

# REGENERATION AND NEIGHBOURHOODS PORTFOLIO DECISION SCHEDULE



26 October 2012

at 10.00 am

in Committee Room C, Civic Centre, Hartlepool

The Mayor, Stuart Drummond, Cabinet Member responsible for Regeneration and Neighbourhoods will consider the following items.

## 1. KEY DECISIONS

- 1.1 Additional Highway Maintenance Schemes 2012-13 – *(Assistant Director, Transportation and Engineering)*

## 2. OTHER ITEMS REQUIRING DECISION

- 2.1 Davison Drive – Local Safety Scheme – *Assistant Director (Transportation and Engineering)*
- 2.2 Key Vacant Building Grant Process – *Assistant Director (Regeneration and Planning)*
- 2.3 Retail Revival Strategy Brief – *Assistant Director (Regeneration and Planning)*

## 3. ITEMS FOR INFORMATION

No items

## 4. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS

No items



**REGENERATION & NEIGHBOURHOODS  
PORTFOLIO**

**26<sup>th</sup> October 2012**



**Report of:** Assistant Director (Transportation and Engineering)

**Subject:** ADDITIONAL HIGHWAY MAINTENANCE SCHEMES  
2012-13

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**1. TYPE OF DECISION/APPLICABLE CATEGORY**

1.1 Key Decision (test (i) & (ii) apply) - Forward Plan Reference No. RN 24/12

**2. PURPOSE OF REPORT**

2.1 To seek approval for additional highway maintenance schemes funded from under spend in the Local Transport Plan Structural Maintenance capital budget.

**3. BACKGROUND**

3.1 On 27<sup>th</sup> April 2012 approval was granted by the Transport and Neighbourhoods Portfolio Holder for the Five- year Highway Maintenance Plan.

3.2 The resurfacing schemes that were identified as being in year 1 have now been completed and a rationalisation of the remaining budget undertaken, which has identified an under spend.

3.3 As needs to be the case with works of this nature the original estimates contained substantial contingencies, which have not been needed in their entirety.

3.4 Under spends from 2011-12 have also been identified, through similar reasons, which have been added to the total budget available for the additional works.

3.5 In order to provide a two year protection from public utility works (other than emergencies) a three month notice has to be given to them before the works are carried out. This being the case and given the forthcoming winter period it is anticipated that the works will commence in February/March of 2013 if approved.

#### 4. PROPOSALS

- 4.1 The 5 year programme has been developed through analysis of condition survey results, which are undertaken by specialist contractors on an annual basis, and feedback from Members and the Neighbourhood Forums
- 4.2 In general the proposed schemes have been selected from Year 2 of the current 5 year programme with the exception of the following:
- Stockton Road- The section of Stockton Road between Owton Manor Lane and Truro Drive (Southbound) has been identified as requiring urgent structural repair as defective concrete foundations are resulting in vibrations to nearby properties.
  - Taybrooke and Swalebrooke Avenue- Due to recent deterioration of the carriageway and the proximity to Kingsley School, Taybrooke Avenue has been brought forward in the programme. As Swalebrooke Avenue leads as a feeder road to Taybrooke (and subsequently the school) this has also been brought forward from the same year.
  - Waldon Street/Villiers Street Footway- Although the footpath in this area was not considered dangerous the developer of the new shopping units has agreed to contribute to the upgrading of the footways adjacent to the units in order to both reduce the possibility of damage to existing flagged surfaces and to improve the amenity of the area in general.
- 4.3 The full list of proposed schemes is detailed in the table below.

Street	WARD	Location
Bellasis Grove	Hart	Rear of No. 1 to Rear No. 5
Glaisdale Grove	Seaton	Full Length
Hutone Place	De Bruce	Lazenby Road to Stub End
Martin Grove	Foggy Furze	Full Length
Kyle Avenue	Foggy Furze	Full Length
Hardwick Court	Rural West	Full Length
Comrie Road	Fens + Rossmere	Caithness Road to Cairn Road
Valley Close	Rural West	Full Length
Taybrooke Avenue	Foggy Furze	Full Length
Swalebrooke Avenue	Foggy Furze	Full Length
Waldon Street/Villiers Street	Headland & Harbour	Adjacent to new Development
Stockton Road	Fens and Rossmere	Owton Manor Lane- Truro Drive (Southbound)

#### 5. FINANCIAL CONSIDERATIONS

- 5.1 The total budget available for the additional works is £430,000.
- 5.2 In order to avoid overspend contingencies have been included in the estimates.

