Cardiff Replacement LDP Examination

Gypsy and Travellers

Action Point HS4.1

Council to provide details of SEWSPG work on transit sites.

Council Response

As previously discussed, the Council continues to work collaboratively with neighbouring authorities through SEWSPG to commission a study to identify a transit sites. A sub group was formed to consider this matter and a draft tender brief to commission consultants has been produced (see attached).

This arrangement reflects guidance in Planning Policy Wales which encourages such cross-boundary working, particularly where transit needs may be more effectively met at a regional scale.

Welsh Government have commissioned Gypsy Traveller Wales to undertake research on transit provision across Wales which when published will help inform and strengthen the understanding of transit needs in Wales and inform ongoing discussions at a regional level.

The Replacement LDP does not rule out provision within Cardiff; rather, it recognises that the most appropriate location for transit pitches may emerge through ongoing research and regional discussions. The plan therefore retains sufficient flexibility to accommodate transit provision should a Cardiff-based site ultimately be required.

South East Wales Regional Gypsy and Traveller Transit Study

Draft Project Brief

April 2023

1. Background

1.1 Newport City Council, Blaenau Gwent County Borough Council, Monmouthshire County Council, Cardiff Council, Caerphilly County Borough Council, Vale of Glamorgan Council, Rhondda Cynon Taf County Borough Council, Torfaen County Borough Council, Bridgend County Borough Council and Merthyr Tydfil County Borough Council (hereafter referred to as 'the Councils') are seeking to commission a regional study to look at the supply and demand for Gypsy and Traveller Transit accommodation across the region based on sources of existing information and recommend suitable broad areas for future accommodation to meet the regional need, based on known transit patterns and routes

1.2 The study will be used as part of the evidence base for each authority's replacement Local Development Plans and may also be used for the Strategic Development Plan and future Gypsy and Traveller Accommodation Assessments if necessary and appropriate.

1.3 For information, each Council is at a different stage in the development of their LDP, an overview is set out:

Local Authority	Current LDP Stage
Newport	Call for Candidate Site
Blaenau Gwent	Post Preferred Strategy
Monmouthshire	Preferred Strategy & second call for Candidate Sites
Cardiff	Pre Preferred Strategy
Caerphilly	Delivery Agreement
Vale of Glamorgan	Draft Review Report / Delivery Agreement
Rhonda Cynon Taf	Pre-Preferred Strategy
Torfaen	Preferred Strategy
Bridgend	Draft Deposit
Merthyr Tydfil	Completed RLDP

2. Overview of Requirements

2.1 The requirement for the identification of and provision of Gypsy and Traveller Transit Accommodation is set out in legislation (Housing (Wales) Act 20014. For the purposes of planning, this requirement and the specific role of Local Development Plan, is set out in Planning Policy Wales. Paragraph 4.3.25 notes that 'Local authorities are required to assess the accommodation needs of Gypsy and Traveller families and to allocate sites to meet the identified need. Where a Gypsy and Traveller Accommodation Assessment (GTAA) identifies an unmet need, a planning authority should allocate sufficient sites in their development plan to ensure that the identified pitch requirements for residential

and/or transit use can be met.' More detailed information on this requirement is set out in Welsh Government Circular 005/2018: Planning for Gypsy, Traveller and Showpeople Sites.[1]

2.2 The Circular notes the benefit of working regionally for reasons including the regular movement of Gypsy and Traveller populations across administrative boundaries. This commission is not for a regional GTAA as set out in guidance but an assessment of specifically transit pitch needs in the South East Wales Region[2]. This assessment would be based on information from existing sources including the caravan count live system and the pooled primary findings of the latest GTAAs undertaken by individual Local Authorities. The regional approach should help to gain a better understanding of travelling patterns and accommodation needs across local authorities. Specifically, a regional assessment could provide evidence to assist local authorities in managing unauthorised encampments, as they will be able to demonstrate that they have considered accommodation needs for transit provision on a regional basis. Cross boundary discussions between local authorities on individual GTAAs could also assist in identifying where transit needs could be met.

2.3 The Councils wish to commission a suitably qualified and experienced consultant to achieve the following objectives:

2.4 The overall objective of the work is to help satisfy the requirements of national regulations and policy for the development of a Local Development Plan in terms of Gypsy and Traveller Transit Accommodation needs. The work is to have two key outcomes:

- Based on existing sources of information identify current regional provision and any unmet regional need for transit pitches (statistically and spatially).
- Recommend suitable broad areas for future accommodation to meet the regional need, based on known transit patterns and routes. The consultant will not be expected to recommend specific individual sites.
- Make recommendations for how the ongoing need for transit pitches can be monitored on a regional basis.

The output of the work will be one report and mapping where necessary in GIS format.

Stakeholder Involvement

2.5 Stakeholder engagement will be a critical part of the process. This would need involve stakeholders from various organisations including:

- Gypsy and Traveller Community (or representatives[3])

[1] planning-for-gypsy-traveller-and-showpeople-sites-wgc-0052018.pdf (gov.wales)

[2] South East Wales Region includes the follows Local Authorities: Cardiff CC, Caerphilly CBC, Merthyr Tydfil CBC, Blaenau Gwent CBC, Torfaen CBC, Newport CC, Monmouthshire CBC, Vale of Glamorgan CBC, Bridgend CBC and Rhonda Cynon Taf CBC.

