

Town and Cinque Port of Sandwich



6th October 2022

To: Cllr C Ungerson, Chairman
Councillors: J Franklin, D Friend, N Gray, K Heaven, D Marie, H Sampson, D Sivrikaya and C Wiles

Your attendance is requested at an ordinary meeting of the **Heritage and Townscape Committee** to be held within the Council Chamber, Guildhall, Sandwich on **Wednesday 12th October 2022 at 6.30pm** to transact the business set out below.

A Hollomon-Baister
Chief Executive

AGENDA

1. **CHAIR'S WELCOME**
2. **APOLOGIES FOR ABSENCE**
3. **DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS**
4. **PUBLIC RIGHT TO SPEAK**
A 15-minute session is set aside at this stage of the meeting to enable members of the public to speak. (Written notice of the desire to exercise the right to speak, and of the topic to be addressed, must be given to the Chief Executive prior to 9am on the Monday before the meeting).
5. **TERMS OF REFERENCE**
To receive and note the Terms of Reference resolved by Council (minute number 21.07.22).

Attach 1

- 6. SANDWICH WATERWAYS**
To receive and consider a report from the Chief Executive offering an update from DDC in relation to Sandwich Waterways.

Attach 2
- 7. EMPTY BUILDINGS**
To receive and consider a report from the Chief Executive offering an update from KKC/DDC regarding empty properties within the town.

Attach 3
- 8. TOURIST INFORMATION**
To receive and consider information regarding Council's Visitor Information service, to include feedback relating to new Visitor Information Assistants, visitor contact and reception opening hours.

Attach 4
- 9. SECOND HOMES, HOLIDAY LETTS AND AIRBNB**
To discuss, consider and recommend to Council a plan to explore the extent of second home ownership within Sandwich and the impact on the environment.
- 10. TREE PROTECTION, PLANTING AND MAINTAINENCE**

 - (i) To discuss, consider and recommend to Council a plan for tree planting, protection, ongoing care and maintenance and explore the potential for volunteers.
 - (ii) To receive and consider a tree planting proposal from the Tree Warden.

Attach 5
- 11. HIGHWAY IMPROVEMENT PLAN**
To receive and note a report from the Chief Executive offering an update in relation to the progress made.

Attach 6
- 12. BOWLING STREET LIGHT**
To receive and consider a report from the Chief Executive in relation to street lighting on Bowling Street.

Attach 7
- 13. UPDATE FROM DISTRICT COUNCILLOR ON MATTERS DIRECTLY RELATED TO THE HERITAGE AND TOWNSCAPE COMMITTEE**
- 14. DATE AND TIME OF NEXT MEETING**
Wednesday 16th November 2022 at 6:30pm.

Sandwich Town Council Policies and Procedures



Document Name	Terms of Reference for the Heritage and Townscape Committee
Document Reference	
Date of last review	
Date adopted & minute reference	21.07.22
Date of next review	January 2023 and annually thereafter
Supporting Documentation	Terms of Reference for Committees and Schedule of Delegations Standing Orders

Aims and Objectives:

To implement a more effective committee structure and outline the responsibilities of the Heritage and Townscape Committee, responsible for external matters outward facing to the public and dealing with heritage and townscape, environment, tourism, and business development.

The Heritage and Townscape Committee will report to and be accountable to the Council for all their actions and decisions.

1. Heritage and Townscape Committee

Sandwich Town Council will be supported by three standing committees. The Heritage and Townscape Committee is one of these committees which will report to and be accountable to the Council for all their actions and decisions.

The Committee shall consist of nine councillors including the Mayor, making a total of nine members with voting rights. The Mayor will not chair the committee. There will be no co-optees.

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

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

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

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

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

The chair will have an ordinary vote at each meeting.

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

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

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

Any councillor, including non-members of a committee, can propose a motion at a committee, but only councillor members of the committee can vote on the motion.

1.1 Overall remit of the Heritage and Townscape Committee

- To protect existing heritage assets and direct future growth and development in the town.
- To protect and improve the town's built and green environment, helping to make the town safe, sustainable and amenable.
- To promote the prosperity of the town in general by forging effective alliances and improvement plans with businesses, the Chamber of Commerce, or its successor body, and other statutory agencies.

1.2. Specific powers and duties

1.2.1 General

- If appropriate, to make recommendations to the Council on revenue or capital expenditure over and above Council's approved budget.
- To make representations to the appropriate authorities on car parks and car parking charges, public transport within Sandwich, rail services and air transport that might affect the town.
- To promote the provision of new or expanded leisure and visitor facilities where there is clear need and demand.
- To consider mobility issues within the town including the safety of roads and pavements, dropped kerbs, cycle provisions, and pedestrian and cyclist safety.
- To make representations on all other matters that impact upon the quality of life in the town – in particular, health services, housing, community care, emergency services, transport, utilities, telecommunications, emergency planning and community safety.
- To manage the public conveniences leased by the Council.

1.2.2 Tourism, Heritage and Business Support

- To promote and support the appropriate marketing of the town to tourists and other visitors.
- To have oversight of the Visitor Information Centre and Museum for the benefit of residents and visitors, receiving regular reports on visitor numbers, strategies, policies and plans.
- To consider working with businesses and the Chamber of Commerce, or its successor body, to develop a business plan for the town that will maximise the opportunities for business prosperity, in balance with the wider needs and amenity of the town for residents and visitors.

