



## Policy and Resources Committee - 19 April 2010

### Funding for Raunds Master Planning

#### Summary

This report seeks authority to accept and spend the £50,000 grant from the Homes and Communities Agency for the Raunds Master Planning consultation

#### Attachment(s)

Annex 1 Detailed brief for Raunds Master Planning

#### 1.0 Introduction

1.1 On 19 February 2010 the Council was informed by the Homes and Communities Agency (HCA) that it had been successful in the bid it had made to the Rural Master Planning Fund. The funding is from the Communities and Local Government and Environment and Rural Affairs Departments. The bid was to undertake a master planning consultation in Raunds along the same lines as the Enquiry By Design undertaken recently in Rushden.

1.2 At the time of the announcement, the programme arrangements were that a more detailed brief for the work would be put together using the HCA template, that a consultant would be chosen from the HCA approved list and that the funding would be retained by the HCA and that organisation would be the “authorised organisation” in terms of payment of invoices.

#### 2.0 Discussion

2.1 The Council has now been approached by the HCA with a possible alternative approach to the payment of the funding. The HCA has suggested that the funding (£50K) would be transferred to the Council and that the Council become the authorised authority for the payment of the invoices. This would enable the full amount of the grant to be used for the payment of fees (with VAT being refundable) and thus be better value for money than if the HCA handle payment of fees (VAT non refundable). This would enable the full amount of the grant to be spent on the consultation process and the evidence gathering.

2.2 The notification was received after the Council finalised its budgets and is therefore, in essence, extra money.

2.3 There is an advantage therefore to the Council if the money were transferred that more work could be undertaken for the grant and that this would have a positive benefit to the community of Raunds and also enable some of the 4 Towns Plan evidence gathering to be done as part of the work. It is therefore suggested that, should the CLG agree to the HCA transferring the funding, that the Council should accept the funds and become the authorised organisation. The Committee is also asked to authorise the expenditure of the money on the Raunds Master Planning consultation process.

2.4 The detailed brief for the work has now been prepared by officers using the HCA template and this is attached for information to this report as Annex 1. It is based on the proposal in the bid document and includes the standard approach by the HCA to this type of work. The brief will be sent out to companies on the HCA approved list and quotations sought for the work. These quotations will then be assessed against the

scoring mechanism set out in the brief and the successful company appointed to undertake the work.

2.5 The brief sets out the work to be undertaken and the likely timescales to be met. It is anticipated that the master planning work will be done in June 2010 and will be a similar process to the work undertaken for Rushden recently through the Enquiry by Design process. One of the most important aspects of the work will be the involvement of the various sectors of the local community. District and Town council members will be invited to participate throughout the process

### 3.0 Recommendation

3.1 It is recommended that –

- (a) the transfer of the £50,000 grant from the HCA (should it be offered) be approved;
- (b) a budget of £50,000 be approved for the Raunds Master Planning consultation work which is to be funded from the grant, and as per the attached brief.

