

## **DRAFT BRIEF FOR LOOE CONSERVATION AREA CHARACTER APPRAISAL 2016**

### **1. Background**

Looe Conservation Area was last appraised in 2009, with a Management Plan being adopted in March of that year. As part of the preparation of the new Neighbourhood Plan for Looe, an update on the appraisal and the preparation of a straightforward design guide is required.

### **2. Purpose and scope of works**

The Council is inviting tenders from suitably qualified and experienced consultants to undertake:

1. A review of the 2009 Looe Conservation Area Appraisal
2. An update of the Looe Conservation Area Appraisal to take into account the latest factors and conditions on the ground
3. Recommendations as to how the Looe Conservation area Management Plan should be amended
4. Suggested policy content for the Neighbourhood Plan.

### **Main areas of work**

The character appraisals should be in a house style to be discussed on appointment but should be compiled in accordance with the latest detailed guidance document produced by Historic England 'Conservation Area Designation, Appraisal and Management' (Historic England Advice Note) available at <https://historicengland.org.uk/images-books/publications/conservation-area-designation-appraisal-management-advice-note-1/>

It is expected that the appraisal will cover the following areas:

1. Background to the appraisal brief description of the conservation area within its wider context.
2. Explain the planning policy context (national and local) and what a conservation area is including the consultation process.
3. Summary of the special interest of the area that warrants designation.
4. Assessment of the special interest including:
  - Location and setting - setting of the conservation area and relationship with landscape/views.
  - Historic development – this is usually best shown on maps marking the key periods in the area's development and history.
  - Architectural quality and built form including contributions of key buildings – this should include identification of prevalent

- building materials, textures, colours and local constructional details
  - Archaeological significance
  - Open space, parks, gardens and trees
  - Character zones – the identification of the form and layout of different parts of the conservation area.
  - Positive elements
  - Locally important buildings - identification of possible buildings, monuments, site, place, area or landscape that may warrant inclusion upon a register of local heritage assets
  - Identify any buildings likely to benefit from 'Local Listing' in the Neighbourhood Plan.
5. An audit of heritage assets-including street furniture, surfaces and tree cover
  6. An assessment of the condition of the area including the extent of any negative features or intrusions within the conservation areas.
  7. Identifying the boundary and justifying alterations to these
  8. A plan for further action and recommendations including generic guidance
  9. References, appendices and contact details.
  10. The character appraisal must contain an executive summary no longer than 3 sides of A4.

The consultant will also be expected to undertake a full photographic record of each property within the conservation areas – these records should be made available on disc format.

The consultant is expected to fully illustrate the appraisals by means of colour photographs, diagrams, graphical information and plans.

### **Programme**

The Council has only a limited budget for this work and any programme of works agreed between the consultants and the Council will need to reflect this.

The consultants should allow for the completion of the first draft and public consultation period (normally 3 – 4 weeks) prior to the completion and adoption of the final studies. Both the draft documents, the outcome of the consultation exercise and the final documents will be subject to committee approval.

### **Additional Works**

draft appraisals will be subject to a public consultation period and the consultants should allow for the following:

- Production of folded A3 colour leaflets for distribution to each property. The leaflet distribution will be undertaken in-house.
- Receiving, commenting upon and responding to all comments that arise from the public consultation exercise.
- Attendance (if necessary) at a public/committee meeting.
- Reviewing the final character appraisals as necessary, following public consultation.

#### **Available information**

- The existing Appraisal and Management Plan is attached to this Brief.

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

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

- Undertaking analyses of conservation areas
- Be familiar with and show an understanding of historical development and growth.
- Be familiar with various architectural styles, trends, materials and methods of construction prevalent in south-east Cornwall
- Good written and graphical presentation
- Be able to produce work to an agreed deadline.

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

#### **Project outputs and programming**

The Consultants will be expected to produce hard (3 copies) and electronic copies of both the draft and final documents. Electronic documents need to 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.

In addition to the above, and if necessary, the Consultants should allow for the production of a folded A3 colour leaflet publicising the appraisals and any boundary amendments to them to be distributed to all properties.

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

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

The client officer will be:

Anne Frith, Town Clerk, Looe Town Council

### **Conditions of contract**

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, £2 million).

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.

### **Copyright and ownership**

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.

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.

### **Information required for the tender submission**

The tender must consist of:

- A written proposal outlining the methods for undertaking the various stages of work and confirmation that the programme in Para XX above can be met.

- A full breakdown of actual costs for each element of the work and for each consultant, including details of travel, subsistence and VAT. Costs incurred in the preparation of the quotation should not be included.

### **Selection Criteria**

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 tender submitted. Please refer to the details set out in the Company Evaluation Questionnaire which accompanies this document.

The tender submissions will be judged against the following evaluation criteria and weighting.

- Appropriate qualifications, skills and expertise within the team 40%
- Credibility and track record of the bidder 30%
- Price 20%
- Appropriateness of methodology and timescales 10%

Membership of the Institute of Historic Building Conservation will be an advantage and this will be reflected in the evaluation assessment.

Consultants may be expected to attend an interview.

### **Payment of fees**

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

## **4. Appended information**

