



Kent Cycling and Walking Infrastructure Plan (KCWIP) Consultation Questionnaire

Kent County Council (KCC) is consulting on proposals for new and improved walking, wheeling and cycling routes as part of the county wide Kent Walking and Cycling Infrastructure Plan (KCWIP).

We have undertaken detailed data gathering and analysis at a county level to understand the existing and future walking, wheeling and cycling travel patterns, challenges and opportunities across Kent and reviewed the existing active travel network to identify gaps. Throughout this process, we have engaged with stakeholders to gather their views and insights.

The feedback we have received so far has been used to help identify and prioritise 15 walking and wheeling zones and 15 cycling routes, which will form the first version of the KCWIP. We want to hear your views on these routes so that we continue to understand the views of local communities and other stakeholders. Your feedback is essential in helping us finalise the Plan.

How to get involved

There are a number of ways to get involved:

- Visit www.kent.gov.uk/KCWIP and use our interactive mapping tool to comment on specific walking and wheeling zones and cycling routes, complete the online version of this questionnaire, as well as read more detail on the KCWIP.
- If you cannot take part online you can fill in this paper/Word form and return by post to: Active Travel Team, Highways, Kent County



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Council, Kroner House, Eurogate Business Park, Ashford TN24 8XU or email to activetravel@kent.gov.uk.

- Come and meet us at one of our in person public drop-in events:
 - 8 November, 2-7pm at Union Street Methodist Church, 20 Brewer Street, Maidstone ME14 1RU
 - 13 November, 2-7pm at Cyclopark, Watling Street, Gravesend, DA11 7NP
 - 16 November, 2-7pm at Guildhall, St Peter's Place, Westgate, Canterbury CT1 2DB
- If you can't attend an in person event, use the Question and Answer tool on our webpage or contact us on the details below.

The deadline for responses is 10 January 2024.

Contact details

If you have any questions regarding this consultation or require hard copies of the consultation material, please email activetravel@kent.gov.uk or call 03000 41 81 81. Please use the reference 'KCWIP Consultation' to identify the scheme.

If you require any of the consultation material in an alternative format or language, please email: alternativeformats@kent.gov.uk or call: 03000 42 15 53 (text relay service number: 18001 03000 42 15 53). This number goes to an answering machine, which is monitored during office hours

Privacy

Kent County Council (KCC) collects and processes personal information in order to provide a range of public services. KCC respects the privacy of individuals and endeavours to ensure personal information is collected fairly, lawfully, and in compliance with the United Kingdom Data Protection Regulation and Data Protection Act 2018. Read the full Privacy Notice at the end of this document.



Section 1 – About You

Q1. Are you responding as...?

Please select the option from the list below that most closely represents how you will be responding to this consultation.
Please select **one** option.

- A Kent resident (living in the Kent County Council authority area)
- A resident of Medway, or further afield
- A representative of a local community group or residents' association
- On behalf of a charity or Voluntary, Community or Social Enterprise organisation (VCSE)
- A Kent business owner or representative
- On behalf of a Parish / Town / Borough / District Council in an official capacity
- A Parish / Town / Borough / District / County Councillor
- On behalf of an educational establishment, such as a school or college
- Other

If Other, please specify:

Q1a. If you are responding on behalf of an organisation (business, community group, residents' association, council or any other organisation), please tell us the name of your organisation. Please write in below.



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Q2. How did you find out about this consultation? Select all that apply

- Email from KCC's Active Travel Team
- Email from Let's talk Kent / KCC's Engagement and Consultation Team
- Social Media (Facebook, Instagram, LinkedIn Nextdoor or 'X' (formerly Twitter))
- From a friend or relative
- From a local council
- Kent.gov.uk website
- Postcard
- Poster
- Newspaper
- Other

If Other, please specify:

If you are responding on behalf of an organisation, please skip the next three questions and move onto Section 2.



Q3. Please tell us the first five characters of your postcode:

Please do not reveal your whole postcode. We use this to help us to analyse our data. It will not be used to identify who you are.

Q4. Which method of transport do you use most often to travel around your local area? In this context 'local' means journeys of less than 20 minutes. Select **one** option.

- Bicycle or adapted cycle
- Bus
- Car - as a driver
- Car - as a passenger
- Foot / walking
- Motorcycle or moped
- Scooter (non-electric)
- Taxi
- Van or lorry
- Wheelchair or mobility scooter
- Other

If Other, please specify:



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Q5. What would encourage you to walk, wheel or cycle more?
Write your response in the box below. By 'wheel' we mean trips made by wheelchair, mobility scooters, adapted cycles. We ask you not to identify yourself or anyone else within your response.



Section 2 – Walking and Wheeling Zones

The following questions focus on each of the priority walking and wheeling zones proposed within the KCWIP. You will have the opportunity to answer a question on the overall KCWIP further on in the questionnaire.

You only need to respond to zones which you have an interest in. If you do not wish to respond on a particular zone, please leave the questions blank and move on until you reach a zone that you would like to comment on.

Zone 1 Dover	8	Zone 9 Herne	20
Zone 2 Canterbury	9	Zone 10 Swanscombe	21
Zone 3 Sittingbourne	11	Zone 11 Whitstable	23
Zone 4 Stone (Dartford)	12	Zone 12 Deal	24
Zone 5 Swanley	14	Zone 13 Southborough	26
Zone 6 Dartford	15	Zone 14 Tonbridge	27
Zone 7 Herne Bay	17	Zone 15 Birchington on Sea	29
Zone 8 Margate-Ramsgate Corridor	18		



Zone 1 - Dover

Q6. To what extent do you agree or disagree with the proposed Dover walking and wheeling zone? Select one option. You will be given the opportunity to feedback on the proposed improvements in Q7.

- Strongly agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Strongly disagree
- Don't know

Q6a. Please tell us the reason for your answer in the box below. If your comment / suggestion relates to a specific location in the zone, please make this clear in your response. You will be asked in Q7 for any feedback on the proposed improvements. We ask you not to identify yourself or anyone else within your response.



Q7. We are proposing a number of high-level improvements for the Dover walking and wheeling zone. If you would like to provide any feedback on these or would like to suggest any other improvements, please tell us in the box below. If your comment / suggestion relates to a specific location or improvement, please make this clear in your response. We ask you not to identify yourself or anyone else within your response.

Zone 2 - Canterbury

Q8. To what extent do you agree or disagree with the proposed Canterbury walking and wheeling zone? Select one option. You will be given the opportunity to feedback on the proposed improvements in Q9.

- Strongly agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Strongly disagree
- Don't know



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Q8a. Please tell us the reason for your answer in the box below. If your comment / suggestion relates to a specific location in the zone, please make this clear in your response. You will be asked in Q9 for any feedback on the proposed improvements. We ask you not to identify yourself or anyone else within your response.

Q9. We are proposing a number of high-level improvements for the Canterbury walking and wheeling zone. If you would like to provide any feedback on these or would like to suggest any other improvements, please tell us in the box below. If your comment / suggestion relates to a specific location or improvement, please make this clear in your response. We ask you not to identify yourself or anyone else within your response.



Zone 3 - Sittingbourne

Q10. To what extent do you agree or disagree with the proposed Sittingbourne walking and wheeling zone? Select one option.
You will be given the opportunity to feedback on the proposed improvements in Q11.

- Strongly agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Strongly disagree
- Don't know

Q10a. Please tell us the reason for your answer in the box below.
If your comment / suggestion relates to a specific location in the zone, please make this clear in your response. You will be asked in Q11 for any feedback on the proposed improvements. We ask you not to identify yourself or anyone else within your response.



Q11. We are proposing a number of high-level improvements for the Sittingbourne walking and wheeling zone. If you would like to provide any feedback on these or would like to suggest any other improvements, please tell us in the box below. If your comment / suggestion relates to a specific location or improvement, please make this clear in your response. We ask you not to identify yourself or anyone else within your response.

Zone 4 - Stone (Dartford)

Q12. To what extent do you agree or disagree with the proposed Stone walking and wheeling zone? Select one option. You will be given the opportunity to feedback on the proposed improvements in Q13.

- Strongly agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Strongly disagree
- Don't know



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Q12a. Please tell us the reason for your answer in the box below. If your comment / suggestion relates to a specific location in the zone, please make this clear in your response. You will be asked in Q13 for any feedback on the proposed improvements. We ask you not to identify yourself or anyone else within your response.

Q13. We are proposing a number of high-level improvements for the Stone walking and wheeling zone. If you would like to provide any feedback on these or would like to suggest any other improvements, please tell us in the box below. If your comment / suggestion relates to a specific location or improvement, please make this clear in your response. We ask you not to identify yourself or anyone else within your response.



Zone 5 - Swanley

Q14. To what extent do you agree or disagree with the proposed Swanley walking and wheeling zone? Select one option. You will be given the opportunity to feedback on the proposed improvements in Q15.

- | | |
|--------------------------|----------------------------|
| <input type="checkbox"/> | Strongly agree |
| <input type="checkbox"/> | Tend to agree |
| <input type="checkbox"/> | Neither agree nor disagree |
| <input type="checkbox"/> | Tend to disagree |
| <input type="checkbox"/> | Strongly disagree |
| <input type="checkbox"/> | Don't know |

Q14a. Please tell us the reason for your answer in the box below. If your comment / suggestion relates to a specific location in the zone, please make this clear in your response. You will be asked in Q15 for any feedback on the proposed improvements. We ask you not to identify yourself or anyone else within your response.



Q15. We are proposing a number of high-level improvements for the Swanley walking and wheeling zone. If you would like to provide any feedback on these or would like to suggest any other improvements, please tell us in the box below. If your comment / suggestion relates to a specific location or improvement, please make this clear in your response. We ask you not to identify yourself or anyone else within your response.

Zone 6 - Dartford

Q16. To what extent do you agree or disagree with the proposed Dartford walking and wheeling zone? Select one option. You will be given the opportunity to feedback on the proposed improvements in Q17.

- Strongly agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Strongly disagree
- Don't know

Q16a. Please tell us the reason for your answer in the box below. If your comment / suggestion relates to a specific location in the zone, please make this clear in your response. You will be asked in Q17 for any feedback on the proposed improvements. We ask you not to identify yourself or anyone else within your response.

Q17. We are proposing a number of high-level improvements for the Dartford walking and wheeling zone. If you would like to provide any feedback on these or would like to suggest any other improvements, please tell us in the box below. If your comment / suggestion relates to a specific location or improvement, please make this clear in your response. We ask you not to identify yourself or anyone else within your response.



Zone 7 - Herne Bay

Q18. To what extent do you agree or disagree with the proposed Herne Bay walking and wheeling zone? Select one option. You will be given the opportunity to feedback on the proposed improvements in Q19.

- Strongly agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Strongly disagree
- Don't know

Q18a. Please tell us the reason for your answer in the box below. If your comment / suggestion relates to a specific location in the zone, please make this clear in your response. You will be asked in Q19 for any feedback on the proposed improvements. We ask you not to identify yourself or anyone else within your response.



Q19. We are proposing a number of high-level improvements for the Herne Bay walking and wheeling zone. If you would like to provide any feedback on these or would like to suggest any other improvements, please tell us in the box below. If your comment / suggestion relates to a specific location or improvement, please make this clear in your response. We ask you not to identify yourself or anyone else within your response.

Zone 8 - Margate-Ramsgate Corridor

Q20. To what extent do you agree or disagree with the proposed Margate-Ramsgate Corridor walking and wheeling zone? Select one option. You will be given the opportunity to feedback on the proposed improvements in Q21.

- | | |
|--------------------------|----------------------------|
| <input type="checkbox"/> | Strongly agree |
| <input type="checkbox"/> | Tend to agree |
| <input type="checkbox"/> | Neither agree nor disagree |
| <input type="checkbox"/> | Tend to disagree |
| <input type="checkbox"/> | Strongly disagree |
| <input type="checkbox"/> | Don't know |



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Q20a. Please tell us the reason for your answer in the box below. If your comment / suggestion relates to a specific location in the zone, please make this clear in your response. You will be asked in Q21 for any feedback on the proposed improvements. We ask you not to identify yourself or anyone else within your response.

Q21. We are proposing a number of high-level improvements for the Margate-Ramsgate Corridor walking and wheeling zone. If you would like to provide any feedback on these or would like to suggest any other improvements, please tell us in the box below. If your comment / suggestion relates to a specific location or improvement, please make this clear in your response. We ask you not to identify yourself or anyone else within your response.



Zone 9 - Herne

Q22. To what extent do you agree or disagree with the proposed Herne walking and wheeling zone? Select one option. You will be given the opportunity to feedback on the proposed improvements in Q23.

- | | |
|--------------------------|----------------------------|
| <input type="checkbox"/> | Strongly agree |
| <input type="checkbox"/> | Tend to agree |
| <input type="checkbox"/> | Neither agree nor disagree |
| <input type="checkbox"/> | Tend to disagree |
| <input type="checkbox"/> | Strongly disagree |
| <input type="checkbox"/> | Don't know |

Q22a. Please tell us the reason for your answer in the box below. If your comment / suggestion relates to a specific location in the zone, please make this clear in your response. You will be asked in Q23 for any feedback on the proposed improvements. We ask you not to identify yourself or anyone else within your response.



Q23. We are proposing a number of high-level improvements for the Herne walking and wheeling zone. If you would like to provide any feedback on these or would like to suggest any other improvements, please tell us in the box below. If your comment / suggestion relates to a specific location or improvement, please make this clear in your response. We ask you not to identify yourself or anyone else within your response.

Zone 10 - Swanscombe

Q24. To what extent do you agree or disagree with the proposed Swanscombe walking and wheeling zone? Select one option. You will be given the opportunity to feedback on the proposed improvements in Q25.

- Strongly agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Strongly disagree
- Don't know



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Q24a. Please tell us the reason for your answer in the box below. If your comment / suggestion relates to a specific location in the zone, please make this clear in your response. You will be asked in Q25 for any feedback on the proposed improvements. We ask you not to identify yourself or anyone else within your response.

Q25. We are proposing a number of high-level improvements for the Swanscombe walking and wheeling zone. If you would like to provide any feedback on these or would like to suggest any other improvements, please tell us in the box below. If your comment / suggestion relates to a specific location or improvement, please make this clear in your response. We ask you not to identify yourself or anyone else within your response.



Zone 11 - Whitstable

Q26. To what extent do you agree or disagree with the proposed Whitstable walking and wheeling zone? Select one option. You will be given the opportunity to feedback on the proposed improvements in Q27.

- | | |
|--------------------------|----------------------------|
| <input type="checkbox"/> | Strongly agree |
| <input type="checkbox"/> | Tend to agree |
| <input type="checkbox"/> | Neither agree nor disagree |
| <input type="checkbox"/> | Tend to disagree |
| <input type="checkbox"/> | Strongly disagree |
| <input type="checkbox"/> | Don't know |

Q26a. Please tell us the reason for your answer in the box below. If your comment / suggestion relates to a specific location in the zone, please make this clear in your response. You will be asked in Q27 for any feedback on the proposed improvements. We ask you not to identify yourself or anyone else within your response.



