

Employers Design Requirements for New Exhibition at Llancaiach Fawr Manor



Llancaiach Fawr Manor
Gelligaer Road
Nelson
CF46 6ER

Tel: 01443 412248

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1.Introduction

- 1.1 Caerphilly County Borough Council seeks to commission a professional, experienced and creative company to design, build and install:
- 1.2 A new orientation exhibition in the Visitor Centre to enhance the understanding of visitors of the history of the house and the period we portray prior to engaging with live, first person interpretation and
- 1.3 Interpretation panels in the exterior areas of the site – to extend their visit by introducing other stories which can more appropriately be told in their physical areas of relevance
- 1.4 The exhibition area is 73.6m², excluding the small plant room in the NW corner which must remain separate.
- 1.5 The project will be funded by Caerphilly CBC and Heritage Lottery Funding
- 1.6 The budget for the design, fabrication and installation of the exhibition is **£75,000.00.** Tenders above this figure will not be considered.

2. The Context

- 2.1 Llancaiach Fawr is a heritage attraction situated in the Glamorgan uplands comprising a grade 1 listed manor c1550 surrounded by recreated 17th century gardens; a visitor centre including an orientation exhibition, café and restaurant, function room, shop and reception facilities and an education centre for schools and adult leisure learners. We provide a varied learning and events programme for a wide range of formal and informal learners
- 2.2 The site also includes an events meadow and 13 acre field with underlying archaeology which is used for major events in the summer months as well as grazing sheep.
- 2.3 The Manor is presented to the visitors in its mid-17th century format due to alterations in the layout of the Manor c1620 which mean that the Manor was not restored to its Tudor layout during the major conservation works in the 1980's. The interpretation to the public is first person, live, costumed interpretation in recreated period interiors.
- 2.4 The historic interpreters portray the lives of the servants of the Household in 1645- the year that Charles I visited the Manor and a crucial year in which the Prichard family changed their allegiance from the king to parliament. We follow the seasons and progress of the civil war through the year highlighting aspects of interest and the details of ordinary lives.
- 2.5 We do not allow photography or filming in the Manor – we focus on personal interaction with our audience which is differentiated according to age, prior knowledge, ability, interest and purpose of visit.
- 2.6 We have recently undergone a major building conservation project funded by the Heritage Lottery Fund, Cadw and Caerphilly County Borough Council to develop the internal areas of the Manor, improving the interpretation of the whole household by opening up the servants' quarters in the attics; as well as improving physical access by building an external staircase tower with a platform lift.
- 2.7 To complete the improvements to the visitor experience and the learning potential of the site we have funding to commission and install a completely new exhibition. It will replace that which was created in 1991 for the initial opening to the public. Aspects of the exhibition have been removed and altered over the years and it is not bilingual, leaving it inadequate for purpose.

3. Our Requirements

- 3.1 We require an interpretation consultancy to design, fabricate and install a new exhibition within the Visitor Centre and interpretation panels within the grounds. This will include working with the in-house team to bring to fruition their concept for the space. Ultimately, we want the consultant to provide a functioning and financially viable project completed on time and within budget, to the required quality standards.
- 3.2 The interpretation will be designed to last for a minimum of ten years, with low maintenance costs.
- 3.3 The audiences for the interpretation are outlined in detail in section 7.
- 3.4 The overarching need is to have an exhibition which acts as an orientation gallery for a visit to the Manor and which gives an understanding of the Civil War period and the main protagonists, so that the scene is set for the experience of the live first person interpretation in the Manor.
- 3.5 It is crucial that we use the limited interior space in the Visitor Centre wisely and separate that which needs to be in the exhibition from other stories which we want to tell, but which don't need to be physically located within that gallery (as they can be told elsewhere on site).
- 3.6 The M & E and enabling building works will be undertaken in a separate contract.

3.7 **The project's objectives are:**

- 3.7.1 To prepare visitors for their step back in time to 1645 within the Manor itself.
- 3.7.2 To encourage a broader and deeper visitor experience linking the house with the wider historic landscape.
- 3.7.3 To improve intellectual access across the site.

3.8 The benefits which will arise from this

- 3.8.1 The exhibition will be focused on orientating visitors ready for the experience in the Manor;
 - 3.8.2 The exhibition will provide an added dimension to what is already a high quality heritage product, capable of being marketed to visitors and local people, leading to improved visitor understanding and satisfaction.
 - 3.8.3 The exhibition will create opportunities for the use of cutting edge ITC interactives.
 - 3.8.4 The visitor experience of the rest of the site will be enhanced with information panels and other forms of interpretation located appropriately for the specific story they will tell- extending engagement with the whole site and it's place in the landscape and therefore, increasing dwell time.
 - 3.8.5 The exhibition will be bilingual. The refocus of the exhibition's storyline will ensure that the bilingual text can be designed and laid out to prevent the content of the exhibition becoming visually cramped.
- 3.9 It is important that we don't include information in the orientation exhibition which is part of the information within the live interpretation in the Manor - such as food, clothing etc. Only those subjects listed in the relevant section of this document should be included in the orientation exhibition.

4. The Stories We Want to Tell

- 4.1 A considerable amount of additional funded research has been done since the original exhibition was compiled. Further historical sources have been identified and archaeological excavation has taken place, increasing our knowledge and understanding of the site and yielding more artefacts which contribute to the story of Llancaiach Fawr over millennia, rather than just centuries. A team of historians, archaeologists, genealogists, ecologists and the staff already exists to be able to draw the information from their research and studies together to inform the new exhibition content. As such you are not required to develop text.

4.2 Where do we want to tell these stories and how can they be delivered?

- 4.2.1 To maximise visitor engagement and learning we want to increase the areas in which interpretation is located. The various aspects of the overall interpretation will be located where it is most appropriate. This will enable the exhibition space within the Visitor Centre to concentrate on the specific purpose of contextualising a visit to the Manor, whilst interpretation which contributes to a wider understanding of the history of the Manor can be located elsewhere. This will provide sufficient space in the exhibition to fully orientate and prepare visitors for a first person interpretive experience.

