National Heritage Protection Plan

Project brief for:
The Nineteenth- and Twentieth-Century Public House
in Bristol, Norwich and Leeds

Project No: NHPP 4A1 6245

Date of Issue – November 2013
1. Project Summary

This project will consist of three separate but related studies, assessing the nineteenth- and twentieth-century public house in three localities – Bristol, Somerset, Norwich, Norfolk, and Leeds, West Yorkshire. The main aims of the project are to gain a detailed understanding of the development of the public house in three different parts of England, to better grasp the threat that the buildings face, to feed into designation and protection, and to raise awareness about the building type and its significance (see section 3). The need for greater information on public houses has been suggested and confirmed by colleagues in Designation and National Planning as part of a consultation carried out between July 2012 and January 2013 (see section 2). As is discussed below, pubs – especially those dating from the period 1918-85 – are increasingly threatened with closure and/or demolition.

This project will build upon work carried out in recent decades by CAMRA (the Campaign for Real Ale, formed in 1971), including supported studentships at the University of York, CAMRA's national inventory of historic pub interiors, and the publication Licensed to Sell: The History and Heritage of the Public House (2004, revised edition 2011), by Geoff Brandwood, Andrew Davison and Michael Slaughter. It will also draw upon existing regional studies and websites, such as Frances and Michael Holmes's Norwich Pubs and Breweries: Past and Present (2011), and, where relevant, upon national studies, such as Basil Oliver's The Renaissance of the English Public House (1947) and Francis Yorke's The Planning and Equipment of Public Houses (1949). It will, however, also include consideration of working men's pubs and other more ‘ordinary’ pubs, a subject which has been comparatively little studied up to now.

The methodology of the project is set out below (section 6). In brief, it is proposed that it will include an analysis of the historical development of public houses and the range of pub buildings in each of the three chosen localities. A group of pubs will then be selected as being of particular significance in a local and/or national context, and these will be the subject of closer study, including an investigation of levels of protection.

2. Background

Public houses are among the most prominent, well-loved and commonplace buildings in the country, with a history stretching back to the medieval period. Although the building type has proved contentious at various points in history – for example, it was campaigned against as part of the temperance movement in the late nineteenth and early twentieth centuries – it has been said that the public house has occupied ‘a central place in the nation’s imagination, expressing its very identity’ (Paul Jennings, The Local, 2007), and that the pub ‘is an institution unique to England, and there is nothing more English’ (Michael Jackson, The English Pub, 1976). Pubs are, however, a severely threatened building type. Across the country, the number of public houses has been falling steadily for over a century. In 1900, there were 102,189 licensed premises in England and Wales. This number had dropped to 75,000 by 1966, and research of 2009 (ONS) indicated that the number had fallen to around 45,000.
More pubs are closing all of the time, especially in urban and suburban areas. In 2009, the British Beer and Pub Association published findings showing that a record number of 52 pubs was closing a week; 2,377 pubs had closed in the twelve-month period up to July 2009 (BBPA). While research of late 2012 indicated that this number had reduced to 18 per week (CAMRA, November 2012), this still constitutes a significant change to the built environment. The West Midlands and Lancashire are apparently among the hardest hit areas (CAMRA, April 2012).

The reduction in pub numbers throughout the twentieth century is due to a number of factors, including:

- Deliberate government policy (especially in the inter-war period)
- Social change
- Excessive rates of beer tax, which has increased by 42% since 2008
- The recession, which adversely affects the spending power of customers
- The high and rising value of pub sites for redevelopment
- The smoking ban, introduced to England on 1 July 2007
- Rising employment costs (increased minimum wage) and rising food costs
- Discounted alcohol sales by supermarkets and a rise in drinking at home.

The result has been an unremitting stream of conversions, with consequent loss of historic interiors, and a high number of demolitions. A large number of pubs have been converted to housing, but especially common and problematic is conversion to restaurants, convenience stores and supermarkets, something which requires no planning permission, the building being deemed as remaining in A4 retail use. Also frequent and even more destructive is the clearance of large suburban pubs for edge-of-town supermarkets, care homes or housing estates, it often being possible to fit many homes onto the site previously occupied by a single pub and its grounds. Mike Benner, Chief Executive of CAMRA, has said that ‘Weak and misguided planning laws and the predatory acquisition of valued pub sites by large supermarket chains, coupled with the willingness of pub owners to cash in and sell for development, are some of the biggest threats to the future of Britain’s social fabric’ (The Guardian, 19 November 2012). In other cases, pubs have closed and been left empty, falling into disrepair and becoming increasingly vulnerable.