Q27. We are proposing a number of high-level improvements for the Whitstable walking and wheeling zone. If you would like to provide any feedback on these or would like to suggest any other improvements, please tell us in the box below. If your comment / suggestion relates to a specific location or improvement, please make this clear in your response. We ask you not to identify yourself or anyone else within your response.

Zone 12 - Deal

Q28. To what extent do you agree or disagree with the proposed Deal walking and wheeling zone? Select one option. You will be given the opportunity to feedback on the proposed improvements in Q29.

- Strongly agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Strongly disagree
- Don't know



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Q28a. Please tell us the reason for your answer in the box below. If your comment / suggestion relates to a specific location in the zone, please make this clear in your response. You will be asked in Q29 for any feedback on the proposed improvements. We ask you not to identify yourself or anyone else within your response.

Q29. We are proposing a number of high-level improvements for the Deal walking and wheeling zone. If you would like to provide any feedback on these or would like to suggest any other improvements, please tell us in the box below. If your comment / suggestion relates to a specific location or improvement, please make this clear in your response. We ask you not to identify yourself or anyone else within your response.



Zone 13 - Southborough

Q30. To what extent do you agree or disagree with the proposed Southborough walking and wheeling zone? Select one option.
You will be given the opportunity to feedback on the proposed improvements in Q31.

- Strongly agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Strongly disagree
- Don't know

Q30a. Please tell us the reason for your answer in the box below.
If your comment / suggestion relates to a specific location in the zone, please make this clear in your response. You will be asked in Q31 for any feedback on the proposed improvements. We ask you not to identify yourself or anyone else within your response.



Q31. We are proposing a number of high-level improvements for the Southborough walking and wheeling zone. If you would like to provide any feedback on these or would like to suggest any other improvements, please tell us in the box below. If your comment / suggestion relates to a specific location or improvement, please make this clear in your response. We ask you not to identify yourself or anyone else within your response.

Zone 14 - Tonbridge

Q32. To what extent do you agree or disagree with the proposed Tonbridge walking and wheeling zone? Select one option. You will be given the opportunity to feedback on the proposed improvements in Q33.

- Strongly agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Strongly disagree
- Don't know



Q32a. Please tell us the reason for your answer in the box below. If your comment / suggestion relates to a specific location in the zone, please make this clear in your response. You will be asked in Q33 for any feedback on the proposed improvements. We ask you not to identify yourself or anyone else within your response.

Q33. We are proposing a number of high-level improvements for the Tonbridge walking and wheeling zone. If you would like to provide any feedback on these or would like to suggest any other improvements, please tell us in the box below. If your comment / suggestion relates to a specific location or improvement, please make this clear in your response. We ask you not to identify yourself or anyone else within your response.



Zone 15 – Birchington on Sea

Q34. To what extent do you agree or disagree with the proposed Birchington on Sea walking and wheeling zone? Select one option. You will be given the opportunity to feedback on the proposed improvements in Q35.

- | | |
|--------------------------|----------------------------|
| <input type="checkbox"/> | Strongly agree |
| <input type="checkbox"/> | Tend to agree |
| <input type="checkbox"/> | Neither agree nor disagree |
| <input type="checkbox"/> | Tend to disagree |
| <input type="checkbox"/> | Strongly disagree |
| <input type="checkbox"/> | Don't know |

Q34a. Please tell us the reason for your answer in the box below. If your comment / suggestion relates to a specific location in the zone, please make this clear in your response. You will be asked in Q35 for any feedback on the proposed improvements. We ask you not to identify yourself or anyone else within your response.



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Q35. We are proposing a number of high-level improvements for the Birchington on Sea walking and wheeling zone. If you would like to provide any feedback on these or would like to suggest any other improvements, please tell us in the box below. If your comment / suggestion relates to a specific location or improvement, please make this clear in your response. We ask you not to identify yourself or anyone else within your response.

Section 3 – Cycling Routes

The following questions focus on each of the cycling routes proposed within the KCWIP. You will have the opportunity to answer a question on the overall KCWIP further on in the questionnaire.

You only need to respond to routes which you have an interest in. If you do not wish to respond on a particular route, please leave the questions blank and move on until you reach a route that you would like to comment on.

Route 1 Sheerness to Leysdown	32
Route 2 Gravesend to Dartford	33
Route 3 Canterbury to Dover	35
Route 4 Canterbury to Folkestone	36
Route 5 Sittingbourne to Faversham	38
Route 6 Birchington to Ramsgate	39
Route 7 Dover to Deal	41
Route 8 Ashford to Folkestone	42
Route 9 Canterbury to Sandwich	44
Route 10 Dartford to Stone	45
Route 11 Ashford to Charing	47
Route 12 Canterbury to Birchington on Sea	48
Route 13 Folkestone to Hythe	50
Route 14 Maidstone to Sittingbourne	51
Route 15 Gravesend to Meopham	53



Route 1 - Sheerness to Leysdown

Q36. To what extent do you agree or disagree with the proposed Sheerness to Leysdown cycling route? Select one option. You will be given the opportunity to feedback on the proposed improvements in Q37.

- | | |
|--------------------------|----------------------------|
| <input type="checkbox"/> | Strongly agree |
| <input type="checkbox"/> | Tend to agree |
| <input type="checkbox"/> | Neither agree nor disagree |
| <input type="checkbox"/> | Tend to disagree |
| <input type="checkbox"/> | Strongly disagree |
| <input type="checkbox"/> | Don't know |

Q36a. Please tell us the reason for your answer in the box below. If your comment / suggestion relates to a specific location or alignment of the route, please make this clear in your response. You will be asked in Q37 for any feedback on the proposed improvements. We ask you not to identify yourself or anyone else within your response.



Q37. We are proposing a number of high-level improvements along the Sheerness to Leysdown route. If you would like to provide any feedback on these or would like to suggest any other improvements, please tell us in the box below. If your comment / suggestion relates to a specific location or improvement, please make this clear in your response. We ask you not to identify yourself or anyone else within your response.

Route 2 - Gravesend to Dartford

Q38. To what extent do you agree or disagree with the proposed Gravesend to Dartford cycling route? Select one option. You will be given the opportunity to feedback on the proposed improvements in Q39.

- | | |
|--------------------------|----------------------------|
| <input type="checkbox"/> | Strongly agree |
| <input type="checkbox"/> | Tend to agree |
| <input type="checkbox"/> | Neither agree nor disagree |
| <input type="checkbox"/> | Tend to disagree |
| <input type="checkbox"/> | Strongly disagree |
| <input type="checkbox"/> | Don't know |



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Q38a. Please tell us the reason for your answer in the box below. If your comment / suggestion relates to a specific location or alignment of the route, please make this clear in your response. You will be asked in Q39 for any feedback on the proposed improvements. We ask you not to identify yourself or anyone else within your response.

Q39. We are proposing a number of high-level improvements along the Gravesend to Dartford route. If you would like to provide any feedback on these or would like to suggest any other improvements, please tell us in the box below. If your comment / suggestion relates to a specific location or improvement, please make this clear in your response. We ask you not to identify yourself or anyone else within your response.



Route 3 - Canterbury to Dover

Q40. To what extent do you agree or disagree with the proposed Canterbury to Dover cycling route? Select one option. You will be given the opportunity to feedback on the proposed improvements in Q41.

- | | |
|--------------------------|----------------------------|
| <input type="checkbox"/> | Strongly agree |
| <input type="checkbox"/> | Tend to agree |
| <input type="checkbox"/> | Neither agree nor disagree |
| <input type="checkbox"/> | Tend to disagree |
| <input type="checkbox"/> | Strongly disagree |
| <input type="checkbox"/> | Don't know |

Q40a. Please tell us the reason for your answer in the box below. If your comment / suggestion relates to a specific location or alignment of the route, please make this clear in your response. You will be asked in Q41 for any feedback on the proposed improvements. We ask you not to identify yourself or anyone else within your response.



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Q41. We are proposing a number of high-level improvements along the Canterbury to Dover route. If you would like to provide any feedback on these or would like to suggest any other improvements, please tell us in the box below. If your comment / suggestion relates to a specific location or improvement, please make this clear in your response. We ask you not to identify yourself or anyone else within your response.

Route 4 - Canterbury to Folkestone

Q42. To what extent do you agree or disagree with the proposed Canterbury to Folkestone cycling route? Select one option. You will be given the opportunity to feedback on the proposed improvements in Q43.

- Strongly agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Strongly disagree
- Don't know



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Q42a. Please tell us the reason for your answer in the box below.
If your comment / suggestion relates to a specific location or alignment of the route, please make this clear in your response. You will be asked in Q43 for any feedback on the proposed improvements. We ask you not to identify yourself or anyone else within your response.

Q43. We are proposing a number of high-level improvements along the Canterbury to Folkestone route. If you would like to provide any feedback on these or would like to suggest any other improvements, please tell us in the box below. If your comment / suggestion relates to a specific location or improvement, please make this clear in your response. We ask you not to identify yourself or anyone else within your response.



Route 5 - Sittingbourne to Faversham

Q44. To what extent do you agree or disagree with the proposed Sittingbourne to Faversham cycling route? Select one option.
You will be given the opportunity to feedback on the proposed improvements in Q45.

- | | |
|--------------------------|----------------------------|
| <input type="checkbox"/> | Strongly agree |
| <input type="checkbox"/> | Tend to agree |
| <input type="checkbox"/> | Neither agree nor disagree |
| <input type="checkbox"/> | Tend to disagree |
| <input type="checkbox"/> | Strongly disagree |
| <input type="checkbox"/> | Don't know |

Q44a. Please tell us the reason for your answer in the box below.
If your comment / suggestion relates to a specific location or alignment of the route, please make this clear in your response. You will be asked in Q45 for any feedback on the proposed improvements. We ask you not to identify yourself or anyone else within your response.



Q45. We are proposing a number of high-level improvements along the Sittingbourne to Faversham route. If you would like to provide any feedback on these or would like to suggest any other improvements, please tell us in the box below. If your comment / suggestion relates to a specific location or improvement, please make this clear in your response. We ask you not to identify yourself or anyone else within your response.

Route 6 - Birchington to Ramsgate

Q46. To what extent do you agree or disagree with the proposed Birchington to Ramsgate cycling route? Select one option. You will be given the opportunity to feedback on the proposed improvements in Q47.

- Strongly agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Strongly disagree
- Don't know



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Q46a. Please tell us the reason for your answer in the box below.

If your comment / suggestion relates to a specific location or alignment of the route, please make this clear in your response. You will be asked in Q47 for any feedback on the proposed improvements. We ask you not to identify yourself or anyone else within your response.

Q47. We are proposing a number of high-level improvements along the Birchington to Ramsgate route. If you would like to provide any feedback on these or would like to suggest any other improvements, please tell us in the box below. If your comment / suggestion relates to a specific location or improvement, please make this clear in your response. We ask you not to identify yourself or anyone else within your response.



Route 7 - Dover to Deal

Q48. To what extent do you agree or disagree with the proposed Dover to Deal cycling route? Select one option. You will be given the opportunity to feedback on the proposed improvements in Q49.

- Strongly agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Strongly disagree
- Don't know

Q48a. Please tell us the reason for your answer in the box below. If your comment / suggestion relates to a specific location or alignment of the route, please make this clear in your response. You will be asked in Q49 for any feedback on the proposed improvements. We ask you not to identify yourself or anyone else within your response.



Q49. We are proposing a number of high-level improvements along the Dover to Deal route. If you would like to provide any feedback on these or would like to suggest any other improvements, please tell us in the box below. If your comment / suggestion relates to a specific location or improvement, please make this clear in your response. We ask you not to identify yourself or anyone else within your response.

Route 8 - Ashford to Folkestone

Q50. To what extent do you agree or disagree with the proposed Ashford to Folkestone cycling route? Select one option. You will be given the opportunity to feedback on the proposed improvements in Q51.

- Strongly agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Strongly disagree
- Don't know



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Q50a. Please tell us the reason for your answer in the box below. If your comment / suggestion relates to a specific location or alignment of the route, please make this clear in your response. You will be asked in Q51 for any feedback on the proposed improvements. We ask you not to identify yourself or anyone else within your response.

Q51. We are proposing a number of high-level improvements along the Ashford to Folkestone route. If you would like to provide any feedback on these or would like to suggest any other improvements, please tell us in the box below. If your comment / suggestion relates to a specific location or improvement, please make this clear in your response. We ask you not to identify yourself or anyone else within your response.



Route 9 - Canterbury to Sandwich

Q52. To what extent do you agree or disagree with the proposed Canterbury to Sandwich cycling route? Select one option. You will be given the opportunity to feedback on the proposed improvements in Q53.

- Strongly agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Strongly disagree
- Don't know

Q52a. Please tell us the reason for your answer in the box below. If your comment / suggestion relates to a specific location or alignment of the route, please make this clear in your response. You will be asked in Q53 for any feedback on the proposed improvements. We ask you not to identify yourself or anyone else within your response.



Q53. We are proposing a number of high-level improvements along the Canterbury to Sandwich route. If you would like to provide any feedback on these or would like to suggest any other improvements, please tell us in the box below. If your comment / suggestion relates to a specific location or improvement, please make this clear in your response. We ask you not to identify yourself or anyone else within your response.

Route 10 - Dartford to Stone

Q54. To what extent do you agree or disagree with the proposed Dartford to Stone cycling route? Select one option. You will be given the opportunity to feedback on the proposed improvements in Q55.

- Strongly agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Strongly disagree
- Don't know



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Q54a. Please tell us the reason for your answer in the box below. If your comment / suggestion relates to a specific location or alignment of the route, please make this clear in your response. You will be asked in Q55 for any feedback on the proposed improvements. We ask you not to identify yourself or anyone else within your response.

Q55. We are proposing a number of high-level improvements along the Dartford to Stone route. If you would like to provide any feedback on these or would like to suggest any other improvements, please tell us in the box below. If your comment / suggestion relates to a specific location or improvement, please make this clear in your response. We ask you not to identify yourself or anyone else within your response.



Route 11 - Ashford to Charing

Q56. To what extent do you agree or disagree with the proposed Ashford to Charing cycling route? Select one option. You will be given the opportunity to feedback on the proposed improvements in Q57.

- Strongly agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Strongly disagree
- Don't know

Q56a. Please tell us the reason for your answer in the box below. If your comment / suggestion relates to a specific location or alignment of the route, please make this clear in your response. You will be asked in Q57 for any feedback on the proposed improvements. We ask you not to identify yourself or anyone else within your response.