**6. EQUALITY AND DIVERSITY CONSIDERATIONS**

6.1 There are no Equality and Diversity considerations.

**7. SECTION 17 OF THE CRIME AND DISORDER ACT 1998 CONSIDERATIONS**

7.1 There are no Section 17 Implications.

**8. RECOMMENDATIONS**

8.1 That the additional highway maintenance works identified in section 4.3 are approved.

**9. REASONS FOR RECOMMENDATIONS**

9.1 To utilise available Local Transport Plan Structural Maintenance capital funding to repair those roads that have been prioritised in the 5-year programme and through subsequent analysis.

**10. APPENDICES AVAILABLE ON REQUEST, IN THE MEMBERS LIBRARY AND ON-LINE**

**11. BACKGROUND PAPERS**

11.1 There are no background papers.

**12. CONTACT OFFICER**

Alastair Smith  
Assistant Director (Transportation and Engineering)  
Regeneration and Neighbourhoods Department  
Hartlepool Borough Council

Telephone Number: (01429) 523802  
Email: [alastair.smith@hartlepool.gov.uk](mailto:alastair.smith@hartlepool.gov.uk)

# **REGENERATION AND NEIGHBOURHOODS PORTFOLIO**

Report to Portfolio Holder  
26<sup>th</sup> October 2012



**Report of:** Assistant Director (Transportation and Engineering)

**Subject:** DAVISON DRIVE - LOCAL SAFETY SCHEME

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## **1. TYPE OF DECISION/APPLICABLE CATEGORY**

1.1 Non Key Decision.

## **2. PURPOSE OF REPORT**

2.1 To seek approval to implement traffic calming measures on Davison Drive and extend the existing 20mph speed limit to cover the full length of Davison Drive.

## **3. BACKGROUND**

3.1 Following a recent road traffic accident involving a child pedestrian, residents of Davison Drive have submitted an 81 name petition requesting traffic calming, see letter below.

15<sup>th</sup> May 2012

Dear Sirs,

As residents of Davison Drive, we are having to tolerate an increasing amount of speeding traffic along an already busy road. Davison Drive is on a bus route and the entrance to the West View Primary School is also on this road. As you can imagine, it can become extremely busy, especially at school drop-off and pick-up times. There is also a parade of shops with a steady stream of customers and delivery vans/wagons. People also use Davison Drive as a shortcut in order to get from West View Road to Warren Road/Winterbottom Avenue more quickly. The sheer volume and speed of traffic at times makes us all feel as though a road collision/fatality is waiting to happen.

There has already been an incident which occurred on approximately 18<sup>th</sup> December 2010 when a speeding driver crashed into a neighbour's property (see photograph attached). And almost inevitably, on Friday 13<sup>th</sup> April 2012, a six year old boy was knocked down by a hit-and-run driver and left for dead. Fortunately he survived. The next person may not be so lucky.

Therefore we would be extremely grateful if Housing Hartlepool/Hartlepool Borough Council would look into the possibility of installing speed bumps along our stretch of Davison Drive, in order to reduce speeding and avoid any further accidents.

On a separate issue, we would also very much appreciate it if Housing Hartlepool/Hartlepool Borough Council would investigate the possibility of erecting walls/fencing outside the front of our properties. This would be to try and prevent the increasing amounts of dog fouling and litter accumulating in our front gardens.

Hopefully, it would also act as a very visual barrier and indicate to people that these are in fact our gardens and not merely an extension of the pavement for everyone to walk across. By erecting walls/fences, it would also bring our properties into line with the new housing developments on Warren Road, Easington Road and Belle Vue, which all have walls to the front of their gardens.

