

**Sandwich Town Council
Guildhall Square Working Group Meeting**



Agenda

Chair: Cllr Marie
 Councillors: Breen, Mallet, Wiles and Ungerson
 Co-optees: Steve Laslett

Members are hereby cordially invited to attend a Guildhall Square Working Group Meeting in the Council Chamber, Guildhall on Friday 9th June 2023 at 18:00 to transact the business on the agenda below.

Date: **31st May 2023**
 Gill Gray: Interim Town Clerk

1	Chairs opening remarks:	
2	Apologies for absence received:	
3	To consider and appoint Co-optees:	
3	Declarations of interest: To receive any declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda.	
4	Guildhall Square and Forecourt To receive and consider a report/information on how the management of the Guildhall Square should be formalised following the completion of the groundworks.	Attach 1
5	Date of next Guildhall Square Working Group Meeting: TBC	

Report to Councillors and Members of: Sandwich Town Council
Meeting scheduled for 9th June 2023
Report from: Officers
Date: 31st May 2023
Subject: Guildhall Square and Forecourt
Classification: General
Purpose of report:
To consider how the Guildhall Square and forecourt should be managed on completion of the refurbishment and groundworks.
Following an officer discussion with Cllr Marie the following topics were discussed and it was agreed that they would be the points considered at the Working Group meeting. Further information should be sought ahead of the Working Group meeting and the Interim Town Clerk is awaiting a response to some preliminary enquiries with Dover District Council.
<u>Topics discussed for further consideration:</u>
<ul style="list-style-type: none"> • Layout of new Square – maximise available space. • Uniform gazebos – how many, arrangement, cost, storage • Tables and chairs – current users (Who? Can they continue?) and neighbouring hospitality venues (on what basis? Rotation? Charge?) • Revisit DDC lease agreement (Estate's Team?) • Alcohol licence – event organiser? / Hospitality venue? / Guildhall licence holder? • PSPO – Public Space Protection Order • DDC – awaiting confirmation on vehicle guidance for Square. • Explore cleaning of surface for possible spills/contamination for vehicles • Approach Sub-Personnel Group to explore whether markets can be managed under the auspice of the new 'Assets Manager' role. • Market promotion and development must be central to managing the Square – new, rolling markets for Saturdays, Artisan Markets, Braderies, Flea Markets etc • Market set-up – approach Sub-Personnel Group to explore whether market set-up could be included within the new revised 'Caretakers' role • Review hire fees for Square (electricity charge, also for market stalls, either single or double) • Review Guildhall Square Hire Agreement • Review Regulations • Additional signage for VIC • Confirm details of planters/trees
Recommendations:
<ul style="list-style-type: none"> • Council should decide how they wish to move forward with the management of the new Guildhall Square.

Sandwich Town Council: Guildhall Courtyard

As completion of the works approach, Sandwich Town Council would like to understand:

1. Extent of Tests on Completion

What tests are to be carried out by whom, who witnesses and what certificates will be issued to confirm:

- a) That the new paving works are self-draining
- b) That surfaces are smooth and comply with specification, especially in respect of residents with mobility issues, and are free of tripping hazards
- c) That the drains are clear of all debris and flushed
- d) That any electrical services are commissioned and certified
- e) That any irrigation services to the trees are commissioned and certified

2. Operational Requirements

When and what operational information will be provided to STC as the end user in respect of:

- a) Any vehicle load restrictions for traders, shop owners and other vehicles that are associated with town events. It is noted that paving slabs of different thicknesses have been used and therefore there may be differing requirements in different areas.
- b) The procedure to be used in the event of spills or leaks eg vehicle engine oil including the cleaning materials and equipment needed
- c) Operation of any irrigation system to trees
- d) Operation of any power to the area eg lighting together with details of spares
- e) Isolation points for water mains and other services especially for shops
- f) Details of signage and method for fixing and signage required in the future
- g) Arrangements for handover of manhole keys

3. Maintenance Procedures

Concern has been expressed by residents that the York stone paving will become slippery when wet and covered with algae. Please provide:

- a) Details of maintenance procedures including frequency, equipment needed for paving, setts, drains and services provided.
- b) Arrangements for the storage of spare setts, slabs and all other parts together with details of original suppliers

4. Contractual Arrangements

As the works are now at an advance stage, please advise:

- a) Dates for Sectional or Final Completion
- b) Takeover arrangements including list of snags or defective work
- c) Defects liability period
- d) Copy of all as-built drawing showing exact locations of services and isolation points
- e) Details of the final cost and amount of retention

f) Arrangements for any completion ceremony planned by Dover District Council