

Barking and Dagenham policies for engaging with religious groups and planning for religious meeting places London's Growth Opportunity

BRIEF FOR APPOINTMENT OF CONSULTANT

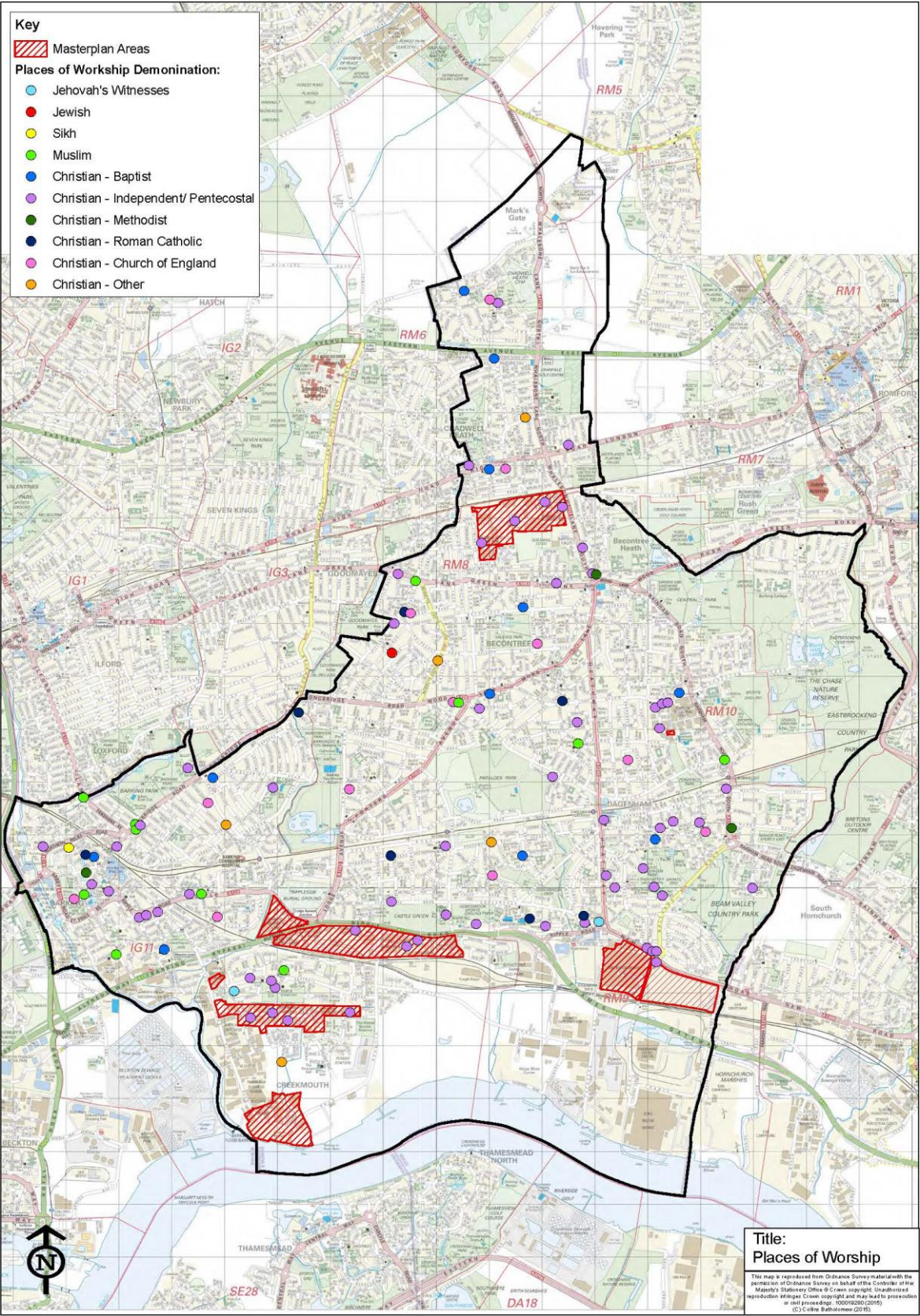
November 2016

Introduction and Aims

- 1.1 Barking and Dagenham is London's growth opportunity. We are progressing with our emerging local plan (2015 to 2030); which will unlock growth for over 35,000 homes and 10,000 jobs. This was endorsed by an independent Growth Commission. This brief looks at a specific (but important) component of social infrastructure; religious meeting places. The borough does not have a policy on how to engage with local religious groups and this is the first purpose of this commission. To inform this the Council also requires an audit of existing religious facilities and religious groups (across the borough) , an understanding of future demand for religious facilities and how this is best met.
- 1.2 In 2001 the borough had a population of 163,944 (2001 Census) by 2011 this increased to 185,911 (2011 Census) and by mid 2015 this was estimated to be 201,979 (mid-year estimate), (equating to a 23.19 percent rise in population between over a fourteen year period). This is amongst the highest of any other UK local government area. At the 2001 census, 85.2 percent of the population were white¹ but at the time of the 2011 census it was 58.2%. These changes have resulted in a variety of religious institutions forming in the borough, to cater for the needs of the boroughs increasingly diverse community.
- 1.3 Religion clearly has an important role in people's lives particularly for people moving into the borough. Despite this there are few formal structures for religious groups and the borough to work together on important issues or to promote inter-religion understanding. This manifests itself in the Council often having to react to religious issues and this is particularly evident in planning for religious meeting places but also other issues such as social cohesion and safeguarding. In order to tackle these issues it is essential that the borough has a policy on how best to engage local religious groups which facilitates partnership working.
- 1.4 As the borough continues to grow, we need to make sure that land and resources are used efficiently. We want to ensure that we plan for a sufficient level of social infrastructure including religious meeting places, given the current and future diversity of the borough. We want this growth to be planned from the outset through the preparation of a new religious meeting place policy. In recent years the borough has reacted on an ad hoc basis to religious meeting places applications. Some schemes have been controversial in nature, some have established themselves in residential areas and as a consequence resulted in noise disturbance and other amenity issues, whereas others, have impacted on the viability and vibrancy of our strategic employment areas.
- 1.5 Therefore an important part of this brief is to first improve the Council's understanding of what religious groups there are in the borough and what premises they use and then looking forward to 2035 what space will be needed in the future and how this should be best provided.

¹ White British, Irish or other.

1.6 Figure One: Religious Meeting Places Across the Borough



2 Scope of services required

2.1 The commissioning team envision that this study will have five main parts:

Part 1: A policy for engaging with local religious groups

Part 2: A site assessment for religious meeting places and the creation of a religious meeting places database.

Part 3: Assessment of existing and future demand/ need for religious meeting places.

