

**A New Vision for Sandwich: Project Board
Meeting Monday 21st November 2016 at 3:30pm
Guildhall, Sandwich**

Present: Cllr Paul Graeme, Mayor of Sandwich (chairman)
Cllr MJ Holloway, Sandwich Town Councillor
Cllr Paul Watkins, Leader of Dover District Council
Cllr Sue Chandler, Chairman of Dover District Council
Mr Tim Ingleton, Head of Inward Investment, DDC
Mr Tim Read, Head of Transportation, KCC
Mr Richard Ralph, representative of the Town Team
Mr Steve Laslett, representative of the Chamber of Commerce
Ms Rachel Collins, Community Development Manager, DDC
Miss Laura Fidler, Clerk to Sandwich Town Council (minutes)

Minutes:

1. Welcome

The Mayor welcomed those present.

2. Apologies

Mr Paul Barber, of Discovery Park, and Andrew Brown, of Historic England were unable to attend.

3. Guildhall Project – Project Manager’s report & project definition

Rachel Collins provided an update on her work to date and the following documents were considered:

- The Guildhall Project Management Structure
- The Guildhall Funding Strategy (Draft)
- The Guildhall Project Roles & Responsibilities (Draft)
- The Guildhall Project Consultation Strategy
- The Guildhall Project Plan (Draft)

It was confirmed that Stage 1 comprises three elements and three different funding streams – The Guildhall Project (funding from the HLF), the Guildhall surroundings (project title to be confirmed, funding from the Coastal Communities Team) and various traffic management plans (funding from KCC). It was also noted that none of these funding streams are confirmed at present.

The following actions were agreed:

(i) Subject to some amendments (i.e. the project name) the above documents were approved.

(ii) A formal agreement for the Project Board will be drafted by Rachel, this will be for all the work covered by the board over the next 5 years+. The format of this document will be focused around whatever is acceptable to the HLF.

(iii) Consistency of representation on the Board is important, the three councils should consider how this can be achieved with their elected members and changing roles, for example the Mayor of Sandwich who might change every year.

(iv) A communications strategy will be drafted by Rachel, which will consider how the ‘Board brand’ is established (i.e. newsletters, press releases). Updating the public on the work arranged by the Board is particularly important.

(v) Rachel will draft a one page summary of all the intended projects within the “A new vision for Sandwich” plan.

(vi) It was confirmed that all documents relating to the Board’s work are not confidential and are available to the public.

(vii) Paul Watkins confirmed that if the areas of the Guildhall currently used by the Citizens Advice Bureau and the DDC area office are required for other uses within *The Guildhall Project* that these areas can be freed up.

(viii) Final approval of documents can be achieved outside of meetings.

5. Traffic Management

Tim Read provided an update on the progress of work so far, including a diagram showing the *Proposed Site Clearance and Zebra Crossing Installation*.

The following actions were agreed:

(i) Tim R and Rachel will meet with Alison Cummings (DDC) and Andrew Brown (Historic England) to discuss the proposed access ramp that would connect New Street to the Mill Wall, and how this could link in with the zebra crossing.

(ii) Tim R will ascertain what funding is required for the pilot traffic projects on No Name Street/Guildhall bus stop and Market Street/Butchery/Potter Street. Tim R noted that although there may be funding available to trial these proposals, funding to implement any changes is not currently available, however, funding streams and grants do become available.

6. KCC Highways Depot

Paul Graeme and Paul Watkins will arrange a meeting with Paul Carter, Leader of KCC, in the New Year to discuss how this project can move forward.

7. To agree a date for the next meeting

A program of meetings every two months in 2017 will be drafted, these can be added to or deferred as required.