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HOLBEACH CEMETERY CHAPELS, PARK ROAD, HOLBEACH, LINCOLNSHIRE PE32 7EE
DESIGN & ACCESS / HERITAGE STATEMENT

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September 2019
PEO/peo/4645/4

Issue 2 planning application

1.0 Introduction

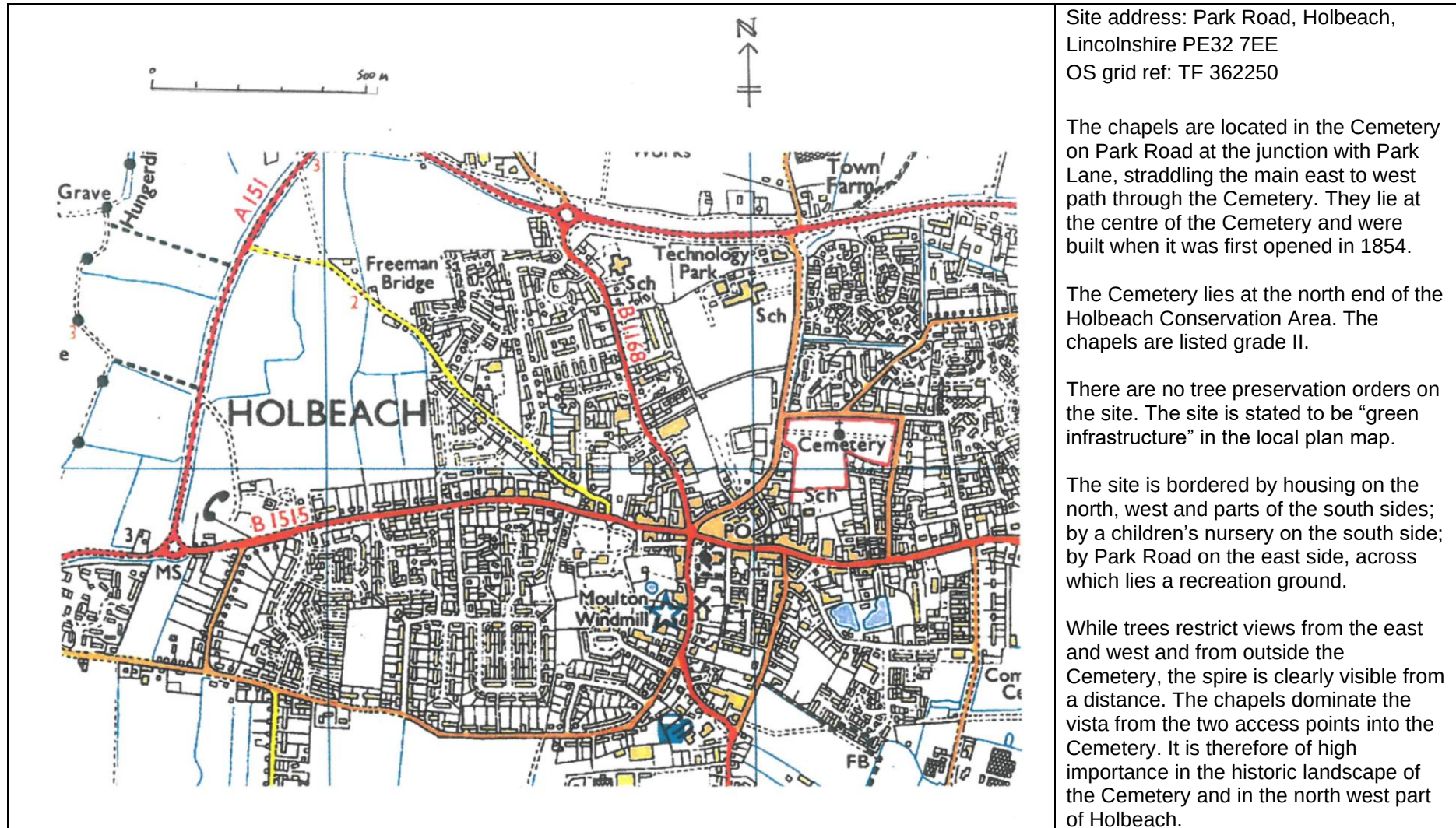
This statement has been prepared in support of a planning application to South Holland District Council for consent for change of use; to provide services trenching along the east driveway to connect to mains services in Park Road; to close public access through the carriage porch, create a path around the building; to create disabled parking and a turning space for vehicles on the west side of the building.

The property has had no effective use since 2008 and the works are to ensure the continued survival of the building through alteration to allow it to be used for community purposes.

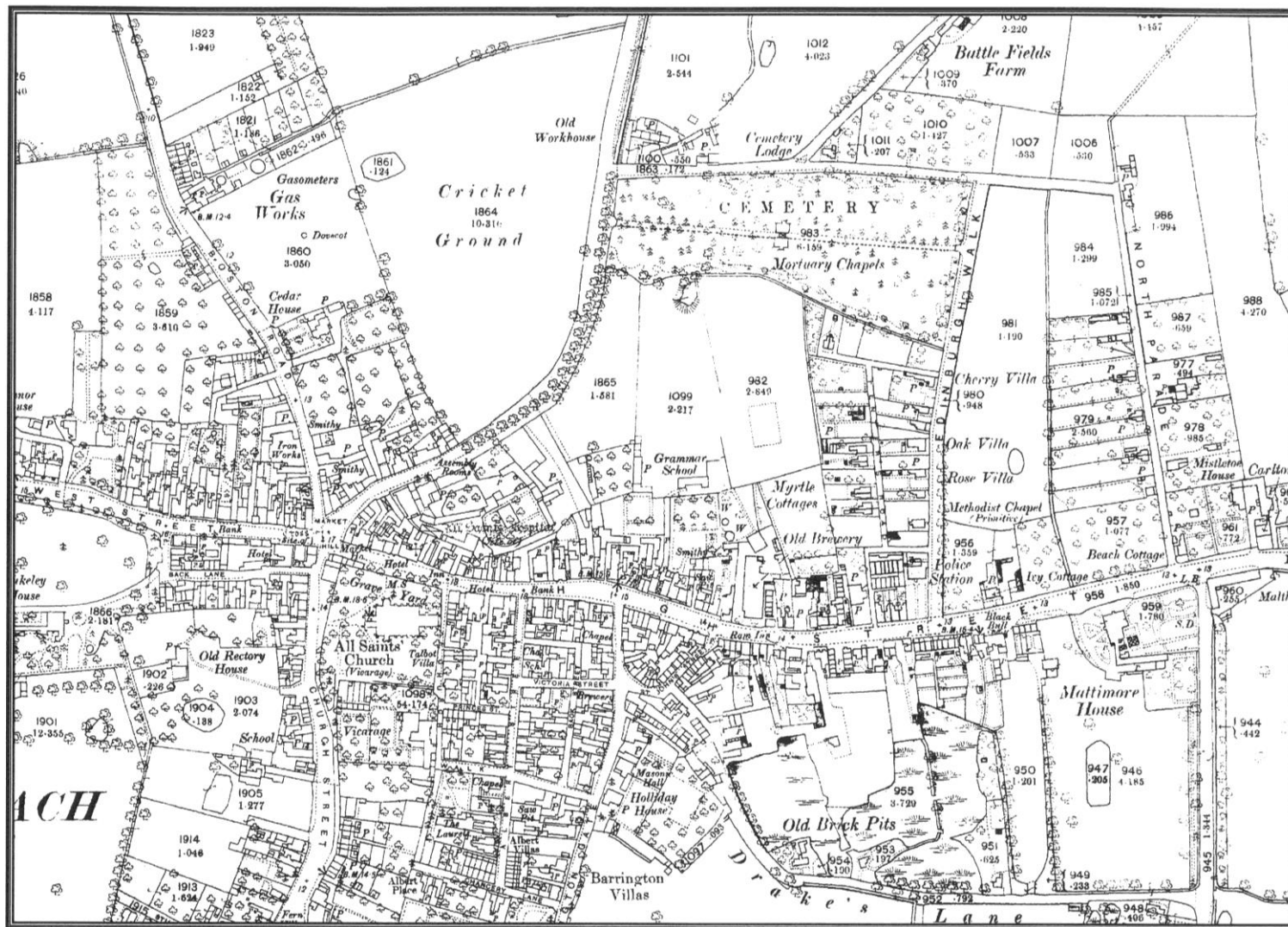
Holbeach Cemetery Chapels Ltd have been working since 2012 to find uses and finance to repair and upgrade the building, to ensure its long-term survival. Discussions with the Heritage Lottery Fund and others are at a stage where the proposals require definitive evidence that they are acceptable to the community at large. General consultation has not produced specific comments from the community and so the applicants have decided to make a planning application to determine and confirm that the proposals have support.

