



BUCKINGHAM TOWN COUNCIL

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Town Clerk: Mr. C. P. Wayman

Monday, 23 November 2015

Councillor,

You are summoned to a meeting of the Planning Committee of Buckingham Town Council to be held on **Monday 30th November 2015 at 7pm** in the Council Chamber, Cornwalls Meadow, Buckingham.

C.P. Wayman
Town Clerk

Please note that the meeting will be preceded by a Public Session in accordance with Standing Order 1.3, which will last for a maximum of 15 minutes, and time for examination of the plans by Members.

AGENDA

1. Apologies for Absence

Members are asked to receive apologies from Members.

2. Declarations of Interest

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.

3. Minutes

To receive the minutes of the Planning Committee Meeting held on Monday 2nd November 2015 to be put before the Full Council meeting to be held on Monday 25th January 2016.

Copy previously circulated

4. Buckingham Neighbourhood Development Plan Vale of Aylesbury Local Plan

4.1 To receive the slides from the VALP Parishes Forum presentation.

Appendix A

4.2 To receive any other updates.

5. Action Reports

5.1 To receive action reports as per the attached list.

Appendix B

5.2 (46.4.2 Byelaws)

5.2.1 Response from AVDC Legal: "The model forms of by-laws are usually for those issues that don't have a law against them and are specific to an area only and not a national problem. There is criminal enforcement of the putting up of signs on the highway without permissions. As the flyposting is on the Highway it is for the County Council as the Highway Authority."

5.2.2 Response from BCC Legal.

Appendix C

5.3 (128.4 Moreton Road play area and crossing) Amended drawing supplied by Mr. S. Essam, BCC

Appendix D

Buckingham



Twinned with Mouvaux, France



5.4 (13 High Street) update from Enforcement: "As you have probably noticed we have secured the removal of the unauthorised extension to the listed building and the removal of shisha tent which was within the grounds which is a good result.

The only outstanding matter I am needing to resolve is the removal of the no '13' which are illuminated and require consent if they remain lit? I will discuss further with Phil as to how we can progress practically and come back to you. C. Hack"

5.5 (462/15: Crossing timing; stud replacement) Response from BCC: "I will forward on your letter to my colleagues in the ITS Team who deal with timings and phasing of traffic signals in the county.

With regard to the various tactile replacements in the town centre, it is our intention to finish off this work when we carry out the conservation works in the new year." Matt Whincup.

5.6 (456.1; bypass works at Badgers Way and Meadway) Response from the Cabinet Member: "I am happy to respond to say that we are hopefully going to get this issue expedited as soon as possible." Cllr. Mark Shaw.

5.7 (456.3; Brookfield Lane) Response from BCC

Appendix E

6. Planning Applications

For Member's information the next scheduled Development Management Committee meetings are 17th December 2015 and 7th January 2016, with SDMC meetings on 16th December 2015 and 6th January 2016.

To consider planning applications received from AVDC and other applications

AMENDED PLANS

1. 15/03431/APP 20 Mallard Drive, MK18 1GJ
Part first floor extension over study and part single storey side extension linking to garage to form annexe
Cox

At the last meeting Members commented as follows:

Even if all Buckingham Neighbourhood Plan policies were complied with, Members felt this proposal was an overdevelopment of the site, imposing in the street scene and out of character with the uniform design of the estate, and expressed concern that the loss of two parking spaces would lead to on-street parking to the detriment of the amenity of the neighbouring residents.

The Amended Plans show 3 parking places within the curtilage (as required); a dropped ridge line to the extension; a 45° line showing No.22 is unaffected. The applicant has also supplied an illustrated list of similar permitted extensions on the Heartlands development. The extension is to provide accommodation for her father, and it will encompass the existing study, which is to be relocated in the slightly extended upper room. The applicant is happy to have the extension conditioned as ancillary to the main house.

NEW APPLICATIONS

2. 15/03631/APP 40 Aris Way, MK18 1FX
Loft conversion into habitable accommodation
Cleaver

The following two applications may be considered together:

3. 15/03633/APP 29-30 West Street, MK18 1HE
4. 15/03634/ALB Internal alterations, demolition of outbuilding and erection of new link building at ground floor level
Rance

Members will note that the previous application has been withdrawn (below)

5. 15/03645/APP 3 Well Street, MK18 1EP
Change of use from garage to café/bar
Terry
There is no parallel ALB application for this application as the

HBO reports some work having been done per the 2008 ALB approval rendering it still valid.

Members will note that the previous application for these premises has been withdrawn [below]

6. 15/03693/APP 9 Little Balmer, MK18 1TF
Change of use from Class B1 light industrial to Class D2 leisure/gym
Ramshaw
7. 15/03702/APP 18 Overn Avenue, MK18 1LQ
Single storey side extension
Howe

The following two applications may be considered together:

8. 15/03729/APP Ondaatje Hall [*Walnut Yard*], Church Street, MK18 1BY
9. 15/03730/ALB Single storey rear orangery-style extension
Stocker (University of Buckingham)
10. 15/03802/APP 27 Stratford Road, MK18 1NY
Construction of a new vehicle crossover and parking space to front
Sutherland
11. 15/03832/APP 18 Lime Avenue, MK18 7JJ
First floor extension over existing single storey living room
Riddles
12. 15/03835/APP Former railway station site [*land at Station Terrace*], MK18 1WR
Variation of Conditions 6 & 13 of planning permission ref: 15/02958/APP to reduce the garden areas of Plots 1-3 and to revise the boundary treatments
Stellco Lenborough Park Ltd.
13. 15/03863/APP Bourton Meadow School, Burleigh Piece, MK18 7HX
Removal of mobile structures. Erection of a single storey stand-alone building for use as an early years teaching and nursery building
Kitson [Bourton Meadow Primary School]

Not for consultation, for information only:

14. 15/03774/ATC Buckingham Ford, Ford Street [*actually the garage area on the part of Ford Street on the other side of the river, by No.58a and opposite the Woolpack*]
Remove one Sycamore tree to ground level and treat stump and remove all arisings; remove one Elder tree at rear of garages as above and treat stump
De Ath
15. 15/03780/ATC Land at Well Street, MK18 1EN [*Well Street Centre*]
Fell and grind one Ash Tree
Plumridge [BCC]

Clerk has added further details from the survey document in [...] for the following two applications

16. 15/03916/ATC Hunter Street to River Ouse
Work to the following trees: T390 [*ash, leaning, poor form, by wall; fell to ground*]; T9 [*ash, in river; fell to ground*]; T176 [*ash, in*

water; fell to ground]; T10 [hornbeam; crown lift to 3m over grass]; T712 [ash, conflicting with sign, telegraph pole and light; cut to clear by 1.5m]; T713 [cherry, multi-stemmed, one split; remove split stem]; T715 [apple, twin-stemmed, bracket fungus; reduce by 20%]; T217 goat willow, storm damage at 8m, fungus at base; reduce crown by 25% to 30%] and T219 [elder, conflicting with wall; fell to ground] as shown on plan ref 'Section 2 - Hunter Street to River Ouse'

University Of Buckingham

17. 15/03918/ATC Chandos Rd. to Hunter St. & Station Rd. to River Bridge
 Work to trees - G4 [white willow; coppice]; T598 [white willow, fallen; fell to ground level]; T605 [ash; crown lift to 2.5m]; T49 [horse chestnut, extensive bleeding canker and leaf miner; fell to ground and poison]; T58 [London plane, fire damage, cracks and fungi - unsound; fell to ground level]; T5 [white willow, ex-pollard + ivy; remove ivy and reduce crown by 3m]; T88 [ash; remove dead limb over bridge]; T385 [ash; cut to clear roof by 2m, re-inspect and report]; A102-106 [apple, hollow & decayed; fell to ground level]; T128 [horse chestnut, major limb torn out at 2m, large cavity at 4m, leaf miner; reduce crown by 30%]; T658 [purple plum, multi-stemmed basal decay, smaller stem hollow and decayed; remove smallest stem] shown on plan ref Section 1 Chandos Road to Hunter Street and Station Road to River Bridge.
 University Of Buckingham

18. 15/03919/ATP Land To Rear Of Lenborough Close And Station Terrace
 Work to trees - Pollard T251 one Horse Chestnut tree at 4m; T255 One Birch tree pollard at fence height; T364 - one Ash tree remove one no. stem; T366 - One Yew tree crown lift to 2.5m; T368 One Ash tree reduce limbs overhanging properties back to fence line; T370 two no. Hawthorns trees reduce by 2m.
 University of Buckingham

19. 15/03559/APP 27 Willow Drive – minor amendment
 S/storey lean-to side extension and insertion of three roof lights
 Minor amendment to ridge height of extension

7. Planning Decisions

To receive for information details of planning decisions made by AVDC as per 'Bulletin' and other decisions.

Approved		BTC response	Officer recomm ⁿ .
15/02370/APP	12 Stowe Avenue	2-st extn & pitched roof over garage	No objections -
15/02685/APP	7 High Street	Ch/use part ground floor to optician	No objections -
15/02958/APP	Land at Station Terr.	Erection of 6 dwellings	Oppose -
15/03096/APP	79 Moreton Road	Side & rear ext'n, conv.roofspace	No objections -
15/03191/APP	6 Glynswood Road	Erection of replacement porch	No objections -
15/03324/APP	94 Moreton Road	S/st side extension & garage conv.	No objections -
Withdrawn			
15/01068/APP	29-30 West Street	Ch/use A1 retail→A3 café/restaurant	Oppose
15/01603/APP	By CommunityCentre	Erect toilet block & shopmobility	Oppose
15/01662/APP	Land at Station Terr.	Var. Cond. plots 4, 5 & 6	Oppose
15/02929/APP	9 Little Balmer	Ch/use light industry→gym	Oppose

Not Consulted on:

Approved

15/02625/ACL 39 Bourton Road Replace garage with utility room at rear
15/03380/ATP Waglands Garden Works to walnut and yew
15/03608/ATC Waglands Garden Works to willow, holly and cypress

8. Case Officer Reports (& Recommendations)

Reports have been received for the following applications, and are available in the office

8.1 Strategic Development Control (25th November) *No Buckingham applications*

8.2 Development Control (26th November) *No Buckingham applications*

9. Adjacent application sites

9.1 Milton Keynes Site Allocations Plan: Emerging Preferred Options

To access the document, and discuss and agree any response.

<http://www.milton-keynes.gov.uk/planning-and-building/planning-policy/site-allocations-plan>.

Original notification letter circulated by email 28th October 2015. Consultation ends 20th January 2016

9.2 (526.2/15) To receive the requested information on two MK application sites **PL/29/15**

9.3 Land at Walnut Drive, Maids Moreton; to discuss the recent public exhibition – reproductions of the exhibition display boards and feedback form are available at www.dwh-maidsmoreton.co.uk and a map is attached for information.

Appendix F

10. Enforcement

10.1 To note that alleged alterations to the interior of the King's Head (a Listed Building) have been given case number 15/00445/CON3

10.2 To receive a report on protection of the Conservation Area

PL/28/15

10.3 To report any new breaches

11. Transport

11.1 To receive and discuss the spec. for the East-West Expressway

Appendix G

11.2 To report any damaged superfluous and redundant signage in the town.

12. Access

To report any access-related issues.

13. Correspondence

13.1 To note receipt of the Notice advertising the name Summerhouse Hill for the land behind Market Hill. Objectors have until 10th December to make their comments; if none are received the name will be accepted.

