Central Winchester Regeneration Development of Supplementary Planning Document and associated Engagement

**Summary**

Winchester City Council (‘the Council’) is preparing a Supplementary Planning Document (SPD) for the area known as Central Winchester (see Appendix 3). The SPD will set out the detailed aims and objectives for the regeneration of central Winchester (within the defined area) and any consequential changes required to the surrounding area (including the Broadway and Lower High Street).

The Council is looking to commission an Urban Design practice with multi-disciplinary skills, expertise and recent experience of working in areas with significant heritage and cultural assets to act as consultant and support this process based upon the requirements set out below.

The purpose of the commissioned work is to run a process to deliver the SPD comprising a planning brief and development framework plan for the Central Winchester Regeneration Area. The measure of success will be that the policy and plan have widespread public and stakeholder buy-in that underpins the efficient and effective delivery of a viable regeneration scheme.

Central to the success of the process will be an engagement and communications strategy that will ensure the outcomes meet community, council and partner aspirations. The successful consultant will need to have a proven track record of delivering excellent public and stakeholder engagement on comparable projects.

It is envisaged that the consultant will work with the Council to formulate the SPD through a series of iterations which will be tested through discussions with Council officers, the Central Winchester Regeneration Informal Policy Group and the Winchester Town Forum.

**Deadline for bids: noon 21st November 2016.**

**Background**

The Council is seeking to improve and revitalise part of Winchester known as the Central Winchester Regeneration Area. This area was previously subject to a Development Agreement which was recently terminated.

An Informal Members Policy Group (IPG) has been established to oversee the production of a Central Winchester Regeneration Supplementary Planning Document (SPD) that Cabinet can subsequently agree for adoption. The terms of reference for the IPG are set out in Appendix 1.

The SPD will take the form of a planning brief and development framework plan for the site and will use as its starting point the original Planning Brief for the site produced in 2003. The Council will require an early meeting with the successful consultant to discuss which parts of this brief are still relevant and how it will need to be used in relation to the technical assessments and engagement work.

The SPD process will meet minimum SPD engagement requirements and will need to reflect the Local Plan Policy, and allow for wide input and involvement across the Town and wider district (see Appendix 2).

It is anticipated that the process will include:

* Preparation of an Engagement and Communications Strategy
* Conducting two phases of engagement
* Public consultation (as required for an SPD)
* Drafting and redrafting of the SPD
* Presentation to Cabinet
* Production of the final SPD
* Approval by Cabinet of the SPD for adoption.

The Engagement and Communication Strategy will set out how the minimum SPD engagement requirements will be met. Innovative methods of engagement will be encouraged to ensure all those interested in the site and its future development have an opportunity to contribute.

The process of formulating the SPD should be integrated with the engagement and communications process. It must provide for gateway reviews to be undertaken with the client at the following stages before progression to the subsequent stage:

* Report of first stage of engagement and discussion/ interpretation of findings.
* First draft SPD.
* Second stage of engagement on draft SPD
* Report of second stage engagement and discussion/ interpretation of findings.
* Redraft of SPD after second stage engagement
* Discussion/ agreement of revised SPD with officers and Members (including Cabinet)
* Preparation of final Draft SPD after Cabinet consideration
* Production of SPD for approval
* Production of SPD for adoption

At each stage viability and commercial considerations must be tested and validated. It will be expected that viability will be assessed at a high level based upon quanta of floor space for each use (mix of uses).

The aim is to produce a draft SPD in June 2017, with the target of adoption of the SPD before the end of 2017.

The SPD will follow the development strategy and planning policy guidance as set out in the Council’s Local Plan Part 1 (adopted March 2013) and Local Plan Part 2 (to be adopted early 2017), in particular Policy WIN4 which sets out the planning parameters for the SPD.

The Council also has a number of other strategies in place which should inform the SPD (Economic Strategy; Cultural Strategy; Walking, Cycling and Parking Strategies etc.). The Vision for Winchester 2012 produced by Winchester Town Forum also provides guidance as to aspirations for the City. The area to be covered by the SPD is subject to a range of constraints, which will inform the options and outcomes to be explored.

