



A Gosport Borough Council Opportunity.

## GOSPORT HERITAGE ACTION ZONE

### Consultants Brief for: Stokes Bay Conservation Area Appraisals and Designation Assessment Report

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Date prepared: 18<sup>th</sup> August 2020

## **1. Project Summary**

### **1.1 Stokes Bay Conservation Area Appraisals and Designation Assessment Report**

**This brief to Quote has been prepared in the circumstances of government prescribed social distancing measures to limit the spread of the Novel Covid-19 virus. The methods requested vary from those normally recommended in order to take account of the restrictions on non-essential travel and avoidance of in-person meetings, which necessarily effect community engagement in addition to aspects of survey, project management and timescales for delivery. Where possible information will be made available remotely and meetings will be held using online platforms. The timescales for delivery have been defined to take into account foreseeable limitations on travel and the need to adapt to different working methods. However, there is limited understanding of the potential continuation of lockdown measures or of the potential long-term impacts of this situation. There remains potential that redeployment or unavailability of staff may require further change to dates.**

### **1.2 Summary**

Gosport Borough Council, with financial support and advice from Historic England, is seeking Quotes to complete a conservation area designation report/appraisal for an area of Stokes Bay within their borough, along with appraisals of both the Alverstoke and Anglesey Conservation Areas to include Management Proposals and boundary review.

The successful consultant will be required to deliver within a constrained timeframe to complete a draft conservation area designation review report for the Stokes Bay area, including mapping within three months of appointment. They will be required to review and synthesise the findings of a number of surveys by Historic England's research and listing teams, undertake their own research and survey, as well as engaging with communities with interest in the Stokes Bay area – potentially through either in person or remote (online) engagement workshops, interviews or set tasks. The outcomes of a schools' heritage project should also be reflected in the report.

Following discussion with the client, they will need to provide an updated report with completed mapping and a selection of high quality photographs for desk-top publishing within six weeks of receipt of an annotated review of the draft document. They will be required to maintain an archive of project documentation, including the record of engagement activities (anonymised where necessary to ensure compliance with the GDPR), as well as survey notes and photographs for deposition within the Historic Environment Record. It is expected that this phase of work should be completed by End of March 2021 to allow public consultation on the findings of the review report early in the next financial year. The designation review report should

be set out to allow it's ready amendment to provide a conservation area appraisal, including management proposals, should the area be designated a conservation area.

The designation review report will be expected to conform to Historic England's most recent advice note on Conservation Area Appraisal, Designation and Management (see bibliography), providing a succinct statement that is accessible to the intended users and is focused on justified assessments of the importance (either positive or negative) of features of character and the contributions of elements of the area's special historic or architectural interest to the significance of the area as a whole and therefore clearly justifying the extent of and boundary of any area recommended for designation as a conservation area.

The consultants will seek to include material from a heritage project being run in parallel with this project and managed by Hampshire Cultural Trust, exploring local school pupils' reactions to and experience of the historic interest and character or appearance of Stokes Bay. This might involve using the student's art work or quotes as illustrative material within the assessment report, or holding a special class with a group of students to explore their experience of the area.

Following public consultation and a decision on whether to designate a new Conservation Area the consultant will be required to undertake review of the two existing conservation areas at Anglesey and Alverstoke and prepare conservation area appraisals for each including suggested management proposals and boundary review. These should be presented as a single document, including analysis of any character areas defined such that any subdivision or boundary review of the conservation areas should not require preparation of a new appraisal. The consultant will be expected to arrange and facilitate engagement of the community through practical workshops to explore the history of the area.

A body of information on the historic and architectural interest of the conservation area is available as a result of Historic England's studies delivered prior to the Gosport Heritage Action Zone project, which will reduce the need for additional evidence gathering or site visits. Historic England will provide their own townscape analysis mapping and survey notes to support the consultant. Meetings will be expected to be held online to reduce need to travel.

## **2. Context**

Two contiguous conservation areas were designated in 1975 to protect the landscape of the Anglesey Creek, the Clayhall Royal Naval Cemetery (a Grade II Registered Park and Garden) and the settlement between the Creek and Stokes Bay seafront and the small historic settlement of Alverstoke at the head of the creek. Neither has been reviewed since that date. Stokes Bay has played an important role in forming part of the seaward defences of Gosport since the late 16<sup>th</sup> century. The defences constructed have included batteries, forts, canalising of the River Alver, banks, ditches and berms, roads and tram/railways for the movement of troops, armaments and munitions and the preservation of 'fields of fire' forming the Stokes Bay Lines. The area was also of particular importance in the preparations and embarkation for the D-day landings with structures created between 1943-44.