14. News releases

15. Chairman's items for information

16. Date of the next meeting: Monday 21st December 2015 following the Interim Council meeting.

To Planning Committee:

Cllr. Ms. J. Bates

Cllr. M. Cole

Cllr. J. Harvey

Cllr. P. Hirons

Cllr. D. Isham

Cllr. A. Mahi

(Chairman)

Mrs. C. Cumming (co-opted member)

Cllr. Mrs. L. O'Donoghue

Cllr. M. Smith

Cllr. Mrs. C. Strain-Clark (Vice Chairman)

Cllr. R. Stuchbury

Cllr. M. Try



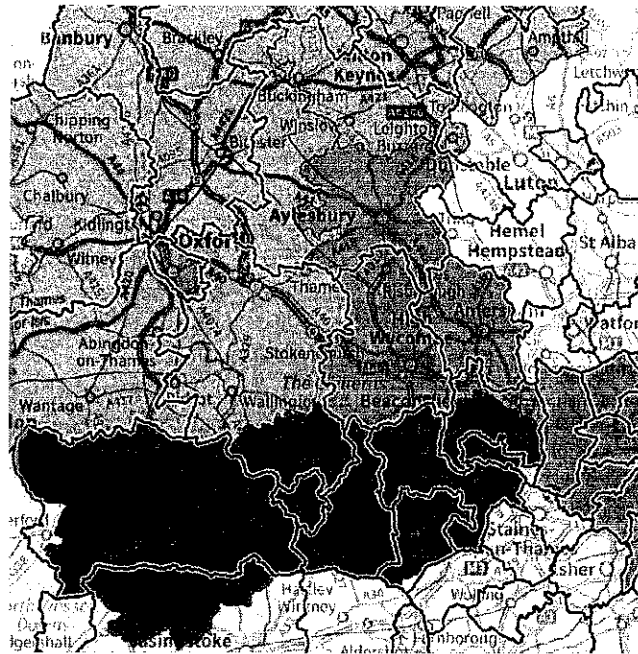
Vale of Aylesbury Local Plan

Parishes Forum Presentation

Introduction

- VAP withdrawn 2014.
- Call for sites commenced and scoping consultation on VALP 2014.
- Initial AV HEDNA findings October 2014.
- Chiltern and Wycombe revise their timetables.
- 'Best Fit' Housing Market Area defined.
- Joint Central Bucks HEDNA commenced.
- HELAA underway on suggested sites.

Functional Housing Market Areas



Definition of Central Bucks HMA

- The best fit to plan areas was AVDC area plus Wycombe and Chiltern, whilst S Bucks best fitted with Berkshire.
- If though there is a S Bucks / Chiltern joint plan then that combined area best fits to Wycombe and AVDC
- As a HEDNA has to be based on a HMA this means that the just finalised HEDNA will have to be revised.

Central Bucks HEDNA

Total Dwellings 2013-33	Aylesbur y Vale	Chiltern 2014-36	Wycombe	TOTAL
Starting Point Estimate	19,100	5,300	11,800	35,600
Adjusted Estimate	18,800	6,100	12,500	36,900
Response to Suppressed Household Formation	+200		+300	+500
Jobs/Workers Uplift	+2,300	+500	+1,000	+3,800
Market Signals Uplift	10% +1,900 - 200 +1,700	20% +1,200 0	20% +2,600 - 300 +2,300	15% +5,600 - 500 +5,100
Combined Uplift	+2,500	+1,200	+2,600	+6,100
Policy off Housing Need	21,300	7,300	15,100	43,000

Other HEDNA Outputs

- Affordable housing at 22% with uplift.
- Increase of around 5,700 dwellings (13.3%) needed as various types of housing for older people.
- Employment expected to increase by 17,600 in Aylesbury Vale
- B1/B2/B8 land requirement of 22 ha against supply of 77 ha

HELAA

- **Technical assessment of all sites from call for sites, suitable sites from the previous SHLAA and 360 of strategic settlements**
- **Involves assessment of matters such as flood risk, means of access, heritage impacts and ecological impacts.**
- **Concludes whether sites are suitable or unsuitable for development.**
- **Suitable sites capacity is 22,593 dwellings on 190 sites.**
- **Some places have lots of sites some none at all**

VALP Housing Figure

- **Completions, commitments, pipeline & windfall add up to 15,025**
- **With HELAA sites the total capacity is 28,273.**
- **Adding unmet need of 10,000 dwellings to AVDC need of 21,300 means a total housing need of 31,000 dwellings.**
- **In the immortal (misquoted) words of the Apollo 13 crew "Houston we've got a problem".**

How can we bridge the gap?

- A new settlement
- Extensions to Milton Keynes
- Raising the average density to 35 houses per hectares
- Find more suitable sites
- Combinations of these with the HELAA suitable sites form the nine options contained in the issues and options consultation document

The Nine Options

OPTION	Aylesbury Area		Southern Vale		Buckingham Area		Northern Vale		New Settlement(s)		Total
Sustainable Settlements	14,500	57.1%	4,200	16.5%	3,300	13.2%	3,300	13.2%			25,400
Sustainable Settlements intensification, raise density 20%	15,700	56.8%	4,600	16.6%	3,600	13.0%	3,800	13.6%			27,600
Option A Sustainable Settlements with Milton Keynes / Bletchley Extension	14,500	49.4%	4,200	14.3%	3,300	11.4%	7,300	24.8%			29,300
Option B Sustainable Settlements with one or more new settlements	14,500	49.3%	4,200	14.3%	3,300	11.4%	3,300	11.4%	4,000	13.6%	29,400
Option C Sustainable Settlements with Milton Keynes / Bletchley Extension and New Settlement	14,500	43.5%	4,200	12.6%	3,300	10.1%	7,300	21.8%	4,000	12.0%	33,300
Option D Sustainable Settlements intensification with Milton Keynes / Bletchley Extension + 20% density increase	15,700	48.5%	4,600	14.2%	3,600	11.1%	8,500	26.2%			32,300
Option E Sustainable Settlements Intensification with new settlement + 20% density increase	15,700	49.6%	4,600	14.5%	3,600	11.4%	3,800	11.9%	4,000	12.7%	31,600
Option F Dispersed approach: growth at all settlements, other than the smallest hamlets	13,000	42.0%	5,600	18.0%	3,100	10.0%	9,300	30.0%			31,000
Option G Dispersed approach with extension to Milton Keynes / Bletchley	12,400	40.0%	5,000	16.0%	2,500	8.0%	11,200	36.0%			31,000
Option H Dispersed approach with one or more new settlements	11,800	38.0%	5,000	16.1%	2,200	7.0%	8,100	26.0%	4,000	12.9%	31,000
Option I Dispersed approach with extension to Milton Keynes / Bletchley and new settlement	10,300	33.3%	4,300	14.0%	2,000	6.4%	10,300	33.3%	4,000	12.9%	31,000

Further detail

- **The sustainable settlements are those that appear in the settlement hierarchy.**
- **The 100 dwellings figure for the larger villages is an average - some villages may be able to fit in slightly more and some slightly less.**
- **The 100 dwellings per larger village could change and has no weight, so it shouldn't be used as the basis for housing provision in a neighbourhood plan.**
- **Around Aylesbury adjacent parishes will have to accommodate Aylesbury growth, but we will not require the 100 per village and we are aiming to prevent coalescence**

Gypsies and Travellers

- **Current traveller needs assessment (57 traveller & 3 show people pitches) is being reviewed following redefinition of what a traveller is.**
- **District has a large number of temporary consents for traveller sites.**
- **Local Plan will need to address need by allocating sites.**
- **Issues and Options consultation document asks for views on making temporary sites permanent or requiring provision within large housing developments.**

Settlement Hierarchy

- **Settlement hierarchy defined in 2012 for previous plan.**
- **Updated the factual evidence in consultation with parishes earlier this year.**
- **Revised hierarchy out for consultation.**
- **Mainly no change but 5 up to larger villages, 1 down to smaller village, 2 up to smaller village and 1 down to other settlement**

Development Management Policies

- **A suite of 47 potential policy titles with some explanation is set out in the consultation document**
- **Largely based on the saved policies but revised to reflect the content of the NPPF**
- **Please note only policies which can be used to make effective decisions on planning applications should be included in the Local Plan**

Local Landscape Designations

- **Saved policies protect local landscapes**
- **These landscape designations have never been justified or subject to consultation**
- **LUC have assessed the designations and confirmed that they are justified in almost all cases.**
- **Consultation asks whether we should retain the designations on the basis of the LUC conclusions**

What Happens next?

- **Consultation closes on 4 December**
- **Draft Local Plan Spring 2016**
- **Submission by the end of 2016**
- **Examination early 2017**
- **Adoption mid 2017**
- **Working hard to ensure duty to co-operate and housing figures do not trip us up again!**

ACTION LIST
Planning responses

Appendix B

Minute	Responses emailed or added to website	Responses posted
520/15	1 from Interim 10/11/15 6 from Planning 6/11/15 plus tree email (15/03572)	As in previous column

Subject	Meeting date/minute	Action taken on	Form	Response received	Prompt/reminder sent	Response received
Transport (signage)	18/5/15 46.4.2	17/6/15	Look into byelaw possibility	Agenda 5.2		
	14/9/15 408/15	1/10/15	Ask about removal of 'New speed limit' signs on town approaches			
BCC Transport matters	7/4/15 858.4		Cyclists Dismount signs	BCC have in hand	18/5/15 & 23/6/15 seek update	Prompt sent 18/8/15
			Cotton End steps	519/15 Town Clerk to update	Correspondence circulated separately by email	
Transport meetings	14/9/15 408.1/15	1/10/15	Ask about follow-up	Prompt sent 11/11/15		
	12/10/15 456/15	12/11/15	Letter with concerns	Agenda 5.6		
Brass studs	12/10/15 462/15	12/11/15	Crossing time Replacement studs	Agenda 5.5		
Candleford Court	24/8/15 336/15	28/8/15	Letters to Cllr. Whyte, Guinness & Lagan as minuted	Cllr. Whyte reports path open and being used, but have no confirmation from BCC as to whether this is with permission or not		
Travel Plans (effectiveness)	14/9/15 403.1	1/10/15	Ask RLS for review later in year			
Dukes Court garden gate	8/6/15 128.2/15	18/6/15	New letter as minuted			
AVDC website	7/4/15 860/14	ongoing	Continue listing problems for new Cabinet Member			
Access – Moreton Road II	8/6/15 128.4/15	18/6/15	Reply as minuted	Drawing attached as Appendix D; S. Essam confirms western entrance open 9/11/15, other requires more work to install (Agenda 5.3)		
Moreton Road III		16/9/15	Ask Cllr. Paternoster for sight of legal advice	No response, but advice not disclosed to AVDC Members		

Subject	Meeting date/ minute	Action taken on	Form	Response received	Prompt/ reminder sent	Response received
Padbury applications	18/5/15 52/15	5/6/15	Letter as minuted			
Amended plans	24/8/15 336.2/15	28/8/15	Send letter +photos of Candleford Court			
Hamilton Precision appeal	27/7/15 281/15	4/8/15	Letter to Inspector as minuted	New application → Interim 2/11/15		
Cornwalls Meadow access	27/7/15 285/15	10/7/15	AVDC contacted with photos	20/7 Steve Harding to inspect	14/9/15 403/15 – chased	
Brookfield Lane	12/10/15 456.3	12/11/15	Check boundaries	Agenda 5.7		
Employment development	24/8/15 343.3	14/9/15	Letters as minuted			
Tree applications	2/11/15 520/15	12/11/15	Concerns about tree applications			
Neighbourhood Plan concerns	2/11/15 526.1		Town Clerk to report to FC 23/11			
Sites near Milton Keynes	2/11/15 526.2		Investigate and report	Agenda 9.2 PL/29/15		
Enforcement reports and queries						
13 High Street	16/3/15 795.3	17/3/15 with photo	New signage & lighting	"13" needs permission; remainder awaiting HBO decision	Update Agenda 5.4	
	24/8/15 336.3	1/9/15	Letter to Cllr. Paternoster			
Buckingham Butcher	18/5/15 45.2.2/15	28/5/15	Check previous use class, report to Environmental Health & Enforcement	EH aware – on list for inspection; Enf. case no. 15/00200/CON3		
Devolve enforcement	24/8/15 340.2/15	1/9/15	Letter as minuted			
3 Overn Crescent	14/9/15 407/15	25/9/15	Check HMO-registered		Chased 17/11/15	
Protecting CA	2/11/15 523.2	18/11/15	Report on options	PL/28/15		
Hedge & parking at Rugby Club	2/11/15 523.2	3/11/15	JH to supply details; report sent			
News releases						
Cotton End steps	6/7/15 216/15		To await further information			
Addington Road						

Action awaiting response

Action yet to be taken

Action completed **new response**

Office@buckingham-tc.gov.uk

From: Robins, Matthew <mrobins@buckscc.gov.uk>
Sent: 13 November 2015 11:20
To: office@buckingham-tc.gov.uk
Cc: Caprio, Jenny
Subject: Developers fly-posting, Buckingham

Katharine,

Thank you for your email. Regarding the possibility of the TC using BCC's bye-laws, I don't think BCC has made use of them for many years, indeed I wasn't even able to locate a copy of BCC's byelaws although I vaguely recall they were made in the 1950's meaning that BCC has various statutory powers since then that have largely done away with the need to use bye laws.

