

Response to Invitation to Participate in a Mini Competition

To be completed and submitted by Panel consultant

Panel Name: HCA MULTIDISCIPLINARY PANEL OJEU REF 2014/S 020-031462

Project Name: Pinxton, Bolsover

Date: 09/05/2016

Reference Number: PCS 28841

To 

From: WYG Environment Planning Transport Limited
Arndale Court, Headingley, Leeds, West Yorkshire, LS6 2UJ

Proposal

Define any specific details that are required in the response for example:-
Brief statement to explain how the commission will be undertaken or
Schedules of services to be delivered

The Homes and Communities Agency ("the HCA") has provided us with an Invitation to Participate in a Mini Competition for multi-disciplinary consultancy services to undertake two stages of work at Talbot Street, Pinxton (herein referred to as "the site").

Those two stages include:

- Stage 1; Carry out works to determine the viability for housing on the site; and
- Stage 2; If the site is viable, submit an outline planning application for up to 204 homes by the end of November 2016.

Background

The Site

Covering an area of c. 8.5 hectares the site is located outside of the developments limits for Pinxton. The site sits to the west of the settlement, with residential development bounding the site to the north, east and south. The western boundary comprises open fields.

The site is irregularly shaped and has a number of unmarked footpaths running through the site connecting Talbot Street in the south to Suff Lane in the north.

Site Disposal Process

We know that this site is part of the Public Sector Land Statutory Transfer Scheme from Department of Energy and Climate Change (DECC) in line with the agreement that HCA dispose of sites with viable housing potential to contribute to the government's targets for housing growth.

The mini competition brief states that the site is within the Bolsover Strategic Housing Land Availability Assessment (SHLAA) as having potential for 204 homes in the next 5 years. It is also part of the HCA Land Delivery and Disposal Plan for 2017/18.

This site transferred from The Coal Authority (TCA) in December 2015 when a joint transfer value of the site was agreed based on agricultural value plus a small hope value for housing on this site. If the entire site is found suitable for housing, then the brief states that the site has the potential to bring forward up to 204 homes.

Objective

The overall objective is for the HCA to dispose of the site with outline planning permission for the maximum number of houses by February 2017.

Planning Policy Context

Pinxton lies within Bolsover District Council and our letter on the 3rd March 2016 provided you with an overview of the local planning policy context (please see Appendix D for a copy of the letter).

The Bolsover District Local Plan was adopted in February 2000 and a number of its policies 'saved' in September 2007. This included Policy CLT11 'New Countryside Recreation Facilities', which covers the site, and in principle supports the creation of new recreation facilities and other countryside uses. There are no other adopted designations or any allocations relating to the site. Pinxton was identified, along with a collection of

other settlements, as the primary sub-area for accommodating the district's housing requirements. In October 2014 the Council resolved to commence the preparation of a new single Local Plan to replace the Bolsover District Local Plan (February 2000).

On the 10th February 2016 the Council selected its Preferred Strategic Options for the Local Plan, namely;

- **Housing Target:** 3,600 dwellings over the plan period (240 dwellings per annum)
- **Strategic Sites:** Support for Bolsover North, former Coalite site, Clowne North and former Whitwell Colliery site
- The Preferred Spatial Strategy Option will direct additional growth to the District's more sustainable settlements. It proposes a larger share of growth goes to settlements such as Clowne where viability is better and to Whitwell and Bolsover where key brownfield sites exist, with smaller sites being sought to deliver growth in other more sustainable settlements of South Normanton and Pinxton.

Whilst the draft Plan is still at a relatively early stage it is afforded only limited weight in the determination of planning applications. Nevertheless it is useful to note that Pinxton is referred to as a potential area of growth, which is helpful context in preparing a planning case to support the development of the site.

As part of this tender process we have reviewed the position and note that no further documents have been published in the last 2 months. The Council still intend to publish its draft Local Plan for Bolsover in September 2016, which will include detailed policies and site allocations. We recommend that progress with the draft Local Plan is monitored closely and that the Council are kept informed of progress with the preparation of the application in order to inform and influence any site allocations which may be made in Pinxton in the future.

Five Year Housing Land Supply

Following the publication of the National Planning Policy Framework (NPPF) in March 2012, there has been increased emphasis on local planning authorities to be able to demonstrate a deliverable 5 year housing land supply.

