

*Cringleford*



*Parish Council*

## **Cringleford Parish Council - Neighbourhood Plan Review Brief**

### **Introduction**

Cringleford Town Council (CPC), located within the South Norfolk Council district, is seeking to appoint a consultant to assist in the review and re-write of the Cringleford Neighbourhood Development Plan (CNDP).

### **Background**

The 2014 CNDP was one of the first Neighbourhood Development Plans (NDP) to be adopted nationally. This plan will expire in 2026 and therefore a review / rewrite is required to take effect from 2026. A desktop exercise was undertaken by a consultant followed by meetings between Councillors, in which the advantages and disadvantages of writing a new plan were considered. At its July 2024 meeting Council agreed to write a new plan.

### **Brief**

CPC requires quotes from consultants suitably experienced in spatial planning, policy preparation, community engagement, national and local planning policies, and a good working knowledge of neighbourhood planning, to assist CPC with the project.

Cringleford Parish has already undergone considerable development and there are very few areas left where large-scale development can take place. However, one of our main aims in writing a new plan is to protect the Parish from further housing, and control redevelopment of existing stock via a Design Code that can be based on defined areas of Cringleford using an up-to-date Character Appraisal and an up-to-date Housing Needs survey. Protecting local green spaces, whether parish or private, and views based on a Biodiversity / Ecological survey of parish is a further requirement.

The review must also note and take into consideration the newly adopted Greater Norwich Local Plan and any significant strategy and policy changes that may be under current consideration by the UK Government.

A working group will be established to oversee the CNDP review. The Working Group will be made up of Parish Councillors, ideally with representatives of local community groups, and residents.

The working group will meet on a regular basis for the duration of the commission and will be responsible for managing the overall direction and progress of the assignment, ensuring that the commission is executed in accordance with the brief and that key deliverables are produced to the required quality and within the agreed



timescale. It is expected that representatives of the consultant team will service these meetings.

## **Requirements**

### *General*

Draft policies will need to draw upon the key findings from the evidence base which have helped to shape and inform future development issues which are important to local people and businesses. The policies will also need to demonstrate how they will help to achieve the vision and objectives. It is important that the plan is easy to read, written in plain English and is accessible when uploaded onto the internet. The plan should be a useful and useable document and understood by local residents, businesses and organisations.

Consultants will be required to provide a named project manager to lead and act as the point of contact throughout the duration of this project. The project manager should have sufficient and applicable experience to manage this type of project and be available for discussions and work with the client as required.

The fee for the project and all management associated with the study will be determined, agreed and fixed. This fee will be inclusive of all costs associated with staffing, research, printing, despatch, telephone, travel and any other costs incurred by the contracted consultant. It is proposed that payment will be phased upon completion of key stages of work (to be agreed) in accordance with the specification.

### *Specific*

The consultant will be expected to:

1. Attend an initial meeting after award of contract, to agree the scope, requirements and objectives of the CNDP.
2. Attend meetings of the CNDP Working Group. It is expected that the majority of these can be held over zoom; physical meetings when needed will be held at The Willow Centre.
3. Liaison with the Parish Clerk to agree agendas in accordance with meeting schedules.
4. Liaison with the Parish Clerk outside of meetings to agree and assign action points.
5. Undertake any necessary updating and review of the evidence base preparation in relation to local, regional and national strategy and policy



changes since original adoption in 2014, including engagement with the local community, to support the CNDP review.

6. Assist with community and stakeholder engagement to inform the update and review of the evidence base, CNDP topic themes, and significant project proposals, that emerge. Establish updates in the Vision and set of Objectives of the CNDP.
7. Production of all necessary materials, leaflets/questionnaires etc for public consultations.
8. Apply for grants to complete the project, e.g. to Locality
9. Draft a set of robust policies for the new CNDP drawing upon work carried out.
10. Liaise with the Local Planning Authority to ensure adherence of the CNDP to the basic conditions and the South Norfolk and Broadland Design Code (due in 2025).
11. Arrange for publication and feedback in accordance with Regulation 14 of The Neighbourhood Planning (General) Regulations 2012.
12. Draft the Review of the CNDP and the statutory required supporting documents.
13. Submit to the Local Planning Authority the completed document
14. Works to be completed within a timeframe, to be agreed between the Parish Council and consultant, to ideally ensure that there is no gap between the expiry of the existing plan and adoption of the new.

### **Quote**

Please return your quote to the Parish Clerk by 5pm on Wednesday 21 August, with confirmation of the date you would be available to start the project. It is anticipated that a Consultant will be approved at the meeting of the Planning and Environment Committee on 4 September 2024. We would like work to start as soon as possible after this date.