



## HERTFORD TOWN COUNCIL

31 January 2024

### **Hertford Town Council Neighbourhood Planning – Request for Consultancy Services**

Hertford Town Council is inviting expressions of interest for the provision of specialist services in neighbourhood planning.

#### **Background**

Work to develop the Castle, Kingsmead West and Bengoe South (CKWBS) Neighbourhood Plan is underway. The Plan will define the aspirations and priorities of the local community for the future of Kingsmead Ward. It will also set down ways of improving and enhancing the quality of life for residents and visitors to Kingsmead.

The Plan will be based on evidence and provide analysis on a range of themes the community has already identified and is working on. The adopted Plan will provide a framework by means of which future developments can contribute positively to the community and can provide an evidence base for funding bids to help deliver the Plan's objectives.

#### **Governance of the Work**

As per the requirements of the Neighbourhood Planning Regulations (2012), the parish or town council is the local government body which initiates and leads the process of developing the Neighbourhood Plan for its local wards.

The Council will engage in conversation with the residents of Castle, Kingsmead West and Bengoe South wards, community organisations, elected representatives, businesses, developers, etc.

The Community Steering Group will be the established body representing the voice of the local community on matters concerning the Neighbourhood Plan. The town councillors for these three wards will formally contribute to the Plan under the name of a Working Party that the Council is in the process of establishing.

#### **Proposed timetable of the project:**

Your input will be used during the development of the Neighbourhood Plan, as in the timetable below (HTC denotes Hertford Town Council; C denotes Consultant):

The first public meetings are expected to take place for the CKWBS Neighbourhood Plan in March and April 2024.

The timetable is indicative and not fixed. The appointed consultant would be invited to provide input on adjustments to it.



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**March 2024:** Appointment of Consultant

**March 2024 :** Programme of work (C to lead; HTC to support)

**March/April 2024:** First round of applications to Locality.org for funding (C to lead)

**March and April 2024:** First public meetings with the communities.

**April to May 2024:** Establishment of Community Steering Groups Community meetings (C to lead and HTC to support)

**April to October 2024** Research and gathering of data on the matters listed in the note and that arise from the community public meetings noted above (C to lead)

**July to October 2024:** Develop the vision, policy options and body of evidence of the Neighbourhood Plan (C to lead)

**November 2024:** Consultation with community on vision and policy options (C to lead)

**December and January 2024:** Analysis of feedback and proposed responses (C to lead)

**January 2025 :** Second round of applications to Locality.org for funding (C to lead)

**February and March 2025:** Conclude analysis of the consultation (C to lead)

**April 2025 onwards :** Producing the draft of the Neighbourhood Plan (C to support)

### **Duration**

Consultancy Services for the Neighbourhood Plan is expected to cover the period between March 2024 and February 2026. The end date for the consultancy is not fixed. The key point is that all the input of the appointed consultant is achieved.

The Council is recruiting a part-time Project Officer to assist with only this project.

Please return your bid, that includes significant evidence of your suitability to undertake this work, to

The Town Clerk Hertford Town Council

Hertford Castle

Hertford SG14 1HR

By noon on Tuesday 20 February 2024

**Please mark the envelop Private and Confidential – to be opened by addressee only**

**Joseph Whelan Town Clerk**