



## Bourne Town Hall Trust

# Heritage Research Consultant Services Brief

## Refurbishment & Conversion of Bourne Town Hall



*Credit: Allan Joyce Architects*

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The Bourne Town Hall project is made possible with The National Lottery Heritage Fund. Thanks to National Lottery players, we are able to work towards restoring and transforming Bourne's Town Hall building.





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# Bourne Town Hall Trust

## 1. Introduction

Bourne Town Hall Trust are seeking to commission a Heritage Research Consultant to deliver services in support of the Bourne Town Hall regeneration project, which is funded by The National Lottery Heritage Fund.

This Heritage Research Consultant services brief will enable Bourne Town Hall Trust to select a consultant for the Research project, in the knowledge that the professional will have appropriate experience and expertise as required.

## 2. About the Building

Bourne Old Town Hall is a Grade II listed building built in 1821, the construction of which was funded through private subscription by 123 local members. The land was generously gifted by Brownlow, Lord Burghley—the 2nd Marquis of Exeter—who also contributed 100 guineas toward building costs.

Originally, the first floor courtroom hosted the Petty and Quarter Sessions, alternating duties with the nearby town of Sleaford. The ground floor, with its open bays facing the alleyways, housed shops and a covered market known locally as *The Shambles*. In 1890, the ground floor became the station for the local fire brigade, with a horse-drawn fire pump housed in the northern arch; the fire service relocated in 1946. The building remained central to Bourne's civic life: the District Council began using it in 1992, however the Magistrates Court ceased operations there in 2008, and by 2014 the council had vacated, leaving the building unoccupied.

Bourne Town Hall Trust was formed in 2017 with the vision of restoring the building and transforming it into a centre of culture, heritage and arts. With the help of the £3.3 million grant from The National Lottery Heritage Fund and grants from other funders, we are now embarking on this project.

With over 200 years of history, Bourne Old Town Hall is not just an architectural landmark but a symbol of community spirit and civic pride. From its grassroots-funded beginnings to its role at the heart of town life, the building's heritage deserves to be preserved, celebrated, and shared with future generations.



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## 3. About the Project

The overall project aims to create a heritage and culture centre at the Old Town Hall in Bourne which, until 2014, stood empty. The Grade II listed building will become a vibrant community space open to all who celebrate heritage, culture and the arts: serving and entertaining the people of Bourne, and visitors to the region.

The Courtroom will become a multi-purpose space with retractable seating to accommodate both a traditional theatre/cinema layout and when retracted, offer a flexible space for theatre 'in the round', workshops, exhibitions and receptions. Downstairs, the 'Shambles' space will be open with a licensed bar for light refreshments as well as facilities for small live music and performance events.

To celebrate the creation of this new community space we are planning to run a varied activities programme to involve the local community, including the Research project into the names on our subscribers' board – local residents in the 19<sup>th</sup> Century who contributed financially to the building of the town hall. We also want to explore, with the help of volunteers, some of the cases from the court history and make them available as part of an online digital resource.

We ran a pilot Heritage Research project last year in the Development Phase of the project. We had a good amount of volunteer interest and participation, with several key issues identified for the main Research work. When we re-launch, we'll be looking to empower volunteers through training workshops, address identified issues and consider the best approach to creating public access to the outputs of the project.



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## 4. Scope of Works

### Requirements:

- 4.1 The Heritage Research Consultant will work with the Activities Lead for Bourne Town Hall Trust and with the Project Manager.
- 4.2 This post is offered as a consultancy contract funded through a National Lottery Heritage Fund Delivery Grant. The post is for the scope for the delivery of the Heritage Research programme within a limited timeframe of 6 months.
- 4.3 The Heritage Research Consultant will be contracted by Bourne Town Hall's Trustees and will report into a project group made up of the Lead Trustees and key volunteers. The post holder will be required to work collaboratively with the project group and wider stakeholders, including volunteers, to develop the project and deliver all targets to a high standard.
- 4.4 The focus of the role is to work with trustees and volunteers to deliver a valid, thoroughly researched Heritage Research project to cover a) the research of the subscribers who put money towards the building in 1821 (all listed on a wooden board in the first floor Courtroom) and b) the research of court cases heard in the building.
- 4.5 Outputs from the Heritage Research will be uploaded into an Archive Management System and will feed into the Interpretation within the renovated building as well as into various other heritage-focused activities detailed within the Activity Plan.
- 4.6 The Heritage Research role should be delivered by an individual and must demonstrate the following:

### Experience and skills:

- Experience of heritage research including genealogy and court cases.
- Experience of working with an interpretation team to provide valid research for their use.
- Experience of working with National Lottery Heritage Fund projects.
- Experience of working with volunteers, including helping with issues and potentially leading training workshops.
- Excellent interpersonal and communication skills.
- Demonstrable ability to work collaboratively and forge effective working relationships.
- A willingness and ability to engage with the wider community.
- Demonstrable ability to solve problems.
- Good time-management skills.
- Excellent IT skills including Archive Management Systems.
- A good standard of written and spoken English.

### Attributes and aptitudes:

- Leadership.
- Ability and willingness to work outside normal office hours as required.



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## Tender Requirements

Bourne Town Hall Trust would like to invite suitably qualified consultants to deliver Heritage Research services in line with the above brief.

We would be looking for approximately 25 days' work over a 6 month period.

The proposals should be made on the Submission Form, available as a separate document and sent to [people@bournetownhall.org.uk](mailto:people@bournetownhall.org.uk)