Among the various groups who have been responding to this threat and calling for action is CAMRA, whose current campaigns include ‘List your Local’, encouraging members of the public to nominate pubs to be listed by local authorities as ‘assets of community value’, something made possible by the Localism Act of 2011 and brought into effect in September 2012. Inclusion on a local authority’s list of ‘community assets’ can help save a pub by providing communities with extra time to explore all the options before the building is sold or demolished. In addition, where a pub owner wishes to sell, it can allow the community to make a bid for the property before the asset can be sold to anyone else. Inclusion on a local authority’s local heritage list is another means of helping to save a building, as is inclusion within the boundaries of a conservation area.

CAMRA has also worked with English Heritage in proposing pubs for statutory listing. In the early 1990s, English Heritage became conscious of the comparatively
small number of public houses that were included on the statutory list (then around 75 buildings). With the aim of increasing this number, English Heritage began to collaborate with CAMRA. Limited pilot studies were undertaken in Birmingham, Harrogate, Leeds, Manchester, Walsall and York, and these reinforced the view that there should be greater representation of pubs on the statutory list. The result of the collaboration was English Heritage’s booklet *Pubs: Understanding Listing* (1994) and a number of significant listings. In 1998, the collaboration of the two organisations gave rise to the jointly-funded, two-year appointment of a caseworker, Geoff Brandwood, whose task was to put forward a group of pubs for listing or, where appropriate, for upgrading or more detailed and accurate recording in list descriptions. This work resulted in 16 new listings, one at grade II* (the Test Match Hotel, West Bridgford, Nottinghamshire, built in 1938).

In addition to CAMRA, public houses have many champions, including the British Beer and Pub Association (BBPA), which has recently joined forces with community pubs minister Brandon Lewis MP in launching a series of ‘pubs are GREAT’ posters, tying in with the government’s GREAT Britain initiative. There have also been a number of public protests in relation to the threatened closure of specific pubs. In January 2013, the all-party Save the Pub group, lead by Greg Mulholland, MP for Leeds North-West, called upon the government to increase protection for ‘pubs of architectural value’ and to close the planning loopholes whereby pub buildings could be converted to restaurant or other commercial use without the need for planning permission. The group expressed concern that ‘important pubs are among those that are being demolished or converted without sufficient scrutiny’. Mark Spencer MP announced his intention to write to English Heritage ‘to ask what measures are being taken to ensure they are protected … Someone really ought to be doing an assessment of the properties we’ve got and which ones need protecting’ (BDOonline, 21 January 2013).

The project set out in this document has its origins in discussion by 4A1, the National Heritage Protection Plan Activity Team responsible for historic towns and suburbs (see section 4). The joint leader of the group, Kathryn Morrison, undertook a consultation in summer and autumn 2012 with the aim of identifying the most threatened and vulnerable class of commercial buildings. Team leaders in Designation agreed that perhaps the most common commercial subject for listing applications was public houses, and that a closer study of the building type was therefore a priority, confirming the concerns voiced by Mark Spencer MP and others. The outcome of this consultation was discussed by 4A1 at its meeting in October 2012, and Kathryn Morrison then drafted a scoping document (project proposal), setting out the case for further investigation of the building type and a range of possible approaches/projects. In January 2013, this was circulated to members of 4A1, as well as to Andrew Davison (English Heritage Inspector and also a member of CAMRA’s Pub Heritage Group). Additionally, in January 2013, there was a second round of consultation involving National Planning; this demonstrated that pubs were considered as high a priority by colleagues in that department as they were by Designation.

A final, revised version of the scoping document was completed in February 2013 and considered by 4A1 at its meeting that month, with the result being the outline approval of a series of four related projects, to be run in tandem across years 3 and
4 of the current NHPP; all but one of the projects (i.e. that set out in this brief) will be undertaken by English Heritage staff. The projects are as follows:

- That set out in this document (comprising three area studies)
- A project looking at the inter-war urban and suburban public house, with the specific aim of increasing levels of protection
- A project looking at the public house in the post-war period
- Another more limited initiative, to form part of the First World War centenary commemorations, to focus on the immediate impact of the ‘Carlisle Experiment’ initiated in 1916, whereby pubs in the Carlisle area were brought under state management.