The maintenance of the Stokes Bay area as open space since the 16<sup>th</sup> century, including some continuing military uses, alongside the winding down of other military sites and either finding new uses for them, or their long term lack of use has affected the character of the area considerably. It has also developed or sustained wildlife value. In the west a stretch of the shoreline and shingles are designated as the Browndown SSSI. The Gillkicker Lagoon is included in the Solent and Southampton Water RAMSAR site and recorded as a SSSI, whilst the Anglesey Creek is a part of the Portsmouth Harbour RAMSAR site and SSSI.

The study area is in multiple ownerships, including private businesses, residential property owners, institutions (schools and health), as well as the public sector (including Ministry of Defence). There is strong public interest in the area with both the Gosport Society and Friends of Stokes Bay providing public voices. A large part of the Stokes Bay area is public open space that makes an important contribution to the amenity of local people and is an attractor for visitors.

The Stokes Bay Study Area contains a number of notable Designated Heritage Assets recorded on Historic England's At Risk Register, including Fort Gillkicker (Scheduled Monument) which has been subject to considerable heritage crime, as well as suffering with water penetration and damp and No. 2 Battery (The Diving Museum), Stokes Road (Listed Grade II\*), also subject to water penetration.

Gosport Borough Council in partnership with the Gosport Society, Defence Infrastructure Organisation and Hampshire County Council were successful in a bid for Heritage Action Zone Status in 2019. The area was chosen as one of 9 second round Heritage Action Zones by Historic England. Assessment of the Stokes Bay Area for potential designation as a conservation area, and reassessment of the existing Anglesey and Alverstoke Conservation Areas were identified as year 2 and 3 priority projects for the Heritage Action Zone, making use of the expertise and passion of local community volunteers to undertake survey work and assess the condition and value of townscape elements. As such the Borough Council, HAZ

partners and other community organisations, as well as the appropriate ward Councillors will be important stakeholder for the project.

## **2.1 The Requirements for Designation Assessment Report and Conservation Area Appraisals**

The Stokes Bay area has been considered within a number of studies that have revealed or documented its historic environment, identifying elements that may be considered to constitute special historic or architectural interest. These have defined areas of historic character and the potential to identify heritage assets, which may go forward for designation as listed buildings or scheduled monuments in future. Nevertheless, there is sufficient evidence to consider whether this can now be defined as one or more areas of special historic or architectural interest with a character or appearance that is desirable to preserve or enhance, and therefore meriting designation wholly or in part as a conservation area. Gosport Borough Council require an independent appraisal of the area's suitability for designation that can be presented for public consultation prior to making any decision about the future designation of this area. There is strong community interest in the area's future management, as well as landownership pattern that includes residents, public authorities and businesses all of whom may have their own views and information that should be taken into consideration to successfully deliver this project.

As Historic England and the Heritage Action Zone Partnership expect to invest in the area over time, there is a need for a strategic understanding of the issues and opportunities for enhancement within the area to help to direct that investment.

In the circumstance that the area (or part of it) is subsequently designated as a conservation area the Council will need a professionally produced conservation area appraisal to inform their decisions and provide landowners with understanding of what the designation is intended to protect as well as where opportunities for enhancement exist. The designation report should be readily adaptable as an appraisal subject to the area's designation. It's contents should be suitable to:

- i. Inform delivery of local plan policy and to ensure the Council's decision makers can fulfil their statutory obligations where decisions could affect a conservation area
- ii. Inform planning across the proposed Conservation Area – as a reference for the Council's Conservation and Planning Policy and Applications Officers and Members and as a guide for prospective applicants, providing certainty on:
  - what needs to be protected and preserved
  - what could be enhanced
  - What issues threaten the conservation area's character, appearance or special interest

- iii. To inform the delivery of the Gosport Heritage Action Zone's projects, including investments in public realm or heritage sites on the At Risk Register, as well as follow-on and legacy projects
- iv. To ensure evidence gathered by the local community is reviewed and incorporated into the Council's evidence base to capture local understanding and appreciation of the value of the conservation area's townscape and issues affecting it
- v. To understand the impact of natural processes on the erosion or degradation of heritage assets or the character or appearance of the conservation area
- vi. To understand the contribution of the natural environment to the character or appearance of the area that is desirable to preserve or enhance
- vii. To identify areas of anti-social behaviour that are a particular issue for the conservation and enjoyment of the area, that constitute heritage crime and factors that contribute to their prevalence
- viii. To identify buildings or areas that are likely to change use or are in need of new uses and relevant conservation considerations that should be considered in their repurposing
- ix. To inform well-considered climate change mitigation and adaption responses to the existing buildings or landscape
- x. To inform and recommend design guidance and management proposals for the area.

