

### **Appendix 3 - Consultants**

- a) Freelance Lead Investigator - Women in Lymington project
- b) Freelance Learning and Engagement Consultant
- c) Freelance Design Consultant
- d) Freelance Fundraising and Development Consultant
- e) Freelance Conservation Project Manager
- f) Artist Blacksmith
- g) Freelance Evaluator

## Freelance 'Women in Lymington' Project Lead Investigator - Brief

### Background and Context

Sailor, Courtier, Member of Parliament and Mayor of Lymington, Admiral Sir Harry Burrard Neale was a significant personality in Lymington. This project has will revolve around the life and time of Sir Harry his role in the community and nationally. Using primary and secondary resource materials and scholarship we explore his impact on the town of Lymington, his connections and naval career. We will develop a range of learning and engagement projects inspired by the research to share with children, families and the wider public. Integral to the project is the restoration, conservation and interpretation of the substantial Monument raised to Sir Harry in 1840, paid for by public subscription.

**An engagement programme** containing the Following elements has been put in place.

- Collaborative Project with Forest Forge Theatre Company **Elevate Summer Project**. Each year a core group of secondary school students research, devise and present a theatrical interpretation of an important issues in their lives to secondary schools in the New Forest Area. In 2018 the theme of the project will be Developing the Franchise. The Burrard family had controlled the representation of Lymington in Parliament through patronage, also taking a seat themselves, for many generations.
- **Women in Lymington Society - Lady Neale and the wider community**. Born plain Harry Burrard, Admiral Sir Harry Burrard Neale died in Brighton 7th February 1840 aged 75. Unusually, by Royal License - dated 8 April 1795, he had assumed the name and arms of Neale, on his marriage to Grace Elizabeth, daughter and co-heiress of Robert Neale of Shaw House, Wiltshire.

On 25th Feb 1840 a public meeting in Lymington agreed to open a subscription for a monument. The Annals of Walhampton [Ch XI] provides detailed description of this and a list of subscribers. 207 subscribers donated £1,482 towards the erection of the monument. Interestingly apx 23% of these subscribers were women donating apx 21% of the total. Amongst this list are the spouses and children of a head of household but a significant number clearly donated on their own initiative. This includes the Queen Dowager [£50] at one end of the social scale to Mrs Charles Salter who donated 2/6d for herself and 6d for each of her three sons at the other [total 4s - the smallest subscription].

History is generally written from the male perspective - the Monument subscribers list demonstrates that there was a cohort of active [and significant e.g. his wife] women in Lymington and the New Forest. Who were they, and what roles did they play in Lymington society - what was their influence? In the 100th anniversary year of women getting the vote, focus on the contribution of women in Lymington Society will provide the impetus for investigation and the development of a public outcome to be determined after research has taken place. Options might include exhibition, talks or activities in the museum, creative arts project or on line/social media project. **This project is hosted and led by St Barbe's Museum**

- **Primary School and Family Activity Programme** - A range of family friendly and curriculum based activities offered to primary schools in Lymington and as holiday engagement activities
- **Launch of Friends of Sir Harry** The completion and conservation of the Monument will secure it for the future and the surrounding activities will add to the knowledge and profile of Sir Harry in the town. However in order to ensure that the Monument and the surrounding environment are maintained for public enjoyment, and the profile of Sir Harry remains high, sustained attention to both need to take place. A "friends" organisation is a vital part of both continually adding to the knowledge about Sir Harry and overseeing the maintenance of the site.

### **Aim of this Commission**

Lymington and Pennington Town Council [L&PTC] and St Barbe's Museum wishes to appoint an experienced lead Investigator for the **Women in Lymington Society - Lady Neale and the wider community**.

Working with a with a cohort of 5 - 8 volunteers over a 20 week period between February - July 2018 and starting with the Women who subscribed to the Monument to sir Harry - a picture of the women of Lymington - their roles, influence and contribution to community, whether extraordinary or mundane, and civic society will be explored and recorded.

The programme will be hosted and supported by St Barbe Museum Lymington.

### **Outcomes of the project include**

- Volunteers will both given time and developed research skills.
- A picture of Women and their contribution to Lymington society in 1840s and beyond will be uncovered.
- New information about Women in the civic and social community of Lymington in the nineteenth and twentieth century will have been identified and recorded.
- Information will be shared with a family and community audience. The exact nature of the sharing activity will depend on nature of material gathered. Possibilities include display, talks, participatory, creative or social media activity.
- If appropriate there will be an option for volunteers to develop skills in basic collection care/conservation.

### **Outputs.**

- Body of material relating to Women in Lymington, which can be shared with a public audience.
- Material that can be uploaded to the friends of Sir Harry Burrard Neale website for wider dissemination
- Public sharing event.

### **Limitations/Parameters**

- Work with cohort of Volunteers - supporting their lines of investigation
- Collaboration with Director and Learning and Engagement Officer St Barbe Museum
- Engagement with local historical societies/scholars

- Liaison with Lymington society/friends of Sir Harry

### Competencies

L&PTC and St Barbe's seeks to engage an experienced museum professional with skills in research and investigation and experience of enthusing and working with volunteers.