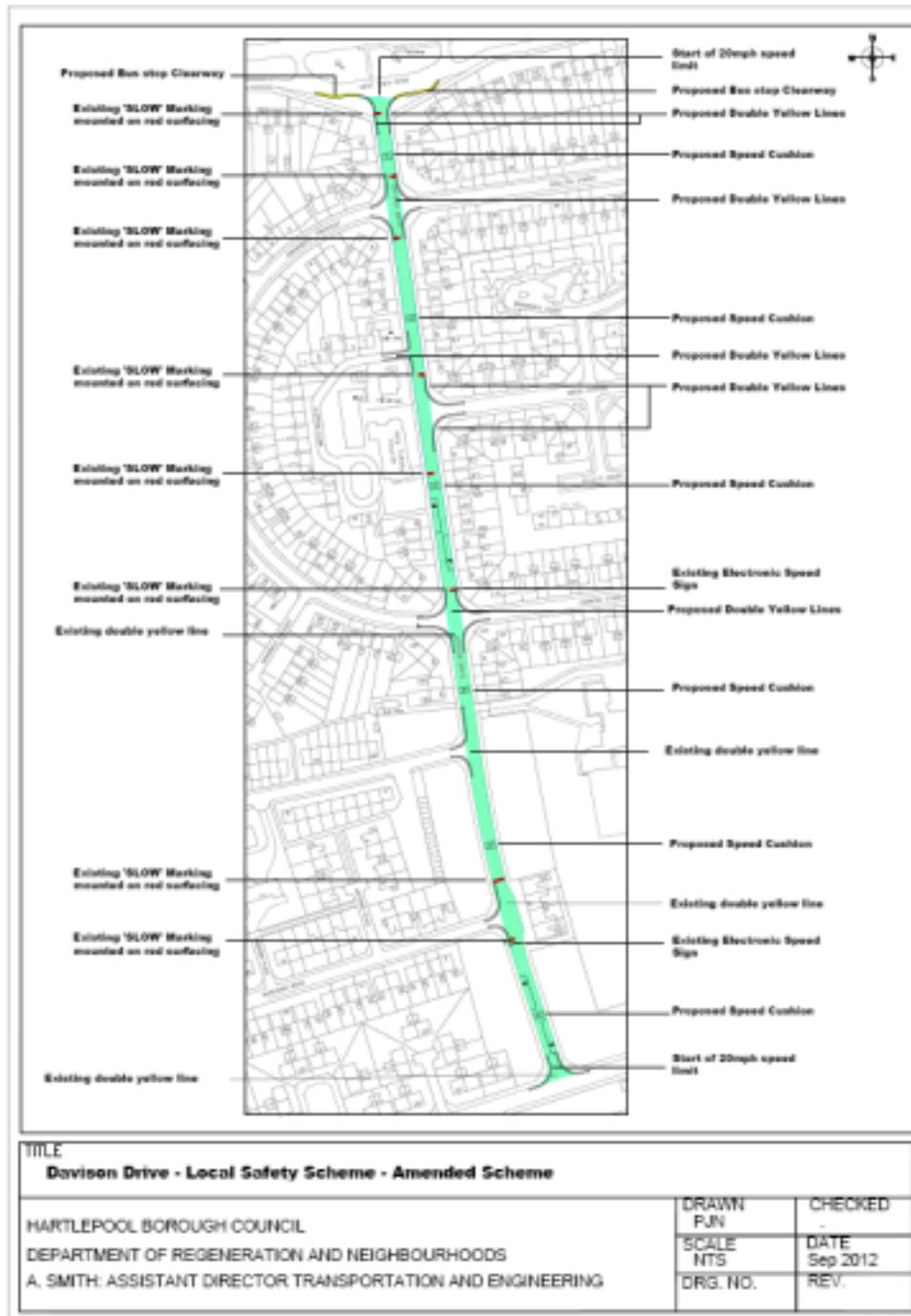
Thank you for taking the time to read and consider this letter and petition.

Yours faithfully

cc Ian Wright – MP

- 3.2 In the past a number of attempts have been made to address road safety concerns on Davison Drive. These have included the provision of 'SLOW' markings mounted on red surfacing at various points along the road. Most recently in 2010 a 20 mph speed limit was introduced on the section between Carrick Street and Warren Road. Electronic speed signs were included as part of this scheme and are still in operation.
- 3.3 A speed survey was carried out prior to the implementation of the existing 20mph speed limit, and average and 85<sup>th</sup> percentile speeds of 26mph and 29mph were recorded respectively. A recent survey carried out in the same location recorded average and 85<sup>th</sup> percentile speeds of 22mph and 26mph. Although this shows a decrease in recorded speeds, the recorded speeds are still above the 20mph speed limit.
- 3.4 Other than the recent child pedestrian accident, there have been no further injury accidents on Davison Drive in the past 3 years. There was another child pedestrian accident recorded 5 years ago. This was in the section of road now covered by the 20mph speed limit.

4.1 It is proposed to implement a series of 6 of speed cushions on the road. These are road humps which allow emergency service vehicles and buses to straddle the cushions and travel along the road unimpeded, please see below proposal. The cushions will cover the full extent of Davison Drive and should help reduce average traffic speed to around 20mph.



4.2 It is also proposed to extend the existing 20 mph speed limit to cover the full extent of Davison Drive.

- 4.3 Additional vehicle activated signs are to be provided, and these will be funded from the ward members budget.

## **5. CONSULTATION**

- 5.1 Initially, a public meeting was held with residents to discuss various traffic calming options. Following this meeting a letter and plan were delivered to all residents and ward members showing the preferred option. 29 replies were received of which 26 were in favour of the proposals and 3 against. None of the respondents expressed any specific reason for their objection. A further public meeting was held where a discussion took place over extending the existing 20mph speed limit to cover the full extent of Davison Drive. This was considered acceptable and has been included in the final proposals.
- 5.2 The emergency services have also been consulted with regards to the proposed traffic calming and speed limit proposals, and have no objections to the scheme.

