

## Lavender Hill: Chapel and Community

### ITT Lead Consultant (Conservation Architect) Brief – Options Appraisal

Issue Date: Wednesday 1 May 2024

Deadline for Expressions of Interest: Monday 20 May 2024, 12 Noon

Invitation for Full Tender: Tuesday 28 May 2024

Deadline for Tender Response: Friday 14 June 2024, 5pm



<b>Client:</b>	London Borough of Enfield Council (LBE)
<b>Site name:</b>	Lavender Hill Non-Conformist Cemetery Chapel (Enfield)
<b>Address:</b>	Lavender Hill Cemetery, Cedar Road, Enfield EN2 0TH
<b>Historic England List Entry:</b>	1079458
<b>Heritage at Risk Register:</b>	48471 (Category C, slow decay; no solution agreed)
<b>Local Planning Authority:</b>	Enfield
<b>Ownership:</b>	London Borough of Enfield Council (LBE)
<b>Client's Project Manager:</b>	London Historic Buildings Trust (LHBT)
<b>Project Manager Contact Information:</b>	Lisa Rigg, Project Manager London Historic Buildings Trust 3 Scout Lane, London, SW4 0LA Lisa.Rigg@londonhistoricbuildings.org.uk

Funded by



Pilgrim  
Trust

In partnership with



# **1 LEAD CONSULTANT BRIEF**

## **1.1 Overview**

A conservation-accredited architect (Lead Consultant) is required to prepare an Options Appraisal for the Non-Conformist Cemetery Chapel in Lavender Hill Cemetery, Enfield, as part of the *Lavender Hill: Chapel and Community* project (the 'Project') which is seeking to identify a viable future use for the Chapel and engage the community with heritage and environmental significance of the Chapel and wider Cemetery.

The Lead Consultant is required to propose a suitably qualified Professional Team including a Structural Engineer, Quantity Surveyor, MEP Consultant and Business Planner within the fixed-fee tender quote and according to the Professional Team Briefs in Section 1.2 and Appendix 1. The Lead Consultant will also be required to co-ordinate a Community Consultant who will be appointed separately. The Project will be managed by London Historic Buildings Trust and guided by a Steering Group consisting of representatives from the London Borough of Enfield, London Historic Buildings Trust and the Enfield Society.

### **1.1.1 Accreditation Requirements**

The Lead Consultant or member of the Lead Consultant Team must have conservation accreditation; AABC at category A, RIBA at Specialist Conservation Architect level or RIAS at Accredited or Advanced Level. Accreditation will be assessed on a PASS/FAIL basis and submissions without the required level of expertise will not be considered.

### **1.1.2 Other Appointments**

The following Project Team appointments will be procured and appointed separately by the Client:

- Community Consultant

### **1.1.3 Insurance Requirements**

Minimum insurance levels should be provided as follows:

Professional Indemnity: £1,000,000-£2,000,000 (tbc)

Public Liability: £5,000,000

Employer's Liability £10,000,000

If these insurance levels are not in place at present, please indicate in your fee proposal what the current level is and whether you will increase to required levels if awarded the contract.

### **1.1.4 Grant Requirements**

In line with the National Lottery Heritage Fund and Pilgrim Trust's funding requirements.

## **1.2 Brief and Project Aims**

To lead a professional team that identifies appropriate and sustainable short- and long-term solutions for the Lavender Hill Non-Conformist Cemetery Chapel that responds to identified local need and removes the building from the Heritage-at-Risk register. (See [Section 10](#), page 12.)

### **1.3. Lead Consultant Objectives**

- 1.3.1 To establish the Significance of the site.
- 1.3.2 To establish the current condition of the Chapel and associated repair needs and costs.
- 1.3.3 To explore options for the repair and future use of the Chapel identifying a preferred option and suitable design solution.
- 1.3.4 To comprehensively bring together the findings and input of the wider project team (Structural Engineer, Quantity Surveyor, MEP Consultant, Business Planner and Community Consultant), measured surveys and drainage and roost surveys, and stakeholders to identify a financially viable and sustainable project, that reflects an understanding of the site's significance, and its capacity to address community need.

### **1.4 Lead Consultant Requirements**

- 1.4.1 Liaise with the LHBT Project Manager to revise project programme, milestones, team meeting dates, reporting procedure and agree project methodologies.
- 1.4.2 To co-ordinate the professional team, please nominate a Quantity Surveyor, Structural Engineer, MEP Consultant and Business Planner in your fee proposal with CV's.
- 1.4.3 To advise on the briefs for Drainage Survey, Measured Survey, and Roost Survey, and incorporate findings into the emerging options.
- 1.4.4 To establish the significance of the site and develop policy for the treatment of the building and historic fittings.
- 1.4.5 To explore potential uses, including potential partnerships; in conjunction with the Business Planner and Community Consultant, based on the findings of the Community Audit (which will be prepared by LHBT ahead of the Project Team start see section 10.4).
- 1.4.6 To identify up to three potential options for the site for exploration; utilising the findings of the Community Audit, based on an understanding of the site's significance, its constraints and opportunities.
- 1.4.7 To explore potential development opportunities at the site to support a holistic sustainable project and repair of the historic building, including early-stage engagement with the local planning authority and Historic England. Options for development should consider the findings of the Community Audit, potential for income generation and need.
- 1.4.8 To consider the options for repair, re-use and development in relation to financial viability and value for money.

- 1.4.9 To collaborate with the Community Consultant in the develop a programme of community consultation to test the emerging options.
- 1.4.10 To support an Open Day/Consultation event in the emerging options – coordinated by the Project Manager and Community Consultant. Sharing heritage knowledge with a wider audience.
- 1.4.11 To co-host ‘Maintaining Enfield’s Heritage’ for c.25 Enfield heritage custodians, locally, alongside the Society for the Protection of Ancient Buildings (SPAB); Conservation Architect to focus on conservation principles; repair and reuse of historic buildings with examples; and the process of doing so.
- 1.4.12 The final study should provide a clear strategy to take a capital project forward.