An application will be made for Listed Building Consent for this work and for the necessary repairs and alterations when the project funding and feasibility has been confirmed. Those elements of the project which are subject to the Building Regulations will also be the subject of an application in due course.

2.0 Setting & Context



The setting of the chapels has changed with the development of adjacent fields, as the 1882 Ordnance Survey map shows, but there has been little change within the site except for the increase in memorials and the growth of trees and the addition of an extension section on the south side.



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OS County Series: LINCOLNSHIRE 1:2500 1888

3.0 Existing Building & Site

3.1 Description of building

The building comprises a north and south chapel each with a vestibule (vestry) projecting north and south respectively, each space having its individual pitched roof. Between the two chapels is a carriage porch surmounted by a short tower stage and a stone spire. There are double doors from the carriage porch into each of the chapels and a single door from each vestibule into the chapel; the exterior doors of the vestibules have been removed and the openings infilled with concrete blockwork (north) and brickwork (south). There are windows at the east and west ends of each chapel and on the outer facing north/south elevations in each case. The vestibules formerly had openings on the east and west sides now bricked in. The building is orientated with the carriageway and the chapels on the east/west axis. See survey drawings and photographs in appendix A.

3.2 Materials

Construction is generally of a “white” brick with stone dressings. Roofs of the chapels and of the north and south porches are covered in grey welsh slate cut in decorative patterns. The tower/spire is roofed by stone offsets.

Rainwater goods are generally of PVC although some cast iron remains in places. Windows have stone surrounds/mullions/tracery with the remains of leaded glazing within them. Windows are currently boarded up at ground level. The carriageway surface through the centre is of black tarmac with two concrete slopes up to the stone thresholds of the doors.

The interior walls are plastered and painted, the spaces have vaulted ceilings, ribs appear to be of timber and the web of the vaults is of plaster on timber lath, carved corbels appear to be of stone, painted. The north and south vestibules have red/black floor tiling, the north chapel floor is similarly tiled, the south chapel floor has mid-20th century plastic tiling on a solid floor. There is a black plastic skirting in the south chapel and a hard cement plaster skirting in the south vestibule and the north chapel. A stone lectern and some benches survive in the south chapel; some panelling and wall benches survive in the north chapel.

The central carriage porch has a vaulted ceiling with stone ribs on stone corbels and a brick web.

There is an electricity supply to the building, entering at the north east corner.

There is a system of rainwater drainage. The central area drains to a catchpit west of the building. Outfalls from the vestibule gutter drains are not known.

Other inspection chambers along the length of the central path through the cemetery seem to serve ground drainage for the cemetery.

3.3 Historical Development:

The building is of one date (reported as 1854). The south chapel has been given a thermoplastic tile floor finish and modern painted scheme in the late 20th century, and rainwater goods have been largely renewed in PVC. Vestibule external openings have been filled with concrete blockwork. There seems to have been no further substantial alteration of the original fabric. The chapels fell into disuse and the south (Anglican) chapel was deconsecrated in 2008.

The north chapel was used informally as a groundsman's store for some time.

Photographs available show that there was once a panel of stained glass in the south chapel, but this is no longer present.

There is a bell in the spire interior, a simple gong type hung from a timber beam on an iron bolt. Chiming is by iron hammer on the outer surface.

3.4 Statutory List Description

Listing NGR: TF3620425087. See appendix for full listing details.

3.5 Photographs

These are included in appendix A.

4.0 Proposals

The proposals comprise:

Change of use from class D1 religious (redundant) to D1 education and community use.

Closing the carriage porch and glazing the openings to form a vestibule serving both chapels, linking them in a secure and sheltered environment.

Diverting pedestrian access through the churchyard by a new path to the north of the chapels.

Providing two disabled parking spaces on the east side south of the main east / west driveway.

Providing a vehicle turning area on the east side south of the main east / west driveway.

An options appraisal was carried out in 2014, to assess how differing uses might fit within the building and the site: a copy is attached in appendix D. Costings are out of date and the South Holland District Council planning policies have been superseded (see below for updated assessment). It remains a valid document in its assessment of the building and the problems which it faces.

This concludes that educational and other community daytime and evening uses, seems to be capable of working within the site and building restrictions. Since all these uses could reasonably be said to serve the whole community, they would be more likely to attract grant aid locally and nationally.

The proposed uses would ensure that the main spaces remain undivided, with little alteration required to achieve the new uses. The glazing of the carriage porch would affect the external appearance but would help to secure the successful operation of the building in the future. The public route through the Cemetery would be retained but diverted.

The parking and turning area would be sited close to the building where there are no marked graves and surfaces would be constructed with shallow digging in case of concealed burials. Tree roots would not be affected.

There would be little impact on the setting seen from outside the site. The uses would be remote from housing: noise and traffic would not affect surrounding residential streets.

The intention is to retain sound fabric, to repair that which is unsound, and as far as can be established from what remains and from other evidence, to reinstate the external appearance as it was before the chapels began to deteriorate. This is tempered by a desire to ensure that the interiors are accessible to all and to ensure that they have a purpose which will ensure the survival of the buildings in the longer term.

Council policies: comparing the proposals with the Council's policies:

Policy 2 Development management: the proposals meet the criteria in paragraphs 2.1, 2.2, 2.3, 2.6, 2.7 and 2.8. 2.9 is not applicable; 2.4 (vehicle generation) would see the building more visited than in a redundant state but no more than was common when the chapels were regularly used for funerals preceding burials.

Policy 3 Design of new development: While the policy is written in terms of new building, the proposals here meet the criteria at notes 3.1, 3.3, 3.4, 3.5, 3.7 and 3.15.

Policy 29 The historic environment: the proposals satisfy note A1 and A3 (A2 not applicable). Notes B1-6 are all satisfied. To the extent that the change of use and parking / turning can be deemed to be enabling development, notes E1-4, 6 and 7 are met.

Although the applicants have conducted many activities to use the building informally and to generate support for its being brought back into use, they require positive evidence that the proposals will gain support. This application is intended, if successful, to demonstrate the support and to ensure that any objections are aired.

4.1 Justification & Mitigation

Justification

The cemetery generally is closed for burials except for reserved plots and the interment of cremated remains. The chapels ceased to be used for religious purposes by 2008. The north chapel continued to be used for storage, but this ceased in 2012. With no use the owners, Holbeach Parish Council, cannot fund more than emergency maintenance repairs. As a result, the condition of the building is poor and deteriorating. Without a use being found for the building the eventual result will be demolition as has happened to several 19th century cemetery chapels. The enclosing of the carriage porch is necessary to ensure that both chapel spaces can work together as a single occupancy.

