

CONSULTANTS BRIEF

WINCHESTER DEVELOPMENT FRAMEWORK

SUSTAINABILITY APPRAISAL AND STRATEGIC ENVIRONMENTAL ASSESSMENT

November 2006

1 Introduction and Background

- 1.1 Winchester District lies within southern Hampshire bordered by : Basingstoke and Deane, Portsmouth, Havant, Fareham, Test Valley, Eastleigh, and East Hampshire. A number of these are influential in the way the District functions and is used by its residents.
- 1.2 The District covers an area of 64,750 hectares with a resident population of some 112 500 people. The District is mainly countryside interspersed with many small towns and villages, the main centre for commercial activity is the city of Winchester.
- 1.3 The City Council is wishing to appoint a firm of consultants to undertake sustainability appraisals together with a strategic environmental assessment and appropriate assessment of its Local Development Framework. In addition the consultants will be required to work with the Council's Sustainability Officer to establish a set of sustainability appraisal procedures for the authority to follow and apply to other plans and strategies.
- 1.4 The City Council's Local Development Scheme (LDS) was originally adopted in March 2005. It has subsequently been reviewed, with the addition of a development plan document (dpd) "Development Control Policies" and two supplementary planning documents (spd) "Implementation of Infilling Policy and Implementation of Local (Housing) Reserve Sites Policy." This revised version came into effect on 3rd April 2006, and is appended to this brief. The LDS may be subject to further amendment depending upon the outcome of the 2005/6 and subsequent Annual Monitoring Reports.
- 1.5 The City Council's Statement of Community (SCI) has been prepared and was formally submitted to the Secretary of State via his representatives at the Government Offices of the South East on 31st August 2006. The examination is programmed to take place in

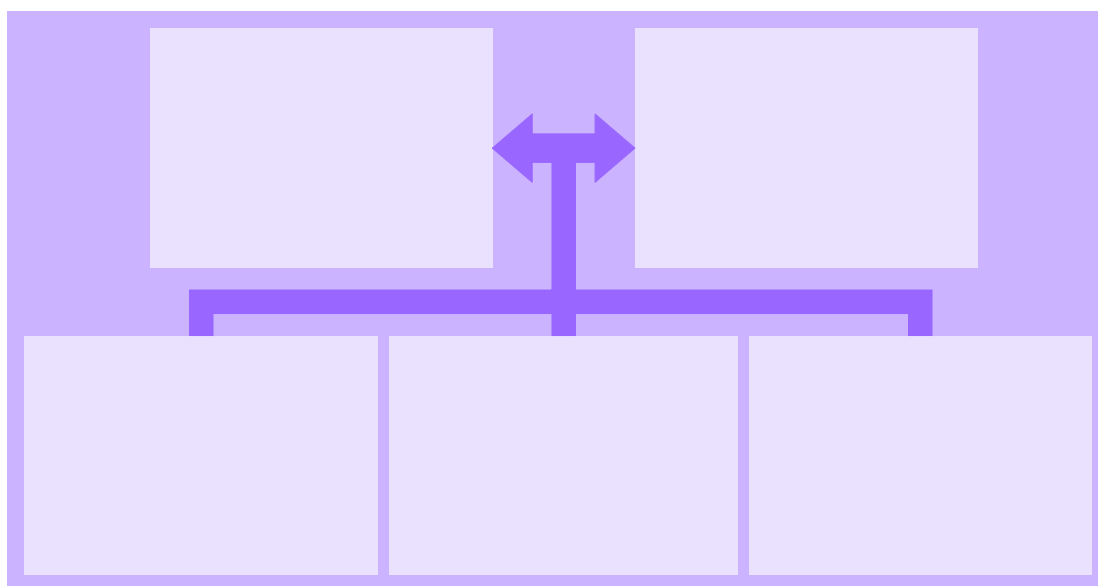
November 2006 with adoption Spring 2007. The document and its associated papers can be viewed at the City Council's website.

- 1.6 The LDS identifies three key development plan documents to be produced between now and 2011, along with a number of supplementary planning documents. Completion of the three initial development plan documents is anticipated mid 2009, mid 2011 and late 2011.
- 1.7 The consultants will be required to input into the process from commencement to adoption of the development plan documents, with the possibility of extending the timeframe if the LDF process is not completed within this period due to unforeseen circumstances.
- 1.8 In terms of DPD production, preparation of the Core Strategy has commenced. A report detailing the production timetable and matters to be considered was reported to Cabinet Committee on 11th October 2006, where Members agreed to set up a Cabinet LDF Committee to lead and champion LDF delivery. At this meeting it was also agreed to create an LDF steering group comprising City Council officers together with officers from the County Council and key partners.
- 1.9 In addition to the LDF, the City Council is currently undertaking an interim review of its Community Strategy which was originally adopted in 2004, pending a full review to commence in 2007 which will be an integral part of the Council's LDF in delivering the Council's vision.
- 1.10 The City Council recognises that the LDF is a key priority for putting into action not only the Community Strategy but also for the promotion of shared activities within and outside the Council. Consequently, it is keen to develop a corporate approach to sustainability appraisal and wishes a process to be developed that will allow officers and partners to apply sustainability appraisal techniques to its plans and strategies in a methodical and consistent manner.