The final study should be completed in line with AHFs template and the Outputs in Section 3.3.

## **1.5 Outputs**

- 1.5.1 Executive Summary
- 1.5.2 Statement of Significance
- 1.5.3 Conservation Policy statement for the treatment of surviving historic features
- 1.5.4 Identification of service connections, drainage and electricity etc
- 1.5.5 Planning Policy context – pre-application advice
- 1.5.5 Condition survey with priorities and indicative costs and MEP recommendations
- 1.5.6 Evaluation of options for design and use (exploring up to 3), including identification of potential partners; incorporating the findings of the Business Planner and Community Consultant.
- 1.5.7 Concept sketches for preferred options
- 1.5.8 Budget costings for preferred options
- 1.5.9 Presentation and handout as part of ‘Maintaining Enfield’s Heritage’ event
- 1.5.10 Final report giving a shortlist of options, identifying a recommended option supported by architectural drawings to RIBA stage 2, a cost plan including repairs and alterations and revenue budget, outline business plan and recommended next steps and likely sources of funds (Action Plan). The Final Report should include the findings of the Business Planner and Community Consultant (to be appointed separately).

A draft study will be required for review and comment. On completion, please submit a final PDF version. A measured survey will be provided (plans, cross section, and external elevations in .dwg format).

**See Appendix 1 for Business Planner and MEP Consultant Briefs (page 15)**

## **2. Project Structure**

### **2.1 Client**

The Client is the London Borough of Enfield (LBE). They will issue the Contract and Purchase Order for the Lead Consultant work and will be responsible for processing invoices and making payments to the Lead Consultant. LBE has appointed the London Historic Buildings Trust to oversee the delivery of the project and to be the main point of day-to-day contact.

### **2.2 Project Manager**

The Project will be managed by the LHBT Project Manager, Lisa Rigg, who will be the key point of contact throughout. Lisa will be supported by Rosie Shaw (Project Director). LHBT will report to the Client on a regular basis and attend Project Team meetings and co-ordinate and attend Stakeholder Group meetings.

### **2.3 Project Steering Group**

The Project Steering Group will be comprised of representatives of key stakeholders, community groups and organisations who will engage with and/or support the Project. It is anticipated that this will include a representative from Enfield Council, the Enfield Society, the London Historic Buildings Trust and Historic England. The Project Steering Group will meet regularly to review Project Updates from Project Staff. Members of the Project Team will be invited to present to the Project Steering Group at agreed intervals throughout the Programme. The Steering Group will comment on the development of the Project and identify opportunities to maximise the outputs of the project and build greater connections within the local community. Feedback from the Project Steering Group will be coordinated by the LHBT Project Manager who will report back to the relevant members of the Project Team.

## **3. Consultees**

- London Borough of Enfield (owners)
- London Historic Buildings Trust (partner and project manager)
- Historic England's Heritage-at-Risk Team (stakeholders)
- Historic England's Development Team (stakeholders)
- Relevant community groups and local organisations, including but not limited to schools, charities, service providers (stakeholders/users)
- Residents and cemetery users (users)

## 4. Programme

The overall project will run between 1 July – 7 February 2025. The project’s milestones are:

Task	Date
Lead Consultant start	1 July 2024
Surveys and investigations	July 2024
Prepare Statement of Significance	July 2024
Meet Steering Group and present initial findings	17 July 2024
Formative public consultation	July/August 2024
Heritage activities (walks)	mid-August/September 2024
Develop emerging options	August/September 2024
Present Initial Option Ideas to Steering Group	Wednesday 11 September 2024, AM
Training day with SPAB and Lead Consultant	September 2024 (tbc)
Open Consultation Event	September 2024 (tbc)
Draft Options Appraisal submitted for review	Wednesday 30 October 2024
Present Draft Options Appraisal to Steering Group	Wednesday 6 November 2024, AM
Present Options Appraisal to Steering Group	Wednesday 11 December 2024, AM
Deadline for Final Options Appraisal report	Friday 31 January 2025
Contract end	Friday 7 February 2025
Lessons Learnt Workshops	February 2025
Evaluation report compiled and project close	February 2025

For full details, please request ‘Project Plan’ at Full Tender stage.

## 5. Site Access

Lavender Hill Cemetery Chapel is accessible by arrangement only. Please contact the Project Manager (contact details included below) to request access on **Tuesday 11 June 2024** (if invited to submit a full tender). A map of the location and photos of the internal spaces are included in Appendices 5 and 6, respectively. If the site visit date is not convenient another date during this week should be possible.

## 6. Fee

A fixed fee for professional services of **£20,700, including all expenses and disbursements, ex. VAT** is available. An indicative breakdown is detailed below, please provide a fee breakdown in your tender response.

Team Members	Provisional Sums
Conservation Architect	£10,000
Quantity Surveyor	£2,000
Structural Engineer	£2,000
MEP Consultant	£1,000
Training Day with SPAB	£700
Business Planner*	£5,000
<b>TOTAL</b>	<b>£20,700</b>

\* Indicative fee. If the cost of this service is higher, please provide a quote for the Business Planning work with an outline of what this will include.

## **7 Sustainability**

It is the ambition of the Client that the *Lavender Hill: Chapel and Community* project is an exemplar of the sustainable re-use of a heritage site, and it anticipated that all members of the Project Team should demonstrate a commitment to developing and delivering a sustainable Project. Sustainability should be considered in reference to the UN's Sustainable Development Goals and the three pillars of environmental, economic and social sustainability and across all activities and at all levels of the Project.

The Project Steering Group will support the Project Team to identify opportunities and partners within the local area to support a sustainable project. There will be a preference for procuring local goods and services at all levels of the Project.

