in particular where a site is adjacent to an AONB or historic recognition.</p> <p>Section 106 funding should be directed towards improving and updating existing essential services such as doctors, dentists, schools, libraries, toilets, play areas and public recreation.</p> <p>A master plan of Sandwich must be undertaken to ensure that there isn't a cumulative detrimental impact on the town resulting from piecemeal developments.</p> <p>Of the requirement for affordable housing, 65% of this should be rental accommodation, social or council houses. And this should be monitored for compliance.</p> <p>A Design Code for Sandwich should be undertaken.</p> <p>There would need to be full consideration made on the impact on the protected woods behind the houses in what used to be The Crescent. In particular the wildlife (rabbits/foxes/owls/woodpeckers to name a few), which I think would be disturbed and, in all probability, have to migrate elsewhere.</p> <p>Earth bund to be installed and mature trees to be transplanted, in order to provide an instant screen.</p> <p>Where a site contains mature trees or hedging that these are to be retained in all cases.</p> <p>Suitable screening provision should be introduced to shield all new development from existing neighbouring residents and in particular where a site is adjacent to an AONB or historic recognition.</p>
<p>SAP22 Land at Archers Low Farm, St George's Road 35 homes</p>	<p>STC feel very strongly that this site should be excluded from the proposed LALP following a robust response objecting to this application submitted recently to DDC in support of over 450 negatives responses to this proposal, highlighting the following issues: traffic generation, vehicular access, traffic and safety concerns.</p> <p>The proposed housing, access road and associated infrastructure would:</p> <ul style="list-style-type: none"> Be visible from Sandown Road and constitute an unwarranted visual intrusion into the countryside. Be amplified by the loss of, and impact on, ancient trees and woodland on the site. Would cause the loss of a significant number of trees and considerable encroachment into Root Protection Areas of retained trees. These trees, many of which are the subject of TPOs, contribute significantly to the area's character, the unrivalled beauty of the countryside and the sensitive landscape setting of this part of Sandwich. Be outside of the settlement confines of Sandwich. Would severely harm the landscape and beauty of the countryside, contrary to Policies DM1, DM15 and DM16 of the Dover District Council Core Strategy and paragraphs 130, 131 and 174 of the NPPF. <p>This would significantly and demonstrably outweigh the benefits of the application.</p> <p>The Planning Inspector's previous objections to the site should also be re-iterated:</p>

This site is allocated in the LALP for residential development with a new estimated capacity of 50 dwellings. This allocation is not justified because of the harmful visual impact on the character and appearance of the local area that would result. The site is an integral part of the unspoilt countryside that wraps around this part of Sandwich and as a result makes a significant contribution to the town's setting. At present the trees and the open cultivated land on the site provide a soft and attractive edge to the town. The construction of dwellings on the site and the formation of a new access on to Sandown Road would constitute an unwarranted intrusion into the countryside to the detriment of the sensitive landscape setting of this part of Sandwich. Other allocations in Sandwich endorsed in this report, including Sites LA14 and LA16, do not share the same landscape. The retention of the trees on the site, even if associated with a buffer area, and coupled with the retention of farming and woodland uses nearby, would not be able to mitigate the visual harm to an acceptable extent. The development would be particularly apparent from Sandown Road during the winter months when the existing deciduous vegetation is not in leaf. The standard of road likely to be required and the necessary sightlines along Sandown Road would also open up views of the site and would be likely to involve tree loss. Although Sandown Road may not be heavily used by vehicles and pedestrians, and some existing housing development in the area may not be of the highest quality, this does not obviate the need to assess the visual implications of this particular allocation. Taking account of all these factors the allocation of this site is not justified. Main Modification MM24 deletes this site from the LALP and is required to make the plan sound." (from [Inspectors-Report-Complete.pdf](#) (dover.gov.uk))

Nothing has changed since 2013 that makes this site now suitable for the proposed development.

If the site was to remain in the Local Plan, the following would be necessary:

- Consideration must be given to tree preservation and impact greatly on the natural vista.
- There are already significant traffic problems on St. George's Road and Sandown Road that cause obstructions and gridlock.
- Special consideration should be given to the issues covered by Policies DM1, DM15 and DM16 of the Dover District Council Core Strategy and paragraphs 130, 131 and 174 of the NPPF.
- Where a site adjoins a watercourse, the watercourse is maintained in its entirety and that only one access/egress can be made across it.
- Where a site contains mature trees or hedging that these are to be retained in all cases.
- All sites that come onto highways that service a school have twenty mile per hour limits as part of the Highways scheme.
- Full archaeological surveys (not desktop ones done in Maidstone) are carried out on all sites within or the surroundings of Sandwich town.
- All new residential properties must have vehicle electrical charging points which will be necessary by law from 2030.
- Where a site removes or displaces any on street parking that the loss of parking is made up by additional parking spaces on the site.
- All properties are to be 50-year flood risk compliant as recommended in the NPPF.
- All access roads are to be adopted by the County's Highway Authority, so that they are maintained accordingly and there are no rights of dispute.

	<ul style="list-style-type: none"> • All sites to accommodate full fibre communications cabling to allow for super speed internet access to support economic and home working applications. • All sites to include drop down curbing allowing adequate accessibility for persons with disabilities or limited lack of mobility. • Any additional street lighting shall be unobtrusive, set so as not to cause irritation to neighbouring properties and in the town centre should be of a heritage style to match existing light standards. • Sites over 40 units should provide adequate road junction improvements to allow large scale traffic flows to move into and out of the sites without impacting on existing traffic flows. • All sites must have adequate accessibility made for pedestrian and cyclist travel preference to protect and support alternative travel to motorised vehicles. • Suitable screening provision should be introduced to shield all new development from existing neighbouring residents and in particular where a site is adjacent to an AONB or historic recognition. Section 106 funding should be directed towards improving and updating existing essential services such as doctors, dentists, schools, libraries, toilets, play areas and public recreation. • A master plan of Sandwich must be undertaken to ensure that there isn't a cumulative detrimental impact on the town resulting from piecemeal developments. • Of the requirement for affordable housing, 65% of this should be rental accommodation, social or council houses. And this should be monitored for compliance. • A Design Code for Sandwich should be undertaken. <p>Where a site contains mature trees or hedging these should be retained in all cases. All healthy trees should retained. Suitable screening provision should be introduced to shield all new development from existing neighbouring residents and in particular where a site is adjacent to an AONB or historic recognition. Be amplified by the loss of, and impact on, ancient trees and woodland on the site. Would cause the loss of a significant number of trees and considerable encroachment into Root Protection Areas of retained trees. These trees, many of which are the subject of TPOs, contribute significantly to the area's character, the unrivalled beauty of the countryside and the sensitive landscape setting of this part of Sandwich. This allocation is not justified because of the harmful visual impact on the character and appearance of the local area that would result. The site is an integral part of the unspoilt countryside that wraps around this part of Sandwich and as a result makes a significant contribution to the town's setting. At present the trees and the open cultivated land on the site provide a soft and attractive edge to the town. Modification MM24 deletes this site from the LALP and is required to make the plan sound." (from Inspectors-Report-Complete.pdf (dover.gov.uk)) If the site was to remain in the Local Plan, the following would be necessary: Consideration must be given to tree preservation and impact greatly on the natural vista.</p>
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Development Management Policies

<p>SP1 Climate Change Policy</p>	<p>This policy should be amended to include the need for mitigation and adaptation to apply to existing buildings as well as new developments, particularly when they come into the planning process – for example, when</p>
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	<p>applications are made for extensions, renovations, demolition and refurbishment.</p> <p>The policy should also be amended to state that great weight should be given to climate change mitigation and adaptation when any new development is considered for approval and that developments which are not carbon-neutral should be resisted.</p> <p>Seek opportunities to plant more trees to offset climate change.</p>
<p>SP5 Affordable Housing</p>	<p>This policy should be amended to state that where sites are owned by public bodies (in any part of the district) the proportion of affordable housing should be set at 50%.</p> <p>Sandwich Town Council would like to encourage developers to include more social housing within their proposed applications for Sandwich.</p>
<p>SP7 Retail and Town Centres</p>	<p>This policy should be amended to include Bullet points 8 and 9 stating that,</p> <p>8. The Council will support proposals to bring upper floors back into use within Primary Shopping Areas, including for residential and office use, unless the current use is for retail and the business is both viable and valued by the local community.</p> <p>9. Changes of use to residential will not be permitted on the ground floor of any unit within the Primary Shopping Areas and this includes the prohibition on any loss of any square metres of retail space on ground floors.</p>
<p>SP10 Sandwich Town Centre</p>	<p>A new point 7 should be added stating 'Carry out a full, evidence led, review of pedestrianisation and vehicular traffic in the town centre.</p>
<p>SP11 Infrastructure and Developer Contributions</p>	<p>Pooling of S106 funds should be utilised to address highways safety matters in Sandwich.</p> <p>Equal weight should be given to the consideration of walking, cycling, public transport and the highways network.</p> <p>Accessibility should be included. S106 funds be increased to allow disability access improvements within Sandwich.</p> <p>DM Policy 33: Protection of Open Space The Green Open Spaces must be protected from future development.</p>
<p>SP12 Strategic Transport Infrastructure</p>	<p>Sandwich Town Council strongly support the expansion of the A2 to resolve some of the traffic issues within the town and district.</p>
<p>SP13 Protecting the Districts Hierarchy of Designated</p>	<p>As an integral part of the towns history and natural environment, Sandwich Town Council would like to see The Delf Stream, Sandwich Waterways and adjoining green areas be considered for inclusion within this strategic policy.</p>