We are looking for a freelance consultant who has:

- A proven track record in the successful delivery of volunteer projects
- Knowledge and experience of working with eighteenth, nineteenth and early twentieth century collections and archive materials.
- Experience of presenting historical information to general and specialist audiences in a lively and engaging manner.
- Able to travel to Lymington for meetings with staff and volunteers and specialists.

### How to apply

Applicants are invited to submit a CV and respond to the brief with a maximum of 2 sides of A4 to demonstrate how they would approach this project, number of days required for the work, and why you would be suitable for the role. **There is a fixed budget for this project £3,000 for the Lead Investigator with up to £2,000 for a public engagement activity.**

Applicants should also supply the names and contact details of two referees. At least one of these should have knowledge of your freelance capacity.

Please ensure you explain the knowledge, skills and experience that you have to meet the key competencies and the issues outlined in the brief, as these issues will be used to short list candidates for the role. Candidates who do not explore all elements of the key competencies and consultants outputs will not be considered for the role.

### Send to L&PTC etc

## Freelance Learning and Engagement Consultant Brief

### Background and Context

Sailor, Courtier, Member of Parliament and Mayor of Lymington, Admiral Sir Harry Burrard Neale was a significant personality in Lymington. This project has will revolve around the life and time of Sir Harry his role in the community and nationally. Using primary and secondary resource materials ad scholarship we explore his impact on the town of Lymington, his connections and naval career. We will develop a range of learning and engagement projects inspired by the research to share with children, families and the wider public. Integral to the project is the restoration, conservation and interpretation of the substantial Monument raised to Sir Harry in 1840, paid for by public subscription.

**An engagement programme** containing the Following elements has been put in place.

- Collaborative Project with Forest Forge Theatre Company **Elevate Summer Project**. Each year a core group of secondary school students research, devise and present a theatrical interpretation of an important issues in their lives to secondary schools in the New Forest Area. In 2018 the theme of the project will be Developing the Franchise. The Burrard family had controlled the representation of Lymington in Parliament through patronage, also taking a seat themselves, for many generations. At a time where significant decisions are being made through referenda eg Scottish Independence and Brexit - this is a live issue for this group. By exploring the history of this development they will better understand the arguments for change and how their decisions will impact on others lives. Working with historic framework and material is a new departure for the Elevate Project. Young people will develop an understanding of how historic events impact upon their lives.
- **Women in Lymington Society - Lady Neale and the wider community**. Born plain Harry Burrard, Admiral Sir Harry Burrard Neale died in Brighton 7th February 1840 aged 75. Unusually, by royal license, dated 8 April 1795, he had assumed the name and arms of Neale, on his marriage to Grace Elizabeth, daughter and coheiress of Robert Neale of Shaw House, Wiltshire.

On 25th Feb a public meeting in Lymington agreed to open a subscription for a monument. The Annals of Walhampton [Ch XI] provides detailed description of this and a list of subscribers. 207 subscribers donated £1,482 towards the erection of the monument. Interestingly apx 23% of these subscribers were women donating apx 21% of the total.

History is generally written from the male perspective - the Monument subscribers list demonstrates that there was a cohort of active [and significant e.g. his wife] women in Lymington and the New Forest. Who were they, and what roles did they play in Lymington society - what was their influence? In the 100th anniversary year of women getting the vote, focus on the contribution of women in Lymington Society will provide the impetus for research and the development of a public outcome to be determined after research has taken place. Options might include exhibition, talks or activities in the museum, creative arts project or on line/social media project. **Hosted and led by St Barbe Museum**

- **Primary School and Family Activity Programme** - A range of family friendly and curriculum based activities offered to primary schools in Lymington and as holiday engagement activities
- **Launch of Friends of Sir Harry** The completion and conservation of the Monument will secure it for the future and the surrounding activities will add to the knowledge and profile of Sir Harry in the town. However in order to ensure that the Monument and the surrounding environment are maintained for public enjoyment, and the profile of Sir Harry remains high, sustained attention to both need to take place. A "friends" organisation is a vital part of both continually adding to the knowledge about Sir Harry and overseeing the maintenance of the site. Building on the voluntary activity and participation of the community payback teams during 2015/6 Burrard Neale 250 programme the launch of a formal "Friends" organisation will create a heritage organisation with purpose and a clear set of objectives.

The Learning and Engagement Consultant will work on **the Primary School and Family Activity Programme** and support the new **Friends of Sir Harry** in developing a lively and attractive programme of activity.

