

Refreshing the Gatwick Diamond Local Strategic Statement

Invitation to Quote –March 2016

Introduction

1. The Gatwick Diamond local authorities¹ wish to update the existing Local Strategic Statement (LSS). The Gatwick Diamond Local Strategic Statement (LSS) was an early example of inter-authority cooperation, it now requires updating to remain valid as a means of addressing cross-boundary issues and demonstrating the duty to cooperate between authorities.
2. The refreshed LSS will cover the area known as the Gatwick diamond within the Counties of Surrey County Council; West Sussex County Council; and the Local Planning authorities of; Crawley Borough Council; Horsham District Council; Mid Sussex District Council; Mole Valley District Council and Reigate & Banstead Borough Council, Epsom and Ewell Borough Council and Tandridge District Council
3. The refreshed Local Strategic Framework will cover the timescale from 2016 to 2031

Background and context

4. The Gatwick Diamond In the context of this work is an economic and housing area centred around Gatwick Airport. The main towns of Crawley, Reigate, Redhill, Dorking, Leatherhead, Horsham, Burgess Hill and Haywards Heath.

See the attached map for the area

5. The Gatwick Diamond Local Strategic Statement was prepared in 2012 and sets a framework for Gatwick Diamond authorities to work together to address common issues across the Gatwick Diamond area. Its objectives are:
 - To provide a strategic direction for the Gatwick area on planning and economic issues
 - To translate the strategic direction into change and development
 - To establish mechanisms for inter-authority co-operation
 - To identify and prioritise areas for joint working

The LSS is accompanied by a Memorandum of Understanding (MoU) between the Gatwick Diamond authorities. The MoU acknowledges the cooperative nature of the relationship, with statutory powers for plan-making and decision-taking remaining with individual authorities.

6. The majority of the Gatwick Diamond LSS remains relevant. Much of the content 'sets the scene' for strategic, spatial development in the economic sub-region and many of the challenges identified continue to form the focus of planning policy context.
7. The LSS has informed the preparation of the current set of Local Plan documents recently adopted, submitted or programmed for submission. It has been a successful tool in ensuring commitment and understanding of cross-boundary and strategic planning issues throughout the process, aiding discussions between authorities and providing an existing agreed basis from which to continue debates.

1. ¹ The Gatwick Diamond Authorities – covers the Local Planning Authorities and Counties of Surrey County Council; West Sussex County Council; Crawley Borough Council; Horsham District Council; Mid Sussex District Council; Mole Valley District Council and Reigate & Banstead Borough Council, Epsom and Ewell Borough Council and Tandridge District Council

Desired Outcomes

8. The refreshed LSS will provide an opportunity for the partners to reach a consensus on what sustainable growth is across a wider geography; review the progress and reconfirm the strategic priorities and consider how they will be delivered.
9. Ultimately the refreshed LSS will set out the long term, integrated strategic planning and investment priorities for the Gatwick Diamond area by:
 - a. Supporting the Local Authorities in the area to positively engage with the Duty to Cooperate to deliver strategic planning priorities and update their Local Plans in accordance with the submitted timetable.
 - b. Enabling the Local Authorities to identify practical actions to address planning blockages.
 - c. Supporting the Local Authorities to deliver the housing numbers provided for in Local Plans
 - d. It would also be used to identify and deliver the required infrastructure to deliver the planned growth in the Gatwick Diamond area, principally as a bidding document for funds.

Desired Deliverables

- A background document that brings the evidence together
- A new Local Strategic Statement that is agreed by the Gatwick Diamond Members Board.
- At least two workshops and reports of outcomes with Officer Groups as well as Gatwick Diamond Local Authority Members including the preparation of relevant presentations and papers
- It is envisaged that this piece of work will build on current and existing evidence and will not require new primary evidence.

NB: The LSS will not set development targets such as housing numbers or identify spatial locations for growth, rather it is expected that it will set out the strategic direction to guide local plan making/decision taking.