The Project Team should refer to the National Lottery Heritage Fund's guidance on sustainability; <https://www.heritagefund.org.uk/funding/outcomes/environmental-sustainability-requirement>. The Project should reflect the 'best practice' of reusing heritage sites, taking the 'Whole House' approach as recommended by Historic England; <https://historicengland.org.uk/advice/your-home/saving-energy/energy-efficiency/>. Opportunities to share learning and knowledge about sustainability should be identified throughout the project.

## **8 Diversity and Inclusion**

Diversity and Inclusion is at the very heart of the *Lavender Hill: Chapel and Community* project. The Client and Project Manager have been working to identify these groups and how they can be involved as the project develops. All members of the Project Team should demonstrate a commitment to embedding diversity and inclusion into all stages and activities of the Project. This should include how people can be involved in the development of the Project; the physical ways that different people will interact with the building (access, interpretation etc.) and how the heritage of different communities can be explored and celebrated. It is also an ambition for the Project to build connections within local communities and provide opportunities for learning, training, work and volunteering for local people. All paid work undertaken in connection with the Project (including paid volunteering) should meet the London Living Wage standard. The Project Team should refer to the Heritage Fund's guidance on inclusion; <https://www.heritagefund.org.uk/funding/good-practice-guidance/inclusion>.

## 9. Instructions on Tendering

### 9.1 Procurement Timetable

LBE reserves the right to vary the timetable at any stage up to contract award.

Activity	Dates
Expression of Interest process – brief issued	Wednesday 1 May 2024
EOI deadline	Monday 21 May 2024, 12 NOON
Full Tender invitation sent out	Tuesday 28 May 2024
Clarification period for Full Tender	Wednesday 29 May to Friday 7 June 2024
Deadline for Full Tender	Friday 14 June, 5pm
Evaluation/clarification by LBE	w/c 17 June 2024
Lead Consultant interview	Tuesday 18 June 2024
Approval/award process of consultant	w/c 17 June 2024
Contract awarded and signed	w/c 24 June 2024
Lead Consultant start	1 July 2024

### 9.2 Format of Submissions

#### 9.2.1 Expression of Interest (EOI)

Please email your EOI by **Monday 20 May 2024, 12 NOON** (contact details below)

Your response should consist of the following:

- Overview of proposed professional team and relevant accreditations
- Brief overview of relevant experience
- Confirmation of ability to meet project timescale
- Confirmation of ability to meet fixed-fee requirements.

Maximum submission length – up to four pages at A4

#### 9.2.2 Full Tender Submissions

**If invited to tender you will be asked to email your submission by Friday 14 June 2024, 5pm** (contact details below).

Maximum submission length should be 10 pages at A4, plus additional case studies/CVs as required (which may be in part submitted during the EOI stage) and consist of the following:

- Outline Methodology
- Proposed Lead Consultant Team
- Nominated Professional Team
- Management Summary
- Outline Programme
- Fee proposal



It is the Tenderer's responsibility to ensure all fees, rates and prices quoted are correct. Tenderers will be required to hold these or withdraw their Tender in the event of errors being identified after the submission of tenders. If a Tenderer fails to provide fully for the requirements of the specification in the tender it must either absorb the costs of meeting the full requirements of the specification within its tendered price or withdraw from the tender. No tender will be considered, which is late, for whatever reason nor will changes be permitted after the closing date. All tenderers shall keep their respective Forms of Tender valid and open for acceptance by the Directors for 90 days from receipt.

**Signatures of appropriately authorised individuals** – where the tender is a Limited Company, by a director; where it is a Partnership, by two authorised partners or by an individual if they are a sole trader. Signatures can be scanned.

**Evidence of appropriate insurance(s) and tax arrangements** – All consultants should have Public and Professional Liability and Companies Employer's Liability if they have employees, and proof of tax arrangements.

**EOI's and Tender responses should be emailed to Lisa Rigg, London Historic Buildings Trust Project Manager** – [lisa.rigg@londonhistoricbuildings.org.uk](mailto:lisa.rigg@londonhistoricbuildings.org.uk) (Working days: Monday, Tuesday and Wednesday mornings)

### **9.2.3 Preparation of Tender**

Tenderers are responsible for obtaining all information necessary for the preparation of their response; and all costs, expenses and liabilities incurred in connection with the preparation and submission of the Tender and attending any interviews will be borne by the Tenderer. The Tenderer is expected to have carried out all research, investigations and enquiries which can reasonably be carried out and to have satisfied itself as to the nature, extent, and character of the requirements of the Contract (in the context of and as it is described in the Brief), the extent of the materials and equipment which may be required and any other matter which may affect its Form of Tender. The EOI stage does not have a clarification period. Tenderers may seek clarification on any of the points contained in the tender documents between **Wednesday 29 May to Friday 7 June 2024**. This will allow time for the Client to prepare a response to all tenderers by Tuesday 11 June 2024 before the tender deadline and for all tenderers to incorporate the clarification prior to the tender deadline.

### **9.2.4 Non-consideration of Form of Tender**

The Client reserves the right not to award the contract to the highest scoring, lowest priced or to any tenderer; and reserves the right to accept any of the same in whole or in part. The Client may also refrain from considering any Form of Tender if it is not in accordance with the Form and Conditions of Tender, or the Tenderers do not provide all the information required or attempts to make variation or alterations to the Form of Tender, Conditions of Contract, or the Specification.

### **9.2.5 Tenderer's Warranties**

In submitting a Tender, the Tenderer warrants that:

1. It has not done any of the acts in the Non-Consideration of Form or Tender,
2. all information provided is true, complete and accurate in all respects including details of previous projects being presented as examples,
3. it has full power and authority to enter into the Contract.
4. it is of sound financial standing, and
5. its partners, directors and employees are not aware of any circumstances that may adversely affect such financial standing in the future.

### **9.2.6 Confidentiality**

The Form of Tender, the Conditions of Contract, the Brief, and all other documentation or information issued by the Client relating to the Tender shall be treated by the Tenderer as private and confidential for use only in connection with the Tender and any resulting contract and shall not be disclosed in whole or in part to any third party without the prior written consent of the Client. The documents which constitute the project, and all copies thereof are and shall remain the property of the Client (whether or not the Client shall have charged a fee for the supply of such documents) and must not be copied or reproduced in whole or in part and must be returned to the Client upon their request. All information provided by tenderers as part of a tender return will be treated as confidential.