**Requirements**

The Council would like a quote and proposal, setting out how the tasks would be undertaken, for the following pieces of work:

* Formation of an SPD, including an overarching vision, reflecting the review stages set out above and which takes into account the disposition of land uses and requirements of Local Plan Policy WIN4. This must also take into account all known constraints within the site as identified through technical studies. It is envisaged that the consultant will work with the Council to formulate the SPD and that this will be undertaken in a series of iterations where key assumptions are tested and agreed at set stages. In the formulation of the SPD the consultant will need to demonstrate how it will be consistent with good commercial and site valuation practices and how it will address key considerations such as affordable housing together with other Local Plan requirements whilst meeting infrastructure needs. It is expected that this work will be undertaken at a high level based upon quanta of mixed use development rather than a full development appraisal.
* Specific ‘supporting technical work’ including; Archaeology; Retail need; Transport/ Parking and bus facilities; Flood Risk assessment and mitigation; and Contamination, will be commissioned and funded separately by the Council and provided to the consultant. However, the formulation of the SPD will require the following work/ input to be included within the scope of the SPD development and costs set out in proposals:
* Consideration of views through, and of, the site with reference to the Council’s Local Plan policy, to identify constraints and opportunities.
* A character study including consideration of special requirements and considerations including existing and adjacent buildings within the area.
* Commercial aspects and valuation tested at each review stage.
* Consideration of accessibility and public realm issues to identify opportunities, constraints and key requirements for the SPD.
* Designing and implementing an Engagement and Communications Strategy. The Winchester Town Forum will be a key consultee and source of information throughout this process. This will need to be comprehensive, representative of our communities and inclusive, as well as meeting SPD requirements. Timely feedback to participants and the wider public will be a key requirement of this. This will be achieved through an appropriate mix of qualitative and quantitative methods which will provide a reliable and representative view. Appendix 2 provides a report from the Informal Policy Group who, along with stakeholders, held a workshop to consider methods of engagements and communities of interest that they feel would be important to include in the process. Proposals should consider how these will be addressed in an engagement strategy, as well as offering other suggestions and options for successful engagement based on best practise for similar projects.

**Reference Documents**

* Central Winchester Regeneration Area Map:

<http://www.winchester.gov.uk/assets/files/28202/Central-Winchester-Regeneration-Study-Area-2-.pdf>

* Central Winchester Regeneration webpage (for further information on the project):

<http://www.winchester.gov.uk/planning/major-sites/silver-hill-central-winchester-regeneration/cwregen/>

* 2003 Friarsgate Planning Brief:

<http://www.winchester.gov.uk/planning-policy/supplementary-planning-documents--spds-/adopted-broadway-friarsgate-planning-brief/>

* Silver Hill background information: <http://www.winchester.gov.uk/planning/major-sites/silver-hill-central-winchester-regeneration/>
* Central Winchester Regeneration Informal Policy Group webpage

<http://www.winchester.gov.uk/meetings/ou/37/>

* Local Plan Part 1:

<http://www.winchester.gov.uk/planning-policy/local-plan-part-1/adoption/>

* Local Plan Part 2 (Submission version plus modifications); policy WIN4 referring the Central Winchester/ Silver Hill Regeneration Area

<http://www.winchester.gov.uk/planning-policy/local-plan-part-2/lpp2-examination/>

* Local Plan Part 2 Background Paper 3 : Silver Hill, Winchester : Matters 14 and 14a submissions):

<http://www.winchester.gov.uk/assets/files/26468/OD17-Final-Background-paper-silver-hill.pdf>

**Commission outputs**

1. Formulation and delivery of the Engagement and supporting Communication Strategy based on the Council’s requirements as set out in this proposal including attending and reporting to the IPG and Town Forum.
2. Report of engagement and results in a format agreed with the Council which meets the requirements of the Town and Country Planning (Local Plans) (England) Regulations 2012 (paras 11-16 & 35) for the formal consultation stage.
3. Formulation of Draft SPDs at all review stages including attending and reporting to the IPG and Town Forum.
4. Electronic copy of final reports/ documents in PDF and MSWord formats.