Project Management

10. This commission is through the Gatwick Diamond Strategy Project Group which comprises planning policy officers from the constituent local authorities. The Group undertakes projects at the request of the Member Board. The officer group will oversee the commission. Jack Straw as the Chair of the Gatwick Diamond Strategy Project Group will be the main point of contact however this will be in close communication with Chris Lyons, Director of Planning, Property and Economic Development Horsham District Council who is the Senior Officer representative on the Member Group.
11. The successful consultant will be expected to provide a named Project Manager who will have overall responsibility for the successful delivery of the project.

Provisional Timetable

March 2016	<ul style="list-style-type: none"> • Issue the Invitation to quote and select or commission the appropriate consultant • Inception Meeting • Collate evidence to inform the refresh
April – May 2016	<ul style="list-style-type: none"> • Engagement workshops with officers and members.(2x) • Reporting to the Officer Group issues, outcomes and recommendations from the workshops • Draft Refreshed LSS
June 2016	<ul style="list-style-type: none"> • Emerging Local Strategic Statement to be presented to the GD Local Authority Member Board

July – August 2016	<ul style="list-style-type: none"> • Wider stakeholder engagement
September 2016	<ul style="list-style-type: none"> • LSS and the Memorandum of Understanding (MoU) adopted as guidance by the Gatwick Diamond authorities.

Skills and Experience

12. The bid should demonstrate how the following will be achieved:

- A summary and understanding of the Gatwick Diamond and wider South East economic and business climate.
- Examples of research and analytical methods that will be used to draw out relevant issues and messages
- Previous experience of working closely with senior officers and business representatives.
- Understanding and demonstrable experience of the planning environment and strategic planning issues and how this can attract investment to achieve delivery
- Previous experience of expressing the link between strategic planning issues and delivery and investment

Proposed Budget

13. The indicative budget for this work will be not exceed £40,000 exclusive of VAT but inclusive of expenses

Submission

14. The proposal should be no more than 4 pages in length detailing the proposed work programme, skills and experience of the person(s) carrying out the work and include the following

1. Names, experience and CVs of the people who will carry out the work
2. Project management approach and the proposed methodology to meet the requirements
3. Details of experience of delivering similar work (including specific examples of work)
4. An outline project timetable including completion date.
5. Details about other business interests in the Gatwick Diamond, whether this could cause a conflict of interest and if so how this will be managed.
6. Details of fees and expenses and a total price.

15. Please submit completed proposals by e-mail to: strategic.planning@horsham.gov.uk .

16. If you have any questions please contact;

Jack Straw, Planning Policy Manager, Mole Valley District Council jack.straw@molevalley.gov.uk Julia Dawe Julia.dawe@horsham.gov.uk

Receipt of your proposal will be acknowledged by email. **Deadline for receipt of proposals midday Tuesday 29th March 2016**

Assessment

17. Proposals will be assessed against the following criteria, using the following weighting:

- ✓ Price and value for money (40%)
- ✓ Skills and experience of the people who will carry out the work (30%)
- ✓ Project management approach and methodology (10%)
- ✓ Track record of delivering similar work (20%)

18. If required, short-listed consultants may be invited to an interview as part of the selection process.

Project Management

19. The Gatwick Diamond Officer Local Authority Member Board will retain overall strategic control of the project, with Chris Lyons and Jack Straw working with the appointed organisation in order to ensure the project is completed satisfactorily.

20. The project will be guided by the GD Strategy Planning Officer Group made up of representatives of all the contributing Local Planning Authorities.

21. Please note that the consultant will be appointed by Horsham District Council on behalf of the Gatwick Diamond, who will be the accountable body for the funding. The successful consultant will therefore be expected to enter into a contract with Horsham District Council and carry out the work according to the standard requirements of the Council. Procurement is undertaken on a joint basis between Horsham, Crawley and Mid Sussex under a single team. Further information about this is available at;

http://www.crawley.gov.uk/pw/Business/Procurement_in_Crawley_Mid_Sussex_and_Horsham/index.htm