



Report of	Meeting	Date
Chorley Council - Director of Partnerships, Planning and Policy	Central Lancashire LDF Joint Advisory Committee	24 th September 2013

GYPSY, TRAVELLER & TRAVELLING SHOWPEOPLE'S HOUSING NEEDS ASSESSMENT

PURPOSE OF REPORT

1. To provide details on the Gypsy, Traveller and Travelling Showpeople accommodation needs assessment (GTAA) for the Central Lancashire Authorities – Preston, Chorley and South Ribble currently being undertaken.

RECOMMENDATION(S)

2. To note the report.

EXECUTIVE SUMMARY OF REPORT

3. This report provides background information on the GTAA currently being undertaken for Chorley, South Ribble and Preston. The assessment was commissioned in July 2013 and is expected to take approximately six months to complete with interim findings expected in September 2013. The study will be used to evidence the policies and proposals of the Local Plans by the three authorities and related development plan documents for the specified plan period. Where 'Local Plan' is referred to, this relates to the LDF development plan documents

Confidential report Please bold as appropriate	Yes	No
--	-----	----

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

4. To provide an up to date assessment of the Gypsy, Traveller and Travelling Showpeople's housing needs in the Central Lancashire area, the findings of which will inform the approach taken in the development of their respective Local Plans and related development plan documents.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

5. None.

BACKGROUND

6. The current GTAA which commenced in 2006, was published in May 2007 and covers a 10 year period to 2016. This information was used to evidence the Central Lancashire Core Strategy which was found sound and adopted by the three respective Council's in July 2012. All three Councils are currently progressing their Local Plan to adoption and commissioning a new GTAA will enable them to determine whether there is a need for any additional pitch and plot provision in the area. This will inform the development of the Local Plans by the three authorities as appropriate.

COMMISSIONING/PROGRESSING THE GTAA

7. It was agreed by all three Council's at the last Central Lancashire Local Development Plan Joint Advisory Committee in March 2013 to look at the options and benefits of working jointly on a new GTAA for the Central Lancashire area. Since that meeting the Councils (respective portfolio members) agreed to progress the study.
8. Following informal soundings of potential providers and knowledge of GTAA's undertaken by other authorities a study brief was drawn up and tenders were invited via 'the chest'. Seven consultants tendered for the study and each was evaluated using the methodology outlined below.
9. The brief/contract requires the production of interim results by late September and a final report in December 2013. The information gained by the study will assist in deriving policies and proposals as appropriate, which will support an equality of approach to the planning of housing across all communities within the Central Lancashire Area.

EVALUATION METHODOLOGY

10. The tenders were assessed in accordance with the following evaluation criteria:

Stage 1

11. Bidders completed a Qualification Questionnaire which was evaluated on a PASS/FAIL basis.

Stage 2

12. The evaluation criteria for Stage 2 was as follows:

Cost: 20 % of the overall score

The lowest total cost was awarded the full 20% score. Other bids were awarded a score pro-rata to this using the following formula: $\text{Lowest Total Cost} / \text{Total Individual Bid Cost} \times 20$

Quality: 80% of the overall score as detailed below.

Ref	Criteria	Maximum Potential Score	Weighting	Total Maximum Potential Score
(a)	The Consultant's relevant experience in undertaking similar studies, including referees	5	5	25
(b)	Details of how the Consultant proposes to address the requirements of the brief	5	6	30

(c)	Full details, CV's, skills and experience of the lead consultant and all other staff who would be responsible for undertaking the work, including what time they will attribute to it and when. To include details of any work which is proposed to be sub-contracted and to whom.	5	3	15
(d)	Whether the Consultant can meet the proposed timetable, or if not, the reasons why and the suitability and content of the alternative proposed timetable	5	2	10
(e)	Further information has been set out as to what the Consultant would expect the Steering Group to provide at the inception meeting			For information only

All responses were assessed using the following scoring methodology:

0	No response
1 Inadequate	Significant indications that proposal lacks certain requirements in this area to achieve the required standard of service delivery / information totally inadequate
2 Concerns	Some concerns that proposal may lack certain requirements in this area to achieve the required standard of service delivery
3 Minor Concerns	Information indicating potential to deliver outcomes with minor concerns
4 Potential	Information indicating potential to deliver outcomes
5 Capable	Comprehensive and strong information indicating proposal capable of delivering outcomes to required standard with added benefits

COST & QUALITY SCORES

	Cost	Quality	Total
Community Innovations Enterprise LLP	12.3	31	43.3
Opinion Research Services	11.2	74	85.2
Ottaway Strategic Management	10.52	64	74.52
RRR Consultancy	20	50	70
Renaissance	10.51	52	62.51
UCLAN	10.51	55	65.51
Arc 4 Ltd	10.85	80	90.85

13. The final cost and quality evaluation for all the tender submissions received is set out above.
14. The two top scoring consultants, Arc 4 Ltd and Opinion Research Services were invited for a clarification interview during which their scores were verified.
15. Arc 4 Ltd were the highest scoring consultancy and were therefore offered the contract which was formally awarded in July 2013.
16. The cost for the study is £19,372.25 which is to be split equally between the three authorities.

17. The study is being progressed in accordance with the timetable set out below.

GTAA Study Timetable

Brief on Chest	7th June 2013
Deadline for Tender Submissions	28th June 2013
Clarification Interviews	W/C 15/7/13 Interviews were held on 22/7/13. Consultants appointed 24/7/13
Inception Meeting	Week 1 01/8/13
Phase One – Literature and Information Review	Weeks 1- 4 22/7/13 – 16/8/13
Phase Two – Stakeholder Interviews	Weeks 4 – 7 15/8/13 – 6/9/13
Interim Report published and agree Traveller Survey Methodology with project group [inc meeting with steering group]	Weeks 7 – 8 2/9/13 – 13/9/13
Phase Three – The Traveller Survey	Weeks 8 – 14 9/9/13 – 25/10/13
Phase Four – Write Report	Weeks 14 – 18 21/10/13 – 22/11/13
Draft Report provided [meeting with steering group]	Week 18 18/11/13
Local Authorities to comment on Draft Report	Weeks 18 – 19 18/11/13 – 25/11/13
Final Report	Weeks 20 – 21 2/12/13 – 13/12/13
Disseminate Results	Week 22 16/12/13

18. To date, phases one and two have been completed and the interim report is expected on 20th September.

NEXT STAGES

19. On completion of the study, Chorley and South Ribble Council's will submit it to their Local Plan Inspectors and undertake a sixweek public consultation on the final study, and issues and options including the identification of any site or sites for allocation should a need be identified.
20. The results of the consultation will then be submitted to their Inspectors which will allow a reconvening of their respective Local Plan Examinations and progression of their Local Plans to adoption.
21. Preston Council will use the study to inform their emerging Local Plan.