



## **ST RICHARD'S CHURCH, HAM**

***St Richard's 60:60 – Celebrating our first 60 years and preparing for the next***

### **Invitation to tender for a HERITAGE FUND EVALUATION CONSULTANT**

Tender submissions by Friday 6<sup>th</sup> March

Fee available:

Development Phase £8,000 + VAT

Delivery Phase subject to further funding approval

#### **INTRODUCTION**

This document provides tender information and a brief for the appointment of an Evaluation Consultant to manage the evaluation of our Heritage Fund project '*St Richard's 60:60 – Celebrating our first 60 years and preparing for the next*' which was given development phase funding in September 2025.

We are looking to appoint an Evaluation Consultant to work with us through both the development and delivery phases, however, there will be a break clause following the completion of the development phase, with further work subject to funding.

#### **PROJECT BACKGROUND**

##### **The Project:**

St Richard's church was built in 1964 as part of and in the heart of a Wates housing estate. It is an iconic building with a landmark presence forming part of Ham Riverside's identity which functions as both a religious and community space. It has a number of significant architectural and artistic features acknowledged by its Grade II listing and is also inseparable from the history of this neighbourhood.

Its timber hyperbolic paraboloid roof is one of the few remaining examples in the country, but the covering has failed, and the timber shell construction is deteriorating rapidly. The seriousness of this is evidenced by its inclusion on Historic England's Heritage at Risk Register in 2025.

The ambition of the project is to use the need to renovate the building as an opportunity to reflect on and consolidate the church's history, using it to interpret and equip the next stage of its life.

### **Capital Works:**

This will begin with the preparation of a Strategic Site Masterplan for the church and surrounding land which will guide its restoration and make it sustainable into the coming decades. The first phase of this will be the essential remediation works to secure the building from risk of further decay and closure and ensure that it is restored for the benefit of the community. We will:

- Repair the roof timber shell structure and laminated timber edge beams.
- Re-cover the roof with copper-coloured zinc sheeting to restore the original appearance.
- Remodel the roof rainwater run-off system and downpipes to drastically improve the flow rate.
- Replace the high-level windows in the side chapel, retaining the original appearance and including more thermally efficient glazing.
- Restore the side chapel, which is currently unusable due to severe rot in a roof beam, as a space for quiet reflection and prayer.

Whilst work is being undertaken to the building, we will use this as an opportunity to carry out essential improvements to better provide for existing users and cater for the increased use and demand on the building arising from this project. The scope will be finalised as part of the development phase but is likely to include:

- Improving the spartan, unheated toilets to current access standards.
- Refurbishing the interior including enhanced lighting, upgraded electrical system, improved entrance, and redecoration.

### **Heritage Engagement Programme:**

This programme will connect the capital work and local history with engagement opportunities, celebrating this iconic building, bringing heritage to life for visitors, and meeting community need. One of the early tasks for the Community Engagement and Activity Plan Consultant will be to review the list of activities included in the development phase application.

These activities fit into three heritage themes, all relevant to our local context:

- 1) Cultural heritage focusing on the church as an example of modern ecclesiastical architecture, the Dalle de Verre stained glass windows by Henry Haig, and the legacy of the original St Richard's and St Andrew's choir, founded by St Richard's School headmaster Alan Dudeney in 1968.
- 2) Community heritage, connecting with the building's location at the "Heart of Ham" riverside, including the Riverside estate, the Church of England Voluntary Aided Primary School to which the church is physically joined and areas of deprivation within the parish.
- 3) Natural heritage connecting with the green space surrounding the building.

#### **a) Potential Cultural Heritage Activities:**

- Artist in Residence to work with students on content and curation for a modular art and heritage exhibition installation
- Modular Art and Exhibition Installation where volunteers will be trained to research and write content for the exhibition material
- Heritage Building Apprentice working with the contractor, gaining vital work experience, and training and carrying out public engagement activities
- Stained Glass Installation with design / engagement focussed workshops for different groups

- Off-site Pop-up Art Exhibition and Workshop Space whilst the church is closed for the capital works to maintain engagement
- Architecture Week providing opportunities for school and university students to connect with heritage conservation work live in action and take part in STEM workshops
- Reopening celebration and Project Launch Event following the completion of the capital works
- Digitisation of the documents and photo archive held at St Richard's Church
- Pop-up School Choirs and Choir Festival where students will be trained by musical professionals to rehearse pieces for a choir festival
- A Church Heritage Trail including St Peter's Petersham, St Andrew's Ham and St Mary's Teddington as part of the London Open House Festival.