4.2.2 In the exhibition: Context for a visit into the Manor

4.2.3 Zone 03- Entrance Lobby

Story: Wider history of the site- archaeological finds to be put on display securely within a cabinet (A) (Cabinet provided by others outside this contract)

- Contents: Neolithic, Bronze age occupation and evidence from Roman, Early Medieval, Medieval, Tudor, Stuart, Georgian, Victorian, Edwardian and 20th century finds to be included in the display – provided by Llancaiach Fawr
- Time line graphic required in Cabinet A, illustrated with magnified images of some of the objects in the cabinet, heads of relevant Kings and Queens to aid chronology.
- Images to be provided by Client.

4.2.4 Zone 04:

Story: History of the house and its construction.

- Welcome to Llancaiach Fawr Manor- What's in a name? Llancaiach/Glancaiach/Glan Kayak/ Faldray- copy of Saxton's Tudor map showing place name 'Faldray' here
- Building phases and discussions, dendrochronological dating and archaeological information.
- When it was built c 1550 or earlier perhaps, why and for whom. .Earliest date for the building open to question and form one of the '**mysteries**' which need to run through the exhibition as a theme
- Story up until it is no longer in the ownership of the Prichards' (later info elsewhere on site)
- Story of the estate/trade: Income derived from the estate and the modern equivalent- tax rolls in 17th century show Prichard as the 6th wealthiest man in Glamorgan

Proposed media/existing resources to be re-used:

- Wall graphics of early images of the Manor
- John Leland's Itinerary- relevant passage and date
- A3 wall mounted cabinet (200 mm deep) as **4.7.11** for small fragments of building materials- window glass, lead came, coloured plaster. Decorative plaster
- Potential for larger fragments to be wall mounted on brackets
- Wall graphic of the 1840's Tithe Map showing lands within the estate as background to info on the estate in 17th Century (no estate map of that period surviving- tracked back on Victorian tithe map by historical researcher)- agriculture, mineral wealth etc
- Income derived from the estate and the modern equivalent- tax rolls in 17th century show Prichard as the 6th wealthiest man in Glamorgan
- Trading (potentially of livestock) and agriculture evidenced through accountancy jettons, weights and measures, crottal bell, metal shoes, animal bones to be displayed in A3 wall mounted cabinet (200 mm deep) as **4.7.12**

4.2.5 Zone 05:

Story: History of the Prichard family

- Origins- actual and claimed- family tree Branches of the family and their houses and connections across South Wales- Lewis' of the Van and of Gilfach Fargoed. Connections by marriage
- Court cases which illuminate the nature of the family in certain generations!
- Cultural connections – bards etc, e.g. Dafydd Benwyn

Proposed media/existing resources that should be re-used:

- Large scale graphic – family tree, in the style of period woodcuts
- A3 cabinet (200 mm deep) as **4.7.13** to display gavel head, oak panel with original Prichard seal, ceramic fragment with 'R.P' and magnifier for the seal, (large denomination coins of 16th and 17th C?)
- Wall graphic of coat of arms
- Image/text of Dafydd Benwyn's praise poem to Mari Carne
- Images of Wills and documents on the wall panels-(photographic images and transcriptions will be in the Interactive Table in Zone 6)
- Images to be provided by Client.

4.2.6 Zone 06:

Story: The Civil Wars

- Difference between Royalists and Parliamentarians- religion, politics
- 'World turned upside down'
- Why Edward Prichard changed sides
- families on different sides of the argument
- effect on agricultural communities due to the campaigning season being in the summer- loss of crops, starvation if the crops aren't brought in, armies taking whatever they need- food, horses, oxen etc
- Prichard's role in the war and his change from supporting the king to Parliament in 1645
- The kings visit in 1645

Proposed media/existing resources that should be re-used:

- Reuse battle sounds audio
- Reuse pike, helmet and hat
- Reuse heading axe and block
- Fitted table and seat(s) to be used for games of strategy- drawers underneath for musket balls, gaming jacks etc (table and bench provided by others outside this contract)
- **Interactive Table** as 4.7.17 to contain time lines, battlefield plans, estate map and interactive family tree. Copies of wills, marriage settlements and court documents to be viewed in their original form alongside transcripts. It must enable more detailed information to be retrieved based on areas or levels of interest which will be self selected based on a menu.

This must include:

- a timeline of the occupation of the site over the millennia and a timeline of the Civil War period highlighting the major events in the UK with special focus on how the Civil War affected Wales in particular; battlefield layouts, esp. Battle of Naseby;
- an interactive family tree of the Prichard's and related families esp. Mansell family and descent from Edward III;
- an estate map locating relevant places on the Tithe map and a modern OS map,
- transcripts of speeches by Charles I and Oliver Cromwell;
- excerpts from writings by women during the Civil War period.

It is important that additional material can be easily uploaded in future so that the content can be developed.

- **2 no. Talking Portraits** as 4.7.18 and 4.7.19 - A1 screens within frames- Client will source actors and collaborate on scripting- Charles I and Oliver Cromwell
- Contemporary quotes about the effect of the Civil War (some English/some Welsh) around the tops of the walls in this zone

4.2.7 Zone 07:

Story: Prichard Family Life and beliefs

- Composition of the 'Household' in terms of family and servants
- Roles and responsibilities
- Gender and status

- The trappings of wealthy living
- Religion of the family- worship in the Manor
- Reformation to non-conformity and the Graig yr Allt Baptist community.
Connection to Erbery

Proposed media/existing resources that should be re-used:

- A3 cabinet (200mm deep) as **4.7.14** for carved bone decorative artefact, purse hanger, book clasp x 2, wine bottle fragments, buckles, thimbles, high status ceramics etc
- Reuse lectern for bible/book
- Keep oak panelling
- Reuse harp music audio
- Mary Prichard's letter to Bussy Mansell prior to her death

