

**RUNNYMEDE REGENERATION PROGRAMME**

**INVITATION TO PARTICIPATE IN COMPETITIVE DIALOGUE (“ITPD”)**

**Volume 3: Site Development Plan Template**

**Contract Reference: RBC/RRP/2015/101**

**NOVEMBER 2015**

**DRAFT SITE DEVELOPMENT PLAN TEMPLATE**

The Site Development Plan (SDP) Template is designed to fulfil use for each of the three stages of development: Indicative, Interim and Final SDP. Consequently, the level of detail and design should reflect both the type of site but also stage the SDP is proposed to reach. A copy of the SDP: Stage of Evolution & Commitment table is attached at Appendix A for ease of reference.

1. PROPERTY DETAILS

*Note: This section should include details of the existing site.*

* 1. LOCATION SUMMARY
	2. DESCRIPTION OF PROPERTY
1. SCHEME DETAILS

*Note: It is envisaged that in this section Bidders should set out the detail, design and commentary of their scheme proposals. The proposals should include schematic layouts, designs and specifications of the proposed development and refer to the objectives of the Council.*

* 1. PROJECT OVERVIEW – OBJECTIVES, OUTCOMES, SUSTAINABILITY ASPIRATIONS, BUDGET
	2. PROJECT DESIGNS
	3. SPECIFICATION
	4. PHASING OF DEVELOPMENT/CONSTRUCTION PLAN
	5. LOCAL MARKET COMMENTARY
	6. TOWN PLANNING AND COMPLIANCE WITH COUNCIL POLICIES
	7. THIRD PARTY LAND ISSUES
1. DEVELOPMENT PLAN

*Note: It is envisaged in this section Bidders should set out the individual site development programme, together with a rationale and strategy for delivering the scheme. Bidders are not expected to have conducted site testing and assessments, but upon actual use of the SDP at the relevant stage, these and other relevant assessments will be required to be completed before the SDP is agreed.*

* 1. COSTS TO SECURE DETAILED PLANNING PERMISSION
	2. DEVELOPMENT APPRAISALS[[1]](#footnote-2)
	3. VIABILITY TEST[[2]](#footnote-3)
	4. EXISTING USE VALUE
	5. PROPERTY STRATEGY AND ACHIEVING TARGET RETURNS[[3]](#footnote-4)
	6. SITE ASSESSMENTS (as relevant to the site):
* Planning assessment;
* Contaminated land remediation plan;
* Ecology plan;
* Archaeology plan;
* Transport plan;
* Structural report;
* Fire strategy Report;
* Rights to Light / Boundary report;
* Site clearance / demolition method statement;
* Maintenance & operation strategy.
	1. STRATEGY FOR DELIVERING THE SCHEME
	2. SUPPLY CHAIN[[4]](#footnote-5)
	3. PROGRAMME – THIS WILL THEN RELATE TO MILESTONES TO BE ACHIEVED IN THE SITE DEVELOPMENT PLAN AND PAYMENT PROFILE
	4. VALUE ENGINEERING OPTIONS
	5. SITE LOGISTICS AND EXIT STRATEGY
	6. ANY OTHER MATTERS CONSIDERED RELEVANT TO ACHIEVING THE DEVELOPMENT OBJECTIVES
1. FINANCIAL APPRAISAL

*Note: It is envisaged that this section should include working capital requirements for each site and projected overall revenue/capital expenditure for the Council throughout the site development period showing quarterly (monthly for the Initial and Final SDP) cash flow predictions. The information used should be drawn from and correlate back to the Financial Model.*

* 1. BUDGET (INCLUDING PROVISION FOR CONTINGENCY) including:
* Phased Quarterly Cashflow Statement;
* Phased Income and Expenditure Account.
	1. SUMMARY OF ASSUMPTIONS TO INCLUDE:
* The Funding Structure provided by the Council (as a payment schedule showing the payment quantum and quarter number (month number for the Initial and Final SDP) that links to the construction plan for the site);
* The Council’s required IRR (minimum 5%);
* Bidders / Developers IRR.
	1. TAXATION ASSUMPTIONS including VAT and where relevant SDLT.

* 1. SENSITIVITY ANALYSIS
1. Investment Value Income;
2. Cost of finance.
	1. VALUATION METHODOLOGY FOR THE SITE PRE AND POST DEVELOPMENT
3. RISK APPRAISAL & MANAGEMENT
4. STATEMENT OF LOCAL ECOMONIC BENEFIT APPRAISAL AND COMMUNITY INVOLVEMENT

# Appendix A: SDP Stages of Evolution & Commitment Table



1. This should use the Finance Template and include the assumptions made to calculate residual land value. [↑](#footnote-ref-2)
2. This should include details of how the viability testing will be undertaken. [↑](#footnote-ref-3)
3. This section should also include the Target Rents for Commercial Lettings, drawn from the Financial Model. [↑](#footnote-ref-4)
4. A detailed description of the supply chain that the Bidder proposes to use to develop the Site is required. Bidders should identify clear procedures to ensure value for money for the Council by procuring its supply chain. The required return or profit on costs and overhead charge should be clearly set out and the detail of what services are included. Where possible, percentages should be broken down to show the cost of individual services. [↑](#footnote-ref-5)