

Our ref: Ref JD/HCA/07610240316

9 May 2016

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Dear [REDACTED]

CHALGROVE: EVIDENCE BASE TO SUPPORT SOUTH OXFORDSHIRE'S LOCAL PLAN (POST PRESENTATION TO MEMBERS 12 APRIL 2016): PROFESSIONAL FEES

Following on from our successful presentation to South Oxfordshire District Council (SODC) Executive Members on 12 April 2016, and completion of stages 1-4 in our agreed fee proposal dated 24 March 2016, I am writing to provide an updated fee proposal and scope of works related to the Local Plan 2031 Second Public Consultation on Preferred Approach (Regulation 18) (referred to hereafter as SOLP 2031), programmed to start at the end of June 2016. This letter should be read in conjunction with our letter dated 24 March 2016 (attached for completeness).

Following the presentation to Members on 12 April 2016, we have been advised that the Council intends to promote Chalgrove Airfield as the preferred option to deliver 3 500 new homes in line with Preferred Distribution Strategy which will secure Cabinet resolution on 12 May 2016. To support this, there is a series of immediate actions which are required to support Chalgrove Airfield as a strategic allocation in the SOLP 2031.

We understand that Cabinet will be presented with the Council's preferred distribution strategy and vision for growth, on 12th May. This will notify Members that an un-named strategic development site, outside of the Green Belt, for circa 3,500 homes is included within the preferred distribution strategy, along with some limited development in villages in the District. SODC have advised that the final document for consultation will require Cabinet Member sign off, rather than being heard at a formal meeting. It is therefore anticipated Chalgrove Airfield site will not enter the public domain until late June 2016.

Following this, the Local Planning Authority will publish the SOLP Preferred Approach, (Regulation 18) for an eight week consultation period. The exact date of publication is to be confirmed by SODC imminently.

SODC are intending to finalise their evidence base for the Local Plan 2031 in parallel to this public consultation. They anticipate that this will be available in conjunction with the Pre-Submission (Regulation 19) public consultation (8 week period) in December 2016 prior to the Plan being submitted to the Secretary of State for Examination (spring 2017) and subsequently adopted summer 2017.

In order to demonstrate that Chalgrove Airfield represents a deliverable solution for the strategic delivery of the housing, and in parallel to the property and procurement of a developer partner(s), a robust evidence base must be gathered and presented to the LPA. The onus is on the HCA to carry out this work. GVA has agreed to lead and project manage the overarching process including leading on negotiations with the Local Planning Authority, Oxfordshire County Council and key stakeholders. This will include the organisation and delivery of an Enquiry by Design Launch Event to introduce the concept to the community. In parallel investigations around options to deliver highway mitigation measures around Stadhampton will also be necessary.

Focussing on the package of technical/evidence based information with SODC, at our meeting of 3 May 2016 our scope will include:

- **Sustainability Appraisal** (to look at how development supports the economic, environmental and social objectives of the Local Plan) **GVA**;
- **Ecology Survey and Habitats Regulations Assessment Screening** (there are a number of European Protected sites within 8km of Chalgrove, need to ascertain if there is any 'likely significant effect') **AECOM**;
- **Landscape Capacity Assessment** (to review impact on AONB, Green Belt, Downs and **Heritage Character assessment**) **NEWM**;
- **Water Cycle Study** (Considering capacity, drinking water, extraction, drainage, sewerage removal and treatment) & **Utilities capacity** **AECOM**;
- **Green Infrastructure** (open spaces & recreation which should be protected, requirements from development) **SODC**;
- **Traffic Surveys** both site specific and strategic corridors to be completed by **AECOM**; analysed and presented in terms of transport Impact/mitigation **UES**
- **Infrastructure opportunities** and any associated development capacity testing at Stadhampton by **UES**;
- **High level Infrastructure Delivery Plan** (note wider delivery and viability inputs will form part of the Property Advice scope) **UES**;
- **Planning and five year housing land supply analysis** **GVA**;
- **Enquiry by Design** – programme, strategy and scoping event with key stakeholders, Parish Council and community **NEWM & GVA**;
- **Property and Delivery Assessment** **GVA**.

GVA has met with AECOM, and has issued the scope of the briefs to them. We are looking to set up a full project team inception meeting as a priority. As discussed at our meeting with AECOM on 5 May 2016, it is particularly important that the traffic surveys are commissioned ASAP as we need to complete the counts before the May half term holidays (27th May – 6 June 2016). Whilst AECOM will be completing the technical input – David Taylor of UES has advised on the scope and will provide the impact analysis and strategy, and lead negotiations with Oxfordshire County Council (OCC) and if required, Highways England.

