



Councillor Z Fairley  
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Email : [mcarran@tendringdc.gov.uk](mailto:mcarran@tendringdc.gov.uk)  
Our ref : MC/000005/1

13 November 2018

Dear Cllr. Fairley,

### Harwich Roundabout Sculpture

Tendring District Council is seeking to place an order for a sculpture to be installed in Harwich, to support the local tourism offer

It is proposed that this sculpture is installed at Parkeston on the first roundabout which visitors reach when driving from Harwich International Port. This artwork will be a replica of the Mayflower Ship and will denote Harwich as an area of outstanding heritage, with significant links to the Mayflower story. The foundations for the sculpture have already been installed by Essex County Council/Ringway Jacobs and the procurement process and consultation for the sculpture is complete.

### Specification of Requirements

The work required by the Council for this commission is described within the attached Consultant's brief which has already been tendered.

Subject to your concurrence to this decision, the design and installation will be awarded to Hanman Murphy.

### Action Required

A budget has been identified for this work from within the resources allocated in 2017/18 to the Regeneration Service.

If you are in agreement to fund this work, then I should be grateful if you would sign and return the concurrence below.

Yours sincerely

Mike Carran  
Head of Sport and Leisure

Tendring District Council

Phone: 01255 686689

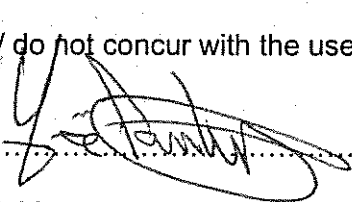
Email: [mcarran@tendringdc.gov.uk](mailto:mcarran@tendringdc.gov.uk)

Dear Mike

I refer to your letter dated 13<sup>th</sup> November 2018 requesting my approval to place an order for a sculpture to be installed on the Port Roundabout, Parkeston. I understand this will be a replica of the Mayflower Ship and will be a key landmark for visitors arriving at Harwich International Port.

I acknowledge that this work could cost up to £45,000, and that funding in this amount is available from within the allocated Regeneration Service budget.

- I concur / do not concur with the use of these funds for the purpose described above.

  
.....  
Councillor Zoe Fairley  
Cabinet Member for Investment and Growth

20 November 2018  
.....

Dated

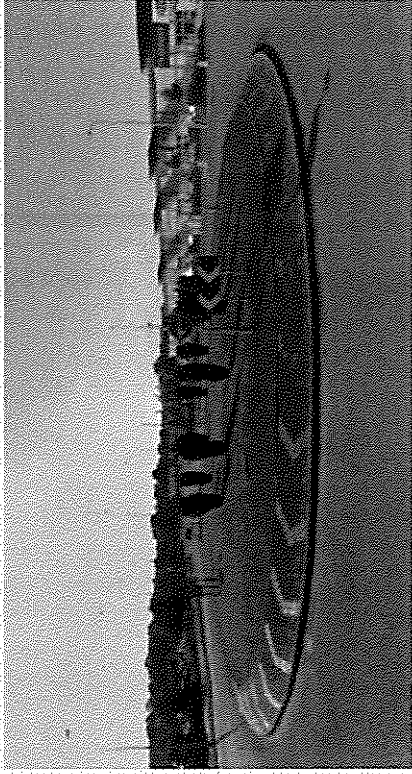
- Please delete as appropriate

Additional comments (if not concurring)

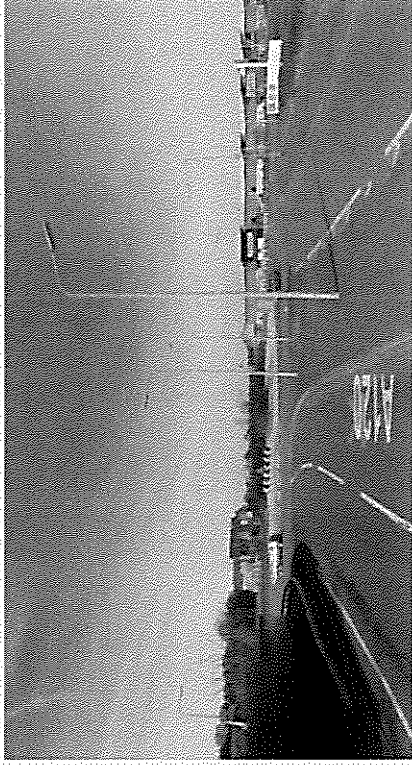
## Creative Consultancy Brief: Harwich Roundabouts Tending Local Highways Panel project

### 1. Introduction

Expressions of interest are invited from creative consultants with experience of working in the public realm to design and create an interpretative work based on the Mayflowers for a prominent roundabout within Harwich in celebration of the historic port.