### **9.2.6 Freedom of Information**

Information in relation to this tender may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000. Tenderers should state if any information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information under the Act and should state why they consider the information to be confidential or commercially sensitive. This will not guarantee that the information will not be disclosed but will be examined in the list of the exemptions provided in the Act.

### **9.2.7 Evaluation Criteria**

**Expression of Interest (EOI)** – EOI's received will be evaluated on 100% quality basis and will be assessed on relevant experience and ability to meet the cost and programme requirements. No more than three professional consultant teams will be invited to tender.

**Tender** - The tender proposals received will be evaluated on a **90% quality and 10% value for money** basis and following an interview. The evaluation criteria attached as Appendix 2 shall be used to determine the qualitative score obtained. The contractor(s) is expected to draw upon their experience to identify any points of clarification about the brief. (See page 18 for criteria)

## 10. ADDITIONAL INFORMATION ABOUT THE SITE AND PROJECT

### 10.1 History and Context

The Lavender Hill Non-Conformist Cemetery Chapel (Enfield) was built in 1870-71 by Thomas J Hill for the Enfield Burial Board (who opened the original nine-acre site in 1872). Lavender Hill is supposedly named for the lavender that was once grown in this area. In Pevsner's *The Buildings of England London 4: North*, the chapel is described as: 'Finely sited at the top of Lavender Hill with views to the North. Buildings of 1870-71 ... stone lodge and gate piers with good iron gates, mirror-image chapels, each with canted apse and tower porch with broached spire. The non-conformist chapel is now a store.' Built by J and J Field in a High-Victorian Decorated Gothic style, this matching pair of chapels are located on the southside of the cemetery with the Grade II listed Anglican counterpart to the east of the non-conformist example.

The non-conformist chapel has an apse (at the west end), a two-stage bell tower with a broached spire (at the east end) and a central porched entrance (to the north). The rock-faced stone and ashlar dressings, pointed-arched openings with decoratively stopped hoodmoulds, traceried windows, leaf-decorated cornice to the eaves and board doors with decorative iron hinges contribute to help form a picturesque building, that despite being in a poor state of repair, has the potential to provide attractive accommodation for community benefit.

The east-end tower with gabled and finialled buttresses and a pointed arch with elaborately decorated corbels supporting an inner order framing the doorway. The upper stage belfry has an unglazed three-light lancet window with reticulated tracery that has been fitted with timber louvres to protect the belfry from inclement weather. The corbelled parapet sits below a broached steeple with two tiers of lucarnes, a moulded string course with gargoyles and finial. The roof is of covered with Welsh slate tiles. The nave consists of three bays and has two-light windows and a porch with a quatrefoil over the door and spherical-triangular openings to the two-bay returns. On right of porch's curved metal urinal with embossed panels and decorative bands at coved top. The interior has decorative stone corbels to the sanctuary arch and supporting arch-braced timber roof trusses.

The chapel is currently situated in a 28-acre cemetery (with a recent 12-acre extension) described in Pevsner as a 'Funeral landscape of mature conifers, with some early Monuments picturesquely placed at the junctions of paths: William Buzsard †1877, urn on tall plinth in red granite; Benjamin Godfrey †1872, Celtic cross; James Whatman Bosanquet †1877, big chest tomb.' The cemetery contains war graves with 33 burials from the first world war and 57 from the second world war, which except for one Canadian are all from forces of the United Kingdom. The historic cemetery was locally listed in 2018 for its social, aesthetic, and historic value as both a Victorian designed landscape with its 92 historic war graves and civilian war memorial commemorating Enfield residents, and an open space that contributes to local people's health and wellbeing. Other notable internments include the Jamaican mature student Joy Gardner (d. 1993) who died after being detained during a police immigration raid on her home and Neil Goodall (d. 1982) who was a cook on HMS Sheffield and died during the Falklands War.

The cemetery was established to deal with overcrowded churchyards as outlined by Mellor and Parson in *London Cemeteries: An Illustrated Guide and Gazetteer* (Cheltenham: The History Press, 2023):

*London played a major, but often insalubrious, role until well after the foundation of its first garden cemetery in 1832. Before that date the means of burial in London was either traditionally in the churchyard or in one of the recently founded private burial grounds and chapels. By the 1830s neither method was providing satisfactory. Some churchyards had been in use since the Middle Ages ... and they were now expected to cope with over 40,000 deaths annually, fuelled by cholera epidemics and vast increase in the population. The city churchyards were, quite simply, filled to overflowing.*

The cemetery was also laid out in response to the nineteenth-century Public Parks movement whose aim was to utilise green spaces to improve health and wellbeing due to over-crowding experienced in rapidly growing industrialised towns and cities.

The cemetery has been planted with numerous conifers and other trees including cedars, Wellingtonia, oak, lime and horse chestnut. The original layout of serpentine walks and roadways remains with tree coverage, to the north, less dense and populated with more recent burials in this area.

The cemetery, located in Whitewebbs ward, falls within the Metropolitan Green Belt (est. 1938). Enfield Council's draft *Enfield Local Plan 2019-2039* (ELP) designates the Lavender Hill Cemetery as a *Site of Borough Importance for Nature Conservation*, with policies to establish a Green Loop and Green Link to drive interest and footfall to the site. The site borders the post-war Four Hills Estate, which is in one of the 20% 'most' deprived neighbourhoods in England, and 13th 'most deprived' in the borough of Enfield. The ward falls within the parliamentary constituency of Enfield North.

The non-conformist building was listed in 1990, but it has been unoccupied for many years and from a recent visual inspection is clearly continuing to deteriorate and at risk from vandalism. Enfield Council is currently working with the London Historic Buildings Trust and the Enfield Society to identify how its long-term future can be secured after a programme of much-needed conservation repairs to ideally remove it from Historic England's Heritage-at-Risk register. There are significant opportunities to develop a long-term solution which links to wider borough strategies and in collaboration with local stakeholders.