There is no reason why the TC cannot create their own byelaw, and the process would not need BCC approval. Approval would be needed from the secretary of state. While we could act for the TC in drafting the byelaws and getting approval of them from the secretary of state, in order to be effective the TC would need to be prepared to enforce their byelaws against offenders and this would entail a prosecution at the Magistrates Court, the TC would need to bear the cost of this prosecution and while a prosecution for fly posting may be effective and the offender receives a fine, it would be likely the TC would have to bear a proportion of the costs involved in the prosecution. If you do want to explore the possibility of the TC creating its own set of byelaws the first step would be to contact the DCLG on the following address; byelaws@communities.gsi.gov.uk the DCLG have a simplified guide of the process here which you may find of interest; <https://www.gov.uk/guidance/local-government-legislation-byelaws>

It is the case that if there is general legislation to cover the subject causing concern, byelaws are not generally considered suitable so the DCLG may confirm creation of TC to address fly posting may not be appropriate. If most of the fly posting is taking place on highway structures (lampposts, bus-stops) the highway authority (BCC) has a power under the Highways Act to remove posters without notice. This is discretionary and in the current financial climate I don't think BCC would be able to take action. The DC has powers to prosecute under the Advertising Regs/Town and Country Planning Act so they were wrong to say it didn't involve them at all as they have a discretionary power to take action. It may well be the case that adverts under a certain size are not capable of enforcement action by the DC but the Planning Act allows District Council officers to remove or obliterate any placard or poster displayed in contravention of the Advertisement Regulations. This can be done: - without notice where the item does not identify the person who displayed it and they cannot be identified after reasonable inquiry; and - after providing two days' notice where this information is given on the poster.

A further alternative may be to involve the police as Police Community Support Officers have certain powers to issue 'fixed penalty' notices to deal with fly posting.

The TC does have a free standing fixed penalty notice power for certain environmental offences including fly posting, so byelaws may be confirmed by DCLG to not be appropriate. The maximum penalty is £80 per offence but you would need to undertake a public consultation to authorise using FPNs and you would need staff to undergo training. We would be able to assist you with this also.

So in summary, I think the DCLG would confirm byelaws are not the appropriate course of enforcement action but it would be worth discussing them with them anyway. Alternatively you could seek confirmation from BCC (highway authority) to take action or the DC (as LPA). Failing that you could ask the police, or failing that the TC could undergo the process to be able to issue their own fixed penalty notices. I hope the above is of some assistance.

Regards
Matthew Robins
01296 383668

Office@buckingham-tc.gov.uk

From: Rance, Joyce <jrance@buckscc.gov.uk>
Sent: 18 November 2015 13:37
To: Office@buckingham-tc.gov.uk
Subject: Brookfield Lane, Buckingham
Attachments: Scan-to-Me from 172.16.64.236 2015-11-18 122612.pdf

Dear Katherine,

In reply to the two issues raised;

It was assessed by County Council's Health and Safety Officers in conjunction with County Highways, that in providing a footpath area, it would not leave sufficient width for two cars to pass safely for all concerned. The provision of such a path would indicate safety which could not be guaranteed.

The provision of the Lane was to serve both schools with access for their functions.

I attach a plan showing both Royal Latin School shaded, and Buckingham School site together with Brookfield Lane.

The red and black coloured areas were purchased by BCC along with the school sites, and rights for pedestrians and vehicles have been granted to BCC over the yellow coloured area. The black area has since been granted to Royal Latin Academy under terms of 125 year lease, along with a right to pass and repass along the red and yellow part of the lane..

I hope this helps to clarify the situation.

Many thanks

Joyce

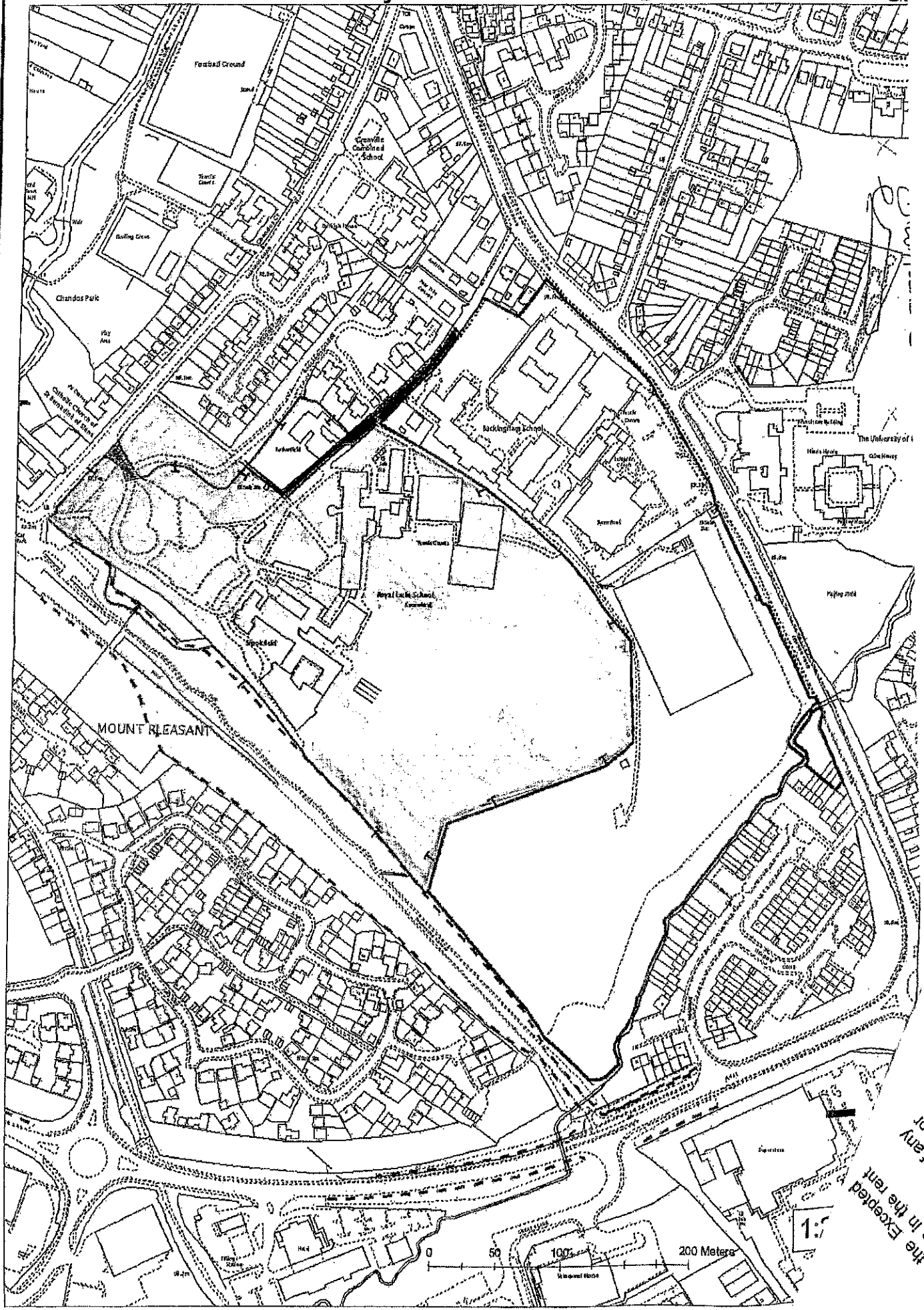
Joyce Rance
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In office Wednesday's and Thursday's only

From: Rance, Joyce
Sent: 18 November 2015 12:26
To: Rance, Joyce
Subject: Scan-to-Me from 172.16.64.236 2015-11-18 122612

Buckinghamshire Local Offer

Royal Leam School



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BUCKINGHAM TOWN COUNCIL

PLANNING COMMITTEE

MONDAY 30 NOVEMBER 2015

Agenda Item no. 9.2

Contact Officer: Mrs K. McElligott
01280 816426

Background

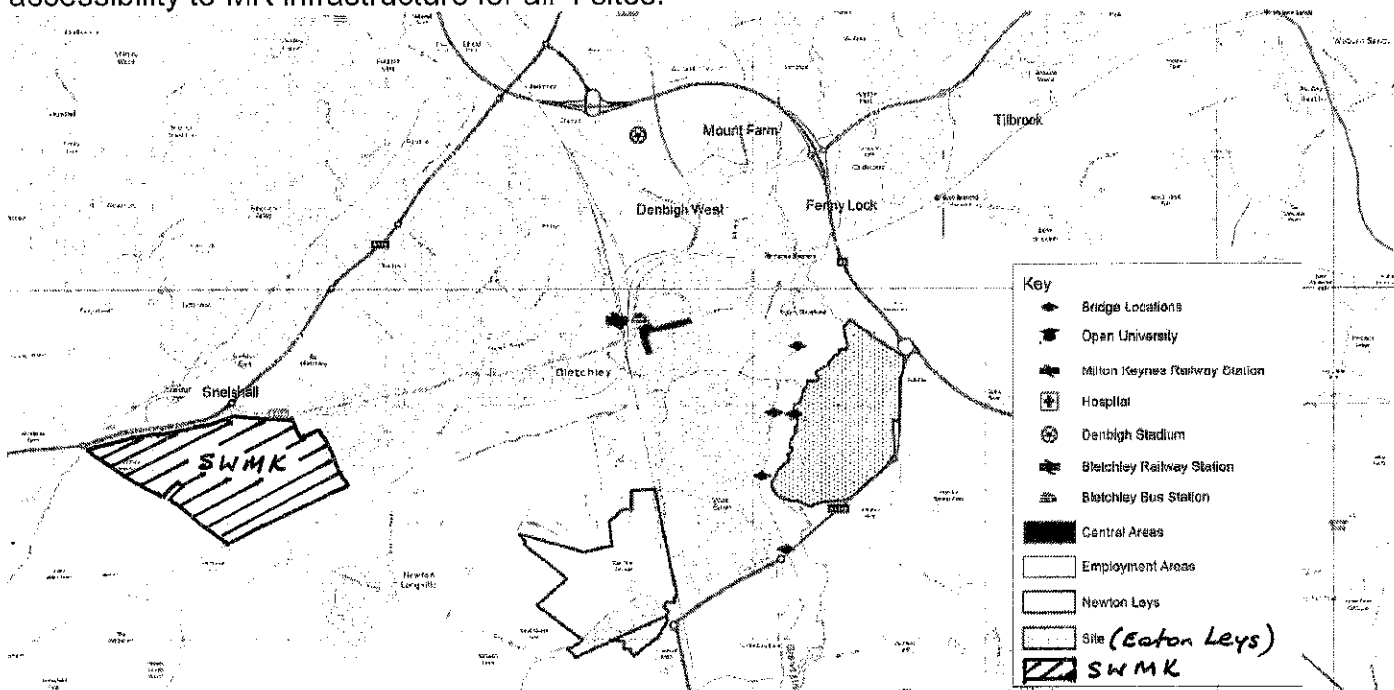
(Min 526.2/15; 2nd November 2015 meeting)

To receive an update from AVDC on two sites near Milton Keynes; The Planning Clerk would look further into the 2 AVDC application references and report back.

The two sites referred to in the update were South West Milton Keynes and Eaton Leys but one of the two Newton Leys sites needs to be considered as well.

site	dwellings	Other details	status
South West Milton Keynes 15/00314/AOP	Up to 1855	Employment area (B1); a neighbourhood centre including retail (A1/A2/A3/A4/A5), community (D1/D2) and residential (C3) uses; a primary and a secondary school; a grid road reserve; multi-functional green space; a sustainable drainage system; and associated access, drainage and public transport infrastructure.	Awaiting further information
Eaton Leys 15/02201/AOP	Up to 1800	Local Centre to include retail and a Community Centre; one 1 form of entry primary school; one 2 forms of entry primary school; associated highway infrastructure including two proposed vehicular accesses with the A4146; two proposed pedestrian and cycle bridges crossing the River Ouzel; multi-function public open space to include an extension of the Linear Park network, informal amenity open space, children's play space, open space incorporating the Scheduled Monument, playing fields, allotments, surface water attenuation and strategic landscaping; and associated services and utilities infrastructure.	Early stages
Newton Leys 02/02091/AOP & 06/02964/APP	Up to 1650 (all in MK)	Employment areas, shops, a combined school, community facilities, new park, playing fields, hotel or leisure facility and associated infrastructure for foul and surface water drainage and other services including access roads and parking (along with related proposals <i>[allotments and access road]</i> in Aylesbury Vale District)	Approved 2005 Semi-complete
Land south of Newton Leys 10/01535/AOP	350	Dentist surgery, playing field, allotments, associated landscaping, access and infrastructure	Approved 2012

This map is taken from the Eaton Leys Transport Assessment, so the SWMK site has been added by hand (red hatching) but it is useful as a general indication of employment destinations and accessibility to MK infrastructure for all 4 sites.



