



**Invitation To Quote for the preparation of  
Community Heritage Activities & Interpretation Plan  
in support of  
applications to the National Lottery Heritage Fund, Historic Environment Scotland  
& Other Funders**

**Scottish Land Fund**  
Ionmhàs Fearainn na h-Alba

Delivered by  
**THE NATIONAL LOTTERY  
COMMUNITY FUND**



Funded by



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Deadline for submission: 13<sup>th</sup> February 12 noon, 2026

## Table of Contents

<b><i>Transforming Lochwinnoch A listed Parish Church into a Creative Community Hub.....</i></b>	<b>3</b>
<b>Background to the Project.....</b>	<b>3</b>
<b>Background information to LCDT.....</b>	<b>4</b>
<b>Heritage Activity and Interpretation Plan Requirements.....</b>	<b>5</b>
Scope of Services – General Requirements.....	5
Scope of Services - Specific requirements.....	5
<b>Fees and Costs.....</b>	<b>8</b>
<b>Timescale.....</b>	<b>8</b>
<b>Form of Submission.....</b>	<b>8</b>
<b>Additional Information.....</b>	<b>8</b>
<b>Insurance.....</b>	<b>9</b>
<b>Contact details:.....</b>	<b>9</b>
<b>LCDT.....</b>	<b>10</b>
<b>Invitation to Quote for a Community &amp; Heritage Activity &amp; Interpretation Planner – Assessment     criteria.....</b>	<b>10</b>
<b>Award.....</b>	<b>11</b>

# Transforming Lochwinnoch A listed Parish Church into a Creative Community Hub

## Background to the Project

The primary aim of this project is to save Lochwinnoch's category A listed parish church; repairing and restoring this vacant building and creatively reimagining its purpose that will benefit the whole community. The newly refurbished and developed historic church building will form a flexible and welcoming community centre, performance and life events venue for all generations.

The overall site comprises of two A Listed properties; an octagonal church with spire and historic session room (built between 1807 and 1808), and a main hall with hammerbeam roof (1901) which is attached to the historic church via the more recent addition of the Guild Hall, kitchen, and toilet facilities, built mid-20th century (c1930). There is a community garden area with raised beds to the rear of the buildings which is leased to the local community. The church is located in the Lochwinnoch conservation area and is the only category A listed building in Lochwinnoch.

Lochwinnoch Community Development Trust (LCDT) purchased the church from the Church of Scotland in May 2025 with funding from the Scottish Land Fund. A feasibility study, condition survey and outline cost report supported funding applications whilst new surveys have been commissioned and/or will be undertaken as part of the Design process. LCDT has now been awarded Development Phase funding from the National Lottery Heritage Fund (NLHF) to develop costed design plans for the adaptation of the buildings and site, together with activity planning, community consultation and business planning. The Development Phase application is due to be submitted to the National Lottery Heritage Fund in August 2026. LCDT has also been successful in its grant application assessment for a Historic Environment Grant (HEG) from Historic Environment Scotland and is currently in the process of the TAR assessment process.

The project will proceed as two phases, aligning with the funding application requirements of the NLHF:

- Development Phase
  - Design Team: RIBA Stages 1-3 including Planning Approval and Listed Building Consent.

3



Lochwinnoch Community Development Trust is a Company Ltd by Guarantee No. SC445206 and a Scottish Charity No. SC053157 Registered Office: 39 High Street, Lochwinnoch, PA12 4AB

- LCDT: fundraising for capital funding, community engagement
- Other Consultants commissioned or work to be completed by LCDT for the development of supporting documentation: business plan, evaluation plan, activity plan and interpretation proposal.
- Delivery Phase
  - Design Team: RIBA Stages 4-6
  - LCDT: continue to fund raise, delivering activities

## Background information to LCDT

Lochwinnoch Community Development Trust (LCDT) is a company limited by guarantee (SC445206) with charitable status (SC053157). Its overall aim is to help the village of Lochwinnoch thrive and its charitable purposes relate to environmental protection, education, supporting people in need due to age and/or loneliness, arts and heritage, citizenship, and community development. Details of current involvement can be found at: <https://lochwinnochtrust.org.uk/projects/>

LCDT was formed in 2013. It has multiple other projects in progress including the creation of a Village Garden playpark and outdoor social space at Lochhead Avenue, (adjacent to the Parish Church), and renovation of Lochwinnoch's local park. It is a member of the Development Trusts Association of Scotland (DTAS). LCDT has seven directors and over 365 members.