In particular

Work with Design Consultant on **Build your own Monument to a local Hero** programme. This is a school participation programme and one off family workshop. Two, one day workshops [one research/history and one making] delivered in partnership with the Design Consultant will result in the following outcomes:-

- Children will have learned about Sir Harry/History.
- Children will have developed their ideas about what makes a hero in their community and learned design and construction skills.
- These skill will framed in terms of national curriculum Key stage 1 and 2 for learning in history maths, design and technology.
- Children in family groups will have had an enjoyable learning experience
- Target
  - 3 x schools workshops delivered to 90 Primary pupils
  - 1 Community Workshop x 30 participants

### **Friends of Sir Harry**

The friends of Sir Harry will be a new organisation growing out of the enthusiasm for the project engendered by the Lymington Society. A Consultant will work with a group of early adopter 'Friends' to develop an appropriate governance structure and value offer. The Learning and Engagement Consultant will work alongside the friends supporting them in the development of a regular, attractive, inspiring activity programme, which maintains the profile of Sir Harry and raises resources [funds and in kind resource] to enhance the monument site.

The consultant will mentor the group in the devising of the programme and ensure good event management skills are learned to achieve the following outcomes

- Enjoyable programme of activities created for general and specialist audience where people will have deepened their understanding of this heritage.

- People will have learned how to develop a public programme for a variety of audiences. Skills of recruitment and retention of Friends/Volunteers, fundraising for specific tasks eg grant application and heritage/voluntary organisation management skills including organising and marketing events, creating copy for newsletters and websites etc will be learned.

### **Competencies**

We seek an experienced consultant with a strong track record of working on audience development /friends projects with a range of museums or heritage centres, to develop and support participation and audience development activity in a planned and practical way.

We are looking for a consultant who has:

#### **Essential**

- A proven track record in the successful completion of audience development work with museums and/or heritage centres.
- Experience of working on community engagement projects developing and delivering appropriate activities and resources
- Experience of working with school groups developing and delivering appropriate activities and resources
- An understanding of the Heritage Lottery Fund guidelines for audience development
- Understanding of audience needs, National Curriculum, Health and safety and Safeguarding requirements
- Able to travel to Lymington for meetings with staff and work with local schools and community volunteers.
- Experience of the presentation of ideas to different communities (different ages and backgrounds) and staff.

#### **Fees for this are**

Schools Workshop £1600

Support for the development and mentoring of event programme delivery with the Friends £2,500

There are budgets available for materials for the schools workshops and for the Friends Event Programme.

#### **How to apply**

Applicants are invited to submit a CV and respond to the brief with a maximum of 2 sides of A4 to demonstrate how they would approach this project. You must demonstrate how your experience enables you to deliver to the brief and the required competencies

Applicants should also supply the names and contact details of two referees. At least one of these should have knowledge of your freelance capacity.

**Send to L&PTC etc**

## Freelance Design Consultant- Brief

Sailor, Courtier, Member of Parliament and Mayor of Lymington, Admiral Sir Harry Burrard Neale was a significant personality in Lymington. This project has will revolve around the life and time of Sir Harry his role in the community and nationally. Using primary and secondary resource materials and scholarship we explore his impact on the town of Lymington, his connections and naval career. We will develop a range of learning and engagement projects inspired by the research to share with children, families and the wider public. Integral to the project is the restoration, conservation and interpretation of the substantial Monument raised to Sir Harry in 1840, paid for by public subscription.

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- **Primary School and Family Activity Programme** - A range of family friendly and curriculum based activities offered to primary schools in Lymington and as holiday engagement activities



- **Launch of Friends of Sir Harry** The completion and conservation of the Monument will secure it for the future and the surrounding activities will add to the knowledge and profile of Sir Harry in the town. However in order to ensure that the Monument and the surrounding environment are maintained for public enjoyment, and the profile of Sir Harry remains high, sustained attention to both need to take place. A "friends" organisation is a vital part of both continually adding to the knowledge about Sir Harry and overseeing the maintenance of the site. Building on the voluntary activity and participation of the community payback teams during 2015/6 Burrard Neale 250 programme the launch of a formal "Friends" organisation will create a heritage organisation with purpose and a clear set of objectives.

*The design Consultant will work on **the Primary School and Family Activity Programme** and support the new **Friends of Sir Harry** in through the building of a New Friends of Sir Harry Burrard Neale Web site and working with Volunteer Friends to manage the site in the long term*

### **In particular**

Work with the Learning and Engagement Consultant on **Build your own Monument to a local Hero** programme. This is a school participation programme and one off family workshop. Two, one day workshops [one research/history and one making] delivered in partnership with the Learning and Engagement Consultant will result in the following outcomes:

- Children will have learned about Sir Harry/History.
- Children will have developed their ideas about what makes a hero in their community and learned design and construction skills.
- These skills will be framed in terms of national curriculum Key stage 1 and 2 for learning in history, maths, design and technology.
- Outcomes will be showcased through the new website.
- Children in family groups will have had an enjoyable learning experience

Target 3 x schools workshops delivered to 90 Primary pupils

1 Community Workshop x 30 participants

### **Friends of Sir Harry**

The friends of Sir Harry will be a new organisation growing out of the enthusiasm for the project engendered by the Lymington Society. A Fundraising and Development Consultant will work with a group of early adopter 'Friends' to develop an appropriate governance structure and value offer.

