Introduction

Notting Hill Housing Trust (NHH) wishes to engage a consultant to carry out a non-residential space feasibility study of the Aylesbury estate. This study will add to an existing knowledge base and aid understanding of the key issues and challenges to non-residential space during the Aylesbury regeneration programme.

The Aylesbury regeneration programme provides for the delivery of up to 2,500m² of employment space (Use Class B1), plus up to 3,500m² of retail/workspace space (A1/A3/A4), as well up to 4,750m² of space for health/community/early years (D1). Notting Hill Housing and Southwark Council are seeking a sustainable future use of non-residential space within the context of the local area and this study will support the strategic delivery of these spaces as they come forward within the twenty year Aylesbury regeneration programme.

Main Aims of the Study

The feasibility study has five main aims. These are:

1. Based on research into what has and has not worked well in similar areas elsewhere, to make recommendations for an effective model to use and manage the proposed community facility on the First Development Site (Phase 1 of NHH’s redevelopment programme) that will provide maximum community benefit and that will be sustainable over time

2. To map the existing community, youth and social enterprise facilities on and around the Aylesbury Estate; create a timeline of what is planned in relation to the closure and creation of community facilities; and identify any gaps during which interim arrangements may need consideration

3. To carry out an audit of existing businesses, training and employment space, and commercial space within the Aylesbury Estate and review how this relates to the Council’s local economy strategy; make recommendations to inform the brief for the non-residential units on Phase 2; create a timeline of what is planned in relation to commercial space and identify gaps during which interim arrangements may need consideration

4. To map existing disused or underused space on the Aylesbury Estate that could be repurposed for interim uses; create a timeline of what is available and until when

5. For the three areas above (aims 2, 3 and 4), to undertake research into examples of what has and has not worked well in similar locations that could provide useful lessons learned for the Aylesbury Project; this should include recommendations on potential use, management and resourcing for the community and interim use spaces, as well as recommendations for how to effectively involve existing businesses in the regeneration programme. This should also include recommendations for how spaces could become self sustaining in the longer term. It is recommended that case studies be used to illustrate lessons learned.
Background and Context to the Aylesbury Estate Regeneration Project

The Aylesbury Estate is a large housing estate in South East London, located in the London Borough of Southwark. Built between 1963 and 1977, the estate was one of the largest Council estates in Europe, covering 30 hectares of land. For the past 50 years, the estate has been home to approximately 7,500 residents across 2,700 homes.

In recent years, the estate has suffered from issues relating to poor quality of the built environment, as well as associated social factors, including fear of crime, high unemployment and underemployment, and low household incomes. Beginning in 2007, Southwark Council began a programme to redevelop the Aylesbury Estate to improve the quality of the built environment and open spaces. Between 2007 and 2012, the housing association L&Q successfully tendered to redevelop the first two sites on the Aylesbury, referred to as ‘Site 1a’ and ‘Site 7’, providing 408 homes, retail space and resource centre. Site 1a was completed in 2012 and Site 7 is due to be completed in 2016.

Southwark Council involved residents in the production of the Aylesbury Area Action Plan (AAAP), which was formally adopted in 2010. The AAAP is a planning document that outlines the vision and principles for the regeneration of the area. The AAAP contains a vision for the Aylesbury Action Area, policies for its development, and a delivery plan for future investment. It will guide the redevelopment of the estate to create a new neighbourhood over the next 15 years, including housing, shops, meeting places, work places, recreation, green spaces and transport, including increasing the density of homes on the estate.

Following an OJEU-compliant tender process, in January 2014, Notting Hill Housing was selected to redevelop the remaining sites on the Aylesbury Estate in partnership with Southwark Council. The Development Partnership was signed by both parties on 28 April 2014. The regeneration of the remaining sites of the Aylesbury Estate will take place over an 18-year period, completing around 2032, and comprising of four key stages. This will increase the total number of homes from approximately 2,700 to 3,900 and will include a 50/50 split of affordable and private sales homes. The programme will provide significant improvements to the built environment, create a network of public open spaces, and deliver extensive social and economic opportunities for local residents arising from the regeneration. The Development Partnership Agreement includes reference to the need for a non-residential offer that complements existing and planned development in the surrounding area, offering community benefit both while the development is in transition and once completed.