1.11 More information about the District and the Council can be found on the Council's website www.winchester.gov.uk.

2 Requirement for Sustainability Appraisal and Strategic Environmental Assessment

2.1 Section 39 of the Planning and Compulsory Purchase Act 2004 (the Act), requires local development documents to be prepared with a view to contributing towards the achievement of sustainable development. The government identified five principles in “Securing the Future – UK Sustainable Development Strategy”, published in 2005:



2.2 Local Planning Authorities must comply with European Union Directive 2001/42/EC, which requires formal strategic environmental assessment on plans and programmes that will have a significant effect on the environment. The authority must not only comply with this directive but also the Regulations under part 2 of the Act, which make sustainability appraisals mandatory when preparing local development documents. In addition it will be necessary for the consultants to ensure that the requirements of the Habitats Directive 92/43/EEC with regard to appropriate assessment have been complied with.

2.3 Further advice and guidance on both sustainability appraisals and strategic environmental assessment is set out in Planning Policy

Statement 12 Local Development Frameworks – 2004 (ODPM); Creating Local Development Frameworks A Companion Guide to PPS12 – 2004 (ODPM); Planning Policy Statement 1 : Delivering Sustainable Development 2005 (ODPM); a Practical Guide to the Strategic Environmental Assessment Directive 2005 (ODPM); Sustainability Appraisal of Regional Spatial Strategies and Local Development Documents 2005 (ODPM). In addition other agencies and authorities may have produced relevant advice and guidance that the consultants will benefit from.

- 2.4 The consultants will also need to take account of any emerging guidance or advice that is relevant throughout the LDF process and the term of the contract.

3 The Project Specification

In summary - the Council requires the consultants to undertake two key projects:-

1. independent sustainability appraisals of its Local Development Framework incorporating strategic environmental assessment and appropriate assessment.
2. to establish a corporate procedure for sustainability appraisal that the Council can apply to a range of plans and strategies.

3.1 Procedure :-

1. Local Development Framework

- establish the methodology and procedures necessary to undertake both strategic environmental assessment and sustainability appraisals, incorporating appropriate assessments of the Development Plan Documents as set out in the Council LDS for the period to 2012 to include a baseline assessment and scoping report.
- implement these procedures as a simultaneous and integral part of the document production process, rather than as a separate activity.
- Provide a detailed assessment of the strategy, options, policies and proposals at each of the production stages of the local development documents and with regard to the key milestones set out in the LDS.
- Suggest changes that are necessary to the Council so that it can make an informed decision to amend the strategy, option, policy/proposal to reflect the sustainability appraisal findings.
- Comply with the timetable set out in the approved LDS, but to have regard to any future amendments to the LDS as may be required by the Council

- To provide the Council with a sustainability appraisal process and methodology that is applicable and suitable for the preparation and production of supplementary planning documents.
- To establish a set of sustainability objectives together with monitoring indicators and targets to be followed and applied by the Council in relation to the LDF.
- Undertake the necessary consultation with the statutory environmental consultation bodies as required by the SEA Directive to ensure that the appraisals/assessments cover the key issues and feed the results back to the Council prior to wider consultation.
- To act as expert witness on behalf of the Council (if required) at public examination in support of the approach taken through the sustainability appraisal/strategic environmental assessment.

2. Corporate Documents

- establish a methodology and procedure necessary to undertake sustainability appraisals of a variety of documents, plans and strategies produced by the Council. This should be as simple as possible and build on current procedures whilst at the same time in compliance with any statutory requirements.
- Produce a key set of sustainability targets and indicators to be used as a base and for the Council to apply and interpret as required.

3.2 Outputs :-

1. Local Development Framework

- Provide an A4 report at each stage of the document production process to enable the Council to undertake the necessary consultation requirements;

- Each report should include a written explanation of the assessment technique employed together with a full explanation of the findings to allow for comprehensive interpretation of the results in terms of the local development documents being determined sound and robust.
- Each report should be accompanied by an executive summary.
- At the end of the process for each local development document, a full report must be submitted providing details of all the procedures followed.
- A set of sustainability indicators, monitoring targets and indicators to be produced
- A methodology for Council officers to apply to supplementary planning documents
- To make presentations as required to the Council and/or its partners to explain the SA/SEA/AA process and findings.
- the outputs for each local development plan document should :-
 - Follow the Council's corporate style, to include the Council logo and LDF branding
 - Provide 6 bound colour copies
 - Provide a black and white version for copying purposes
 - To include text, graphs, tables and photos as necessary
 - Be provided in word/PDF format to enable the report to be stored/manipulated electronically and placed on the Council's website

2. Corporate Documents

- To create a procedure manual that explains and advises upon the methods and techniques to be applied to a range of documents
- Produce a range of standard templates and report forms which will be accessed from the intranet, completed and held electronically.
- To make presentations as required to the Council or its partners to explain the SA/SEA/AA process and techniques employed.

