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How the commission will be undertaken

Our methodology to prepare and negotiate an outline planning consent has been informed by the scope of works set out in the brief and from our experience of securing planning permission for similar schemes, such as the Havant Retail Park redevelopment (see Appendix II).

Your Tender Brief splits the required work into three areas:

Work Area 1 – Technical Reports for Developers' Pack;

Work Area 2 – Studies and negotiations to inform planning application;

Work Area 3 – Planning Application preparation and submission, including public consultation.

Work Area 1 – Technical Reports for Developers' Pack

This pack will be compiled from the reports prepared for Work Areas 2 and 3.

Work Area 2 – Studies and negotiations to inform planning application

Stage A: Inception and Scoping

The project will begin with an **inception meeting** with the joint client steering group. This will seek to agree the scope and timetable for the project including any additional work required to inform the design of the masterplan and the impact of this on the programme. The communication and reporting arrangements for the project will also be agreed at the meeting alongside any information required to support the delivery of the project including the availability of OS digital mapping data and any existing technical reports that may be available.

Stage B: Pre-application discussions and consultation

Following the inception meeting we would seek to confirm the scope and content of the planning application through pre-application discussions with the local planning authority. We have undertaken a preliminary assessment of the need for Environmental Impact Assessment (EIA), involving a member of our EIA specialist team, and concluded that an EIA is not likely to be required, and that the need for an EIA screening request will not be triggered – but this will be confirmed with the local planning authority (note that a scheme of 150 or more homes would trigger this).

The outcome of the pre-application discussions will form the basis for agreeing a **Planning Performance Agreement** between the LPA and yourselves to support the efficient management and determination of the application. This will assist in accelerating the delivery of the development.

A comprehensive programme of **pre-application consultation** will be undertaken with both key stakeholders and the local community. The stakeholder consultation will include all the relevant officers from the Council as well as key statutory consultees. The form and content

of the community consultation will be agreed with the project steering group and local planning authority but is likely to include a half day drop in event early in the masterplan design process and a public exhibition (up to 8 x A1 boards) of the pre-application draft proposals approximately 2 weeks prior to submission, with both being advertised through the local press/social media.

We will prepare a **Statement of Community Involvement (SCI)** which will describe the feedback from both the stakeholder and community consultation and how this has influenced the submitted proposals.

Stage C: Surveys and Assessment

To support the preparation of the masterplan the full range of technical and environmental surveys will be undertaken immediately following appointment. The full extent of surveys and reports will be agreed at the inception meeting but as a minimum these will include:

Town Planning: We will provide a review to summarise relevant national and local planning policy and design guidance, explaining how this will influence the site design through required provision (e.g. amenity distances, open space standards, normal affordable housing requirements) and mitigation (provision of SUDS, ecological mitigation etc). **Dialogue with the Council's senior officers has confirmed the opportunity for the scheme to enhance the local townscape, deliver housing at densities of at least 45-50dph, provide business floor space which is aligned to local market demand, and deliver environmental enhancements on site. Jeremy Gardiner and Rebecca Humble will provide guidance to the masterplanning team to maximise the number of homes, including 50% Starter Homes, from the site.**

Topographical Survey: A full review of the existing topographical survey will be undertaken to make sure that it provides the level of detail required as a basis for masterplan development.

Geo-environmental: We will produce a Stage 2 intrusive geo-environmental report to support the planning process. Given the history and nature of the former of industrial

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use and mindful of viability constraints it is important to accurately determine the extent of any adverse ground conditions early to inform the development of the site masterplan. A UXO assessment will also be provided.

Transport: A full Transport Assessment will be prepared as part of the outline planning application, the scope and content of which will be agreed with the Local Highway Authority at the outset of the project. This will include: a review of national and local policy relevant to the scheme; an assessment of recent accident data for the local highway network; an assessment of the site by sustainable travel modes; forecast multi-modal trip generation of the proposed development using the TRICS database; establish the traffic flows of committed developments locally; undertake junction capacity assessments at the proposed site access junction and at the off-site junctions using typical weekday peak hour flows. If necessary, design and prepare site access junctions in accordance with latest design guidance. In addition to the comprehensive Transport Assessment and junction designs a Framework Travel Plan will be prepared to support the application.