Notting Hill now has detailed planning approval in place for the First Development Site and outline approval for a masterplan for the remainder of the estate regeneration area. The approved outline planning application envisages a number of new neighbourhoods across the Aylesbury area, each with differing character. These range from the high density residential areas along the Burgess Park edge to the south, to lower rise neighbourhoods bordering Surrey Square to the east and Michael Faraday School to the west. The approved Development Specification and Parameter Plans allow for the bulk of proposed new non-residential uses around the new Aylesbury Square in the heart of the masterplan, along the main spine route of Thurlow Street, and adjacent to East Street, within Phase 3.
More information on the character areas, proposed use classes and the proposed break down in floorspace and use classes across the masterplan can be found within the following approved documents, available for view on our website:

http://www.aylesburynow.london/regeneration/planning-information/overall-masterplan

- Development Specification
- Design Code
- Design & Access Statement
- Parameter Plans

Throughout the lifetime of the regeneration, there will be continuous changes to the population, as existing residents are rehoused and new residents move into the area during different phases over the next 18 years. Due to the scale of the project, it has been divided into four phases, meaning that at various stages, some areas of the estate will be undergoing demolition or have already been completed, while others are not planned until the latter part of the programme. For the purpose of this feasibility study, it is important to consider how both the changing population and phased programme may impact on the potential use and management of non-residential space over time, including whether they may be used differently at various stages of the programme.

In light of the phased approach and rehousing programme, there will be considerable fluctuations in the population of the estate throughout the lifetime of the regeneration. This means that throughout the programme, careful consideration will need to be given to how the regeneration can provide opportunities and benefits to residents at every stage of the process. This includes identifying creative uses for disused and underused spaces on the Aylesbury as part of an interim use strategy until the new facilities are built. This feasibility study will inform that strategy.

Description of the Area

The Aylesbury Estate covers 30 hectares of land in South East London. It is bordered by East Street to the north, and Albany Road and Burgess Park to the south. Walworth Road is very close to the western edge of the estate area, and Old Kent Road is less than half a mile to the east. Thurlow Street is the main road that intersects the estate from north to south, while Westmoreland Road runs east to west, connecting with Old Kent Road at the northeast. Nearby to the north lies the former Heygate Estate, which is currently being redeveloped by the developer, Lend Lease. The estate is less than one mile from Elephant and Castle tube station and is well-served by the bus network.

For the purpose of this study, it is worth noting that the main shopping areas in close proximity to the Aylesbury Estate are Walworth Road, Old Kent Road and East Street, incorporating East Street Market. Within the footprint of the Aylesbury Estate, there are currently the following commercial units; a pharmacy in the ground floor of the Taplow Block, a convenience store in the Northchurch Block and a pub, called the 'Hourglass' on Thurlow Street. Within the immediate vicinity, there are also a handful of other commercial units, mainly consisting of convenience stores, cafes and beauty shops. There are also amenities and commercial operations within Burgess Park to the south.

The planned development will create a number of new neighbourhoods, themed into 'character areas' within the approved outline planning documents. In particular the Thurlow Street character area provides
the main north-south route and will be the main focus for commercial and community uses, with the expectation being that it will become a high street catering to local needs as these change over time, but not in direct challenge to the retail and commercial provision nearby on Old Kent Road, East Street and Walworth Road. In contrast the character areas around Michael Faraday School to the west and Surrey Square Park to the east will be of a quieter, more consistent residential street character, with fewer non-residential uses allowed for within the outline masterplan. This may be useful to consider in relation to how the focus of study and the local market may relate to any future projections for the area.

