

Formulation and carrying out of a community engagement / consultation

Stratfield Mortimer Neighbourhood Plan Refresh Initial brief to consultants

Task: To Establish the Community's Aspirations and Key Themes for a New Neighbourhood Plan

Background

Stratfield Mortimer Parish Council is preparing a new Neighbourhood Plan under the powers granted by the Localism Act 2011. The original Neighbourhood plan came into force in June 2017 but the planning authority, West Berkshire Council, is now preparing a local plan that will extend the planning horizon to 2037. The existing Neighbourhood Plan covers up to 2026, hence the need for a new Neighbourhood Plan (NP).

The Neighbourhood Plan Steering Group (NPSG) has discussed the way forward and the Parish Council has notified the residents, via the Parish Council magazine, that a new NP is to be produced but no further engagement or consultation has yet taken place.

The NPSG has determined that there is clearly a need for further engagement and have resolved to carry out a round of consultation in the early spring. The purpose of this round of consultation is:

- a. to establish the community's core aspirations for the development of Mortimer (80% of aspirations)
- b. for the community to have a broad understanding of the likely consequences of delivering those aspirations.

This will establish in broad terms the 'direction of travel' of the New NP providing the basis for research and further consultation.

Because this is the second NP for the parish to be consulted on it is considered that a different approach to the first NP is needed. In particular,

how to engage the public when it is likely there will be very little new housing development proposed.

It is also apparent to the NPSG that there is a tension between gaining a good level of engagement, by putting forward meaningful proposals and the need to not stand accused of prejudging what should happen, while at the same time informing the residents of the likely consequences of any policies. To try and resolve that issue and to take the consultation forward it is felt that professional support is required.

The Parish Council is therefore considering using consultants and agencies to assist with this work. Informal quotes are requested indicating suggested costs and briefly outlining how the work would be conducted.

Brief Details

1. Prepare and cost the detailed programme of work to carry out the consultation

Requirement:

Preparation of a consultation/community engagement process based on the consultant's application and subsequent discussions and agreement with the steering group as to the way forward. Such a process shall:

- Establish the Community's core aspirations identifying the key themes and issues for the Neighbourhood Plan to consider.
- Draw up a well-supported draft shared vision for Stratfield Mortimer's future
- Define a broad set of aims, objectives and outline strategy for achieving sustainable development in 2037
- Agreement on the topics around which 'theme teams' will form, and the main elements of a work-brief for each team.

Output: A costed proposal for carrying out the engagement process,

assuming that the Consultant will lead the process, but that the NPSG will provide support as agreed with the consultant.

2. Delivery of the Consultation

Once the programme of work, costs, timetable and process have been agreed the consultant will prepare for and deliver the engagement process, including:

- The intellectual content, graphics, presentational material, etc.
- Delivery of the works
- Follow up report summarising the outcome and findings of the process, to be emailed in PDF and Word document file format.

Regular progress reports will be submitted to the NPSG

Budget: £5000

3. Completion

Having submitted the documents from the consultation present the findings and recommendation to the NPSG.

4. Timescale

The NPSG wishes to complete the works by 30th April 2022 with a start date of early February.

Consultant Application

Respondents to this brief are to submit outline proposals to carry out this work, that

- Illustrates approaches to carrying out such consultations and their pros and cons.
- Explains how a high level of engagement can be achieved while not prejudging outcomes
- A recommendation as to which approach would be best for this new NP.
- Availability to commence the works and duration to complete the brief
- Expected and maximum costs for undertaking the brief

- Factors that would cause a major deviation from the dates, duration and costs included in the application.

Output: A report summarising the above, supported by detailed appendices as appropriate. To be emailed in PDF and Word format, and a short presentation and discussion of key proposals with the steering group.

Selection: will be based on the following criteria.

- Cost – 30% - Please specify the number of days work and the cost per day.
- Quality – 70%

Please provide

- details of appropriate qualifications for the work including CVs of the people who will work on this contract with evidence of 2 examples of similar work.
- Scanned copies of relevant insurance documents.

Please send completed proposals by email to:

Further information and contact

Name, title, email, telephone, address