

# PORINGLAND PARISH COUNCIL

## SPECIFICATION FOR TENDER NEIGHBOURHOOD PLAN CONSULTANT

Poringland Parish Council has agreed to begin the Neighbourhood Planning process, and is seeking a Consultant to work with them through this process. The Parish Council will be engaging a Project Officer who will be responsible for meeting administration, promotional material, and running public consultation events and campaigns. They will also collate the results of these campaigns.

The key role of the Consultant will include, but not be limited to:

- Attending some meetings as required to ensure a working knowledge of the Project;
- Guiding the Neighbourhood Planning Committee through the process;
- Analysing the results of public consultation campaigns and drawing out key themes for the attention of the Committee;
- Development of policies and other documents as required by the process;
- Development of the Draft Neighbourhood Plan up to the Independent Examination stage.

Poringland Parish Council invites quotations from Consultants, outlining their specification of works and fixed pricing against each part of the process. Consultants may also highlight their hourly / day rate for additional work outside the scope of their specification. Please note that the list above is not a specification, but gives an idea of which elements of the process the Committee seeks to outsource to a Consultant. This is a very open ended tender and may be subject to discussion with each Consultant (although individual Consultant specifications and prices will not be shared between them).

Consultants are welcome to submit, alongside their specification, case studies, testimonials or any other supporting documentation they see relevant. Consultants should submit a short CV highlighting their qualifications and experience.

Consultants should offer two referees from communities that they have worked with to produce a Neighbourhood Plan. After the close of tenders, the Council will consider the applications and select a shortlist of suitable consultants. The shortlisted consultants will be invited to give a presentation in October, with the preferred consultant being recommended to Council on 25<sup>th</sup> October 2017. **Closing date for tenders: Friday 22<sup>nd</sup> September 2017**

Consultants should note that the Parish Council will not enter into an open ended fee agreement, and that any additional costs must be approved at a meeting of the Parish Council.

### **Further information can be obtained from the Parish Clerk:**

Mrs Catherine Moore BSc FILCM  
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