Environmental Sites and Biodiversity Assets	
SP14 Enhancing Green Infrastructure and Biodiversity	<p>Monks Wall Nature Reserve, Gazen Salts and Sandwich Bay Bird Observatory should be considered for inclusion within this strategic policy.</p> <p>Retain all trees on the perimeter of large developments and pockets of existing trees within developments.</p> <p>Add protection for all existing woodland because of the value of trees in preventing speedy runoff of water in times of heavy rainfall, woodland helps prevent inland flooding.</p> <p>Note: DDC Green Infrastructure Strategy- Tree Strategy <i>Reference CC8 5.56: 'as part of the Council's Green Infrastructure Strategy a Tree Strategy will be prepared to accompany this Plan and provide detailed guidance on the delivery of this Policy.'</i></p>
SP15 The Historic Environment	<p>DM Policy 48: Historic Parks and Gardens Monks Wall Nature Reserve, Gazen Salts Nature Reserve and the entire original town wall should be added to Historic England's register of Parks and Gardens of Specific Interest and Kent Gardens Compendium.</p>
Employment Allocations:	
1.1 Sandwich Industrial Estate	All sites are supported and if there is any opportunity to attain a favorable status for all three sites, not just Discovery Park, this should be sought.
1.2 Discovery Park	All sites are supported and if there is any opportunity to attain a favorable status for all three sites, not just Discovery Park, this should be sought.
1.3 Ramsgate Road	All sites are supported and if there is any opportunity to attain a favorable status for all three sites, not just Discovery Park, this should be sought.
CC1 Reducing Carbon Emissions	Sandwich Town Council strongly supports enforceable standards inline with climate emergency, future proofing development.
CC2 Sustainable Design and construction	Sandwich Town Council strongly supports enforceable standards inline with climate emergency, future proofing development.
CC3 Renewable and Low Carbon Energy	Sandwich Town Council strongly supports enforceable standards inline with climate emergency, future proofing development.
CC4	In view of the need to mitigate against the impact of climate change (drier

Water efficiency	summers, wetter winters) this policy should be amended to state that all, 'All new dwellings should have grey water systems installed to recycle water, and these should include measures to harvest rainwater using underground or above-ground tanks of up to 5,000 litres for both WC flushing and watering of gardens.'
CC6 Surface Water Management	Higher expectation of maintenance of roads, car parks to prevent flooding and surface water and clearance of drains which often places areas in the town and on the highways of out use.
CC7 Coastal Change Management Areas	Sandwich Town Council strongly supports this policy to protect our coast.
CC8 Tree planting and Protection	<p>Sandwich Town Council strongly support tree planting and protection.</p> <p>CC8: Tree Planting and Protection Existing trees which are capturing carbon in this decade 2020-2030 and the next 2030 -2040, must be protected</p> <p>Tree planting</p> <ul style="list-style-type: none"> • b. Addition - that Trees should be climate resilient trees Kent species, consideration of appropriate selection to survive changes in the climate -100 Year horizon. • Species selection will be compatible with KCC's plan Bee, pollinators <p>Tree Protection and Replacement</p> <ul style="list-style-type: none"> • Schedule of inspection management should be initiated to protect trees particularly with periods of prolonged weather • Any trees or plants that within a period of 10 years from the completion of the development die, are removed or become seriously damaged or diseased, shall be replaced in the next planting season with others of similar size and species as those originally planted, unless the Local Planning Authority gives written approval to any variation. To ensure that the work is carried out within a reasonable period in accordance with the NPPF. • All promises from developers regarding tree retention, tree planting and biodiversity enhancement must be subject to 'robust auditing'. Honest, objective, before-and-after evaluations / baseline measurements must be used. • Retain all trees on the perimeter of large developments and pockets of existing trees within developments. • 90 - 100% of existing healthy trees retained on new developments. <p>Note: DDC Green Infrastructure Strategy- Tree Strategy <i>Reference CC8 5.56: 'as part of the Council's Green Infrastructure Strategy a Tree Strategy will be prepared to accompany this Plan and provide detailed guidance on the delivery of this Policy.'</i></p>
Place Making	Sandwich Town Council heavily support these important guidelines.
New Homes	The tenure, type and size of housing in new developments should reflect the demographics of the population of Sandwich.

Employment and Local Economy	Sandwich Town Council positively encourages the retention and expansion of the commercial business and retail premises and industrial employment sites.
Retail and Town Centres:	
R1 Primary Shopping Areas	<p>The primary shopping area should be widened to extend the SP10 boundary to include Strand Street, Delf Street, The end of the Butchery, Potter Street and Harnett Street.</p> <p>This policy should be amended to state in the final two paragraphs:</p> <p>Sandwich Town Council will support proposals to bring upper floors back into use, including for residential and office use, unless the current use is for retail and the business is viable and valued by the local community.</p> <p>Changes of use to residential will not be permitted on the ground floor of any unit within the Primary Shopping Areas and this will prohibit the loss of any square metres of viable retail space on ground floors.</p>
R3 Local Shops	Commercial premises should be supported and encouraged, and new commercial ventures should be given a financial incentive.
R4 Shop Fronts	Commercial premises established or vacant should remain commercial and not be permitted to convert to domestic. Should positively reflect and contribute to the character and vitality of this medieval town.
Traffic and Infrastructure:	
TI1 Sustainable Transport and Travel	It is vital that High Speed Trains return to Sandwich on a regular scheduled timetable throughout the week.
TI2 Transport Statement Assessments and Travel Plans	<p>Would Council like to enter any comments or recommendation in consideration in recognition of any new proposed developments and how this will impact on Sandwich current highways and traffic management</p> <p>Consideration should be given to Sandwich's visitors arriving by coach.</p> <p>Consideration should also be given to limited parking provision within the town and feasibility and viability of a further car park is necessary.</p>
The Natural Environment:	
NE1	To strongly commend NE3 and NE6
NE3 Thanet Coast and Sandwich Bay SPA Mitigation and Monitoring Strategy	To conserve conservation considering migratory birds and to carefully monitor including impact of recreational activities.

<p>NE6 The River Dour (Delf and Sandwich Waterways)</p>	<p>A similar report for the Stour, Delf and Sandwich Waterways should be created as per The Dour</p>
<p>The Historic Environment:</p>	<p>As a medieval town the District and Town Councils must support the conservation and restoration of Sandwich unique town centre. Sandwich has a huge number of listed buildings which will at some stage require restoration and conservation and the District Council should be considerate in funding and realistic achievements to ensure future preservation of buildings.</p>

65.11.22 **DATE OF NEXT MEETING**
Monday 19th December 2022

Signed.....

Date.....

DRAFT

Minutes of the Extraordinary Meeting of Sandwich Town Council held in the Council Chamber on: Monday 16th January 2023 at 7pm



Chair: Cllr J Franklin
 Councillors: D Carter, P Carter, A Fox, D Friend, N Gray, K Heaven, D Marie, M Moorhouse, M Pennington, H Sampson, D Sivrikaya, V Tomlins, C Wiles and C Ungerson
 Officer: Responsible Finance Officer

STC.01.23.1	Chair's opening remarks: None	
STC.01.23.2	Apologies for absence received: Apologies received from Cllr Graeme, who had a personal commitment.	
STC.01.23.3	Declarations of interest: The following declarations of interest were received: None	
STC.01.23.4	Public Participation: A 15-minute session is set aside for members of the public to make representations at the meeting in respect of the business on the agenda. Individual representations should not exceed 3 minutes. (Written notice of the desire to exercise the right to speak, together with the topic to be addressed, must be given to the Chief Executive Officer prior to 9:00 on the Monday preceding the meeting)	
STC.01.23.5	<p>Confidential Matters: Under the Public Bodies (Admission to Meetings) Act 1960 (extended by s.100 of the Local Government Act 1972) the public may 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:</p> <ol style="list-style-type: none"> Information relating to a particular employee, former employee or applicant to become an employee of, or a particular officeholder, under the authority. <p>RESOLUTION: That the press and public be excluded for the following items of business.</p> <p>(ii) STAFF SALARIES Members received and considered the salaries from the Responsible Finance Officer. Please note that the illustrated uplift is not a recommendation. The Finance and General Purposes Committee previously made recommendations at their meeting on 12th December 2022. Subsequently it was resolved at full Council</p>	

