



## ***Common Ground in Sacred Sacred Space Project Update – February 2018***

This report details the Heritage Lottery Fund (HLF) Monitor's Review meeting which took place on Monday 5 February 2018 with Ian Freeland (our HLF Monitor) and Ellen Creighton (our HLF Development Officer from their north east office across the road opposite the Cathedral).

### **HLF Monitor's Review – Monday 5 February 2018**

#### **Main points:**

- **Procurement and Recruitment** (staff and consultants) – nearly all complete, although further thought needs to be given to additional Marketing support. Also there is a need to have a number of 'sub-consultants' including one for drains, trees, bats, accessibility etc. – which all have been/are being organised. A further issue is that the procurement process for choosing a contractor for the seating in the nave (which took place quite a number of years ago) did not comply with HLF procedures – so that we need to carry out another procurement exercise which will help us to all agree about the best way forward.
- **Conservation Management Plan** complete (still out for comments from conservation bodies – but unlikely to change).
- **Activity Plan and Interpretation Strategy** – reported to HLF monitor that we were planning to have a joint Board, Chapter, CGISS Staff meeting and workshop on Wednesday to review progress and think together about which activities to focus down on. (This was very successful and we determined to try and have further joint meetings. With this in mind, the Board are inviting any members of Chapter, who can/would like to come, to the next two Board meetings – Tuesday 27 February and Thursday 29 March both at 2pm – when the Design Team will be presenting to the Board their progress so far for questions, comments and reflection)
- **Business Plan** – reported that TWAM had reported back to the Project Board the previous week and the written report would be available by the end of the week.
- **PEP – Project Execution Plan** – this is particularly for the Capital Delivery Stage. This hasn't been started yet (John Sadler had only just recently heard about it!) – but it will be something Lindy Gilliland (new CGISS Project Manager) will begin to put together in the summer.
- **Development Stage Costs** – these are all on budget so far (but we need to check that the costs of the sub-consultants – see above – can all be contained within the professional fees). Also there has been a slight misunderstanding about VAT but this has been resolved.
- **Delivery Costs** – these have so far remained unchanged – but, when there is further clarity about the capital works that need to be done – particularly around the churchyards – then the Quantity Surveyor will check these out. However, we are very aware that, with the reduced income that the Lottery is now receiving, we cannot put any 'uplift' on our costs (or, if we do, we will need to find another way of funding them). HLF also have made it clear that a pass at Round 2 is no longer a foregone conclusion and that only those projects that can demonstrate long term sustainability are likely to be the ones which get through.



- **Fundraising** – the Newcastle Trust is now entering its fundraising campaign following the creation of a ‘Pitch’ document – which tries to be a resource document with all the basic facts which can be used when approaching charitable trusts and benefactors. The Newcastle Trust hopes to raise £2m (£880,000 CGISS/HLF match funding; £100,000 liturgical furniture; £100,000 contingency e.g. to cover costs between submission of Round 2 application and hearing the result – £170,000 for further repairs to the Cathedral – from our Quinquennial – £450,000 for extra lights/possible stone cleaning and £300,000 for refurbishment of Cathedral House). To date the Trust has raised £440,000.
- **Timetable** – as time has gone on, the timetable has changed quite significantly but the timetable we are now working towards, if we are successful in HLF Round 2 of course, is much more realistic and is as follows:
  - **November/December 2018** – submission of Round 2 application.
  - **March 2019** – hear the result!
  - **April/May 2019** – if successful receive Permission to Start.
  - **Summer 2019** – Procurement of contractors etc. through tendering process.
  - **Autumn 2019 to early 2020** – complete all the works to the Cathedral Hall basement (toilets and work rooms) and new entrance/foyer where the ladies toilets are presently situated.
  - **Early 2020 to Spring 2021** – all the capital works to the Nave and Churchyards.
  - **Easter 2021** – massive celebration and the start of the *Common Ground in Sacred Space* project proper!

**Note:** The Cathedral will never be closed! Whilst the Nave and Churchyard works are being completed the Choir, Cathedral Hall etc. will be operational – and available for all the usual Cathedral activities (but not so much space!).

**John Sadler**  
**Interim CGISS Project Manager**  
**9 February 2018**