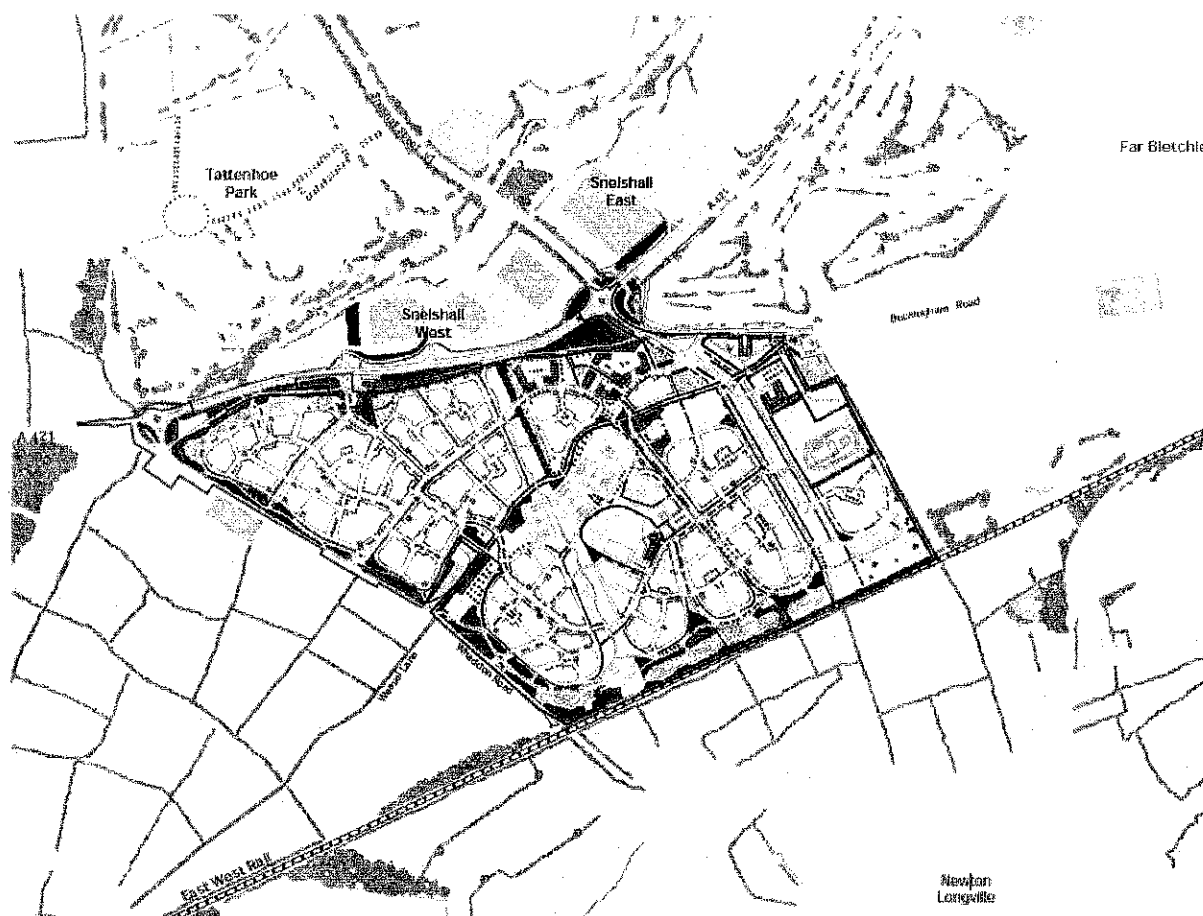
The red line on this map shows the Vale/County boundary with Milton Keynes showing that all four sites listed above have land within the County (which affects, for example, secondary education provision)



South West Milton Keynes

15/00314/AOP | Outline planning application with all matters reserved except for access for a mixed-use sustainable urban extension on land to the south west of Milton Keynes to provide up to 1,855 mixed tenure dwellings; an employment area (B1); a neighbourhood centre including retail (A1/A2/A3/A4/A5), community (D1/D2) and residential (C3) uses; a primary and a secondary school; a grid road reserve; multi-functional

green space; a sustainable drainage system; and associated access, drainage and public transport infrastructure. | Land South Of The A421 West Of Far Bletchley North Of The East West Rail Link And East Of Whaddon Road Newton Longville
 Applicant: SWMK Consortium [Hallam Land Management/Taylor Wimpey/Connolly Homes/William Davis Homes/Bellcross Homes]



Members have already had a summary report (BTC/60/14) and discussed this application at Full Council on 9th March 2015.

Of the 358 documents now listed, the vast majority are objections (many batched up in bundles of up to 30).

Highways England has asked that determination be postponed to 30th November.

Drayton Parslow PC, Great Horwood PC, Little Horwood PC, West Bletchley PC and Whaddon PC have all opposed mainly on additional traffic and inadequate infrastructure grounds (particularly doctors' surgeries) and on the lack of some information.

30% Affordable housing is included.

BCC Education response : "The development is forecast by the County Council to generate 97 school pupils per year of age that will seek a place in a mainstream state funded school. This is subject to review. This will be met through the provision of land within the development for up to a 3-form entry 630-place primary school and the identification of land within the development sufficient for the provision of 600 secondary school places and reserved as such. The proposed development will fund the provision of an appropriate number of additional grammar school places and secondary school places in accordance with the County Council Planning Obligations Policy. Whether secondary school place provision, if decided to be within the development, will be an

annex extension to an existing grammar school, an extension to an existing secondary school or a standalone secondary school is a decision that must be left to the Decision Maker, which depending upon circumstances would be the County Council or the Education Secretary of State.”
 “The size of the development would require buildings and land for a satellite centre rather than a full children’s centre.”

AVDC’s Leisure response is summarised as follows (this is an Outline Application, so there are no detailed plans available at present):

- “As outlined above public art should be included within the S106 Agreement.
- A leisure financial contribution paid in accordance with saved planning policies.
- Management of multifunctional public open space and community facilities need to be agreed.”

The NHS is concerned about pressure on the surgeries in Water Eaton, Whaddon and Parkside bearing in mind that some 2000 houses are under construction at Newton Leys (see map at top of page 1: mostly in MK) and these residents will also be looking to access such facilities as GPs in the neighbourhood.

Anglian Water point out that some of the development is within 15m of a sewage pumping station which cannot be relocated, and that there is no indication of a SuDS system; furthermore there is inadequate capacity to cope with proposed foul water quantities without risk of flooding downstream.

Thames Valley Police have a number of immediate concerns to do with layout and the lack of surveillance of paths, underpasses and cycleways, plus some other unspecified matters to be taken up at the Reserved Matters stage.

The Transport Assessment concludes that in general the various roads and roundabouts have spare capacity until 2026, bearing in mind that traffic will increase whether or not this estate is built and MKC will have to accommodate this; except for a few modifications to aid traffic flow, the additional traffic from the estate should not cause problems

Comment

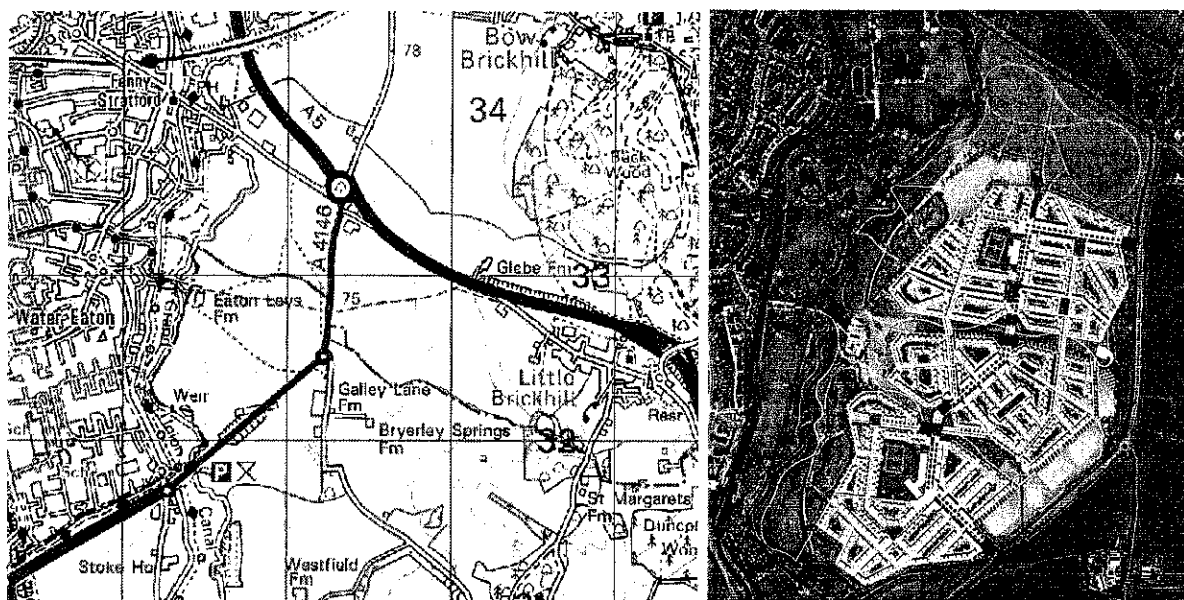
This development is close enough to MK to be linked into its public transport and Redway cycle networks (all the pale yellow areas on the plan above are already built up and serviced) so it is quite probable that little extra traffic will be generated; there are proposed modifications to adjacent roundabouts to aid traffic flow. A new station on the East-West Rail line should be considered for longer distance commuters. The principal peak hour additional travel to the west (am) and back (pm) might well be those secondary age children who pass their 11+.

Eaton Leys

15/02201/AOP | Outline planning application with all matters reserved for the demolition of all existing farm buildings (except the existing farmhouse) and the development of up to 1800 dwellings including affordable housing; a Local Centre to include retail and a Community Centre; one 1 form of entry primary school; one 2 forms of entry primary school; associated highway infrastructure including two proposed vehicular accesses with the A4146; two proposed pedestrian and cycle bridges crossing the River Ouzel; multi-function public open space to include an extension of the Linear Park network, informal amenity open space, children's play space, open space incorporating the Scheduled Monument, playing fields, allotments, surface water

attenuation and strategic landscaping; and associated services and utilities infrastructure. | Land West Of A4146, South Of Watling Street Mill Road Great Brickhill Buckinghamshire

Applicant: JJ Gallagher Ltd.



The site is east of the river and is separated from the built-up area of Bletchley/Fenny Stratford by the strip of land between the river and the canal, which is largely devoted to leisure use.

Only 253 (so far) documents for this application; most of the public comments are objections.

No development proposed in Flood Zones 2 & 3; BCC express concerns about the lack of drainage strategy and SuDS scheme details.

It includes 30% Affordable Housing.

Great Brickhill PC objects – it is in an AAL, the local roads are unsuitable for extra traffic, there is no NHS provision included and local surgeries are overloaded already.

Thames Valley Police have concerns about the layout, particularly lack of 'active frontages' providing surveillance, lack of parking adjacent to and therefore viewable from housing, particularly the blocks of flats, and the housing, footbridge and footpath layout.

Historic England – no comment due to inadequate information provided.

Anglian Water says that there is insufficient capacity in the existing drinking water network so an upgrade will be necessary; the sewage network does have adequate capacity.

Comment

This development is close enough to MK to be linked into its public transport and Redway cycle networks and is so far from Buckingham it is unlikely that any noticeable extra traffic will be generated along the A421. Children eligible for 11+, no Education comment on the website yet.