- A) The Design Consultant will **build and test a new website** for the Friends of Sir Harry Burrard Neale

The Consultant will ensure that the Website and its content are created and maintained in line with HLF guidelines

- Primary Communication tool for the Friends of Sir Harry
- Ability to receive donations and/or sell tickets for events
- Repository of scholarship on the Life and Times of Sir Harry as it develops
- Provision of downloadable learning resource for schools

- Record of Activities of the Friends of Sir Harry and educational outputs

Ai) To provide graphics for the site Interpretation panels in line with the website 'look'

B) The consultant will **mentor the group** over a fixed period with regards the maintaining and onward development of the Website to ensure that it is a sustainable and delivers against the Friends Objectives.

### Competencies

We seek an experienced consultant with a strong track record developing web sites for cultural projects and working with working with community organisations and schools on the delivery of cultural programmes and activities.

- There is a fixed Fee for the Building of the website of £2,500 (Including first year hosting costs)
- There is a Budget of up to £2,400 for the provision of mentoring to the friends in the management of the website (based on one session per month for up to 12 months)
- There is a fixed fee of £1000 for delivering the schools activity.
- There is a fixed fee of £1200 for provision of graphics for interpretation panels

Send to L&PTC etc

## Freelance Fundraising and Development Consultant Friends of Admiral Sir Harry Burrard Neale

### Background and Context

Sailor, Courtier, Member of Parliament and Mayor of Lymington, Admiral Sir Harry Burrard Neale 1765 - 1840 was a significant personality in Lymington. This project will revolve around the life and time of Sir Harry and his role in the community and nationally. Using primary and secondary resource materials and scholarship, we will explore his impact on the town of Lymington, his connections and naval career. We will develop a range of learning and engagement projects inspired by the research to share with children, families and the wider public. Integral to the project is the restoration, conservation and interpretation of the substantial Monument raised to Sir Harry in 1840, paid for by public subscription.

The Monument, a 22m tall obelisk consists of a 17m tall granite needle sitting on a stepped square plinth. Raised stone tablets with cast iron plaques are placed centrally on each of the faces of the plinth; each plaque provides information about Sir Harry's life. The Monument lies in the New Forest National Park and is listed Grade II\*

In 2015 the Lymingtons Society and Town Council raised significant funds and generated substantial volunteer working hours to clear the overgrown Monument site and to commission a condition survey.

With Funding from the Heritage lottery Fund the monument will be restored, conserved and reinterpreted. An engagement programme containing the following elements has been put in place:

- Collaborative Project with Forest Forge Theatre Company **Elevate Summer Project**. Each year a core group of secondary school students research, devise and present a theatrical interpretation of an important issue in their lives to secondary schools in the New Forest Area. In 2018 the theme of the project will be Developing the Franchise. The Burrard family had controlled the representation of Lymington in Parliament through patronage, also taking a seat themselves, for many generations.
- St Barbe Museum Project **Women in Lymington Society - Lady Neale and the wider community**. Born plain Harry Burrard, Admiral Sir Harry Burrard Neale died in Brighton 7th February 1840 aged 75. Unusually, by royal license, dated 8 April 1795, he had assumed the name and arms of Neale, on his marriage to Grace Elizabeth, daughter and coheir of Robert Neale of Shaw House, Wiltshire. On 25th Feb a public meeting in Lymington agreed to open a subscription for a monument. The Annals of Walhampton [Ch XI] provides detailed description of this and a list of subscribers. 207 subscribers donated £1,482 towards the erection of the monument. Interestingly apx 23% of these subscribers were women donating apx 21% of the total. History is generally written from the male perspective - the Monument subscribers list demonstrates that there was a cohort of active [and significant e.g. his wife] women in Lymington and the New Forest. Who were they, and what roles did they play in Lymington society - what was their influence? In the 100th anniversary year of women getting the vote, focus on the contribution of women in Lymington Society will provide the impetus for research and the development of a public outcome to be determined after research has taken place.

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**The friends will have two key purposes:-**

- To maintain the profile of Sir Harry in Lymington and further afield for popular and academic audiences.
- To maintain oversight of the monument and advise L&PTC on necessary remedial action and to provide volunteer landscape volunteers to maintain and enhance the amenity of the site.  
**and further**
- To raise funding and obtain resources to enable a) and b) above to take place.

**Aim of this Commission**

Lymington and Pennington Town Council [L&PTC] wishes to appoint an experienced Fundraising and Development consultant to work with work with the Council and the Lymington Society to create the Friends.

