



Report to: Council
Date of Meeting: 5 September 2016
Public Document: Yes
Exemption: None

Agenda Item 11

Subject: Port Royal Scoping Exercise

Purpose of report: The purpose of the report is to update members on the progress of discussions with East Devon District Council concerning the Port Royal redevelopment opportunity and seek approval for key documents relating to our joint working and next steps in taking the project forward.

East Devon Council will take a similar report to its Cabinet meeting on 14 September 2016.

Recommendation:

1) That the Terms of Reference for the joint working approach between the Council and East Devon District Council at appendix 1, be approved;
2) That approval is given for the Project Brief for the Scoping Exercise at Appendix 2

(These recommendations are in line with those included in a similar report being taken to East Devon District Council.)

Reason for recommendation: To enable progress to be made with the commencement of the joint working between the Council and East Devon District Council on this important project for Sidmouth.

Officer: Town Clerk

Financial implications: £2,000 already allocated in budget. EDDC contributing £8,000

Risk: Low Risk

Links to background information:

- Minutes of Sidmouth Town Council - 2 November 2015
- Report to EDDC Cabinet 6 January 2016: Sidmouth – Eastern Town Scoping Study

Report in full

1. Background.

- 1.1 In November 2015, the Council began formal discussions with East Devon District Council regarding the long desired redevelopment and renewal of Port Royal.
- 1.2 It was agreed that the project should be led by Sidmouth Town Council with support from officers of East Devon District Council and external expertise as necessary. In the first instance, a Scoping Exercise should be undertaken to identify more information about the site, its opportunities and constraints. Both Councils have committed funding to undertake this Scoping Study.

- 1.3 Following the decision to undertake the study, the Town Clerk and Chairman of the Council subsequently met with the Deputy Chief Executive and Senior Manager for Regeneration and Economic Development at East Devon District Council who in turn gave a presentation to members on the process of development in general and the particular opportunity and challenge that the Port Royal Scoping Study would begin to address.
- 1.4 The presentation was also given to a wider group of interested organisations including the Neighbourhood Plan Steering Group, the Chamber of Commerce, local District Councillors, currently located users in the area such as the Sidmouth Sailing Club and the Sidmouth Lifeboat, Sidmouth Vision Group and Sid Vale Association.
- 1.5 At both of these meetings where the presentation was given, it was discussed constructively and positively by the respective audiences. Officers of the District Council together with the Town Clerk and Chairman of the Town Council were able to answer questions raised by those in attendance relating to the next stages.
- 1.6 There was particular interest from the Neighbourhood Plan Group, and the Town Council will continue to liaise with this group throughout the process to ensure that there is close working as the consultation process is progressed and to avoid duplication of work and confusion to the public where possible.

2. Terms of Reference between the Council and East Devon District Council.

- 2.1 It is important that there is clarity and transparency in the roles and responsibilities of both Councils in this process. The project will be led by Sidmouth Town Council and will draw on the resources of the Town Clerk and East Devon District Council both in terms of officer time and expertise and in Council funding as the project moves ahead and various surveys and professional expertise is required in taking forward the development opportunity. The two Councils are the key landowners for the areas and there will also be a significant role for the County Council as Highways Authority in particular.
- 2.2 With this in mind, the Terms of Reference have been drawn up and are attached for consideration and approval.

3. The Project Reference Group

- 3.1 The Terms of Reference refer to a Reference Group being established that can meet several times during the study period involving key local organisations where progress and findings can be discussed, information can be shared and participants offer advice and expertise into the Scoping Study. The District Council has proposed the same membership of the Project Reference Group in a parallel report to its Cabinet meeting on 14 Sep 2016.

4. Scoping Exercise Project Brief

- 4.1 The Scoping Exercise is the first piece of work to be completed and will provide information on the opportunities and constraints of the site. It will identify a proposed site boundary from the land ownership that exists between the two Councils.
- 4.2 Officers have drafted a project brief for the Scoping Exercise (Appendix 2). The Council is being asked to approve this project brief (Rec 2 above).
- 4.3 Once approval has been given by this Council and East Devon District Council, the Councils will conduct a formal selection process with a study brief to be issued to appropriately experienced external professional organisations.
- 4.4 Following a selection and appointment process of the most suitable advisor, the Scoping Exercise will commence. It is anticipated that this will take around 4 months.