## **6. FINANCIAL CONSIDERATIONS**

- 6.1 It is estimated that the proposals will cost £16,000 and will be funded through existing traffic & transportation budgets.

## **7. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 7.1 There are no equality or diversity implications.

## **8. SECTION 17 OF THE CRIME AND DISORDER ACT 1998 CONSIDERATIONS**

- 8.1 There are no Section 17 Implications

## **9. RECOMMENDATIONS**

- 9.1 The Portfolio Holder approves the implementation of the scheme as detailed in section 4 of the report.

## **10. REASONS FOR RECOMMENDATIONS**

- 10.1 This scheme is considered the best way forward in reducing traffic speeds to an acceptable level and improving road safety on Davison Drive, and has received extensive support from both residents and ward councillors.



**11. APPENDICES AVAILABLE ON REQUEST, IN THE MEMBERS LIBRARY AND ON-LINE**

**12. BACKGROUND PAPERS**

12.1 There are no background papers.

**13. CONTACT OFFICER**

Alastair Smith (Assistant Director)  
Regeneration & Neighbourhoods (Transportation & Engineering)  
Hartlepool Borough Council  
Civic Centre  
Hartlepool  
TS24 8AY

Telephone: 01429 523802  
E-mail: [alastair.smith@hartlepool.gov.uk](mailto:alastair.smith@hartlepool.gov.uk)





**REGENERATION & NEIGHBOURHOODS  
PORTFOLIO  
26<sup>th</sup> October 2012**



**Report of:** Assistant Director (Regeneration and Planning)

**Subject:** KEY VACANT BUILDING GRANT PROCESS

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**1. TYPE OF DECISION/APPLICABLE CATEGORY**

Non Key Decision

**2. PURPOSE OF REPORT**

- 2.1 The purpose of the report is to seek approval from the Portfolio Holder to revise the application process for the Key Vacant Buildings Grant scheme so that Hartlepool Borough Council has the opportunity to quote for the grant works.

**3. BACKGROUND**

- 3.1 The Key Vacant Building Grant scheme offers grant assistance of up to 60% of eligible improvement costs up to a maximum threshold of £15,000 to help building owners bring vacant properties back into use. The grant funding is provided by the Council.
- 3.2 The aim of this grant scheme is to address key empty buildings within Hartlepool by providing the opportunity for owners to undertake significant improvements to their property that will result in buildings being brought back into use. The scheme is primarily focused on the Town Centre and the Southern Business Zone.
- 3.3 The grant scheme has been extremely successful in helping to bring vacant buildings back into use whilst leveraging match funding from building owners and attracting additional businesses into the area. Five vacant buildings on York Road have been supported with grant assistance since 2011/12 which has resulted in the buildings being brought back into a productive use. This is important given that Hartlepool has been highlighted as the fourth worst performing medium sized centre in the Country, with a vacancy rate of 28.8% (Local Data Company).

- 3.4 Given the large funding cuts that the Council is currently experiencing it is important to look for new forms of income generation, therefore a change to the grant process is being proposed. The changes will afford the opportunity for the Council to quote for works where previously they have not.
- 3.5 The Key Vacant Building grants will be targeted at areas where there is a high concentration of vacant shops. The areas that will be prioritised include York Road to the North of Victoria Road and Titan House where the vacant units detract from the surrounding area, which has seen significant investment over recent years.

#### **4. PROPOSALS**

- 4.1 The grant process currently involves the applicant obtaining three independent quotations against a schedule that officers from the Economic Regeneration Team prepare. The applicant is free to get quotations from any contractor. Hartlepool Borough Council (HBC) do not make any recommendations of which contractor the applicant can select. Checks are made to ensure that the contractor and the quotes are legitimate. The quotes are also assessed by the HBC Quantity Surveyor to ensure value for money. The grant is based on the lowest quotation although the applicant is free to choose whichever contractor they wish to complete the works.
- 4.2 The works must be completed to an acceptable standard before grant is paid out upon completion of the works, however, the responsibility for ensuring the appropriate quality of installation is a matter between the grant recipient and the contractor. This means that HBC are not involved in any disputes between the contractor and the applicant and HBC do not have any legal responsibility under the Construction (Design and Management) Regulations 2007 (CDM2007). The offer letter stipulates that the applicant has a requirement to appoint competent people to design and/or carry out the work and to ensure that suitable management arrangements are in place. Information is provided to the applicant which explains the relevant Health and Safety requirements.
- 4.3 It is proposed to change the grant process to a model similar to the Disabled Facilities Grant Scheme whereby the Housing Team obtain quotes through the NEPO Portal using the quick quotes method. The Facilities Management Team are given the opportunity to quote along with external contractors and the most competitive quotation wins the contract.
- 4.4 For the Key Vacant Buildings Grant Scheme it is recommended to use the quick quotes system to obtain three quotations for the works including one from the Council. An itemised schedule would be compiled with the applicant so that comparable quotations can be obtained. If the applicant wishes to get someone to quote for the works that they have previously used they would have to register them on the system, if they were not already registered. The grant would be based on the lowest quotation and the applicant would be free to choose whichever contractor they wish to complete the works.

