

**Sandwich Town Council
Heritage and Townscape Committee**



Agenda

Chair: Cllr Ungerson
 Councillors: Black; P Carter; Csuka; Franklin; Mallett; Marie; Ripley; Tomlins
 Co-optees: Mrs C George
 Councillors and Members of the Heritage and Townscape Committee are hereby summoned to attend a Meeting in the Council Chamber, Guildhall on Monday 10th July 2023 at 18:30 to transact the business on the agenda below.

Gill Gray, Interim Town Clerk
 Date: Wednesday 5th July 2023

1	Apologies for absence received:	
2	Declarations of interest: To receive any declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda.	
3	To consider Co-optees; Andy Styles representing the Market in the interim period and a representative from SECG: Decision required	
4	Minutes of the Heritage and Townscape Committee: To receive the Minutes of the Heritage and Townscape Committee held on 12 th June 2023 and to consider any matters arising from those minutes not covered elsewhere in this agenda.	Attach 1
5	Public Participation: 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 9:00 on the Friday preceding the meeting)	
6	Proposal for a Sandwich and District Tourism Forum The Committee to consider a report from Cllr Ungerson, in particular the recommendations contained therein to report to Council – Decision required.	Attach 2
7	Report on Local Actions relevant to the Climate Change Emergency Cllr Mallett to share a verbal report with the Committee in terms of an update on local actions relevant to the Climate Change Emergency.	
8	Street Furniture Cllr Ungerson to share a verbal report on progress with lights on the Rope Walk and the Butts.	
9	Sandwich War Memorial Town Clerk to share a verbal report update on progress with the refurbishment works for the Sandwich War Memorial.	
10	Date and time of Next Meeting: Monday 9th August 2023 at 18:30 Council Chamber, Guildhall.	



Minutes of Sandwich Town Council Heritage and Townscape Committee Meeting held in the Council Chamber on: Monday 12th June 2023 at 18.30 hours

Chair: Cllr C Ungerson
 Councillors: I Black, P Carter, E Csuka, J Franklin, S Mallett, D Marie, L Ripley, and V Tomlins
 Co-optee
 Members: Mrs C George
 Observers: Cllr N Gray, Cllr M Moorhouse and 1 resident
 Officer: Gill Gray – Interim Town Clerk and the public conveniences attendant

HT.06.23.1	<p>Elect a Chair It was moved by Cllr P Carter and seconded by Cllr D Marie and RESOLVED: that Cllr C Ungerson be elected Chair of the Heritage and Townscape Committee The organisers for Le Weekend were thanked by Members and Cllr C Ungerson welcomed the new Town Councillors who joined the H&T Committee. Some of the items on the Agenda were for information purposes for the benefit of new Town Councillors and had been considered by the Committee in 2022. Cllr C Ungerson advised that Item 7, Quay Public Conveniences to be moved to be heard after Item 4.</p>	
HT.06.23.2	<p>Apologies for absence received: Apologies were received from: None</p>	
HT.06.23.3	<p>Declarations of interest: There were no declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda.</p>	
HT.06.23.4	<p>To consider Co-optees It was moved by Cllr C Ungerson and seconded by Cllr P Carter and RESOLVED: that Carole George was co-opted to join the H&T Committee. Cllr V Tomlins joined the meeting. There are three co-optees for the H&T Committee, in the absence of a permanent Market Manager it was debated that Mr Styles should be approached to consider a temporary position on the Committee. It was moved by Cllr E Csuka and seconded by Cllr P Carter and RESOLVED: that Cllr D Marie to approach Mr Styles and ask if he would consider being a co-opted member of the H&T Committee to be reviewed when the position of Market Manager is determined. Interim Town Clerk to approach Mr Heaven to seek whether he is agreeable to be a co-opted member of the H&T Committee and report back to the Chair, Cllr C Ungerson.</p>	
HT.06.23.5	<p>Minutes of the Heritage and Townscape Committee: It was moved by Cllr J Franklin and seconded by Cllr V Tomlins and RESOLVED: that the Minutes of the Heritage and Townscape Committee held on Monday 13th March 2023 were received. Five Members abstained.</p>	

