

Westgate-on-Sea Town Council Minutes of the Planning, Highways and Environment Committee

Venue: The Council Chamber, Town Hall Buildings, 31 St Mildred's Road, Westgate-on-Sea

Time: 6.30 pm

Date: Monday 18 July 2016

Present: Cllrs Charlton, Cornford, Morrish, Rickett, Rolfe and Scott.

Also present: Jill Frankland (Town Clerk) and Mrs Clare Wheeler and Mr G Orton (Co-opted), and one member of the public.

	Item		Action
359	Welcome	The Town Clerk welcomed those present and gave the usual 'housekeeping' instructions. It was noted that there was no recording of the meeting.	
360	Election of Chairman and Vice-Chairman	The proposition for Cllr Scott to be Chairman was put to the vote and lost. Therefore the proposition for Cllr Morrish to be Chairman was put to the vote and carried. Proposed: Cllr Scott, seconded: Cllr Rickett. For: 4, against: 2 Proposal: Cllr Scott to be Vice-Chairman Proposed: Cllr Cornford, seconded: Cllr Morrish. For: 4, abstentions: 2. Agreed.	
361	Apologies for Absence	Apologies for absence were received from Cllr King.	
362	Members' interest	No declarations of interest were made.	
363	Neighbourhood Plans	Helen Johnson, Neighbourhood Planning Officer, Thanet District Council gave an overview of the Neighbourhood Plans process and reasons to have a Plan. It was felt that consideration should be given to establishing a Coastal Community Team, this matter was held over for Full Council on 5 September 2016. Proposal: that WoS accepts, in principle, the proposition to prepare a Neighbourhood Plan for WoS. Proposed: Cllr Morrish, seconded: Cllr Scott. All agreed.	JF
364	Terms of Reference	Proposal: that accept the ToR as circulated with the inclusion of the ToR as agreed on 21 March 2016, Minute 253. Proposed: Cllr Morrish, seconded: Cllr Rolfe. All agreed.	JF
365	Planning Decisions	No planning decisions were received from TDC.	
366	Planning Applications	Applications received: F/TH/16/0762 – Change of use from storage to 1 No. 2-bed house – 27B Ethelbert Square Recommend: No comment as consistent with surrounding area. Agreed. OL/TH/16/0792 – Outline application for erection of 64 No. bed care home including access, appearance, layout and scale – Land west of Hundreds Farm House, Canterbury Road Recommend: pass with no comment Propose: Cllr Rolfe, seconded: Cllr Scott. Agreed	

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		<p>F/TH/16/0807 – Change of use from retail (Use Class A1) to mixed use retail (Use Class A1) and Educational (Use ClassD1) – Former Goods Yard, Station Road Recommend: no comment Propose: Cllr Rickett, seconded: Cllr Rolfe. Agreed</p> <p>FH.TH.16/0912 – Erection of single storey side and rear extension – 85 Linksfield Road Recommend: no comment Proposed: Cllr Rickett, seconded: Cllr Cornford. Agreed.</p> <p>FH/TH.16/0915 – Erection of single storey side extension – 28 Hockeridge Gardens It was noted that this address is within Westbrook and therefore was not considered at this meeting.</p>	
367	Highways and Transportation Strategy Report	The TC reported for information that this report is now available to view via KCC's website: http://www.kent.gov.uk/about-the-council/strategies-and-policies/transport-and-highways-policies/highways-transportation-and-waste-tracker-survey-report	All
368	Waste Disposal Strategy	The TC requested Councillors respond to consultation on proposed new strategy: www.kent.gov.uk/wastestrategy . Consultation ends 2 October 2016. Cllr Scott will circulate her comments to the Councillors for information.	All HS
369	Visit to St Crispin's Primary School	The TC read out Cllr Pennington's feedback on his visit on 23 June 2016.	
370	Local Plan	Cllr Scott reported back on TDC's response, noting that there was approx. 60% development on green field sites. Cllr Scott, Mr N Hudson (Birchington PC), and a representative from St Nicholas at Wade PC will be meeting Sir Roger Gale to discuss next steps. Cllr Scott to report back to next meeting.	HS
371	Beach Showers	The TC reported that TDC are progressing re-location of the shower in St Mildred's Bay and installation of a new shower in West Bay but work is unlikely to be completed until the Autumn. The TC to write to TDC stating WoSTC are disappointed that this work was not completed by the beginning of the 2016 season, and would like to have work completed by the beginning of the 2017 season.	JF
372	Railings at Station Road Goods Yard	The TC read out Cllr Ashbee's feedback that railings would be black.	
373	Replacement of Bollards at Bottom of Cambourne Ave	Cllr Rickett reported that the replacement work has now been carried out.	
374	Provision of Defibrillators, West Bay Beach	Proposed: TC to respond that would like a defibrillator in the West Bay Beach area, possibly at the Swan Inn, Café, Toilets or Lifeguards' Hut. Proposed: Cllr Rickett. All agreed.	JF
375	Painting of Toilets and Repairs to Shelter, West Bay	The TC reported that Geoff Dunne was investigating having the work undertaken by Community Payback.	