Supermarket 'Blue' Roundabout



St Nicolas Roundabout

### 2. Background

Harwich, situated on a peninsula at the north eastern tip of Essex, provides fine views over the estuaries of the Stour and Orwell towards Suffolk and out to the open sea. It is in the Tendring district and is the northernmost coastal town within Essex. Nearby places include Felixstowe to the northeast, Ipswich to the northwest, Colchester to the southwest and Clacton-on-Sea to the south.

Harwich has a long and illustrious history as a maritime port with links across the globe. The town became a naval base in 1657 and was heavily fortified, with Harwich Redoubt, Beacon Hill Battery, and Bath Side Battery. Harwich today is contiguous with Dovercourt and the two, along with Parkeston, are often referred to collectively as Harwich. The Royal Navy is no longer present in Harwich but Harwich International Port at nearby Parkeston continues to offer regular ferry services.

Despite, or perhaps because of, its small size Harwich is highly regarded in terms of architectural heritage, and the whole of the older part of the town, excluding Navyard Wharf, is a conservation area. The regular street plan, with principal thoroughfares connected by numerous small alleys, betrays the town's medieval origins although many buildings of this period are hidden behind 18th century facades.

The extant medieval structures are largely private homes. Notable public buildings include the parish church of St. Nicholas (1821) in a restrained Gothic style, with many original furnishings including a (somewhat altered) organ of the same date in the west end gallery, and the Guildhall of 1769, the only Grade I listed building in Harwich.

Also of interest are the High Lighthouse (1818); the unusual Treadwheel Crane (late 17th century); the Electric Palace Cinema (1911), one of the oldest purpose-built cinemas to survive complete with its original projection room and ornamental frontage still intact and operational; the Old Custom Houses on West Street; and a number of Victorian shop fronts.

Harwich was the home town of Christopher Jones, the master and quarter-owner of the Mayflower, and was also a base for that ship. A replica of the Mayflower is currently being built as part of the Mayflower Trust's programme in the town. The famous diarist Samuel Pepys was the Member of Parliament for Harwich. Christopher Newport, captain of the expedition that founded Jamestown, Virginia, also hailed from Harwich. With its continental ferries passing in the estuary, Harwich retains the individual character of a seafaring town and some of the excitement of the international travel.

The Harwich Festival of the Arts has been held for many years and is one of the main cultural inputs to the area. An ambitious programme for 2015 is being developed to take the festival to the next level through embracing a wider vision and bolder programming.

The roundabout marker projects aim to:

- Create a greater sense of identity for local people and celebrate the local heritage
- Create a permanent addition that will create interest in Harwich, encouraging people to visit the town

All works will need to be developed in accordance with the Highway Authority's requirements.

### **3. Creative Consultancy Brief**

#### **Client Requirement**

The Local Highways Panel (LHP) at their recent meeting agreed for a creative approach to the redesign of the three key roundabouts leading into Harwich Town. The first roundabout to be considered is the 'blue' roundabout which is the subject of this initial outline brief.

This brief has been developed by the client team (CT) comprising Cllr Ivan Henderson (ECC and TDC councillor), Ian Davidson (Chief Executive - TDC) and Mike Carran (Operations Manager - TDC). The outline below is a basic concept to allow for consideration of a suitable structure on the 'blue' roundabout on Dock River - entry point to Harwich International Port (HIP). From all the works and costings undertaken to date it is considered unlikely that the monies set aside for the project will be capable of delivering more than one end product, although ultimately if it were to be possible to do more with the budget then this would be considered favourably by the CT. However the CT aspiration is that the first and foremost focus needs to be on the 'blue' roundabout.

