

Thames Gateway Programme (2003 - 2006)

PROJECT SUMMARY SHEET

A. <u>Project summary</u>					
1. Project title.	Improving Access to Rayleigh Windmill				
	<table border="1"> <tr> <td>ODPM Project ID No.</td> <td></td> </tr> <tr> <td>Lead Body Project ref.</td> <td></td> </tr> </table>	ODPM Project ID No.		Lead Body Project ref.	
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2. Local Authority Area / Zone of Change.	Rochford District Council				
3. Accountable Body.	Rochford District Council				
4. Project Officer for Accountable Body – name, contact details.	David Timson – Property Maintenance and Highways Manager 01702 318110				
5. Project delivery agency. <i>(Where this is not the Accountable Body)</i>	<p>Appointed Consultant Conservation Architect appointed through Fee bidding exercise</p> <p>The Kenneth Mark Practice Ltd. (Chartered Architects, Surveyors and Planning Supervisors) Tel: 01799 521734 Winstanley House 4 Market Hill Saffron Walden Essex CB10 1HQ</p> <p>Contractors to be appointed following tendering of scheme</p> <p>Bakers of Danbury Ltd. Tel: 01245 225876 Eves Corner Danbury Essex CM3 4QB</p>				
6. Project Manager for delivery agency – name, contact details.	Kenneth Mark Tel: 01799 521734				
7. Project description. <i>(Please provide a clear, factual and</i>	1. The main objective is to restore the windmill for public access and therefore more comprehensive usage by a number of organisations. The use of this historic context will provide both a specific interest and an interesting venue for				

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<p><i>concise summary of what the expenditure will deliver and what the project will achieve.)</i></p>	<p>exhibitions and displays and provide a base for a potential Rayleigh museum provided by the Antiquarian Society.</p> <ol style="list-style-type: none"> 2. The project will deliver a refurbished Grade 2 listed building adjacent to an ancient monument, Rayleigh Castle, owned by the National trust. 3. The project will provide safe public access to the lower four floors of the windmill. This additional space will allow for flexible public use and a better understanding of the historical significance of the Mill and it's surroundings. 4. This will be achieved by providing safe public access to each floor, through the restoration of the internal fabric of this Windmill including safe means of access and egress. 5. The refurbishment includes restoration of the frost damaged external brickwork, replacement of widow frames and brick surrounds, repair to sails, fantail and cap. 6. The joint use is for both Arts, Crafts, Tourism, Museum and Education, and will provide the ability to mount Arts and Crafts displays, Educational visits and a museum facility on the upper floors, with a viewing facility from the ground floor for all exhibits. The educational use will be linked to an existing digital cinema facility in "The Mill" adjacent, for historic al/environmental issues. 7. IT will be used to provide disability access to the content of the interpretation and records that may be included. 8. The improved facilities will enable the National Trust Guardianship scheme for local schools to be expanded. Currently there are three schools involved in this scheme, but poor facilities have restricted growth of the scheme. Expansion of this scheme will include schools outside of Rochford District. 9. The project will act as a catalyst for future tourism development, by providing a key building linked with the other buildings in Rayleigh, including the "Dutch Cottage", Holy Trinity Church, Rayleigh Motte and Bailey Castle, and "The Mill" Arts and Events Centre.
<p>8. Other partner agencies involved in delivering the project</p>	<ol style="list-style-type: none"> 1. The National Trust – Keith Turner 01284 770552 2. The National Trust Local Committee – Mike Stone 3. Rayleigh Historical Society – Norman Grant
<p>9. Who will own and manage the completed project.</p>	<ol style="list-style-type: none"> 1. Rochford District Council will retain ownership of the Windmill and maintain the building following the refurbishment. 2. Rochford District Council will manage the Windmill through Holmes Place, the Council's Leisure Contractor who will provide building management arrangements from the adjacent facility, The Mill, a designated Arts and Events Centre. 3. The Rayleigh Historical Society will tenant part of the refurbished Windmill providing some of the Historical interpretation. The historical society support the National Trust Guardianship scheme.

