



LOCAL PLAN COUNTRYSIDE PROTECTION ZONE ASSESSMENT 2016 BRIEF

1. Background

- 1.1 Uttlesford District Council is currently in the early stages of work on a new Local Plan for the District. All work on the emerging Local Plan is subject to scrutiny at public meetings of the Council's Planning Policy Working Group (PPWG), an advisory panel comprising 10 District Councillors. For details and membership of the PPWG, see www.uttlesford.gov.uk/ppwg.
- 1.2 To inform decision-making on the Local Plan, the Council is seeking to appoint a suitably qualified and experienced consultant to prepare a Countryside Protection Zone Assessment for the existing area as part of the evidence base which will inform the development of a new Local Plan for the area.
- 1.3 The Uttlesford Countryside Protection Zone encircles the London Stansted airport site. A map of the Countryside Protection Zone is attached at **Appendix A**.
- 1.8 A Landscape Character Assessment was completed for the District in 2006 and this identified a number of distinct character areas, as shown in **Appendix B**. The consultants may wish to use these areas as a starting point for the identification of parcels for assessment (see Section 4 below).

2. Aims of the Study

- 3.1 The NPPF requires that Local Plans are based on an up to date and robust evidence base. No review of the Countryside Protection Zone has been carried out recently and it is considered important that this area is reviewed to ensure it remains robust.
- 3.2 National policy does not include any specific tests for assessing Countryside Protection Zones. The nearest relates to Green Belt studies and the five purposes. The study should therefore prepare an assessment of the District's Countryside Protection Zone against these

five purposes, in sufficient detail to enable the Council to make informed decisions, should it decide to amend the Countryside Protection Zone through its new Local Plan. The study should clarify what is meant by each of the five purposes, and how they will be applied in practice.

- to check the unrestricted sprawl of large built-up areas;
- to prevent neighbouring towns merging into one another;
- to assist in safeguarding the countryside from encroachment;
- to preserve the setting and special character of historic towns; and
- to assist in urban regeneration, by encouraging the recycling of derelict and other urban land.

4 Two-Stage Reporting Requirement

4.1 The assessment should be undertaken in two stages. The first stage will be to establish the full methodology and detailed assessment framework. The support of Members will then be sought before proceeding to Stage 2, which will be to carry out the assessment in accordance with the agreed methodology, and to populate the assessment tables presented at Stage 1. Stage 2 should be integrated into Stage 1 to form a single report as the final output. The consultants should be available to present both the stage 1 and stage 2 work to the Planning Policy Working Group evening meetings.

4.2 **Stage 1: Methodology and Assessment Framework** should set out:

- A general introduction to the national policy context;
- The assessment criteria used for assessing the Countryside Protection Zone;
- Explanation of how settlements will be considered in Countryside Protection Zone terms;
- Methodology for delineation of parcels;
- Empty template matrix of the assessment of parcels; and
- Any other relevant matters.

4.3 In preparing the assessment parcels the consultants should take particular care to ensure that each is sufficiently delineated to avoid risk of subsuming sub-areas which might have distinct Countryside Protection Zone characteristics and result in differing conclusions.

4.4 The consultants will be required to undertake site visits and appraisal of each of the identified parcels and demonstrate in the report how this appraisal has informed the conclusions in respect of each parcel.

4.5 **Stage 2: Conclusions** should set out:

- everything in the Stage 1 document;
- completed matrices showing the findings for each parcel in the Countryside Protection Zone, and including a clear justification;

- consideration of the suitability in Countryside Protection Zone terms of any SHLAA sites which lie within the Zone; and
- completed and colour-coded summary maps of the conclusions for each area of search.

4.6 The outputs and deliverables for the commission will be as follows:

- Stage 1 Methodology Report and Detailed Assessment Framework;
- Stage 2 Conclusions Report incorporating Stage 1 report;
- Site visits for each parcel and completed appraisal forms;
- Attendance at two evening meetings of the Planning Policy Working Group; and
- Attendance at Examination in Public (if necessary).

5. Submission of Proposals

5.1 All proposals should include:

- A schedule of rates and costs;
- A project timetable to deliver the review on time;
- Names of the consultant or consultants who would be involved, their experience of this type of work and their qualifications to carry it out;
- Examples of the same or similar type of work undertaken;
- Agreement that intellectual property rights for data from the research will rest with the Council;
- A declaration of any conflicts of interest. This should include a separate declaration of any conflicts of interest in Chelmsford City, Braintree District, South Cambridgeshire District, East Hertfordshire District, Epping Forest District and Harlow District Council areas; and
- Names and addresses of two referees.

5.2 The Council will assess all bids in accordance with the following criteria:

Evaluation criteria	Weighting
Cost	50%
Understanding the requirements of the project	20%
Similar work undertaken	20%
Methodology	10%
	100%

5.3 Each consultant will be awarded a score from 0-5 against each criterion by each assessor where 0 = no evidence and 5 = fully evidenced, to which the weighting will then be applied. The consultant scoring the highest aggregate score will be appointed.

