

# 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 27<sup>th</sup> February 2023 19:00 to transact the business on the agenda below.

Ahti Nigol  
 Acting Town Clerk  
 Date: **22<sup>nd</sup> February 2023**

1.	<b>Chair's opening remarks:</b>	
2.	<b>Apologies for absence received:</b>	
3.	<b>Declarations of interest:</b> To receive any declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda.	
4.	<b>Minutes of the Monthly Full Council Meeting:</b> To approve the Minutes of the Ordinary Meeting of STC held on Monday 30 <sup>th</sup> January 2023 and to consider any matters arising from those minutes not covered elsewhere in this Agenda.	<b>Attach 1</b>
5.	<b>Minutes of the Planning Committee:</b> To approve the Minutes of the Planning Committee held on Wednesday 15 <sup>th</sup> February 2023	<b>Attach 2</b>
6.	<b>Minutes of the Heritage and Townscape Committee:</b> To approve the Minutes of the Planning Committee held on Monday 20 <sup>th</sup> February 2023	<b>Attach 3</b>
7.	<b>Payment schedules</b> i) To receive and note the payments for mid-February, £23,538.68 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.  ii) To receive and approve the Schedule of payments for February, totalling £3,234.13  iii) Council to confirm nomination of Cllr Franklin and Cllr Sampson to authorise end of February payment schedules on Bankline.  iv) Council to confirm nomination of authorised signatories for Mid-March payment schedules on Bankline.	<b>Attach 4</b>        <b>Attach 5</b>

8.	<b>Public Participation:</b> 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)	
9.	<b>Report from our Dover District Councillor on matters relating to Sandwich</b>	
10.	<b>Report from our Kent County Councillor on matters relating to Sandwich</b>	
11.	<b>Updates from Councillors:</b> 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.	
12.	<b>Finances:</b> i) To receive and note the Sandwich Town Council Statement of Accounts as at 31 <sup>st</sup> January (income and expenditure, budget and petty Cash)	<b>Attach 6a, 6b, 6c</b>
13.	<b>Tourism Information Working Group:</b> To receive and note the minutes from the meeting held on 1 <sup>st</sup> February 2023 together with a verbal update from Cllr Wiles.	<b>Attach 7</b>
14.	<b>Sandwich Waterways Working Group:</b> To receive a verbal update from Cllr Heaven.	
15.	<b>Fellowship Walk</b> To receive and consider a report and suggestion from Cllr Carter regarding the Fellowship Walk	<b>Attach 8</b>
16.	<b>Cobbles at the Guildhall Forecourt</b> To receive and consider a report and suggestion from Cllr Carter regarding the cobbles been taken away from the Forecourt	<b>Attach 9</b>
17.	<b>Public Conveniences Working Group</b> To receive a report and verbal update from Cllr Sampson regarding the Quay public conveniences survey	<b>Attach 10</b>
18.	<b>Telephone Box</b> To receive and consider a report and proposal from Cllr Sampson regarding the group of volunteers to restore and re-paint the Telephone Box between Ossie's Fish and Chips and The Waiting Room.	<b>Attach 11</b>
19.	<b>Debate Not Hate</b> To receive and consider a report and proposal from Cllr Sampson regarding the intimidation and abuse of councillors.	<b>Attach 12</b>
20.	<b>Councillor Attendance Register</b> To receive and consider a report and proposal from Cllr Sampson to create a councillor attendance register.	<b>Attach 13</b>
21.	<b>Public Participation Policy</b> To receive and approve the Public Participation Policy.	<b>Attach 14</b>
22.	<b>Coronation Weekend</b> To receive and consider a report and recommendation from Cllr Sampson regarding the Coronation Weekend.	<b>Attach 15</b>
23.	<b>Speed Issues in Sandwich</b> To receive and consider a report and recommendation from Cllr Marie about speed issues within town.	<b>Attach 16a, 16b, 16c</b>
24.	<b>King Street Road closure sign replacement</b>	<b>Attach 17</b>

	To receive and consider a report and recommendation from Cllr Moorhouse about replacing the road closure sign for King Street	
25.	<p><b>Confidential Matters:</b> Under the Public Bodies (Admission to Meetings) Act 1960 (extended by s.100 of the Local Government Act 1972) the public will 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> <ul style="list-style-type: none"> <li>i) Information relating to a particular employee, former employee or applicant to become an employee of, or a particular officeholder, under the authority.</li> <li>ii) To approve the Minutes of the Extraordinary Meeting of STC held on Monday 6<sup>th</sup> of February 2023 and to consider any matters arising from those minutes not covered elsewhere in this Agenda.</li> <li>iii) To receive and consider two confidential items raised by Cllr Sampson regarding the extraordinary meeting.</li> </ul>	<p><b>Attach 18</b></p> <p><b>Attach 19</b></p>
26.	<p><b>Date of next Full Council Meeting:</b> 27<sup>th</sup> March 2023 at 7pm, within the Guildhall</p>	

**Minutes of an Ordinary Meeting of Sandwich Town Council held on 30th January 2023 in Guildhall, Sandwich.**

**Present: Councillors: J Franklin (Mayor)**

**D Carter  
P Carter  
D Friend  
N Gray  
K Heaven  
M Moorhouse  
D Sivrikaya  
H Sampson  
C Ungerson  
C Wiles  
V Tomlins**

**Officer: A Nigol, Acting Town Clerk (Minutes)**

**01.01.23 MAYOR'S OPENING COMMENTS**

The Mayor started Sandwich Town Council ordinary meeting by offering Councillors an update on events he had attended this month which included the Blessing of the Seas At Margate, a visit to Faversham, a Cinque Port. The Mayor also attended a joint committee of The Confederation of the Cinque Ports at Hythe. The Cinque Port Confederation decided to appoint a Town Champion who will hold the post for four years. This is to promote a joint effort for the Confederation of all eighteen ports to link together in marketing tourism, harbour facilities- repairs and skills creation. The appointment of the Town Champion will take in place in May after the election. The Mayor also asked for the Museum Committee to offer more help to The Museum Co-ordinator.

**02.01.23 APPROVAL FOR APOLOGIES FOR ABSENCE**

Apologies were also received from Cllr Marie, who had a work commitment. Cllr Fox personal reason. Cllr Pennington, no apologies received.

**03.01.23 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS**

None.

**04.01.23 MINUTES**

- (i) To approve the Minutes of the Ordinary Meeting of Sandwich Town Council held on Monday 19<sup>th</sup> December 2022.  
Cllr Sivrikaya requested whether the Housing Needs Survey posters and leaflets had been delivered. Clerk to action.  
**RESOLUTION: Minutes were approved as an accurate record of the Meeting.**
- (ii) To approve the Minutes of the Extraordinary Meeting of STC held on Wednesday 30<sup>th</sup> November 2022.  
Cllr Sivrikaya queried the item of public speaking as in her opinion not all speaking notes were recorded. Also some of the Cllr Sivrikaya's comments on Local Plan regulation were not recorded.  
**RESOLUTION: Minutes were approved as an accurate record of the meeting.**

- (iii) To approve the Minutes of the Planning Committee Meeting held on Wednesday 7<sup>th</sup> December 2022.  
**RESOLUTION: Minutes were approved as an accurate record of the meeting.**
- (iv) To approve the Minutes of the Planning Committee Meeting held on Wednesday 11<sup>th</sup> January 2023.  
**RESOLUTION: Minutes were approved as an accurate record of the meeting.**
- (v) To approve the Minutes of the Heritage and Townscape Committee Meeting held on 12<sup>th</sup> January 2023.  
**RESOLUTION: Minutes were approved as an accurate record of the meeting.**  
Cllrs Sivrikaya abstained from voting.

#### 05.01.23 PAYMENT SCHEDULES

(i) Council received the mid-month payments for January, totalling £24,332.50 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.**  
Cllr Sivrikaya abstained from voting.

(ii) Councillors received the schedule of payments for January totalling £2,703.14

**RESOLUTION: Schedule of payments for January were received and approved.**

Cllr Heaven, Cllr Sivrikaya abstained from voting.

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

**RESOLUTION: Authorised signatories agreed and approved.**

(iv) Councillors confirmed Cllr Franklin and Sampson as authorised signatories to authorise mid-January payment schedule on Bankline.

**RESOLUTION: Payment schedule was agreed and approved.**

#### 06.01.23 PUBLIC REQUESTS TO SPEAK

Mrs Summerhays spoke about her concerns that some of the Councillors haven't attended recent Committee and Council meetings.

Mrs Glynn spoke about two issues she is most concerned about:

- i) The location of the new bus stand positioned on the corner of Cattle Market, which places vehicles and pedestrians at increased risk in contravention of the Road Traffic Act 1988, Section 22, and causes gridlock in the town when vehicles are unloading opposite.
- ii) Provision of a temporary bus shelter, which could be no more than opening the double doors to the lobby outside the Court Room during the day, which is when our more vulnerable residents are most likely to travel, or perhaps providing a 'mobile market cabin' as a shelter, that could be moved around the forecourt until the works are completed, after which it might be re-purposed as a pop-up Tourist Information kiosk or sold-off.

Mrs George spoke about the Sandwich in Bloom and gave an update on their recent activities and future plans and presented Sandwich in Bloom accounts for the year 2022.

Mrs George requested a donation of 3,000 pounds which would help Sandwich in Bloom with the use of their own current funds to invest in further floral initiatives for the town. Mrs George requested this request to be added to the next appropriate meeting agenda.

**07.01.23 REPORT OF DISTRICT COUNCIL ON MATTERS DIRECTLY RELATED TO SANDWICH**

Our Dover District Councillor, Cllr Friend offered an update on matters relating to Sandwich and Dover District including Sandwich Waterways, Wayfarers site, Guildhall Forecourt, Fellowship Walk supplication, Car Parks in Sandwich, DDC housing needs survey runs until 7<sup>th</sup> March, Green Waste project, Community Roots Bus, among other topics.

**08.01.23 REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH**

Councillor Chandler gave an update regarding the news that the £45m bid to the government's Levelling Up Fund to improve traffic flow to the EU through the Port of Dover, which has been successful. She also gave an update on challenges the Highways are facing in regards the potholes. Cllr Chandler also mentioned that there is a household support fund available from KCC. There are also ongoing consultations on KCC's about the Home to School Transport Policy and Proposed changes to Adult Social Care charges.

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

Councillor Sampson was hoping to give an update on Sandwich Community lights which he hasn't received from the current chairman and hopefully he can give an update next month. Cllr Sampson also mentioned that volunteers are needed to put up the bunting around the town for spring and summer Months. Cllr Franklin requested from Cllr Sampson as a representative of United Charities for some diary dates for Carol services.

**URGENT MATTERS**

**10.01.23 FINANCES**

i) Council received the Sandwich Town Council Statement of Accounts as at 30<sup>th</sup> November 2022 (income & expenditure, budget & petty cash).

**RESOLUTION: Received and approved.**

Cllrs Sivrikaya and Cllr Heaven abstained from voting.

ii) Council received the Sandwich Town Council Statement of Accounts as at 31<sup>st</sup> December 2022 (income & expenditure, budget & petty cash).

**RESOLUTION: Received and approved.**

Cllrs Sivrikaya and Cllr Heaven abstained from voting.

**11.01.23 FINANCIAL REGULATIONS**

Council received financial regulations and amendments to Appendix 1 from the Responsible Finance Officer stating powers of financial delegation and suggesting that in the absence of the CEO some of the powers of financial delegation for expenditure up to £1,000 should be given to the PA for the CEO. In the absence of the Facilities Manager, delegated powers of expenditure up to £1,000 should be given to the Caretaker on Duty. At the moment its only the CEO and Facilities Manager who can carry out and be responsible for the finance. It is necessary to have these delegated powers in emergency repair situations for up to certain limit. Cllr Ungerson highlighted that the some of the language in the report needs to be changed the way the Council operates at the moment as there is a reference to HR Councillor, but there should be reference to a Personnel Sub-Group and Chairman should be used more conventional word Chair and Deputy Chair.

**RESOLUTION: Cllr Sivrikaya suggested to propose this item with Cllr Ungerson. The Council also agreed that all new contracts should go through the already agreed financial procedures. All members voted in favour.**

**12.01.23 MADDOX BEQUEST**

Council received and considered a report from Responsible Finance Officer regarding information relating the Maddox Estate. The Stockbroker had suggested to convert these paper shares into electronic format at no extra cost.

**RESOLUTION: Received and approved.**

**13.01.23 CHANGING PLACES PROJECT**

Council received and considered a report with respect to the public conveniences at the Quay.

**RESOLUTION: Council agreed that further clarification of financial implications is required before Council can proceed.**

**14.01.23 SANDWICH WAR MEMORIAL**

Council had agreed to Cllr Sampson to seek experienced contractors to restore Sandwich's historic War Memorial on Market Street last year. The budget of £2,000 was agreed last year, however this budget was based on previous work. The two different quotes received have been higher and will need some extra funding. Cllr Sampson explained that he has been seeking grant from the War Memorial Trust which may contribute once the work is completed, bringing down the Council costs. This however has to be pursued afterwards.

**RESOLUTION: To extend the budget for the proposed works. All members voted in favour.**

**15.01.23 MAKING COUNCIL AND COMMITTEE MEETINGS ACCESSIBLE**

Council received and considered a report from Cllr Ungerson regarding disabled access to the Council Chamber during the council and committee meetings.

**RESOLUTION: Permission should be sought from any hirers in Jury room to allow access to the Council chamber. Other committee meetings should use if possible other available rooms in Guildhall. All members voted in favour.**

- 16.01.23 LAND SOUTH OF WHITEFRIARS**  
Council Carter reported that the land south of Whitefriars had been denied planning permission. He suggested that he was happy to talk to the land owner to discuss future plans.  
**RESOLUTION: It was agreed that Cllr Carter could discuss with the land owner the future plans and report back to Council. This item will also be discussed at the Heritage and Townscape meeting. All members voted in favour.**
- 17.01.23 MONKS WALL**  
Council received and considered a report regarding the Monks Wall.  
**RESOLUTION: The Mayor suggested to reform The Monks Wall Sub-committee. This shall consist of five councillors with voting rights. There will be up to four co-optees, being people with a particular knowledge or expertise that will be of benefit to the committee's operation. All members voted in favour.**
- 18.01.23 SCHEDULE OF MEETINGS AND CIVIC EVENTS 2023/24**  
Council received proposed schedule of meetings for year 2022/2023. Cllr Carter suggested that the finance and general purpose should be moved to 20<sup>th</sup> of March. It was discussed that a schedule should follow a mayoral year and not a calendar year. All Councillors voted in favour. Cllr Wise voted against it.
- 19.01.23 PUBLIC CONVENIENCES WORKING GROUP**  
Cllr Sampson proposed to continue co-ordinating the public conveniences working group at the Quay. Cllr Carter wished Cllr Sampson in his endeavours. Cllr Sampson agreed to update Cllr Marie as another member of the group on all discussions.
- 20.01.23 TOURISM INFORMATION WORKING GROUP**  
Council received the minutes of the Tourism Information Working Group and a verbal update from Cllr Wiles, Chair of the Tourist Information Working Group. The working group has already held three meetings. Acceptance of the minutes was proposed by Cllr Carter and accepted unanimously.
- 21.01.23 SANDWICH WATERWAYS WORKING GROUP**  
Council received a report and verbal update from Cllr Heaven. The first meeting of the Waterways Working Group was held on 19<sup>th</sup> Jan. A video film was produced. But the meeting was attended by Cllr Ungerson as well as Cllrs Heaven, Sivrikaya and two co optees, Carole George and Peter Ashford and six local residents who explained the level of local concern over the state of the waterways, especially mosquitoes, waterweed, stagnant water, dead fish, rats and occasional sewage discharges. Methods of reducing the cover of waterweed were discussed. There are various works being carried out by the Internal Drainage Board and by the A further meeting will be arranged for February. But ,first, a site meeting will be arranged with the EA and the IDB on 16<sup>th</sup> of February.

22.01.23

**RONSE- RENAIX TWINNING ASSOCIATION**

The Mayor suggested re-starting the twinning association with Ronse- Renaix as this has lapsed due to the pandemic and hold a public meeting to gage public interest.

**RESOLUTION: For the Mayor to establish a relationship with the Mayor of Ronse-Renaix and to arrange a public meeting. All members voted in favour.**

**DATE OF NEXT MEETING**

Monday 27<sup>th</sup> February at 7pm, within the Guildhall

Signed.....

Date.....

**DRAFT**



**Minutes of Sandwich Town Council Planning Committee Meeting held in the Council Chamber on: Wednesday 15<sup>th</sup> February 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: Ahti Nigol

P.02.23.1	<b>Chair's opening remarks:</b> Cllr Wiles thanked everyone attending the meeting.	
P.02.23.2	<b>Apologies for absence received:</b> Apologies were received from Cllr Fox (personal reason), Cllr Marie , who had a work commitment and Mrs Summerhayes (personal reason). Cllr Franklin, family commitment.	
P.02.23.3	<b>Declarations of interest:</b> There was one declaration of disclosable pecuniary interest from Members in respect of business to be transacted on the agenda. None.	
P.02.23.4	<b>Minutes of the Planning Committee:</b> Minutes of the Planning Committee held on Wednesday 11 <sup>th</sup> January 2023 were noted and approved. There were no matters arising from the minutes. Cllr Heaven arrived.	
P.02.23.5	<b>Public Participation:</b> There were no requests to speak received.	
P.02.23.6	<p><b>Planning Applications:</b>  <b>Application plans and papers can be viewed via the Dover District Council website.</b></p> <p>a) Ref: 23/00020</p> <p>Location: 20 New Street, Sandwich, CT13 9AB</p> <p>Proposal: Removal of existing external paint/render finishes to front and rear, replacement windows doors, insertion of 2no. rooflights to rear, replacement rainwater goods and lead-lined gutter, replacement rear dormer roof material and cladding, installation of rear vent, existing window/door to be replaced with larger window/door to rear elevation</p> <p><b>RECOMMENDATION: Strongly support this planning application.</b></p>	

b) Ref: 23/00021  
Location: 20 New Street, Sandwich, CT13 9AB

Proposal: Removal of existing external paint/render finishes to front and rear. Alterations to front elevation: replacement of rainwater goods, insertion of new brick arch to 1st floor, replacement of ground floor window. Alterations to rear elevation: enlargement of existing opening and installation of new window and door, 2 no roof lights and replacement of 1 no window with double glazed unit. Replace dormer roof and cheeks with lead to include installation of insulation and membrane. Roof repairs. Removal of internal cement render finishes and replacement with breathable plaster finishes. New plaster ceiling and replacement of floor with limecrete all to ground floor. Introduction of mechanical ventilation to kitchen and bathroom.

