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Kirkbymoorside Neighbourhood Planning Tender 300614.doc

Ms L Bolland
Town Clerk to Kirkbymoorside Town Council
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Dear Ms Bolland

SUPPORT IN THE PREPARATION OF A NEIGHBOURHOOD PLAN FOR KIRKBYMOORSIDE

Thank you for the opportunity to submit a proposal to provide support to Kirkbymoorside Town Council in the preparation of a neighbourhood plan.

I understand the Town Council wish to instruct a planning consultant with necessary experience to assist with the process of preparing the neighbourhood plan in order to ensure the document is robust and passes through the process without delay.

Our Knowledge and Experience

Directions Planning Consultancy Ltd is well placed to provide the necessary assistance due to relevant experience and knowledge of the planning process and engaging with communities. Our professional planners have extensive experience of identifying local planning issues and working to resolve those issues through the process of drafting local strategies and policies. Such strategies and policies include local authority development plans, area action plans, masterplans and development plans. In addition, our professional planners have throughout their careers worked with community groups in the preparation of various types of planning documents. This has included organising consultation events, attending regular meetings, providing training and establishing relationships. Our experience has always focused on drawing out local opinion and identifying ways to move forward.

Directions Planning Consultancy Ltd has an established record of working with parish council and community groups. Our clients include a number of parish councils to whom we provide general planning advice in relation to various planning applications and Local Plan matters. Over the last few years, we have provided planning advice to Otley Town Council, South Milford Parish Council and Ripon City Council, just to name a few. We have also provided advice to a number of community action groups including Wharfedale and Airedale Review Development (WARD), and a group of private individuals in Ampleforth who were concerned with a planning application for residential development.

In addition to general planning advice, we are currently supporting a number of local communities in the preparation of neighbourhood plans, including Horsforth Town Council and Thorne and Moorends Town Council. We have also helped Ripon City Council, Norton Town Council, Malton Town Council and Otley Town Council secure Neighbourhood Plan Frontrunner status, which included funding from the Government to support the preparation of neighbourhood plans.

Our Professional Qualifications

Directions Planning Consultancy Ltd has a number of Associates. Our Associates provide additional capacity to ensure we can deliver client expectations to agreed timetables.

Our Directors and Associates have all completed postgraduate planning degrees. In addition, Kathryn Jukes is a chartered town planner, having gained Membership of the Royal Town Planning Institute.

Please note that Directions Planning Consultancy Ltd has Professional Indemnity Insurance.

Our Services and Rates

The approach Direction Planning Consultancy Ltd advocates is one of support, where we aim to facilitate engagement in the planning process by providing the benefit of our knowledge and experience. We believe that communities should take ownership of a plan and the process of its preparation, if it is to be effective. To this end, we would expect to agree a work programme before assisting the Town Council to embark on the actual process of preparing a neighbourhood plan. The work programme would address the key stages of the process, an outline of necessary resources and the level of our support. It would also include a programme of regular meetings at which progress could be reviewed.

We usually provide clients with fee structures which include a breakdown of costs in relation to tasks, advice and disbursements specific to the instruction. Where possible we set fixed fees for individual tasks. Invoices are structured in the same manner as fee proposals, so that fees are transparent and spending can be monitored. Please note our fees are not currently subject to VAT.

Where it is clear that advice is in the interests of a community, and not for the financial benefit of individuals, we are able to offer an appropriate reduction in our fees.

Our fee proposals are generally based on the fee structure set out below:

Directors & Associates	£62.50 per hour	£500 day rate
Facilitators	£25 per hour	£200 day rate
Administrators	£12.50 per hour	£100 day rate

Meetings

We understand that not all clients work or meet during office hours, and so if we are to provide necessary support then we need to be flexible and responsive to client needs. We are more than happy to commit to regular meetings, whether during the day or in the evening, or at weekends. Our flexible approach also extends to organising consultation events, because we understand it is important to capture views by understanding when people are most responsive.

Engagement

Public consultation exercises vary considerably depending on the nature and length of the consultation, plus the number of techniques that might be employed. There are many types of technique that might be employed to suit the purpose of the consultation. We are able to suggest methods to suit particular audiences, timeframes and budgets.

Website

We are able to offer a bespoke website building service, which includes obtaining the domain name, hosting the website, designing the content to set out appropriate information about the consultation and to include an electronic version of any questionnaire. We are also able to add to existing websites if preferred. The cost of designing a website is usually £125 for the first page and £75 for each subsequent page. Hosting costs depends upon the level of service required.

Please see www.mn-np.org.uk and www.southmilfordldf.org.uk for examples of websites we have previously designed.

Publicity

We are able to draft and place press releases with the local Press in order to ensure any consultation is well publicised. We are also able to design alternative means of publicity, such as newsletters, posters and pamphlets.

Mileage

Mileage is currently charged at 50p per mile. This is reviewed each April.

Billing Requirements and Terms of Payment

I have enclosed a copy of our standard terms of business for your information. These terms sit alongside any instruction.

We set out the stages at which invoices are issued at the time a fee proposal is issued on which an instruction is provided. Invoices are usually issued at the end of a particular stage or at intervals through the year; depending on the nature of the instruction or the work.

We usually offer parish councils a 28 day payment period from the date an invoice issued (unless an alternative payment period is agreed). We prefer to be paid by BAC, although cheques are accepted.

The Way Forward

I hope I have set out sufficient information to provide you with the detail you require to consider our proposal.

I have attached a copy of a presentation we have rolled out across Yorkshire, which illustrates our knowledge of the neighbourhood plan process, and provides examples of the public engagement techniques we have previously employed.

We would welcome the opportunity to work with Kirkbymoorside Town Council and aid the preparation of a neighbourhood plan. We feel our knowledge and experience would be useful in ensuring any plan might help shape the future Kirkbymoorside by setting out an appropriate framework for future development.

I look forward to hearing from you.

Yours sincerely



Kathryn Jukes BA(Hons) DipTP MRTPI
Director