



## **Cathedral Gardens Artwork commission**

### **Project Information Pack**

#### **Project Brief**

**July 2013**

#### **Summary**

Leicestershire County Council is to commission a work of art for the new Cathedral Gardens in Leicester. Cathedral Gardens is being created to form a fitting setting for our county and city's Cathedral, and, together with a new visitor centre, forms a vital part of the celebration of the discovery of the remains of King Richard III and his re-burial in the Cathedral in summer 2014. The proposal is to have an outdoor, permanent artwork sited in the new garden adjoining the Cathedral, which will provide a link between the site of the King's burial and Bosworth Field, in Leicestershire, the site of his death. This commission will be undertaken by an artist or artist / design team working to the brief set out in this document.

The County Council will work closely with a number of partners in the realisation of this work, including the Loughborough University School of the Arts. The Council seeks a unique artwork fittingly set on an agreed site which will be accessible by the general public, and visitors to the garden.

This document sets out the terms of reference for this commission, and forms part of the Project Information Pack sent out to interested artists.

**Expressions of interest** are required by 19<sup>th</sup> August 2013, to include an artist's CV, examples of previous work of a similar or related nature and statement explaining why they are interested in this particular commission, based on the information provided in the Project Information Pack.

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# 1 Introduction

## Background

Leicestershire County Council agreed in 2013 to contribute to the Cathedral Gardens project to recognise and celebrate the re-interment of King Richard III at Leicester Cathedral. It was agreed that as part of the Council's contribution to the Cathedral Gardens project, a new artwork would be commissioned, to be sited in the Gardens, which would make a link between the Cathedral, the site of the King's burial, and Bosworth Field, the site of his death, situated some 13 miles to the West.

Leicestershire County Council intends that the commissioning of this new artwork will provide a lasting expression of the linkages between the Cathedral and the Battlefield, and between the King and the County.

The landscape architecture practice Gillespies has been commissioned by Leicester Cathedral and Leicester City Council to design the Cathedral Gardens and manage the process of creating it. The appointed artist or design team for this artwork will be commissioned and managed by Leicestershire County Council and be required to collaborate with Gillespies in devising and carrying out the commission.

## 2 Aims and objectives

### 2.1 The project aims to:

- commission a high quality permanent work of contemporary art to act as a lasting expression of the significance of the link between the burial place of King Richard III at Leicester Cathedral and the site of the battle in which the king died at Bosworth Field in Leicestershire and the surrounding villages.
- provide a place of contemplation and reflection for visitors;
- establish a work of local and national significance and quality;
- enable young people to engage with the concepts and working processes of the artwork's design and delivery.

In establishing this work the project seeks to achieve the following objectives:

- the work is produced to the highest artistic standards and reflects the inherent sensitivities in creating a fitting contribution to the Cathedral Gardens;

- the work will be robust and fully accessible;
- the work takes full account of the architectural and landscape setting in the design process;
- the commissioned artist and/or design team work in partnership with Loughborough University School of the Arts staff and students as specified;
- young people are involved in the project;

2.2 The Commissioning Panel will be open to considering any imaginative and creative approach to the objective of expressing the link between the Cathedral and Bosworth Field, where the County Council's Bosworth Battlefield Heritage Centre is located. In this context, artists are invited to consider the themes that emerge through discussions with the Project Steering Group, the Commissioning Panel and other partners. These might include, for example (and not limited to), the heraldic imagery of the White Boar, Richard's personal device; the archaeological and scientific work involved in locating the site of the Battle of Bosworth, and the location of the king's original burial; the history and geography of the route from Bosworth via Greyfriars to the Cathedral; the Battle of Bosworth, the decisive battle of the Wars of the Roses, the end of the Plantagenet dynasty and a defining event in English history.

The immediate context for the work contains the city's new King Richard III Visitor Centre, adjacent to and taking in the original burial site in Greyfriars; the place of his final interment in the Cathedral; the relocated 1980s King Richard III statue by Butler, and is adjacent to the medieval Guildhall and the site of Wyggestons Hospital (1533-1870), since relocated a mile or so to the west.

The landscape architects will be responsible for:

- land-forming
- planting
- soft and hard landscape
- lighting in the Gardens

excluding any land-forming, planting, landscaping or lighting integral to the commissioned artwork.

We would like the commissioned artwork to embrace some or all of the following:

- Freestanding sculptural work
- Image and/or text engraved or embedded in to paving, walling, seating etc.
- Light, sound, digital technology, mobile communications

Details of the site are set out below. Consideration needs to be given to access – visual and physical – to the site and any detailed works needed. Prior to shortlisting artists will be encouraged to visit and investigate the site.

Some consideration has been given to the use of local materials, however, for those who may use more traditional materials the local granite from quarries in Leicestershire is not well suited to carved works and thus the use of local quarried materials may be limited for this particular commission.

Artists may wish to draw on the heritage of Leicestershire for inspiration around materials and themes.

