

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 7th July 2023 at 16:00 to transact the business on the agenda below.

Date: **3rd July 2023**
Gill Gray: Interim Town Clerk

1	Chairs opening remarks:	
2	Apologies for absence received:	
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 approve the minutes of the Guildhall Square Working Group meeting held on 9 th June 2023: Decision required	Attach 1
5	Guildhall Square Updates To receive any updates from Councillors in relation to the Guildhall Square.	
6	Review and Consider a new Hire Agreement for the Sandwich Markets and Events To discuss with market traders and the interim Market Manager and Sandwich Community Events Association to bring forward and up-to-date hire agreement contract for the Guildhall Square and to include: <ul style="list-style-type: none"> • Up to date pitch fees for small and large stalls • Allowing vehicles or not on the new surface of the Guildhall Square for Thursday Market and events. A contract to be included in the Hire Agreement for leaks, spills or damage that occurs. • Liaison with other local Markets to help boost the Sandwich Market with more stalls and publicity including a ten-point action plan for the Thursday Market (points to be discussed and implemented). • Events Hire Charge fees or waivers for established events. • Electricity and water charges • Correct documentation for stall holders e.g., Public liability insurance, food hygiene certification and gas safe certificate if using lpg for outdoor catering. 	
7	Discuss a Temporary Solution for Tourism To discuss and make recommendations for a temporary pop-up Tourism stall on the Guildhall Square run by the Meet and Greet volunteers; report to STC.	
8	Any other business Date of next Guildhall Square Working Group Meeting: TBC	

Sandwich Town Council**Guildhall Square Working Group Meeting****Friday 9th June 2023****Guildhall****Those Present: Cllr Dean Marie (Chair), Cllr Ungerson, Cllr Colin Wiles, Cllr Peter Breen, Cllr Moorehouse, Cllr Emmet Csuka, Cllr Simon Mallet, Steve Laslett, Carole George.****AGENDA****1) Chairs Opening Remarks**

The Chair, Cllr Dean Marie welcomed those present and apologised for not being able to organise a meeting sooner knowing that there were urgent issues to resolve. Members of the public were welcomed, and the Chair explained that this was a meeting in public and he would invite questions from the public at the end of the meeting although he had specifically invited market traders to attend and may call on them for information during the meeting.

The Chair noted that there were no requests from the public to speak at the meeting.

2) Apologies for Absence – there were no apologies for absence. Cllr Breen apologised but stated that he would have to leave the meeting at 7pm.

3) To introduce the Committee and Consider and appoint Co-optees:

Five additional Sandwich Town Councillors have agreed to be members of the working group it having been decided at the last Heritage and Townscape Meeting that Cllr Dean Marie should Chair the Meeting. The five STC Councillors were.

Cllr Colin Wiles,

Cllr Simon Mallet

Cllr Peter Breen

Cllr Mark Moorehouse

Cllr Emmet Csuka

The Chair then proposed that.

Steve Laslett Sandwich Community Events, and Carole George Town Team Member become co-opted members. This was agreed and formally proposed by Cllr Mallet and seconded by Cllr Ungerson, the vote was then carried.

The Chair explained the interim Town Clerk was unable to attend the meeting and that he had approached Carole George to take the Minutes of this meeting which had been agreed by the Town Clerk.

4) Declaration of Interest

To receive any declaration of disclosure pecuniary interest from Membership respect of business to be transacted on the agenda.

Steve Laslett did declare that he owns the freehold of The Sandwich Shop which adjoins the Guildhall Forecourt and that the shop is leased by his brother who runs the business from the premises.

5) Purpose of the Working Group and Members of this Team

To receive and consider a report/information on how the management of the Guildhall Square should be formalised following the completion of the groundwork. We should remember that any items that we believe or agree require funding will be listed and will be taken back to STC along with our recommendations.