- To hold a workshop/training session for Council officers and members to explain the sustainability appraisal process in terms of:-
 - how to apply the various appraisal techniques
 - record the findings
 - interpret the results

4 Liaison and Project Management

- 4.1 The appointed consultant will be required to attend meetings, commencing at the beginning of the project and on a regular basis thereafter to discuss progress and issues arising. Appropriate communication between these meetings will be expected via telephone or email, and in any event there will need to be a quarterly progress meeting between the consultant and the project team leaders.
- 4.2 The work will be overseen in the first instance by the Head of Strategic Planning covering all issues in relation to LDF matters and the Head of Policy in relation to the Council's Corporate and Community Strategy :-

Steve Opacic
Head of Strategic Planning
Chief Executive's Unit
Winchester City Council
sopacic@winchester.gov.uk
01962 848101

Jen Anderson
Head of Policy
Chief Executive's Unit
Winchester City Council
janderson@winchester.gov.uk
01962 848592

other officers that will be involved in the project :-

Jenny Nell
Principal Planning Officer
Strategic Planning
Winchester City Council

jnell@winchester.gov.uk

01962 848278

Teresa Kennard

Sustainability Officer

Winchester city Council

tkennard@winchester.gov.uk

01962 848116

5 Fees

5.1 The Council requires the quotation to itemise the following costs (including VAT) :-

- Preparing and producing a Sustainability Appraisal/Strategic Environmental Assessment/Appropriate Assessment for each Development Plan Document in compliance with legislation, to include interim reports to coincide with the key milestones set out in the LDS and to include report production and consultation as required with the statutory bodies;
- Preparation and appearance as expert witness for the Council at the Examination in Public (based on an hourly/day rate plus expenses);
- Supply of a sustainability appraisal methodology for Council officers to apply to LDF Supplementary Planning Documents to accord with legislative requirements;
- Supply of a sustainability appraisal methodology for Council officers to apply to the Community Strategy, and other corporate publications to include a procedure manual as well as a workshop/training session for Council officers and Members.
- Costs of attending meetings including expenses
- Costs of giving a presentation to explain the SA/SEA process and outputs.

5.2 The quote will also need to set out the expected level of involvement of the Council's officers in terms of the provision of raw data/materials, discussion time and attendance at meetings.

5.3 Fees will be paid on a staged basis and timing of payments will be subject to negotiation with the City Council.

- 5.4 All prices quoted should be fixed for the duration of the project reflecting the timescales set out in the LDS.
- 5.5 The consultancy will be required to comply with the Council's contract terms and conditions.

Quotation Data

- 5.6 The following data is required to be submitted both electronically, along with one unbound paper copy with each quotation :-

- Company name and contact details
- CV's of the person(s) who will carry out the work including grade, qualifications and experience
- Hourly/day rates for each individual involved
- Details of how the two distinct parts of the project will progress (including a project plan for each Development Plan Document)
- The consultants assessment of the work involved and the methodology proposed
- Details of liaison and reporting mechanisms between the applicant and the Council
- Details of any conflict of interests and how the consultant is proposing this issue will be managed.
- Two references

Selection Process

- 5.7 The successful consultancy must be able to comply with the following and should provide details with their quotation :-
- A good understanding of the brief and the outputs required by the Council
 - The ability to respond quickly and efficiently to tight timescales

- Experience of preparing sustainability appraisals, strategic environmental assessments and appropriate assessments
- An effective approach to consultation with key stakeholders

Timescales

5.8 Quotations for this work must be received by the Council, before

4pm on Friday 1st December 2006

Quotations should be returned to :-

**Steve Opacic
Head of Strategic Planning
Chief Executive's Unit
Winchester City Council
Avalon House
Chesil Street
Winchester
SO22 0HU**

5.9 Candidates shortlisted will be invited to interview and to give a presentation on Thursday 14th December 2006.

5.10 The successful consultant will be selected shortly after the interview, with the intention of commencing the project immediately in the New Year.

6 Enclosures

6.1 Local Development Scheme (March 2006)

7 Enquiries

7.1 Please direct any enquiries about this project in the first instance to :-

Jenny Nell
Principal Planning Officer
Strategic Planning
Winchester City Council
jnell@winchester.gov.uk
01962 848278