- To make representations to the appropriate authorities in respect of tourism strategies for the District and County where those strategies have an impact on the management of tourism within the town.

1.2.3 Environment

- To manage, protect and enhance the town's built and green environment, by direct action where it falls within the Council's powers and duties, or making representations otherwise to the appropriate authorities.
- Making representations to the appropriate authorities on the Council's Climate emergency and Fair-trade status.
- To make recommendations and representations to the appropriate authorities on any other environmental matters that impact upon the amenity and beauty of the town.
- To ensure effective management of the Monks Wall nature reserve and seek regular reports from the Warden and the management team.

2. Confidentiality

Sandwich Town Council is committed to openness, transparency and integrity. Councillors have signed up to the Nolan principles and the Kent Code of Conduct. In this spirit, wherever possible, meetings will be fully open to the public. Where items are deemed to be confidential a resolution must be proposed and approved to exclude the press and public, and the legal reasons for doing so must be clearly stated and agreed.

3. Agendas

Before being issued, all agendas will be drawn up in consultation with the relevant Chair. The Chair of each committee, with the Chief Executive and relevant staff, will ensure that agendas are well structured, that each item is relevant, is linked to the Business Plan, and is not a matter that can be delegated to committees, chairs or officers, and that the final agenda reflects the wishes and interests of all councillors wherever possible.

4. Reports and policy documents

Reports to Council should be written in a plain style, that is intelligible and succinct. Reports should include an introduction, background and historical information where relevant, and should set out the impact and implications of any proposed course of action. Reports should include page numbers. Recommendations should be clear and unambiguous and should follow SMART principles - Specific, Measurable, Achievable, Realistic and Timely. The author of reports should be clearly identified.

5. Schedule of delegated powers

In order to promote the smooth running of the Town Council certain functions will be delegated to Committees, the Mayor, Committee Chairs, the Proper Officer and the Responsible Financial Officer, in accordance with the Local Government Act 1972 section 101. The Town Council therefore employs a Schedule of delegated powers that will be reviewed annually.

This schedule of Delegations authorises the Proper Officer and Responsible Financial Officer and Standing Committees of the Council to act with delegated authority in the specific circumstances detailed below.

The matters delegated to each Committee are set out in paragraph 1.1 of the Terms of Reference for Committees and Scheduled Delegations and cannot be delegated to any committee, Chair or Officer and can only be decided by the full council.

5.1. Delegation – Limitation

Committees shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations and this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, by-laws or orders made and with any directions given by the Council from time to time.

5.2. Proper Officer

The Chief Executive has delegated authority to undertake the following matters on behalf of the Council:

To alter the date or time of a Council/committee meeting but, before doing so, shall consult with The Mayor or the relevant Chair about the need for the change and about convenient alternative dates and times.

Delegated actions of the Chief Executive shall be in accordance with the Standing Orders, Financial Regulations and the Terms of Reference for Committees and Schedule of Delegations and with directions given by the Council from time to time.

5.3. Responsible Financial Officer

The Responsible Financial Officer to the Council shall be responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

6. Committees – General Provisions

1. Members will be advised by the Chief Executive whether or not a particular item under discussion is within the committee's delegated powers. The minutes will then record the decision as "agreed upon".
2. If the matter is not within the committee's delegated powers, then the minutes will show the decision as "Recommended", and the matter will be brought to the Council's particular attention by the Chair of the committee at the next meeting of the Council. This item can be discussed in full by the Council. Where a committee Chair is unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer the matter to the Council. A delegated power does not always need to be exercised.
3. A committee may refer matters on which it has delegated authority to the Council for a final decision if it so wishes.

Agreed, adopted and resolved at Sandwich Town Council on 25th July 2022

Signed _____
Mayor of Sandwich

Signed _____
Deputy Mayor of Sandwich

To: Sandwich Town Council Heritage and Townscape Committee
Meeting of 12th October 2022

Date: 6th October 2022

From: Chief Executive

Subject: Sandwich Waterways

Classification: General

Purpose: To update the Committee in relation to the waterways within the town.

Sandwich Waterways

The authorities responsible for the waterways within the town are Environment Agency (EA), Internal Drainage Board (IDB), Dover District Council (DDC) and private owners i.e., Stonar Lake. The Environment Agency (EA) accepted that they are responsible for the maintenance of the Delf as a 'main' river under their authority and currently work with partners IDB and DDC.

The works on the Ropewalk and The Butts are being led by Dover District Council as they are the landowner, in consultation with the Environment Agency (EA) and the Internal Drainage Board (IDB) on any proposed works.

The next major development as part of the ongoing project to improve the waterways is the replacement of the bridge over the Butts. It is likely these works will take place near the end of 2022. DDC Property Services are currently engaged with the East Kent Engineering Partnership over the designs and procurement of the project.