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376	Kingdom Security	The TC reported that Kingdom were unable to attend this meeting or the September meeting but had been booked to present on 17 October 2016. The TC also reported that the Interim Clerk had received good reports on their work from Gavin Waite who manages the contract on behalf of TDC. Some Councillors expressed some concerns over Kingdom staff behaviour.	
377	Re-Location of West Bay Ice Cream Kiosk	The TC reported that TDC Estates Dept. is working on resolving this matter but it is not expected to be resolved quickly.	
378	Grass Cutting Frequencies	The TC reported that TDC had confirmed that the mowing frequency is scheduled for once every three weeks, weather and conditions permitted.	
379	Siting of Refuse Bins	No response has yet been received from TDC. The TC to send reminder email.	JF

The Meeting closed at 8.55 pm

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Appendix 1

WESTGATE-ON-SEA TOWN COUNCIL

PLANNING, HIGHWAYS AND ENVIRONMENT COMMITTEE

Approved by Council at its Meeting on 2016 and recorded in Minute

TERMS OF REFERENCE

- 1) The Planning, Highways and Environment Committee is a committee of Westgate-on-Sea- Town Council. The Committee duties are to consider and make recommendations on
 - a. Planning application consultations sent by Thanet District Council and any other authorities.
 - b. Statutory and non-Statutory planning policy documents from whatever source.
 - c. To debate and recommend strategy and action on any matters related to highways and by-ways of Westgate-on-Sea or highways or by-ways that directly affect the Town
 - d. To debate and recommend strategy and action on any matters related to the general environment of Westgate-on-Sea.
- 2) All meetings shall be conducted in the manner as prescribed for Full Council meetings in the Westgate-on-Sea Town Council Standing Orders as in force at the time.
- 3) The following exceptions apply;
 - a. The Committee shall consist of at least seven members.
 - b. To be quorate the meeting must have three members present.
 - c. If at any time any Councillor unable to attend may nominate another Councillor who is not a member of that Committee to attend the Meeting.
 - d. On the first meeting in an Election Year the Committee will review their Terms of Reference. They will then report back to the next Full Council meeting on any changes they feel are necessary and ask for those changes to be ratified by Full Council.
 - e. The Committee may meet at very short notice and waive the usual notice periods for meetings when an application requires a quick response.
- 4) The Committee will meet monthly with the exception of August each year.
- 5) The Committee shall elect its own Chairman and Vice-Chairman once a year on the meeting immediately after the May Annual Meeting of Full Council. In the event the meeting is unable to decide who to elect as Chairman then the matter will be referred to Full Council for them to make a decision.
- 6) The Committee can ask any member of the public they think will be of benefit to the work of The Committee to sit as a member on The Committee. That person will not have voting rights on The Committee. Should a matter be discussed that is of a nature that the public, by resolution, would be asked to leave a meeting then that person must be asked to leave the room whilst the matter is discussed.
- 7) The Committee will perform the following on behalf of Full Council;
 - a) Scrutinize and make recommendations all planning applications made within the area covered by Westgate-on-Sea Town Council.
 - b) Scrutinize and make recommendations on any planning applications that are on other areas but which may impact on the area covered by Westgate-on-Sea Town Council.
 - c) Consider all applications that are contrary to approved policies or to the Local Plan or County Strategic plans and make recommendations for consideration by Council.
 - d) To make recommendations on appeals and attend public enquiries if considered necessary.
 - e) To consider and make recommendations to Council on all strategic plans drafted by Kent County Council and/or Thanet District Council.