Prior to proceeding Cllr Wiles commented on the proposed name for the Guildhall Forecourt, this having been discussed at a previous STC Meeting. The proposal was that in future the Forecourt should be called The Guildhall Square. Steve Laslett explained that this had also been discussed at a "New Vision for Sandwich Meeting" some years back that the Forecourt should be known as Sandwich Centre or Square. It was believed that this was an opportunity to rebrand the new space. It was agreed to take this back to Council recommending space should be named The Guildhall Square. **Action-** The title Guildhall Square to be included in the final report to Heritage and Townscape Committee.

Main Agenda the Chair explained that he had changed the order of the items on the Agenda and proposed that the first item for discussion would deal with Cllr Breen's List of questions to be asked of the DDC Project Manager David Parish.

6) A completion of the works approach, Sandwich Town Council would like to understand.

A copy of the Cllr Breen List is attached at the end of the Agenda and covers four separate headings.

- 1) Extent of Tests on Completion
- 2) Operational Requirements
- 3) Maintenance Procedures
- 4) Contractual Arrangements

Cllr Breen explained his interest was in the engineering work and the completion of the Guildhall Square and the safety of the public and protection of STC future liability. In doing so he was keen to ensure that the Contractor has covered all appropriate tests and has completed the work in line with the Construction, Design and Management Regulations. This should be covered in an Operation File with all aspects of the construction listed and signed off. The File is a live document that can be viewed at any stage of construction and should be signed by the Contractor on completion of the work and handed to DDC. The File should be scrutinised and agreed with DDC prior to STC taking over the ownership and responsibility of the Guildhall Square and STC should be satisfied that all the elements, as listed in the document produced by Cllr Breen are covered.

Cllr Breen believes that it is essential that he meets with the DDC Project Manager and is given site of this File while carrying out and inspection of the work that has been carried out, he can be

satisfied, on behalf of STC, that all aspects of the Construction, Design and Management Regulations have been met.

The Chair stated that the interim Town Clerk had sent David Parish, DDC Project Manager a copy of Cllr Breen list and that late that afternoon a small number of issues had been addressed although most of the questions on the list remained unanswered.

Cllr Ungerson then commented that in her opinion the checks required would take time and that some of the checks would not be completed until after the completion date and the Contractor might then have no liability for any ongoing issues, Cllr Ungerson was also concerned about the maintenance and irrigation of the Trees. With respect to the trees confirmation was received that an irrigation system has been built into the construction.

Concerns were raised with respect to the completion date as the original schedule for completion was the end of May. STC has never been included or seen a copy of the Contract or have been given a completion date and believe that they have been treated very shabbily given their £350K that they are contributing to this development. Information now available from the Project Manager indicates that the main square would be complete by the end of June with the remainder of the work (possibly the Ancient Highway/ snagging) by mid-July. Steve Laslett raised the issues of the serious damage that the delays are having on the businesses.

The Chair confirmed that the Contractor/Project Manager had passed a certificate of safety for the electrics on the Quay for Le Weekend, although Cllr Simon Mallet explained that for this specific festival the original electrics would be used.

Cllr Wiles stated that as the Guildhall Square Committee had been given full delegated powers by the Council to urgently move these issues forward, especially given the need to have the Square fully open and operational for the Folk and Ale Festival scheduled for 29th June. Steve Laslett confirmed that had he known these delays were likely he would have cancelled Le Weekend.

Action – It was agreed that Cllr Breen, via the interim Town Clerk, would make contact with David Parish in order to arrange an urgent meeting for, Monday 12th or the morning of Tuesday 13th when David Parish who has already arranged to be in Sandwich for a meeting with Richard Harris, Festival Organiser. Cllr Breen will take the lead on this subject, proposed by Cllr Wiles, seconded by Cllr Ungerson and agreed by all those present.

The Chair stated that he had revisited the Agenda Items listed by himself and the Interim Town Clerk and had now ordered them into two sections, the first list dealing with administrative activities with no financial implications, the second list were items that would require funding and therefore would have to be ratified by STC.