The question of whether there is a flow into the Delf has advanced and surveys have been completed. As a result of the surveys, it is clear that there is a designated pipe from the Delf to the Ropewalk that is in fact operational, which resulted in the repairs to the penstock wall. Regrettably, desilting cannot progress until the culvert works are completed, therefore the projected time frame for the commencement of this is likely to be winter 2022/3 at the earliest. When completed this will allow a flow when the sluice is opened. The resulting silt is to be placed on Dover District Council owned land (paddock at the end of the Butts). In the meantime, fish depletion surveys have been undertaken and DDC have removed the fish from the watercourses and relocated elsewhere, ensuring their welfare.

The details of whom will be responsible are yet to be finalised, but it is likely to be the IDB who currently control the flow into the Delf Stream.

DDC is fully committed to undertaking reed management and long-term desilting in partnership with the IDB.

Delf Stream Working Group

This working group was set up in 2017 to try to increase the flow and create a comprehensive programme to restore the Delf to its former glory recognising its historical significance and initiatives to promote tourism.

Works undertaken by this working group are listed below.

Horse Pond Sluice

Works completed.

- Flap cut and some debris cleared, resulting in little overall improvement in the flow. It is believed there may be obstruction upstream.

Brewery Sluice

Works completed:

- Installation of 1200mm HDPE flap at the outfall
- Removal of existing penstock, replaced with new manually operated penstock now located within the chamber
- Refurbishment of the 1200mm cast iron flap valve within the chamber and replacement of the winch
- Raising of the chamber to match the height of adjacent tidal wall (4.2mAOD), gauge boards up to 4mAOD within chamber
- Installation of security grill on the inlet
- Installation of new stop logs, grating, retaining wall, steps and concrete pad at inlet
- Ground improvement works on access to outfall
- Installation of new lighting, including a light in the chamber
- Replacement chamber cover and new hand railing

Railway Crossing

- Huge amounts of silt tankered off site.

Network Rail inspection of the conduit reveal no flow or structural issues.

The objective of the Network Rail work was solely related to ensuring the integrity of the level crossing whereas the Working Group's interest is in the overall operation of the Delf and its historic function.

Desilting

EA desilted from Brewery Sluice up to Horse Pond sluice.

Southern Water

The working group

ascertained that Southern Water discharge 'foul' water into the Delf system, when necessary, which contributes to sludge build up. The need is understood by all stakeholders although not desired.

The Delf Walk

QR signs were considered for a historical tourism walk along the Delf ending in Hacklinge, however, this was paused due to the Delf Trust being set up.

Delf Trust.

Towards the end of 2019 Mr Ralph and Dr Fuller pursued setting up a Trust entitled 'Delf Trust', and the working group stopped meeting. The trust intended to progress initiation of the Delf Walk, water quality and wildlife surveys. Sandwich Town Council have not been involved in the Trust.

Recommendation:

The Committee is asked to note this information.

To: Sandwich Town Council Heritage and Townscape Committee
Meeting of 12th October 2022

Date: 6th October 2022

From: Chief Executive

Subject: Empty Buildings

Classification: General

Purpose: Committee is asked to note the update in relation to empty buildings within the town.

The Heritage and Townscape Committee are asked to note the following updates in relation to empty buildings within the town.

Wayfarers

KCC have advised that the legal process towards the sale is progressing and that further information regarding the successful bidder will be available relatively quickly.

The Limes, 57 New Street

DDC have advised there is a planning enforcement case open on this property. Cllr Friend is the designated Single Point Of Contact on this issue and there are no further updates that DDC are able to share with STC.

The Admiral Owen

This is a privately owned building that had planning permission granted on the 21st December 2021 and the work has to begin within 5 years.

25-27 Strand Street

This is a privately owned building that had planning permission granted for number 25 on 8th September 2021 and the work has begun.

School House

Privately owned property with no information from District or County Council.

Recommendation:

- The Committee are asked to note this update.

To: Sandwich Town Council Heritage and Townscape Committee Meeting of 12th October 2022

Date: 6th October 2022

From: Chief Executive

Subject: Tourism Information

Classification: General

Purpose: To offer the Committee an overview of tourism within the town.

This report offers the Committee an update in relation to tourism within Sandwich.

Although Sandwich Town Council is not obliged to offer Tourism facilities it was felt by Council that tourism provides us with an important opportunity to contribute and promote the town and it was therefore resolved to commit significant time and resources to developing and maintaining this service since 2019.

Visitor Information

Sandwich Town Council's Tourism provision is open Monday to Thursday 10am to 1pm and available via telephone and email for residents and tourist enquiries until 4pm. Friday, Saturday and Sundays 10am to 4pm with two seasonal Visitor Information Assistants who roam the town predominantly between the Guildhall Square and The Quay. The opening hours were researched and largely follow the trend in the district.

Other Visitor Information opening hours are:

Broadstairs – Monday to Friday 10am to 4pm (seasonal)

Deal – Monday to Thursday 10am to 1pm Friday 9.30am to 12.30pm

Dover – 9.15am to 4.30pm Monday to Friday (Please note that Dover's Visitor Information Centre is within Dover Museum)

Folkestone and Hythe - Monday to Friday 10am to 4pm (seasonal)

Margate – Wednesday to Sunday 10am to 5pm (Please note that this is the Visitor Information Centre, shop and left luggage for Thanet District)

Ramsgate – Monday to Friday 9am to 12pm.

Leaflets

The town guide was updated and reprinted in July 2022 with 40,000 printed. 5440 have been distributed to date.