#### **b) Potential Community Heritage Activities:**

- Sponsored 1960's Readathon with school pupils, local adults, and Ham Library
- Intergenerational Community Café providing opportunities for different generations to come together and engage in board games, music and cooking together
- Community events such as film screenings, speaker suppers, live music, and quiz night
- Closer relationships with local charities such as Ham and Petersham SOS – supporting older people, Ham United Group - make Ham and Petersham greener, healthier, and more connected, Richmond Foodbank, Crosslight Advice and Riverbank Trust
- Wellness events such as Pilates and Yoga, as a physical exercise and support RUIL, a local charity that supports people with disabilities to live independently
- Improvement of the existing church website to make more of the building's heritage, following the Heritage Fund Guidance Notes. Including, integration with the previous 'Ham is where the heart is' project, primarily funded in 2016 by the The National Lottery Heritage Fund.

Some of these community engagement opportunities can also contribute to the ongoing sustainability of the church by generating new income streams.

#### **c) Potential Natural Heritage Activities**

- Promenade Theatre Performance connecting to a wildlife / ecology theme
- Planting Project increasing use and diversity of the outside space and continuing to develop the area as a thriving natural habitat
- Cookery Workshops working with local green and food partners, responding to a real local need and teaching people new skills
- Restoring the tall cross that used to stand in the open area by Ashburnham Road and served as a Remembrance memorial, involving pupils from Grey Court School in the design and perhaps manufacture of the new cross.

### **CHURCH HERITAGE**

The heritage of St Richard's Church covers many themes, including:

- The concept of a church built along with a housing development, and placed at its heart with a prominent place in the townscape
- Its success as a place for a worshipping community reaching out in service to the local community
- The history of its usage over the years as a unique "marquee" type space much favoured for concerts, public consultations, including the tradition of hosting a Christmas fair
- Its close physical, social and operational attachment with a local school
- Its links with Kingston University through Henry Haig

- Its pioneering spirit in terms of architectural and ecclesiastical form, the boldness and aspirations of the 60s, and the then Bishop's radical approach
- Its place in people memories
- Its provision of generous amenity open space in the heart of a public square.

### ***Church Building:***

The church was built as part of a substantial housing development on land given by the construction company Wates. It forms the centrepiece of a planned neighbourhood centre and as a significant local landmark plays an important place-making role in the local townscape. The physical connection with the adjoining Church of England Primary School is unusual and indicative of the close working relationship between the two.

The church building was designed by architect Ralph Covell who based the design on the six-pointed Star of David creating a hexagonal space for worship to bring congregation and clergy closer together, as encouraged by the Second Vatican Council. Covell deliberately created St Richards as a flexible 'one-room church' resulting in a unique modern church which enabled both contemporary worship and more traditional liturgical services.

### ***Artist Henry Haig:***

Henry Haig was an English abstract artist, painter and sculptor, but notable predominantly for his stained glass work. When teaching at Kingston School of Art, now Kingston University, he was commissioned to create the fourteen dalle de verre stained glass windows at St Richard's church. He also designed the vitreous enamelled panelled doors to the sacristy, the sculpted wood, copper, and gilt processional cross and candlesticks are also Haig's work. The non-figurative designs of the windows and paintings are inspired by aspects of the life and work of St Richard.

### ***Dalle de verre stained glass:***

Derived from French, "glass slab", it is a glass art technique that uses pieces of coloured glass set in a matrix of concrete and epoxy resin or other supporting material. The technique was developed by Jean Gaudin in Paris in the 1930s. Slabs of coloured glass, 20cm to 30cm square or rectangular and typically up to 3cm thick, are shaped by breaking with a hammer or cutting with a saw. The edges of the resulting pieces may be chipped or faceted to increase the refraction and reflection effects.

### ***Architect Ralph Covell:***

Ralph George Covington Covell was an English modern architect, active during the post-war period to the early 1970s. Covell won the Ashpitel Prize in 1934 and founded his architectural practice in 1937.

