



Town Centre Support Project Invitation to Tender



Littlehampton Town Council Town Centre Support Project

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Littlehampton Town Council is the lead partner for the Littlehampton Town Centre Strategy and with £50,000 funding from the UK Shared Prosperity Fund (UKSPF) it is seeking to appoint an exceptional professional/company to deliver four key areas of development to support the Town Centre.

If you would like to meet with us or make a site visit please email Sofia Chittenden (schittenden@littlehampton-tc.gov.uk) or Kieran Gibbins (kgibbins@littlehampton-tc.gov.uk) or call 01903 732063.

Background

The Town Centre has benefited from significant investment into the public realm, with the High Street phase being completed earlier this year. Further information on the multi-million pound economic and regeneration project can be found here:

<https://www.arun.gov.uk/la-public-realm/>

Littlehampton Town Council is now working with Partners on a Town Centre Strategy to bring forward an agreed set of actions which will enable the Town Centre to remain a vital element of a successful, vibrant Town, providing key services and recreation for both residents and visitors.

A vital element of the Strategy is the engagement of all partners. A strong partnership and cohesive action will be the key to moving Littlehampton Town Centre forward. A Town Centre Action Group is currently being formed. This will be made up of representatives from:

- West Sussex County Council
- Arun District Council
- Littlehampton Town Council
- Sussex Police
- Littlehampton Town Centre business representatives

Other key players will be invited to take part at various times.

Littlehampton Traders Partnership was formed over 20 years ago and has been a key partner in many of the previous projects. However, over the past year the Steering Committee has become disillusioned with their role and felt there was a lack of support from other partners. This led to the Steering Committee being disbanded earlier this year. Two new business representatives have volunteered to join the new Town Centre Action Group.



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1. The Project

The project is centred on four key areas of development:

1. Develop a sustainable and empowered group of Town Centre business representatives.
2. Engage with freeholders/landlords to develop strong relationships to facilitate other areas of development in the Town Centre.
3. Support the newly formed Town Centre Action Group to take forward the Town Centre Strategy and Action Plan which aims to coordinate activities to achieve economic growth in the area.
4. By working in collaboration with partners develop a strong destination identity to increase visitors that stay longer, spend more, return and recommend.

Some work around the views of both independent and national multiple businesses in the town centre has recently been undertaken. Recommendations from that work confirm that businesses have a critical role to play in taking Littlehampton Town Centre forwards and are willing to be involved in this, but they need some guidance and co-ordination. The grant from the UKSPF will be used to provide support to retailers, to be the link between the business community and local authorities; to work to form a cohesive and well-trained group of representatives for the town with a plan of action that dovetails with the Town Centre Strategy; and will help to strengthen the role that both independent and multiple businesses play.

2. Invitation for Quotation

The Council is looking to engage the services of an organisation or individual to provide services to support Littlehampton Town Council working with the Town Centre retailers to deliver positive outcomes for regeneration. The project will run until 31 March 2025.

Ideally, the organisation or individual will have considerable experience in retail and leisure led business support and training within a High Street setting. The nature of this work is such that regular visits to retailers and other partners will be required. It is therefore not suitable for fully remote working.

A reporting system will have to be implemented which will include regular update meetings and written reports to stakeholders.



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3. Contract

Any contract will be between the designated contractor and Littlehampton Town Council.

4. Tenders

Please supply the following:

- a. Company details and experience of delivering similar projects with demonstrable outcomes.
- b. Details of staff that will deliver the support and their experience.
- c. An outline of the service and how it will be delivered.
- d. The total cost per annum.

Any additional information that might help Littlehampton Town Council to reach a decision are welcomed as part of the tender.

Tenders must be submitted by email, addressed to both the Town Clerk, Laura Chrysostomou lchrysostomou@littlehampton-tc.gov.uk and the Communications and Marketing Manager schittenden@littlehampton-tc.gov.uk.

Please return your tender by midnight on Sunday 3 September 2023.

The successful company will be required to enter into a contract with Littlehampton Town Council. This will require the production of all relevant certification and insurance where applicable.

5. Confidentiality

All tenders will be treated as confidential. However, the successful company will be open to public inspection via freedom of information and financial declarations.

Persons or organisations submitting a tender are advised that the canvassing of Councillors, officers or members of a committee or sub-committee either directly or indirectly shall disqualify them from the process.

6. Grading of tenders

All applicants must meet the basic criteria in part A to be considered for tender.

Part A: Pass/Fail Criteria

To be considered, all tenders must:

- Clearly explain how they will deliver the project's outcomes outlined in points 1 to 4 in paragraph 1.
- Supply all the information requested in points a to d in paragraph 4.



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Part B: Added Value & Price

Scores will be given based on quality and the level of service offered within the quotation when compared with the pricing.

Meets all the criteria and gives exceptional added value 4

Meets all the criteria and gives substantial added value 3

Meets all the criteria and gives limited added value 2

Meets all the criteria 1

We are looking for professional companies who deliver proven excellence in their field.

Weighting

To ensure best value, the weighting of each section is as follows;

Added Value: 30%

Company Experience and proposed delivery method: 40%

Price: 30%