Terms of Reference

Joint Working Arrangements for the Port Royal Scoping Exercise Project

Sidmouth Town Council and East Devon District Council

1. Purpose

1.1 The purpose of this document is to set out the framework for the joint working arrangements between STC and EDDC regarding how the organisations will work together to bring forward the delivery of the Port Royal project for Sidmouth.

1.2 This includes the resources both organisations will commit to projects in terms of officer/member time and also how the Councils will use their respective landholdings to bring forward the redevelopment project for the area.

1.3 The Project objectives are that a scoping exercise should be undertaken to understand the opportunities and constraints presented by this important and sensitive area of Sidmouth. This exercise will carry out initial assessments of the site and make practical recommendations to the two Councils regarding what will need to be more significant work to bring about investment and redevelopment for the Port Royal area. This will be a complex project, take a number of years to complete and will involve various stages and gateways to progress through to completion.

2. Proposed Principles of the Collaboration Agreement between EDDC and STC

2.1 Collaborative working

The Councils agree to work in a spirit of mutual co-operation to fulfil their agreed roles and responsibilities to achieve the objectives.

Each Council shall:

- Carry out tasks and contribute the necessary resources required as part of the project.
- Keep the other party fully informed of the progress of matters relevant to the project,
- Notify the other party immediately if there is any unexpected problem which is likely to cause a material delay to the completion of the project, or an increase in the costs of the project.

2.2 Project Management Structure

- STC will take the project lead.
- STC will contribute the staff resources of the Town Clerk. The Town Clerk will co-ordinate and administer the necessary meetings. He will be the central point for information sharing and external communication to local stakeholders and the community will be managed through him.
- The Town Clerk will also prepare reports for approval by STC.
- STC will also provide financial resources to take the project forward. These will be reviewed from time to time.

- EDDC will contribute the following staff resources: The DCEO and the Senior Manager, Regeneration and Economic Development.
- The EDDC staff will be involved in providing advice on the tasks required and commissioning external advice, preparing project briefs and co-ordinating instructions to external advisors and consultants. They will prepare reports for approval by EDDC Cabinet.
- EDDC will also provide financial resources which will be reviewed from time to time.
- Decisions will be taken by each Council respectively.

2.3 The STC and EDDC officers together with their elected Members of the Reference Group, will conduct a selection panel for the choice of consultants to carry out the Scoping Study

2.4 The Officers of STC and EDDC will provide core project resources in cooperation with the Reference Group to produce the following:

- Establish a Project Plan with the specific tasks to be completed and a timeline for their completion
- Manage the delivery of the Project Plan
- Ensure effective management of any appointed consultants
- Ensure effective communication, information sharing, consultation with stakeholders and the local community and local businesses
- Prepare reports and seek approval for actions from respective Town Council members and EDDC SMT and Cabinet
- The project team delivering these tasks will be made up of officers of both Councils, the selected consultants and a nominated elected member from each of the Council's

3. Project Reference Group

3.1 A Reference Group of interested local parties will be formed for the Scoping Study process and chaired by the Town Council:

- Membership of the group will include the following:
 - The Chairs of the following organisations: Sidmouth Town Council, Neighbourhood Plan Group, Sid Vale Association, Sidmouth Vision Group, Chamber of Commerce
 - x2 Sidmouth Town Councillors, x2 Sidmouth District Councillors, County Councillor
 - Officers of the two Councils
- Meetings will be chaired by the Chairman of the Town Council and serviced by the Town Clerk
- It will meet on 3 -4 occasions during the Study period
- Its role will be to receive progress reports and discuss with fellow members, officers and the commissioned study providers the project's progress, emerging findings and advise, share information and ideas.
- The Group will have an advisory role and provide feedback, information and knowledge to the project team and Scoping Study provider.

4. Community Engagement and Consultation

- 4.1** The Project Team will work with others and through the Reference Group to ensure that appropriate community engagement, information sharing and consultation takes place with local stakeholders, local businesses and the local community and shall commit adequate resources to this. To reflect the ongoing Neighbourhood Planning process underway there may be opportunities for shared working. As part of a consultation process for the Scoping Study there will be at least one public meeting and one meeting of consultees drawn from local organisations and business community.