Below is a map of the area, showing the current footprint of the Aylesbury Estate, indicated by the red outline, which includes the phasing diagram for the development programme, as well as the sites currently being developed by L&Q.
The map below shows the masterplan for the Aylesbury Estate, once the full development programme has been completed in 2032.

![Figure 2: Masterplan of the Aylesbury Estate](image)

Creation Trust, the local community development trust on the Aylesbury Estate, established as a legacy to the New Deal for Communities in the area, has developed an interactive map of the area, which can be found on their website:

http://www.creationtrust.org/map

**Local Planning Policy Context**

The Aylesbury Area Action Plan (AAAP) sets the policy and planning context for the Aylesbury estate and its surrounds. The AAAP area is made up of two parts. Firstly, there is the Action Area Core. This is the Aylesbury Estate itself, which will be completely redeveloped. Secondly, there is the wider area, including East Street, Walworth Road, Old Kent Road, and Burgess Park. In the wider AAAP area there will be improvements to transport, schools and open space.

Core Strategy Policy 3 (shopping, leisure and entertainment) sets out Southwark’s planning policies for leisure and retail. The policy enables the provision of around 45,000 square meters of additional shopping
and leisure space at Elephant and Castle/Walworth Road, focusing on provision of new non-food shopping and strengthening its role as a major town centre.

The policies in the Southwark Plan 2007 provide detailed planning policies to guide development management. Southwark Plan Policy 1.7 – Development within Town and Local centres stipulates that most new developments for retail and other town centre uses should be accommodated within the existing town centres and local centres. This is because the continued attractiveness and viability of Southwark’s centres and shopping parades depends on the range and critical mass of retail services on offer being maintained. Policies 1.9 and 1.10 set out the criteria for the change of use within Protected Shopping Frontages and those governing the change of use for smaller shops and services outside town and local centres respectively. A schedule of shopping frontages in the borough will be made available to the commissioned provider.

London Plan policy 4.7 Retail and Town Centre Development indicates that boroughs should identify future levels of retail and other commercial floorspace needed in light of integrated strategic and local assessments. The policy also recommends boroughs to undertake regular town centre health checks to inform strategic and local policy and implementation and to take a proactive partnership approach to identify capacity and bring forward development.

London’s long-term household annual expenditure is projected to rise from £89 billion in 2006 to over £160 billion by 2031. Taking account of growth in commuter and tourist spending, retailers making more efficient use of existing space and new forms of retailing like e-tailing, it is estimated that London has a ‘gross total’ need for an additional 1.8-2.9 million square meters comparison goods retail floorspace by 2031. When schemes in the planning pipeline are factored into the analysis, London will still need an additional 1.3-2.2 million square meters comparison goods retail floorspace by 2031.

Southwark Council is in the process of preparing a borough-wide local plan. The local plan (entitled the New Southwark Plan) when adopted will replace the saved policies in the Southwark Plan, 2007 and the Core Strategy, 2010. The Council has also recently conducted a new retail study and Employment Land Review to inform the New Southwark Plan. Further information on this and other policies will be available through the Council.

Southwark’s Economic Wellbeing Strategy

Southwark's Economic Wellbeing Strategy 2012-2020 has been developed to support the Council deliver a fairer future for the people of Southwark.

The document outlines the strategy and how the Council will work with partners to achieve the following ambitions:

1. Employment – narrowing the gap with the London employment rate
2. Southwark – the place of choice to start and grow a business
3. Thriving town centres and high streets
4. Promoting financial wellbeing and independence

The Council’s intention is to harness the energy of businesses and other imaginative and enterprising people in order to breathe new life and ideas into town centres, supported by strong relationships with businesses as both community stakeholders and employers.
Scope of the Feasibility Study

The study will map the current non-residential space on the estate and the surrounding area and make recommendations on effective models for the future approach, use and management of the planned non-residential space on the new development. While these recommendations should consider the lifetime of the programme, there should be a particular focus on the first ten years of the development (2015 – 2025) taking into account the proposed phasing of the development and the likely demand for community and commercial space during this time.