	<p>on the 19th December to revisit this item. Members noted that the overall budget and precept cannot be calculated until salaries have been approved.</p> <p>RESOLUTION: To approve the Recommendation previously made by the Finance and General Purposes Committee on the 12th December 2022.</p>	
STC.01.23.6	<p>DRAFT BUDGETS – FINANCIAL YEAR 2023/24</p> <p>Members received and considered a draft budget, accompanied by a report for the 2023/24 financial year from the Responsible Finance Officer. Cllr Ungerson made a request for a budget of £1,000 for hedge-planting at Cow Leas Meadow. Cllr Wiles requested a larger budget for Telephone Boxes. Discussions were held regarding the contribution from the Chamber of Commerce towards the Visitor Information Leaflet and Mayoral transport being made more environmentally friendly.</p> <p>RESOLUTIONS:</p> <ol style="list-style-type: none"> To approve the budget as presented by the RFO, bearing in mind the two requests above (regarding Cow Leas Meadow and Telephone Boxes) which could be incorporated by viring from the miscellaneous budget during the year. The budget presents a zero % rise to Council Tax, which remains at £135.96 per Band D Property. The Tax Base, which has risen to 2048.68, allows for a Precept of £278,538.53. <p>(Against: Cllrs Fox, Friend, Marie and Sampson)</p>	
STC.01.23.7	<p>Date of next Full Council Meeting: Monday 30th January 2023</p>	

DRAFT

Minutes of a meeting of the Sandwich Town Council Planning Committee held in the Guildhall on Wednesday 7th December 2022 at 6.30pm

Present: Councillors: C Wiles, Chairman
P Carter
J Franklin
K Heaven
M Moorhouse

Non-voting Members: Cllr D Friend, Mr J Hennessy and Mrs J Summerhayes

Minute Taker: A Hollobon-Baxter, Chief Executive

01.12.22 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Fox (unwell) Cllr Graeme (family commitment) and Cllr Marie (work)
 Apologies were received from Cllr Pennington after the meeting.

02.12.22 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

There were no declarations of interest.

03.12.22 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 Friday before the meeting).
 There was one request to speak with respect to planning application 22/01341.

04.12.22 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: 22/01341

Location: Land Next To 95 St George's Road Sandwich CT13 9LE
 Proposal: Erection of a detached dwelling, new vehicular access associated parking and landscaping.

RESOLUTION: Council resolved to strongly object to this application and refuse on the basis of an incomplete application. STC have concerns in relation to protected habitat and species, surface water flooding, environmental surveys and retention of trees.

(ii) Ref. No: 22/01481

Location: 2 Johns Green Sandwich CT13 0DE
 Proposal: Erection of a detached garage

RESOLUTION: Council resolved to support this application.

- (iii) Ref. No: 22/01470
 Location: 2 Montagu Road Discovery Park Sandwich CT13 9FA
 Proposal: Erection of side and rear extensions to existing building for E(g)(iii)/B2/B8 use, to include ancillary chiller and plant buildings, hard surfacing, additional parking, drainage and 3no. substations.
RESOLUTION: Council resolved to support this application, providing the recommendations from other bodies are met prior to planning approval.
- (iv) Ref. No: 22/01446
 Location: Site At 21 Johns Green Sandwich CT13 0DE
 Proposal: Erection of a detached dwelling, bin store, cycle shed, boundary wall, new vehicular access and parking (existing front wall to be demolished)
RESOLUTION: Council resolved to support this application, subject to a construction management plan and sensitive retention of trees so as not to impact too greatly on the green infrastructure and street scene.
- (v) Ref. No: 22/01427
 Location: 88 New Street Sandwich CT13 9JP
 Proposal: Siting of 2 no. portable buildings for use as staff facilities
RESOLUTION: Council resolved to strongly support this application following the relocation of the portable buildings.

05.12.22 ENFORCEMENT

There were no enforcement notices to consider.

06.12.22 DECISIONS


The Committee noted the Dover District Council planning decisions which had been emailed to the Committee as and when received.

RESOLUTION: Councillors noted the information previously circulated via email.

07.12.22 DATE AND TIME OF NEXT MEETING


Summary of actions from Planning Committee Meeting of 11th January 2023

Minutes	Action	Member/Officer to complete	Update/record of completion
	Log consultee comments on DDC website for two planning applications.	AHB	8 th December 2022

Minutes of Sandwich Town Council Planning Committee Meeting held in the Council Chamber on: Wednesday 11th January 2023 at 18:30		
Chair:	Cllr C Wiles	
Councillors:	P Carter, J Franklin, K Heaven, M Moorhouse and M Pennington	
Co-optee Members:	Mr J Hennessy and Mrs J Summerhayes	
Observer:	Dover District Councillor – Cllr Friend	
Officer:	Caroline Leith	
P.01.22.1	Chair's opening remarks:	
P.01.22.2	Apologies for absence received: Apologies were received from Cllr Graeme, Cllr Fox and the Chamber of Commerce.	
P.01.22.3	Declarations of interest: There was one declaration of disclosable pecuniary interest from Members in respect of business to be transacted on the agenda. Mrs Summerhayes declared an interest in Ref: 22/0156.	
P.01.22.4	Minutes of the Planning Committee: Minutes of the Planning Committee held on Wednesday 7 th December 2022 were noted and approved. There were no matters arising from the minutes.	
P.01.22.5	Public Participation: There were no requests to speak received.	
P.01.22.6	Planning Applications: Application plans and papers can be viewed via the Dover District Council website <ul style="list-style-type: none"> a) Ref: 22/01584 Proposal: Change of use and conversion into 2 no. dwelling houses Location: 1 Potter Street, Sandwich, CT13 9DR RECOMMENDATION: Strongly object to this application as it conflicts with policy R1 of the Regulation 19 Local Plan which states that change of use of commercial property to residential use will not be permitted within the Primary shopping area of Sandwich on the ground floor. Council would be minded to support a revised application to convert the first floor only to residential use. b) Ref: 22/01585 Proposal: Alterations to facilitate change of use to dwelling, to incl. infill of existing partitions, removal of partition wall, replacement of existing window with new to West elevation & replacement of existing window with door to North elevation. 	

	<p>Location: 1 Potter Street, Sandwich, CT13 9DR RECOMMENDATION: Strongly object to this application as it conflicts with policy R1 of the Regulation 19 Local Plan which states that change of use of commercial property to residential use will not be permitted within the Primary shopping area of Sandwich on the ground floor. Council would be minded to support a revised application to convert the first floor only to residential use.</p> <p>c) Ref: 22/01599 Proposal: Certificate of Lawfulness (existing) for the change of use from retail floor space to residential accommodation Location: 38 King Street, Sandwich, CT13 9B RECOMMENDATION: Strongly object to this application as it conflicts with policy R1 of the Regulation 19 Local Plan which states that change of use of commercial property to residential use will not be permitted within the Primary shopping area of Sandwich on the ground floor. Council would be minded to support a revised application to convert the first floor only to residential use.</p> <p>d) Ref: 22/01606 Proposal: Erection of a 3 metre-high front boundary wall, piers with acorn finials, 1.5 metre fencing, erection and relocation of 2.4 metre high entrance gates, widening of existing driveway, relocation of street light, repairs and rebuild of sections of existing side wall Location: Land Between 47 And 49 New Street, Sandwich, CT13 9BB RECOMMENDATION: Object to this planning application on the basis that this is out of keeping with the street scene due to the excessive height of the proposed wall.</p> <p>e) Ref: 22/01605 Proposal: Erection of a two-storey side extension and single storey rear extension (demolition of garage and lean-to) Location: 125 Dover Road, Sandwich, CT13 0DA RECOMMENDATION: Strongly support this planning application.</p> <p>f) Ref: 22/01481 Proposal: Erection of a detached garage Location: 2 Johns Green, Sandwich, CT13 0DE RECOMMENDATION: Support this planning application.</p> <p>g) Ref: 22/01561 Proposal: Erection of a single storey rear extension Location: 33 Whitefriars Meadow, Sandwich, CT13 9AS RECOMMENDATION: Raise no objection to this planning application.</p>	
P.01.22.7	<p>Planning Decisions: The most recent new Planning Decisions taken by Dover District Council were received and noted.</p>	