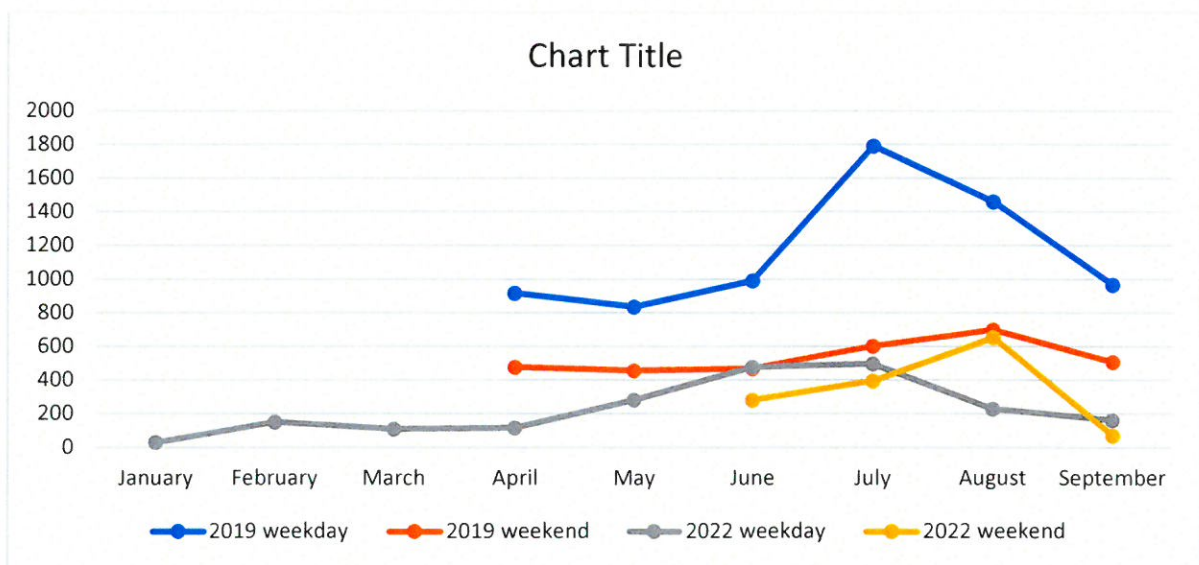
Visitor Information is freely available for drop ins between 9am and closure of the building depending upon hirers. Printed information is regularly replenished and available for visitors to help themselves at any time outside of Visitor Information opening hours. There is a dedicated lit visitor information noticeboard under the archway and additional information is displayed on the noticeboards within the VIC

area. Sandwich Guildhall Museum also carries history related visitor information (Town Guide, a few walking maps, Medieval Centre, on occasions History Society and Cinque Ports leaflets).

As part of our collaboration with local business we exchange information and distribute our town guides for easy access for their patrons.

Town Guides each year are delivered to Deal, Dover VIC and Dover Museum, Dover cruise terminal, Margate and Ramsgate. Plus, the taxi office, Sandwich Leisure Park, C.C.T. within the town.

VIC Statistics



	2019		2022	
	weekday	weekend	weekday	weekend
January			29	
February			150	
March			108	
April	915	477	115	
May	834	456	281	
June	990	469	476	280
July	1790	602	496	395
August	1460	699	227	653
September	964	506	161	70

VIC within the Guildhall Feedback

- Visitor engagement has slowly increased following the pandemic.
- Visitors have been international; Canada, Japan and Europe.
- Large majority of visitors have been in person. Very few email and telephone enquiries.
- Lunchtime is a key time for advice.

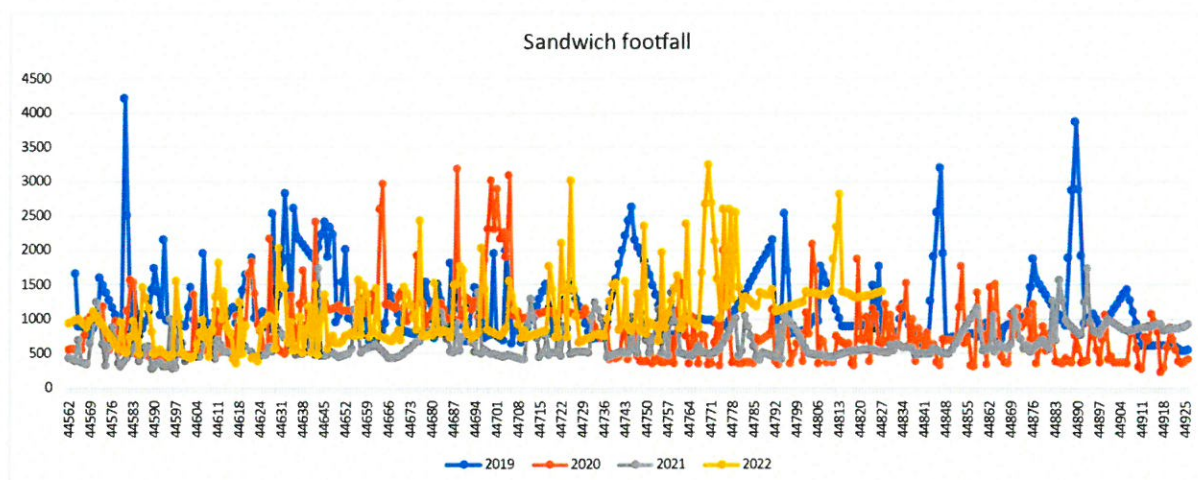
- Visitors have been staying locally and this year particular there have been lots of coaches arriving with day trippers.
- Lack of children's activities within the town. Although the opening of the White Mill Wake and Aqua Park has assisted in this area.
- Organisations within Sandwich do not tend to include us with details of their offerings despite constant prompting.
- Overriding visitor observation is that Museum opening hours are limited, the same can also be said of other attractions and shops within the town.
- Poor signage around the town.

