

**Minutes of Sandwich Town Council  
Heritage and Townscape Committee Meeting held in the  
Council Chamber 13<sup>th</sup> March 2023**

**Chair:** Cllr C Ungerson  
**Councillors:** D Friend, J Franklin, V Tomlins, K Heaven, D Marie, H Sampson, D Sivrikaya and C Wiles  
**Officer :** A Nigol, Acting Town Clerk

**HT.03.23.1 Chair's opening remarks:**  
 The Chair said the committee had received three very interesting working group reports which we would discuss this evening. She reminded the committee that working groups are not the same as committees. Working groups should lay out options on a particular topic and could make recommendations to the committee that had set them up, but it was the task of the committee to consider these options and make recommendations for action to the Council.

**HT.03.23.2 Apologies for absence received:**  
 Apologies were received from Cllr Friend (DDC work commitment)

**HT.03.23.3 Declarations of interest:**  
 To receive any declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda.  
 There were none, although Cllr Heaven later recused himself during item HT.03.23.10.

**HT.03.23.4 Public Participation:**  
 i) Christina Glynn shared her concerns about the location of Guildhall Bus Stand B and its likely impact on safety. She had submitted FOI requests to DDC and KCC for all planning and approval documents regarding the bus stand relocation, including traffic surveys, risk assessment and safety audits.

**HT.03.23.5**

**Report of the Tourism Information Working Group:**

Committee had received the report which was introduced at the meeting by Councillor Wiles, who had led the working group and drafted the report. Cllr Wiles had conducted two surveys, one of 90 businesses and organisations, and one using an online questionnaire to which he had received 130 responses. A large majority had said the Tourist Office should move to new location, and most of these said they wanted it to return to the old location at the front of the Guildhall. The report itself suggested a hybrid solution of moving leaflet information to the Museum and involving Museum volunteers to provide Tourist information when needed, plus improved digital information on the website and on digital boards. All three telephone boxes, which are owned by STC, should be turned into tourist information hubs.

The Committee had received comments from some of the existing Museum volunteers who had said they did not wish to provide Tourist information in addition to what they already do in relation to the Museum.

After some discussion, Cllr Marie proposed to revive a Tourism Committee which was seconded by Cllr Sampson. The Chair said she thought the way this working group had worked, and engaged with numerous Sandwich organisations and residents indicated that the participatory model was working rather better than the committee model which relied on representation. The motion to revive the Tourism committee was defeated by 6 votes to 2.

The Committee unanimously agreed to two recommendations:

Recommendation 1): All three telephone boxes should be refurbished and used as mini tourist hubs.

Recommendation 2) To note the report from the Museum coordinator and Museum volunteers. The Committee would engage with the Museum coordinator and volunteers after the May elections.

<p><b>HT.03.23.6</b></p>	<p><b>Report of the Sandwich Waterways Working Group:</b>          Committee received a report and verbal update from Cllr Heaven and Waterways working group. Cllr Heaven said this report is Draft 2, and he will present Draft 3 to the full Council at their March meeting. The working group would be making recommendations, such as Sandwich Town Council should persist in trying to gain a representative on the Internal Drainage Board and that there should be a councillor who is the single point of contact dealing with these issues.          Most Working Group members, and most local residents and consultees who had contributed, support the decision to open up the pipe under New Street to allow fresh Delf water into the Ropewalk and at the Butts end which would allow for a flow of water in the old Moat.          Committee agreed that the Council should encourage volunteers to help with clearing the Rope Walk and The Butts, subject to Health and Safety compliance.          The Chair thanked Cllr Heaven and the volunteers who currently are clearing the Rope Walk flower beds for their hard work and commitment. She said that she hoped that Draft 3 of the Report, which would shortly go to the Council, would take account of the comments made at this committee.</p>	
<p><b>HT.03.23.7</b></p>	<p><b>Quay Public Conveniences Working Group:</b>          There was considerable discussion of this comprehensive report for which Cllr Sampson was thanked. There was general agreement that the current system is not working and is creating vandalism. It was also noted that the Changing Places proposal would occupy almost the entire toilet block. Three resolutions were passed unanimously and became recommendations to the Council:            Recommendation 1: That the Quay toilets should be free (apart from the showers.)          Recommendation 2: That the Changing Places toilet should not be located at the Quay conveniences.          Recommendation 3: That the contactless system should be disabled as soon as it becomes possible for a member of staff to be deployed to open the main door to the toilets in the morning, and clean up and close them in the afternoon. Once such a system is in place it should be piloted for one month.            All members voted in favour of all three resolutions.</p>	

<p><b>HT.03.23.8</b></p>	<p><b>Guildhall Forecourt Setts:</b>          Committee received a verbal update from the Chair who had written to Cllr Chandler and Cllr Friend with 7 questions but had not yet received a substantive response. Simon Mallett, a Sandwich resident, had submitted an FoI request to DDC and from the response to his questions, we knew that 23 people had applied and 6 people had received some of the granite setts. Cllr Sampson read out a statement from Cllr Friend which concerned the process whereby residents had been informed about the Forecourt refurbishment including how they could apply for setts. The Chair pointed out that residents were concerned about the outcome of the process whereby only 6 of the original 23 applicants received setts and one household appeared to have received the bulk of them. Other committee members said that they were concerned that setts with a market value had been given away, and that they could have been sold to defray some of the costs of the Forecourt refurbishment.</p>	
<p><b>HT.03.23.9</b></p>	<p><b>Bowling Street Lights:</b>          Committee received a verbal update from the Chair who had been in contact with a Bowling Street resident who is an electrical contractor. It is hoped that he might be able to source two Heritage lamps at a rather lower cost than KCC had indicated, but that it was clear from an email from Cllr Chandler that KCC would not pay for these.</p>	
<p><b>HT.03.23.10</b></p>	<p><b>Co-option of up to three additional members of the committee:</b>          Committee received a verbal update from the Chair. The Acting Town Clerk had written to seven individuals who had been suggested by committee members and three said they would willing to be co-opted. These were: Annemarie Huigen, Carole George, Keith Heaven (still considering). It was noted that Keith Heaven had asked whether, if he was not able to do it, some other individual who would represent the Sandwich Environment and Conservation Group, could attend instead. There was a somewhat inconclusive discussion as to whether co-optees should be co-opted on the basis that they represent a Sandwich organisation or on the basis of their individual expertise.</p> <p>The committee decided unanimously to make the following recommendation:</p> <p>Recommendation:          That Annmarie Huigen, Carole George and a representative of the Sandwich Environment and Conservation Group who would almost certainly be Keith Heaven, should be co-opted to the committee after the election.</p>	

<b>HT.03.23.11</b>	<p><b>Confidential Matters:</b></p> <p><b>i)</b> It is recommended that under the Public Bodies (Admission to Meetings) Act 1960 Section 1 (2) (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.</p> <ol style="list-style-type: none"> <li>1. Information relating to a commercially confidential matter.</li> <li>2. Committee received a verbal update from Cllr Carter regarding this commercially confidential matter.</li> </ol>	
<b>HT.03.23.12</b>	<b>Date and time of Next Meeting: Monday 17<sup>th</sup> April 2023 at 18:30 within the Guildhall.</b>	

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