Mitigation

The proposed new uses would respect the current spaces and not require division or alteration other than the insertion of freestanding elements or wall fittings. The proposed enclosure of the carriage porch would enable views into the space there from outside and similar views out. The glass would not be invisible but views through from east to west would still be possible and the original use could still be read from outside. The new uses would not have an impact on surrounding properties given the relative isolation within the site. The management of the new use would ensure that no inappropriate events took place, given the setting in a Cemetery.

Although there is a lack of parking space and regular vehicular access within the site would be intrusive, motor vehicles are able to drive to the buildings for delivery purposes. There is road parking on three sides of the cemetery and a substantial car park no more than 5 minutes' walk away. The centre of

Holbeach is about 10 minutes' walk away. The proposed driveway improvements would offer space for disabled drivers to park and for other vehicles including hearses to turn within the site after delivering.

4.2 Appearance

The building will have a similar appearance to that at present except for the installation of glazed screens in the carriage porch east and west archways.

4.3 Use

The use would be class D1, community and education. In terms of gathering of numbers of people, the effect would be similar to the original use as cemetery chapels.

4.4 Scale, Amount & Layout

Amount

There would be no change in the footprint of the building, the enclosure of the carriage porch being the only external building alteration.

Scale

The existing scale would be maintained unchanged and there would be no effect on the local area, given the seclusion within the site.

Layout

The basic layout of the accommodation within the site and within the building itself would be retained, with two main spaces served by existing ancillary porches / vestries. The enclosed carriage porch would create a fully covered, secure and dry entrance for both spaces, allowing them to be used together in all weathers and seasons. Access to the building would be unchanged, through the Cemetery east and west gates along the existing driveway.

4.5 Materials

The existing materials would be retained. The only changes would be the installation of the glass screens to the carriage porch which would be chosen to maximise light and views through, while acknowledging that they will not be fully transparent at all times due to reflections.

4.6 Access

Inclusive access

The enclosing of the carriage porch would mean that sloping access can be created from outside into that space, from which all parts of the building will be accessible on a single level. Improvements would include equally accessible sanitary accommodation.

The proposed parking spaces outside would give close access for disabled drivers.

Vehicle and transport links

The existing site access points on the east and west sides would be retained as would the driveway across the site.

Motor vehicles can already drive to the buildings for delivery purposes. There is road parking on three sides of the cemetery and a substantial car park no more than 5 minutes' walk away. The centre of Holbeach is about 10 minutes' walk away.

Public transport is available in the centre of Holbeach.

4.7 Landscaping

The current landscape treatment will be retained, with minor changes to the flower beds on the west side of the building to accommodate the new path. The proposed parking and turning area would be of a type requiring shallow digging only, finished with soil and grass to maintain the current appearance and avoid the need for increased surface water drainage. No marked graves or trees would be affected.

The new path around the building would be of tarmac with a resin bound gravel surface to give a solid surface for wheelchair users but allow natural draining. No marked graves or trees would be affected.

4.8 Consultation

General:

Opinion has been canvassed on many occasions during the past few years, particularly on Open Days and at Heritage events within the county.

Local schools have been approached and their involvement discussed.

Local artists have been approached and involved in discussions about the use of the buildings.

The University of Lincoln, who have a local campus and are trustees for UAH, has been approached regarding ideas for the future.

Good press coverage, the sale of a booklet and talks have ensured that many people know about the plans and are supportive.

To date there have been no objections.

South Holland District Council:

A preapplication consultation was held in 2013, ref PE-00346-2013, case officer Chris Crew (see appendix). The officer wrote that a community / religious use would be most appropriate given the building's location, although he does not think that the Council would raise objection to the principle of finding a new use for the building that was compatible with its fabric, character and location. He would view a domestic use as problematic due to the internal alterations required to form accommodation and to the likely pressure to enclose part of the curtilage as a garden, thus divorcing the building from its setting and thereby degrading both character and setting.

This advice informed the options appraisal, helping to discount any domestic conversion options.

Holbeach Parish Council:

The Council was consulted by the applicant in 2011. Members were prepared to grant a lease to the applicant for the proposed uses.

5.0 Drawings list

Number	Revision	Title	Size
01		Site location plan	A4
02		Site plan	A3
03		Existing block plan	A2
04		Existing plan	A4
05	A	Proposed block plan	A3
06	A	Proposed site plan	A2
07		Proposed plan	A4
08		Existing east and west elevations	A2
09		Proposed east and west elevations	A2
10		Carriage porch glazed screen abutment detail	A3

6.0 Appendix A: Photographs



View east into site from west gates on Park Road



View from west



View from north west



View from north east



View from east



View from south east



View from west through carriage porch

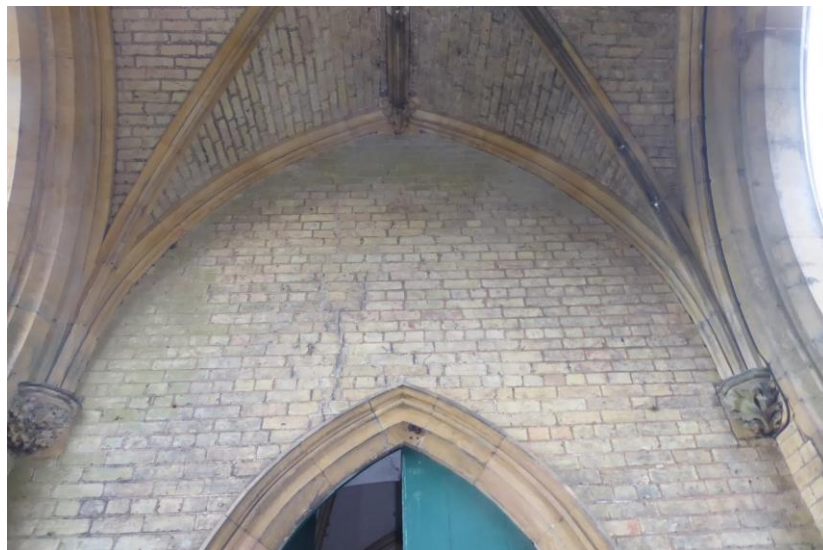
View looking west through carriage porch



South chapel interior looking east



North chapel interior looking west



Carriage porch vault



Tower room above carriage porch, view upwards



South vestry interior looking south



North vestry interior looking north



Spire interior



Part view of bell

7.0 Appendix B: Consultation with South Holland District Council

Philip Orchard

From: Philip Orchard
Sent: 18 June 2013 15:33
To: 'ccrew@sholland.gov.uk'
Cc: chris5.penney@btinternet.com
Subject: Holbeach Cemetery Chapels: options appraisal PEO/4645/1
Attachments: AS01 B existing floor plan A4.pdf; 4645.1 Use Options 2013.06.18.doc; AS01 and AK02 to AK09 scan.pdf; Conversion options budgets 2013.03.26.xlsx; Photographs for condition report 2013.03.27.pdf

18th June 2013

Dear Mr Crew

Further to our conversation this afternoon, I write to seek the Council's informal opinion on matters relating to the Cemetery Chapels. I understand that staff shortages make site meetings difficult and I am therefore making contact with information by email in the first instance.

We have been asked by Holbeach Cemetery Chapels to carry out an options appraisal with an Architectural Heritage Fund grant, for future uses for the Chapels. We have completed a condition survey of the building and a review of the options in general terms. The resulting budgets both for repairs and for upgrading to suit the various options have been identified with the help of a quantity surveyor.

I attach a copy of the use options paper which will form the heart of the appraisal. Also attached is a set of outline plans relating to it, plus a set of the photographs which go with the condition report for general reference. The budget summary is also attached to give an idea of the scale of the problem.

In terms of the minimum effect on the buildings and of the likelihood of attracting grants for the longer term running of the building, the options currently considered best would be a mixed education / community use or artist's studio with living accommodation (or a mixture of these).

I would be keen to discuss this further with you when you have had a chance to go through the matter. It might be best to email to say when you would like to talk, so that we can match our diaries accordingly. Alternatively I could arrange to call at your offices.