VIC Roaming Assistant Feedback

- More effective to roam meeting and greeting until early afternoon when the town quietsens around 2.30/3pm
- Engagement was higher on the Guildhall Square than at the Quay unless a coach was offloading
- Received a warm response when approaching visitors.
- Feedback from visitors suggests the town guide which includes the town trail is the most popular and well used publication followed by the additional cycling and walking map.
- The hat and sash made the VIC assistants visible and easily approachable. A lot of compliments were received. The hat was appropriate due to the fantastic weather.
- VIC assistants discuss visitors' requirements and offer leaflets based upon their conversation.
- Language has not been a barrier this season.
- VIC assistants, if continuing in their role, would like a large umbrella to ensure visibility and to keep them dry when necessary.
- A small number of complaints have been received that nothing is open on a Monday, Tuesday and Wednesday afternoon and occasionally the Guildhall is closed on a Friday (due to weddings).
- Signage remains an issue. Directional signs from the centre to the Quay, to car parks and even where the museum is located.
- Disability access is not good in the Town and needs improvement between the Quayside and town centre with good signage and direction arrows stating wheelchair access.

Footfall

The information below, supplied through DDC, is based upon measures from apps on mobile phones of pedestrians being used within the town centre and the Quay over the 24-hour period. Please note that this is all visits to the town i.e., a resident shopping twice at the co-op as well as a visitor.



Month	2019	2022
January	36700	26200
February	31000	21000
March	53000	26000
April	29300	29900
May	33200	31300
June	34800	32000
July	40300	43000
August	39800	42800
September	31000	34000 (up to 23/9/22)

DDC Tourism overview for Sandwich Town Council produced by DDC

The Cambridge report is expected later this year and the figures will be based on 2021 activity. This report measures the volume and value of tourism to the district.

Kent barometer -

Bigger picture activity

Visit Britain overview:

2022 inbound forecast for UK:

- Inbound visits are forecast to increase to 26.7 million and spending to £21.6 billion. These are 65% and 76% respectively of the visits and spend levels seen in 2019.
- When this went to press, this was an upgrade on our previous forecast, made in February, due to a stronger than expected start to the year. The previous forecast was 21.1 million visits, and spending of £16.9 billion.
- However, recent data on flight bookings shows that bookings have fallen significantly from their April/May high point, when they were running at more than three quarters of 2019 levels, to less than two thirds' of 2019 levels. Disruption to ports and flight cancellations, as well as growing cost of living pressures, have dampened short term prospects. Recent data at time of writing suggests that the bookings picture has stabilised.

- By year end we are forecasting inbound visits to be around 69% of 2019 levels and inbound spending around 78%.
- visits from Europe recovered faster, relative to 2019, than from long haul markets in the early part of the year.
- By late 2022 they are forecast to be recovering at similar paces, although there will be significant variation within long haul markets in particular; strong booking numbers have been seen recently from some long-haul regions (e.g. North America) while some other regions will lag (e.g. East Asia).
- Forecasting at this time remains difficult, given the fast-moving situation and the unique circumstances. Events have been moving fast, not just due to the COVID situation but more recently to port problems and flight cancellations, and a global cost of living crisis. VisitBritain's central scenario forecasts therefore reflect a snapshot in time based on current knowledge and they will revise the inbound forecast later this year.

Sentiment Tracker:

VisitEngland has commissioned a tracking survey to understand domestic intent to take short breaks and holidays both within the UK and abroad.

The survey addresses: the likelihood of UK residents to travel; when and where they plan to go; specific trip details such as accommodation type and activities undertaken and the type of reassurances they're seeking from the sector.

Tourism South East:

- Press trip for 3 journalists to Sandwich in March 2022.
- Have joined the Near Europe and North America campaigns. Fantastic opportunity to be represented.

Lonely Planet opportunity: DDC have invested into the three strands of the campaign – PR/Comms, Travel Trade and campaign. There has been a range of activity from Trip Advisor, digital, print and Sky smart ads. The activity runs until the end of the year.

Interreg Experience project: We are in the last year of the project of working with Visit Kent and Kent Downs and Kent AONB. The project will provide new and exciting opportunities for visitors to White Cliffs Country and Kent, with a range of innovative visitor experiences that meet the growing demand for experiential tourism. With a clear focus on sustainability, EXPERIENCE aims to boost off-season tourism by delivering experiences that can be enjoyed all year round and which use seasonal opportunity to their advantage.