4.2.8 Zone 08:

Story: Servants Lives and beliefs

- Rich and poor – contrasting the servants and the gentry (important for school curriculum)

- Servants by title (to future proof it!) Rank within servants

Proposed media/existing resources that should be re-used:

- Woodcut images of range of inside and outside servants with their roles and duties
- Items to be displayed in A2 cabinet 300mm deep as **4.7.16**: Pottery, spindle whorls, loom weights- - large pot to include, pancheon sherds
- Items to be displayed in A3 cabinet 200mm deep as **4.7.15**: Votive deposits in the chimney - cloth fragments to be pinned vertically
- Items to be displayed in existing Cabinet D: Pentagram in the wall, carved on large piece of stone, approx. 16" x 14" x 6". Also to contain section on paranormal beliefs. (works to cabinet D by others outside this contract)
- 'Virgin Mary'- VM marks in the Manor
- Spiritual middens under the floorboards to be displayed in Cabinet D, shoes in particular and accidental additions such as the desiccated mice.

4.3 Running themes – throughout the exhibition

4.3.1 We require a 'Mystery of the Manor' in each zone – a question about the origins/history of the site that has not yet been answered – we also want the ability to add 'mystery solved' and an explanation if and when research uncovers the truth.

4.3.2 We require gruesome facts to appeal to children at low level around the walls in each zone, i.e. the more disgusting the better

4.4 External locations for interpretation

4.4.1 We need to maximise the use of external spaces to increase the number of stories we can tell and extend the dwell time of visitors

4.4.2 Location 1 – Main Entrance Adjacent to path with backdrop of the Manor

AO lectern panel as 4.7.1: Conservation of the Manor

- 1880's- under Mackintosh Estate ownership
- 1902- inscribed in a stone on the roof
- 1980's- Welsh School of Architecture etc
- 2014-16.- HLF, Cadw and CCBC funded improvements to the Manor and its interpretation

4.4.3 Location 2 - At the Entrance to Cae Hir opposite the main entrance to the Visitor Centre

AO lectern panel as 4.7.2 and Perspex View Through as 4.7.3:

Wider history of the site- overlooking Cae Hir-

- Image of palisaded enclosure recreated on a perspex panel as 4.7.3 to view through- discussion of possible uses- no buildings within it- stockade? May well be a medieval vaccary and be the precursor of the Nelson Sheep Fairs- 'Faldray' = 'Sheep enclosure'
- Time Team excavation information about the Bronze Age enclosure and the finds on interpretive panels
- Information about Neolithic, Bronze Age, Roman, early medieval and medieval sites nearby- maps, plans and images and info on where else to visit in the area

4.4.4 Location 3 – Adjacent to the Conservatory

Looking across Cae Hir and the Rhymney Valley

AO lectern panel as 4.7.4: Agriculture

- early medieval/medieval ridge and furrow in Cae Hir
- agricultural land- what was grown in the 'blaenau'
- Eddie Williams and the breeding of the Nelson breed of sheep
- tractor and ploughing matches held in Cae Hir in the 20th century
- local agricultural societies and their importance in the area

4.4.5 Location 4 - By the Meadow_— Looking South towards Senghenydd

AO lectern panel as 4.7.5: The Historic Estate

- Extent and type of land ownership and leases and by whom
- 'Park' land, Deer Park,
- Mineral rights- coal and iron- Llancaiach Colliery and Chartist connections
- The lordship of Senghenydd – map/plan

4.4.6 Location 5 -. By the Gates leading to the Formal Gardens

Wall mounted AO panel as 4.7.6: Topography

- location next to the road to Brecon- drove roads- the large palisaded enclosure in Cae Hir could be a stock enclosure
- the river Caiach as a boundary- potentially a sub Roman boundary
- mills on the river- cloth production
- trade and communication,
- power and influence from controlling these routes

4.4.7 Location 6 - Located in the formal gardens underneath the walk way/pentice roof

Wall mounted AO panel A, as 4.7.7:

Edward Prichard and his immediate family post 1645 (so that questions don't get asked in the Manor as the servants don't know anything after 1645)

- Prichard's later activities as governor of Cardiff Castle and of Cardiff, Siege of Cardiff Castle and Battle of St Fagan's
- What happened to Mary Mansell- buried in Westminster Abbey
- What happened to the children

Wall mounted AO panel B, as 4.7.8:

History of the house c 1660- 1970's

- succeeding owners from the Prichard's and the estates it passed into
- 'Sam Llancaiach'
- Williams Family- last private owners of the Manor

4.5 Audio posts- with wind up power

4.5.1 Audio Post as 4.7.9 - Located adjacent to exterior panel 4.4.1 to use the existing digital recordings of the conservation team engaged in the recent works to the Manor

4.5.2 Audio Post as 4.7.10 – Located adjacent to exterior panel 4.4.4 - Rose Williams talking about the 20th century life on the farm

4.6. Improvements to Visitor Reception

4.6.1 Visitor Centre Entrance/Point of Sale – there is a need to introduce the story right from entry.

4.6.2 Manifestations to Glazed Panels - Etched glass effect film to be applied to existing glass in style of 17th century woodcuts. To depict full size images of adult male, adult female, girl and boy.

4.6.3 Welcome/Pricing Boards/Information for Visitors'

New Display Board required to complement the theme of the new interpretation. Size to suit the existing oak partition on which it will be mounted.

4.7 Specific Requirements for Interpretation Installations

External Signage & Displays

4.7.1 A0 Lectern Style Interpretation Sign

Location: Adjacent to path to Visitor Centre Main Entrance as shown on drawing 4238 A101

Manufacturer: Landmark, 32 Henry Road, Herts, EN4 8BD

Tel: 0808 129 3773 e-mail: enquiries@madebylandmark.com

Material:

FSC Certified English Oak jointed overframe

FSC Certified English Oak posts

Aluminium composite signboard with full colour printed vinyl graphic over-laminated.

