
Subject:	SANDWICH HISTORIC BOATYARD
Meeting and Date:	CABINET – 5 NOVEMBER 2018
Report of:	Roger Walton, Director of Environment & Corporate Assets
Portfolio Holder:	Councillor Trevor Bartlett, Portfolio Holder for Property Management and Environmental Health
Decision Type:	Non-Key Decision
Classification:	Unrestricted

Purpose of the report: To seek agreement to grant a lease for the former Sandwich Historical Boatyard building at Sandwich Quay to the Sandwich Medieval Trust and to allocate funds to enable an electricity supply to be provided to the building.

Recommendation:

- (1) *To confirm agreement to the granting of a new lease for the former Sandwich Historical Boatyard building to the Sandwich Medieval Trust.*
- (2) *To delegate authority to the Director of Environment & Corporate Assets in consultation with the Portfolio Holder for Property Management and Environmental Health to negotiate the terms of the lease.*
- (3) *To allocate funds to enable an electricity supply to be provided to the building and to make provision for providing power supply to serve boats moored along the quay and also to facilitate the future installation of electric vehicle charging points within the car park.*

1. Summary

- 1.1 The Sandwich Historical Boatyard building located at Sandwich Quay was constructed in 2016 on Council land to support a project promoted by the Sandwich Historical Boatyard Trust.
- 1.2 Progress with the project then stalled and following many months of discussions between the various parties involved with the project, the Council concluded an agreement with the previous tenant in July 2018, which saw the leased land, together with the building that had been constructed on it surrendered to the Council.
- 1.3 With public ownership of the building secured, discussions have been held with some members of the former, Historical Boatyard Trust, which has led to a proposal being developed from the newly constituted, Sandwich Medieval Trust, for the future use of the building, which includes many of the objectives from the original project.
- 1.4 This report therefore seeks agreement to the granting of a new lease for the former Sandwich Historical Boatyard building to the Sandwich Medieval Trust.

2. Introduction and Background

- 2.1 The original project, as promoted by the former Sandwich Historical Boatyard Trust, sought to create a 14th Century boatyard that could have existed at the time of the 100 year's war, circa 1347, to build a replica of Edward III's flagship, which dates from this time and provide opportunities to offer training in traditional boatbuilding skills.
- 2.2 The project was supported by Sandwich Town Council and following the granting of planning consent, this Council entered into a lease with Sandwich Historical Boatyard Limited on 10 February 2016 for a term of 50 years. The Historical Boatyard Building was subsequently erected in its entirety.
- 2.3 During the term of the lease, the parties involved with the project became divided, leading to many months of discussions with officers of the Council working with Sandwich Town Council and other interested parties within the town to seek to resolve the situation and enable the project to progress as originally intended.
- 2.4 Ultimately it proved impossible to find a solution agreeable to all parties and so an agreement was reached with, the sole Director of Sandwich Historical Boatyard Limited, to surrender the lease (which included the now erected Historical Boatyard Building) to the Council in return for the payment of the sum of £87,515.
- 2.5 With public ownership of the building now secured, the Council has been able to undertake some works to the site to improve the appearance, including removing fencing and some limited works to the soft landscaping around the building.
- 2.6 The timber structure, whilst providing an attractive addition to the street scene at Sandwich Quay, was not provided with any services when constructed by Sandwich Historical Boatyard Limited. The lack of electricity in particular, places certain limitations on the use of the building. It also restricts the rental income the Council can achieve. It is therefore proposed that, before finalising arrangements regarding its future use that the Council should make arrangements to install an electricity supply to the building. UK Power Networks have quoted £24,878 to undertake these works, precise details of which are still to be finalised. It is proposed to take the opportunity whilst providing this supply connection to make provision for providing power supply to serve boats moored along the quay and also to facilitate the future installation of electric vehicle charging points within the car park.
- 2.7 As regards the future use of the building, detailed discussions have been held with some members of the former Trust, who are seeking to bring forward a proposal which includes many of the objectives from the original project through a new organisation; the Sandwich Medieval Trust.
- 2.8 The new Sandwich Medieval Trust sets out its Aims & Objectives as follows:

The Medieval Trust will focus on all activities relating to the late medieval period in Sandwich between the 1330s and 1480s. This 150 year period can be characterised as the Golden Years of Sandwich as the Major Cinque Port. The project will commence with reflecting on and celebrating the maritime history of the period and will proceed to focus on medieval land based crafts and skills, telling the history of Sandwich Townsfolk, their lives and times. It will be a living history project, delivering history and learning in an accessible format.

The vision is that the project will be a significant visitor attraction and be highly educational. It will focus on historically correct representations of all maritime and people based activities covering this 150 year period. The project will engage with schools and youth to teach medieval crafts and skills and arts and to address the long term succession planning needs of the project.

- 2.9 Further details of the proposals from Sandwich Medieval Trust are set out in the Business Plan attached at Appendix A.
- 2.10 In order to take forward their plans, the Sandwich Medieval Trust is seeking agreement from the Council to grant a lease for the use of the former Sandwich Historical Boatyard premises. Discussions on this matter have progressed, Heads of Terms have been drafted and a lease between the parties is being prepared as attached at Appendix B.
- 2.11 However, given the concerns which arose as a consequence of the Council granting a lease to the previous Trust, the Sandwich Medieval Trust has been advised that the Council would wish to be reassured that their proposals and plans for the building enjoyed wide support within Sandwich.
- 2.12 Accordingly, the Sandwich Medieval Trust has provided a number of letters of support, which are included at Appendix C for ease of reference.
- 2.13 Noting the proposals at Appendix A, and the letters of support as supplied and included at Appendix C, Cabinet are asked to confirm agreement to the granting of a lease to the Sandwich Medieval Trust.

3 Identification and Evaluation of Options

- 3.1 There are two Options available to Cabinet:

Option 1: To grant a lease to the Sandwich Medieval Trust and allocate funds to enable an electricity supply to be provided to the building.

Option 2: To decline to grant a lease and explore other options for the use of the building.

- 3.2 Option 1 is the preferred option as this will enable many of the aims and objectives contained within the original project to be delivered and the Sandwich Medieval Trust has provided evidence that their proposals enjoys wide support within Sandwich.

4 Resource Implications

- 4.1 The proposed lease will see a commercial rent of £4,500 per annum being paid for the premises. This figure was obtained by an independent valuer who was instructed to advise the council on the achievable market rent for such a building with the addition of an electricity supply. It is considered that this rent represents a best consideration that can reasonably be obtained as required by section 123 Local Government Act 1972.

5 Corporate Implications

- 5.1 Comment from the Section 151 Officer;

“Establishment of a firm financial footing is often a challenge for small new trusts.

Members should therefore be aware that the Trust will undoubtedly use its best endeavours to maintain its financial position and meet its commitments. But there will be a risk that it is unable to do so and may seek further financial assistance. Provision for this eventuality should be reflected in the lease between the Council and the Trust.

Members should also note that the rental of £4,500 shown in the body of the report is not consistent with the rental of £3,200 shown in the trust’s business plan.” (MD)

5.2 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 (BD).

5.3 Comment from the Equalities Officer:

“This report does not specifically highlight any equality implications, however in discharging their responsibilities members are reminded 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>” (KM)

6 Appendices

Appendix A; Sandwich Medieval Trust Business Plan

Appendix B: Letters of support provided by Sandwich Medieval Trust

7 Background Papers

7.1 None

Contact Officer: Roger Walton Ext: 42420

SANDWICH MEDIEVAL TRUST

BUSINESS PLAN Revised October 2018

Foreword

This business plan relates to the new charity, the Sandwich Medieval Trust. The Trust is a registered Charity, number 1178864 and is a CIO – a Charitable Incorporated Organisation.