5. Scoping Exercise and Follow On

- 5.1** The Scoping Exercise will gather information and knowledge relating to the site, and explore the opportunities and constraints. Following this exercise, the Councils will collectively identify the next steps for the project, the relevant stages involved, the decision gateways for approvals and the need for involvement of other parties and advisors to achieve the project aims and objectives.



SCOPING EXERCISE FOR

PORT ROYAL, SIDMOUTH

PROJECT BRIEF

Introduction

Sidmouth Town Council (STC) and East Devon District Council are working in partnership to bring forward the renewal of the Port Royal area in Sidmouth. East Devon and Sidmouth Councils are both significant landowners in the area. In order to progress the renewal of Port Royal it has been agreed between the two Councils that a scoping exercise should be undertaken to understand the opportunities and constraints presented by this area of the town. This exercise will carry out initial assessments of the site and make practical recommendations to the two Councils regarding what will need to be more significant work to bring about investment and redevelopment for the Port Royal area.

Sidmouth Town Council is taking a leading role in this project with the support of officers from East Devon District Council, in particular officers of the Regeneration and Economic Development Team who will support this initial scoping exercise.

To this end we are inviting proposals from appropriate professional companies to work with the two Councils and provide a scoping plan of key issues and the future process to achieve the renewal of this important part of the town. Jointly, the two Councils have set aside £10,000 for this commission.

This Project Brief sets out the following:

1. Background to Sidmouth and Port Royal
2. The Scope of work required
3. Information and resources that EDDC/STC will provide
4. Information required in the proposals
5. Selection process and criteria
6. Conflict of Interest and Confidentiality.
7. Relevant dates and Submission Administration
8. Contact details

1. Background.

1.1 Sidmouth Town

Sidmouth is a characterful and popular seaside town in the district of East Devon. It has a population of 12,500 and sits on the Jurassic Coast World Heritage site. The population is marked out by an ageing demographic with a significantly higher proportion of the population beyond working age and the very elderly. Having said that, the town is also home to working age families and a thriving school provision at primary and secondary level.

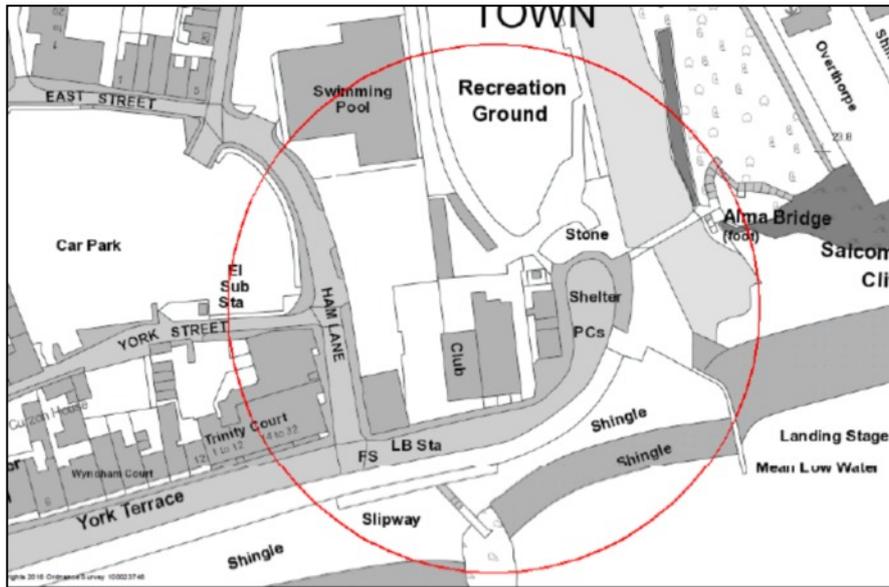
The town attracts a large number of visitors which is reflected in a substantial hotel presence and wider tourism offer of a traditional nature. The town centre and older parts of the town have numerous listed buildings and there are also attractive parks and gardens. The high street area offers a mix of retail, food and drink.

1.2 Port Royal

This is an area to the east of the town extending from the seafront backwards bordered on the east by the Sid river (see map below). It has long been recognised locally as an area that does not meet the high visual and amenity quality of other parts of Sidmouth and is an opportunity for development and renewal.