- 4.5 It is important for the applicant to continue to select the contractor given that the applicant is providing a minimum of 25% funding towards the costs. This also removes HBC from any potential disputes between the contractor and the applicant as officers are not involved in the selection process. This also removes HBC from any legal responsibilities under the CDM regulations 2007 as we would not be the client or directly involved in the works.
- 4.6 The advantage of sourcing quotations through the quick quotes system is that it provides the opportunity for the Council to submit a quotation using a system that has a clear audit trail for transparency. The applicants therefore cannot question the fairness of the system. It also allows officers to obtain quotations faster, as the quick quotes system provides the opportunity to set deadlines for responses.

## **5. FINANCIAL CONSIDERATIONS AND RISK**

- 5.1 The changes to the grant process do not result in any risk to the Council as the applicant remains responsible for the selection process and for ensuring that the works are completed to an acceptable standard.
- 5.2 If the Council is successful in gaining work through the Key Vacant Building Grant scheme the works will be managed through the Council's existing management arrangements. The Council would become responsible under the CDM regulations.
- 5.3 There is a risk that the Council may spend time and resources quoting for works that do not result in them being awarded a contract, however the changes to the grant process provide the opportunity for the Council to win contracts which they previously did not have the opportunity to win.

## **6. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 6.1 There are no equality or diversity implications.

## **7. SECTION 17**

- 7.1 Bringing empty buildings back into use will reduce the opportunity for crime and anti-social behaviour.

## **8. RECOMMENDATIONS**

- 8.1 The Regeneration and Neighbourhoods Portfolio Holder is requested to approve the changes to the Key Vacant Buildings Grant process to provide the opportunity for Hartlepool Borough Council to quote for the works.

**10. APPENDICES AVAILABLE ON REQUEST, IN THE MEMBERS LIBRARY AND ON-LINE**

8.1 There are no appendices.

**11. BACKGROUND PAPERS**

11.1 Regeneration, Economic Development and Skills Portfolio, 16<sup>th</sup> January 2012- Grants for Key Vacant Buildings Update.

**12. CONTACT OFFICER**

Damien Wilson  
Assistant Director (Regeneration and Planning)  
Level 3  
Civic Centre  
Hartlepool  
TS24 8AY

Tel: (01429) 523400

E-mail: [damien.wilson@hartlepool.gov.uk](mailto:damien.wilson@hartlepool.gov.uk)

**REGENERATION & NEIGHBOURHOODS  
PORTFOLIO  
26<sup>th</sup> October 2012**



**Report of:** Assistant Director (Regeneration and Planning)

**Subject:** RETAIL REVIVAL STRATEGY BRIEF

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**1. TYPE OF DECISION/APPLICABLE CATEGORY**

Non Key Decision

**2. PURPOSE OF REPORT**

- 2.1 The purpose of the report is to seek approval from the Portfolio Holder to develop a Retail Revival Strategy for Hartlepool. The Portfolio Holder is also requested to approve the brief and funding for the development of the strategy.

**3. BACKGROUND**

- 3.1 The Regeneration and Neighbourhoods Portfolio Holder approved the preparation of a brief for a Retail Revival Strategy on the 24<sup>th</sup> August 2012. The brief (See **Appendix 1**) sets out the objectives of the feasibility work and outlines a number of tasks to be completed during the development of the study.
- 3.2 The development of a Retail Revival Strategy is proposed given the significant challenges that the town centre is facing and the growing number of vacant shops. As reported to the Portfolio Holder on the 28<sup>th</sup> September 2012 the scale of the challenge facing Hartlepool can be highlighted by the fact that the town centre has been highlighted as the fourth worst performing medium sized centre in the country with a vacancy rate of 28.8% (Local Data Company). A long-term strategy is therefore required to ensure that investment is correctly targeted at measures that will create a successful and sustainable town centre.
- 3.3 The continuing economic downturn and lack of consumer spending power is partly responsible for the poor performance of the town centre, however it is equally important to ensure that every effort is made to improve the town centre and create a retail offer that attracts people.