The process of preparing the report needs to be inclusive and should encourage people to explore and learn about the heritage of the area, raising awareness and enjoyment of the historic environment and providing a legacy. As such it is proposed that a school heritage and arts project is facilitated alongside preparation of the report, working in partnership with one of the two schools (this is subject to a separate brief and process but consultants will need to be aware of the programme and able to incorporate some of the findings from it).

Appraisals of the two existing conservation areas are required to provide documentation to inform management proposals and to assess proposals for change against, as well as understanding the condition of each area and any issues affecting their conservation. Given the length of time since their designation this also needs to identify the need for any boundary changes that may be necessary. This phase of work is considered less urgent than the assessment of the Stokes Bay Area and, as such, there may be a period when a new conservation area overlaps with the existing but it may then be necessary to reduce these later. There is also concern that these conservation areas may include areas that are sufficiently diverse in their special interest and character that they would be better divided into further conservation areas, each better defining its significance. Conservation area appraisals will enable consideration of these options. The process of preparing conservation area appraisals will enable residents, businesses and landowners to share their views and information to inform the continued management of the areas.

### 3. Scope of Work

The development of the Conservation Area Designation Assessment Report is time critical to inform further stages of the Heritage Action Zone programme. Consultants will need to demonstrate their ability to deliver the appraisal within the timescale, including providing evidence of their organisational resilience and quality assurance measures. The report will be prepared to a second draft stage allowing the Council to undertake public consultation by end of March 2021. Exceptionally, and subject to government guidance on the need for social distancing this may require remote working including using remote assessment methods and this will mean some assumptions will need to be made, which will be tested through review by the Gosport Borough Council, with assistance from the HAZ Partnership and key stakeholders, as well as public consultation. Nevertheless it is assumed that proposals will include the cost of time and expenses for travel to and from site for survey, research and meetings as necessary to complete the report in line with good practice.

#### 3.1 Stokes Bay Survey, Research and Analysis:

As a result of previous studies and the Heritage Action Zone research projects, Historic England have compiled a considerable body of data on the architecture, historic development and archaeology of the Stokes Bay Study Area and wider area of the borough and marine landscapes. This data, including the historic landscape characterisation, review of archaeological 'grey literature' and focused Stokes Bay study will be available to the consultant to inform assessments of architectural and historic interest. This should reduce the need for the consultant to visit record offices or archives to compile the designation assessment report, although it is expected that the consultants will identify relevant repositories and information that should be accessed and undertake research as necessary to fill any information gaps necessary to complete the report. Additional survey of the area's character and appearance and condition will be required.

In the first instance, it is expected that this should be achievable in person with social distancing. However should the requirements of public health controls require more remote survey this may be necessary to achieve delivery of the project within the time frame using, for example, Google mapping and Street View. It is accepted that this may result in some inaccuracies and it will be necessary for the Client Team to identify any of these before agreement of the final First and Second Drafts.

Nevertheless, to achieve a high quality result, consultants who can demonstrate a high level of pre-existing knowledge of the survey area within their team, in addition to experience of appraisal of large and complex conservation areas, will be given preference. Consortium bids are welcome but should make clear how local knowledge will be used.

An overview assessment is required of whether the open spaces within the Stokes Bay study area have flora or historic ecology that should be considered as part of the

character or appearance that is desirable to preserve or enhance. Consultants will need to demonstrate that they are able to provide analysis of existing sources of evidence on the area's ecological interest, supported by field observation and analysis of whether this a) contributes to the historic interest of the area, and/or is b) part of the character or appearance that is desirable to preserve or enhance within the controls and duties provided by conservation area designation (i.e. to determine whether it is relevant to considering the designation of the area, or its subsequent management). The level of survey required need not be to the professional standard required for (for example) a Phase 1 Habitat Survey but should be sufficient to inform analysis. Working with local groups or societies who have a specific interest in this area (including Friends of Stokes Bay) may support data gathering.