- 2.3 A Commissioning Panel will be responsible for overseeing the project, comprising representatives from the County Council, Leicester Cathedral and SMCP Ltd, the City Council, professional advisers and Loughborough University School of the Arts. It is required that the work is completed in time for installation in March 2014.

### **3 The site**

#### **3.1 Condition**

The agreed site is the area adjacent to St Martins House at the West side of the Cathedral Garden. This will be an attractive paved area at one end of the new St Martin's Walk, which will run from the new Richard III visitor centre to St Martins House. A grassed area adjacent to St Martins House will form part of the site named the Master's Garden, referencing Wyggeston's Hospital which formerly occupied the site from 1513 to 1870, and is currently celebrating its quincentenary on its new site in the west of the city. The whole garden will feature pathways, plantings and a number of mature trees and shrubs. There will be seating in the area adjacent to St Martins House which is expected to be a busy visitor location.

Plans and visuals of the Cathedral Garden are attached to this brief.

#### **3.2 Services**

Services such as electricity, water and drainage will be provided to the site, dependent on the budget and project requirements. Detailed technical survey information on services and ground conditions will be provided to short-listed candidates.

There are archaeological features in the ground, and depth penetration is restricted to 300mm below surface ground level.

#### **3.3 Land Ownership**

The land that makes up Cathedral Gardens is owned and maintained by the Church of England, in the form of Leicester Cathedral and St Martins Cathedral Properties Ltd (to the west of the ancient walkway St

Martins West). The work of art will be located on the land in the ownership of SMCP Ltd.

#### 3.4 Planning Requirements

Plans for the Cathedral Garden have been approved by the Planning Department, and are due shortly to satisfy planning conditions. Significant changes to the approved plans would require specific planning approval.

#### 3.5 Site Constraints

The proposals will take due account of the needs for access to and from the site, crossing the roadways, the likely level of pedestrian visitor traffic, the proximity of car parking, and in particular the need to ensure that provision is made for disabled access. It is a busy urban environment and the artwork will need to exhibit qualities of robustness and durability.

## 4 Artist's Role

It is anticipated that the commission will be undertaken by an individual artist, or an artist working with other design professionals. In the following texts the term 'artist' should be taken to embrace both of these possibilities.

#### 4.1 Key Areas in the commission

The artist selected for the commission will be expected to address the following requirements:

- The preparation of detailed drawings of the proposed work covering all aspects of the site layout, artwork, treatment, hard and soft landscaping, any planting and materials;
- Presentation of the proposals and materials as required;
- Engagement with young people on the design development process and the completed work. This may be in the form of, for example, research workshops, design development workshops and exchanges, and final presentation materials or exhibition;
- The design, fabrication and installation of the work, working closely with the Project Manager and Gillespies;
- Provide an opportunity for a nominated student from Loughborough University School of the Arts to act as an assistant to the artist (for which the student will receive a bursary);
- Work closely with the Project Manager and Commissioning Panel to advise them of progress throughout the project, including attending meetings as needed;
- The preparation of a maintenance schedule for the artwork detailing annual requirements;

- Assist in the provision of promotional materials, images of work in progress and attendance at press briefing meetings;
- Cover all public liability insurances and make provision for the work to be undertaken in the event of illness or other incapacity. Unless other arrangements are made explicitly, it is assumed that the artist is self-employed and is responsible for tax and national insurance payments.
- Provide documented assurance as to the safety of the work including where relevant its structural integrity certified by a structural engineer or similar professional adviser.

The final decision and selection of the chosen artist will be made by the Commissioning Panel. The selection process for this project will consist of two stages (as outlined in section 6, below, Artist selection process).

#### 4.2 Groundworks, Civil works, Landscaping and Installation.

It is expected that the artist will take on full responsibility for the design, fabrication and installation of the artwork(s). It will be essential to liaise with Gillespies in order to agree a detailed work schedule, and LCC's project manager will facilitate this.

Other site works being undertaken on the Cathedral Garden will need to be assessed to avoid potential conflicts.

## 5 Participation and Consultation

The County Council wishes to ensure the opportunity for young people to be engaged in this project.

### 5.1 Direct engagement by young people

The opportunity exists to work with staff and students at Loughborough University School of the Arts, and with the wider community on aspects of the project as noted in 4.1 above.

The commissioned artist will be expected to develop a programme of work that facilitates these relationships and allows for direct engagement by young people.

He/she will also be expected to facilitate the involvement of a nominated undergraduate fine art student from Loughborough University School of the Arts as an assistant at agreed stages in the artistic process, fabrication and installation.

Overall, the LCC seeks to engage its constituency and invite their responses to this work through its own website and blog, Facebook, Twitter and other social networking sites

The County Council's Communications Team will manage the publicity on the project for this commissioned artwork.

5.2 Stakeholder Consultation will include:

- Representatives of the County Council
- Representatives of the City Council
- Representatives of SMCP (cf para 3.3)
- Representatives of the city's Richard III project Principals' Group
- Representatives of Loughborough University

5.3 Commissioning Panel

The County Council will manage the project on behalf of the stakeholders identified, and has appointed a Project Manager to supervise the process and ensure that the work is undertaken in line with the contracts.