P.01.22.8	<p>Street Furniture Applications: 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. No new applications have been received.</p>	
P.01.22.9	<p>Licensing: To consider any licensing notices and issues received from Dover District Council. No new applications have been received.</p>	
P.01.22.10	<p>Enforcement: To consider any enforcement notices and issues received from Dover District Council. No new enforcement notifications have been received. Cllr Carter asked Cllr Friend to follow up on correspondence with respect to an enforcement issue at Stone Cross Lees.</p>	
P.01.22.11	<p>Correspondence: To receive and consider correspondence relating to planning matters, including notification of appeals against refusal of Planning Applications. No new correspondence has been received.</p>	
P.01.22.12	<p>Verbal update from our Dover District Councillor on matters relating to planning. Residents wishing to speak regarding the proposed development at Archers Low should register an interest through Cllr Friend who will put them in contact with the relevant body.</p>	
P.01.22.13	<p>Date of next Planning Committee Meeting: Wednesday 15th February 2023 18:30. Meeting closed at 19:00</p>	

Minutes of Sandwich Town Council Heritage and Townscape Committee Meeting held in the Council Chamber on: Thursday 12th January 2023		
Chair: Cllr C Ungerson Councillors: J Franklin, D Friend, N Gray, K Heaven, D Marie, H Sampson, D Sivrikaya and C Wiles Officer: A Nigol (Acting Town Clerk)		
HT.01.23.1	Chair's introduction: The Chair welcomed Councillor members and the members of the public and introduced a new temporary part time clerk who was minuting this meeting. The Chair also mentioned in her opening remarks that Cllr Nicolas Gray will be resigning from this Committee in order to make way for a newly co-opted Councillor Vicky Tomlins.	
HT.01.23.2	Apologies for absence received: Apologies were received and accepted from: Cllr D Friend (DDC work commitments); Cllr D Sivrikaya (family commitment). Cllr Jeff Franklin was not present.	
HT.01.23.3	Declarations of interest: None	
HT.01.23.4	Public Participation: None	
HT.01.23.5	Tree Planting Members received a report about tree and hedge planting in Sandwich written by Cllr Ungerson, plus an attachment written by the Volunteer Tree Warden Nikky Warden. Some Councillor members of this Committee had previously looked at some of the areas for tree planting in particular on Cow Leas Meadow at the rear of Malcolm Waites garage. The Tree Warden suggested planting a native mixed hedgerow, approx. length 50m. in length along the fence at the rear of the garage. Planting of this hedge would be low cost and its maintenance similarly expected to be low. The Committee agreed that this proposal be recommended to the full Council, but that a map should be presented together with the proposal. A request for a budget of £1000 should go to the Extraordinary Meeting of the Council to be held on January 16th. Recommendations: i) That the Committee supports this proposal and recommends it to the full Council. ii) That the Committee recommends that the budget of £1000 is made available by STC in the financial year 2023/24 to fund the project. Proposed by Cllr Sampson seconded by Cllr Gray and all members voted in favour.	Attach 1a + 1b

HT.01.23.6	<p>Tourist information</p> <ul style="list-style-type: none"> i) Cllr Wiles gave an update on two recent Tourist Information Working Group meetings. The minutes of the first of these meetings were presented as Attachment 2 to the Committee agenda. The second meeting had been well attended by about 23 people, including business people and residents. In addition a letter had been distributed to local businesses in Sandwich town. The main issue concerned the tourist information centre and its location. ii) Cllr Wiles had also visited the Sandwich leisure park and met the owner. During the peak season there are about 1000 people staying at the park, which could have a huge income potential for Sandwich town. iii) Next Tourist Information Working Group meeting is taking place within the next couple of weeks and the group will report back to the Council sometime in March with some recommendations and ideas useful for the new tourist season. iv) In discussion, Discovery Park, the Golf clubs, the Aqua Park, as well as the Leisure Park were mentioned as key points where tourist information should be made available. Similarly the red phone boxes owned by the council could be used as a tourist information hubs. v) Committee also discussed a possible Blue Plaque scheme. Cllr Wiles mentioned that the Town trail signage is about to be revamped. Cllr Wiles agreed to invite the members of Chamber of Commerce to the next meeting. <p>The minutes of the first Tourism Information Working Group were noted by the Committee, proposed by Cllr Sampson seconded by Cllr Marie and all members voted in favour.</p>	Attach 2
HT.01.23.7	<p>Sandwich waterways</p> <p>The committee received a verbal update from the working group chair Cllr Heaven. The first meeting of the working group will be January 19th. The working group was formed as local residents were concerned about the look of the water, mosquitos, algae and lack of wildlife caused by the very slow-moving water. The working group is hoping to present its report in a couple of months. Cllr Heaven stated that the key organisation is the Environment Agency. But STC should have an opinion as to actions to improve the flow of the water and impress that opinion on the Environment Agency. Cllr Sampson proposed that we note the verbal update, seconded by Cllr Wiles, all members voted in favour.</p>	
HT.01.23.8	<p>Bowling Street Lighting</p> <p>Cllr Ungerson mentioned that the committee has not received any update from KCC. The committee agreed that this item needs to stay on the agenda until it's solved. The Committee resolved to ask to have a meeting with KCC and to talk to the Cllr Chandler. The Chair said she would write to Cllr Chandler asking for such a meeting.</p>	
HT.01.23.9	<p>Empty buildings in Sandwich</p> <p>Cllr Ungerson highlighted three outstanding empty buildings in Sandwich: The Limes in New Street, School house next to the Infants' School and Wayfarers.</p>	

	<ul style="list-style-type: none"> i) The Limes. There has been very little action from the owners, although some Councillors had noted that something seems to be going on at the moment. It was agreed that Cllr Ungerson should write to Cllr Friend and Councillor Chandler asking for an update. ii) School house. The infant school would like to use School house. Cllr Wiles mentioned that School house has been empty for 4-5 years and will need a bit of work. Cllr Ungerson agreed to write to Cllr Chandler to talk about the possibility of a discussion with the portfolio holder and see what are the options. Cllr Sampson said he is a school governor and will raise the issue at the next governors' meeting. iii) Wayfarers. Local residents have noticed that some works are going on there. Cllr Chandler had written to Cllr Sivrikaya saying that the works were to deal with some vandalism and that a preferred bidder had been identified. The committee suggested (though not unanimously) that Cllr Ungerson write to Cllr Chandler for an update whether it's been sold and if so who are the new owners. She should also suggest while the building stands empty it could be used by Social Services to help with bed blocking in hospitals, or housing for refugees and asylum seekers. 	
<p>HT.01.23.10</p>	<p>Public Conveniences on the Quay</p> <p>Members received a report from Responsible Finance officer which outlined the income and expenditure over a number of years of running the toilets on the Quay. The issue is that access to the toilets is not satisfactory and the automatic system of entry using bank cards often fails. People are entering the Bell Hotel to have the access to the facilities because they are unable to access the toilets at the Quay. These toilets were refurbished in 2021. When the toilets were run by paid staff, the cost was between £23,000 and £25,000 a year. Running the new system by using the bank card access is around £16,500. The difference is about £7,000 a year. The Council needs to consider the impression Sandwich gives to visitors. Cllr Marie suggested the toilet facilities should be free. Cllr Sampson and Cllr Gray stated that there were organisations operating at the Quay that might be able to help with time and money because it was in their interest that the toilet facilities are of high quality and accessible. There needs to be a dialogue with the Heritage Harbour group, DDC, the P22 Trust and the Medieval Trust to see what they could contribute.</p> <p>RECOMMENDATION: To set up a separate working group to address this issue. Cllr Sampson agreed to lead and chair the working group. Cllr Marie said he would like to be a member of the working group and that Sandwich Events would be very much interested.</p>	<p>Attach 3</p>
<p>HT.01.23.11</p>	<p>Priorities for the Heritage and Townscape Committee for 2023</p> <p>Cllr Ungerson suggested that the committee should start thinking about topics to be discussed this year:</p> <ul style="list-style-type: none"> i) There are two vision plans, the 'New Vision for Sandwich' and the report commissioned by DDC on the future of the Quay. In discussion it was suggested that 	

	<p>the Committee invite Councillor Oliver Richardson to talk about the vision for the Quay.</p> <ul style="list-style-type: none"> ii) The Heritage Harbour plans. In discussion it was agreed that Cllr Gray be invited to talk to the Committee about what was happening. iii) Fellowship walk. It was agreed this would go on the next agenda. iv) Sandwich South has many problems. We should particularly discuss traffic management in the area. v) Pedestrianisation. Will be discussed at the Planning Committee but should be discussed at this committee too 	
HT.01.23.12	<p>Co-option of Members to the Heritage and Townscape Committee.</p> <p>Cllr Ungerson said we can now appoint co-optees to this committee. There are three options:</p> <ul style="list-style-type: none"> i) the committee can choose not to have any co-optees ii) to have co-optees who represent particular Sandwich organisations that are interested in Heritage and Townscape. iii) to have members who, as individuals, can offer relevant expertise. <p>It was agreed that Councillor members would send suggestions to the Chair and that, on the basis of that list, decisions as to who to invite as co-optees would be made at the next meeting</p>	Attach 4
HT.0123.13	<p>To discuss and set dates for forthcoming Heritage and Townscape Committee meetings.</p> <p>Proposed Dates of next Heritage and Townscape Committee Meetings:</p> <p>Monday 20th February Monday 13th March Monday 17th April</p> <p>Those dates were accepted by the committee members.</p>	

