**APPENDIX C – Invitation to Tender**

Mini Competition

**Multidisciplinary Panel**

**Invitation to Tender for**

**Castor & Ailsworth*,* Peterborough**

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| **Invitation to Participate in a Mini Competition** |
| **Panel Name**: Multidisciplinary Panel |
| **Project Name**: Castor & Ailsworth, Peterborough **Date:** 6th November 2015**Reference Number**:20730 |
| **To**: (Redacted)WYGArndale Court,Headingley,Leeds, West Yorkshire,LS6 2UJ |
| **From:** (Redacted), Area Manager, East & South East |
| **Background** The project includes:* the review and updating of existing baseline documents;
* recommendation for new baseline documents and technical studies (where required) to progress the site through the local plan review up to allocation in the adopted local plan (the new documents will inform, and form the basis of, an implementable outline planning permission; this will be the subject of a separate commission in the future)
* updated viability assessments to support the chosen master plan;
* review and updating of the schematic master plan
* suggestions for naming of the development and developments within it

This brief requires the appointed consultant to undertake a robust review, and updating of an earlier technical assessment of Homes and Communities Agency (HCA) owned land at Castor and Ailsworth, Peterborough and of a high level conceptual master plan for a residential-led mixed use scheme on the site. The reviewed and updated master plan and technical assessment must be suitable for submission to the local authority initially for the first stage of Public Participation on the new Local Plan. This first stage of the Local Plan review also forms a “Call for Sites” exercise. The reviewed and updated master plan and technical assessment should be capable of being developed into an implementable outline planning permission allowing the HCA to dispose of the site in the future.The HCA own 351.94 hectares (869.63 acres) in two linked areas to the north west of Peterborough, approximately 6km from the city centre and 3km from the edge of Peterborough. These two areas lie to the north and south of the A47 (T) which links the site to Peterborough to the east. Those to the south of the A47(T) adjoin the villages of Castor & Ailsworth. One of the parcels of the northern area is detached and lies to the west of the main parcel. A small part of the landholding (1.67 hectares) was developed by Linden Homes for 25 dwellings at Clay Lane Castor.Government is committed to achieving strong, sustainable and balanced growth by using public land to accelerate economic activity. This includes the development of homes and employment floor space in support of local priorities.The HCA is the second largest source of surplus public land disposals. From April 2015, we have taken on an enhanced land disposal role for Government, adding value to surplus public sites with development potential and speeding up their sale to help increase housing and economic growth.The HCA, as landowner and enabling partner, works to unlock and increase the supply of publicly-owned land for commercial, housing and community-led development. Locally-backed development boosts economic activity and provides new homes and new jobs. As a landowner, the HCA owns just over 10,000 ha of land, including the remaining Commission for New Towns portfolio, of which Castor & Ailsworth is a major component.Peterborough is identified as a Spatial Priority in the East and South East HCA Operating Area Business Plan with Castor & Ailsworth as the Key Project there and is included in the agency’s Single Land Programme. The HCA recognises that this task is taking place against a backdrop of planning policy change since the HCA commissioned work looking at this strategic site in 2012.The most significant initiative has been the introduction of the National Planning Policy Framework (NPPF), becoming policy in March 2012. Local planning policy is required to be in conformity with it. To boost significantly the supply of housing, local planning authorities should:● use their evidence base to ensure that their Local Plan meets the full, objectively assessed needs for market and affordable housing in the housing market area, as far as is consistent with the policies set out in this Framework, including identifying key sites which are critical to the delivery of the housing strategy over the plan period;● identify and update annually a supply of specific deliverable sites sufficient to provide five years’ worth of housing against their housing requirements with an additional buffer of 5% (moved forward from later in the plan period) to ensure choice and competition in the market for land. Where there has been a record of persistent under delivery of housing, local planning authorities should increase the buffer to 20% (moved forward from later in the plan period) to provide a realistic prospect of achieving the planned supply and to ensure choice and competition in the market for land;● identify a supply of specific, developable12 sites or broad locations for growth, for years 6-10 and, where possible, for years 11-15; The NPPF requires local authorities to identify a five year land supply. This supply should include an additional allowance of at least 20 per cent to ensure choice and competition in the market for land and identify a supply of specific, developable sites or broad locations for growth, for years 6-10 and, where possible, for years 11-15.In addition, in March 2014, as the next stage of simplifying and modernising the planning process, the government launched the new Planning Practice Guidance (PPG).This has been followed in October 2015 by the Housing and Planning Bill*.***Objectives**The principle deliverable associated with this project is a review, and where necessary, update, of the technical assessment of, and high level conceptual master plan for, the HCA’s landholdings at Castor & Ailsworth produced in 2012. This must be suitable for submission to Peterborough City Council (PCC) for the first stage of the production of their new Local Plan; a public consultation and call for sites exercise.The reviewed technical assessment and master plan should set out a realistic and deliverable programme for the delivery of the entirety of the development of 5,000 units during the plan period 2018-2036.The reviewed and renewed technical assessment and master plan should also set out how the development could be built out at a slower pace during the plan period, with the remaining landholdings held as reserve sites. This should show the delivery of the following alternative strategies:* One village (1,250 units)
* Two villages (2,500 units)
* Three villages (3,750 units)