Hardwood ply support board

Finish/Treatment: Smooth sanded finish free from splinters

Size: A0 Size Panel, 841mm x 1189mm

Angle: Mounted at 30°

Support: Oak Posts, 125mm x 125mm x 1800mm

Fixing: galvanised and powder coated steel post sockets

Content for panel: as 4.4.1 – to be provided by Exhibition Designer

4.7.2 A0 Lectern

Location: Overlooking Cae Hir as shown on drawing 4238 A101

Manufacturer: Landmark, 32 Henry Road, Herts, EN4 8BD

Tel: 0808 129 3773 e-mail: enquiries@madebylandmark.com

Material:

FSC Certified English Oak jointed overframe

FSC Certified English Oak posts

Aluminium composite signboard with full colour printed vinyl graphic over-laminated.

Hardwood ply support board

Finish/Treatment: Smooth sanded finish free from splinters

Size: A0 Size Panel, 841mm x 1189mm

Angle: Mounted at 30°

Support: Oak Posts, 125mm x 125mm x 1800mm

Fixing: galvanised and powder coated steel post sockets installed to provide secure, robust, vandal proof fixing.

Content for panel: as 4.4.2 – to be provided by Exhibition Designer

4.7.3 Viewing Panel

Location: Overlooking Cae Hir, as shown on drawing 4238 A101

Materials: 10mm thickness Acrylic Perspex

Edge Treatment: rounded and polished

Size: maximum size 1600mm w x 1200mm ht x 10mm thickness

Support: rebated fixing into Oak Posts, 200mm x 200mm x 2100mm height

Post Fixing: galvanised and powder coated steel base plate, bolt fixed to suitable concrete foundation. Colour: matt Black

Text/Image Content: as 4.4.2

4.7.4 **A0 Lectern**

Location: Adjacent to Conservatory
as shown on drawing 4238 A101

Manufacturer: Landmark, 32 Henry Road, Herts, EN4 8BD

Tel: 0808 129 3773 **e-mail:** enquiries@madebylandmark.com

Material:

FSC Certified English Oak jointed overframe

FSC Certified English Oak posts

Aluminium composite signboard with full colour printed vinyl graphic over-laminated.

Hardwood ply support board

Finish/Treatment: Smooth sanded finish free from splinters

Size: A0 Size Panel, 841mm x 1189mm

Angle: Mounted at 30°

Support: Oak Posts, 125mm x 125mm x 1800mm

Fixing: galvanised and powder coated steel post sockets installed to provide secure, robust, vandal proof fixing.

Content for panel: 4.4.3 – to be provided by Exhibition Designer

4.7.5 **A0 Lectern**

Location: Adjacent to Meadow
as shown on drawing 4238 A101

Manufacturer: Landmark, 32 Henry Road, Herts, EN4 8BD

Tel: 0808 129 3773 **e-mail:** enquiries@madebylandmark.com

Material:

FSC Certified English Oak jointed overframe

FSC Certified English Oak posts

Aluminium composite signboard with full colour printed vinyl graphic over-laminated.

Hardwood ply support board

Finish/Treatment: Smooth sanded finish free from splinters

Size: A0 Size Panel, 841mm x 1189mm

Angle: Mounted at 30°

Support: Oak Posts, 125mm x 125mm x 1800mm

Fixing: galvanised and powder coated steel post sockets installed to provide secure, robust, vandal proof fixing.

Content for panel: as 4.4.4 – to be provided by Exhibition Designer

4.7.6 A0 Wall Mounted Panel

Location: By the Gates to Formal Gardens
as shown on drawing 4238 A101

Manufacturer: Landmark, 32 Henry Road, Herts, EN4 8BD
Tel: 0808 129 3773 e-mail: enquiries@madebylandmark.com

Material:

FSC Certified English Oak jointed overframe

Aluminium composite signboard with full colour printed vinyl graphic over-laminated.

Hardwood ply support board

Finish/Treatment: Smooth sanded finish free from splinters

Size: A0 size panel, 841mm x 1189mm

Mounting Height: 725mm to base above ground level

Support: Wall mounted

Fixing: Plugged and screwed to existing wall with suitable concealed fixings

Content: as 4.4.5 – to be provided by Exhibition Designer

4.7.7 A0 Wall Mounted Panel

Location: In the Formal Gardens beneath the pentice roof
as shown on drawing 4238 A101

Manufacturer: Landmark, 32 Henry Road, Herts, EN4 8BD
Tel: 0808 129 3773 e-mail: enquiries@madebylandmark.com

Material:

FSC Certified English Oak jointed overframe

Aluminium composite signboard with full colour printed vinyl graphic over-laminated.

Hardwood ply support board

Finish/Treatment: Smooth sanded finish free from splinters

Size: A0 size panel, 841mm x 1189mm

Mounting Height: 725mm to base above ground level

Support: Wall mounted

Fixing: Plugged and screwed to existing wall with suitable concealed fixings

Content: as 4.4.6 – to be provided by Exhibition Designer

4.7.8 A0 Wall Mounted Panel

Location: In the Formal Gardens beneath the pentice roof as shown on drawing 4238 A101

Manufacturer: Landmark, 32 Henry Road, Herts, EN4 8BD
Tel: 0808 129 3773 e-mail: enquiries@madebylandmark.com

Material:

FSC Certified English Oak jointed overframe

Aluminium composite signboard with full colour printed vinyl graphic overlaminated.

Hardwood ply support board

Finish/Treatment: Smooth sanded finish free from splinters

Size: A0 size panel, 841mm x 1189mm

Mounting Height: 725mm to base above ground level

Support: Wall mounted

Fixing: Plugged and screwed to existing wall with suitable concealed fixings

Content: as 4.4.7 – to be provided by Exhibition Designer

Audio Posts

4.7.9 Audio Post

Location: Adjacent to exterior panel 4.7.1, As shown on drawing 4238 A101

Material: Oak

Finish/Treatment: Sanded finish free from splinters with rounded edges, treated to ensure service life of 20 years

Fixing: Posts to be set in concrete foundations min 450mm deep

Size: 450mm w x 200mm d

Height: Post height above ground 1200mm. Audio device installed at 800mm height above ground level

Audio Device: weather and vandal resistant wind-up dynamo powered digital sound store to suit installation into Oak Post.