Part 4: Testing if supply could be met in the large regeneration sites such as Thames Road and if multi faith centres provide a potential opportunity to reduce space requirements

Part 5: Recommend Local Plan policy on Religious Meeting Places

2.2 The remainder of this section will set out more details on the five parts of the commission.

Part 1: A policy for engaging with local religious groups

2.3 The commissioning team should make recommendations for how the Council can best engage with local religious groups and get their input on important issues such as community cohesion and generally the Council's policy agenda including its Ambition 2020 programme, Borough Manifesto, Local Plan and Growth Strategy.

The policy for engaging with local religious groups should address how best they can:

- Share information, resources and good practice, particularly in relation to identifying and meeting the needs of religious communities.
- Actively engage and influence Council's policy agendas through input on service planning, development and evaluation of delivery.
- Feed into other partnerships, forums and service delivery decision making, and make recommendations for action by relevant bodies.
- Discuss any tensions/incidents/disputes arising in the borough, to make strategic interventions, if necessary and to work on resolution.
- Promote mutual understanding and celebration of cultural and religious diversity in the community including the role of events in this
- Contribute to Council's Community Cohesion work.

The successful consultant should review existing methods of engagement on religious issues with the local religious groups and make recommendations on how this could be improved.

Part 2: Religious Meeting Places Site Assessments and Database

2.4 In order to formulate a borough policy on engaging with local religious groups the commissioning team recognise that there is a need to understand what religious groups exist in the borough, the premises they use and the services they provide. A comprehensive site assessment should be provided for each religious meeting place², this will feed into a database which will be presented as an appendix to the main report.

2.5 The Site assessments will need to explore the following:

- Location and name of the Religious Meeting Place facility and Religious Group;
- Size of the place of the religious meeting place in terms of floor space area (square metres) and land (hectare);
- Size of the congregation;
- The religion practised at the premises

² Within the borough boundary.

- Understand future plans of the facility, (e.g. does the facility plan on expanding in the near to medium term and if so for what reason) ;
- Qualitative analysis of if the congregation is likely to expand in future and if so for what reason;
- Identify if the facility has acquired charitable status;
- Identify where congregation members come from, in terms of their residential base. Are members of the congregation mainly based locally or does the facility draw its congregation from a wider area;
- Charitable status of the facility;
- The amount of car parking each facility has and if there are car parking pressures at peak times;
- Does the facility own the floor space/ land/ building or does it rent/ hire;
- What business rates, if any does the facility pay to the Council;
- Is the building or land owned by the Council;
- What other services/ activities does the facility provide (e.g. after school club, health advice etc);
- How does the congregation travel to the facility (Walk, Cycle Public Transport or Drive)
- Does the facility plan on increasing, or changing the services/ activities it provides in the near to medium term.