### 3.2 Innovation

There is no current guidance that the format of a Conservation Area Designation Assessment Report should follow. Historic England's *Advice Note 1: Conservation Area Appraisal, Designation and Management* explains that appraisal of the area should be the first step and, as such it is expected that the report would be similar in format to a Conservation Area Appraisal but would require a number of additional sections to ensure that it presents a clear analysis of the suitability of the area for designation and more detail on the role that engagement has taken in determining the recommendations to the Council. Where appropriate it should include consideration of those parts not considered desirable to include within a conservation area. These should be presented such that their removal from the main body of appraisal can be achieved with ease to enable adoption of a standalone appraisal and management proposals document to inform the area's management. Nevertheless, the consultant will be expected to develop and agree a format for this document with the Borough Council and should provide examples of their past innovation in designing such reports. In awarding funding for this project Historic England will be seeking an exemplar model that they can promote widely. As such the Report content outlined below (see 3.3) provides a framework that the consult is expected to develop and innovation should be encouraged.

### 3.3 Report Content

The designation assessment report should include text for the Sections set out below:

- Executive Summary setting out the key findings and recommendations of the assessment
- Purpose and Scope of the Report
- Method Statement, explaining the process of research, survey and engagement and guidance and legislation followed in preparing the report
- Stokes Bay Area in Context
  - Including a description of the location, setting and topography of the study area

- Assessment of historic Interest
  - Including key phases of development represented by the study area and their importance in national, regional and local contexts. Themes of special historic interest (including phases of development or events, activities or uses) and their representation through buildings (individually or as groups), structures and areas of the study area should be clearly identified.
- Assessment of architectural Interest
  - Including identification of key buildings types and dates, styles, materials, form and scale. This should identify whether special architectural interest is reflected in the designation of buildings and structures as listed buildings, but should also provide clear identification of buildings identified as 'positive contributors' to any special historic or architectural interest the area may have in part or as a whole.
- Spatial Analysis
  - Including key elements of scale, street plan and layout, gateways, relationship between character areas and areas of activity or use (past and present), key variations in character including sense of enclosure and contribution to public open space and identification key views or views types as a feature of the area's character or appearance
- Assessment of character areas Assessment of character areas
  - With reference to the existing Historic Characterisation Survey and Stokes Bay Area Study the consultant will be required to identify any character areas that form subdivisions of the study area and provide a succinct character statement for each setting out it's: distinctive positive architectural character and building types (if any); positive character of open spaces and streets; positive contribution of activity and use including the contribution of public realm and accessibility; positive contribution of trees, greenery and private open spaces; positive views and view types; key positive landscape features; key issues.
  - Consideration should be given to identifying areas where neutral or negative contribution to character, appearance or architectural quality by buildings or spaces may represent an opportunity for more comprehensive renewal providing opportunities to enhance or better reveal the area's significance.
- Key Issues, Vulnerabilities and Opportunities for Enhancement
  - This section should provide a list of each of the key areas that represent potential for action through management proposals, including analysis of how they affect the area's significance and consideration of the factors that contribute to their impact.

- For each item the nature of the issues, vulnerability or opportunity for enhancement should be explained, the potential effect for the conservation area's significance, including its conservation, enjoyment and appreciation should be made clear and the severity in terms of extent and timescale defined. To assist this may be set out in tabular format with colour coding to assist users to determine the most appropriate response for management.
- To inform investment in the Conservation Area key focal areas to consider should include evidence of:
  - Distribution of building vacancy and identification of key vacant buildings for action
  - Focal areas for loss of architectural, historic or archaeological interest and/or buildings/monuments in need of repair or maintenance
  - Areas affected by long term lack of use
  - Areas affected by antisocial behaviour
  - Areas where loss of military use requires transition management to new use or/conversely where sustained military or key public sector infrastructure use (e.g. Coastguard) should be prioritised
  - Impacts of motor traffic on use, accessibility, vitality and character
  - Key areas with poor, degraded or problematic public realm
  - Key areas of intrusive development either as buildings or cumulative minor impacts through permitted development rights
- Climate change and energy efficiency considerations: A short section identifying the predictable effects of climate change on the conservation area mitigation and adaption measures

### **Key recommendations**

- Recommended Statement of Significance
  - This should be a succinct statement (no more than 1 side of A4) setting out a summary of the special historic or architectural interest that merits the area's designation (if the designation is a recommendation of the report).
- Summary of Key Character Features, Issues and Vulnerabilities
  - This should be a very brief statement setting out when and by whom the appraisal was prepared and when it was adopted.
- Recommended designation boundary
  - Should the report conclude that the designation of a conservation area is appropriate this section should set out a reasoned justification for the extent of the boundary chosen for the designated area based on the definition of a conservation area in legislation and applying the government's policy set out in the NPPF.

