

# GREATER LONDON AUTHORITY

## REQUEST FOR ASSISTANT DIRECTOR DECISION – ADD340

**Title: Kingston Town Centre OAPF/ Area Action Plan (AAP) consultancy work**

### Executive Summary:

The Kingston Town Centre Area Action Plan/Opportunity Area Planning Framework (AAP/OAPF) is a joint project being undertaken with the Royal Borough of Kingston. The area is anticipated to have significant development growth over the next 15-20 years linked to potential transport improvements.

This decision requests approval of expenditure on the employment of a consultant to provide technical support for the Development Capacity Study, and produce specialist graphics and desktop publishing for the production of the Kingston Town Centre AAP/OAPF document.

### Decision:

That the Assistant Director approves expenditure of up to £25,000 on specialist graphics, desktop publishing and printing costs for the Kingston Town Centre Opportunity Area Planning Framework project.

### AUTHORISING ASSISTANT DIRECTOR/HEAD OF UNIT:

I have reviewed the request and am satisfied it is correct and consistent with the Mayor's plans and priorities.

It has my approval.

**Name:** Stewart Murray

**Position:** Assistant Director

**Signature:**



**Date:**

26 August 2015

## **PART I - NON-CONFIDENTIAL FACTS AND ADVICE**

### **Decision required – supporting report**

#### **1. Introduction and background**

- 1.1 The GLA Planning unit is working with the Royal Borough of Kingston (RBK) to prepare an Area Action Plan/Opportunity Area Planning Framework (AAP/OAPF) for Kingston Town Centre. This will cover the area identified as a potential new opportunity area in the London Plan 2015. The area faces significant development pressures and it is therefore important that the OAPF is in place as soon as possible.
- 1.2 It is essential that an assessment of development capacity, and specialist graphics and desktop publishing work is undertaken on this project to enable its delivery to a high quality standard. It is proposed that specialist consultancy services are sought for this purpose to enable the production of the document. The consultant will be required to have experience in urban planning and previous knowledge of OAPF document requirements in this context.
- 1.3 The GLA Planning unit has dedicated an officer to support Kingston in leading the production of this OAPF. They do not have the specialist skills to undertake this specific area of work. The GLA Planning unit officer with relevant skills is working on another key OAPF. The RBK planning team does not have the specialist skills required, and is unable to contribute funding as it has committed resources to the production of the Local Plan.
- 1.4 It is estimated that up to £23,500 may be required for this aspect of the project to cover its various design phases, with an additional £1,500 for printing costs. However, the time spent and money accrued on the project will be reviewed weekly.
- 1.5 The project is highly important as it contributes to the Mayor's jobs and growth agenda. It is estimated that Kingston Town Centre can provide at least 2,000 jobs and 2,500 homes.

#### **2. Objectives and expected outcomes**

- 2.1 The objective of this project is to produce the Kingston Town Centre OAPF consultation draft document in conjunction with RBK by the Spring of 2015. The graphics and desktop publishing services are needed to commence immediately and will be funded by the GLA.

#### **3. Equality comments**

- 3.1 In arriving at the recommended decision to approve this proposed budget, equalities issues have been considered in line with the GLA's duties under the Equalities Act 2010. It is unlikely that this project will have negative equalities impacts but identified equalities issues (both positive and negative) will be covered in the Equality Assessment that will accompany the project. This will ensure that at each point of the drafting and consultation process for the proposed document, equalities impacts are considered and actions decided upon to address any emerging issues. The project will also be subject to a review and this will also address equalities impacts.
- 3.2 Given the regeneration focus of the proposed project, identification of relevant equalities groups and potentially vulnerable locally affected populations will be undertaken at the outset of the project. Population data is available for this purpose such as indices of deprivation used to identify regeneration areas in the London Plan. A detailed public consultation strategy will also need to be

drawn up in consultation with Royal Borough of Kingston to ensure that any local hard to reach groups are engaged in the process to ensure that resulting document is appropriate and accessible to all and meets the needs of different Londoners.

#### **4. Other considerations**

##### *a) key risks and issues*

- 4.1 If financial support is not provided to this OAPF, there is a risk that it will not be completed or will not be completed within the required timeframes. This would undermine the Mayor's growth agenda set out in the London Plan 2015 (consolidated with alterations since 2011).

##### *b) links to Mayoral strategies and priorities*

The specialist development capacity, graphics and design consultant will assist in the production of the OAPF. OAPFs are supplementary to the London Plan and bring together the Mayoral priorities for housing, economic development, development, transport and the environment. Realising the development potential of Opportunity Areas is a Mayoral Priority, and OAPFs bring together strategic and local stakeholders to deliver an area-wide spatial planning framework in accordance with Government policy, as set out in the National Planning Policy Framework (NPPF)

##### *c) impact assessments and consultations.*

AAP/OAPFs are subject to public consultation, and equality and environmental assessments.

