



## The Sandwich Guildhall Project

### Project Managers Progress Report 4

22nd February 2017

#### Progress to date

#### **Project documentation**

Communications strategy – documentation will be completed once information received from Partners – see Actions from progress report 2 and 3.

Consultation Plan – Hannah Batley is continuing to develop and update the consultation plan. Hannah will present an update at the March Board meeting and will 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 March Board meeting.

Activity Plan – The Action Plan continues to be populated. Input from all Partners and those leading the design and delivery of the agreed project elements is required.

#### **Project Elements**

Project elements have been agreed and are being progressed with a Lead Officer working within the Project Team and in consultation with end users.

Should a separate opportunity for funding a Project Element become available, this will be explored.

#### **Funding**

##### Heritage Lottery Fund

Following the issue of the last progress report and the cancellation of the January Board Meeting a separate meeting was held with Steve Laslett who has agreed to input on the works to the market square.

The bid writing team met on the 13<sup>th</sup> February following the visit by the HLF on the 10<sup>th</sup> February.



At the meeting on the 10<sup>th</sup> Feb, the project elements were discussed with Judith Carruthers from the HLF. Agreement was reached on the elements to be included (see attached).

The key points from the meeting were:

This project is mainly activity led and is not currently in the priority area of heritage at risk.

Funding is not guaranteed and the bid will need to clearly demonstrate:

- What is the need for the project?
- Why should it happen now?
- It is supported by the public and users?
- Does it meet the HLF priorities?
- What are the costs and the timescales?
- How is it sustainable?
- How will a wider range of people be involved?

The HLF have requested another meeting in London once we have

- Details of all project elements
- How they meet the HLF outcomes
- Costs

They have requested that a bid is not submitted before September.

The bid needs to be submitted in the name of the owner of the building, so any negotiations relating to building ownership need to be complete before the bid can be submitted. The progress of Transfer discussions will be reported back to the Project manager from the relevant Board Members involved in negotiations.

Each of the agreed project elements is being looked at as a smaller project, which forms part of the wider project. There will be a lead officer for each element, they will form the content of the bid and Kevin Charles will construct the bid from the information.

In the last progress report it was reported that Linda Elliott is unable to provide any further resource, other than in connection with the Archive. The elements this impacts upon were listed in the last progress report. Sandwich Town Council have agreed to recruit a resource to progress the development of these elements, however until this person is in post these are essentially on hold.

#### Coastal Communities Fund

No further information has been released by DCLG.

#### **Consultation**

An online survey has been issued. Hard copies and voting boxes are being made available through Sandwich town centre.

A newsletter is being produced and will be available for partners to circulate. In line with DDC Policy, DDC will be making the newsletter available on the website, on their A New Vision for Sandwich page, and also via Keep Me Posted.

There will a drop in session for Guildhall Users to discuss how they use the building, what they like about it, what improvements could be made etc. The information obtained will feed into the Design Brief.

All Partners are required to be involved in developing and delivering consultation, for the success of the project.

### **Procurement**

The application for funding from DDC to be moved into 2015/16 has been refused. The surveys will, therefore, not be available until April.

Additional work to include the marketplace in drawings has been instructed.

A brief for a topographical survey has been issued, prices received and this will also be instructed in April.

### **Communication**

A press release was issued by DDC in January at the request of STC.

At the Sandwich Traffic Forum several Board Members commented on the lack of communication by the Guildhall Project Manager about the wider A New Vision for Sandwich project.

Board Members and Partners are reminded that communication about the wider project is the responsibility of the Board, not the Guildhall Project Manager. This is as agreed in the Communication Plan.

All member organisations can produce their own literature following the guidance and process outlined in the Communications Plan.

The role of the Project Manager for the Guildhall Project is for the Guildhall Project only. Communication in relation to the Guildhall Project has been made available to all Board Members to disseminate and is available via a page on the Dover DC website.

A newsletter is to be released in March.

### **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	Outstanding

Chair.	
Board to agree message for A New Vision for Sandwich and for The Guildhall Project. Approval and adoption by the Board	Outstanding
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 March Board Meeting.

**Actions this month**

Newsletter to be finalised and published during March.	RC / HB
Information for the action plan to be provided to Hannah	All
Action plan to be progressed	HB