## **10.2 Project Aims**

The aims of the Lavender Hill: Chapel and Community Project are to:

- Identify appropriate and sustainable short- and long-term solutions for the Lavender Hill Non-Conformist Cemetery Chapel that responds to identified local need and removes the building from the Heritage-at-Risk register.
- Embed accessibility, inclusivity and sustainability into the project.
- Explore, understand and champion Lavender Hill Cemetery and its chapels, including its building history, tangible and intangible heritage, and significance, for the benefit of the heritage sector and the local community.
- Identify, encourage and facilitate local community members to take part in the project's activities and consultation processes.

- Establish of a Steering Group with local and regional partners that is led by the LB of Enfield with the interests of the heritage, Enfield people and the regeneration of the local area at its heart.

### **10.3 Project Outcomes**

- Commissioning a team including a Conservation Architect (Lead Consultant) (to be confirmed); Quantity Surveyor (to be confirmed); Structural Engineer (to be confirmed); MEP Consultant (to be confirmed); Business Planner (to be confirmed); Community Consultant (to be confirmed); and Project Manager (London Historic Buildings Trust).
- Researching the history of the site, cemetery chapels as a building typology and similar styles/period of building to better understand the heritage of Lavender Hill to produce an outline Statement of Significance.
- Delivering a series of visioning workshops with the Stakeholder group.
- Delivering a Condition Survey (with 'urgent', 'immediate', and one-, two-, five- and ten-year schedules of repair), Measured Survey, M&E Services Survey, Drainage Survey and Roost Surveys
- Preparing costed sketch proposals for c. 3-4 'Options'.
- Investigating costed possibilities of phasing repairs and reuse, including commencing with an 'Urgent Repairs' and 'Meanwhile' use.
- Delivering a Community Audit and consultation process targeting c. 100 local people to understand local needs and how the Chapels can benefit people and place.
- Issuing an 'Expression of Interest' tendering process to identify possible uses and users, for both 'meanwhile' and 'long-term' reuse.
- Business Planning to test the financial and operational viability of the Options.
- Delivering three heritage engagement activities for c.65 local community members (including children, young people and families, council staff and local owners of historic buildings) to: raise awareness of the both the Anglican and Non-Conformist chapels' history and heritage; encourage engagement with the wider cemetery's use, repair and upkeep; and feed into ideas for future of the Chapels.
- Producing a final Options Appraisal report to RIBA Stage 1, which identifies the preferred 'Option' with accompanying Action Plan and Fundraising Plan for implementation.
- Evaluating the delivery of the project and hosting a one day training day for other c. 25 local authority staff and local heritage custodians on the process of an options appraisal/feasibility study, how to look after historic buildings, and by explaining the 'technology' of historic buildings i.e. how they work, what modern-day interventions can cause harm, how to develop nature-positive approaches, and causes of decay (i.e. weather, light, poor ventilation, raised ground level, earlier repairs, trees, pollution, incompatible materials, etc), and simple tips about how to slow decay at their buildings.

## **10.4 Community Audit**

As a precursor to the Options Appraisal, a Community Audit is being conducted to establish how the Anglican and Non-Conformist chapels and wider cemetery is currently serving the community and identify opportunities for the buildings to better used to address community needs and/or gaps in local provision. The Community Audit has the following objectives:

- To establish both current and past operations at the Chapels and wider Cemetery, both the uses and users of the space. Present a narrative analysis of how effectively activities have engaged with or offered provision for the local and wider community.
- To establish a demographic profile of the local area and current local provisions and services; identifying where there are areas of community need and/or gaps in local provision and/or housing.
- To develop a programme of consultation to identify and engage with key stakeholders and local community members and groups to establish how they would like to see the building used.
- To examine local development plans and engage with the local authority to establish local need.
- To identify opportunities for funding that can support the delivery of a Capital project.

The final report will present the findings of the study and make recommendations for potential future uses at the site, including options for development. The Community Audit will support in the early identification of options to be explored within the Options Appraisal. The Community Audit will be completed by March 2024, with a draft report available in February 2024.

## **APPENDIX 1: Business Planner and MEP Consultant Briefs**

### **A1.1 Business Planner objectives**

1. To support the Lead Consultant (Conservation Architect) in the identification of a viable future for the Lavender Hill Nonconformist Chapel.
2. To utilise the findings of the Community Audit to assess potential future uses, project partners and options for site management, supporting identification of business models for examination in the Options Appraisal.
3. To develop an outline Business Plan, leading on additional market research, an assessment of the identified options, a robust assessment of the preferred option and recommendations for partnership/management arrangements.
4. To support the wider project team in the assessment of development opportunities at the site; utilising the findings of the Community Audit to identify development proposals that can support a capital project to repair the historic chapel and/or support its long-term sustainability (including an assessment of income generating potential).

### **A1.2 Requirements**

1. A business planner is required to work as part of a project team led by the Conservation Architect (Lead Consultant), along with a Community Consultant.
2. To support the overarching aims of the project in identifying a viable future for the Chapel site; through utilising the findings of the Community Audit and input of the wider team to identify potential options, alongside robust Business Planning to ensure a sustainable future for the Chapel.
3. To explore potential partnerships and end users (both meanwhile and long term); examining local need alongside financial viability/sustainability and any opportunities or constraints on the site identified by the wider project team.
4. To undertake an evaluation of the proposed Options, including detailed market appraisals looking at 'competitors', cost analysis, revenue generation and sustainability. Options for income generating opportunities through potential development at the site should also be considered.
5. To attend regular Project Team meetings, and ad-hoc Steering Group meetings, if required.
6. To provide a report for inclusion in the final Options Appraisal study.