Meeting closed 19:45

A Nigol

Acting Town Clerk

Sarnwich Town Council - Payment Schedule 2022/23 - Mid January 2023

Date of Meeting	Proc No	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total	Actual Payments Made (December Statement)
30/01/2023	210	Highway Business Services	Demain Renewal for Sarnwich Town Council	IT Expenses (Inc. Website)	S1C Minute Ref: 32.06.22 (M)	£120.00	£24.00	£144.00	
30/01/2023	211	Highway Business Services	Office 365 - new Pac	IT Expenses (Inc. Website)	S1C Minute Ref: 32.06.22 (M)	£38.10	£7.62	£45.72	
30/01/2023	212	Highway Business Services	IPad set up	IT Expenses (Inc. Website)	S1C Minute Ref: 32.06.22 (M)	£50.00	£10.00	£60.00	
30/01/2023	213	Highway Business Services	Labo Payment Fees - 16/1/2023	IT Expenses (Inc. Website)	S1C Minute Ref: 32.06.22 (M)	£120.00	£24.00	£144.00	
30/01/2023	214	Highway Business Services	Labo Farmer Fees - re invoice	IT Expenses (Inc. Website)	S1C Minute Ref: 32.06.22 (M)	£120.00	£24.00	£144.00	£400.87
30/01/2023	215	Margate Charle Trustee	Margate to Henry Hobbs	Margate Expense	Chief Executive	£20.00	£0.00	£20.00	£26.00
30/01/2023	216	8th Ward	Recycling Services - December	Other Expenses (incl. telephone)	Chief Executive	£20.04	£5.30	£25.34	£31.97
30/01/2023	217	Winds Business Solutions	Production Charges	Photocopy (Hordell & Uaggs)	S1C Minute Ref: 32.06.22 (M)	£77.12	£15.43	£92.55	£92.55
30/01/2023	218	Trinity Highway	IT Contract - renewal of 50% discount on Services Balance	IT Expenses (Inc. Website)	S1C Minute Ref: 32.06.22 (M)	£216.00	£0.00	£216.00	£216.00
30/01/2023	219	M R A Chapman	Warden Fees - Mokes Will Return Revenue 07/12/2022 - 31/12/2022	Monorail Nairo Revenue	Chief Executive	£200.00	£0.00	£200.00	£208.33
30/01/2023	220	H800000	Report to table at Ouy zoonwase	Other Conventions - Other Expenditure	Chief Executive	£11.25	£1.62	£12.87	£17.50
30/01/2023	221	Sarnwich Town Tennis Club	Refund warrant of accidental payment from Tennis Club	Miscellaneous / Unspecified Expenditure	Chief Executive	£45.00	£0.00	£45.00	£45.00
30/01/2023	222	Burners Stream	Water Charge - Tennis Club, Sarnshaw Road	Black List / Sarnshaw Road Abeyance	S1C Minute Ref: 32.06.22 (M)	£86.42	£0.00	£86.42	£80.42
30/01/2023	223	The Corporation of the Orkney Ports	Annual Subsidy to the Corporation 2022/23	Cheque Post Functions & Subscription	Chief Executive	£350.00	£0.00	£350.00	£550.00
30/01/2023	224	Burness Stream	Water Charges - Falkergate	Falkergate	S1C Minute Ref: 32.06.22 (M)	£82.27	£0.00	£82.27	£32.27
30/01/2023	225	Salsines - Sarnwich Town Council	Town Sergeant and Mayoral Salaries - December 2022	Margate's Mandate & Uniform	S1C Minute Ref: 32.06.22 (M)	£100.00	£0.00	£100.00	£100.00
30/01/2023	226	Salsines - Sarnwich Town Council	Sarnwich Town Council Administration Salaries - December 2022	Town Clerk & Office Staff	S1C Minute Ref: 32.06.22 (M)	£5,385.26	£0.00	£5,385.26	£5,385.26
30/01/2023	227	Salsines - Sarnwich Town Council	Salsines - Sarnwich Town Council	Other Conventions - Salaries	S1C Minute Ref: 32.06.22 (M)	£380.50	£0.00	£380.50	£380.50
30/01/2023	228	Salsines - Sarnwich Town Council	Debit Medical Conventions Salaries - December 2022	Other Medical Conventions - Salaries	S1C Minute Ref: 32.06.22 (M)	£280.00	£0.00	£280.00	£280.00
30/01/2023	229	Salsines - Sarnwich Town Council	S144 - Visitor Information Centre - December 2022	S144 Salaries	S1C Minute Ref: 32.06.22 (M)	£291.26	£0.00	£291.26	£291.26
30/01/2023	230	Salsines - Sarnwich Town Council	Contribution to Carabing Staff - December 2022	Contribution to Carabing Staff	S1C Minute Ref: 32.06.22 (M)	£383.02	£0.00	£383.02	£383.02
30/01/2023	231	Salsines - Sarnwich Town Council	Guidford Cleaning and Cleaning - December 2022	Guidford	S1C Minute Ref: 32.06.22 (M)	£5,125.14	£0.00	£5,125.14	£5,125.14
30/01/2023	232	Salsines - Sarnwich Town Council	Guidford Administration Salaries - December 2022	Guidford	S1C Minute Ref: 32.06.22 (M)	£5,564.48	£0.00	£5,564.48	£5,564.48
30/01/2023	233	Salsines - Sarnwich Town Council	Visitor Information Staff (Guidford element) - December 2022	Guidford	S1C Minute Ref: 32.06.22 (M)	£541.89	£0.00	£541.89	£541.89
30/01/2023	234	Salsines - Sarnwich Town Council	Administration Salaries - December 2022	STBC	S1C Minute Ref: 32.06.22 (M)	£4,080.09	£0.00	£4,080.09	£4,080.09
30/01/2023	235	Trinity Highway	IT Support - January 2023	IT Expenses (incl. Website)	S1C Minute Ref: 32.06.22 (M)	£40.00	£0.00	£40.00	£40.00
30/01/2023	236	Amersfort Hedges	Thursday Market Management Fees - November 2022	Thursday Market Manager	Chief Executive	£200.00	£0.00	£200.00	£200.00
30/01/2023	237	Amersfort Hedges	Thursday Market Management Fees - December 2022	Thursday Market Manager	Chief Executive	£200.00	£0.00	£200.00	£200.00
30/01/2023	238	Amersfort Hedges	Thursday Market Management Fees - December 2022	Thursday Market Manager	Chief Executive	£200.00	£0.00	£200.00	£200.00
Total						£24,218.87	£118.83	£24,337.70	£24,337.70

