



The Sandwich Guildhall Project

Project Managers Progress Report 8

19th June 2017

Overview

This has been a productive month, with 2 new members joining the Project Team. Welcome to Mady Outen who is working up the Project Elements of the HLF bid, and Martin Leggatt who is leading on procurement of the design team for the Public Realm works and land ownership issues. The Project Directory has been updated (see below).

Survey work has commenced on the forecourt, and further drawings in relation to the highways works have been received. The results of the online survey have also been analysed.

Roles and Responsibilities

A single Project Team has been established to progress the Guildhall Project.

The elements of the Guildhall project have been grouped into two areas to correspond with the funding streams which are being accessed. The two projects areas are

- The Guildhall building itself – to be covered by HLF funding,
- The external areas of the forecourt / market place and highways works – to be covered by CCF funding.

The roles and responsibilities of the Project Team are listed below:

| Name | Organisation | Contact | Role |
|----------------|------------------------------|---|---|
| Steve Laslett | Sandwich Chamber of Commerce | steve.laslett@blgservices.co.uk / 07736 057836 | Guildhall Forecourt – consultation, design input, local business and market liaison |
| Rachel Collins | Dover District Council | Rachel.collins@dover.gov.uk 01304 872164 | Project Manager for HLF stage 1 bid and CCT bid |
| Laura Fidler | Sandwich Town Council | townclerk@sandwichtowncouncil.gov.uk / 01304 617197 | Project Management for Guildhall project |
| Hannah Batley | Dover District Council | Hannah.batley@dover.gov.uk | Coordination of Consultation |
| Martin | Dover District Council | Martin.leggatt@dover.gov.uk | Procurement of consultants and |



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|-----------------|------------------------|--|--|
| Leggatt | Council | | contractors. Specification requirements. |
| Rob Reid-Easton | Dover District Council | Robert.Reid-Easton@DOVER.GOV.UK | Property and land ownership. |
| Madylene Outen | Sandwich Town Council | museum@sandwichtowncouncil.gov.uk / Monday and Friday 01304 617197 | Guildhall – scoping of project elements and preparation of information for stage 1 HLF bid |
| Tim Middleton | Kent County Council | Tim.Middleton@kent.gov.uk | Project Manager for Highways works. |

The Guildhall Building – HLF bid

The Project Elements of the Guildhall Project are being worked up by Mady. Dover District Council has agreed to provide bid writing support, and Mady will be meeting with Kevin Charles to agree timescales. A programme will be provided at the next Board Meeting.

A measured survey and Building Condition survey have been instructed by DDC and are underway. Reports are awaited.

Mady has researched and familiarised herself with reports, policies, procedures to track progress so far. This has included talking with current staff and volunteers about the use of the building, what does and doesn't work and what they would like to see.

She has begun the process of collating ideas for the elements of the project and worked through the requirements of the HLF funding stream. She is now collating the research and beginning to draft proposed changes to the layout of the Guildhall. Mady has also been looking at the National Curriculum to draw links between topics and the heritage of the Guildhall and town.

External Areas – CCF bid

Preliminary design work has been carried out in relation to the highways works. This was presented at the last Board meeting. Subsequently, Rummey design have issued some visualisations, which are attached to this report.

At the last Board meeting Board Members requested Sandwich Town Council to instruct Rummey to provide some drawings to demonstrate how the proposed highways work would integrate with the works to the forecourt. STC has instructed this work. This will form part of the tender package for the wider Design Team.

Dover District Council has agreed to lead upon the procurement of the Design Team to initially work the project up to RIBA stage 3 in anticipation of the submission of a CCF bid. A meeting has been held with Martin Leggatt, who's team are leading this area of work, and a programme will be presented to the next Board Meeting. In addition, Dover District Council has agreed to provide support (working with KCC and STC) to ensure good title for the redline of the project, as required by the CCF.

The topographical survey work has been instructed by DDC. The work is completed and drawings are awaited. These will also form part of the tender package.

Funding

No change since last report

Consultation

The online survey has now been completed by 166 people, this is short of the target of 250 people, but we had extended the deadline several times and it felt probable that we had received as many responses as we were likely to.

Over 50% of the people who completed the survey attend the Guildhall and Guildhall forecourt on a daily or weekly basis.

The main reasons for attendance are; passing through, or visiting the markets and coffee shops.

People who visit the Guildhall and Guildhall forecourt feel the location is;

- A good central place to meet
- Beautiful and full of heritage
- A central focus for the town
- A hub for the community
- Keeps history alive
- A great combination of new and old

The majority of responses indicate that people would like to see more music events and a variety of markets, as well as festivals and Sandwich history related celebrations.

Nearly 50% of the results indicate that people would like to use the Guildhall and Guildhall forecourt for heritage projects, as well as arts and crafts.

Some of the improvements people would like to see are;

- Do not get rid of the cobbles but improve the surface
- Get rid of the cobbles and replace with a level surface
- No vehicles on the cobbles
- More litter bins
- Better seating area
- Bigger and better markets
- Smooth walkway down the middle of the forecourt
- Café culture

Around 50% of the surveys were completed by people aged between 45 – 65 years old and only 24 surveys were completed by people under the age of 35.

Communication

The second issue of the newsletter was released on the 25th May 2017 and is available on the Dover District Council website.

Timescale for third issue of newsletter;

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

Please ensure that information is sent to Hannah by the deadlines.