In particular, the consultant is required

- To identify an appropriate governance structure/vehicle for such an organisation
- To express the objective/define the purpose s of the Friends in suitable language and to ensure that the relationship/obligations with the L&PTC [as landowner] are specified and the limits of responsibilities are clear
- To manage the process of establishing the agreed governance vehicle, eg supporting the completion of a successful application to the Charity Commission
- To shape the Friends value proposition [rewards and obligations] to achieve the objectives of the society.
- To ensure that any scheme is HMRC compliant in regard to Gift Aided contributions.
- To ensure that any individual records are kept in compliance with new General Data Protection Regulation [GDPR] introduced May 2018.
- To ensure robust financial systems are in place to safeguard Friends resources.
- To collaborate with the Learning and Engagement consultant in supporting the Friends to develop and promote a lively and engaging programme of activity that fits the aims of the organisation.
- To help create a 3 year forward plan of activities and an associated fundraising strategy.

**Competencies**

L&PTC seeks an experienced consultant with a strong track record of working in a Heritage Fundraising and Development setting and in particular working with Friends Organisations.

We are looking for a consultant who has:

#### **Essential**

- A proven track record in setting up and/or running Friends organisations.
  - Experience of developing [charitable] governance structures for voluntary organisations
  - Experience of developing robust value propositions/structures for Friends groups
  - Understanding /experience of volunteer motivation/volunteering
  - Experience of running a membership scheme
  - Ability to provide remote mentoring for extended period [define] to ensure that the Friends organisation is robust and sustainable
  - Ability to travel to Lymington for meetings with staff and consultations with local communities
- Volunteers L&PTC

#### **Desirable**

- Familiar with naval/social history
- Experience of working on community engagement projects

**There is a fixed Fee for this of £3,000**

#### **How to apply**

Applicants are invited to submit a CV and respond to the brief with a maximum of 2 sides of A4 to demonstrate how they would approach this project, number of days required for the work, total fee proposed and why they would be suitable for the role.

Applicants should also supply the names and contact details of two referees. At least one of these should have knowledge of your freelance capacity.

Please ensure you explain the knowledge, skills and experience that you have to meet the key competencies and the issues outlined in the brief, as these issues will be used to short list candidates for the role. Candidates who do not explore all elements of the key competencies and consultants outputs will not be considered for the role.

**Send to L&PTC etc**

## Walhampton Monument - Freelance Conservation Project Management Brief

### Background and Context

The Walhampton Monument [SO41 5SE] is a tribute to Admiral Sir Harry Burrard Neale - 1765 - 1840, sailor, courtier, philanthropist and Member of Parliament.

This project will revolve around the life and time of Sir Harry his role in the community and nationally. Using primary and secondary resource materials and scholarship we explore his impact on the town of Lymington, his connections and naval career. We will develop a range of learning and engagement projects inspired by the research to share with children, families and the wider public. **Integral to the project is the restoration, conservation and interpretation of the substantial Monument raised to Sir Harry in 1840, paid for by public subscription.**

Sir Harry died on 7th February 1840 in Brighton and on 25th February a public meeting in Lymington resolved to open a subscription for a monument. The foundation stone was laid on September 15th attended by some 2000 people.

### The Walhampton Monument

In 2015 Columba Cook, conservation architects, were engaged to survey the monument and make recommendations as to an appropriate restoration and conservation programme. Their report forms the basis of the application for funding from the Heritage Lottery Fund.

The Monument, a 22m tall Egyptian obelisk consists of a 17m tall granite needle sitting on a stepped square plinth topped with an Egyptian cornice. The Monument is constructed of Large Dartmoor Blue Granite blocks from the Foggintor Quarry. Raised stone tablets with cast iron plaques are placed centrally on each of the faces of the plinth; each plaque provides information about Sir Harry's life. A scarab has been carved into each face of the needle just below the pyramidal top. The base of the monument is surrounded by Purbeck Limestone paving bounded by granite kerbs containing the stubs of the original railings which were removed during World War II. The railings surrounded the monument on four sides with tall corner posts terminating in a trident, one of which has survived in an adjoining garden. The Monument [add grid ref here] lies in the New Forest National Park and is listed Grade II\*

The Granite blocks are generally in good condition with sharp edges and smooth even faces exhibiting very little evidence of pitting or erosion. The blocks appear to have been bedded on soft lime mortar with higher aggregate to lime ratio. Dartmoor Blue granite is a moderately coarse grained stone composed of quartz, white feldspar and white and black mica. There are isolated, minor signs of erosion and mechanical damage to the granite probably occurring when the blocks were originally lifted into place and there are a few pits in the surface of the stone where large feldspar crystals may have come away. This damage is superficial and does not require any action.

The pointing at all levels is in poor condition. Water running through the core of the needle has leached the lime binder from the bedding mortar and re-deposited it at the surface of the joints and on the face of the stones. At lower level, in the stone plinth, the joints are either completely empty or contain only thin, superficial pointing. A hacksaw blade can be easily inserted in the joints up to its full depth.

There is black staining centrally on the north, east and west elevations of the monument. The staining is greatest on the sheltered north and east elevations. The staining appears to be associated with rain-water emerging through the joints from the core of the needle. Structural engineers reports have confirmed that the monument and its foundation do not show any sign of large-scale movement or structural instability. There has been isolated movement of stones related to plant growth in the Egyptian cornice at the junction between the plinth and the needle.