A steering group has been set up to oversee the Lochwinnoch Parish Church Community Centre Conversion project, ensuring that LCDT has capacity to manage this project alongside LCDT's other activities. This steering group includes both LCDT trustees and individuals with an interest in the project.

In November 2025 LCDT appointed LDN Architects as the project Design Team and Project Co-ordinator, Sarah Kettles to lead the project of behalf of LCDT who acts as the liaison between LCDT's steering group and LDN Architects Design Team.

Postal Address:  
 Lochwinnoch Community Development Trust (LCDT)  
 39, High Street,  
 Lochwinnoch,  
 PA12 4AB  
 Renfrewshire

# Heritage Activity and Interpretation Plan Requirements

## LCDT- Transforming Lochwinnoch A listed Parish Church into a Creative Community Hub

### Scope of Services – General Requirements

Quotations are invited for a heritage professional to produce the Community Heritage Activities and Interpretation Plan as part of the 'Transforming Lochwinnoch Church into a Creative Community Hub' project Development phase. These documents will form part of the application (Second Round) to the National Lottery Heritage Fund under the Heritage grant programme and will also require to be incorporated within the Action Plan required by Historic Environment Scotland.

### Scope of Services - Specific requirements

The appointed professional will be required to produce a (1) Community Heritage Activities Plan and (2) Interpretation Plan.

#### 1. Heritage Activity Plan:

This is to include a detailed table of the activities laid out in the National Lottery Heritage Fund Action Plan template as a final section in a comprehensive Activity Plan, which should contain as a minimum the following sections:

- **Executive summary**
- **Context and Introduction**
  - LCDT and Name of Project
  - The need and purpose of the Plan
  - Plan Structure
- **Site Details and context**
  - Location and surrounding community
  - LCDT and Partners
  - Site Description
  - Historic and Heritage Context
  - Community Context
  - Current Activities
- **Audiences for the Activities**
  - Current Audiences
  - Potential Audiences- who is missing?

- Target Audiences
- How the activities relate to outcomes
- **Development Phase Activity themes**
  - Activity Aims
  - Pilot activities, review and evaluation
- **Review of the outline of the Community Heritage Activities**
  - Detailing changes to the Outline Plan during the development phase, including changes to aims, themes, and partnerships developed.
- **Community Heritage Activities Plan**
  - The Action Plan [National Lottery Heritage Fund template]- <https://www.heritagefund.org.uk/funding/good-practice-guidance/activity-plan-guidance>
  - Monitoring and evaluating the activities.
  - Management of activity programme- roles & responsibilities
- **Appendices**

The above list of contents is set out as a suggested format, and discussions will take place between the appointed consultant and LCDT on the format of the final plan.

In the development of the plan, the consultant will:

- Engage with LCDT steering group, key stakeholders and partners, including one-to-one meetings and interviews
- Work with LDN architects through the Project Co-ordinator
- Review case studies to support new and creative activities.
- Work closely with LCDT Project Co-ordinator
- Liaise with the project team to ensure proposed activities support the wider project aims, complement the wider masterplan and are deliverable within the National Lottery Heritage Fund programme and budget.

The successful consultant will be able to draw on the support of the Project Co-ordinator, and LCDT steering group in accessing information on the proposed scheme.

## **2. Interpretation Plan**

### **Scope of Services - Specific requirements**

The appointed professional will also be required to produce an interpretation plan set out as follows:

Development of an interpretation plan to support a cohesive, structured and coordinated approach to the interpretation of Lochwinnoch Parish Church. It will allow the local community and visitors to appreciate and understand the significance of the historic building and the site, and its place in contributing to Lochwinnoch both historically and in the future. This will include interpretation relating to the link between Castle Semple and links to Slavery, evidenced on the Slave Trade panels located in the vestibule of the church. The plan

will align with the activities set out in the Heritage Activities plan and incorporate material developed through the conservation management plan (currently in development and being carried out by LDN Architects) and other ongoing activities, which aim to highlight forgotten heritage, identify significance and increase understanding.

The structure should follow the NLHF's guidance as follows, paying particular attention to barriers to access and understanding.