6) Layout of new Square - maximum available space - This is covered in **Item 4 noted of PB list**. The Chair asked if anyone had seen a copy of the original scaled map detailing the position of benches/trees etc. As many of the original plans had now changed the original map was no longer fit for purpose. There was also an agreement that available space could not be properly defined until

the Square was completed. Cllr Breen confirmed that there should be a map/drawing in the Construction, Design and Management File. Cllr Mallet asked if there would be a defined access route for emergency vehicles on the Square. The Chair confirmed that this would be available. Steve Laslett raised a query regarding the original design showing two vehicle access routes, entry and exit along with a turning point. It would appear that under the current plan there is only one route/dropped curb covering access for on/off vehicles. He suggested that this was a design issue and from previous experience a safety issue and asked if this could be reviewed and included prior to completion of the construction.

Action – It was agreed that Cllr Breen should include this item under his remit and discussion with David Parish.

7) Review Guildhall Square Hire Agreement

There were three separate Agreements although in they were all similar covering identical subjects.

1) Thursday Market

2) Regular Commercial Hire of the Guildhall

3) Standard Conditions for the Hire Guildhall Square

Cllr Ungerson asked for confirmation of current Charges. These are listed below:

£25 per day for a pitch 3mx3m over 3mx3m £50 per day but this drops to £20 and £40 between 14th January and 1st April.

Electricity is charged at £1 per hour per day.

Currently Market Traders are charged £10 per day while they remain on the Car Park. It was established that traders using the Deal Market on a Saturday are charged £15 and get free parking. The Market Traders view is that increasing the fee would ensure that current stall holders considered their position as traders in Sandwich as financial margins were already tight and in their opinion such a step would do nothing to encourage the expansion of traders.

The decision was made that the Sandwich Market was a separate issue, and a structured meeting should be organised that would include - A Plan, Launch Date, Gaining New Traders, possibly a rent-free period Advertising and a Re-Launch Programme. This would include feedback from the market traders and reasons why certain traders had left. Review any plan that the Marker Manager had for the future.

Steve Laslett asked if there was an intention to charge stall holders operating at Sandwich Events.

The Chair said that in his opinion they should not be charged as they bring business into the Town. It should also be remembered that the events are STC Events managed by volunteers with grants being given to events organisations by STC therefore in principle was STC looking to claw back money that they had already given out in a grant?

Cllr Ungerson stated that the issues of Fees should be brought to the Finance and General Purposes Committee.

The Chair pointed out that given this item had funding implications the issue of fees had been set out later on the agenda and should be addressed again later.

Cllr Wiles suggested that someone should review all three Agreements and amalgamate them into one document, this to be discussed at the next meeting.

Action: - A separate meeting be organised to specifically deal with the Market Issues.

Financial implications become an agenda item for Finance and General-Purpose Committee

4) Alcohol Licence

This is listed under Conditions for Commercial Hire of the Guildhall Item 6 Liquor Licence

The Chair read a statement asking do the members have a view on who should hold this licence? It should be remembered that the licence holder must be present during any event. Option available are The Event Organiser, The Hospitality Venue Manager or a Guildhall Licence Holder.

Currently every Event Organiser applies for an individual licence for each event, and this remains in their possession throughout the period of the event. This system appears to work well, and the opinion of the committee was that we should keep the status quo.

Action – Recommendation on that the current system of applications for Alcohol Licenses remain in place for the foreseeable future - to be included in the Chairs Report.

5) Public Space Protection Order

There is reference to Insurances Item 8 Market Regulations stating All Stallholders shall hold a valid insurance policy for Public Liability. Also, Item 9 Conditions for Commercial Hire (this is a disclaimer from STC).

Currently a Public Space Protection Order is produced by DDC published and displayed on notice boards. This states that there should be no alcohol drunk on the Square at any time, however this does not include the period of time when Events are taking place. Steve Laslett believes that there can be no blanket ban on the consumption of alcohol on the Square giving the example of The Sandwich Shop who used to hold an alcohol licence allowing customers to drink on the Square. Likewise, it is not illegal for members of the public who purchase their own alcohol to consume this while sitting on the Square or anywhere in Sandwich. This can only be challenged if the individual behaves in a drunken or unruly manner but even then, the only person that could enforce an individual drinking in a public space is a uniformed police officer. The same rule is applicable during Festivals when a Festival Organiser or Steward cannot stop a member of the public from drinking in a public place but would need to call the police if said member of the public became unruly. The Chair stated that the Market Inn already has a DDC Licence to have tables and Chairs on the Square, although the business is now under new management and the license may have to be applied for again.