**RECOMMENDATION: Strongly support this planning application.**

c) Ref: 22/01686  
Location: Skelmorlie, 1 Dover Road  
Proposal: Erection of detached single storey garage with alterations to Driveway  
**RECOMMENDATION: Support this planning application subject to Voluntary Tree Wardens Comments.**

d) Ref: 22/00724  
Location: Railway Crossing Cottage, Ash Road, Sandwich, CT13 9JB  
Proposal: Erection of a detached dwelling with associated parking (existing dwelling and outbuildings to be demolished)  
**RECOMMENDATION: Support this planning Application subject to KCC conditions.**

e) Ref: 23/00134  
Location: 1 St Georges Place, Sandwich, CT13 9LW  
Proposal: Pollard back to previous points one Holm Oak the subject of Tree Preservation Order No 3 of 199  
**RECOMMENDATION: Support this planning application.**

f) Ref: 23/00073  
Location: 13 Johns Green, Sandwich, CT13 0DE  
Proposal: Erection of single storey and first floor rear extensions with Juliet balcony, relocation of door to ground floor side elevation, ground floor rear window to be enlarged and roof lantern in existing single storey roof.  
**RECOMMENDATION: Support this planning application.**

g) Ref: 23/00053  
Location: Thrums, 21 King Street, Sandwich, CT13 9BL  
Proposal: Repaint external joinery. Replace pantiles with plain tiles to match the existing roof.

	<b>RECOMMENDATION: Strongly support this planning application.</b>	
P.02.23.7	<b>Planning Decisions:</b> The most recent new Planning Decisions taken by Dover District Council were received and noted.	
P.02.23.8	<b>Street Furniture Applications:</b> 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.02.23.9	<b>Licensing:</b> To consider any licensing notices and issues received from Dover District Council. No new applications have been received.	
P.02.23.10	<b>Enforcement:</b> To consider any enforcement notices and issues received from Dover District Council. No new enforcement notifications have been received.	
P.02.23.11	<b>Correspondence:</b> 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.02.23.12	<b>Verbal update from our Dover District Councillor on matters relating to planning.</b> Cllr Friend reminded the committee that DDC Housing Needs Survey runs until 7 <sup>th</sup> March 2023	
P.02.23.13	<b>Date of next Planning Committee Meeting:</b> Wednesday 15 <sup>th</sup> March 2023 18:30.  Meeting closed at 18:45	

<p><b>Minutes of Sandwich Town Council Heritage and Townscape Committee Meeting held in the Council Chamber 20<sup>th</sup> February 2023</b></p>		
<p><b>Chair:</b> Cllr C Ungerson  <b>Councillors:</b> D Friend, J Franklin, V Tomlins, K Heaven, D Marie, H Sampson, D Sivrikaya and C Wiles  <b>Officer :</b> A Nigol, Acting Town Clerk</p>		
<p><b>HT.02.23.1</b></p>	<p><b>Chair's opening remarks:</b>  The Chair welcomed Councillor members and members of the public. She wished to flag up three issues in her opening remarks. First, how to relaunch the Thursday market once the Forecourt project is completed. There should also be consideration, by the Council as a whole, as to whether and how the new Forecourt's completion should be marked. Second, the Chair said there has been some confusion about the old setts now uplifted from the Forecourt, who owns them and if people can still register and obtain them. Cllr Wiles said that DDC owns the setts, not STC. In later discussion, it was agreed that the Clerk would contact DDC for clarification as to how people might obtain setts. Third, the Chair said the committee would continue to campaign that Bus Stand B outside the Guildhall be moved to a much less dangerous position. In discussion Cllr Wiles and Cllr Marie said they had written to the DDC Project manager as to how this could easily be achieved.</p>	
<p><b>HT.02.23.2</b></p>	<p><b>Apologies for absence received:</b>  Apologies were received from Cllr Friend (DDC work commitment)</p>	
<p><b>HT.02.23.3</b></p>	<p><b>Declarations of interest:</b>  To receive any declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda.   Cllr Sampson declared an interest on item 6 i)</p>	

HT.02.23.4	<p><b>Public Participation:</b></p> <p>i) Mrs George shared her concerns about the speeding traffic in Woodnesborough Road and Moat Sole.</p> <p>ii) Mr S Byers drew attention to the SpeedWatch campaign of which he is a local coordinator.</p> <p>iii) Mrs Latham raised the questions about the climate emergency which was declared at the STC meeting 29<sup>th</sup> March 2021. Mrs Latham wanted to know what plans Sandwich Town Council has to reflect and implement environmental and biodiversity strategic objectives, policies and procedures. She distributed ideas and resource suggestions to the Committee.</p>	
HT.02.23.5	<p><b>Fellowship Walk, otherwise known as Land South of Whitefriars Meadow:</b></p> <p>Committee received and considered a report from Cllr Ungerson, following the planning application refusal by DDC Planning Committee on 12<sup>th</sup> January 2023. It was proposed by Cllr Sampson, seconded by Cllr Marie, that the following recommendations be made to the Council. All members of the committee voted in favour.</p> <p><b>Recommendation:</b></p> <p>i) Cllr Carter, who had spoken to one of the owners of the land, should be asked for an update.</p> <p>ii) Council to conduct consultation with residents as to what they would like to see the land used for.</p> <p>iii) That the land should be professionally valued.</p>	Attach 1
HT.02.23.6	<p><b>Empty Buildings of Sandwich:</b></p> <p>i) <b><u>Wayfarers</u></b></p> <p>A planning application for this building is now with DDC. It is for change of use to 15 independent living units for people with learning difficulties. This is a matter of the Planning Committee, and the Clerk would follow up with Cllr Wiles.</p> <p>ii) <b><u>The Limes, New Street &amp; School House</u></b></p> <p>A message was received from Cllr Friend that there is no further progress regarding the Limes on New Street that can be shared with Town Councillors at this current time. Cllr Sampson, a governor of Sandwich Infants' School, said the matter had been discussed by School governors at its last meeting but no further update yet. Further meetings with KCC and the Academy Trust were planned.</p>	Attach 2

<p><b>HT.02.23.7</b></p>	<p><b>Sandwich Waterways Working Group:</b>  The committee received a verbal update from the working group chair Cllr Heaven. The Working Group had had a site meeting with the representatives of the Environment Agency and Internal Drainage Board. EA is committed to carry out some improvement works to make the Delf deeper, cleaner and faster. Another Waterways working group meeting will take place this Thursday 23<sup>rd</sup> February 19:00 at the Guildhall. Cllr Heaven will develop a draft report after the meeting, which will be sent to the members of the Waterways working group and presented to the Council with recommendations, probably at the March STC meeting.</p>	<p><b>Attach 3</b></p>
<p><b>HT.02.23.8</b></p>	<p><b>Tourist Information:</b>  Cllr Wiles gave an update on the recent Tourist Information Working Group meeting held on 1<sup>st</sup> February 2023. The minutes of the first of these meetings were presented as Attachment 4 to the Committee agenda. The Next Tourist Information working group meeting will take place on Wednesday 22<sup>nd</sup> February at the Guildhall at 17:30. The Working group is going to look at the various leaflets, and explore the various options for the location of a Tourist Office. Cllr Wiles is hoping to present the report to Committee at the next meeting in March.</p>	<p><b>Attach 4</b></p>
<p><b>HT.02.23.9</b></p>	<p><b>Quay Public Conveniences Working Group:</b>  Cllr Sampson gave an update on the public online survey. In total there was 155 online responses, and some phone calls. He is still gathering the information as some emails were sent out to the local businesses to request their opinion. A report will be presented to this committee in March. Heritage and Townscape Committee thanked Cllr Sampson for his hard work.</p>	
<p><b>HT.02.23.10</b></p>	<p><b>Traffic Management in Woodnesborough Road and Moat Sole:</b>  A Sandwich resident has suggested that increased speed restrictions on Woodnesborough Road are likely to have adverse impact on Moat Sole. The Committee decided to return to the general topic of traffic management at a near future date.</p>	
<p><b>HT.02.23.11</b></p>	<p><b>Provisions of Temporary Bus Shelter during Guildhall Forecourt Works:</b>  Sandwich residents are concerned that there is currently no bus shelter provision at the Guildhall. The committee was invited to consider what temporary provision could be made, including opening the main doors of the old part of the Guildhall so people can shelter in the entrance. After discussion the committee decided not to support the idea to open the Guildhall doors and thereby provide a temporary bus shelter on the ground of risk. A permanent bus shelter is expected to be installed by the end of May.</p>	

HT.02.23.12	<p><b>Bowling Street Lighting:</b> Committee received an update from Cllr Chandler in relation to street lighting on Bowling Street.</p> <p><b>Recommendation:</b> Cllr Ungerson to write to John Hennessy, chair of the local residents' association, and ask for his response. The suggestion that there might be a cheaper heritage lamp should be investigated.</p>	Attach 5
HT.02.23.13	<p><b>The Donkey Paddock:</b> Committee received a proposal from Cllr Heaven to use a part of the £2K allocated for the Donkey Paddock to sub-contract an initial clearing and strimming so that the Sandwich Environment Conservation Group could develop a biodiversity plan for the land. Cllr Sampson proposed, Cllr Marie seconded, that this should happen and that SERC should explore the possibility of a five year lease of the land. This proposal was supported by the whole committee.</p> <p><b>Recommendations:</b></p> <p>i) That STC should use already allocated £2K to subcontract and do the clearing and strimming of the Donkey Paddock.</p> <p>ii) The Council and SERC should discuss the possibility of a lease for up to five years.</p>	
HT.02.23.14	<p><b>The STC declaration of a Climate Emergency:</b> The Committee had received, earlier in the meeting, a very interesting and useful presentation from the member of the public which, amongst other things, suggested what actions a parish or town council could take. It was agreed that the Committee would review what STC has done so far and what else can be done. To be discussed during the next meeting.</p>	
HT.02.23.15	<p><b>Sandwich Delf:</b> Committee received a proposal from Cllr Heaven to fund the publication of a new, revised version of Dr Stephen Fuller's book. For STC to fund, sell and benefit from the new book.</p> <p><b>Recommendation:</b> Cllr Heaven to produce more informative report concerning costs, marketing, retail price etc.</p>	
HT.02.23.16	<p><b>Confidential Matters:</b></p> <p>Committee decided to postpone this item till the next meeting. Cllr Ungerson would contact the potential co-optees to find out if they are interested in being co-opted to the Committee.</p>	
HT.02.23.17	<p><b>Date and time of Next Meeting: Monday 13<sup>th</sup> March 2023 at 18:30 within the Guildhall.</b></p>	



Sandwich Town Council - Payment Schedule 2022/23 - February 2023

Date of Meeting	Post No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total	Actual Payments Made (Reconcile to Bank Statement)
27/02/2023	307	Mr B Finch	Mayoral Mileage Reimbursement	Mayoral Travel	PA to CEO	£115.50	£0.00	£115.50	£115.50
27/02/2023	308	Mr B Finch	Mayors Attendant	Mayors Attendant & Uniform	PA to CEO	£290.64	£0.00	£290.64	£408.14
27/02/2023	309	Mr A Nicol	Temporary Clerk services - January 2023	Staffing Contingency	STC 36.12.22 (I)	£1,356.00	£0.00	£1,356.00	£1,356.00
27/02/2023	310	Training Highway	IT Contract - removal of 50% discount on Services Balance	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£216.00	£0.00	£216.00	£216.00
27/02/2023	311	Annemans Hugen	Thursday Market Management Fees - January 2022	Thursday Market Manager	PA to CEO	£200.00	£0.00	£200.00	£200.00
27/02/2023	312	Kent County Council	Whiteboard markers x 4	Office Expenses (incl. telephone)	PA to CEO	£3.49	£0.70	£4.19	£4.19
27/02/2023	313	Biffa Waste	Recycling Services - January 2023	Office Expenses (incl. telephone)	PA to CEO	£20.58	£5.82	£26.50	£26.50
27/02/2023	314	Ms Summerhayes	Reimbursement for Wine and other Drinks for Curfew Ringtone Support	Curfew Ringtone Support (not bell repairs)	PA to CEO	£133.15	£0.00	£133.15	£133.15
27/02/2023	315	Wade Business Solutions	Photocopier toner	Photocopier (Rental & Usage)	STC Minute Ref: 32.06.22 (iv)	£6.05	£1.36	£7.34	£7.34
27/02/2023	316	Wade Business Solutions	Photocopier changes	Photocopier (Rental & Usage)	STC Minute Ref: 32.06.22 (iv)	£47.81	£9.52	£57.13	£56.47
27/02/2023	317	British Gas	Gas Charges - Bay Hall 13/12/2022 - 23/11/2022	Miscellaneous / Unspecified Expenditure	STC Minute Ref: 32.06.22 (iv)	£296.09	£0.00	£296.09	£296.09
27/02/2023	318	Salaries - Sandwich Town Council	Town Sergeant and Mayoral Salaries - February 2023	Mayors Attendant & Uniform	STC Minute Ref: 32.06.22 (ii)	£100.00	£0.00	£100.00	£100.00
27/02/2023	318	Salaries - Sandwich Town Council	Sandwich Town Council Administration Salaries - February 2023	Town Clerk & Office Staff	STC Minute Ref: 32.06.22 (ii)	£5,117.12	£0.00	£5,117.12	£5,117.12
27/02/2023	318	Salaries - Sandwich Town Council	Quay Conveniences Salaries - February 2023	Quay Conveniences - Salaries	STC Minute Ref: 32.06.22 (ii)	£632.60	£0.00	£632.60	£632.60
27/02/2023	318	Salaries - Sandwich Town Council	Cattle Market Conveniences Salaries - February 2023	Cattle Market Conveniences - Salaries	STC Minute Ref: 32.06.22 (ii)	£260.00	£0.00	£260.00	£260.00
27/02/2023	318	Salaries - Sandwich Town Council	S144 - Visitor Information Centre - February 2023	S144 Salaries	STC Minute Ref: 32.06.22 (ii)	£184.77	£0.00	£184.77	£184.77
27/02/2023	318	Salaries - Sandwich Town Council	Contribution to Consulting Staff - February 2023	Contribution to Consulting Staff	STC Minute Ref: 32.06.22 (ii)	£534.35	£0.00	£534.35	£534.35
27/02/2023	318	Salaries - STBF Gullhall	Gullhall Caretelling and Cleaning - February 2023	Gullhall	STC Minute Ref: 32.06.22 (ii)	£4,809.17	£0.00	£4,809.17	£4,809.17
27/02/2023	318	Salaries - STBF Gullhall	Gullhall Administration Salaries - February 2023	Gullhall	STC Minute Ref: 32.06.22 (ii)	£3,354.48	£0.00	£3,354.48	£3,354.48
27/02/2023	318	Salaries - STBF Gullhall	Visitor Information Staff (Gullhall element) - February 2023	Gullhall	STC Minute Ref: 32.06.22 (ii)	£727.16	£0.00	£727.16	£727.16
27/02/2023	318	Salaries - Sandwich Toll Bridge Fund	Administration Salaries - February 2023	STBF	STC Minute Ref: 32.06.22 (ii)	£4,665.09	£0.00	£4,665.09	£20,785.54
27/02/2023	318	Training Highway	IT Support - February 2023	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£40.00	£0.00	£40.00	£40.00
					<b>Total</b>	<b>£23,521.15</b>	<b>£17.53</b>	<b>£23,538.68</b>	<b>£23,538.68</b>

Sandwich Town Council - Payment Schedule 2022/23 - End of February 2023

Date of Meeting	Print No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total	Actual Payments Made (Reconcile to Bank Statement)
27/02/2023	320	Smartest Energy	Electricity Charges - Guildhall - to be reimbursed by STBF Guildhall account	Guildhall	STC Minute Ref: 32.06.22 (iv)	£2,067.00	£0.00	£2,067.00	£2,067.00
27/02/2023	321	Highway Business Services	Office 365 on one iPad	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£39.10	£7.82	£46.92	£46.92
27/02/2023	322	Sage	Payroll	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£17.00	£3.40	£20.40	£20.40
27/02/2023	323	Mrs N H Westwood	Catering for Curfew Ringers Supper	Curfew Ringers Supper (not ball repairs)	PA to CEO	£570.00	£0.00	£570.00	£570.00
27/02/2023	324	Phoenix Link UK	Phone Charges - February 2023	\$144 (Other Expenditure)	STC Minute Ref: 32.06.22 (iv)	£50.57	£10.11	£60.68	
27/02/2023	324	Phoenix Link UK	Phone Charges - February 2023	Office Expenses (incl. telephone)	STC Minute Ref: 32.06.22 (iv)	£50.57	£10.11	£60.68	
27/02/2023	324	Phoenix Link UK	Phone Charges - February 2023	Guildhall (to be reimbursed)	STC Minute Ref: 32.06.22 (iv)	£50.58	£10.12	£60.70	£182.06
27/02/2023	325	Kent County Council	Stationery	Office Expenses (incl. telephone)	PA to CEO	£49.06	£9.96	£59.02	£59.95
27/02/2023	326	Training Highway	IT Support - February 2023	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£101.40	£0.00	£101.40	
27/02/2023	326	Training Highway	IT Support - February 2023	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£101.40	£0.00	£101.40	£702.60
27/02/2023	327	Lord Mayors Charities Canterbury	Tickets for Mayor and Diaper to Lord Mayor's Banquet - Canterbury	Mayoral Expenses	PA to CEO	£95.00	£0.00	£95.00	£86.00
					<b>Total</b>	<b>£3,182.58</b>	<b>£51.55</b>	<b>£3,234.13</b>	<b>£3,234.13</b>

## SANDWICH TOWN COUNCIL - GENERAL A/C - STATEMENT AS AT 31/03/23

**INCOME**

Balance Brought Forward 01/04/22 including MWNR Balance (£50,592.85) and other reserve balances (£9,240)	£552,150.94
	<b>£552,150.94</b>
<b><u>Vat Refund</u></b>	£18,367.76
<b><u>Precept</u></b>	£275,652.10
<b><u>Outside Sources</u></b>	
Black Allotment Rents & Water Contribution	£6,485.49
Quay Conveniences	£3,563.92
Fishing Permits	£6.00
Green Waste Bags	£197.69
Cow Leas Lease	£200.00
Drill Hall	£16,425.00
<b><u>Refunded From Functions</u></b>	
Deputies supper donations	£210.00
Curfew Ringers Supper	£140.00
<b><u>Internal Transfers / Adhoc Income</u></b>	
Museum payment for stock from Visitor Information Centre	£118.74
Refund from Photocopying	£0.20
<b><u>Monks Wall Nature Reserve</u></b>	
Income relating to Monks Wall Nature Reserve	£10,442.84
<b><u>S144 (Visitor Information Centre &amp; Tourism)</u></b>	
Visitor Information Centre	£190.43
<b><u>Forecourt Income</u></b>	
Current Markets	£7,520.00
<b><u>Miscellaneous Income</u></b>	
Difference between HMRC payments and amounts paid (timing difference)	732.26
Pension Difference (paid less in July 2022 as paid too much in 2021/22)	413.96
Refund - STBF Salaries	£46,021.53
Refund - STBF Guildhall Salaries	£104,119.17
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
	<b>702,575.70</b>
<b>TOTAL</b>	<b>£1,254,726.64</b>