Q57. We are proposing a number of high-level improvements along the Ashford to Charing route. If you would like to provide any feedback on these or would like to suggest any other improvements, please tell us in the box below. If your comment / suggestion relates to a specific location or improvement, please make this clear in your response. We ask you not to identify yourself or anyone else within your response.

Route 12 - Canterbury to Birchington on Sea

Q58. To what extent do you agree or disagree with the proposed Canterbury to Birchington on Sea cycling route? Select one option. You will be given the opportunity to feedback on the proposed improvements in Q59.

- | | |
|--------------------------|----------------------------|
| <input type="checkbox"/> | Strongly agree |
| <input type="checkbox"/> | Tend to agree |
| <input type="checkbox"/> | Neither agree nor disagree |
| <input type="checkbox"/> | Tend to disagree |
| <input type="checkbox"/> | Strongly disagree |
| <input type="checkbox"/> | Don't know |



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Q58a. Please tell us the reason for your answer in the box below. If your comment / suggestion relates to a specific location or alignment of the route, please make this clear in your response. You will be asked in Q59 for any feedback on the proposed improvements. We ask you not to identify yourself or anyone else within your response.

Q59. We are proposing a number of high-level improvements along the Canterbury to Birchington on Sea route. If you would like to provide any feedback on these or would like to suggest any other improvements, please tell us in the box below. If your comment / suggestion relates to a specific location or improvement, please make this clear in your response. We ask you not to identify yourself or anyone else within your response.



Route 13 - Folkestone to Hythe

Q60. To what extent do you agree or disagree with the proposed Folkestone to Hythe cycling route? Select one option. You will be given the opportunity to feedback on the proposed improvements in Q61.

- | | |
|--------------------------|----------------------------|
| <input type="checkbox"/> | Strongly agree |
| <input type="checkbox"/> | Tend to agree |
| <input type="checkbox"/> | Neither agree nor disagree |
| <input type="checkbox"/> | Tend to disagree |
| <input type="checkbox"/> | Strongly disagree |
| <input type="checkbox"/> | Don't know |

Q60a. Please tell us the reason for your answer in the box below. If your comment / suggestion relates to a specific location or alignment of the route, please make this clear in your response. You will be asked in Q61 for any feedback on the proposed improvements. We ask you not to identify yourself or anyone else within your response.



Q61. We are proposing a number of high-level improvements along the Folkestone to Hythe route. If you would like to provide any feedback on these or would like to suggest any other improvements, please tell us in the box below. If your comment / suggestion relates to a specific location or improvement, please make this clear in your response. We ask you not to identify yourself or anyone else within your response.

Route 14 - Maidstone to Sittingbourne

Q62. To what extent do you agree or disagree with the proposed Maidstone to Sittingbourne cycling route? Select one option. You will be given the opportunity to feedback on the proposed improvements in Q63.

- Strongly agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Strongly disagree
- Don't know



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Q62a. Please tell us the reason for your answer in the box below. If your comment / suggestion relates to a specific location or alignment of the route, please make this clear in your response. You will be asked in Q63 for any feedback on the proposed improvements. We ask you not to identify yourself or anyone else within your response.

Q63. We are proposing a number of high-level improvements along the Maidstone to Sittingbourne route. If you would like to provide any feedback on these or would like to suggest any other improvements, please tell us in the box below. If your comment / suggestion relates to a specific location or improvement, please make this clear in your response. We ask you not to identify yourself or anyone else within your response.



Route 15 - Gravesend to Meopham

Q64. To what extent do you agree or disagree with the proposed Gravesend to Meopham cycling route? Select one option. You will be given the opportunity to feedback on the proposed improvements in Q65.

- | | |
|--------------------------|----------------------------|
| <input type="checkbox"/> | Strongly agree |
| <input type="checkbox"/> | Tend to agree |
| <input type="checkbox"/> | Neither agree nor disagree |
| <input type="checkbox"/> | Tend to disagree |
| <input type="checkbox"/> | Strongly disagree |
| <input type="checkbox"/> | Don't know |

Q64a. Please tell us the reason for your answer in the box below. If your comment / suggestion relates to a specific location or alignment of the route, please make this clear in your response. You will be asked in Q65 for any feedback on the proposed improvements. We ask you not to identify yourself or anyone else within your response.



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Q65. We are proposing a number of high-level improvements along the Gravesend to Meopham route. If you would like to provide any feedback on these or would like to suggest any other improvements, please tell us in the box below. If your comment / suggestion relates to a specific location or improvement, please make this clear in your response. We ask you not to identify yourself or anyone else within your response.



Section 4 – The Kent Cycling and Walking Infrastructure Plan (KCWIP) Overall

Q66. Is there anything else you would like to tell us about the KCWIP?

Write your answer in the box below. We ask you not to identify yourself or anyone else within your response.

Q67. Would the active travel improvements proposed in this consultation for the KCWIP encourage you to...? Select one option for each row.

	Yes	No	Don't know	Not applicable / responding on behalf of an organisation
Walk more often				
Cycle more often				



To help ensure that we are meeting our obligations under the Equality Act 2010 we have prepared an initial Equality Impact Assessment (EqIA) for the emerging KCWIP.

An EqIA is a tool to assess the impact any proposals would have on the protected characteristics: age, disability, sex, gender identity, sexual orientation, race, religion or belief, pregnancy and maternity and carer's responsibilities. The EqIA is available online at www.kent.gov.uk/KCWIP or on request.

Q68. We welcome your views on our equality analysis and if you think there is anything we should consider relating to equality and diversity, please add any comments below. We ask you not to identify yourself or anyone else within your response.

We've tried something new for this consultation using an interactive mapping tool to gather location specific information for the proposed routes and zones.

Q69. Did you use the online mapping tool to respond to this consultation?

Select one option.

- Yes
- Not yet, but I might
- No

Q69a. If you responded 'Yes' to Q69 and have used the online mapping tool, how would you rate your experience? Select one option.

- Positive
- Neither positive nor negative
- Negative

Q69b. Please tell us the reason for your answer in the box below.
We ask you not to identify yourself or anyone else within your response.



Section 5 - About You

We want to make sure that everyone is treated fairly and equally, and that no one gets left out. That's why we are asking you these questions. We'll use it only to help us make decisions and improve our services.

If you would rather not answer any of these questions, you don't have to.

It is not necessary to answer these questions if you are responding on behalf of an organisation.

Q70. Are you....? Please select one option.

- Male
- Female
- I prefer not to say

Q71. Is your gender the same as at your birth? Select one option.

- Yes
- No
- I prefer not to say



Q72. Which of these age groups applies to you? Please select one option.

<input type="checkbox"/>	0-15	<input type="checkbox"/>	16-24	<input type="checkbox"/>	25-34	<input type="checkbox"/>	35-49	<input type="checkbox"/>	50-59
<input type="checkbox"/>	60-64	<input type="checkbox"/>	65-74	<input type="checkbox"/>	75-84	<input type="checkbox"/>	85+ over	<input type="checkbox"/>	I prefer not to say

The Equality Act 2010 describes a person as disabled if they have a long standing physical or mental condition that has lasted, or is likely to last, at least 12 months; and this condition has a substantial adverse effect on their ability to carry out normal day-to-day activities. People with some conditions (cancer, multiple sclerosis and HIV/AIDS, for example) are considered to be disabled from the point that they are diagnosed.

Q73. Do you consider yourself to be disabled as set out in the Equality Act 2010? Please select one option.

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	I prefer not to say



Q73a. If you answered 'Yes' to Q74, please tell us the type of impairment that applies to you. You may have more than one type of impairment, so please select all that apply. If none of these applies to you, please select 'Other' and give brief details of the impairment you have.

- Physical impairment
- Sensory impairment (hearing, sight or both)
- Longstanding illness or health condition, such as cancer, HIV/AIDS, heart disease, diabetes or epilepsy
- Mental health condition
- Learning disability
- I prefer not to say
- Other

Other, please specify:

A Carer is anyone who provides unpaid care for a friend or family member who due to illness, disability, a mental health problem or an addiction cannot cope without their support. Both children and adults can be carers.

Q74. Are you a Carer? Please select one option.

- Yes
- No
- I prefer not to say



Q75. To which of these ethnic groups do you feel you belong?
Please select **one** option. (Source 2011 Census)

<input type="checkbox"/>	White English	<input type="checkbox"/>	Mixed White & Black Caribbean
<input type="checkbox"/>	White Scottish	<input type="checkbox"/>	Mixed White & Black African
<input type="checkbox"/>	White Welsh	<input type="checkbox"/>	Mixed White & Asian
<input type="checkbox"/>	White Northern Irish	<input type="checkbox"/>	Mixed Other*
<input type="checkbox"/>	White Irish	<input type="checkbox"/>	Black or Black British Caribbean
<input type="checkbox"/>	White Gypsy/Roma	<input type="checkbox"/>	Black or Black British African
<input type="checkbox"/>	White Irish Traveller	<input type="checkbox"/>	Black or Black British Other*
<input type="checkbox"/>	White Other*	<input type="checkbox"/>	Arab
<input type="checkbox"/>	Asian or Asian British Indian	<input type="checkbox"/>	Chinese
<input type="checkbox"/>	Asian or Asian British Pakistani	<input type="checkbox"/>	I prefer not to say
<input type="checkbox"/>	Asian or Asian British Bangladeshi		
<input type="checkbox"/>	Asian or Asian British Other*		

*Other - If your ethnic group is not specified on the list, please describe it here:



Q76. Are you ...? Select one option.

- Heterosexual / Straight
- Bi / Bisexual
- Gay man
- Gay woman / Lesbian
- Other
- I prefer not to say

Thank you for taking the time to complete this questionnaire; your feedback is important to us. We will report back on the feedback we receive, but details of individual responses will remain anonymous, and we will keep your personal details confidential.

Closing date for responses: 10 January 2024



Consultation Privacy Notice

Last updated: 30 April 2023

Who are we?

We, Kent County Council (KCC), take our privacy obligations seriously and we've created this privacy policy to explain how we treat your personal information collected in this questionnaire. Personal information is information we hold which is identifiable as being about you.

Our collection, use and disclosure of your personal information is regulated under the United Kingdom Data Protection Regulation and the Data Protection Act 2018. We are responsible as 'controller' of that personal information for the purposes of those laws. Our Data Protection Officer is Benjamin Watts.

The personal information we collect and use

Information collected by us

In the course of responding to consultations published by Kent County Council we collect the following personal information when you provide it to us:

- responses to questionnaire / consultation
- equalities data collected through questionnaire response - age, sex, gender identity, ethnicity, religion or belief, sexuality, disability, pregnancy or maternity or if you are a Carer
- employment and education details
- postcode.



We ask you not to provide information that will identify you in your response in this questionnaire.

You do not need to submit any equalities or postcode information if you do not want to. KCC is committed to the principle that all our customers have the right to equality and fairness in the way they are treated and in the services that they receive. Any information you do give will be used to see if there are any differences in views for different groups of people, and to check if services are being delivered in a fair and reasonable way.

We will not ask you to provide your name, email or full home address. If you provide this information, it will not be entered into spreadsheets or databases used to process response data and will not be used in producing reports. We will follow our Data Protection policies to keep your information secure and confidential. Your equality data will be anonymised before it is shared with external organisations who have been commissioned on individual projects to undertake analysis and reporting on our engagement and consultation activities.

How we use your personal information

We collect and use this information in order to:

- understand your views about a particular topic or KCC activity
- analyse consultation and engagement activity
- inform KCC's future strategy, policy, service design and budget planning
- undertake equality monitoring.

We may use your postcode to analyse the geographical spread of responses and in some cases to understand in more detail how responses are impacted by location. We will only ask you for the

first five characters of your postcode to avoid being able to identify specific households in less populated areas.

We may use your postcode to carry out a type of profiling to estimate which one of a number of lifestyle groups you are most likely to fall into. We do this using geodemographic segmentation tools. We do not make any decisions about individual service users based solely on automated processing, including profiling.

How long your personal data will be kept

We will hold any personal information provided by you in this questionnaire for up to six years following the closure of a consultation. Our Retention Policy is available from our website or on request.

We rely on UK GDPR Article 6(1)(e): 'processing is necessary for the performance of a task carried out in the public interest' and Article 6(1)(c) 'for compliance with a legal obligation to which the controller is subject' as our lawful basis.

We rely on Article 9(2)(g) 'processing is necessary for reasons of substantial public interest' (statutory etc. and government purposes, equality of opportunity or treatment) as the lawful basis on which we collect and use your special category data.

The processing is necessary for our statutory purposes including equalities monitoring or to understand the potential impact of proposals on conditions related to special category data within your response (e.g. when identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people with the view to enabling such equality to be promoted or maintained.) It is necessary for identifying or



keeping under review the existence or absence of equality of opportunity or treatment between groups of people with the view to enabling such equality to be promoted or maintained. You can read [KCC's Equality Policy on our website](#) or on request.

Who we share your personal information with

We may share your personal data with those listed below:

- services within the Council who are responsible for the management of the engagement or consultation activity
- a third-party supplier who has been contracted to independently analyse the consultation responses
- organisations such as schools and academies with whom we may be consulting in partnership or on behalf of
- district or borough councils or government departments with whom we may be consulting in partnership or on behalf of.

We will share personal information with law enforcement or other authorities if required by applicable law.

Any personal information provided that could identify you will be removed before consultation results are published.

We use a system to log your feedback, which is provided by Granicus.

Your rights

Under UK GDPR you have a number of rights which you can access free of charge which allow you to:

- know what we are doing with your information and why we are doing it
- ask to see what information we hold about you

- ask us to correct any mistakes in the information we hold about you
- object to direct marketing
- make a complaint to the Information Commissioner's Office.

Depending on our reason for using your information you may also be entitled to:

- ask us to delete information we hold about you
- have your information transferred electronically to yourself or to another organisation
- object to decisions being made that significantly affect you
- object to how we are using your information
- stop us using your information in certain ways.

We will always seek to comply with your request, however, we may be required to hold or use your information to comply with legal duties.

For further information about your rights, including the circumstances in which they apply, see the [guidance from the UK Information Commissioner's Office \(ICO\)](#) on individuals' rights under UK GDPR.

If you would like to exercise a right, please contact the Information Resilience and Transparency Team at data.protection@kent.gov.uk.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it.