The early part of these four projects will run alongside a related project being managed by Michael Bellamy in English Heritage’s Designation Team West. This, focusing on inter-war pubs in Dudley and Sandwell, West Midlands, and aimed at increasing protection levels in this area – where pubs are especially highly threatened – was initiated four years ago, and was informed by Olivia Horsfall Turner’s English Heritage report ‘The “improved public house” with particular reference to Dudley and Sandwell’ (January 2013). The project is currently in its final stages, with a group of around 22 pubs being considered for listing. It is anticipated that it will be completed in autumn 2013.

3. Aims and Objectives

The over-arching aim of this project is to enable English Heritage, local authorities, voluntary and other organisations, pub owners and local communities to adequately understand nineteenth- and twentieth-century public houses as a building type, to identify and protect the most important examples, and to highlight the threat posed to pubs of this period, helping to mitigate this wherever possible.

The principal aims of the project are:

- To increase knowledge, understanding and appreciation of the urban and suburban public house through a study of the building type in three different localities – Bristol, Norwich and Leeds
- To develop understanding of the different architectural styles, plan forms and approaches used by different breweries and in different geographical areas of England
- To gain a further understanding of the factors which give pubs special significance
- In particular, to develop understanding of the working man’s pub or ordinary local
- To gain an understanding, where possible, of the class and type of people who frequented different pubs
To increase understanding of and highlight the threat posed to urban and suburban pubs of the nineteenth and twentieth centuries, and to help to mitigate this wherever possible

To test current designation levels of pubs in three different localities, in order to assess aspects such as consistency and appropriateness

To evaluate the importance of pubs to the surrounding built environment and social fabric, past and present

To stimulate further interest in, study and protection of pubs of the nineteenth and twentieth centuries (e.g. through local listing and/or the inclusion of pubs within conservation areas)

To provide examples of pub buildings and detailed information for reference and use in the English Heritage projects looking at inter-war and post-war pubs in England

To inform colleagues in Designation and National Planning and relevant members of staff at local authorities (e.g. conservation officers) whose casework relates to or involves public houses.

4. Business Case

The National Heritage Protection Plan (NHPP) sets out how English Heritage, with help from partners in the sector, will prioritise and deliver heritage protection for the four-year period 2011-15. It will make best use of our resources so that England's vulnerable historic environment is safeguarded in the most cost-effective way at a time of massive social, environmental, economic and technological change.

The heart of delivery of the NHPP is the Action Plan. This is divided into 8 themes (called Measures). These are further sub-divided into a series of Topics and Activities comprising over 400 projects. The Activities address specific areas of work (e.g. places of worship, historic ports, strategic designation) that have been identified as priorities for the Plan.

The public houses project comes under Measure 4 ('Understanding character and significance') of the NHPP. Specifically, it falls within 4A1, 'Historic Towns and Suburbs', and that Activity Team’s commitment to assessing and raising awareness of vulnerable urban commercial building types (4A1.102; see: http://www.english-heritage.org.uk/professional/protection/national-heritage-protection-plan/plan/activities/4a1). The project will contribute to protection result 4A1.1 ('Enhanced protection for historic urban asset types') by raising awareness and increasing understanding about nineteenth- and twentieth-century pubs, and hopefully by leading to increased levels of protection and greater social value for public houses as a building type. The project meshes directly with priorities identified as part of the NHPP, including:

- Enhancing protection where there is a clear and demonstrable threat to the heritage asset.
In addition, the project relates directly to Aim 1 of the English Heritage Corporate Plan, 2011-15 – ‘Identify and protect our most important heritage’. It also relates to Aim 3, ‘Support owners, local authorities and voluntary organisations to look after England’s heritage’, since it is hoped that the project will help local authorities and local people to better understand and appreciate public houses of the nineteenth and twentieth centuries in the three areas studied.