England's Coast partnership:

We continue to work with England's Coast to maximise the White Cliffs Country offer and some of our partnership for this year includes:

- 2-night press trip for Dutch journalist +1 with full itinerary covering Dover, Deal and Sandwich
- Press trip for the editor of the Sun
- Increased digital activity
- Preparing for Year of the Coast 2023

Visit Britain:

We very recently worked with Visit Britain's office in Sydney to organise a 2 night/3day visit. They requested that Deal would be the focus of the trip, however the journalist was provided with our Press Pack and information about the district. The article will be available on all Qantas aircraft and online.

Exhibitions:

Trade shows are a great way of creating contacts and leads for the district and we are going to be representing White Cliffs Country at:

- World Travel Market in November.
- BTTS March 2023
- Excursions in January 2023

2023 Campaign:

The team are in the process of developing the visitor campaign for 2023 and aim to go to print later this year. We will work with Catalink to lead generate the brochure, which gives us access to contact details for our database.

The new Days Out campaign will be ready for the new 2023 season (around March) and will be distributed by Pear marketing, along with the Walking and Cycling maps.

Historic Town Trails:

We are about to start the process of updating the Historic Town Trail panels across Dover, Deal and Sandwich. We are aiming to update the inserts following the recent auditing and extend the content with external help.

Photoshoot:

New organise photo shoots for the district have recently taken place. We included the Sandwich Festival.

Recommendation:

- Committee is asked to note this information.

To: Sandwich Town Council Heritage and Townscape Committee
Meeting of 12th October 2022

Date: 6th October 2022

From: Tree Warden

Subject: Tree Planting Proposal

Classification: General

Purpose: To offer a Heritage and Townscape a tree planting proposal.

This report offers the Committee a tree planting proposal from the Tree Warden.

I propose these locations have potential for planting, and could, but not necessarily, involve the application or meet the criteria to the Tree councils "Branching out fund" (BOF). However, there are very specific criteria to meet for the BOF and it could well be difficult to meet these, therefore other funding may be required.

These suggestions have the potential to extend and integrate some planting that has already been commenced on Cow Leas Meadow and further increase tree canopy cover and biodiversity.

1. Extending the existing copse (thicket of small trees or shrubs) at the first part of Cow leas meadow in front of the existing trees towards water and the rear of the donkey paddock before the line of 16 mitigation trees planted by DDC in 2020

(Map 1 Location Photo) Google earth pro image date 03/30/2021

green existing trees at water's edge, red area identified for copse planting.

Areas marked approximate, and needs further scoping



There are two options, that could achieve this.

1.a That is the purchasing and planting of semi-standard trees

Funding would need to be sought. Could this be something that could be funded by the toll bridge fund or monies put aside for environmental projects? The BOF criteria are unlikely to be met (see below).

Considerations: These would need watering for the first two summers at a minimum. Watering for example, (depending on girth) 50 litres of water per tree each week from April to end of September- first 2 years minimum whilst it establishes, before the tree can take care of itself as per Arboricultural Association recommendations*

**See addendum 1 Estimate of costings for weekly watering of 16 trees.*

Tree Council's BOF will fund other 'aids to establishment', such as mulch, mulching matts but NOT AFTERCARE WATERING

This would be unlikely to meet the following criteria for the Tree Council's BOF:

•The nature of planting semi-standard trees would not meet the criteria of "*children and/or young people up to the age of 21 are involved in the planting, and ideally the planning and aftercare of the project*"

Or

1.b The planting of whips in location above which beyond planting would not need watering. Only requiring weed clearing and mulching, but obviously take longer to mature. I could obtain free of charge via other applications, and some larger saplings which we have in our own nursery.

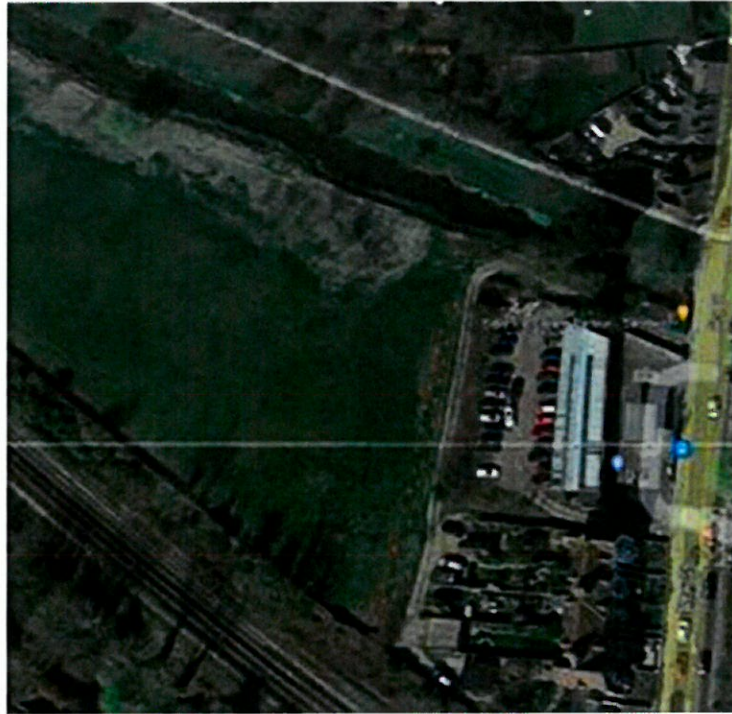
The planting of whips could either lend itself to allowing the trees to grow to standard trees as a copse or indeed if the species was hazel could be coppiced, and maybe native blue bells planted?