Yours sincerely

Philip Orchard
for and on behalf of the Whitworth Co-Partnership LLP

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3rd July 2013

Philip Orchard
POrchard@whitcp.co.uk



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Priory Road
Spalding
Lincolnshire
PE11 2XE

contacts:
admin: 01775 764723
dc officers: 01775 764703
s/board: 01775 761161
facsimile: 01775 762937
planningadvice@sholland.gov.uk
www.sholland.gov.uk

Dear Sir/Madam

DEVELOPMENT CONTROL - PRE-APPLICATION ADVICE

Reference: PE-00346-2013 **Case Officer:** Chris Crew

Location: Holbeach Cemetery Chapel Holbeach Spalding Lincs

Proposal: Potential alternative uses for Grade II listed chapel

I write further to your recent email and attachments received 18 June 2013.

The options appraisal and visual survey that you have carried out appear comprehensive, and I can find no fault with the conclusions that you have drawn. I agree that a community/religious use would appear to be the most appropriate option given the building's location and in terms of any physical alterations that might be required. Residential uses, whether one or two units or a mixed studio/accommodation unit would be more problematic, not only because of the internal alterations required to form the accommodation but also because of the likely pressure for some degree of private curtilage, however small. The consequence of such curtilage being fenced or hedged could be to divorce the building from the graveyard, thereby degrading both its character and setting.

Given the fulsome information you have prepared to date I don't think there is much that I could add were we to meet. Suffice to say, I do not think that the Council would raise any objection to the principle of finding a new use for the building, provided that that was compatible with its fabric, character and location.

I would be happy to offer further advice should you progress toward formal planning and listed building consent applications and begin preparation of detailed plans.

This planning advice is given in good faith but is an officer opinion only and therefore is not binding on any formal decision the Council may make following the receipt of a planning application.

PE DC ACKE

Trevor Holden - Chief Executive
Mark Stokes - Deputy Chief Executive Maxine O'Mahoney - Director of Commissioning



BUILDING REGULATIONS

The works that you are proposing may also require Building Regulations and this informal advice or any subsequent planning permission does not give authority under Building Regulations to commence work. Please contact the Building Control section for further information on 01775 764557

Yours faithfully

A handwritten signature in black ink, appearing to read "Chris Crew".

Chris Crew
Principal Planning Officer
ccrew@sholland.gov.uk

PE DC ACKE

Trevor Holden - Chief Executive
Mark Stokes - Deputy Chief Executive Maxine O'Mahoney - Director of Commissioning

8.0 Appendix C: Consultation with Holbeach Parish Council

HOLBEACH CEMETERY CHAPELS GROUP

The Clerk
Holbeach Parish Council
Parish Council Offices
Coubro Chambers
West End
Holbeach

2nd November 2011

Dear Sirs

Further to the establishment of the group, which is about to become a company limited by guarantee and a registered charity, we write to seek clarification from the Parish Council with regard to two matters.

In order to secure grant funding, which would initially be used to part fund a feasibility study and subsequently to carry out the renovations and conversion works, we need confirmation that the Parish Council would, subject to acceptable conditions being agreed, be prepared to enter into a lease with the group. The period of the lease would ideally need to be for 75 years. The group would expect to put in place adequate insurances so as to safeguard the position of the Parish Council and would pay all reasonable costs associated with the drawing up of the lease.

We understand that the PC has, in recognition of its liability for the upkeep of the chapels, made financial provision in the last few years for the works required. In view of the fact that the group will be relieving the PC of these liabilities we would hope that it would transfer these accumulated funds into the group's bank account once charitable status is gained.

We look forward to receiving the decision of the PC on these matters in the near future so as to allow us to appoint an architectural practice to work on the feasibility study and to commence making grant applications.

Yours faithfully,



Please reply to: The Chairman,
Chris Penney, 5 Langwith Drive, Holbeach, Lincs. PE12 7LL
01406 426918
chris5.penney@btinternet.com

HOLBEACH PARISH COUNCIL

Coubro Chambers
11 West End
Holbeach
Spalding
Lincs
PE12 7LW

Mr. Chris Penney
5 Langwith Drive
Holbeach
Lincs.
PE12 7LL

24th November 2011

Dear Mr. Penney

Holbeach Cemetery Chapels

I duly reported your letter of 2nd November to my Parish Council and am pleased to inform you that Members have agreed your proposals with regard to a lease at a peppercorn rent and transfer of funds at the appropriate time.

Yours sincerely



Clerk: Mrs J Harrington
Office Hours: Monday, Wednesday, Friday
10 am – 4 pm
Telephone: 01406 426739

Holbeach Parish Council

Agreed - nem con

b) Burial Grants and Inscriptions

Burial grants and inscriptions were approved as per annexed.

c) Cemetery Chapels and Conservation – report by Cllr Jenny Worth

Cllr Jenny Worth reported that the steering group had now been incorporated into a company limited by guarantee; and was working towards gaining charitable status. She noted that Chris Penney was the architect tendering for the options appraisal / feasibility study and that securing funding for this would depend on the group leasing the chapel from the Parish Council.

Cllr Savory highlighted how well Cllr Jenny Worth had done with this matter.

Cllr Jenny Worth left the meeting.

The details of the requested 75 year lease were reported – as per the letter as annexed.

Cllr Savory proposed the lease at a peppercorn rent; with Cllr Arthur Male seconding.

VOTE: Unanimous - in favour

Cllr Jenny Worth returned to the meeting.

The Chairman informed Cllr Jenny Worth that the lease had been agreed; Cllr Jenny Worth undertook to keep the Members informed as to progress.

d) Park Road Cemetery

The Clerk reported an email had been received from the Howard family with regard to the fencing around burial plots, solar lighting around a grave, the planting of unsuitable plants etc. The family had requested to meet a Parish Council representative at the cemetery.

The Chairman suggested that Cllr Gemmell might like to take up the matter. Cllr Gemmell suggested that relatives needed to be told – with great care – that these items were not permitted.

Cllr Carol Rudkin reported that the cemetery looked immaculate; but that the seats were in a bad state. She also highlighted items which were on gravesides, including balloons, lights and teddy bears.

The Clerk undertook to ensure Cllr Gemmell had a copy of the bye-laws.

Cllr Gemmell proposed the need for a mandate; seconded by Cllr Tearle.

Cllr Savory suggested that the bye-laws be consulted before a mandate. Cllr Gemmell agreed.

9.0 Appendix D: 2014 Options Appraisal

HOLBEACH CEMETERY CHAPELS, LINCOLNSHIRE: OPTIONS APPRAISAL REPORT

1.0 INTRODUCTION

1.1 **The charity:** Holbeach Cemetery Chapels Ltd. 1148567

OBJECTS

- The restoration and preservation for the benefit of the public of the memorial chapels in the cemetery, Park Road, Holbeach, Lincolnshire in order to preserve the heritage of Holbeach and to enable those attending the cemetery to be able to use the same
- To advance education for the public benefit

CLASSIFICATION

WHAT Education / Training Arts / Culture / Heritage / Science Recreation

WHO The general public

HOW Provides buildings, facilities, open space

MEMBERS

Trustees: Mr Christopher Penney, Mrs Jenny Worth, Lady Taylor, Mrs Gillian Graper, Mrs Trish Bryant

Steering committee: Mrs Carole Williams, Mrs Rita Rudkin, Mr Robert Meeds, Mrs Christine Smith

1.2 **The property:** Cemetery Chapels, Park Road, Holbeach, Lincolnshire PE32 7EE.

Ordnance survey map reference: TF 359249. See location plan appendix A.

- 1.3 **Reasons for undertaking an options appraisal:** The cemetery generally is closed for burials with the exception of reserved plots and the interment of cremated remains. The chapels ceased to be used for religious purposes by 2008. The North Chapel continued to be used for storage but this ceased in 2012. With no current use the condition of the building is poor and deteriorating. Without a use being found for the building the eventual result will be demolition.

