

Briefing Note

Neighbourhood Development Plan Project Manager

1.0 BACKGROUND

1.1 The Menheniot Neighbourhood Plan launched its first residents' survey in March 2016. Pending the establishment of a Steering Group to oversee the project, the survey results were published and distributed across the parish.

1.2 There have been difficulties experienced in recruiting experienced volunteers to sit on the Steering Group, and on 27 March 2017, the Chair called a meeting with the Vice Chair, Cllr Eve Easterbrook, Mr Christopher Delbridge, a resident and Steve Besford-Foster, a consultant with wide experience of managing neighbourhood plans.

1.3 Minutes of that meeting are attached to this briefing note. Mr Christopher Delbridge asked that before considering Mr Besford-Foster for the paid role of project manager, the parish council should make an open tender for the role of Project Manager.

2.0 TENDERING PROCESS

The tendering process was launched on 28 March 2017 when an email was sent out to known planning consultants in the Liskeard/Menheniot area. These consultants were:

- Rolfe Planning Partnership (Keith Rolfe)
- Urban & Rural Planning
- Situ8
- Whitehead Planning (Peter Whitehead)
- Plan Support (Steve Besford-Foster)

1.5 The email invited potential applicants to show expressions of interest in the work by demonstrating their:

- Experience in managing a neighbourhood development plan
- An outline (no more than one side of A4) of their project plan with approximate stage dates
- Names and contact details for two town or parish councils for whom they have project managed an NDP
- Their fee structure for this project work

A deadline for the receipt of expressions of interest was set at 5pm on 4 April 2017.

3.0 RESULTS

3.1 By the close of business on 4 April, the parish council had received two replies: from Rolfe Planning Partnership and Plan Support.

3.2 Rolfe Planning Partnership declined to tender for the project work. Steve Foster returned a document which set out his offer of support. (attached).

4.0 THE OPTIONS

4.1 Councillors will be asked to examine the offer from Steve Foster.

4.2 Councillors may consider accepting his tender or of advertising again across a wider geographical area to potentially increase the number of applicants.

Author: John Hesketh, Parish Clerk

Date: 10 April 2017

OFFER OF SUPPORT ACTIVITY TO MENHENIOT PARISH COUNCIL

Steve Besford-Foster

EXPERIENCE IN MANAGING AN NDP

A full CV can be found on LinkedIn <http://uk.linkedin.com/pub/steve-foster/1a/101/4b3/>

In summary: *Plansupport* is my trading name. I am a Chartered Town Planner and retired from local government in Cornwall in 2013. I trained in Liverpool with a placement in the City Council's Policy and Information team within the City Planning Department. On graduation I moved on to Runnymede Borough in Surrey, working first in Development Control and later in Local Plans. I transferred to Cornwall, and held a number of roles at Caradon District Council, including being the chief author of the first Caradon Local Plan, and later the Districtwide Local Plan. Eventually I headed the District's Forward Planning, Leisure and Countryside Services and Economic and Community Services Units for nine years. These were strong teams that forged effective links between planning and regeneration activity and generated significant community benefits, bringing national recognition to Caradon with a 3* Best Value review by the Audit Commission and subsequently Beacon status for Supporting the Rural Economy. Projects delivered by my team during this period include Seaton Countryside Park, Salmill Regeneration Project, the Minions Project, Project Explore, and several sites for workshop provision, amongst others.

I finished my time at Caradon as Director of Services with strategic policy and service management oversight of Economic and Community Services, Development Control, the Spatial Policy Unit, Operations and Technical Services, Environmental Health, Housing, and elements of the Executive's portfolio of improvement projects. I was also lead officer for scrutiny.

On local government re-organisation I became Cornwall Council's Localism Manager for the east of Cornwall and gained additional experience in working with communities and politicians at a very local level. From 2011 I was Localism Manager for all of Cornwall, providing oversight of the Community Network Areas, before retiring in April 2013. During this latter period I worked closely with colleagues in Localism and Planning to create Cornwall Council's neighbourhood planning support arrangements and chaired its Neighbourhood Planning Management Board.

From January 2014 I have been acting as Liskeard Town Council's Neighbourhood Plan Project Manager on a volunteer basis. I'm also a Planning Aid England volunteer and have advised Crediton's Neighbourhood Plan team on project planning. In summer 2014 I set up *Plansupport* to provide a deeper level of cost-effective support to local Town and Parish Councils in Cornwall and Devon. *PlanSupport* is currently providing project management support to Saltash Town Council, Falmouth Town Council and Looe Town Council on their Neighbourhood Plans.

POTENTIAL CONFLICTS OF INTEREST

I part own a cottage in Menheniot Parish, with my son, who resides there. Although I have worked with Menheniot Parish Council and various local organisations on a range of schemes whilst employed with Caradon District Council and Cornwall Council I don't believe that any give rise to a conflict of interest.

OTHER INFORMATION

I have RTPI recognised Professional Liability Insurance up to £300,000 limit of indemnity.

