

**Looe Neighbourhood Development Plan  
Brief for Polean Master Plan Study  
June 2018**

The Looe Town Council is inviting tenders from suitably qualified and experienced consultants to undertake a study and master-plan to:

- identify how land at Polean, West Looe, may best be used to deliver the Looe Neighbourhood Development Plan vision, taking into account the aspirations of the Neighbourhood Plan Working Groups, and
- develop a phased master-plan to guide the overall structure of the development and a high-level design framework for the site.

## **Part 1: Introduction and Background**

### **1. Overview**

1.1 Looe is an historic settlement with everything it takes to be a classic Cornish coastal town: fishing harbour, railway branch-line, pier, beach, and narrow streets with a huddle of quaint cottages, interesting shops, and good places to eat and drink. Today, the main forms of income and employment for the town is tourism, the fishing industry and the provision of services to the local community.

1.2 The great environment supports the town's prosperity and provides a wonderful setting for the community to develop and improve through well balanced growth. But there are challenges: the affordability of housing, low wages, competing land uses, traffic and pedestrian congestion, the changing balance within our community, and global environmental change to name a few.

1.3 Looe is home to a thriving and active community, with lots of drive and ambition to tackle these challenges and improve. Some significant initiatives have come forward as a result of joint working between the local community, local government and national agencies. These are being co-ordinated through a 'place shaping' approach involving three elements (See figure 1).

### **2. Place Shaping**

2.1 Cornwall Council is taking a proactive approach to delivering growth and is supporting local communities to lead on this work through localised 'Place Shaping Boards' made up of key local groups and development delivery agencies. This is being facilitated by the Economy and Homes directorate. A senior economic development officer has been embedded locally to oversee and ensure blockages are removed from the system. The senior officer for Looe and Liskeard is Glen Caplin, Head of Economic Development and Chief Executive of the Local Enterprise Partnership. Day to day and coordination work is being undertaken by Cornwall Council officer Rob Andrew who is our direct contact.

2.2 A vital part of the 'Place Shaping' process is the creation of a Memorandum of Understanding between the key parties, which is currently being negotiated. This commits the parties to a partnership approach, based on agreed principles of coordination and collaboration, to develop a Strategic Business Case for Looe for major capital investment.

2.3 £10,000 has been identified from the Cornwall Council Economic Development fund to enable this work for Looe to be developed, to complement the enabling policies to be incorporated in the Looe Neighbourhood Plan. Funding from the Looe Town Council and from MHLG's Neighbourhood Plan Grant Scheme is also anticipated.

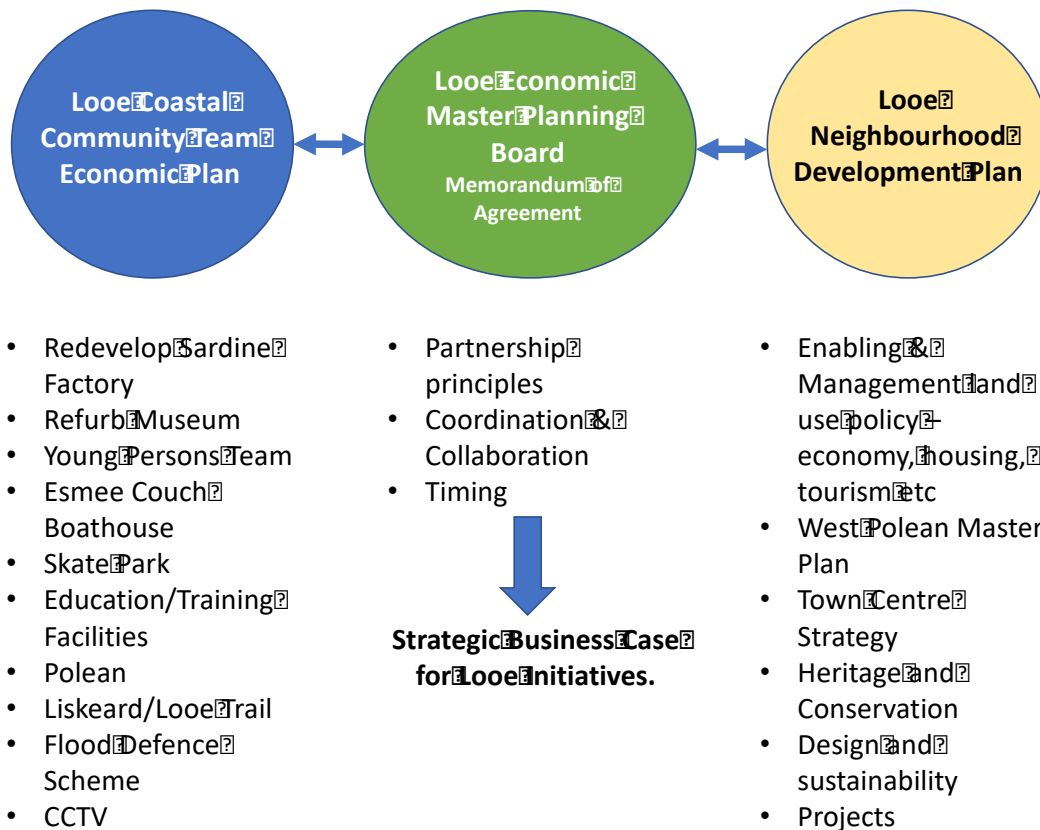


Figure 1: Looe Place Shaping Approach

### 3. The Looe Neighbourhood Plan.

3.1 The community of Looe, with the support of Looe Town Council, is preparing a Neighbourhood Plan under the powers granted by the Localism Act 2011.

