



NORTH CARRICK HERITAGE ENTERPRISE VILLAGE **Property Development Manager Brief**

NORTH CARRICK COMMUNITY BENEFIT COMPANY
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Introduction

North Carrick Community Benefit Company (NCCBC) was formed as a company limited by guarantee in June 2014 and registered as a Charity in August 2015. The company is set up to administer grant funding from Scottish Power Renewable's Dersalloch Windfarm and other sources that fit with the company and its charitable status. Funding is designated for the North Carrick area of South Ayrshire that includes 5 community council areas, made up of the communities of Crosshill, Straiton, Kirkmichael, Kirkoswald, Maidens, Turnberry, Dunure, Minishant and Maybole.

During 2022, with support from the UK Government's Community Renewal Fund, NCCBC implemented its "Foundations for Recovery" programme to convert community and business aspirations, ideas, and proposals into investment-ready projects. This £0.5m investment carried out feasibility studies and technical development work for 26 individual projects spread across Maybole and the eight surrounding villages.

As part of these studies, CEIS undertook an assessment to determine the viability of establishing a 'Rural Retail Park' in North Carrick. However, the concept evolved throughout the course of the study, shifting away from a single central retail facility to a diversified offer of Heritage Enterprise Villages (HEVs) or clusters across North Carrick to support enterprise and stimulate economic activity. The study concluded that this approach is both realistic and sustainable. The HEV will be based on:

- A flagship site in a town or edge-of-town (Maybole) location, and subsidiary sites and a network of heritage enterprises across North Carrick.
- Offering a diverse range of products and services, with a primary focus on enterprise and support and centred around the theme of heritage, encompassing built, natural, and culture.
- Supporting new/ existing enterprises, micro/ small/ social enterprises, heritage products/ services
- A market focus on local residents and niche tourists who are interested in exploring and engaging with the heritage offerings of the area.
- A preference for using existing vacant/ underused community assets.
- Forming a Development Trust to develop and manage it, supported by external expertise as part of an outsourcing business model.

NCCBC has secured funding for a 3-year project to recruit a Project Development Manager (PDM) to develop the proposals.

Project Development Manager Deliverables

- Develop a Masterplan for the HEV and a detailed Business Plan for its phased implementation and delivery with potential funding streams identified.
- Undertake research, seek best practice examples, and lead visits to exemplar enterprises/ developments to inform on the development of the Masterplan and Business Plan for the HEV.
- Produce options appraisals for HEV and sites to the Development Trust Manager
- Procure and manage built environment consultants.
- Develop a risk register for the project.
- Provide advice to the Development Trust Manager on separate but related regeneration opportunities in North Carrick including possible community asset transfers, the improvement of existing community-owned buildings and the development of new ones, and proposals to create new retail spaces and new tourist attractions.
- Produce monthly reports to the Board on progress.

The current brief is for a part-time contractor to establish the project and lead the work in its crucial first year. It is envisaged that in the second year of the project the post will become a staff member of a new “North Carrick 2030” Development Trust being established to lead on the implementation of the findings of the Foundations for Recovery programme.

The PDM will have the opportunity to transfer into the Trust if of interest.

Heritage Enterprise Village Scope

The concept is that North Carrick Heritage Enterprise Village will be a ‘hub and spoke’ network of new and existing heritage enterprises, artworks and other attractions across North Carrick that provides positive heritage, leisure and buy-local experiences for residents and tourists.

Contractors should make their own proposals on prioritising and organising work, but the following is an indicative outline:

Work Stream	Description	Indicative Time Allocation
Engaging with Communities, Businesses, Local Authority, &c	Promoting and refining the concept and developing working relationships. Intensive at start of assignment, ongoing at a lower rate.	10%
Identifying sites & partners	Liaising with existing businesses and premises, identifying potential disused, underused, or new development sites as locations for the “hub” or “spokes”.	5%
Producing Preliminary Feasibility Reports	Drafting outline business cases for selected sites.	20%
Engaging and Managing Professional Advisers (as contractors to NCCBC)	Writing briefs, managing tender processes, advising on appointments, overseeing their work. Likely to be from around Month 4/5 onwards in the assignment.	20%
Leading Detailed Project Development	Managing advisers, discussions with e.g. landowners/local authority/other stakeholders. Ongoing in second half of assignment.	25%
Supporting Masterplan and Business Plan Development	Providing technical and other inputs. Likely to be from around Month 6 onwards in assignment.	15%
Reporting		5%

The Contractor

A wide range of expertise and experience will be required in developing the masterplan and then implementing that plan to establish the HEV. Some of that range is available to NCCBC via its Development Manager and Assistant Manager. NCCBC will also have access to external support for the development of the HEV Masterplan and Business Plan. The gap that the Contractor is expected to fill is in property development and management.

The Contractor will have a track record demonstrating some or all of the following:

- A good technical understanding of feasibility studies.
- Ability to assess project viability.
- Knowledge of construction/construction management and procurement activities

- Experience in preparing and submitting planning applications.
- An understanding of property development funding.
- Experience of facilities management and managing retail and commercial tenants.
- Demonstrable experience and or interest in community led regeneration initiatives.
- The ability to manage internal and external stakeholders.
- Responding to a Board (Development Trust).

Tenders

Before drafting a tender, contractors should read the report at <https://nccbc.org.uk/rural-retail-park-study-report/> for an understanding of how proposals for a Heritage Enterprise Village have been developed, and the Strategy report at <https://nccbc.org.uk/wp-content/uploads/2023/01/NCCBC-Strategy-report-1022-v9.pdf> to familiarise themselves with the outputs of NCCBC's Foundations for Recovery programme.

Tender documents should be concise, easy to read and accessible, and should cover:

- CV of contractor.
- A description of how you would approach the work and the key deliverables and milestones.
- Confirmation that you have the capacity to deliver this between August 2023 and the end of March 2024 and an indication of the number of days you expect to input over that 8-month period.
- Confirmation that you have (or are willing to secure by the time of the contract award) the following levels of insurance - Professional Indemnity Cover: £5,000,000; Public/Products Liability Cover: £1,000,000.
- Notes of any risks that you envisage with a mitigation plan for each of those risks.
- Names of contacts from two separate organisations for whom similar work has been undertaken, ideally one to be within the past year.

Tenders will be assessed based on understanding of the brief, experience, and quality of approach.

Tenders should be returned by Monday 17th July at 12noon via email to stuart@nccbc.org.uk.

Remuneration

The work is offered as a fixed-term contract to run from 1st August 2023 to 31st March 2024. The successful individual or company will be self-employed and responsible for his/her/their own tax and personal insurance. A fixed fee of £15,350 will be paid to include all expenses and VAT.

A payment schedule will be confirmed at the inception meeting but please indicate what you would prefer in relation to a payment schedule.

Further Information

To ensure fairness in the tender process, please note that NCCBC will not enter into discussions on the detail of this assignment. Any requests for clarification of the contents of the brief or for additional information should be submitted direct to stuart@nccbc.org.uk and this information will be circulated to other tenderers.