



INVITATION TO TENDER

Yateley Town Council invites tenders for a contract starting in September 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 12pm on **Friday, 21st August 2020**. Tenders received after this date will not be considered. Please submit the contract values excluding VAT broken down into the numbered sections within the specification.

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

Mrs Alison Blanchard
Yateley Town Council
Council Offices
Reading Road
Yateley
GU46 7RP

Or by email
office@yateley-tc.gov.uk

Please note that the Council's Standing Orders prohibit prospective contractors from contacting Council Members or staff to encourage or support their tender outside the prescribed process.

Yateley Town Council, Reading Road, Yateley, Hants, GU46 7RP. 01252 872198 www.yateley-tc.gov.uk

Appendix A

Background & Work to Date

Yateley Town Council started its journey into neighbourhood planning in 2017. A Steering Group and volunteer group has been set up with around 10 active members.

An initial public consultation and a resident survey have been undertaken to develop the first written draft of the Neighbourhood Plan (please see attached document).

Tender Submission

Consultants are invited to set out the process and consultancy costs for developing and writing a Neighbourhood Plan to ensure that it is:

- Sound;
- Evidence based;
- Reflects the requirements and aspirations of the Yateley, Darby Green and Frogmore parish and;
- Meets the basic conditions and the other requirements set out in paragraph 8 of Schedule 4B to the Town & Country Planning Act 1990 (as amended) at the independent examination stage, with minimal changes.

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 & Target Completion Dates 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 the independent examination. Target completion dates have been included for each key stage, for guidance.

1.2 The key stages should include the following elements:

- a. Review of the vision statement and objectives to ensure they represent the community's needs and reflect the Town's future aspirations;
- b. Advising the Neighbourhood Plan Steering Group and any associated volunteer groups on policy development;
- c. Creating a sound evidence base to support the Plan's policies;
- d. 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;
- e. Producing a draft Neighbourhood Plan with tracked amendments;

Target date: November 2020

- f. Coordination and advice regarding public / community engagement and statutory consultations;

Target date: December 2020

- g. Creating the statutory documents required for the formal neighbourhood planning process, including the Basic Conditions and Consultation Statement;

- h. Producing an Executive Summary for the Plan and a finalised pre-examination version of the Plan;

Target date: January 2021

1.3 The final draft of the Neighbourhood Plan, Basic Conditions and the Consultation Statement should be completed by January 2021.

2.0 Project Management Process

2.1 Details must be included to show how the project will be managed to meet the key deadlines how any problems that may arise will be resolved.

3.0 Corporate Experience

3.1 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

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

5.0 References

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

6.0 Pricing

6.1 A fixed price, excluding VAT, 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. It is anticipated that there will be up to 6 meetings that require attendance, which will be by a mixture of videoconferencing and in person.

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

6.3 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.

7.0 Presentation

7.1 The shortlisted firms will be required to deliver a 20 minute presentation to the Neighbourhood Plan Steering Group on the week commencing 24th August 2020 to include:

- The key issues facing Yateley, Darby Green & Frogmore parish;
- How the timeline for the work will be achieved.

Key Dates

Tender submission deadline	Friday, 21st August 2020, 12pm
Tenders to be reviewed, shortlisted and presentations made	w/c 24th August 2020
Tender to be awarded & successful supplier to be notified	w/c 7th September 2020
Inception meeting with contractor	w/c 14th September 2020

The closing date for tenders is **Friday 21st August 2020**. Tenders received after this date will not be considered.