The Immediate Area



2 Scope of Work Required.

We would expect the scoping activities to include tasks and a final report addressing the following:

- 2.1 A project plan at commencement and a final scoping report for approval by Councils and subject to a public launch event.
- 2.2 A desktop evaluation of our work on searches, deeds/title, previous area studies etc to extract some overall conclusions and recommendations about broad options for new development and mix of uses.
- 2.3 Identification of gaps in information and remedial action required.
- 2.4 Comment on technical and sensitivity issues that reflect the location. These could include both opportunities but also challenges and restrictions in planning, design, engineering, environment, flood management and the World Heritage Coast designation.
- 2.5 A recommendation on the optimal geographical boundary of a more detailed future planning and development process.
- 2.6 A view on the relationship of Port Royal to the wider town in terms of seafront, high street and opportunities for improved and new economic, cultural and other benefits.
- 2.7 Initial advice on the range of uses relevant and possible including the importance or value of retention of any specific current uses.
- 2.8 Identification of mix of investment and funding options (private, public and charitable).
- 2.9 Bringing to bear market intelligence and an understanding of viability of development options and different uses.
- 2.10 A recommendation on the choice of next steps (eg Masterplan, development brief, outline planning permission):
 - (i) A broad specification of a future detailed commission
 - (ii) Projection of cost of the next steps
 - (iii) Timetable for delivery

2.11 Participation in two consultation events:

- (i) A stakeholder meeting
- (ii) A public meeting

Sidmouth and its environs are presently consulting upon a Neighbourhood Plan and the Scoping Study may have opportunity to collaborate with and inform the Neighbourhood Plan with regard to Port Royal renewal.

2.12 Engagement with Council officers and two meetings of a small reference group

3 Information and resources that EDDC/STC will provide

3.1 As well as providing the funding, the Councils will provide a range of intelligence and services to the scoping exercise from in house.

EDDC will provide the following:

a) Deputy CEO

- (i) EDDC leadership and first point of contact for partnership with STC
- (ii) Budget location for EDDC contribution to scoping exercise
- (iii) In cooperation with STC to provide a Communications Plan to ensure local awareness and understanding

b) Regeneration Team

- (i) Project Management on a daily basis
- (ii) Co-ordinating appointments of external expertise
- (iii) Ensuring appropriate approvals are achieved

c) Estates

- (i) An initial and optional boundary map (see below). This is not final and nor should it be regarded as a 'red line' development boundary. It represents a starting point for a scoping exercise
- (ii) Any previous documentary history of 'visioning' of Port Royal: Sidmouth Vision 2006 and the November 2011 Brief

d) Legal

- (i) Deed packets and legal title information for land owned by EDDC
- (ii) Review of STC deeds
- (iii) Coordination of local searches eg environmental, utilities

e) Development Management (Planning)

- (i) A digest of relevant extracts from the Council's recently adopted Local Plan
- (ii) Advice on planning policy, conservation area status, flood zone, and design as required
- (iii) Advice on S106/CIL implications
- (iv) A copy of the Local Plan can be accessed via the link here

f) Environmental Services

- (i) Information on the Sidmouth Beach Management Plan (BMP)

3.2 Sidmouth Town Council will provide the following:

- g) Local leadership of scoping exercise
- h) Deeds covering STC ownerships
- i) Guidance and administration of local engagement and communication with Town Council and Neighbourhood Plan Team
- j) Any previous documentary history of 'visioning' of Port Royal

3.3 Other parties to be considered as consultees/participants within scoping exercise and beyond:

- (i) DCC Highways
- (ii) DCC Flood Risk and Coastal Protection Team
- (iii) Environment Agency
- (iv) Natural England
- (v) Local stakeholders (TBA)
- (vi) Elected Members
- (vii) Jurassic Coast World Heritage Trust

3.4 As part of the process we will require the consultants to attend meetings in East Devon and Exeter to produce progress reports. In terms of the structure of the study commission we will consider an element of follow up call off days attached to the project for the consultants to provide implementation support.

4.0 Information Required in Your Proposal.

4.1 Please provide us with your proposal for this piece of work specifically covering:

- A brief statement explaining your understanding of the Project Brief, including advice on any additions or improvements to the commission;
- A brief statement on the methodology you would adopt for undertaking this work;
- Details of relevant experience and examples of similar projects undertaken by the organisation, and where applicable, the role of the proposed team members in those projects;
- The staff proposed together with a resource schedule detailing the expected contact time per week;
- Details of any specific expectations of the Council in terms of administration or information;
- Timescale for undertaking the commission with key milestones/deliverables;
- Provision of an overall fee proposal and a cost breakdown by tasks.