As has been mentioned above (section 2), the need for a greater understanding of pubs as a building type and of the inter-war and post-war periods in particular has been suggested and confirmed by colleagues in Designation and National Planning.

5. Stakeholders and interfaces

The genesis of this project has already involved consultation with a range of people: from within English Heritage, members of 4A1, colleagues in Designation (including Emily Gee and team leaders), Linda Monckton (Historic Environment Intelligence Analyst [Society Impacts]), colleagues in National Planning, and Andrew Davison, Principal Inspector of Ancient Monuments in English Heritage’s Manchester office and a member of CAMRA’s Pub Heritage Group. Contact has also been made with others in CAMRA, including Geoff Brandwood.

Going forward, these relationships will continue. The association with CAMRA may well prove especially close, but links will also be forged with the British Beer and Pub Association, the Pub History Society, the Brewery History Society, the Twentieth Century Society, and local authorities, community groups, and specialist and amenity societies, including the Victorian Society and the Twentieth Century Society.

6. Methods and Scope

The project will comprise three different area studies, assessing buildings constructed or converted as pubs between c. 1800 and the present day. The areas of focus have been selected as Bristol, Somerset, Norwich, Norfolk, and Leeds, West Yorkshire, on the grounds that these provide a broad geographical and chronological spread and all featured (or feature) a range of active breweries; also, the pubs of these areas have not previously been studied in depth. The existence of key primary and secondary source material has also been borne in mind. The comparatively wide date range will ensure a more complete understanding of the development of the public house in each locality, though it is anticipated that the twentieth century – especially the period from 1918 onwards – will be a period of special focus. Research and consultation has shown that pubs of this date are particularly under threat, due to their large sites, comparatively low levels of protection (e.g. through statutory and/or local listing) and often suburban locations. It might be noted that a suburban pub is defined as being such by its modern location, even though it may have been built in what was then a rural locality.

Included within the project’s remit are purpose-built pubs which now serve a different function (e.g. restaurant or residential use) or which have been demolished. As has been noted above, pubs will also be included where they have been created through conversion or where they have been substantially remodelled between c.
1800 and the present day rather than being newly built. The project will focus on structures built or rebuilt as pubs (with associated accommodation and facilities) as opposed to bars and clubs.

The proposed boundaries of each area/city are to be defined as part of the tender submission and set out in the project design, along with the reasons why these parameters are thought appropriate and logistically convenient (see section 11).

It is important to state that the three area studies need not be undertaken together, as a group, by a single consultant. Although they obviously relate to each other in methodology and scope, and there would be various advantages to undertaking the studies as a suite (e.g. consistency of approach), it has been deemed appropriate for them to be handled separately, if relevant, by up to three different consultants (see section 13). With this in mind, those tendering for more than one element of the project are asked to submit separate project designs for each area study.

The aim will be to build up a picture of the historical development of the public house from c. 1800 to the present day in each of the areas under consideration. Although it is important that this development be set within the general context of national public house building at the time (e.g. the emergence of different styles, legislation, the evolution of use and plan forms), there is no need to describe this general context in detail. The focus should be on public house development in the locality in question. Areas of study will include:

- Architectural styles and plan forms
- Active architects and breweries, and the use of any ‘house styles’
- The geographical and chronological spread of pubs built from c. 1800 to the present day
- Use and landscape setting.

For each area, the studies will include analysis of secondary and primary material as well as of the buildings themselves. Notable sources for each locality are as set out below, more general sources relating to pubs being listed in the Bibliography (section 16). One of the tasks involved in the project will be the compilation of a complete list of relevant sources, including area studies and websites.

It should be noted that, although a pilot study of pubs Leeds was undertaken in the 1990s (see section 1), this appears to have been highly limited and no records relating to the study are known to exist (Andrew Davison, October 2013).