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Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

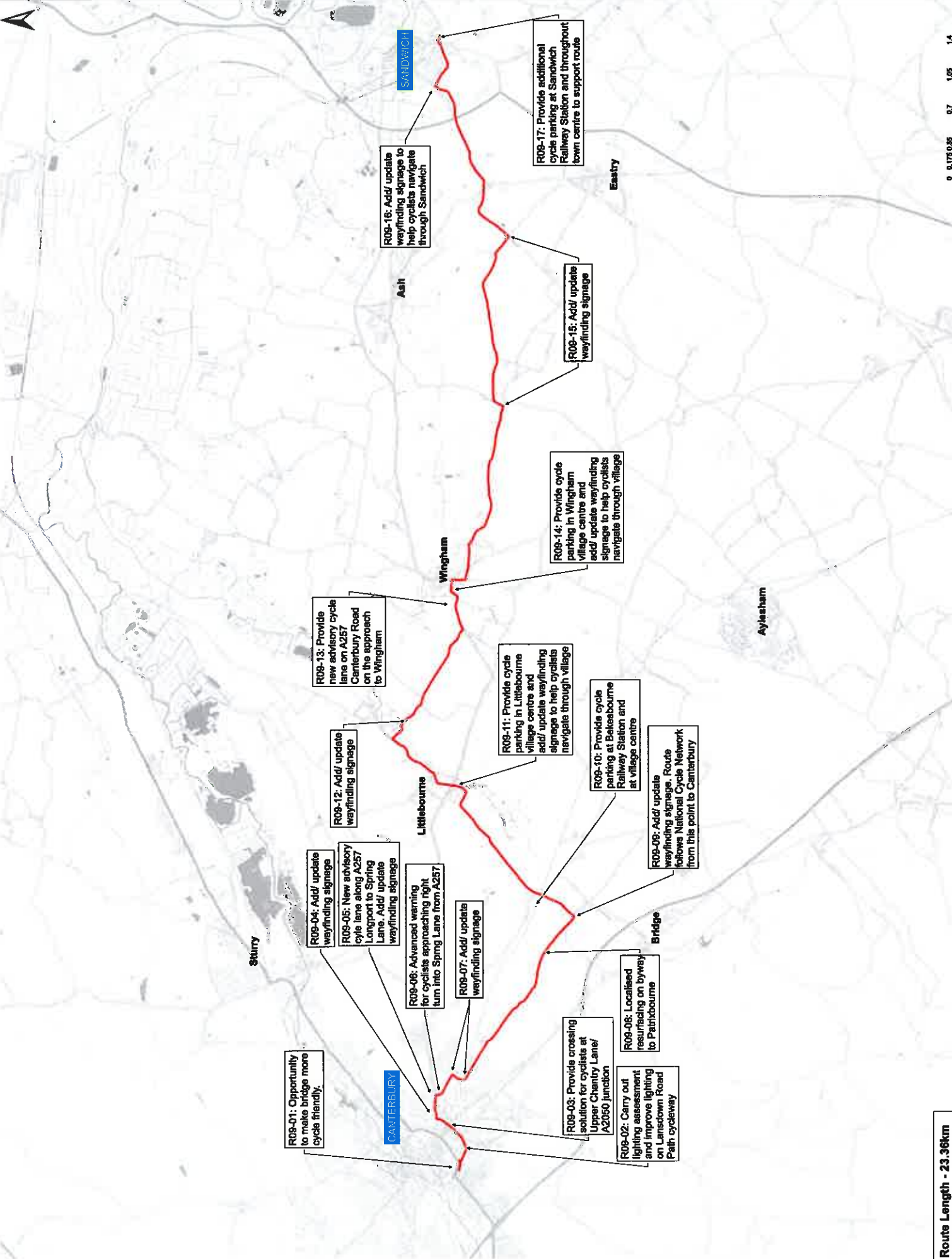
Who to contact

Please contact the Information Resilience and Transparency Team at data.protection@kent.gov.uk to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

You can contact our Data Protection Officer, Benjamin Watts, at dpo@kent.gov.uk. Or write to Data Protection Officer, Kent County Council, Sessions House, Maidstone, Kent, ME14 1XQ.

The United Kingdom General Data Protection Regulation also gives you the right to lodge a complaint with the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.

For further information visit <https://www.kent.gov.uk/about-the-council/about-the-website/privacy-statement>.



Report to Councillors and Members of: Sandwich Town Council**Meeting scheduled for: 18th December 2023****Report from: Responsible Finance Officer****Date: 13th December 2023****Subject: Sandwich Town Council Draft Budgets 2024/25****Classification: General****Purpose of report:**

To provide information to accompany the Excel spreadsheet STC 2024/25 Draft Budget.

This Draft Budget has been collated by the Responsible Finance Officer, in conjunction with the Town Clerk. The Finance and General Purposes Committee Recommends this budget to be approved by Full Council, but requested the addition of a Market Square Events budget, with the purpose of meeting the Public Works Loan payments.

A 5% rise in precept has been illustrated, although please note this is not a recommendation from the RFO.

History of Precept rises:

Below is a table showing precept uplifts made by Sandwich Town Council since 2017/18, with the illustrated precept rise shown for 2024/25:

Sandwich Town Council Precept Rises			
	Percentage Rise	Precept	Band D Council Tax
2017/18	0%	£162,359.00	£84.32
2018/19	0%	£162,101.83	£84.32
2019/20	17.22%	£189,515.50	£98.84
2020/21	25.00%	£239,736.06	£123.55
2021/22	10.04%	£263,709.66	£135.96
2022/23	0%	£275,652.10	£135.96
2023/24	0%	£278,538.53	£135.96
2024/25	5%	£292,465.45	£142.76

Please note that:

- Council tax was not increased during the last two years.
- The average uplift over the last 7 years has been 7.5%.
- The uplift made in 2020/21 was specifically made to help support the Guildhall, to take the pressure of the Toll Bridge Fund investments.

2024/25 Budget:

The Finance and General Purposes Committee and then the Council have ultimate responsibility for this information and can make any changes deemed necessary.

This document accompanies the Excel spreadsheet, STC 2024/25 Draft Budget.

In summary, the main changes to the Draft 2024/25 budget when compared to the current budget are as follows:

- Reduction in Mayor's Travel and Mayor's Attendant budgets (saving £10,000 overall).
- Addition of Speaker's Day budget for 2024.
- Addition of Councillor Training budget.
- Overall reduction in staff costs by reducing Staffing Contingency and Staff Recruitment budgets.
- Reduction in Office Expenses and IT Expenses budgets.
- Addition of a Community Engagement budget – for a Sandwich Town Council Magazine.
- Visitor Assistants recruited for Spring / Summer 2024.
- Reduction of £10,000 overall on Open Spaces & Properties.
- £5,000 contribution returned to Monks Wall Nature Reserve Account – (£20,000 to be returned to be split over four years from 2024/25 to 2027/28).
- Overall contribution to STBF Guildhall increased by £5,200 to £133,570.
- Market Manager budget no longer required as part of Assets Officer role.
- Reduced income streams re Quay Conveniences and Visitor Information Centre.

Mayor's Travel and Mayor's Attendant budgets

A reduction has been achieved by amalgamating the Mayor's Travel and Mayor's Attendant budget, and by contracting out the role, particularly for the larger events.

Speaker's Day

Previously undertaken in 2017, this budget has been calculated using the details of expenditure and income related to the Speakership events in 2017, plus engagement with a local Council who has recently hosted this event. A £2,000 income budget has also been added as a target to be achieved for contributions to meal costs.

Councillor Training

This is a new budget of £1,500 to cover any required training for Councillors in 2024/25.

Staffing Contingency and Staff Recruitment budgets

These budgets have been reduced as a new staff structure is now in place. The hope is that there will be very little need for temporary staff or recruitment in 2024/25.

Office Expenses and IT Expenses budgets

The 2023/24 budget for office expenses included £4,000 for redecoration. This has not been achieved, and the budget has been removed for 2024/25. This budget includes £1,900 for GDPR (to be discussed at the STC meeting on Monday 18th December).

The 2023/24 IT Expenses budget included extra funds for items such as microphones and live streaming of council meetings. Microphones have now been purchased and the system is expected to be in place before April 2024. The IT budget for 2024/25 includes enough to cater for the following: STC website, IT support and a finance software system.

Community Engagement budget

This budget is related to the addition of a budget for a Community Magazine – this will be an agenda item to be discussed at the STC meeting on Monday 18th December.

Visitor Assistants

For the last two years, Sandwich Town Council has employed two roaming Visitor Assistants. This has created an enhanced visitor information service on Fridays and weekends from March to October, when the Guildhall Visitor Information Centre has been closed. This successful service has been integrated into the staff salaries (S144 Tourism) for 2024/25.

Open Spaces and Properties

The budget for Black Lane Allotments has been increased to £3,990, which is the expected income for 2024/25. This is in line with National Allotment Society policy.

Donkey Paddock has been given a budget of £500, for ongoing planting / maintenance, but more information or suggestions as to a suitable on-going budget would be welcome.

Restoration of the war memorial has taken place in 2023, and therefore just the cost of flowers, provided by a local florist, is included here.

Repairs / maintenance to Fishergate is expected to be required soon. This may take place in 2023/24 or 2024/25. I have included £1,500 for this within the 2024/25 budget but if repairs are delayed an increase in the budget might be required (using the 2023/24 underspend). Utilities for Fishergate, including Business Rates, are expected to cost £3,500.

A budget for Bay Hall is not included, as this is not a named Ring-Fenced Reserve. The Maddox Fund monies received so far will cover any costs related to Bay Hall. Urgent repairs and maintenance are due to be undertaken, including tree works.

Monks Wall Nature Reserve

In 2019/20 the town council took the decision to move £20,000 from the Monks Wall Nature Reserve budget in order to balance the STC general account. This amount was taken from £52,401 of compensation funds that were awarded to Monk Wall Nature Reserve relating to flood damage. It was promised at the time that the amount would be returned to Monks Wall Nature Reserve when it was possible. The Finance and General Purposes Committee have Recommended that £5,000 be returned each year for 4 years from 2024/25 to 2027/28.

Sandwich Town Council contribution to STBF Guildhall Account

The contribution to the running of the Guildhall has been set at £125,000. The purpose of this contribution is to take the pressure of the Toll Bridge Fund investments, with the aim that the Guildhall could be maintained without using capital drawdown from investments. This relates to a decision made by Sandwich Town Council in January 2020. The utilities contribution (calculated to be £8,570) brings the overall payment to STBF Guildhall to £133,570.

Market Manager

The role of Market Manager has been integrated into the new Assets Officer role, so this budget is no longer required.

Market and Events income

To meet the requirement of paying back the Public Works Loan for the Market Square refurbishment (£12,040 per annum), more income needs to be generated from the Market Square. The market income has been uplifted to £10,000 and separated into two budget lines. To meet the promise of not increasing the precept to meet the loan repayments, more income needs to be generated from activities, along with income from an improved Thursday Market –

with an ideal income of £20,040. To date, no precept rises have been made as a result of this loan, and the deficit has been met by the underspend on Council activities over the last two years, however, the Council needs to get into a position where the income generated from new / improved activities meets the loan repayments in their entirety. A tentative income forecast of £2,500 has been added in here but more needs to be done to meet the income target.

Quay Conveniences and Visitor Information Centre Income Streams

I have forecast that STC will only collect fees for the Quay Conveniences shower facility and not collect fees for the toilet facilities at the Quay. An estimated £100 income budget has been included for this.

The forecast income for souvenir sales is low this year, and therefore the budget has been reduced to £500. It is hoped that prior to next spring there will be scope to improve how the souvenirs are displayed, in order to generate more interest in these.

Recommendations:

- **That the Council considers if there are any other changes required to the Draft Budget.**
- **That the budget is approved in this meeting.**
- **That if the budget cannot be approved in December, an Extraordinary meeting is scheduled for mid-January to approve 2024/25 budgets prior to the Precept demand deadline.**



SANDWICH TOWN COUNCIL

COMMITTEE TERMS OF REFERENCE AND SCHEME OF DELEGATIONS 2023

Adopted Minute Ref – Review due

INTRODUCTION

Committees may exercise delegated functions on behalf of the Town Council under the following terms of reference, subject to: -

The Town Council's approved Budget and Financial Regulations
 The Town Council's approved Standing Orders
 Any previous minuted decision of the Town Council
 Any matters reserved to the Town Council by law

1. GENERAL

Sandwich Town Council is a legally constituted local Council and an historic Cinque Port town. Under section 245 of the Local Government Act of 1972, it is entitled to use the description of Town Council and for its Chair and Vice-Chair to be known as Mayor and Deputy Mayor respectively.

2. FINANCE AND GENERAL PURPOSES COMMITTEE

Role of Committee:

To manage the Council's financial resources, to guide the Council in its strategy and act on policy and operational internal matters concerned with Council's finances, property, physical assets, and land.

Membership:

The Committee shall consist of TEN Councillors including the Mayor appointed by the Full Council at the Annual Town Council Meeting each May.

The Mayor will be vice-chair of the Committee.

The Chair of the Committee to be elected at the first Committee meeting.

The quorum for a meeting will be a minimum of five Councillor members. In the absence of a quorum the meeting will cease and no business to be transacted.

There is the option to co-opt up to three individuals with a particular knowledge or

expertise that will benefit the Committee's operation. The appointment of any potential co-optees will take place at the first meeting of the Committee following the Annual Town Council Meeting in May.

Town Councillors who are not members of the Committee may attend the meeting without voting rights.

Any casual vacancies during the year will be for the Council to decide any new appointment.

Roles and Relationships

The Town Council will provide the opportunity for the endorsement of regular reports from the Chair via its meeting agenda. The Chair of the Committee can produce a report to seek support from the Council for any Committee recommendations before the next Committee meeting to expediate decisions.

Meetings:

The Committee is required to hold meetings on a monthly basis; the schedule has to be agreed by Council. The Town Clerk or Responsible Financial Officer shall attend all Committee meetings. There will be no meeting held in August of each year.

At least three clear days' notice of meetings shall be sent to members via the communication method agreed with, and appropriate to each individual member.

The Town Clerk or Nominated Officer shall keep a record of meetings and circulate minutes to the Chair and Committee members in seven days under normal circumstances. Minutes shall be made publicly available on the Town Council website and in hard copy at the Guildhall.

Voting:

All decisions of the Committee shall be determined by majority vote. The Chair has the casting vote when there are equal numbers of votes.

Voting at the Committee will be by show of either voting cards or hands.

Duties, Responsibilities and Powers:

To oversee the Council's internal management/administration

To guide the Council in the formulation of its objectives.

To identify the need for new services and facilities.

To facilitate the organisation and budget provision for Town Council events and initiatives proposed by Full Council.

To manage the Events and Tourism budget agreed each fiscal year on behalf of Council.

To manage an agreed budget of behalf of Council for general projects that are necessary to

improve/repair the assets of the Town Council, regular reports to Council on any expenditure.

To be responsible for overseeing and controlling the financial resources of the Council.

To ensure adequate financial controls are in place to utilise and protect the Council's finances and assets.

To manage all the physical assets of STC in a prudent and diligent manner.

To make provision for future agreed capital projects.

To consider the financial estimates of the Council and recommend the budget and precept to be levied to Council for debate and resolution.

To be responsible for overseeing the Council's revenue and capital budget and the works scheduled therein.

To be responsible for the collection of all revenue, the raising and renewal of loans and insurance.

