



The Sandwich Guildhall Project

Project Managers Progress Report 2

13th January 2017

Progress to date

Project documentation

Communications strategy – documentation will be completed once information received from Partners – see Actions from progress report 2.

Consultation Plan – Hannah Batley is continuing to develop and update the consultation plan. This will be circulated on a monthly basis with the Project Manager's progress report. Hannah will present an update at the January Board meeting and can attend on a regular basis if Board Members request. All Partners are required to play a role in the design and delivery of consultation, particularly those with projects which will form part of the HLF application.

Partnership Agreement – this document is complete and is to be signed by all Partners at the January Board meeting.

Activity Plan – a significant part of the Stage 2 bid is the production of an Activity Plan for the project. The development of this plan will be carried out by a new post which will be included in the stage 1 bid. However, for Stage 1 we will need to present outline information in relation to these activities. Hannah Batley is preparing an Action Plan which will form the basis of the Activity Plan and will support the stage 1 bid. Hannah will provide an update on progress on this at each Board Meeting. Input from all Partners and those leading the design and delivery of the agreed project elements is required.

Funding

Heritage Lottery Fund

The first Bid Writing Team meeting was held on 6th January. Present were Rachel Collins (DDC), Kevin Charles (DDC), Hannah Batley (DDC), Laura Fidler (Sandwich Town Council) and Linda Elliott (Guildhall museum and archive).

Laura Fidler expressed a wish by Sandwich Town Council to bring forward the Guildhall Forecourt element of the project. At the meeting with the HLF in November we were advised that this area of



public realm works would not be funded by the HLF. However, Kevin Charles has produced a revised proposal for the HLF with an emphasis on the Guildhall Forecourt in its historic role as a market place, but also including all the elements previously agreed. Subject to Board agreement, this will be discussed with the HLF on the 26th January.

The Board should be aware that to include this element at this stage will increase the workload of those developing the project elements, and will bring people into project design and delivery earlier than they would have been expecting and . This primarily affects Steve Laslett, so confirmation will be required that this Board Member has the resource required at this stage:

Title	Description	Board Representative
Public Realm	Design and delivery of joined up response to public realm.	Steve Laslett
Café Culture	Design and delivery of outdoor eating space to support the 3 cafes in the project area.	Steve Laslett
Markets and Events (capital)	Design and delivery of solution for use of Guildhall forecourt on market days and for events.	Steve Laslett, Tim Ingleton
Cattlemarket Square	Design and delivery of public realm, loading bays etc to the Cattlemarket side of the Guildhall.	Steve Laslett, Tim Read

Linda Elliott has informed the Project Manager that she is unable to assist further with the HLF bid due to commitments with the archive and the museum refurbishment.

This impacts upon the following elements:

Museum Expansion	Explore areas for expansion. Possibly move across using the area currently occupied by the Town Council?	Cllr Holloway
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
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	Design displays of artefacts to support a 'Story of Sandwich' to run as part of the Guildhall tours. Train volunteers to deliver a range of tours.	Cllr Holloway
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
Volunteer development	Design of approach to support the development of	Steve Laslett,

	a coordinated approach to volunteering. Identification, training, allocation, development, support etc.	the Mayor, Cllr Holloway
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Linda has provided an outline of the projects, and has suggested external partners who might be involved in the design and delivery of the project elements. Hannah Batley is making contact with these external partners as the majority are 'activity' based, not capital works.

Sandwich Town Council have expressed concerns with the level of staff resource required, and they are looking to appoint an additional resource to support Laura Fidler.

Coastal Communities Fund

No further information has been released.

Consultation

Consultation is being carried out by Hannah Batley. All Partners will be required to be involved in developing and delivering consultation, for the success of the project.

Report attached.

Procurement

As previously agreed, P+G have been approached to carry out survey work. A brief has been produced and circulated, and P+G have submitted prices:

- Building Drawings / measured survey - £750+ vat
- Condition survey - £3200 + vat

There is no DDC funding allocated to this project in the 2016/17 budget. To enable the survey work to be instructed ahead of 2017/18 an application to Cabinet will be made for funding for these surveys and for the Statement of Significance. This application is being prepared and will be made before the end of January.

Communication

In December, Sandwich Town Council expressed a wish to produce and issue a press release in connection with the activities of the Board. It was agreed that this would be carried out after the completion of the Communications Plan. The Board are requested to agree the joint message and provide details of communications contacts in order that Sandwich Town Council can prepare and issue the press release.

In relation to the Guildhall Project, it is proposed that Hannah Batley will collate a regular newsletter, commencing in March. All members and project leads will be required to submit information for inclusion, and are invited to be actively involved in the production. Subject to agreement of the Board, DDC Design Team will produce a template on behalf of the Board. There will be no charge from DDC to the Board for this service. The newsletter will be made available by all

partners on their own websites. If partners wish to distribute or make available hard copies, DDC can provide a cost for the printing of these.

Other Project Updates

None received. Partners are requested to provide updates for inclusion in the Project Manager's monthly report.

Previous Actions

All Board members to provide details of the Lead communications contact for their organisation.	Outstanding
Board to agree the lead Communications contact to support the Chair.	Outstanding
Board to agree message for A New Vision for Sandwich and for The Guildhall Project. Approval and adoption by the Board	Outstanding
Consultation Plan and timetable produced for The Sandwich Guildhall Project.	Produced and circulated. Update to be provided at January Board Meeting.
Partnership Agreement to be approved. Document to be signed by all Partners at the next Board Meeting.	Document complete and circulated. To be signed at January Board Meeting.
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.	Approved. Brief produced and circulated. Price obtained. D+G to be appointed subject to DDC Cabinet approval to bring forward funding.
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.	Visit taking place on 26 th January. Some costings received. Partially complete.