1.4 **People involved:**

Building owner: Holbeach Parish Council

Local group and options appraisal commissioner: Holbeach Cemetery Chapels Ltd, c/o Mr C Penny, 5 Langwith Drive, Holbeach, Lincolnshire, PE12 7LL.

Architect for the report and for the condition survey: Philip Orchard, The Whitworth Co-Partnership LLP, 18 Hatter Street, Bury St Edmunds, Suffolk, IP33 1NE.

Quantity surveyor for budget costing of condition and options: Colin Elliott, 10 Lark Valley Drive, Fornham St Martin, Bury St Edmunds, Suffolk, IP28 6UG.

Contractor for access works for condition report: Langwith Builders Ltd, 72 Church Street, Holbeach, Lincolnshire, PE12 7LL.

Structural engineer for initial comment: Stuart Armitage, The Morton Partnership, Leonardo House, 11 Market Place, Halesworth, Suffolk, IP19 8BA.

Chartered surveyor for valuation: Hix and Son, 28 Church Street, Holbeach, Lincolnshire PE12 7LL.

1.5 **Sources of funding for the study:**

The Architectural Heritage Fund

Holbeach Parish Council

Fund raising eg. by giving talks

Donations eg. on Open Days held at the Chapels and at Heritage events

Sale of a booklet produced by members of the committee

2.0 EXECUTIVE SUMMARY

- 2.1
- The building is at risk and will fall further into disrepair, leaving it vulnerable to vandalism and causing distress to local people whose loved ones are buried in the immediate area
 - The renovation and refurbishment of these buildings would provide additional facilities, none of which the town currently has
 - By ensuring the buildings become functional it will allow their long term sustainability and develop increasing interest in the area as a heritage site
 - The creative and imaginative list of aims will be realised and benefit the whole community, irrespective of creed, colour, race, gender, age, disability, sexual orientation
 - The increased public accessibility and use of the buildings will benefit and enhance the conservation area in which the chapels lie
 - By increasing public awareness, knowledge and understanding of a heritage site in Holbeach, it will benefit other heritage sites both locally and nationally
- 2.2
- The estimated gross cost of the building project is £467,000 including inflation to 2017, excluding costs of additional “outcomes” that might be included with a Heritage Lottery Fund grant aided package of work. The cost will be met by grant applications and local fundraising.
- Routine costs for heating, lighting, insurance, management and small repairs will be met by income from letting of the spaces.

- 2.3 Holbeach Cemetery Chapels Ltd has approached the Heritage Lottery Fund preliminary and is preparing a formal grant application. This would be the major funding body for repairs and a contributor to the improvements.

Other applications will be made to Holbeach Parish Council, Lincolnshire County Council, South Holland District Council and to charitable trusts. There will be an appeal to the local community also.

3.0 LOCATION, HISTORY, DESCRIPTION AND CURRENT OWNERSHIP OF THE BUILDING

3.1 Location and general description of the building:

The chapels are located in the Cemetery on Park Road at the junction with Park Lane, straddling the main east to west path through the Cemetery.

They comprise a north and south chapel each with a vestibule projecting north and south respectively, each space having its individual pitched roof. Between the two chapels is a carriage porch surmounted by a short tower stage and a stone spire. There are double doors from the carriage porch into each of the chapels and a single door from each vestibule into the chapel and to the exterior. There are windows at the east and west ends of each chapel and on the outer facing north/south elevations in each case. The vestibules formerly had openings on the east and west sides now bricked in. The vestibule external doorways have been bricked in. The building is orientated with the carriageway and the chapels on the east/west axis. See photographs appendix B and survey drawings appendix C.

3.2 Materials:

Construction is generally of a “white” brick with stone dressings. Roofs of the chapels and of the north and south porches are covered in grey welsh slate cut in decorative patterns. The tower/spire is roofed by stone offsets.

Rainwater goods are generally of PVC although some cast iron remains in places. Windows have stone surrounds/mullions/tracery with the remains of leaded glazing within them. Windows are currently boarded up at ground level. The carriageway surface through the centre is of black tarmacadam with two concrete slopes up to the stone thresholds of the doors.

The interior walls are plastered and painted, the spaces have vaulted ceilings, ribs appear to be of timber and the web of the vaults is of plaster on timber lath, carved corbels appear to be of stone, painted. The north and south vestibules have red/black floor tiling, the north chapel floor is similarly tiled, the south chapel floor has mid-20th century plastic tiling on a solid floor. There is a black plastic skirting in the south chapel and a hard cement plaster skirting in the south vestibule and the north chapel. A stone lectern and some benches survive in the south chapel; some panelling and wall benches survive in the north chapel.

The central carriage porch has a vaulted ceiling with stone ribs on stone corbels and a brick web.

There is an electricity supply to the building, entering at the north east corner.

There is a system of rainwater drainage. The central area drains to a catchpit west of the building. Outfalls from the vestibule gutter drains are not known.

Other inspection chambers along the length of the central path through the cemetery seem to serve ground drainage for the cemetery.

- 3.3 **Historical Development:** the building is of one date (reported as 1854). The south chapel has been given a thermoplastic tile floor finish and modern painted scheme in the late 20th century, and rainwater goods have been largely renewed in PVC. Vestibule openings have been filled with concrete blockwork. There seems to have been no further substantial alteration of the original fabric. The chapels fell into disuse and the south (Anglican) chapel was deconsecrated in 2008. The north chapel was used as a groundsman's store for some time.
- 3.4 **Stained Glass:** photographs available show that there was once a panel of stained glass in the south chapel but this is no longer present.
- 3.5 **Bells:** there is a bell in the spire interior, a simple gong type hung from a timber beam on an iron bolt. Chiming is by iron hammer on the outer surface.
- 3.6 **Ownership:** the Chapel is currently owned by Holbeach Parish Council, the successor to the original builder of the chapels. The Parish Council, in its efforts to preserve the buildings, is looking for a charitable organisation to take over the responsibility for the refurbishment and ongoing running of the buildings. The Parish Council has indicated that it will offer any

such organisation a long term lease for a peppercorn rent. (*see Appendix D for evidence from Holbeach Parish Council*)

4.0 THE IMPORTANCE OF THE BUILDING

- 4.1 The building is listed Grade II (South Holland District Council). A copy of the statutory listing is attached as at appendix E. It lies outside but abuts the Holbeach conservation area as defined by South Holland District Council.
- 4.2 The name of the builder is unknown, but the architect is believed to be Pritchett and Sons from York, who were also responsible for the nearby cemetery chapels in Boston. In plan and in the detail of the two chapels, the building has some resemblance to the (demolished) Hardwick Road Cemetery Chapels at Kings Lynn by George Aickin (1822-1882) and Sylvester Charles Capes (1825-1901). The detailing of the stone spire at Holbeach and of the chapels again bears comparison with the Kingston Upon Thames (Surrey) Cemetery Chapels, also designed by Aickin and Capes (1855).
- 4.3 The chapels were built in 1854 and will have been in response to the pressure on the existing church burial grounds, the Public Health Act of 1848 and the Burial Act of 1854.
- 4.4 In historical terms, the building is a physical expression of advancing burial practice of the mid-19th century, following a significant increase in population and the incidence of epidemic disease such as Cholera. The location of the cemetery on the outer edge of the then town boundaries would have been a deliberate attempt to remove burials from the town centre for health reasons. The style of the chapels (Gothic of the 'middle pointed' style) accords with progressive practice at the time although it is re-interpreted in terms of the function of the cemetery chapel with carriage porch, Anglican and non-conformist chapels. This was a new building type with no mediaeval precedent.
- 4.5 While the current avenue of Cupressus trees tends to obscure views along the principal access/path from Park Road to Church Walk, the spire can be seen from some distance around and would originally have been very prominent in the flat landscape. It was an expression of Holbeach civic pride, being grander than might be common in towns of this size. As the main burial ground for the town it would have been of significant importance to the local community. In that there are currently tended burials within the boundaries and continuing interment of cremated remains, it remains an important place.