Operation: wind-up

Manufacturer: Black Box AV or equal as approved

Email: sales@blackboxav.co.uk Phone: +44 (0)1639 874 100

Product Reference: U-Turn Round with oversized face plate to suit installation into Oak Post.

Accessories/Requirements: Version 3.5 with USB Programmer

Content: as 4.5.1 – Bilingual content to be provided by Client.

Additional requirements: Wind up handle to be fully accessible to all and compliant to BS8300

4.7.10 Audio Post

Location: Adjacent to exterior panel 4.7.4, As shown on drawing 4238 A101

Material: Oak

Finish/Treatment: Sanded finish free from splinters with rounded edges, treated to ensure service life of 20 years

Fixing: Posts to be set in concrete foundations min 450mm deep

Size: 450mm w x 200mm d

Height: Post height above ground 1200mm. Audio device installed at 800mm height above ground level

Audio Device: weather and vandal resistant wind-up dynamo powered digital sound store to suit installation into Oak Post.

Operation: wind-up

Manufacturer: Black Box AV or equal as approved

Email: sales@blackboxav.co.uk Phone: +44 (0)1639 874 100

Product Reference: U-Turn Round with oversized face plate to suit installation into Oak Post.

Accessories/Requirements: Version 3.5 with USB Programmer

Content: as 4.5.2 – Bilingual content to be provided by Client.

Additional requirements: Wind up handle to be fully accessible to all and compliant to BS8300

Internal Museum Display Cabinets

4.7.11 A3 Wall Mounted Museum Display Cabinet

Location: Zone 4

Materials:

Glass Cabinet with Oak veneer finish

Museum Quality Dustproof Rubber Seals to hinged doors

Glazing: 9mm Pilkington Optiview Museum Grade Laminated Glass with anti-reflective coatings, or equal as approved. Glazing to provide clear undistorted view into case, to block > 99% UV transmittance and to reduce visible light reflectance to <2%.

Size: A3 297mm ht x 420mm w x 200mm deep

Mounting Height: 725mm to base above ground level

Support: Wall mounted

Fixing: Plugged and screwed to existing wall with suitable concealed fixings

Design Content: as 4.2.4 – to be provided by Exhibition Designer. Artefacts . to be provided by Client

Additional requirements:

- Suited lock with master key
- Rear internal face of cabinet to be fabric-covered pinboard material to allow attachment of labels and fabric items.
- One no. glass shelf 9mm Pilkington Optiview Museum Grade Laminated Glass with anti-reflective coatings, or equal as approved

4.7.12 A3 Wall Mounted Museum Display Cabinet

Location: Zone 4

Materials:

Glass Cabinet with Oak veneer finish

Museum Quality Dustproof Rubber Seals to hinged doors

Glazing: 9mm Pilkington Optiview Museum Grade Laminated Glass with anti-reflective coatings, or equal as approved. Glazing to provide clear undistorted view into case, to block > 99% UV transmittance and to reduce visible light reflectance to <2%.

Size: A3 297mm ht x 420mm w x 200mm deep

Mounting Height: 725mm to base above ground level

Support: Wall mounted

Fixing: Plugged and screwed to existing wall with suitable concealed fixings

Design Content: as 4.2.4 – to be provided by Exhibition Designer. Artefacts .to be provided by Client

Additional requirements:

- Suited lock with master key
- Rear internal face of cabinet to be fabric-covered pinboard material to allow attachment of labels and fabric items.
- One no. glass shelf 9mm Pilkington Optiview Museum Grade Laminated Glass with anti-reflective coatings, or equal as approved
-

4.7.13 A3 Wall Mounted Museum Display Cabinet

Location: Zone 5

Materials:

Glass Cabinet with Oak veneer finish

Museum Quality Dustproof Rubber Seals to hinged doors

Glazing: 9mm Pilkington Optiview Museum Grade Laminated Glass with anti-reflective coatings, or equal as approved. Glazing to provide clear undistorted view into case, to block > 99% UV transmittance and to reduce visible light reflectance to <2%.

Size: A3 297mm ht x 420mm w x 200mm deep

Mounting Height: 725mm to base above ground level

Support: Wall mounted

Fixing: Plugged and screwed to existing wall with suitable concealed fixings

Design Content: as 4.2.5 – to be provided by Exhibition Designer. Artefacts .to be provided by Client

Additional requirements:

- Suited lock with master key
- Rear internal face of cabinet to be fabric-covered pinboard material to allow attachment of labels and fabric items.
- One no. glass shelf 9mm Pilkington Optiview Museum Grade Laminated Glass with anti-reflective coatings, or equal as approved
-

4.7.14 A3 Wall Mounted Museum Display Cabinet

Location: Zone 7

Materials:

Glass Cabinet with Oak veneer finish

Museum Quality Dustproof Rubber Seals to hinged doors

Glazing: 9mm Pilkington Optiview Museum Grade Laminated Glass with anti-reflective coatings, or equal as approved. Glazing to provide clear undistorted view into case, to block > 99% UV transmittance and to reduce visible light reflectance to <2%.