<b>Implications:</b>	
<b>Corporate Outcomes or Other Policy/Priority/Strategy</b>	
Good Quality of Life	<input checked="" type="checkbox"/> Good Reputation <input type="checkbox"/>
Good Value for Money	<input checked="" type="checkbox"/> High Quality Service Delivery <input type="checkbox"/>
Effective Partnership Working	<input checked="" type="checkbox"/> Strong Community Leadership <input checked="" type="checkbox"/>
Effective Management	<input type="checkbox"/> Knowledge of our Customers and Communities <input type="checkbox"/>
Employees and Members with the Right Knowledge, Skills and Behaviours	<input type="checkbox"/>
<b>Other:</b>	<input type="checkbox"/>
Decision(s) would be outside the budget or policy framework and require full Council approval	<input type="checkbox"/>
<b>Financial</b>	There are no financial implications at this stage <input type="checkbox"/>
	There will be financial implications – see paragraph 2.1-2.2 <input checked="" type="checkbox"/>
	There is provision within existing budget <input type="checkbox"/>
	Decisions may give rise to additional expenditure at a later date <input type="checkbox"/>
	Decisions may have potential for income generation <input type="checkbox"/>
<b>Risk Management</b>	An assessment has been carried out and there are no material risks <input checked="" type="checkbox"/>
	Material risks exist and these are recorded at Risk Register Reference - inherent risk score - residual risk score - <input type="checkbox"/>
<b>Staff</b>	There are no additional staffing implications <input checked="" type="checkbox"/>
	Additional staff will be required – see paragraph <input type="checkbox"/>
<b>Equalities and Human Rights</b>	There will be no impact on equality (race, age, gender, disability, religion/belief, sexual orientation) or human rights implications <input checked="" type="checkbox"/>
	There will be an impact on equality (see categories above) or human rights implications – see paragraph <input type="checkbox"/>
<b>Legal</b>	Power: Planning and Compulsory Purchase Act 2004
	Other considerations:
<b>Background Papers:</b> Letter from the HCA 19.02.2010	
<b>Person Originating Report:</b> Elizabeth Wilson, Interim Planning Policy and Conservation Manager	
<b>Date:</b> 07.04.10	

<b>CFO</b>		<b>MO</b>		<b>CX</b>	
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(Committee Report Normal Rev. 21)

## Rural Masterplanning Fund

### Brief for Masterplanning Consultants

### Collaborative Design led Masterplan for Raunds

Issue Date: w/c 5 April 2010

Proposals Return Date: 23 April 2010

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## 1. Introduction

The Matthew Taylor report '*Living Working Countryside*' published in July 2008 suggested a competition for rural authorities wanting to provide growth over an extended period. The Government's response to Matthew Taylor published in March 2009 stated:

*"Authorities who present the most compelling vision for their futures would receive a package of resources, and be given expert support to help develop their vision into workable masterplans for their areas."*

In order to meet this commitment the Government published the Rural Masterplanning Fund Prospectus in November 2009 which identified what specific types of expertise were on offer and how local authorities could bid for this support. 36 local authorities across England were successful in having their projects approved for expert support.

East Northamptonshire Council (ENC) were selected to receive masterplanning expertise for a masterplan for Raunds up to a value of £50k. This brief is for masterplanning consultants to run a collaborative design workshop leading to a masterplan and vision for Raunds and to support East Northamptonshire Council in developing proposals for the town.

The successful consultant will be appointed through the HCA's Masterplanning Panel and fees will be paid directly by the HCA. For the purpose of this project the client group will be ENC and the HCA.

## 2. Background

### 2.1. *Planning Background*

The Government's **Sustainable Communities Plan** identified the Milton Keynes / South Midlands (MKSM) area as one of the 4 growth areas for the south east. A sub regional strategy for the area (covering Northamptonshire, Milton Keynes Aylesbury Vale and Bedfordshire) was prepared. This was then incorporated into the Regional Spatial Strategy for the East Midlands, adopted in 2005, which provides long term, spatial vision for the sub region with guidance on the scale location and timing of development and associated infrastructure.

The **MKSM Sub-regional Strategy** identifies Raunds as a Rural Service Centre, capable of taking development alongside the main urban centres; sub-regional centre and smaller towns.

**North Northamptonshire** is a key component of the MKSM growth area to accommodate 52100 new dwellings between 2001 and 2021 and 43800 new jobs over the same period. The North Northamptonshire has a joint core spatial strategy which sets out the way that growth will be accommodated within the area.

East Northamptonshire is one of the 4 local authorities in the North Northamptonshire area and comprises a number of market towns set within a rural hinterland. The market

towns of Rushden, Higham Ferrers, Irthlingborough, Raunds, Thrapston and Oundle sit along the Nene valley corridor on a south north axis.

