



6th February 2020

Dear Interested Party,

You are hereby invited by Newbiggin by the Sea Town Council to tender for the commission of Neighbourhood Planning Consultant.

It is the responsibility of all Tenderers to ensure that their tender is delivered no later than 12 noon on Friday 13th March 2020.

The Town Council will not consider tenders received after that time.

Tenderers should note that the delivery of tender documents should be either hand delivered or by post – clearly marked ‘Confidential – Neighbourhood Development Plan Tender’ in a sealed envelope to:

Miss Elaine Brown
Deputy Town Clerk
Newbiggin by the Sea Town Council
76 Front Street
Newbiggin by the Sea
NE64 6QD

Yours faithfully,

Elaine Brown PSLCC, CiLCA
Deputy Town Clerk

Newbiggin by the Sea Neighbourhood Development Plan

1. Introduction and Context

Information on the qualifying body, including some general background to the neighbourhood plan

Newbiggin by the Sea lies within the administrative area of Northumberland County Council (NCC); the Local Planning Authority. The current Local Plan for Newbiggin by the Sea is the Wansbeck District Local Plan (July 2007). Wansbeck District Council was dissolved in 2009 following Local Government Reorganisation; at this same time the Town Council of Newbiggin by the Sea was formed. NCC are currently consulting on a county-wide Plan which will set out the strategy for development across Northumberland along with many more detailed planning policies applicable across the county. Newbiggin by the Sea Town Council are the qualifying body for the purpose of preparing a Neighbourhood Development Plan within the Newbiggin Parish.

The natural, social and economic context, the things the neighbourhood plan is seeking to change or protect

The Town Council has decided to start work on preparing a neighbourhood plan because it will give the community the opportunity to set out its vision for the Parish to help it have a sustainable future and provide prosperity for future generations. Recent improvements in the town need to continue but there are some serious challenges to sustainability if young families can't be retained or attracted to the Parish.

The demographic outlook for Northumberland is that of an ageing population and a decreasing working age population. Newbiggin by the Sea suffers from both demographic trends and has the added complication of the lowest property value base. A neighbourhood plan can help in guiding decision making through the planning process to provide the right type of development in the most appropriate locations and supporting regeneration to help in achieving greater sustainability for the Parish into the future.

Summary of any background work so far and other related studies and commissions that may be underway

The Town Council has considered in some detail what it sees as being the main challenges and opportunities affecting Newbiggin by the Sea Parish.

This has resulted in a number of 'Big Issues' being defined by the Town Council which are listed under Visions/Objectives.

An initial round of consultation on these Big Issues was carried out in April 2019 with little over 2% response rate received.

A copy of the consultation background paper can be found at the following link: <http://www.newbiggintowncouncil.gov.uk/wp-content/uploads/2019/03/Consultation-background-Paper-FINAL-26-March-2019.pdf>

A copy of the consultation questionnaire can be made available upon request.

The responses to the consultation were collated into a report available at the following link: <http://www.newbiggintowncouncil.gov.uk/wp-content/uploads/2019/09/Consultation-report-190729.pdf>

Purpose of this commission and the type of consultant expertise you are seeking to appoint.

1. Experience

- A track record of successful delivery in the field of spatial planning, preferably including neighbourhood planning.
- Working with community organisations to find solutions.

2. Skills and Knowledge

- Chartered (or working towards) member of the Royal Town Planning Institute.
- Ability to problem solve and find the most appropriate solutions for customers.
- Excellent organisational skills.

- Professional and warm communication manner, both on the phone and via email.
- Excellent numeracy skills and attention to technical planning detail.
- Excellent administration and IT skills, including proficient in the use of Microsoft Office Packages and preferable proficient in the use of customer relationship managements systems, such as salesforce.
- Able to prioritise and stay calm in the face of pressure.

3. Core attributes

- A belief in the power of local community.
- A desire to create a fairer society.
- To be flexible and able to respond to change.
- To be solutions focused with a can-do attitude.

2. (Draft) Vision/objectives (if available)

Draft Vision/ Objectives

- A clear separation of settlements to enhance the character and distinctiveness of Newbiggin
- New 'wildlife corridors' to protect natural habitats, incorporating sustainable drainage for the Ashington developments and former Alcan ash lagoons.
- Regeneration of the town through endorsing employment and providing appropriate infrastructure and start-up units
- Improved visitor attractions are needed to sustain visitor growth and contribute to commercial sustainability.
- Improved pedestrian and cycle routes to public transport and a new link road to the strategic network from Woodhorn Roundabout
- Housing growth and improved choice to retain and attract families.