- 4.2 The need for this service is immediate to meet the project deadlines.
- 4.3 Value for money will be sought by seeking three competitive quotes from suitable specialist suppliers, ensuring that the successful consultant will be procured in accordance with the GLA Contracts and Funding Code.
- 4.4 This project seeks to develop a consultation draft of the document. Should further support be required to produce a final draft, a further ADD may be required in future.

#### **5. Financial comments**

- 5.1 Assistant Director's approval is being sought to spend up to £25,000 on specialist graphics, desktop publishing and printing costs for the Kingston Town Centre OAPF project. This is to be funded from Planning's 2015-16 OAPF budget approved under Directors Decision (DD) 1359. All the work will be delivered in 2015-16.
- 5.2 As this work relates to a contract, officers have to ensure that the requirements of the Authority's Contracts & Funding Code are adhered to.
- 5.3 Any changes to this proposal including budgetary implications will be subject to further approval via the Authority's Decision Making Process. If at any stage of this programme there is a need for any consultancy work officers have to ensure that the requirements relating to consultancy services within the Authority's Financial Regulations and Expenses & Benefits Framework are adhered to.
- 5.4 All appropriate budget adjustments will be made. The Planning Unit within the Development, Environment and Enterprise will be responsible for managing this contract and work.

## 6. Planned delivery approach and next steps

<b>Activity</b>	<b>Timeline</b>
Procurement of contract [for externally delivered projects]	Aug 2015
Announcement [if applicable]	N/A
Delivery Start Date [for project proposals]	Sept 2015
Final evaluation start and finish (self/external)	Ongoing
Delivery End Date [for project proposals]	Dec 2015
Project Closure: [for project proposals]	May 2016

### **Appendices and supporting papers:**

Draft project specification attached.

**Public access to information**

Information in this form (Part 1) is subject to the Freedom of Information Act 2000 (FOI Act) and will be made available on the GLA website within one working day of approval.

If immediate publication risks compromising the implementation of the decision (for example, to complete a procurement process), it can be deferred until a specific date. Deferral periods should be kept to the shortest length strictly necessary.

**Note:** This form (Part 1) will either be published within one working day after approval or on the defer date.

**Part 1 Deferral:**

**Is the publication of Part 1 of this approval to be deferred? NO**

If YES, for what reason:

Until what date: (a date is required if deferring)

**Part 2 Confidentiality:** Only the facts or advice considered to be exempt from disclosure under the FOI Act should be in the separate Part 2 form, together with the legal rationale for non-publication.

**Is there a part 2 form -NO**

**ORIGINATING OFFICER DECLARATION:**

Drafting officer to confirm the following (✓)

**Drafting officer:**

Darren Richards has drafted this report in accordance with GLA procedures and confirms that the Finance and Legal teams have commented on this proposal as required, and this decision reflects their comments.

✓

**HEAD OF GOVERNANCE AND RESILIENCE:**

I confirm that financial and legal implications have been appropriately considered in the preparation of this report.

**Signature:**



**Date:**

26.08.15



## **Specification of Work – Kingston Town Centre OAPF Urban Design Support**

The Kingston Town Centre Opportunity Area Planning Framework/Area Action Plan (OAPF/AAP) project team requires the services of an urban design officer in preparing the consultation draft document for public consultation and subsequent revision of the document for adoption by the Mayor and the Royal Borough of Kingston (RBK). Required skills include desktop publishing/graphic design using Adobe Creative Suite, contextual mapping using MapInfo and AutoCAD and knowledge of approaches to assessing development capacity.

Key tasks and estimated completion dates are:

1. Sept 2015 – DTP of the document (currently in word format) and translation of initial diagrams to graphics that appropriately reference and illustrate the key policies and ambitions; this will also require adaption of existing masterplan graphics produced by external consultants to ensure a consistent style throughout the document. The consultant will be expected to gain a rapid familiarity with the document and where appropriate suggest changes which would improve overall document structure and clarity. The consultant will also contribute to the development capacity study.
2. Nov/Dec 2015 – Preparation of supporting materials for initial consultation, including a series of presentations for the OAPF Project Board, the Mayor and RBK, local stakeholders and landowners; any supporting materials required for consultation events;
3. Feb 2016 – Review of initial consultation responses, where appropriate supporting GLA/RBK officers in drafting suitable responses. Recommended changes to the document will need to be summarised and presented to the Project Board.
4. April 2016 – DTP of the document for adoption, including making the necessary changes arising from consultation and agreed by the GLA or Project Board. This will likely require modifications to the key figures and text, and may require the production of new figures based either on technical studies concluded during the consultation period or emerging landowner proposals.
5. April 2016 – Preparation of supporting materials for launch of consultation draft OAPF and liaison with relevant GLA staff to publish document on website.

The Kingston OAPF/AAP has a small project team, therefore the consultant may be asked to contribute to other related areas within their general skill set if necessary to assist officers to finish the project on schedule.