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- f) To consider conservation areas and buildings of historic interest and those properties that should be considered for inclusion on the local list of Listed Buildings.
 - g) To consider the protection of trees and to make recommendations on those trees that should be referred to TDC for inclusion on the tree preservation order list.
 - h) Make recommendations on behalf of Full Council, as to whether the application should be; Supported (with or without comments); Objection (with comments); No Objection offered or Called In.
* DEVOLVED AUTHORITY – Where the Planning Application is subject to _____ time constraints for comments which mean that a meeting will not be held before the deadline for comments then The Committee have the authority of Full Council to do any of the following;
 - a. Call an Extra-Ordinary Meeting of the Planning, Highway and Environment Committee to consider the matter.
 - b. Ask any District or County Councillor (as appropriate) to “Call In” the application.
 - c. Make representation to the relevant authority requesting an extension to the consultation dates.
 - d. Ensuring they comply with any Planning Policy of Westgate-on-Sea Town Council, make a response on behalf of Westgate-on-Sea Town council, reporting such response to the next available Full Council Meeting.
 - e. If an application requires an urgent response or simply requires a response of a technical nature then the Chairman, or Vice-Chairman in his absence, may make a response to the relevant Planning Authority. The response made being reported to the next Full Council Meeting.
 - i) To consider and formulate responses to consultations from Kent County Council and Thanet District Council in relation to planning, development and the Local Plan.
 - j) To consider the cleanliness of the Town and to make recommendations for the introduction of measures to improve upon the level of cleanliness.
 - k) To consider waste management and refuse bin collection arrangements.
 - l) To consider the cleanliness and appearance of the foreshore/promenades and grassed areas within the Town.
 - m) To consider and make representations on land drainage and water transport.
 - n) To consider and make representations to Thanet District Council and Kent County Council on grounds maintenance.
 - o) To report to Kent Highways on those roads and streets that are heavily infested with weed growth to request that spraying or other remedial actions are taken.
 - p) Where it considers it appropriate or expedient to do so to make representations to Kent County Council or Thanet District Council in relation to public highways and rights of way located within the administrative area of the Town Council.
 - q) To consider and formulate responses to consultations from Kent County Council and Thanet District Council in relation to public highways and rights of way located within or in the vicinity of the administrative area of the Town Council which may affect Westgate-on-Sea.
 - r) To consider all matters relating to street and footway lighting.
 - s) To consider all matters relating to public transport, postal and public utility facilities.
 - t) Determine all matters relating to street naming.
 - u) To represent the Town Council on matters relating to highways, traffic regulation orders, street furniture, roadside bins and bus passenger shelters.
 - v) To consider all vehicle parking matters.
 - w) To consider and decide on appropriate action for matters relating to anti-social behavior.
- 8) The Committee will carry out any site visits it feels are necessary to assist it in deliberations.
- 9) The Committee do not need to meet to consider every application made.
- a. The Chairman, or Vice-Chairman in his absence, will use their experience to decide whether a response can be made directly to the relevant Planning Authority without calling a Committee meeting.
 - b. The Chairman, or Vice-Chairman, has the authority to make a reply on behalf of Westgate-on-Sea Town Council without calling a meeting of The Committee but it should be borne in mind that if it is likely that an objection is to be made by a member of the public or organization then a meeting of The Committee

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should normally be called to consider the matter. However the provision of 7c (v) should be used if necessary.

- c. If the Chairman or Vice-Chairman make a response on behalf of The Committee without a meeting being called then the application and its response should be reported at the next Full Council meeting.
- 10) The Committee will keep a record of all outstanding matters. Each outstanding matter will have a record made of all calls made, letters or emails sent/received etc.
 - 11) The outstanding matters list will form a standing agenda item for each meeting until the matter is closed.
 - 12) Written minutes will be taken to record the Committee's decisions and recommendations to the next Full Council meeting. The minutes will be published.

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Appendix 2

Visit to St Crispin's Primary School, Westgate-on-Sea

Further to the contacts made by the Town Clerk with the three schools in Westgate (Ursuline Convent, St Crispin's and St Saviour's) I visited St Crispin's Primary School on behalf of the Town Council on 23 June. After being greeted by the head teacher De Ellinor, I was looked after by Kate Wickenden. The visit took the form of a discussion with the school's council, made up of elected representatives from all except the reception class (ten were present). I briefly introduced myself and explained the role of the Town Council.

The main points I noted from the discussion are:

- The children's generally very positive view of the town which emerged;
- The good use made of the parks, open spaces and playgrounds, which implies there are few problems with dogs or other possible deterrents from using the parks;
- The absence of complaints about speeding vehicles (but parents' complaints about difficulties of parking were mentioned);
- A request for a swimming pool nearer than Ramsgate, and (perhaps more realistic) a pedestrian crossing on Minster Road, near the junction with Lymington Road, which amongst other things would improve the accessibility of the library.

The issue of Town Council representation on the school's Board of Governors was not raised during my visit; I think we should have a view on this from all three schools before taking it further.

Martyn Pennington