

# CONDITION SURVEY OF HISTORIC GRAVEYARDS IN THE GUARDIANSHIP OF DONEGAL COUNTY COUNCIL

## TERMS OF REFERENCE

**June 2018**



**Comhairle Contae  
Dhún na nGall**  
Donegal County Council

An Chomhairle Oidhreachta  
The Heritage Council



OUR HERITAGE:  
WHERE THE PAST  
MEETS THE FUTURE



*An Action of the County Donegal Heritage Plan funded by  
Donegal County Council & The Heritage Council*

# **1. INTRODUCTION**

## **1.1 Context**

There are 50 historic graveyards in the care of Donegal County Council (see Appendix 1) and most of them are included in the Record of Monuments and Places and protected under the National Monuments Acts (1930-2004). A small number of these historic graveyards also include Protected Structures protected under the Planning & Development Act (2000) and structures included in the National Inventory of Architectural Heritage and protected under the Donegal County Development Plan. The condition survey will inform the on-going management of these heritage sites and may highlight opportunities for the implementation of best conservation practice measures that will benefit the natural, built and cultural heritage at these sites. The example set by Donegal County Council will also provide direction to, and opportunities for engagement of, local community groups in the management, conservation and promotion of historic graveyards in the county.

The Roads & Transportation Directorate of Donegal County Council maintains the historic graveyards in the guardianship of Donegal County Council. The County Donegal Heritage Office, Donegal County Council commissioned a review of historic graveyards on the Record of Monuments & Places in County Donegal in 2006-2007 and this information will be made available to the researcher(s). The Donegal County Museum, Donegal County Council provides advice on the preservation and conservation of the county's archaeology. The County Donegal Heritage Office hosts 'Care & Conservation of Historic Graveyards' seminars in the county to raise awareness and encourage the conservation of the natural, built and cultural heritage in historic graveyards.

There is considerable interest by local community groups in the conservation, management and promotion of the heritage in historic graveyards in County Donegal. This is reflected in the number of attendees at past 'Care & Conservation of Historic Graveyards' seminars and by the number of community groups already undertaking works in historic graveyards in the county. As guardians of 50 historic graveyards on the Record of Monuments & Places, Donegal County Council hopes to encourage best practice in the management of these heritage sites to encourage, advise and inspire community efforts. There are three specific target audiences for this Heritage Plan action: (i) Donegal County Council staff involved in the management of these 50 historic graveyards in its guardianship to highlight the importance of an agreed, best practice, conservation management strategy, (ii) local community groups that liaise with Donegal County Council and want to manage, conserve and promote the heritage in their local historic graveyard and (iii) the general public who visit these historic graveyards due to family associations, historical/spiritual interest or tourism activities.

A researcher will be appointed to undertake site visits and condition assessments of the 50 historic graveyards in the guardianship of Donegal County Council that are included on the Record of Monuments & Places. Baseline information on the archaeological, built and natural heritage in these historic graveyards will be gathered and linked with existing information and present-day management practices to highlight opportunities for the implementation of a best practice conservation management scheme in the future. The condition survey will provide an evidence

base for improved decision-making in the local authority and will generate discussion on, and help formulate, a best practice conservation management scheme.

## **1.2 Objective**

The aim of this condition survey is to establish the condition of the 50 historic graveyards in the care of Donegal County Council and on the Record of Monuments & Places in order to inform a best practice conservation management scheme. This Heritage Plan action supports Strategy 3 (Promote use of heritage data in decision-making) and Strategy 8 (Promote best practice in the conservation and management of our heritage) in the Heritage Council Strategic Plan. The survey will provide baseline information to Donegal County Council in order for it to better manage the archaeological heritage in its guardianship. It will provide a first step in the achievement of Action 2.11 in the County Donegal Heritage Plan which is to "Initiate a best practice conservation and recording scheme for historic graveyards in County Donegal".