- **Bristol**
  - [www.bristolpubs.co.uk](http://www.bristolpubs.co.uk) (a photographic guide to the city’s pubs)
  - [http://bristollostpubs.eu/](http://bristollostpubs.eu/) (a record of Bristol pubs, now demolished, built between the mid-eighteenth and the mid-twentieth centuries)
  - The work that Professor Antonia Layard (University of Birmingham) has undertaken on ‘Bristol in the 21st century’ as part of ‘tavernsproject’, an AHRC-funded Connected Communities study on tavern culture ([http://tavernsproject.com/](http://tavernsproject.com/)).
- **Norwich**
  - Brewery papers in the Norfolk Record Office (Business Records [BR] section), including those of Watney Mann Ltd
  - City Engineers’ Department building plans, now in the Norfolk Record Office
  - [www.norfolkpubs.co.uk](http://www.norfolkpubs.co.uk) (a historical guide to over 5,000 pubs in Norfolk)
  - [www.norwich-pubs-breweries.co.uk](http://www.norwich-pubs-breweries.co.uk) (highlighting Norwich’s pubs, past and present, and its breweries)

- **Leeds**
  - [www.leeds-camra.com](http://www.leeds-camra.com) (linking to the Leeds pub database, including photographs of nearly every pub in the city)

Following consultation of these and other sources – including Post Office directories and Ordnance Survey maps – and discussion with relevant locals and experts, the first main task will be compilation of a comprehensive table (gazetteer) listing the pubs known to exist/have existed within the relevant locality. This table will include the following headings:

- Name and address of pub
- Purpose built or conversion
- Dates of construction and any major alterations
- Date of opening (and, where relevant, closing)
- Name of architect, where known
- Name of brewery responsible for the pub, where relevant
- Status (surviving, demolished, current use and condition, and, if known, ownership)
- Level of protection (e.g. through statutory listing, local listing and/or inclusion within a conservation area)
- Level of threat.

There should then be a process of selection, through which a group of these pubs is chosen for closer investigation. It is expected that this group will number around fifty extant pubs per area study, although the guiding considerations should be those raised by the questions set out below, rather than any attempt to meet a quantitative target. In order assess the full importance of each of these pubs, site visits should be made, with interiors and grounds being inspected wherever possible. Questions to be asked are as follows; the more frequently affirmative answers are given, the more likely it is that the pub building will be included within the select group.

- Is the pub of particular historical and/or architectural significance? (e.g. was it designed by a prominent national or local architect? Is it a particularly good illustration of local styles or trends?)
• Is the pub’s landscape setting of particular importance?
• Is the pub especially well intact? (considering exteriors, interiors, plan form and/or setting)
• Does the pub have a notable relationship to neighbouring and nearby buildings?
• Does the pub have notable historical associations and/or is it of particular significance to the local community?
• Is it an especially early example of its type?
• Is it a rare survival? (e.g. one of the few pubs by a particular architect to survive in the area or even in the country)

Once these issues have been explored and the buildings visited, a final list should be drawn up of pubs selected for detailed study; this is likely to include around thirty to forty extant pubs per area, though as has been noted, the considerations raised by the questions set out above are more important than any quantitative target. This list of selected pubs will include the headings given for the comprehensive list described above, but will also provide information about:

• Each pub’s interior
• Notable features
• Landscape setting
• Architect and/or builder (in every case, if at all possible)
• State of survival.

Every effort should be made to ensure the group of selected pubs features a broad and representative range of examples, socially, architecturally and geographically. Furthermore, the buildings chosen should not have been investigated in depth before (historically and architecturally). The level of threat should be especially closely explored; where there is a threat to a pub, there should be a summary of how local authorities and local groups are responding to this threat. Alongside on-site investigation, the detailed study will include use of sources such as licensing records, historic photographs, trade and brewery journals, and building control documentation. Additionally, it should include an oral history component; the memories of a cross-section of local people should be sought to gain an understanding of the following areas:

• Use of the pub
• Clientele and social grading (for instance, with the aim of discovering whether the pub – or specific areas of the pub – was used by a particular sex and/or social class, and whether it was more popular with locals and/or passing trade)
• Architectural and decorative changes
• Development to the landscape setting and the wider architectural context
• Historical associations, significant events and community value.

The findings of each area study should be presented as an illustrated report, of around 30,000 words in length (see section 8). As has been noted above, each report should include discussion of the following areas:
- General chronological development of pub building in the area in question
- Active breweries and architects in the area in question
- Architectural design, plan forms and landscape setting, and whether these are distinctive to a particular brewery and/or area
- Relevant contextual information (e.g. local industries, social structure).