The object of the Charity is:

to advance education for the public benefit on matters to do with the late medieval period, ie approx. 1330 to 1480 with a special focus on the heritage of Sandwich Town, Kent, in particular but not exclusively by providing a maritime and land based crafts “living museum”.

The first step is to agree terms to confirm occupancy of the wooden building previously known as the ‘Historical Boatyard’ on the Slipway by the River Stour and establish it as the Sandwich Medieval Centre. Discussions are ongoing with Dover District Council to agree terms of a lease.

Version 3.0 9th October 2018

BACKGROUND

The Sandwich Historical Boatyard Trust proposed a project in 2013 which led to the building of the 'Historical Boatyard' in 2016. It was funded privately as an interim measure. The original plan was for a public share issue and for the Boatyard Trust to use the building.

Following the report from the South East Audit partnership in December 2017 Dover District council secured ownership of the building in early 2108. Following advice from DDC the Sandwich Medieval Trust has been established. It has sufficient funds to enter into a lease agreement with DDC for the use of the building as outlined in following sections.

The preference of the Trust is to work towards paying DDC the full cost that was incurred by DDC in securing ownership of the building. At that time a long term lease on a peppercorn rental would be agreed. In the meantime a lease agent with an annual rental of around £3200 will be agreed.

This document addresses the costs of the Sandwich Medieval Trust meeting the objectives outlined below without addressing the potential to pay DDC £87,500. That option is not being addressed until agreement has been reached with DDC on terms of the lease. A revised business case will be constructed to address that challenge as and when appropriate.

AIMS AND OBJECTIVES.

The Medieval Trust will focus on all activities relating to the late medieval period in Sandwich between the 1330s and 1480s. This 150 year period can be characterised as the Golden Years of Sandwich as the Major Cinque Port. The project will commence with reflecting on and celebrating the maritime history of the period and will proceed to focus on medieval land based crafts and skills, telling the history of Sandwich Townsfolk, their lives and times. It will be a living history project, delivering history and learning in an accessible format.

The vision is that the project will be a significant visitor attraction and be highly educational. It will focus on historically correct representations of all maritime and people based activities covering this 150 year period. The project will engage with schools and youth to teach medieval crafts and skills and arts and to address the long term succession planning needs of the project.

SANDWICH MEDIEVAL CHARITY.

The CIO is registered with the Charities Commission. It has adopted the Foundation model constitution which determines the governance of the Charity.

- Between four and nine trustees will be appointed. The first four are Steve Laslett (Chair) Julia Baxter, Bob Martin MBE and Councillor Lynne O'Donoghue.
- Two additional Trustees have been appointed in August, Dave Batchelor and Paul Damon.
- Consideration about how and when to fill the remaining three Trustee places will be given once the lease has been signed and the project has made some progress
- Management committees will be formed to address day to day running
- Associate membership of the charity will be open to all members of the public.
- It is anticipated that the Lord Boyce, Lord Warden of the Cinque Ports will continue as Patron.

Associate membership will be open to all interested parties. Sub Committees will comprise at least one Trustee and will have membership to reflect relevant skills and interests. Five sub committees will be established initially with lead Trustees:

- Finance and Membership (Steve Laslett)
- Events and Promotions (Lynne O'Donoghue)

- Maritime Skills (Bob Martin)
- Land Based Skills (Dave Batchelor)
- Engagement with Education and Youth (Julia Baxter)

150 YEARS OF LATE MEDIEVAL HISTORY

Sandwich can be positioned as the major Cinque Port between 1335 and 1455. This golden era for Sandwich ended with the death of King Richard 111. It was also saw the start of the decline of Sandwich as a major seaport as the coastline changed and the sea receded.

The importance of this 150 year period cannot be understated. It has been summarised ready for publication and will be published as an 8 page booklet this year, funded by the Sandwich Town Community Interest Company on behalf of the project.

The Sandwich Medieval Trust will address all aspects of life in Sandwich during this period. The maritime crafts will be reflected by building the quarter sized clinker cog that has already been started. The maritime element will be strongly guided by close working with the Greenwich Maritime Museum.

