

**CONSERVATION MANAGEMENT PLAN FOR
THE MARKET HOUSE, CLONES, CO. MONAGHAN**

Call for tenders

12th January 2012

**Monaghan County Council
The Glen
Monaghan
Ireland**

**Closing date:
4pm, Friday 3rd February 2012.**



BRIEF FOR THE PREPARATION OF A CONSERVATION MANAGEMENT PLAN FOR THE MARKET HOUSE, CLONES, CO. MONAGHAN

INTRODUCTION

This brief sets out the requirements for producing a conservation management plan for the Market House, Clones, County Monaghan.

The plan will be used to inform our project proposals; set out our long term maintenance and management strategy and identify maintenance and management costs. The plan will also be used:

- In support of an application for planning permission if required
- In support of applications for funding to secure the conservation and reuse of the building.

The brief has been prepared by the Heritage Officer in consultation with the Clones Area Engineer. The conservation management plan will be financed by Monaghan County Council and the Heritage Council through the County Heritage Plan fund.

CONTENTS OF THE PLAN

STEP 1 - UNDERSTANDING THE HERITAGE SITE

The site consists of The Market House building and outbuildings, The Diamond, Clones. The Market House is owned by Monaghan County Council, and is currently vacant following its use for many years as the County Library Headquarters. The Local Authority is keen that a vibrant use is made of the building, and that this use is compatible with the heritage values of the building. The Market House is a Protected Structure 41401114.

Five-bay two-storey Italianate market house with pedimented breakfront, dated 1845, with granite ashlar facade having framework of pseudo-pilasters, plain and enriched entablatures, blind attic and tall window openings above arcaded ground floor; retains staircase and assembly room; arcades enclosed, sash windows refitted. 1840-1845 Designed by W.D. Butler.

The Market House is also important for local heritage and the community in Clones and the wider area. It is a landmark building in the Diamond.

The consultant should take account of the following documents that are available:

- Preliminary conservation report 2010; Consurv. January 2011. Downloadable from link below.
- Historic Landscape Character Plan for Clones. Downloadable from link below.

<http://www.monaghan.ie/contentv3/services/heritageartsculture/heritage/aboutus/>

The consultant will be expected to understand the Market House and how it has developed over time. They will be expected to cover each of the different types of heritage on the site. In particular, they will need to undertake the following work in order to understand the site:

- Historical research into primary sources
- Condition survey and investigation
- Prepare a series of phased plans showing the development of the building

- Consult the following individuals and organisations: National Inventory for Architectural Heritage; Architectural Archive; Clones Regeneration; Monaghan County Museum; Monaghan County Library.
- Develop proposals for repair or restoration and maintenance;
- Carry out a measured survey ;

Management information

The consultant will need to be familiar with the site's management background to describe how it operates today. The consultant should collect copies of relevant documents and summarise the main points.

The information to be collected will include:

- Protection, conservation or registration documents
- Information about who uses the site today – how and why;
- A conservation history – any previous reports on repairs, conservation, restoration, development or other actions;
- Current management requirements or standards that need to be met (health and safety, disability access and environmental health);
- Relevant planning policy documents, such as statutory plans or other strategic plans;
- Current management policies adopted by the local authority, including training, access or education policies, health and safety policies and so on;
- Copies of any leases or management agreements;
- Any other local, regional or national strategies that are relevant to the Market House, such as regeneration strategies; and development plans and heritage plans.

Field survey, gazetteer and inventory

We will ask the consultant to prepare a detailed gazetteer/ inventory/ set of room data sheets for the Market House, which combines information about all the different types of heritage into one single inventory or survey.

This will involve survey work to identify the main elements, features or areas, and will use the background research. The entry for each element should include:

- the history (from oral or documentary sources);
- a description of what survives (archaeology, interior fixtures and fittings, plaster work, and so on).
- significance;
- any designations;
- management issues, including the condition; and sources (note any relevant reports or information).

Each element should be numbered, and photographed and related to a base drawing. The gazetteer should be set out as a database and text file and a hard copy printed and dated.

STEP 2 – ASSESSING SIGNIFICANCE

The consultant should prepare a statement of significance for the site and building as a whole, setting out how the asset is significant and to whom. Detailed information about the significance of different parts of the asset which helps day-to-day management should be

prepared. They should explain very clearly how and on what basis the assessment of significance has been prepared, and who has been involved or consulted in preparing it.

The consultant should also deal with the following areas of significance:

- The use of the Market House as a market building
- The use of the site as a soup kitchen during the Famine in the 1840s.
- The use of the building as a dance hall
- The use of the building as a County Library

STEP 3 – RISKS AND OPPORTUNITIES

The consultant should set out a clear statement of how and why the significance of the site is vulnerable, and what other issues affect its long-term future. They should identify any conflicts between different values for the site. The consultant should also identify opportunities for enhancing the significance of the site.

The consultant should also deal with the following specific issues:

- Vacancy and finding a suitable use while conservation works are ongoing
- Access for public
- Access for maintenance
- Future suitable uses and heritage impact assessment of these proposed uses.

STEP 4 – CONSERVATION MANAGEMENT AIMS

The consultant will work with the Heritage Officer and the Clones Town Engineer to produce a set of management policies for the site. These policies will be **specific** to the needs of the Market House and the people who value it. They will be based on an understanding of the site, how it is valued and current management issues.

STEP 5 – COSTED ACTION PLAN

The consultant will prepare a 10-year costed action plan for repair, management and maintenance in line with the policies in the conservation management plan. It should include:

- arrangements for inspecting the place every year;
- a detailed list of items to be repaired, inspected and maintained, including immediate, yearly and longer-term actions;
- the timing of work;
- the costs and resources/methods needed for repair, management and maintenance;
- who will be responsible for the work; and
- arrangements for keeping an ongoing record of management and maintenance.

