



The Sandwich Guildhall Project

Project Managers Progress Report 7

10th May 2017

Project documentation

Communications strategy – complete

Partnership Agreement – Drafted and approved by Board. Concerns have been raised by the DDC Legal Team. Amendments to be proposed. This falls outside the remit of this project and actions will be reported by the DDC Officer Board Member Tim Ingleton via the Board minutes.

Project Elements

At the request of the Board at the last meeting a RAG task list template for actions on Project Elements has been produced and circulated to the Board for comment.

At the request of the Board, the public realm and highways works have been separated out from the HLF bid and are being formulated into a Coastal Community fund bid. A Project Plan has been drafted and initial meetings of the project team have taken place.

An update on the Highways works will be provided by Tim Middleton at the Board meeting on the 11th May.

The Community Dig at the Guildhall Forecourt has the potential to cause delays to the completion of the public realm works. Jon Iveson (Project Lead) has also advised that it is unlikely that there will be any significant finds. There is support from the public for more digs, so it is proposed that a separate project to establish a Sandwich arm of the Canterbury Archaeological Trust be commenced. Hannah Batley will lead on this, working with the Guildhall staff.

The Guildhall Archive holds a collection of photographs which are being transferred onto digital storage and some of which are available on the archive website. It is proposed that a project element which encourages local people to make their own photos and film / video available is developed.



Procurement

The Project Team for the Guildhall Forecourt are preparing tender documentation to ensure that the project is at RIBA stage 3 (Planning application) so that a stage 1 CCF bid can be made when the fund is released.

An update on the procurement of consultants by STC will be provided by Laura Fidler at the Board meeting on the 11th May.

DDC approval to appoint Philip Graham Partnership for the Building Condition survey, topographical survey and layout drawings is awaited.

Funding

Heritage Lottery Fund

The Consultants appointed by STC will progress the areas of the project which are to be HLF funded.

Coastal Communities Fund

No further information about this fund has been released by DCLG.

The Forecourt Project Team are progressing the development of a funding application based upon the format in Round 4 of the CCF.

Consultation

Steve Laslett carried out a consultation exercise with users of the Guildhall Forecourt. Three users were involved – the Saturday Market Manager, the Town Sergeant and shop owner John Van der Dol.

Discussions took place and the following proposals were agreed:

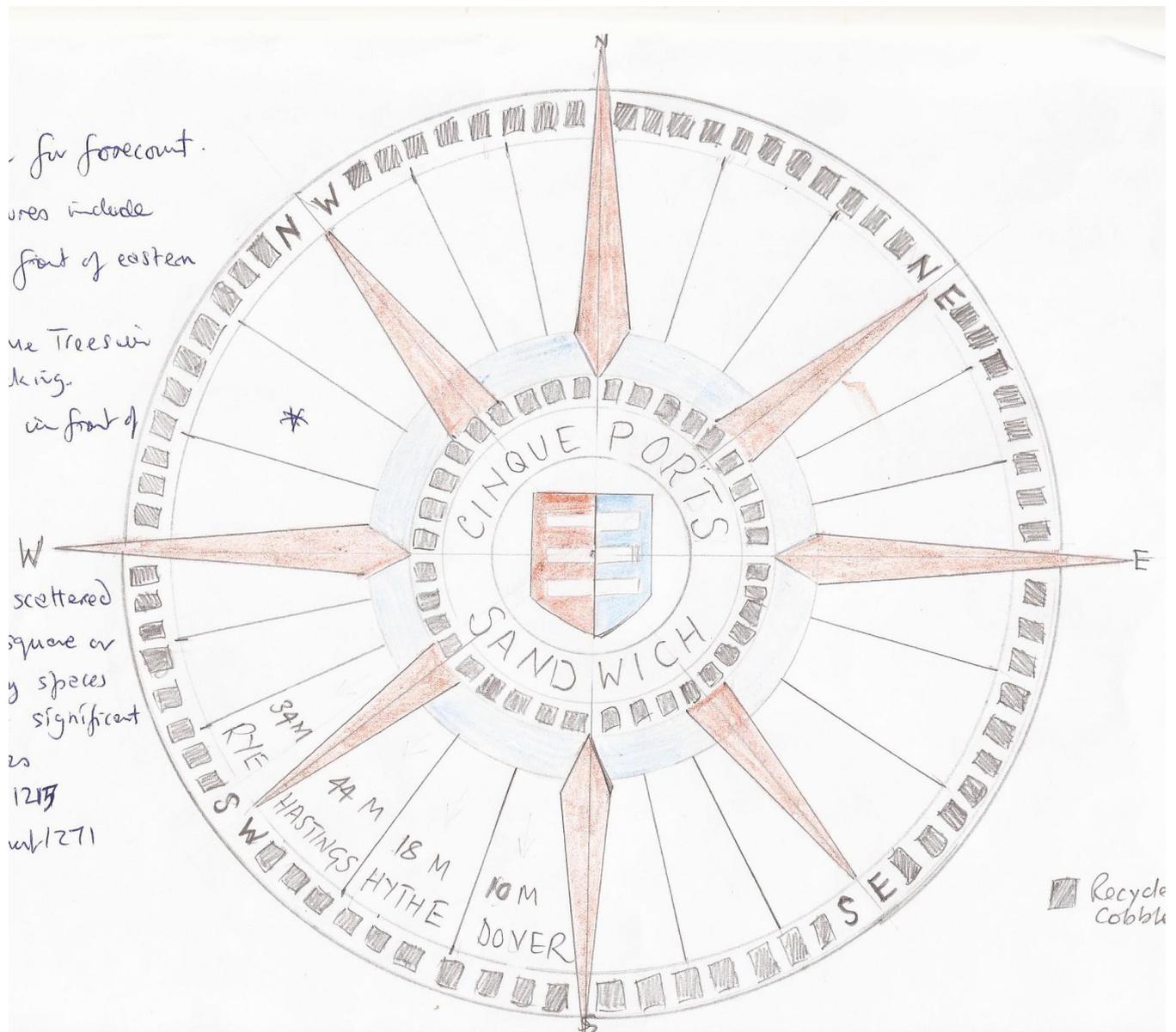
- Maximise the space by planning for a smooth surface wall to wall
- Surface to be flat but visually interesting with use of colours and textures
- Remove street furniture from current locations and have seating on West side by Guildhall only
- East side to be for table and chairs for Café Culture
- Flexibility is essential so minimum of fixtures or trees
- Bandstand good idea
- Entrance to museum to be designed, including surface materials to draw the eye to the museum