An overview of the earlier work can be read below, and a copy is supplied with this brief.**Scope**The work on this project is restricted solely to the HCA’s Castor & Ailsworth landholding. The potential consultant should immediately review all existing information and then produce a revised technical assessment and conceptual master plan, suitable for submission to the first stage of the Local Plan review. The consultant should also provide a summary of future work needed beyond the principal piece of work; that is to say continued engagement with the Local Plan review to secure an allocation in the new Local Plan to be adopted in 2018 and secure a fit for purpose deliverable planning permission allowing the HCA to dispose of the site.**Progress to date**In March 2006, HCA’s predecessors, English Partnerships submitted a Technical Assessment of the suitability of the landholdings to act as an urban extension to Peterborough to Peterborough City Council. This was submitted in response to a request by the council to landowners of sites capable of accommodating over 1,000 dwellings to inform the preparation of the Core Strategy. These proposals were resubmitted as a Site Submission to the Council for consideration for inclusion in the LDF Core Strategy and Site Specific Allocations.This study established that the land holdings were capable of providing up to 7,000 dwellings and 21 hectares of employment land and 9,000 jobs.The site is therefore very capable of accommodating the additional dwellings Peterborough requires to conform with the NPPF.In 2012, the HCA wished to update this previous technical assessment and master plan into a form where it can be submitted to any forthcoming local planning review should such a review may be deemed necessary, and promoted through this review process to the point of allocation, when it will form the basis for an outline planning application.This more recent technical assessment and high level conceptual master plan was produced in 2012. This proposes:- 5,055 homes - 3 primary schools and a secondary school- local and district centres- 10 hectares of employment land- 100 hectare country park and green infrastructureThe proposal would be delivered through a number of new villages, rather than a large new settlement or urban extension; the villages would be restricted to the landholding to the north of the A47 (T) and that they will be built to a high quality design, reflecting the design guidance for the Rockingham Forest Countryside Character Area produced by neighbouring East Northamptonshire and the Village Design Statement for Castor & Ailsworth. Examples of recent new villages built locally, such as Mawsley in Northamptonshire, should be considered in any design.The proposal also found scope for the site at Castor & Ailsworth to address issues such as Community-led planning and design, the Community Right to Build and the need for more Custom Build Homes.The review and update of the technical assessment that is the subject of this brief must also take into consideration how Starter Homes will be included in development at the site.For information purposes relevant documents have been included in the invitation to tender package. The successful consultant will also be expected to refer to all former, existing and emerging planning policy documents relevant to the site, the majority of which are available from PCC. For information• Land Ownership Plans, 2015• Technical Assessment for Sites West & North of Castor & Ailsworth 2005• “Greengate” Vision Document 2005For review and updating• Concept Masterplan Report 2012• Technical Assessment Report and Appendices 2012• Transportation Assessment 2012• Strategic Viability Assessment 2012• Strategic Cost Plan 2012The consultant is also to identify any gaps in the 2012 documentation that will be required to gain an implementable allocation in future planning policy.**Key deliverables**• Completion of the draft reviewed and updated master plan and technical assessment• Completion of the final master plan and technical assessment suitable for submission to Peterborough City Council for the review of local planning policyThese review stages should be identified in the tender submission as part of the breakdown of costs. Should the project be cancelled at any stage, fees will be paid for all work already completed to the required standard.Due to the funding for this work needing to be expended this financial year and for the HCA to be in a position to respond to the emerging local planning policy requirements, the HCA require the successful consultant to achieve the following objective targets:**Produce**• Proposed master planning, planning and timetable for all required events and documentation, including confirmation of a named Project Consultant Manager by 13th January 2015 - Draft reviewed and where necessary, updated, master plan and technical assessment by 9th February 2015• A fully reviewed and where appropriate, updated, conceptual master plan and technical assessment in line with the findings of the baseline data, HCA and local stakeholder expectations by 20th February 2015 for submission to PCC by 28th February 2015The reviewed and revised technical assessment and master plan will build on the principles of the work already undertaken. The proposed development will reflect current market trends (in order to be deliverable and viable) and address any other constraints. The successful consultant will provide a strategy to accommodate a predominantly residential development. The consultant will work closely with the local planning authority and stakeholders named in this brief and have regard for existing and emerging planning and housing policy requirements, particularly those referred to in this brief and including recent appeal decisions and case law.In carrying out the project, the consultant must be cognisant of the position of the various local stakeholders, including:The Leader of Peterborough City CouncilSenior Members of Peterborough City Council, including the Cabinet Member for Planning, the Ward Members for the study area.The Chief Executive of Peterborough City CouncilSenior Officers of Peterborough City Council in the Regeneration, Planning, Housing and Property, Transport and Infrastructure teamsHighways EnglandHistoric EnglandChairs and Members of the Parish Councils and Meetings, particularly Castor & Ailsworth, but also the surrounding villagesLocal ResidentsDiscussions with the local authority indicate that Peterborough City Council would be supportive of development on the HCA’s landholding at Castor & Ailsworth provided that:* Development is restricted to the landholdings north of the A47, away from the built up confines of the existing settlements
* The remainder of the landholding south of the A47 should be turned over to recreational uses
* Naming of the development and developments within it should not make reference to the names of the existing settlements in the area ie Sutton, Castor or Ailsworth.
* The development quantum will be a function of the level of development required in the consultation, which will be based on the most recent SHMA, OAN and Population Projections for Peterborough