**The North Northamptonshire Core Spatial Strategy** identifies Raunds as a Rural Service Centre, which is to be a “*main focal point for infrastructure and development in the rural north east.*” Raunds is highlighted for “*regeneration and diversification*”. It further states that “*Development in the rural north east will be mainly directed to a rural service spine comprising the Rural Service Centres of Oundle, Thrapston and Raunds.*”

**Raunds** has therefore been identified as a priority area, as the town is a focus for significant growth under the MKSM agenda and the Core Spatial Strategy. It is anticipated that up to 900 additional dwellings could be built up to 2021. However, although the geographical focus for this master planning is the market town of Raunds, the town should be seen in the context of being one of the four market towns in the south of East Northamptonshire District highlighted in the North Northamptonshire Core Spatial Strategy for significant growth up to 2021.

The Council is currently starting a **4 Towns site allocations DPD** for the four market towns in the south of the district and as part of this DPD this work on visioning and master planning is required.

The site allocations DPD document has been through the Preferred Options Stage (Raunds Preferred Options document Jan 2007) but due to the time lapse and the feedback from the local community the Council wants to review the vision and strategy for Raunds.

## **2.2. Location**

Raunds is one of the market towns in the south of the East Northamptonshire District. In the Core Spatial strategy (Policy 6) it is earmarked for a Sustainable Urban Extension (SUE) as the method by which growth would be delivered.

Since the start of the North Northamptonshire Core Spatial Strategy period (April 2001), 224 new houses have been completed within the Raunds parish. A further 800 (approx) will need to be delivered by 2021 to implement the growth required by the North Northamptonshire Core Spatial Strategy. This already has (and will continue to have) a huge effect on a small town with a population of just 8,275 (2001 census).

In the Preferred Options Report in Sept 2007 a site to the north east of the town was identified as the preferred location for the SUE. However, there was considerable concern expressed at the time by the local community about the impact of such a development and the likelihood of there being social cohesion issues arising from such scale of development in one location.

In discussion with partners there is now the possibility of reviewing this by master planning for the town as a whole seeking to deliver the essential elements of the sustainable urban extension but on a town wide basis and thus dispersing growth but delivering town wide infrastructure .

### **2.3. Site specific information**

The master planning work is related to the whole of the small market town of Raunds but will be specifically focused on the town centre so that the implications of the development proposed within the Core Spatial strategy can be accommodated to the benefit of the whole of the Raunds.

In the Raunds Preferred Options report in January 2007 a Sustainable Urban Extension (SUE) was identified in the North East quadrant of the settlement. Since that time there has been an application for development in this quadrant (the Northdale End proposal) which is for a portion of this development but is not submitted as phase 1 of the SUE.

In addition ENC has received applications for residential development to the east of the settlement (at Darsdale Farm) and to the west of the settlement (Meadow Lane-Bovis). The former is still an outstanding proposal and the latter was refused on appeal on the grounds of noise impact.

The Council therefore currently has three possible locational choices for the long term development of Raunds. The Preferred Options commitment to the Northdale End proposal was not supported by the Parish Council and the District Council is now reconsidering its position on this matter.

The key issue for the master planning process is to ensure that the development to be accommodated can be integrated into the town and the whole of the town benefit from the infrastructure upgrades and improvements.

There have also been a number of environmental improvements undertaken to the town centre following a health check in 2005.

### **2.4 Progress to date**

The work outlined in this bid will feed directly into the site allocations DPD for the 4 Towns area of East Northamptonshire. The site allocations DPD document has been through the Preferred Options Stage (Raunds Preferred Options document Jan2007) but due to the time lapse and the feedback from the local community as part of the Preferred Options report the Council wants to review the vision and strategy for Raunds.

There has already been considerable consultation (in 2007) and the work through this master planning will enable the DPD to be delivered in a timely fashion. It will also enable further community engagement in the process.



### **3. Purpose of the brief**

#### **3.1. Vision**

The District's market towns form an important aspect of the local economy, physical infrastructure and its social character. However, the local economy has undergone a significant decline with the demise of the traditional shoe and boot industry.