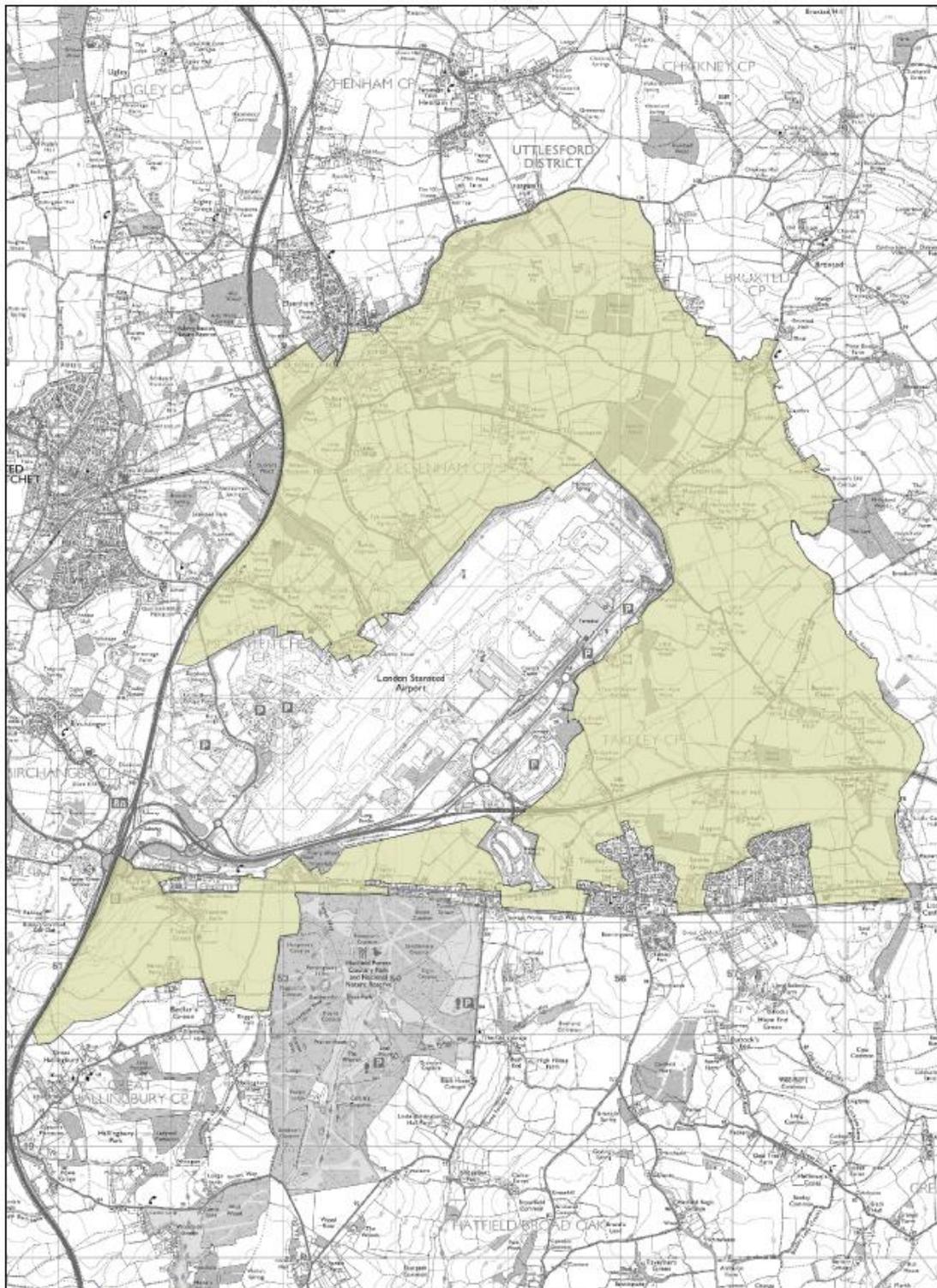
5.4 The timeline for the contract process will be as follows:

Invitation to bid issued	2.2.16
Deadline for receiving questions	5.2.16
Deadline for submission of bids	5pm 15.2.16
Initial evaluation completed	16.2.16
Intention to award notification	19.2.16
Formal award of the contract	w/b 22.2.16
Commencement of the contract	w/b 22.2.16
Receipt of final report	End June 2016

Further information

5.5 Please contact either Andrew Taylor (ataylor@uttlesford.gov.uk, 01799 510601) for further information.

Appendix A: Uttlesford Countryside Protection Zone



Countryside Protection Zone
Local plan - countryside protection zone

1:42,000  UDC © Crown copyright and database rights 2014 Ordnance Survey 0100018688

Appendix B: Landscape Character Areas