We have reviewed the Council's 5 year housing land supply position, and as we have previously advised you, the Council acknowledge that on the basis of their own evidence it has only a 3.3 year supply as of the 1st April 2015. This means there is a shortfall of c. 610 dwellings in its 5 year housing land supply. As a consequence, the policies for the supply of housing land, including settlement boundary policies, are out of date and greater weight will be attached to the objective of increasing housing delivery. Critically, this would mean much less weight in the planning balance should be attached to 'saved' policies in the adopted Local Plan which seek to direct development to within settlement boundaries and restrict development outside to primarily countryside and recreation uses only. The ongoing undersupply of housing in the district therefore creates a positive and strong policy context for pursuing an application for the residential development on the site.

Why WYG?

We have visited the site and have a good working knowledge of it. In March and April 2016 we undertook, on your behalf:

- Topographical survey; and
- Phase I Ground Investigation desk top study.

We have therefore gained a good knowledge of site topography and ground conditions. The latter has enabled us to prepare an informed and bespoke scope for follow on intrusive ground investigation works.

In addition, we have also reviewed the ecological potential of the site and provided you with an overview of

likely requirements and timescales for their input. The seasonal requirements of different ecological surveys are of course important in the preparation of the planning application and have informed our programme. We have also undertaken an access options appraisal of the site, which will help inform the preparation of a masterplan and phasing plan. We summarised the outcome of this work in our letter of the 3rd March 2016 (please refer to Appendix E).

We regularly work on large scale residential promotions and applications. For example, we recently secured a positive Committee resolution for 1,050 housing units in Peterborough, where we worked closely with Peterborough City Council to facilitate the potential delivery of a new secondary school on the site, in addition to a primary school, through careful attention to the obligations in the s106 agreement. We have also been working closely with West Lindsey District Council and Lincolnshire County Council to provide financial support for the development of a new Lincoln eastern bypass, which allows the phased development of 800 homes initially as part of a 1,400 unit urban extension. We have received a Committee resolution to approve the scheme and planning permission is expected to be granted very shortly.

Transport

Our high level review of the Pinxton site and potential access options to serve residential development identified that access could be provided to an initial phase of development of between 80 – 125 units via Talbot Street/ Widmerpool Street. In order to provide an access for emergency or additional units we advised that consideration could be given to the north of the site via Park Lane/ Westland Drive. However, access proposals to any additional units would be likely to require agreement from Derbyshire County Council (the highway authority). We can obviously investigate our recommendations as part of stage 1 of this project.

Ecology

We are mindful of timescales for this application and recommend that a Phase 1 Habitat Survey should be undertaken in parallel with the stage 1 works in May / June 2016 due to the seasonal constraints associated with some species specific surveys. This is set out in our tender response.

Experience of Working in Bolsover

We also have experience of working in the District of Bolsover, with a recent notable success being a resolution to grant outline permission for 950 dwellings, extra care facility, a single form entry infant school and a town park, at land at Bolsover North. The clients were Persimmon Homes and Strata Homes.

We are also are involved in the provision of ongoing planning advice and preparation and submission of planning applications to bring forward the development of the Markham Vale Employment Growth Zone, which straddles Chesterfield Borough Council, North East Derbyshire District Council and Bolsover District Council. The 360 hectare site has outline planning permission for commercial office, industrial and warehouse development plus new and altered roads, land reclamation, ground remodelling, drainage, landscaping and the reuse of railheads. Our role involves the provision of planning consultancy advice and the preparation and submission of Reserved Matters applications, Section 73 applications and discharge of condition applications. We therefore know the site, officers within the Council and will be able to continue with our initial work on this site, rather than from a commencing from a standing start. The last point is particularly important, given the tight timescales for this project.

Schedule of Services to be delivered

The table below summaries the services to be delivered, which identifies the disciplines that will be responsible for undertaking the work.

A breakdown of the scope of services for each discipline within Stages 1 and 2 is set out under the headings on the following page.