Specific comments-

Town Sergeant: drainage is barely sufficient but must be retained including soak away near Museum entrance. Simplicity and ease of maintenance key issues.

Market Manager: agrees space for tables and chairs on East side and bandstand especially if it can be multi-purpose on market days.

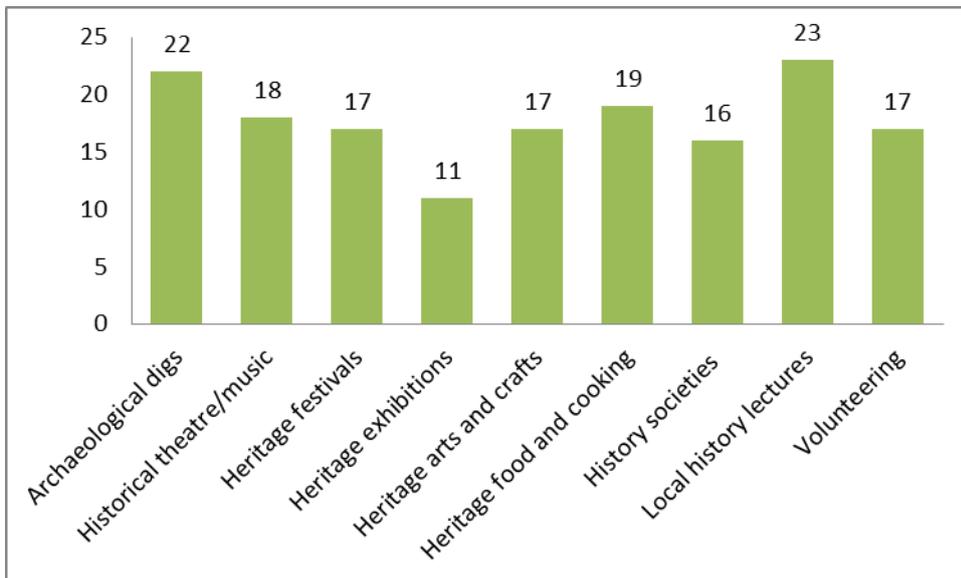
J V d Dol : has provided Steve with a design for a 'Sandwich Rose' compass of Cinque Ports as an inlay. Also suggested key historical facts to be engraved in selected slabs.



Hannah Batley and Rachel Collins manned a gazebo to carry out face to face consultation took place in the Guildhall forecourt on Saturday 29th April from 10am – 3pm.

- 115 members of public made face to face direct contact over the 3 hour period. All were very positive and engaging.
- 15 people completed a hand written survey, and 6 more online surveys were completed over the weekend. 167 online surveys have now been completed.
- 24 copies of the March newsletter were taken and all were encouraged to use Keep me Posted for future editions, with leaflets handed out.

- Voting boxes with token were used to gauge which activity suggestions were most popular. 160 'votes' were cast with Archaeological Digs and Local History Lectures the most popular activities.



We asked members of the public what they call this space:



22 people responded:

Guildhall forecourt	7
Market square	4
Market place	3
The Forecourt	2
Guildhall square	2
The Cattle market	2
Town square	1
The Market	1

We promoted Keep Me Posted and over the course of the weekend there were 6 more subscribers for the Sandwich topic bringing the total to 361 subscribers.

There was a very positive response to the archives photos, which drew a large number of people to our stall.

It is proposed that future consultation events are linked to other events due to the higher footfall. In order to avoid consultation-fatigue from the public, DDC are not proposing to undertake any further face to face consultation until the project reaches a point where there is something specific to consult on.

On 27th August the DDC Community Services Team will be having a stand at the Dover Regatta. Any Partners who would like to use this opportunity to provide information about the project to a wider audience would be very welcome.

Communication

The next newsletter was due to be published in May, after the Purdah period for the County Elections. However, since the last progress report a General Election has been called which restarts purdah. In order to avoid delaying the issue of the second edition of the newsletter, advice was sought from DDC's Democratic Services Team the newsletter was edited with purdah guidance in mind. The newsletter is ready to be circulated by Partners, and will be made available on the DDC website and via Keep Me Posted.

Actions

These will now be reported via the RAG task list. All partners should update this list and send to Rachel Collins prior to the issue of the monthly progress report.