**Expression of Interest for a Community Engagement Facilitator**

Expressions of Interest are sought by Crewe Town Council to engage an experienced facilitator to manage and deliver a programme of community engagement and resource development to support the production of Crewe’s Local List.

1. **Background**

The Local List is the tool used to identify and manage locally significant heritage. It is a planning tool which ensures proposals to alter the asset, or its surroundings, consider its significance to the area. Assets can include buildings, civic structures, public art, street furniture, archaeology, wrecks and designed landscapes.

Cheshire East Local List was last updated in 2010 and was adopted as a Supplementary Planning Document (SPD) in October 2010.

Cheshire East Council, Cheshire West and Chester Council, and Halton Council successfully secured a grant from the Ministry of Housing, Communities and Local Government (MHCLG) to pilot new ways of creating Local Lists for Cheshire. The funding has supported:

* The development of selection criteria.
* The appointment of consultants to work with communities to identify buildings of interest for addition to the Cheshire Local List.
* The use of the Exegecis Local Heritage List platform to enable additions to the list to be made on an ongoing basis by local residents.

The funding also identified Crewe, Chester and Runcorn as pilot areas to deepen engagement with local residents, particularly those who do not traditionally engage with heritage.

1. **Brief**

Crewe Town Council wishes to appoint an experienced facilitator to manage and deliver a programme of community engagement with local residents who would not traditionally engage with heritage. The programme will run in Crewe but should form a template for delivery across Cheshire. The fee available for this work is £5,000 inc. VAT.

Development of the programme must include:

1. A scoping session to finalise the brief with the client partners
2. Research time to understand how Local Lists have been developed in partnership with communities in other areas
3. Identification of mechanisms to engage with local residents that are appropriate for Crewe
4. Development of resources to assist discussion with local residents who would not traditionally engage with heritage and many of whose first language may not be English
5. Delivery of sessions with local residents to identify assets of importance
6. Report of findings and recommendations for further development
7. Development of school and community group resources which are informed by the Local List

The submission should include:

* An outline of the process for developing the programme of engagement and resource development. This should include consideration of a change in pandemic legal restrictions.
* A detailed breakdown for providing the services required. Costs must be inclusive of all expenses and exclusive of VAT (where applicable).
* A CV for all team members.
* Evidence of relevant experience on projects of comparable scale, scope and complexity.
* Evidence of insurances and indemnities.
* Contract management arrangements should any proposed member of the team be unable to complete this contract.
* Availability.

1. **Additional Information**

The following documents can support the submission:

* Cheshire East (2010) Cheshire East Local Development Framework Local List of Historic Buildings Supplementary Planning Document
* Historic England (2021) Local Heritage Listing: Identifying and Conserving Local Heritage
* Crewe audience data (see supporting documents)

Documentation sent to you in respect of this expression of interest is provided on the basis that they remain the property of Crewe Town Council and must be treated as confidential. No consultant will undertake any publicity activities in relation to the contract or this expression of interest without the prior written agreement of Crewe Town Council, including agreement of the format and content of any publicity.

For further information please contact Vicky Harrison, Heritage Development Officer, via [heritage@crewetowncouncil.gov.uk](mailto:heritage@crewetowncouncil.gov.uk) or 07551 234557.

1. **Submission**

Expressions of Interest should be returned to the Heritage Development Officer via [heritage@crewetowncouncil.gov.uk](mailto:heritage@crewetowncouncil.gov.uk) no later than 12pm (midday) on Thursday 28 October 2021.

Submissions received after this time will not be considered. Submissions submitted by post, fax or other electronic means will not be accepted.

* Crewe Town Council will not be bound to accept any expression of interest and reserves the right to accept an expression of interest other than the one which is the lowest price or not to accept any expression of interest at all.
* Expressions of interest are submitted to Crewe Town Council on the basis that they are compiled at the candidate’s expense.
* Please note the canvassing of members of Crewe Town Council or of any committee, directly or indirectly, regarding the awarding of this tender, will disqualify the applicant.

1. **Timetable**

This timetable is indicative only. Crewe Town Council reserves the right to change it at its discretion.

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| **Stage** | **Date** |
| Issue of expression of interest | Wednesday 13 October 2021 |
| Deadline for submission | 12pm (midday) Thursday 28 October 2021 |
| Evaluation of expression of interest | 29 October to 3 November 2021 |
| Notification of result of evaluation | Week commencing 10 November 2021 |
| Contract signed | By 12 November 2021 |
| Initiation meeting | Week commencing 15 November 2021 |
| Consultation resource development | By 3 December 2021 |
| Community consultation | By 31 December 2021 |
| Learning resource development | By 31 March 2022 |
| Contract complete | Monday 31 March 2022 |