



Clifton Community Council  
40 Windebrowe Avenue  
Keswick  
Cumbria  
CA12 4JA  
Tel: 07786 678283

25<sup>th</sup> September 2024

Dear Interested Party,

You are hereby invited by Clifton Community Council to tender for the commission of Neighbourhood Planning Consultant.

It is the responsibility of all Tenderers to ensure that their tender is received no later than 5pm, Thursday 7th November 2024.

Clifton Community Council will not consider tenders received after that time. Tenderers should note that the delivery of tender documents should be by email to [clerk@cliftoncommunitycouncil.uk](mailto:clerk@cliftoncommunitycouncil.uk)

Yours faithfully,

Becc Carter  
Clifton Community Council Clerk and Responsible Financial Officer

## **Clifton Neighbourhood Development Plan**

### **1. Introduction and Context**

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

Clifton is located within the administrative area of Westmorland and Furness Council (WAF); the Local Planning Authority. The area is covered by the current Local Plan for Eden created by the former Eden District Council. Eden District Council was dissolved in 2023 following Local Government Reorganisation. WAF are currently consulting on a new Westmorland and Furness wide Plan which will set out the strategy for development across the WAF district along with many more detailed planning policies applicable across the area. Clifton Community Council are the qualifying body for the purpose of preparing a Neighbourhood Development Plan within the Clifton Parish.

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

Clifton Community Council has resolved to start work on preparing a neighbourhood plan because it will give the community the opportunity to set out its vision for the local area to help it have a sustainable future and provide prosperity for future generations. 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 development to help in achieving greater sustainability for the community into the future.

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

A Neighbourhood Area application was made by Clifton Community Council on 15 February 2023. After a six-week consultation period Westmorland and Furness Council designated the Clifton Neighbourhood Area on 18 May 2023.

[https://www.eden.gov.uk/media/6419/decision\\_report\\_designation\\_clifton\\_neighbourhood\\_planning\\_area.pdf](https://www.eden.gov.uk/media/6419/decision_report_designation_clifton_neighbourhood_planning_area.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

*The Council has an ambition to see the NHP developed and submitted to the Planning Inspectorate by the end of 2025 following consultations and progressed subject to the inspectors final report for referendum in late 2025 early 2026.*

*As part of the development and creation the council wishes to set the objective of inclusion of Neighbourhood development orders that would fit alongside any items identified in the development of the Neighbourhood plan including the creation of a new Clifton Community Hub and any identified local housing needs as two potential areas these would cover.*

*Alongside address educational and wider infrastructure needs and requirements.*

*The key objective of the NHP is the community involvement and participation in the creation of a community owned plan that benefits the community and helps create a sustainable forward looking community for all members of the Clifton Community.*

## 3. Community and stakeholder involvement

### *What involvement different people have had up to this point*

The residents of Clifton have been kept informed that the Council progressing the development of a Neighbourhood Plan and engagement with local landowners has also taken place.

### *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.*

Clifton Community 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 identifying objectives
2. Drafting policies
3. Drafting a Consultation statement
4. Drafting a Strategic Environmental Assessment

### *How this commission fits into the whole neighbourhood planning process*

It is intended that a Clifton NDP Steering Group will meet on a regular basis (at least bi-monthly) 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**

To be set and agreed with the consultant upon appointment.

**7. Programme and Timetable**

**Start and completion dates indicative**

Clifton Community Council aims to appoint a consultant by 11th November 2024  
Initial tender delivery completion by 1st April 2025

**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 5pm Thursday 7th November 2024 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.
- An initial budget range of £ £15k is anticipated for this tender delivery.

Tender response documents should be submitted by email to: Becx Carter, Clifton Community Council Clerk, via [clerk@cliftoncommunitycouncil.uk](mailto:clerk@cliftoncommunitycouncil.uk)

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