## **1.3 Aims & Outputs**

The aims of this Heritage Plan action are to:

- (i) visit each of the 50 historic graveyards in the guardianship of Donegal County Council (see Appendix 1) and record the condition and maintenance of the archaeological, built and natural heritage therein to a standard agreed with the steering group;
- (ii) compile a base map, datasheet and photographic record of the condition of the graveyard highlighting possible maintenance and conservation issues;
- (iii) identify, and liaise with, history and heritage groups and individuals involved in the recording, maintenance and conservation of the heritage in these historic graveyards;
- (iv) compile a report that summarises the maintenance and heritage conservation issues in these historic graveyards and suggest conservation priorities; and
- (vi) deliver a report, database and presentation on the survey's findings.

## **2. RESPONSE TO TERMS OF REFERENCE**

Proposals in response to these terms of reference should set out how the survey will be approached, methodology, and any other relevant matters. The proposal should include:

### **2.1 Required Skills and Experience**

Proposals should contain clear details of the skills and experience of the researcher(s), and the CV(s) of the researcher(s). Details should also be given of the relevant experience including examples of previous relevant work.

### **2.2 Method statement and timetable**

The researcher(s) shall furnish a method statement and timetable regarding the delivery of the work. It is expected that the proposal will include:

**2.2.1 Method statement:** including key reference material to be used, methodology, fieldwork, consultation planned, data analysis, outline of condition survey and a detailed timetable.

**2.2.2 A Resource Plan:** showing the breakdown of person hours and costs.

### **3. GENERAL ISSUES**

#### **3.1 Timescale**

The project will start in early July 2018 and a draft final report will be due for submission by November 16, 2018. The researcher(s) appointed must be in a position to begin immediately once appointed.

#### **3.2 Project Management**

A steering committee comprising representatives of the County Donegal Heritage Forum of Donegal County Council, National Monuments Service & The Heritage Council will guide the development of this project. Day-to-day contact will be with the Heritage Officer. The steering committee will meet regularly to review progress.

#### **3.3 Budget**

The maximum budget for this Heritage Plan action is €16,000 excluding VAT.

**3.4** The researcher(s) shall effect and maintain insurance necessary to cover their liabilities under this Heritage Plan action.

#### **3.5 Copyright and Confidentiality**

The researcher(s) will be required to assign copyright of the text, illustrations, maps and/or photographs to Donegal County Council. Copyright for any illustrations or other material used should be cleared by the researcher(s). The survey results will be made available for public use by Donegal County Council.

#### **3.6 Freedom of Information**

Donegal County Council operates under the Freedom of Information Act 1997 and all information held by the Council (including proposals submitted in response to this brief) may be subject to requests under the Act.

#### **3.7 Evaluation of Proposals & Selection of Researchers**

Evaluation of proposals will be based on the ability of the researcher(s) to deliver the skills and outputs detailed above within the specified timeframe. Interviews may be held with selected candidates prior to the final evaluation. Donegal County Council is not obliged to accept any proposal or the proposal with the lowest bid, and no person making a submission will be remunerated for any expense incurred in preparing a submission. It is envisaged that the successful researcher(s) will demonstrate:

- (i) a good knowledge of the archaeological and/or built heritage of County Donegal (20%);
- (ii) proven experience of undertaking research, field survey and report writing (20%);
- (iii) an ability to liaise with key stakeholders and engage with the public (10%);

- (iv) a clear methodology to achieve the aims and outputs of this Heritage Plan action (30%);
- (v) competitive price (20%).

The decision of the evaluation panel will be final.

### **3.8 Closing Date**

E-mailed submissions to [heritage@donegalcoco.ie](mailto:heritage@donegalcoco.ie) will be accepted prior to the closing date but please forward a paper copy of your proposal also even if it arrives after the closing date. Submissions should be sent to:

Condition Survey of Historic Graveyards,  
c/o Joseph Gallagher,  
Heritage Officer,  
County Donegal Heritage Office,  
Donegal County Council,  
Station Island,  
Lifford,  
County Donegal.

<b>The closing date for receipt of proposals is 4 p.m. on Tuesday, June 19, 2018.</b>
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Proposals cannot be accepted after this deadline.