Sunderthorpe Town Council - Payment Schedule 2022/23 - End of January 2023

Month	Date of Meeting	Per No.	Payee	Description	Budget Heading	Power of Expenditure	Met	Var	Total	Actual Payments Made to Bank Statement
JANUARY	30/01/2023	218	Post Office	16 stamps for Mayor's Christmas Cards	Mayor's Expenses	Chief Executive	£15.20	£0.00	£15.20	£15.20
JANUARY	30/01/2023	218	Post Office	14 stamps to post Addressed Christmas	Blank Labels / Sendbox Road Allowance	Chief Executive	£47.00	£0.00	£47.00	£47.00
JANUARY	30/01/2023	218	Co-op	Minor items and wine for Mayor's Christmas event	Mayor's Expenses	Chief Executive	£28.70	£0.00	£28.70	£28.70
JANUARY	30/01/2023	218	EVN	Electricity charges - Firestation	Firestation	STC Minute Ref: 32.06.22 (N)	£314.31	£0.00	£314.31	£314.31
JANUARY	30/01/2023	218	Dove Diocese Council	Parish Permit - Public Conversation Allowance	Officers Travel & Training Expenses	Chief Executive	£137.50	£37.50	£100.00	£100.00
JANUARY	30/01/2023	218	Dove Diocese Council	Parish Permit - Temporary Clerk	Officers Travel & Training Expenses	STC 36.12.22 (F)	£95.00	£0.00	£95.00	£95.00
JANUARY	30/01/2023	218	Fulbright	STC Staff desk for BFC	Other Expenses (incl. Materials)	Chief Executive	£232.00	£37.82	£194.18	£194.18
JANUARY	30/01/2023	218	Highway Business Services	OT5-5-187 (incl. fuel)	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (N)	£30.10	£7.82	£22.28	£22.28
JANUARY	30/01/2023	218	M. K.A. Chapman	Washes Flow - Means Well Nature Reserve 06/12/2022 - 05/01/2023	Monks Well Nature Reserve	Chief Executive	£208.33	£0.00	£208.33	£208.33
JANUARY	30/01/2023	218	Marx of Saverham Charity Fund	Mayor and driver - visit to Shepherds Naive Brewery	Mayor's Expenses	Chief Executive	£45.00	£0.00	£45.00	£45.00
JANUARY	30/01/2023	218	Karl County Supplies	Photocopier paper	Other Expenses (incl. Materials)	Chief Executive	£75.38	£18.22	£57.16	£57.16
JANUARY	30/01/2023	218	Business Stream	Water Charges - Black Lane Millstream 28/09/2022 - 17/01/2023	Blank Labels / Sendbox Road Allowance	STC Minute Ref: 32.06.22 (N)	£440.16	£0.00	£440.16	£440.16
JANUARY	30/01/2023	218	Post Office	Stamps for petty cash	Miscellaneous / Unallocated Expenditure	Chief Executive	£57.50	£0.00	£57.50	£57.50
JANUARY	30/01/2023	218	SAGE	Sage Payroll charge 12/01/2023 - 11/07/2023	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (N)	£17.00	£3.40	£13.60	£13.60
JANUARY	30/01/2023	300	Sunderthorpe Town Council	50% contribution towards matter local sports	Other Expenses (incl. telephone)	Chief Executive	£23.40	£4.90	£18.50	£18.50
JANUARY	30/01/2023	301	Perma-As	145 Service - January 2023	Firestation Business	STC Minute Ref: 32.06.22 (N)	£112.37	£21.28	£91.09	£91.09
JANUARY	30/01/2023	302	Training Highway	IT Support - January 2023	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (N)	£101.40	£0.00	£101.40	£101.40
JANUARY	30/01/2023	302	Training Highway	IT Support - January 2023 (to be reimbursed by SIB - Gairthorpe A/C)	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (N)	£101.40	£0.00	£101.40	£101.40
JANUARY	30/01/2023	302	Powerlink UK	Phone Charges - January 2023	S 14 (Other Expenditure)	STC Minute Ref: 32.06.22 (N)	£50.00	£10.00	£40.00	£40.00
JANUARY	30/01/2023	302	Powerlink UK	Phone Charges - January 2023	Other Expenses (incl. telephone)	STC Minute Ref: 32.06.22 (N)	£50.00	£10.00	£40.00	£40.00
JANUARY	30/01/2023	302	Powerlink UK	Phone Charges - January 2023	Guilford	STC Minute Ref: 32.06.22 (N)	£50.00	£10.00	£40.00	£40.00
JANUARY	30/01/2023	304	Brimm Cam	Electricity Charges - Firestation	Firestation	STC Minute Ref: 32.06.22 (N)	£46.98	£0.28	£46.70	£46.70
JANUARY	30/01/2023	306	Sunderthorpe Town Council	Hours statement for Sloga Fund Guilford Account for cost of Club Protection Fee	Other Expenses (incl. telephone)	Chief Executive	£0.00	£0.00	£0.00	£0.00
						Total	£2,093.90	£290.34	£1,803.56	£1,803.56

PETTY CASH - SANDWICH TOWN COUNCIL EXPENSES

STATEMENT TO 30th November 2022

Cash as at 01/04/22	£92.35
Stamps as at 01/04/22	£24.08
	<u>£116.43</u>
Petty cash withdrawn	£30.00
TOTAL	£146.43

Stamps used from tin	£18.32
Spent Cash (Postage)	£73.01
Spent Cash (not Postage)	£36.90
SUB-TOTAL	<u>£128.23</u>

Unused Stamps	£2.90
Cash in hand	£15.30
	<u>£18.20</u>
TOTAL	<u>£146.43</u>

SANDWICH TOWN COUNCIL - GENERAL A/C - STATEMENT AS AT 31/12/22

INCOME

Balance Brought Forward 01/04/22 including MWNR Balance (£50,592.85) and other reserve balances (£9,240)	£552,150.94
	£552,150.94
<u>Vat Refund</u>	£18,367.76
<u>Precept</u>	£275,652.10
<u>Outside Sources</u>	
Black Allotment Rents & Water Contribution	£4,728.29
Quay Conveniences	£3,485.83
Fishing Permits	£6.00
Green Waste Bags	£158.40
Cow Leas Lease	£200.00
Drill Hall	£14,600.00
<u>Refunded From Functions</u>	
Deputies supper donations	£210.00
Curfew Ringers Supper	£135.00
<u>Internal Transfers / Adhoc Income</u>	
Museum payment for stock from Visitor Information Centre	£118.74
Refund from Photocopying	£0.20
<u>Monks Wall Nature Reserve</u>	
Income relating to Monks Wall Nature Reserve	£10,442.84
<u>S144 (Visitor Information Centre & Tourism)</u>	
Visitor Information Centre	£186.50
<u>Forecourt Income</u>	
Current Markets	£7,520.00
<u>Miscellaneous Income</u>	
Difference between HMRC payments and amounts paid (timing difference)	£971.85
Pension Difference (paid less in July 2022 as paid too much in 2021/22)	£413.96
Refund - STBF Salaries	£41,455.54
Refund - STBF Guildhall Salaries	£94,093.66
Refund from STBF Guildhall for Cleaning Stock	£11.80
Refund re Cinque Port Bowls Tournament, which was cancelled	£25.00
Refund from NALC for cancelled course	£60.00
Refund from Dover District Council re Council Tax	£1,097.81
Guildhall Room Hire - to be moved to STBF Guildhall account	£529.00
Payment made by Sandwich Lawn Tennis Club in error - to be refunded	£45.00
Interim share allocation - G Maddox	£210,000.00
	684,515.28
TOTAL	£1,236,666.22

EXPENDITURE

<u>Vat Paid</u>	
VAT	£4,183.81
<u>Mayoral and Civic Functions</u>	
Mayoral Expenses	£1,845.10
Mayoral Travel	£991.30
Mayor's Hospitality (Including Civic Events)	£854.72
Mayor's Attendant & Uniform	£4,670.43
Cinque Port Functions & Subscription	£38.00
<u>Staffing</u>	
Town Clerk & Office Staff	£46,572.61
Contribution to Caretaking Staff	£6,429.92
Staff Recruitment	£240.00
Staff Training	£902.88
Officers Travel & Parking Expenses	£1,200.90

<u>Administration</u>	
Petty Cash	£30.00
Peninsula Business (HR)	£1,014.03
Office Expenses (incl. telephone)	£2,387.23
Audit Fees	£2,720.00
Subscriptions & Memberships	£1,517.00
IT Expenses (incl. Website)	£4,269.05
Photocopier (Rental & Usage)	£1,244.06
Bank Charges	£480.12
<u>Insurance</u>	
Guildhall Insurance including contents	£577.19
Insurance - Public Conveniences and Boatmans' Chapel	£224.00
Other Insurances (ie/ Liability & Slander)	£3,919.50
<u>Public Conveniences</u>	
Quay Conveniences - Salaries	£9,703.66
Cattle Market Conveniences - Salaries	£2,340.00
Quay Conveniences - Other Expenditure	£2,851.72
<u>S144 (Visitor Information Centre & Tourism)</u>	
S144 Salaries	£8,846.01
S144 (Other Expenditure)	£12,859.45
<u>Sandwich Open Spaces / Other Properties</u>	
Black Lane / Sandown Road Allotments	£1,889.70
Boatman's Hill Chapel - Water Rates & Maintenance	£109.54
Cow Leas	£194.55
Flowers, cleaning & maintenance of the War Memorial	£500.00
Drill Hall / Quayside Market	£17,436.19
Fishergate	£1,899.74
<u>Reserves - Ring-fenced</u>	
Monks Wall Nature Reserve	£2,423.04
Highways Improvement Plan (H.I.P's) Reserve	£1,240.96
<u>Miscellaneous / Unexpected Expenditure</u>	
Miscellaneous / Unexpected Expenditure:	
Guildhall Forecourt Business Rates	£1,372.25
Election Expenses	£13,051.50
Legal Advice re market and lease agreement for Hub (part reimbursement due from STBF)	£1,237.50
Reimbursement of Room Hire income to STBF account	£80.00
Insurance of property on Strand Street	£838.96
Council Tax - property on Strand Street	£1,851.00
Legal Advice re setting up new charity	£240.00
Gas Charges - property on Strand Street	£279.94
50% cost of Civic Awards (shared with Mayor's Expenses)	£900.00
50% cost of 5 x black wallets for Civic Awards	£26.70
Floral bouquet tribute to HM Queen Elizabeth II	£45.00
Lighting of beacon for Queens Jubilee	£80.00
2 x flower arrangements for memorial - HM Queen Elizabeth II	£80.00
Town Notice Board	£1,000.00
Maintenance of Defibrillator (outside Guildhall)	£63.00
Disability Access Strategy	£49.33
<u>Guildhall and Forecourt</u>	
Contribution towards running of the Guildhall	£85,000.00
<u>Guildhall Forecourt Project</u>	
Thursday Market Manager	£1,800.00
Loan Repayment	£12,033.48
Payment of loan to Dover District Council	£350,000.00
	£618,635.07