Discussions with PCC have indicated that the housing requirement in the consultation for the Local Plan period will be in the order of 4,000 units; and that PCC’s position is that this should be brought forward in a number of locations.**Nonetheless, whilst the HCA are happy to work within PCC’s development principles, the HCA wish to see the land at Castor & Ailsworth promoted in the Local Plan as a development capable of delivering the potential housing numbers indicated by the previous technical assessments during the new plan period.**There is potential for further partners to be included in the project, post the work detailed here. These partners could include adjoining landowners such as Milton Estates and could also include Cross Keys Homes, the major housing association operational in Peterborough or other development partners and the Nene Trust. The HCA will arrange any future partnerships, based on advice from the successful consultancy team.**Programme**• A full review of the existing baseline information completed to date by 31st December 2015.• Identify any gaps in the existing baseline information by 13th January 2016.• Project Consultant Manager to report weekly on progress to HCA Project Manager• High level conceptual master plan and technical assessment reviewed and where appropriate updated to be completed by 20th February 2016Project meetings will include the HCA Project Manager, the Project Consultant Manager and relevant members of the consultant team as necessary and be held fortnightly. The Project Consultant Manager will chair and provide minutes. Further meetings will only take place where there are issues to discuss and/or decisions to be made. The successful consultant will advise HCA on the level of relevant stakeholder involvement.All sub consultants will be managed through the Consultant Project Manager to ensure deadlines and quality standards are met. As per the multi-disciplinary panel contract, any sub-consultants not signed up to the contract will need to be assessed in accordance with contract procedure. **Budget**The HCA has funding of up to £40,000 available for this work and bidders should be clear that quality and budget will be assessed based on the criteria set out above and the assessment methodology set out later in this document at Page 10. All costs must be taken into consideration in the project budget**Site information**The HCA’s landholdings at Castor & Ailsworth are longstanding and date back to 1967, and Peterborough’s designation as a third wave New Town. The Peterborough Development Corporation was established in 1968, and took forward Peterborough’s growth through the development of three townships over the next twenty years. Land at Castor & Ailsworth was acquired from the Church Commissioners to act as Peterborough’s fourth township.In 1988, the Development Corporation’s remaining assets and liabilities, including the landholdings at Castor & Ailsworth passed to the Commission for New Towns, and its successor bodies English Partnerships and the HCA.Due to changing national planning policy guidance requiring local authorities to encourage development on previously developed land and to adopt a sequential approach to development, local and strategic planning policy chose to allocate former brick works land at Hampton, to the south of Peterborough as the city's fourth township, rather than at Castor & Ailsworth.This strategy became policy in the Peterborough Local Plan (First Replacement) which was adopted in July 2005. The plan classified Castor and Ailsworth as “Limited Rural Growth Settlements” where only the development of windfall sites for housing in the form of estates, housing groups and infill would be permitted, along with the development of allocated sites.Upon review of this plan shortly after it’s formal adoption the technical assessment referred to above was made available to PCC’s consultants Arup in May 2007 for the purposes of informing the Integrated Growth Strategy (IGS) for Peterborough which in turn informed the Local Development Framework and its Core Strategy and associated Development Plan Documents (DPDs). However, the HCA’s landholdings were not included in the consultation versions of the Core Strategy and associated DPDs.PCC adopted the Core Strategy of its Local Development Framework in February 2011. The Core Strategy covers the period up to 2026; its Housing Strategy being as follows:Provision will be made for the development of a minimum of approximately 25,500 additional dwellings over the period from April 2009 to March 2026 to meet the minimum housing requirements of the East of England Plan and enable continuous delivery of housing for at least 15 years from the anticipated date of adoption of this Core Strategy.The broad distribution of dwellings, including commitments, will be as follows:The City Centre - approximately 4,300 dwellingsIn and adjoining the Urban Area of Peterborough - approximately 20,100 dwellings, provisionally divided as follows:District Centres - approximately 1,300 dwellingsElsewhere within the urban area of Peterborough - approximately 4,400 dwellingsHampton - approximately 4,100 dwellingsStanground South - approximately 1,500 dwellingsPaston Reserve - approximately 1,200 dwellings \*Norwood - approximately 2,300 dwellingsGreat Haddon - approximately 5,300 dwellingsThe Rural Area - approximately 1,050 dwellings, provisionally divided as follows:Key Service Centres - approximately 600 dwellingsLimited Growth Villages - approximately 450 dwellingsSmall Villages – approximately 50 dwellings\* c. 20% owned by HCACastor & Ailsworth are designated as Limited Growth Villages.Currently therefore, the HCA’s landholdings at Castor & Ailsworth are NOT allocated for the large scale residential development they were purchased for and that subsequent studies have shown they are still capable of accommodating.The 2012 technical assessment and conceptual master plan were submitted to Peterborough City Council; the authority’s response was that any change to the planning policy status of the HCA’s landholding was not required at that time and that any change could only come through a review of adopted planning policy. The HCA were informed that the local authority had sufficient allocations to meet their five year