

# Hailsham Neighbourhood Plan

## Appointment of Consultants

### Consultants Brief

#### **Project Task**

Hailsham Town Council (HTC) is looking to appoint suitably qualified consultants to help in the preparation of a Neighbourhood Development Plan.

Consultants suitably experienced in spatial planning, planning policy preparation and with a good working knowledge of neighbourhood planning, are required to assist the Town Council in the project.

#### **Overview**

HTC has resolved to progress the preparation a neighbourhood plan for Hailsham under the powers granted by the Localism Act 2011.

A Neighbourhood Plan Steering Group has been established to oversee the Neighbourhood Plan project. The Steering Group is currently made up of nine councillors, and three local resident representatives.

The Neighbourhood Area the Town Council is seeking to define is the whole of the Parish of Hailsham. (A copy of the Parish Boundary Map is attached.)

A plan of this scale is considered necessary to enable full consideration to be given to the significant opportunities and challenges facing the town and to ensure the future comprehensive planning and regeneration of the town.

To date Steering Group representatives have:

- meet with representatives of Wealden District Council to discuss the proposed preparation of a Neighbourhood Plan including the extent of the designated area and possible scope of the proposed plan
- scoped the possible themes of the proposed plan
- meet with representatives of Burgess Hill Town Council to discuss their experiences of preparing a Neighbourhood Plan
- prepared a draft initial marketing / communications plan
- prepared a draft initial project programme plan

The local planning authority, Wealden District Council, is in the process of preparing a draft Local Plan, as well as a Hailsham Action Plan, and expects that the neighbourhood planning work will both respond to and inform the content of those emerging Plans. The District Councils timetable envisages submission of its draft plans to the Planning Inspectorate for Examination in the first quarter of 2017.

It is anticipated that the Neighbourhood Plan preparation process will be carried out in parallel to the draft Local Plan / Area Action Plan timescales and will take no more than 12-18 months to production of submission draft Hailsham Neighbourhood Plan. Consultants are requested to submit a planned programme of work to demonstrate how this could be achieved and to identify any risks and/or impediments to achieving such a timescale.

The Town Council has initially set a budget of £80,000 to cover all costs associated with preparation of a Neighbourhood Plan, including consultant costs, and having due regard to grants that may be available.

### **Consultancy requirement**

Hailsham Town Council is seeking to appoint a suitably qualified and experienced consultancy to:

1. carry out necessary evidence base preparation to support the Neighbourhood Plan preparation and prepare a Report of Survey and Physical Appraisal
2. carry out comprehensive community and stakeholder engagement to inform the evidence base and test the topic themes that emerge resulting in the establishment of a Vision and set of Objectives
3. draft a set of robust policies for the topic themes that are confirmed in due course drawing upon work carried out under 1 and 2 above
4. draft the intended Neighbourhood Development Plan and the statutory required supporting documents

Draft policies will need to draw upon the key findings from the evidence base which have helped to shape and inform future development issues which are important to local people and businesses. The policies will also need to demonstrate how they will help to achieve the draft vision and objectives.

It is important that the plan is easy to read and written in plain English. The plan should be a useful and useable document and understood by local residents, businesses and organisations.

A specification has been drafted by the Town Council to guide consultant tender submissions. (Copy attached) However 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.

It is intended that the Hailsham Town Council NDP Steering Group will meet on a regular basis for the duration of the commission and will be responsible for managing the overall direction and progress of the assignment, ensuring that the commission is executed in accordance with the brief and that key deliverables are produced to the required quality and within the agreed timescale. It is expected that representatives of the consultant team will service these meetings.

Consultants will be required to provide a named project manager to lead and act as the point

of contact throughout the duration of this project. The project manager should have sufficient and applicable experience to manage this type of project and be available for discussions and work with the client as required.

### **Tender Submission and Selection Process**

The tender submission should be submitted by 12 noon on Friday 13 May 2016 and include the following:

- An outline of your previous experience, suitability for the commission and other NDP projects you have worked on (including reference contacts)
- Where it is proposed to sub-contract any element of the work, details of the company concerned together with relevant staff
- A document setting out concisely what work will be undertaken and how
- Any issues that are identified with the brief that may impact on the scope of work
- A draft programme to meet the above timescales
- The fee proposal broken down into days and rates
- The resources to be used including staff costs and other resources. For individual members of staff, the day rate and rate per day should be specified. An estimate for travel expenses should also be provided.
- Names of two referees
- Confirmation that no conflict of interest would arise in the event of being appointed

Tender documents should be submitted by email to John Harrison, Clerk at Hailsham Town Council using the following email address: [john.harrison@hailsham-tc.gov.uk](mailto:john.harrison@hailsham-tc.gov.uk) or by post to:

John Harrison  
Town Clerk, Hailsham Town Council  
Inglenook, Market Street  
Hailsham,  
East Sussex  
BN27 2AE

Late submission and missing information may impact on the consideration of your proposal. The Steering Group will invite consultants for interview as part of the selection process. The tender will be judged on previous experience and track record, quality of the engagement and project plan and cost/value for money. The Town Council is not bound to accept the lowest tender nor does it undertake to make an appointment from this exercise.

Before a contract is signed, the Consultant to be appointed will be expected to submit their Environmental & Ethical Policies and safe working practices which will be followed during the project.