

## **MINUTES OF THE HERITAGE COMMITTEE:**

Held at the Guildhall on Monday 10 December 2018

Present:

Cllr Nigel Kay

Ted Davis

Cllr Mike Cosgrove

Clive Foreman

Cllr Geoff Wade

Louise Bareham - Secretary

**1. Apologies for absence**

Cllrs Simmons and Belsom

**2. Declarations of Interest**

None

**3. Previous Minutes and Matters Arising**

The minutes were noted

**4. Heritage Hub**

The email from Harold Goodwin was noted together, with the proposal as agreed with the Heritage Together group. It was agreed that the group would need to make a detailed project proposal and draft a management agreement to present to the Heritage Committee for consideration and recommendation to the Town Council. The project plan should include what it consists of, how it will be funded, partners, formal agreement, how it will be run and managed. Any additional requirements should be made clear. Agreements with CCU and UoK should be in writing, to ensure continuity should there be a change of academic staff. The Heritage Together group to provide a programme of activities. If a constituted trust managed the hub it may be eligible for business rate relief.

The agreed structure was:

- Heritage Committee – to consider proposal from Heritage Together group in depth and make recommendations to Full Council
- FTC – to be landlord and supporter
- Heritage Together – day to day management

Arrangements for the Doddington Library were in hand.

**5. HLF**

It was agreed that trying to apply to the HLF by 15<sup>th</sup> January 2019 would not be possible with the amount of amendments to the proposal that had been requested. It was clear that the HLF had funding issues and were now changing their procedures, despite previously funding projects of a similar nature. Kent Police Museum had been informed that their £100k application had been turned down for the same reasons. MC suggested writing to the

Chairman of HLF South East raising concerns regarding the different advice received. NK was concerned it may prejudice any further applications. It was agreed not to proceed with HLF at the present time.

**6. Magna Carta Display**

NK and LB had been liaising with the designer of Sandwich Guildhall Museum, Daniel Sutton, who had provided a brief proposal for the project for free (attached to the Minutes). It was agreed to request a 3D representation of the proposed display and to firm up the budget. A fee for this work was anticipated and it was agreed to incur the cost. NK had identified a number of small grant providers, including Viridor who had already invited him to put in a stage one application. It was agreed for him to apply for this and other suitable grants.

CF noted that the Fleur held several items belonging to the Town Council which might be relevant to a Magna Carta display, in particular the town crest which required restoration. It was agreed that this would be a separate project requiring funding.

**7. Rear of 12 Market Place**

Concern was raised regarding the number of cars parked at the rear of the office. Unidentified ownership on part of the land to the rear of 12 Market Place. It was agreed that this subject should be considered by the Policy & Finance Committee.

**8. Building Works**

MC and GW had inspected the building work carried out by Goodsells and were content with the work. The six months retention period will end in January 2019.

**9. Any Other Business**

CF raised concerns over the visibility of the VC stone. LB noted that an interpretation board would be sited in the old noticeboard of the Guildhall, which would include information on the VC. However, CF did not think this would be visible enough, MC suggested a carved stone next to it explaining the back story.