## 6 Artist Selection Process

6.1 The artist will be selected through an Open Competition consisting of two stages.

### Stage One

Artists are invited to express an interest in this scheme by submitting a CV, examples of previous work of a similar or related nature and statement explaining why they are interested in this particular commission, based on the information provided in the commissioning pack

A shortlist will be drawn up from the submissions by the Commissioning Panel and a small number of respondents will then be commissioned to develop more detailed proposals, following site visits. A sum of money is included in the project budget to support the commissioning of detailed project proposals from the shortlisted artists.

The criteria to be considered in this stage of the selection and which artists need to consider in their responses are:

- The quality and relevance of the of artist's previous work;
- Artist's experience of creating work for the public realm;
- Artist's interest in and ability to work as part of a team;



- Commitment to community involvement including working with young people;
- The availability and ability of the artists to complete the whole project for an installation in March 2014.

## **Stage Two**

The proposals /designs produced by the shortlisted artists will be displayed at Leicester Cathedral, Bosworth Battlefield and other venues across Leicestershire in September and October 2013. These designs can consist of any medium, including drawings, photographs, maquettes, models, computer generated images etc. Copyright for these designs will rest with the artists.

The artists will have the opportunity to present their concepts and designs to members of the County Council, Staff, a panel of young people, the Commissioning Panel and other stakeholders at events in October 2013.

A final selection of the artist to be commissioned will be made by the panel at the end of that month.

The criteria to be considered at this stage of the selection (in addition to those for Stage One above) are:

- Artistic quality of the proposal and designs and how appropriate it is to the site and the nature of the scheme;
- How well the concept has been presented to stakeholders and ability of the artist to work effectively with them;
- Assurance that the work can be realised within the allocated budgets and within the timescale;
- Technical viability - longevity or resilience of materials and the design;
- Environmental sustainability;
- Potential to help the Commissioner to meet the aims and objectives (see section 2 above);
- Quality and relevance of designs produced.

## **7 Timetable**

The commission will be undertaken according to the timetable attached.

Expressions of interest are invited by 19 August 2013.

Selected artists will be commissioned to prepare detailed proposals by the end of September 2013.

It is planned that the award of the full commission will be made in early November 2013, and the artwork installed in March 2014. The formal dedication of the new Cathedral Gardens is planned for late May 2014.

## **8. Budget**

Leicestershire County Council has allocated a budget of £75,000 for the commissioning of the proposed artwork, excluding VAT. This will be available to meet the direct costs of creating and installing the artwork, including a fee to the artist or artists involved, and costs of materials and any fabrication or other technical work subcontracted by the commissioned artist.

## **9 Insurance and Maintenance of the work**

The artist will be responsible for all personal insurance and will be required to provide evidence of all necessary insurances in place, dependent on the nature of the commissioned artwork and the individuals and firms involved.

The work should attempt to keep regular maintenance to a minimum. The artist will prepare a maintenance schedule for the work, together with any specialist and detailed advice on any work that is required on a regular or annual basis. Security and durability, both physical and operational, are vital considerations in ensuring the long-term sustainability of the artwork.

## **10 Copyrights**

The copyright, moral and legal rights to all commission drawings, maquettes, images and preliminary works and the completed work will rest with the artist.

The County and City Councils, the Cathedral and SMCP will have assigned joint rights to use the images from each stage of the process for press and promotional purposes.

## **11 Documentation**

The County and City Councils, the Cathedral and SMCP will prepare press and promotional materials concerning the commission including the use of images on their social networking sites, in relation to public consultation and all media work.

It is intended that the commission will provide a number of opportunities for exhibition, to be negotiated with partners and the appointed artist at the start of the process. Any costs incurred in preparing work for exhibition will be met within the fees for the commission, where the artist is concerned. Otherwise the costs of organising, mounting, displaying and running the exhibition(s) will lie with the client and partner stakeholders.

The work will also be documented visually at each stage in order to ensure that the project goes to plan. Documentation is an important asset in the evaluation process for the project and can assist in recording the different stages of work undertaken.

## **12 Decommissioning**

Provision is made in the contract in the event that the work(s) have to be moved, placed in storage or removed for any reason. The artist has the right to know of any changes to the work and best efforts will be made to contact them in the event that any changes may be planned, unless urgent decommissioning for health and safety reasons is required. In most cases the context for decommissioning is due to either deterioration of the piece or due to changes in site usage.

Sometimes, however, works are moved, for example, in the case of finding a more suitable site if the original site becomes unusable. The owner be responsible for any records of the works, including up-to-date details of the artist within contract records, listings or monuments schedules, and will take responsibility for the safe removal, storage or destruction of the piece in full correspondence with the stakeholders and the artist as the owner of the copyright to the work(s).

## **13 Contacts**

Project Manager for this commission is:

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## **Appendices**

Appendix One      Site plan and images (jpegs and pdfs)

Appendix Two      Project timetable (Excel)