

**ILMINSTER TOWN COUNCIL**

*Consultancy Support for the production of the Ilminster Neighbourhood Plan*

**QUOTATION REQUEST**

Miss Joy Norris - Town Clerk

Ilminster Town Council

Council Offices

North Street

Ilminster

Somerset

TA19 0DG

01460 52149

town.council@ilminster.gov.uk

*8 December 2018*

*V4*

**ILMINSTER TOWN COUNCIL**

**INSTRUCTIONS FOR SUBMITTING QUOTATIONS**

1. Consultants/Organisations will be held to have fully informed and satisfied themselves by their own independent observations and enquiries, including where appropriate visits to the town, as to the nature, extent and practicability of the work required and all other points which may in any way affect the prices inserted in the Form of Quotation.

2. The quotation form must be completed in ink or typescript and signed by the Consultant/ or appropriate representative of the Organisation.

4. All contract documents, whether a quotation is submitted or not, remain the property of Ilminster Town Council and shall be treated as private and confidential.

5. Quotations shall remain open for acceptance for a period of **90 days** after the latest date for submission.

6. The Town Council will not be responsible for or pay any expenses or losses, which the Consultant/Organisation may incur in the preparation of their quotation.

7. Quotations are to be returned to: Miss Joy Norris, Town Clerk, Ilminster Town Council, Council Offices, North Street, Ilminster, Somerset TA19 0DG.

**QUOTATIONS TO BE RECEIVED BY NO LATER THAN NOON ON 10 January 2019**

**WORK SPECIFICATION**

**Background:**

Ilminster’s Neighbourhood Plan Area was formally designated by South Somerset District Council in June 2017.

During the summer of 2017 extensive community consultation was undertaken across the town, the results of which saw four key themes emerge: Housing; Environment and Leisure (including heritage); Economy (including tourism); and Transport and Infrastructure.

Ilminster’s Neighbourhood Plan Development Group adopted Terms of Reference at its first meeting of 2018 and an interim Chairperson was appointed. Whilst early meetings attracted wide support and attendance, it is a small group of dedicated volunteers from the Town Council and wider community that have continued to meet and make progress.

Having prepared a project plan, commenced the process of compiling an evidence base and begun to explore possible vision statements for each of the emerging themes, the Development Group are keen to remain the driving force behind Ilminster’s Neighbourhood Plan, retaining ownership, whilst recognising a need to be guided through the next stages of its development by someone with dedicated capacity and the necessary expertise.

**Supporting documents provided for information**

Neighbourhood Plan Area map

Project Plan & project planning spreadsheet

Terms of Reference for the NP Development Group

Ilminster NP webpage - <https://www.ilminster.gov.uk/neighbourhood-plan/>

**Outline Brief**

The following activities are taken from the Development Group’s Project Plan and are identified as requiring additional support to progress.

|  |
| --- |
| **Activity** |
| 1. Project Initiation Visit/Meeting with Ilminster Neighbourhood Plan Development Group/or representatives.
 |
| 1. Identify funding opportunities to support the Development Group’s ambitions for preparing the plan and/or to deliver key phases of the agreed project plan
 |
| 1. Deliver a short training session for Development Group members and other interested stakeholders to understand the implications of current National and Local Planning Policies for Ilminster i.e. what these mean ‘on the ground’.
 |
| 1. Lead the preparation of a communications and engagement plan for the NP (as a whole and for any thematic groups)
 |
| 1. Assist with implementing the Communications and Engagement Plan and community engagement activities
 |
| 1. Review existing evidence for the emerging thematic areas
 |
| 1. Identify gaps in existing evidence for emerging thematic areas
 |
| 1. Compile all evidence and analyse to support emerging thematic areas
 |
| 1. Assist in developing a vision for the Neighbourhood Plan Area, prioritise issues and develop objectives to form the basis of the Neighbourhood Plan
 |
| 1. Write draft plan
 |
| 1. Assess draft plan against basic conditions
 |
| 1. Agree process for formal pre-submission publicity and consultation
 |
| 1. Review responses to consultation (on draft plan)
 |
| 1. Amend draft plan in light of consultation responses
 |

**Timescales for appointment**

Consultants/Organisations are invited to submit an Expression of Interest in this opportunity, along with an initial quotation by Midday on 10 January 2019

Consultants/Organisations will be invited to meet with representatives of the Neighbourhood Plan Development Group on 14 January 2019

Consultants have an opportunity to amend, if required, and resubmit the content of their Expression of Interest and quotation - any such amendments must be received by midday on 18 January 2019

The Neighbourhood Plan Development Group will make a recommendation regarding the appointment of a consultant to the Town Council meeting on 22 January 2019.