housing land supply and as such, had no plans to review local planning policy.Since then, the HCA has continued to liaise with Peterborough City Council regarding its landholdings at Castor & Ailsworth.PCC continued to prepare additional Development Plan Documents as part of the Local Development Framework. The Site Allocations DPD includes the Clay Lane Castor site referred to above. There is also a small allocation for housing in Ailsworth, for 8 dwellings, though this land is not in the HCA’s ownership. This has now been taken forward by Hereward Homes for the development of 3 dwellings which included a very small piece of HCA land purchased for landscaping purposes. Apart from a small area in Castor, the remainder of the HCA’s landholding falls outside the Village Envelope and is thus classified as Open Countryside.Additional adopted Development Plan Documents are as follows.Site Allocations The Peterborough Site Allocations DPD was adopted on 18 April 2012 Peterborough City Centre The Peterborough City Centre Plan was adopted on 17 December 2014 Minerals and Waste Core Strategy The Cambridgeshire and Peterborough Minerals and Waste Core Strategy was adopted on 19 July 2011.Minerals and Waste Site Specific Proposals The Cambridgeshire and Peterborough Minerals and Waste Site Specific Proposals DPD was adopted on 22 February 2012. It identifies the site specific allocations and other mapped policy designations which support the strategic and spatial vision set out in the Minerals and Waste Core Strategy DPD.Peterborough Policies Map The Peterborough Policies Map is a statutory document forming part of the Peterborough Planning Policy Framework. Neighbourhood PlanningThe whole of Ailsworth parish was designated as a Neighbourhood Planning Area on the 7 October 2014. Castor parish was designated as a Neighbourhood Planning Area on 2 September 2014. Sutton parish has no Neighbourhood Planning designations. Castor and Ailsworth Parish Councils have agreed to work jointly to produce two separate but complementary Neighbourhood Plans. Work is at an early stage.The 20th July 2015 Cabinet Meeting of Peterborough City Council committed the authority to a Review of the Peterborough Local Plan for the following reasons:(i) To ensure that new development continues to take place in planned locations andhelp demonstration of a ‘5 year housing land supply’ (a Government requirement),reducing the risk of challenge from speculative, unplanned development.(ii) An opportunity to identify new locations for growth in Peterborough, which in turnwill meet our longer term housing and employment needs.(iii) To maintain the Council’s strong reputation for high quality strategic planning bykeeping the Local Plan as up to date as possible.(iv) Certainty about future housing delivery(v) Align preparation of a new Local Plan with the review of other corporate strategies,including the Local Transport Plan, Housing Strategy and Green Infrastructure Plan.(vi) Identification of additional employment sites to accommodate increasingcommercial demand.(vii) Continued and potentially additional income via New Homes Bonus, business rategrowth and council tax income.(viii) Overall, an up-to-date Local Plan, covering a longer time frame, means morecertainty for everyone (the public, developers and public service providers) aboutwhere growth will take place.The revised Local Development Scheme is as follows:Consult on a sustainability appraisal (SA) scoping report Sept/Oct 2015Public Participation Jan – Feb 2016(Regulation 18)Public Participation July-August 2016(Regulation 18)Pre-Submission Publication Feb-March 2017(Regulation 19)Submission May 2017(Regulation 22)Independent Examination Hearing Sept-Oct 2017Inspector’s Report Dec 2017Adoption of DPD (Local Plan) Feb 2018The Cabinet is scheduled to meet in December 2015 to agree the format of the first stage of Public Participation referred to above. This will include a revised SHMA and Objectively Assessed Need. The most recent Five Year Housing Land Supply Report for Peterborough was published in July 2014, indicating that the authority has a housing land supply of 5.38 years.English Partnerships, and subsequently HCA, have previously chosen not to promote their landholdings at Castor and Ailsworth for major development allocations as part of this Local Development Framework period. The HCA wished to continue the landholdings’ current agricultural land use, which allows flexibility to use the land as a strategic development site at a later date (its suitability for this purpose being demonstrated by the technical studies referred to above) in the longer term, should this be required to support Peterborough’s growth aspirations.**Given the requirements of the national planning policy framework and Peterborough’s continuing aspirations for growth as expressed by its Local Plan review and HCA’s obligation to participate in accelerated land disposal for the public sector assets it holds, the HCA feels it is now the time to bring forward the landholdings forward as a locally planned large scale development site in conjunction with the Review of the Peterborough Local Plan.**A site plan is included with the tender. Site access visits can be arranged through HCA’s Asset Management & Estate Services Team (Contact the HCA’s Estates Manager: (Redacted) (Redacted)**The Services**The appointed consultant will provide relevant policy planning and promotion, master planning, policy planning and promotion services to the agency, together with any advice on legal S106 heads of terms and future sales; relevant to the deliverables outlined above.**Evaluation Criteria**Tender Requirements and AssessmentPlease send 3 hard copies and CD versions of the submissionYour tender bid must be submitted in HCA’s format as detailed in the following section.The following elements are mandatory:The project team (Project Consultant Manager and key project staff) must be clearly identified.Resource plan (see matrix);Breakdown of fees in line with the major review points;1. Review of the existing baseline information completed to date.
2. Identification of any gaps in the existing baseline information.
3. High level conceptual master plan and technical assessment reviewed and where appropriate updated, completed and submitted

