**Neighbourhood Plan – Consultant Appointment Brief**

Hellesdon Parish Council is seeking to appoint a consultant to assist in the updating of the Hellesdon Neighbourhood Plan.

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

The existing Hellesdon Neighbourhood Plan was adopted in 2017 and runs until 2026. At the time of initial preparation there were significant time constraints. With the updating of the Neighbourhood Plan we wish to investigate whether we have the number of policies required to suit the vision of current Hellesdon residents, and whether existing polices are prescriptive enough to be effective.

The current Neighbourhood Plan can be found here: <https://www.southnorfolkandbroadland.gov.uk/adopted-neighbourhood-plans-broadland/hellesdon-neighbourhood-plan>

The Neighbourhood Plan area will cover the parish of Hellesdon. Hellesdon is located in the Broadband District and has an electorate of approximately 9,000 people. Whilst Broadland is a mainly rural District, Hellesdon borders the city of Norwich and has a largely urban feel.

A Neighbourhood Plan Working Group will be established to oversee the Neighbourhood Plan project. The Working Group will be made up of both parish councillors and local residents.

The working 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.

The Local Planning Authority is currently working on a Greater Norwich Local Plan (GNLP) which the parish of Hellesdon falls within. Further details of the GNLP and its progress can be found here <https://www.gnlp.org.uk/>

The consultant will be expected to:

1. Attend meetings of the Hellesdon Neighbourhood Plan Working Group.
2. Liaison with the Parish Clerk to agree agendas in accordance with meeting schedules.
3. Liaison with the Parish Clerk outside of meetings to agree and assign action points.
4. Carry out necessary evidence base preparation, including engagement with the local community, to support the Neighbourhood Plan preparation.
5. 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
6. Production of all necessary materials, leaflets/questionnaires etc for consultation
7. Draft a set of robust policies for the topic themes that are confirmed drawing upon work carried out
8. Liaise with the Local Planning Authority to ensure adherence of the Neighbourhood Plan to the basic conditions.
9. Arrange for publication and feedback in accordance with Regulation 14 of The Neighbourhood Planning (General) Regulations 2012
10. Draft the intended Neighbourhood Development Plan and the statutory required supporting documents
11. Submit to the Local Planning Authority the completed document in readiness for Regulation 16 of The Neighbourhood Planning (General) Regulations 2012
12. Works to be completed within and 18 – 24 month timeframe, to be set by the consultant, to ensure that there is no gap between the expiry of the old plan and adoption of the new.

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

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.

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 specification.