Covell partnered with Albert Edward Thurman Matthews post-war to form "Covell & Matthews". The practice expanded over the years and their work included the McCance Building, Livingstone Tower, and John Lewis store in Aberdeen.

Covell was known for his work on churches, predominantly for the Diocese of Southwark, where designed around 23 buildings starting with the reconstruction and repair of several churches damaged during the war. He often incorporated unique design elements, such as dalle de verre windows and copper roofing, into his church projects.

### ***St Richard's Archives:***

The place of St Richard's in the life of Ham in the second half of the twentieth century drawing on church archive material, memories collected by the Lottery-funded oral history project 'Ham is Where the Heart is', and local historians.

Former Head teacher and Choir Master Alan Dudeney has an archive of programmes and recordings of events the choir sang at including on BBC R2, Pebble Mill (ITV Magazine style programme), the Cliff Richard Show and the Cilla Black Show.

## **SCOPE OF WORK**

We are seeking an Evaluation Consultant to lead on monitoring and evaluation through both the development and delivery phases of the project, culminating with an evaluation report at the end of each phase. Appointment is initially for the development phase, with a break clause on completion of the evaluation report for the development phase. Continuation to the delivery phase will be subject to funding.

During the Development Phase we require the consultant to undertake the following:

1. Develop a monitoring and evaluation strategy and framework
2. Review existing baseline data and work with the Project Manager and Project Steering Group to develop an Evaluation Plan
3. Work with the Project Manager and Project Steering Group to set-up and implement systems to collect and collate quantitative and qualitative data on which the evaluation may be based
4. Monitor the collection of data, respond quickly to any project changes, including any additional data and outcomes that might be identified as the project progresses
5. Attend project meetings as required and feedback on the evaluation carried out to date and the progress of the project including written reports as required
6. Interview relevant stakeholders to develop the final Evaluation Report
7. Produce the final Project Evaluation Report offering an honest and accurate assessment of the project, ensuring that it captures both the successes and failures of the project and follows current Heritage Fund Evaluation Guidance
8. Undertake training of volunteers or staff in evaluation methods
9. Supporting consultants with the development of consultation materials in the Development Phase.
10. Supporting the Community Engagement and Activity Plan consultant with methods for evaluating activities in the Action Plan.

The evaluation framework will specify evaluation methods appropriate to critically evaluate project aims and outcomes; but sympathetic to the audiences the project seeks to engage. It is expected the Evaluation Consultant will use participatory and creative approaches as necessary.

During the Delivery Phase we will require the consultant to undertake the following:

1. Review and, if necessary, revise baseline data and work with the Project Manager and Project Steering Group to develop an Evaluation Plan for the delivery phase
2. Work with the Project Manager, Project Steering Group and project sub-groups to set-up systems to collect and collate quantitative and qualitative data and staff these systems accordingly
3. Monitor the collection of data, respond quickly to any project changes, including any additional data and outcomes that might be identified as the project progresses
4. Attend project meetings as required and feedback on the evaluation carried out to date and the progress of the project
5. Produce yearly evaluation reports that the Project Steering Group can use to carry out end of year reviews and ensure the project is running in line with initial plans

6. Produce the final Project Evaluation Report in line with Heritage Fund guidance, offering an honest and accurate assessment of the project, ensuring that it captures both its successes and shortfalls.

## **GENERAL**

Throughout their appointment we expect the Evaluation Consultant to:

- Provide regular updates on progress, as agreed at the start up meeting
- Attend Project Steering Group meetings, as agreed at the start up meeting
- Work with the Project Manager and Project Steering Group to review the project timetable, milestones, and risks
- Ensure that the Evaluation conforms to The National Lottery Heritage Fund guidance and meet the latest requirements of a round two bid.

## **PROJECT PROGRAMME AND MANAGEMENT**

The development phase of the project received permission to start in November 2025. We expect this phase to last 12 months, targeting a second-round application to the Heritage Fund for the November 2026 deadline to begin the delivery phase in July 2027. We are planning for a four-year delivery phase.

