

BINGLEY TOWN COUNCIL



Bingley Town Council, Myrtle Place, Bingley, BD16 2LF

INVITATION TO TENDER

Bingley Town Council invite suitable contractors to submit a tender for Neighbourhood Planning Consultancy, to conclude Bingley's Neighbourhood Plan and take it through consultation and referendum to adoption.

If you would like to bid for this work, please send responses to Eve Haskins, Town Clerk, by 10am on Friday 12th November 2021.

Invitation to Tender for Neighbourhood Planning Consultancy for Bingley Town Council

Background & Introduction

Bingley Town Council (BTC) has been preparing a Neighbourhood Plan for approximately 3 years, in conjunction with a planning consultant (Andrew Towlerton Associates). Like most projects over the last 18 months, this work has been subject to delay due to the Covid-19 pandemic.

There is a Neighbourhood Plan Working Group (NPWG) consisting of both Councillors and members of the public who have undertaken most of the work to date, with specialist elements (Housing Needs Assessment, Design Code and Town Centre Master Plan) all delivered by Aecom through Locality funding.

The draft Neighbourhood Plan was sent to Bradford Metropolitan District Council (BMDC) in late 2020 for comments prior to BTC progressing with the Section 14 consultation.

In July 2021 BMDC comments were received and are extensive. To address all BMDC's comments will require significant rework of the draft Neighbourhood Plan and Andrew Towlerton Associates no longer have the capacity to support BTC with this.

The extent of the suggested rework is disappointing as the working group were planning on undertaking the Schedule 14 consultation this autumn. Preparation and approach for this was under active discussion. Our thoughts are that there should be an 8 week consultation period with a dedicated BTC newsletter for the Neighbourhood Plan consultation sent to all addresses within the Parish area, supplemented with emails to local stakeholders/community groups and organisations informing them of the consultation and how to comment. Various drop-in events would be held, pandemic permitting, and copies of the Plan would be available in our offices and the Bingley Library.

Scope of the Contract

Bingley Town Council are looking to appoint a Consultant to work with us to bring the Neighbourhood Plan to a conclusion and steer it through the consultation stages leading to referendum and adoption.

We require a Consultant who meets the following requirements:

1. The Consultant must be experienced in the successful production of Neighbourhood Plans for consultation, examination and adoption.
2. The Consultant shall work with the Chair of the Neighbourhood Plan Working Group to develop an achievable project plan for the conclusion of the Neighbourhood Plan process leading to adoption of the Plan (subject to Referendum result).
3. The Consultant shall review the draft Neighbourhood Plan and the BMDC comments and advise on what actions/amendments should be undertaken and the approach to be adopted, especially with regard to the completed Aecom work packages.
4. The Consultant shall recommend other actions required to bring the current draft Neighbourhood Plan to a good state ready for Schedule 14 consultation.
5. The Consultant shall help with bidding for further funds/work packages from Locality where these are identified as required or adding significant value.

6. The Consultant shall review the final draft Neighbourhood Plan to ensure it is ready for the Schedule 14 consultation.
7. The Consultant shall advise and assist with the Schedule 14 consultation.
8. The Consultant shall advise and assist with comment consideration and rework following the Schedule 14 consultation.
9. The Consultant shall recommend other actions required to enable the draft Neighbourhood Plan to be submitted for independent examination and referendum.
10. The Consultant shall produce all necessary legal documents for the submission of the plan for examination and referendum, e.g. Basic Conditions Statement and Consultation Statement.
11. The Consultant shall advise and assist with final amendments to the Neighbourhood Plan following independent examination.
12. The Consultant shall attend Neighbourhood Plan Working Group meetings as required, either remotely or in person at the address above.
13. The Consultant shall attend other meetings if requested (e.g. Consultation events, meetings with BMDC or the independent examiner).
14. There is a certain amount of fatigue within the NPWG, so the Consultant is invited to optionally quote for actually undertaking the drafting work on the document set:
 - a. Preparation for Schedule 14 consultation.
 - b. Responses and amendments following Schedule 14 consultation ready for independent examination.
 - c. Final amendments following independent examination ready for referendum.
 - d. Production of the Referendum document set.
15. The Consultant shall hold all appropriate insurances for the delivery of the above services.

