

Minutes of Sandwich Town Council Heritage and Townscape Committee Meeting held in the Council Chamber on: Monday 11th September 2023 at 18.30 hours



Chair: Cllr C Ungerson
 Councillors: P Carter, E Csuka, J Franklin, S Mallett, D Marie and V Tomlins
 Co-optee
 Members: Mrs C George
 Observers: 2 residents, Cllr N Gray and Cllr Wiles
 Officer: Gill Gray – Town Clerk

HT.09.23.1	<p>Apologies for absence received: Apologies were received from: Cllr M Moorhouse (DDC), Cllr I Black and Cllr L Ripley</p> <p>The Chair, Cllr C Ungerson had the following updates:</p> <ul style="list-style-type: none"> • The Fellowship Walk planning appeal which takes place on 7th and 8th November 2023; Town Councillors are attending the proceedings and object to the appeal. • There is a planned walkabout with the Volunteer Tree Warden on 16th September at 11.30am to discuss tree planting at Cow Leas Meadow. • The Dover District Council Local Plan examination dates, Town Clerk to report to Council the dates that relate specifically to Sandwich. • The Jewish descendants of refugees who were in Sandwich from 1939 are invited to the Guildhall on 13th September. There will be a tour of Sandwich after a brief gathering in the courtroom at approximately 1.50pm. 	
HT.09.23.2	<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.09.23.3	<p>To consider Co-Optees Town Clerk has approached three individuals via email to ask if they would consider being co-opted to the H&T Committee. The responses are awaited, a report and update to be shared at a future Committee meeting.</p>	
HT.09.23.4	<p>Minutes of the Heritage and Townscape Committee: It was moved by Cllr J Franklin and seconded by Cllr P Carter and RESOLVED: that the Minutes of the Heritage and Townscape Committee held on Monday 10th July 2023 were received.</p> <p>Matters arising from Minutes of 10th July 2023 were discussed with progress update requested:</p> <ul style="list-style-type: none"> • The automatic payment facility on Sandwich Quay disabled toilet. • The Tourism Forum • The wall at the cinema and the need for a structural survey 	

	<p>Town Clerk explained that due to limited staff resource and capacity these actions were on a list. The Town Clerk had contacted the company that installed the pay and auto access facility to the disabled toilet on Sandwich Quay and awaits a response to form an action plan.</p>	
HT.09.23.5	<p>Public Participation: One resident attended and shared an update in relation to the Sandwich Heritage Harbour CIO; Sandwich is one of the ten Heritage Harbour towns which the Maritime Heritage Trust are promoting in a new initiative to help safeguard the harbourside, buildings, facilities and businesses that are vital to support the working maritime heritage vessels. Town Clerk to contact Cllr Marie in relation to a query about public participation. Town Clerk to contact Dover District Council in relation to the payment of mooring fees and access to the toilet/shower facilities.</p>	
HT.09.23.6	<p>Town Walls Parkland Members considered a report from Cllr Mallett which included a submission made previously by Dr S Fuller in relation to the Town Walls and their future. A debate followed with consideration of short term and long-term recommendations. The potential to replace missing trees was discussed; Town Clerk to approach Dover District Council to seek their policy on tree replacement in this area. There has been historically a strategy that was proposed by Kent County Council and Dover District Council to join green areas in Sandwich; Town Clerk to seek the current position on any proposals that were historic and report back to Committee. The Town Clerk to contact Dover District Council parks team to seek update for Sandwich in Bloom and funding position with Kent County Council. The opportunity for a town trail was discussed with QR codes; Town Clerk to research if there is potential for a collaborative approach between the Council and Dover District Council. Town Clerk to approach Dover District Council parks team and Heritage Officer to ask if they can attend the next meeting in October of the H&T Committee. It was moved by Cllr C Ungerson and seconded by Cllr P Carter and RESOLVED: that the Town Clerk approach the DDC Parks Team and the Heritage Officer to ask if they can attend the October meeting of the H&T Committee.</p>	
HT.09.23.7	<p>Infra-Red Camera Provision Report The Committee considered the report from Cllr S Mallett in relation to a proposal for the purchase of a Thermal Imaging Camera by STC. Following a short debate, it was agreed that further investigation is required, approaching Walmer Parish Council who have purchased the equipment. It was agreed that any information in relation to grants for householders to improve energy efficiency should be posted to the STC website and Facebook page; Town Clerk to follow up. It was moved by Cllr P Carter and seconded by Cllr S Mallett and RESOLVED: that the proposal be scoped out to consider all options. Cllr P Carter and Cllr S Mallett to investigate further.</p>	
HT.09.23.8	<p>Street Furniture Town Clerk reported that following contact with the Corporate Estate and Coastal Engineer that there is no active inspection regime for</p>	

