



ASPLEY GUISE PARISH COUNCIL

From: Aspley Guise Parish Clerk <clerk@aspleyguiseparishcouncil.gov.uk>

Sent: 21 July 2021 18:15

To: clerk@aspleyguiseparishcouncil.gov.uk

Subject: Tender for Neighbourhood Plan assistance

Good Evening,

Aspley Guise Parish Council is looking to appoint a planning consultant to assist in the development and finalisation of its Neighbourhood Plan.

The draft NP plan and draft GI report are attached, any further details and other relevant documents can be made available on request.

We invite you to submit a tender for these services by close of business on the 30th July to clerk@aspleyguiseparishcouncil.gov.uk

Detailed Scope of Services

Continued Neighbourhood Plan Preparation

You will undertake a detailed review of the existing policies and advise on those that should remain and where changes could be made. In order to inform potential site allocations, you would then facilitate a housing needs survey and then a 'call for sites' exercise to establish the local housing need and what land is available for development in the Parish. You would produce a comparative site assessment methodology to objectively consider which site(s) should be allocated for development according to a balance of criteria.

Following this you would re-draft the Plan to provide robust policies as a result of the outcome of the assessments to ensure they serve a clear purpose in the context of the area, complementing rather than duplicating existing national and Local Plan policies.

Thereafter you would facilitate the Regulation 14 consultation and undertake post consultation analysis and update the Plan where necessary. The final strand of work would be the preparation of the statutory documents (i.e. the basic conditions statement and consultation statement), arranging for the Strategic Environmental Assessment (SEA) screening and the management of the Examination process.

You would attend monthly Parish Council meetings and be available to respond to queries by telephone or email outside of these.

You would assist from time to time and provide advice with regard to any developer(s) who seek to carry out developments which may be material to the Neighbourhood Plan.

We are seeking a lump sum fee for the services (save as provided) and details of hourly rates, and an estimate of fees with regard to the advice in connection with any proposed development material to the Plan.

If you have any questions, please ask as soon as possible and also please advise if you are not interested in providing a quote.

Thank you,

Regards

Lynne Simons

Aspley Guise Parish Clerk & Responsible Financial Officer