### **A1.3 Outputs**

- Identification of potential partners, end users and/or management arrangements for delivery of a capital project
- An assessment of local provision and market appraisals.
- An assessment of development opportunities at the site.
- An assessment of the proposed options under consideration, supporting the Lead consultant in identification of a viable future use and potential capital project. Robust assessment of the

preferred option, with recommendations for project development and outline partnership arrangements.

- Provision of an outline Business Plan, including identification of funding opportunities, as part of the final Study's recommended next steps (Action Plan).
- A draft study will be required for review and comment. On completion, please submit a final PDF version.

#### **A1.4 MEP Consultant objectives**

We are keen to get a better understanding on the current state of the building services and to understand what would be required to allow a basic temporary user to occupy the building safely and securely, and in turn what services would be required to renovate the building for long term use.

- Inspection of current building services with a basic review and recommendations for what would be require
- To note any enforceable requirement necessary to comply with current legislation.
- To make recommendations

#### **A.1.5 Outputs**

- A report outlining services to the building and any obvious issues and barriers
- Images of observation and general remark



## APPENDIX 2: Form of Tender

[to only complete if invited to Full Tender]

London Borough of Enfield

**Professional Service:** Lead Consultant for Lavender Hill (Non-Conformist) Cemetery Chapel

**Project:** Lavender Hill: Chapel and Community

	<b>Tenderer to provide responses. Some are pass/fail</b>
Name of Tenderer	
Company or organisation name; and registered address or main place of business	
Registered address (if applicable)	
Company number (if applicable)	
Please indicate if you are: a sole trader, partnership, Public or Private Limited Company or other type of organisation	
Main contact	
Contact telephone number	
Contact email address	
Please indicate your level of Employer's Liability Insurance, the policy number and expiry date <sup>2</sup>	
Please indicate your level of Public Indemnity Insurance, the policy number and expiry date	
Please indicate your level of Professional Indemnity Insurance, the policy number and expiry date	

Signature of authorised person	
Name of authorised person	
Capacity in which signed	

To the MAYOR AND BURGESSES of the LONDON BOROUGH OF ENFIELD. I/We confirm that:

I/We are fully conversant with all the Contract Documents and this Tender is submitted strictly in accordance with the Contract Documents and is without any condition or qualification whatsoever, and on being called upon to do so by the Authorised Officer, I/We will execute the Form of Contract, acknowledging our willingness to be bound by the Contract Documents.

Having examined all of the documents governing the work to be performed on as defined in these Contract documents, having satisfied ourselves on all aspects of the work, we now offer to supply and deliver the said Services for the sums indicated in the Schedule of Prices, exclusive of Value Added Tax.

I/We understand that, in accordance with the provisions of the Conditions of Contract, the Authority reserves the right to delete from this Contract all or part[s] of the items included in the tendered Schedules of Prices. If deletions are required, we confirm that this will in no way affect our willingness to perform the remainder of the works for the specific sums indicated in the Tender.

Unless and until formal agreements are prepared and executed this Tender, together with your written acceptance thereof, and dated documents, shall not constitute a Contract between us.

We also understand that the Council is not bound to accept the lowest or any part of any Tender it may receive. We also understand that the Council is not bound to accept any scheduled alternatives offered.

*Please complete this form and include it with the information requested in Section 8.4.2*

I/We, the undersigned, do hereby offer to execute and complete the above-mentioned professional services in strict accordance with the Schedule of Services for the following lump sum fee:

£ \_\_\_\_ plus VAT (delete if VAT not applicable) for the Options Appraisal

Confirm figure in words: \_\_\_\_\_ plus VAT (delete VAT if not applicable)

### **1. Resources**

Please state the number of days intended for the Options Appraisal Phase: \_\_\_\_\_

## 2. Day Rates

Team	Day Rate (£)
Director/ Partner	
Senior Consultant	
Consultant	
Other – specify _____	

The above day rates will be utilised to negotiate any additional works that may be required if deemed to be beyond the reasonable scope of the works specified. All day rates are to be based on a 7.5-hour day and are to include allowance for disbursements.

## 3. Expenses and Disbursements

The fee offer is to include all expenses and disbursements (including printing charges).

## 4. Offer Period

This tender/ offer is to remain open for a period of 90 days from the date fixed to the return of tenders.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

## APPENDIX 3: Evaluation Criteria

Lead Consultant for Lavender Hill (Non-Conformist) Cemetery Chapel

<b>Contractor's name</b>	
<b>Evaluator's name</b>	
<b>Date</b>	

\*\* Weighting: 1 is LOW; 5 is HIGH

### Tender Evaluation Criteria

Tenders will be evaluated according to the following criteria:

<b>Evaluation Criteria</b>	<b>Weighting</b>
<b>1. Quality</b>	<b>90%</b>
<b>1.1</b> Proposed Methodology	40%
<b>1.2</b> Relevant experience of the Lead Consultant	30%
<b>1.3</b> Relevant experience of the nominated Professional Team (MEP, SE, BP and Surveyor)	20%
<b>1.4</b> Approach to sustainability	5%
<b>1.5</b> Approach to diversity and inclusion	5%
<b>2. Value for Money</b>	<b>10%</b>
<b>Total</b>	<b>100%</b>

### Scoring Matrix

0	Failed to address the question/issue.
1	An unfavourable response/answer/solution – limited or poor evidence of skill/experience sought; a high risk that relevant skills will not be available.
2	Less than acceptable – response/answer/solution/information lacks convincing evidence of skill/experience sought; lack of real understanding of requirement or evidence of ability to deliver; medium risk that relevant skills or requirement will not be available.
3	Acceptable response/answer/solution/information to the particular aspect of the requirement; evidence given of skill/experience sought.
4	Above acceptable – response/answer/solution/information demonstrates real understanding of the requirement and evidence of ability to meet it (based on good experience of the specific provision required or relevant experience of comparable service or supply).
5	Excellent – response/answer/solution provides real confidence based on experience of the service or supply provision required. Response indicates that the supplier will add real value to the organisation with excellent skills and a deep understanding of the service or supply requested.