- Sources consulted in preparation of the appraisal
- This is not expected to be an extensive list.
- Property owner guidance is required to provide clarity for owners of property within the conservation areas in Gosport on the controls and responsibilities introduced by the area's designation. It should also provide basic guidance on what will require planning consent, how this will be considered differently within the conservation area, how to apply and where to find additional information. This should form a standardised section of text that can be replicated in subsequent reports and appraisals with minimal adaptation.

A gazetteer of other designated and non-designated heritage assets should be set out in an appendix. The format of this should be agreed with the Client Team, but may be arranged by either street or character area or both.

### 3.4 Process of production, including meetings, review and community engagement

In the current circumstances it is expected that all meetings until at least October 2020 will be held through online platforms. The consultant should demonstrate that they are able to complete the appraisal within these constraints.

The consultant will receive and review data from Historic England and Gosport Borough Council and identify any data gaps they need to fill. The consultant will then attend a virtual inception meeting with the Heritage Action Zone Partners and agree where data gaps lie that they will need to fill and their approach, including any alterations the consultant may wish to suggest for the boundary of the study area or integration of later project steps. This will be set out in an inception report.

It is expected that the consultants will engage with relevant stakeholders to access information and understand the heritage values of the study area and other ways in which the character or appearance may be considered desirable to preserve or enhance. It should be noted that Friends of Stokes Bay have a substantial archive documenting the area's history. Proposals will need to set out how stakeholders including residents, landowners, interest groups (e.g. Friends of Stokes Bay) will be engaged including proposals for meetings, workshops, questionnaire survey, tasks or interviews.

It is expected that following research (including literature review), survey and engagement the consultant will prepare a first draft version of the designation assessment report for review by the Borough Council and, following one round of amendment, by the Heritage Action Zone Partnership members and the appropriate Ward Councillors for the area covered by the study. The latter will be consulted through an online meeting. Having collected feedback from this forum the consultant will agree amendments with the Borough Council via the Heritage Action Zone Programme Manager and produce a Second Draft of the appraisal in a format suitable for public consultation and editable by the District Council.

All engagement activities must be designed with awareness of and inclusive of the needs of people with protected characteristics as defined by Chapter 1 of the Equalities Act 2010. It should support the Borough Council in delivering its duties to “... reduce the inequalities of outcome which result from socio-economic disadvantage” required by Section 1 of the Act.

Personal insurance must be in place to a level of £1 million (for the duration of the contract)

Public Liability insurance must be in place to a level of £1 million (for the duration of the contract)

### 3.5 Conservation area appraisals

It is expected that the appraisals of the two existing conservation areas will be completed in the financial year 2021/22 and as such further research using public records and archives in person by the consultants, as well as face-to-face meetings and on-site survey will be possible with less need for social distancing.

A timetable for preparing the appraisals will be agreed via an inception meeting in quarter 1 of financial 2020-21, following completion of public consultation on the Stokes Bay Designation Assessment Report.

The preparation of the appraisals up to a draft for public consultation should follow a similar approach to the preparation of the Stokes Bay Designation Assessment Report. It is expected that both appraisals will be presented in a single document that will use the opportunity to present a consolidated history and character analysis to achieve efficiency both in the production of the document and in presenting the essential information for decision-making.

## 4. Outputs

### 4.1 Stokes Bay Conservation Area Designation Assessment Report Project Stages

*Stage 1:* A project inception report will be presented following an initial evidence review and online inception meeting.

*Stage 2:* In addition to Survey and Research the consultant will engage with key stakeholders to gather understanding of the area's historic or architectural interest and to determine whether the character or appearance includes elements that are demonstrably desirable to preserve or enhance.