- Introduction – context
- Interpretive Principles
- Aims of the interpretation
- Audiences for the interpretation
- Barriers to access and understanding
- Resources
- Themes/sub-themes
- Interpretive media
- Consultation
- Budget

## **Requirements**

To incorporate the following:

- Audit of current interpretation material establishing the current baseline, and how it can be improved and/or developed. This may be specific to the church itself but might also include other materials held offsite in Paisley or elsewhere in the village.
- Formalise the specific heritage elements (including the site buildings) that will be interpreted and the best ways in which to interpret these features. This may include intangible heritage
- Consult on and agree a clear vision with LCDT, relevant partners and the community for interpretation and how this will describe and celebrate the heritage, telling its story.
- Identify locations and ways in which the interpretation will be developed and function as well as the requirements for maintenance in the future.
- Produce consultant briefs for further work to design the physical or digital materials/outputs for the delivery phase
- Provide costings

## **Outputs**

A standalone interpretation plan which links clearly to the Heritage Activity Plan

7



## Resources

The appointed consultant will be provided with the following documents:

- Business Plan
- Map of the site
- Development Phase application
- Access to background information from the project

## Fees and Costs

Please note that the Maximum Budget of £12,000 including VAT and expenses, for the Heritage Activity & Interpretation Plans.

## Timescale

LCDT anticipates awarding the contract for commencement mid-February 2026 and must be completed by 30<sup>th</sup> April 2026 latest.

## Form of Submission

To submit a proposal for consideration please submit the following

- CVs for the team/individual with Name of the Lead Consultant
- 3 Case Studies of relevant projects
- Proposed timetable and framework for delivery
- A cover letter to support your application

Quotes to include the following:

- Lump sum figure for the services outlined in the General Requirements and Specific Services above. This is to include all expenses (including travel).
- A breakdown of the fee proposal by days and day rate/s, and expenses.

## Additional Information

### Copyrights & Intellectual property rights

Rights to use, publish and reproduce the information contained in the applications and supporting documents, either in part or whole, will be held by LCDT.

## **Insurance**

The successful consultant/s will be required to have as a minimum, the following insurance cover for any one occurrence or series of occurrences arising from one event:

Professional Indemnity £1,000,000

Public Liability £1,000,000

The consultant will be asked to exhibit their PL and PI document schedules before commencement of the work.

## **Contact details:**

The contact details for this Invitation to Quote: [sarah@lochwinnochtrust.org.uk](mailto:sarah@lochwinnochtrust.org.uk)

## LCDT

### Invitation to Quote for a Community & Heritage Activity & Interpretation Planner – Assessment criteria

The responses will be subject to a quality/price evaluation of 70/30%

#### Quality – 70%

The quality part will cover the following areas – Selection Criteria

<b>Evaluation Criteria</b>	<b>Weighting</b>
<b>Selection criteria</b>	
Evidence of previous relevant experience in preparing community heritage activity and interpretation plans in support of National Lottery Heritage Fund applications.	pass/fail
Evidence of relevant experience of working on built and/or cultural heritage projects	pass/fail
Form of submission- all information provided	pass/fail
<b>Award criteria weighting (dependent on type of contract)</b>	<b>70/30</b> quality/price
<b>Quality criteria weighting</b>	
Experience in preparing heritage activity and interpretation plans and working with communities.	60%
An understanding of the requirements of the National Lottery Heritage Fund.	30%
Evidence of knowledge of the local area, stakeholders, and community.	10%

With the exception of price/cost, all other evaluation criteria shall be scored using the following scale of awarding marks between 0 and 4:

<b>4</b>	The response is very detailed and excellent in all areas. The response addresses the requirement with clear details demonstrating how the project outputs will be met in many or exceeded in all areas.
<b>3</b>	The response is detailed and good in all areas. The response addresses the requirement with clear details demonstrating how the project outputs will be met in many, but not all, areas.
<b>2</b>	The response is sufficiently detailed and acceptable. The response addresses some elements of the requirement and demonstrates how some of the project outputs will be met.

<b>1</b>	The response is generally poor. The response addresses some elements of the requirement but does not demonstrate an ability to meet many of the project outputs.
<b>0</b>	Nil or inadequate response. Fails to demonstrate an ability to meet any of the requirement.

### **Pricing – 30%**

The response should:

- provide a staged and overall price for the work, exclusive of VAT;
- specify the hourly rates for each person to be involved in each stage of the work;
- state the estimated number of hours each person would spend on the work;
- estimate the out-of-pocket expenses and disbursements to be charged, along with an explanation of what makes up this cost.

In scoring the weighting on the pricing aspects, this will be scored on the basis that the lowest bid will score the maximum 30 points – other bids will be scored in relation to how their overall price compares with the lowest bid.

### **Award**

On completion of the evaluation process, the Trust will award the project to the successful bidder who has the highest combined score for quality and price. LCDT reserves the right to accept other than the lowest priced tender or to accept no tender at all.