It is significant that boatbuilding in Sandwich and the other Cinque Ports was effectively the start of the creation of the Royal Navy.

The project will progress with securing funds to turn part of the building into a medieval crafts museum. A forge and bakery will be introduced – see appendix 2 for floor plan changes needed.

THREE YEAR ACTIVITY PLAN

Preparatory - 2018

- Register with the Charities Commission as a CIO – completed 20-06-18
- Appoint additional Trustees – up to nine. (Two more appointed August 2018)
- Form sub committees to manage Trust Affairs. Sub Committees to include Finance and Membership; Events and Promotional; Maritime Skills; Land Based Skills; engagement with education and youth.
- Open Bank Account (Done)
- Apply for funding support from various bodies.
- Open associate membership to all
- Create web site and FB page
- Renew Engagement with Greenwich Maritime Museum
- Recruit master boat builder. The team is currently engaged with four potential boat builders.
- Recruit Maritime Architect.
- Continue the build the 18 foot clinker cog.
- Plan for the building of further small vessels.
- Plan land based crafts and activities.
- Bank revenues already pledged.

Year one - 2019

- Launch project to the Public with an open event over the Easter Weekend
- Open part of the building as a boat building skills visitor centre, create visitor viewing space.

- Open part of the building as late medieval history educational centre primarily with static story boards.
- Install Forge and oven if funds permit
- Deliver at least three significant visitor experience weekends outdoors for educational and fund raising purposes including Easter Weekend; Le Weekend; and August Bank Holiday, Sandwich Festival.
- Deliver two winter based fund raising events
- Secure external funding needed for the museum extension.
- AGM booked for June 20th – will include a review of the constitution

Year two -2020

- Open medieval museum.
- Continue with boat building, either small replica vessels or larger project to be decided by funding and other criteria and guided by the Greenwich Maritime Museum.
- Deliver five medieval experience weekends
- Focus on membership – drive towards 100 members

Year three -2020

- Further develop medieval museum.
- Continue with boat building, ideally a sea worthy fishing vessel will be built that can take passengers on the river trips.
- Consolidate all aspects of the project. Focus on succession planning and long term sustainability

FOCUS ON EDUCATION

Delivering education and learning about this 150 year period is a key objective of the project.

- The Greenwich Maritime Museum has offered to fund a video recording of the project from the outset.
- The project will engage with schools and youth starting with Sandwich Technology School
- Each of the five major medieval experience weekend events in year two will have a Friday session dedicated to schools participation.
- Each of the medieval practices listed in appendix one will have an activity plan to engage with youth. This will complement both the educational focus and succession planning.
- The visitor experience will be highly educational. Story boards and other media will address all aspects of the 150 year golden era.
- A booklet covering the late medieval period and the lives of Sandwich has been written and will be printed.
- A story book written by local author Dave Shaw will be published. It addresses the younger audience.

PLANNING FOR GROWTH

The project will commence as soon as access to the building has been secured and is available to the team.

The team currently has 20 named craft contributors – see appendix 1

- Each craft will engage with the educational and visitor programme as part of capacity and team building.
- Membership will be open to all with an expectation that by year three around 100 people will be members.
- By year two the building will host a range of visitor attractions and activities including maritime and land based skills.
- It is anticipated that visitor numbers will grow steadily.
- The five medieval experience weekends in year two will also act as recruitment opportunities.
- Succession planning is essential. New members will be actively recruited with a focus on younger members.
- The engagement with Youth programme will aim to ensure a flow of new young members into the project.

FINANCIAL PLANNING

OBJECTIVE

It is essential that the project evolves to become self-financing and sustainable. The revenue account projection below indicates that this is achievable.

The Sandwich Town Community Interest Company derives income from running the Sandwich Thursday Market and has agreed to support the Charity financially. This support and private donations has enabled the Trust to open a bank account and have sufficient funding to commence activities as soon as DDC gives access to the building.