Newton Leys (larger site)

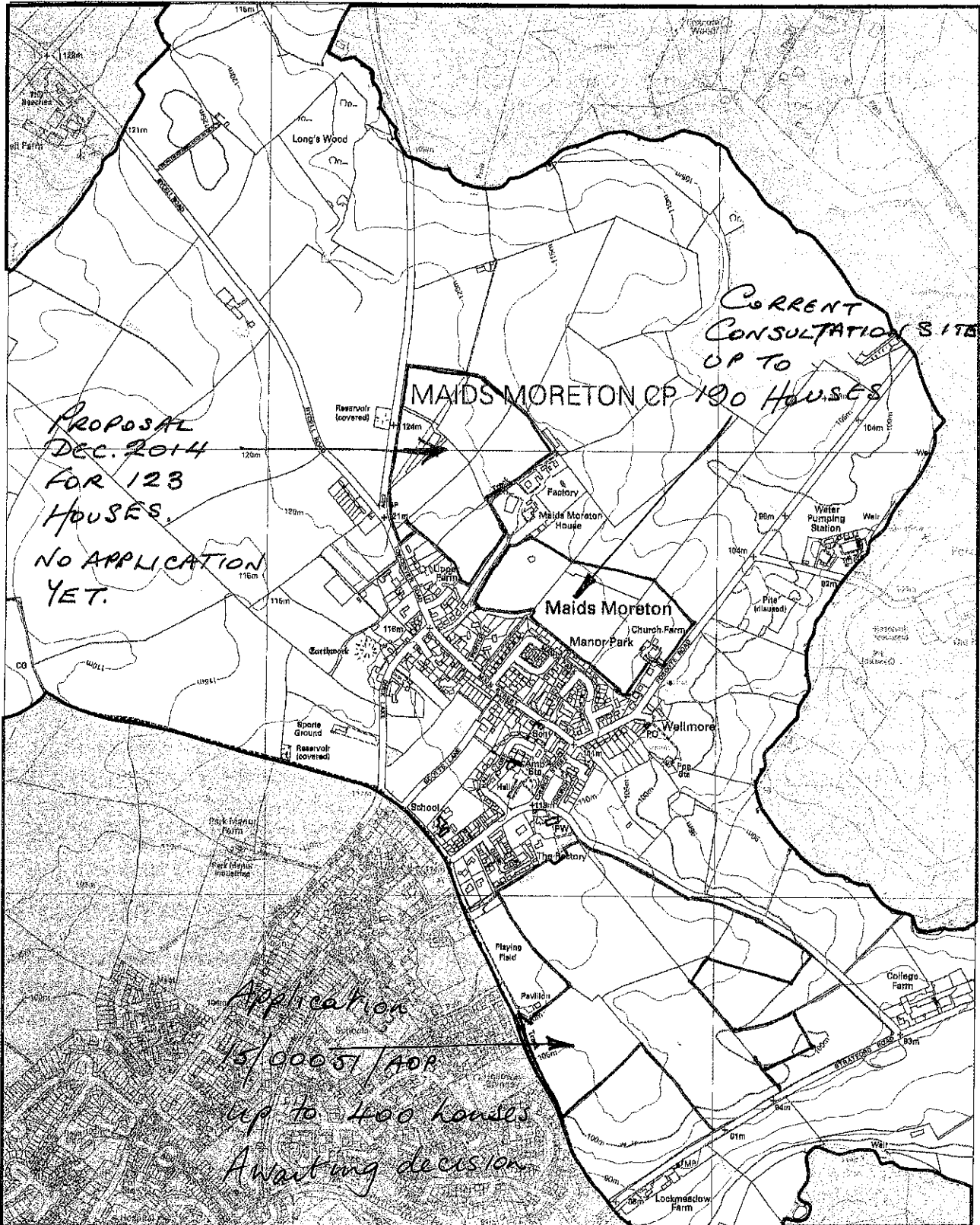
Essentially a MK housing site, but will put pressure on infrastructure in AVDC/BCC area, mainly roads, health services and secondary education; I would have thought the residents would look to MK for employment, leisure and shopping. Easily linked into MK's public transport system.

Newton Leys (smaller site)

Abuts the larger site, but in AVDC/BCC area – comments as above, but with more emphasis on the education aspect (usual ratio of 1:4 implies 87 secondary age children all eligible for the 11+).

Ordnance Survey Map of Maids Moreton

Scale 1: 10,000



BUCKINGHAM TOWN COUNCIL

PLANNING COMMITTEE

MONDAY 30 NOVEMBER 2015

Agenda Item no. 10.2

Contact Officer: Mrs K. McElligott
01280 816426

Background

(Min 532.2/15; 2nd November 2015 meeting)

Members discussed their frustration at the importance of protecting the conservation area in the town which was not supported by AVDC.

Cllr Hirons commented that the Town Council were not the statutory authority so could not take the responsibility over, that lay with AVDC. Members requested that officers write a paper with possible options that could be pursued.

Information

1. AVDC has a Conservation Areas Supplementary Planning Document (adopted 2011) and a Conservation Area Management Plan District Wide Strategy; this last is dated May 2009 and consequently is based on the AVDLP. The website says 'last updated 26 October 2015' but this may be when it was added to the new website, as it has no obvious updating, though described as 'ongoing' and 'feeding into the SPD'.¹
2. AVDC also has a Policies, Procedures and Standards document for Planning Enforcement².
3. Research via NALC and the internet on complaints about other Councils not giving positive support for Conservation Areas has proved unfruitful. The majority of sources are provided by the appropriate Authorities publishing their own policies (for Enforcement in general, not just for Conservation Areas) or press reports of successful action (often demolition of the offending structure) or negotiations resulting in acceptable compromise.
4. The Local Government Ombudsman site has a useful page about the complaints procedure with examples³. However this avenue is not open to Councils.
5. *The Planner* had an article on this in September, though once again it is not specifically directed at active support for Conservation Areas⁴.

AVDC's Conservation Area documents are thorough and acknowledge the need for monitoring and enforcement – but also the lack of resources (Section 26, p71). Their main relevant aims as stated are

¹ Available by email from the office if required. The latter is in 5 sections due to file sizes, having pictures and maps

² This is 14 pages long, and available from the office if required.

³ Appended for interest

⁴ Appended for interest

POLICY BE4 – THE ROLE OF SMALL RURAL TOWNS (‘MARKET’ TOWNS)

Local planning authorities should encourage and initiate schemes and proposals that help strengthen the viability of small rural towns, recognising their social, economic and cultural importance to wider rural areas and the region as a whole. Local planning authorities, through their Local Development Documents and other means, should:

- i. Support and reinforce the role of small rural towns as local hubs for employment, retailing and community facilities and services*
- ii. Encourage community-led local assessments of need and action planning*
- iii. Provide for sufficient housing development (especially for affordable housing) to meet identified needs in small rural towns where this would reinforce and develop the distinctive character and role of the town*
- iv. Protect and enhance the character and appearance of individual small rural towns*
- v. Develop public transport networks which meet the needs of both the market towns and their surrounding rural area*

POLICY BE6: MANAGEMENT OF THE HISTORIC ENVIRONMENT

When developing planning frameworks and considering applications for development consent local authorities and other bodies will adopt policies and support proposals which support the conservation and, where appropriate, the enhancement of the historic environment and the contribution it makes to local and regional distinctiveness and sense of place. Regionally significant historic features and sites are listed in paragraph 12.18.

Proposals that make sensitive use of historic assets through regeneration, particularly where these bring redundant or under-used buildings and areas into appropriate use should be encouraged.

The Enforcement Policy document only mentions Conservation Areas twice – once in respect of tree works in a CA, once in the title of the relevant version of the Town & Country Planning Act under Relevant Legislation. The paragraphs on Trees (p11) are interesting only inasmuch as their powers in the event of a breach – there is nothing about carrying out due diligence before giving consent; if the Authority does give consent (the usual conditions attached are time limit and the BS to be adhered to re standard of work and care of wildlife) a tree can be felled or worked on, and I have no idea if the works are inspected for compliance – and in many cases this would be too late.

The document is quite comprehensive, and of course Listed Buildings often fall within Conservation Areas, and they are covered by legislation and Policy Guidance papers; the tables of response/action times seem optimistic, but without a regular Bulletin from AVDC it is impossible to say if they've upped their game in this respect.

Conclusion

If Members feel that any of the agreed policies are being contravened or ignored, quoting the relevant policies, possibly in full for effect, assuming these documents are retained in or updated for VALP, is probably the best course of action.

KM 18/11/15

Local Government Ombudsman

Complaints about planning enforcement

This fact sheet is aimed primarily at people who believe the council should be taking enforcement action against a nearby development and may be considering making a complaint to the Ombudsman.

I think there has been a breach of planning control near my property and the council has not taken enforcement action. Can the Ombudsman help me?

- Yes. We usually investigate complaints where the evidence suggests there has been a significant breach of planning control that directly affects you and where your complaint is about the way the council has dealt with, or failed to deal with, the matter.
- Councils can take enforcement action where someone fails to get planning permission for a development or where the developer has not complied with conditions attached to a planning consent. There is a wide range of informal and formal action which councils can take.
- However, it is not our role to decide whether the council should take enforcement action.

We have to take into account that:

- Quite a lot of development, including some house extensions, can take place without planning permission because it is permitted by law. So the council has first to be sure that the development complained about does need permission.
- Enforcement powers are **discretionary**. Before taking enforcement action, the council must be satisfied that such action is the right thing to do (that it is 'expedient').
- Government guidance does not say that councils should take action against all unauthorised development, but a council should take action where **serious harm** to local public amenity is being caused.
- The Government also says that councils should try informal methods of resolving the matter before considering the use of legal powers. So action may not be immediate.
- The Ombudsman may not question the merits of decisions which have been made in a proper manner. This means the Ombudsman will not intervene in disagreements about the merits of decisions.

How do I complain?

- You should normally complain to the council first. Councils often have more than one stage in their complaints procedure and you will usually have to complete all stages before we will look at your complaint.
- Then, if you are unhappy with the outcome, or the council is taking too long to look into the matter – we think 12 weeks is reasonable – you can complain to us.
- You should normally make your complaint to us within 12 months of realising that the council has done something wrong.
- To complain to the Ombudsman phone our helpline on 0300 061 0614 (8.30am to 5.00pm, Mondays to Fridays). You will be able to discuss your complaint with one of our advisers. You can text us on 0762 481 1595.
- You can complete an [online complaint form](#).

If you can consider my complaint what will the Ombudsman look for?

We consider whether the council has done something wrong in the way it went about dealing with a report of a planning breach that has caused you problems. Some of the faults we might find are that the council:

- unreasonably delayed assessing whether there is a breach of planning control
- unreasonably delayed deciding how serious the breach is and what action is appropriate

- unreasonably delayed taking enforcement action where it accepts it is justified
- failed to keep proper records, such as records of site visits
- failed to have a written policy on planning enforcement or failed to take its policies into account when deciding what action to take
- failed to tell the parties involved of its decision or to keep them informed of progress, or
- failed to liaise properly with other departments, such as environmental health or building control.

What happens if the Ombudsman finds that the council was at fault?

Where there has been fault and you have suffered as a result, we can recommend that the council takes action to put the matter right. Depending on what the complaint is about, we may ask the council to:

- decide if and what enforcement action is warranted and take that action in a reasonable time
- provide better and more timely information about what is happening, or
- improve procedures so that the same problems do not occur again. For example we may ask a council to introduce a new guidelines to clarify its enforcement priorities.

We may also ask the council to pay compensation in some serious cases; the amount we suggest will depend on how much you have been affected by what the council has done wrong. An example would be where we find there has been a long period of unreasonable delay and the unauthorised development significantly affects your amenity.

Examples of some complaints we have considered

Mr L complained that his council failed to take enforcement action to deal with extensions and alterations to his neighbour's home that affected his enjoyment of his home. The work carried out went well beyond what was authorised by a planning permission. There were serious delays in taking action over several years. For example, at one point the council said it would take enforcement action unless a revised planning application was submitted within 28 days, but the situation was still unresolved a year later. The council initiated enforcement action against the unauthorised development and paid Mr L £500 for his distress, inconvenience and the time and trouble he had taken in making his complaint. Two neighbours complained that the council had not taken action to control the development of a property being built between their homes. We did not uphold the complaint because our investigation confirmed that the council had responded appropriately to their concerns. The council had investigated numerous alleged breaches of planning permission: in some cases no breach had occurred, but where breaches had occurred the council had taken action when this was expedient. The complainants were unhappy with the steps taken but we were satisfied that the council had acted in a reasonable manner.

Other sources of information

- You can also contact Planning Aid at www.rtpi.org.uk/planningaid/
- Your local council's website usually provides some information about its planning enforcement service.

Our fact sheets give some general information about the most common type of complaints we receive but they cannot cover every situation. If you are not sure whether we can look into your complaint, please phone 0300 061 0614.

The Local Government Ombudsman provides a free, independent and impartial service. We consider complaints about the administrative actions of councils and some other authorities. We cannot question what a council has done simply because someone does not agree with it. If we find something has gone wrong, such as poor service, service failure, delay or bad advice and that a person has suffered as a result the Ombudsman aims to get it put right by recommending a suitable remedy.

Date Updated: 04/02/15

A new era: Are enforcement plans working?

The government is encouraging planning authorities to introduce enforcement plans, but so far the take-up is limited and the picture inconsistent. Huw Morris reports

Cinderella service" and "blaze of publicity" are hackneyed phrases often attached to planning enforcement. Yet recent events at two London pubs show just how quickly the change from one to the other can take place.