**Appendix 1:**  
**Historic Graveyards in guardianship of Donegal County Council**

Name	Townland	RMP Number	Municipal District
Carn, Pettigo/Tempelcarngold	Carn (Pettigoe ED)	DG105-003003-	Donegal
Finner	Finner	DG106-007001-	Donegal
Killaghtee	Beaugreen Glebe	DG098-013004-	Donegal
Killymard/Eddrim	Eddrim Glebe	DG099-001-	Donegal
Old Abbey, Donegal	Glebe (Donegal ED)	DG093-013005-	Donegal
St. Naul's, Inver	Inver Glebe	DG098-005001-	Donegal
St. Catherine's, Killybegs	Glebe (Killybegs ED)	DG097-015005-	Donegal
Teightunney	Cloghore (Carrickboy ED)	DG107-073001-	Donegal
Clonbeg	Clonbeg Glebe	DG026-027001-	Glenties
Clooney	Clooney (Maas ED)	DG064-007001-	Glenties
Doe Castle	Castledoe	DG026-024003-	Glenties
Inishkeel Island	Inishkeel	DG064-003001-	Glenties
Kilcashel	Kilcashel	DG073-013004-	Glenties
Kilkenny	Kilkenny	DG065-014003-	Glenties
Kilrain	Kilrean Upper	DG074-009007-	Glenties
Kilteasney/Kiltiernan	Ardvally	DG083-001----	Glenties
Kiltooris	Kiltooris	DG073-002001-	Glenties
Magheragallan	Magheragallan	DG032-003001-	Glenties
Old Graveyard, Dunfanaghy	Kill (Dunfanaghy ED)	DG015-017002-	Glenties
Ray	Ray (Crossroads ED)	DG025-029006-	Glenties
Tempelcrone	Termon	DG048-008003-	Glenties
Tullaghbegley/Ballintemple	Ballintemple	DG025-042001-	Glenties
Balleighan	Balleeghan (Manorcunningham ED)	DG054-003001-	Inishowen
Cloncha	Clonca	DG012-002011-	Inishowen
Cooley	Cooly	DG021-008001-	Inishowen
Drumhaggart	Drumhaggart	DG039-012----	Inishowen
Glebe, Burt	Castlecooley	TBC	Inishowen
Grange	Grange (Burt ED)	DG046-012001-	Inishowen
Inch Graveyard, Strahack	TBC	TBC	Inishowen
Lag (Protestant Portion)	Lag	DG004-005003-	Inishowen
Ray/Ramoghey	Ramoghy	DG054-032001-	Inishowen
St. Mura's, Fahan	Glebe (Fahan Ed)	DG038-013004-	Inishowen
Straid	Straid (Straid ED)	DG010-011001-	Inishowen
Three Trees	Three Trees	DG030-014002-	Inishowen
Aghanunshin	Kiltoy	DG053-019001-	Letterkenny
Clontallagh/Mevagh	Clontallagh	DG016-004006-	Letterkenny
Conwal	Conwal	DG053-029007-	Letterkenny
Gartan	Churchtown (Gartan ED)	DG044-017007-	Letterkenny
Kilmacrennan	Kilmacrenan	DG045-010006-	Letterkenny
Killydonnell	Killydonnell	DG046-017001-	Letterkenny
Killygarvan	Killygarvan Lower	DG028-033----	Letterkenny
Leck	Drumnahough/Oldtown	DG053-033004-	Letterkenny
Old Abbey, Rathmullan	Rathmullan & Ballyboe	DG037-007----	Letterkenny
Ramelton (Tullyaughnish)	Ramelton	DG046-005006-	Letterkenny
Templedouglas	Templedouglas	DG052-019006-	Letterkenny
Tully	Tully More (Ballyarr ED)	DG045-004----	Letterkenny
Ballybogan/Churchtown	Churchtown (Clonleigh South ED)	DG079-009001-	Stranorlar
Churchminister/Kilmonaster	Kilmonaster Lower	DG070-044001-	Stranorlar
Clonleigh	Edenmore (Clonleigh North ED)	DG071-002005-	Stranorlar
St. Johnston	St. Johnstown	DG063-003002-	Stranorlar

Source: Draft County Donegal Development Plan (2018-2024), Appendix 3, Table 9