Once the lease is agreed an application will be made to the Heritage Lottery Fund to allow the medieval crafts museum to progress. It will also cover the cost of establishing a small forge and bakery unit within the building. See proposed floor plan at appendix 2.

Meetings with HLF suggest that we should be optimistic about the outcome.

REVENUE ACCOUNT

The revenue account identifying ongoing income and expenditure has been modelled overleaf.

It identifies membership fees, donations and profits from five medieval experience weekends and three winter fundraising events.

It is calculated that over £16,000 per annum can be raised. This will be sufficient to meet major expenditure items such as rent; building insurance, public liability insurance, maintenance, publicity.

The revenue account model shows the project to be self-sustaining from year two onwards.

Sufficient funding has already been pledged to cover year one.

SANDWICH MEDIEVAL TRUST REVENUE ACCOUNT

Income year two onwards

	Number	Value (£)	£ pa
Membership	100	15	1,500
Visitor donations (not entrance fee)	1,000	2	2,000
Promotional weekends	3	1,700	5,100
Winter promotional events	3	700	2,100
Sandwich Town CIC support	1	3,000	3,000
Grant support from other sources	1	3,000	3,000
Total Annual Income			16,700

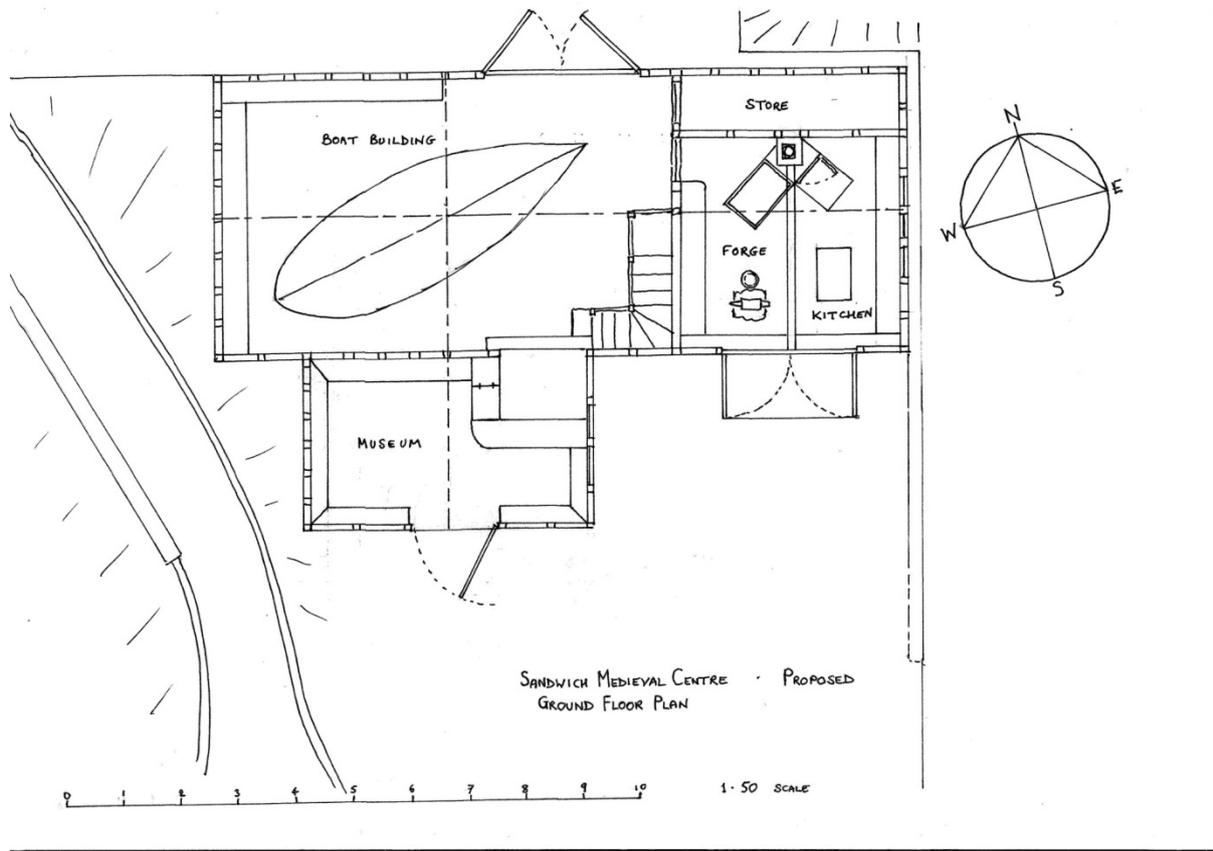
Expenditure year two onwards

	£ pa
Professional costs - insurance, accounting etc	3,000
Repairs and maintenance	3,000
Educational materials	1,500
Other materials	2,000
Promotions	2,000
Rental	3,200
Electricity	1,100
Total Annual Expenditure	15,800
Surplus of Income over expenditure	900

APPENDIX 1 CRAFTERS AND SKILLS SCHEDULE

NAME	CRAFT	SALES	WORKSHO P	DEMO S
Carol Partridge	Wheat Weaver	Wheat Weavings	Yes	Yes
Bob Martin	Medieval Printer	Woodcut prints/table games	Yes	Yes
Steve Batchelor	Blacksmith	Hand forged items	Yes	Yes
Sarah Batchelor	Baker	Recipes	Yes	Yes
Helena Leeper	Stained Glass	Roundel Hangings	Yes	Yes
Julia Baxter	Scribe & Illuminator	Illuminated letter packs, quills & prints	Yes	Yes