Items relating to Sandwich Toll Bridge Fund Account

VAT refunded to STBF	£1,397.07
STBF Salaries	£39,203.10
	<hr/>
	£40,600.17

Items relating to Sandwich Toll Bridge Fund Guildhall Account

VAT refunded to STBF Guildhall	£5,646.08
STBF Guildhall Salaries - Guildhall Caretaking and Cleaning	£57,869.33
STBF Guildhall Salaries - Guildhall Administration	£29,187.51
STBF Guildhall Salaries - Visitor Information Staff (Guildhall element)	£7,036.82
STBF Guildhall Cleaning Charges (to be reimbursed)	£19.53
Phone Charges (Guildhall share to be reimbursed)	£547.03
Signs for Guildhall	£18.31
IT Support (Guildhall share to be reimbursed)	£453.48
	<hr/>
	£100,778.09

Items relating to Sandwich Toll Bridge Fund Museum Account

VAT refunded to Museum Account	£418.20
	<hr/>
	£418.20

£760,431.53**Balance at Bank as per Bank Reconciliation as at 31/12/22**

£476,234.69

TOTAL

£1,236,666.22**Bank Reconciliation as at 31/12/22**

Current a/c	£476,368.64
Less: Outstanding payments	£133.95
TOTAL	<hr/> £476,234.69

OUTSTANDING PAYMENTS

261 Peninsula (HR Services - December)	£133.95
	<hr/>
	£133.95

Monks Wall Nature Reserve**Balance Brought Forward 01/04/22**

£50,592.85

Income

Grazing Fees	£1,370.00
Rural Payments Agency	£9,072.84
	<hr/>
	£10,442.84

Expenditure

Warden Fees 19/02/2021 - 07/11/2022	£1,666.64
Cost of padlocks and chain reimbursed to Warden	£26.00
Items for tree and hedge planting	£93.90
Security Tracking System	£174.00
RPA Application - Finns	£462.50
	<hr/>
	£2,423.04

Balance as at 31/12/22

£58,612.65

Expenditure	Approved Budget 2022/23	Virements	Revised Budget 2022/23	Expenditure to Date	Balance to Date
<u>Mayoral and Civic Functions</u>					
Mayoral Expenses	£2,000.00		£2,000.00	£1,845.10	£154.90
Mayoral Travel	£2,000.00		£2,000.00	£991.30	£1,008.70
Mayor's Hospitality (Including Civic Events)	£3,500.00		£3,500.00	£854.72	£2,645.28
Mayor's Attendant & Uniform	£8,960.00		£8,960.00	£4,670.43	£4,289.57
Cinque Port Functions & Subscription	£430.00		£430.00	£38.00	£392.00
Curfew Ringers Supper (not bell repairs)	£800.00		£800.00	£0.00	£800.00
<u>Staffing</u>					
Town Clerk & Office Staff	£65,120.00		£65,120.00	£46,572.61	£18,547.39
Contribution to Caretaking Staff	£8,090.00		£8,090.00	£6,429.92	£1,660.08
Staffing Contingency	£2,000.00		£2,000.00	£0.00	£2,000.00
Staff Recruitment	£3,500.00		£3,500.00	£240.00	£3,260.00
Staff Training	£2,000.00		£2,000.00	£902.88	£1,097.12
Officers Travel & Parking Expenses	£1,000.00		£1,000.00	£1,200.90	-£200.90
Staff Salaries bonus pot	£640.00		£640.00	£0.00	£640.00
Difference between HMRC payments and amounts paid (timing difference)	£0.00		£0.00	£0.00	£0.00
<u>Administration</u>					
Petty Cash	£120.00		£120.00	£30.00	£90.00
Peninsula Business & Capita	£1,280.00		£1,280.00	£1,014.03	£265.97
Office Expenses (incl. telephone)	£7,210.00		£7,210.00	£2,367.23	£4,822.77
Audit Fees	£2,400.00		£2,400.00	£2,720.00	-£320.00
Subscriptions & Memberships	£1,990.00		£1,990.00	£1,517.00	£473.00
IT Expenses (incl. Website)	£14,500.00		£14,500.00	£4,269.06	£10,230.96
Photocopier (Rental & Usage)	£1,600.00		£1,600.00	£1,244.06	£355.94
Bank Charges	£700.00		£700.00	£480.12	£219.88
Health & Safety Provisions	£3,000.00		£3,000.00	£0.00	£3,000.00
<u>Insurance</u>					
Guildhall Insurance including contents	£580.00		£580.00	£577.19	£2.81
Insurance - Public Conveniences and Boatmans' Chapel	£120.00		£120.00	£224.00	-£104.00
Other Insurances (ie/ Liability & Slander)	£4,310.00		£4,310.00	£3,919.50	£390.50
<u>Public Conveniences</u>					
Quay Conveniences - Salaries	£13,300.00		£13,300.00	£9,703.66	£3,596.34
Cattle Market Conveniences - Salaries	£5,070.00		£5,070.00	£2,340.00	£2,730.00
Quay Conveniences - Other Expenditure	£4,190.00		£4,190.00	£2,851.72	£1,338.28
Cattle Market Conveniences - Other Expenditure	£1,750.00		£1,750.00	£0.00	£1,750.00
<u>S144 (Visitor Information Centre & Tourism)</u>					
S144 Salaries	£6,200.00		£6,200.00	£8,846.01	-£2,646.01
S144 (Other Expenditure)	£19,460.00		£19,460.00	£12,859.45	£6,600.55
<u>Sandwich Open Spaces / Other Properties</u>					
Black Lane / Sandown Road Allotments	£3,000.00	£420.00	£3,420.00	£1,889.70	£1,530.30
Boatman's Hill Chapel - Water Rates & Maintenance	£100.00		£100.00	£109.54	-£9.54
Cow Leas	£300.00		£300.00	£194.55	£105.45
Donkey Paddock	£2,000.00		£2,000.00	£0.00	£2,000.00
Flowers, cleaning & maintenance of the War Memorial	£250.00		£250.00	£500.00	-£250.00
Drill Hall / Quayside Market	£18,440.00		£18,440.00	£17,436.19	£1,003.81
Fishergate	£9,714.06		£9,714.06	£1,899.74	£7,814.32
Play Areas	£6,500.00		£6,500.00	£0.00	£6,500.00
Telephone Boxes	£1,000.00		£1,000.00	£0.00	£1,000.00
<u>Reserves - Ring-fenced:</u>					
Monks Wall Nature Reserve	£0.00	£50,592.85	£50,592.85	£2,423.04	£48,169.81
IT Reserve	£3,000.00	£7,500.00	£10,500.00	£0.00	£10,500.00
Highways Improvement Plan (H.I.P's) Reserve	£5,000.00	£600.00	£5,600.00	£1,240.96	£4,359.04
Drill Hall Reserve	£1,000.00	£1,140.00	£2,140.00	£0.00	£2,140.00
<u>Reserves- General</u>					
Operating Funds to be kept in Reserve	£35,000.00		£35,000.00	£0.00	£35,000.00
<u>Other Services</u>					
Green Garden Waste Bags	£1,400.00		£1,400.00	£0.00	£1,400.00
<u>Miscellaneous / Unexpected Expenditure:</u>					
Miscellaneous / Unexpected Expenditure:	£3,000.00		£3,000.00	£0.00	£3,000.00
Guildhall Forecourt Business Rates	£0.00		£0.00	£1,372.25	-£1,372.25
Election Expenses	£0.00		£0.00	£13,051.50	-£13,051.50
Legal Advice re market and lease agreement for Hub (part reimbursement due from STBF)	£0.00		£0.00	£1,237.50	-£1,237.50
Legal Advice re setting up new charity	£0.00		£0.00	£240.00	-£240.00
Council Tax - property on Strand Street	£0.00		£0.00	£1,851.00	-£1,851.00
Gas Charges - property on Strand Street	£0.00		£0.00	£279.94	-£279.94
50% cost of Civic Awards (shared with Mayor's Expenses)	£0.00		£0.00	£900.00	-£900.00
50% cost of 5 x black wallets for Civic Awards	£0.00		£0.00	£26.70	-£26.70
Floral bouquet tribute to HM Queen Elizabeth II	£0.00		£0.00	£45.00	-£45.00
Lighting of beacon for Queens Jubilee	£0.00		£0.00	£80.00	-£80.00