The study should consider how the development of commercial and community space can support the creation of jobs within existing local businesses and attract new businesses to the area, both during the regeneration programme and beyond. Potential interim uses (including the temporary use of existing estate buildings and spaces) should also be considered linked to the phasing of the estate regeneration programme, as well as future planned employment and community space.

The study should make use of existing data held by partners, including Southwark Council, Creation Trust, Notting Hill Housing and others, where relevant studies and mapping exercises have previously been carried out. Where existing data has been provided, the commissioned provider will be required to build on this knowledge; updating it where required and testing whether these same assumptions are still valid today. Contact details for key local partners will also be shared and the commissioned provider will be expected to meet with these partners (and others to be identified) to build local intelligence held by partners into this study and to ensure, where possible, that duplication is avoided. This information will be provided to the commissioned provider once the contract has been awarded.

Consideration should also be given to how community, youth, employment and social enterprise space can provide maximum community benefit to meet the diverse needs of the local community and changing population over the lifetime of the programme. Any recommendations made will need to be locally-specific and in response to local intelligence about the needs and aspirations of local residents, both existing and new. In a climate of considerable change in the local area and significant development work across London, recommendations made in this study will need to be relevant and meaningful to the local residents and provide tangible benefits to the wider community.

For the purpose of this study, ‘local’ can be defined as within the realms of the Aylesbury Estate. ‘Interim use’ can be defined as the proposed use of a space that could provide community or economic benefit to the area for a period of ten years or less. In this instance, it is likely to be a space that is included as part of longer term plans for demolition within the regeneration programme.

Within the context of the interim use element of the feasibility study, it is worth being aware that Southwark Council is exploring the possibility of hosting the Council’s Construction Skills Centre on a location on the Aylesbury Estate on an interim basis around 2020. It is currently to be located on the Elephant and Castle development. The aim of the construction skills centre is to deliver a one stop shop for construction employment, which provides advice and guidance, training and employment brokerage. The Construction Skills Centre Brief documentation will be provided to the commissioned provider at a later stage.
**Timescale/Priorities for the Study**

- Mini-tender opportunity announced 15 September 2015
- Proposals from bidders by 9am on 5 October 2015
- Panel to assess proposals week commencing 5 October 2015
- Shortlisted bidders to be informed and invited to presentation on 9 October 2015 (please tentatively reserve this date in your diaries)
- Final decision to be made and contract awarded by 12 October 2015
- Feasibility study to commence week of 12 October 2015
- First piece of work to review potential uses and management of the community facility on the First Development Site and make recommendations by 30 October 2015
- Draft report of feasibility study to be submitted to NHH by 7 December 2015
- Final draft of feasibility study to be submitted to NHH, taking on board feedback from NHH, Southwark Council and partners, by 17 December 2015, as well as presentation on key findings
- The recommendations from the feasibility study will then inform the interim use strategy to be written by NHH, with input from Southwark Council and partners

The commissioned provider will be required to meet with local partners to ensure that they input into the study, as they will have local intelligence that will be beneficial to the project, as well as access to previous pieces of work that may inform the recommendations. A schedule of meetings with key partners will be agreed with NHH at the start of the project.

Bidders are asked to prepare a list of key milestones for the project, which will be touch points to report back to NHH on the progress of the study. These will then be agreed and built into the contract as key dates in the timescale for the study.

**Key Elements of the Study:**

The specific details for each element of the study are provided in more detail below.

For the purpose of this study, 'non-residential space' includes all commercial, community, youth, training and employment, and social enterprise space and facilities. For the local audits of what currently exists within the area, lists of the types of space and facilities that constitute each of these subheadings is provided below in each of the relevant sections, but please note that this list is not exhaustive.

It is worth noting that plans for the redevelopment of the Aylesbury Estate are for mixed use development, including residential properties, as well as community facilities and commercial premises. The residential properties on the estate will be a 50/50 split of affordable homes and homes for private sale. Bidders are asked to take this into consideration when making recommendations for the site.
1) Recommendations for the Community Facility on First Development Site

- A 260m² community facility is planned within the First Development Site for which the specific use and purpose has not yet been specified.