John Leeper	Polelath Woodturner	Wood turned items		
Gerry O'Brien	"	"		
Mary Clancy	Potter	Pottery		
Katherine Doe	Basket Maker	Basket works	Yes	Yes
Pam Summers	Hand Weaving/Dying			Yes
Alex Summers	Book Maker	Hand bound books	Yes	Yes
Colin Torode	Pewter badge maker	Pilgrims badges		Yes
Gemila Sultan	Archer	Childrens bows		Yes
Joy Matthews	Herbalist	Leaflets		Yes
James Frost	Puppeteer			Yes
Steve Parish	Boatbuilder			Yes
Geoff Baker	Boatbuilder			Yes
Amy Batchelor	Cook	Recipes		Yes
Sinead Varlese	Costume Maker	Hats/Accessories		

Appendix 2 Modified Floor Plan to accommodate Forge and Bakery



Appendix B: Letters of support provided by Sandwich Medieval Trust

20-07-18

To the Chief Executive of DDC

Dear Mr Aziz,

The Sandwich-Honfleur Twinning Association is a vibrant body in Sandwich Town with over 100 paid up members.

At the AGM on 9th July the Association discussed the contribution that Sandwich medieval reenactors make to events including Le Weekend. The Quay Green hosted an impressive Anglo-French medieval experience in June which was very well received by the public. It made a major contribution to Le Weekend which will celebrate its 10th anniversary next year. We very much hope to have another Anglo-French medieval input.

A vote was taken to support the newly formed Sandwich Medieval Trust and its proposals for the Quay area. It was passed unanimously.

I have been asked as Chairman of the Association to communicate this support for the new Trust to DDC which I am very pleased to do on behalf of our members.

Stuart Jones

A handwritten signature in black ink, appearing to read 'Stuart Jones', written over the printed name.

Chairman Sandwich-Honfleur Twinning Association

[Redacted]

[Redacted]

[Redacted]

[Redacted]

21-07-18

To the Chief Executive, Dover District Council

Dear Mr Aziz,

The Sandwich Arts Week is now in its 5th year and is an increasingly important part of the cultural scene in Sandwich. We engage with over 50 creative artists and over two thousand visitors enjoy the programme of events.

