

**ST JOHN THE BAPTIST CHURCH,
COLSTERWORTH**

Brief for a Heritage Consultant

**Colsterworth Church Isaac Newton Project
(www.newtonlearningcentre.co.uk)**



Colsterworth PCC wishes to appoint a Heritage Consultant to support the church to help plan the development of a new heritage learning centre and heritage engagement opportunities.

This document is a brief for the outline stage of the project and aims to support the development of a round one Heritage Lottery Fund application to the Heritage Grants funding stream.

A Resilient Heritage grant from the Heritage Lottery Fund and a grant from the Lincoln Diocese's Transformation Fund have been awarded to finance this stage of the project.

Fee available: £4,000 (inclusive of VAT where applicable).

Introduction

St. John the Baptist, Colsterworth is a Grade I listed building spanning many centuries in construction from the 11th Century through to a major re-ordering in 1876 carried out by James Fowler of Louth. There is a carved stone on the tower with the name Thomas de Somerby and the date of 1306. The church is of national and international significance because of its association with the Newton family of Woolsthorpe Manor. A Newton family chapel or aisle was established in about 1600. Isaac Newton was baptised in the church in 1642 and his parents are buried in the church. The original Newton chapel along with associated items was largely obscured by the alterations of 1876.

The project

The aim of the project is to make the building more usable for members of the local community and visitors from further afield by adding a servery, toilets and other modern amenities, to restore the Newton family chapel and to create a heritage learning centre focussed on faith and science in the life and work of Isaac Newton, with links to the Newton family home at Woolsthorpe Manor.

The project development work to support the submission of a bid for HLF funding

As part of the project development work, prior to a round one HLF application, we shall also be preparing:

- An options appraisal
- Outline architectural drawings and costings to RIBA Stage 1 (as a minimum)
- Identifying all work required for the overall project including for the HLF the development and delivery phases
- Identifying robust costs for the overall project including for the HLF the development and delivery phases.

The brief

The PCC is seeking an experienced heritage consultant to support the church to plan and install a heritage learning centre.

The consultant will work with the Newton Project Steering Group and the appointed architect to:

- Review current audiences at the church and identify who is and who isn't visiting.
- Help the steering group in consultation with the research team from Woolsthorpe Manor to identify and recommend the options for the content and scope of a future heritage engagement programme for the Isaac Newton Heritage Learning Centre.
- Evaluate with the architect the options for the development of the Learning Centre, in particular feeding in findings and accommodation requirements identified by the consultation programme.
- Develop a consultation plan and undertake a consultation that encompasses consultation with key audiences, the wider local community, stake-holders and potential partners. (This should include volunteers, the congregation, members of the public, local schools, groups, etc. and embrace different techniques such as surveys, one-to-one conversations and public events).
- Consultation should encompass the architectural plans and outline activity engagement ideas and interpretation ideas to identify interest, need and demand.
 - Work with the steering group to identify key themes and objects to be explored in the interpretation, modifying ideas as necessary after consultation.
 - Work with the steering group to identify a range of outline heritage activity ideas, modifying ideas as necessary after consultation.
- Consult at an appropriate level with the stakeholders, sharing the options for development, interpretation and activity ideas and modifying the project to take account of feedback (Colsterworth PCC, congregation, neighbours, volunteers, partners) ensuring the project has community support and enabling the preparation of a round one Heritage Grant HLF application.
- Liaise with other community groups to establish future interest in the building.
- Develop an understanding of the current requirements of the school curriculum relating to history and STEM subjects and consult with schools on their requirements for outreach and visits.
- Work with Woolsthorpe Manor to develop ways in which the two venues can work together.
- Support the church in preparing a round one application to the HLF for a Heritage Grant.
- Identify how the project can make strong links with the heritage outcomes as defined by the HLF for Heritage Grants¹.
- Provide ideas and outline costs for the activity and interpretation elements of the project through consultation and consultation with possible providers.
- Attend meetings of the Newton Project Steering Group and Colsterworth PCC as required.

Project management and monitoring

The client for the work is the St John the Baptist Church. Overall responsibility for the project will be with Peter de Voil, Project Leader.

¹ HLF guidance about outcomes <https://www.hlf.org.uk/looking-funding/difference-we-want-your-project-make>

The project team

The specialist will also work with a project team whose members will include members of the church, other consultants and advisors from the Heritage Lottery Fund.

Tendering process

The specialist should provide a project design in response to this brief, setting out how the plan will be approached, the method of working, and any matters not covered by the brief.

To tender please submit a response to the brief, setting out:

- who will do the work
- how it will be done
- the names and CVs of proposed team members and their specific responsibilities and any arrangements for subcontracting parts of the work
- the cost of the work, including a resource plan showing the breakdown project stages
- examples of relevant previous work
- the extent of professional insurance or indemnity cover
- at least two referees.

For any queries or questions please contact Peter de Voil.

Tel: 01476-860811

Email: devop@btinternet.com

Tenders should be sent by post or email to Mrs Frances Bell, Church Development Officer, Edward King House, Minster Yard, Lincoln, LN2 1PU. Email: fran.bell@lincoln.anglican.org by

Envelopes should be marked "Tenders for HLF Project - confidential."

Successful tenderers will be selected on the basis of:

- Relevant skills and experience
- Understanding of the brief
- Quality of method statement and approach
- Price (see above).

Thank you for your interest. We look forward to receiving your tender.