



supporting people &  
sustaining communities

## Neighbourhood Planning – Support Offer

### a. Consultation, Engagement, & Evidence Gathering:

Package of project management and support with consultation & engagement up to the production of a draft Neighbourhood Development Plan prior to pre-submission including:

Item	Detail	RCC Support
<b>Open Meeting &amp; Initial Consultation</b>	Public Open Meeting held to raise awareness of and publicise the NDP project, including completion of consultation to ascertain key issues and priorities.	<p>Planning and preparation, independent facilitation, provision of presentation at the meeting, and preparation of report / meeting notes.</p> <p>Design and implementation of a consultation exercise to gather the key issues and priorities that the community would like exploring within the plan.</p>
<b>Evidence Base Portfolio</b>	Portfolio of existing evidence relevant to the NDP process.	Collation of evidence base and presentation in the form of an electronic portfolio.
<b>Stakeholder Consultation</b>	Identification and formal consultation with all relevant statutory consultation bodies.	<p>Identification of all statutory consultation bodies.</p> <p>Communication and consultation with statutory consultation bodies and key stakeholders including facilitation of 1 consultation workshop</p>
<b>Community Questionnaire</b>	<p>Questionnaire to ascertain preferred options and to explore local issues and priorities.</p> <p>Questionnaires can be made available online as well as in hard format.</p>	<p>Support with the design and development of a questionnaire.</p> <p>Preparation of form using SNAP including production of a PDF copy for printing and a version completion online.</p> <p>Download and collation of all questionnaires received online or via e-mail.</p> <p>Presentation of raw results in report format.</p>
<b>Community Consultation Event</b>	Event to present information related to the project, to engage residents in the mapping of local issues and priorities, and to pinpoint areas for development, improvement and protection. Event can include presentation and discussion of the results from all prior consultation.	<p>Provision of templates for publicity flyers, posters and circulation of press releases.</p> <p>Event planning, organisation, and preparation of display materials.</p> <p>Independent facilitation and officer support.</p> <p>Collation of results and preparation of report.</p>

Cost for support covered in section a (consultation, engagement & evidence gathering) - £5,600.00

**b. Pre-Submission Consultation:**

The RCC will support the completion of a 6-week Pre-Submission Consultation on the draft Neighbourhood Plan as required under Part 5, Section 14 of the Neighbourhood Planning (General) Regulations 2012.

Item	Detail	RCC Support
<b>Statutory Bodies</b>	Formal consultation with all relevant statutory consultation bodies.	Facilitation of formal consultation with statutory consultation bodies inviting representation on the Neighbourhood Plan.
<b>Comments Form</b>	Standard comments form to collect representations relating to the draft Neighbourhood Plan.  Form can be made available for distribution in hard copy, via e-mail, or online.	Support with the design and development of a standard form.  Preparation of form using SNAP including production of a PDF copy for printing and HTML version uploaded to and hosted on RCC website for completion online.  Download and collation of all representation received online or via e-mail.  Presentation of all representation received in report format.
<b>Consultation Event</b>	Public open event to display the draft Neighbourhood Plan and enable attendees to make representation via a standard comments form.	Event planning, organisation, and preparation of display materials. Independent facilitation and officer support.  Collation of comments and preparation of report.

Cost for support covered in section b (pre-submission consultation) - £1,750.00

**c. Consultation Statement:**

RCC support with the production of a Neighbourhood Plan Consultation Statement to include:

Item / Detail
A. Required liaison with Parish Council / Neighbourhood Forum.
B. Collation of required information and data related to all public & stakeholder consultation and from the statutory 6-week pre-submission consultation period.
C. Production of draft document for review by Parish Council / Neighbourhood Forum.
D. Completion of amendments as required.
E. Finalisation and submission of document to Parish Council / Neighbourhood Forum.

Cost for support covered in section c (consultation statement) - £1,050.00