This roundabout is perceived as a Gateway roundabout into (and out of) the Country from HIP and as such presents a special opportunity to visually convey the identity of Harwich to visitors. It is also important that it gains acceptance by the resident host community and is recognised, accepted and embraced as it will ultimately form part of a network of three roundabouts connected by theme.

The CT aspires for the successful design to be clear and unambiguous, as a more abstract design may not be clearly interpreted by visitors on a single journey, passing through the town on their way to/from the port.

The CT considered that the most recognisable and appropriate image to use for the first roundabout is the 'Mayflower' ship. This has a long historic connection with Harwich over and above the current work being undertaken by the Mayflower project and has for many years been a theme in marketing the Harwich area both to Holland and the US.

The construction of the proposed scheme will have to meet the requirements of any safety audit and consider this to be the first priority in terms of considering suitable materials for the construct. It is also a priority that the end structure should be of such a size and stature that it remains a true focal point, although it is understood that the safety issues will impact on the end size.

The CT consider that this first roundabout should set the scene for the other two constructs as it is important that design considerations including construction materials and aesthetics can be incorporated into future designs that will feature on the other

two roundabouts. This might, for example, be other landmarks or concepts which portray the Harwich offer. It is possible that discussions with Harwich Town Council and its partners might lead to the identification of which aspects of Harwich's heritage these might include.

#### **4. Creative Consultant's Role**

- To collaborate with the client team throughout the development and delivery of the commission and realising the aims of the project.
- Undertake research and consultation with stakeholders including members of the local community and artists. The consultant will involve the above groups in the development process in order for the work to be seen as relevant to the local community whilst reflect the aspirations of local organisations.
- Devise an innovative and engaging series of community consultation events that can lead to meaningful input and involvement by local people in order to develop ownership and engagement with the work.
- To develop a minimum of three concept design proposals, able to be produced within the budget and design constraints. One proposal will be worked up to full design stage on agreement with the project steering group. The concepts should reference the history of the area and association with the Mayflower.
- Create and install, or oversee and subcontract the creation and installation of the work in accordance with the proposal and timeframe agreed by the client team.
- Provide the budget and technical information required for all work proposed.
- Provide a schedule for fabrication and installation.
- Provide maintenance and decommissioning plans.
- Contribute to marketing and promotional activities linked to the work.





## 5. Project Team & Community Consultation Groups

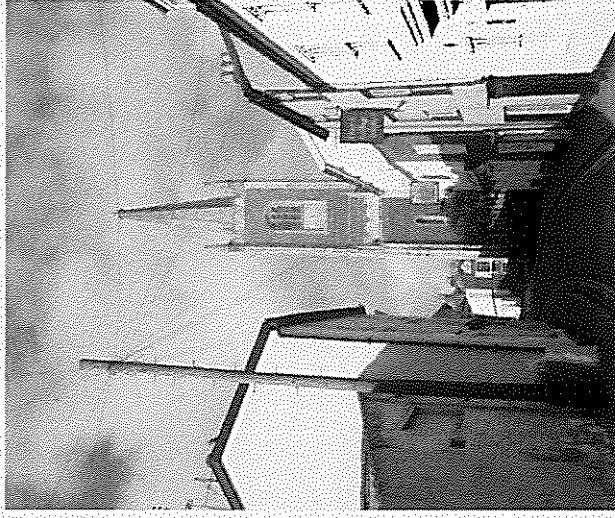
The Creative Consultant will work with:

### Client Team representatives:

Cllr Ivan Henderson, ECC and TDC councillor  
 Ian Davidson, Chief Executive - TDC  
 Mike Carran, Operations Manager TDC

### Potential community groups to involve in consultation and design development: (TBC)

Harwich Arts Festival Director
Tendring District Council
Harwich Society
The Mayflower Trust
Electric Palace Cinema



This initial list will be developed once the creative consultant has been appointed to ensure the relevance of the work to the site and to develop a sense of engagement and ownership with the work.

## **6. Timescales**

It is proposed for the creative consultant is to be appointed in August 2015. Once agreed, the final works will be produced in line with the building programme, to be provided on appointment of the consultant.

Preliminary designs are to be presented in November 2015 with technical information for the selected artwork proposal to be completed by early January 2016 and works installed by March 2016.