The report should include a comprehensive list of pubs in the area in the form of a table, and there should then be a separate, more detailed list of the pubs selected for closer study. All of these pubs – their design, plans, landscape setting and so forth – should be used as examples in the main text of the report and should lead to the drawing of conclusions. If appropriate, the report should also contain a summary of further research questions or aspects which are recommended for future study. The report should end with a bibliography and list of sources, as well as a list of those consulted as part of the project. Transcripts of interviews with local people (or others, such as architects) should be appear as appendices. The report should include a range of illustrations, including archive photographs, maps and historic plans (see below, section 8).

7. Stages and tasks

The following is a suggested basic task list; this will need to be further developed and refined in the tender return. A task list with days per person, per task, should also be included in the tender return.

In addition to the tasks set out below, regular progress (or ‘highlight’) reports should be submitted. These are mentioned in section 9.

<table>
<thead>
<tr>
<th>Task no:</th>
<th>Task</th>
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<tbody>
<tr>
<td>1</td>
<td>Background research and preparation, and initial consultation of experts, local authority staff, etc</td>
</tr>
<tr>
<td>2</td>
<td>Research using various sources (e.g. studies of pubs, Post Office directories, Ordnance Survey maps, websites), plus exploration of the relevant area, with the aim of building up a picture of the number and range of pubs built</td>
</tr>
<tr>
<td>3</td>
<td>Compilation of comprehensive list of pubs in Bristol/Norwich/Leeds</td>
</tr>
<tr>
<td>4</td>
<td>On-site investigation and selection of group of pubs for detailed study</td>
</tr>
<tr>
<td>5</td>
<td>Detailed investigation into selected pubs using a variety of sources, together with consultation of experts (including English Heritage and local authority members of staff) and local people. Further fieldwork/site visits, where appropriate.</td>
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<tr>
<td>6</td>
<td>Writing and production of report/s</td>
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</table>
8. Products, dissemination and archiving

Each area study should result in an illustrated report, to be submitted digitally and as ten hard copies. The text of each report should be no more than 30,000 words in length and the report should be illustrated with a variety of images including archive photographs, modern photographs, maps, architectural plans and drawings (author’s own photographs will suffice; it is not anticipated that the author should go to great expense to obtain images, though archival sources should be signposted). The report should include a comprehensive list of pubs in the locality and a list of pubs selected for detailed study (see section 6). Should two or three areas be dealt with by a single consultant, the expectation would be that separate reports would still be issued for each area study.

The final research reports will be published on the English Heritage website and deposited in the English Heritage Archive (NMR) and relevant Historic Environment Record (HER), and will thereby be available to the general public. Site-based material will be deposited in the English Heritage Archive (NMR).

9. Timetable

November 2013  Issue project brief  
January 2013  Tenders submitted and contract awarded  
January 2013  Start of work on project, following preliminary meeting  
March 2014  Progress report  
June 2014  Progress report  
September 2014  Progress report  
October 2014  Submission of draft reports  
November 2014  Revision of reports, following provision of comments  
December 2014  Submission of final reports (area studies) and end-of-project report

If a single contractor tenders for more than one of the area studies, these can be undertaken either sequentially (at the same time) or consecutively (one after the other). The proposed approach should be set out in the tender submission.

10. Budget

The budget for this project is £50,000-£56,000 exclusive of VAT. This equates to around £16,666-£18,666 (plus VAT) for each area study.
11. Form of tender submissions – MoRPHE project designs

The tender submission should refer to the National Heritage Protection Commissions Programme Guidance for Tendered Projects.

The Project Design should also include:

- a document-control grid with contact details (see MoRPHE p42)
- costs calculated according to the Guidance for Tendered Projects and set out per financial year
- a task list which includes days per person, per task (see Guidance for Tendered Projects)
- a risk log;
- a Gantt chart and/or timetable.

The structure of a Project Design can be found on pp 44-47 of the MoRPHE project managers’ guide which can be downloaded at: [http://www.english-heritage.org.uk/MoRPHE](http://www.english-heritage.org.uk/MoRPHE) and the Guidance for Tendered Projects can be downloaded at: [www.english-heritage.org.uk/nhcp](www.english-heritage.org.uk/nhcp)

12. Copyright

The hard copy and digital documentation produced under this project will be the copyright of English Heritage. Copyright on all reports submitted will reside with English Heritage, although a third-party in-perpetuity licence will automatically be given for reproduction of the works by the originator, subject to agreement in writing from English Heritage.