## APPENDIX 4: LIST ENTRY

### Western (Non-Conformist) Chapel and attached Urinal at Lavender Hill Gardens of Remembrance

Heritage Category: Listed Building  
Grade: II  
List Entry Number: 1079458  
Date first listed: 21-Jun-1990  
List Entry Name: WESTERN (NON-CONFORMIST) CHAPEL AND ATTACHED URINAL AT LAVENDER HILL GARDENS OF REMEMBRANCE  
Statutory Address 1: WESTERN (NON-CONFORMIST) CHAPEL AND ATTACHED URINAL AT LAVENDER HILL GARDENS OF REMEMBRANCE, CEDAR ROAD

#### Location

Statutory Address: Western (Non-Conformist) Chapel and attached Urinal at Lavender Hill Gardens of Remembrance, Cedar Road

The building or site itself may lie within the boundary of more than one authority.

County: Greater London Authority  
District: Enfield (London Borough)  
Parish: Non-Civil Parish  
National Grid Reference: TQ 31819 98051

#### Details

The following building shall be added to the list:

CEDAR ROAD TQ 39 NW (north side off) 20/300 Western (Non- Conformist) Chapel and attached urinal at Lavender Hill Gardens of Remembrance

II GV

Non-conformist cemetery chapel, now store and attached urinal. 1870-71 by T J Hill for Enfield Burial Board; builder J and J Field. Rock-faced stone with ashlar dressings; Welsh slate roof. 3 bays with apse at west end, central northern porch, and 2-stage eastern bell tower with steeple. In Decorated Gothic style having quoins; plinth; strings; offset buttresses; pointed-arched openings with decoratively stopped hoodmoulds, traceried windows, and board doors with decorative iron hinges; leaf-decorated eaves cornice; gabled kneelers; ashlar stepped coping and cross finial. Tower: gabled and finialled buttresses; lower stage has archway with elaborately decorated corbels supporting inner order; inner doorway and ribbed vault; 1-light windows to returns, foundation stone to south side. Upper stage has louvred 3-light belfry openings. Corbelled parapet. Broached steeple with 2 tiers of lucarnes; moulded string with gargoyles; and finial. Nave: 2 light windows; porch has quatrefoil over door and spherical-triangular openings to 2-bay returns. On right of porch's curved metal urinal with embossed panels and decorative bands at coved top. Apse: 1-light windows; decorative iron finial. Interior: decorative stone corbels to sanctuary arch and supporting arch-braced roof trusses.

Listing NGR: TQ3181998051

## HERITAGE AT RISK LIST ENTRY

### Nonconformist Chapel, Lavender Hill Cemetery, Cedar Road - Enfield

1870-1 Gothic Revival cemetery chapel. The chapel is in poor condition and in need of an appropriate use. Repairs are required to arrest deterioration of damaged stonework and a decision is needed on the future of the building.

#### Site Details

Designated Site Name: WESTERN (NON-CONFORMIST) CHAPEL AND ATTACHED URINAL AT LAVENDER HILL GARDENS OF REMEMBRANCE

Heritage Category: Listed Building grade II  
List Entry Number: 1079458  
Local Planning Authority: Enfield  
Site Type: Religious ritual and funerary > Nonconformist meeting house

#### Location

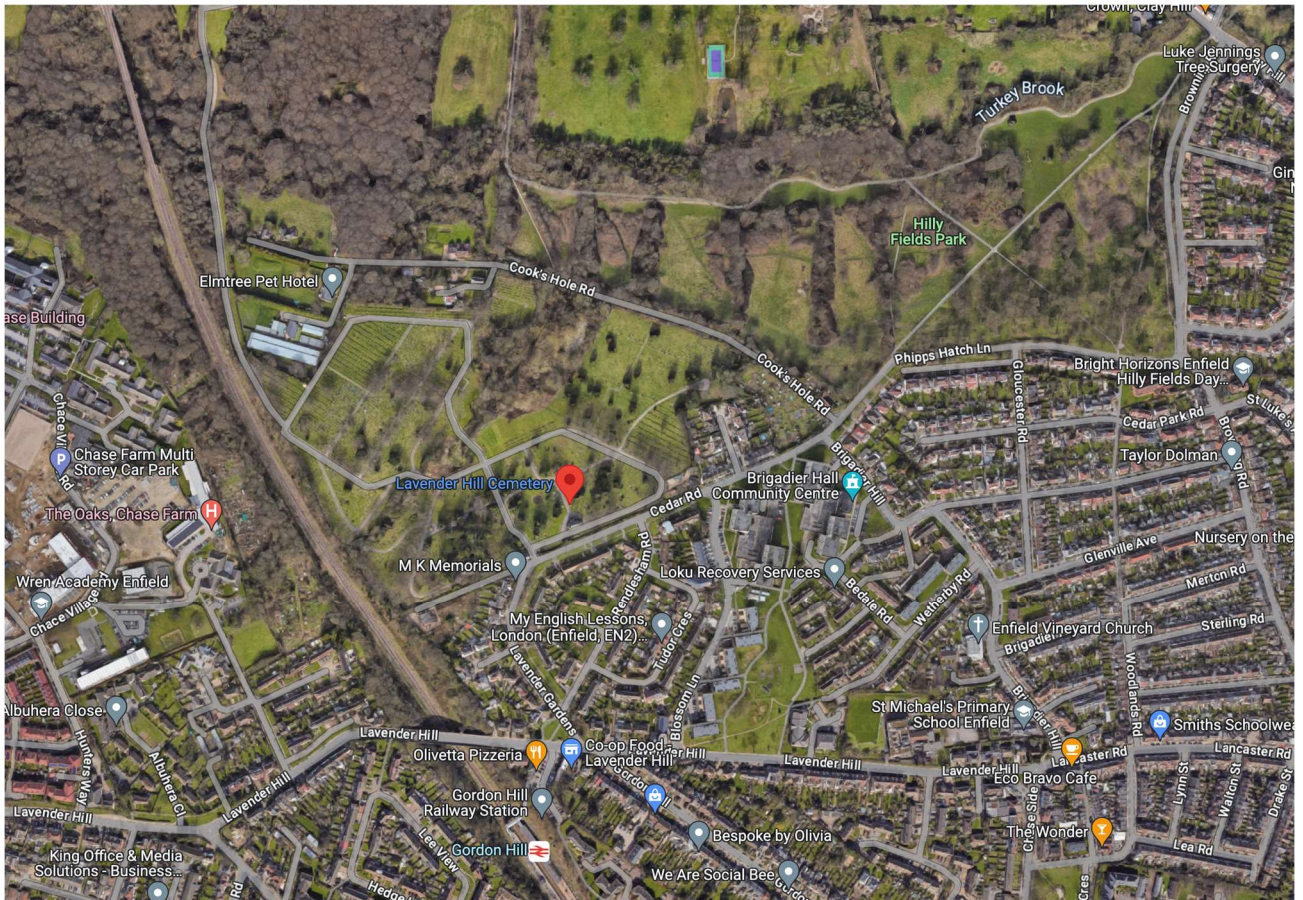
##### Building Name: Nonconformist Chapel

