

PRUDHOE EAST CENTRE

TERMS OF REFERENCE

BACKGROUND

The East Centre was originally constructed as a school in 1825. It comprises two main buildings, a lean-to garage, some dilapidated outhouses, two yards and is currently used to provide youth services. The site has a prominent position on Front Street, Prudhoe and is owned by Northumberland County Council (N.C.C.)

Prudhoe Town Council (PTC) is in discussion with N.C.C. to become a recipient of an asset transfer for the site. To be considered as a recipient, PTC must produce a business plan to support their application. This commission is to establish the most viable and sustainable use of the Prudhoe East Centre site. It should build upon the work already carried out which is primarily the report from Tony Dodds, Consulting Limited, the East Survey and the PCP Town Survey. All the research so far confirms that the public interest is wide ranging and strongly supports the use of the East Centre as a youth and community facility. At this stage, some additional targeted and comprehensive research is required to ensure the views of all groups including young people are included and other demographic data is considered to establish demand and need within the Community for a building that can be used for Youth and Community benefit.

Empowering Communities are currently undergoing a research project in Prudhoe to map out provision within the Town; the information from this research is likely to be available from early summer 2019 which will provide valuable data but may be out of the time frame.

AIM

To ascertain the needs and wishes of the Community in terms of the future use of the East Centre site and ensure that Prudhoe Town Council are the correct recipient of the asset transfer of the East Centre, from Northumberland County Council. It is envisaged that the site would subsequently be used to provide community and youth services in line with the needs and wishes of the Prudhoe Community.

REQUIREMENTS

Your research and report writing requirements for this work is to be split into two phases. PHASE 1 will be used to inform the Town Council's future decision making and plans and PHASE 2 will be to prepare a business plan on behalf of Prudhoe Town Council based on your research findings and recommendations from PHASE 1.

Should your PHASE 1 research confirm that there is a strong, viable business case and community need and desire for the Town Council, as opposed to any other local Community Interest Company or other appropriate local organisation to take on an asset transfer of the East building for long term Youth and Community use for the benefit of the Prudhoe Community, then following consideration by the Town Council of your PHASE 1 research and recommendations, you may or may not be asked to proceed to PHASE 2.

Phase 1: RESEARCH

Your brief is essentially as follows

1. To establish the precise current usage of the building.
2. To consult with all key stakeholders in the Community by way of both quantitative and qualitative research methods (using modest incentives to attract respondents where necessary in relation to your quantitative research), to encourage them to express their views as to what they consider would be the most preferred course of action for the East site and whether it should be retained for Youth and Community use to address an identifiable need within the Community for such a facility. All research undertaken needs to be ethical, transparent, democratic and demographically based in line with current best practice and research methodology, in order to establish the views of the community including young people regarding the preferred future use of the East site
- 3 To establish from the research outlined at enumerated point 2 above the demands and needs and aspirations of the community for the future use of the East building and its wider footprint and site.
4. To undertake desktop research from all available Northumberland County Council reports as to the current structure of the building and its compliance with current legislative standards for buildings with a mixed Youth and Community use, and to provide informed costs as to the structural and interior required works to the buildings in order to enable it to meet current legislative requirements.
4. To estimate the annual running costs of the building as a mixed use Youth and Community Building based on your research findings and likely indicative use.
9. Based on your research findings and taking into account the previous options for delivery identified in the Tony Dodds research, to make firm recommendations to the Town Council as to the best and most financially sustainable method to take matters forward and deliver the long-term preferred wishes of the Community for the future use of the East buildings and site.

Throughout your conduct of the brief you will be answerable to the Town Clerk who will be your first point of contact with the Town Council. Your research will remain confidential until your PHASE 1 report is complete and formally presented to Council by yourself.

Phase 2: BUSINESS PLAN

Dependent upon the research outcome and recommendations from Phase 1 you may be asked to proceed to produce to Phase 2 which will require you to produce a business plan to support an application by the Town Council to be the recipient of an asset transfer of the East building and site from Northumberland County Council. Any Phase 2 work will need to meet the current requirements of Northumberland County Council's policy requirements on Community Asset Transfer

TIMESCALE

Following the notification of the award of the Contract the successful tenderer will be required to undertake and complete PHASE 1 of the process and report their findings to the Town Council within 8 weeks of being formally notified of their successful tender.

TENDER PROCESS

The tender process will be as prescribed in the Town Council's Standing Orders relating to contracts and financial regulations as set out on the Town Council's website and the letter inviting parties to tender.

As part of the tender submission as well as their own professional fees, the tenderer are required to provide any disbursements associated with their research and consultation requirements to complete phase 1.

As part of the tender submission all tenderers are required to submit evidence that they meet all current safeguarding requirements and recognised best practice, as their research will require them to undertake work with children and young adults.

As part of the tender submission all tenderers are required to submit a GANT chart giving details of all key milestones and deliverables on a weekly basis for the completion of Phase 1 works in accordance with the eight-week timescale.

As part of the tender submission all tenderers will be required to give full details of previous similar work that they have undertaken, and be required to provide the Town Council with the contact details of three previous client referees whom the Town Council may contact in confidence for details of their views on the tenderers quality and performance when undertaking similar work.

As part of the tender submission all tenderers will be required to satisfy the Town Council that they have in force an appropriate professional indemnity insurance.