

Neighbourhood Plan Steering Group meeting notes

Tuesday, 1st September 2020, 3.30pm – held virtually

Present:

Cllr Richard Quarterman (Chair)

Rayner Mayer

Rochelle Halliday (Town Clerk)

1.	<p>Welcome & Apologies for Absence This was the first meeting of the condensed Neighbourhood Plan Steering Group. Cllr Cockarill was not present.</p>
2.	<p>Review of Tender Submissions for Neighbourhood Plan Consultancy Support</p> <p>a) Tender Submissions The Town Clerk issued the tender notice on 27th July 2020. The opportunity was advertised on Contracts Finder, the Council's website and emailed to several planning consultants, recommended by other Councils.</p> <p>Four tenders were received: DLP Planning, KB Planning, WYG and JB Planning Associates. The Steering Group members completed an initial review of the tender submissions.</p> <p>The three most competitive tenders were invited to complete a virtual pitch presentation to demonstrate how they could meet the tender criteria, how sustainable development could be successfully incorporated into the Plan, to talk about the key issues facing the parish and to show how the deadlines could be met.</p> <p>b) Presentations from Prospective Consultants Presentations were completed by DLP Planning, KB Planning and WYG.</p> <p>After the presentation, the information shared in the pitches were reviewed against the tender submissions.</p>
3.	<p>To agree Final Three Tenders to Proceed to Council and Agree Preferred Consultant It was agreed that the pitch, tender and quote received by KB Planning was the most favourable for the following reasons:</p> <ul style="list-style-type: none">• The consultant clearly and confidently demonstrated how they would take the Plan from its current format to a full planning policy document, within the broad timescales required and also capturing the non-planning community initiatives;• The range of experience, technical knowledge and understanding of the impact of future legislative changes on the Plan would be beneficial in producing a coherent and sound Plan;• The local knowledge shown and further willingness to engage to get to know the parish exceeded that of other firms. The consultant also has prior experience working in the District;• The quote offered is competitive and represents very good value against the other quotes received.

	The Steering Group made a recommendation to the Council's Finance & Policy Committee that KB Planning is appointed as the Neighbourhood Plan consultant. The quotes will be reviewed by the Finance & Policy Committee on 7 th September 2020.
4.	Date of Next Meetings <ul style="list-style-type: none">- Volunteer Group: 22nd September- Steering Group: w/c 22nd September TBC (likely to be in the daytime)

The meeting closed at 4.00pm