HT.06.23.6	<p>Public Participation: There were no requests received for public participation.</p>	
HT.06.23.7	<p>Report on the Quay Public Conveniences The public conveniences attendant reported on the current situation with the trial of opening the toilets on Sandwich Quay. The following points were communicated.</p> <ul style="list-style-type: none"> • Since November 2021, the pay machines and doors to the shower and disabled toilets have been vandalised more than 3 times. • Some members of the public are abusive about the fact that they had to pay for public toilets, using a bank card. • Since the trial of the Sandwich Quay public conveniences starting on 6th May 2023 the public have voiced lots of positive comments. • The public conveniences have been opened longer hours during event weekends which has been working well. • A sensor light is in operation in the shower and disabled toilet, this could be an addition for the other toilet facilities. • The disabled toilet and shower cubicles are still on a payment to use system. • The flower box, phone box and telegraph pole do present a problem on site for wheelchair users. <p>There was concern expressed that visitors using the mooring facilities on Sandwich Quay were paying Dover District Council and did expect 24-hour facilities. The water and toilet provision were not supplemented by DDC; Town Clerk to approach DDC to explore this issue. Carole George advised that new planters were planned and being provided by DDC free of charge, the location of the existing planter near to the phone box can be moved to provide more room for wheelchair users.</p> <p>The was a short debate about the extension of the trial period and the possibility of making this a permanent arrangement, the budget will need to be considered and the decision ratified. There was concern about access for the disabled toilet, the purchase of a RADAR key is necessary, this is a national scheme. The Town Clerk to investigate if the current central control can be deactivated and the disabled toilet can be accessed anytime using a RADAR key.</p> <p>It was moved by Cllr C Ungerson and seconded by Cllr P Carter and RESOLVED: that the Committee recommends an extension to the trial period of opening the public conveniences to Council to run to the end of September 2023.</p>	
HT.06.23.8	<p>Report on the Tourism Information Working Group The Committee considered and noted the report, in particular the debate focussed on the location of the Tourist Information centre. It was agreed that a decision was necessary and that this should be an agenda item for Council.</p> <p>It was moved by Cllr P Carter and seconded by Cllr E Csuka and RESOLVED: that the decision for the location of the TIC needs to be an Agenda item for STC.</p>	
HT.06.23.9	<p>Report on the Sandwich Waterways Working Group The Committee considered and noted the report, the debated focussed on the dredging operation and the situation in relation to the disposal of silt. It was agreed that there should be direct</p>	

	<p>communication with the Environment Agency and DDC, there should be a waterway representative to meet with the Internal Drainage Board. The following actions were agreed:</p> <ul style="list-style-type: none"> • A single point of contact from the H&T Committee, that person to consult with Environment Agency and Internal Drainage Board. • To approach DDC to ascertain the locations where silt is deposited and to clarify if there is risk of contamination. <p>It was moved by Cllr P Carter and seconded by Cllr J Franklin and RESOLVED: that Cllr M Moorhouse is the main point of contact with DDC, Environment Agency and Internal Drainage Board and report back to Committee via the Town Clerk</p>	
HT.06.23.10	<p>Town Wall</p> <p>Cllr C Ungerson voiced concern about a wall that runs along the boundary of the Empire Cinema, it was clarified that this was not part of the Town Wall. Town Clerk to investigate the historical documentation and the quotations obtained for the cost of repairs and to ascertain if this is a party wall. The lease for the Empire Cinema should also be checked and any likely costs for the planning process to undertake any repairs. The tender process to be re-activated by the Town Clerk once all the facts were established and Members provided with the evidence.</p>	
HT.06.23.11	<p>Bowling Street Lights</p> <p>Cllr C Ungerson reported on the situation in Bowling Street where heritage lights were not replaced for 2 streetlights by KCC. The lights installed are of a modern appearance and are not in keeping with the street scene. A resident has approached KCC and was informed that the cost for a heritage light replacement would be £10,000.00 per lamp column. Town Clerk to contact KCC and DDC to investigate the situation and report back to Committee. There has been a survey undertaken by the Sandwich Society on LED lights, there are mixed lights, the wrong luminescence used in some cases. The condition of street furniture was debated and the need for identifying what belongs to DDC and KCC, this could be a potential collaboration approach to improve the appearance of street furniture for Sandwich. A survey was undertaken by the Town Team and Town Clerk to seek the details from Carole George.</p> <p>It was moved by Cllr P Carter and seconded by Cllr J Franklin and RESOLVED: that the next H&T Committee will have an Agenda item to debate the street furniture for Sandwich</p>	
HT.06.23.12	<p>Climate Emergency Report</p> <p>Members considered a report from the Sandwich Environment Conservation Group with details of resources to support STC in terms of Climate and Biodiversity following the declaration of a Climate Emergency.</p> <p>It was moved by Cllr D Marie and seconded by Cllr C Ungerson and RESOLVED: that Cllr S Mallett will look at the potential practical actions that STC can take forward from the report provided by the SECG and report back to Committee.</p>	
HT.06.23.13	<p>Proposals for Development of the area known as Sandwich Moat Park</p> <p>Members considered the report that proposes the development of the area that was the moat around Sandwich, this would be an asset for Sandwich and East Kent.</p>	