Summary of Scope of Services	Discipline
Stage 1: Viability Appraisal	
Phase II site investigation design and SI works plus interpretive report, including gas monitoring and mining risk assessment	Geo-Environmental
Traffic study	Transport
Market analysis	External Consultant: Thomas Lister
Stage 2a: Outline Planning Application	
Phase 1 Habitat Survey (Ecology)	Ecology
Flood Risk and Drainage Assessment	Flood Risk
Noise Assessment	Noise
Tree Survey	Landscape
Landscape Assessment	Landscape
Archaeological Desk-Based Assessment	Archaeology
Transport Statement or Assessment	Transport
Indicative Masterplan / Design and Access Statement	Urban Design
Public Consultation Boards (Masterplanning only)	Urban Design
Planning Supporting Statement	Planning
Statement of Community Involvement	Planning
Section 106 Heads of Terms	Planning
<p>We will take on the role as lead consultant, with services up to the submission of the planning application including:</p> <ul style="list-style-type: none"> • Pre application meeting with the Council, • Monthly progress meetings held at the HCA offices, Leeds (9 allowed for) • Preparation of application forms; • Attendance at 1 consultation event; • Negotiations regarding S106 Heads of Terms; • Preparation, co-ordination and submission of outline planning application; • Monitoring of the progress of the planning application; • Liaison with local planning authority on the progress of the planning application; • Liaison with key stakeholders, including co-coordinating a response to issues raised during the determination of the planning application; and • Negotiation on the planning conditions with local planning authority; • Preparation and presentation to planning committee; and • Section 106 Heads of Terms (if required) following planning committee resolution. 	Planning
<p>Environmental Impact Assessment, including:</p> <ul style="list-style-type: none"> • Screening (required) • Scoping and Environmental Statement (potentially required) 	Planning

Stage 1: Viability Appraisal

Stage 1 will assess the following which will inform the viability for housing on this site:

- Phase II site investigation design and SI works plus interpretive report, including gas monitoring and mining risk assessment;
- Traffic study of sufficient detail to determine if the site can be accessed for housing and if so, an indication of number of homes; and
- Viability report to the HCA on whether housing (and estimated number) may be built on the site.

Phase II Site Investigation

In order to provide further details on the mining risk we have allowed for carrying out a detailed desk-based Mining Risk Assessment. This would include obtaining further geological records and researching specific Coal Authority records in order to assess the extent to which the site may have been impacted by shallow workings and the nature and extent of the opencast mining operations along the western boundary of the site. The detailed mining risk assessment will also further define the scope of the Phase 2 intrusive ground investigation works, although our initial scope or works based on the findings of the Phase 1 Geo-environmental Desk Study is outlined below:

- 13 no. machine excavated trial pits to a maximum 4.5m depth; to investigate shallow soils and delineate the extent of the opencast mining operations along the western boundary of the site. Obtain samples for geotechnical and contamination testing;
- 6 no. rotary openhole boreholes drilled into the Pennine Middle Coal Measures. Boreholes to be taken to a depth of 30 mbgl to investigate the shallow coal seams / potential workings beneath the site;
- 6 no. standpipe installations to monitor gas and groundwater within the Coal Measures;
- Sampling of soils and groundwaters for presence of contamination;
- 6 no. rounds of gas and groundwater monitoring over a 3 month period;
- Geotechnical laboratory testing of selected samples;
- Contamination laboratory testing of selected soil and water samples. We have allowed for 13 no. soils and 6 no. Waters; and
- Supervision of works by a suitably experienced and qualified Geotechnical Engineer.

It should be noted that this scope may vary depending on the findings of the detailed Mining Risk Assessment.

All site investigation works will be carried out in accordance with BS5930+A2:2010, under the full time supervision of an experienced Geotechnical Engineer. We have allowed for obtaining up to date statutory service plans and this information will be presented, along with the exploratory hole locations, on a composite drawing. We have also allowed for CAT scanning and inspection pits at each of the exploratory hole locations to check for buried services.

We have allowed for obtaining the relevant Coal Authority Permit for drilling into the Coal Measures formation. We have also allowed for utilising water flush, as required by the Coal Authority for drilling into potential coal seams/workings in close proximity to residential buildings.

Fieldwork will take approximately 6 days to complete and we have allowed for the provision and mobilisation of one rotary rig and one back hoe excavator. We have assumed that access to the exploratory holes is possible with the specified plant. All exploratory holes will be surveyed to National Grid Coordinates on completion.

It is assumed that we will undertake the role of Principal Contractor for these works in accordance with the CDM (2015) regulations and this has been included for in our proposal.