- 3.4 The Retail Revival Strategy will provide a comprehensive strategy and action plan to improve retail opportunities in the town. The brief sets out a number of specific tasks that will form the basis of the study.
- 3.5 Comprehensive survey work will form a key element of the strategy. It is important that the views of residents, businesses and town centre users are used to help shape the action plan.
- 3.6 Specialist retail analysis will examine the short, medium and long term capacity for retail development and how this is impacting upon the performance of existing retailers. The results will be used to determine a suitable strategy to manage retail development in the town whilst protecting the town centre. The impact of surrounding retail locations such as Dalton Park, Teesside Park and the surrounding town centres will be examined. Options will be explored to see if it is possible to reduce the leakage of retail spend out of the town. Reducing the amount of consumer spend that's lost to surrounding locations will greatly improve the viability of the town centre. The town centre research from the 2009 Retail Strategy will also be updated.
- 3.7 The Retail Revival Strategy will examine the suitability of existing retail space and how this compares to the needs of modern retailers. It is important that an adequate supply of appropriate space is available to attract target retailers to the town. The suitability of existing space, footfall and the demographics of an area are key factors that retailers examine when determining whether to move to an area. A number of retailers who could add to the retail offer of the town centre will be identified and approached.
- 3.8 A number of scenarios will be examined to help determine the most effective and sustainable methods to improve the town centre. Options could include letting the market decide the future of the town centre or the need for additional intervention and investment.
- 3.9 A vision and action plan will be prepared with a number of short, medium and long term actions that the Council and partners should work towards. A long term aspirational vision for the town centre will also be produced. It is estimated that the Retail Revival Strategy will take approximately 6 months to complete.

#### **4. FINANCIAL IMPLICATIONS AND RISK:**

- 4.1 It is proposed to complete as many as the actions as possible in-house however specialist external input will be required. It has been estimated that this will cost a maximum of £30k. Funding opportunities are currently being explored for the production of the strategy.
- 4.2 There is a risk that the strategy will recommend actions that can not be funded within the short-medium term given the current financial constraints, however it is important to develop a comprehensive strategy that can be

implemented as and when funding becomes available. The strategy will also help to attract private sector investment into the town centre.

## **5. EQUALITY AND DIVERSITY CONSIDERATIONS**

5.1 There are no equality or diversity implications.

## **6. SECTION 17**

6.1 The recommendations of the strategy could result in fewer vacant shops reducing the opportunity for crime and anti-social behaviour.

## **7. RECOMMENDATIONS**

7.1 The Regeneration and Neighbourhoods Portfolio Report is requested to:

- Endorse the brief for the Retail Revival Strategy.
- Approve the production of a Retail Revival Strategy for Hartlepool.
- Recommend that officers identify and secure funding for the production of the strategy and report back to the Portfolio Holder for information once this has been achieved.

## **8. APPENDICES AVAILABLE ON REQUEST, IN THE MEMBERS LIBRARY AND ON-LINE**

8.1 **Appendix 1** - Retail Revival Strategy Brief

## **9. BACKGROUND PAPERS**

9.1 There are no background papers.

## **8. CONTACT OFFICER**

Damien Wilson  
Assistant Director (Regeneration and Planning)  
Level 3  
Civic Centre  
Hartlepool  
TS24 8AY  
Tel: (01429) 523400  
E-mail: [damien.wilson@hartlepool.gov.uk](mailto:damien.wilson@hartlepool.gov.uk)