Size: A3 297mm ht x 420mm w x 200mm deep

Mounting Height: 725mm to base above ground level

Support: Wall mounted

Fixing: Plugged and screwed to existing wall with suitable concealed fixings

Design Content: as 4.2.7 – to be provided by Exhibition Designer. Artefacts .to be provided by Client

Additional requirements:

- Suited lock with master key
- Rear internal face of cabinet to be fabric-covered pinboard material to allow attachment of labels and fabric items.
- One no. glass shelf 9mm Pilkington Optiview Museum Grade Laminated Glass with anti-reflective coatings, or equal as approved
-

4.7.15 A3 Wall Mounted Museum Display Cabinet

Location: Zone 8

Materials:

Glass Cabinet with Oak veneer finish

Museum Quality Dustproof Rubber Seals to hinged doors

Glazing: 9mm Pilkington Optiview Museum Grade Laminated Glass with anti-reflective coatings, or equal as approved. Glazing to provide clear undistorted view into case, to block > 99% UV transmittance and to reduce visible light reflectance to <2%.

Size: A3 297mm ht x 420mm w x 200mm deep

Mounting Height: 725mm to base above ground level

Support: Wall mounted

Fixing: Plugged and screwed to existing wall with suitable concealed fixings

Content: as 4.2.8 – to be provided by Exhibition Designer. Artefacts .to be provided by Client

Additional requirements:

- Suited lock with master key
- Rear internal face of cabinet to be fabric-covered pinboard material to allow attachment of labels and fabric items.
- One no. glass shelf 9mm Pilkington Optiview Museum Grade Laminated Glass with anti-reflective coatings, or equal as approved
-

4.7.16 A2 Wall Mounted Museum Display Cabinet

Location: Zone 8

Materials:

Glass Cabinet with Oak veneer finish

Museum Quality Dustproof Rubber Seals to hinged doors

Glazing: 9mm Pilkington Optiview Museum Grade Laminated Glass with anti-reflective coatings, or equal as approved. Glazing to provide clear undistorted view into case, to block > 99% UV transmittance and to reduce visible light reflectance to <2%.

Size: A3 450mm ht x 595mm w x 300mm deep

Mounting Height: 725mm to base above ground level

Support: Wall mounted

Fixing: Plugged and screwed to existing wall with suitable concealed fixings

Content: as 4.2.8 – to be provided by Exhibition Designer. Artefacts to be provided by Client

Additional requirements:

- Suited lock with master key
- Rear internal face of cabinet to be fabric-covered pinboard material to allow attachment of labels and fabric items.
- One no. glass shelf 9mm Pilkington Optiview Museum Grade Laminated Glass with anti-reflective coatings, or equal as approved

Internal Interactive Table

4.7.17 Interactive Touch Screen Table

Location: Zone 6

Manufacturer: Contractors Choice

Materials: Contemporary style Interactive table with multi-touch screen. All wiring etc to be concealed. Interactive screen to consist of 65" (preferable) or 55" (minimum) multi-touch LCD display set into table surface with AV content server, hearing loop amplifier and ambient sound speakers installed out of sight within the table construction.

Finish: All visible surfaces with exception of the screen should be contemporary Oak veneer effect

Height: 720-740mm height above finished floor level. Knee recess below table min 700mm clear height x 1500mm width, to comply with BS8300.

Power/Data: Floor box power supply will be provided. No hard wired data connection will be provided. Software and content to be updated via local USB connection

Software/Application: to provide multi-touch functionality.

Software/application to be easily updated and additional data uploaded without necessity for hard wired data connection.

Content: as 4.2.6 – bilingual content to be developed by Llancaiach Fawr/Exhibition Designer. Client will provide images, prepare transcripts of archive material and be responsible for any license payments. Client to provide translation.

Additional requirements:

Any dongle/external device required for updates to be provided with table.

- **Functionality:**
-

Home screen

- Requires attractive alluring design that fits with the overall design feel for the exhibition
- Will act as an interactive menu to the 'sections' that people can access (see 2). User to trigger an animated action to get from the home screen to the sections – e.g. 'opening' a strongbox to access wills; moving a quill pen over parchment to access estate papers etc.

Sections

- **Family tree** – an animated version of the graphic in Zone 05 . This could have a 'game' element- e.g. 'woodcut' images of key characters float around the edge of the tree and user has to place them on to the tree based on their names and dates (the exhibition will contain clues re the main characters). It should also have the facility to tap on key characters to draw up 'mini' trees that reflect their pedigree.
 - i. There needs to be an option on this section for people to drill down to a series of scanned documents showing the various detailed family trees related to the Prichards.
 - ii. Family Tree Memory Game - , e.g. 'cards' representing the members of the family face down and the player has to turn the cards and match up the husbands and wives – the trick would be that where the husband married more than once, you have to find all his wives
 - **Wills** – a series of searchable scanned documents (bilingually transcribed where required – potentially, the transcription could appear as a pop-up box).
 - **Estate documents and maps** (bilingually transcribed where required– potentially, the transcription could appear as a pop-up box)
 - **Children's Section** – (at least 2 no. relatively simple interactive games – match the servant to their job or sort objects by class – master or servant; plus a war related game – choose your weapons or similar)
 - **Schools Resources** (source materials etc. for schools to be provided by the in house team)
 - **Archaeology** – a section showing existing reports/images and reconstructions etc. related to the archaeology of the site
- Client will provide all documents/source materials
 - Client must be able to continue adding content (documents/images) under these sections after the screen has been installed, so the method of adding/inputting additional data needs to be as simple as possible.

4.7.18 Wall Mounted 'Talking Portrait' Display Screen

Location: Zone 6

Manufacturer: Atlas AV Ltd or equal as approved

Unit 8, Dragon 24, Penllergaer Business Park, Swansea, SA4 9HJ

Tel. 021792 891224 E-mail: sales@atlasav.com

Materials: Contemporary oak veneer finish frame surround to be provided

Screen Size: 40" LCD Display set in frame

Height: to be mounted 725mm height to base above finished floor level

Power/Data: Power supply will be provided. No hard wired data connection will be provided. All wiring to be concealed and screen to be tamper proof.

Software/Application: Software/application to be easily updated and additional data uploaded without necessity for hard wired data connection.

