



## The Sandwich Guildhall Project

### Project Managers Progress Report 9

14<sup>th</sup> July 2017

#### Roles and Responsibilities

There have been no changes to the Roles and Responsibilities since the last progress report. The Project Team continue to meet on a monthly basis.

#### **The Guildhall Building – HLF bid – report to be provided by Mady Outen at the next Board Meeting**

Mady continues to work up the Project Elements of the Guildhall Project HLF bid, and has met with Kevin Charles to agree timescales for the bid production. Mady will provide Kevin with a draft bid by the end of September with an aim to submit the bid during November.

During the next stage Mady will consult with Sandwich Town Councillors about the suggested changes before the draft bid goes to September Council meeting.

Mady has spoken with the Town Team, Age Concern and Teachers from Sir Roger Manwood's school to discuss partnership work and further support of the bid. She has contacted the Phoenix Centre and will also contact other schools to do the same.

Discussions have taken place with Alison Cummings and Jon Iveson in relation to the Statement of Significance. The preparation of this document will be included in the Design Team appointment.

STC have appointed a consultant to prepare the Business Plan.

#### **External Areas – CCF bid**

The Project Team have met with Rummey to clarify the requirements of their commission by STC. The drawings are awaited.

The topographical survey drawings have been received.

Martin is preparing the brief for the Design Team appointment and will advise the Board about timescales at the next meeting.



## **Funding**

It has been suggested that the next round of CCF funding may be administered by DCLG. Enquiries have been made to the Coastal Community Alliance, and news is awaited.

## **Consultation**

Mady has carried out a staff consultation within the building on potential changes to the Guildhall layout to better fulfil the role of heritage hub, this work will be widened out shortly with support from Hannah.

Mady and Hannah will be carrying out consultation aimed at families and young people at the Sandwich Festival on 27<sup>th</sup> August.

## **Communication**

Hannah is preparing the third issue of the newsletter. Please can all ensure that any information and feedback is sent to Hannah promptly so we can meet the release date deadline.

- Wednesday 12<sup>th</sup> July 2017 – Call for articles and or photographs
- Friday 21<sup>st</sup> July 2017 – Deadline for articles and or photographs
- Monday 24<sup>th</sup> July 2017 – articles and photographs be send to design team
- Monday 31<sup>th</sup> August 2017 – first draft to be sent round for proof reading
- Monday 7<sup>th</sup> August 2017 – any errors and amendments to be sent to design team
- Monday 14<sup>th</sup> August 2017 – release date

## **Issues and Risks**

It is a requirement of the CCF funding that there is good title for all land included in the red line area of the application. There is a strip of unregistered land in front of the shops on the forecourt. Rob Reid-Easton is providing land ownership and valuation advice to the Project Team and has provided the following advice

“It is extremely unlikely that there will be historic evidence that will enable the land to be transferred in to the demise of DDC, even if all stakeholders agree to it as is the case presently. Land registry will simply not carry out the transaction without such evidence (which may not exist at all). If it is imperative in securing funding for all the land to be registered then the project stalls or the red line needs to be moved.”

Rob has suggested drawing the red line around the DDC demise, getting separate quotes from the contractor both for the land DDC own and for the unregistered land, but resurfacing both areas. The cost of the work to the unregistered land wold not be covered by CCF funding. The Board, and subsequently Sandwich Town Council will take the risk of the owner of the unregistered land coming forward to demand damages for the unauthorised work. Martin Leggatt has advised this is unlikely to happen and that as we have extended and upgraded the asset there is no loss or damage in the eyes of the law and the risk is therefore minimal.

The Board Members will need to decide whether this is an acceptable risk and approach. Martin will provide a report for decision at the next meeting.