On the mound adjacent to the monument are three mature trees, which are not expected to encroach further on the monument. However there is a possibility that the roots may be impinging on the brick foundations and this will require additional investigation

The Cast iron plaques are in good condition and do not show any signs of deterioration but the raised lettering has been obscured by the accumulation of successive layers of paint. Early photographs show that the plaques were originally stone coloured to match the granite with lettering picked out in black. This could be replicated to improve the legibility of the text.

The Purbeck stone around the base of the monument is in poor condition, water collecting at the base of the monument has washed away the sand bedding material under the slabs causing them to sink and expose the brick foundation. The paving stones will need to be carefully lifted and good stones set aside for reuse. A new foundation incorporating new drainage should be laid prior to relaying the paving.

**Full condition report available to short listed individuals/companies.**

### **Interpretation and fencing**

A trident, part of the original fencing of the Monument has been recovered from an adjacent garden and will be returned to the site. This will be restored and integrated into a prominent 'arrival/interpretation feature for Monument Lane entrance to site. A smaller scale trident marker will replace the existing interpretation at the Undershore Road access point. It is proposed to situate an interpretation point in the Town Centre drawing attention to the monument.

It is proposed that the Monument lane boundary is protected with estate fencing.

### **Outputs**

The delivery of the capital project that conserves Walhampton Monument for the future in line with the recommendations of the Columba Cook report. Installation of Gateway features and information point in Lymington Town - and installation of Estate fencing on boundary. Budget including fees - £106,000

### **Limitations/Parameters**

- Refining the detailed specification of works based on the Columba Cook recommendations and agreeing with Historic England and new Forest National Park.

- Managing Listed Building Consent process.
- Developing critical path/timeline for works sequences.
- Liaise with Clerk to the Council re relevant insurance provision/contractor insurance requirements
- Liaise with Hampshire County Council over any necessary partial closures/diversion of Solent Way during works.
- Ensure adverse impact on landscape and planting is minimised - potential contract clause.
- Management of contract tenders and oversight of the contractors covering the following functions
  - Cleaning and poulticing
  - Grout and pointing
  - Masonry repairs
  - Plaques and medallions works
  - Scaffolding
  - Site Set Up
  - Paving
  - Drainage to New Forest national
  - Tree works - including re-submission of application CONS/14/1011 for tree works to New Forest National Park Authority.
  - Interpretation gateways - blacksmith
  - Estate Fencing
  - Any other necessary contractor associated with the project
  -
- The project to be managed in accordance with Lymington and Pennington Town Council Policies.
- The project manager must be aware of the responsibility placed on them under the Health and Safety at Work Act (1974) to maintain a healthy and safe working environment. The Project manager also has a duty to observe obligation under the Authority's Health and Safety policies, and to maintain awareness of safe practices and risk assessment. In particular Construction (Design and Management) Regulations 2015 (CDM 2015) apply.
- **Liaison** - principally by not exclusively
  - Clerk - Lymington and Pennington Town Council [L&PTC] Caroline Godfrey or nomination. All decisions re contractors and budget expenditure to be approved by L&PTC. Necessary reporting information for HLF to be supplied.
  - New Forest National Park Authority - Archaeologist, Frank Green, Senior Tree Officer Nick Gruber, Conservation Officer Lisa Crouch.
  - New Forest District Council - for Town Quay interpretation point
  - Hampshire County Council re maintained access to Solent way during works
  - Lymington Society - Burrard Neale group
  - Contractors, potential and recruited.
- **Reporting/Approvals**
  - The clerk to the L&PTC Council has the authority to approve all works and expenditure.
- **Time Frame**
  - December 2017 - June 2018 plus snagging period to be agreed as part of timeline development.



## Qualifications and experience desired for the Project Manager

**Key + A = Application; I = Interview**

Criteria	Essential	Desirable	Assessed by
<b>Education / qualifications</b>			
Project management qualification		Y	A
<b>Experience</b>			
Previous experience of working in a related field	Y		
Previous project delivery and project management experience [references and examples of previous work undertaken should be included in application].	Y		A / I
Experience of managing budgets	Y		A / I
Experience of working with and managing consultants and contracts	Y		A / I
<b>Knowledge</b>			
Competent in a range of heritage management issues, particularly in relation to buildings and monuments	Y		A / I / T
<b>Impact and attributes</b>			
Project Manager must demonstrate ability to travel to Lymington and Site to oversee contractors/project.	Y		A / I

**Send to L&PTC etc**

## Artist Blacksmith - Brief

### Background and Context

The Walhampton Monument [SO41 5SE] is a tribute to Admiral Sir Harry Burrard Neale - 1765 - 1840, sailor, courtier, philanthropist and Member of Parliament.