3.2 The Looe Neighbourhood Plan steering group has identified from surveys and from working groups report a need to take a holistic ‘whole of town’ approach to place shaping in Looe, working to the overall vision:

**‘A community that has revitalised its maritime and coastal based economy into one that brings prosperity to all and significantly reduces its impact on the environment, whilst maintaining its special character’**

3.3 To this end, the Neighbourhood Plan group have identified a number of aims within the town. Specifically they have defined these as wanting to achieve:

- improved or safeguarded economic development
- improved access to services
- safeguarding of the historic environment
- improved bathing water quality, alleviate flooding
- improved social inclusion
- improved transport/walking links
- projects that support environmental growth
- more social housing
- improved health care provision and wellbeing.

3.4 The Neighbourhood Plan for Looe will also need to respond to the wider context of other important projects in South East Cornwall including potential improvement to the A38 which will improve safety and

capacity, and 3 potential strategic cycling routes: Bodmin/ Lanhydrock – Looe, Liskeard – Looe and Looe – Torpoint / Plymouth

3.5 To enable these aims there are three main physical components in the Neighbourhood Plan Strategy for the place shaping of Looe:

- Flood protection
- Redevelopment of the East Looe river bank (including train station, fire station and police station)
- Facilitation of development at Polean including community and health care

3.6 The **flood protection** work will provide protection for the town centre, West Looe, East Looe river bank and Polean car park and adjoining buildings. It will protect opportunities for further development, improve coastal footpath links, improve resilience and reliability of the rail link, restore bathing standards, and create investor confidence.

3.7 The **proposals for the East Looe river bank** recognises that railway station and Liskeard – Looe line are an important asset for the town. There is significant scope to increase its use, to better manage travel to the town, link to the proposed Liskeard – Looe cycle track, and improve the experience of visiting Looe. A scheme is emerging to extend the railway station platform to accommodate 4-car trains, provide a new fire and police station, and release the existing fire station site in East Looe for alternative uses, whilst preserving current parking capacity on the various car parks in the area.

3.8 The extensive **Polean** site provides the opportunity for developments that help deliver the Neighbourhood Plan aims, including:

- Enhanced public parking arrangements
- Additional community facilities
- Doctor and health facilities
- Additional employment space
- Potential for a cycle hub for a future coast to coast trail, a south east Cornwall trail, and a Liskeard/Looe trail

3.9 The Neighbourhood Plan will provide enabling and management land use policy supporting these proposals and will include a Master Plan for the extensive area of under-used land at Polean, a Town Centre Strategy, policies for heritage and conservation and design.

#### **4. Coastal Community Team Economic Plan**

4.1 The Coastal Community Team have developed an Economic Plan, using DCLG Coastal Community funding, which includes a number of initiatives that will be supported through Neighbourhood Plan policy (where appropriate). These include the redevelopment of the Sardine Factory, Museum refurbishment, extension of Esmee Couch Boathouse, a Skate Park, new Education/Training Facilities, redevelopment at Polean, the new Liskeard/Looe Cycle Trail, and the Flood Defence Scheme and CCTV.

### **Part 2: Polean Master Plan Requirement.**

1.1 The land at Polean is key to releasing the opportunities that add up to the Neighbourhood Plan Strategy.

1.2 Consequently, there is a need to study the Polean area to:

- identify how it may best be used to deliver the Neighbourhood Plan vision, taking into account the Working Groups' aspirations and the Looe Place Shaping Programme
- develop a phased master-plan to guide the overall structure and high-level design framework for the site.

1.3 Bids to prepare the study, in accordance with the output guidelines given below, are invited.

## **BRIEF FOR POLEAN MASTER PLAN STUDY JUNE 2018 – OUTPUT GUIDELINES**

Consultants may take any appropriate approach agreed with the client, but the output should include at least the following:

### **Context appreciation – Guiding themes and principles/Design Objectives:**

- Reference to, understanding of and interpretation of Looe NDP Vision, aims, values, principles and context, the Looe CCT Economic Plan, and the Looe Place Shaping Programme
- Quality objectives and sustainability aspirations

### **Planning requirements and site constraints:**

- Assessment of known site conditions covering:
  - Mandatory requirements – biodiversity, highways & transportation, ground conditions & contamination, services & utilities, flood risk & drainage, archaeology etc
  - Qualitative issues – views and landscape etc
  - Available sustainability options.
  - Current and proposed local initiatives (eg transfer of Library management and land and Barrets emp land requirement)