5.0 CONSERVATION PHILOSOPHY

- 5.1 Holbeach Cemetery Chapels Ltd seeks to retain and conserve the building fabric. Whilst it is a 'one project' body, the building is situated in a conservation area and the group recognises that the building could become an iconic feature of paramount importance in the vicinity. The intention is to retain sound fabric, to repair that which is unsound, and as far as can be established from what remains and from other evidence, to reinstate the external appearance as it was before the chapels began to deteriorate. This is tempered by a desire to ensure that the interiors are accessible to all and to ensure that they have a purpose which will ensure the survival of the buildings in the longer term.
- 5.2 The charity has been working for some years to increase local awareness of both the buildings and of the cemetery generally, by facilitating Open Days, selling a booklet about the chapels, giving talks, attending heritage events in the county of Lincolnshire and providing press releases about progress made. The charity reports regularly to the Parish Council.
- 5.3 In recent discussions the group has broadened its horizons and understands that long term viable use of the building will ensure the ongoing success and sustainability of the project.

6.0 THE PROBLEMS AND WHY THE BUILDING IS AT RISK

- 6.1 One of the prime issues is the difficulty of finding an obvious viable long term use. Whilst the original use of the buildings is largely redundant, the cemetery area surrounding them is well maintained, a pleasant thoroughfare and an oasis of tranquillity for those visiting their loved one's graves.
- 6.2 The building's walls are in a reasonable structural state of order although the roofs will soon cease to be watertight and stonework will begin to fail. Windows are all boarded up, glazing having been severely damaged by vandals. Rainwater goods have been replaced in PVC over the years but these are not all in good condition. Additional problems such as failing roof finishes, buried ironwork within the stone spire, defective rainwater goods and drainage are certainly not insurmountable, but pose a serious threat to the future of the fabric.
- 6.3 With an appropriate amount spent on the buildings now, their long term future would be secured and the peaceful experience for the many people who visit the area would be enhanced.

- 6.4 The location within a burial ground makes a conventional use difficult: the surrounding burial ground must remain open to the public and vehicular access will be restricted, but the group remains optimistic that these challenges can be and should be overcome.

7.0 THE PLANNING CONTEXT

- 7.1 The most relevant policies in the South Holland District Council local plan are given in appendix F. They set out the limits within which any change of use and alteration of the building can take place. In essence, the quality of life for local residents, the essential character of the area and building must be retained, transport links must be present, alterations must not detract from the character, appearance or historic significance of the building; alterations and any subdivision must be sympathetic and there must be no division of grounds which would threaten the future viability or detract from the setting of the building.

- 7.2 The initial options analysis has been sent to the local authority and their comments obtained (see appendix G). The officer writes that a community / religious use would be most appropriate given the building's location, although he does not think that the Council would raise objection to the principle of finding a new use for the building that was compatible with its fabric, character and location. He would view a domestic use as problematic due to the internal alterations required to form accommodation and to the likely pressure to enclose part of the curtilage as a garden, thus divorcing the building from its setting and thereby degrading both character and setting.

8.0 CONDITION AND PRINCIPAL REPAIRS REQUIRED

- 8.1 The condition is given in the condition report (see appendix H). The executive summary of the report states
- The building is at the age where major repairs are required, particularly to roofs, rainwater goods, windows and doors.
 - Walling in general is in fair order although iron buried in the tower walls is of concern.
 - The north chapel interiors are in poor order; the south chapel is in better condition, though still requiring restoration of windows, doors and paintwork.
 - Vestibules in both chapels need windows and doors reinstating
 - The extent of mains services is very small.

- 8.2 **Emergency repairs:** there are no specific emergency repairs but there is a recommendation to investigate potential movement consistent with rusting ironwork and check the stability of gablets and apex finials generally, for safety reasons. This is detailed with budgets in appendix H (condition report).

9.0 **OPTIONS FOR USE AND PRINCIPAL ALTERATIONS REQUIRED**

INTRODUCTION

- 9.1 This section of the options appraisal looks at the different classes of use possible, assessing their impact on the fabric and the benefits and difficulties associated with the use in each case.
- 9.2 A search of the drainage records shows the nearest foul sewer to be in Park Road to the west of the site. There are inspection chambers in the main path through the Cemetery. These have been lifted and their purpose investigated. The drain is part of a surface water drainage system only.
- 9.3 The existing electrical system feeds one power socket only (in the north chapel). All schemes will need an upgraded and increased mains power supply.
- 9.4 Vehicles (eg hearses) have traditionally driven into the cemetery and through the carriage porch of the chapels: vehicular access for maintenance purposes is therefore possible. In all cases any more frequent vehicular access to the chapels would be subject to the approval of the cemetery owners, Holbeach Parish Council. Given the continued use for interment of ashes and visiting by mourners a regular large flow of traffic would not be desirable. This would affect most possible uses.

OPTIONS (WITH PLANNING USE CLASS)

See appendix I for sketch plans.

- 9.5 **Retail (A1):** spaces are potentially attractive and accessible for all, being at ground level with minor modification only required at threshold positions. There would need to be sub-division for storage although this could be accommodated within the overall volumes. Unless the central archway was enclosed (with impact on established pedestrian routes and on the character of the listed building) there would be two separate areas and therefore two

separate units. The location is remote from other town shops (the site is outside the defined retail area as set out in the local plan by South Holland District Council) and being set off the road, could only be viable for retailers who do not rely on any passing trade i.e. particular specialists. The lack of parking and vehicular access would make this a difficult location even for specialist retailers. The likelihood of a stable long term tenant would be low and there would be difficulty in generating money to keep the building in sound condition.

- 9.6 **Catering/café (A3):** the interiors are well day lit and could be attractive for cafe or small restaurant use. There are precedents for inserting catering equipment and other accommodation in spaces of this type in church and similar contexts. Unless the central archway were enclosed and used as part of the new building premises, the spaces would be split and waiter service would be implied, with much reduced monitoring of the public in one of the spaces. If the central space were enclosed the public would need to be diverted around the building.

Deliveries and rubbish removal would be problematic with no formal vehicular access to the building. The location is a little distance from the town centre and in addition remote from the main road, so passing trade would not be attracted. Parking would only be remote from the building and parking on the road may be a problem to the planning authority. Sufficient WC accommodation may be difficult to provide and public WCs would need to be used in association. The site is outside the defined retail area as set out in the local plan by South Holland District Council. The likelihood of any cafe or restaurant achieving sufficiently high turnover to keep the building in sound condition in the long term is considered to be low.

- 9.7 **Office (B1):** the spaces are substantial in plan but possibly too high to heat effectively for daily sedentary users. Sufficient WC accommodation could not be provided in the porches and additional WCs would need to be contrived within the spaces. Lack of parking and vehicular access would also prove problematic. Enclosing the central carriage porch would give a larger and combined office space but difficulties would not be resolved by this means and the path through the building would need to be diverted. There would also be an impact on the character of the listed building. Finding tenants who could work within the cemetery opening hours would also reduce the feasibility.

- 9.8 **Light industrial (e.g. craft units, B1 / B2):** spaces are of a good size for letting for craft units and heights might be of use for some tenants. Public access would be small. Storage would need to be contrived within the spaces and WC accommodation with implications for foul drainage. Lack of parking and vehicular access could be problematic. Access limited to cemetery hours would also reduce feasibility. However grants may be available to fund artists in residence schemes, which could make this a viable option financially. It might be

combined with option 9.13 (domestic) to provide a studio in one chapel and living accommodation in another; the feasibility of domestic use is discussed below. Combination of this use in one chapel with education (9.8) or community (9.9) use in the other chapel would help to attract a wider range of grants and could satisfy the various criteria most fully.