To allocate and monitor reserves to ensure that surpluses are not built up other than for working capital or for earmarked projects and known liabilities, ensuring that sufficient reserves are retained for future maintenance, replacement or upgrading of items for which the Council is responsible.

To be responsible for the banking, financial and accounting methods adopted by the Council.

To review annually the Council's financial regulations with the RFO and to make recommendations to Council on any changes.

To oversee the production of the Annual Report and other publications.

To oversee the efficient management of the provision of allotments in Sandwich.

To propose and manage a schedule of delegations to Committees, officers, and Councillors for approval by the Council.

To ensure all insurance policies are in place and that best value is obtained.

To facilitate recording and live streaming of Council meetings, ensuring that meetings are accessible to the public by all means available.

To have oversight of Council-run markets.

To negotiate any borrowings on the best possible terms and to recommend accordingly to the Council.

To consider Health and Safety matters except staff welfare.

To ensure effective IT services are procured and provided at best value to the Council.

To oversee effective communication with the public, so that decisions are communicated speedily and effectively by means of the website, social and other media.

To enter into legal proceedings on the Council's behalf within the Committee's delegated limit of financial expenditure.

To consider the delegation of appropriate services to the Town Council from other authorities.

To respond to consultations from Government and other bodies that will not admit of delay.

To manage and maintain expenditure for maintenance and determine emergency repairs, safety and upkeep of the Council's land, buildings, and premises.

To ensure effective management of the Monks Wall Nature Reserve including budget for Monks Wall Nature Reserve; Monks Wall Sub-Committee to report to F&GP Committee to include regular reports from the Monks Wall Warden and management team.

To deal with matters not normally dealt with or specifically referred to other Committees or Sub Committees.

Working Groups

The Committee may establish working groups, made up of volunteers from the community to aid them in any Project related work.

Each working group should have a lead person from the Committee, ideally not the Chair of the Committee.

Changes to the Terms of Reference

This constitution may be amended with the support of at least two thirds of the current membership at a Committee meeting and with the approval of the Town Council.

3. MONKS WALL COMMITTEE

Role of Committee:

To be responsible for the management and budgetary issues affecting the Monks Wall Nature Reserve unless the matter is urgent and should be reported direct to Council.

Membership:

There will be FIVE Town Councillors including the Mayor appointed by the Full Council at the Annual Town Council Meeting each May.

The Mayor will be the vice-Chair of the Committee.

The chair of the Committee will be elected at the first meeting of the Committee.

The quorum for a meeting will be a minimum of three Councillor members. In the absence of a quorum the meeting will cease and no business to be transacted.

There is the option to co-opt up to four individuals with a particular knowledge or expertise that will benefit the Committee's operation. The appointment of any potential co-optees will take place at the first meeting of the Committee following the Annual Town Council Meeting in May.

Town Councillors who are not members of the Committee may attend the meeting without voting rights.

Any casual vacancies during the year will be for the Council to decide any new appointment.

Roles and Relationships

The Town Council will provide the opportunity for the endorsement of regular reports from the Chair via its meeting agenda. The Chair of the Committee can produce a report to seek support from the Council for any Committee recommendations before the next Committee meeting to expediate decisions.

Meetings:

The Committee is required to hold meetings on a quarterly basis; the schedule has to be agreed by Council. The Town Clerk or nominated officer shall attend all Committee meetings. There will be no meeting held in August of each year.

At least three clear days' notice of meetings shall be sent to members via the communication method agreed with, and appropriate to each individual member.

The Town Clerk or Nominated Officer shall keep a record of meetings and circulate minutes to the Chair and Committee members in seven days under normal circumstances. Minutes shall be made publicly available on the Town Council website and in hard copy at the Guildhall

Voting:

All decisions of the Committee shall be determined by majority vote. The Chair has the casting vote when there are equal numbers of votes.

Voting at the Committee will be by show of either voting cards or hands.

Duties, Responsibilities and Powers:

To oversee and manage the Monks Wall Nature Reserve and to make recommendations in respect of management and improvements.

To receive regular reports from the Monks Wall Nature Reserve Warden in respect of the Reserve.

To ensure the Reserve is open to the public and serves the needs of the people of Sandwich and the surrounding areas.

To promote the Reserve to the people of Sandwich and the surrounding areas.

To ensure that the Council is informed of the budget position including the Rural Payments Agency Basic Payment Scheme Delinked Payments which are externally managed.

Finance

All grants and funding will be applied for and held by the Town Council, who will ring-fence the funds for the Project purposes only.

Notification of all planned expenditure will be given to the Town Clerk before actual costs are incurred.

Invoices will be made out in the name of the Town Council who will pay them at their next scheduled Town Council meeting.

Changes to the Terms of Reference

This constitution may be amended with the support of at least two thirds of the current membership at a Committee meeting and with the approval of the Town Council.

4. HERITAGE AND TOWNSCAPE COMMITTEE

Role of Committee:

The purpose of the H&T Committee is to be responsible for external matters, outward facing to the public and dealing with heritage and townscape, environment, tourism, and business development.

Membership:

There will be a minimum of NINE Town Councillors including the Mayor appointed by the Full Council at the Annual Town Council Meeting each May.

The Mayor will be vice-chair of the Committee.

The Chair of the Committee to be elected at the first Committee meeting.

The quorum for a meeting will be a minimum of five Councillor members. In the absence of a quorum the meeting will cease and no business to be transacted.

There is the option to co-opt up to three individuals with a particular knowledge or expertise that will benefit the Committee's operation. The appointment of any potential co-optees will take place at the first meeting of the Committee following the Annual Town Council Meeting in May.

Town Councillors who are not members of the Committee may attend the meeting without voting rights.

Any casual vacancies during the year will be for the Council to decide any new appointment.

Roles and Relationships

The Town Council will provide the opportunity for the endorsement of regular reports from the Chair via its meeting agenda. The Chair of the Committee can produce a report to seek support from the Council for any Committee recommendations before the next Committee meeting to expediate decisions.

Meetings:

The Committee is required to hold meetings on a monthly basis; the schedule has to be agreed by Council. The Town Clerk or nominated officer shall attend all Committee meetings. There will be no meeting held in August of each year.

At least three clear days' notice of meetings shall be sent to members via the communication method agreed with, and appropriate to each individual member.

The Town Clerk or Nominated Officer shall keep a record of meetings and circulate minutes to the Chair and Committee members in seven days under normal circumstances. Minutes shall be made publicly available on the Town Council website and in hard copy at the Guildhall

Voting:

All decisions of the Committee shall be determined by majority vote. The Chair has the casting vote when there are equal numbers of votes.

Voting at the Committee will be by show of either voting cards or hands.

Duties, Responsibilities and Powers:

To recommend improvements for the Town and how the Town Council can facilitate the implementation with use of funding, sponsorship, and grant opportunities.

To work on PR & Marketing initiatives that will promote the Town to local residents and

visitors.

To protect existing heritage assets and direct future growth and development in the town.

To protect and improve the town's built and green environment, helping to make the town safe, sustainable, and amenable.

To promote the prosperity of the town in general by forging effective alliances and improvement plans with businesses, the Chamber of Commerce or its successor body, and other statutory agencies.

If appropriate, make recommendations to the Council on revenue or capital expenditure over and above Council's approved budget.

To recommend that representations be made to the appropriate authorities on car parks and car parking charges, public transport within Sandwich, rail services and air transport that might affect the town.

To promote the provision of new or expanded leisure and visitor facilities where there is clear need and demand.

To consider mobility issues within the town including the safety of roads and pavements, dropped kerbs, cycle provisions, and pedestrian and cyclist safety.

To recommend that representations be made on all other matters that impact upon the quality of life in the town – in particular, health services, housing, community care, emergency services, transport, utilities, telecommunications, emergency planning and community safety.

To manage the public conveniences leased by the Council.

To have oversight of the Visitor Information Centre for the benefit of residents and visitors, receiving regular reports on visitor numbers, strategies, policies, and plans.

To consider working with businesses and the Chamber of Commerce, or its successor body, to develop a business plan for the town that will maximise the opportunities for business prosperity, in balance with the wider needs and amenity of the town for residents and visitors.

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

To manage, protect and enhance the town's built and green environment, by direct action where it falls within the Council's powers and duties, or making representations otherwise to the appropriate authorities.

To recommend that representations be made to the appropriate authorities on the Council's Climate emergency and Fair-trade status.

To recommend that representations be made to the appropriate authorities on any other environmental matters that impact upon the amenity and beauty of the town.

Working Groups

The Committee may establish working groups, made up of volunteers from the community to aid them in any Project related work.

Each working group should have a lead person from the Committee, ideally not the Chair of the Committee.

Finance

All grants and funding will be applied for and held by the Town Council, who will ring-fence the funds for the Project purposes only.

Notification of all planned expenditure will be given to the Town Clerk before actual costs are incurred.

Invoices will be made out in the name of the Town Council who will pay them at their next scheduled Town Council meeting.

Changes to the Terms of Reference

This constitution may be amended with the support of at least two thirds of the current membership at a Committee meeting and with the approval of the Town Council.

5. HUMAN RESOURCES COMMITTEE

Role of Committee:

To manage human resources for the Council, to review, debate and recommend policy and operational matters concerned with the Council's Human Resources. To manage the Human Resources budget which includes training budget for Members and staff.

Membership:

The Committee shall consist of up to FIVE Councillors appointed by the Full Council at the Annual Town Council Meeting each May.

The Mayor will be vice-chair of the Committee.

The Chair of the Committee to be elected at the first Committee meeting.

The quorum for a meeting will be a minimum of five Councillor members. In the absence of a quorum the meeting will cease and no business to be transacted.

The Committee may not appoint anyone other than Town Councillors to the committee.

Town Councillors who are not members of the Committee may attend the meeting without voting rights.

Any casual vacancies during the year will be for the Council to decide any new appointment.

Roles and Relationships

The Town Council will provide the opportunity for the endorsement of regular reports from

the Chair via its meeting agenda. The Chair of the Committee can produce a report to seek support from the Council for any Committee recommendations before the next Committee meeting to expediate decisions.

Meetings:

The committee is required to hold meetings on a quarterly basis; the schedule has to be agreed on by Council. There will be no meeting held in August of each year.

At least three clear days' notice of meetings shall be sent to members via the communication method agreed with, and appropriate to each individual member.

The Town Clerk or Nominated Officer shall keep a record of meetings and circulate minutes to the Chair and Committee members in seven days under normal circumstances. Minutes shall be made publicly available on the Town Council website and in hard copy at the Guildhall

Voting:

All decisions of the Committee shall be determined by majority vote. The Chair has the casting vote when there are equal numbers of votes.

Voting at the Committee will be by show of either voting cards or hands.

Duties, Responsibilities and Powers:

To review existing staffing related policies to ensure that pay and working conditions are in line with the sector and meet all relevant statutory UK regulations and legislation including amendments and the Council follows good working practices as defined by the Chartered Institute of Personnel and Development.

To authorise Members' attendance at conferences, courses, and meetings.

To review staffing resources annually, draft a staffing strategy, implement, review, and monitor strategy to ensure the work of the Town Council is efficiently discharged in consultation with Full Council.

To review recruitment policies to ensure that the council do not discriminate against sex, age, race, colour or disability and that the policies consider both the needs of the job and that of Council.

Research and investigate new HR policies and initiatives for consideration by the Full Council for approval.

To determine pay and contractual conditions of employment and review/update these as necessary to comply with UK Employment Law as well as good practice. To rely on, where appropriate, the Scheme of Conditions of Service of the National Joint Councils and the National Association of Local Councils.

To oversee the Council's pension policy and the criteria required for eligibility.

To oversee and agree the annual appraisal of the Town Clerk through the Mayor of Town Council, who will conduct regular reviews and the annual appraisal.

Oversee the grievance, misconduct and dismissal procedures and nominate hearing panels to determine decisions as and when required.

To determine the training and qualification policy of the Council and to recommend and oversee all training for employees and Councillors.

To oversee and support the Town Clerk in the approval of all staff recruitment, retention processes, appointment, training, appraisals, and suspensions. Any proposed dismissals to be decided by Council.

To provide regular reports to Council on actions taken.

To establish and review performance management;

The Town Clerk to be responsible for the general staffing appraisals, keeping a written and electronic records

- (i) The Mayor and Members of the HR Committee who have undergone training to be responsible for the Clerk's appraisal, keeping a written and electronic record.

To establish the health, safety and welfare policies of the Council and oversee implementation and compliance.

To monitor the leave and absences of employees in order to address any regular or sustained staff absences.

To ensure all disciplinary and grievance policies are dealt with in line with the Council's procedures.

One Member of the committee may be invited to sit on the Appeals Committee if and when required; Council will decide Appeals.

To manage the Human Resources budget including the training budget for Members and the staff of the Town Council.

To consider draft policies for STC and to recommend to Council.

Changes to the Terms of Reference

This constitution may be amended with the support of at least two thirds of the current membership at a Committee meeting and with the approval of the Town Council.

6. APPEALS COMMITTEE

Role of Committee:

To act as an independent appeals committee.

Membership:

The Committee shall consist of FIVE Councillors, advisable to include the Mayor of the Council and to include one from the Human Resources Committee appointed by Council as and when required.

The quorum for a meeting will be a minimum of five Councillor members.

Meetings:

The committee will meet as and when required. The Terms of Reference to be agreed by the Human Resource Committee prior to the Appeals Committee meeting.

At least three clear days' notice of meetings shall be sent to members via the communication method agreed with, and appropriate to each individual member.

Voting:

All decisions of the Committee shall be determined by majority vote. The Chair has the casting vote when there are equal numbers of votes.

Voting at the Committee will be by show of either voting cards or hands.

Duties, Responsibilities and Powers:

To hear and determine all matters of appeal concerning employees.

7. PLANNING COMMITTEE

Role of Committee:

The Committee role is to consider, decide upon and make recommendations on

- Acting as statutory consultee for planning application consultations sent by Dover District Council and any other authorities.
- To respond to planning applications within the relevant timescale, setting out the Council's views on each application.
- Statutory and non-Statutory planning policy documents from whatever source.
- To debate and recommend strategy and action on any matters related to highways and by-ways of Sandwich or highways or by-ways that directly affect the Town.
- To consider and review all strategic planning issues, including the District Local Plan and national planning policies, as far as they impact upon Sandwich and its setting.
- To make representations in respect of appeals against the refusal of planning permission.
- To make representations in respect of enforcement action or breaches of planning regulations.
- To make representations regarding street naming, tree work applications and highways matters.
- To make representations on pedestrian and cyclist safety.
- To make representations regarding street furniture applications to DDC.
- To make representations regarding licensing notices and issues

received from DDC.

Membership:

The Committee shall consist of up to NINE Members appointed by the Full Council at the Annual Town Council Meeting each May.

The Mayor will be Vice-chair of the Committee.