13. Selection process

The Form of Tender pack will be assessed at the opening of a formal tender board comprised of three or more appropriate English Heritage officers.

Project Design Tenders from Organisations accepted on the basis of contract examples provided in the Form of Tender will be scored in accordance with the English Heritage Procurement Regulations. English Heritage may consult externally as well as internally when appraising the tenders. Successful and unsuccessful tenders will be notified of the results of the tender board in writing usually within a week.

It is acceptable for contractors to submit tenders for one or more parts of the project – that is, to undertake the area studies of Bristol, Norwich or Leeds – rather than to submit a tender for all three components and take on the project as a whole.

The winning contractor (or contractors) will be expected to have experience of the following areas:

- Architectural research, including assessment of nineteenth- and twentieth-century buildings
- Use of a wide range of primary and secondary sources, including building control documents, Post Office directories, historic maps and plans, and architectural journals
- On-site investigation of buildings
- Engagement and consultation with experts (including local authority staff and amenity societies) and local people.

In addition, it would be helpful if the contractor/s had experience of Designation and other methods of protection, and of working with English Heritage on comparable projects. Experience of studying pubs and/or the buildings of Bristol, Norwich and Leeds would be an advantage, but is not essential. Experience of oral history interviewing and techniques is also desirable.

Tenders will be judged against the following criteria:

| Appreciation of Brief/English Heritage requirements |
| Methodology |
| Relevant experience of project team |
| Organisational capability/quality assurance |

14. Administration of contract

The grant award will be administered via a standard English Heritage NHPCP contract. If the tender is a sole trader, rather than a limited company, association or partnership, then we would advise that early contact be made in order that an Employment Status Questionnaire (a requirement of English Heritage by Her Majesty's Revenue and Customs) can be completed in advance of tender.

15. Management, monitoring and reporting arrangements

The project will be administered through the National Heritage Protection Commissions Programme (NHPCP); for guidance see [http://www.english-heritage.org.uk/professional/funding/grants/grants-available/nhpcp/](http://www.english-heritage.org.uk/professional/funding/grants/grants-available/nhpcp/).

English Heritage Project Assurance and routine monitoring of standards and progress will be undertaken by an NHPC Project Assurance Officer.

The Project Executive and project team member responsible for internal Project Assurance should be specified in the Project Design (please note these roles can be undertaken by one person, but Project Assurance should not be part of the Project Manager’s role; see MoRPHE pp.16-18).

The Commissioned Organisation's Project Manager will be responsible for liaison with the English Heritage Project Assurance Officer, and expected to produce highlight reports (see MoRPHE Project Managers Guide p. 48) at appropriate points throughout the project. Submit an end-of-project report (see MoRPHE Project Managers Guide p. 49) and complete an OASIS form for the project.
For advice and support completing OASIS forms please email oasis@english-heritage.org.uk

16. References

- Ashley, Peter, Local Heroes, Pubs and Inns (2001)
- Binney, Marcus, Time Gentleman Please! (1983)
- Brandwood, Geoff, Britain’s Best Real Heritage Pubs (2013)
- Burke, T., English Inns (1943)
- Crawford, Alan, and Robert Thorne, Birmingham Pubs, 1890-1939 (1975)
- Girouard, Mark, Victorian Pubs (1975)
- Gorham, Maurice, and H. McG. Dunnett, Inside the Pub (1950)
- Gorham, Maurice, Back to the Local (1949)
- Hutt, Christopher, The death of the English pub (1973)
- Piper, John, 'Fully Licensed', Architectural Review, vol. 87, 1940, pp. 87-100
• Richardson, A. E., *The Old Inns of England* (1934)
• Roulstone, Alan, *Taverns in Town* (1973)
• Spiller, B., *Victorian Public Houses* (1972)
• Williams, Ernest, *The New Public House* (1924)
• Yorke, Francis W. B., *The Planning and Equipment of Public Houses* (1949)

17. Further information

For questions about the project please contact Emily Cole at emily.cole@english-heritage.org.uk

For further queries about the application process, deadlines etc please contact Charlotte Winter at Charlotte.Winter@english-heritage.org.uk

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