- 9.9 **Storage (B3):** floors are solid therefore capable of taking storage loads. Room plans being rectangular are good in principle for shelving systems but the ceiling profiles will affect the ability to provide high racking throughout. The building is remote from the road, large vehicular access will be problematic and parking difficult adjacent to the buildings. This implies double handling therefore and possible lorries and other vehicles parking on the main road which may not be acceptable to the local authority. The location of the cemetery means that access out of hours may cause some difficulty. The contents might be vulnerable to theft since there is little overlooking and the public is excluded at dusk. These unattractive features compared to more modern premises with easy heavy vehicular access suggest that this option would not be viable.
- 9.10 **Domestic (C3):** rooms are not suited in themselves for domestic use although small scale WC accommodation can be contrived in the porches. Spaces of this scale have been used by creating galleries either attached to the walls or as freestanding features, with cellular accommodation underneath (e.g. bathrooms, kitchen accommodation) and sleeping areas above. Two such units could be created. Alternatively the centre space could be enclosed and one larger house provided. The lack of parking and vehicular access makes this use less feasible, as do cemetery access hours. The lack of garden space also would make the property less attractive to purchasers or tenants and the close proximity of the public walking pass/through the buildings would also be unattractive. The Parish Council would not sell the freehold. The possibility of selling the freehold or a lease might be difficult with the surrounding cemetery use? The local council has expressed concern at any such use (see 7.1 above and appendix G).
- 9.11 **Community use (public rooms, D1):** the two rooms could be attractive spaces when repaired and with small scale catering facilities and (wheelchair accessible) WCs they could be let as club rooms or community rooms for local groups. There is a perceived need in the area for a dedicated meeting and training space for the increasing numbers of migrant workers. The location is a short distance from the town centre and, although there is a lack of vehicular access, parking is available within a 5 minute walk. The public WCs on Park Road would need to be used in conjunction to provide adequate accommodation for large groups and this could be problematic for evening uses. Whilst the closing of the cemetery gates after dark may cause a slight inconvenience for evening use, suitable arrangements could be

made for them to remain open later. The isolation of the building from housing would reduce the likelihood of noise interference.

- 9.12 **Education (D1):** the spaces are large enough to take classes of children or older students. Cemetery opening hours are longer than normal educational hours and there should be little difficulty on this point. The lack of parking and vehicular access adjacent to the building need not prove problematic: the cemetery is already used as an educational resource. University Academy Holbeach (secondary school with sixth form) lies very close to the cemetery and students can easily access the area. Some additional accommodation would need to be provided, particularly equal access WC facilities, servery and other wet area uses. Existing public WCs can be used in parallel although they are located on the far side of the road from the cemetery. An education use is more likely to attract grant funding either for the education activities themselves or for building expenditure in association.
- 9.13 **Museum / Heritage Exhibition space (D1):** the town has no permanent area for the display of historical artefacts. One of the chapels would be an ideal area for small displays of local material, some of which could be on loan from other museums in nearby towns or from the County Museum in Lincoln. There has been keen interest on the Open Days at the displays of photographs and newspaper cuttings put together by the local Civic Society. The current interest in genealogy would also make the chapels an excellent venue to show relevant data and information to assist people in pursuing their family histories.
- 9.14 **Religious (D1):** the buildings have formerly had a religious use which has ceased and there is no likelihood of reverting to the chapels' original use or any formal religious use as this was prohibited by the Diocese of Lincoln when the south chapel was deconsecrated (but see below for further requirements of the deed). Some informal use of one space as quiet space for those visiting graves might be possible, when the other space is in use for other activities. Lack of parking and vehicular access and cemetery opening hours would not be problematic in the context of visitors to the graves who would park on the main road and enter on foot or by means of other mobility aids as at present. The deed of de-consecration of the former Anglican (south) chapel requires there to be a quiet space provided for visitors (see appendix J, copy of deed of de-consecration).
- 9.15 **Options conclusions:** although there is a lack of parking space and regular vehicular access within the site would be intrusive, motor vehicles are able to drive to the buildings for delivery purposes. There is road parking on three sides of the cemetery and a substantial car park no more than 5 minutes' walk away. The centre of Holbeach is about 10 minutes' walk away. The cemetery opening hours would require some negotiation with the Parish Council but the Council is extremely supportive of the group's aims. Restoration of the buildings

would ensure that opening hours would be possible to negotiate and the security of the area would be improved by enhanced lighting. Of those options outlined above, the educational, with other possible community daytime and evening uses, in conjunction with a museum area would provide options for one chapel; and an artist/crafts use for the other, seem to be capable of working within these restrictions. Since all these uses could reasonably be said to serve the whole community they would be more likely to attract grant aid locally and nationally.

10.0 MARKETING ANALYSIS

- 10.1
 - Opinion has been canvassed on many occasions during the past few years, particularly on Open Days and at Heritage events within the county (see appendix K).
 - Local schools have been approached and their involvement discussed
 - Local artists have been approached and involved in discussions about the use of the buildings
 - The Transported community arts project that serves the South Holland and Boston areas is extremely supportive of our plans
 - The University of Lincoln, who have a local campus and are trustees for UAH, has been approached regarding ideas for the future
 - Many visitors to the cemetery would appreciate a quiet area for rest and contemplation
 - Good press coverage, the sale of a booklet and talks given in the past year have ensured that many people know about the plans and are supportive
 - Civic Society need a place to store and display their accumulated artefacts and memorabilia and is very supportive of the project

11.0 THE PREFERRED SCHEME AND BENEFITS

- 11.1 Sketch plans are shown in the appendix L. The scheme would provide a studio/craft unit in the north chapel, retaining the existing space, glazing and ceilings, using the existing north porch for cellular (e.g. WC) provision and with storage provided by wall located or freestanding cupboards. This would entail some freestanding accommodation for equal access WC and wet use for refreshments. The south chapel would be retained as a community room offering space for study use for local schools, for community meetings, exhibitions and for quiet use by cemetery visitors. .

11.2 Benefits of the scheme:

- The physical fabric would be conserved for the future and the interiors would remain heated and lit with regular care by the users.
- The access to the south chapel would be maintained for the public, with occasional to the north chapel;
- Educational use of the buildings would be secured together with the interpretation of building and of the cemetery generally.
- Schools would appreciate the facilities provided when they visit the chapels and would be able to make greater and more regular use of the area, ensuring young people understand the importance of heritage, conservation and learn to value such buildings
- It would provide an area for the training and meeting needs of migrant workers
- Holbeach and South Holland area has been identified nationally as being in need of arts promotion events and suitable areas for delivery
- The area lends itself to being an inspiring location for a wide range of artistic ventures eg. painting, photography, stained glass work, sculpting, stone masonry, any craft work, and performance activities, both musical and dramatic
- It would provide the only dedicated area locally for displays and exhibitions
- Impact on the interiors would be low, with some small scale freestanding inserted structure for catering and equal access WC facilities, of a reversible nature
- The external character of the building would be unaffected by the changes
- The setting would be unaffected

11.3 Other requirements of potential funders: the proposed use covers the areas of concern of all major funding bodies including protection of the heritage, education both for young and old, social and community use and the arts including small scale performing arts and rehearsal use. A meeting has been held with an officer of the Heritage Lottery Fund, who encourages Holbeach Cemetery Chapels Ltd to make an application for grant aid.

12.0 PROJECT COSTS

12.1 Building repair and conversion costs will amount to £467,000 including VAT and inflation to 2017 (excluding any costs for additional “outcomes” that might be requested by the HLF). More details are given in appendices M and N. A cash flow projection is given at appendix O. It is estimated that the additional activities etc for a fully rounded HLF grant application will increase the gross budget to £700,000.

