



The Sandwich Guildhall Project

Project Managers Progress Report 6

13th April 2017

Project documentation

Communications strategy – key contact details outstanding from Discovery Park, Sandwich Town Council and Kent County Council.

Land transfer – Sandwich Town Council and Dover District Council Property Services and Legal Teams will be progressing these negotiations outside the remit of this project team.

Project Elements

In future Progress Reports a section will be included for updates on all Project Elements. All organisations working up the Project Elements are to provide regular updates to the Project Manager and request support if required.

It is essential that the Project Elements are worked up in accordance with the HLF advice to ensure the bid has the best chance of success.

In order to assist Partners in defining their projects, Hannah Batley has sent out draft Project Briefs to all those leading on Project Elements to be used as a starting point for defining the projects. It is not essential that these briefs are used, but they are offered for guidance. The Project Team are on hand to provide support and assistance.

Procurement

Quotes for the following survey work have been received by DDC:

- Measured drawings
- Building Condition Survey
- Topographical survey

These surveys will be instructed subject to Cabinet Approval on 8th May.



Sandwich Town Council is undertaking a tender exercise to appoint two consultants: for Project Management of their project elements, and for business planning support. The opportunities are currently being advertised.

Funding

Heritage Lottery Fund

Sandwich Town Council have requested that the submission date for the HLF bid is moved to December 2017 to ensure that there is sufficient time for the tender exercise for the appointment of the consultant to be carried out and for them to work up the Project Elements for the submission.

The key dates are now:

- HLF – Round 1 bid preparation – November 2016 – December 2017
- HLF – Round 1 submission – December 2017
- Decision by HLF – March 2018
- HLF round 2 bid preparation April 2018 – April 2019
- HLF – Round 2 bid submission – April 2019
- HLF decision – Autumn 2019
- Project delivery – 2019-2022

All partners are requested to read the Heritage Lottery Fund guidance for the Heritage Grants programme to familiarise themselves with the grant process and to ensure that information is produced in line with HLF requirements.

Coastal Communities Fund

No further information about this fund has been released by DCLG. However, it may be significant that DCLG have requested an Economic Plan progress report from all Coastal Community Teams. The Deal and Sandwich Coastal Community Team submitted their update on 29th March 2017, and this included an update on the Guildhall Project.

In order to give the best chance for the works to the Market Square to be completed in advance of the Open Golf returning to Sandwich in 2020 this project element may be separated out from the HLF bid and submitted to the Coastal Communities Fund, (or any other suitable funding stream which becomes available). The Market Square element of the Project will be worked up so that it is equally possible to incorporate it within the HLF or the CCF bid.

Consultation update (from Hannah Batley)

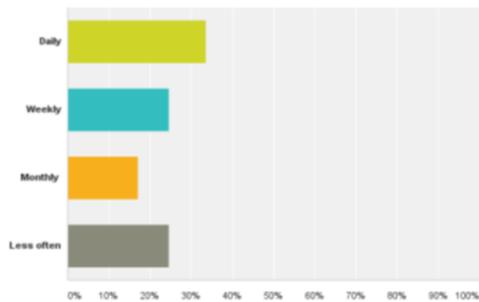
Online survey

The online survey is still open; 147 surveys have been completed so far towards the target of 250 responses. DDC continue to advertise the survey via Social Media, and would encourage all partners to also promote the survey.

Example results so far:

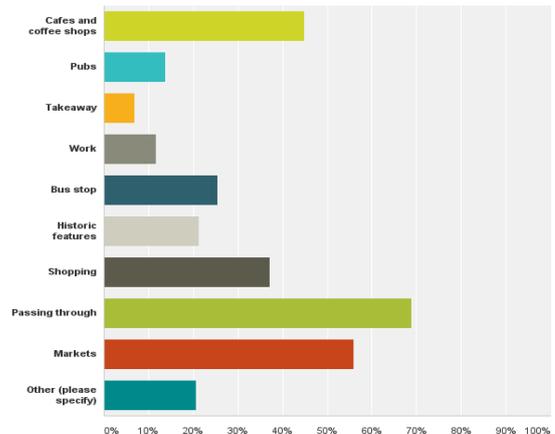
Q1 How often do you visit the Guildhall and/or Guildhall forecourt?

Answered: 146 Skipped: 1



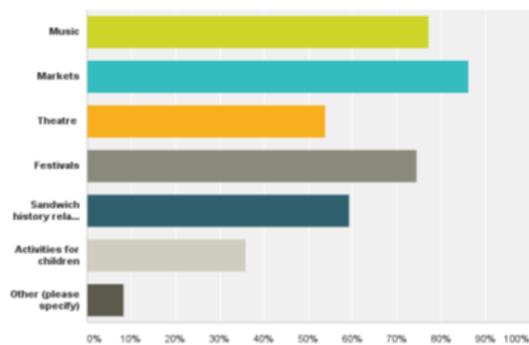
Q2 What are the main reasons you visit the Guildhall and/or Guildhall forecourt? (tick all that apply)

Answered: 145 Skipped: 2



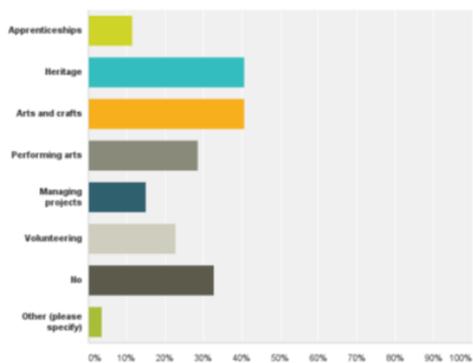
Q4 Would you be interested in attending events at the Guildhall and/or Guildhall forecourt? (tick all that apply)

Answered: 145 Skipped: 2



Q5 Would you be interested in using the Guildhall and/or Guildhall forecourt to gain new skills? (tick all that apply)

Answered: 140 Skipped: 7



Some of the most recent comments are;

- ...the forecourt is quite bleak. If it was possible to remodel to feel a bit more welcoming and interesting? The cobbles are pretty uncomfortable to walk on and make you look down to avoid tripping.
- a revamp of the bar area, which is totally uninspiring

- It's the centre, it's great for events, music, markets, etc. we should make it more of a piazza

1940's weekend consultation

On Saturday 29th April 2017 between 10am – 1pm, during the 1940's celebration, we will be holding consultations in the Market square; using the same questions as the online survey.

This event will also provide an opportunity for any other partners who wish to conduct any consultations regarding their own projects either in connection with the Guildhall Project or the wider A New Vision for Sandwich programme.

What's happening next?

- The online consultation will continue to be accessible until the target number of responses have been received
- Further face to face consultation during events
- Observation consultations

Communication

The next newsletter will be published in May, after the Purdah period. Hannah Batley is coordinating the production of the newsletter, but all partners have been invited to submit information.

The planned timescales for production (as agreed with STC) were:

- Information from partners to Hannah by Fri 07/04/17
- Draft issued Thu 13/04/17
- Amendments to be received by Fri 28/04/17
- Production Mon 01/05/17 - Fri 05/05/17
- Issue 08/05/17

However, as at the date of this report Hannah had only received one item for inclusion. Hannah has sent out a reminder and the timescales have been extended by a week to allow more time for articles to be submitted.

The newsletter is the Guildhall Project, however at the request of Sandwich Town Council a section will be included for A New Vision for Sandwich information.

Previous Actions outstanding

Lead communications contact details for Discovery Par, Sandwich Town Council and Kent County Council required.	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

Actions this month

Consultation at 1940s event – all welcome	
Project Briefs to be prepared for each project element.	