

Redevelopment sites, Cirencester - May 2016

Background and Project Brief/ Scope – Carter Jonas

Background

1.1 In April 2015 the Council launched a project to “effectively manage the availability of parking to meet the current and future parking needs of Cirencester reflecting the development growth identified within the Local Plan”.

1.2 At its meeting on 17th September 2015 Cabinet allocated £75,000 to support this work. The Car Parking Demand Project Board has been formed to oversee/ manage this project.

1.3 At Council on 23rd February 2016 the Leader announced that the Council would be progressing with the marketing of the Old Station, Old Memorial Hospital and Waterloo car park sites with a view to providing additional car parking together with mixed use commercial and residential development on the site. A further £75,000 was included for the initial work required to progress this project.

1.4 At Cabinet on 21st April 2016 it was agreed that Officers should progress with the marketing of the three sites and report back to Cabinet and Council as necessary. It was also agreed that Officers progress a planning application for the demolition of the Old Memorial Hospital building and the provision of additional temporary car parking on the site, pending the full redevelopment. Both approved budgets were amalgamated to provide an overall £150,000 for all elements of the project.

1.5 The result of these decisions is that there are now three projects being managed under the Car Parking Demand Project Board:

- 1. Parking Demand and over-arching requirements for Cirencester**
- 2. Temporary car parking provision in Cirencester**
- 3. Redevelopment of Old Station, Old Memorial Hospital and Waterloo car park sites to provide additional car parking and commercial/ residential development.**

1.6 Appointment of Carter Jonas has been approved to support and provide the necessary services and advice required for two of these projects; the Temporary Parking provision in Cirencester and the redevelopment of the Old Station, Old Memorial Hospital and Waterloo car park sites to provide additional car parking and commercial/ residential development.

1.7 Consultants have already been appointed as part of the Parking Demand Project and are working on the feasibility report relating to the review of existing car parking sites and the options for expansion of these sites, including decked car parking. The Environmental Partnership (TEP) have been appointed to carry out this work. Carter Jonas will be required to liaise with TEP as necessary in support of the project work.

1.8 Detailed below, under sections 2 and 3, is an overview of the two projects which sets out the general brief/ scope of works. This will be developed for each element of work and the necessary requirements and deliverables agreed at each stage.

2.0 Project - Temporary Parking provision in Cirencester

2.1 This project is required to explore the options for temporary car parking, in order to increase capacity to:

- (a) meet demand in the short term before a permanent increase in car parking provision can be delivered, and,
- (b) provide alternative parking whilst existing car parks are within the development phase.

2.2 All potentially suitable sites, both in the centre, and on the periphery of the town, are being explored including those which could serve as a 'Park and Stride' or 'Park and Ride' sites.

2.3 Sites will be brought forward either in partnership with land owners, developers, local businesses and others, or solely by the Council.

2.4 Sites are sought which can be made available for parking as quickly as possible so suitable sites will require minimal development and be easily accessible on foot using an existing network of footpaths, or, be accessible if served by a bespoke bus service provided for the purpose of bringing commuters into town.

2.5 Whilst other options may be explored the primary objective is to free up spaces in the town centre for shoppers and other short stay visitors, and provide greater capacity on the outskirts of town for commuters coming into town to work all day.

2.6 It is highly likely that sites will require planning permission, unless they are an existing car park and have existing consent which would allow additional public usage of this nature.

2.7 Action required to provide temporary car park:

- i. Review all suitable sites already identified.
- ii. Review whether other viable sites exist.
- iii. Review constraints, planning and other, on all sites,
- iv. Shortlist sites most suitable for a temporary car park and approach owners to see if sites could be made available.
- v. Approach any potential partners (other than landowners already engaged)
- vi. Secure provisional agreement from Owner to acquire site (freehold/ leasehold/ management agreement)

- vii. Seek Project Board and then Cabinet/ Council (as appropriate) decision to proceed with site acquisition and then secure funding for this and the development of site and agree charges (if applicable).
- viii. Prepare and submit Planning Application (if required) including the necessary survey and other supporting reports and documents.
- ix. Obtain Parking Order to enable enforcement & charging (if applicable)
- x. Subject to approval, carry out required site improvements

3.0 Project - Redevelopment of Old Station, Old Memorial Hospital and Waterloo, together with other potential car park sites to provide additional car parking and commercial/ residential development.

3.1 This project has been split into three key stages covering the process up to signing off on a development agreement/ necessary legal documentation for the procurement of car parking and disposal/ development of the Councils sites. The implementation phase has not been considered at this stage. These need to be reviewed and refined with the appointed consultant and are likely to be updated on an on-going basis as the project develops.

3.2 Stage One: - Project brief, planning and marketing

- i. Identify and agree project objectives/ deliverables
- ii. Review and agree development options and framework for development agreements
- iii. Review project programme and agree project plan setting out timetable for key milestones.
- iv. Compile and provide planning brief for the sites
- v. Agree lots for marketing
- vi. Marketing documents (need to set out requirements for EU procurement of contractors for construction work)
- vii. Prepare Legal sales pack for each site
- viii. Assess procurement and state-aid issues and whether marketing requires EU procurement as works contract being procured as well as site disposal (need consultant/ Legal advice).
- ix. If EU procurement required commence this process, adverts, PQQs etc might be first part of process to shortlist bidders for next stage. OJEU notice – 30 days for PQQs
- x. Site surveys and reports – identify and commission if required

- a. Archaeological desk study of the sites updated
 - b. Ecologic surveys
 - c. Topographical surveys of Old Station
 - d. Contaminated land desk study
- xi. Agree bid evaluation criteria and process for pre-application planning advice
 - xii. Market sites – (time period) for bids/ expressions of interest?
 - xiii. Make planning application for demolition of the Old Memorial Hospital site.
 - Pre-application advice.
 - Review of the site
 - Archaeological works if required in support of application.
 - Manage consultant procurement for any supporting reports

3.3 Stage Two: Evaluate bids/ expressions of interest :

- i. Review bids and score against objectives
- ii. Full Financial review of bids in terms of short, medium and long term impacts (income and expenditure and asset value)
- iii. Planning review of proposals against planning brief
- iv. Shortlisted sites reviewed by independent consultants on economic and planning basis
- v. Pre-application advice from LPA
- vi. Report to Council seeking agreement to shortlist preferred bidders (this might move to Stage three depending on the procurement rules and process)

3.4 Stage three – detailed design and development agreement - This stage will be dependent on the procurement process and rules, once agreed, but in principle likely to include:

- i. Engagement with shortlist of preferred bidders to discuss/ enter into competitive dialogue on the detailed scheme design and development of agreement terms.
- ii. Final tender submissions for preferred bidders
- iii. Tender evaluation
- iv. Report to Council on preferred bid and approval to place contract.

4.0 Carter Jonas appointment

4.1 The appointment of Carter Jonas is made for the services below and for the two projects identified in section 2 and 3 above:

- Strategic and development consultancy
- Planning (external resource and advice allows LPA to remain independent)
- Specialist Procurement and State Aid – to be provided by Carter Jonas where possible and additional advice procured where necessary
- Specialist Legal input will be procured for drafting of development agreements and advice, where necessary, on Heads of Terms for the transaction and procurement/ state aid issues. Liaison will be necessary to ensure the development requirements are incorporated and remain viable.

4.2 The appointment is made under the ESPO 2700/15 framework for Estate Management Consultancy Services under Lot 5a – Strategic Asset Management and Development Consultancy and Lot 6 – Planning Consultancy.