	<p>It was moved by Cllr C Ungerson and seconded by Cllr P Carter and RESOLVED: that Cllr S Mallett would consider the details in the report and form recommendations and to report back to the Committee.</p>	
HT.06.23.14	<p>Sandwich Quay Concept Study</p> <p>Members considered a report that was commissioned by DDC and written by Marina Projects. The report was welcomed, and it was agreed that this was important to explore the future of the Sandwich Quay. It was agreed that there does not appear to have been any progress and that the Port and Haven Commissioners and DDC are the key organisations to take the recommendations forward. There were interesting ideas around parking, for residents and the report was useful as it identified a number of issues. The other points discussed were:</p> <ul style="list-style-type: none"> • Money secured from developments via S106 or CIL • DDC play area projects and additional funds for tennis club and allotments. • Communication links with KCC and DDC were important and other organisations were helpful and supportive with the ambitions. • A centre focal point for Sandwich is required and improved access routes from Sandwich Quay to the Guildhall • The flood risk for the town remains a concern; DDC to be approached. <p>It was moved by Cllr P Carter and seconded by Cllr J Franklin and RESOLVED: that a meeting should be sought with DDC, inviting Nadeem Aziz, Roger Walton, Cllr Moorhouse to represent STC with DDC officers to discuss the report and seek progress in a collaborative approach.</p>	
HT.06.23.15	<p>Meeting closed at 20.07 hours.</p> <p>Date of next Heritage and Townscape Committee Meeting: 10th July 2023</p>	

Report to Councillors and Members of: Sandwich Town Council**Meeting scheduled for 10th July 2023****Report from: Cllr Ungerson****Date: 5th July 2023****Subject: Proposal for a Sandwich and District Tourism Forum****Classification: General****Purpose of report:**

To consider a proposal for a Sandwich and District Tourism Forum and to form recommendations to report to Council.

Content:

There has been much discussion, within a number of contexts including the Town Team and the Tourism Information Working Group (which recently submitted its final report to the Heritage and Townscape Committee), about the best way to manage the promotion of Tourism to the Town and its immediate surroundings.

Within the Town there are numerous individuals who, and enterprises and organisations which, are very motivated to develop the tourism offer in Sandwich. Such people and organisations can draw on a wealth of experience and expertise to help. Sit down with any of them and ideas spill out, many of them immediately practicable.

At the same time, there are DDC officers and organisations such as White Cliffs Country and Visit Kent whose function is to promote Tourism to this area. There are also neighbouring towns, such as Deal, Ramsgate, Margate, Broadstairs, Rye, which appear to be making considerable progress in attracting tourists while the number of tourists to Sandwich seems to be in relative decline. These relatively successful towns could offer us good advice.

This suggests that we need to bring these people and organisations together into a 'Tourism Forum' which could meet outwith the Council but nevertheless report to it. Such a body should have some Councillors on it (two?) but not so many that they are in the majority. Richard Ralph, who chairs the Town Team has offered to chair such a body; he can draw on his experience and contacts built up when he was a member of the pre Covid STC tourism committee.

Recommendations:

- 1) That the Heritage and Townscape Committee and the Town Council encourage the formation of a Tourism Forum which would involve organisations and individuals with an interest in tourism promotion in Sandwich.

- 2) That the Tourism Forum should include up to two Sandwich Town Councillors as members.
- 3) That the Tourism Forum should submit regular reports and recommendations for action to Sandwich Town Council's monthly meetings.
- 4) That Richard Ralph should be invited to chair the Tourism Forum.