**EXPENDITURE**

<b><u>Vat Paid</u></b>	
VAT	£4,555.02
<b><u>Mayoral and Civic Functions</u></b>	
Mayoral Expenses	£1,910.10
Mayoral Travel	£991.30
Mayor's Hospitality (Including Civic Events)	£854.72
Mayor's Attendant & Uniform	£4,770.43
Cinque Port Functions & Subscription	£388.00
<b><u>Staffing</u></b>	
Town Clerk & Office Staff	£51,908.87
Contribution to Caretaking Staff	£7,110.94
Staff Recruitment	£240.00
Staff Training	£902.88
Officers Travel & Parking Expenses	£1,433.40

**Administration**

Petty Cash	£30.00
Peninsula Business (HR)	£1,135.62
Office Expenses (incl. telephone)	£2,962.33
Audit Fees	£2,720.00
Subscriptions & Memberships	£1,517.00
IT Expenses (incl. Website)	£5,193.05
Photocopier (Rental & Usage)	£1,321.18
Bank Charges	£543.37

**Insurance**

Guildhall Insurance including contents	£577.19
Insurance - Public Conveniences and Boatmans' Chapel	£224.00
Other Insurances (ie/ Liability & Slander)	£3,919.50

**Public Conveniences**

Quay Conveniences - Salaries	£10,593.16
Cattle Market Conveniences - Salaries	£2,600.00
Quay Conveniences - Other Expenditure	£2,932.97

**S144 (Visitor Information Centre & Tourism)**

S144 Salaries	£9,207.27
S144 (Other Expenditure)	£12,909.45

**Sandwich Open Spaces / Other Properties**

Black Lane / Sandown Road Allotments	£2,418.27
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	£2,292.70

**Reserves - Ring-fenced**

Monks Wall Nature Reserve	£2,839.70
Highways Improvement Plan (H.I.P's) Reserve	£1,240.96

**Miscellaneous / Unexpected Expenditure****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
Reimbursement of accidental payment from Sandwich Tennis Club	£45.00
Stamps for petty cash tin	£57.60
Disability Access Strategy	£49.33

**Guildhall and Forecourt**

Contribution towards running of the Guildhall	£85,000.00
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**Guildhall Forecourt Project**

Thursday Market Manager	£2,200.00
Loan Repayment	£12,033.48

Payment of loan to Dover District Council	£350,000.00
	<b>£631,014.92</b>
<b><u>Items relating to Sandwich Toll Bridge Fund Account</u></b>	
VAT refunded to STBF	£1,397.07
STBF Salaries	£43,769.09
	<b>£45,166.16</b>
<b><u>Items relating to Sandwich Toll Bridge Fund Guildhall Account</u></b>	
VAT refunded to STBF Guildhall	£5,646.08
STBF Guildhall Salaries - Guildhall Caretaking and Cleaning	£63,998.47
STBF Guildhall Salaries - Guildhall Administration	£32,541.99
STBF Guildhall Salaries - Visitor Information Staff (Guildhall element)	£7,578.71
STBF Guildhall Cleaning Charges (to be reimbursed)	£19.53
Phone Charges (Guildhall share to be reimbursed)	£597.03
Signs for Guildhall	£18.31
IT Support (Guildhall share to be reimbursed)	£453.48
Guildhall Electricity Charges (Guildhall a/c to reimburse)	£2,067.00
	<b>£112,920.60</b>
<b><u>Items relating to Sandwich Toll Bridge Fund Museum Account</u></b>	
VAT refunded to Museum Account	£418.20
	<b>£418.20</b>
	<b>£789,519.88</b>
<b>Balance at Bank as per Bank Reconciliation as at 31/01/23</b>	<b>£465,206.76</b>
<b>TOTAL</b>	<b>£1,254,726.64</b>
<b>Bank Reconciliation as at 31/01/23</b>	
Current a/c	£465,885.15
Less: Outstanding payments	£678.39
<b>TOTAL</b>	<b>£465,206.76</b>
<b>OUTSTANDING PAYMENTS</b>	
287 A Huigen (Thursday Market Management Fees - January 2023)	£200.00
293 Highway Business Services (Office 365 on iPad)	£46.20
294 Mr K A Chapman (Warden Fees - Monks Wall Nature Reserve 09/12/23)	£208.33
295 Mayor of Faversham Charity Fund (Mayor and Driver - visit to Shepherd Neame Brewery)	£45.00
296 Kent County Supplies (Photocopier Paper)	£91.18
300 Sandwich Toll Bridge Fund Guildhall Account (50% contribution towards lock key safe)	£27.68
305 Sandwich Town Council (Refund Sandwich Toll Bridge Fund Guildhall Account for cost of Data Protection Fee)	£60.00
	<b>£678.39</b>
<b><u>Monks Wall Nature Reserve</u></b>	
<b><u>Balance Brought Forward 01/04/22</u></b>	<b>£50,592.85</b>
<b><u>Income</u></b>	
Grazing Fees	£1,370.00
Rural Payments Agency	£9,072.84
	<b>£10,442.84</b>
<b><u>Expenditure</u></b>	
Warden Fees 19/02/2021 - 09/01/2023	£2,083.30
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
	<b>£2,839.70</b>
<b>Balance as at 31/01/23</b>	<b>£58,195.99</b>

Expenditure	Approved Budget 2022/23	Virements	Revised Budget 2022/23	Expenditure to Date	Balance to Date
<b><u>Mayoral and Civic Functions</u></b>					
Mayoral Expenses	£2,000.00		£2,000.00	£1,910.10	£89.90
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	£4,770.43	£4,189.57
Cinque Port Functions & Subscription	£430.00		£430.00	£388.00	£42.00
Curfew Ringers Supper (not bell repairs)	£800.00		£800.00	£0.00	£800.00
<b><u>Staffing</u></b>					
Town Clerk & Office Staff	£65,120.00		£65,120.00	£51,908.87	£13,211.13
Contribution to Caretaking Staff	£8,090.00		£8,090.00	£7,110.94	£979.06
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	£1,433.40	-£433.40
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
<b><u>Administration</u></b>					
Petty Cash	£120.00		£120.00	£30.00	£90.00
Peninsula Business & Capita	£1,280.00		£1,280.00	£1,135.62	£144.38
Office Expenses (incl. telephone)	£7,210.00		£7,210.00	£2,962.33	£4,247.67
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	£5,193.05	£9,306.95
Photocopier (Rental & Usage)	£1,600.00		£1,600.00	£1,321.18	£278.82
Bank Charges	£700.00		£700.00	£543.37	£156.63
Health & Safety Provisions	£3,000.00		£3,000.00	£0.00	£3,000.00
<b><u>Insurance</u></b>					
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
<b><u>Public Conveniences</u></b>					
Quay Conveniences - Salaries	£13,300.00		£13,300.00	£10,593.16	£2,706.84
Cattle Market Conveniences - Salaries	£5,070.00		£5,070.00	£2,600.00	£2,470.00
Quay Conveniences - Other Expenditure	£4,190.00		£4,190.00	£2,932.97	£1,257.03
Cattle Market Conveniences - Other Expenditure	£1,750.00		£1,750.00	£0.00	£1,750.00
<b><u>S144 (Visitor Information Centre &amp; Tourism)</u></b>					
S144 Salaries	£6,200.00		£6,200.00	£9,207.27	-£3,007.27
S144 (Other Expenditure)	£19,460.00		£19,460.00	£12,909.45	£6,550.55
<b><u>Sandwich Open Spaces / Other Properties</u></b>					
Black Lane / Sandown Road Allotments	£3,000.00	£420.00	£3,420.00	£2,418.27	£1,001.73
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	£2,292.70	£7,421.36
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
<b><u>Reserves - Ring-fenced:</u></b>					
Monks Wall Nature Reserve	£0.00	£50,592.85	£50,592.85	£2,839.70	£47,753.15
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
<b><u>Reserves- General</u></b>					
Operating Funds to be kept in Reserve	£35,000.00		£35,000.00	£0.00	£35,000.00
<b><u>Other Services</u></b>					
Green Garden Waste Bags	£1,400.00		£1,400.00	£0.00	£1,400.00
<b><u>Miscellaneous / Unexpected Expenditure:</u></b>					
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
<b>Project Start up Budget</b>	<b>£5,339.69</b>		<b>£5,339.69</b>	<b>£0.00</b>	<b>£5,339.69</b>
Disability Access Strategy	£2,500.00		£2,500.00	£49.33	£2,450.67
Reimbursement of accidental payment from Sandwich Tennis Club	£0.00		£0.00	£45.00	-£45.00
Stamps for petty cash tin	£0.00		£0.00	£57.60	-£57.60
<b><u>Guildhall and Forecourt</u></b>					
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
<b><u>Guildhall Forecourt Project</u></b>					
Thursday Market Manager	£2,730.00		£2,730.00	£2,200.00	£530.00
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
<b><u>Items relating to Sandwich Toll Bridge Fund Account</u></b>					
STBF Salaries	£0.00		£0.00	£43,769.09	-£43,769.09
<b><u>Items relating to Sandwich Toll Bridge Fund Guildhall Account</u></b>					
STBF Guildhall Salaries - Guildhall Caretaking and Cleaning	£0.00		£0.00	£63,998.47	-£63,998.47
STBF Guildhall Salaries - Guildhall Administration	£0.00		£0.00	£32,541.99	-£32,541.99
STBF Guildhall Salaries - Visitor Information Staff (Guildhall element)	£0.00		£0.00	£7,578.71	-£7,578.71
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	£597.03	-£597.03
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
Guildhall Electricity Charges (Guildhall a/c to reimburse)	£0.00		£0.00	£2,067.00	-£2,067.00
<b>TOTAL</b>	<b>£397,283.75</b>	<b>£60,252.85</b>	<b>£457,536.60</b>	<b>£777,503.51</b>	<b>£181,076.70</b>
<b>Income</b>	<b>Approved Budget 2022/23</b>	<b>Virements</b>	<b>Revised Budget 2022/23</b>	<b>Income to Date</b>	<b>Balance to Date</b>
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
<b>Precept</b>	<b>£275,652.10</b>		<b>£275,652.10</b>	<b>£275,652.10</b>	<b>£0.00</b>
<b><u>Outside Sources</u></b>					
Black Lane Allotment Rents & Water Contribution	£4,880.00		£4,880.00	£6,465.49	£1,605.49
Sandown Road Allotment	£0.00		£0.00	£0.00	£0.00
Quay Conveniences	£5,940.00		£5,940.00	£3,563.92	-£2,376.08
Fishing Permits	£100.00		£100.00	£6.00	-£94.00
Green Waste Bags	£1,500.00		£1,500.00	£197.89	-£1,302.31
Cow Leas Lease	£0.00		£0.00	£200.00	£200.00
Drill Hall	£21,900.00		£21,900.00	£16,425.00	-£5,475.00
P22 Electricity Charge	£230.00		£230.00	£0.00	-£230.00
<b><u>Refunded From Functions</u></b>					
Deputies supper donations	£540.00		£540.00	£210.00	-£330.00
Curfew Ringers Supper	£420.00		£420.00	£140.00	-£280.00
<b><u>Internal Transfers / Adhoc Income</u></b>					
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
<b><u>Monks Wall Nature Reserve</u></b>					
Income relating to Monks Wall Nature Reserve	£0.00		£0.00	£10,442.84	£10,442.84
<b><u>S144 (Visitor Information Centre &amp; Tourism)</u></b>					
Visitor Information Centre	£3,500.00		£3,500.00	£190.43	-£3,309.57
Sandwich Chamber of Commerce - contribution towards Town Guides	£500.00		£500.00	£0.00	-£500.00
<b><u>Forecourt Income (to be used for repayment of loan and other maint of Forecourt)</u></b>					
Current Markets	£8,000.00		£8,000.00	£7,520.00	-£480.00
<b><u>Miscellaneous Income</u></b>					
Difference between HMRC payments and amounts paid (timing difference)	£0.00		£0.00	£732.26	£732.26
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	£46,021.53	£46,021.53
Refund - STBF Guildhall Salaries	£0.00		£0.00	£104,119.17	£104,119.17
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
<b>TOTAL</b>	<b>£397,283.75</b>	<b>£60,252.85</b>	<b>£457,536.60</b>	<b>£1,236,358.88</b>	<b>£778,822.28</b>
<b>Bank reconciliation as at 31/01/23</b>	<b>£465,206.76</b>				

**PETTY CASH - SANDWICH TOWN COUNCIL EXPENSES**

**STATEMENT TO 31st January 2023**

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
<b>TOTAL</b>	<b>£146.43</b>

Stamps used from tin	£19.95
Spent Cash (Postage pre bought)	£73.01
Spent Cash (Not pre bought postage + other items)	£36.90
<b>SUB-TOTAL</b>	<b><u>£129.86</u></b>

Unused Stamps	£2.90
Cash in hand	£13.67
	<u>£16.57</u>
<b>TOTAL</b>	<b><u>£146.43</u></b>

**SANDWICH TOWN COUNCIL**

**TOURISM INFORMATION WORKING GROUP – THIRD MEETING 1st Feb 2023**

**Minutes of Meeting: (Actions in BOLD)**

1. **Apologies for absence:** received from Tony Broun and Cllr Anne Fox.
2. **List of attendees:** Cllr Colin Wiles (Chair), Cllr Mark Moorhouse, Cllr Dean Marie, Steve Laslett, Carole George, Jayne Gill.  
**Plus** the following observers/members of the public: Cllr Clare Ungerson, Cllr Harry Sampson, Christina Glynn, Martine from Miss Kay, Claire Lovelady Goodall, John Van der Dol, Annemarie Huigen
3. **Minutes of last meeting:** Updated figures have been received from STC and will be circulated (attached to these minutes). The figures for actual visitors vary by season, ranging from 2 per week in Jan 2022 to 162 per week in July 2022. By contrast, Annemarie reported that St Peter's had 2,500 visitors in January 2023. She reported that she takes leaflets to The Burstin in Folkestone as they arrange mass coach parties. **Colin to contact Chris Townend to ask how he collates tourist numbers.**

Annemarie expressed concern at comments about the Thursday market – the market is dependent upon footfall and good promotional publicity. Once the forecourt is revamped it can be re-launched. It was disappointing that the temporary market was not placed in Market Street. A market strategy is required. Cllr Dean Marie is also able to reach out to coach companies through his contacts in the industry.

4. **Update on public conveniences.** Cllr Harry Sampson has been asked to lead on a review of the Quay conveniences. The electronic opening system often fails and the premises are expensive to maintain. Ideas include asking the local businesses to look after the toilets in return for a fee, keeping them open without the need for payment, or for converting part of the premises into a café or kiosk. All ideas to Cllr Sampson. Cllr Sampson will be polling across the town to seek views. DDC refurbishment in hand? **Colin to chase Chris Townend for dates.**
5. **Chamber of Commerce update from Richard Harris.** Richard was not able to attend but his notes will be circulated (Attached below). The CoC has been revived and is wants to play an active part in tourist promotion. A committee is being set up. They wish to work with STC, the Compass Group and all other interested parties. This was welcomed.
6. **Update on old tourist office:** There appears to be no formal agreement that the old office must be used for museum space. The PCSO and community officer wish to extend their use of the room and the new bus stand means that the entrance doors are frequently blocked. It was mooted that the tourist office could be relocated into St Peter's. Steve Laslett argued for a pop up.

7. **Steve Laslett:** Provided an update on events. It was forecast that the Sandwich Food Fair could be affected by The Guildhall forecourt work but if the contract ends in May then other events should go ahead as planned. Communication from DDC about the work programme and impact has been poor as businesses around the square had not been contacted. David Parish at DDC is the project manager david.parish@dover.gov.uk
8. **Quayside:** No news, still awaiting publication of “secret” DDC report.
9. **Response to consultation:** Colin will summarise and send to the working group.
10. **Telephone boxes and blue plaque:** The STC budget for the ‘phone boxes has been increased to £2,000.
11. **Any Other Business:** Sandwich in Bloom has asked STC for a grant. Next meeting to look at current leaflets and information etc. We discussed the need for a proactive tourism manager who could reach out to coach companies and promote the town more widely. Compass Group arranging to “walk the town”. Discussed the need to arrange a walkabout. **CW to organise.**

**Date of Next Meeting:** Wednesday 22<sup>nd</sup> February in the Guildhall at 5.30pm

#### **Report from Richard Harris:**

Sandwich chamber of commerce has been reformed and wants to get as many people as possible to participate and embrace building business in sandwich, regardless of what that business is. As we are all aware, there has been issues in the past and things need to change, however the fractured nature of sandwich has delayed real change, there are too many people who would rather embrace political or personal vendettas and agendas than actually focus on the matter at hand. Which is, building tourism and building business in sandwich. Now, the chamber is ready, and willing to get new faces, fresh ideas, new committee members, new officers. All are welcome. However, on the proviso that all politics and personal past or current vendettas are left aside. All the people in this room are here to help sandwich, that's why your group was formed. I've spoken to Colin many times personally and we chat a lot about tourism and I'm pleased that Colin is an active person in the town. Volunteering at events, pushing for the town and embracing sandwich. He and I spoke the other day and we both agree that, more heads, more engagement and working towards a clear vision together, is better than everyone being fractured and split. Sandwich chamber of commerce is a legally recognised body with better access to funding for projects and help for the town. There is already an investment happening due to the chamber and DDC working hand in hand, which I won't mention tonight as of yet. But, this will push tourism in sandwich at a certain time of year, and hopefully showcase sandwich. The chamber wants the collective group of this room to work in partnership with the chamber, either as a subcommittee focused on certain elements of tourism or, you are all welcome to become

part of the chamber in any shape way or form. I hate politics, I have no time for it. I hate how fractured certain elements in this town have become, but, it's not too late to change that. I will be speaking to the compass group too regarding this, And if all the people in this room are here to help sandwich, especially in this dire time of need, then you should agree that working together will breed far better results and a clearer direction. I will be in the Fleur tonight if anyone wants to talk more, but, I'll leave you with that, and only hope that, now, is the time that people all start working together.