2.6 The outputs of the site assessments (made up of information obtained from the bullet points above) should help form the basis of the Religious Meeting Places Database (the database).

Part 3: Existing and Future Demand/ Need for Religious Meeting Places

2.7 As set out in the introduction to this brief the borough's increasing diverse and rapidly expanding population has been accompanied by a rising demand for religious meeting places. Looking forward the borough has ambitious plans for 43,000 homes by 2035. Many of these homes will be on large brownfield sites where there is the opportunity to plan for religious meeting places as an integral part of these developments. The commissioning team therefore require an understanding of existing and future demand for existing religious meeting places. The commissioners are aware that this is a rather unique ask and therefore we would invite bids to explore alternative methodologies to how this could be achieved³. Below is what the commissioning team believe is required to undertake this work-stream but we look to bids to provide fresh approaches or evolving the approach set out below.

Existing and Future Demand (Years to 2035)

2.8 Before identifying future demand for religious meeting places an analysis of whether the borough's existing needs for religious meeting places are being met is required. This analysis should be broken down into each of the main religions practised in the borough and should help inform what floorspace ratio should apply to new developments. The Council encourages tenderers to work with academic institutions in this task.

2.9 The borough is likely to grow substantially in future years. By 2035 our population is predicted to reach 270,600 (rounded) (ONS, 2016)⁴. This equates to a 33.9 percent increase on the 2015 mid year estimate and a 45.5 percent increase on the recorded population at the last census (Census, 2011). However, it is important to understand that trend based population projections (such as the one set out above) are not influenced by policy decisions. Once the emerging Local Plan is adopted, this will unlock

³ This is required in order for us to understand the supply needed (if any for future facilities)

⁴ This is the projection set out in the national (ONS) sub national population projections. Other population projections exist, such as the population projections prepared by the Greater London Authority. The chosen consultant should come to a conclusion on the most appropriate projections to use for this study in a agreement with the commissioning team.

new sites for housing and economic growth opportunities. As noted previously we expect over 42,000 homes to be developed, the majority of which should be implemented by 2035 (Housing Land Assessment, Housing Trajectory 2016⁵). Given these supply side factors, population in 2035 could exceed the trend based projections as prepared by national and regional government.

- 2.10 The chosen consultant will need to explore future population growth and the dynamics within this growth and what the likely demand for religious facilities would be over years to 2035.
- 2.11 The output of this component of the study should set out the future demand (in floor space and land supply terms) for the various forms of religious facilities, at the borough level. We would like this to show us floor space demand of the various religious meeting places in five year cohorts from 2015 to 2035. The output of this work will set out a series of floor space requirements over the years to 2035 (in five year cohorts) for all religions and denominations that have a major representation within the borough.

Part 4: Future Supply for Religious Meeting Places

- 2.12 This component of the study will explore how demand will be satisfied. It will need to explore if supply could potentially be satisfied in masterplan areas and if multi faith centres offer a solution to maximising floor space efficiency.

Masterplan Areas

- 2.13 As noted the Borough is planning for substantial growth. The masterplan areas are parts of the borough which are currently occupied as strategic industrial Land (SIL) or as Regeneration Areas. These will be de-designated as part of the emerging Local Plan and redeveloped as sustainable residential led mixed use communities.
- 2.14 The commissioning team want the consultants to explore how floor space requirements for religious meeting places could be developed as part of the master-plans for these areas. Here the consultants should recommend which areas are best suited for the religious meeting places/multi faith centres (where they are seen as viable alternatives). Chosen consultants would be expected to explore how they could be actively planned as part of the masterplan process.

Multi Faith Centres

- 2.15 Multi faith centres may be a solution to both bringing the community closer together and reducing required floor space/ land required for religious purposes. We would like the chosen consultant to explore the role that multi faith centres could play in meeting demand for religious meeting space, if such centres are viable and if the local religious communities would be receptive to such centres. As part of this we would expect the chosen consultant to explore best practice of multi faith centres, providing case studies of where they have worked and where they have not worked as well as intended and whether they work better for some religions than others.
- 2.16 Given what the study would have identified from the above how much land requirement/ floor space would multi faith centres require. We would also like the chosen consultants to think about transport arrangements required (e.g. car parking).