In addition, the local distinctiveness and character of the town is under threat from accelerated growth, and the potential for development within the commensurate need for infrastructure.

The core element of the work required is to engage the local community in the development of a vision for the future of Raunds which builds on its local distinctive advantages, identifies programmes to address its weaknesses and identifies the infrastructure needs by which the town can grow and thrive.

#### **3.2. Objectives**

The Council wants to use the master planning process to undertake a collaborative design workshop with the community to help to:

- build local consensus on the vision for Raunds
- identify a way for the current allocated development to be accommodated
- enable a clear view of the future employment, retail and other services in the town, and
- enable future development opportunities / constraints to be considered.

The latter is to help to respond to the current review of the North Northamptonshire Core Spatial Strategy.

Work is needed to ensure that there is a clear vision and strategy for the longer term for Raunds so that the housing growth is matched by commensurate infrastructure and community facilities, as well as considering the spatial and design implications of the location of new development, to ensure the preservation of the local environment and the character of this market town.

Visioning and master planning will form the first step in this process, enabling partners and the community to work together on an all-encompassing vision for the town, ensuring that development (mixed use, housing, commercial, community facilities, green space, employment use) is planned and meets the local authority's policies, as well as conserving the essential characteristics of the market town

#### **3.3. Key outputs**

The primary output of this project is to empower local community members, by involving them in planning for the future of their town and identifying where there are opportunities relating to the future stewardship of development. It will engage not only those involved in the plan making and development control processes within the local planning authority (senior staff, elected members and officers) but also key local partners, such as the town

council; lead development partners; local businesses and local residents and community groups. In undertaking this process the outcome will be a vision for the future of Raunds which can accommodate the growth requirements in such a way as to be of benefit to the town as a whole and ensure that the town centre is “fit for purpose” in the longer term.

The secondary output will be the understanding of the retail and employment position and the likely future position of the town. This is important as this will underpin the vision and long term aspirations/proposals that will come from the visioning work.

### **3.4. Dissemination**

An important element of the wider Rural Masterplanning Fund programme is to develop best practice in masterplanning for rural communities and to ensure that this knowledge is widely disseminated. For each project the consultants are expected to identify aspects of the project that are innovative and develop approaches that could be adapted for similar rural sites.

HCA and CABE in partnership with CLG and DEFRA intend to set up a web based resource for rural masterplanning that will draw from the lessons learned on the individual projects. Consultants will be expected to contribute to this web resource and all visual and written material such as site plans and reports need to be in a format that can easily be uploaded to a web site. There may also be a summary publication highlighting the key lessons from the programme and featuring case studies, consultants must be prepared to contribute to this publication.

## **4. Supporting information**

### **4.1 Baseline information**

#### **East Northamptonshire Sustainable Communities Strategy**

This document supports the need to make “*East Northamptonshire a network of thriving communities where people enjoy a high quality of life*”.

#### **The Northamptonshire Sustainable Communities Strategy**

This document recognises the value of the County’s market towns and identifies the need to “*make best use of community facilities and protecting and improving our market town heritage*”.

#### **East Northamptonshire Economic Development Strategy 2009-2012**

[www.east-northamptonshire.gov.uk/ppimageupload/Image9099.PDF](http://www.east-northamptonshire.gov.uk/ppimageupload/Image9099.PDF)

#### **East Northamptonshire Employment Land Review 2006**

[www.east-northamptonshire.gov.uk/pp/silver/viewsilver.asp?=2&id=1868](http://www.east-northamptonshire.gov.uk/pp/silver/viewsilver.asp?=2&id=1868)

The East Northamptonshire Employment Land Review supports the need for town centre employment land. It highlights as an opportunity “*Regeneration is occurring in Irthlingborough, Rushden, Higham Ferrers, Thrapston and Raunds which may present the opportunity to integrate new, good quality B class employment uses.*”

**North Northamptonshire Strategic Employment Land Assessment (SELA) - 2009**

[www.northamptonshireobservatory.org.uk/projects/projectdetail.asp?projectid=116](http://www.northamptonshireobservatory.org.uk/projects/projectdetail.asp?projectid=116)

The North Northamptonshire Strategic Employment Land Assessment states that “*In North Northamptonshire, there is a significant net shortfall of existing unconstrained capacity for offices*” and adds that “*a significant quantity of good quality land will need to be identified and brought forward for development.*” This project aims to identify and free up just such land in prime town centre locations in Raunds.