PROJECT PLAN OUTLINE

STEPS	PROPOSED ACTIVITY	ACTION BY
Step 1: Setting Up	Familiarisation discussions and setting up administrative arrangements for the task load	SBF, JH, JT
	Brief review of organisational structure and documentation and recommendations for adjustment if necessary, and preparation of revised ToR.	SBF, JH
	Set up task list and project plan (see below)	SBF
	Write engagement strategy.	SBF
	Budget preparation, forecasting and management	SBF, JH
	Preparation of Locality Grant bid, liaison with Locality	SBF
	Preparation of Equality & Diversity, Health and Safety, and Safeguarding arrangements	SBF, JH
Step 2. Identifying the Issues to address in the Neighbourhood Area	Focused community and business engagement survey – including correspondence, exhibition preparation, room booking, engagement event management, media liaison, design of questionnaires, setting up Survey Monkey, Twitter etc.	SBF
Step 3. Developing a Vision and Objective	Work with Steering Group to design workshop process; Facilitate visioning meeting; create documentation, attend and record/advise workshops. etc	
Step 4. Generating Options for the Neighbourhood Plan	Provide support for working group chairs in setting up and managing meetings; carrying out research; meeting with CC, landowners, developers etc.; running focus groups; designing community involvement approaches, questionnaire, flyers, leaflets; providing planning policy interpretation and advice etc.	
Step 5. Preparation of Draft	Facilitate outline strategy and	

Neighbourhood Plan	policy/proposal development sessions (2), technical writing training workshop, advice on technical writing, drafting and editing support.	
Step 6. Pre-submission Consultation	Preparation of consultation materials, formal letters and adverts, press liaison. Setting up consultation response management system.	
Step 7. Submission	Assistance with review in light of consultation feedback, Ensuring all Basic Conditions documents are in good order and submitted as per legal requirements.	
General administrative, project planning and policy support not included above.	Maintaining records, assisting with agenda preparation, progress chasing, liaison with Steering Group Chairperson and Parish Clerk, responding to queries, attending Steering Group etc, setting up and maintaining Twitter, Survey Monkey, Parish Online.	

REFERENCES

References may be obtained from:

Mr Steve Vinson
Town Clerk
Liskeard Town Council
3-5 West Street
Liskeard
Cornwall
PL14 6BW
Tel: 01579 345407
townclerk@liskeard.gov.uk

Mr Mark Williams FCIS MILCM
The Town Clerk,
Falmouth Town Council,
Municipal Buildings,
The Moor,
Falmouth
TR11 2RT
Tel: 01326 315559
MarkWilliams@falmouthtowncouncil.com

FEES

My normal charge rate is £350 per 'consultants day', inclusive of normal subsistence

and travel. That equates to about £46.50 per hour.

However, my offer is to provide the overall package of support for £4,500.

The cost of any additional tasks not agreed at the beginning but drawn-down later will be subject to separate agreement.

Please note that if specialist advice sought from experts is arranged through me, the charge rate for them will be at cost, which could be considerably more than my fee rate.

Payment Schedule

So that payment is related to progress, I suggest the following payment schedule:

10% on completion of step 1

10% on completion of step 2

15% on completion of step 3

20% on completion of step 4

20% on completion of step 5

10% on completion of step 6

15% on completion of step 7

EXPENSES & DISBURSEMENTS

Travelling costs to your location (i.e. the 'travel to work') will be inclusive. Travelling to meetings beyond the normal travel to work range will charge out at the HMCR rate of 45p per mile. However I would expect these trips to be very occasional.

Subsistence will be inclusive in the fee.

Day-to-day copying costs (letters, short documents etc.) will be inclusive. Any bulk printing of agendas, agenda reports etc. to be handled through the Parish Council office. Any larger scale or complicated printing (colour, posters, pop-ups, banners, formal plan documented etc.) to be procured through local printers based on a combination of three competitive quotes and turnaround time to an agreed specification.

Ideally we would agree a small operational budget figure within which the Steering Group Chair or Parish Clerk, at short notice, can authorise purchases (e.g. short run print for an event).

BUDGET REQUIREMENT

A draft budget outline is given below. Note that by maximising input from the Parish Council and from local volunteers and professionals willing to contribute on a pro bono basis, the cost can be substantially reduced. Also up to £9,000 in DCLG grant is available via Locality.

CORE COSTS

Source	Item	Unit Cost	Cost	Note
Consultants (SBF)	Project management of NP Process	-	£4,500	
Local organisations	Room Hire for drop in sessions etc	£75	£150	
Local organisations	Refreshments	£35	£70	
Local Companies	Printing of leaflets, questionnaires, pop-up banners, etc	£ Varies	£1,100	
Professional	Door 2 Door delivery and RM return licence	£550	£550	
Online	SurveyMonkey licence for 1 year	£300	£300	
Online	Parish Online GIS licence for 2 year	£100	£200	
Consultants	Plan Drafting	Inclusive	Inclusive	Restricted to support in Plan drafting: if Plan writing is required then this would be subject to further agreement*.
Local companies	Graphic design and print	£1,000	£1,000	
		TOTAL	£7,870	
POSSIBLE ADDITIONAL COSTS				
Consultants	Specialist Surveys	£5,000	£5,000	
Consultants	Plan Drafting	£350 PD	£3,500	See above*
	Printing of agendas, surveys etc etc	£100	£1,000	
		TOTAL	£9,500	
	POTENTIAL TOTAL COST		£17,370	

SUMMARY OF OFFER

I offer to:

- provide basic support and project management of the preparation of the neighbourhood plan,
- assist with the creation and carrying out of community engagement proposals,
- act on behalf of the Steering Group in securing various actions,
- give a basic policy advice service,
- and support the plan writing stages with the editing and assembly process,
- prepare Neighbourhood Plan funding applications on behalf of the Parish Council
- set up basic IT systems to facilitate the Neighbourhood Plan process, including Dropbox (for the Steering Group and each working group to store and manipulate documents), Doodle (making meetings), SurveyMonkey (for online surveys) and Parish Online (for digital mapping)

My general approach would be to be in contact with the Steering Group Chairperson on a regular basis, to manage the workload and agree priorities. I would also be available to others by phone to give advice and respond to queries.