

Public Document Pack



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7 February 2019

Dear Councillor

NOTICE OF DECISION TAKEN BETWEEN MEETINGS – (DPH03 18) SANDWICH GUILDHALL SQUARE PROJECT

Please find attached details of a decision taken by Councillor Mike Conolly, Portfolio Holder for Corporate Resources and Performance, to approve the commissioning of survey and design work in order to confirm costings to support external funding applications for the Sandwich Guildhall Square project.

The deadline for call-in of this decision is **10.00am on Wednesday, 13 February.**

If call-in is not activated, the implementation date for this decision will be noon on 13 February.

Members of the public who require further information are asked to contact Kate Batty-Smith on 01304 872303 or by e-mail at democraticservices@dover.gov.uk.

Yours sincerely

A handwritten signature in cursive script that reads "Kate Batty-Smith". Below the signature is a short horizontal line.

Democratic Services Officer

ENCL

1 **NOTICE OF DECISION TAKEN BETWEEN MEETINGS - (DPH03 18) SANDWICH GUILDHALL SQUARE PROJECT** (Pages 2-6)

Decision Notice

Decision Taken Between Meetings

Decision No:	DPH03
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Subject:	SANDWICH GUILDHALL SQUARE PROJECT
Notification Date:	7 February 2019
Implementation Date:	13 February 2019
Decision taken by:	Councillor Mike Conolly, Portfolio Holder for Corporate Resources and Performance
Authority:	Paragraph 12 of Section 3C of Part 3 (Responsibility for Functions) of the Constitution
Decision Type:	Executive Non-Key Decision
Call-In to Apply?	Yes (<i>The deadline for call-in is 10.00am on 13 February 2019</i>)
Classification:	Unrestricted

Reason for the Decision:	Due to the need to confirm exact costings with potential funders in order to secure external funding to deliver this project, stage 4 RIBA (Royal Institute of British Architects) designs are required at the earliest opportunity.
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Decision:	That the instruction of survey and design work to RIBA Stage 4, including the appointment of the necessary specialists and at a cost of £25,000, be approved.
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1. **Consideration and Alternatives** (*if applicable*)
 - 1.1 See attached report.
2. **Any Conflicts of Interest Declared?**
 - 2.1 None.
3. **Supporting Information** (*as applicable*)
 - 3.1 See attached report.

Subject:	SANDWICH GUILDHALL SQUARE PROJECT
Date:	7 February 2019
Decision to be taken by:	Councillor Mike Conolly, Portfolio Holder for Corporate Resources and Performance
Report of:	Shaun Taylor, Community Development Manager
Portfolio Holder:	Councillor Mike Conolly, Portfolio Holder for Corporate Resources and Performance
Decision Type:	Executive Non-Key Decision
Call-in to be Suspended:	No
Classification:	Unrestricted
Delegated Authority:	Paragraph 12 of Section 3C of Part 3 (Responsibility for Functions) of the Constitution
Purpose of the report:	To obtain approval to instruct consultants and further survey work to support the progression of the Sandwich Guildhall Square Project, and to assist in securing external funding to deliver the project.
Recommendation:	That the instruction of survey and design work to RIBA Stage 4, including the appointment of the necessary specialists and at a cost of £25,000, be approved.

Summary

- 1.1 The Guildhall Project is part of the wider “A New Vision for Sandwich” programme of improvements to Sandwich Town. The programme is managed by a partnership board, established in September 2016, chaired by the Mayor of Sandwich.
- 1.2 The programme of projects being overseen by the board includes the Guildhall Market Square Project. This project is primarily centred on the public realm improvements to the Guildhall Forecourt/Market Square, but also includes some elements of Highways works on the bus pull-in to ensure it is accessible.
- 1.3 Dover District Council (DDC) owns the freehold of the forecourt/Market Square which is leased to Sandwich Town Council. DDC previously provided funding resource to appoint a consultant team to work the project up to obtaining planning approval for the public realm improvements that was granted on 19 July 2018, and to complete an application to the Coastal Community Fund up to Expression of Interest (EOI) stage, which was unsuccessful.
- 1.4 Highways improvements are being led and designed by Kent County Council (KCC) However, funding for these are required as part of the overall project costs.

1.5 KCC, STC and DDC are working together to ensure the public realm and highways elements of the projects align.

1.6 Funding for the public realm works will be subject to obtaining funding for the project circa £750k. The next stage of RIBA Stage 4 detailed design, costings and survey works are required to finalise full project costs and provide full detailed plans to support conversations with external funders to secure appropriate funds to deliver the project.