This project will revolve around the life and time of Sir Harry his role in the community and nationally. Using primary and secondary resource materials and scholarship we explore his impact on the town of Lymington, his connections and naval career. We will develop a range of learning and engagement projects inspired by the research to share with children, families and the wider public. **Integral to the project is the restoration, conservation and interpretation of the substantial Monument raised to Sir Harry in 1840, paid for by public subscription.**

Sir Harry died on 7th February 1840 in Brighton and on 25th February a public meeting in Lymington resolved to open a subscription for a monument. The foundation stone was laid on September 15th attended by some 2000 people.

Essential to the project is the creation of new 'statement' interpretation features that carry written information but within a '**sculptural framework**' that reflects the Life of Sir Harry Burrard Neale.

The Original Monument was surrounded by a set of decorative railings, which were, like railings all over the UK, removed for recycling during World War II. One of the original Trident posts has been recovered from a nearby garden and it is envisaged that this is restored and integrated into one of the interpretation features.

Three sculptural interpretation points.

1. **Monument Lane entrance** to the Site - Principal interpretation point on site carrying significant narrative. It is the intention that the original trident column be restored and included in the design of this interpretation point. Interpretation point to be a significant feature on site - designed sympathetically for the site.
2. **Undershore Road access point** Secondary interpretation point - access to the Walhampton Site is by the Solent Way - managed by Hampshire County Council. This is a significantly constrained site and interpretation feature will be of medium scale This interpretation point to share motifs with the Primary interpretation feature and to encourage walkers up the Solent way
3. **Town Quay Interpretation Point** - The Walhampton Monument is clearly visible from the Town Quay [Managed by New Forest District Council] but is situated across the Beaulieu River. This Modest interpretation point to share motifs with the Walhampton site interpretation feature and to encourage visits to the Monument.

| Budget available £12,000 [net] to include all ironwork, design and printed information panels

### Limitations and Parameters

This is a listed Monument and therefore consultation should be undertake with

- Conservation Project Manager re site and installation.
- New Forest National Park Authority
- Permissions in association with Listed Building Consent for works on the Monument.
- Hampshire County Council Rights of Way - re Solent Way
- New Forest District Council - re Town Quay
- Liaison with Design Consultant re design of narrative information panels

**Timeframe - Interpretation features must be installed by end June 2018**

**To apply**

Curriculum Vitae and examples of previous work should be supplied alongside a statement setting out your approach to this commission.

**Send to L&PTC etc**

## Freelance Evaluation Brief

### Background and Context

Sailor, Courtier, Member of Parliament and Mayor of Lymington, Admiral Sir Harry Burrard Neale was a significant personality in Lymington. This project has will revolve around the life and time of Sir Harry his role in the community and nationally. Using primary and secondary resource materials ad scholarship we explore his impact on the town of Lymington, his connections and naval career. We will develop a range of learning and engagement projects inspired by the research to share with children, families and the wider public. Integral to the project is the restoration, conservation and interpretation of the substantial Monument raised to Sir Harry in 1840, paid for by public subscription.

The Monument, a 22m tall Egyptionate obelisk consists of a 17m tall granite needle sitting on a stepped square plinth topped with an Egyptian cornice. The Monument is constructed of Large Dartmoor Blue Granite blocks from the Foggintor Quarry. Raised stone tablets with cast iron plaques are placed centrally on each of the faces of the plinth; each plaque provides information about Sir Harry's life. A scarab has been carved into each face of the needle just below the pyramidal top. The base of the monument is surrounded by Purbeck Limestone paving bounded by granite kerbs containing the stubs of the original railings which were removed during World War II. The railings surrounded the monument on four sides with tall corner posts terminating in a trident, one of which has survived in an adjoining garden. The Monument [add grid ref here] lies in the New Forest National Park and is listed Grade II\*

**An engagement programme** containing the Following elements has been put in place.

**Collaborative Project with Forest Forge Theatre Company** Elevate Summer Project. Each year a core group of secondary school students research, devise and present a theatrical interpretation of an important issues in their lives to secondary schools in the New Forest Area. In 2018 the theme of the project will be Developing the Franchise. The Burrard family had controlled the representation of Lymington in Parliament through patronage, also taking a seat themselves, for many generations.

At a time where significant decisions are being made through referenda eg Scottish Independence and Brexit - this is a live issue for this group. By exploring the history of this development they will better understand the arguments for change and how their decisions will impact on others lives. Working with historic framework and material is a new departure for the Elevate Project. Young people will develop an understanding of how historic events impact upon their lives.

Elevate is a unique programme that enables young people to model professional practice through forming a theatre company and creating and touring a piece of theatre to audiences of their peers. Through the programme participants develop an understanding of the variety of employment opportunities available front and back stage, and in the creation and development of works of art.

**St Barbe Museum Project Women in Lymington Society - Lady Neale and the wider community.** Born plain Harry Burrard, Admiral Sir Harry Burrard Neale died in Brighton 7th February 1840 aged 75. Unusually, by royal license, dated 8 April 1795, he had assumed the name and arms of Neale, on his marriage to Grace Elizabeth, daughter and coheirress of Robert Neale of Shaw House, Wiltshire.