The Carlton Tavern in Maida Vale, which was the only building in its street to survive the Blitz, was bulldozed while under consideration for listed status. Westminster Council ordered the owners to rebuild the pub "brick by brick", an event widely covered by the press.

Meanwhile, the Alchemist, a Victorian pub in Battersea, suffered the same fate, with the London Borough of Wandsworth ordering a similar clampdown.

Such high-profile stories highlight the importance of enforcement in maintaining public confidence in the planning system.

"While you see the more glamorous enforcement stories in the news that catch the public's imagination, quite often we find authorities are incredibly inconsistent with their approach," says Pinsent Masons' solicitor George Wilson. "There are certain breaches you hear about and think why aren't they enforcing that?"

"The resources are not there, and not just for the enforcement teams but for the planning teams as a whole. Yet we expect them to keep an eye on everything."

This message is gaining some momentum in Whitehall, with the government wanting a new era of enforcement plans.

The National Planning Policy Framework (NPPF), which replaced Planning Practice Guidance 18 and Circular 10/9, does not specifically require planning authorities to introduce an enforcement plan, but encourages them to do so (see legal box). Yet since the onset of the NPPF in 2011, only a quarter of authorities have such a plan.

To tackle this, the government has launched a £1 million fund offering grants of up to £10,000 towards authorities' legal costs providing they have had an enforcement plan in place for three months. However, the fund alone will not encourage the three-quarters of authorities without a plan to get a move on. What's holding them back?

Enforcement - the legal overview

Section 171A of the Town and Country Planning Act 1990 defines a breach of planning control as the carrying out of development without the required permission or failing to comply with any condition or limitation granted under the permission. Any contravention of the limitations or conditions to permitted development rights, under the Town and Country Planning (General Permitted Development) (England) Order 2015 also constitutes a breach of planning control against which enforcement action may be taken.

Paragraph 207 of the National Planning Policy Framework (NPPF) describes effective enforcement as important to maintaining public confidence in the planning system, but says such action is discretionary and authorities should "act proportionately" in responding to suspected breaches.

However, the NPPF does not specifically require authorities to introduce an enforcement plan. It says they should consider publishing one to "manage enforcement proactively in a way that is appropriate to their area".

An enforcement plan should say authorities will monitor planning permissions, investigate allegations of unauthorised development and take action where appropriate.

The European Convention on Human Rights' Article 1 of the First Protocol, Article 8 and Article 14 are also relevant to enforcement action. Authorities should look at the potential impact on the health, housing needs and welfare of those affected by the proposed action as well as those affected by a breach of planning control.

Inform, negotiate and enforce

Dave Westhead, chair of the National Association for Planning Enforcement and enforcement lead officer at Stockport Borough Council, says the service often comprises no more than two or three officers. "A lot comes down to resources, with the enforcement team the smallest part of the planning service," he says.

Westhead urges enforcement officers without a plan to "do it yourself" – even copy Stockport's 13-page document, launched after consultation in 2012 and which the borough aims to be part of the local development framework and examined by a planning inspector to give the service extra clout. Examination is likely to cost £12,000, but it shows how seriously enforcement is taken.

"If the enforcement team doesn't write it, you have to get the policy team to do it and they might have other priorities," he adds. "My advice is to write it yourself as it will probably be in plain English that people can understand. It doesn't have to be a long document. If it's too long people stop reading it. And make sure it's directed at somebody who might be the subject of a complaint or is carrying out a development."

Slowly but surely, the shape of enforcement plans is emerging. Last month Redbridge Borough Council – which reported that it had 951 active cases, 471 of them more than 12 months old – unveiled a 'direct action' policy. The basis of the revised process is to "inform, negotiate and enforce". Once the council is aware that a planning control has been breached it will inform the responsible party and then negotiate for up to 28 days to resolve the issue. If the breach remains after that time the enforcement team will issue a notice and take direct action.

Where appropriate, the council will be able to enter land to correct a breach for example where a resident has built an extension without gaining appropriate planning consent, or where a business makes changes to the use and appearance of a property without planning permission. In these instances the council will seek to recover any costs it incurs. Redbridge says correcting a breach could involve demolition of unlawful structures. Direct action will be used alongside prosecution and injunctions to stop lengthy negotiations.

"We know residents are sick of living near properties that don't have planning permission," says cabinet member for civic pride Dev Sharma. "We want those who follow the rules to know that we're cracking down on those that don't. We're sending out a strong message that you need to follow the rules and take pride in our borough, or face the consequences."

"The new planning enforcement policy has real teeth and will stop lengthy planning breaches negotiations. Through direct action, we will be able to go in and put the breach right, and charge the owner the cost."

Challenge of resources

Nationally, the inconsistent approach to enforcement plans is heralding an emerging checklist of 'do's and don'ts' (see below).

John Silvester, a planning consultant who is also a troubleshooter on enforcement plans, offers one best practice tip for authorities must do above anything else.

"The plan should be drawn up in consultation with local residents and businesses, in particular users of the enforcement service," he says. "Some authorities have been preparing and adopting such a plan in splendid isolation."

But the challenge of resources keeps rearing its ugly head. In an era of austerity, enforcement has been vulnerable to the axe in some areas, particularly where authorities failed to appreciate its significance. Compounding this is the question of priorities, given

the government's recent warning that it will intervene if authorities do not have a local plan in place by early 2017. So far 64 per cent of authorities have adopted a local plan, according to government figures.

"An enforcement plan manages expectations by setting out the authority's priorities but it remains to be seen whether they work," says Wilson. "With the cuts to budgets, it is a question of priorities and whether enforcement is one of them. If an authority does not have a local plan in place, will the resources go to that instead?"

The Do's and Don'ts of an enforcement plan

A sizeable part of John Silvester's practice is advising authorities on their enforcement plans. Here are his do's and don'ts.

DO's

1. A good enforcement service is one that demonstrates a willingness and ability to change in relation to regular communication with residents and town/parish councils; and with the essential requirements of national policy, recommended best guidance and the good practice of other authorities.
2. A good enforcement plan should clearly set out the main principles of planning enforcement; establish clear standards and expectations of users; identify close working with local residents and shared responsibilities with town/parish councils; it should also show cooperation between service areas that are essential to deliver an effective enforcement service.

DON'TS

1. What makes a bad plan? It's easy to say it is the opposite of a good one. Not necessarily on every count, but it can be significantly lacking in principal areas.
 2. A bad service is one that doesn't meet the basis requirements. Put simply, one that does not set clear standards, is not clear and open with the provision of information, is not helping business by advising on and assisting with compliance, does not have a clear complaints procedure; does not ensure that enforcement action is proportionate to the risks involved; nor does it demonstrate consistent enforcement practice.
-

Wokingham – a case study

Wokingham Borough Council's enforcement service receives around 700 requests to investigate each year, although half of these turn out not be planning control breaches.

John Silvester Associates was commissioned to review the service and found that although the team was hardworking and committed, several improvements could be made. Chief among them was improving communication, managing expectations of stakeholders by publishing a clear statement of what the service can achieve well as proactively involving ward members and town and parish councils.

In response, the authority has prepared an enforcement plan backed up by more staffing and resources, especially dedicated legal support and IT. The plan includes a charter setting standards of service, a commitment to keep customers information and a zero-tolerance approach to breaches that significantly harm safety and amenity.

"The profile of the service is higher and we are managing expectations so people understand the council's priorities and what it can and can't do," says head of development management Clare Lawrence. "We are also less risk-averse to taking action than we were before."

- See more at: <http://www.theplanner.co.uk/features/a-new-era-of-enforcement-plans-working#sthash.m0oq3kUT.dpuf>



Transport-related Technical and Engineering Advice Framework
Oxford to Cambridge Expressway Strategic Study – Scope

Specification for Oxford to Cambridge Expressway Strategic Study

1. Introduction

The Oxford to Cambridge Expressway Study is a strategic study sponsored by the Department for Transport. The requirement for this study was set out in the first Roads Investment Strategy (RIS), published in December 2014, which announced a programme of new **Strategic Studies** to explore options to address some of the Strategic Road Network's large and complex challenges. The results of these high-level studies will inform the development of the next RIS. The Department for Transport has commissioned Highways England to undertake the study on its behalf.

This specification is for the transport-related technical and engineering advice, research and consultancy services required for delivery of the **Oxford to Cambridge Expressway Strategic Study**.

2. Definitions

'Brain Belt': the broad arc to the North of London from Didcot – Oxford – Milton Keynes – Bedford – Cambridge.

Expressway: as defined in the RIS Investment Plan (p7), "a consistently good road which which is largely or entirely dual carriageway, with grade-separated junctions, giving most most users a motorway-quality journey."

3. Purpose of the Strategic Study

The RIS Investment Plan published last year describes the purpose of this study as follows, *"...examine the case for creating an Expressway to connect the towns and cities of the 'Brain Belt' together. It will also look at other enhancements on existing roads along the route, including the A34 around Oxford."*

The strategic aim of the **Oxford to Cambridge Expressway Study** is to consider options for improving connectivity between the towns and cities in the Brain Belt. It should identify and provide an initial appraisal of the improvements to the road network which can support the growth in this area. For the better options, this will include preparation of strategic outline business cases which can be considered in developing future Road Investment Strategies.

4. Background

Some of the fastest growing towns in England are located in a belt to the north of London, and improved infrastructure can support the growth of these towns, bringing wider economic benefits to the UK as a whole. However transport connections between cities such as Cambridge, Milton Keynes and Oxford are notably poor and create an artificial barrier between hubs of knowledge-based growth. With better links between Oxford and Cambridge the synergies between these cities would be stronger. In turn, improved connections for the

alongside this corridor could further to drive growth in other towns alongside this route, such as Bicester.

Major housing growth is proposed at Towcester (2750 homes), Brackley (1900 homes) and employment growth is expected at Silverstone racing circuit (4000 jobs).

Further East, the route also bypasses St. Neots, where there are major growth proposals, and Cambourne, where considerable growth in housing and employment is planned. To the South, there are development pressures on the A34 in the Didcot area (incorporating the Science Vale sites) and other significant developments at Oxford and Bicester towards the north of the A34 in Oxfordshire.

In total, the South East Midlands LEP alone is predicting almost 100,000 new houses and the creation of 135,000 jobs in its area. The other LEPs along this route are also predicting growth in both jobs (Oxford: 7,000, Thames Valley Berks: 15,000, Greater Cambridgeshire: 32,000) and homes (Oxford: 16,000, Thames Valley Berks: 29,000, Greater Cambridgeshire: 35,000). Such developments are likely to congestion and subsequently increase traffic congestion on the SRN in this area.

Much of an Expressway throughout this area could be created through improving the existing road network. However, there is a gap in the SRN between the M1 at Milton Keynes and the M40 near Oxford: traffic travelling the 30 miles between the two cities by dual carriageway has to take a 60 mile route. Filling this gap should be the main focus of this study.

The current dual carriageway route travels along the A43 and a large proportion of the junctions are not grade separated. The shortest route along major A roads requires drivers to journey along a 16 mile single carriageway, the A421, which incorporates only non-graded junctions.

On the Eastern side of the study area, delays and slow speeds are currently experienced at a number of points, such as on the M40 at junctions 9 and 10, approaching the A421 on the A43 North of Bicester and approaching the M4 on the A34 South of Oxford. There are plans to make technology improvements to the A34 between the M4 and the M40 and make improvements to the Oxford junctions on the A34 planned in the current Road Period.

On the western side of the study area, the RIS investment plan commits to widening the A428 from Caxton Gibbet west of Cambridge to the Black Cat Roundabout at the junction of the A1, which will create an Expressway from Cambridge to Milton Keynes. However there are a number of junctions and roads along the route between Milton Keynes and Cambridge, which experience capacity issues. The junction between the A1 and A421 at the Black Cat Roundabout experiences severe and frequent congestion and the A428 between the A1 and A1198 in Cambridgeshire is reliably and heavily congested during peak periods.

Improvements to the A428, the A34 and the A14 have also been planned for the current Road period. At Cambridge, the study will include Girton Interchange, a complex and heavily-trafficked intersection between the M11 motorway, the A14 and A428 and an arterial route into Cambridge.

The study area has three of the Top 75 collision locations at M40 J9 (No 21), M1 J13 (No 52) and Black Cat Roundabout (No 69). There are also AQMAs along the A421 around Bedford and the A34 along the Southern by-pass in Oxford (also a Noise Important Area).

Details of specific areas of cultural and ecological sensitivity found along the route can be found in Highways England's route strategies.