We are aware that the current Sandwich medieval team which includes the musicians Rough Musycke have plans to use the historical boatyard on the Quay as part of the newly formed Sandwich Medieval Trust. Our committee has discussed these plans and is wholly supportive of them. We think that living history brought to Sandwich by enthusiastic reenactors will add considerably to the cultural scene. We also look forward to embracing their programme as part of Arts Week 2019.

On behalf of the Sandwich Arts Week committee I would like to write in support of the Sandwich Medieval Trust and wish them well in their endeavours to add to the already rich cultural programme in sandwich Town.

Yours Sincerely



Mike Judd, Chairman Sandwich Arts Week Committee

J.P. Loffman
Chair
Sandwich & District Branch Labour Party

Mr Nadeem Aziz
Chief Executive
Dover District Council
Council Offices
White Cliffs Business Park,
Dover CT16 3PJ

30th August 2018

Dear Mr Aziz,

SANDWICH MEDIEVAL TRUST: LETTER OF SUPPORT

I am writing to inform you that the Sandwich & District Labour Party branch fully supports the aims of the newly established Sandwich Medieval Trust chaired by Mr. S. Laslett. The Labour Party branch request that the DDC's earlier commitment that the Trust should in no way be disadvantaged as a result of how the process has been managed up to this point be now demonstrated, and that DDC and the Trust open negotiations for the required leasehold of the building and land on Quay Green, Sandwich.

However, while supporting the aims of the Trust and of its future leasing arrangement, we do have certain expectations that: (a) there should be an appropriate balance of Trustees and, particularly, that Mr. Nicholas Gray should be appointed Trustee; (b) that at the time of its first AGM in June 2019 the Trust should re-consider the constitution upon which it is based; (c) that DDC demonstrate its commitment and support for the Trust in such tangible and material ways to prove this commitment.

Yours faithfully,



JEFFREY LOFFMAN
Chair
Sandwich & District Labour Party

----- Forwarded message -----

From: Richard Ralph

To: Nadeem Aziz DDC

Cc: Carole George; Mark Lintott

Sent: Thursday, 9 August 2018, 17:47:45 BST

Subject: Sandwich Medieval Trust

Dear Mr Aziz

The Sandwich Town Team, which was established over five years ago and of which I have been Chairman for the past four years, is an independent voluntary body bringing together members of the community who wish to make an active contribution to the enhancement of the town as a place to live, work, and visit. We consider the role we played in kick-starting the strategic "New Vision for Sandwich" one of our greatest achievements, and remain key players in delivering on that initiative.

An important component of the "New Vision for Sandwich" is the development of the Town's Quayside for the benefit of residents and visitors. Although we were not party to the medieval 'boatyard' building project, like many residents we had hoped that it would help to increase the attraction of the Quay as a focal point in the town. We were therefore disappointed by the difficulties which beset it, leaving it an eyesore for far too long.

We are pleased that moves are afoot to bring this unsatisfactory situation to an end. In particular, we welcome the establishment of the new group, The Sandwich Medieval Trust, to bring the original project back on track, this time also including land-based medieval skills focusing on the late medieval period. The Trust can count on our support in their endeavour, and we wish them every success.

Yours sincerely

Richard Ralph

Chairman

Sandwich Town Team

Town and Cinque Port of Sandwich

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Kent
CT13 9AH



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www.sandwichtowncouncil.gov.uk

10th August 2018,

Dear Mr Aziz,

Re. The Sandwich Medieval Trust

At July's meeting of the Sandwich Town Council, members voted unanimously in support of the Sandwich Medieval Trust. This followed a separate presentation to Council members by the Trust some weeks earlier, and a later more detailed discussion by the Council's Advisory Committee.

The Council wishes the Trust every success in the future.

Your sincerely,

Laura Fidler
Town Clerk, Clerk to Sandwich Toll Bridge Fund & Responsible Finance Officer

Nadeem Aziz
Chief Executive
Dover District Council
White Cliffs Business Park
Dover
CT16 3PJ