

Rye Heritage Centre - Registered Charity Number 1187978

“To advance education for the public benefit in the history and heritage of the Ancient Town of Rye by maintaining a Heritage Centre and organising exhibitions and events.”

CAF Bank: Sort Code: 40-52-40; Account Number: 00033440;
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Rye Heritage Centre (RHC) – Future Proposed Changes

1. Now that the CIO is properly formed and registered, work by the trustees and the manager (Designate) during lockdown has focused on the future. Covid 19 has disrupted our preparations and added to the amount of change necessary to ensure safe operation of the RHC.

2. The trustees have been looking at the layout of the RHC with a view to enhancing the three spaces identified as (1) the upper exhibition area, (2) town model room and (3) entrance- sales-reception area.

3. In addition there has been some consideration of the service areas and the external land shown in the deeds with a view to maximizing space for exhibition and to allow social separation, which we see continuing for the foreseeable future. As with all the work of the CIO, a staged approach would be adopted.

4. *The purpose of this letter is to seek the approval of Rye Town Council, as landlord – allowed by Lease para 7.3 - for a series of changes set out in the schedule below. Naturally as a self administering registered charity the CIO will manage the required funding, plan and implement the work. It must be emphasized that:*

- No work would disrupt or damage historical features of the building.
- The proposals would focus on the removal and replacement of internal partitions reportedly installed some 15 years ago.
- All work would include making good and installation and improvement of services.
- Some work is recommended in the Access Audit of February 2004.

RHC Proposal	Stage	Floor	Detail	Comments
1	1	1st	Relocate Penny Arcade machines against NW wall and cover Remove electrics to create exhibition space	RHC has asked to retain 6-10 machines which if agreed would in stage 2 relocate to ground floor (NW Corner)

2	1	1 st	<p>Remove some partition (stud) walls:</p> <ul style="list-style-type: none"> - to long narrow store southside - to office (including south door) <p>Remove kitchenette and recover fittings; decorate and make good</p> <p>Relocate stud wall to enclose new and reduced office area in North West corner.</p>	<p>Make good services and walls</p> <p>Reinstall and reroute services and make good</p> <p>Aim is to create more exhibition space at cost of reduced office considered adequate by the CIO</p> <p>Work provides improved access to fire escape</p>
3	1	1st	Review lighting and power and install circuits for new requirements	Dedicated supply from consumer unit
4	1	1 st	Remove WC from existing site; relocate kitchenette from current office	Make good and fit services
5	1	1 st	Replace upper floor covering including stairs	Access Audit refers ¹
6	1	Ground	Install new staff WC and small hand basin in new partitioned compartment in existing store	Fit compartment and new services
7	1	Ground	Relocate counter south to be closer to the entrance door	Move services
8	1	Ground	Make changes to interior of south window to improve views	Relocate "Breeds" to model room
9	1	Ground	Provide AV "model taster" in front (south) window	Fit wiring as necessary
10	1	Ground	Create revised sales area in centre	
11	1	Ground	Create new exhibition area on north wall	
12	1	Ground	Refit flooring throughout	Decorate as required
13	1	Ground	Improve seating in model room	

¹ RHC – Access Audit 3 Feb 2004

14	1	Ground	Provide safety barrier by entrance to model room to prevent falls onto the model	
15	1	Entrance	Improved doors to improve security and disabled access	Access Audit refers
16	1	Stairs	Invite Rye College to plan and provide a mural on the stairs to represent key elements of Rye's history	Review and refit lighting as necessary Access Audit refers
17	2	1st	Create exhibition of images reflecting Rye "Then and Now"	Fit lighting
18	2	Ground	If agreed by owner then 6-10 machines would be relocated to ground floor and retained as "Sussex by the Sea" exhibition in area north west corner (presently counter area)	Fit dedicated electrical supply and lighting fed directly from consumer unit
19	3	Ground	Install small lift (13 Amp) to lift from ground to upper floor. Locate in centre of rise of stairs	Fit dedicated 13 amp services Access Audit refers
20	3	Ground	To consider raising (for increased safety) and moving the model westwards to provide more seating	Would need detailed survey and plan
21	3	Exterior	Seek approval for some enhancement of the external space as shown on deeds perhaps for E Bike hire	Would need secure external fittings and power supply

Conclusion

5. This staged plan summarises a series of proposed changes under the Lease para 7.3. The proposals fit with the CIO's strategic plan, fundraising strategy and better suit the RHC for the Covid 19 era. If agreed then the CIO would report progress every 3 months and allow inspection as required.

Anthony Kimber PhD
For the CIO – RHC

25 July 2020

Enclosure 1 : Plan Summary of Changes Proposed

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