- Stage 3:* A report as bullet outline text with ‘hand drawn’ maps will be presented to the Borough Council and following their review and feedback, this will be presented, via virtual team meeting to the Key Stakeholder Group for their input.
- Stage 4:* First Draft Report. A full text report, with photograph ‘contact sheets’ and mapping will be prepared for the Borough Council’s review. The Heritage Action Zone Programme Manager will be responsible for circulating this to the Key Stakeholder Group for initial comment. The Heritage Action Zone Programme Manager will collect feedback and return this to the consultant. This will be reviewed through an meeting between the consultant and Borough Council to agree amendments that may be considered necessary.
- Stage 5:* Second Draft Report. A full text report, with photograph ‘contact sheets’ and completed mapping will be prepared for review by the Borough Council, accompanied by the appropriately collected and labelled digital photographic archive (see above) and Geographic Information System Database/mapping files.

## 4.2 Mapping

The first draft assessment report may be illustrated with ‘hand coloured’ or finalised digitised maps.

Mapping supplied with the second draft assessment report will be produced in a GIS package editable by the Council. These will include overview mapping of the Study area, including the locations of designated heritage assets within and adjacent to the area, as well as townscape appraisal mapping. Further mapping of discrete character areas should be provided where identified as necessary.

## 4.3 Photographs

Photographs will be supplied as publishing quality .jpeg files with a minimum file quality of 300 DPI. Files will be appropriately labelled to allow their insertion into the appraisal following consultation. These will also be presented at lower resolution in a separate ‘contact sheet’ document to aid consultation and including captions to explain the reason for including each photograph and the important features illustrated.

## 4.4 Appraisals of Alverstoke and Anglesey Conservation Areas

- Stage 1:* A project inception report will be presented following an initial meeting with Borough Council
- Stage 2:* The consultant will complete research, survey and engagement with key stakeholders

- Stage 3:* A report as bullet outline text, with 'hand drawn' maps will be presented to the Council and, following their review and feedback, this will be presented to the HAZ Partnership for their input.
- Stage 4:* First Draft Report. A full text report, with photograph 'contact sheets' and mapping will be prepared for the Borough Council's review. The Heritage Action Zone Programme Manager will be responsible for circulating this to the HAZ Partnership for initial comment as relevant. The Heritage Action Zone Programme Manager will collect feedback and return this to the consultant. This will be reviewed through a meeting between the consultant and Borough Council officers to agree amendments that may be considered necessary.
- Stage 5:* Second Draft Report. A full text report, with photograph 'contact sheets' and mapping will be prepared for review by the Borough Council, accompanied by the appropriately collected and labelled digital photographic archive (see above) and Geographic Information System Database.

## **5. Monitoring**

The Project will be managed by the Council's Heritage Action Zone Programme Manager, reporting to Gosport Borough Council's Conservation and Design Manager. The Heritage Action Zone Programme Manager and Gosport Borough Council's Planning Conservation and Design Manager and Manager of Planning Policy with Historic England's Historic Places Advisor will form the Project Client Team and will be responsible for ensuring the process of internal review of the plan and providing feedback to the consultant, sign-off for quality and review, ensuring that the Council's internal processes are followed to ensure the report can be submitted for public consultation.

The Heritage Action Zone Steering Group will form a Key Stakeholder Group during the project. This group, including representatives of Historic England, Gosport Borough Council, Gosport Society and the Defence Infrastructure Organisation, will be involved in informal consultation during preparation of the appraisal and formally involved in agreeing the second draft to be used by the Council for consultation.

Consultants are required to demonstrate that their processes will achieve high standards in quality assurance, for example by having secured ISO 9001 or an equivalent system.

**Project Team Resilience.** Given current circumstance, there is concern that project team members maybe unable to continue work on the project for an extended period if suffering from ill health. As such, consultants should identify potential additional staff (either employees or subcontractors) who will be asked to join the Project Team to avoid delay if necessary.

## **6. Timescales**

All identified Project Stages (see section 4 above) will need to be completed by the end of March 2022 with an anticipated inception meeting date by 9<sup>th</sup> November 2020.

Consultants are expected to demonstrate in their quotes that they will work to the following timeline:

### ***September 2020***

- Quotes invited by Gosport Borough Council

### ***October 2020***

- Quotes assessed in late October/early November

### ***November 2020***

- Appointment of consultant
- Data to be forwarded by Historic England and Gosport Borough Council to successful consultants

### ***November 2020***

- Stokes Bay Assessment Stage 1 to complete

### ***December 2020***

- Stokes Bay Assessment: Stage 2 to complete

### ***January 2021***

- Stokes Bay Assessment: Stage 3 to complete

### ***February 2021***

- Stokes Bay Assessment: Stage 4 to complete

### ***March 2021***

- Stokes Bay Assessment: Stage 5 to complete

### ***April 2021***

- Gosport Borough Council to commence public consultation on Designation assessment report