Consultation

The consultant will involve stakeholders in the plan, and manage a programme of involvement and consultation. The following people will need to be involved in preparing the plan:

- People directly involved in caring for the asset [identify operations, facilities, staff and volunteers who play an essential role];
- Users and potential users [people who use the building, or live or work in the area];
- Wider-interest groups [community and interest groups, societies and specialist advisers];

- Statutory organisations [local planning authorities and agencies];

The consultant will provide a statement of how they will manage partnership and consultation, including:

- conservation statement workshops;
- further workshops or events;
- Heritage Week event;
- exhibitions and open meeting;
- consultations on written drafts;

Timetable

The current timetable for the project is as follows:

- January 2012 – procure consultant to undertake conservation management plan.
- February 2012 – establish timetable for work with consultant, with final conservation plan to be launched before end of October 2012.

Project management and monitoring

The client for the work is Monaghan County Council, The Glen, Monaghan.

The project will be managed by Shirley Clerkin, Heritage Officer.

The specialist will also work with the steering committee, whose members will include local elected representatives, council officials and local community members.

The day-to-day contact for the project will be Shirley Clerkin.

John McKernan, Town Engineer can arrange access to the site.

The steering committee will be formally consulted at the following stages in the planning process:

- After the consultant has been appointed, to agree the work programme and dates for review points;
- When the gazetteer and text on understanding the site have been produced;
- When the statement of significance has been produced;
- When the text on conservation policy has been completed;
- When the Costed Action Plan has been completed;
- When the first full draft of the plan has been completed;
- And informally at other times as appropriate.

Payments will be made at the following stages: dates to be identified:

- After the consultant has been appointed, to agree the work programme and dates for review points;
- When the text on conservation policy has been completed;
- When the final draft has been agreed.
- When the final documents, databases, materials have been supplied to Monaghan County Council at the end of the project.

Roof repair and conservation

The repair and conservation of the roof is a priority action for the local authority in 2012, and a budget has been set aside for this purpose. One of the first tasks of the consultant will be to liaise with the building contractor and the local authority with regard to the roof works to ensure that both projects can work in parallel.

Responsibilities

The consultant will be responsible for the programme of involvement and consultation.

The project manager will be responsible for making sure that the organisation adopts the plan, and that staff go to meetings.

Skills

The project team should be headed by a lead consultant with expertise in historic buildings. The lead consultant will also need team members with expertise in

- planning conservation management;
- historical and architectural research;
- social history and community involvement;
- conservation surveying, architecture or engineering;

Publication

The consultant will make arrangements for the final publication of the document, and will provide:

- camera-ready text;
- Twenty copies of the main text and twenty copies of the appendices in hard copy;
- Fifty copies on CD-ROM;
- Text and photographs that are suitable for loading onto a website.

The hard copy will be an A4 or A3 document with photographs and illustrations set within the text. Reduced copies of maps and plans should be provided in the text. Full-size copies of maps, plans or drawings should be provided on a stable medium. The gazetteer or inventory and other supporting information should be provided in bound appendices as well as on CD-ROM.

Report covers should include both the logos of Monaghan County Council, and the Heritage Council and should contain the text "An Action of the County Monaghan Heritage Plan 2006 – 2010".

Monaghan County Council operates under the Freedom of Information Act 1997, and all information held by the County Council may be subject to requests under this Act.

Monaghan County Council does not bind itself to accept the lowest or any tender, and no person making a submission will be remunerated for any trouble or expense incurred in preparing a submission.

To ensure equality between applicants, Monaghan County Council will not enter into any correspondence or discussions with the applicants or their agents during the preparation period for submissions

Copies of the final plan should be provided for all of the partners who were involved in preparing it.

Copyright and confidentiality

The lead consultant should clear the copyright for any illustrations or other material used. There may be some matters that need to remain confidential, especially if publishing information would put heritage at risk. Such information will be taken out of the published

version of the plan. Sections of the plan relating to some specified areas will stay confidential, but the rest of the plan should be made publicly available.

Archiving

New material that was collected while the plan was being prepared will be passed by the consultant to Monaghan County Library, Monaghan County Museum and the Heritage Office.

Other issues

The consultant should provide a project design in response to this brief, setting out how the plan will be approached, the method of working, and any matters not covered by the brief.

The project design should include:

- how the consultants will respond to the brief, including a method statement which explains;
 - how the partnership process will be managed;
 - the strategy for consultation and involvement;
 - the strategy for background research; and
 - the strategy for fieldwork and surveys;
 - an explanation of how any extra work will be carried out and delivered;
 - the range of professional skills which people involved in the project will need, including the names and CVs of proposed team members and their specific responsibilities and any arrangements for subcontracting parts of the work;
 - a resource plan showing the breakdown of chargeable hours between individuals and project stages;
 - a timetable for the project, including milestones and dates, which takes account of the time needed to involve and consult people on drafts;
 - a separate cost for designing, printing and distributing the final document;
 - the extent of professional insurance or indemnity cover.

The consultant should provide at least two examples of previous plans or similar documents.

Budget

As part of a Monaghan County Council Heritage Plan project, supported by the Heritage Council a sum of €20,000 has been identified for this project. Tenderers should identify what work can be done within this budget.

Tendering process

Tenders should be sent to **Senior Administrative Officer, Monaghan County Council, The Glen, Monaghan** by **4pm on Friday 3 February 2012**. The tenders should be in **hard copy** and the **envelope** should be clearly marked "**Clones Market House Conservation tender**".

Tender interviews may be held in February 2012.

Successful tenderers will be selected on the basis of

- Relevant skills and experience;
- Understanding of the brief;
- Quality of method statement and approach;
- Value for money.