Documents

This invitation includes the following documents to enable you to quote for this work. If you find any documents missing or you are unable to open any, please contact us immediately.

- Invitation to Tender (this document).
- Proforma Response Document for your completion.
- Certificate of non- collusion.
- Neighbourhood Plan documents on BTC website.
 - The individual chapters that make up the full draft plan can be found on the BTC website under Documents ([Documents - Bingley Town Council](#)) then Neighbourhood Plan. The subsidiary Evidence Library contains the main supporting documents. Please refer to the Appendix for a table of contents.
 - The comments received from BMDC are [here](#).

To quote for this work, please submit the following:

- 1) Completed response proforma.
- 2) Completed Certificate of Non-Collusion.

- 3) Client references: Details of similar projects/services undertaken including contact details for clients or links to relevant web pages.
- 4) Your standard T&C's for consultancy work.

Tenders will be reviewed and Consultants invited for interview on Friday 19 November. Interviews will be scheduled for an hour and can be in person or undertaken remotely. Interviews will give the Consultant the opportunity to present their bid and for BTC Councillors to ask clarification questions.

Prospective Consultants must not contact councillors or staff to encourage or support their tender outside the prescribed process.

Reporting procedure

A preliminary meeting will be held between Bingley Town Council and the selected Contractor to ensure that all are fully aware and in agreement with what needs to be done to fulfil the terms of the contract.

The Town Clerk will have overall responsibility for the project on behalf of Bingley Town Council.

Bingley Town Council will examine the outputs of the contract and the Contractor may be called upon to correct any errors or answer queries regarding any of the outputs at their own expense.

Criteria for award of contract

Bingley Town Council reserves the right:

- 1) Not to award any contract as a result of this tender.
- 2) Not to award a contract for the optional drafting work.

and is not bound to accept the lowest bid.

How to submit your bid

Tenders are to be submitted in hard copy in a sealed marked envelope to The Town Clerk at the above address by 10am on Friday 12 November 2021. Submissions received after this date and time will not be considered.

Tender bids will be treated as private and confidential.

Bids for this contract will be opened on Friday 12 November 2021.

The Council will notify applicants of the outcome of their tender by Friday 10 December 2021.

Any responses to queries raised by bidders will be included in a document entitled 'Additional information for bidders'. This will be found with the tender documentation in the Documents section of the Town Council's website (www.bingleytowncouncil.gov.uk) and will be updated regularly. For further information, please contact the Clerk – townclerk@bingleytowncouncil.gov.uk.

Bingley Town Council is a Fair Tax Council and shall question potential contracts as to their ability to provide certain tax and transparency details after awarding the contract.

Appendix A

To assist with reading the Neighbourhood Plan documents as the order is not obvious from the website, a table of contents would be:

Neighbourhood Plan

1. [Introduction](#)
2. [Policy summary](#)
3. [Town Centre](#)
4. [Housing](#)
5. [Local Economy & Employment](#)
6. [Natural Environment](#)
7. [Built Heritage](#)
8. [Village Identities](#)
9. [Community Infrastructure Levy \(first draft only at present\)](#)
10. [Community Assets of Value \(first draft only at present\)](#)

Evidence Library

- [Town Centre – Bingley Masterplan](#)
- [Town Centre – Bingley Design Code](#)
- [Housing – AECOM Housing Needs Assessment](#)
- [Housing – Housing Need & Characteristic Report \(superseded by above but still available\)](#)
- [Housing – DPD Consultation Response](#)
- Housing – Flood Risk Maps:
 - [Beckfoot Flood Risk Areas](#)
 - [Crossflatts Bailey Hills Flood Risk Areas](#)
 - [Eldwick Beck Flood Risk Areas](#)
- [Natural Environment – Local Green Spaces](#)
- [Natural Environment – Views & Vistas](#)
- [Built Heritage – Local Character Building & Heritage Structures](#)
- [DPD Airedale Map Booklet](#)