5. Requirements

The study will identify improvements to the transport network in the Brain Belt to support growth, the benefits, and impacts of improving transport; and will identify options that can feasibly be constructed. It will provide a high-level assessment of the strategic, economic, environmental and operational performance of each of these options.

As set out in the Transport Investment and Economic Performance Report and the Department for Transport's response on Understanding and Valuing the Impacts of Transport Investments, the study will need to reach an understanding on how options impact on the local and regional economy. This includes understanding how options:

- affect local labour markets, wages, employment and skill formation;
- What the impact would be on firms from bringing them closer together, such as reduced costs of supply, greater co-operation benefits, economies of scale (agglomeration benefits);
- whether there would be any land use changes and what that means;
- whether increased investment would likely to be brought into the region and what form that would take;
- to what degree impacts are truly additional (particularly in light of planned improvements to East-West rail in the area) and which areas/groups gain and lose. Related to this it will be important to understand whether options have a negative impact on other areas eg. reducing investment and growth in those areas.

5.1. Objectives

The objectives of the Oxford to Cambridge Expressway Strategic Study are to:

- assess and form a preliminary strategic case for improving the transport network in the region based on the strategic and economic benefits;
- define the transport objectives that this ongoing study should seek to identify options for;
- identify a long-list of options which could meet the transport objectives, and undertake a high level assessment of the potential VfM, benefits and impacts of the different options using the Early Assessment Sifting Tool (EAST).
- short-list the better options to be carried forward.
- prepare a Strategic Outline Business Case for the better option(s) for consideration in the development of future RIS.

5.2. Principles

Delivery outputs have been explicitly designed around Highways England's Project Control Framework (PCF), simplifying the process to submit the findings and pursue the findings to subsequent stages. The appropriate PCF Stage for this study is Stage 0. The consultant should also follow other guidance and reports as referenced in the relevant tasks of this study. DfT are leading on stakeholder engagement and communications for this study, and the consultant should not price for this aspect of the work other than as described in Section 9. At least one option for creating an Expressway, as defined in section 2, between Oxford and Cambridge should be identified. As required by Highways England's Licence, this study should not exclude identifying additional work which would achieve a higher specification expressway (eg that described in the RIS Strategic vision) where it might be possible to reduce or eliminate long-term costs or disruption to the network; all Expressway options should be compatible with the definition of Expressway included in the Strategic Vision, should future improvements be proposed.

The study should,

- Consider:
 - o Previous studies on the transport network in and around the study area, including the relevant route strategies
 - o Local transport and spatial strategies.
- Take account of:
 - o Planned growth in the Brain Belt and the surrounding areas
 - o Committed road schemes, including but not limited to, A428, A34, A14
 - o Already planned improvements to non-road transport in this area, such as the East-West Rail Link.

5.3. Work Required

Research and consultancy is required to complete three key tasks which are set out below.

The study will be reviewed at the end of each task to confirm the value of proceeding and review the scope of the subsequent phases of work.

Task 1

Review existing materials and prepare a preliminary strategic case for transport improvements

Objective: Review previous study work, other relevant data, and current investment plans to understand current and anticipated future performance and constraints of the transport infrastructure (taking account of committed future improvements), and prepare a preliminary strategic case for considering further investment to the transport network in and around the Brain Belt.

Task specific requirements and instructions:

This review should consider the approach set out in Steps 1 to 3 of DfT's 2014 publication Transport Analysis Guidance: The Transport Appraisal Process

Further guidance on preparation of a Strategic Case can be found at

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/85930/dft-transport-business-case.pdf

The Consultant will summarise the evidence and information obtained to reach a preliminary view on the strategic and macro-economic benefits for improving the transport corridor between the towns and cities of the Brain Belt. This will involve referencing wider economic evidence including the regional economy, labour markets and the current business environment in the region and its sub-regions, community and social factors, and the impacts of the seaports and airports on transport and trade.

Existing transport and traffic models will be identified and reviewed in the context of this study and any gaps in modelling information will be reported to Highways England, It is assumed that additional traffic modelling will be required within the scope of this study but the Consultant will advise if additional modelling is required to achieving study outcomes and, if this is the case, implications on the timetable for and cost of the study.

Deliverables:

- Initial report, based on the relevant sections of a Strategic Case, to determine whether or not an investment is needed in the transport system within the study area, either now or in the future. It should demonstrate the case for change – that is, a clear rationale for making investment; and strategic fit, how an investment will further the aims and objectives of the organisation(s). To include supporting annexes and datasets as required.
- Commence preparation of an Options Assessment Report (PCF Product), covering Steps 1 to 3.
- A Product Checklist (PCF Product) will be produced to track the progress being made on each PCF Product.

Milestone: Task to be completed and all deliverables submitted in final form by 18 December 2015.

Task 2

Define the transport objectives that will solve the problems identified and identify a long-list of options which could meet the transport objectives

Objectives:

- a) Define the transport objectives that will solve the problem identified.
- b) Identify a long-list of options which could meet the transport objectives.

Task specific requirements and instructions:

This review should consider the approach set out in Steps 4a to 5 of DfT's 2014 publication Transport Analysis Guidance: The Transport Appraisal Process

The identification of a long-list of possible transport improvements should build upon work done in previous studies and identifying any additional options worthy of further consideration. It is assumed that between eight and ten options will be identified at this stage although the Consultant will advise Highways England if it believes that a greater or lesser number should be long-listed.

Road improvements are not limited to enhancements of the existing strategic road network. Improvements to local roads or the consideration of building new roads are not excluded from the scope of this study.

In addition to one or more Expressway options, potential options using other modes must be considered.

Deliverables:

- Add to the Options Assessment Report (PCF Product), started in Task 1 covering Steps 4a to 5.
- An Appraisal Specification Report (ASR) (PCF Product) will be provided which will state how the further appraisal work will be undertaken.

Milestone: Task to be completed and all deliverables submitted in final form by 5 February 2016.

Task 3a

Initial Sifting of options

Objectives:

- A high level assessment of the different options to discard any options that will not meet the transport objectives nor fit with local, regional, national strategies, or would be highly unlikely to pass key viability and acceptability criteria
- Based on the assessment above, identify a short-list of potential options to be carried forward to Task 3b for further development and assessment.

Task specific requirements and instructions:

This review should consider the approach set out in Step 6 and 9 of DfT's 2014 publication Transport Analysis Guidance: The Transport Appraisal Process, including use of the Early Assessment Sifting Tool (EAST).

Consideration of air quality effects of the options is required and will need to go beyond the approach outlined in EAST, but should make use of available information and no modelling is expected. Air quality as a constraint to the deliverability or delivery timescale of the options should also be identified.

The approximate time for option delivery; must give regard to any option that will be a Nationally-Significant Infrastructure Project (NSIP) and will therefore be delivered under Planning Act 2008 powers;

Deliverables:

- Add to the Options Assessment Report (PCF Product), started in Task 1 covering Step 6.
- Update the Appraisal Specification Report (ASR) (PCF Product) produced in Task 2 state how the further appraisal work will be undertaken.

Milestone: Task to be completed and all deliverables submitted in final form by end May 2016.

Task 3b

Work to assess the affordability, value for money and deliverability of short-listed potential options

Objective:

To document the appraisal of the short-list of better performing potential options to strategic outline business case level.

Task specific requirements and instructions:

Further guidance on preparation of a Strategic Outline Business Case can be found at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/85930/dft-transport-business-case.pdf

The *Consultant* should appraise transport benefits using the WebTAG methodology and wider economic benefits using an approach consistent with the approach outlined in Transport Investment and Economic Performance Report¹ and the Department for Transport's response together with Understanding and Valuing the Impacts of Transport Investments 2 in addition to the assessment methods required by Highways England's Project Controls Framework (PCF) system. This should include

- an assessment of the impacts, benefits and costs of each transport improvement option, considering its strategic and economic case together with its effects on traffic and congestion, road safety, and the environment;
- consideration of the impact of each option on local and regional labour markets, wages employment levels, and skills; on the cost of supply and on the benefits of greater collaboration and economies of scale;
- consideration of the impact of each option on current and future land use and what this means to the local and regional economy as well as to the environment and communities;
- consideration of the consequences of the scheme in terms of increased investment in the region and the most likely form which this would take;
- an assessment of the degree to which impacts and benefits are truly additional and whether options will have a negative impact on other areas in terms of reduced employment, investment and growth;
- calculation of the estimated cost of each option and the approximate time for its delivery, giving regard to any option that will be a Nationally-Significant Infrastructure Project (NSIP) and will therefore be delivered under Planning Act 2008 powers; and
- identifying the risks and opportunities associated with each option, including those relating to the development process, construction, commissioning, operation and use, maintenance, security and safety.

The Consultant should work with the consultants for the A1 East of England Strategic Study to understand the interdependencies between the potential options arising, and consider strategic risks arising from major complex projects being undertaken within the same broad area potentially over a similar timeframe; to include:

- Understanding the implications of the timing and phasing of potential schemes over the study locations, to minimise impact on the performance of the
- 1 Transport Investment and Economic Performance: Implications for Project Appraisal
Anthony J Venables, James Laird, Henry Overman; October 2014 (Department for Transport)

2 Understanding and Valuing the Impacts of Transport Investment October 2013 (Department for Transport)-network during the build phases;

- Identification of opportunities for synergy or optimal sequencing of major road and rail works involved in, and options for mitigating strategic risks arising from, major complex projects being undertaken within the same geography potentially within the same Road Period.

The consultant will advise if it is not possible to develop full strategic outline business cases in the time, and set out what level of detailed and robust appraisal can be achieved within the timescale. If strategic outline business case level could not be reached in the time available, they should also document the further work necessary to develop proposals to the stage to which Government would be able to take an investment decisions.

Deliverables:

- For each of the short-listed better performing potential options
 - o A Strategic Outline Business Case documenting the appraisal of the option and refining any any assumptions made in the Options Assessment Report.
 - o An Appraisal Specification Report (ASR) (PCF Product) will be provided which will state how the further appraisal work will be undertaken.
 - o An Order of Magnitude Estimate (PCF Product) is required to identify the costs incurred for each of the options.
 - o An Appraisal Summary Table (PCF Product) is required to summarise the costs and benefits associated with each of the options identified.
 - o An Investment Submission (PCF Product) will be produced to submit the evidence for a PCF Stage 0 Gateway Review.
 - o An Environmental Assessment Report will be produced which will identify the high level environmental risks and impacts as a result of each of the identified options.
 - o A Value Management Workshop Report (PCF Product) will be produced which will summarise the opinions expressed by each appraisal discipline.

Milestone: Task to be completed and all deliverables submitted in final form by 30 November 2016.

6. Study Governance

The Oxford to Cambridge Expressway Strategic Study is being undertaken by Highways England. The Senior Responsible Officer (SRO) for the study is Leon Poole, Policy Advisor at the Department for Transport.

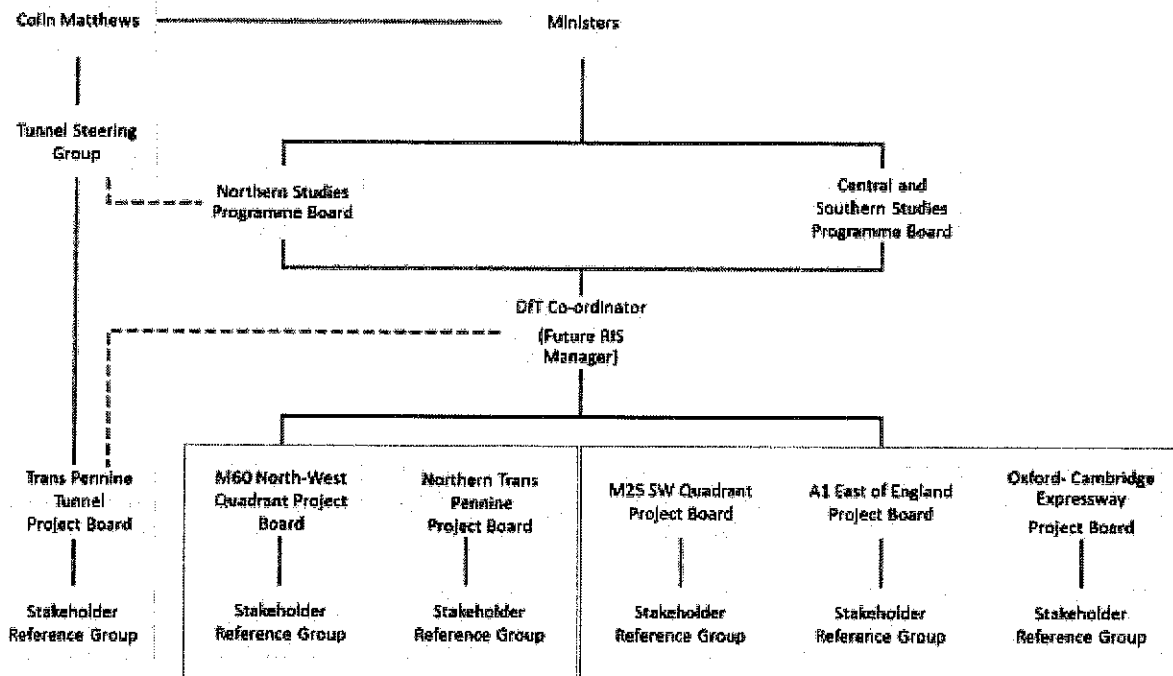
Governance of the study will be provided by the *Central and Southern Studies Programme Board* and the *Oxford to Cambridge Expressway Project Board*.