On 24 January 2019 the appointment decision will be communicated to everyone who submitted a quotation.

It is hoped that the successful applicant will start work on 31 January 2019 by attending the Development Group meeting.

**Payment Profile**

Payments will be made as follows:

|  |  |
| --- | --- |
| Initial payment upon acceptance of contract | Up to a maximum 10% of the total project value |
| Fixed fee payments, paid quarterly | Up to 50% of total project value  |
| Performance related payments, i.e. on achievement of key milestones, paid quarterly | Up to 25% of total project value |
| Completion of contract | Up to 15% |

**Person Specification**

**Skills, Knowledge and Experience sought in a consultant:**

***Essential***

* Demonstrable knowledge of Ilminster, its challenges and opportunities
* Project Management skills and experience
* An understanding of the steps required to complete a Neighbourhood Plan;
* Demonstrable experience of working with a volunteer group to develop and deliver a strategic plan especially as it relates to the environment and planning;
* An understanding of the dynamics of three tier local governance and a proven ability to engage meaningfully with Town, District and County Council Members and Senior Officers;
* Willingness and ability to commit to supporting the Ilminster Neighbourhood Plan Development Group for up to two years;

***Desirable***

* Previous Experience of Neighbourhood Planning;
* Chartered Town Planner;
* Skilled communicator, who is capable of developing and implementing effective communications and engagement strategies;
* Skilled facilitator;
* Ability to manage conflicting views to reach a shared understanding

**INSURANCE**

The Consultant/Organisation shall maintain a comprehensive policy of public liability and employer’s liability insurance. In respect of its liability such insurance cover to be maintained and provide for a minimum of £5,000,000 (FIVE MILLION POUNDS). Cover in respect of death of personal injury due to negligence will be unlimited.

A copy of the Consultant/Organisations insurance should be provided with their quotation submission.

**PAYMENTS**

Payment to the Consultant/Organisation will be within 28 days of receipt of invoice subject to agreement of the account by the Council’s officer.

**REFERENCES**

Please provide names of 2 people/organisations for whom you have undertaken similar work – names and contact details to be given on page 8 of the completed quotation document.

**Consultant/Organisation Name: ………………………………………………………….**

(in block letters)

**SHORT DESCRIPTION OF WORKS:-**

*Ilminster Neighbourhood Plan Consultancy Support*

**FORM OF QUOTATION**

To: Miss Joy Norris – Town Clerk

 Ilminster Town Council

 Council Offices

North Street

 Ilminster

Somerset

TA19 0DG

Closing Date & Time:  **12 noon 10 January 2019**

Having examined the specification for the above-mentioned work, we offer to carry out the whole of the said wors in conformity with the said specification for the sum of

 **£……………………….**

We can advise that once the Quotation is formally accepted we can anticipate being able to commence the work within **……………..** weeks and complete the works within **………………** weeks.

This quotation together with your written acceptance thereof, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any other quotation you may receive and that this quotation will remain open for acceptance for a period **90 days** from the latest date for receipt of quotations.

**Reference Contact 1:**

Contact Name: ……………………… Company Name: …………………………….

Address: ………………………………………………………………………………………

Phone No: ……………………… e-mail address: ………………………………………

**Reference Contact 2:**

Contact Name: ……………………… Company Name: …………………………….

Address: ………………………………………………………………………………………

Phone No: ……………………… e-mail address: ………………………………………

Signature of person submitting quotation **………………………………..**

Date: **…………………………………...**

Name : **…………………………** Company: **……………………………………**

Address: **…………………………………………………………………………………….**

 **…………………………………………………………………………………….**

Tel No: **………………………** e-mail: **……………………………………………**