

**Westgate on Sea Town Council
11 Ethelbert Square
Westgate on Sea
Kent CT8 8SR**



01843 836182

Sir/Madam,

You are hereby summoned to attend a meeting of the Town Council of Westgate-on-Sea at 7 pm, Tuesday 12th June 2018 in the United Reform Church, 54 Westgate Bay Avenue, Westgate-on-Sea CT8 8SN for the purposes of considering and passing such resolutions as may be deemed necessary or desirable in respect of the matters contained within the agenda.

If you are unable to attend this meeting will you please advise the Town Clerk's Office in advance by email so that your apologies and reasons for absence can be given at the meeting.

Residents are cordially invited to attend the meeting.

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

2. MINUTES

(i) To receive and approve the minutes of the meeting held on 1st May 2018 (**Copies attached – Appendix A**)

3. MEMBERS' INTERESTS

Members are requested to disclose any interest they may have in any of the items contained within the agenda.

4. COUNTY AND THANET DISTRICT COUNCILLORS' REPORT

KCC and/or TDC Councillors to report on issues affecting Westgate-on-Sea.

5. REPORT OF THE COMMUNITY WARDEN

The Community Warden will report as appropriate.

6. PUBLIC RIGHT TO SPEAK

The meeting will be adjourned for a maximum of 15 minutes to allow for members of the public from Westgate-on-Sea to speak and address Council. The public right to speak includes non-residents with Westgate-on-Sea residents having priority.

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 4 pm on the Friday before the meeting.

7. ANNUAL RETURN - STATEMENT OF INTERNAL CONTROL

Members are requested to approve the Statement of Internal Control for the year ending 31.03.2018: Decision required

8. ANNUAL RETURN – GOVERNANCE STATEMENTS

Members are requested to approve the Governance Statements for 2017/18 – the Town Clerk will read each one to Members for approval at the meeting – Decision required

9. ANNUAL RETURN – ACCOUNTING STATEMENTS

Member are requested to approve the Accounting Statements for 2017/18 – Decision required

10. REVIEW OF GOVERNANCE ARRANGEMENTS

Members are invited to debate and discuss the approval of:

- a. Standing Orders
- b. Financial Regulations

11. POLICIES AND PROCEDURES

To approve and adopt the following:

- a. Vexatious Complaints Policy
- b. Equalities and Diversity Policy as recommended by HR Committee Members
- c. To discuss a proposal by the Town Clerk that a process for signature by employees and Members be introduced to confirm that the Policies introduced were read and understood.
- d. Phased Return to Work Procedure

12. ALLOTMENT FEES AND POTENTIAL INCREASE FOR 2018

Members to discuss current fees and whether an increase should be considered for 2018 – Decision required

13. WORKING GROUPS PROPOSED FOR SPECIFIC EVENTS

Members to discuss whether Working Groups are needed for specific events such as the 11th November 2018 Day Commemoration and Westgate Day 2019 – Decision required

14. WESTGATE IN BLOOM

The Town Clerk has received two revised quotations for the supply and maintenance of two large hanging baskets for outside the Train Station and the planting and maintenance of eight tubs in the Town. Members invited to debate if the baskets and tubs are to be funded by the Town Council this year – Decision required

15. MATTER RAISED BY CLLR M SCOTT

Council are asked to consider the following matter:

To record either visually or audio the meetings and then upload them onto the Council website for the public to view to be as open and transparent as possible – Decision required

16. PLANNING APPLICATIONS

To consider any planning application that may be received since the last meeting and to submit observations to TDC thereon and on any other planning related issues that may arise.

Copies of any plans that may be received can be viewed on the TDC Web site:

<https://planning.thanet.gov.uk/online-applications/>

TCA/TH/18/0695

Location: 1 College Gardens, Westgate on Sea, Kent CT8 8EY

Proposal: 1 No Sycamore (T1) Crown raise to 6m and remove trunk growth; 1 No Sycamore (T2) Cut back from building by 2m; 8 No Sycamore (T3, T4, T5, T6, T8, T9, T11 and T12) 1 No Elm (T7) Crown raise to 6m and remove trunk growth; 1 No Horse Chestnut (T10) Crown raise to 6m and remove trunk growth

DECIDED APPLICATIONS (DELEGATED)

FH/TH/18/0174

Location: Unit 1 18-20A Station Road, Westgate on Sea, Kent CT8

Proposal: Change of use from Storage and Distribution (Use Class B8) to Community Use (Use Class D1)

Decision: Grant Permission

F/TH/18/0300

Location: 27 Station Road, Westgate on Sea, Kent CT8

Proposal: Erection of 1 No two storey 1-bed dwelling following demolition of existing storage building

Decision: Withdrawn

F/TH/18/0015

Location: 38 St Mildreds Road, Westgate on Sea, Kent CT8

Proposal: Change of use and conversion of upper floors from 2 No flats to 3 No 2-bed flats and 1 No 1-bed flat together with insertion of 1 No rooflight and change of use of part ground floor to provide refuse and cycle storage together with alterations to fenestration at ground floor level

Decision: Grant Permission

F/TH/18/0271

Location: 3 Marilyn Court, 73 Sea Road, Westgate on Sea, Kent CT8

Proposal: Installation of replacement windows together with partial infill of original window openings

Decision: Grant Permission

F/TH/18/0257

Location: 3 Lymington Road, Westgate on Sea, Kent CT8

Proposal: Change of use from micro-pub (Use Class A4) to a restaurant (Use Class A3)

Decision: Grant Permission

FH/TH/18/0344

Location: 105 Sea Road, Westgate on Sea, Kent CT8

Proposal: Installation of dormer window and balcony to first floor front elevation

Decision: Refuse Permission

OL/TH/17/1523

Location: Land west of Hundreds Farm House, Canterbury Road, Westgate on Sea, Kent CT8

Proposal: Outline application for the erection of a three-storey building containing 12 No 2-bed self-contained flats with associated parking, including access, appearance, layout and scale, following demolition of existing building

Decision: Grant Permission

17. CHAIRMAN'S REPORT

The Chairman to report on any matter dealt with since the last meeting, if appropriate.

18. MINUTES OF THE ALLOTMENT WORKING GROUP

To receive the minutes of the Allotment Working Group dated 8th May 2018 (**Copy attached – Appendix B**)

19. MINUTES OF THE HUMAN RESOURCES COMMITTEE

To receive the minutes of the Human Resources Committee dated 8th May 2018 (**Copy attached – Appendix C**)

20. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

To receive the minutes of the Finance and General Purposes Committee dated 15th May 2018 (**Copy attached – Appendix D**)

21. MINUTES OF THE EVENTS AND TOURISM COMMITTEE

To receive the minutes of the Events and Tourism Committee dated 22nd May 2018 (Copy attached – Appendix E)

22. NEIGHBOURHOOD PLAN

Councillor Hannah Scott will report further thereon.

23. APPOINTMENT OF TEMPORARY MEMBER OF STAFF AS OFFICE ADMINISTRATOR MATERNITY COVER

The Town Clerk is pleased to report that a temporary part-time office administrator has been appointed to provide maternity cover.

24. REQUEST TO WRITE TO BUSINESSES ON STATION ROAD AND ST MILDREDS ROAD

The Town Clerk would like to request delegated authority to write to the local businesses on a number of issues on behalf of the Town Council – Decision required

25. COUNCILLOR'S REPORTS

Councillors to report on any matters dealt with since the last meeting, if appropriate.



**Signed: Gill Gray
Town Clerk & RFO
Westgate-on-Sea Town Council**

01st June 2018