Data Content: as 4.2.6 – audio content for Charles I, to be provided by Llancaiach Fawr/Exhibition Designer

Fixing: To be wall mounted with suitable heavy duty concealed fixings

Additional requirements:

Must be able to be easily updated by Llancaiach Fawr Staff

Any dongle/external device required for updates to be provided with screen.

4.7.19 Wall Mounted 'Talking Portrait' Display Screen

Location: Zone 6

Manufacturer: Atlas AV Ltd or equal as approved

Unit 8, Dragon 24, Penllergaer Business Park, Swansea, SA4 9HJ

Tel. 021792 891224 E-mail: sales@atlasav.com

Materials: Contemporary oak veneer finish frame surround to be provided

Screen Size: 40" LCD Display set in frame

Height: to be mounted 725mm height to base above finished floor level

Power/Data: Power supply will be provided. No hard wired data connection will be provided. All wiring to be concealed and screen to be tamper proof.

Software/Application: Software/application to be easily updated and additional data uploaded without necessity for hard wired data connection.

Data Content: as 4.2.6 – audio content for Oliver Cromwell, to be provided by Llancaiach Fawr/Exhibition Designer

Fixing: To be wall mounted with suitable heavy duty concealed fixings

Additional requirements:

Must be able to be easily updated by Llancaiach Fawr Staff

Any dongle/external device required for updates to be provided with screen.

5. Interpretive Techniques

5.1 We do not use any ICT in the Manor or wish to do so in the future. Our live interpretive method inside the Manor is our Unique Selling Point - we talk to people, interact and engage with them directly as if it is the year 1645. We intend to keep the interior of the Manor and the Walled Garden as if it is the year 1645.

5.2 We do not already use or wish in the future for visitors to use anything which becomes a digital interface within the Manor or the walled gardens.

5.3 ICT can be used in the new exhibition and outside

ICT Installations to include Interactive Table as 4.7.17 and 'Talking Portraits' as 4.7.18 and 4.7.19.

5.4 'Traditional' Techniques

5.4.1 Information panels in the exhibition and around the site should be readable by KS2 pupils and people with English as a second language, please refer to sections 6 and 7. These panels should be in oak with alcuin script for the headers to match the existing oak fingerposts which were sourced via Landmark Timber

Landmark Timber
32 Henry Road,
New Barnet,
Herts EN4 8BD

Freephone 0808 129 3773
Fax 0800 3167 990
Email enquiries@landmarktimber.co.uk
Web www.landmarktimber.co.uk



A division of the Hornbeck group
www.hornbeck.co.uk

5.4.2 Oak framed museum cases for the archaeological artefacts from the Manor and excavations on site must be Museum quality with non- reflective UV filtered glass, robust locks and rubber seals to doors, as detailed in section 4.7. The rear surface of cabinets must have a surface onto which cloth objects or labels can be pinned. Glass shelves must be mounted at a height suitable for wheelchair users.

5.4.3 Low tech interactives to minimise future maintenance requirements. Existing low tech interactives available for re-use or adaptation.

5.4.4. The Perspex panel for the artists impression of the palisaded enclosure as 4.7.3 should be of a gauge/thickness to deter damage (see example at Gelligaer Roman Fort). The Perspex panel should be fixed between Oak posts to match information panels.

6. Language Policy

All interpretation must be bilingual (English and Welsh) with both languages given equal parity in accordance with the Local Authority's Welsh Language Policy. Where text is located side by side the Welsh must be on the left and the English on the right. Where one is above the other, the Welsh must be at the top and the English below. The Local Authority also has its own Welsh translation service which will provide the Welsh version of the text.

The Authority's Welsh Language Team and the Welsh Language Board can provide guidance on bi-lingual design and it is advised that they are consulted

7. Our audiences

7.1 Local community:

The Manor is a venue for numerous functions and events for local families and the Visitor centre is free to enter.

Understanding our local community is important as we seek to increase the number of local people who visit the Manor. At the last census, Nelson had a population of 4577. The population was 99% white, with 8% aged 75+, 16% aged 65-74, 25% aged 45-64, 21% 30-44, 13% aged 18 to 29 and 22% under 18. 12% of the working age population have a limiting long-term illness (average Caerphilly 22%; average Wales 18%) and 3.8% of the male population aged 16 to 74 are unemployed (average Caerphilly 4.8%; average Wales 4%). (Conservation Management Plan report, 2010) By understanding the local demographic we have been able to consider the different types of events and activities and type of interpretation that would meet the recreational interests of our community and to plan accordingly.

We also take into account Girouard's (1979) observation that furnished mansion houses reinforce a power structure which was always intended to alienate the lower social classes. Whilst Llancaiach Fawr was a gentry house originally and latterly a farm house at the centre of a significant land holding, the sense of it still being 'separate' still exists for many in the community and we need to break this perception down by introducing interpretation which is inclusive and appropriate.

7.2. Socio-economic groupings

Research undertaken by Lesley Denham revealed that Llancaiach Fawr's visitor demographic differs markedly from the National Trust visitor demographic of 87.3% A B C1, or that of English Heritage at 76% A, B, C1 (1999 survey of 18 EH sites published by HLF 2001); 66% A. B.C 1 in museums and galleries (Hooper-Greenhill 1994).

At Llancaiach Fawr the percentage of ABC1's is 47%, however, the proportion of C2's is much higher at 26% versus EH at 15% and the National Trust at 8.8%. The

proportion of D & E categories is similar though, 9% for EH and 8% at Llancaiach Fawr but 0% at a National Trust site surveyed (Uppark).

From this evidence of the socio-economic groupings it is clear that any efforts to make the exhibition at Llancaiach inclusive for the local community are vital in developing our audiences. As lower educational attainment often coincides with poorer economic status it is important that the text in the exhibition reflects a need to avoid alienation through language and vocabulary.