The Chair of the Committee to be elected at the first Committee meeting.

The quorum for a meeting will be a minimum of five Councillor members. In the absence of a quorum the meeting will cease and no business to be transacted.

Any casual vacancies during the year will be for the Council to decide any new appointment.

There is the option to co-opt up to three individuals with a particular knowledge or expertise that will benefit the Committee's operation. The appointment of any potential co-optees will take place at the first meeting of the Committee following the Annual Town Council Meeting in May.

Town Councillors who are not members of the Committee may attend the meeting without voting rights.

Roles and Relationships

The Town Council will provide the opportunity for the endorsement of regular reports from the Chair via its meeting agenda. The Chair of the Committee can produce a report to seek support from the Council for any Committee recommendations before the next Committee meeting to expediate decisions.

Meetings:

The Committee is required to hold meetings on a monthly basis; the schedule has to be agreed by Council. The Town Clerk or nominated officer shall attend all Committee meetings. There will be no meeting held in August of each year unless there are planning applications to be considered.

At least three clear days' notice of meetings shall be sent to members via the communication method agreed with, and appropriate to each individual member.

The Town Clerk or Nominated Officer shall keep a record of meetings and circulate minutes to the Chair and Committee members in seven days under normal circumstances . Minutes shall be made publicly available on the Town Council website and in hard copy at the Guildhall.

Voting:

All decisions of the Committee shall be determined by majority vote. The Chair has the casting vote when there are equal numbers of votes.

Voting at the Committee will be by show of either voting cards or hands.

Duties, Responsibilities and Powers:

The Committee can ask any member of the public, company, or organisation they think will be of benefit to the decision making of the Committee to give evidence to the Committee.

- The Committee will perform the following on behalf of Full Council;
 - Scrutinize all planning applications made within the area covered by Sandwich Town Council.
 - Scrutinize any planning applications that are on other areas, but which may impact on the area covered by Sandwich Town Council.
 - Make recommendations on behalf of Full Council, as to whether the application should be;
 - i. Supported (with or without comments);
 - ii. Objection (with comments);
 - iii. No Objection offered or
 - iv. Called In (this can only be undertaken by a District Councillor).
- * DEVOLVED AUTHORITY – Where the Planning Application is subject to time constraints for comments which mean that a meeting will not be held before the deadline for comments then the Chair and Vice Chair have the authority of Full Council to do any of the following through the Clerk;
 - a. Call an Extra-Ordinary Meeting of the Planning Committee to consider the matter.
 - b. Ask any District or County Councillor (as appropriate) to “Call In” the application.
 - c. Make representation to the relevant authority requesting an extension to the consultation dates.
 - d. Ensuring they comply with any Planning Policy of Sandwich Town Council, make a response on behalf of Sandwich Town Council, reporting such response to the next available Full Council Meeting.
- The Committee will carry out any site visits through and with the Clerk it feels is necessary to assist it in its deliberations. These visits do not include inside a property.
- The Committee will provide an overview to the Full Council monthly if matters warrant their attention.

Changes to the Terms of Reference

This constitution may be amended with the support of at least two thirds of the current membership at a Committee meeting and with the approval of the Town Council.

8. SUBSTITUTION

Where an ordinary Member of a Committee cannot attend a Committee meeting a substitute Member may be proposed and communicated to the Chair of the Committee and Town Clerk in writing by the ordinary Member at least 1 working day with the agreement of the substitute Member before the meeting takes place, the appointment of the substitute if agreed by the Committee Members of the meeting to be permitted voting rights for that meeting.

9. DELEGATIONS

(a) General

Where powers of duties have been delegated to a Committee it shall be competent for that Committee in turn to assign functions or delegate powers and duties to the Town Clerk provided that any action taken under delegated powers by the Town Clerk shall be reported to the next meeting of the appropriate committee or sub-committee (or Council) for information.

A committee may set up a working group to investigate, consider and report back with recommendations on any issue.

Any power or duty which is delegated under this scheme is subject to Town Council policy and the approved budget and may also be exercised by the Town Council or any Committee which has delegated or further delegated that power or duty.

(b) Mayor's powers

The Town Clerk may, in consultation with the Mayor of the Council, on the Council's behalf deal with, decide, or take action on such matters as will not admit of delay, subject to a report indicating such action being submitted to the next meeting of the Council.

(c) Delegation to the Town Clerk

The following list of delegations to the Town Clerk may, from time to time, be further delegated to the Council's officers at the discretion of the Town Clerk.

To be and carry out the functions of the Proper Officer under the Local Government Act 1972

To arrange and call meetings of the Town Council and its Committees and Sub-Committees; and to implement decisions thereof.

The general management of the Council's services in accordance with the policies determined from time to time by the Council and its Committees, including dealing with correspondence and handling complaints and requests for information.

The management of the Town Council's facilities.

The initiation of new arrangements and revision of existing arrangements for the improved management of Council establishments providing the estimated cost has been included in the current revenue budget.

The determination of the use of existing office accommodation, the purchase of equipment and the authorisation of repairs and maintenance to all buildings and equipment within the financial limit of the current revenue budget.

The implementation of non-discretionary adjustments to the Scheme of Conditions of Service of the National Joint Council

The appointment, management, development, appraisal, and discipline of employees.

The delegation of staff to attend courses, seminars etc. relevant to their position with the Council

Any action necessary in an emergency to protect the Council's property or assets or minimise its liabilities, subject to consultation where practicable with the Mayor and to report back to the next appropriate Council meeting.

(d) Further Delegations

The Council may from time-to-time further delegate action to the Town Clerk. Such delegation will be clearly minuted and revised accordingly.

(e) Delegations to the Responsible Financial Officer

To be the Responsible Financial Officer for the purposes of section 151 of the Local Government Act 1972 and carry out the functions of the Responsible Financial Officer under the Local Government Act 1972, including the maintenance of the Council's accounts, arrangements for internal audit and the preparation of budget estimates for the forthcoming year.

To make arrangements to pay the salaries and wages of employees of the Council.

DRAFT

Report to Councillors and Members of: Sandwich Town Council
Meeting scheduled for 18th December 2023
Report from: Town Clerk
Date: 13th December 2023
Subject: Sea Link Project Report
Classification: General
Purpose of report:
To consider the details provided by the Sea Link Project and the consultation opportunity.
Content:
<p>The Council have been informed that National Grid Electricity Transmission plc (NGET) will launch a statutory consultation on the proposed Sea Link project ('the Project'), starting on 24 October 2023 and running until 23:59 on 18 December 2023.</p> <p>About the project</p> <p>The Project involves the reinforcement of the electricity transmission network between Suffolk and Kent, predominantly via an offshore High Voltage Direct Current (HVDC) link, but with onshore elements to connect into the transmission network. The proposed Project is split into three key elements, as follows.</p> <p>The Suffolk Onshore Scheme</p> <ul style="list-style-type: none"> • A connection from the existing transmission network via Friston Substation, including the substation itself. Friston Substation already has development consent as part of other third-party projects. If Friston Substation has already been constructed under another consent, only a connection into the substation would be constructed by the Sea Link project. • A high voltage alternating current (HVAC) underground cable of approximately 1.7 km in length between the proposed Friston Substation and a proposed converter station (below). • A 2 GW HVDC converter station up to 26 m high plus external equipment (such as lightning protection and railings for walkways) near Saxmundham. • An HVDC underground cable connection of approximately 10 km in length between the proposed converter station near Saxmundham, and a transition joint bay (TJB) approximately 900 m inshore from a landfall point (below) where the cable transitions from onshore to offshore technology. • A landfall on the Suffolk coast (between Aldeburgh and Thorpeness). <p>The proposals in Suffolk have been developed for Sea Link as a standalone project, but also include opportunities to co-locate infrastructure for up to two further projects at the converter station, cable corridors and the landfall location.</p> <p>The Offshore Scheme</p> <ul style="list-style-type: none"> • Approximately 130 km of subsea HVDC cable, running between the Suffolk landfall location (between Aldeburgh and Thorpeness), and the Kent landfall location at Pegwell Bay. <p>The Kent Onshore Scheme</p> <ul style="list-style-type: none"> • A landfall point on the Kent coast at Pegwell Bay. • A TJB approximately 800 m inshore to transition from offshore HVDC cable to onshore HVDC cable, before continuing underground for approximately 2 km to a proposed new converter station (below). • A 2 GW HVDC converter station, up to 26 m high plus external equipment (such as lightning protection and railings for walkways), near Minster. A new substation would be located immediately adjacent.

- Removal of approximately 1 km of existing HVAC overhead line, and installation of approximately 2.25 km of new HVAC overhead line from the converter station and substation near Minster and the existing Richborough to Canterbury overhead line.

The project also includes modifications to sections of existing overhead lines in Suffolk and Kent, diversions of third-party assets, and land drainage from the construction and operational footprint. It also includes opportunities for environmental mitigation, compensation and enhancement (such as hedgerow creation and native tree planting). The construction phase would involve various temporary construction activities including working areas for construction equipment and machinery, site offices, storage, accesses, bellmouths, and haul roads, as well as watercourse crossings and the diversion of public rights of way.

The Secretary of State for Business, Energy and Industrial Strategy directed on 31 March 2022 that the Project is to be treated as development for which development consent is required. NGET will therefore apply for a Development Consent Order (DCO) from the Secretary of State, now known as the Secretary of State for Energy Security and Net Zero (the "Secretary of State") for the proposed Project. The development consent being sought will include a number of other provisions, including those which authorise the compulsory acquisition of land, and the compulsory acquisition of rights in, on or over land, if necessary, to construct, operate and maintain the proposed Project.

This letter is, therefore, notice that NGET is holding a consultation on the proposed Project under the Act. The consultation will run from Tuesday 24 October 2023 until 23:59 on Monday 18 December 2023 and we invite responses on or before the closing date.

Responding to the consultation

During the consultation period, a series of public consultation events will be held where you can hear further details about the proposed Project and to speak with the project team. They include public information exhibitions, 'ask the experts' sessions and online webinars. We are also making available a range of consultation materials which provide further details of this consultation and our proposals. These materials can be accessed via the online Document Library page of our project website, with paper copies of certain documents available from deposit points across the project area. For more information, please visit the project website, www.nationalgrid.com/sealink.

We encourage you to respond to this consultation between 24 October 2023 and 18 December 2023. Responses can be submitted online at www.nationalgrid.com/sealink. Alternatively, you can return a printed copy of the response form or a free text response via email to contact@sealink.nationalgrid.com or post to Freepost SEA LINK.

Requests for paper copies of the technical documents will be reviewed on a case by-case basis. To cover printing costs a reasonable copying charge may apply, to be paid for by the recipient and up to a maximum value of £300 for the whole suite of consultation documents. These can be requested by contacting the Project Team by email at contact@sealink.nationalgrid.com, or by calling 0808 134 9569.

Please get in touch with us using the details below if you would like a printed or alternative format copy of the materials.

Telephone: 0808 134 9569

Email: contact@sealink.nationalgrid.com

We will review the proposals for the Project in light of the feedback we receive as part of this consultation and will consider if changes are needed to further reduce the effects on communities and the local area before we make our application for development consent. We may be required to make copies of representations available to the Secretary of State. We will however request that personal details are not placed on the public record. Personal details will be held securely in accordance with the applicable data laws and will be used solely in

connection with the consultation process and the development of this Project and, except as noted above, will not be disclosed to any third parties.

Recommendations:

Members invited to comment on the project and engage in the consultation opportunity which closes on 18th December 2023: Decision required.

Consultation Questionnaire

Kent County Council (KCC) is the Lead Local Flood Authority (LLFA) for Kent. As the LLFA we must produce a Local Flood Risk Management Strategy (Local Strategy) that sets out how local flood risks will be managed in the county by the authorities involved.

We are keen to hear your thoughts as we further develop this draft Local Strategy. We have provided this questionnaire for you to give your feedback.

This questionnaire can be completed online at www.kent.gov.uk/localfloodrisk. If you are unable to complete the questionnaire online, please complete this Word/paper form and return it to:

- **Email:** flood@kent.gov.uk Please use 'Local Flood Risk Management Strategy' as the subject.
- **Address:** Kent Local Flood Risk Management Strategy Consultation, Environment and Circular Economy, 1st Floor, Invicta House, County Hall, Maidstone, Kent, ME14 1XX

Please ensure your response reaches us by midnight on 30 January 2024.

What information do you need before completing the questionnaire?

We recommend that you view the consultation material online at www.kent.gov.uk/localfloodrisk before responding to this questionnaire.

You can answer all or as many of the questions as you like however, some questions require an answer. If you would rather not provide feedback on a section or question, just move on to the next one. If you need any help taking part in this consultation or have any questions, please contact us at flood@kent.gov.uk or telephone us on 03000 41 41 41.

Privacy: Kent County Council (KCC) collects and processes personal information in order to provide a range of public services. KCC respects the privacy of individuals and endeavours to ensure personal information is collected fairly, lawfully, and in compliance with the United Kingdom General Data Protection Regulation and Data Protection Act 2018. Read the full Privacy Notice at the end of this document.

Alternative formats: If you require any of the consultation material in an alternative format or language, or Large Print copies, please email: alternativeformats@kent.gov.uk or call: 03000 42 15 53 (text relay service number: 18001 03000 42 15 53). This number goes to an answering machine, which is monitored during office hours.



Section 1 – About you

Q1. Please tell us in what capacity you are completing this questionnaire:

Please select the option from the list below that most closely represents how you will be responding to this consultation. *Please select **one** option.*

You must provide a response to this question.

- On behalf of a Town or Parish Council, in an official capacity
- On behalf of a District or Borough Council, in an official capacity
- Flood Action Group
- Risk Management Authority
- Charity or not-for-profit organisation
- Developer, House Builder or Consultant working in the development industry
- Kent resident (living in the Kent County Council authority area)
- Resident from somewhere else, such as Medway
- Other, please specify:

Q1a. If you are responding on behalf of an organisation, please tell us the name of your organisation. Please write in below.

Q2. Please tell us the first five characters of your postcode:

Please do not reveal your whole postcode. If you are responding on behalf of an organisation, please use your organisation's postcode. We use this to help us to analyse our data. It will not be used to identify who you are.



Q3. How did you find out about this consultation? *Select all that apply.*

- An email from KCC's Flood and Water Management Team
- An email from Let's talk Kent / KCC's Engagement and Consultation Team
- KCC County Councillor
- From my Parish / Town / Borough / District Council
- From a friend or relative
- Facebook
- 'X' (formerly Twitter)
- Nextdoor
- Kent.gov.uk website
- Newspaper
- From another organisation
- Other, please specify:



Section 2 – The draft Kent Local Flood Risk Management Strategy 2024-2034 (Local Strategy)

Q4. To what extent do you agree or disagree that the draft Kent Local Flood Risk Management Strategy 2024-2034 (Local Strategy) clearly sets out our strategy for local flood risk management in Kent?