**Weekly Summary Of Guildhall and VIC Users  
2022**

Week	Guildhall		VIC		Total
	Week	w/e	Week	w/e	
03.01.22	215		2		
10.01.22	230		5		
17.01.22	163		2		
24.01.22	80		2		
31.01.22	269		20		
07.02.22	331		12		
14.02.22	127		23		
21.02.22	234		19		
28.02.22	447		22		
07.03.22	367		2		
14.03.22	290		31		
21.03.22	191		29		
28.03.22	171		25		
04.04.22	361		23		
11.04.22	178		38		
18.04.22	99		27		
25.04.22	190		29		
02.05.22	200		21		
09.05.22	288		39		
16.05.22	209		32		
23.05.22	190		74		
30.05.22	250		138		
06.06.22	330		95		
13.06.22	243		138		
20.06.22	233		104		
27.06.22	210		139		
04.07.22	341		95		
11.07.22	379		162		
18.07.22	379		107		
25.07.22	183		132		







<b>Report to Councillors and Members of: Sandwich Town Council</b>
<b>Meeting scheduled for 27<sup>th</sup> February 2023</b>
<b>Report from: Officers</b>
<b>Date:22.02.23</b>
<b>Subject: Fellowship Walk from Cllr Carter</b>
<b>Classification: General</b>
<b>Purpose of report:</b>
Council to decide where would be the best place to report back.
<b>Content:</b>
<p>Message from Cllr Carter:</p> <p>I have undertaken my contact and meetings with the owner/developer of the Fellowship Walk land (recently denied planning permission to develop housing on this site). But the result of my discussions need to be relayed back in person perhaps at a separate meeting or the Planning Committee meeting? Could the council decide where would be the best place to report back to please. It might be best to include other people from Town Team and History Society etc.</p>
<b>Recommendations:</b>
Council to decide where would be the best place to report back.

<b>Report to Councillors and Members of: Sandwich Town Council</b>
<b>Meeting scheduled for 27<sup>th</sup> February 2023</b>
<b>Report from: Officers</b>
<b>Date: 22.02.23</b>
<b>Subject: Cobbles at the Guildhall Forecourt from Cllr Carter</b>
<b>Classification: General</b>
<b>Purpose of report:</b> To clarify and have an update regarding the cobbles at the Guildhall Forecourt.
<b>Content:</b> Message from Cllr Carter: I have been asked by many residents about the cobbles that have been taken up from the Guildhall forecourt recently. It was originally stated that these would be retained by the Town Council but they seem to have been taken off site. These are a valuable commodity and we needed answers as to what has happened to them originally there was a plan to sell them to interested individuals in the town but this has not happened. We need some answers from DDC.
<b>Recommendations:</b>

# SANDWICH QUAY PUBLIC CONVENIENCES

Feedback from the Public and  
Consideration of Potential Improvements

**FEBRUARY 2023**

**PRESENTED TO**

Sandwich Town Council

**PRESENTED BY**

Cllr Harry Sampson



For more information, contact  
07427 893079 or email  
[cllrharrysampson@sandwichtown  
council.gov.uk](mailto:cllrharrysampson@sandwichtowncouncil.gov.uk)

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# CONTEXT AND TASK

The public conveniences at the Quay are maintained and operated by Sandwich Town Council. Several members from local community organisations which use areas close to the Quay conveniences approached me concerned by how the present operation was negatively impacting the town, residents, businesses and community activities. This was raised in Heritage and Townscape Committee and then afterward in full Council.

Details can most recently be found in the recording of the full Council meeting held on 30th January 2023. In the online recording this is 1hr 37mins in. This recording can be found here: [www.youtube.com/watch?v=u7V\\_838NAkQ](https://www.youtube.com/watch?v=u7V_838NAkQ). Council resolved I collect public feedback and then report back. This is the report. Updates were also provided in the recent Heritage and Townscape Committee meeting on 20th February 2023 and at a meeting of the Tourism Working Group.

My aim going forward was to gather feedback from the public, local businesses, Dover District Council and community organisations, in order to find the best way forward. I incorporated suggestions from the public and other Councillors. Organisations were emailed and called, while a public survey was created and advertised online and via poster. This also included my personal phone number in case a member of the public had no internet access.

It is important to stress this was a feedback-gathering exercise and that as a lone Councillor I do not have life or death power over the Quay conveniences. Many, including myself, want to see these facilities working in the best way possible for the people of Sandwich and beyond.

## Cllr Harry Sampson

Elected May 2019 to Sandwich Town Council  
[www.sandwichtowncouncil.gov.uk/your-councillors/cllr-harry-sampson/](http://www.sandwichtowncouncil.gov.uk/your-councillors/cllr-harry-sampson/)

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### Declarations of Interest

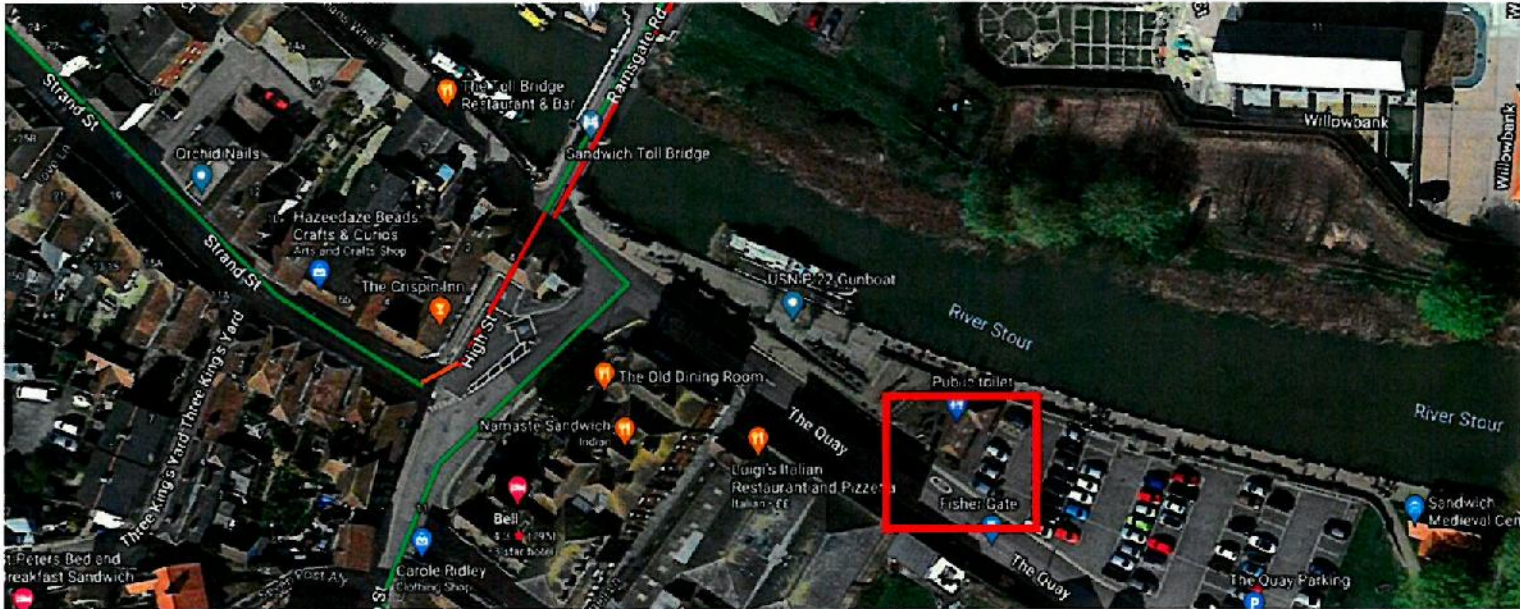
Works at a business in Discovery Park  
Member of the Conservative and Unionist Party  
Sandwich Infant School Governor  
Secretary to Sandwich Folk & Ale Festival Committee  
STC Representative to the Sandwich Community Christmas Lights Committee  
Trustee of The Sandwich United Charity  
Likes long walks on the beach

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Happy to discuss any items in this report in more detail via telephone outside of normal Mon-Fri working hours.

# PRESENT SITUATION

## Current operation of the Quay Conveniences



The Sandwich Quay Conveniences are split into three sections.

- 1) Disabled toilet, accessed externally. 40p per use via a contactless card door mechanism.
- 2) Disabled toilet and shower, accessed externally. £4.00 per use for 20mins via a contactless card door mechanism. Currently requires maintenance due to vandalism.
- 3) Two bathrooms (one male and one female), accessed internally. Adjoining small office with storeroom. Currently closed pending development.

The contactless card door mechanism was implemented in May 2021. The opening hours are roughly 8am/9am to 5pm. They are cleaned every few hours.

Vandalism is a persistent problem, costing staff time, repairs and closing of facilities. Current forecasted costs of running the conveniences is c. £16,000, down from c.£25,000 in 2018/19.

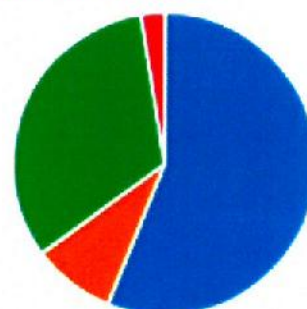
Please see Annex 1 for more details on the cost analysis of the Quay public conveniences, taken from a meeting of the Heritage and Townscape Committee held on 4th January 2023.

# FEEDBACK SUMMARY

To gather feedback two methods were used. (1) Contact local organisations directly and (2) an online Microsoft Forms survey. Method (1) limited more detailed but fewer results, though many also filled out the online survey. Method (2) was advertised online and on the town noticeboards. My personal phone number was included as well in case a member of the public did not have internet access. Overall, **157** individual responses were recorded in the online survey as well as several more specific feedback sessions over the phone. The results are displayed below.

## 1. Which of the following best describes your relationship with Sandwich?

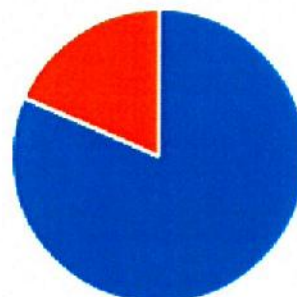
● I live in Sandwich	88
● I work in Sandwich	14
● I visit Sandwich	51
● Other	4



\*Other responses included a mixture of the above options.

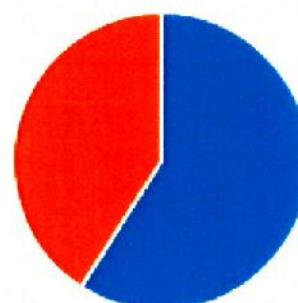
## 2. Have you ever used the Sandwich Quay Public Conveniences?

● Yes	128
● No	29



## 3. Have you used the Quay Conveniences in the past year (2022-23)?

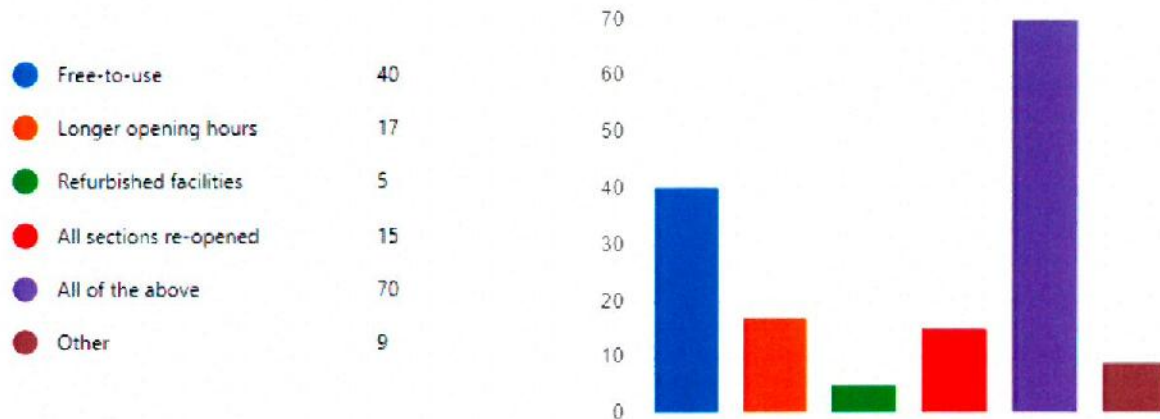
● Yes	75
● No	52



\*This question would only display if the responder answered 'Yes' to Question 2.

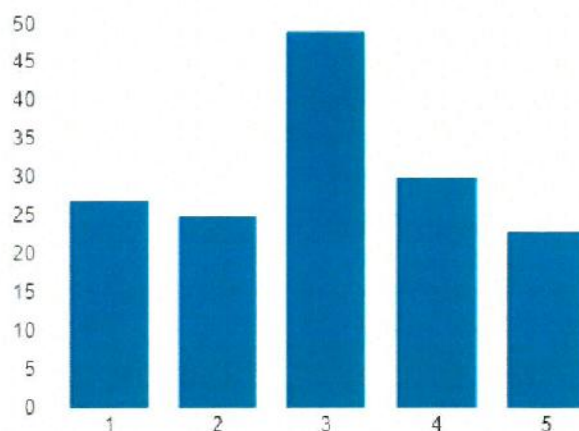
# FEEDBACK SUMMARY

4. Which of the following would encourage you to use the Quay Conveniences more?



5. On a scale of one (deeply unsatisfied) to five (very satisfied), how would you rate your overall satisfaction with the Quay Conveniences?

**2.98**  
Average Rating

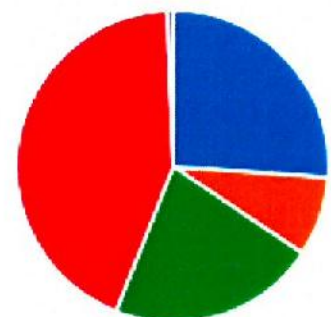


6. Please explain your level of overall satisfaction with the Quay Conveniences?

\*Please see Annex 2.

7. Do you support paying to use the Quay Conveniences?

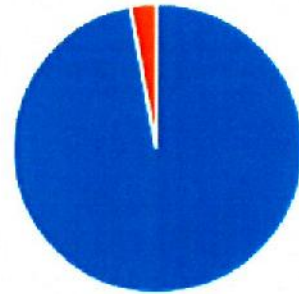
Yes, 40p is just right	41
Yes, I am willing to pay more than...	13
Yes, but less than 40p	34
No, I do not support paying to ...	68
Other	1



# FEEDBACK SUMMARY

8. Would you support the Quay Conveniences being free-to-use, even if this increased the cost of maintaining them?

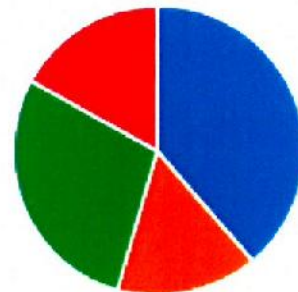
● Yes	67
● No	2



\*This question would only display if the responder answered 'No' to Question 7.

9. What is your preferred method of paying to use the Quay Conveniences?

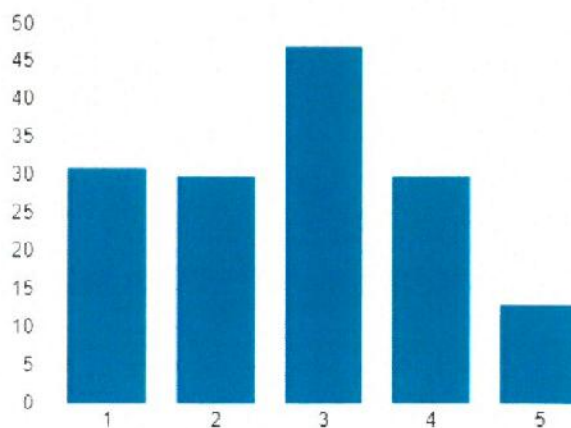
● Contactless card mechanism	57
● Coin operated mechanism	23
● Manned by staff	42
● Other	25



\*Other responses mainly included refusal to pay at all.

10. On a scale of one (deeply unsatisfied) to five (very satisfied), how would you rate your satisfaction with the opening times of the Quay Conveniences?

2.76  
Average Rating



Recommendations based off these results will be explored later in the report.

# POTENTIAL IMPROVEMENTS

- Option 1 — Changing Places Grant
- Option 2 — Contributions from Local Organisations
- Option 3 — Adapt the Space for a Business
- Option 4 — Await Potential Refurbishment
- Option 5 — Maintain the Present System

There are many ideas floating around on how to improve the Quay Conveniences. Please see some of them below:

- 1) A 'Changing Places' grant of £50,000 for re-development of the central section of the Quay Conveniences to make it an accessible disabled toilet facility. This would adapt where the male/female bathrooms presently are. Changing Places is a campaign which aims to improve accessible toilet facilities in the UK. The present disabled toilet and shower/toilet would remain unaffected. Other development costs would likely be incurred. This is also a time-limited option.
- 2) Make the Quay Conveniences free-to-use with extended opening hours. Ask local organisations and businesses to contribute towards the higher operating costs.
- 3) Adapt the building to allow space for a business to operate. Part of the agreement would have to include maintaining the public toilets with extended opening hours and making them free-to-use.
- 4) Await potential refurbishment of facilities from Dover District Council. Decide then whether it is viable to make additional other improvements.
- 5) Maintain the present system and find a way of re-opening the central section.

Each option comes with advantages and disadvantages in terms of costs, development, tendering, closure of facilities for a short while, and more.

# POTENTIAL IMPROVEMENTS

- Option 1 — Changing Places Grant
- Option 2 — Contributions from Local Organisations
- Option 3 — Adapt the Space for a Business
- Option 4 — Await Potential Refurbishment
- Option 5 — Maintain the Present System

11. Please rank these ideas in order of your preference, with your most preferred sitting at the top.



## Further Breakdown

*Changing Places Grant:* 1st (48). 2nd (39). 3rd (35). 4th (17). 5th (9).

*Contributions from Local Organisations:* 1st (22). 2nd (43). 3rd (37). 4th (26). 5th (12). 6th (8).

*Maintain the Present System:* 1st (27). 2nd (19). 3rd (21). 4th (30). 5th (39). 6th (12).

*Awaiting Potential Refurbishment:* 1st (18). 2nd (23). 3rd (27). 4th (36). 5th (32). 6th (12).

*Adapt the Space for a Business:* 1st (23). 2nd (18). 3rd (17). 4th (28). 5th (31). 6th (31).

*Another Solution:* \*Please see Annex 3 for listed other ideas and Annex 4 for Questions 12 and 13.