- Its current classification in planning terms is for a multi-use community facility under use classes D1 or D2. However, Notting Hill Housing would be willing to consider the potential for an alternative classification, including commercial, if there were clear recommendations to support this.

- This facility will be adjacent to a 50-unit extra care facility for older people with care needs and will be in close proximity to new housing, including shared ownership and social rented homes. The community facility entrance will be off the new Westmoreland Park, just along Westmoreland Road from the Southwark Resource Centre, a commercial unit and the new homes on Site 1a, newly-built by L&Q housing association, and opposite the existing parade of shops to the north.

- As this piece of work relates to the First Development Site, it is critical that this is completed as a matter of priority, with recommendations made in a draft report no later than 30 October 2015.

- Consideration should be given to how this space could be used, managed and resourced in a way that would provide maximum community benefit and respond to the changing needs of the community over the lifetime of the programme.

- It is also important that consideration is given to how this model could be sustainable over time by recommending a business model that could provide income to support its community activity.

- These recommendations should be informed by research into community facilities in other areas with similar characteristics, taking on board lessons learned in what has and has not worked well elsewhere.

- At least three recommended models should be provided, including a description of the suggested approach for use and management of the space, how this could be resourced and made sustainable over time, and how this could adapt to the changing need of the community over the lifetime of the programme. We encourage examples to be provided of where these models have been used effectively elsewhere and a rationale for why this could be adapted to work on the Aylesbury Estate.

2) Creation of a timeline of community, youth and social enterprise space and recommendations for future use and management

- To map the existing community, youth, and social enterprise space and facilities on the Aylesbury Estate and in the surrounding area (area to be determined based on local intelligence and in agreement with NHH). Local intelligence should be sought from local youth practitioners and community partners to better understand the location of facilities currently used by residents. This should provide a description of the space or facility, its location, dimensions/size, how it is currently being used and by whom, how well/often it is used, who manages it, how it is funded, how long it will continue to exist (i.e. if it is part of plans for demolition, when will this space or facility be demolished). This includes, but is not limited to the following types of space and facilities:
  
  - Community facilities: community centres, meeting rooms, T&RA halls, social clubs, outdoor gyms, community gardens
  - Youth facilities: youth centres, multi-use games areas (MUGAs), play areas, skate parks
  - Social enterprise facilities: pop-up shops, spaces that promote new business start ups
• To create a pipeline programme to demonstrate what is planned within the local area in relation to community, youth and social enterprise space. This should include a description of what is planned, its location, dimensions/size, intended use and planning classification (if known), and the approximate date by which it will be built

• To identify any gaps in provision based on the timeline of existing provision (and when this is due for demolition) and what is planned within any new development (and when this will be built), including any recommendations for potential interim use to fill the gap for the intervening period.

3) Production of an audit of local businesses, training and employment space, and commercial space and recommendations for design, future use and management

• To carry out an audit of existing local businesses and commercial space within the Aylesbury Estate and surrounding area (area to be determined based on local intelligence and in agreement with NHH). This should provide:
  o a summary of the numbers of local businesses and community facilities
  o business types and locations
  o approximate turnover and length of time in business
  o statistics on numbers of businesses owned by Southwark residents and numbers of Southwark residents employed
  o and if available:
    ▪ rents, voids and service charge levels
    ▪ wage scale for employees (i.e. do they pay the current London Living Wage of £9.15/hour)
  o It is envisioned that the above information will be gleaned in the main from a physical audit of the area and face-to-face interviews with local business owners

• This includes, but is not limited to the following types of space and facilities:
  o Commercial space and local businesses: retail premises, office premises, restaurant and café spaces, market stalls, other commercial uses
  o Employment and training facilities: IT suites, space for job search and/or training