## APPENDIX 1- RETAIL REVIVAL STRATEGY BRIEF



# Hartlepool- Retail Revival Strategy Brief



**October 2012**

## 1. **Background**

- 1.1 Hartlepool Borough Council is inviting tenders for the production of a Retail Revival Strategy for Hartlepool.
- 1.2 The Retail Revival Strategy will set out a comprehensive strategy and action plan for improving retail opportunities in the town. The strategy should identify the main issues with the town centre and gaps in the retail market and identify how these can be addressed. The strategy will set out an action plan in the short, medium and long term for creating a retail offer that will attract people to the town centre. A long term aspirational vision for the town centre is also required.
- 1.3 Hartlepool has a relatively self contained town centre which incorporates Middleton Grange Shopping Centre, the third largest covered retail area in the North East, York Road, the historic Church Street area and parts of the Marina (including Asda). The area is considered to be the main shopping, commercial and social centre of Hartlepool. The submitted Local Plan proposes to expand the town centre to include the Mill House area of Hartlepool.
- 1.4 The Town Centre performs the role of a Major District Centre (as defined by Management Horizons) with a total catchment area of approximately 84,000 (PROMIS, May 2009).
- 1.5 Hartlepool has recently been highlighted as the fourth worst performing medium sized centre in the country, with a vacancy rate of 28.8%, (Local Data Company). There are an increasing number of vacancies in shopping centre and the primary retail area although BHS has recently opened a new anchor store within the Middleton Grange Shopping Centre.
- 1.6 The Town's retail offer is currently fragmented with an extensive 'out of town' offer. This undermines the role of the town centre and in turn undermines the confidence of the town centre investors. Retailer representation, although largely limited to middle order retailers, has a mix of national multiples and smaller independent retailers.
- 1.7 Middleton Grange Shopping Centre is the key retailing area for the town, however its external appearance is of poor quality, particularly given its prominent location and gateway status adjacent to Stockton Street. Integration between Middleton Grange Shopping Centre and the rest of the town centre is poor. The Centre turns its back on the surrounding streets providing unsightly views of the shopping centre.
- 1.8 York Road forms the main shopping area away from Middleton Grange Shopping Centre where many of the banks and services not found in Middleton Grange are located. The uses along Church Street are dominated by a mixture of offices, public houses and restaurants with very few retail uses. The vitality of Church Street is low during the day. Hartlepool's Transport Interchange is located in Church Street with direct rail services to London Kings Cross.



## **2. Objectives of the Feasibility Work**

2.1 The purpose of the Retail Revival Strategy is to produce a comprehensive strategy and action plan for improving retail opportunities in the Hartlepool.

2.2 Specific tasks include:

- Survey businesses, households, and town centre users.
- Provide a commentary on the future of retailing in Hartlepool.
- Provide an analysis of shopping patterns in the town and the impact of surrounding centres and retail parks.
- Complete a retail capacity modelling exercise.
- Complete a town centre healthcheck.
- Examine the suitability of existing retail space.
- Identify ways to reduce the leakage of expenditure out of Hartlepool Town Centre.
- Identify retailers to target who would improve the retail offer of the town centre.
- Engage potential retailers.
- Examine the demand for retail in Hartlepool.
- Provide an action plan and vision with short, medium and long term actions.
- Complete scenario testing for the future of retailing in the town centre.

- Engage key land owners about their aspirations for the future.
- Provide recommendations that could be included within the Central Area Supplementary Planning Document.
- Explore the potential of a Business Improvement District.
- Update the recommendations in the 2009 Hartlepool Retail Study. (Drivers Jonas)
- Explore funding and delivery mechanisms for the action plan.
- Explore ways to address the issues with Middleton Grange Shopping Centre.

### **3. Submission Requirements and Fees**

#### **3.1 Each submission should contain:**

- A methodology statement and work programme with milestone dates identifying the overall approach to the production of the feasibility work.
- Detailed costs for completing the work including an indication of your team including a clearly identified project manager (and details of any sub-contractors) including named staffed members, their experience, hourly rates and each individual's staff hours to be spent on each element of the study;
- Detailed proposals for reporting to the client management group to review progress.
- Consultant teams are requested to fill out the fee schedule attached to this brief.

#### **3.2 Fee budget should not exceed £30,000 excluding VAT.**

Tenders must be sent to:

Rob Smith  
Department of Regeneration and Neighbourhoods  
Urban and Planning Policy  
Bryan Hanson House  
Hanson Square  
Hartlepool  
TS24 7BT

Offers must be received by: 6<sup>th</sup> December 2012

### **4. Evaluation of tenders:**

- 4.1 The selection of a consultant will be undertaken by the project management group; on the basis of a quality (70%) and price (30%) assessment.
- 4.2 Ability to meet requirements – as evidenced by a demonstrable understanding of the brief and evidence of previous experience;

## 5. **Timetable**

5.1 The timetable for selection of consultants will be as follows:

- Issue tender brief – 5<sup>th</sup> November 2012
- Submission deadline – 6<sup>th</sup> December 2012
- Interviews – 13<sup>th</sup> December 2012
- Appointment – 17<sup>th</sup> December 2012

5.2 We anticipate that the study will be completed within 6 months of commission.

## 6. **The Client**

**Name:** Economic Development Division, Hartlepool Borough Council, Bryan Hanson House, Hartlepool, TS24 7BT

**Contact:** Antony Steinberg, Economic Development Manager

**Tel:** 01429 523503

**Email:** antony.steinberg@hartlepool.gov.uk

## 7. **Terms and Conditions**

7.1 It is the responsibility of tenderers to obtain for themselves at their own expense all information necessary for the preparation of their tenders and the tenderers must satisfy themselves that the requirements of the contract are fully understood.

