

## Chichester Neighbourhood Plan – Update – 1<sup>st</sup> February 2024

This update covers the recent proposed government changes to Neighbourhood Plans, the timeline for the CNP work, and the consultant appointment to support the Chichester Neighbourhood Plan Steering Group (CNP SG.)

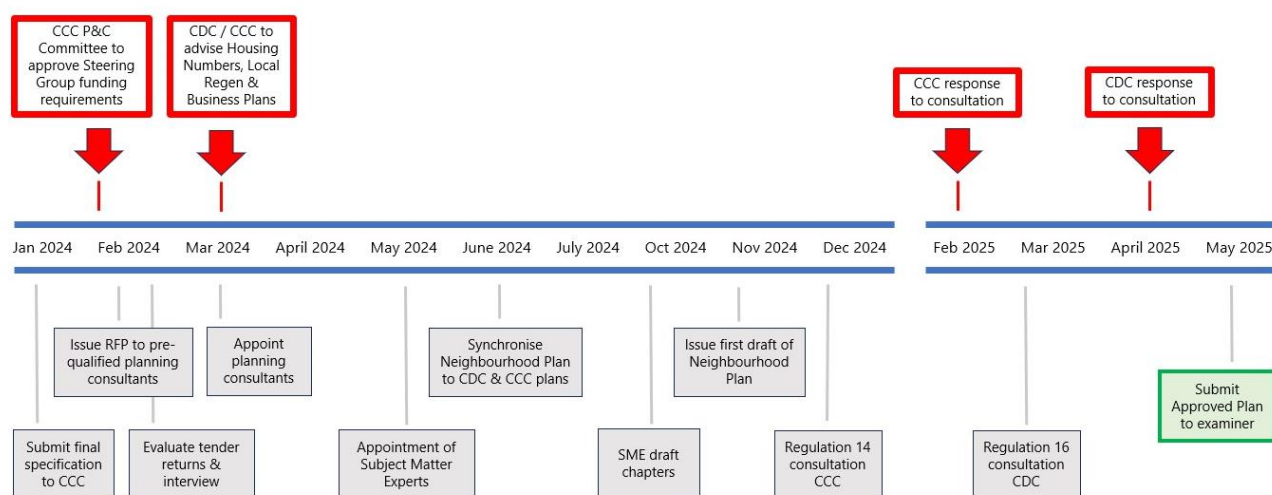
### Proposed changes to Neighbourhood Plans

On December 19<sup>th</sup>, 2023, new guidance was received “that government intends to proceed with the proposed deadline for submitting neighbourhood plans that are subject to the existing legal framework. This means that all neighbourhood plans submitted for examination after the 30 June 2025” will be required to follow the new legal framework.

There is sufficient time and buffer in our schedule to allow the CNP to be submitted before this deadline. See the attached indicative timeline chart.

## CHICHESTER NEIGHBOURHOOD PLAN

### Milestone Events and Dependencies



To advance the CNP work we enclose below a brief consultant brief for consideration. As the level of proposed consultant support is modest and targeted, we understand this can be accommodated within the financial scope and intent of a short direct tender of under £25,000 to a small number of qualified suppliers rather than via an open tender. This is an economical option for CCC to consider.

### Consultant brief and proposed scope of work

#### Brief

Support to the CNP SG to delivery of the regulation 14 Pre-Submission Draft of the NP to Chichester City Council (CCC). CCC has responsibility for running the regulation 14 process. The CNP is driven by the SG which has full delegated authority up to delivery of a draft NP.

The consultant must be able to evidence appropriate expertise and experience and assure it can meet the timeline and requirements to deliver the CNP as indicated by:

1. Specific successful experience in neighbourhood planning (evidence of “Made” neighbourhood plans which have passed examination and a successful referendum.)
2. Local presence and experience including delivery of successful Neighbourhood Plans, particularly in West Sussex, Hampshire, Surrey, and Kent.
3. Proven local expertise in urban planning, zoning regulations, and community engagement throughout the Neighbourhood Plan development process.
4. Assurance that based on the stated timeline and dependencies that the deadlines can be met to ensure that an accepted regulation 16 draft can be submitted by 30<sup>th</sup> June 2025 deadline at the very latest.
5. Assurance of as close as possible “General Conformity” synchronisation to Chichester District Council’s draft Local Plan and regeneration goals and policies and draft City Council’s five-year plan 2024-2029 bearing in mind that some deviation is possible.

## Proposed scope of work

The consultant will have three roles.

1. To act as a trusted advisor/critical friend and to provide quality assurance to the SG, CCC and CDC. Measure of success: Recognition that the advisor has assisted the SG to avoid common NP pitfalls and followed best practice from other NPs. Quality assurance that the NP meets the standard for examination (alignment, completeness, and quality).
2. To provide a public communications and engagement programme sufficient to ensure the CNP meets the standard for public examination. Measure of success: Delivery of a public engagement programme and formal regulation 14 consultation process sufficient to meet the required standard for examination.
3. To provide a programme of briefings and assistance to the designated Subject Matter Experts (SMEs) responsible for preparing CNP chapters which the SG has developed (e.g., history, land use) including the drafting of appropriate policies which relate to those chapters. Measure of success: Quality assurance that the agreed CNP meets the required standard and assistance with drafting appropriate NP policies as needed.

Any work on housing numbers (call for sites) as allowed by the draft Chichester Local Plan is currently out of scope.

Except for tasks 2 and 3, most of the day-to-day work on the CNP and CNP drafting is expected to be done by the CNP SG and the designated SME's.

## Suggested Tender Process.

A 2-stage tender process is recommended based on our experience and on external recommendations from the Royal Town Planning Institute (RTPI) and CDC guidance on engaging a Neighbourhood Planning Consultant. The SG has tools and templates to support this process.

### Stage 1. Select a short list of consultants invited to tender (5 organisations maximum)

5 working day response. Informal reply. The intention is to confirm that the consultant has the experience and expertise to deliver the work, and that it can perform the requested roles, and meet the measures of success. Stage 1 does not prescribe methods as we wish to see how the consultant will satisfy our needs and any creative approaches they may have. Each consultant is free to describe their own methodology at the pre-qualification stage and how they would choose to deliver the work. Based on the response, we will choose 2-3 organisations to formally submit a proposal for further consideration.

### Stage 2. Evaluate a short list of consultant proposals (2-3 organisations maximum)

5 working day response. Formal proposal outlining what the consultant will do, how it will do it, previous experience of similar work, discussion of risk factors and how these will be mitigated. This will include the commercial offer. Each organisation submitting a compliant response will be invited to give a 15 min presentation to support the formal proposal to the City Council and CNP representatives to demonstrate their understanding of the proposed scope of work, and to introduce any changes they propose. The purpose of this presentation and Q&A is to assess confidence that the appointed consultant is competent, is experienced, fully briefed and resourced and is a good fit.

## Decision

The appointment decision will be made by the selected City Council representatives in consultation with the CNP. Commercial terms will be handled by the City Council as will the Form of Contract and Payment (time and materials, fixed fee, etc.) and approvals (Finance Committee, etc).

The following list provides some examples of consultants with specialism in Neighbourhood Planning that the City Council might choose to invite.

Genesis Town Planning Ltd  
Henry Adams Planning  
Feria Urbanism (previous consultant).