**North Northamptonshire Core Spatial Strategy adopted June 2008.**

[www.nnjpu.org.uk/publications/docdetail.asp?docid=1068](http://www.nnjpu.org.uk/publications/docdetail.asp?docid=1068)

This core spatial strategy provides the spatial context for the 4 Towns DPD

**Raunds Development Plan Document-Preferred Options Report Jan 2007**

[www.east-northamptonshire.gov.uk/pp/silver/viewsilver.asp?id=1759](http://www.east-northamptonshire.gov.uk/pp/silver/viewsilver.asp?id=1759)

**Strategic Northamptonshire Economic Action Plan (SNEAP) - Draft**

[www.northamptonshireenterprise.ltd.uk/resources/document.asp?documentid](http://www.northamptonshireenterprise.ltd.uk/resources/document.asp?documentid)

**The East Northamptonshire Tourism Strategy**

[www.east-northamptonshire.gov.uk/pp/imageupload/image16630.pdf](http://www.east-northamptonshire.gov.uk/pp/imageupload/image16630.pdf)

**Raunds Health Check document 2005.**

[www.northamptonshireobservatory.org.uk/docs/doc\\_Raunds%20Market%20Town%20Healthcheck.pdf](http://www.northamptonshireobservatory.org.uk/docs/doc_Raunds%20Market%20Town%20Healthcheck.pdf) 120229200705.pdf

## **5. Key issues to be addressed**

### **5.1. Project specific considerations**

There are a number of particular considerations that this project should address:

- The need to provide a vision of the long term future of Raunds to be integrated into the 4 Towns DPD;
- The need to address the growth agenda as part of the implementation of the Core Spatial strategy;

- The need to ensure the long term health and well being of the town centre;
- The need to fully involve the local community in the development of the long term vision;
- The provision of short, medium and long term actions to ensure the future health and vibrancy of the town centre.

This is not necessarily an exhaustive list of project considerations and the considerations will be discussed with the successful consultant to ensure that the focus of the project is clear.

## **5.2. Constraints**

There are a number of constraints that need to be recognised:

- The adopted Core Spatial Strategy sets the overall level of growth for the town up to 2021- and the strategy is undergoing a partial review at the moment.
- There are some flooding constraints that need to be clearly identified with the Environment Agency
- The 4 Towns DPD Preferred Options Report is being prepared over the next 6 months and this work will need to be included in that document
- There are likely to be longer term highway constraints that need clarifying with the County Council and the Highway Agency related to the A45 and A6,
- There is only limited current information about the retail and employment “health” of the town centre

## **5.3 Rural focus**

East Northamptonshire is a rural area with a number of market towns. There are a number of larger towns in close proximity to the towns of East Northamptonshire (including Raunds) -such as Corby, Kettering, Northampton and Wellingborough. At a further distance are the major “draws” of Milton Keynes, Peterborough, Bedford and Cambridge.

The market towns of East Northamptonshire cannot (and should not) try to compete with these neighbouring settlements but need to offer the local residents the ability to live as sustainably as possible by offering the services needed for every day living, working and leisure. The longer term health of the towns such as Raunds depends on its ability to cater for such needs.

# **6. Preparation of the Masterplan**

## **6.1. Structure of the work**

The focus of this project is a week long collaborative design workshop leading to the production of masterplanning proposals. The consultant will work closely with the community and key local stakeholders to develop ideas that will directly inform the masterplan for Raunds. It is important that the community help shape future development plans so that they feel they are able to influence the planning process rather than having it imposed on them.