Programme

The programme requires the necessary evidence base to be completed to inform the SODC 2031 Publication in June 2016. Therefore, it has been agreed with the HCA to extend GVA's original scope of works to undertake the above tasks retaining the appointed professional team which includes:

- AECOM – technical services;
- Urban Design Engineering – transport and movement/infrastructure;
- NEW Masterplanning – landscape, heritage and masterplanning;
- GVA – project management, planning, strategic delivery, community engagement;
- GVA – property - commercial land negotiations around acquisition and options to deliver mitigation strategy for a 'village edge' at Stadhampton. NOTE: wider property and viability matters will be delivered by GVA's Land and Development Team under a separate, parallel property commission.

Our current programme to meet the June 2016 SOLP programme, as set out by the Council, is as follows:

- Week commencing 2 May – meeting with SODC;

- Week commencing: 2 May – commission, preparation, fee agreement, HCA set up meeting & issue scopes to AECOM
- Week commencing: 9 May – meeting with SODC + OCC Martin Baker, Highways England (NOTE HCA to co-ordinate meeting dates)
- Week commencing : 9/16May – full team inception/workshop and review
- Week commencing: 30 May – AECOM work back
- Week commencing: 6 June – meeting with SODC + OCC
- Week commencing: 13 June – finalise report (bank holiday Monday)

Professional Fees

Our fee proposal for undertaking this next stage, assumes GVA leading with NEW and UES providing advice on a sub-agency basis plus GVA acting as project manager and quality control in terms of the evidence base completed by AECOM. It was agreed AECOM's technical input would be separately procured.

This fee budget is based on time estimates from each discipline with input from GVA (planning + land & development), NEW and UES is £ [REDACTED] excl. VAT and reasonable disbursements. Please NOTE:

a) this budget includes development consultancy services of the investigation and strategy for the acquisition of land around Stadhampton (to Heads of Terms) but excludes full acquisition which will be subject to a separate fee once a clear understanding of the of extent and quantum of acquisition contracts the strategy entails.

b) excludes fees agreed in letter dated 24 March 2016 for phase 1 – preparation to 12 April 2016 presentation and submission of Call for Sites (total fee [REDACTED] + VAT and expenses)

Input from AECOM will, it is understood, be commissioned as part of an outstanding contractual agreement with HCA. Although as stated it will be managed by GVA.

The commission will continue to be led by me with support from colleagues Gordon Isgrove - Land and Development Team, Rebecca Horrocks – Planning, alongside NEW Masterplanning – led by Andy Ward and UES – led by David Taylor. NEW and UES will act as sub-agents to GVA. All team members are well known to you and therefore I have not included CVs. Information is available on request.

I trust this reflects our discussions to date. I am happy to discuss the contents of this letter in more detail. But as agreed, will progress the project ahead of your internal ITP process. If you require any further information, please do not hesitate to contact me on [REDACTED] or by email [REDACTED].

Yours sincerely

[REDACTED]

[REDACTED]
**Regional Senior Director for South West
For and On Behalf of GVA Grimley Ltd**

Cc: [REDACTED] - HCA

Our ref: Ref JD/HCA/07610240316

24 March 2016

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Dear [REDACTED]

CHALGROVE : MASTERPLANNING & PLANNING STRATEGY- PROFESSIONAL FEES

Further to our various conversations in relation to the above site, the circulation of the baseline information and discussions with the AECOM team. I have now discussed the commission at length with [REDACTED] (NEW Masterplanning) & [REDACTED] (Urban Engineering Studio -UES).

The Team would be delighted to act on behalf of the HCA to promote the site for a sustainable mixed use development through South Oxfordshire Local Plan 2031 – Site Allocations Document. As you are fully aware, the deadline for formal submission to this stage in the Local Plan is 29 April 2016, with a presentation to politicians in advance of this on 12 April 2016. This programme is very challenging. We have, as agreed, started to divert resources onto the project immediately and in advance of formalising a fee arrangement in order to meet the deadline.

The baseline technical information is very helpful, but there is work to do to ensure Chalgrove is considered ahead of Stone Bassett (now known as Harrington) an historic competing greenfield site adjacent to Junction 7 of the M40. This site has already been presented to members and was the subject of an outline planning application in the 1980s.

Our objective is to make the case for Chalgrove using three strands:

1: Why?

- HCA – national agenda, starter homes, public sector land delivery;
- quality/guaranteed delivery compared to private sector option agreements;
- Chalgrove – role in the wider settlement hierarchy, relationship with Oxford, recent appeal decisions, 5 Year housing Land Supply Challenges and HCA early delivery mechanisms;
- Need for 3000 additional units to release pressure on Oxford, should not solely focus satellite settlement of the city if it is to be truly sustainable;
- Travel to work area hierarchies, service centres (shops/schools/culture); and
- Certainty, driving land values through quality.

