



Ministry of Housing,
Communities &
Local Government

Locality
33 Corsham Street
London
N1 6DR

27th July 2020

Contract Number: CPD/004/117/081

Dear Contractor

CONTRACT FOR THE 2018–2022 NEIGHBOURHOOD PLANNING SUPPORT SERVICES

Please find attached an amendment to the above-mentioned contract. Please confirm acceptance of this amendment as soon as possible by signing and returning this document to the undersigned.

MHCLG will accept a signed Word or PDF version.

I look forward to hearing from you.

Yours faithfully

REDACTED

Senior Procurement Advisor



AMENDMENT TO CONTRACT

The details contained in this document form a binding amendment to the Contract referenced below between the Contractor and the Secretary of State for the Ministry of Housing, Communities and Local Government ("MHCLG").

Contract title	:	Contract for the 2018-2022 Neighbourhood Planning Support Services
Contract reference	:	CPD/004/117/081
Purchase order no.	:	REDACTED
Contractor	:	Locality
Amendment no.	:	9
Effective date of amendment	:	10 th August 2020
Details of amendment	:	MHCLG seeks to provide additional neighbourhood planning support to neighbourhood planning groups in urban and deprived areas, in the form of Additional Grant and Technical Support within the existing contract.

The following amendments are made to the existing Contract documentation.

Appendix A - Additional Neighbourhood Planning Support for Urban and Deprived Areas – Details amended eligibility criteria through which provision of additional support will be made to urban and deprived areas

Contract value prior to amendment: £33,623,291 (incl. VAT). (inclusive of Amendment Nos.1, 2, 3, 4, 5, 6, 7 & 8.)

Maximum value of this amendment: nil value – there will be no increase to the overall contract value, as costs associated with Amendment No. 9 are within value.



Ministry of Housing,
Communities &
Local Government

Revised value : £33,623,291 (incl. VAT).
for the Contract

Terms and conditions : All other terms and conditions remain the same for this
Contract.

FOR AND ON BEHALF OF THE SECRETARY OF STATE FOR HOUSING, COMMUNITIES AND LOCAL GOVERNMENT	FOR AND ON BEHALF OF THE CONTRACTOR
Name: REDACTED	Name: REDACTED
Title Senior Procurement Advisor	Title: Chief Executive
Signed:	Signed:
Date:	Date: 30 July 2020



Appendix A – Additional Neighbourhood Planning Support for Urban and Deprived Areas

Background

This contract variation (Contract Amendment No. 9) seeks to provide additional neighbourhood planning support to neighbourhood planning groups in urban and deprived areas, in the form of Additional Grant and Technical Support.

Specifically, this contract variation will make neighbourhood planning groups in urban and deprived areas eligible under the 2018-2022 Neighbourhood Planning Support Programme Contract, for both:

- **Additional Grant:** which will increase the amount of grant available to groups in these areas from £10,000 (the maximum value of Basic Grant) to £18,000 (the maximum value of Additional Grant), and;
- **Technical Support:** which will make the full range of technical support packages, providing professional support and advice on technical planning or process issues, available to neighbourhood planning groups in urban and deprived areas

We are seeking to introduce additional support for urban and deprived areas under this contract variation, via a change to the eligibility criteria for Additional Grant and Technical Support, through which we are adding urban and deprived areas to the existing categories of groups already qualifying for both forms of support.

Eligibility Criteria

The existing eligibility criteria for **Additional Grant** - as set out under Table 1 on pages 13-14, in the Annex A: Specification document of the original contract - which currently reads as follows...

Who is eligible to apply for grant?

Additional Grant

- Customers allocating sites for housing in their plan
- Customers including site specific design codes in their plan
- Business neighbourhood plans
- Clusters of three or more parishes
- Neighbourhood areas with a population of over 25,000



Ministry of Housing,
Communities &
Local Government

... and all other references to eligibility criteria for Additional Grant within the original contract documents and all subsequent contract amendment documents, are superseded under this contract variation by the following eligibility criteria:

Who is eligible to apply for grant?

Additional Grant

- Customers allocating sites for housing in their plan
- Customers including site-specific design codes in their plan
- Business neighbourhood plans
- Clusters of three or more parishes
- Neighbourhood areas with a population of over 25,000
- Customers in urban areas
- Customers in deprived areas

Similarly, the current eligibility criteria for **Technical Support** - as set out in the EOI Form diagram on page 11, in the Appendix 1: Specification for Discounted Homes for Sale Pilot Programme document of Contract Amendment No.5 - which presently states that technical support can be accessed if customers are....