A named main contact point. The use of sub-consultants must be clearly identified;Adherence to the HCA timescale; andAny conflicts of interest must be declared.Bids will be assessed on the following criteria: Price – 50% Quality –50%**Assessment Matrix**

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|   | **MINI COMPETITION EVALUATION MATRIX** | **Total Marks Available** | **Consultant 1** | **Consultant 2** | **Consultant 3** |
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| 1.00 | **QUALITY** |  |  |  |  |
|   | Ability to plan & deliver objectives contained in the Brief | **3** |  |  |  |
|   | Demonstration of how experience will be used. | **2** |  |  |  |
|   | Experience of collaborative working process | **2** |  |  |  |
|   | Ability to innovate | **1** |  |  |  |
|   | Experience of actual delivery | **2** |  |  |  |
|   | **1.0 Total** | **10** |  |  |  |
| 2.00 | **TECHNICAL MERIT OF PROPOSAL** |  |  |  |  |
|   | Appreciation of the Brief | **3** |  |  |  |
|   | Method & approach | **2** |  |  |  |
|   | Understanding of external influences | **3** |  |  |  |
|   | Completeness of services offered | **2** |  |  |  |
|   | **2.0 Total** | **10** |  |  |  |
| 3.00 | **STAFF & OTHER RESOURSES** |  |  |  |  |
|   | Project Director | **2** |  |  |  |
|   | Allocation of Key Staff to meet objectives | **2** |  |  |  |
|   | Communication skills | **3** |  |  |  |
|   | Ability to meet programme | **3** |  |  |  |
|   | **3.0 Total** | **10** |  |  |  |
| 4.00 | **MANAGEMENT AND COMMUNICATION** |  |  |  |  |
|   | Balance of relevant skills | **3** |  |  |  |
|   | Experience of working together as a team | **3** |  |  |  |
|   | Project Management structures | **2** |  |  |  |
|   | Means of communicating with HCA | **1** |  |  |  |
|   | Single point of contact | **1** |  |  |  |
|   | **4.0 Total** | **10** |  |  |  |
| 5.00 | **PROGRAMME** |  |  |  |  |
|   | Are sensible times proposed? | **3** |  |  |  |
|   | Has time for approval and sign off been identified? | **3** |  |  |  |
|   | Does overall duration and milestones fit with our stated requirements? | **4** |  |  |  |
|   | **5.0 Total** | **10** |  |  |  |
|   | **TOTAL** | **50** |  |  |  |