2 x flower arrangements for memorial - HM Queen Elizabeth II	£0.00	£0.00	£80.00	-£80.00
Town Notice Board	£0.00	£0.00	£1,000.00	-£1,000.00
Reimbursement of Room Hire income to STBF account	£0.00	£0.00	£80.00	-£80.00
Insurance of property on Strand Street	£0.00	£0.00	£838.96	-£838.96
Maintenance of Defibrillator (outside Guildhall)	£0.00	£0.00	£63.00	-£63.00
Project Start up Budget	£5,339.69	£5,339.69	£0.00	£5,339.69
Disability Access Strategy	£2,500.00	£2,500.00	£49.33	£2,450.67

Guildhall and Forecourt

Heating, Lighting, Water & Rates	£12,150.00	£12,150.00	£0.00	£12,150.00
Contribution towards running of the Guildhall	£85,000.00	£85,000.00	£85,000.00	£0.00

Guildhall Forecourt Project

Thursday Market Manager	£2,730.00	£2,730.00	£1,800.00	£930.00
Loan Repayment	£12,040.00	£12,040.00	£12,033.48	£6.52
Payment of loan to Dover District Council	£0.00	£0.00	£350,000.00	-£350,000.00

Items relating to Sandwich Toll Bridge Fund Account

STBF Salaries	£0.00	£0.00	£39,203.10	-£39,203.10
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Items relating to Sandwich Toll Bridge Fund Guildhall Account

STBF Guildhall Salaries - Guildhall Caretaking and Cleaning	£0.00	£0.00	£57,869.33	-£57,869.33
STBF Guildhall Salaries - Guildhall Administration	£0.00	£0.00	£29,187.51	-£29,187.51
STBF Guildhall Salaries - Visitor Information Staff (Guildhall element)	£0.00	£0.00	£7,036.82	-£7,036.82
STBF Guildhall Cleaning Charges (to be reimbursed)	£0.00	£0.00	£19.53	-£19.53
Phone Charges (Guildhall share to be reimbursed)	£0.00	£0.00	£547.03	-£547.03
Signs for Guildhall	£0.00	£0.00	£18.31	-£18.31
IT Support (Guildhall share to be reimbursed)	£0.00	£0.00	£453.48	-£453.48

TOTAL

£397,283.75	£60,252.85	£457,536.60	£748,786.37	£193,085.34
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Income

	Approved Budget 2022/23	Virements	Revised Budget 2022/23	Income to Date	Balance to Date
STC Balance carried forward from 2021/22 (less MWNR balance)	£73,971.65	£9,660.00	£83,631.65	£501,558.09	£417,926.44
Monks Wall Nature Reserve balance brought forward	£0.00	£50,592.85	£50,592.85	£50,592.85	£0.00
Precept	£275,652.10		£275,652.10	£275,652.10	£0.00
Outside Sources					
Black Lane Allotment Rents & Water Contribution	£4,880.00		£4,880.00	£4,728.29	-£151.71
Sandown Road Allotment	£0.00		£0.00	£0.00	£0.00
Quay Conveniences	£5,940.00		£5,940.00	£3,485.83	-£2,454.17
Fishing Permits	£100.00		£100.00	£6.00	-£94.00
Green Waste Bags	£1,500.00		£1,500.00	£153.40	-£1,346.60
Cow Leas Lease	£0.00		£0.00	£200.00	£200.00
Drill Hall	£21,900.00		£21,900.00	£14,600.00	-£7,300.00
P22 Electricity Charge	£230.00		£230.00	£0.00	-£230.00
Refunded From Functions					
Deputies supper donations	£540.00		£540.00	£210.00	-£330.00
Curfew Ringers Supper	£420.00		£420.00	£135.00	-£285.00
Internal Transfers / Adhoc Income					
Museum payment for stock from Visitor Information Centre	£100.00		£100.00	£118.74	£18.74
Refund from Photocopying	£50.00		£50.00	£0.20	-£49.80
Monks Wall Nature Reserve					
Income relating to Monks Wall Nature Reserve	£0.00		£0.00	£10,442.84	£10,442.84
S144 (Visitor Information Centre & Tourism)					
Visitor Information Centre	£3,500.00		£3,500.00	£186.50	-£3,313.50
Sandwich Chamber of Commerce - contribution towards Town Guides	£500.00		£500.00	£0.00	-£500.00
Forecourt Income (to be used for repayment of loan and other maint of Forecourt)					
Current Markets	£8,000.00		£8,000.00	£7,520.00	-£480.00
Miscellaneous Income					
Difference between HMRC payments and amounts paid (timing difference)	£0.00		£0.00	£971.85	£971.85
Pension Difference (paid less in July 2022 as paid too much in 2021/22)	£0.00		£0.00	£413.96	£413.96
Refund - STBF Salaries	£0.00		£0.00	£41,455.54	£41,455.54
Refund - STBF Guildhall Salaries	£0.00		£0.00	£94,093.66	£94,093.66
Refund - STBF Museum Salaries	£0.00		£0.00	£0.00	£0.00
Refund from STBF Guildhall for Cleaning Stock	£0.00		£0.00	£11.80	£11.80
Refund from NALC for cancelled course	£0.00		£0.00	£60.00	£60.00
Refund from Dover District Council re Council Tax	£0.00		£0.00	£1,097.81	£1,097.81
Refund re Cinque Port Bowls Tournament, which was cancelled	£0.00		£0.00	£25.00	£25.00
Guildhall Room Hire - to be moved to STBF Guildhall account	£0.00		£0.00	£529.00	£529.00
Payment made by Sandwich Lawn Tennis Club in error - to be refunded	£0.00		£0.00	£45.00	£45.00
Interim share allocation - G Maddox	£0.00		£0.00	£210,000.00	£210,000.00

TOTAL

£397,283.75	£60,252.85	£457,536.60	£1,218,298.46	£760,761.86
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Bank reconciliation as at 31/12/22

£476,234.69

PETTY CASH - SANDWICH TOWN COUNCIL EXPENSES**STATEMENT TO 31st December 2022**

Cash as at 01/04/22	£92.35
Stamps as at 01/04/22	<u>£24.08</u>
	£116.43
Petty cash withdrawn	£30.00
TOTAL	£146.43

Stamps used from tin	£18.32
Spent Cash (Postage)	£73.01
Spent Cash (not Postage)	<u>£36.90</u>
SUB-TOTAL	<u>£128.23</u>

Unused Stamps	£2.90
Cash in hand	<u>£15.30</u>
	£18.20
TOTAL	<u>£146.43</u>

SANDWICH TOWN COUNCIL
FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Council at its Meeting held on 28th March 2022.

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council.
- 1.9. In the absence of the Responsible Finance Officer (RFO) all responsibility falls to the Chief Executive.
- 1.10. The RFO;
 - acts under the policy direction of the Council;

- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the Council up to date in accordance with proper practices;
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
- 1.11. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.
- 1.12. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.13. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.

- 1.14. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (Council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors,
- shall be a matter for the full Council only.

- 1.15. In addition the Council must:
- determine and keep under regular review all Council bank accounts;
 - approve any single commitment in excess of £250 (£1,000 emergency); and
 - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the Chief Executive / HR Councillor.

- 1.16. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 1.17. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 1.18. The Chairman shall verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council.
- 1.19. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 1.20. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 1.21. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 1.22. The internal auditor shall:
 - be competent and independent of the financial operations of the Council;
 - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- 1.23. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 1.24. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

- 1.25. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 1.26. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

2. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 2.1. Each committee with an allocated budget (if any) shall review its one-year budget forecast. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Finance Committee not later than the end of October each year including any proposals for revising the forecast.
- 2.2. The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the [relevant committee and the] Council.
- 2.3. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 2.4. The approved annual budget shall form the basis of financial control for the ensuing year.

3. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 3.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the Council for all items over £250 (£1,000 emergency); or
 - the Chief Executive, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £250 (£1,000 emergency).

Such authority is to be evidenced by a minute.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 3.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 3.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year without prior approval of the Council.
- 3.4. The salary budgets are to be reviewed at least annually- for the following financial year and such review shall be evidenced by a minute number.
- 3.5. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 3.6. In cases of extreme risk to the delivery of Council services, the Chief Executive or Facilities Manager may authorise revenue expenditure on behalf of the Council which in the relevant officer's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The relevant officer shall report such action to the chairman as soon as possible and to the Council as soon as practicable thereafter.
- 3.7. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 3.8. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 3.9. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter. A variances report shall be given to the Finance Committee on a quarterly basis.
- 3.10. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

4. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 4.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. Our nominated bank will make appropriate checks on new signatories.
- 4.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council. The Council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council. The approved schedule shall be signed by two councillors. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 4.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 4.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council meeting.
- 4.5. The Chief Executive and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Chief Executive and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee];
 - b) An expenditure item authorised (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee]; or
 - c) fund transfers within the Councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee].
- 4.6. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.