Initially the consultant needs to familiarise themselves with all the baseline information and understand the Raunds context. They then need to scope out the week long collaborative design workshop and be clear about how this process will help deliver masterplan proposals for Raunds. The consultant needs to meet with the client group to present their understanding of the Raunds context and agree the scope of work for the workshop.

The second stage of work will involve preparation for the collaborative design workshop; this will include publicising the event, booking a venue, sending out invitations, placing notices in the local press, finalising the programme etc.

The third stage of work is the week long collaborative design workshop. The consultant will be expected to lead the workshop taking the community and stakeholders through a programme of design and planning exercises that address the future development of Raunds. These exercises are likely to involve working with plans and visual material and the consultant's team should include people who can draw up ideas and translate suggestions into compelling visual material. An important part of this work is to develop a vision for the future of Raunds. This will involve identifying what is locally distinctive about the town and build on this to develop a vision for the future. After the week long workshop the consultant will be expected to write up a report on the event to include the masterplan options and vision proposals for Raunds.

For the fourth stage of work the consultants will be expected to develop the workshop outcomes into a comprehensive masterplan for Raunds. The draft final masterplan will include; town plans, visualisations, context studies, infrastructure assessments, analysis of transport networks, open space networks, an employment site review, a retail assessment and a parking strategy for the town. The draft final masterplan will be presented to the client group and key stakeholders and consulted on so that all comments can be addressed.

The overall steering group for the Rural Masterplanning Fund includes CLG, DEFRA, CABE and HCA. Prior to producing the final masterplan for Raunds there will be a review with the steering group to ensure the proposals are of a high quality.

The final draft of the master plan will then be presented to the District and Town Councils for comment before a final version of the master plan is produced.

The final stage of work is presentation of the final masterplan, it should be submitted to the client group both electronically and 4 hard copies.

## **6.2. Skills required**

The skills that are required to undertake this work are primarily masterplanning and community engagement. Masterplanning is a broad term which draws on disciplines such as urban design, landscape architecture, transport planning, feasibility testing and sustainability expertise and it is anticipated that a combination of these skills will need to be brought to the project.

The collaborative design workshop will require individuals who are strong communicators both in terms of verbally presenting material to a diverse group but also visual communication in translating ideas into plans, sketches and visualisations. The workshop will also require people who have expertise in facilitation and enabling and who are able to work with different groups to draw out their ideas.

### **6.3. Outputs required**

The consultant will be expected to attend the following key meetings:

- An inception meeting with ENC and the HCA to get the project underway and for the consultant to present their initial ideas.
- A meeting for the consultant to present their proposed scope of work for the collaborative design workshop, discuss the programme and agree the format with the client group.
- The week long collaborative design workshop.
- A post workshop review meeting with the client group to present outcomes and masterplan options.
- A final draft masterplan presentation and consultation with the client group and key stakeholders, (including presenting it to the Council's Planning policy Committee).
- Presentation of the final Raunds master plan

The consultant will be expected to submit the following reports:

- A scope of work, programme and format for the week long collaborative design workshop.
- A summary report on the community event with outcomes and masterplan options.
- A final draft masterplan report for consultation.
- The final Raunds masterplan to include information on current and future employment trends, possible future retail opportunities and a parking strategy.

All reports should be in a format that can easily be uploaded to a website as they may form part of the dissemination material for the Rural Masterplanning Fund programme. The copyright for the final masterplan will be held by the client group.

## **7. Programme**

### **7.1. Indicative project timescales**

Issue consultant's brief for mini competition:	w/c 5 April 2010
Deadline for submission of consultant's proposal:	23 April 2010
Interviews for selection of consultant:	30 April 2010
Inception meeting:	w/c 10 May 2010
Meeting to agree scope of work:	Late May 2010
Week long community engagement workshop:	Late June 2010
Post workshop review meeting and report:	Mid July 2010
Final draft masterplan presentation and consultation:	September 2010
Presentation of final masterplan:	October 2010

## 8. Finance

### 8.1. Budget

The budget for this project is £50k which is inclusive of VAT and expenses.