• To review how existing local businesses and commercial space relates to Southwark Council’s local and borough-wide strategies, as well as draw on recommendations from other Southwark Council-commissioned studies of the local economy in the area surrounding the Aylesbury Estate

• To survey a representative sample of residents from the Aylesbury Estate on where they currently shop/spend money and forecast how this might be expected to change during the lifetime of the regeneration

• To understand the existing local commercial rental market and its historic context, including the supply and demand of commercial stock and market pressures
• To forecast the likely demand on shops and other commercial space over time, estimating the likely impact on existing businesses, as well as make recommendations for how this could be mitigated. Further information on vacancy rates, etc. will be provided to the commissioned provider by Southwark Council to assist with the study.

• To make recommendations for the non-residential space within Phase 2 of the development within the parameters already set out in the approved planning documents, which will form the brief for non-residential units on Phase 2.

• Consideration should be given to the design in relation to the types of units that should be provided, how flexibility can be best achieved to deliver viability and sustainability over time.

• To survey local businesses through face-to-face interviews on the extent to which they know about and are familiar with plans for the regeneration, whether they have developed a business model to adapt to the changing needs of the area, what they see as the biggest challenges of running a business in the local area, whether there is any specific support that they require, what support requirements they may have, and whether they would be interested in getting involved in a local business working group to help shape the local economic strategy as part of the estate regeneration.

• To create a pipeline programme to demonstrate what is planned within the local area in relation to commercial space. This should include a description of what is planned, its location, dimensions/size, intended use and planning classification (if known), and the approximate date by which it will be built.

• To identify any gaps in provision of commercial space based on the timeline of existing provision (and when this is due for demolition) and what is planned within any new development (and when this will be built), including any recommendations for potential interim use to fill the gap for the intervening period.

4) Recommendations for interim, creative use of local disused and underused spaces

• To map existing disused and underused spaces on the Aylesbury Estate. This should include details of each space, such as its location, dimensions/size (if known), whether it is currently being used and if so, by whom, how often and for what purpose, what condition is it in, whether refurbishment/improvement work will be required and if so, the scale of the work (this does not need to be a detailed assessment).

• To create a timeline of potential disused and underused spaces that may be available for interim use purposes, including when and for what duration.

• To make recommendations for any existing facilities that may need temporary accommodation until new facilities are built (the mapping of existing community facilities will help to inform this).

• To research other interim use projects that have creatively used similar spaces to provide a range of community and economic benefits to the local area and share the findings, including citing examples of projects, their location, photographs, and any lessons learned about what did and did not work on these projects.
• To undertake market analysis to understand and make recommendations on the types of interim uses the local market could withstand

• To recommend potential new and innovative projects for interim spaces on the estate that would provide tangible community benefit for a period of time. This should include a description of the project, the rationale for why this may be a good fit for the Aylesbury Estate, how residents could get involved, the types of outcomes that may be achieved, what would be required in the set up, indicative costs and what time period it may cover. It is important that recommendations are viable and deliverable.

5) Research into lessons learned from other non-residential space strategies

• To undertake research into examples of what has and has not worked well in similar areas in relation to community, commercial and interim use space that could provide useful lessons learned for the Aylesbury project

• This research should draw out key themes in the form of recommendations the following key areas:
  o Effective models for potential use, management and resourcing of the community and interim use spaces
  o Meaningful ways of involving existing businesses in the regeneration programme
  o Innovative ideas to create local employment and social enterprise opportunities from the interim use, community and commercial spaces
  o Consideration should be given to design in relation to the different types of spaces, including any recommendations based what has worked elsewhere.

Output

• The successful applicant will be expected to deliver a thorough, robust and well-written report on the findings from the feasibility study, which will be submitted to Notting Hill Housing for review, in a draft version by 7 December 2015

• Feedback from Notting Hill Housing and partners would be taken on board and the final report would be submitted by 17 December 2015, along with a presentation on key findings

• The final report would need to include a detailed narrative, covering all five elements of the feasibility study as outlined above, as well as the results of any surveys undertaken, detailed information and photographs of any mapping activity carried out and research undertaken, and visual timelines to demonstrate the timescale of when existing facilities cease, new ones are built and any identified gaps in between
Budget and Tendering Arrangements

The fee for the study will be fixed in advance and will be inclusive of all expenses and disbursements but excluding VAT.