Street Name: Cedar Road  
County: Greater London  
District / Borough: Enfield  
Parliamentary Cons.: Enfield North  
Region: London and South East

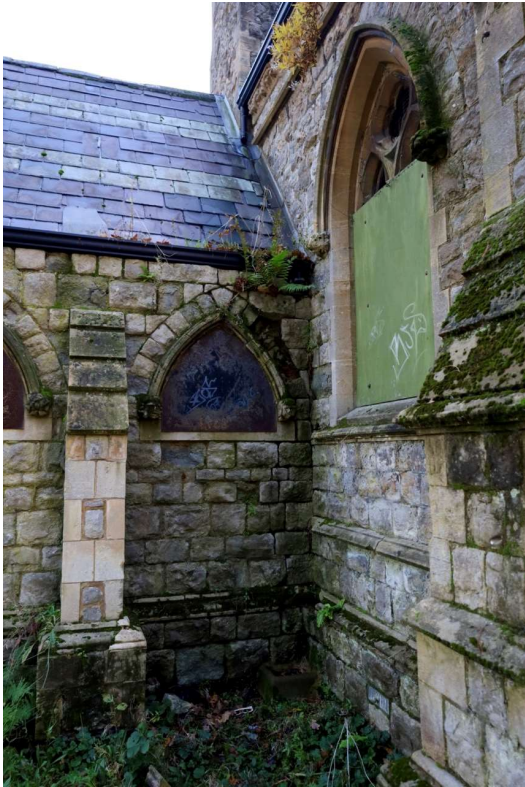
#### Assessment Information

Assessment Type: Building or structure.  
Condition: Poor  
Occupancy / Use: Vacant/not in use  
Priority: C - Slow decay; no solution agreed  
Previous Priority: C  
Ownership: Local authority  
Designation: Listed Building grade II, Locally Listed Cemetery

## APPENDIX 5: Site Location



**APPENDIX 6: Selection of Site Photos**  
**Exterior**

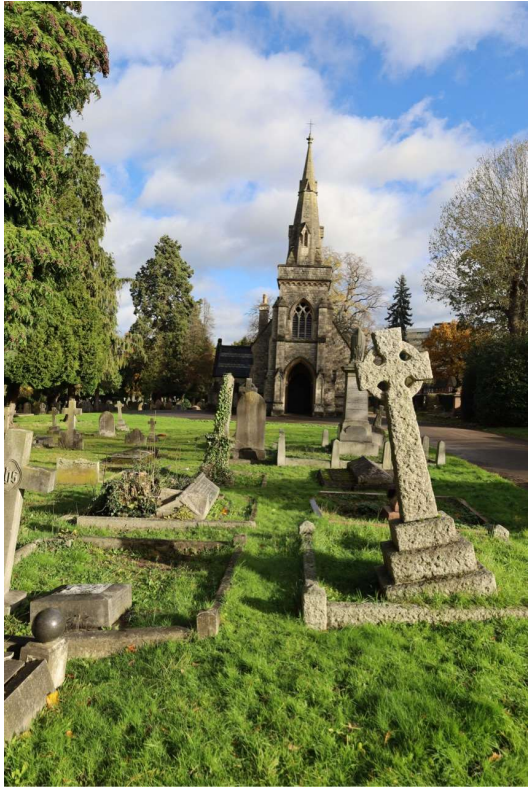
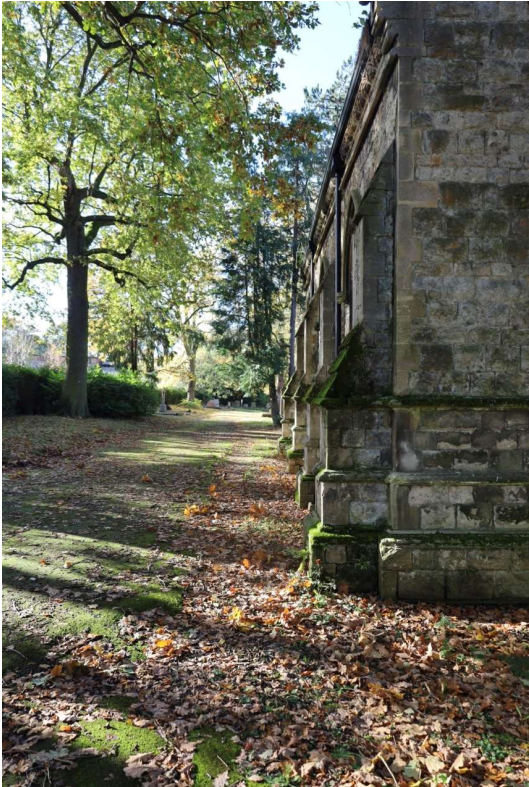




Interior



Cemetery



END