



## INVITATION TO TENDER

Yateley Town Council invites tenders for a contract starting in **August** 2020 for the following project:

- (1) To provide professional planning consultancy services for the development and writing of the Yateley, Darby Green & Frogmore Neighbourhood Plan

The full specification for this work is contained in Appendix A.

Completed tenders must be received in writing by midday on **XXXX 2020**. Tenders received after this date will not be considered. Please submit the contract values excluding VAT broken down as per the numbered sections within the specification.

Completed tenders or enquiries should be sent to the Town Clerk at the following address:

Mrs Rochelle Halliday  
Yateley Town Council  
Council Offices  
Reading Road  
Yateley  
GU46 7RP

Or by email  
[rochelle.halliday@yateley-tc.gov.uk](mailto:rochelle.halliday@yateley-tc.gov.uk)

## Appendix A

### Background & Work to Date

Yateley Town Council started its journey into neighbourhood planning in 2017. A Steering Group was set up and now has around 15 active members.

An initial public consultation and a resident survey have been undertaken to develop the first draft of the Neighbourhood Plan.

### Tender Submission

Consultants are invited to set out the process for developing and writing a Neighbourhood Plan to ensure that it is both sound, evidential based and reflects the requirements and aspirations of the Yateley, Darby Green and Frogmore parish.

Firms are encouraged to present their own methods for preparing a Neighbourhood Plan, drawing on their prior experience, knowledge and best practice.

The tender submission should include the following information:

#### 1.0 Key Stages for Developing the Plan

1.1 Consultants should provide a schedule of work showing the key stages required to deliver the Neighbourhood Plan from its current stage up to Independent Examination.

1.2 The key stages should include the following elements:

- a. Review of the vision statement and objectives to ensure they are representative of the community needs and reflects the Town's future aspirations;
- b. Advising the Neighbourhood Plan Steering Group on policy development;
- c. Coordination and advice regarding public consultations and other community engagement;
- d. Producing a draft Neighbourhood Plan and tracked amendments;
- e. Ensuring draft Plans align with the Hart District Council Local Plan 2032, the National Planning Policy Framework, any other relevant planning guidance and best practice;
- f. Creating the statutory documents required for the formal neighbourhood planning process, including the Basic Conditions and Consultation Statement;
- g. Producing an Executive Summary for the Plan and a finalised version of the Plan;
- f. Creating a sound evidence base to support the Plan's policies.

## 2.0 Project Management Process

Details must be included showing how the project will be managed to ensure the key deadlines are met and how any problems that may arise will be resolved.

## 3.0 Corporate Experience

A summary of the consultancy firm's prior experience on neighbourhood planning projects with other Councils, including case studies and any testimonials, should be detailed.

## 4.0 Key Personnel Experience

Please include CV information detailing professional credentials relevant to neighbourhood planning for key consultants in the organisation.

## 5.0 References

Two references from Town or Parish Councils they have worked with to create a Neighbourhood Plan should be submitted with your tender.

## 6.0 Pricing

A fixed price for each stage of the Plan's development should be itemised. The price should include all consultancy costs associated with the delivery of the work, including travel to Yateley for meetings.

Please also details the hourly rate for key personnel and the day rate to be charged for additional work.

Please note that the Council will not enter into an open ended fee arrangement for this project. Any additional work will need prior approval by the Council.

### **Key Dates**

Tender submission deadline

Tenders to be reviewed and shortlisted w/c

Successful supplier to be notified

Inception meeting with contractor w/c

The shortlisted consultants may be invited to give a short presentation to the Neighbourhood Plan Steering Group prior to the contract being awarded.

The closing date for tenders is on **XXX 2020**. Tenders received after this date will not be considered.