2: What?

- Visioning of masterplan options for the site and adjoining established village of Chalgrove;
- Information layering village evolution, historic routes, undoing the 'barriers created by the airfield, transport, movement, accessibility, connectivity, environmental, historical context;
- Integration of village to airfield or complementary offers co-existing ;
- Transportation – linkage and corridor improvements to Oxford;
- Infrastructure package; and
- Community/Settlement Wins

3: How?

- Delivery of masterplanning through meaningful community;
- Focus on job creation and retention of Martin Baker;
- Financial modelling to deliver infrastructure package (including broad infrastructure headlines);
- Procurement process including HCA issuing land on license to ensure sustained delivery of homes;
- Phased delivery early wins with 1st phase on site in parallel to outline application
- Infrastructure programme/commitments.

Whilst the requirement of the Local Plan 2031 Refined Options is for each combined authority to deliver 3000 new units to release the housing pressure on Oxford City this must not be simply a commuter satellite development. Moreover, the current spate of appeals decisions challenging South Oxfordshire housing evidence/5 year housing land supply also places a further pressure on the Council. These factors are critical to accelerating Chalgrove to become the natural preferred option to meet the housing need.

In order to elevate the site to this position in a very short space of time the team will undertake a series of layers of research, dialogue with officers, HCA and Martin Baker.

Stage 1: Baseline audit (24 March -31 March 2016)

Review of existing base information, exploration of client brief, site visits, dialogue with AECOM, Chalgrove Neighbourhood Plan, audit of South Oxfordshire and wider statistics/data and analysis of centralised rather than dispersed settlement strategy.

Stage 2: Options & Benefits for Centralised Settlement Strategy (31 March – 7 April 2016)

The information, analysis and understanding of the immediate site, village context, settlement hierarchy and inter-administrative boundary relationships/challenges will culminate in an internal design workshop (with HCA representation via Tim Davis) allowing us to explore all the issues and generate:

- a) Strategic framework for the approach, settlement hierarchy, travel to work, infrastructure and transport corridors to the Oxford and the key settlements;
- b) Evidence base of how Chalgrove and the wider villages have evolved;
- c) Masterplan configurations/options for accommodating growth on site and relationship with Chalgrove village allowing members to visualise the strategy; and
- d) Schedule of wins for the community/politicians and quantum of development.

In parallel, we will work on a generic financial model to deliver the infrastructure, procurement approach and programme which allows early delivery of housing units on site in 2018 to respond to the current 5 Year Housing Land supply Challenges.

Stage 3: Presentation (7-12 April 2016)

Stage 3 of the exercise will see the outputs of stage 1 and 2 drawn into a single presentation and members hand-out.

The presentation will take place on 12 April 2016 lead by the key team members (HCA, NEW, UES and GVA).

Stage 4: Call for Site Submission & Officer follow up (12- 29 April 2016)

Building on the presentation and output from the discussion with the members, GVA will draw all the work strands including AECOM into a formal submission to the Call for Site stage of the South Oxfordshire Local Plan 2013.

This will also include (for the HCA team only) a detailed programme of the work required to progress and address any evidence gaps regarding the site's opportunity before South Oxfordshire formally undertake their Regulation 18 Consultation in June 2016.

Professional Fees

In order to deliver the objectives of the commission the first instance is to secure political support on 12 April 2016 to the delivery of a new housing allocation at Chalgrove Airfield in the South Oxfordshire Local Plan 2013 – Refined Options and ensure a mechanism to deliver an early phase of development; the collective team has had to divert resource from wider commissions to meet the deadline. The team is dedicated to investing sufficient time/resource to successfully take forward the project to Stage 4. The output at this stage will also include a scope of work necessary to support any allocation at Regulation 18 Stage.

Our fee proposal for undertaking this initial role, focussed solely on input from GVA, NEW and UES is set out below in two parts:

Stage 1 – 3: Up to presentation to members: £ [REDACTED] VAT and Expenses

Stage 4: Call for sites submission: £ [REDACTED] VAT and Expenses

The commission will be led by myself with support from colleagues from my Land and Development Team alongside NEW Masterplanning – led by [REDACTED] and UES – led by David Taylor. NEW and UES will act as sub-agents to GVA. All team members are well known to you and therefore I have not included CVs. Information is available on request.

I trust this reflects our conversations and my initial fee budget, I am happy to discuss the contents of this letter in more detail. But as agreed, will progress the project ahead of your internal ITP process. If you require any further information, please do not hesitate to contact me on [REDACTED] or by email: [REDACTED]

Yours sincerely

[REDACTED]

[REDACTED]
Regional Senior Director for South West
For and On Behalf of Bilfinger GVA

Cc: [REDACTED] - HCA