Reporting

Following the intrusive ground investigation works and observations, receipt of logs from the specialist

contractor, test results from the laboratory and any return site monitoring visits, all the information will be collated and evaluated in the ground investigation report. This will involve the development of the Phase 1 assessment to allow an enhanced risk evaluation of the site to be completed. All information will be presented, both factual and with interpretation, in a detailed report. The report will be set out in a user friendly format and will include the following sections:

- Detailed site description;
- Summary of site history;
- Ground conditions identified on the site;
- Results of gas and groundwater monitoring;
- Results of laboratory testing;
- A qualitative contamination risk assessment will be carried out based upon all relevant pollutant linkages (i.e. source-pathway-receptor model). This will include an initial generic quantitative risk assessment (QRA) which will screen all test results against the appropriate Tier 1 screening values. If significant risks are identified, an indication of the potential options for remediation would be included. Depending upon the nature of any contamination present on the site, further risk assessment works may be required possibly including detailed QRA. (Additional costs would be incurred if a detailed QRA was required);
- A ground gas risk assessment based upon the results of the six rounds of monitoring;
- A geotechnical and foundation assessment including a foundation design strategy for the site identifying anticipated founding strata depths, foundation type and size, any areas requiring special ground improvement or piled foundations, and a coal mining risk assessment (including any requirements for treatment). Also included will be a discussion of geotechnical design parameters for road construction and sub-surface concrete; and
- An executive summary will be included which will outline the key issues in a clear and concise manner.

Traffic Study

For Stage 1 we will undertake a formal Access Appraisal based on the topographical survey that has been carried out for the site by us in order to identify appropriate site access locations.

We recommended that local highway adoption information is obtained in order to inform the available options for access at Stage 1.

The proposed access arrangements will be developed with reference to any emerging masterplan layout for the site. Proposed access arrangements will be reviewed with respect to appropriate local design guidance for residential developments. Access layout drawings will be produced as an output from the Access Appraisal.

We will make sure that the proposed access arrangements are acceptable to the local highway authority through consultation with local highways officers regarding any proposed access arrangements. This consultation exercise will allow the viability of the proposed access arrangements to serve 204 units on the site to be confirmed at Stage 1.

Viability Report

Thomas Lister will provide a market analysis in order to establish the development potential of the site. The methodology for preparing the viability report in order to establish the quantum of housing that can be accommodated on the site, is to be based upon technical information and market intelligence to underpin a range of assumptions and used to formulate development scenarios for the site.

The scenarios will be tested through development appraisals to ascertain if the scenario is viable and whether mechanisms can be identified to overcome viability issues. From undertaking this exercise a preferred option will be identified in order with client objectives and mechanisms which are recommended to be considered if

viability requires to be addressed.

Our methodology is therefore as follows;

- Review of all information which is currently available in relation to the scheme. This will include the SHLAA, housing need assessments, Annual Monitoring Report in terms of residential development and any other market intelligence/relevant research which the District Council may hold on their website;
- In addition, other information held by the HCA which may provide information on development potential /site constraints would also need to be reviewed by Thomas Lister/WYG to identify impacts and costs to the project;
- Market assessment, a brief analysis of residential market conditions including demand and supply, to identify any gaps in housing provision which the development of this site could fulfil. The market assessment would only be undertaken to build upon the existing information/evidence based which in turn, will inform development options and the future required master- planning exercise to be undertaken;
- The assessment of market conditions will provide an indication as to the type/mix of units to be provided in accordance with market conditions. Capital and rental values for dwellings, along with take up rates will be identified through evidence of disposals, which are also key inputs for the development appraisal;
- Planning policy requirements including any Section 106 obligations, to be provided by WYG and reviewed by Thomas Lister for incorporation within the viability assessment. Planning issues, including Section 106 obligations can have significant impacts in terms of costs within residential development projects;
- Highway/Infrastructure requirements, information to be provided by WYG particularly in terms of any works and associated cost implications in terms of providing an appropriate means of access and egress in the site, along with other potential off-site enhancement works;
- Other site constraints, WYG to provide supporting information in relation to any site conditions and associated abnormal works, along with an estimation of costs as a key input into the appraisal;
- Liaison with the team to agree potential development options for the site and to undertake any refinements and/or modification prior to preparing the development appraisals;
- Preparation of the development appraisals to test agreed options will be prepared on a residual basis, whereby the market value of the completed project is estimated utilising information from the market assessment from which all costs associated with the development of the scheme is deducted. This will include all abnormal works, construction costs, professional/other fees, interest costs and developers profit. The residual sum remaining represents land value generated by the scheme. Therefore if the residual sum is negative, this indicates viability issues, where as a positive residual represents the amount remaining that could be paid to acquire the site;
- Review of the options and the viability appraisals to agree a final option and supporting appraisal. This exercise would include identifying mechanisms which could be applied in order to address viability issues, including alternative forms/mix of development, changing phasing, value engineering on elements of works, deferring or reducing section 106 obligations or deferring payment of land value if a positive sum is generated;