# POTENTIAL IMPROVEMENTS

## A Deeper Dive into Suggested Options

### Cattle Market Toilets

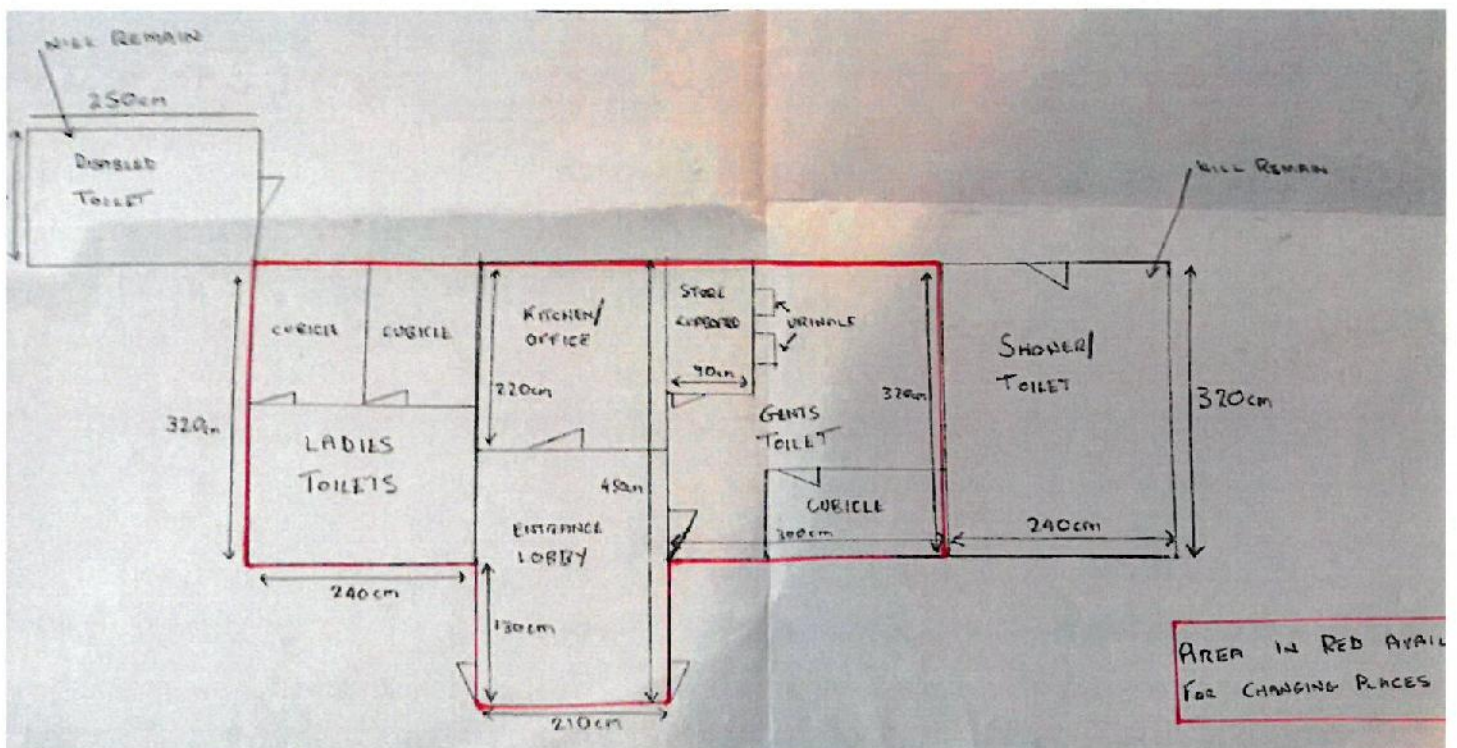
One item does need to be addressed before a deeper dive into the options. Despite my remit currently focusing on the Quay toilets, several comments were made about the Cattle Market toilets. I consider them a linked issue so made enquires about them as well. Generally, while they are more basic than the Quay toilets, they are free to use. However public perception of their current state leaves something to be desired.

Fortunately while meeting the DDC Portfolio Holder for Community and Corporate Property and Cllr Friend, I had the opportunity to ask about these toilets. DDC have been embarking on refurbishment of toilet facilities across the District, such as Stembrook public toilets in Dover. I'm very happy to report that Sandwich Cattle Market toilets are on the list. This is something I want to look into following this report and a satisfactory way forward for the Quay public conveniences.

Before and during the online consultation the potential improvements were investigated in more detail. Please see summaries below:

### Changing Places Grant

The Changing Places Grant was the most popular option in the survey. It was brought to the attention of council last year and at the January Council meeting. So far it has been deferred, pending some exact information about costs.



# POTENTIAL IMPROVEMENTS

## A Deeper Dive into Suggested Options

### **Changing Places Grant (cont.)**

Officers have done a lot of work organising how this would work. On top of the £50,000 grant STC would likely have to contribute many thousands of pounds for other contracted work. This is due to the downside of having to convert the central area into the new disability-access space. See picture on the previous page. This would reduce overall capacity, but as mentioned before this space is not currently being used.

There will likely be an agenda item about this for the 27th February 2023 Council meeting. If this is chosen several queries will remain, but this would be a definitive and popular way forward (automatically excluding other options, such as a business space), though questions of paying and other issues would remain. Further information on this, such as appointing a project officer and additional costs will have to wait for the specific agenda item in the next Council meeting.

### **Contributions from Local Organisations**

An idea floated early on was to try and make the Quay toilets free and ask for contributions from local organisations. All surrounding businesses and local organisations were contacted, and where replies were received the response was a universal 'No', though some survey responses from the public were in favour.

The reasons for the above included; businesses already pay taxes, their toilets are offered for free to the public, the present economic difficulties, community organisations also have a difficult enough time allocating resources, and some do not have access to that kind of funding. Interestingly, an potential temporary solution for opening hours was discussed. This would involve a fixed and limited arrangement between STC and the local community event organisers. As long as certain standards were maintained, some festival (for example) groups would be willing to commit a volunteer to clean and close the toilets for a longer period. This will need to be explored in more detail.

Some local organisations focusing on the Quay area sensibly highlighted how improvements to the Quay public conveniences would need to also benefit river traffic users, as well as fit into any future potential development of the Quay area as a whole.

### **Maintain the Present System**

This is very self-descriptive. Maintaining the present system would likely involve keeping the contactless card mechanism, but attempting to get the central areas re-accessible to the public. During a very exciting site visit, several kind staff members showed me the interior area. This has been excellently well maintained by them. if we can find a way forward on payment/non-payment and operating the site, this could be used.

# POTENTIAL IMPROVEMENTS

## A Deeper Dive into Suggested Options

### **Await Potential Refurbishment**

At a meeting with the DDC Portfolio Holder for Community and Corporate Property and Cllr Friend in Sandwich I was able to ask questions about potential future refurbishment of the Quay public conveniences. The simple answer is no. The Quay facilities are under the remit of STC and it is our responsibility to look after them. Though this was balanced by the positive news of a future refurbishment of the Cattle Market toilets. The overall level of cleanliness of the Quay toilets is also high when compared with the Cattle Market toilets.

Refurbishment would likely need to be completed by STC via the Changing Places Grant covered earlier. The current status of payment/non-payment etc. will be covered later in the report.

### **Adapt the Space for a Business**

Going back to when the decision was made during the Covid pandemic to install contactless card mechanisms, the idea of adapting the space for a business was seriously explored. A business was interested, but during this time may have found another location. Pursuing this option would likely take time and incur similar development costs to the Changing Places Grant for interior re-development.

However, it would bring an additional business to a busy area used often for events and spectacles. The agreement with said business would have to involve maintenance of the toilet and shower facilities, perhaps with longer opening times. A potential difficulty would be in what kind of business to be suitable to the area, located alongside many other businesses. This option was also not extremely popular when compared to other potential options. If successful, this could yield a lower cost for STC over the longer-term.

### **Another Solution**

While this was the least most popular response, looking closer at the written responses most comments related to this were concerned with opening more of the facilities sooner rather than later.

Another solution which was mentioned a few times included paying local businesses to operate their toilets for free public use.

Please see Annex 3 and 4 for more detailed feedback about these potential future improvements to the Quay public conveniences.

# ANALYSIS OF PUBLIC FEEDBACK

## Spend a Penny?

The poll on whether to pay for using the Quay conveniences was split very interestingly. Overall, more were fine with paying to use the facilities, but a very large minority only a few responses short of 50% were very much against paying to use them. This is similar to STC's position thus far - how to keep standards of cleanliness high while also not breaking the bank? If STC were to decide to (wo)man the facilities as before, the cost would increase, perhaps necessitating a cost of some form.

There is of course an alternative argument, highlighted by many respondents, that we have a moral duty as the local authority to make them free to use. This can be seen in other towns and villages. Other potential upsides include helping to encourage tourism, making it more attractive to river users, reducing the cost of hiring toilets for festivals and events nearby, as well as others. Many of these festivals and events apply for grants from Sandwich Toll Bridge Fund to fund the toilets - would reducing the cost of the toilets potentially save the council money?

If we had to have a pay-to-use system, respondents were split fairly evenly between contactless card and (wo)manned by staff. The coin operation was behind. Contactless is the present system used, but it has been the target of vandalism fairly often. It also doesn't work as quickly as contactless card machines in other venues, so can lead to visitor frustration. Not everyone has a contactless card, much the same as not everyone carries cash on them. As mentioned, the interior facilities do look quite good and don't work well with a contactless card mechanism.

Individual responses were quite in favour of (wo)manning the Quay conveniences as before. This has advantages in the form of opening more of the facilities, and if they were to be paid, would increase the amount taken (see Annex 1). Tourism, community activities, and other things could also be advertised inside as well. The issue however would be an increased cost, which would only increase if the toilets were to be free-to-use. STC staff were deservedly much praised by the public both before and after the change, so this would be popular with the public.

The universal priority however appears to be to get them open and useful for the people of Sandwich as soon as possible.

# ANALYSIS OF PUBLIC FEEDBACK

## Opening Hours

Many respondents cited limited opening hours as a frustration with the Quay public conveniences. STC staff do a great job maintaining the facilities, but any increase in working hours would lead to higher costs. If STC decide they wish to bear this burden, then I see no reason why this should not be facilitated. Though more staff/longer working hours may need to be secured to handle this increase. This will need to be investigated by the relevant Officer if STC agree.

As a temporary solution during some busy periods, it should be investigated about extending the opening hours. The Winter period, for example, sees less visitor traffic, while a major event at the Quay sees significantly more.

A proposal I would like to put to STC is that arrangements could be entered into with the local event group closing up/minor cleaning the Quay toilets for longer hours, saving them the cost of hiring in toilets. This would need to be organised in advance and come with caveats about maintaining standards. STC could instead decide it wishes to extend the opening hours and maintain the toilets at their own cost during certain busy periods, if notified by a certain date, for example.

## Exterior Advertising

One idea suggested by a local resident was for STC to sell advertising space on the exterior of the Quay Conveniences. This could bring in additional revenue to supplement the costs of maintaining the site. It should be investigated and confirmed if this can be actioned by STC.

## Quay Showers/Future Development

The Quay showers have received little attention in the survey and from respondents. However, local groups have written in on behalf of river users and visitors. The shower cost of £4 is seen as prohibitive, and often vandalised. Whatever Council agrees about payment methods, this will have to cover the shower as well and be communicated to local groups. The costing of this section should be considered separately from the payment/non-payment of the toilet sections.

Any future development of the Quay area should be closely considered by STC with regard to ensuring the Quay public conveniences remain useful to the public and local organisations.

What Next?

# RECOMMENDATIONS

## Long Term Improvements

Council is asked to decide on the longer-term potential improvements suggested earlier in this report. Particularly if they would like to progress the Changing Places Grant, open the space for a business, etc.

Council is asked to decide in the long-term whether to continue to charge members of the public to use the Quay public toilets.

Council is asked to decide in the long-term whether to (wo)man the toilets with staff, maintain the contactless card machine, install a coin-operated mechanism, or other change with regard to charging for use of the toilets and shower.

## Short Term Recommendations

Council is asked to agree the following:

- Facilitate longer opening hours during busy periods, including for events and festivals, perhaps with the cooperation of groups organising said events.
- Investigate the cost of longer opening hours and affect on staffing arrangement.
- Open the interior space of gents/ladies toilets for the public immediately. This time could be used to experiment with the popularity of having staff located there, a period of not paying to use the facilities, etc.
- Investigate the possibility of selling advertising on the exterior of the Quay conveniences to bring in additional revenue.

I will seek to provide updates to the above during the meeting for a full view of potential recommendations going forward. Anyone with queries is expected to get in touch before the meeting.

**LASTLY - THANK YOU TO ALL WHO  
RESPONDED WITH THEIR FEEDBACK!!**

# ANNEX 1.1

Cost Analysis from 4th Jan 2023 Heritage and Townscape Committee Meeting

**To:** Sandwich Town Council Heritage and Townscape Committee  
**Date:** 4<sup>th</sup> January 2023  
**From:** Responsible Finance Officer  
**Subject:** Quay Conveniences  
**Classification:** Not Confidential

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**Summary:** To provide the committee with a cost analysis of the Quay public conveniences

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Sandwich Town Council resolved to install a contactless door system at the Quay public conveniences in January 2021 (minutes ref: 21.01.21 (iii)). These changes were implemented in May 2021 for the disabled toilet and shower / toilet door room at the Quay. The other ladies and gentlemen's cubicles remain closed, pending alternative development. The cost of the installation and equipment was £6,980 (excluding VAT).

Prior to this decision the Quay Conveniences were manned for a budgeted 2982.5 hours per year (an average of 8 hours a day) with three members of staff on a rota system.

Although income levels were higher, staff costs attributed to manning the public conveniences in this way were higher than the present system. Please find below a table illustrating the difference in costs during the last few financial years. (Note that 2020/21 has not been included below, as this was not a comparable year due to the pandemic).

	<u>2021/22</u>	<u>2019/20</u>	<u>2018/19</u>	
	£	£	£	
Staff Costs	11,194	24,704	25,925	* 1
Utilities	3,069	3,733	3,658	
Repairs / Maintenance	267	1,944	440	* 2
Cleaning Stock	1,677	633	947	* 3
Sanitary Disposal	903	699	699	
Radar Keys (to sell)	0	16	0	
Retail Crime Monitor	0	0	312	
	<u>17,109</u>	<u>31,729</u>	<u>31,980</u>	
Income	<u>2,895</u>	<u>8,398</u>	<u>6,453</u>	* 4
<b>Overall cost</b>	<u>14,214</u>	<u>23,331</u>	<u>25,527</u>	

Notes on table:

\*1 2018/19 Staffing Budgets were based on 2982.5 staff hours at minimum wage +30p + oncosts (three members of staff).

# ANNEX 1.2

Cost Analysis from 4th Jan 2023 Heritage and Townscape Committee Meeting

2019/20 Staffing budgets were based on 2982.5 staff hours at minimum wage + oncosts (three members of staff until January, then reduced to two).

2021/22 Staffing budgets were based on 1482 staff hours at minimum wage + oncosts (two members of staff).

- \*2 High repair costs in 2019/20 were unusual.
- \*3 Cleaning stock high in 2021/22 due to pandemic.
- \*4 Income includes very small amounts for radar key sales in 2018/19 and 2019/20.

2021/22 onwards: Please also note that although there is no regular maintenance charge from the company which installed the contactless equipment, service fees and processing fees are deducted from the income taken by the finance company for providing the contactless service.

## **The cost of repairs re faults and vandalism**

Faults with the new door lock mechanisms and occurrences of accidental misuse by members of the public has reduced the income taken due to closure of the public conveniences whilst waiting for repairs to take place. The cost of repairs due to faults has been £150 since they were fitted (included in 2021/22 accounts above).

Vandalism has taken place more recently in 2022 and the costs of repair following these occurrences are not included in the accounts above. Vandalism seems to occur when people smash the door locks. During 2022 a new circuit board was fitted at a cost of £630 and currently, over Christmas only one toilet was open due to vandalism, the cost of which has not yet appeared in the accounts.

## **Additional staff time**

As well as factoring in the cost of repairs, the cost of staff time attending the conveniences to investigate repairs has been significant.

The Facilities Manager has spent a good percentage of his time making phone calls to the installation company and attending the Quay Conveniences since the door lock mechanisms were installed. It is estimated that during the last two years as much as 20% of his time has been taken up with these problems during some weeks. This could equate to as much as £140 per week.

Other caretakers are also frequently in attendance to meet and discuss repairs. The cost of their time is also estimated at 20% during problem weeks.

Therefore, estimating the number of problem weeks per year as 10, the cost of staff time would be the following:

Cost of Facility Manager attendance per year: £140 x 10 weeks = £1,400  
Cost of Caretaker attendance per year: £72 x 10 weeks = £720  
Total annual cost of staff attending Quay Conveniences issues = £2,120

# ANNEX 1.3

## Cost Analysis from 4th Jan 2023 Heritage and Townscape Committee Meeting

Therefore, the true cost of the running the Quay Conveniences was closer to £16,300 in 2021/22.

### Estimated Forecast for 2022/23

	<u>2022/23</u>	
	£	
Staff Costs	12,814	Based on 1482 staff hours at minimum wage
Additional Staff Time	2,120	Please see explanation above
Utilities	2,510	Business Rates are no longer charged
Repairs / Maintenance	1,140	Includes vandalism repairs
Cleaning Stock	1,000	
Sanitary Disposal	733	
	<u>20,317</u>	
Income	<u>4,000</u>	Please see explanation below
<b>Overall cost</b>	<u><b>16,317</b></u>	

To date the income taken in 2022/23 (April – December) is £3,485.83. I would estimate the total income for 2022/23 will be around £4,000. Please note that this figure is lower than had been hoped for as closure for repairs due to faults and vandalism has a detrimental effect on income taken.

### Recommendation

To note the above information for any future decision making.

# ANNEX 2

Online Survey Question 6: Please explain why this is your level of overall satisfaction with the Quay Conveniences. Rude replies have been removed.