Cllr Ungerson expressed concern that given these explanations it would appear that current Order is void.

Action – Clarification is required regarding Public Spare Protection Orders. Acting Town Clark to gain information from DDC.

6) a -Cleaning of Guildhall Surface for possible spills /contamination for vehicles?

The cleaning of/how to clean/who might be responsible for the new surface of the Square is listed under Section 2 item b) in Cllr Breen Report.

There is reference to the responsibilities that Market Traders have for a cleanup operation /cost should their vehicles/stalls cause damage to surface of the Square. See documentation Market Regulations Item 6.2 and in Conditions for Commercial Hire Item 12.

While the Market Manager would take responsibility for checking for damage any issue can only be dealt with by Sandwich Town Council as they are the owners of The Market.

This leaves the question of who might be responsible for the regular cleaning and washing of the Square.

Action a) Review the current documentation re Market Regulations and Conditions for Commercial Hire.

b) Await information from Cllr Breen regarding materials than should be used on the surfaces of the Square for cleaning purposes.

b – How to deal with the issue of Pigeon Droppings?

This is an ongoing problem, and the new surface of the Square is already suffering from pigeon droppings. The Chair explained that this was a problem brought to STC last year with a proposal to remove the pigeons however one council member voted against the proposal and so the issue remains., The Chair said that he would raise this again on the STC Agenda and have Pest Control visit however a long-term solution for deterring the pigeons should be found.

Action – Issue and solution to be raised at STC by Cllr Dean Marie.

7) Vehicles on the Square

Market Regulations Item 5.2 - This currently deals with permission being given to stall holders by the Market Manager to bring vehicles onto the square. It does not say vehicles can't be left on the square while the traders are working however this was verbally changed by the CEO in preparation for the commencement of work on the Guildhall Square and currently Market Traders are not permitted to drive their vehicles onto the Square or to leave their vehicles on the Square while they trade.

The Chair invited comments on vehicles parking on the Square on Market Day and Events. Consideration to damage caused by vehicles moving on/off the square driving around and then returning although it is believed that the weight of a vehicle should not affect the stone surface as it has to be fit to take emergency vehicles. The issue of Market Traders parking fees should also be reviewed as this was adding a further £9.00 per day to their costs and was not helpful if STC were looking to attract more traders and grow the Market. Members were also advised that there used to be 15 regular traders on Market Days, but many existing traders left when they were informed that they could no longer keep their vehicles with their stall. An issue might arise if the market expanded to a level where vehicles were then taking the space of stall holders. Allowing the traders to keep vehicles on the Square during trading hours would also free up additional car parking spaces in the Cattle Market Car Parks so increasing Council income. Some Traders (market or Festival vehicles) would require continuous access to electricity and certain traders used their vehicles for refrigeration, heating and storage and sold directly from their vehicles. For certain commodities access to storage from traders' vehicles are essential.

Other issues raised with respect to Food Handling Certificates, Traders Insurance etc. that had never been requested with traders informed to keep them for inspection should they be needed. It was agreed that copies of these should be inspected and kept on file by STC. Cllr Wiles asked why clear price labels and scales were not visible on the green grocery stall. Traders that were present thought that labels were displayed, however it was established that it against the law not to have clear prices tags on each item and that if the commodity is labelled by the kilo/lb then it must be weighed accordingly. Traders did not often see the Market Manager but agreed that Andy Styles was a key person to assist in setting up and dealing with day-to-day issues. It was also noted that no Contract could be found, that included the Terms and Condition for the Market Manager.

Steve Laslett put forward a proposal to allow vehicles to remain on the square in principle but the specific conditions being thought through. This is a complex issue and the Chair proposed that this topic should be the focus of the next meeting.