- The above mention mechanisms are by no means an exhaustive list and other options will be assessed, which are bespoke to the site and scheme proposals; and
- Production of supporting reports to be presented along with the viability appraisal within the first stage of the commission.

Stage 2: Outline Planning Application

Planning and Community Consultation

The outline planning stage of the project will be broken down into the following two key stages;

- Firstly pre application discussions with the Council, including screening for an Environmental Impact Assessment; and
- Secondly following the submission of the application, we will continue to negotiate on the planning application on your behalf, with the aim to secure planning permission by February 2017.

Pre Application

At the pre application stage we will engage with officers in collaborative manner to establish a strategy for member and community engagement, identify key stakeholders, agree the nature of planning application coming forward, start to refine development options, consider the requirement for Environmental Impact Assessments, agree timescales for submission and so on.

We will consider with the Council the appropriateness of entering into a Planning Performance Agreement (PPA), in order to assist the timely determination of an application and importantly to have the opportunity to review draft conditions to ensure that they do not add unreasonably to the cost of development and facilitate the delivery of the development. We will review any Section 106/ Section 278 works and CIL requirements in the round with draft conditions to ensure the viability and deliverability of the scheme.

We will discuss the strategy for pre-application presentations to Elected Members to improve their understanding of the aspirations for the site. We recommend this approach at pre-application as a mechanism to identify concerns and align the Council's thinking with our own in collaborative approach as we move forward to the formal application stage. Our experience is that this does assist in both limiting the application determination timescale and is welcomed by both officers and Members which will ultimately assist the timely delivery of the development.

The application submission stage will be led by the outcome of pre application discussion. The scope of the planning application will have been advised through pre application, including EIA screening, and EIA Scoping if required, to enable early refinement of the range of technical studies / surveys to make sure the planning application stage can be completed within the overall project programme. We will complete the planning supporting statement, as well as lead on the co-ordination and attend the public consultation event, which is scheduled for early / mid September 2016.

We regularly work within large multi-disciplinary teams and we are used to engaging with a range of technical consultants. Our role in co-ordinating these inputs are central to the preparation of the application in a cost effective and timely way. Consistency of report writing and ensuring that all team members have a thorough understanding of the site and development proposals is an important role which we will fulfil. For example, establishing early on in the process the Council's expectations around the drainage strategy for the site is key. If a Sustainable Urban Drainage System (SUDs) led solution is promoted instead of an underground piped network, this will have considerable implications for the preparation of the masterplan and the commercial development value of the site. We will ensure that such matters are established early in the process to make sure the timely preparation and submission of deliverable and viable planning application.

Post Submission

Once a planning application has been submitted the level of input necessary at this stage will depend on the amount of upfront agreement we have with the Council, for example in relation to s106 matters.

This stage will focus on ongoing liaison with the Council; meeting with the client and consultant team as necessary; review of consultation comments and co-ordinate appropriate responses; and attendance and presentation at Planning Committee. A key task will be to ensure consistency between the s106 and the conditions, ensure that the conditions do not add unnecessarily to the costs of the development, and help facilitate the delivery of the scheme, for example allowing site enabling works to proceed in advance of commencing the development, and securing an appropriate phasing condition.

Phase 1 Habitat Survey (Ecology)

We are mindful of timescales for this application and therefore we recommend that a Phase 1 Ecological Assessment should be undertaken, ideally in parallel with stage 1 of this project.