Both the above would add increase the canopy cover in Sandwich, add to the existing wildlife corridor running along the railway and connect well with the Donkey paddock wildlife area further increasing biodiversity.

2. Planting of double staggered native mixed hedgerow along the line opposite the rear of Malcom Waites Garage on the Cow Leas meadow side.

(Map 2 Location Photo) Google earth pro image date 03/30/2021

Areas marked approximate, and needs further scoping



The planting of whips which I could obtain free of charge via other applications. These would not need watering but would need mulching ,weeding and future hedgerow management.

3. Additional Semi -standard trees at the railway side of Cow Leas meadow to continue the line planted by DDC in 2020.

Considerations: These would need watering for the first two summers at a minimum. Watering for example, (depending on girth) 50 litres of water per tree each week from April to end of September- first 2 years minimum whilst it establishes, before the tree can take care of itself as per Arboricultural Association recommendations*

**See addendum 1 Estimate of costings for weekly watering of 16 trees.*

Tree Council's BOF will fund other 'aids to establishment', such as mulch, mulching matts but NOT AFTERCARE WATERING

This would be unlikely to meet the following criteria for the Tree Council's BOF

- *"Specific and special emphasis on wildlife and biodiversity, and we look forward to reading about how your project will enhance your local natural environment"*
- *Due to the nature of planting semi-mature trees, it would be not so easy to meet the criteria of "children and/or young people up to the age of 21 are involved in the planting, and ideally the planning and aftercare of the project"*

4. planting of semi standard trees along river edge of the rope walk. There is room for several semi stand trees to be planted along this edge 8-9 meters back from the riverbank to allow for future dredging needs. The same distance from the water's edge as agreed with DDC for the Elm tree. Which will be planted this planting season now that I have means for ensuring watering for its establishment.

5. Potential for planting 1 -2 specimen trees The Bulwark TR 33500 58080 Standard or half standard

(Map 3 Location Photo) Google earth pro image date 03/30/2021

Areas marked approximate, and needs further scoping



6. Suggestion with the proposed loss of, Jane de Boulay's memorial tree during the Guildhall Square refurbishment.

Might it be considered for a replacement tree of the same species be planted along the Quay with the memorial plaque instated?

Should these provisional proposals be seriously considered by STC as landowners, I would willingly draft them in more depth and scope the area more fully with interested members of the council.

Recommendation:

- Committee is asked to consider this proposal.

To: Sandwich Town Council Heritage and Townscape Committee Meeting of 12th October 2022

Date: 6th October 2022

From: Chief Executive

Subject: Highway Improvement Plan (HIP)

Classification: General

Purpose: To offer a Highway Improvement Plan update.

This report offers the Committee an update in relation to Sandwich Town Council's Highway Improvement Plan.

A Highway Improvement Plan (HIP) enables a Town Council to put all their 'asks' in one document, KCC Highways then consider possible action, timetabling, funding etc. The plan is a 'live' document so can be added to as and when new proposals/suggestions/issues are raised. KCC states this has proved much more successful than trying to deal with things in a more piecemeal way. STC originally had over eighty items listed, some were passed to the Police, Stagecoach and DDC. The current priorities are listed below.

Sandwich Town Council Highway Improvement Plan (HIP)

Priorities determined by Council in 2020

Abbreviations - S = Safety, A = Accessibility, SP = Speeding, P = Parking, RC = Road Closure, RS = Road Signs & RR = Rat Run

Priority	Category	Location	Problem	Remedy	Cost	Funding	Who /When	Completed
					E = estimate	Source		
					A = actual			
2020/21	P & SP	Moat Sole	Alternating parking, or parking bays along one side	Chicane parking			KCC & DDC	KCC are not in support
2020/21	SP & RS	New Street	Flashing speed limit sign or repeater sign	Installation of Speed Indicating Device			KCC	Deferred until speeding evidence from SpeedWatch Scheme required
2020/21	S	Toll Bridge	No allowance for pedestrian crossings & make the Tollbridge one way at peak times and/or adjust the timing of the traffic lights to create longer delays at peak times, thus discouraging through traffic	KCC to investigate and advise			KCC	KCC are not in support
	A	Toll Bridge	Pedestrian crossing unit at the Barbican end of the toll bridge to allow for accessibility which would join Quay to town centre	KCC to investigate			KCC	Non visible due to logistics of traffic lights and three roads which feed onto the bridge
2020/21	P	High Street	Chicanes/staggered parking further along the street	KCC to investigate and revert			KCC	Deferred - Public support not clear

2020/21 Updated 2022	S & P	Sandown Road between the Tennis Club and St George's Road	Review parking to reduce the risk caused by the blind corner.	Double yellow lines			KCC	In progress
	S & P	St Bart's/Fordwich Place	Cars parking too close to junctions, blocking houses and access to houses whilst parked using the train station	Installa tion of double yellow lines			KCC	In progress
	P	Dover Road/St Bart's/ Fordwich Place	Cars parking too close to junctions, blocking houses and access to houses whilst parked using the train station	Double yellow lines/re stricted timed parking			KCC	In progress
	P	Junction of St Bart's Road and Woodnesborough Road	Yellow lines needed to prevent parking too close to the junction.	Installa tion of double yellow lines			KCC	In progress
2020/21	A	Between Pillory Gate & Aynsley Court	Small alleyway requires dropdown kerb to allow for accessibility	KCC to investigate			KCC	Site survey and design required STC to fund
	A	Strand St/Potter St	Removal of bollard on corner of these roads to allow for accessibility	KCC to investigate			KCC	KCC concerned as to why installed - KCC to investigate
	A	Toll Bridge	Pedestrian crossing unit at the Barbican end of the toll bridge to allow for accessibility which would join Quay to town centre	KCC to investigate			KCC/DD	Part of the Quay wider project

Recommendation:

The Committee is asked to note this update.