Ecology: We will undertake consultations with the Hampshire Biodiversity Information Centre to gather data regarding biodiversity, protected or notable species and designated sites local to the proposed development site. A web-based data search would also be undertaken using online resources such as the MAGIC (Multi-Agency Geographic Information for the Countryside) website. An Extended Phase 1 habitat survey will be undertaken of the site to determine the status of the habitats / species present at the site. The survey methodology would follow the 'Extended Phase 1' methodology as set out in Guidelines for Preliminary Ecological Appraisal (CIEEM, 2013). The survey will also include an external assessment from the ground of any trees on site for their potential to be used by bats or nesting birds. The location of any controlled plant species (such as Giant Hogweed, Japanese knotweed and or Himalayan balsam) identified on site will also be recorded. This will in part inform the decision on the need for an EIA. **A preliminary walk-over has revealed the presence of an active badger sett or fox earth and of a single building with bat roosting potential, so it appears that the site has limited biodiversity interest.** As a result, we have allowed for

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two initial Phase 2 bat emergence survey visits in our Resource Schedule and Fee Proposal. Further surveys are included in the schedule of Provisional Sums at Section 6 below.

Flood Risk and Drainage: To support an outline planning application a full Flood Risk Assessment (FRA) and Drainage Assessment will be undertaken to inform the development of the site masterplan and any mitigation required together with the identification of an outline foul and surface water drainage strategy maximising the use of SUDS techniques. The Environment Agency (EA) Flood Maps show that the site is completely or very substantially in Flood Zone 1. As an integrated team we will make sure that the findings from the FRA are integrated into the development of the site masterplan as early as possible. The potential to "naturalise" the course of the existing stream flowing at the foot of the embankment below the car park on the western part of the site as part of an integrated drainage, landscape and ecology mitigation strategy will be explored.

Tree Survey: A tree survey will be carried out. The information collected will be presented in a report along with a tree constraint plan(s) prepared in AutoCAD format showing the trees/groups, their quality and value category and provisional circular root protection areas (RPA). The trees/groups will also be given a unique reference number on the tree constraints plan. This will then inform the development of the masterplan. Higher value trees will be retained wherever possible and a tree retention/removal plan will be submitted with the planning application.

Utilities Assessment: A utilities assessment will be undertaken, including obtaining utility company searches. This will identify any easements and constraints on site to inform the masterplanning work. It will also help us to understand capacity of services on site.

Structural Survey of Highways

Structures: A desktop assessment of structures supporting the public highways adjoining the site will be undertaken, to include the embanked section of Bartons Road and the bridge culvert under New Lane.

Archaeology report: A desktop assessment of the potential for the existence of archaeological remains on site will be provided to confirm whether any further intrusive investigations can be justified.

Landscape Architecture: The masterplan design process should include input from a landscape architect, and the outline planning application should include a Landscape Strategy. We have allowed for this in the schedule of Provisional Sums at Section 6 below.

Constraints Plan: To be prepared once the outputs of the above surveys are known, to inform the masterplan design process.

Work Area 3 – Planning Application preparation and submission, including public consultation

Stage D: Masterplan Development

Our masterplanning and design team will liaise closely with the planning and multi-disciplinary teams and local planning authority planning officers to prepare a robust and deliverable masterplan for the site that takes account of the key policy, environmental and technical constraints and opportunities.

A robust site assessment would be undertaken at the outset to include a desktop review of all the available technical information prepared by our integrated planning, urban design, environmental and engineering teams to identify the key site constraints and opportunities to be addressed by the masterplan. A composite constraints plan will be prepared to inform the likely developable area and site capacity.

Informed from the site constraints and capacity assessment a series of masterplan concepts will be developed based on different solutions to the spatial distribution of the proposed land uses and drainage and environmental mitigation. These will be reviewed at the joint client steering group meeting to agree the preferred solution as the basis of the illustrative masterplan to be consulted on and following amendments submitted as part of the outline application.

The design team will design and produce an exhibition for display at the half day community consultation drop in event and embed any feedback into the final preferred masterplan as appropriate for submission as part of the outline application.

In addition to the development and preparation of the masterplan the design team will provide other inputs into the outline planning application to include the preparation of a series of parameters plans setting out the extent of the developable area, open space, means of access and scale parameters; leading on the preparation of the Design & Access Statement.

Stage E: Preparation and Negotiation of the Outline Planning Application

Following the pre-application stage we will prepare and collate the material required for an outline planning application based on the requirements set out in the brief and reflecting the LPA's local validation requirements. The key planning tasks will include:

- Review of all application material and client sign-off prior to submission
- Collating the planning application submission package
- Monitoring the planning application after submission, to agree swift validation and to respond efficiently and effectively to any queries that arise
- Prepare / negotiate draft planning conditions with the local planning authority and to achieve a reasonable and deliverable series of conditions
- Prepare and agree S106 Draft Heads of Terms
- Review and provide comments on the Draft Committee Report
- Attend planning committee, give deputation to Councillors and report to client.