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<p>10. Key dates for the delivery of the project. <i>(Identify start & finish. Include any major phases to the project and key milestones e.g. start on site.)</i></p>	<ol style="list-style-type: none"> 1. Following confirmation of funding, the Works will commence on 1 December 2004, with a planned completion mid June 2005, a period of approximately 30 weeks. 2. Programme will provide three main elements all of which can run concurrently following enclosure of the building in a scaffold and weather protection <ul style="list-style-type: none"> • Removal and refurbishment of the sails • Repairs to the external brickwork and new windows • Internal works and access improvements, and provision of internal fitments, display cabinets etc. 3. Improvement of unused land as a Sensory garden by March 2006 4. Refurbishment of the Historical Society exhibits by March 2006 5. Development of educational outreach project by March 2006
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B. Outputs									
11. Which of the Thames Gateway strategic objectives (from Annex B) does the project address? How?	<p>The project addresses the following Strategic Objectives</p> <ol style="list-style-type: none"> 1. Improve the environmental quality and image of the area and reduce the of vacant brownfield and underused land by Refurbishing the exterior of the Windmill and safeguarding the building for future generations, and improving the area of land to the rear which is currently unused. 2. This is part of the Thames Gateway South East objective for Rochford to be the Cultural, and Leisure centre. The windmill is adjacent to “The Mill”, an Arts and Crafts Centre and will provide additional space for community events, educational visits and exhibitions and educational outreach work. 3. Provide enhancements to open space and local services that will improve the quality of the area to live and work. The area of land to the rear is currently unused and this scheme will provide the improvement to the quality of the area and improved open space in this busy town centre area. 								
12. What area-based outcomes will the project contribute to?	<p>The project will act as a catalyst for future tourism development, by providing a key building linked with the other buildings in Rayleigh, including the “Dutch Cottage”, Holy Trinity Church, Rayleigh Motte and Bailey Castle, and “The Mill” Arts and Events Centre.</p> <p>This is part of the Thames Gateway South East objective for Rochford to be the Cultural, and Leisure centre.</p>								
13. What direct outputs will the project deliver? (Please also include indirect outputs for the total columns where appropriate.)	Outputs (E.g. New homes)	Units (E.g. Nos.)	2003/4	2004/05	2005/06	Total 2003-'06		Scheme Total	
					4,500 –6000 visitors per year	<i>Direct</i>	<i>Indirect</i>	<i>Direct</i>	<i>Indirect</i>
					13,500 – 18,000 visitors per year	Educatio nal outreach			

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					<i>Upgrading of this important grade 2 listed building for future generations</i>				
					<i>Disabled access to this building</i>				

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C. Financial Information							
14. How have the project costs been derived? (e.g. studies undertaken)		<p>A Conservation Architect experienced in the refurbishment of Windmills was appointed following a fee based tender. This Architect developed the scheme in conjunction with advice from the National Trust buildings officer and the Fire Brigade to provide the internal access arrangements.</p> <p>Tenders were sought from suitably experienced builders for the scheme in 2003, and the successful tenderer has agreed to proceed with an agreed uplift in price based on the original submitted tender.</p> <p>The Council is a member of the Essex Museums Service and advice has been taken and will be developed for the interpretation of the historical information, and best methods of display.</p> <p>The IT solution to provide disabled access to upper area displays was provided by the company who designed and installed the "Digital Cinema" in the Mill. The internal IT will link to this cinema facility to provide educational opportunities and further to the Council's web site to enable live web casts.</p>					
15. Thames Gateway programme funding. (£m)		Source	Committed / Uncommitted	2003/4	2004/5	2005/6	Total
		ODPM			£340,000		
16. Other funding. (£m) <i>List all sources separately (add rows as required).</i>		RDC				£60,000	
17. Total project cost. (£m)		£400,000					
18. Define what category your ODPM expenditure falls into:	<i>For Local Authorities & LDA:-</i>	<i>Revenue:</i>	"				
		<i>Capital:</i>	"			£340,000	£340,000

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	<i>For EP, RDAs (Except LDA) & Housing Corporation*:-</i>	<i>Resource Consumption:</i>	"					
		<i>Resource Investment:</i>	"					
		<i>Capital:</i>	"					

* *The totals here may not sum to the figure at question 15 due to Government Resource Accounting rules.*

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D. Project Delivery and Schedule	
19. Activity Profile - Detailed Delivery schedule with key milestones <i>(Use attachments if necessary)</i>	<ol style="list-style-type: none"> 1. Following confirmation of funding, the Works will commence on 1 December 2004, with a planned completion 31 March 2005, a period of approximately 18 weeks. 2. Programme will provide three main elements all of which can run concurrently following enclosure of the building in a scaffold and weather protection <ul style="list-style-type: none"> • Removal and refurbishment of the sails • Repairs to the external brickwork and new windows • Internal works and access improvements, and provision of internal fitments, display cabinets etc. 3. Improvement of unused land as a Sensory garden by March 2006 4. Refurbishment of the Historical Society exhibits by March 2006 5. Development of educational outreach project by March 2006
20. Expenditure Profile - Schedule of expenditure with anticipated ODPM grant draw down. <i>(Use attachments if necessary)</i>	<p>Completion of main scheme</p> <ol style="list-style-type: none"> 1. 30% by February 2005 2. 30% by April 2005 3. 90% by July 2005 4. 100% by November 2005
21. List the prerequisites necessary to deliver the project (i.e. what fundamental aspects must be in place at the start of the project in order for the project to proceed. Outline the status of each.)	All prerequisites are in place, Planning Permission, Conservation Approval, Building Regulations, have already been obtained. Consultant has been employed and a Contractor is ready to commence in December 2004.

E. Risk Management	
22. What are the main risks associated with the project	23. How will these risks be managed?

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<u>E. Risk Management</u>	
1. Inappropriate refurbishment of the building	1. Addressed by the appointment of suitably qualified Conservation Architect, advice from Millwright, and the appointment of suitably experienced contractor
2. Working during winter period	2. Total enclosure of building included to ensure work can proceed during adverse weather

Signature for Accountable Body : Date:
Print Name :
Contact Details :
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