



## The Sandwich Guildhall Project

### Project Managers Progress Report 2

20<sup>th</sup> December 2016

#### Progress to date

#### **Project documentation**

I have produced and circulated a draft Communications Strategy for the A New Vision for Sandwich Board. It is noted that Sandwich Town Council would like to issue a release in response to a request from KM Group, and in order to inform the public about progress with the wider scheme, and the Guildhall project. The Communications Plan outlines the process for a Partner to prepare, agree and issue a release, but the Board need to provide agreed wording for the agreed message they wish to communicate, and also the contact details for their Communications Leads.

As requested at the last Board meeting, I have produced a Partnership Agreement based on an agreement produced for the White Cliffs Landscape Partnership. The format of this agreement has been approved by the HLF. Cllr Watkins proposed, and it was agreed, that it should be assumed that the document has been approved by all Partners, unless a prompt communication of any errors or amendments is received by the Project Manager.

#### Actions –

All Board members to provide details of the Lead communications contact for their organisation.

Board to agree the lead Communications contact to support the Chair.

Board to agree message for A New Vision for Sandwich and for The Guildhall Project.

Approval and adoption by the Board

Consultation Plan and timetable produced for The Sandwich Guildhall Project.

Partnership Agreement to be approved. Document to be signed by all Partners at the next Board Meeting.





## Branding

Draft Logo and branding developed by DDC and circulated. There is a header for 'A New Vision for Sandwich' and a header for 'The Guildhall Project'. The footer is the same for all projects. As new sub projects come through the scheme they too will have their own branding.

All comments received from the Board were supportive of the branding. Cllr Holloway suggested the inclusion of something to indicate commercial activity, so a market stall / shop awning was included.

### Actions –

All Partners to use the branding for any public document connected to the scheme and the projects.

All Partners to follow the guidelines produced.

## Funding

### Heritage Lottery Fund

The following Project Elements (as agreed by the Board) which will be included in the stage 1 HLF bid are:

Title	Description	Board representative	Interdependencies
Museum Expansion	Explore areas for expansion. Possibly move across using the area currently occupied by the Town Council?	Cllr Holloway	Building tours, Museum Gallery
Museum Gallery	Area to display historic works of art and for temporary exhibitions. Utilise 'new' entrance to the building, and entrance hall, stairway and landing.	Cllr Holloway	Building tours, Museum Expansion, Relocation of CAB services
Museum archive	Works to the building to ensure the correct environments for the archive and preservation of historic records and artefacts. To enable the records to be available for viewing and use by the public, researchers, academics etc. Additional training and recruitment of volunteers to support the archive.	Cllr Holloway	Building tours, Museum Expansion, museum gallery.
Building tours	Design displays of artefacts to support a 'Story of Sandwich' to run as part of the	Cllr Holloway	Museum Expansion, Museum Gallery





	Guildhall tours. Train volunteers to deliver a range of tours.		
Heritage outreach activities	Heritage activities which are delivered within the Guildhall and out in the wider community. Connections with the Sandwich Events Team.	Steve Laslett, the Mayor	Museum Expansion, Museum Gallery, building tours, museum archive
Volunteer development	Design of approach to support the development of a coordinated approach to volunteering. Identification, training, allocation, development, support etc.	Steve Laslett, the Mayor, Cllr Holloway	Museum expansion, building tours, markets and events, heritage outreach activities.
Business planning	Business planning to ensure that commercial activities support a long term, sustainable future for the Guildhall building, supporting HLF and CCF applications. Evidence that the project supports the economic development of the town. Baseline figures, and monitoring.	Steve Laslett, Tim Ingleton	Markets and Events, museum expansion, commercial activities
Commercial activities	Explore and deliver solutions to increase income from commercial activities, such as event hire, market traders, weddings, room hire, museum donations, tours, street café licensing. Supporting HLF and CCF applications.	Steve Laslett, Tim Ingleton, the Mayor	Business planning, markets and events, museum expansion, public realm, café culture, building tours

The South East England Development Officer for the Heritage Lottery Fund, Judith Carruthers, is visiting the Guildhall on the 26<sup>th</sup> January.

Judith has requested we provide outline costs for the project, and Partners have been asked to provide these prior to the meeting. A large proportion of the relevant costs are connected with the activities of the museum, much of which is non capital works and is related to items which will form the basis of the Stage 2 Activity Plan.

Some costs are related to repair, maintenance and construction costs. These costs cannot be accurately estimated until design and survey work is completed, and the design work cannot be commenced until both the business planning exercise is complete, and a brief for works is provided by the museum.





Survey work has been on hold pending the receipt of the Building Appraisal commissioned by Sandwich Town Council in August. This survey was received by myself on 16<sup>th</sup> December. I have reviewed the report, and the following surveys are required in addition to this report:

- Statement of Significance
- Building Drawings / measured survey
- Condition survey

The HLF Stage 1 application will be produced by Kevin Charles, DDC Funding and Communication Manager. Kevin has previous experience of producing a successful stage 1 HLF bid to the Kearsney Parks project.

Actions –

Partners to ensure that the outline costings for the elements of the project which they are responsible for are provided in advance of the HLF visit.

#### Coastal Communities Fund

The government has issued some information in relation to the next round of the Coastal Communities Fund. The launch of this fund has been delayed until late Summer 2017. It is proposed that the elements of the project relating to the Coastal Communities Fund – predominantly public realm and economic development – are worked up in anticipation of the release of this fund. If alternative sources of funding become available, these could be accessed in advance of the release of Round 5 of the CCF.

#### **Consultation**

Consultation is being carried out by Hannah Batley, DDC Community Development Officer. Partners are invited to be part of the consultation process.

Report attached.