Please limit your submission document to no more than 10,000 words.

5.0 Selection Criteria

5.1 We will be considering both the proposed fee and the quality of the proposal in making our selection and the evaluation criteria for this commission is set out below.

Price = 60%

Quality = 40%

Quality will be assessed according to the following:

	Criteria	Maximum Score
A	Company Experience - Ability to deliver the objectives in the brief; demonstrating how previous experience will be used; ability to innovate; experience of collaborative working processes	8
B	Technical merit of proposal – understanding of the brief; method and approach; completeness of services offered. Demonstrating how the methodology will meet the regeneration aspirations of East Devon District Council and Sidmouth Town Council	17
C	Staff and other resources - experience of the project lead; allocation of staff to ensure objectives are met; ability to meet programme; experience of working together as a team; project management structures; balance of skills	10

D	Programme – is a sensible timescale proposed; do the proposals complement the stated requirements of EDDC/STC	5
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6.0 Conflict of Interest and Confidentiality Issues

- 6.1 We will require confirmation from you that there are no conflicts of interest related to this commission for your organisation.
- 6.2 Elements of the process and Scoping Report itself may need to be confidential especially for reasons of commercial sensitivity. There will, however, be an expectation on the Councils' part that all possible documentation will be made publicly available at an appropriate future point.

7.0 Relevant Dates and Submission Administration.

- 7.1 The Councils would expect to be able to conclude this exercise within 3-4 months of commencement.
- 7.2 We would like to receive your proposal by **5.00pm on date tba**. Written proposals will be considered by a selection panel of the commissioning organisations. We may ask shortlisted bidders to present their proposals to a selection panel and will let you know following receipt of your submission.
- 7.3 Proposals to be addressed for the attention of Christopher Holland and clearly marked '*Port Royal Scoping Study Proposal*'.

The Council requires x3 hard copies of the documents and a one version on CD as well.
The address to send the documentation is:

Sidmouth Town Council
Woolcombe House
Woolcombe Lane
Sidmouth
EX10 9BB

8.0 Further Information

If you wish to discuss this opportunity, please contact either:

Christopher Holland, Sidmouth Town Council on 01395 512424 or;

Alison Hayward, East Devon District Council on 01404 41719 or 07875 281044.

Thank you for your interest in working with Sidmouth Town Council and East Devon District Council.

Date: 3 August 2016
Contact number: Ext. 1683
Email: lrenshaw@eastdevon.gov.uk
Direct Fax:
Reference: LR/AML/A/02a/13



Clerk to Parish Council

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Dear Sir/Madam

East Devon Villages Plan - Consultation on East Devon Villages Plan Draft for Consultation from 3rd August 2016 until 28th September 2016.

The council has published a draft Villages Plan and accompanying Sustainability Appraisal/Strategic Environmental Assessment and is inviting comments until 28th September 2016.

I enclose a copy of the draft plan and would ask that you make this available to local people who may want to view it. Copies are also available at local libraries, at the council offices and on line at [Villages Plan 2016 consultation - East Devon](#). This web page also shows supporting documents that include a habitat regulation screening, a draft consultation statement, an equalities impact assessment, criteria used to define Built-up Area Boundaries and site by site assessments for the settlements involved. I have also included 5 copies of a brief summary of the implications of the plan for your settlement. This has been posted to all homes where a change is proposed to the existing Built-up Area Boundary. It would be very helpful if you could display this locally so that as many people as possible are aware of the consultation and the opportunity to comment.

If you have any comments on the draft plan please write to us by Wednesday 28th September 2016 so that we can consider responses before we finalise the plan. You can submit your views by either writing to us at Planning Policy, East Devon District Council, Knowle, Sidmouth, EX10 8HL or sending an email to us at localplan@eastdevon.gov.uk. Please put 'Villages Plan' in the subject box of the email or at the top of your letter.