3. Community and stakeholder involvement

What involvement different people have had up to this point

In March 2018 the Town Council invited representatives including County Councillors, Estate Owners, Developers, Regeneration and Retailers to form the Steering Group (C095/17) <http://www.newbiggintowncouncil.gov.uk/wp-content/uploads/2018/07/minutes20180321.pdf>

The Steering Group held their inaugural meeting in September 2018.

The Steering Group is supported by Town Council Officers and Planning Officers from Northumberland County Council.

How consultation outputs have been / will be used

Consultation outputs should be used as evidence bases to support and develop the Neighbourhood Plan.

4. Scope of work

The main elements of the commission that are required to ensure that key areas of work are covered robustly.

Newbiggin by the Sea Town Council is seeking to appoint a suitably qualified and experienced consultant to:

1. Identify the evidence required (plus any gaps in the existing evidence base) to support the objectives
2. Drafting policies
3. Drafting a Consultation statement
4. Drafting a Strategic Environmental Assessment

A tender submission and selection process have been drafted by the Town Council to guide consultant tender submissions. (Copy attached). However consultants may choose to set out a different approach in their tender submissions if they believe it to be justified based on delivering best practice.

How this commission fits into the whole neighbourhood planning process

It is intended that the Newbiggin by the Sea Town NDP Steering 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 participate at these meetings.

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.

Key milestones and client sign-off procedures

To be set and agreed with the consultant upon appointment.

5. Outputs of the Commission

Interim and final outputs expected from the commission

To be set and agreed with the consultant upon appointment.

Any requirements in terms of format electronic reports in Word or PDF on a monthly basis, frequency of meetings to be arranged with consultant.

6. Management Arrangements

Details of nominated lead(s) from Steering Group Miss Elaine Brown, Deputy Town Clerk, Newbiggin by the Sea Town Council.

Details of NCC Link Officer Mrs Sarah Brannigan, Planning Officer, Northumberland County Council.

7. Programme and Timetable

Start and completion dates indicative

The Steering Group aims to appoint a consultant by 1st May 2020 with interviews taking place mid-April.

Draft project programme – To be agreed with consultant on appointment.

Provisional dates for key events and deadlines.

To be agreed with consultant on appointment.

8. Value of Contract

The consultant should outline their fixed pricing against each element of the scope of work. Consultant may also highlight their hourly/ day rate for additional work that may be required outside of the scope of work and draw such potential additional items to the attention of the Council within their tender submission.

Tender Submission and Selection Process

The tender submission should be submitted by 12 noon on Friday 13 March 2020 and include the following:

- An outline of your previous experience, suitability for the commission and other NDP projects you have worked on (including reference contacts)
- Where it is proposed to sub-contract any element of the work, details of the company concerned together with relevant staff
- A document setting out concisely what work will be undertaken and how
- Any issues that are identified with the brief that may impact on the scope of work
- A draft programme for key milestones/ draft project programme.
- Fixed pricing against each element within the scope of work
- The resources to be used including staff costs and other resources. For individual members of staff, the day rate and rate per day should be specified. An estimate for travel expenses should also be provided.
- Names of two referees
- Confirmation that no conflict of interest would arise in the event of being appointed.

Tender documents should be submitted Marked as 'Confidential - Neighbourhood Development Plan Tender' hand delivered or by post to: Miss Elaine Brown, Deputy Town Clerk, Newbiggin by the Sea Town Council, 76 Front Street, Newbiggin by the Sea, Northumberland NE64 6QD.

Late submission and missing information may impact on the consideration of your proposal.

Representatives of the Steering Group will invite consultants for interview as part of the selection process. The tender will be judged on previous experience and track record, quality of the engagement and project plan and cost/value for money. The Steering Group will make recommendations to the Town Council regarding the selection. The Town Council is not bound to accept the lowest tender nor is it bound to make an appointment from this exercise. Before a contract is signed, the Consultant to be appointed will be expected to submit their Environmental & Ethical Policies and safe working practices which will be followed during the project.