The Chair asked if any of the Traders had information on a plan for the future of the market, which they didn't and they were asked if they would welcome a Saturday Market which they agreed that they would welcome. Cllr Wiles stated that the Market Manager should be invited to the next meeting to present her ideas and a plan for a future. Currently the Market Manager reports to the Town Clerk.

Action – Markets and Events should be the focus of the next meeting.

The Chair stated that the next six items on the agenda all have cost/funding implications.

8) Additional Signage for VIC

The Chair asked if a decision been made regarding the position of the VIC.

The committee was informed that no decision had yet been made. The Chair added that once a decision was made consideration should be given to the design and purchase of signage including improved and attractive signage for the roads leading into the Town.

Action – Signage and costs to be reviewed once a decision has been made regarding the permanent position of the VIC.

9)Uniformed Gazebos

Cllr Ungerson asked if this was something stall holders, market traders would want. Representatives attending said they would welcome this, as it is available at Deal Market and they did not incur hire fees, they looked smart adding prestige to the Market offering and is also safer as meets all the Health and Safety Standards. Steve Laslett did explain that it takes four handlers to erect a Gazebos therefore STC manpower would have to be a consideration along with storage facilities.

Action – more information was required, and Deal should be approached to establish how this is managed and what it costs to operate Deal Market.

10)Tables and Chairs

It was established that Uniformed tables and chairs for the Guildhall Square was purely visionary with no actual plans to do this. The main idea was that the Square should attempt to replicate a cafe culture with each establishment using their own to distinguish their individual brand.

Action – None to be taken.

11) Hire Fees

Market Regulations Item 3 Operating Times, Fees and Measurement of Stalls Sub item 3.1.3 deals with charges

£25 per day for a pitch 3mx3m over 3mx3m £50 per day but this drops to £20 and £40 between 14th January and 1st April.

Electricity is charged at £1 per hour per day. It was not known how this cost been calculated and it was thought impossible to accurately measure the electricity consumption/costs.

Action - This subject had already been discussed and the action agreed under Item 7 of this Agenda.

12) Expansion of the Market and its Future Development

As the Market Manager was unable to attend the meeting the Chair asked the Traders if they were aware or had been informed of any plans to promote or expand the market. The traders present were not aware of any plans. Asked if they would support a Saturday Market there was a unanimous yes.

13) Long Term Vision on How the Market should be Managed and by whom

Following on from Item 12 The Chair suggested that there should be a debate about views in general regarding market management asking.

Given that time is now critical with the Square shortly to be completed should we leave the status quo with the current Market Manager, set a review date (It would be helpful if a Contract could be found) and gain her ideas/plans for the future.

Should this be put out to tender?

Should a new STC Business Manager/Project Manager be appointed and should this be included in his/her brief along with promoting events and hires in the Guildhall, Weddings, Parties, Markets Visitors Centre etc.

Cllr Ungerson stated that it was too soon to make any decisions with regarding to the Guildhall staffing structure or areas of responsibility as a permanent Town Clark should first be appointed and then pending his/her views a staff meeting should be held to discuss and gain their ideas on how the Guildhall administration should be organised, along of course with budgetary implications.

Cllr Wiles was of the opinion that members had already agreed that the focus of next meeting should be a detailed discussions about the future of the market would be the main agenda item.

Action –a) Long Term plans for reporting structure to be decided at a future date.

b) Expansion and promotion of the market to be the main agenda item for the next meeting.

AOB

Lessons Learnt Event

Cllr Emmet Csuka suggested that an STC Review should be organised with stake holders, to review the Guildhall Square Development in order that lessons can be learnt for any future projects that are undertaken. This should be an evidence-based review, fully documented and kept on file for reference.

Action – This recommendation was agreed. The Chair to take this item forward (DDC project Manager has agreed to this meeting)

Date of next meeting. the next meeting should be held with two week and The Chair will confer with the Interim Town Clark within the 78 hours to agree a suitable date.

END OF MEETING

sandwich Town Council: Guildhall Courtyard

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

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

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

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

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