Because only the disabled toilet is open. All the toilets should be reopened again. They are much needed especially for visitors
Because they are well kept, affordable and extremely necessary to visitors and residents alike.
They don't work.
They are never open and when they are they aren't worth the money. They aren't much better than a normal public toilet, in terms of cleanliness.
The area is tourist and used by those who work. I think it should be pay as you use, to help with the upkeep.
Never open when needed
The conveniences are in a good position by the car park and river.
When you have young kids at the park and they need the toilet it becomes very expensive very quickly. It puts us off going to the quay and use the butts park instead as we can use the public toilets or coop toilets. That and the fact that the Quay park is so outdated and inaccessible
Not easily accessible for everyone but at least they are there. Sandwich has many weekend events throughout the summer and not enough public facilities so these facilities have to stay.
Always seem to be closed
Does the job but more reliable opening times would be a big improvement
Paying for use
Powerful flush - managed to flush a rather large log in one flush. I'd have rated it to be at least a triple flusher. Literally one yank and it was all gone. Also toilet tissue your fingers don't rip through. Another strong positive for me.
Could have been a little cleaner and had to wait for it to be opened
The whole of the toilet block needs to be open now we are not in any lockdown. Often access to the remaining toilets is hampered and they're not working properly. Volunteers at the Medieval Centre have many problems accessing the toilets as well as the cost. Many visitors are frustrated by them too. What is the point of having paid for the toilet block in the first place if it's not in full use. We should be encouraging tourism with proper working facilities.
The facilities are good but opening hours are a very hit and miss affair. They never seem to be open much, which is annoying and inconvenient for residents and visitors.
Convenience is required around the quay as this is a very popular walk for residents and visitors alike. And close to the car park! I don't think a shower or dedicated disabled toilet is necessary, but definitely a toilet facility for male & female, even if it's one of each! And free! Who has a 20p or even a card when out walking! Can't this be funded out of our very expensive Council Tax, as I always thought this is why we pay it! We always picnic on the Quay Green in the summer, and I don't think local businesses want constant visits from non customers to use their facilities. I'm all for a scaled down, free, easy maintained convenience, for residents & visitors alike!
I wan to use the female toilets as before and I'm quite happy to pay for that convenience . I find it amazing that a town like Sandwich with all of its visitors etc has no toilet facility apart from those behind the Guildhall.
Would be OK if easier to work out how to pay for using them.
I think they should be free. However I accept a charge if it means that the toilets are clean and deter vandalism. That seems not to be the case though. If vandalism is still a problem. An attendant would be the solution but I realise the cost would probably prohibit this.
I used to use the toilets when an attendant was present and I paid them 20p
Difficult to say as I haven't used them in the last year. I park in and around the key a few times a week and regularly watch what I can only assume are visitors walk up to the toilets and turn around after seeing the cost. A key facility for a visitor are adequate, accessible, toilets and Sandwich currently doesn't provide this. I would note the toilets in Deal are all free, as are Faversham, Broadstairs, Tankerton, Whitstable, Cranbrook, Chilham - all I have visited
When someone worked there there was a sense of pride in keeping them clean and when I took my granddaughter in when she was small and didn't have any cash, she just realised it was urgent and waved me in. People are human, we want a human touch. The elderly and people with learning difficulties or those with children need . I realise that there are those idiots who cause damage, but the public who pay their Council Taxes except some service for it. In Germany you pay to use the toilets, but it is very cheap. There is an attendant there who makes sure the toilets are clean .
Needs more availability
Lovely facility - just needs to be open for visitors.
Took numerous tries and two bank cards two accept entry !
Usually clean. Better than the guildhall ones
Limited opening hours although I live in Sandwich so don't need to use them often
Not as well maintained as before but still a fantastic facility for visiting vessels
Not open for long enough each day.
Intermittent opening hours as the toilets often out of order due to payment mechanism, paying by card is not appropriate when some people are charged for spending under £5 . Coin operated is simple for everyone. Longer opening hours are required. Dawn till dusk might be appropriate . A greater number of toilets would be advantageous. When the toilets are not open or broken it gives a poor impression to our visitors . Not correct for those requiring toilet facilities to have to gain permission from local pubs etc to use their facilities and can be embarrassing for the user. Creates even more problems for the disabled when the toilets are not open. Problems for those requiring baby changing facilities who end up using the grass or a park bench and then the issue of disposing of the nappy etc, becomes a further problem . (Adds to the litter issue)
When it had staff in there is was a lot better
Not convenient as bank card or cash needed if open. Paying someone 20p as in the past was better and we made sure we carried small change. This person also kept the toilets in a good, clean condition. Surely if you are paying someone to clean them every two hours, you might as well employ someone again to oversee during the day and then try to keep the back toilet vandalproof and offer payment as now during after hours.

# ANNEX 2

Online Survey Question 6: Please explain why this is your level of overall satisfaction with the Quay Conveniences. Rude replies have been removed.

They must be better than those in the Cattle Market.
Shouldn't have to pay to use public toilets
They are in good condition
Not always open when I need them.
Difficult to use. Not disability friendly. Often closed due to vandalism. Don't always have a credit card.
Very grateful to use any public convenience. The times I have used it, mainly at weekends when visiting rather than working it been at good standard to use.
Not visited the toilets
I needed to use them one day urgently, I couldn't open to door due to card reader not working properly. I contacted the office in the Guildhall they said they would send someone over, 20 mins later and still waiting I again contacted the Guildhall. They person they sent was walking! It was so much better when there was an attendant.
You know my feelings. STC has enough money to keep the conveniences operating the way they were before Covid. It needs to be staffed an open ant accessible as now after working hours. It is essential for tourists and visitors as well as locals when away from their homes
Working on the quay without customer toilets, customers are very angry about using their card to pay for the toilet.
Never open when I needed them and have to make sure I have my card on me, which isn't necessary if I'm just out for a walk.
You should not pay and they are not open when you need them
Card wouldn't work until 4th attempt. Not very clean once accessed
It was a credit to sandwich when it was manned and was used by tourists a lot for information about sandwich
Nice and clean
Not usually open/accessible
Disappointing that so little of the complex is actually useable. I'm fortunate to have a key to access disabled toilet free of charge but 40p is expensive to spend a penny - it should be free. Everyone needs to use a toilet.
Costly and scruffy.
Facility should be free of charge
It's ok
they should be free to use, and open all day.
Because I have not used them so don't know what that are like ( sorry very unhelpful!)
We need the toilets and showers opened didn't mind paying because it was clean, and the ladies who was working in there was so helpful, and kind to help you find your way around Sandwich, people in Sandwich are very friendly, this is good for people who visit the town
I have not needed to use them. But I know that visitors, including visiting boat owners, would need readily available conveniences and may well appreciate the shower facilities.
Clean and well placed!
These public conveniences should be free
Would have received five stars if staff were on duty to make users feel safe. As a user of the disabled toilet I have to say they have always been clean and easy to use. But, you cannot use a toilet more than you have to.
Needs refurbishment
It serves a need to the public
Was worth paying when there was a friendly attendant who gave tourist information as well as looking after those using the facilities. Otherwise, 40p is too expensive. Moreover, not everyone has a payment card. What of the elderly who may be desperate to use the loo?
When all the toilets were open, I used the ladies and was always satisfied with the cleanliness. Due to problems I now have a radar key and on the only occasion I was in Sandwich last summer, I again found the toilet satisfactory. I am always willing to pay to use clean toilets.
Toilets are great, tell that muppet wiles to fuck off away from Sandwich though
my wife and I volunteer nearby so this facility is very necessary for us
Not easy to use. Should be free
Having to pay discourages visitors
They are okay for use when visiting.
Should be free
Never had a problem prior to closure
They are, up to a point, fine...

# ANNEX 2

Online Survey Question 6: Please explain why this is your level of overall satisfaction with the Quay Conveniences. Rude replies have been removed.

Very nice and clean
Never open anymore can only use card
Cost
Not adequate for need
Clean
Don't believe in paying to use a public facility. We are taxed enough by our town council and kcc yet see very little in return. Not having used the facility I cannot say I'm neither satisfied nor dissatisfied so gave a middle option. Also the opening hours do not provide adequate use if using the town outside of these hours.
Every time I have visited the facilities, they have always been clean.
Never used them so I've gone for the middle ground
Not free and not clean
It simply has to be the 'pissoir de choix' for the discerning Sandwich gentleman
Disabled toilets should not be locked up at night that's why we have a key.
With an attendant present I have always found the facilities clean.
Costly, not always clean.
The cost to use a toilet is ridiculous
When I last used the facilities they were always clean but since covid opening times unclear, price has gone up etc.
Facilities clean when last used, but paying to use is undesirable.
They have always been clean and well presented when I have needed to use them.
Never caught doing what I do.
They should be free. The Town Council receives a precept which should be used for this purpose. The district council run toilets are free.
The price of a shower jumped from £2.50 to £4 overnight, a 60% increase! Not good.
Expensive. I volunteer with Sandwich Medieval Centre which attracts a lot of visitors yet volunteers who are on site all day have to pay to use the facilities
Should be open later
Never the same since it was unmanned
When I have used them they have been clean and as I would expect. I would like to see longer opening hours tho. I would expect further refurbishment to our other conveniences (Guildhall car park) to bring them up to a decent standard. They do not give a good impression to visitors.
Always clean and tidy
Mainly the closing times of the toilets , especially when the lighter evenings come, more people out for walks or picnics on the quay, not able to use a public toilet in sandwich after 5pm anywhere is not helpful where are you supposed to go ?
Not available for public use, unhelpful for public events which detracts from the hardwork that volunteers put in to events but this is out of their control.
40p is a lot of money for a public toilet. Not very encouraging for visitors.
From memory of the last time I used them, they were clean and pleasant facilities. The only frustration is that they aren't always open when they are needed eg in the evening.
I resent paying we all pay council tax clean toilets should be free
I have only tried to use these loos once and I wasn't able to as they weren't open. However, I have seen people try to use them and not be able to gain access, a few times.
Every one was using all the toilet including the disabled no paper or hand wash available
Lucky to have working toilets, reasonable condition/clean
They have always been very clean
Have been relatively clean and accessible when I've needed to use them
Toilets should be free
Not always open, also expensive.
They appear satisfactory in general but earlier opening and later shutting would assist tourism / plus a cah charge of 20p not card driven
This facility is good but needs to be made available for longer hours in the day and evening
Not open enough hours
Only used once.
This should be free to everyone people can't afford to keep using them the council have money to spend on them .
These conveniences should be free to use. In the summer I've witnessed people urinating in the surrounding area. NOT good for the local area.
Always clean and feel safe using them
I think it wrong having just two loos when the town is full of o a p s . Sandwich will be another ghost town the way it's going
Not been able to use whenever in Sandwich. Don't agree with payment for local residents.
When it was open lovely clean toilets
Cost and limited opening times
I remember them always to be clean and easily accessible
Should be open alday people need the toilet

# ANNEX 3

Online Survey Question 12: Please explain why you have ranked the potential ideas in this way. Rude replies have been removed.

Business use makes sense. Encourage local businesses to take ownership
The toilets should be 08:00 hrs to 20:00 hrs. If used by contactless payment, this could be modified to self lock.
Bridge funding
Why change it?
As above
Makes sense
Working with a business collaboration might be the best way to improve the current system
It's my preference
Businesses benefit from the visitors
A grant would be good to refurb the building
We Do not need another business just a convenience as before.
I think it is important public toilets stay on the Quay and shower facilities for visiting boats.
I am surprised to see contributions from Local organisations as an option. May pay rates and then ending up with visitors using their facilities for free - you could make a case those organisations are due some 40p's
Imaginative thinking need re funding
All good ideas, it also could work as a place for visitors to get Information ie maps , leaflets etc .
At the end of the day we all just need a wee in a clean environment !
I'm only interested in number one - mixed use
Would prefer the old system but understand the cost implications so any way the shower would be available for visiting vessels which also contribute to mooring costs install a floating pontoon to encourage further visiting vessels to increase revenue remember Dover marina closes soon so old pontoons are available
Changing places , which could be a good idea does not give information on payment processes or opening hours
I think that the business are having a problem staying alive already adding another bill would hurt. Sandwich needs these toilet for visitors in the summer and they need to be clean. Also when they were maned is was like a community. Visitors used to ask them anything and they would know anything
The top Ideas would be more beneficial to residents and tourists.
When thay where maned it was a Tourists information base in a convenient place also.
A grant would seem ideal, and other ideas could follow on from there depending on how much and when etc.. A public convenience ? so, surely the Public sector should maintain, and the public contribute ? Not sure why local private sector businesses should be expected to contribute ?
I think it is the best solution
To be honest none relevant
A business could be responsible for looking after the toilets in return for a discounted rent. Win win.
Important for Sandwich to have a fully functional disabled toilet in Sandwich. Sandwich has a Dementia Friendly Community and a Changing Places toilet will work well alongside this. I would hope that local organisations and businesses would contribute to fit for purpose toilet facilities, but fear that the economic situation and apathy may prevent this. Perhaps the toilet block could also have some tourist information service. Sandwich is often behind with DDC refurbishments. We cannot stay with the situation as it stands as it is not fit for purpose.
Work with what you have and then review again
I like the changing places idea with manned staff. Asking businesses and organisations for running cost is a definite no no when STC is sitting on millions and businesses are struggling. there is a need to have a serious look at the Council and STF funds. STF and the new legacy are there for the for the use of the people of Sandwich.
My preference
I don't really support any of them the council needs to pay
Logic
It should not be up to local business to support these facilities. Toilets should be available to all for as long as possible during day free of charge. The local council should be responsible.
Most logical to me.
1st I support changing places concept wholeheartedly. Is is NOT just about disabled people but access for ALL (it started around baby changing facility needs). I'm unsure what the unspecified additional development costs would be for though and how they would be funded under this option. Not sure if options were accurately/clearly presented?? 2nd place is the most sustainable option, potential win win if right business occupant can be found. 3rd is the most obvious solution and DDC has done a decent job of toilets renovated elsewhere. 4th appears the most simple solution. 5th sounds great but I'm unsure if businesses can afford another expenditure.
Those who benefit from better facilities in the town from tourism should contribute to the cost.
Let DDC pay, would make a change.
I gather not all the facilities are open for use, so it makes sense to me to have them running for the uprose they were meant for and then make decisions of cost and times etc..

# ANNEX 3

Online Survey Question 12: Please explain why you have ranked the potential ideas in this way. Rude replies have been removed.

Good conveniences mean more visitors. Leading to greater footfall. Sandwich benefits all round. Let's maintain them via the community charge but urge assistance from local businesses.
It would seem the best option
Toilet system worked well until Covid restrictions removed staff. Need to be replaced.
Business - gives opportunity for enterprise & there is currently nowhere on the Quay just for tea/coffee Local orgs - a way for visitors to be directed to local businesses as, currently, there is little to take visitors into town - not even good signage to show the way. Refurbishment - let's hope it won't be as awful as the scheme for the Guildhall square. Currently, the huge potential of the Quay is simply wasted on being car-parking. Grant - what's the point when there are already disabled facilities? Money would be better spent elsewhere.
businesses make lots of money from tourist they should cough up, tight bastards
just have toilets that are open for all, as it a basic need
The space is ideal for further tourist attractions
No need to change
The area needs free to use facilities
No great reason
We need them open now! A well known business man applied to make it a cafe and maintain toilets and ddc refused
Should be free to use. STC can afford to maintain
Toilets paid for by rent from a business seems win win to me
Putting a business there isn't an option as a business would be run on a profit based background they wouldn't make enough money so business would die off and opening hours back to being shut. I don't think the current system works. The grant could be an option. Asking current businesses to fund it isn't an option as what benefits would them businesses get from it if any other than paying for it which is additional expense to them.
Within the DDC area Public conveniences are a 'hot topic'. The quayside toilets have always been quite unique and exceedingly well used. If finances dictate then adapting the space is a sensible idea after improvements to disabled facilities. Local business have enough to contend with at the present time so that is not an option and waiting for DDC to finance refurbish it could be a very long wait.
The grant would be an absolute windfall allowing for the creation of a quite monumental quay khazi fully befitting of majestic Sandwich. Also, opening another business in a bit of it sounds like a jolly good plan...
Not a good idea to close them
Look when I need a loo I need a loo, if there is no loo I still need one so have to find somewhere. At my age the urge arrives very quickly. So the present situation is better than nothing. When it was staffed it was ever so clean and pleasant to use. I don't mind paying for a service provided the service is there when it is needed.
It's easy to behave the way I do, sexually, without a change.
The town council should use its hefty precept to pay for these facilities. They should be accessible and free to use.
Because that's what I think
It needs manning and acting as a sub tourist office
There are not many businesses to support the option of making them contribute. If they are a bar or restaurant they already have WC facilities for their customers. But perhaps wider organisations would contribute.
Because sandwich needs the toilets in this part of the town
The toilets being redeveloped from the previous system to this made them more pleasant and more accessible. I don't think we need to reconfigure them, just improve what we have already for safe public use. I also don't think it should be up to local businesses to fund a public facility, this surely should be funded by the council (STC/DDC)
They can't stay as they are. But more needs to be known about the other ideas.
As someone who knows a disabled toilet user, an improvement of the current facilities and the way they operate would be ideal. If that also benefits other able bodied toilet users then that seems idea. Adapting the space for a business also seems like a good idea providing there would be uptake and the toilets wouldn't be a deterrent. Does this also potentially run the risk of not solving the opening hours option? Contributions from local organisations also seems a good idea if they are willing. I'm not sure how many have their own facilities however and therefore would be unlikely to contribute. Waiting for DDC sounds like potentially a very slow process and leaving it as it currently is (I'm not 100% sure of the current opening hours) seems like what's wanting to be avoided so it can be improved.
Toilets need to be accessible for all levels of disability currently some wheelchair users will be having to be supported to change on the floor this is not acceptable
I think the toilets should be open longer hours and manned. I would love DDC to refurbish the loos but I am not sure if they would because they are owned by STC. I believe the loos in the car park are owned by DDC and they are not in a good way.
It should be free for users
More likely to be happy to pay if refurbished. Local businesses benefit due having toilets in location, needed for visitors, stops people imitating in street
Options to open the toilets like they used to be are preferable
It makes more sense
The town needs this facility if we want to encourage visitors to the town.
Pay to enter turnstiles that take cash or card open for longer hours eg 7am - 10 pm
It needs to remain open and manned other toilets are not as clean and I don't feel safe
It should come out the council tax that every one pays
If a business in place then staff would be on hand to try and prevent issues with vandalism. Multipurpose buildings are the way forward.
The toilets should be open longer the town does not need another cafe just to run some toilets
The building has potential for a business but appears to be currently under used. Sandwich relies on tourism for income. I would like to see the quay providing proper facilities in an accessible way to visitors and businesses.
Always clean ish

# ANNEX 4

Online Survey Question 13: Please include any other relevant feedback concerning the Quay Conveniences generally. Rude replies have been removed.

