

Neighbourhood Plan

Appointment of Consultants

Proposed Specification

Consultants submitting tenders are invited to set out their proposal demonstrating how they would undertake the delivery of this work, drawing on any relevant experience in undertaking similar projects.

The Town Council envisages that the work will involve the following Key Stages, but consultants are expected to set out their own approach to neighbourhood plan preparation. Consultants may choose to set out a different approach in their tender submissions if they believe it to be justified on the basis of delivering best practice.

Inception Meeting

Following appointment of consultants an inception meeting will be held with the Steering Group to effectively commence the commission. This will address the following:

- Confirmation of Hailsham NDP Steering Group – membership, consultant/client teams, roles, etc
- Reporting protocols
- Agree a definitive programme for the Neighbourhood Plan project and the key deliverables
- Agree initial and ongoing publicity arrangements
- Agree the methodologies to be used in appraising the plan

Preparation of a Report of Survey and Physical Appraisal

One of the first elements in the production of a Neighbourhood Development Plan for Hailsham will be to prepare a profile of the town - how it functions, the role it plays in the wider geographic context, and analysis of its socio-economic characteristics. A physical analysis will also be undertaken to explain and show the environmental characteristics of the area as well as an appraisal of constraints and opportunities for possible growth including, for example the style and architectural merit of its built environment, heritage assets, wildlife features, flood risk etc.

(This work is expected to draw primarily upon the substantial amount of information already available and is not expected to form an overly time consuming or costly element of the overall project.)

Information gathered at this stage will be pulled together into a single written and illustrated report (and Executive Summary) for the town, identifying potential future opportunities and challenges to the future sustainability of Hailsham, the content of which should be presented to the Steering Group for approval.

Establish a Vision and Objectives

It will be necessary to identify what the vision is for the town for the next 10 - 15 years and the identification of key objectives which will shape the content of the

Neighbourhood Plan. This will include identifying the type and scale of future development and physical infrastructure requirements necessary to achieve this vision. This work should recognise that Hailsham is not a homogenous town and that different areas may require different approaches to address social, economic and environmental issues.

Separate consideration could also be given to a long term vision for the town looking forward beyond 15 years, in terms of gauging aspirations and appetite for any future additional growth. This should be broadly defined, appraised and illustrated. Its appraisal should establish its overall benefits and impacts and address its deliverability. This process will involve direct engagement with the community and partners using a variety of methods which will seek to identify and obtain a consensus around key priorities, challenges and opportunities facing Hailsham.

Once a draft vision and objectives for the town have been defined they will be reported back to the Steering Group for approval prior to publication and consultation with the wider community.

As a minimum this consultation on issues and objectives is expected to include:

- direct engagement with surrounding parish councils and all stakeholder organisations
- publication and distribution of summary leaflet/questionnaire
- press notice
- web site publicity and link to on-line consultation
- community events/drop in sessions

A report detailing responses received and summarising key issues will be produced, and reported back to the Steering Group.

Production of Draft Neighbourhood Plan and Community Testing

A draft NDP will be prepared (a written statement with policies / their explanatory justification plus a detailed proposals map on an Ordnance Survey base showing policy designations and any allocations) using information gathered to date, and feedback on the Vision and key objectives with due regard to national policy guidance.

The draft plan will promote sustainable growth and investment in the town including through the possible allocation of land for development (following appraisal of site options) and should contain a chapter on the implementation of proposals. It will set out proposals for key infrastructure investment to support the level and distribution of any development proposed.

Following approval by the Steering Group the draft plan will undergo a further period of public consultation comprising, as a minimum the following:

- direct engagement with surrounding parish councils and all stakeholder organisations
- publication and distribution of summary leaflet/questionnaire
- press notice
- web site publicity and link to on-line consultation
- community events/drop in sessions

A report detailing responses received and summarising key issues will be produced, and reported back to the Steering Group together with any recommended amendments for approval by the Steering Group.

Production of Final draft Neighbourhood Plan

A submission draft of the NDP will be prepared, taking into account of the feedback received, together with a summary of the methodology and consultation undertaken to date to demonstrate that the plan would have been prepared through an open, rigorous and inclusive process, having proper regard to Government policy. Consultants should be prepared to provide presentations to audiences of the Steering Groups choosing.

Submission to District Council, Independent Examination and Adoption

Following completion of this final draft of the Hailsham Neighbourhood Plan the Town Council will submit the plan to the District Council for consideration and for subsequent independent examination and thereafter Local Referendum with a view to the plan being adopted as part of the statutory Development Plan. These latter stages are currently outside the scope of this commission but consultants should indicate their initial willingness and ability to assist with these stages at a future date if required.

Appraisals

The consultants will be required to prepare any associated documents, as part of the preparation of the Plan, including as necessary:

- Sustainability Appraisal
- Equality Impact Assessment
- Habitat Regulations Assessment

The methodology for these will first be agreed with the Steering Group. These will all be written up (including details of the methodology used) and submitted to the Steering Group with the submission draft NDP.

Consultation and Engagement

The Council wishes to actively engage and work with the stakeholders, residents and businesses in Hailsham and consultants should aim to actively engage with residents and groups to generate ideas and options for the town and innovative methods of engagement away from the standard 'drop in' events will be encouraged and be part of the assessment of tenders received. Assistance will be provided on identifying stakeholders and setting up meetings and special workshops sessions that the consultant may wish to take place, this will include identification and booking of venues and any supporting event organisation.

Outputs and Requirements

The successful consultants must ensure that the following requirements are met:

- Attendance at and servicing of regular meetings with Steering Group throughout duration of the project
- Work with Town Clerk and Town Council officer team to agree agenda and ensure circulation of agenda and reports in accordance with Town Council statute and standing orders
- Production of all necessary materials, leaflets/questionnaires etc for consultation
- Production of a Report of Survey and Physical Appraisal of Hailsham
- Production of Draft Vision and Objectives for the town and Summary Leaflet.
- Report on feedback from consultation on draft vision and objectives
- Production of Draft Neighbourhood Plan
- Report on feedback from consultation on draft neighbourhood plan
- Production of Final Draft Neighbourhood Plan, consultation feedback and summary of methodology and consultation undertaken. Production of necessary 'appraisal' documents
- Presentations of final draft Neighbourhood Development plan.

Payment

The fee for the project and all management associated with the study will be determined, agreed and fixed. This fee will be inclusive of all costs associated with staffing, research, printing, despatch, telephone, travel and any other costs incurred by the contracted consultant. It is proposed that payment will be phased upon completion of key stages of work (to be agreed) in accordance with the main body of the tender brief.