

Minutes of Sandwich Town Council Heritage and Townscape Committee Meeting held in the Council Chamber on: Monday 10th July 2023 at 18.30 hours



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

HT.07.23.1	<p>Apologies for absence received: Apologies were received from: Cllr P Carter and Cllr V Tomlins</p>	
HT.07.23.2	<p>Declarations of interest: There were no declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda.</p>	
HT.07.23.3	<p>To consider Co-Optees Following a short debate where various factors were discussed including:</p> <ul style="list-style-type: none"> • Whether to identify a group or an individual • Using the STC website to attract interest for co-opting to the Committee. • Whether representation for the Sandwich Environment and Conservation Group is necessary • The redraft of the Standing Orders to include specifics for public participation and engagement. <p>The decision was deferred pending the Chair, Cllr C Ungerson and the Town Clerk discussing a practical approach.</p>	
HT.07.23.4	<p>Minutes of the Heritage and Townscape Committee: It was moved by Cllr J Franklin and seconded by Cllr E Csuka and RESOLVED: that the Minutes of the Heritage and Townscape Committee held on Monday 12th June 2023 were received.</p> <p>Cllr E Csuka raised concern with the situation around access and having to pay for the disabled public conveniences on the Quay. The Chair pointed out that the disabled convenience on the Quay is free to holders of a RADAR key. The question of the location of the Tourism Information Centre was raised and it was agreed that this is a decision for Council.</p>	
HT.07.23.5	<p>Public Participation: There were no requests received for public participation.</p>	
HT.07.23.6	<p>Proposal for a Sandwich and District Tourism Forum Cllr C Ungerson shared a report with the Committee and requested consideration for a Sandwich and District Tourism Forum to be facilitated by STC. The forum to be a diverse membership with all organisations, individuals with a tourism interest and organisations invited to participate and to contribute to the promotion of tourism in</p>	

	<p>the town of Sandwich. The debate that ensued included the following areas:</p> <ul style="list-style-type: none"> • Cllr D Marie voiced concerns that reinstating the Tourism Committee had been voted down earlier in the year and that there were reports that footfall in the town was on the decline. • It was recognised that staffing levels at STC were a consideration and introducing a further committee at this time was not appropriate. • Cllr D Marie asked that the recommendation of two Town Councillors could be expanded up to 4 or 5 Town Councillors. • The appointment of a Chair for the initial set up of the Tourism Forum was discussed. • Cllr D Marie reported that a survey conducted via email had resulted in 90% of the participants in support of Tourism Committee returning. • It was agreed that any new Tourism approach should include small businesses, Compass Group, Town Team, and Chamber of Commerce invitations. • The Tourism approach should include potential collaboration with Dover District Council officers. • The idea of Totally Locally was raised by the Town Clerk for consideration. • The visiting coaches could be greeted in the town and encourage visitors to visit local businesses in Sandwich. • To approach Visit Kent and White Cliffs Countryside Partnership. <p>The following actions were formed:</p> <ul style="list-style-type: none"> • Town Clerk to write to Chair of Town Team, Compass Group, Chair of Chamber of Commerce to explore idea. • Town Clerk to contact White Cliffs Countryside Partnership, DDC and Visit Kent to explore collaboration opportunities. • The preferred meeting time of day is either late pm or early evening; Town Clerk to set a date when agreed with STC. • The provision of funding to be determined and how the forum is financed; Town Clerk to discuss with RFO in relation to budget for 2023/2024. <p>It was moved by Cllr D Marie and seconded by Cllr L Ripley and RESOLVED: that the H&T Committee recommends to STC that the Tourism Forum is facilitated and formed to include all individuals and organisations who have an interest in tourism and the promotion of Sandwich.</p> <p>It was moved by Cllr I Black and seconded by Cllr S Mallett and RESOLVED: that the Tourism Forum should include up to two Sandwich Town Councillors as members. One Member abstained.</p> <p>It was moved by Cllr I Black and seconded by Cllr E Csuka and RESOLVED: that the Tourism Forum should submit reports and recommendations for consideration on a minimum quarterly basis to STC meeting.</p> <p>It was moved by Cllr S Mallett and seconded by Cllr I Black and RESOLVED: that Mr Richard Ralph be invited to initially chair the Tourism Forum.</p>	
HT.07.23.7	<p>Report on Local Actions Relevant to the Climate Change Emergency</p> <p>Cllr S Mallett shared a verbal report with the Committee with an update on local actions relevant to the Climate Change Emergency. Several topics were covered including:</p> <ul style="list-style-type: none"> • The Moat Park idea originally created by Dr Stephen Fuller . 	

	<ul style="list-style-type: none"> • The increase of volunteers needed for projects. • All projects should have a degree of sustainability for the future. • A need for improved signage and promotion to widen the knowledge of projects already undertaken and in progress. • To capture details from various events and create a universal map and information. • Introduce QR codes create a central calendar of events for the town. • Town Trail could be created, and boards sited around the town. • Cllr C Ungerson added that projects need to be identified to develop such as Big Green Week recently shared by NALC. • Town Team have a funding wish list that they want to discuss with STC. • Cllr J Franklin identified the Ramparts, green corridor plan as a potential project. <p>The following actions were formed:</p> <ul style="list-style-type: none"> • Town Clerk to contact DDC to enquire about the situation with any new proposed boards and adding to them in the town. • To ensure the Moat Park project is top priority for the Committee and to add to next Committee Agenda. • To add the Ramparts potential green corridor plan to the next Committee Agenda. 	
HT.07.23.8	<p>Street Furniture</p> <p>Cllr C Ungerson shared a verbal report with the Committee in relation to the progress with the lights on the Rope Walk and the Butts. Cllr E Csuka reported the following:</p> <ul style="list-style-type: none"> • Dover District Council are replacing the light bulbs as all reported as faulty. • Dover District Council confirmed no maintenance agreement in place, they are repaired as and when reported. • Dover District Council confirmed six-year electrical checks are undertaken. • Some street furniture has been removed, including benches. • The painting of lamp columns and railings should be reviewed. • The provision of memorial benches should be researched. • The play areas to be debated at F&GP Committee in due course. <p>The following actions were formed:</p> <ul style="list-style-type: none"> • Town Clerk to contact DDC in relation to the painting of street furniture and how STC and DDC can work collaboratively. • Town Clerk to contact DDC and seek advice on the situation with memorial benches when they are removed as no longer safe. How and when these are replaced? 	
HT.07.23.9	<p>Sandwich War Memorial</p> <p>Town Clerk shared a verbal report with an update on the recent works undertaken at the Sandwich War Memorial. The contractor did confirm that the works were complete, and the Town Clerk has raised the concern that the bottom plaque on the War Memorial is not as clear with the text as the other areas on the War Memorial. The contractor to investigate and contact the Town Clerk. An update will be shared with the Committee for the next meeting. The provision of flowers via Sandwich in Bloom and RBL was raised, Cllr D Marie to contact RBL.</p> <p>The following action:</p> <ul style="list-style-type: none"> • Town Clerk to contact the contractor and ask for investigation around the concerns that the text is not clear for the bottom 	

	plaque on the War Memorial on Market Street. A report to be shared with an update for the H&T Committee in September. • Cllr D Marie to contact RBL in relation to flowers.	
HT.07.23.10	Meeting closed at 20.03 hours. Date of next Heritage and Townscape Committee Meeting: 11th September 2023	