

Sandwich Town Council
Guildhall Square Working Group Meeting



Agenda

Chair: Cllr D Marie

Councillors: J Franklin, D Carter, P Carter, A Fox, D Friend, P Graeme, N Gray, K Heaven, M Moorhouse, M Pennington, H Sampson, D Sivrikaya, V Tomlins, C Wiles and C Ungerson

Members are hereby summoned to attend a **Guildhall Square** Working Group Meeting in the Council Chamber, Guildhall on **Thursday 20th April 2023** at **17:00** to transact the business on the agenda below.

Date: **14th April 2023**

Gill Gray: Interim Town Clerk

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

Report to Councillors and Members of: Sandwich Town Council
Meeting scheduled for 20th April 2023
Report from: Officers
Date: 14th April 2023
Subject: Guildhall Square and Forecourt
Classification: General
Purpose of report:
To consider how the Guildhall Square and forecourt should be managed on completion of the refurbishment and groundworks.
Following an officer discussion with Cllr Marie the following topics were discussed and it was agreed that they would be the points considered at the Working Group meeting. Further information should be sought ahead of the Working Group meeting and the Interim Town Clerk is awaiting a response to some preliminary enquiries with Dover District Council.
<u>Topics discussed for further consideration:</u>
<ul style="list-style-type: none"> • Layout of new Square – maximise available space. • Uniform gazebos – how many, arrangement, cost, storage • Tables and chairs – current users (Who? Can they continue?) and neighbouring hospitality venues (on what basis? Rotation? Charge?) • Revisit DDC lease agreement (Estate's Team?) • Alcohol licence – event organiser? / Hospitality venue? / Guildhall licence holder? • PSPO – Public Space Protection Order • DDC – awaiting confirmation on vehicle guidance for Square. • Explore cleaning of surface for possible spills/contamination for vehicles • Approach Sub-Personnel Group to explore whether markets can be managed under the auspice of the new 'Assets Manager' role. • Market promotion and development must be central to managing the Square – new, rolling markets for Saturdays, Artisan Markets, Braderies, Flea Markets etc • Market set-up – approach Sub-Personnel Group to explore whether market set-up could be included within the new revised 'Caretakers' role • Review hire fees for Square (electricity charge, also for market stalls, either single or double) • Review Guildhall Square Hire Agreement • Review Regulations • Additional signage for VIC • Confirm details of planters/trees
Recommendations:
<ul style="list-style-type: none"> • Council should decide how they wish to move forward with the management of the new Guildhall Square.