We recommend that this is undertaken in May / June 2016, to ensure that any further species specific surveys can be undertaken at the seasonally appropriate time. A Phase 1 Habitat Survey will comprise the following:

- A desk study for the area within 2km of the site to determine the presence of statutory or non-statutory nature conservation sites, and records of protected and notable species from the Local Records Centre. Please note, non-nature conservation designations, site citations, local interest group data and TPOs will not be obtained during the desk study;
- A field survey involving an Extended Phase 1 Habitat Survey with reference to published methodology (CIEEM, 2013; JNCC, 2010) to record habitats present on the site. During the visit we will also appraise habitats for their suitability to support protected or notable species and to record actual or inferred evidence of these species. We will also record the presence and status of invasive plant species, where applicable; and
- A report will be produced comprising a site description, the methodologies used, the desk study results and the results of the surveys including a map of habitats and target notes, where applicable. The report will include an interpretation of the information collected from the site with regard to the relevant wildlife legislation and policy and will make reference to potential development of the site. The report will also make recommendations for further species specific surveys, if required, to establish the presence or likely absence of protected species. We will also provide outline recommendations for mitigation and enhancement options in accordance with the relevant planning requirements.

Flood Risk and Drainage Assessment

The site is within Flood Zone 1 and therefore not at risk of fluvial flooding and residential development will be acceptable in flood risk terms.

The key issue to address will be developing a surface water management strategy which complies with the current DEFRA Non Statutory Technical Guidance on SUDS and the local planning policy. From our initial review we understand that the land falls east to west and to the south and drains naturally into an unnamed watercourse which drains south along the western boundary of the site and will therefore provide a natural outfall for the post development surface water runoff.

To support the outline planning application we will prepare a flood risk assessment which will review all existing flood risks and all publically available information (e.g. Derbyshire SFRA and PFRA) and identify any mitigation measures required together with providing details of the proposed surface water management

strategy, all in accordance with the current Environment Agency flood risk assessment guidelines.

In terms of foul drainage we will obtain the Severn Trent sewer records to identify any initial foul drainage constraints and also to identify a suitable point of discharge for the post development foul flows.

As part of the Foul Drainage Assessment we will submit a pre development application to Severn Trent Water to confirm the required point of connection to the Severn Trent Water public foul sewer system.

Noise

Attended noise surveys would be undertaken over a minimum 15 minute duration at relevant locations during, daytime, evening and night-time periods. Up to 3 No. unattended meters would be left to monitor noise levels over a minimum 72 hr period to measure existing noise levels if suitably secure locations can be found. Monitoring would be repeatable and carried out generally in accordance with BS 7445.

The results of the noise survey would be used to develop a noise propagation model which would be initially used to inform the design. The assessment would demonstrate the suitability of the site for residential development and recommendations would be made for mitigation measures that are likely to be required to meet the BS 8233 target levels for internal and external noise in the residential elements of the proposed development. Noise effects will be also assessed in accordance with the National Planning Policy Framework and Planning Practice Guidance: Noise.

Identified as a risk item, should it be required, an off-site road traffic noise assessment to assess the noise impact of increased traffic and vehicle movements along local roads as a result of the proposed development.

Tree Survey

We will carry out a tree condition and value survey in accordance with *BS5837:2012 'Trees in relation to design, demolition and construction - Recommendations'*.

Landscape Assessment

We will produce a Landscape and Visual Appraisal (LVApp) as a standalone report. The LVApp will be carried out by a Chartered Landscape Architect in accordance with 'Guidance for Landscape and Visual Impact Assessment' Third Edition published in April 2013 by Landscape Institute / Institute of Environmental Management; and 'An Approach to Landscape Character Assessment published by Natural England in October 2014.

We will undertake early discussions with the Local Planning Authority's (LPA) landscape officer to discuss the proposed sites, our initial observations and establish any areas of concern regarding the proposed development and the methodology adopted within the LVApp.

We will also agree at this early stage the study area and confirm the extent of the scope of work as set out within this proposal to be undertaken within the LVApp.

We will carry out liaison with the project team throughout the life of the project to feedback consultation discussions, desk study and site based observations to the project team. The following three key stages would be undertaken as part of the landscape assessment for this site:

- Desk Study;
- Assessment and Reporting; and
- Zone of Theoretical Visibility Mapping.