### **Foundations of the Master Plan approach adopted:**

- For example, establishing principles for the site development derived from assessments, covering at least:
  - Landscape
  - Connectivity and integration
  - Movement and access
  - Linkage with development proposals elsewhere that might be enabled using Polean
  - Social and community use

### **Developed Options**

- No less than 3 options for development and layout, and a recommended 'best option', including tabular assessment of each including:
  - Business feasibility appraisal
  - Economic impact appraisal
  - Environmental Impact appraisal
  - Social impact appraisal

### **Consult landowners / stakeholders / community on options**

- Carry out discussions with those with an interest in the site including:
  - Individual contact and discussion with stakeholders
  - Drop in event with exhibition materials.
  - Feedback report showing how consultation has influenced options

### **Basic Buildings and Landscape Design Guidance on selected option(s)**

- Presentation to include concept maps and photographic exemplars.

### **Draft planning policy wording to enable and support selected options**

- Including evidence links, policy intentions, reasoned justification

### **Initial delivery plan.**

- In an industry approved format, or adapted from one (eg RIBA Plan of Work)

## **2. Experience and expertise, conditions of contract, etc Essential experience and expertise**

2.1 It is expected that the successful consultants will demonstrate previous experience and knowledge in the following work areas:

- Undertaking master planning exercises using appropriate techniques and expertise;
- Be familiar with and show an understanding of planning policy issues associated with economic and tourism development in the context of coastal/rural communities;
- Be familiar with neighbourhood planning procedures and techniques of community involvement;
- Excellent written and graphical presentation;
- Use of clear, plain English;
- Be able to produce work to an agreed deadline.

2.2 Potential consultants must be able to supply references (ideally local authority) that can endorse the above abilities.

### **3. Project outputs and programming**

3.1 The Consultants will be expected to produce hard (3 copies) and electronic copies of both the draft and final documents. Electronic documents must be produced as PDF docs suitable for uploading onto the Council's web site (maximum 20mb). Large PDF documents can be split into smaller sections if necessary.

3.2 All documents must be capable of printing on domestic desktop printers, with restricted use of colour, and generally A4 format. Use of A3 for maps and plans is acceptable provided that A4 format documents of same are available.

3.3 The principles of 'colour blindness aware' design should be followed to ensure readability (see <https://sidigital.co/articles/designing-for-colour-blindness/>). Fonts which aid readability for people with vision impairment should be used, for example those with easily recognizable characters such as Arial, Verdana, Tahoma, Calibri and Sans Serif versions of any typeface.

3.2 In addition to the above, and if necessary, the Consultants should allow for the design of exhibition panels and a leaflet explaining the master planning process for use in community and agency engagement.

3.4 The consultants should allow for regular meetings with the Neighbourhood Plan Steering Group and to agree progress and should as part of their submission provide a programme identifying key milestones and how they can meet the relevant deadlines.

3.4 The target for completion of work is xxxxxxxxxxxxxxxxxxxx with any variation to be agreed by the Client

### **4. Client authority and points of contact**

4.1 The client officer will be: Anne Frith, Town Clerk, Looe Town Council

### **5. Conditions of contract**

5.1 The contract will be subject to Looe Town Council's normal conditions of contract. This will include a requirement to indemnify the Council against any third party claims and the ability to provide details of adequate public liability insurance (currently, £xx).

5.2 Consultants are reminded that if they choose to sub-contract any part of the work to a third party, they must ensure that the sub-contractors abide by the same conditions. Responsibility for managing the sub-contracts and for the quality of all work carried out by the sub-contractor, rests with the consultant.

### **6. Copyright and ownership**

6.1 Copyright, and all rights in the nature of copyrights, in the material produced in the performance and during the currency of the contract, shall vest in Looe Town Council. Such material shall not be reproduced or disseminated by the consultants for any purpose without the written permission of the Council.

6.2 The project work, when completed, will be the property of Looe Town Council, which shall be under no contractual obligation to the company which has carried out the work and the Council will be free to pursue the recommendations in whole or in part as they think fit.

## **7. Information required for the bid submission**

7.1 Bids must consist of:

- A written proposal outlining the methods for undertaking the various stages of work and confirmation that the programme in section 4 above can be met.
- A breakdown of actual costs for each element of the work, including details of travel, subsistence and VAT. Costs incurred in the preparation of the quotation should not be included.

## **8 Selection Criteria**

8.1 The Council will consider submissions on the basis of a combination of quality and price; it is not committed to accept the lowest or any bid submitted.

8.2 The submissions will be judged against the following evaluation criteria:

- Appropriate qualifications, skills and expertise within the team
- Credibility and track record of the bidder
- Price
- Appropriateness of methodology and timescales

## **9. Fees**

9.1 The budget figure allowed for this work is approximately £25,000

9.1 Payment will be made on satisfactory completion of the final documents or, at agreed stages, to be decided at appointment.

## **10. Submission Date**

10.1 Bids offering to carry out this work should be received at the Town Council Offices, The Guildhall, Fore Street, East Looe PL13 1AA no later than 1200 hours on xxxxx.

## **CONTACT**

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