They are needed !
Please do this quickly
They must stay and be accessible for everyone to use
It would be nice not to walk along the walks in the evenings without seeing random men urinating up against trees, the walls and in the waterways
The cost of an attendant should be looked into and compared to the cost of all the above options and the cost of vandalism
We should be encouraging visiting boats to moor on the Quay and so need to provide facilities- I would question as to why the P22 is moored there, taking up a large amount of mooring space that should be used for as visitors mooring. I am unable to understand why it is classed as a charity? A charity for who? Sandwich has a Quay and so should be used as one.
The guild hall car park ones are horrible ,need total refurbishment and should be priority.!
Would be great to see more use being made of this prime location
There are over 500 boats on the river stour talk to local boat clubs encourage there members to use your lovely town make them welcome and reap the benefits
One advantage to having the toilets manned is the guarantee of cleanliness and very helpful to visitors for chatting about the town and giving tourist's information.
When the toilet is closed in the evenings the smell of urine is obvious! If you have to go, you have to go!
Just as already stated, I think that if Sandwich wants visitors we have to have the facilities (and enough of them) in place.
Stop taking public services away
They are on the cycle route from Thanet to Deal, so get a lot of 'passing trade'. Also being near the park on the quay it's important that toilet facilities are provided on the quay. I think 40p is too high a price, would prefer if they were free to use
In the past they were well maintained - why has their decline been allowed to happen?
opening hours, are a major issue.
I do not have any opinion of the Quay toilets but I gather the Guildhall carpark toilets need bringing up to date. I have directed visitors there and heard bad feed back regarding them. I wish there were more accessible toilets in the Guildhall Square I feel it's very important for decent toilet facilities for our tourism. We may be a wonderful medieval town but our toilets should be 21st century!
Always looks nice with the flowers and no rubbish,,road clean in Sandwich dose a good job
DDC states it wishes to increase the use of the Quayside for visiting boat owners. This means that accessible conveniences are crucial. Maybe DDC could be persuaded to help out.
When there was an attendant, you could get information here. Now, there is nothing.
Never open like they used to be, majority of people don't want to use card to go to the toilet. Local businesses bare the brunt of visitors frustrations.
Should be free. Then it will be used more so show need. Tourism needs it to be there
Public toilet should be free to use and the cost should be from the tax given by council tax. Not even a £1 per house should be enough to fund it.
The present system is not good but if it's the quickest option of temporary option it could help. I think local businesses would benefit so much from upgraded toilets as people will stay longer in the town,it's stressful having a family day out if you know your children will need the loo at some point, they simply cannot hold on as long as some. I firmly believe a changing station is important for all families to be able to enjoy the town and special events. Could some of these solutions be combined?
If the Quay is promoted amongst boat users, then the shower is an important facility to offer (along with mains power and water fir visiting boats). Modest charging only for use of toilets.
Families need to use facilities if sandwich is to stay popular for locals and tourists. This means giving free facilities. Tourism is high in sandwich
Remove lightbulbs, add holes to cubicles, make sure to sand them down to ensure no sharp edges around one's private member.
The shower facility should be removed and accessible facilities provided.
Please keep them as it's idea when you have children playing at the park
Later opening times especially when the evenings are lighter
Opening hours, Cleanliness, the only other conveniences being at the market place. I have had numerous other people ask if there is other toilets. They lare not very impressed lat paying 40p.
It's completely wrong to charge
The disabled toilet is in the rong place it should be in the market place
They should be open at weekends at least. Local businesses are very unfriendly with regards to allowing people to use their facilities.
Mainly open longer in spring and summer, lower charge to 20pence.
extended opening
it would be unfair to expect the businesses in the town to contribute to these facilities
Not everyone can afford 40p
Terrible for the area. Poor over the whole of the sandwich area.
Excellent everytime I have used them, perfectly clean
Why is this block different from the market square block. Although the market square toilets are basic they do provide a facility. It is not pleasant for families to visit the quay and find there is not a toilet apart from one with excessively high charges to relieve a basic human need.

## **TELEPHONE BOX**

Between Ossie's Fish & Chips and The Waiting Room

### **CONTEXT**

I was approached by a member of the public and their team of volunteers to restore the Telephone Box located between Ossie's Fish & Chips and The Waiting Room. Both have also commented the state of the Telephone Box leaves much to be desired as well. Councillors will recall STC took ownership of this Telephone Box after it was decommissioned.

The member of the public who approached me was Andy Styles. He is most well-known as a keen local community volunteer, and can often be found at the Sandwich Thursday Market welcoming stall holders, visitors and residents alike. He passes the Telephone Box often and is not pleased with its present state. He has assembled a core group of volunteers who share his passion on improving Sandwich. They are willing to give their time for free.

They are looking for permission to re-paint the Telephone Box in its traditional colours, in-keeping with its heritage. They want to clean it up, and then include some information beneficial to local community organisations, activities, events, etc. An interior light may also need to be replaced.

Council should retain ultimate ownership of the Telephone Box but I believe they should grant permission to Mr Styles and the volunteers to re-paint it and add information. They should liaise with Council staff over any potential issues and the correct supplies as part of this proposal.

### **PROPOSAL**

Council grants permission to Andy Styles and volunteers to re-paint the Telephone Box in traditional, correct colours, including cleaning of the interior and exterior and other potential restoration work. Once complete and Officers are satisfied with the standard of work, allow the volunteers to include information beneficial to local community organisations, etc.

Council covers the cost of the painting supplies and asks Officers to facilitate the volunteers in cleaning and restoring the Telephone Box.

Cllr Harry Sampson



TEL: 07427 893079

## **DEBATE NOT HATE**

A Better Way Forward

### **CONTEXT**

I have noticed, more and more in the past years, that since I was elected the level of intimidation and abuse I've seen has been steadily increasing. It now seems to be acceptable in person and online, even when a councillor is helping with a community activity in the middle of the street, to be subjected to abusive behaviour. We should take a stand and make it clear that this is wrong. We're all here to try and do our best for Sandwich.

The intimidation and abuse of councillors, in person or otherwise, undermines democracy; preventing elected members from representing the communities they serve, deterring individuals from standing for election, and undermining public life in democratic processes.

Increasing levels of toxicity in public and political discourse is having a detrimental impact of local democracy and that prevention, support and responses to abuse and intimidation of local politicians and officers must improve to ensure councillors feel safe and able to continue representing their residents.

### **PROPOSAL**

This council commits to challenge the normalisation of abuse against councillors and officers and uphold exemplary standards of public and political debate in all it does. The council further agrees to sign up to the LGA's Debate Not Hate campaign. The campaign aims to raise public awareness of the role of councillors in local communities, encourage healthy debate and improve the response to and support those in public life facing abuse and intimidation.

Additionally, we shall:

- Write to the Government to ask them to work with the LGA to develop and implement a plan to address abuse and intimidation of politicians.
- Regularly review the support available to councillors in relation to abuse and intimidation and councillor safety.
- Work with the local police to ensure there is a clear and joined-up mechanism for reporting threats and other concerns about the safety of councillors and their families and discuss the need to take a preventative approach that accounts for the specific risks that councillors face, as they do with other high-risk individuals, like MPs.
- Take a zero-tolerance approach to abuse of councillors and officers.

I would further ask a full recorded vote is taken of this proposal.

Cllr Harry Sampson



TEL: 07427 893079

## **COUNCILLOR ATTENDANCE REGISTER**

For Meetings Attended in our Capacity as Councillors

### **CONTEXT**

An item was raised at Council recently by a member of the public regarding attendance at council meetings. While a good turnout is ideal, perfect attendance does not always equal achievement.

It should be easy for the public to view the attendance of councillors, and the reasons why they may not be able to attend a meeting. For example, a conflicting community meeting (e.g. Sandwich Folk & Ale Festival organising committee) alongside work, family or illness. Information should also be available for which committees, working groups and external groups a Councillor attends a Council representative. We try to avoid conflicting schedules, but this is not always possible.

Suggest a physical register is kept at the Guildhall Offices and made available online. The Councillor Attendance Register should include all meetings at which a member attends in their capacity as a Councillor. It should be laid out to indicate the following:

#### **Total expected attendances**

The number of meetings that the councillor was expected to attend, whether in person or virtually, in their capacity as a Councillor.

#### **Present as expected**

The number of meetings that the councillor attended in their capacity as a Councillor.

#### **Present as substitute**

The number of meetings that the councillor attended virtually in place of a member who could not attend.

#### **Absent (incl. apologies)**

Meetings not attended, where the councillor was expected to attend, including the exact apologies submitted.

### **PROPOSAL**

Council resolves to maintain a Councillor Attendance Register, including the above information, updated online and with a physical copy in the Guildhall Offices. Councillors will need to decide if they wish this to include the past four years.

Cllr Harry Sampson



TEL: 07427 893079

<b>Report to Councillors and Members of: Sandwich Town Council</b>
<b>Meeting scheduled for 27<sup>th</sup> February 2023</b>
<b>Report from: Officers</b>
<b>Date: 22.02.23</b>
<b>Subject: Public Participation Policy</b>
<b>Classification: General</b>
<b>Purpose of report:</b>
To receive and consider the Public Participation Policy.
<b>Content:</b>
Council is asked to receive the updated Public Participation Policy, which was deferred from the November meeting to carry out points of clarification, in line with the newly adopted Standing Orders (52.11.22.) See below reference from that meeting:
<b>54.11.22 PUBLIC PARTICIPATION</b>
Council received and considered an updated Public Participation Policy. A discussion ensued regarding the terms of notice for a member of the public speaking at a meeting, criteria for regulating the subject content and the number of minutes that a member of public can speak for. It was decided that there are contradictions between the Standing Orders and Public Participation Policy that need clarifying.
<b>RESOLUTION: To defer this item to the Council meeting in December.</b>
Council is asked to particularly consider sections (2c and 2n) and agree whether they determine that these are now in line with Standing Orders.
Council is further asked to consider section (2d) and agree whether they wish to allow a Public Participant to speak on a subject which is not relevant to the agenda of that meeting, which is not specified within Standing Orders. Furthermore, is so, whether the topic of the address would have to be declared before the meeting.
Following these considerations, Council is asked to agree that the Public Participation Policy may now be adopted and circulated appropriately to Members of the Public asking to speak at any public meeting.
<b>Recommendations:</b>
<ul style="list-style-type: none"> <li>• Council is asked to consider and agree on any amendments required to this policy.</li> <li>• Council is asked to adopt this policy, following any agreed amendments to the document.</li> </ul>

# Sandwich Town Council Policies and Procedures



<b>Document Name</b>	<b>Protocol for Public Participation</b>
<b>Document Reference</b>	
<b>Date of last review</b>	<b>20.05.12 - 16.12.19 – 24.02.22 – 19.07.22</b>
<b>Date adopted &amp; minute reference</b>	<b>Previous version adopted 23.07.12</b>
<b>Date of next review</b>	<b>July 2023</b>
<b>Supporting Documentation</b>	<b>NALC LTN5-44 April 2018</b>

**Aims and Objectives:** To promote public involvement and sense of community; engage residents in information sharing and discussion and increase awareness of local issues and proposals.

## 1. Introduction

The Council meets and makes its decisions in public. It is committed to community engagement and would like to encourage members of the public to attend meetings and contribute within this public forum and thereby gain a full and transparent understanding of the council's role, decision making and limitations.

A council meeting is not a public meeting, it is a meeting held in public to discuss public business and members of the public have no statutory right to speak at any meeting of the council, its committees, or sub-committees.

However, Sandwich Town Council welcomes public participation, and this protocol exists to ensure that the public forum is conducted politely, in a structured and objective way to reach a conclusion within a reasonable timeframe. Unless invited to do so, members of the public are not permitted to speak at any meeting, as this confuses the role of Councillors, who participate in the meeting, and members of the public, who observe it. The public has a legal right to attend Council and Committee meetings, but do not have a right to disrupt them.

Sandwich Town Council's ordinary and quarterly meetings will usually take place on the last Monday of every month at 7pm in the Guildhall, subject to bank holidays.

Additional meetings of Committees take place throughout the month, the schedule of which can be found on the Council's website or by enquiring at the Guildhall Reception.

Meetings are open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part, or all of a meeting, shall be by a resolution, which shall give reasons for the public's exclusion.

The Public Participation session is the part of the meeting where the public are invited to speak, to raise issues and seek answers to questions about the council's activities and decisions. This takes place near the beginning of the meeting, following 'declarations of interest' and approval of the Minutes of previous, thereby allowing any member who has a prejudicial interest to make

this known to attendee. The total time allocated to Public Participation shall not exceed fifteen minutes, except at the discretion of the Chair of the meeting.

## 2. Members of the Public

- A. Any member of the public may attend Council and Committee meetings, but do not have the right to heckle or otherwise disrupt meetings and must respect the rulings of the Chairman.
- B. Any elector whose name appears on the current Register of Electors has the right to speak at a meeting on a subject which is relevant to the agenda of that meeting.
- C. Prior written notice of the desire to exercise the right to speak must be submitted to the Chief Executive Officer by 09:00, two clear working days before a meeting, excluding Saturdays and Sundays.
- D. Where a request to speak is received on a subject which is not relevant to the agenda of that meeting, the elector must report the topic on which they wish to speak (for notice, see above.) The request will be considered by the Chair, together with Officers, but electors do not have the right to force items onto the Council Agenda.
- E. If electors wish to ask a question of Council which requires a response, this should be submitted in writing, together with their notice of the desire to exercise their right to speak at the meeting, to propose their question in person. This can then be circulated to Councillors, allowing them the opportunity to gather the necessary information to prepare a detailed response prior to the meeting, wherever possible. Electors are not required to bring their question directly to a full Council Meeting and may choose to submit a question in writing, to receive a written response from Council in return, which may be submitted at any time.
- F. Electors' address or question should be clear, concise, and relevant to matters for which the Council has powers or duties. They should not divulge confidential information or contain personal or verbal attacks on any staff or Council member.
- G. Electors may speak on any **single** topic or issue that has a bearing on the life of any one or more inhabitants of the town of Sandwich, regardless of the Council's power, or lack of power, to act upon the topic or issue addressed.
- H. Electors may speak extempore or read from a prepared speech, according to their wishes.
- I. Electors may, at their own expense, prepare and distribute to Councillors, background papers in relation to the topic of their choice, but may not use any other audio-visual aids.
- J. Electors should understand that abusive and offensive behaviour will not be tolerated. Electors may not use intemperate or foul language, make personal, insulting, or offensive remarks to, or about, any person or identifiable groups or persons.
- K. Electors should understand that any elector who contravenes this expected standard of behaviour will no longer be heard or will be asked to leave the meeting. The Chairman's motion to terminate the address or ask the elector to leave the meeting, if seconded, shall be put to the vote without further discussion. The Chairman's decision to allow a question or require an answer to be given will be final.

- L. Electors shall, on request, be entitled to know in general terms, whether the Town Council has the power to act upon the topic or issue, which has or will be addressed.
- M. Any person speaking at a meeting shall address his comments to the Chairman only and not individual Councillors.
- N. Electors will be heard in strict order of notification, for a maximum of **three minutes each** and for a maximum of fifteen minutes in total at any meeting of the Council.
- O. Electors may be invited to stand to address The Chairman.
- P. Electors who do not wish to be included in the live-stream filming of the meeting may choose to sit in the designated area of seating which excludes this.
- Q. Electors may not be entitled to speak repeatedly or ask questions on the same topic at subsequent meetings unless there has been a material change of circumstances.

### **3. The Chief Executive Officer**

- A. Will keep an accurate record of each elector's notification of the desire to exercise the right to speak and will give written confirmation that they are expected at the next Town Council meeting.
- B. Will provide the person exercising their right to speak with a copy of this protocol and advise them of the order in which they are due to give their address.
- C. Will provide information to the electorate on whether a matter is within the remit of the Council.
- D. Will present the list of public speakers to The Chairman of the meeting of the Town Council.
- E. Will include in the minutes a record of the public participation session and the actions agreed therein. Speakers may elect to provide a written copy of their prepared speech to assist with detailed recording.
- F. Will respond or instigate further actions as directed by the Council.
- G. Where it is apparent that multiple individuals wish to speak on the same subject, and taking account of differing views, the Chair may request that a spokesperson be selected by the individuals to represent them.
- H. May refuse to include an elector within the Public Participation on the Agenda who wishes to address the same topic repeatedly during subsequent meetings. An Elector may only speak on the same topic up to a maximum of two occasions.
- I. May refuse permission for the privilege of Public Participation at subsequent meetings to any elector who is excluded from a meeting for a period of twelve months, following the exclusion.

### **4. The Chairman of the Town Council Meeting**

- A. Shall ensure that electors entitled to speak are heard in the correct order.
- B. Shall ensure that the electors are heard politely and without interruption.

- C. Shall keep control of the public participation to ensure it remains focused and constructive.
- D. Shall ensure that guidelines are observed by the electorate on abusive and offensive behaviour; that no personal or offensive remarks are made to, or about, any person or identifiable groups and that no foul or intemperate language is used within the chamber.
- E. May move that any elector who contravenes this expected standard of behaviour should no longer be heard or should be asked to leave the meeting. The motion, if seconded, shall be put to the vote without further discussion. The Chairman's decision to allow a question or require an answer to be given will be final.
- F. Shall remind electors wishing to record, film or report on the meeting to observe STC Data Protection, GDPR and Safeguarding guidelines and ensure that it does not disrupt or obstruct the transaction of business.
- G. Shall not permit any open debate following a question or the response thereto, with the exception of Planning Meetings, where Councillors may ask questions for clarification.

## **5. The Councillors**

- A. Shall listen to an elector's address with the good manners without interruption.
- B. Shall give objective, rigorous, and careful consideration to all relevant facts and representations made when determining their decisions.
- C. Neither Councillors or Officers are under any obligation to respond immediately or at all to comments or questions made during Public Participation

## **6. Outcomes and Feedback**

- A. Members of the public should note that the council is only allowed to take decisions committing the council on topics that are publicised on the agenda. Therefore, the council will not engage in any substantive discussion on a question raised if it is unable to answer the question fully and correctly.
- B. The Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor or employee for a written or oral response.
- C. The chairman may decide to carry the matter forward for inclusion on a future agenda depending on whether the questions need further investigation by the Chief Executive Officer on behalf of the Council.
- D. Individual Councillors may propose that a topic or issue addressed by an elector be placed on the next agenda of the Town Council or be referred to the relevant committee of the Town Council.
- E. The speaker will receive a verbal response at the time of the meeting from the Chairman of what action the Town Council can and will take on the matter. The Chief Executive Officer will then confirm this response in writing to the speaker within five days.

## CORONATION WEEKEND

God Save the King

### CONTEXT

As the nation gears up for the Coronation of His Majesty Charles III and Her Majesty The Queen Consort Camilla, residents are looking towards organising street parties during the occasion. There is a process for holding an event, which involves contacting DDC and KCC. These are detailed in the essential reading section.