7.2 Information supplied to tenderers by any representatives of Hartlepool Borough Council or contained in the publications supplied to or obtained by the tenderer is supplied only for general guidance in the preparation of the tender. Tenderers must satisfy themselves by their own investigations with regard to the accuracy of any such information and no responsibility is accepted by Hartlepool Borough Council for any loss or damage of whatever kind and howsoever caused arising from, or in consequence of, the use by tenderers of such information.

7.3 All prices contained within the tenderer's submission shall be priced in pounds and decimal parts of a pound and shall be restricted to two decimal places by rounding. All prices must be quoted exclusive of VAT.

7.4 A tender may be rejected if it is in any way conditional.

7.5 The Contract shall be subject to the Contract Procedure Rules / Standing Orders of Hartlepool Borough Council current at the date of the Contract, a copy of which may be seen by arrangement.

- 7.6 Any tenderer who directly or indirectly canvasses any Member or Officer of Hartlepool Borough Council concerning the award of the contract or who directly or indirectly obtains or attempts to obtain information from any such Member or Officer concerning any other tender or proposed tender for the services is liable to be disqualified. Tenderers are required to complete the Canvassing Certificate attached.
- 7.7 Hartlepool Borough Council is not bound to accept the lowest or any tender.
- 7.8 Tenderers are required to keep tenders valid for acceptance for a period of 21 days from the date of tender.
- 7.9 The copyright of the work produced as a result of this commission shall be vested in the client. All research papers; reports, proposals and illustrative material will be passed to the client together with the copyright on all documents and illustrations. The client will make due acknowledgement to the consultants in any publication of the study.

## **8. Contact Point**

Issues in respect of this brief or indeed any other aspects of the project should be addressed to Rob Smith. Contact details are set out below:

Rob Smith  
Senior Regeneration Officer  
Department of Regeneration and Neighbourhoods  
Bryan Hanson House  
Hanson Square  
Hartlepool  
TS24 7BT

e-mail: [rob.smith@hartlepool.gov.uk](mailto:rob.smith@hartlepool.gov.uk)  
Tel: (01429) 523531



## 9. Submitted Local Plan- Town Centre Boundary



**Retail Revival Strategy**

**FEE SCHEDULE**

**Name Of Contracting Organisation (Lead Consultant)**

**Name Of Sub-Consultant (s)**

**INDICATIVE FEE/TIME SCHEDULE**

Name of Team Member	Position/Grade/Qualification	Daily Fee Rate (£)	Number of Days	Total Fee (£)
<b>Sub Total (£)</b>				
Allowance for disbursements/ expenses				
<b>TOTAL FEE (£)</b>				

This fee should be exclusive of VAT

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

In capacity of: \_\_\_\_\_

**CANVASSING CERTIFICATE****WE CERTIFY THAT:**

- 1 We have not canvassed or solicited any Member, Officer or employee of Hartlepool Borough Council in connection with the award of this Tender or any other Tender or proposed award of the Tender for the supply of Goods or Services and that to the best of our knowledge and belief nor has any person employed by us or acting on our behalf has done any such act.
- 2 We further hereby undertake that we will not in the future canvass or solicit any Member, Officer or employee of Hartlepool Borough Council in connection with this Tender or any other Tender or proposed Tender for the supply of Goods or Services and that no person employed by us or acting on our behalf will do any such act.

**IN THIS CERTIFICATE**

- 3 'Person' includes any person or any body or association corporate or incorporate.
- 4 'Any canvassing or soliciting' includes any direct or indirect canvassing or any attempts to obtain information by any means.

Name	
Signature	
Position	
Date	

**NON-COLLUSIVE TENDERING CERTIFICATE**

In recognition of the principle that the essence of tendering is that Hartlepool Borough Council shall receive bona fide competitive tenders from all those tendering.

**WE CERTIFY THAT:**

- 1 The tender submitted herewith is a bona fide tender that is intended to be competitive.
- 2 We have not fixed or adjusted the amount of the tender under or in accordance with any agreement or arrangement with any other person.

3 We have not done and we undertake that we will not do at any time before the hour specified for the return of the tender any of the following acts:

- 3.1 communicate to a person other than the person calling for this tender the amount or approximate amount of the proposed tender (except where the disclosure, in confidence, of the approximate amount of the tender was essential to obtain insurance premium quotations required for the preparation of the tender);
- 3.2 enter into any agreement with any person that they shall refrain from tendering or as to the amount of any tender to be submitted and;
- 3.3 offer to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender any act or thing of the sort described above.

#### IN THIS CERTIFICATE

4 'Person' includes any person or any body or association corporate or incorporate.

5 'Any agreement or arrangement' includes any transaction of the sort described above, formal or informal and whether legally binding or not.

Name	
Signature	
Position	
Date	