



The Sandwich Guildhall Project

Project Managers Progress Report 1

21st November 2016

Progress to date

Project documentation

Draft documentation has been prepared and circulated with the agenda, for approval at this meeting

- Project Plan
 - Project Management structure
 - Funding strategy
 - Consultation strategy

Project Elements

These are to be defined at this Board meeting.

Sandwich Town Council have provided a summary document showing their aspirations for the key elements of the project:

- Active ground floor public space to front and rear of Guildhall
- Smooth pedestrian routes across forecourt though cobbles remain
- Trees on forecourt
- Reconfigure bus stops
- Loading bay
- Pedestrian routes across New Street (Is this at millwall / rope walk? If so, this is not within the remit of this project.)
- Paved square south of Guildhall

In addition, through conversations between the Project Manager and project partners, the following elements have also been identified:

- Gallery Archiving Museum improvements - including visibility
- Market Cafe culture Tours Activities
- Fire engines
- Artwork / story of Sandwich

- No Name Street pilot closure and New St crossing (to be led by KCC)

Further, the Project Manager has the following suggestions for inclusion:

- Increase in usage of the Guildhall - hire charges, activities
- Connections with Sandwich Events

Funding

Meetings have taken place with the Heritage Lottery Fund. The first, of these was on 10/10/16 at the HLF headquarters in London. This had been arranged by Rummey and I as Project Manager was invited. I have advised Tim Middleton to obtain a report for the Board from Rummey in relation to this meeting as this formed part of the Rummey appointment. The second meeting was requested by the HLF, and it took place on 11/11/16 at Dover District Council and involved DDC and the HLF only.

The key points discussed were:

1 The elements of the Guildhall project had not at this point been defined by the Board, but based on the information available I indicated that the overall project will include the Guildhall, the forecourt and some surrounding areas. It will also include activities which will take place, or be related to, the history of the Guildhall. It will also include events and activities which are not related to the history of the Guildhall but which are using the forecourt and the building as a venue. I confirmed that not all elements of the Guildhall project are proposed to be funded via the HLF.

I asked for confirmation whether the best approach for our HLF application would be a) to include the whole project, and show which areas are requesting HLF funding, or b) to only include the areas which require funding, but refer to the other areas and how these would compliment the HLF funded project. The HLF would prefer b).

2 The HLF stated that the bid should be focussed on the Guildhall itself and the activities within and connected to the heritage. We must provide a clear statement of the heritage importance of the building.

Note - STC have appointed Rummey to produce an additional report about the use of the Guildhall, but if this report does not sufficiently cover the heritage importance then we will need to instruct an additional survey.

3 Elements of the project which are related to public realm and the associated economic benefits need to be separated out from the HLF bid.

Note - This may be beneficial for the Board and the Project Management Team in the design and delivery of the project. By being aware from the start that we will need to separate out the two areas we will have a clear dividing line between that which is going to be a potential Coastal Community Fund bid, and that which will be the HLF bid.

4 The HLF would like to see any project elements relating to the Guildhall museum to be included in the HLF bid. They see this as a key part of the business case, which supports the future

sustainability of the project. For this reason they advise against any further separate bids being submitted for the museum.

Note – I have discussed this with Linda Elliott as this will affect her timescales for planned projects. She is supportive of one single bid, and has offered her support to the Project Team in the development of the HLF bid. I propose that Linda is included as a core member of the Project Delivery Team.

5 Match funding cannot include retrospective costs. Any costs incurred before the start of the HLF funded project cannot be counted as match funding – for example either of the KCC or STC Rummey reports. It also cannot include the Conservation Area Assessment costs which is being undertaken by DDC.

Note – the Board had previously been advised by Rummey that the CCA was required before the submission of a HLF bid. A CCA will be a very useful document for the project, but the HLF have confirmed that it is not a requirement.

6 The HLF have stressed that a Business plan is very important. It is vital to show that the project will help preserve the long term future of the heritage. In relation to the Guildhall this means that they will want to see a business plan from the building operator (STC) showing the income currently generated and the running costs etc, and then the projections for income and future costs as a result of the project.

Consultation

The draft outline strategy is included in the draft Project documentation. If the draft approach is approved then this will start to be developed. Hannah Batley, Community Development Officer at DDC will be the contact for all Consultation.

The Board may wish to consider whether branding for the project is appropriate. Or perhaps should there be branding for the wider Which Way for Sandwich? project.