[3] Organisations including: Travelling Ahead, Gypsies and Travellers Wales, Gwent Gypsies and Traveller Services.

- Housing Managers from each Local Authority and other officers involved in the management of unauthorised camping.

Baseline Information

2.6 Each Council has to create a GTAA and these will be provided to the successful consultant at the inception meeting.

3. Anticipated Timetable for Tender

3.1 The timescales for the project is set out below. The requirement is for the proposed project to be able to conform with the proposed deadlines or to be able to provide an alternative course of actions that meets the needs of the brief.

Deadline for return of submissions	**August 2023**
Award of Project	**August 2023**
Inception Meeting	**August 2023**
Draft Review Report	**November 2023**
Completion of Project	**December 2023**

3.2 You are required to submit your submission by **5pm XXX 2021**, marked 'South East Wales Regional Gypsy and Traveller Transit Study 2023'

4. Award of Contract Evaluation Criteria

4.1 The award of contract will be based on the following criteria:-

Quality 70%

Price 30%

4.2 The Quality of the submission will be judged against the following criteria:

Criteria	Weighting
Qualitative Aspects	**70%**
Provide experience of similar work. Providing details, i.e. qualifications and experience, of the team undertaking the work (including subcontractors)	30%
Demonstration of an understanding of the requirements of the process including the proposed approach to meeting these requirements	50%

The ability to comply within timescale Submissions should identify the proposed methodological approach with a timetable indicating key dates.	10%
Provide a clear stakeholder/engagement strategy	20%
Price/Commercial	**30%**
Total	**100%**

Responses to each of the above quality criterion will be scored using the following scoring methodology

	Evidence	Scores
Good / Strong Evidence	Strong Evidence To be issued when evidence far exceeds expectations in terms of relevance to the area being tested and when compared to the requirements of the grade. • Evidence is well presented and structured; and • Evidence is directly and wholly relevant to the area being tested; and • Evidence is judged to far exceed the minimum requirement for the grade and may actually correspond to the requirements of a higher grade.	100
	Good Evidence To be issued when evidence exceeds expectations in terms of relevance to the area being tested and when compared to the requirements of the grade. • Evidence is well presented and structured; and • Evidence is well aligned to the area being tested; and • Evidence is judged to exceed the minimum requirements of the grade.	75
Competent Evidence	Competent Evidence To be issued when the evidence offered is sufficient in terms of relevance to the area being tested and when compared to the requirements of the grade. • Sufficient evidence is presented and follows a basic structure; and • Evidence is sufficiently aligned with the area being tested; and • Evidence is judged to meet the minimum requirements of the grade.	50

Poor / Unsatisfactory Evidence	Unsatisfactory Evidence To be issued when the evidence offered is insufficient in terms of relevance to the area being tested and/or when compared to the requirements of the grade. • Some evidence is presented but assertions and statements are insufficiently supported; or • Evidence offered is only partly relevant to the area being tested; and/or • Evidence offered is/may be relevant to the area being tested but is judged to be insufficient when compared to the requirements of the post in terms of sophistication/complexity.	15
	Poor Evidence To be issued when the evidence offered is way short of expectations in terms of relevance to the area being tested and/or when compared to the requirements of the grade. • Little/no evidence is presented to support assertions or general statements; or • Evidence does not correspond in any way to the area being tested; and/or • Evidence is/may be relevant to the area being tested but is judged to be far below the required level for the post in terms of sophistication / complexity.	5
	No Evidence attempted To be issued when evidence is missing from an Evidence Document or when candidates fail to attempt to answer a question at interview.	0

4.3 Submissions are invited on a fixed price basis to include all disbursements and other expenses (including the cost of obtaining information but excluding VAT) to cover all tasks outlined in the Project Brief.

4.4 The overall prices will receive a score which is a percentage based on the lowest price, e.g. if the lowest price was £100 it would receive 100% and if another quote were for £200 that would receive 50% etc. The price for each Stages need to be set out individually, excluding VAT. The total of all costs will be the amount subject to the assessment.

4.5 The appointment of consultants will be made by exchange of correspondence.

4.6 It will be a condition of appointment that

- The consultants provide Details of Professional Indemnity Insurance held and whether any claims have been made on the insurance

- The consultants confirm willingness to represent Council(s) at EIP and commit to provide written feedback to aid the examination process e.g. Statement of Common Ground etc. when necessary. (subject to hourly/daily rate)

5. Payment

5.1 The guideline price for the study is in the region of: £30,000

5.2 The fee payments will be made in two stages, which can be agreed with the successful consultant at the inception meeting. A proposed approach would be 75% at draft report stage and 25% at completion of that report.

5.3 All material produced and the copyright of it will pass into the ownership of the relevant Council(s) upon payment of all fees and expenses to the date of termination.

5.4 In addition, staff day and hourly rates are to be supplied for information purposes only.

5.5 The appointment may be terminated by Cardiff Council at any time upon payment of all fees and expenses incurred to the date of termination.

6. Contact Details

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