**The deadline to apply for a street party road closure is Friday 3<sup>rd</sup> March 2023**

It would be nice to send the Mayor to as many local street parties as possible, but I'm not sure if STC (depending on who is elected) will have chosen a Mayor so soon after the local elections on 4<sup>th</sup> May.

### SCHEDULE

Saturday 6<sup>th</sup> May – Monday 8<sup>th</sup> May 2023. The Coronation of His Majesty and Her Majesty The Queen Consort is on the morning of Saturday 6<sup>th</sup> May 2023, followed by several ceremonial events to be televised. The Coronation Big Lunch is the name being given to street parties organised by local communities, such as street closures, throughout the weekend. The Big Help Out is being held on Monday 8<sup>th</sup> May and will encourage people to volunteer their time.

### ESSENTIAL READING

Please read before attending the meeting.

Coronation Weekend Plans: [www.royal.uk/coronation-weekend-plans-announced](http://www.royal.uk/coronation-weekend-plans-announced)

Kent County Council: [www.kent.gov.uk/roads-and-travel/highway-permits-and-licences/apply-to-close-a-road/street-parties-for-the-kings-coronation](http://www.kent.gov.uk/roads-and-travel/highway-permits-and-licences/apply-to-close-a-road/street-parties-for-the-kings-coronation)

Dover District Council: [www.dover.gov.uk/Community/EventPlanning/EventPlanning.aspx](http://www.dover.gov.uk/Community/EventPlanning/EventPlanning.aspx)

Coronation Big Lunch: [www.edenprojectcommunities.com/the-big-lunch](http://www.edenprojectcommunities.com/the-big-lunch)

### PROPOSAL

Council resolves to:

- Publicise the information on holding street parties and on how to apply for street closures, with emphasis on the upcoming deadline.
- Share information on the Coronation Weekend and related activities.
- Support community groups and residents holding street parties and events related to the Coronation Weekend, inc. Coronation Big Lunch and The Big Help Out

Cllr Harry Sampson



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<b>Report to Councillors and Members of: Sandwich Town Council</b>
<b>Meeting scheduled for 27<sup>th</sup> February 2023</b>
<b>Report from: Officers</b>
<b>Date: 22.02.23</b>
<b>Subject: Speed issues within the town, Cllr Marie</b>
<b>Classification: General</b>
<b>Purpose of report:</b>  To highlight the speed issues within the Sandwich Town
<b>Content:</b> Further to Heritage and Townscape meeting public speaking by Carole George, Cllr Marie would like to put a motion for Sandwich Town Council to join the 20's Plenty for us Campaign run by volunteers who are concerned about speeding with their towns and villages.  The website is <a href="http://www.20splenty.org">www.20splenty.org</a> and He would like the town council to purchase some of the materials such as the banners and stickers they provide.
<b>Recommendations:</b>  Council to decide whether they would like to join the 20's plenty campaign.

**Presentation to Heritage and Townscape Committee 20.02.2023**

As Secretary to the The Town Team and as a resident of Moat Sole Sandwich, we have long been extremely concerned about the speeding traffic in Sandwich which appears to be an escalating problem. In fact traffic issues have been on the TT agenda for some 10 years, hence the Lorry Watch Survey resulting in Traffic Order prohibiting Lorries over 7.5 tons entering the Town unless they were delivering or conducting businesses within Sandwich. In 2018 the TT carried out a Sandwich wide traffic survey and the data produced became the basis for the Sandwich Highway Improvement Plan. The main problem highlighted by residents even in 2018 was speeding traffic.

The Survey asked households to rank in order from highest to lowest their concerns on 9 traffic issues in Sandwich. 414 households contributed to the survey with approximately 4000 questionnaires delivered. In my opinion a poor response rate although STC Councillors thought this was a high proportion. Government/Local Authority face to face surveys would expect a 65% response rate.

The data is as follows:

- 1) Speeding - 77.5%
- 2) Heavy Vehicles - 65.4%
- 3) Parking – 56.5%
- 4)Traffic Noise – 45.2%
- 5)Vibration - 43.3%
- 6)Rat Runs – 42.5%
- 7)Road Surface – 42.3%
- 8) Buses- 28.7%
- 9) Road Signs – 26.1%

**St Barts Road** 85.7% noted Speeding as their main issue followed by heavy vehicles 76% and Dangerous Parking 71%

**Woodnesborough Road** 89.5% noted Speeding as their main issues followed by 73.7% heavy vehicles and 73% Dangerous Parking

**Moat Sole** 75% Heavy Vehicles and 66% Speeding

I can make this data available if required.

There were many delays in the production of the HIP Report mainly due to KCC reluctance to engage with us/STC insisting that the list of identified issues and requirements were then prioritised as KCC will only address/possibly fund one issue per year in each Parish that they are responsible for and even then there is no obligation on KCC to fund any activity. Covid did not help this situation.

Richard Ralph , TT Chair and the CEO continued to work on prioritising the list of some 50 + identified issues . KCC admitted that they had never had a Parish HIP Report with so many items listed.

By persuading KCC to group together the issue of Yellow Lines, we managed to create 5 items on the list as one item. The yellow line requirements were a mixture of new lines, extended lines on dangerous corners and the extension or implementation of some double yellow lines. The TT were advised by Laura Fiddler, the then Town Clerk, that given the delay in addressing these issues a further survey of residents in these specific areas should be conducted. A consultation letter was produced and was delivered by TT members and Councillors. As I understand KCC did in fact eventually conduct their own consultation with residents in these areas and at the end of last year we eventually saw some action with yellow lines being painted. Even then the request made and campaigned for by residents in Fordwich Place was not fully met and this matter is still being pursued by Cllr Friend I believe. (Lines outside the block that houses elderly and disabled people are required as indiscriminate parking creates problems for emergency vehicles and transport ambulances)

Extended Double Yellow Lines on the corner at each end of St Barts Road and in Woodnesborough Road junction with St Barts were implemented.

At the point that yellow lines were being negotiated Moat Sole was on the list. Moat Sole currently has single yellow lines, however the request was for chicane yellow lines or chicane parking. The reason for this was simple. Traffic that has already sped along Woodnesborough Road and possibly then been held up at the level crossing, increase speed once the train gates are opened consequently speed through Moat Sole either to go to the Co-op or further into or through Town. Speeding when exiting the town is the norm, almost as if drivers are not aware of the 20mph signs painted on the road.

Chicane parking is practiced in the evening after 6 pm and on a Sunday and certainly slows the speed. Our suggestion was that the bulk of the yellow lines were removed allowing residents who purchased a car parking license to park along the road in designated areas with yellow lines in between. Obviously Moat Sole is the access road for the Co-op Lorry /other permitted large vehicles so space must be allowed for these vehicles to travel through. This would automatically slow the traffic as being a two way road drivers would have to slow to allow for oncoming traffic.

One added suggestion was with regarding to parking spaces and council income. The majority of fee paying parking licenses are paid for by the owners of vehicles parked either outside the Red Cow or in the Cattle Market Car Park. If fee paying residents were allowed to park in Moat Sole this would free up spaces in these areas. The designated area outside the Red Cow could still allow 1 hour free parking but anything longer would require a parking charge. Given the parking spaces freed in both the Cattle Markets and the Red Cow fees would be collected in both of these areas in addition to residents parking fees so increasing the income from parking fees.

We should remember that many of the houses in Moat Sole have front doors that open directly onto narrow pavements create even more danger. Someone walking on the pavement when a door is open often steps into the road and given the speed and careless driving adopted by some motorists, (those using the phone, smoking and speeding often with children in the car) this becomes a real hazard. We have had two accidents in the past three months.

As is the case across Sandwich Speed, noise and the weight of vehicles causes constant vibration which is damaging the listed properties and is a major concern. I am happy to show you the cracks that are now appearing in our own property. Pollution is another major problem and health concern. The dirt and dust is viable on a daily basis as it settles on window ledges both inside and outside of the window sills. Goodness knows what damage this is doing to the lungs and not just of the people who live in this road but all those who walk through Moat Sole regularly and across the Town. ( Parents with children at school) When did the last Air Pollution Survey take place and where was it done? I would like to see one done in the streets within the Town and may I suggest that this could be an action point taken from this meeting

I and I am certain other residents of Moat Sole would fully support any actions that would slow traffic in St Barts Road, Woodnesborough Road however when considering such remedies I would urge you to please be aware of the possible consequences for Moat Sole and include this area in any future plans. Revisiting the request for Chicane Parking/Lines would be a great step forward.

As I said at the beginning of this submission the Town Team have done their best to tackle and keep on our Meeting Agendas the issues of Traffic with speeding being at the top of our concern. We were fortunate that one of our members, Simon Byers, took forward the initiative of Speed Watch in Sandwich and I am certain you will be interested in hearing some facts from him this evening.

You may also be interested to learn that when the Traffic Survey was conducted in 2018 the questionnaire included a comment section for householders to complete.

Those living in **St Barts Road** made the following observations:

There was an increased number of double decker buses using the road smaller single decker buses would be preferable.

Noise and Pollution was an increasing problem

Parked cars were increasingly being damaged and dependent upon the way vehicles were parked the buses had difficulty manoeuvring through the gaps.

Speed, noise and heavy vehicles cause vibration to the properties

Given increased traffic there was concern regarding pollution and health issues.

Speeding traffic along a road where there is a school is a constant concern as is the parking issues.

**Woodnesborough Road Comments:**

All vehicles travel at too fast a speed

Houses vibrate with heavy vehicles and noise pollution

No disabled facilities on the curbs for crossing the road

Concerns that at this time residents had lost the bus route from Dover to Sandwich which was considered vitally important.

Lorries, Dumper Trucks Agricultural vehicles and large Caravans all cause issues

Concerns about the future with more housing developments as this will only increase the amount of traffic.

**Moat Sole :**

Identical comments as above along with the fact that this road had a 20mph restriction that drivers appears to ignore even more dangerous because it's the only two way traffic road in

Sandwich with a 20 mph restriction. (not quite correct as parts of New Street and the top end of Strand Street also have two way traffic but on a road that covers the inner circle of Sandwich.)?

I moved into Sandwich in 2019 with part of my house facing onto Strand street. I wasn't too concerned that this is a major route in and out of sandwich as I saw that I am included in a 20 mph zone!

Well I am sure everyone here is aware that this speed maximum is not observed by too many people.

Now when anyone mentions "speed" enforcement the immediate response is that no-one has been killed!

This set me off into two directions, firstly to look at Speedwatch, this is basically a group of volunteers who are willing to stand on the roadside and monitor the traffic. This is authorised by the Police and the volunteers must abide by the rules.

Those that are seen to speed are reported to the Police who can then deal with the culprit. In reality, whereas Speedwatch can be found to reduce speeding by some and remind drivers to abide by the limits it is quite restricted. Volunteers can only stand in certain approved locations, we can only be present in fine weather, in daylight hours and not in icy conditions and must be clearly visible! All the locations approved allow for us to be able to step back should our high viz-jackets frighten the drivers to lose control of their vehicle.

Having mentioned these failings, I still think Speedwatch has its place and with more volunteers we could collectively provide factual information to "encourage" the appropriate authorities to take more serious preventative action.

KCC Highways is the authority who approves/controls where and if we have road signs. The Police do not currently have the manpower to work with any more Speed Cameras but we could install Speed Indicator Displays known as SIDS which do also collate data. KCC highways do not want to approve these for 20mph zones and from my communications they seem reluctant to do anything about speed! As they do not have any cameras that are "suitable" I have introduced them to a manufacturer that supplies many other counties! KCC have met them and criticised the equipment! This company, called Truvello, have improved their SIDs and are now finding it very difficult to be able to discuss this with KCC. This is consistent with my dealings with that department.

Sandwich Town council has agreed that they are in favour of the use of SIDS in sandwich. I would urge the council to be more proactive in obtaining them. We need them now.

The other direction that I focused on is how speed has other implications that do not get considered in the UK as much as they should.

#### Sound Pollution and Vibration Damage

In 2009 a report was commissioned by the UK Noise Association and below are the main findings.

#### Road traffic noise: the extent of the problem

Road traffic is the biggest cause of noise pollution in the UK. It disturbs 12 million people. The signs are the situation is getting worse. The UK, though, is not alone. Over 210 million people in Europe are exposed to traffic noise levels exceeding the threshold at which the World Health Organisation has found noise becomes a serious problem for people. The annual cost of traffic noise to the European Union has been put at 40bn euros. Traffic noise can also have a serious impact on people's health.

**There is a measurable link between traffic noise and speed. In urban areas with speeds of between 20 and 35 mph, reducing speeds by 6 mph would cut noise levels by up to 40%.**

Road traffic noise: international bodies recognize speed is a factor

The European Conference of Transport Ministers and the Organisation for Economic Co-operation and Development recommend taking noise into account along with the wider benefits of speed reduction, such as safety, when setting speed limits: "Appropriate speed limits should also take into consideration noise levels generated by traffic for people living in the surroundings."

Road traffic noise: conclusions

**Cutting speeds is the most immediate, the most cost-effective and most equitable way of reducing traffic noise.**

When does noise become disturbing? In addition to loudness, the health impacts of noise depend on duration, predictability, pitch and context (Robertson et al. 1998). Sudden or sharp noise peaks can be as or more annoying than overall noise levels, especially at night when they disturb sleep. Therefore, traffic noise impacts should be measured not just in terms of overall levels (dB(A)Leq), but also peaks (dB(A)Lmax).

- The World Health Organisation has found that during the day people start to get moderately annoyed by noise at 50dB (A) LAeq and seriously at 55 dB(A) LAeq (den Boer and Schroten 2007).

**Millions of people in the UK are daily exposed to noised levels higher than those recommended by the World Health Organisation.**

Traffic noise triggers a complex chain of responses affecting human health and well-being (den Boer and Schroten 2007). After prolonged exposure, the impacts of annoyance, stress and sleep disturbance can cause physiological responses resulting in heart disease, high blood pressure and mental illness. Traffic noise disrupts hearing, learning and understanding, impacts which are particularly significant for child development. Long term exposure to the level of noise commonly experienced near major roads can cause hearing loss. And the effects of noise are inequitably distributed. People disadvantaged by reasons of income, age or disability are likely to be disproportionately affected by noise. It can also impact on wildlife.

**Speed reducing measures which will cut noise**

Sign only limits

Signed only limits can reduce speeds but the effect is relatively small. Signed only speed limits are unlikely to reduce noise perceptibly without other measures to encourage speed limit compliance. Driver-activated signs showing the prevailing speed limit and/or the driver's current speed can encourage better compliance, with potential reductions in noise of up to 3 dB depending on the speed reduction.

**Effective Enforcement**

Enforcement technology is evolving in response to the recent emphasis on speed limit enforcement.

Conventional static and mobile (police operated) speed cameras are effective in reducing speed but when highly visible they can have the effect of causing dangerous and noisy acceleration once drivers pass the camera site. **The best way to secure wider compliance, and steadier driving, is for drivers to be sure that limits are being enforced, but unsure about the location of speed detectors (Kallberg et al. 1998).** This can be achieved by a combination of publicity and covert enforcement. Speed cameras have been used to enforce night-time speed limits on the Nantes Ring Road, reducing noise by more than 2 dB (Ellebjerg 2008a). The latest developments in automatic enforcement overcome the problem of visibility. Average speed, or 'timeover-distance' cameras enforce speed limits by monitoring the time a car enters and leaves a given stretch of road. These cameras are very effective in eliminating high end speeding and encouraging a steady, slower speed. Both of these impacts reduce noise. The third generation of average speed cameras using wireless technology enables their use over networks of roads. This makes them attractive for enforcing urban speed limits. Many London boroughs are now considering using the new generation of averagespeed cameras to enforce 20mph zones and Transport for London will be carrying out pilots at a number of locations over the next three years (to 2012/13) (London Assembly Transport Committee 2009). Widespread use of these cameras would reduce reliance on conventional traffic calming, secure wider speed limit compliance and contribute to steadier and smoother driving, with concomitant noise reductions.

Conclusions:

Speed plays a significant role in causing traffic noise.

Reducing speed is the most immediate and equitable way of cutting traffic noise.

Traffic speeds can be reduced through effective enforcement of current limits and the introduction of lower limits backed up by appropriate traffic management, including enforcement where appropriate.

International bodies recognize speed as a factor in traffic noise.

Cutting speed, and thus traffic noise, would cut the cost noise imposes on the economy and would improve the health and well-being of millions of people in the UK.

At the 9th International Conference "ENVIRONMENTAL ENGINEERING" in May 2014 one paper was "Traffic-induced vibrations. The impact on buildings and people" this is an extract from that paper.

Traffic-induced vibrations are caused by the movement of vehicles, utilization, infrastructural structures on road and train tracks. Vibrations induced by movement of large mechanical vehicles or long-lasting usage of heavy appliances are transferred through the ground on the foundations of nearby structures.

Effects of vibrations

When it comes to the effects of traffic-induced vibrations, they may be small and imperceptible; however, they may as well become the reason of a major malfunction or even lead to the collapse of a structure. The most common visible effects of traffic are chaps and scratches on the plaster covering the building, falling off the paint and plaster, cracks on the elements of the structure or even building malfunctions and collapses.

Apart from the influence on a building, traffic-induced vibrations also affect people living in places where the vibrations occur. The problem is extremely significant in cases of long-lasting influence of noise and vibrations on people.

From my research it seems very clear that speed limit enforcement in Sandwich is essential for the well being of people and for the long-term protection of the buildings we treasure.

The Authorities must consider this as a priority and look to fund the required equipment. The ideal would be for full enforcement with cameras recording/photographing the vehicles to issue fines. It is a shame that Fine revenue cannot be paid into the local area instead of The Treasury!

Equipment is not that expensive; technology has moved on and prices dropped. Many London areas now have them and they work, so why not Sandwich?

**SPEED KILLS - SPEED IS DANGEROUS TO HEALTH AND WELLBEING - SPEED DAMAGES OUR HOUSES**

<b>Report to Councillors and Members of: Sandwich Town Council</b>
<b>Meeting scheduled for 27<sup>th</sup> February 2023</b>
<b>Report from: Officers</b>
<b>Date:22.02.23</b>
<b>Subject: King Street Road Closure Sign, Cllr Moorhouse</b>
<b>Classification: General</b>

**Purpose of report:**

Proposal to purchase a road closure sign for King Street

**Content:**

Cllr Moorhouse reported that the traders in King Street have submitted a request for the supply of a new Road Closure Sign for the four hour Saturday pedestrianisation.

Attached a photograph of the existing sign as evidence of its current condition.



Cllr Moorhouse suggested the one of these can be sourced for less than £50

**Recommendations:**

Council to decide whether they would like support this purchase