Please select one option.

<input type="checkbox"/>	Strongly agree
<input type="checkbox"/>	Tend to agree
<input type="checkbox"/>	Neither agree nor disagree
<input type="checkbox"/>	Tend to disagree
<input type="checkbox"/>	Strongly disagree
<input type="checkbox"/>	Don't know

Q4a. Please tell us the reason for your answer to Q4, in the box below.

If your suggestion relates to a specific section / page, please provide details in your answer.

Section 4 of the local strategy (pages 8-9) sets out four objectives for local flood risk management.

- Objective 1: Understanding Flood Risk
- Objective 2: Reduce the Risk of Flooding
- Objective 3: Resilient Planning
- Objective 4: Resilient Communities

The following questions ask for your feedback on each objective, the actions we will undertake to achieve these and the activities that will be used to measure them.

Objective 1: Understanding Flood Risk - Risk Management Authorities in Kent have a clear understanding of local flood risk mechanisms including risks resulting from climate change and will share these with partners to create an evidence base for flood risk and climate adaptation.

Q5a. To what extent do you agree or disagree with Objective 1 as set out in the draft Local Strategy?

Please select **one** option.

<input type="checkbox"/>	Strongly agree
<input type="checkbox"/>	Tend to agree
<input type="checkbox"/>	Neither agree nor disagree
<input type="checkbox"/>	Tend to disagree
<input type="checkbox"/>	Strongly disagree
<input type="checkbox"/>	Don't know

Q5b. To what extent do you agree or disagree with the actions set out in the ‘To achieve this we will...’ section for Objective 1?

Please select **one** option for each action / row.

	Strongly agree	Tend to agree	Neither agree nor disagree	Tend to disagree	Strongly disagree	Don't know
Improve communication and data sharing between risk management authorities following flood events						
Continue to undertake Section 19 investigations of significant floods in Kent						
Support the next round of water company Drainage and Wastewater Management Plans						
Maintain the asset register and work with partners to understand opportunities to improve it						
Include climate change assessments in flood risk investigations						



Appendix 1 (pages 18 – 19) sets out the activities for each objective that will be measured using the metrics conveyed in both Table A1-1 and Table A1-2.

The identified activities for Objective 1 are:

- Section 19 reports published
- Flood risk studies
- Asset register
- Work to improve communication following a flood event
- Work to improve the flood asset register

Q5c. To what extent do you agree or disagree with how we will measure the activities we will undertake to achieve the delivery of Objective 1?

Please select **one** option.

<input type="checkbox"/>	Strongly agree
<input type="checkbox"/>	Tend to agree
<input type="checkbox"/>	Neither agree nor disagree
<input type="checkbox"/>	Tend to disagree
<input type="checkbox"/>	Strongly disagree
<input type="checkbox"/>	Don't know

Q5d. If you would like to provide comments on Objective 1, including any of the actions and/or activities we will undertake to achieve this objective, please tell us in the box below.

If you have any suggestions on other actions, activities or metrics you would like us to report on annually, please include these in your answer. If your suggestion relates to a specific activity or metric, please provide details.

Objective 2: Reduce the Risk of Flooding - To protect the people and businesses of Kent from flooding through the delivery of flood risk management projects and programmes using new or innovative techniques where appropriate.

Q6a. To what extent do you agree or disagree with Objective 2 as set out in the draft Local Strategy? Please select one option.

<input type="checkbox"/>	Strongly agree
<input type="checkbox"/>	Tend to agree
<input type="checkbox"/>	Neither agree nor disagree
<input type="checkbox"/>	Tend to disagree
<input type="checkbox"/>	Strongly disagree
<input type="checkbox"/>	Don't know

Q6b. To what extent do you agree or disagree with the actions set out in the 'To achieve this we will...' section for Objective 2?

Please select one option for each action / row.

	Strongly agree	Tend to agree	Neither agree nor disagree	Tend to disagree	Strongly disagree	Don't know
Deliver more schemes to reduce the risk of local flooding						
Work with partners to co-deliver schemes						
Support Southern Water's Clean Rivers and Seas Taskforce						
Ensure multiple benefits are included in flood risk management schemes						
Continue to provide advice on land drainage and riparian responsibilities						

Appendix 1 (pages 18 – 19) sets out the activities for each objective that will be measured using the metrics conveyed in both Table A1-1 and Table A1-2.

The identified activities for Objective 2 are:

- Flood risk management schemes delivered
- Schemes delivered as part of the Clean Rivers and Seas Taskforce
- Land drainage advice
- Multiple benefits delivered through flood risk management schemes

Q6c. To what extent do you agree or disagree with how we will measure the activities we will undertake to achieve the delivery of Objective 2?

Please select **one** option.

<input type="checkbox"/>	Strongly agree
<input type="checkbox"/>	Tend to agree
<input type="checkbox"/>	Neither agree nor disagree
<input type="checkbox"/>	Tend to disagree
<input type="checkbox"/>	Strongly disagree
<input type="checkbox"/>	Don't know

Q6d. If you would like to provide comments on Objective 2, including any of the actions and/or activities we will undertake to achieve this objective, please tell us in the box below.

If you have any suggestions on other actions, activities or metrics you would like us to report on annually, please include these in your answer.

If your suggestion relates to a specific activity or metric, please provide details.

Objective 3: Resilient Planning - Development and infrastructure delivery in Kent takes an active role in flood risk management, taking opportunities to manage on-site and off-site flood risk.

Q7a. To what extent do you agree or disagree with Objective 3 as set out in the draft Local Strategy?

Please select **one** option.

<input type="checkbox"/>	Strongly agree
<input type="checkbox"/>	Tend to agree
<input type="checkbox"/>	Neither agree nor disagree
<input type="checkbox"/>	Tend to disagree
<input type="checkbox"/>	Strongly disagree
<input type="checkbox"/>	Don't know

Q7b. To what extent do you agree or disagree with the actions set out in the 'To achieve this we will...' section for Objective 3?

Please select **one** option for each action / row.

	Strongly agree	Tend to agree	Neither agree nor disagree	Tend to disagree	Strongly disagree	Don't know
Continue to encourage and support planning applications to appropriately consider the delivery of Sustainable Drainage Systems and reduce flood risk where possible						
Implement Schedule 3 of the Flood and Water Management Act 2010						
Work with local planning authorities to ensure local flood risk is considered in local plan making and opportunities to proactively reduce flood risk are included						

Appendix 1 (pages 18 – 19) sets out the activities for each objective that will be measured using the metrics conveyed in both Table A1-1 and Table A1-2.

The identified activities for Objective 3 are:

- Planning application consultations
- Progress on implementing Schedule 3
- Additional local flood risk management benefits achieved through the local plan making process

Q7c. To what extent do you agree or disagree with how we will measure the activities we will undertake to achieve the delivery of Objective 3?

Please select **one** option.

<input type="checkbox"/>	Strongly agree
<input type="checkbox"/>	Tend to agree
<input type="checkbox"/>	Neither agree nor disagree
<input type="checkbox"/>	Tend to disagree
<input type="checkbox"/>	Strongly disagree
<input type="checkbox"/>	Don't know

Q7d. If you would like to provide comments on Objective 3, including any of the actions and/or activities we will undertake to achieve this objective, please tell us in the box below.

If you have any suggestions on other actions, activities or metrics you would like us to report on annually, please include these in your answer. If your suggestion relates to a specific activity or metric, please provide details.

Objective 4: Resilient Communities - Residents and businesses of Kent are able to better prepare, understand and manage their own flood risk as appropriate, by having access to relevant flood risk information and support from risk management authorities. Communities and individuals are empowered to act to protect themselves from flooding through individual efforts, partnerships and joint working.

Q8a. To what extent do you agree or disagree with Objective 4 as set out in the draft Local Strategy? Please select one option.

- Strongly agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Strongly disagree
- Don't know

Q8b. To what extent do you agree or disagree with the actions set out in the 'To achieve this we will...' section for Objective 4?

Please select **one** option for each action / row.

	Strongly agree	Tend to agree	Neither agree nor disagree	Tend to disagree	Strongly disagree	Don't know
Improve communities' access to appropriate data and information to understand flood risk in their area						
Support communities to establish and maintain Flood Action Groups						
Continue to promote the voluntary role of flood warden within flood risk communities, in partnership with the Environment Agency						
Encourage communities to prepare local flood plans						



Appendix 1 (pages 18 – 19) sets out the activities for each objective that will be measured using the metrics conveyed in both Table A1-1 and Table A1-2.

The identified activities for Objective 4 are:

- Flood Action Groups
- Flood wardens
- Work to improve communities' access to flood risk data and information

Q8c. To what extent do you agree or disagree with how we will measure the activities we will undertake to achieve the delivery of Objective 4?

Please select **one** option.

<input type="checkbox"/>	Strongly agree
<input type="checkbox"/>	Tend to agree
<input type="checkbox"/>	Neither agree nor disagree
<input type="checkbox"/>	Tend to disagree
<input type="checkbox"/>	Strongly disagree
<input type="checkbox"/>	Don't know

Q8d. If you would like to provide comments on Objective 4, including any of the actions and/or activities we will undertake to achieve this objective, please tell us in the box below.

If you have any suggestions on other actions, activities or metrics you would like us to report on annually, please include these in your answer. If your suggestion relates to a specific activity or metric, please provide details.

Section 5.2 of the draft Local Strategy (pages 12 - 14) sets out the challenges that we have identified for delivering local flood risk management in Kent.

Q9a. To what extent do you agree or disagree that the draft Local Strategy has identified the right challenges to delivering local flood risk management in Kent?

Please select **one** option.

<input type="checkbox"/>	Strongly agree
<input type="checkbox"/>	Tend to agree
<input type="checkbox"/>	Neither agree nor disagree
<input type="checkbox"/>	Tend to disagree
<input type="checkbox"/>	Strongly disagree
<input type="checkbox"/>	Don't know

Q9b. If you would like to make a comment about the challenges or if you would like to suggest any other challenges to delivering local flood risk management in Kent, please provide details in the box below.

If your comment / suggestion relates to a specific challenge, please make this clear in your answer.

Q10. If you would like to make any other comments about the draft Local Strategy, including any other information, details or links that you feel should be included, please provide them in the box below.

If your suggestion relates to a specific objective, activity or metric please provide details.

Section 3 – Equality analysis

We have completed an initial Equality Impact Assessment (EqIA) for the draft Local Strategy.

An EqIA is a tool to assess the impact any proposals would have on the protected characteristics: age, disability, sex, gender identity, sexual orientation, race, religion or belief, and carer's responsibilities. The EqIA is available online at www.kent.gov.uk/localfloodrisk or in hard copy on request.

Q11. We welcome your views on our equality analysis and if you think there is anything we should consider relating to equality and diversity, please add any comments below.

Please do not include any personal information that could identify you within your response.

Section 4 – More about you

We want to make sure that everyone is treated fairly and equally, and that no one gets left out. That's why we are asking you these questions. We will use this information only to help us make decisions and improve our services.

If you would rather not answer any of these questions, you don't have to.

It is not necessary to answer these questions if you are responding on behalf of an organisation.

Q12. Are you...? Please select one option.

<input type="checkbox"/>	Male
<input type="checkbox"/>	Female
<input type="checkbox"/>	I prefer not to say

Q13. Is your gender the same as at your birth? Please select one option.

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	I prefer not to say

Q14. Which of these age groups applies to you? Please select one option.

0-15	<input type="checkbox"/>	16-24	<input type="checkbox"/>	25-34	<input type="checkbox"/>	35-49	<input type="checkbox"/>	50-59	<input type="checkbox"/>
60-64	<input type="checkbox"/>	65-74	<input type="checkbox"/>	75-84	<input type="checkbox"/>	85+ over	<input type="checkbox"/>	I prefer not to say	<input type="checkbox"/>

Q15. Do you regard yourself as belonging to a particular religion or holding a belief? Please select one option.

- Yes
- No
- I prefer not to say

Q15a. If you answered 'Yes' to Q15, which of the following applies to you? Please select one option.

- Christian
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Other
- I prefer not to say

If you selected Other, please specify:

The Equality Act 2010 describes a person as disabled if they have a long standing physical or mental condition that has lasted, or is likely to last, at least 12 months; and this condition has a substantial adverse effect on their ability to carry out normal day-to-day activities. People with some conditions (cancer, multiple sclerosis, and HIV / AIDS, for example) are considered to be disabled from the point that they are diagnosed.

Q16. Do you consider yourself to be disabled as set out in the Equality Act 2010?
Please select **one** option.

- Yes
- No
- I prefer not to say

Q16a. If you answered 'Yes' to Q16, please tell us the type of impairment that applies to you.

You may have more than one type of impairment, so please select all that apply. If none of these applies to you, please select 'Other' and give brief details of the impairment you have.

- Physical impairment
- Sensory impairment (hearing, sight or both)
- Longstanding illness or health condition, such as cancer, HIV / AIDS, heart disease, diabetes or epilepsy
- Mental health condition
- Learning disability
- I prefer not to say
- Other

Other, please specify:

Q17. To which of these ethnic groups do you feel you belong? Please select one option. (Source 2011 Census)

White English	<input type="checkbox"/>	Mixed White & Black Caribbean	<input type="checkbox"/>
White Scottish	<input type="checkbox"/>	Mixed White & Black African	<input type="checkbox"/>
White Welsh	<input type="checkbox"/>	Mixed White & Asian	<input type="checkbox"/>
White Northern Irish	<input type="checkbox"/>	Mixed Other*	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	Black or Black British Caribbean	<input type="checkbox"/>
White Gypsy / Roma	<input type="checkbox"/>	Black or Black British African	<input type="checkbox"/>
White Irish Traveller	<input type="checkbox"/>	Black or Black British Other*	<input type="checkbox"/>
White Other*	<input type="checkbox"/>	Arab	<input type="checkbox"/>
Asian or Asian British Indian	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Asian or Asian British Pakistani	<input type="checkbox"/>	I prefer not to say	<input type="checkbox"/>
Asian or Asian British Bangladeshi	<input type="checkbox"/>		
Asian or Asian British Other*	<input type="checkbox"/>		

*Other - If your ethnic group is not specified on the list, please describe it here:

Thank you for taking the time to complete this questionnaire; your feedback is important to us. All feedback received will be reviewed and considered as we finalise the strategy.

We will report back on the feedback we receive, but details of individual responses will remain anonymous, and we will keep your personal details confidential.

Closing date for responses: 30 January 2024

Consultation Privacy Notice

Last updated: 30 April 2023

Who are we?

We, Kent County Council (KCC), take our privacy obligations seriously and we've created this privacy policy to explain how we treat your personal information collected in this questionnaire. Personal information is information we hold which is identifiable as being about you.