To: Sandwich Town Council Heritage and Townscape Committee
Meeting of 12th October 2022

Date: 6th October 2022

From: Chief Executive

Subject: Bowling Street Lighting

Classification: General

Purpose: To advise the Committee of the street lighting issue in Bowling Street.

In February 2020 (29.02.20) Council resolved to support Bowling Street residents and relay their concerns to KCC, as the competent authority for this matter.

The lighting in Bowling Street, Sandwich, has been an ongoing issue for several years. In February 2020 KCC were in the midst of conducting a multimillion-pound replacement programme of street lighting across Kent. Prior to commencing the LED conversion project across Kent, the principle of installing 'like for like' was agreed with all Conservation officers across the County. It was acknowledged by all that the LED conversion project should not be seen as an opportunity to change the style of the lantern. The original lights in Bowling Street were not ornate and therefore when the LED conversion project was undertaken in Sandwich, the lights were converted to KCC standard lights. Note photographs and previous correspondence from KCC attached.

KCC advised, we received requests for the lights to be upgraded to heritage style lights, however this could not be approved due to the agreement mentioned above and the additional cost.

The residents of Bowling Street have no idea why the original light was not a heritage light and would like this changed to a heritage light to mirror others within the street and the town.

Many of the houses in this section of Bowling Street were amongst the first houses to be rebuilt following the French raid of 1457 (in approximately 1480/90).

Nobody seems to be able to advise why the light installed in Bowling Street was not heritage. Lights of similar design have been subsequently replaced with 'Heritage' lights at no cost to residents in Guildcount Lane, Vicarage Lane, Church Street St Mary's, Delf Street and Strand Street to reflect the nature of the Medieval heart of our town and Cinque Port.

Bowling Street is included in the Sandwich Town Trail as evidenced by the sign at the junction with Delf Street. Bowling Street is therefore an integral part of the Medieval heart of the town.

KCC advised in October 2021 a heritage replacement would be circa £10,000.

Officers understand residents of Ramsgate have encountered similar issues and have created a 'friends of' and applied to NHLF for funding.

Recommendations:

The Committee is asked to consider this item of concern raise by residents.

Bowling Street Light (before LED upgrade):



Bowling Street Light (after LED upgrade):



Example of a heritage-style lamp, as used elsewhere on Bowling Street:



Previous correspondence from KCC

In 2021 I was asked to provide the cost of upgrading the lights to heritage style. Two options were suggested:

1. The UK Power Network supply is located on the wall at lantern height which is no longer permitted under UKPN engineering policy. This means that a mini feeder pillar would need to be installed in the footway and new conduit and cable run from the feeder pillar to the new lantern and bracket which would be a private supply owned by KCC. This could have an impact on the fabric of the buildings in question.
2. Columns could be installed in place of the wall mounted lanterns. This would mean that the existing lanterns, brackets, and cabling would be removed from the buildings they are attached to and 5m columns (painted black) would be installed in their place. This would encroach on to what are already narrow footways, and it may not be possible to find a suitable location for the column to be installed.

On 16th March 2022, Luigi and I (KCC) met with the residents of Bowling Street, along with Cllr Sue Chandler and my planned works team leader, Matt Evans. The options for replacement were explained in detail and it was confirmed that KCC was not obliged to install heritage lighting in conservation areas and suggested that lottery funding may be available to fund the change: [Funding | The National Lottery Heritage Fund](#). I advised that the contract rates were to change in April and therefore provided an updated estimate which reflected the annual contract price increase. The increase in the estimate was not due to the UKPN engineering policy change, as this occurred some years ago. The outcome of the meeting was that the residents were going to explore funding solutions themselves.

I trust this explains the current situation, however, if you would like further information, please do not hesitate to contact me on the numbers below or I would be happy to meet with you in person.

Whilst I sympathise with the residents of Bowling Street it was explained at some length and after some considerable research that the assertion that KCC had installed the modern lights was not correct.

When the responsibility for street lighting was transferred in part from Dover District Council the existing lighting pattern was in place in Bowling Street and the transferred responsibility included a 'like for like' replacement clause.

With, as everyone is aware, limited resources in the Highways budget the replacement of these lights with the heritage type lanterns is not able to be regarded as a priority.

The meetings with the residents made this very clear and examples were given elsewhere where residents had sought funding elsewhere to accomplish the replacement, this would, of course, be supported with technical information. The agreement with the residents was that they would be furnished with the costs of appropriate heritage replacements and they could then, if they chose, seek funding from other bodies.