## **7. Fees and Budget**

**Core Project:** A sum of up to £5K for new design works and £30K for implementation of the first of the three roundabouts (2 on the A120 and one on the port entry road) that form part of a visitor route into Old Harwich.

The Creative Consultant will work on a part-time, self-employed basis. All costs are inclusive of VAT.

## **8. Application Process**

- A written expression of interest, this should explain why you are interested in this commission and your project approach and methodology referencing any community engagement projects you have delivered or collaborated on previously (no more than two sides of A4). Joint applications between creative practitioners and specialist fabricators are welcome.
- Visual material (maximum of 10 images) with brief accompanying information (please do not send originals).
- An outline budget proposal for the delivery of the project.
- Current Curriculum Vitae
- Contact details of two referees of similar completed commissions.
- Any additional information i.e. catalogues/ publications. (Please include a S.A.E. for the return of any materials sent).

Email applications are welcome, maximum size per email is 10MB. Please note full applications should be contained in one email and formatted for A4 printing.

Selection will be made by an interview process of the short-listed Creative Consultants.



Submission should be sent to:

[Michael Carran mcarran@tendingdc.gov.uk](mailto:Michael.Carran.mcarran@tendingdc.gov.uk)

Application deadline: 24th July 2015

Interviews will be held on 4th August 2015

## **9. Selection Criteria**

The Creative Consultant will be selected on the basis of track record, suitability of practise, understanding of and sympathy with the brief and by the following criteria:

- Applicants should be an experienced in the delivery of creative schemes within the public realm.
- Applicants should have experience in fulfilling creative commissions in the public realm, including drawing up proposals, budgets and technical requirements.
- Applicants should have experience of working with the public in developing their work.
- Applicants should have good communication skills, both written and verbal, enabling them to address meetings, write reports, etc.
- Applicants should have good inter-personal skills
- Applicants should have good organisational skills.
- Applicants should be able to work effectively within a team and on their own.
- Be able to demonstrate previous examples of successful community engagement.
- Applicants should have Public Liability Insurance cover of five million pounds

## **10. Technical & physical requirements**

In developing proposals, the Creative Consultant will be expected to consider the following:

**Context:** Commissioned works should complement the character of the site and surrounding landscape, and its natural and historic environment.

**Planning:** Commissioned works should take account of any matters arising out of the Planning Permissions and consents that may be required.

**Material and structural integrity:** Material and equipment specifications should be provided with details of material's structural integrity. Within the proposed design a sample or prototype of material / equipment (or variant of a standard material/ equipment) should be provided.

Any sample, prototype or variant shall be 'fit for purpose', robustly made and comply with the specifications for the location and shall be submitted to the Client Team, together with full technical and dimensional data if requested, to enable both its assessment and the detailing of any adjustments necessary prior to full production.

All material and equipment recommended or specified within the designs shall be fit for purpose and comply with the relevant BS, EN and IEC requirements (where appropriate). The cost of obtaining any necessary approvals shall be included in any price, detailed as a separate item, if necessary.

Attention should be paid to ensuring that the impact of vandalism is minimised through the use of robust materials and design.

**Maintenance:** The work must be designed with a view to keeping maintenance cost implications as low as possible. The creative consultant will be required to provide detailed cost projections for routine maintenance and running costs [inspecting, cleaning, painting, replacement of parts, etc.] of the work as part of their design proposal. Attention should be paid to developing an approach that requires minimum maintenance and in the event of damage is easily repairable at a reasonable cost.

**Health & Safety:** Issues of Health and Safety both in the design proposal and realisation methodology. Works will need to comply with the relevant regulations.

**Methodology for manufacture:** The creative consultant will be required to provide full details of manufacture and costs of installation of the work as part of their design proposal.

In the event of bespoke manufacture by the creative consultant she/he must demonstrate current and appropriate indemnity insurance relevant to the appointed person and to the object/s to be manufactured.

Where it is anticipated that on-site manufacture or installation will be carried out by the consultant and/or sub-contractor appointed by them, adequate and appropriate public liability and professional indemnity insurance must be in place. Where appropriate the observation of CDM will be required.