2. **Background**

2.1 In 2016, Kent County Council and Sandwich Town Council jointly commissioned a consultant to carry out a design review of Sandwich using section 106 monies. The report, "A New Vision for Sandwich" was issued in August 2016 and was adopted by Sandwich Town Council.

2.2 Public consultation indicated that there was strong support for a project centred on the Guildhall and the Market Square. This complimented projects connected to the Guildhall itself and the heritage of Sandwich which were already under development by the Sandwich Toll Bridge Fund, the Guildhall Museum and other community organisations.

2.3 An allocation of £30,000 was approved in the 2017/18 Medium Term Financial Plan to finance support for external funding bids in connection with the Guildhall project. As a result design work, topographical survey, condition survey, utilities reports, and quantity surveying services have been procured. The work to RIBA stage 3 is complete and the planning application for the redesign of the Guildhall forecourt has been approved.

2.4 A further allocation of £25,000 was approved in the 2018/19 Medium Term Financial Plan to work the project up to the end of RIBA stage 4 to support applications for external funding support to deliver the project. An application to the Coastal Community Fund was unsuccessful; however other funding opportunities are now being explored.

2.5 The project is estimated at approximately £750K. This is currently broken down as £500k for the Guildhall forecourt, £190k for Highways improvements and £60k for project management delivery.

2.6 DDC has committed £250k (in addition to the £55k mentioned above) to support delivery of this project. Discussions with other various funders (see appendix 1) to fund the remaining 500k shortfall are currently being explored. Due to its expertise it is envisaged that DDC will be responsible for procurement of services to Stage 4 and collection of external funding for delivery of this project, subject to agreement by 'A New Vision for Sandwich Board'.

2.7 The project is the ownership of Sandwich TC who will procure all works and services after Stage 4, with "critical friend" feedback if requested from Dover DC officers.

2.8 The proposed survey and consultants work is required to progress the design work to Technical Design stage and establish full costings. This will include but is not limited to:

- (a) Structural Engineer appointment;
- (b) Principal Designer (CDM) appointment;
- (c) M+E appointment;
- (d) Design work to RIBA Stage 4;
- (e) Legal and Land Registry fees;

3. **Identification of Options**

3.1 The three options identified are:

- (a) Decline to fund the proposed survey and design work. This is not recommended.
- (b) To wait until full funding is confirmed for project delivery, before RIBA stage 4 plans are instructed. This is not recommended.
- (c) Undertake the proposed survey and design work to progress the project to obtain actual project costs and on to Technical Design stage. This is the recommended option.

4. **Evaluation of Options**

4.1 If DDC declines to fund the proposed survey work then it is unlikely that funding will be found from another source. The project would be highly unlikely to proceed without this external funding being secured.

4.2 Continuing to fund the further survey and design work is essential in order to continue to progress the project, which will support discussions with potential funders, helping to secure contributions and give the best opportunity for the project to be delivered, and completed in advance of the Open Golf 2020. (It is acknowledged that these are very tight timescales and dependent on securing of external funding; should the funding take longer to secure this project will still happen but be rescheduled for after the Open Golf). For these reasons this is the recommended option.

5. **Risks**

5.1 The key project risks are:

- (a) unable to generate sufficient funding pledges
- (b) unable to complete the works in time for the 2020 Open
- (c) project cost overruns
- (d) STC unable to procure/manage the project management resources required for managing the project.

6. **Resource Implications**

An additional £25k is included in the current 18/19 Medium Term Financial Plan to provide continuing support for the external funding bids for the Guildhall Square, Sandwich project; this is to be financed from the Special Projects Reserve. A £250k DDC contribution to any future works would be the subject of a separate report.

7. **Corporate Implications**

7.1 Comment from the Section 151 Officer: 'Accountancy has been consulted in the preparation of this report and has no further comment to add. (KW)'

7.2 Comment from the Solicitor to the Council: 'The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make (HR)'.

7.3 Comment from the Equalities Officer: 'This report does not specifically highlight any equality implications however in discharging their duties members are required to comply with the public sector equality duty as set out in Section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15> (KS)'.

Contact Officer: Shaun Taylor

Appendix 1

External funders and potential contributions as of 1 February 2019:

Discovery Park £150,000 – not confirmed

R&A (Golf Rules) Ltd £100,000 – not confirmed

Anonymous Sandwich Benefactor £100,000 – not confirmed

Sandwich Town Council/Toll Bridge Fund - £250,000 – not confirmed