7.3 Age of Visitors

Denham's visitor research also revealed the proportions of different age groups visiting the Manor as day visitors (excluding school visits)

16-24= 13%

25-34= 8%

35-44= 14%

45-54= 27%

55-64= 25%

65-74= 10%

74+ = 3%

With 65% of day visitors being over 45 years of age and 38% being over 55 issues of mobility in particular and ease of movement around the exhibition and external interpretive locations is a major consideration. Physical access is not just an issue for people who use wheelchairs.

7.4 Family visits

In Denham's research 33% of the adults between 35-44 had young children with them, many of them were visiting to support their children's studies at school and therefore those activities and learning opportunities available to school groups need also to be available to family groups visiting. It was noted however that live interpretation and the interaction with the servants made a visit for children more interesting and entertaining and thus held their attention for longer.

7.5 Repeat visits:

Denham's research showed that older groups of people (pairs of couples rather than organised groups) were most likely to be repeat visitors in the short term (56%) and she found that this was due to their main motivation for visiting being social rather than educational. The option to engage with different aspects of the interpretation on each visit enhances the enjoyment of this group of visitors and will sustain their interest

7.6. Educational audiences

By percentage KS2 school visits are our most numerous. The exhibition is used as an integral part of the learning experience and the new interpretation should therefore reflect their learning needs.

We would consider the option to have a 'Horrible Histories' version of the highlights/critical historical points as a cartoon strip running along the bottom of the main interpretation panels to assist in engaging this audience.

We also welcome learning groups of reception and KS1 age and KS3/4, sixth form, tertiary colleges & universities,

7.7. Day Visitors:

We have a distinctive audience of people who have a general interest in history and those who have a specific interest in the 17th century of the Civil War period. We want to ensure that their interests and learning needs are also met within the exhibition and interpretive material with options for more in depth study/information.

7.8. Day parties

We have pre-booked tours for special interest groups, U3A, WI etc so the exhibition needs to be laid out in such a way as to ease movement around the panels when we have large groups wanting to visit it at the same time

7.9. Overseas visitors

The text of the exhibition needs to be readable by those with English as a second language and we would like to present some of the information in audio format for these visitors in French, Spanish, German, Italian as these are the home countries of the majority of non-English speaking overseas visitors (Most are Australian, American or Canadian) Depending upon cost Chinese and Japanese could also be considered as these are growing overseas markets for Wales.

7.10. Visitors with disabilities

Provision for visitors with disabilities need to include those with learning, hearing, visual and mobility impairment. Access to any external panels and interactives will need to be wheelchair accessible. The cost of placing suitable ground surface adjacent to the external lectern panels does not form part of this contract.

As the Manor will now have much greater physical access due to the access improvements being introduced we expect and will be encouraging much greater with the Manor by visitors with disabilities and it is therefore important that the exhibition and interpretive panels/techniques are inclusive. The design concept needs to reflect the needs of a wide variety of users.

8.0 Contacts for the Project

8.1. Communication, liaison & consultation

Your key contacts will be:

Diane Walker General Manager and Project Leader for ‘Developing the Past’

Llancaiach Fawr Manor, Gelligaer Road, Nelson, Treharris CF46 6ER

e-mail: Walked1@caerphilly.gov.uk Tel: 01443 412248

Louise Griffith, Learning and Interpretation Manager

Llancaiach Fawr Manor, Gelligaer Road, Nelson, Treharris CF46 6ER

e-mail: Griff19@caerphilly.gov.uk Tel: 01443 412248

Sean Stevenson. HLF Development and Outreach Officer for ‘Developing the Past’

Llancaiach Fawr Manor, Gelligaer Road, Nelson, Treharris, CF46 6ER

Tel: 01443 412248

Joanne Morling, Senior Design Technician, Building Consultancy,

Caerphilly County Borough Council, Ty Penallta, Tredomen Park, Ystrad Mynach, Hengoed CF82 7WF

e-mail: morlij@caerphilly.gov.uk Tel: 01495 235592

Ruth Taylor Davies, Interpretative Advisor. Letha Consultancy Ltd.

26 Heol y Parc, Hendy, SA4 0XF

e-mail: lethaconsultancy@gmail.com Tel: 07862 218066

8.2. You will hold monthly progress meetings with the Project Team and the Learning and Participation panel. In addition you will meet with these teams at key stages of the Project to develop the exhibition design from concept to schematic design, through to detailed design.

8.3 You will also communicate, liaise and consult with other key stakeholders, such as the Council's Property Division and ICT Department and the Heritage Lottery Fund.

8.4 You will attend a ‘Visioning Workshop’ to develop the exhibition design. There will be one ‘visioning workshop’ with the key members of the project team (6) and stakeholder members of the wider project team- mainly history specialists- the aim is to agree the look and ‘feel’ of the exhibition at an early stage in the design process

8.5 Text development and translation will be provided by the Client.

8.6 The Client will be responsible for procurement of images and image license payments.

8.7 The Client will be responsible for preparing transcripts of archive material.

8.8 The Client will source actors for film and audio content.

8.9 The Principal Designer post tender will be the Contractor.

9.0 Programme - Indicative Dates:

- Tender Return Date – 9th September 2016
- Interview – 27th September 2016
- Award Contract – 30th September 2016
- Visioning Meeting – 11th October 2016
- Draft Design Presentation – 22nd November 2016
- Design Review & Sign off – 20th December 2016
- Installation – 20th March 2017 to 14th April 2017

Appendix A

Drawings of the Visitor Centre

Drawing List:

4238 A101 Site Location

4238 A104 Proposed Site Layout

4238 A103 Exhibition Zone Layout

4238 A104 Zone Views Sheet 1 of 2

4238 A105 Zone Views sheet 2 of 2

4238 A106 Zone Elevations sheet 1 of 4

4238 A106 Zone Elevations sheet 2 of 4

4238 A106 Zone Elevations sheet 3 of 4

4238 A106 Zone Elevations sheet 4 of 4

Appendix B

Images of Llancaiaach Fawr Manor







Appendix C

Images of the interpretation of Llancaiach Fawr Manor through Live, Costumed Interpretation