Archaeology

A comprehensive desk-based assessment will be undertaken to identify heritage assets, assess their significance and the potential to identify previously unrecorded archaeological remains. The assessment will also consider the potential effects on the setting of designated heritage assets such as listed buildings. The study will be undertaken in a manner consistent with professional standards and guidance as set out within the Chartered Institute for Archaeologists (CIfAs) Standard and Guidance for historic environment desk-based assessments. Assessment of the impact and significance of impact of the development will be undertaken to our standard assessment criteria.

The following aspects will be reported within the assessment:

- Consideration of the above and below ground archaeological and heritage resource (including Listed Buildings);
- Collation and analysis of baseline data;
- Consideration of legislation and planning policy context with regard to heritage;
- An assessment of value of the heritage resource;
- Assessment of the magnitude of impact and significance of impact of the proposals with and without mitigation measures;
- Identification of the potential for previously unrecorded archaeological remains to be discovered within the development site;
- Consideration of the effects on the setting of designated heritage assets in the vicinity of the development site;
- Description of mitigation measures and recommendations or requirement for further assessment;
- Consultation with the Planning Archaeologist, Derbyshire County Council, as required; and
- Supporting maps, figures and photographs, as appropriate.

Subject to the programme, consultation will be undertaken with the Planning Archaeologist, Derbyshire County Council once the desk-based assessment is in draft form in order to determine whether additional assessment and surveys are required and to explore the scope and timing of any such works.

The baseline data study will involve consultation of the following sources:

- National Record of the Historic Environment;
- Derbyshire Historic Environment Records (data searches and office visits if necessary);
- Historic England and the LPA for designated sites;
- National Mapping Programme data (aerial photographs);
- Site visit and walkover survey;
- Derbyshire Record Office and Archives;
- Historic mapping including pre-Ordnance survey mapping;
- Documentary sources and appropriate journals; and
- Other information as appropriate.

Transport

Having confirmed the proposed access arrangements for the site in Stage 1 we will undertake preparation of the appropriate reports for submission with an outline planning application for residential development on the site. It is assumed that a Transport Assessment and Interim Travel Plan (ITP) will be required for submission with a planning application due to the number of units proposed.

The tasks required to produce the Transport Assessment (TA) include:

- Scoping discussions with highways officers to confirm methodology and scope of assessments required for the TA;

- Review existing conditions on the surrounding highway network including access to the site by sustainable modes;
- Provide a description of the proposed development including the scale of development, access arrangements, parking provision and servicing arrangements;
- Set out the likely trip generation and distribution of the proposed development traffic;
- Commission traffic surveys at junctions to be assessed if necessary;
- Undertake capacity assessments at junctions on the surrounding network where the development traffic results in a material impact;
- Review the existing road safety record for the study network; and
- Summarise the above in a report format for submission, including relevant figures/ drawings.

The scope of assessments required is not known at this stage and the fees for preparation of the TA have been based on assessing up to 4 off-site junctions on the local road network. At this stage, assessment of the impact of development traffic on the trunk road network has not been included as the extent of any assessments required is not known.

As it is an outline application it is assumed that an Interim Travel Plan will be sufficient for submission with the planning application. It is assumed that the ITP would include the following sections:

- Accessibility;
- Likely Measures;
- Targets & Monitoring; and
- Action Plan

Urban Design

Our urban design strategy is split into the following four stages, namely:

- Stage 1: Appraisal;
- Stage 2: Scheme development to Final Masterplan;
- Stage 3: Consultation Boards; and
- Stage 4: Design and Access Statement.

Stage 1: Appraisal

The development of a concept layout to realise opportunities inherent in the site and address constraints to achieve optimal development value. The following tasks will be undertaken in preparing the concept masterplan:

- **Site Visit;** Walk over of the site and surrounding area by our masterplanning team, photographic record of the key features, identification of local context and constraints and opportunities;
- **Site Analysis;** Review of existing development potential; compilation and preparation of an overarching constraints and opportunities plan which will identify the key issues and features that are likely to influence the development of the site;
- **Data Analysis;** Review of relevant design and planning guidance/policy to identify any requirements for residential development; and
- **Concept;** Development of concept scheme; this is will address the key issues of access, development quantum, landscape and open space.