	<p>street furniture maintenance; there is an inhouse maintenance crew that undertake painting works of street furniture when required or reported. Town Clerk awaiting an update on the situation with memorial benches.</p> <p>There is the potential for community caretakers to volunteer and/or STC employ a Town Sprucer. There is a list that has been collated with items identified that need labour and materials.</p> <p>The debate also included reference to the Guildhall Square/Forecourt and the seats that were part of the finished project. There should also be consideration to bins, bike racks and planters for the Square. Town Clerk to seek the approval in principle from DDC project officer.</p>	
HT.09.23.9	<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 bottom plaque that raised concern that the text was not clear has received further treatment. The wax was removed from the bronze plaque, but this did not make the text any clearer. There is nothing more that can be done with the plaque as it was cast differently to the others. The only course of action left is to consider replacing that plaque at the War Memorial. Town Clerk to seek quotation and investigate if there is War Graves funding available and report back to a future Committee meeting.</p>	
HT.09.23.10	<p>Visit Kent and Whitecliffs Countryside Partnership Update</p> <p>Town Clerk reported that she is due to meet with the Tourism team at Dover District Council on Tuesday 19th September at the Dover Town Hall, Visitor Information Centre at Dover Museum. There will be details of the work undertaken to promote Sandwich and work with partners including Visit Kent and England's Coast and Tourism South East. Town Clerk to report back to the Committee at the next H&T Committee meeting.</p> <p>Cllr P Carter left the meeting.</p>	
HT.09.23.11	<p>Future Projects for H&T Committee</p> <p>The Committee considered a report from Cllr C Ungerson in relation to the consideration of future projects proposed for H&T Committee. The period proposed for the projects is from January 2024 to December 2025. The potential projects identified in the report were:</p> <ul style="list-style-type: none"> • Climate change related projects • Commercial vibrancy projects • Parking issues • Whole town of Sandwich – particularly Sandwich South • Electric vehicle growth and the impacts • Consideration of two consultancy reports and identify funding opportunities for the possibility of pedestrianisation and development of Sandwich Quay <p>Following a debate, it was agreed that all the ideas were worthy of taking forward and that there should be a programme of worktable created for the next meeting.</p> <p>The following considerations were raised with resulting actions:</p> <ul style="list-style-type: none"> • Action plan needed for tree planting. • Signage needed in the town for aiding tourism. • Coach parking and free parking should be explored (potential for STC to subsidise reduced parking for visitors for a limited period if DDC agreed) 	

	<ul style="list-style-type: none"> • Speeding vehicles need to be addressed – St Barts Road and Burch Avenue • A business Saturday could be established with free parking once a month to encourage footfall. • Parking in Sandwich South is a problem that needs to be considered. • Electric vehicles charging points, there is a lack of them. • Are there plans for the finger boards to be updated, approach DDC • Is there any funding available for insulation and energy conservation – approach DDC. <p>It was agreed that a walk about was a good idea to note any potential gaps not discussed in relation to potential projects in the town.</p>	
HT.09.23.12	<p>Dover District Council Local Plan Examination</p> <p>Town Clerk shared details of the appointment of Inspectors to examine the Dover Local Plan and the dates of the hearing sessions of the Examination. There will be four weeks of sessions with the first on Tuesday 14th November 2023 at 10am.</p> <p>Town Clerk to share the details of dates of the hearing sessions that relate to Sandwich with Council.</p>	
HT.09.23.13	<p>Meeting closed at 20.17 hours.</p> <p>Date of next Heritage and Townscape Committee Meeting: 9th October 2023</p>	