Please provide up to 3 case studies of similar commissions; maximum 2 A4 pages for each case study.Excluding CVs and case studies, the proposal should not be more than 24 A4 pages in length. |
| **Date response required by: 1 pm on Wednesday 2nd December 2015**This instruction will be made by the HCA. The successful consultant will be appointed under HCA’s panel arrangements. Tender applicants may be asked to present their tender submissions at interview on Tuesday 8th December 2015 at HCA offices in Bedford. Please ensure the relevant consultant team members are able to attend. All tender applicants will be informed if they have been invited to interview by Friday 4th December 2015 and whether they have been successful or not by Monday 14th December 2015. |

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| **Response to Invitation to Participate in a Mini Competition** |
| **Panel Name**: |
| **Project Name**: **Date:****Reference Number**: |
| **To**: *HCA Project Manager* |
| **From:** *Name of Consultant*  *Address of Consultant*  |
| **Proposal***Brief statement to explain how the commission will be undertaken or**Schedules of services to be delivered**Information on other Consultant input that may be required**Identification of other information that may be required**Other commentary on the brief* |
| **Proposed staff** *Who will undertake the commission?* *Identify members of staff**How much time will they devote to it?**Complete Resource Schedule at Appendix D* |
| **Management arrangements***How will the commission be managed?* *Who will be responsible for reporting to the Client?**Who will manage the team?*  |
| **Timescale***When will the commission be complete?**When will key milestones be complete?**What is the programme for the works?**Are any programme dates we have given achievable?* |
| **Fee Proposal***Lump sum fee for completing the commission or**Fee proposal* |

**APPENDIX D - Resource Schedule**

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| **Activity***(please list the activities required to meet this commission)* | **Resource***(please add the name of the person carrying out the activity}* | **Grade/Job Title** | **Daily Rate****(£)** | **No of days to complete activity** | **Total****(£)** |
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