### 8.2. Payment Terms and Conditions

Consultant's fees will be paid at 3 intervals during the project:

- |  |      |
|--|------|
| 1. On agreement of the scope of work for the collaborative design workshop | £10k |
| 2. On submission and agreement of the post workshop report:                | £20k |
| 3. On submission and agreement of the final Raunds masterplan:             | £20k |

## 9. Project Management Structure

### 9.1 Lead Client organisations and Management of the Project

The client group for this project are ENC and the HCA. They will act as the steering group for this work, managing the programme and jointly approving and signing off the various reports the consultants produce. A lead contact at ENC and HCA will be identified when the project is underway to act as the consultant's point of contact.

In addition ENC has a defined project management framework which will need to be used.

#### 9.2.1 Stakeholder Groups

For the collaborative design workshop a broad range of stakeholders should be invited as well as members of the local community. The invited stakeholders should include representatives from:

East Northamptonshire Raunds Councillors  
 Raunds Town Council  
 ENC  
 HCA (regional and national teams)  
 EMDA  
 North Northamptonshire Joint Planning Unit  
 North Northamptonshire Development Company  
 The Environment Agency  
 County Council Highways and Environment Departments  
 Highways Agency  
 Northamptonshire Police  
 Northamptonshire PCT  
 Local Strategic Partnership  
 Voluntary sector  
 RPC (industrial occupiers on southern edge of Raunds)  
 Co-op  
 Raunds Manor School  
 Raunds Youth Action

Raunds Churches Together  
Faith groups  
Employers including Warth Park  
Developers with land interests in Raunds  
Residents groups  
Local Clubs

## **10 Submission Requirements**

### **10.1 Format for submission**

3 hard copy proposals and 3 electronic copies on CD-ROM, should be submitted, to arrive no later than 12 noon on 23 April 2010 to:

Louise Wyman  
Homes and Communities Agency  
Central Business Exchange II  
414-428 Midsummer Boulevard  
Central Milton Keynes  
MK9 2EA

The submission should be accompanied by.

Please include the following information within your tender response:

- Confirmation of Project Manager.
- Approach to project management.
- Project team structure.
- Details of any sub-consultants that may be required.
- Pen portraits and a description of each key member's role within the project.
- Methodology for undertaking the commission.
- Details of experience related to the work required under this commission.
- Anticipated programme for delivering the commission, including key milestones and incorporating the specific outputs detailed within section 6.3 above.
- Fee schedule with total fee including all expenses and travel costs.
- Daily fee rates for each team member and an estimation of the number days of input from each team member.
- A statement detailing why your organisation is best placed to deliver this project.

If you have any queries relating to this brief, please email [louise.wyman@hca.gsx.gov.uk](mailto:louise.wyman@hca.gsx.gov.uk).

### **10.2 Fees**

Please quote a fixed, lump sum fee for producing this commission, including VAT. Please include for the cost of producing the specific outputs required, as described in section 6.3. This is to include all printed material. We will require 4 hard copies of the final report, along with an electronic copy of all material produced as part of the commission.



Travel costs and other expenses should also be included within your fixed fee quote and will not be chargeable separately.

### **10.3 Evaluation Criteria**

The selection of consultants will be made on the following basis:

- 80% quality.
- 20% price.

The 'quality' elements of the tender submissions will be marked against the following criteria:

- |                                |     |
|--------------------------------|-----|
| • Quality                      | 20% |
| • Technical merit of proposal  | 20% |
| • Staff and other resources    | 20% |
| • Management and communication | 10% |
| • Programme                    | 10% |

### **10.3 Interview/selection procedures and timescales**

Following the assessment of bids received, we may take the opportunity to invite consultants to an interview. If required, these interviews will take place on 30 April 2010, therefore please ensure that the key team members intended to deliver the commission are available to attend on that date.