

Pannal and Burn Bridge Parish Council

Invitation to Tender (ITT) for support in responding to the Harrogate District Local Plan: Publication Draft 2018

Pannal and Burn Bridge Parish Council (the "Parish Council") has objected to all three sites in the parish area proposed in the Local Plan – that is PN17, PN 18 and PN 19, and has made similar representations about PN 20 (within PN19).

The Regulation 19 formal publication consultation period for the plan begins on 26th January and ends on 9th March 2018 leaving little time after publication of the draft for the Parish Council to respond.

Based on its objections submitted in August 2017, the Parish Council will be objecting to the proposals in the Regulation 19 public consultation period and in the Regulation 24 Submission of the Local Plan, scheduled for (according to the "Key Milestones for producing the Harrogate and District Local Plan") winter 2018.

The Parish Council now wishes to secure the necessary professional advice to guide its responses at both the Regulation 19 and 24 stages, and at other times should it be necessary.

The Parish Council therefore seeks proposals from specialist consultancies to provide this support and help formulate and present its objections as follows:

- Stage 1. Preparing the responses during the Regulation 19 period – 26th January 2018 to the expected conclusion on 9th March 2018.
- Stage 2. Continuing to support the Parish Council after the public consultation and preparing for the examination by the Inspector scheduled for winter 2018.

In more detail, the Parish Council seeks proposals from consultancies for the following:

Type of help	Stage 1	Stage 2	Notes
Planning Consultancy	Regulation 19 Period – January to March. Overall management of the Parish Council's plans for objecting to the Local Plan	Regulation 24 Period – Inspector's Examination of the Plan	
Landscape Architect	Regulation 19 Period – January to March.	To be covered by the appointed Planning Consultancy	To cover the different requirements of PN 17, 18 and 19/20. May include 3-D element for PN18
Transport	Regulation 19 Period – January to March.	To be covered by the appointed Planning Consultancy	To cover the different requirements of PN 17, 18 and 19
Additional areas of support	Consultancies can propose both additional functions to assist particularly in Stage 1 and for ad hoc support for the period between the two stages.		

Background Documentation.

Consultancies wishing to put forward proposals for this work will be aware of the sources for information on the Harrogate and District Local Plan. However, it would be useful to note that

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parishclerk@pannalandburnbridge-pc.gov.uk

Chairman: Councillor Howard West. howard.west@pannalandburnbridge-pc.gov.uk

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the Parish Council's objections to the emerging Local Plan remain unchanged at this stage and are posted on its website here: http://www.pannalandburnbridge-pc.gov.uk/Planning_18373.aspx (go to the section "The Local Plan - The Parish Council's response to the Proposals") where the objections to PN17, 18, 19/20 are posted.

Response Timings And Mechanism.

Tendering process. As a Parish Council, letting contracts is subject to public sector procurement rules and the relevant parts of these are set out in the Parish Council's Standing Orders - [http://www.pannalandburnbridge-pc.gov.uk/ UserFiles/Files/Documents/P%20and%20BB%20standing%20orders.pdf](http://www.pannalandburnbridge-pc.gov.uk/UserFiles/Files/Documents/P%20and%20BB%20standing%20orders.pdf) - paragraph 18c.

The Parish Council has already approved the procurement of professional services at its 14th December 2017 meeting.

Bids should be itemised for the work providing budgetary quotes for the two stages for any or all of the functions in the "type of help" column in the table above. Any "extras" such as disbursements and expenses should be identified.

Requested payment terms must be specified.

Bids must be returned as per the timings below and are to be sent by email to parishclerk@pannalandburnbridge-pc.gov.uk with an exact hard copy to Parish Clerk, c/o 6 Mill Lane, Pannal, Harrogate HG31JX

Timings. The timings are as follows:

Week of Monday 8th January. Invitation to Tender made public and posted on the Parish Council's website. (Note: this tender will also be advertised in the Harrogate Advertiser).

Period of discussion 10th – 16th January. Applicants may request a meeting in person or on the telephone with the Parish Clerk to clarify aspects of the tender. Please note that no direct contact should be made with any of the Parish Councillors (paragraph 6 c ii) of the Standing Orders refers).

Friday 19th January, 5.00 pm. Closing date and time for bids to be received.

Wednesday 24th January. Consultancies appointed.

Once the consultancies are appointed, the work will then begin and the successful bidders should be prepared to work with the Parish Council and within the available time to meet the consultation response decreed by the Borough Council (anticipated as 9th March 2018 for the Regulation 19 stage).

A Macdonald
Parish Clerk and RFO
Pannal and Burn Bridge Parish Council
9th January 2018

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