Development Phase Key Milestones:

- |                                      |                                |
|--------------------------------------|--------------------------------|
| • Approval of development phase      | September 2025                 |
| • Permission to start                | November 2025                  |
| • Recruitment of project consultants | November 2025 to March 2026    |
| • Development Phase Review           | July to September 2026         |
| • Delivery phase bid submission      | 12 <sup>th</sup> November 2026 |

We are expecting the Delivery Phase to run from July 2027 until October 2031.

### ***Project management***

The PCC of St Richard's Church will be the client. The consultant will report to the Project Steering Group through the Project Manager. The Project Steering Group reports to the PCC.

The Evaluation Consultant will be expected to provide regular update reports for the Project Steering Group. The frequency of which will be agreed on appointment and in line with project progress. We expect that the consultant will also attend Project Team meetings as appropriate.

The following consultants have been appointed:

- Heritage Fund Project Manager
- Project Architect
- Community Engagement and Activity Plan Consultant
- Business Plan Consultant
- Fundraising Manager

Plans for the building are well advanced in Stage 3 of the RIBA Plan of Work. A Quantity Surveyor and Structural Engineer have contributed to the development of the plans.

## **BUDGET**

The total budget for the Evaluation Consultant for the Development Phase is £8,000 excluding VAT. The contract is for the duration of the development phase (up to a maximum of 24 months), although we are targeting a round two submission for November 2026.

The provisional budget for the Evaluation Consultant for the Delivery Phase is £30,000 excluding VAT. The contract will be for the duration of the delivery phase.

We have a development phase budget total of £350,282 to deliver the required activities and a delivery phase budget of £3,237,217 to complete the capital and activity works.

## **INVITATION TO TENDER**

### ***Timeline***

Invitation to tender brief published	February 2026
Deadline for tender submissions	Friday 6 <sup>th</sup> March 2026
Interview date	Tuesday 17 <sup>th</sup> March 2026
Successful consultant notified	w/b 23 <sup>rd</sup> March 2026
Contract begins	April 2026

### ***Tender Submissions***

Your tender proposal should be presented in a clear manner, in sufficient detail and in a style that enables a clear understanding of the fee, services, programme and deliverables. You will set out how your work will be approached, the methodology, and any matters not covered by the brief. The proposal should include:

1. How the consultants will respond to the brief, including methodology, timetable, and milestones
2. Brief CVs for all members of the team
3. Details of relevant experience – three examples of recent and relevant work of similar size, scope and nature including two references from previous or existing clients – to include all members of the team
4. A firm quote for the work including all relevant expenses but exclusive of VAT.

The scoring of the tender will be as follows:

- Methodology and response to the brief (30%)
- Relevant experience (50%)
- Cost (20%)

### ***The Application Process***

We are inviting tenders from consultants experienced at producing Evaluation Reports as part of the requirements of a Heritage Fund project.

Consultants applying to undertake this piece of work are required to submit a project proposal in response to this brief by 5pm on 6<sup>th</sup> March 2026 via e-mail to Chris Ruse, the Chair of the Project Steering Group, at [chris.ruse@outlook.com](mailto:chris.ruse@outlook.com).

The shortlisted candidates will be asked to attend an interview at St Richard's Church on Tuesday 17<sup>th</sup> March. If candidates cannot make this date they should state so in their submission.

Submissions will be assessed by the Project Steering Group based on experience, quality, methodology and cost. The same assessment criteria will be applied at interview.

Following the interview, the appointment of the successful candidate will be confirmed during the following week with commencement anticipated from April 2026.

### ***Consultant Skills***

The consultant should have experience and expertise in:

- Evaluation of Heritage Fund projects within heritage organisations
- Analysis of data, outputs, and outcomes
- Writing evaluation framework documents to National Lottery Heritage Fund guidelines
- Writing a concluding evaluation report at the end of the project.

Whilst not essential, we are particularly looking for consultants who have successfully worked with churches to evaluate heritage projects of this scope and scale and therefore understand the specific requirements and challenges of church buildings as both heritage assets and active places of worship and community activity.

### **ADDITIONAL INFORMATION**

For more information about St Richard's, visit our website at: <https://www.strichardsham.com/>

For more information on the history of the church, visit Historic England's website: <https://historicengland.org.uk/listing/the-list/list-entry/1488007?section=official-list-entry>

We can provide the following information on request:

1. National Lottery Heritage Fund development phase bid
2. Detailed budget for the St Richard's 60:60 project.