⁵ This will be made available to chosen consultant.

Part 5: Recommend Local Plan policy on Religious Meeting Places

- 2.17 The final part of this commission is to make recommendations for the Council's Local Plan policy on religious meeting places. This should effectively set out a justified and sound planning policy that actively attempts to meet the religious needs of existing and future communities in a way which strengthens communities and inter religion understanding and ensures impacts such as noise, disturbance and car parking are mitigated. The starting point for this element of the study should be the Council's existing Planning Advice Note in Religious Meeting Places
- 2.18 Recommendations must ensure they are set out within the scope of national and regional planning policy.

3 Methodology

- 3.1 We will be looking to bids to be innovative and provide comprehensive solutions to achieve the scope of services required set out in section two.
- 3.2 The commissioning team suggest that bidders explore the role academics could play within the study and actively welcome academic institutions playing a role as part of submitted bids.
- 3.3 The commissioning team feel that in general the study should be well illustrated and prepared (with strong graphic design to aid a strong final document).
- 3.4 The commissioning team feel that engagement with the religious community is essential and this should be inbuilt into the project time table and resources and costs factoring to provide for this.
- 3.5 This study will need to be accessible to professionals and lay people and therefore the Council encourages the rich use of graphics for the presentation of information.

4. Tender Process

- 4.1 Interested consultants are asked to submit an outline of their proposed methodology to meet the above requirements and provide a detailed breakdown of costs. The Appraisal must be capable of withstanding examination and close scrutiny. The proposal should indicate the timing for the completion of the work, including the submission of a draft report for comments before submission of a final report. The Council is seeking to receive the draft results of the Study by **27 February 2017**.

Tender Submission Structure

Tender submissions should be structured to contain the following information, based on the **evaluation criteria** in **paragraph 4.7**:

- Understanding of the brief and its requirements.
- Proposed methodology that sets out the key stages, activities and outputs, including staff allocation for the various activities to be undertaken.
- Relevant skills, experience and track record.
- Proposed team, including sub-consultants. Qualification details of key staff that will be assigned to the project.
- Examples of similar commissions undertaken.
- Details of the information/materials which will be required from the Council.
- Confirmation that work can start immediately.
- Financial proposals – to be provided on a separate sheet(s).

The following requirements should be taken into account when constructing financial proposals:

- It is anticipated that the award of the contract will be on a fixed sum basis, including expenses but excluding VAT.

- The financial proposal should be set out in a way that clearly identifies the cost for each individual element of the brief.
- The financial proposal should identify the breakdown of staff costs including the number of days and daily rate equivalents. Details should also be provided concerning non-staff costs including assumptions for expense/disbursements. Consultants should ensure that the costs of any presentations and attendance at meetings are covered in the fee proposal.
- Submissions should include a statement of any involvement and potential conflict of interest there may be between this project and any other associated projects.

Tender Submission

4.2 Consultant teams should provide the following number of tender submissions in the formats specified:

- Two bound copies
- One electronic copy on CD-Rom

Tender submissions must be returned by **5pm, 22 November 2016**, and should be addressed as follows:

**FAO: Peter Wiltshire
London Borough of Barking and Dagenham
Room 111
Town Hall
1 Town Square
Barking
IG11 7LU**

Submissions must be labelled '**Tender for Barking and Dagenham policies for engaging with religious groups and planning for religious meeting places– Private and Confidential**' and submitted in a plain, sealed envelope or package containing your complete tender. No markings or other means of identifying the sender shall be made on the outside of the parcel. Failure to comply with this instruction will invalidate the Tender and it will, therefore, not be considered.

Tender submissions should include a signed and dated **Form of Tender** and **Statement of Bona Fide Tender**. Both of these documents are included in the tender pack.

- 4.3 The Council will not be liable for any expenses incurred by bidders in the preparation of their tender returns. No Quotation will be considered if it is not received by the date and time specified. Following receipt of Quotations, they will be arithmetically checked. Any arithmetical errors will be corrected, and a revised Quotation price calculated. The Bidder(s) concerned will be notified of any errors and amendments and asked either to confirm the revised Quotation price or withdraw the Quotation. The Council reserves the right to investigate further any Quotation where it believes that the rates and price(s) submitted may be unrealistic, and this will be grounds for rejecting such a Quotation and for referring the same to the Office of Fair Trading for further investigation.
- 4.4 Following appointment, the Consultant will be required to attend an inception meeting at which the work programme will be confirmed. Consultants will be expected to attend and minute regular interim progress meetings with the Council. **For the purposes of the tender submission a total of three meetings should be accommodated and costed for.**
- 4.5 The Study will first be produced as a draft and then as a final report. The form of the report and any presentation of data must be compatible with the Council's existing computer software (Microsoft Word 2007 and Microsoft Excel 2007) and be provided both electronically on CD-Rom and in coloured bound hard copy (20 copies). The documents should also be legible when reproduced in black and white. Graphic material produced should also be compatible with the Council's GIS software (ESRI shapefile).

