

# Appointment Brief for Community Consultation and Scoping of Heritage Proposals

---

## 1. Introduction

St John's Hoxton, a Church of England church in the Diocese of London, is located in the centre of Hoxton in the London Borough of Hackney, immediately north of the City of London. The church, which is Grade II\* listed, was built in 1826 to the design of one of Sir John Soane's students, Francis Edwards.

These days the church has a growing and vibrant congregation. As well as providing worship services on Sundays and throughout the week the church is engaged in numerous community focused projects including Hackney Food Bank, Hackney Citizens and Friends of St John's. The church website is a great place to start when finding out more about the church [www.stjohnshoxton.org.uk](http://www.stjohnshoxton.org.uk).

## 2. The Re-Pitching the tent Project

Since 2010 St John's has been working on proposals to improve, restore and in places redevelop its site. The intended work can be broken down into 5 distinct aspects:

- i. Fully restore the church internally and externally and provide new facilities to make it fully accessible and fit for purpose for a modern worshipping community.
- ii. Provide a new Church Annexe adjoining the north side of the existing building to provide space for church, school and community use.
- iii. Reorder and improve the crypt space to allow it host a range of commercial and creative enterprises.
- iv. Build a new staff accommodation block to provide a new Vicarage with staff flats provided above.
- v. Build a block of mixed tenure housing as the church's response to the effects of the housing crisis in Hoxton.

The plans are currently at a Pre-application design stage. More details on these can be found in the pre-app report and drawings via the link on the Community Consultation and Scoping of Heritage Proposals appointment webpage.

## 3. Resilient Heritage Project

St John's has been awarded an HLF Resilient Heritage grant to improve both the current performance of the church and also prepare it for entering into the development phase of the capital works project. This application is for 6 distinct packages of work:

- i. Community Consultation and Scoping of Heritage Proposals
- ii. Fundraising
- iii. Outline Business Plan
- iv. Environmental Study
- v. Organisational Resilience

vi. Heritage Impact Assessment

Each of these studies will consider both of the following:

- i. Improve the current workings of the church by putting forward systems that will enact change in the short to medium term.
- ii. Review the building development proposals and make clear recommendations that can be progressed during the capital project's development phase.

Each of the 6 commissions have areas where they will overlap with some, if not all, of the others. We expect some organisations to be capable of delivering more than one of these packages and in those cases would like to hear about the potential for combining elements of work.

#### **4. The Community Consultation and Scoping of Heritage Proposals Commission**

- 1) Deliver a review the St John's community audit of 2012, and playground 2014 community consultation for the playground. Speak with the church staff team to identify and review and other relevant community engagement audits. Produce a short note summarising the findings.
- 2) Conduct new research into how St John's engages with existing church members and how to attract potential future audiences, project partners and customers, particularly through the provision of new heritage activities and interpretation. This work will:
  - a. List what is already happening at St John's
  - b. Establish how much community engagement there is with the current activities
  - c. Identify opportunities for greater engagement
- 3) Produce an outline communications plan to ensure there is good on going communication with all stakeholders of the development of the capital project and activities at St John's in general.
- 4) Obtain feedback and invite input on the outline capital buildings plans through a series of workshops and questionnaires, making the most of the St John's Summer Fair and Community Shared Lunch (end June/early July)
- 5) Based on this research produce an Outline Community Engagement Plan to include
  - a. Market analysis
  - b. Identification of target audiences and barriers to engagement.
  - c. An outline of what types of activities could take place in the new and restored spaces in order to better serve the local community and celebrate local heritage. These are to include a focus on heritage and interpretation.
  - d. Deliver a succinct report and an open presentation to church members and local community.
- 6) Collect data, including participant feedback where appropriate, throughout the commission to inform a project evaluation report at the conclusion of the project.

Please refer to the outputs for Community Consultation and Scoping of Heritage Proposals found in the Project Plan and Programme found via the link on the Community Consultation and Scoping of Heritage Proposals appointment webpage.

## 5. Project Timetable

Refer to the final page of the Project Plan and Programme found via the link on the Community Consultation and Scoping of Heritage Proposals appointment webpage.

## 6. Tender information

### 6.1 Tender Requirements

- Proposed methodology, programme and timescales
- Details of relevant experience of working in comparable areas
- CV of the Consultant(s)
- Fee proposal for undertaking this work, fully broken down into work stages and tasks including a cost breakdown giving the daily rate of the consultant's expenses and VAT if applicable.

You may include images, plans or any other form of graphical illustrations you feel may help to illustrate your proposal.

### 6.2 Tender budget and evaluation

The chosen consultant will be selected based on:

- Understanding of the brief
- Proven experience
- The method proposed and assessment of the key issues to be addressed in the commission
- Fee Proposal

## 7. Management of Commission

The commission will be managed by the project manager Rob Quail, [rob@stjohnshoxton.org.uk](mailto:rob@stjohnshoxton.org.uk)

## 8. Fee

There is a budget of £5,000 this work.

## 9. Terms and Conditions

We will require evidence of Professional Indemnity insurance cover

## 10. Further Information

Additional documentation attached:

- Project Plan
- Project Programme
- Capital scheme Pre-app report

---

For further information, please contact Rob Quail on [rob@stjohnshoxton.org.uk](mailto:rob@stjohnshoxton.org.uk)

Tours of the site can be arranged with sufficient notice.

## **11. Closing date**

The closing date for submission is Wednesday 17<sup>th</sup> May.

Interviews are likely to be held on the afternoon of Monday 22<sup>nd</sup> May or morning of Thursday 25<sup>th</sup> May.

## **12. Submission**

Please email tender proposals to Rob Quail on [rob@stjohnshoxton.org.uk](mailto:rob@stjohnshoxton.org.uk)