**Timetable**

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| --- | --- |
| Client issues brief | 31ST October  |
| Deadline for quotation | 21st November  |
| Interviews | 6th December |
| Appointment of consultant | 7th December |
| Deadline for draft SPD  | End of June 2017 |
| Deadline for final report | End of 2017 |

**Fee**

The maximum fee for this commission is £90,000 (exclusive of VAT). Of this total 10% will be payable on initiation of the contract, and 25% on satisfactory completion of the project, including delivery of the SPD.

The remainder will be staged in a way which suits both parties, to be agreed in writing at inception.

There are no additional travel or other expenses, but the Council may choose to fund – on a one-off basis - goods or works (e.g. printing, venue hire) that are deemed to be required to fulfil the brief effectively and which are agreed in writing in advance (these should not be anticipated in the costings submitted as part of the bid).

**Monitoring Arrangements**

The successful provider will attend a contract initiation meeting with the Council’s Assistant Director (Policy and Planning) and Head of Policy and Projects and lead members.

Regular, short updates will be required (by email) during the course of the project, to be directed to the Assistant Director at the City Council, alongside a number (estimated up to 6) of meetings with the Informal Policy Group and Town Forum. It is also envisaged that a further 3 officer meetings will be required.

**Proposal Specifications**

Your proposal will need to set out the following:

* Company name, lead consultant and supporting staff qualifications and experience and time to be spent on project by different team members, and contact details
* Proposed project plan and methodology to be followed
* Proposal setting out how the SPD would be developed and integrated with engagement and technical work
* Confirmation that you can deliver to the set deadlines
* Total cost of work to include expenses and attendance at meetings/ events as required.

**Making a Bid**

This commission has been advertised on the South East Business Portal. Bids may be submitted by any consultancy which considers it is able to fulfil the brief effectively and has suitable and relevant experience and skills. Where consultancies feel they would benefit from working together to deliver this project, the Council will accept bids from a combination of consultancies. However, the contract will only be with one lead consultancy and this lead partner must be made clear on the submission.

The Council reserves the right not to award the contract to any bidder.

If it does award the contract it will be to the best proposal based on price and interpretation of the requirements of this brief, has suitably experienced and qualified staff and which can meet the Council’s deadlines. **See criteria below**.

Proposals should be submitted electronically to the following email address: CWRegen@winchestergov.uk by **12pm on 21st November 2016**.

Please note that any queries regarding the scope of this work should be directed to

Zoë James

Project Manager

Winchester City Council

Tel: 01962 848 508

Email: zjames@winchester.gov.uk

or

Andy Hickman

Assistant Director – Policy and Planning

Winchester City Council

Tel: 01962 848 105

Email: ahickman@winchester.gov.uk

**Contents of a Bid**

* Full description of the organisation(s) including governance arrangements and CVs of lead staff;
* A copy of the most recent annual accounts or other appropriate evidence where not available (where a bid is from a combination of consultants, the documentation should be supplied for the lead consultant);
* A clear description not exceeding 4 A4 pages your methodology for how you propose to deliver the commission, describing the expertise available for delivery and any added value aspects;
* A basic project plan (e.g. simple Gantt chart) showing key milestones for the project);
* Cost breakdown showing how the money will be deployed on the various elements;
* A basic risk register for the project;
* Confirmation of insurance cover for the proposed activities which meets the Council’s minimum requirements (Public Liability: 5M for any one event and Employer's Liability: £10M for any one event. Professional indemnity Insurance of £2M);
* 3 examples and referees for recent work (ideally within the last 3 years) of a comparable nature, and relevant to the proposed project. For each project please provide evidence on:
	+ the success of the project and relevance to the Council's requirements in terms of type and quality
	+ creativity in use of appropriate and innovative approaches to public engagement and policy articulation
	+ delivery of projects on time and within budget, in line with planned estimates

**Conditions**

The Council reserves the right to not appoint any bidder as an outcome of this quotation process.

The Council reserves the right to withdraw from using the services of the consultant at any time during the project if it is not satisfied with the standard or quality of the work.

