

To: Councillor Mary Newton, Portfolio Holder for Business and Economic Growth

From: Laura Richardson, Economic Growth Officer

Cc: Lee Heley, Interim Corporate Director – Projects Delivery

Cc: Mike Carran, Assistant Director, Economic Growth & Leisure

Cc: Barbara Pole, Economic Growth and Enterprise Manager

Cc: Rebecca Bromley, Regeneration Project Lead

Date: 15th June 2022

Dear Councillor Newton

Costs Incurred in Support of the Levelling Up Fund Applications for Clacton and Harwich & Dovercourt

This letter follows previous decisions you approved in April and May 2022 in relation to procuring and selecting consultants in support of the Levelling Up Fund (LUF) bids for both Clacton and Harwich & Dovercourt, which each have a deadline of 6th July 2022.

In order to give the bids the best chance of success it has become integral to secure the following:

- Data on current Footfall for Harwich & Dovercourt

Supporting our assertions in the bid on current footfall and pedestrian flow will be integral. Current footfall data the Council uses, via Geosense, is not appropriate as they do not offer granular data for Harwich & Dovercourt. Therefore, quotes were sought for an appropriate supplier which could provide the data insight we need to fill this knowledge gap.

Huq provided a quote of £3,000 to provide the required data, with the cost to be split between TDC and ECC as we are working across Councils to submit the bids.

A second quote was sought from mytraffic for equivalent data and although the data dashboard was impressive, the cost was quoted as between £8,000 and £12,000 depending on the contract duration.

Therefore we propose to commission Huq to provide us with the data required.

- Drawings

To support the bid and accurately convey TDC's proposals, drawings and maps will be required to assist the assessor in visualising the projects and how they align geographically.

Drawings and detailed designs for the Harwich & Dovercourt projects are already available via the Dovercourt Masterplan Revisited, provisional designs already carried out for Milton Road, and via ECC's Transport and Libraries Teams for their respective projects. However, the drawings available for Clacton's bid are those previously submitted alongside LUF Round 1 and the Future High Streets Fund bid, which are now inaccurate due to the projects having been changed and adapted over time.

Chetwoods has been selected as preferred supplier as they produced the previous maps and drawings, making the exercise one in updating existing files rather than producing new ones entirely, which is more cost effective and timesaving with regard to the tight submission deadline. The cost will be between £2,000 and £5,000.

- Further Assistance from Volterra

Volterra were commissioned to produce the financial and economic cases to feed into the bids for both areas, and work is underway on this aspect. At the time of procurement, Officers also requested companies to quote a day rate to be able to draw upon further support from the successful bidder, to further align the strategic, management and commercial cases as required, and also for 'critical friend' role before submission of the bids to Government.

Volterra at that time quoted £36,025, although this was to include assistance with the upcoming Shared Prosperity Fund, which would not be taken up by this further commission. Therefore, this extension would be capped at a maximum of £20,000.

The costs are to be drawn down from the original allocation of £125,000 to TDC by Central Government in support of submitting applications to the Levelling Up Fund, and the carried over £61,600 originally allocated to support the Future High Streets Fund bid.

If you could, by way of a completed form (below) or by return email, indicate your consent to proceed with these three commissions, totalling no more than £26,500, I would be most grateful. Please do not hesitate to get in touch with me to discuss any aspect further before granting your consent.

Kind regards,

Laura Richardson

Economic Growth Officer
Tendring District Council

Phone; 01255 686355

Email; lrichardson@tendringdc.gov.uk

To: Laura Richardson, Economic Growth Officer

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Cc: Lee Heley, Interim Corporate Director – Projects Delivery

Cc: Mike Carran, Assistant Director, Economic Growth & Leisure

Cc: Barbara Pole, Economic Growth and Enterprise Manager

Cc: Rebecca Bromley, Regeneration Project Lead

Date: _____

Dear Laura,

Costs to be Incurred in Support of the Levelling Up Fund Applications for Clacton and Harwich & Dovercourt

Thank you for your memorandum dated 15th June 2022 requesting approval to commission external support from Huq, Chetwoods and Volterra to provide data, drawings and further written assistance respectively in support of the Levelling Up Fund bids for both Clacton and Harwich & Dovercourt.

I agree/ do not agree that the chosen external support can be commissioned.

Kind regards,

Cllr Mary Newton
Portfolio Holder for Business and Economic Growth