Stage 2: Scheme development to Final Masterplan

This stage will refine the concept to an agreed masterplan solution. This stage will advance the materials to planning submission standard. We recommend a masterplan framework as the application submission drawing to establish a flexible approach.

The following tasks will be undertaken:

- **Masterplan Framework:** This will confirm the design principles of the development which will establish the built form, scale and density, together with the movement network / hierarchy of streets and the location of key buildings to communicate good urban design principles. This framework will also inform the parameters for the planning application. The plan will include development blocks, building frontages, scale & densities, indicative key building locations, the access and movement network and the siting of strategic landscape and open space.

Stage 3: Consultation Boards

We will prepare up to 6 A1 exhibition boards to present the proposals for a consultation event. These will give an overview of the masterplanning process to date.

Stage 4 - Design and Access Statement

This will bring together the information required to submit an outline planning application for the site. This will include an overview of the context, the concept, and the masterplan framework, along with a concise summary of the design process to date, and will be progressed following the final design freeze. It will be a graphical and desktop published document that will showcase proposals and ensure clear communication of the site. This stage will also include the production of the parameters plan.

Information on other Consultant input that may be required

It is not anticipated that any additional consultation input will be required for Stages 1 or 2.

Identification of other information that may be required

Ecology

At this stage we believe that the following may be necessary, which can be confirmed once a Phase 1 Habitat Survey has been completed. Please refer to the table below which provides an overview of potential tasks, which would be discussed and agreed at the time:

Species	Survey
Bats	Bat Roost Potential Assessment of trees (from ground)
	Site-wide bat activity surveys based on low value site, 1 transect per season & 1 detector deployed/retrieved and analysed, per season (3.No)
	Emergence/re-entry surveys of trees/structures (unknown)
Water voles (assume commissioned with below)	Presence absence surveys over 2 seasons
Otters (assume commissioned with above)	Presence absence surveys
Birds	Breeding bird surveys x 4No (if required)
	Barn Owl Roost Potential Assessment of trees (conducted from ground at no additional fee at same time as bats). Further surveys requirement, unknown.
Badger	Survey of additional site areas within 50m
Great crested newts	Preliminary view = not considered necessary
Inverts/Hedgerows/Reptiles/ Wintering Birds/others	Depending upon Ph1 survey results and consultee requirements

Transport

As the extent of any assessments of the impact of development traffic on the trunk road is not known, it may be necessary that this is required. This will be confirmed during the assessment stage.

Section 106 / CIL

There is likely to be a need to negotiate Section 106 requirements as Bolsover Council does not currently have an adopted Community Infrastructure Levy.

Utilities Assessment

There may be a requirement for a utility assessment or statement which will be confirmed at the pre-application stage.

Other commentary on the brief

Key Risks: Programme

We note that the overall objective is to achieve outline planning permission by February 2017 on a project that is split into two distinct stages, namely:

- Stage 1: Viability (instruction on the 20th May 2016); and
- Stage 2: Outline Planning Application (Instructed if viable).

Whilst the brief sets out timescales to submit the planning application by the end of November 2016, in our experience this would leave little for the drafting and signing of a Section 106, unless this progresses in parallel during the determination of the planning application.

Our programme anticipates that stage 1 will be completed by the 15th July 2016, apart from receipt of the final monitoring information for the phase II assessment, which would be due in August 2016. However, we believe that there will be sufficient information to advise on the ground conditions and we will issue a Final Interim Phase II Geo Environmental Report by the 15th July 2016. We then assume the HCA will take 1 week to review the contents of all the reports, with an instruction for stage 2 expected by the 22nd July 2016.

To achieve your target of February 2017, it will be necessary to instruct some of the stage 2 works whilst stage 1 is considering the viability of the site for housing development. This includes:

- Traffic Surveys (latest by the end June 2016);
- Phase 1 Habitat Surveys (May 2016);
- Tree Survey (July 2016); and
- Landscape Assessment (June 2016).

We therefore recommend bringing forward the submission of the planning application to the 28th September 2016, with the aim to be considered by the Council's planning committee in late December 2016 (note this date will be confirmed when the committee dates are released). Please refer to our recommended programme in Appendix D.

We also recommend that the HCA instruct their appointed solicitors when the planning application is being determined by the Council. This minimises delay in the drafting and signing of the Section 106.