Ownership of Material

- 4.6 The Council shall hold the copyright to all material related to the Appraisal and shall be able to distribute the material in part or whole to any organisation or individual it determines, at no extra cost.

Project Timetable

Date	Event
1 November 2016	Invitation to quote documents dispatched
15 November 2016	Deadline for submission of queries
22 November 2016	Tender Submission deadline 5pm
w/c 28 November 2016	Shortlisted tender interviews
w/c 5 December 2016	Anticipated award of contract
w/c 5 December 2016	Contract start date and inception meeting
w/c 30 January 2017	Progress review meeting
w/c 27 February 2017	Submission of full draft report
w/c 13 March 2017	Presentation on the Draft Report and Meeting to Discuss Final Changes
w/c 27 March 2017	Submission of final report

Evaluation Criteria

- 4.7 Submissions in relation to the requirements for this service will be evaluated on the basis of the criteria below. The London Borough of Barking and Dagenham does not bind itself to accept the lowest or any offer received, but if it does accept a Quotation then all Bidders will accordingly be notified of the outcome of the Quotation exercise.
- 4.8 An Evaluation Panel will consider tender submissions in accordance with the following criteria and associated weightings:

Quality	70%
<i>Consisting of:</i>	
<ul style="list-style-type: none"> Understanding the brief and its requirements 	40%
<ul style="list-style-type: none"> Organisational structure, management and supervision Any relevant technical skills and resources to be made available for supplying the services 	20%
<ul style="list-style-type: none"> Examples of similar services/contracts undertaken with contact details for seeking references 	20%
<ul style="list-style-type: none"> Ability to deliver the contract in accordance with the timetable outlined 	20%
Cost/Financial Proposals	30%

- 4.9 Further information on the scoring process for tender submissions can be found in the tender pack under 'Tender Evaluation Criteria and Scoring Matrix'.

Interviews

- 4.10 Preliminary dates for interviews have been scheduled for the week commencing 28 November 2016. Shortlisted consultant teams will be invited to interview for the purpose of clarifying, and where necessary re-evaluating, their tender submission scores.
- 4.11 Consultants will be required to make a short presentation (no longer than 15 minutes) to the Evaluation Panel to demonstrate their approach to the project and their methodology. The presentation will be followed by questions from the Panel relating to the proposals.
- 4.12 Each interview is anticipated to last no longer than 1 hour. Interviewees will be asked questions from a standardised list which will be provided in advance of the interview, as well as any specific questions relating to their tender. The decision to award the contract will be based on the tender submission which has the highest score following the interview process.

Queries and other matters

Client Body

- 4.13 The Regeneration and Economic Development Service will commission the Characterisation Appraisal, issue fees and instructions and will manage the project as Client. The nominated point of contact for the tender submission is Jamie Simpson (Principal Planning Policy Officer)

Queries relating to the tender process should be **emailed** no later than **5pm, 15 November 2016** to:

Name: Jamie Simpson

Email: jamie.simpson@lbbd.gov.uk

Telephone: 020 8227 5816

Other matters

- 4.14 Payments will be phased with 80% of the fee payable on satisfactory completion of a draft report and the final 20% on approval of the final report.
- 4.15 Consultants should give a fixed fee quote, including expenses.
- 4.16 The Contractor will be responsible for ensuring that in the undertaking of any work for the Council that it fulfils all the requirements of UK and EU law together with all health and safety and equality and diversity legislation. The Contractor must inform the Council immediately if it suspects that it has in anyway breached any UK and EU legislation in the performance of the Contract.
- 4.17 The Contractor must hold the following insurance levels throughout the life of the contract.

Minimum cover for any one incident of the following must be held:

Public Liability - £1,000,000.00

- 4.18 Details of Insurance must be provided with the submission. Should the Contractor's existing insurance policies not be at the level indicated the Council could require confirmation that the Contractor will be willing to increase the level if awarded the contract and it felt necessary.

References

- 1.) Barking and Dagenham Planning Advice Note: Religious Meeting Places