- Allocating sites for housing
- Including design codes in the NDP (Neighbourhood Development Plan)
- Preparing an NDO (Neighbourhood Development Order)
- Seeking forum development support (prospective forums only)
- Facing challenge or dispute
- Seeking to bring forward housing for those who cannot afford to buy a house at market value

... and all other references to eligibility criteria for Technical Support within the original contract documents and all subsequent contract amendment documents, are superseded under this contract variation by the following eligibility criteria:



Who is eligible to apply for Technical Support?

- Customers allocating sites for housing
- Customers including design codes in the NDP (Neighbourhood Development Plan)
- Customers preparing an NDO (Neighbourhood Development Order)
- Seeking forum development support (prospective forums only)
- Customers facing challenge or dispute
- Customers seeking to bring forward housing for those who cannot afford to buy a house at market value
- Customers in urban areas
- Customers in deprived areas
-

Note that in all instances where reference is made to urban and deprived areas, these areas are defined as follows:

- **Urban Areas** – Areas that are non-parished.
- **Deprived Areas** – Areas where more than 30% of the land or population of the neighbourhood, is amongst the 20% most deprived areas in England, in accordance with the Index of Multiple Deprivation.

Under this contract variation, designated neighbourhood planning forums are eligible for the full range of Technical Support on offer, and maximum value of Additional Grant available.

Effective Date

This contract variation comes into effect on 10th August 2020, and will remain in effect until the current 2018-2022 Neighbourhood Planning Support Programme Contract expires on 31st March 2022.

Technical Support Facilitation Package

Under the umbrella of the additional support it is providing to urban and deprived areas, this contract variation also seeks to expand the scope of the existing Technical Support Facilitation Package – which, as set out in Table 2 on page 16, in the Annex A: Specification document of the original contract, ensures that:

‘mediation and/or dispute resolution services are available for rare cases in which some kind of intervention is deemed necessary to help resolve a dispute between the group and their local planning authority or another key stakeholder’

Expansion of the existing Technical Support Facilitation package under this contract variation is intended to directly assist neighbourhood forums and parish councils in urban and deprived areas with the unique challenges they face.



Ministry of Housing,
Communities &
Local Government

In flexing the scope of the existing Technical Support Facilitation Package, from 10th August 2020, this contract variation makes the following menu of support available to groups in urban and deprived areas:

- Good governance for neighbourhood forums, including the role of the chair.
- How to attract a diverse range of people with a range of skills and experience to be members of the forum, maintain their involvement and make best use of their skills and capacity. Including skills audit and training and development for members.
- Good financial management, budget setting and accounting for neighbourhood forums, including working with an eligible body to act as fundholder for their neighbourhood planning grant.
- Setting goals and objectives for the neighbourhood forum and knowing which to pursue via the NDP and which and how to pursue by other means. For example in low value areas with high levels of rented housing, the condition of the existing housing stock, high-street regeneration and the quality and reach of local services may be the biggest issues. While in high value or growth areas, it may be the impact and opportunities resulting from private sector led developments.
- Establishing a local road map towards the NDP, and its subsequent implementation.
- Moving forward where they have stalled in their plan making processes.
- Engaging and managing contractors, consultants, and other professionals, e.g. those undertaking community capacity building, conducting housing surveys or drafting the NDP.
- How to raise the profile of the neighbourhood forum with the local population.
- Developing a website.
- How to engage and consult with a wide spectrum of the population and ensure people from the most deprived parts of the area and from different communities are equally engaged and supported to do so.
- How to engage local community organisations with good reach to different parts of the community.
- How to attract funding beyond the grant support available through the Neighbourhood Planning Support Programme, e.g. for meeting places and consultants.
- How to develop good working relationships with the LPA and other statutory agencies to progress NDP.
- How to develop knowledge and skills within the neighbourhood forum on planning matters.
- Other work to act as a critical friend of their proposals.

The provision of the Technical Support Facilitation Package to groups in urban and deprived areas will be assessed and agreed via the usual route of a diagnostic led



Ministry of Housing,
Communities &
Local Government

by Locality, followed by scrutiny and sign off by MHCLG, as established within paragraph 4.32 on page 11, in the Annex A: Specification document of the original contract, which states:

‘ 4.32. Any recommendations to award a Technical Support package shall require prior approval by DCLG. The Contractor shall deliver a robust and transparent process for reviewing Technical Support package applications which will allow DCLG to make decisions regarding the Contractors’ award recommendation as soon as possible, and in an efficient and informed manner. These processes shall include robust measures to help prevent fraudulent or inappropriate awards, and shall satisfy the reporting requirements set out in Schedule 1 (Contract and Performance Management)’