Payment of fees will be on completion (to the Council’s satisfaction) of the project, in accordance with this Brief.

Any work outside the Brief, or as subsequently agreed in writing between the Council and the appointed consultant will be considered as additional work. The parties must first agree the content and cost of any such work before it is undertaken.

No part of the work should be sub-contracted to third parties without the Council’s prior consent.

The appointed consultant shall at all times be fully covered by professional indemnity insurance.

The Council will own the copyright of all reports, documents and other material produced as a result of the contract and will have the right to copy, use, publish and distribute it as the Council thinks fit (subject to the work being accredited to the consultant).

**Evaluation Process and Criteria**

Process: All bids will be evaluated by a panel likely to include:

* Executive Member Cllr Victoria Weston, Chair of IPG
* Cllr Richard Izard vice Chair IPG
* An IPG Member
* Assistant Director (Policy and Planning) and the Head of Policy and Projects

Only bidders who can demonstrate they have financially stability, meet the Council’s insurance requirements and can complete the required work with the stated timescales will be considered.

Bids will be scored on price (50%) and quality of the bid (50%). The evaluation/ selection criteria which will be applied to all bids are as follows:

**Quality (max 50%)**

The ability and capacity of the bidder(s) to deliver the commission, based on:

* Approach to delivery of the commission, understanding and interpretation of the brief and engagement process (20%)
* Relevant skills and experience of organisation (15%) and staff (10%). These elements will have minimum criteria in relation to suitable recent experience of similar successfully delivered projects and relevant skills and experience of staff.
* The identification of potential risks using suitable processes for identifying and treating risks during the life of the project (5%)

**Price (max 50 %)**

Price of the bid based on itemised fee breakdown for the full contract including staff deployed and rates.

**Appendix 1: Informal Policy Group Terms of Reference**

The terms of reference for the Informal Policy Group are:

* To devise and implement a programme of engagement with all sectors of the community, including the Winchester Town Forum, to generate options and ideas for the SPD
* To take evidence from relevant service providers, businesses and members of the public to assess the implications of their views on the future of central Winchester and the content of the SPD
* To recommend to Cabinet what technical and economic studies should be commissioned that will be necessary to provide an evidence base for the SPD, particularly in relation to transport and parking, retail activity and cultural activities
* To evaluate a full range of options for the content of the SPD, based on the programme of engagement and the technical and economic studies, and then promote informed public debate to test policy and practical options
* To recommend a draft SPD to Cabinet that has been fully reviewed through a programme of consultation which allows all sectors of the community to make comments in a manner consistent with legislative requirements for the production of an SPD.

**Appendix 2: Workshop Summary**

The Central Winchester Regeneration Informal Policy Group held a workshop to consider methods of engagements and communities of interest that they feel would be important to include in the process. Along with representatives from the Town Forum, Winchester Business Improvement District, Winchester Action on Climate Change and the City of Winchester Trust, they created a list of groups and engagement media that would need to feature as part of a successful Engagement Strategy.

The following list sets out some of the main points for consideration;

*Methods:*

* Undertake informal polling with members of the public in and around the area and at times to capture different demographics, e.g. at lunch times to talk to local office workers, shoppers and visitors.
* Use established methods of communication and engagement throughout the district, including parish councils (to involve the wider district) and local community social media networks
* Ensure engagement opportunities are taken out to people, especially hard to reach groups, using interesting and innovative methods.
* Consider providing site visits to support informed engagement

*Key groups to target:*

*(this list is non-exhaustive)*

 People and representative groups

* General ‘unrepresented ’ members of the public as well as organisations representing communities of interest
* Communities outside of Winchester Town Centre but who look to Winchester for services i.e. through parish councils
* Younger people, including school age children and students
* Cultural/ethnic Groups
* Those who work in Winchester and those who commute out of Winchester
* Visitors
* Bus users

Commercial organisations

* Local agents regarding interest in retail opportunities
* Landowners within the study area
* Transport operators
* The business community, including individual businesses as well as representative bodies
* Local media (Inc. local newspapers and magazines)
* Organisations and businesses which attract people into Winchester

**Appendix 3: SPD Study Area**

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