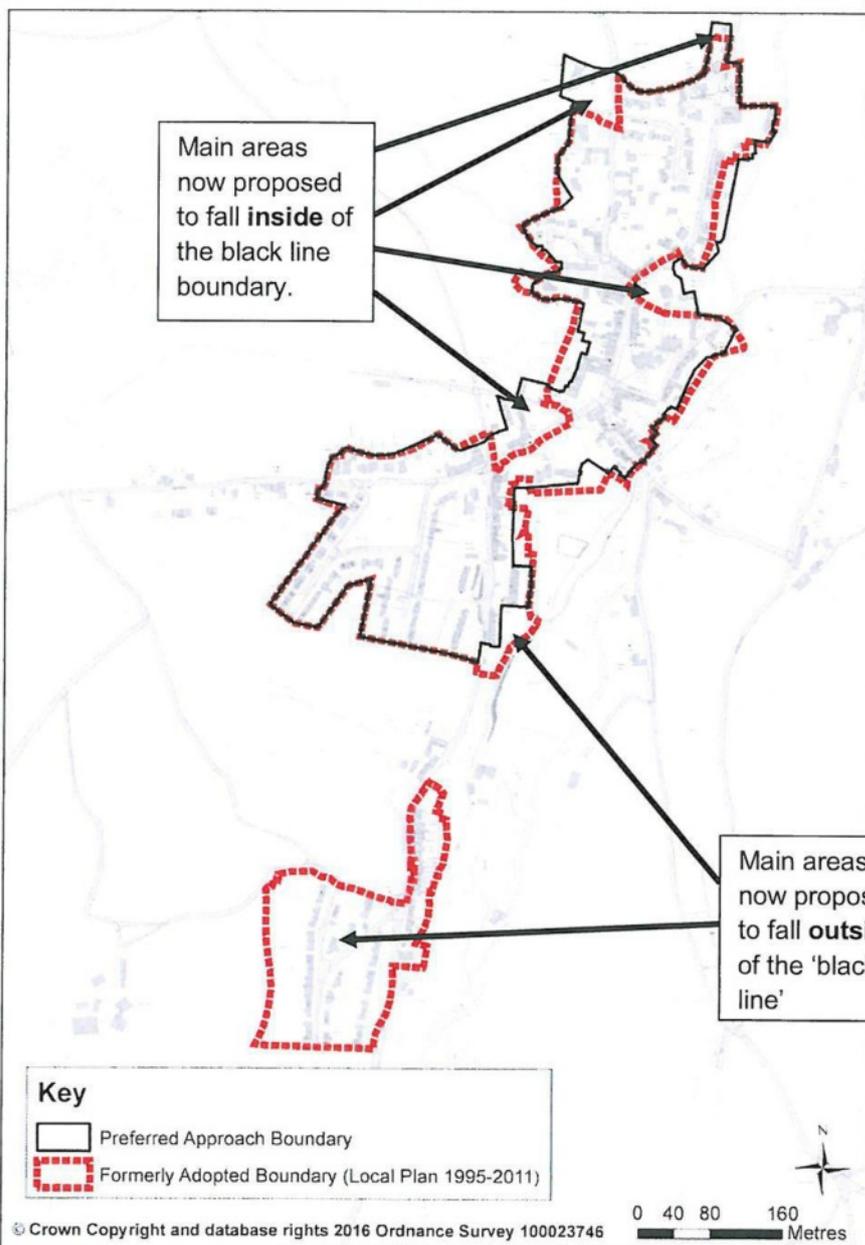
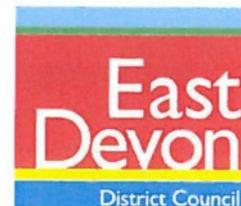
Please contact the planning policy team on 01395 516551 if you have any queries.

Yours faithfully

L J Renshaw

Linda Renshaw
Senior Planning Officer

East Devon Villages Plan Summary – Sidbury



How do I comment?

We want to hear what you think about the Villages Plan! If you want to comment please either email localplan@eastdevon.gov.uk or write to Planning Policy, East Devon District Council, Station Road, Sidmouth, EX10 8HL.

Please include 'Villages Plan' in your email/letter title and state which settlement your comments relate to. You can make general comments about the approach we are putting forward or more detailed comments on land you would like to see included or excluded. If you are referring to a specific site please include a map so that it is clear where the boundaries of the land are.

We need comments by 28th September 2016 so we can consider them before the plan is finalised.