The maximum budget available for this study is £12,500.

Tenders must be delivered to Meghan Doyle, Head of Community Investment at Notting Hill Housing, The Old Pharmacy, 2nd Floor Taplow, Aylesbury Estate, London SE17 2UQ by 9am on 5 October 2015 in a clearly marked envelope and also emailed to mdoyle@nhhg.org.uk. Tenders received after the submission date will not be considered, except under the discretion of the project lead, Meghan Doyle.

The tender documents and quotation should comprise of the following information:

- Details of the methodology to be used and a summary of how the study would meet the purposes and objectives set out in this brief
- A timetable for the work that identifies and programmes the key tasks needed to deliver the study requirement, including proposals for involvement of Notting Hill at each key stage
- Details of the key personnel who would be undertaking the project including their individual roles in the project, experience and their suitability for the work
- The required fees for meeting the requirements of this brief
- A breakdown of the costs involved for each part of the project, including staff time with hourly/daily rates for each team member. Disbursements should be identified and kept to a maximum of 5% of the bid value. The cost of attending any meetings that may be required during the course of undertaking the study must be included in the final composite fee quoted by the consultant and at no extra cost to Notting Hill Housing
- Identification of whether there would be a need to sub-contract any part of the work (and identify these costs)
- Relevant examples of previous work undertaken in the last few years, including contact details of clients
- Details of the company’s legal status
- Details of appropriate insurance cover (to include public liability cover, employer insurance and professional indemnity insurance)
- Details of health and safety working practices and policy
- Tenderers must identify any potential conflicts of interest

Tenders will be evaluated based on proposed methodology, cost, the experience and achievements of the consultant in preparing similar studies and demonstration of the ability to meet the brief specifications in the required timeframe. The evaluation process will include examination of the submissions received as well as interviews of shortlisted contractors and taking up of references.

In the case any element of the study requires updating or adjusting at a later period, the consultant should identify daily rates for undertaking additional work.

Contact

Meghan Doyle, Head of Community Investment at Notting Hill Housing Trust is the project lead and main point of contact for this piece of work. If you have any questions, please contact Meghan Doyle by email on mdoyle@nhhg.org.uk or by phone at 07826 918347.
Duties of the Consultant

The Consultant will complete the tasks outlined above and agree and acknowledge that their appointment shall be as experts, using suitably qualified personnel to carry out the services. The Consultants will be required to indicate in their submission the name of the principal person to carry out the duties along with details (C.V. etc.) of the supporting personnel, the identity of any third party specialist to support the team and an indication of their respective roles, how many days and the day rate.

They shall use proper skill and care in carrying out the services having regard to current knowledge, information and good practice. The consultant should be satisfied that there are no conflicting interests. It will be required to demonstrate Professional Indemnity Insurance cover will be required to a level satisfactory to Notting Hill Housing Trust.

Payment Arrangements

Payment will be subject to the satisfactory completion and delivery of the final reports and mapping. Ten per cent of the cost of the project may be retained by Notting Hill Housing for a period of up to two months following completion of the project; this is to allow any errors to be identified and corrected.

List of Appendices for Reference

This documentation will be made available to the commissioned provider to assist with the completion of the feasibility study, however for the purpose of this brief; it may be useful for bidders to be aware of the existence of this information which will help to provide context and detail at a later stage.

1. Revised Development Specification
2. Aylesbury Area Action Plan
3. Housing Needs Survey
4. Southwark Council’s Economic Wellbeing Strategy
5. Key Milestone Programme Dates for Aylesbury Estate Regeneration
6. Interim Use Mapping
7. Construction Skills Centre Brief
8. Southwark Council’s Core Strategy
9. Elephant & Castle Plan