**10. Date of Next Meeting**

Monday 21<sup>st</sup> January 2019, 5pm

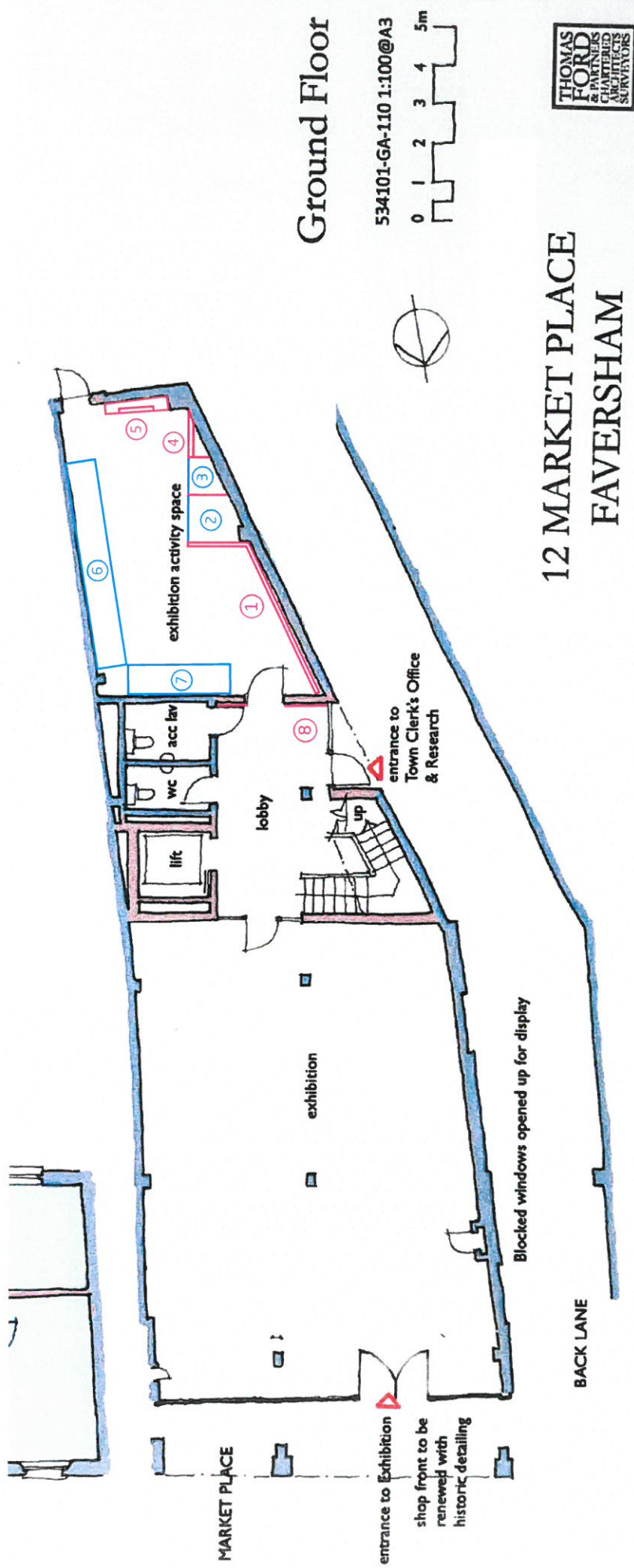
# **Faversham Town Council**

## Magna Carta exhibition feasibility

December 2018



# PROPOSAL 1



## Ground Floor

534101-GA-110 1:100@A3



## 12 MARKET PLACE FAVERSHAM



The proposal locates the Magna Carta introduction and exhibition entirely within the exhibition and activity space. Leaving the street facing exhibition room free for temporary and touring shows.

We suggest that the collection is housed in the showcases and display drawers specified, so that the first floor archive room remains free for storage.

NB: The proposed layout is indicative - a review of the collection and the creation of an interpretation plan is required for further development.

1. Graphics - introduction
2. Conservation grade, high security display drawers for maps and charters
3. Conservation grade, high security display drawers for maps and charters
4. Graphics
5. AV screen with animated film
6. Conservation grade, high security showcase - various objects from collection
7. Conservation grade, high security showcase - Magna Carta and Charters  
(NB: *Graphics and captions inside cases*)
8. Exhibition title wallpaper graphics



# COSTS /

## FAVERSHAM TOWN COUNCIL / MAGNA CARTA - EXHIBITION FEASIBILITY / COST ESTIMATE / DECEMBER 2018

PROPOSAL 1 / ITEMS	Description	Rate	Total	Note
1. Graphics - introduction	Framed wall graphic	£200 PSM X 24	£4,800	
2. Conservation grade drawers	High security display drawers for maps and charters	Large	£4,000	
3. Conservation grade drawers	High security display drawers for maps and charters	Small	£2,500	
4. Graphics	Framed wall graphic	£200 PSM X 4	£800	
5. AV screen for animated film	42 inch high res LCD, media player, amp, speakers	£4,000	£4,000	
5. Animated film	Faversham Magna Carta story	£6,000	£6,000	
6. Conservation grade showcase	Conservation standard, high security showcase - various objects from collection	£20,000	£20,000	
7. Conservation grade showcase	Conservation standard, high security showcase - Magna Carta and Charters	£15,000	£15,000	
8. Exhibition title wall paper graphics	Wall paper graphics	£150 PSM x 8	£1,200	
Showcase graphics and captions	Foamex panels and stands	Provisional sum	£2,500	
Object mounts	Design, production and installation	Provisional sum	£5,000	
Build contractor prelims	Contractors construction drawings, site costs, O&M manuals	Based on 12% of fit-out	£7,896	
<b>TOTAL COST</b>			<b>£73,696</b>	
<b>FEES</b>	<b>Description</b>	<b>Rate</b>	<b>Total</b>	<b>Note</b>
Interpretation plan	Research collection and narrative. Write interpretation plan	day rate £450 x 4 days	£1,800	Possibly by Faversham Town Council
Content	Write scripts for graphics, captions and audio visual	day rate £450 x 6 days	£2,700	Possibly by Faversham Town Council
3D design	Fit-out design including case layouts and detail design drawings	day rate £400 x 21 days	£8,400	
Graphic design	Graphic design and digital artwork	day rate £340 x 15 days	£5,100	
Project management	Project management of: development, design and production stages	day rate £450 x 12 days	£5,400	
Principle designer fee	Health and safety role now required by law. Delivered via specialist H&S sub-contractor	£2,000	£2,000	
Expenses	Travel and materials	£900	£900	
<b>TOTAL FEE</b>			<b>£26,300</b>	
<b>FEES AND PRODUCTION PROPOSAL 1</b>			<b>£99,996</b>	<b>EX. VAT</b>