#### **Procurement**

As detailed in the Funding section above, it is proposed that the following surveys be instructed immediately:

- Building Drawings / measured survey
- Condition survey





There is not a current condition survey. There are some layout drawings of the building which were carried out by the Duncan and Graham Partnership in 2013 for Sandwich Town Council. However, on visits to the building I have found a number of errors on the drawings which need amending. In addition, they do not include the attic area, which is a vital area as it will house the archives.

DDC Property Services team do not have the capacity to provide support to the procurement process. It is proposed that to avoid delays this process is undertaken by myself as the Project Manager on this occasion. I will be liaising with the DDC Procurement Manager throughout the process.

The DDC Procurement process for projects up to £10k requires one written price to be obtained. It is proposed that the Duncan and Graham partnership are approached to update the drawings they carried out in 2013, and also to provide a price for carrying out a condition survey.

I have met with the Conservation Officer, Alison Cummings, to discuss the content of the Statement of Significance. Alison is sending through a sample brief so that we can be sure that all relevant items are included.

#### Actions –

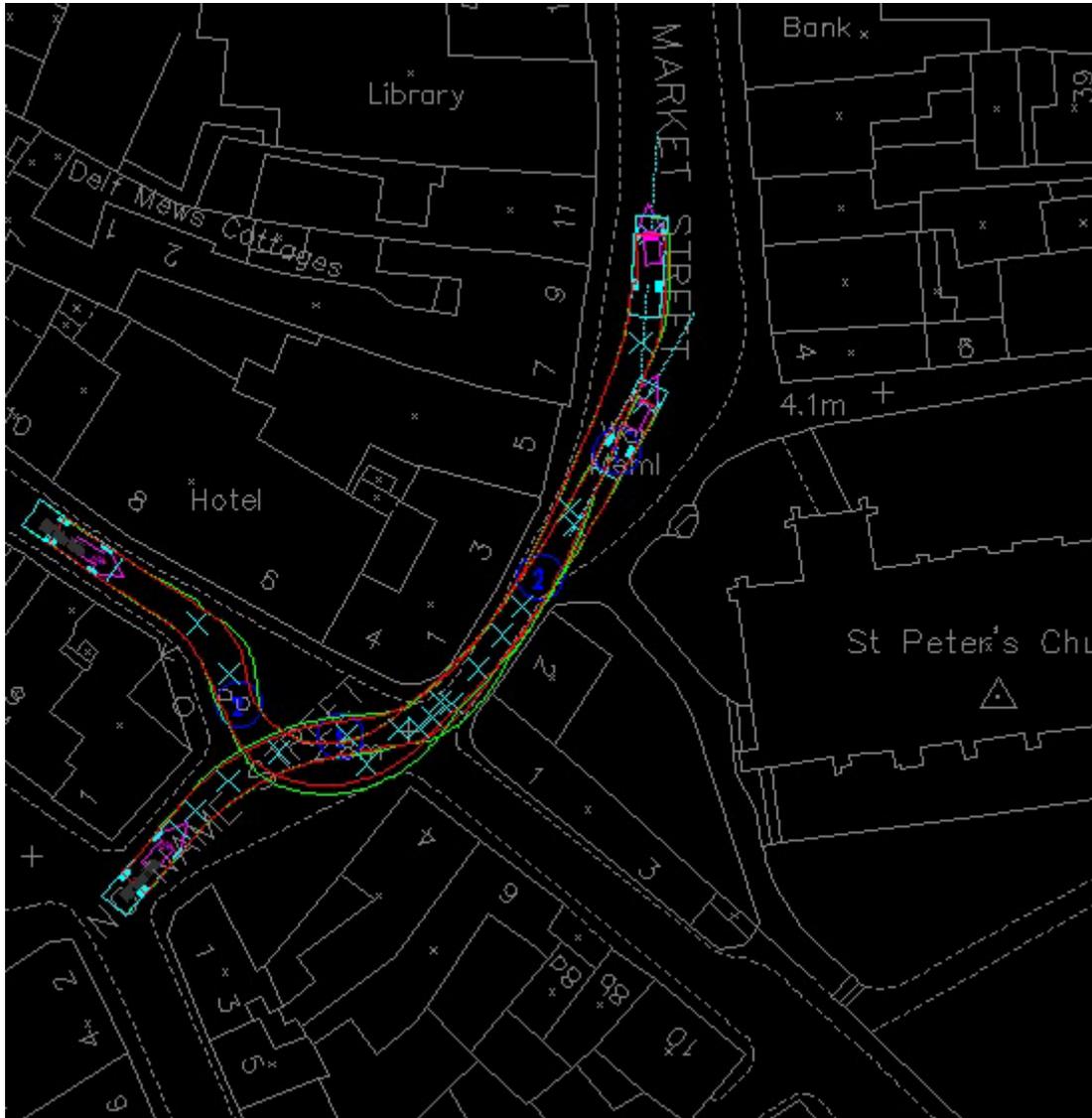
Board to approve the use of the Duncan and Graham Partnership for updating the measured survey and to be appointed to carry out a condition survey, subject to the price being Value for Money.

#### **Other Project Updates**

No Name Street pilot closure – update from Tim Middleton

KCC are looking into an experimental closure of No Name St and making Market St one way. Tim is awaiting confirmation from the Town Team as to the businesses that may need large vehicle access to their shops as closing No Name St will only allow 7.5m long vehicles and shorter to make the turn from Delph into Market Street. Currently vehicles get a fairly straight line through No Name Street.





If we do one way through Market St at the same time then we will have to consider altering the loading bays etc to cater for this.

The programme may not allow for delivery by March 2017.

Design work has commenced, and KCC will carry out a short consultation when this is complete.

A traffic survey and pedestrian count in the No Name Street area is currently being carried out.



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