13.0 VALUATIONS

13.1 **Estimate of current value in unrepaired state:** Nil (see surveyor's letter, appendix P).

13.2 **Estimate of end value upon completion:** Nil – not saleable so has no market value.

13.3 **Estimated value/potential rental income for each option:** £2500 - £8000 per year

14.0 FINANCIAL ANALYSIS AND VIABILITY

14.1 **Capital costs:** the Trust is would lease the building at a peppercorn rent from Holbeach Parish Council. There would therefore be no purchase costs and cost would lie in the conversion and repair of the building plus fundraising and management up to completion.

14.2 **Resale/other income from the building once repaired for re-use:** Rental income will be needed for the future maintenance of the building. There will therefore be no income from lettings after the completion of the project which could be put towards funding the costs of repair and conversion/ repaying loans.

Income anticipated: £1000 when hired for individual exhibitions. Regular rental income estimated at £6,000 – £8,000 per annum based on partial letting of spaces at rates current in Holbeach.

14.3 **Deficit to be bridged:** £700,000 including VAT.

14.4 **Working capital requirement:** £ 300,000

14.5 **Outline cash flow projection:** see appendix M.

14.6 **Heritage Lottery Fund (stages 1 and 2):** the HLF states that it will “fund projects which make a lasting difference for heritage, people and communities in the UK.” The project as it stands will meet these criteria but consultation with the HLF (see below) suggests that they will wish to see an expansion of the people / communities element in the first few years. This would have an impact on the project costs, although it would be eligible for their aid. It would not affect the building element of the project. Discussions have been held with an HLF officer at a site visit to discuss funding and she encourages an application for grant aid for capital works and for associated future project activities. This would require a larger package of other outcomes (non-building) to be included when an application is submitted. The success

of an application cannot be guaranteed but there is a reasonable likelihood of success given the examples of projects of this type already aided by the HLF. A grant application is in preparation for £700,000 including the extra activities suggested by the HLF.

14.7 Holbeach Parish Council:

The project would provide community and education facilities of benefit to the area which the Council serves and would also relieve the Council of the burden of maintaining the buildings. A possible grant might be £3,000 over three years.

14.8 South Holland District Council:

The facilities to be provided would benefit the local community and the education aspect would be of use to less privileged sectors, eg migrant workers. A possible grant might be £5,000.

14.9 Lincolnshire County Council:

The Community Facilities Grant scheme can contribute to village halls, community facilities and youth facilities. The project would fit the latter two criteria. Funding is available up to a maximum of £25,000.

14.10 Applications to smaller charitable Trusts: will include Lord Barnby's Foundation (children / young people), the Belsize Charitable Trust no 1 (historic buildings, cemeteries), the Ernest Cook Trust (children, young people and the environment), the Garfield Weston Foundation (youth, education and community criteria) and the Esmee Fairbairn Trust.

14.11 Other educational and community grants for specific projects once interiors are operational: this would not be building related but would contribute to the HLF outcomes.

15.0 LONG TERM MANAGEMENT AND FINANCIAL IMPLICATIONS

15.1 Holbeach Cemetery Chapels Ltd will be the future tenant of the building and will lease the building from Holbeach Parish Council. HCC Ltd will be responsible for the day to day management of the building.

15.2 Rental income would accrue if letting the north chapel. The use of the community / education room will generate income. Management of lettings would be by Holbeach Cemetery Chapels Ltd.

15.3 An outline maintenance plan has been prepared with budget figures to assess routine fabric expenditure over a 10 year period (see appendix Q). This suggests that the rental income will cover the maintenance costs.

15.4 There is likely to be a need to re-roof the building again after 75-100 years; to repair the spire again after 50 years; to re-lead windows after 75-100 years. The timescales are such that they will not affect the financial viability of the proposed project.

16.0 CONCLUSION AND RECOMMENDATIONS

16.1 The building is at risk and will fall further into disrepair, leaving it vulnerable to vandalism and causing distress to local people whose loved ones are buried in the immediate area

16.2 The preferred scheme is for the building to be fully repaired and:

- The North Chapel to become a studio area for art and craft work and be available for refreshments. It would have excellent natural lighting, be dry, warm and have all necessary facilities.
- The South Chapel to have multi use: display and exhibition area; quiet, contemplative area; performance area; study area.

16.3 The creative and imaginative list of aims will be realised and benefit the whole community, irrespective of creed, colour, race, gender, age, disability, sexual orientation

The renovation and refurbishment of these buildings would provide additional facilities, none of which the town currently has

The increased public accessibility and use of the buildings will benefit and enhance the conservation area in which the chapels lie

By ensuring the buildings become functional it will allow their long term sustainability and develop increasing interest in the area as a heritage site

By increasing public awareness, knowledge and understanding of a heritage site in Holbeach, it will benefit other heritage sites both locally and nationally.

Evidence of public support for the project is given at appendix R.

- 16.4 The cost is estimated at £467,000 (including VAT and inflation to 2017 but excluding any costs for additional “outcomes” that might be requested by the HLF).

The principal source of funds is expected to the Heritage Lottery Fund. The anticipated outcomes from the project meet the general criteria of the Fund. An officer has visited to discuss funding and she encourages an application for grant aid. An initial figure of £390,000 grant request has been suggested to the HLF, leaving £25,000 to find from other sources. She suggests a larger package of other outcomes (non-building) be included when an application is submitted.

- 16.5 At this stage no grant aid has been promised and so the likely deficit is the full cost of the project ie £700,000.

This is to be met from grant applications and from local fundraising as outlined above at 14.6.

- 16.6 The letting income anticipated will cover the routine and cyclical maintenance tasks, so that the building is self-funding for the next 50 years. Thereafter there will be a need for further fundraising / grants as and when major repairs next become necessary.

17.0 **IMPLEMENTATION STRATEGY**

- 17.1 Holbeach Cemetery Chapels Ltd has made an initial contact with the Heritage Lottery Fund to assess the viability of a grant application. An HLF officer has visited and suggests that an application be submitted in August 2014 or November 2014.

- 17.2 Competitive fee budgets for architect’s services for the project have already been obtained. HCC Ltd will obtain quotations for any other professional services needed where not already tendered.

- 17.3 An application will be made to the Heritage Lottery Fund under their Heritage Grants scheme in August or November 2014, which will be decided by December 2014 or March 2015. This to be compiled by HCC Ltd and their professional advisers.

- 17.4 HCC Ltd will make other grant applications for match funding for the development stage of the project between February and December 2015.

- 17.5 Assuming success in obtaining an HLF grant, HCC will formally appoint the professional team for the development stage work on the project in February or May 2015.
- 17.6 HCC Ltd will continue with fundraising and grant applications for the delivery stage of work, where decisions are dependent on the amount of HLF grant available.
- 17.7 The professional team will arrange further investigations of the fabric and bat surveys; prepare and make the Planning Consent application, Listed Building Consent application and Building Regulations Consent applications for the project between March and August 2015.
- 17.8 Competitive builders' and other tenders will be obtained between March and June 2015. The formal submission of the completed development stage work to the HLF and request for delivery phase grant aid should be by February 2017.
- 17.9 Subject to the HLF awarding a delivery stage grant, to match funding being in place and to bat restrictions, work will start on site in Spring 2016 and should be complete by Summer 2017.
- 17.10 Costs for building related work by stage (including VAT):
Development stage: £ 42,607
Delivery stage: £372,674

Total £415,281 plus 12.5% inflation to 12107 ie £467,000
(excluding any costs for additional "outcomes" requested by the HLF).
- 17.11 Funding:
HLF grant aid principally with grant from other bodies and local fundraising.
HLF planned request £640,000
Balance to find from other sources: £40,000

18.0 **APPENDICES**

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24th January 2014