On 25th Feb a public meeting in Lymington agreed to open a subscription for a monument. The Annals of Walhampton [Ch XI] provides detailed description of this and a list of subscribers. 207 subscribers donated £1,482 towards the erection of the monument. Interestingly apx 23% of these subscribers were women donating apx 21% of the total.

History is generally written from the male perspective - the Monument subscribers list demonstrates that there was a cohort of active [and significant e.g. his wife] women in Lymington and the New Forest. Who were they, and what roles did they play in Lymington society - what was their influence? In the 100th anniversary year of women getting the vote, focus on the contribution of women in Lymington Society will provide the impetus for research and the development of a public outcome to be determined after research has taken place. Options might include exhibition, talks or activities in the museum, creative arts project or on line/social media project.

**Primary School and Family Activity Programme** - A range of family friendly and curriculum based activities offered to primary schools in Lymington and as holiday engagement activities

Launch of **Friends of Sir Harry** - The completion and conservation of the Monument will secure it for the future and the surrounding activities will add to the knowledge and profile of Sir Harry in the town. However in order to ensure that the Monument and the surrounding environment are maintained for public enjoyment, and the profile of Sir Harry remains high, sustained attention to both need to take place. A "friends" organisation is a vital part of both continually adding to the knowledge about Sir Harry and overseeing the maintenance of the site. Building on the voluntary activity and participation of the community payback teams during 2015/6 Burrard Neale 250 programme the launch of a formal "Friends" organisation will create a heritage organisation with purpose and a clear set of objectives.

### **Aim of this Commission**

Lymington and Pennington Town Council [L&PTC] wishes to appoint an experienced consultant work with the L&PTC and the Lymington Society to create an effective Evaluation programme for the project as a whole within the context of the requirements of the HLF for quantitative measures but also qualitative measures regarding the change in attitude to the sculpture, always controversial, over time.

The project will be evaluated from the outset in two dimensions, the capital project and the engagement programme. This will be done against a given evaluation framework. Within that there will be both qualitative and quantitative measures.

Quantitative measures will include

- Numbers of school students and teachers engaged in the learning programme
- Numbers of community participants
- Number of public attracted to
- Celebratory activity
- Lectures and public events
- Number of engagement activities in the programme
- Number of web hits and downloads of learning materials
- Number of references to the project in local, national and international publications.
- Delivery of project overall against budget.
- Delivery of capital works against budget
-

Of equal importance will be an evaluation of the impact of the restoration and engagement programme on how the Walhampton Monument and Burrard Neale are perceived locally. A range of evaluation tools, e.g. questionnaires, group reflection vox-pop, letter to the press /social media etc will be used to develop an understanding of how people have re engaged with the Project and understand the role of Burrard Neale in Lymington.

The consultant is required to assist in the development of a framework and tools to ensure that both the quantitative information is captured and qualitative changes in feelings about the sculpture are recorded.

## **Outputs**

An agreed evaluation framework, plan for data collection and a programme of activity to capture qualitative information on the project.

Ongoing 'as and when' advice and support through the period of the project.

Delivery of Evaluation report at the end of the project - Case studies will be used for each programme strand.

## **Limitations/Parameters**

- Consult with L&P Town Council, Lymington Society, project partners and other stakeholders
- Must be able to travel to/from Lymington, may be a need to undertake out of hours working.
- The final documents are required as both PDFs and Word format hard copy and electronic documents

## **Competencies**

L&PTC seeks an experienced consultant with a strong track record of working on evaluation of heritage projects with a range of museums or heritage centres, being able to demonstrate sound expertise in both quantitative and qualitative methods.

We are looking for a consultant who has:

### ***Essential***

- A proven track record in the successful completion of evaluation work with museums and/or heritage centres
- An understanding of the Heritage Lottery Fund guidelines for evaluation
- Able to travel to Lymington for meetings with staff and consultations with local communities

### ***Desirable***

- Experience of developing plans for Heritage Lottery applications
- Experience of working on community engagement projects

## **How to apply**

Applicants are invited to submit a CV and respond to the brief with a maximum of 2 sides of A4 to demonstrate how they would approach this project, number of days required for the work, and why you would be suitable for the role. Please give as much detail as possible in terms of costs, including personnel, rates and itemised costs.

Applicants should also supply the names and contact details of two referees. At least one of these should have knowledge of your freelance capacity.

Please ensure you explain the knowledge, skills and experience that you have to meet the key competencies and the issues outlined in the brief, as these issues will be used to short list candidates for the role. Candidates who do not explore all elements of the key competencies and consultants outputs will not be considered for the role.

Applicants will be assessed against the following criteria:

- Evidence of evaluate heritage projects and an understanding of public/contemporary art organisations
- Evidence of the ability craft evaluation plans/tools that are simple to use and straightforward to apply.
- Evidence of your ability to work with a range of people e.g. museum staff and communities to achieve quality data and quality non-statistical impact of projects/activity.
- Evidence of the ability to deliver the project on time and within budget.

**Send to L&PTC etc**