### ***May 2021***

- Gosport Borough Council to prepare consultation statement on Designation assessment report and make changes as required before requesting cabinet decision on recommendation if conservation area designation is proposed

### ***June 2021***

- Alverstoke and Anglesey CA Appraisals: Stage 1 to complete

#### **July 2021**

- Alverstoke and Anglesey CA Appraisals: Stage 2 to complete

#### **August 2021**

- Alverstoke and Anglesey CA Appraisals: Stage 3 to complete

#### **September 2021**

- Alverstoke and Anglesey CA Appraisals: Stage 4 to complete

#### **October 2021**

- Alverstoke and Anglesey CA Appraisals: Stage 5 to complete

#### **November 2021**

- Gosport Borough Council to commence public consultation on Draft Conservation Area Appraisals

#### **December 2021**

- Gosport Borough Council to prepare consultation statement Designation assessment report and make changes as required before requesting cabinet/council/planning committee decision on recommendation to adopt as material to decision making

### **7. Payment Points**

**Payment for the consultant will be dependent on meeting the conditions of grant imposed by Historic England. This will require staged payment based on completion of project steps which will be:**

**10%** on completion of Project Stage 1 for Stokes Bay Designation Assessment (Due 1<sup>st</sup> November 2020)

**20%** on completion of Project Stage 3 for both Stokes Bay Designation Assessment (January 1<sup>st</sup> 2021)

**30%** On Completion of Stokes Bay Designation Assessment Stage 5 (Due 1<sup>st</sup> April 2021)

**20%** On completion of Alverstoke and Anglesey CA Appraisals Project Stage 3 (Due 1<sup>st</sup> September 2021)

**20%** On completion of Alverstoke and Anglesey CA Appraisals Project Stage 5 (Due 1<sup>st</sup> November 2021)

## **8. Setting out your**

- We do not prescribe a form for submission of quotes, however, we expect these to include:
- The name of the lead organisation that is quoting and, on appointment, would take overall responsibility for delivery of the project outputs;
- The names of the organisations or individuals who will be contributing as part of any consortium bids;
- Examples of previous comparable work completed;
- A project proposal setting out the consultant's approach to delivery of the project outputs, identifying processes and formats to be used and identifying any elements of innovative practice in engagement, assessment or presentation that the consultant proposes to use that should be considered in assessing their quote.
- A project programme identifying the consultants who will be delivering each element of the project, the time allocated for their work and the timing of each critical element of the project. This should include expected delivery dates and an allotment of time for potential slippage.
- The names and Curriculum Vitae for consultants who will deliver the project.
- A binding quotation, to be valid for 6 months from date of submission for completion of the project including delivery of all project outputs, cost of materials, data acquisitions and licenses, including a 15% contingency. Whilst it is anticipated that this project will be delivered during the period of travel restrictions, the quote should include provision for attendance of at least two members for the consultant team for project review meetings to be held in Gosport.
- Names of at least 2 referees for the lead organisation.
- Evidence of quality assurance systems/processes that will be used to ensure project outputs meet expected high quality outputs.
- Evidence of Disclosure and Barring Service Checks for any staff who will be working with children or vulnerable adults during the project specifically an Enhanced Check with a Children's Barred List Check.

## **9. Submission of Quotes**

Quotes to be submitted by electronically through ProActis portal. Deadline noon, 26<sup>th</sup> October 2020

## **10. Bibliography**

English Heritage 2008, Conservation Principles: Policies and Guidance for the sustainable management of the historic environment

Historic England, 2019, Historic England Advice Note 1: Conservation Area Appraisal, Designation and Management

Oxford Archaeology, 2014, Gosport: Historic Urban Characterisation Study, Historic England Research Report number: 98/2014

<https://research.historicengland.org.uk/Report.aspx?i=15786>

Historic England Research Report number 36:2019, *Stokes Bay Gosport: Five centuries of Coastal Defences*

<https://research.historicengland.org.uk/Report.aspx?i=16259&ru=%2fResults.aspx%3fp%3d1%26n%3d10%26rn%3d36%26ry%3d2019%26ns%3d1>

Friends of Stokes Bay website: <https://www.friendsofstokesbay.co.uk>

Enclosures:

Map of Stokes Bay Study Area

Maps of Alverstoke and Anglesey Conservation Areas