Our collection, use and disclosure of your personal information is regulated under the United Kingdom Data Protection Regulation and the Data Protection Act 2018. We are responsible as 'controller' of that personal information for the purposes of those laws. Our Data Protection Officer is Benjamin Watts.

The personal information we collect and use

Information collected by us

In the course of responding to consultations published by Kent County Council we collect the following personal information when you provide it to us:

- responses to questionnaire / consultation
- equalities data collected through questionnaire response - age, sex, gender identity, ethnicity, religion or belief, sexuality, disability, pregnancy or maternity or if you are a Carer
- employment and education details
- postcode.

We ask you not to provide information that will identify you in your response in this questionnaire.

You do not need to submit any equalities or postcode information if you do not want to. KCC is committed to the principle that all our customers have the right to equality and fairness in the way they are treated and in the services that they receive. Any information you do give will be used to see if there are any differences in views for different groups of people, and to check if services are being delivered in a fair and reasonable way.

We will not ask you to provide your name, email or full home address. If you provide this information, it will not be entered into spreadsheets or databases used to process response data and will not be used in producing reports. We will follow our Data Protection policies to keep your information secure and confidential. Your equality data will be anonymised before it is shared with external organisations who have been commissioned on individual projects to undertake analysis and reporting on our engagement and consultation activities.

How we use your personal information

We collect and use this information in order to:

- understand your views about a particular topic or KCC activity
- analyse consultation and engagement activity
- inform KCC's future strategy, policy, service design and budget planning
- undertake equality monitoring.

We may use your postcode to analyse the geographical spread of responses and in some cases to understand in more detail how responses are impacted by location. We will only ask you for the first five characters of your postcode to avoid being able to identify specific households in less populated areas.

We may use your postcode to carry out a type of profiling to estimate which one of a number of lifestyle groups you are most likely to fall into. We do this using geodemographic segmentation tools. We do not make any decisions about individual service users based solely on automated processing, including profiling.

How long your personal data will be kept

We will hold any personal information provided by you in this questionnaire for up to six years following the closure of a consultation. Our Retention Policy is available from our website or on request.

We rely on UK GDPR Article 6(1)(e): 'processing is necessary for the performance of a task carried out in the public interest' and Article 6(1)(c) 'for compliance with a legal obligation to which the controller is subject' as our lawful basis.

We rely on Article 9(2)(g) 'processing is necessary for reasons of substantial public interest' (statutory etc. and government purposes, equality of opportunity or treatment) as the lawful basis on which we collect and use your special category data.

The processing is necessary for our statutory purposes including equalities monitoring or to understand the potential impact of proposals on conditions related to special category data within your response (e.g. when identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people with the view to enabling such equality to be promoted or maintained.) It is necessary for identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people with the view to enabling such equality to be promoted or maintained. You can read [KCC's Equality Policy on our website](#) or on request.

Who we share your personal information with

We may share your personal data with those listed below:

- services within the Council who are responsible for the management of the engagement or consultation activity
- a third-party supplier who has been contracted to independently analyse the consultation responses
- organisations such as schools and academies with whom we may be consulting in partnership or on behalf of
- district or borough councils or government departments with whom we may be consulting in partnership or on behalf of.

We will share personal information with law enforcement or other authorities if required by applicable law.

Any personal information provided that could identify you will be removed before consultation results are published.

We use a system to log your feedback, which is provided by Granicus.

Your rights

Under UK GDPR you have a number of rights which you can access free of charge which allow you to:

- know what we are doing with your information and why we are doing it
- ask to see what information we hold about you
- ask us to correct any mistakes in the information we hold about you

- object to direct marketing
- make a complaint to the Information Commissioner's Office.

Depending on our reason for using your information you may also be entitled to:

- ask us to delete information we hold about you
- have your information transferred electronically to yourself or to another organisation
- object to decisions being made that significantly affect you
- object to how we are using your information
- stop us using your information in certain ways.

We will always seek to comply with your request, however, we may be required to hold or use your information to comply with legal duties.

For further information about your rights, including the circumstances in which they apply, see the [guidance from the UK Information Commissioner's Office \(ICO\)](#) on individuals' rights under UK GDPR.

If you would like to exercise a right, please contact the Information Resilience and Transparency Team at data.protection@kent.gov.uk.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Who to contact

Please contact the Information Resilience and Transparency Team at data.protection@kent.gov.uk to exercise any of your rights, or if you have a complaint

about why your information has been collected, how it has been used or how long we have kept it for.

You can contact our Data Protection Officer, Benjamin Watts, at dpo@kent.gov.uk. Or write to Data Protection Officer, Kent County Council, Sessions House, Maidstone, Kent, ME14 1XQ.

The United Kingdom General Data Protection Regulation also gives you the right to lodge a complaint with the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.

For further information visit <https://www.kent.gov.uk/about-the-council/about-the-website/privacy-statement>.

Report to Councillors and Members of: Sandwich Town Council
Meeting scheduled for 18th December 2023
Report from: Town Clerk
Date: 13th December 2023
Subject: HR Committee
Classification: General
Purpose of report: To consider the appointment of Councillors to the Human Resources Committee.
Content: The Terms of Reference have been drafted and it is therefore now necessary to nominate and appoint five Councillors to the HR Committee. This Committee will replace the previously formed Personnel Group.
Recommendations: Council is invited to nominate and agree the five Town Councillors who will be members of the HR Committee.



Dover District Council
Planning
Council Offices
White Cliffs Business Park
Dover
Kent CT16 3PJ

Telephone: (01304) 821199
Website: www.dover.gov.uk

Contact: 1

Your Ref: 23/01363

Sandwich Town Council
Guildhall
Cattle Market
Sandwich, Kent
CT13 9AH

13th December 2023

Dear Sir/Madam

Town and Country Planning Act 1990 (As Amended)

Proposal: CHANGE OF DESCRIPTION - Construction of a solar farm with associated access and infrastructure

Location: Goshall Valley, East Street, Ash,

The Council has received an application as described above. Please access the details via the Council's website.

I look forward to receiving your comments within the next 21 days. The Council's performance in determining applications is subject to national targets. Accordingly, if you do not meet this deadline, the application may be determined without your observations being considered. If the deadline is likely to cause difficulties, please liaise with the case officer to see if an extension is feasible.

Please note that any representations received may be available for inspection by the public, and may be copied to others, including the Secretary of State and the applicant if there is an appeal against the Council's decision.

We welcome your comments by email; if emailing, please ensure that they are sent to DevelopmentManagement@DOVER.GOV.UK

Yours sincerely

Support Officer



Dover District Council
Planning
Council Offices
White Cliffs Business Park
Dover
Kent CT16 3PJ

Telephone: (01304) 821199
Website: www.dover.gov.uk

Contact

Your Ref: 23/01341

Sandwich Town Council
Guildhall
Cattle Market
Sandwich, Kent
CT13 9AH

12th December 2023

Dear Sir/Madam

Town and Country Planning Act 1990 (As Amended)

Proposal: Remedial works including installation of a secondary first floor structure over existing, relocation of existing low level roof ties and installation of additional roof ties.

Location: 59 Strand Street, Sandwich, Kent, CT13 9EX

The Council has received an application as described above. Please access the details via the Council's website.

I look forward to receiving your comments within the next 21 days. The Council's performance in determining applications is subject to national targets. Accordingly, if you do not meet this deadline, the application may be determined without your observations being considered. If the deadline is likely to cause difficulties, please liaise with the case officer to see if an extension is feasible.

Please note that any representations received may be available for inspection by the public, and may be copied to others, including the Secretary of State and the applicant if there is an appeal against the Council's decision.

We welcome your comments by email; if emailing, please ensure that they are sent to DevelopmentManagement@DOVER.GOV.UK

Yours sincerely

Support Officer



Dover District Council
Planning
Council Offices
White Cliffs Business Park
Dover
Kent CT16 3PJ

Telephone: (01304) 821199
Website: www.dover.gov.uk

Contact:

Your Ref: 23/01259

Sandwich Town Council
Guildhall
Cattle Market
Sandwich, Kent
CT13 9AH

8th December 2023

Dear Sir/Madam

Town and Country Planning Act 1990 (As Amended)

Proposal: Rear door and steps replaced with window (retrospective)

Location: 12 Market Street, Sandwich, CT13 9DA,

The Council has received an application as described above. Please access the details via the Council's website.

I look forward to receiving your comments within the next 21 days. The Council's performance in determining applications is subject to national targets. Accordingly, if you do not meet this deadline, the application may be determined without your observations being considered. If the deadline is likely to cause difficulties, please liaise with the case officer to see if an extension is feasible.

Please note that any representations received may be available for inspection by the public, and may be copied to others, including the Secretary of State and the applicant if there is an appeal against the Council's decision.

We welcome your comments by email; if emailing, please ensure that they are sent to DevelopmentManagement@DOVER.GOV.UK

Yours sincerely

Support Officer

Deal and Sandwich

South East

The Deal and Sandwich Coastal Community Team is located within the District of Dover, in East Kent.

Deal and Sandwich lie just 3 miles apart along the coast. They are both ancient towns and share a rich and extremely significant maritime history.

The rural surrounding areas include orchards and hop gardens for which the Garden of England is famous, sitting alongside less well known but no less significant landscapes which were shaped by the discovery of coal and the establishment of the East Kent Coalfields, and the subsequent economic and physic impact of the closure of the pits in the late 1980s.

The Deal and Sandwich Coastal Community Team will put this area of East Kent on the map, putting the heart and soul back into historic Deal and Sandwich, and the surrounding rural and coastal areas, developing new employment opportunities, improving skills and creating vibrant town centres, with thriving high streets linked to attractive promenades, seafronts and riversides.



A protected future for our heritage assets.



A first choice year round destination for a diverse range of visitors.



Vibrant and 'living' town centres



Healthy and active Communities of all ages, who are connected to their rich local heritage



A well skilled local workforce, attracting new businesses and enterprise to the area.

Contact details :

Chair - Neil McCollum - Neil.McCollum@english-heritage.org.uk

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COASTAL COMMUNITY TEAMS
ECONOMIC PLAN – Update February 2017

No.	Heading	Detail	Information
Key Information			
1	Name of CCT	Deal and Sandwich CCT	
2	Single Point of Contact (SPOC)	Name Address Tel nos Email	Chair as before – Neil McCollum
3 (a)	CCT Membership	Names and position, e.g. resident, Local Councillor	Guy Scantlebury - The Astor Theatre, Deal Lucy Medhurst – Arts Work Steve Laslett – Sandwich Community Events
3 (b)	CCT Membership	Other partners and/or stakeholders to be involved.	
Delivering the Plan			
4	Short term goals/actions	What has the team achieved in the past 15 months? (Jan 2016- March 2017)	Sandwich Parks Project – survey work and Community Archaeological Dig carried out with support of Coastal Revival Fund. Sandwich Medieval Boat Yard Trust – Planning application submitted. Accessible toilets at Walmer Green – complete

			<p>Sandwich Traffic Survey stage 1 – complete. Partnership Board in place. Works commenced to road crossings and traffic calming. Start of development of project to improve the market square for events, markets, café culture etc. Start of project centred around bringing the Guildhall alive, to improve the museum and archive, and to bring heritage activities out to the people and engage new audiences.</p> <p>Betteshanger Country Park – work commenced on new visitors centre, with support from Coastal Community Fund. Mining Heritage Museum (HLF) engagement activities and building construction progressing.</p> <p>Discovery Park – new jobs continue to be created. New businesses occupying refurbished space.</p> <p>Deal Castle – conservation work underway. Project commenced to explore use of unused garden for community events, and heritage building as a café and community space.</p> <p>Walmer Castle – work to gardens underway</p> <p>Gazen Salts – project commenced to reopen the facility. Funding being sought for environmental / remediation work.</p> <p>Other projects –</p> <p>Deal Town Hall – refurbishment of Mayors Parlour underway</p> <p>Deal Hop Farm – community hop growing and brewing underway.</p> <p>New short term projects –</p> <p>Establishment of sub group to explore opportunities for Eco Tourism.</p> <p>Study into Coach Parking at Deal and Sandwich</p> <p>Establishment of Repairs Café in Deal</p> <p>Creating safer road crossings to Deal seafront and the Castle area.</p> <p>New quayside moorings to attract overnight visitors at Sandwich Quay.</p> <p>Deal cyclotourism – making the town more cycle friendly, working with partners to create opportunities to attract cyclists</p>
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			to the town. Elizabeth Carter Heritage Project – heritage project to celebrate the life of Elizabeth Carter and the contribution she made. Production of materials, work with schools to create a Giant.
5	Performance measures	Outcomes	
6	Medium term goals/actions	Where is the team currently against these? Have they been amended?	Keen to Cater / Keen to Cook – both programmes underway. Funding sought to expand the delivery to enable more people to learn catering skills to use at home or in the workplace. There is a shortage of qualified people to work in the catering industry in the area and projects such as this enable local people to fill these vacancies. Sandwich Traffic Survey – a report has been published and a Partnership Board established to deliver the recommendations Sandwich Parks Project – project to commence Autumn 2017 Public Art and Heritage Trail – included in CCF Round 4 application “the Tudor Coast” Julius Caesar Memorial – costings obtained and planning permission submitted Magna Carta Museum – HLF funding secured for museum refurbishment. Further funding required to bring the story alive and increase heritage related activities. New Projects – Richborough Roman Fort – expansion of museum, excavation of amphitheatre Deliver recommendations of Coach Parking studies. Delf Stream, Sandwich – establishment of group for restoration and preservation project.
7	Performance measures	Outcomes	

8	Long term goals and actions	Are these still relevant? Changes? If not previously stated, what are the team's long term goals now?	
9	Costs	Description of spend, revenue raised, resources, etc (including time for volunteers, social/virtual banking – i.e. swapping/sharing resources, skills, time, etc)	
10	Value	What value to the local economy has been realised by the team?	
11	Local Enterprise Partnership (LEP)	What is the relationship between the CCT and the local LEP? Does the CCT have a LEP coastal contact?	
Communications			
12	Consultation Exercises	Describe recent results of consultations or other feedback – please include outcomes, use of flyers, etc	A New Vision for Sandwich Partnership Board carried out extensive consultation during the development of the study report. Consultation continues via online surveys, face to face events, newsletters, Keep Me Posted, websites etc.
13	Communication	How has the	Information is published on Council

	with community	community and stakeholders been involved and informed of progress and outcomes through all forms of media	websites, and using Facebook / Twitter.
14	GBC Logo	How has the team made use locally of the Great British Coast logo? Please provide examples.	The logo is used on all promotional material.
15	Comms Contact	Details of local contact for comms, media, etc	Andy Steele andy.steele@dover.gov.uk – Dover District Council
CCT Logistics			
16	Costs	Average running costs of CCT itself	Minimal as members take turns in providing venues for meetings, DDC and English Heritage provide administrative and Project Management support, and DDC provide printing at cost.
17	Sustainability	How will the team continue to sustain itself?	