The *Programme Board* will set the overall direction of the study at each of its stages and will review and approve the outputs of study work, and the *Consultant* will be expected to report to, and provide information for, this Board. The *Programme Board* will include representatives from Department for Transport and Highways England. There is no requirement for consultant attendance at Programme Board.

The *Project Board* will provide strategic oversight to the study and will confirm that the terms of reference for the study are being addressed in the delivery of the *Services*. It will be chaired by Leon Poole, SRO for the study and will include other representatives from the Department for Transport and Highways England.

The *Consultant's* project manager and project director will attend the *Project Board*, which will initially meet on a monthly basis. For the purposes of preparing your tender returns and fee estimates; assume Progress and Project Board Meetings are to be held in Bedford.

The following diagram illustrates the proposed governance arrangements for the Strategic Study and its relationship with the other ongoing strategic studies.



Strategic Studies Governance Arrangements

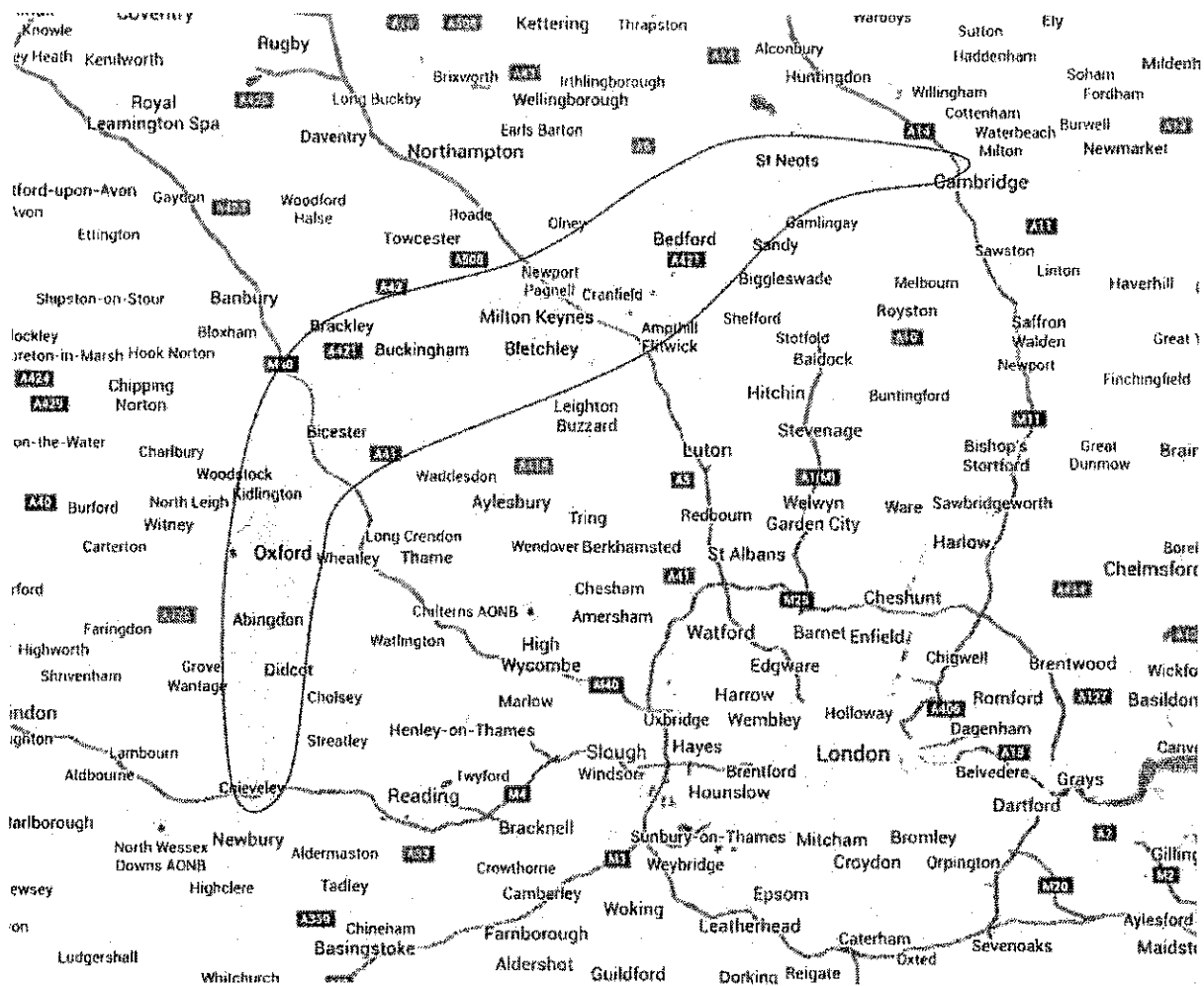
7. Geographic scope

The geographic scope of the study will include

- o the broad ark from Didcot – Oxford – Milton Keynes – Bedford – Cambridge
- o the A34 between the M4 and the M40
- o Girton Interchange between the A428, A14 and M11

A map of the proposed approximate geographical scope of the study is included at Figure 1 below

Figure 1: Approximate geographical scope of the study



8. Modal scope

The study is primarily aimed at exploring the case for improvements to the road network in the study area, but this should be in the context of proposed projects in other modes, eg the East-West Rail Link.

Road improvements are not limited to enhancements of the existing strategic road network. Improvements to local roads or the consideration of building new roads are not excluded from the scope of this study.

This study must consider options for improving connectivity in the study area through other modal options for comparison with road improvements. Where there is the potential for other modal options to perform better in meeting transport objectives, the fit with local, regional, national strategies, or key viability and acceptability criteria they should be taken forward.

9. Stakeholders

There are a comparatively large number of stakeholders with an interest in this study, ranging from local authorities and Local Enterprise Partnerships to private businesses and trade associations and Environmental NGO's. Prior to the procurement specified by this document, a list of key stakeholders for the study has been produced by the Department for Transport. The Department for Transport will retain overall responsibility for stakeholder relationship management.

A *Stakeholder Reference Group* will be established by the Department for Transport. The Group will be chaired by a representative from the Department for Transport and will meet from time to time during the study period. The Group will ensure that stakeholder views are understood and will give stakeholders the opportunity to review and provide feedback on study outputs and outcomes.

The *Consultant* should not cost for hosting stakeholder events or producing materials; however, the *Consultant* should cost for attending 4 No. Stakeholder reference groups so as to ensure that

there is broad representation of views and opinions in the study outputs and to support Highways England in the development and management of these. For the purposes of preparing your tender returns and fee estimates, assume Stakeholder Reference Groups are to be held in Bedford.

10. Skills/Experience

The *Consultant* shall have, or have access to, a full range of skills, experience and facilities needed to cover the scope of this brief. The *Consultant* will manage any sub-consultants.

The *Consultant* should also possess:

- An understanding of Highways England business and policy objectives, and the strategies developed to support their delivery,
- Good communication, presentation and report writing skills.

The *Consultant* should also be able to demonstrate:

- Previous Strategy and Policy Development for the Highways England;
- Previous strategy and policy development work for other strategic infrastructure authorities;
- Experience of major strategic road network study work;
- Economic Impact assessment using both WebTAG and non-WebTAG (HMT Green Book / GVA) methodologies.

The *Consultant* should also be able to initiate quickly, and be able to respond to developments and client requests during delivery of this high-level study.

11. Location

The *Consultant* will provide the services required to deliver this study from its own offices within the United Kingdom but will be required to attend meetings and workshops at the offices of Highways England and at other locations in England from time to time at the request of the client and to perform its duties under the Contract.

12. Timescales

A work programme and initial *Consultant's* Monthly Report is to be submitted within 2 weeks of the award of this contract.

All tasks are to be completed by 30 November 2016, with specific milestones to be agreed with the Highways England Project Manager.

The *Consultant* shall submit a *Consultant's* Monthly Report to reach the Project Sponsor no later than the penultimate working day of each month. The Report template will be provided.

The final contract reporting and invoicing should be completed by 31 December 2016.

13. Evaluation Criteria

The *Consultant* shall submit outline proposals (not more than 5 pages, 10 sides of A4) of the method and approach for carrying out the work together with an outline programme showing all the key activities involved and clearly stating any caveats or exceptions.

The *Consultant* shall submit monthly spend profiles for each phase of work with his tender which shall relate to the submitted programme of work.

Tenderers are to provide details of the project team with a short summary of their experience and suitability to undertake this work.

The quality of the tender will be evaluated using the following criteria:

Tenders will be scored on an appropriate scale, the matrix below shows scores on a scale of 1 – 10, with a score of 5 representing an acceptable level. The assessment panel will use the marking system as shown below, to award marks for approach or evidence, as relevant to the sub-criteria in the following table. Additional sub-criteria may be added under the primary criteria headings, if there are particular attributes that need to be assessed, although the framework boards recommends that these are kept to a minimum.

Score	Reason	Mark
Weak	The proposed approach fails to demonstrate an adequate understanding	1-4

	of the project objectives and fails to address adequately the risk management issues. There is little evidence that the proposed approach has been influenced by experience on other projects.	
Acceptable	The proposed approach demonstrates an adequate understanding of the project objectives; it addresses the success factors and risk management issues to an acceptable standard. There is an adequate level of evidence that the proposed approach has been developed as a result of successful experience on other projects.	5-7
Good	The proposed approach demonstrates a good understanding of the project objectives; it addresses fully the success factors and risk management issues and provides for delivering continuous improvement over the life of the framework. There is substantial evidence that the proposed approach has been developed from other projects using formal continual improvement processes.	8-9
Excellent	The proposed approach has been tailored specifically to deliver the project objectives, and deals comprehensively with the risks to maximising performance against Key Performance Indicators and to delivering continuous improvement. There is substantial evidence that the approach has been developed using continual improvement processes, which are routinely used to develop approaches and deliver the objectives successfully on all projects	10

The table below provides an example of potential evaluation criteria:

Primary Criteria	Sub-criteria	Score	Weighting Applied	Weighted score
Resources and capabilities	Supplier's prior performance on this type of work		2	
	Suitability of key personnel		1	
	Appropriate allocation of resource		1	
	Overall capability and expertise		2	
Technical solution proposed and competence	Demonstrates understanding of the objectives and deliverables		1	
	Robustness of the proposal and methodology		3	
	Creative and innovative thinking		1	
	Adequacy of the proposed project management and quality control systems		2	
Suitability of proposed processes	Identification and management of risks		2	
Subtotal			15	
Total	Total Mark (Subtotal x 100/150*)			

The quality proposal with the highest mark will be given a score of 100. The score of other competing suppliers will be calculated by deducting from 100 one point for each full percentage point by which their mark is below the highest mark. The minimum requirement for this work package is to reach a threshold of 60%. A submission that has failed to achieve the minimum quality requirements may not be considered further in the assessment.

The lowest priced tender will be given a score of 100. The score of other competing suppliers will be calculated by deducting from 100 one point for each full percentage point by which their price is above the lowest price. The overall quality score and the finance score will be combined in the ratio 60:40 applied to the quality and financial scores respectively.

Hourly rates and expected expenses should be stated.

No work outside the scope of this Specification may be undertaken unless agreed by the Project Sponsor.

The scope of this study may be expected to evolve subsequent to the findings of each stage. The bidder should take this into account in their outline proposal.

The bidder should also explain how they will ensure that they will ensure that they are able to engage the correct specialists required, and how they will manage any financial risk involved.

14. Contact Information

Role	Location	Phone
Project Sponsor	Louise Heywood	07825 69 68 67
Project Manager	Mark Corbin	0121 678 8178
Procurement Officer	Ron Davis	0121 678 8473