

Proposal to Great Horwood Parish Council



Proposed Title of Project:		Neighbourhood Development Planning – Great Horwood Parish Council
1	Outline Scope of the Project:	<p>The thriving parish of Great Horwood, which includes the hamlet of Singleborough, is a community within Aylesbury Vale District. It has a population of around 1,050 with 405 households and is situated approximately 12 miles to the north of Aylesbury and just over two miles north of the attractive market town of Winslow. The community benefits from a wide and varied choice of clubs and societies including a football and cricket club, Great Horwood and Singleborough Youth Club, Brownies, Rainbows, Scouts and Cubs, a branch of the WI and the Great Horwood Silver Band, founded in 1888. They boast a village hall, recreation ground, 2 allotment gardens, St James’ Church and two pubs; The Swan and The Crown.</p> <p>Great Horwood C of E Combined School is a mixed, community primary school that takes children between the ages of three and 11. The school has about around 112 pupils.</p> <p>The village benefits from a regular bus service to Winslow, Bletchley and Milton Keynes.</p> <p>Concerned about potential high levels of development in the settlement, Great Horwood Parish Council has now decided to pursue a Neighbourhood Development Plan to influence development and ensure the aspirations of the community for the future development of the parish are identified and taken into account.</p> <p>The Chairman of the Parish Council contacted Community Impact Bucks (CIB) to discover more about the CIB/rCoh Neighbourhood Development Planning service. This contact, and our subsequent meetings, has led to the submission of this proposal.</p>

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<p>2</p>	<p>Commissioning Body:</p>	<p>The commissioning body is Great Horwood Parish Council. The primary relationship in this agreement/project is between Great Horwood Parish Council and Community Impact Bucks. However, there are other key partners :</p> <ul style="list-style-type: none"> - Aylesbury Vale District Council. - rCOH Ltd. (as CIB’s retained planning consultants). <p>The lead contact for Great Horwood Parish Council will be: Councillor John Gilbey Chair Great Horwood Parish Council</p> <p>john@gilbey98.freeserve.co.uk 01296 711915 07860 268017</p>
<p>3</p>	<p>Project Plan:</p>	<p>A detailed project/action plan will be produced when Great Horwood Parish Council has agreed the scope of this proposal. However, it is anticipated that the Neighbourhood Development Plan process can be completed within six to seven months. Great Horwood Neighbourhood Development Plan Steering Group have already completed a substantial amount of public consultation and produced a draft State of the Parish report. Therefore it is recommended that the scope of the project begins with the completion of the State of the Parish report by the Steering Group and CIB/rCOH then review the 'State' report and will then follow the process through a conventional Neighbourhood Development Plan format through Pre Submission to Submission. rCOH will produce a full project plan which will identify key dates and stages, this will include an indication of the timing of the draft NDP There will be three broad stages to this project. These are:</p>

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		<ol style="list-style-type: none"> 1. Sustainability Appraisal 2. Draft Neighbourhood Development Plan 3. Consultation and meetings with stakeholders although this will be a common thread running through the whole process, there is the need for the statutory consultation period where we propose to assist Great Horwood Parish Council in public consultation events for this. <p>These stages will be the key project milestones. The detailed project plan will outline when steering group meetings need to take place. In addition, there will be a need for workshops to take place with the steering group to help inform and facilitate each stage.</p> <p>The end point of this project will be submission of a Neighbourhood Development Plan to Aylesbury Vale District Council for external examination. Further support after this point will be the subject of a separate agreement.</p>
<p>4</p>	<p>Reporting / Monitoring / Evaluation:</p>	<p>There will be key milestones throughout the project, as highlighted within section 3. It is anticipated there will be monitoring meetings between CIB and the Great Horwood Neighbourhood Development Planning steering group at these key milestone points. The monitoring meetings will be scheduled in the project plan, but Great Horwood Parish Council will be expected to arrange venues and times for the meetings and any associated catering requirements.</p> <p>The aim for CIB is to facilitate Great Horwood through the Neighbourhood Development Planning process up to the point of submission to the local planning authority for external examination.</p>

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5	Information Sharing:	<p>The information arising out of this project, as well as the final Neighbourhood Development Plan Report, will be owned by Great Horwood Parish Council. Branding of the project will be Great Horwood Parish Council; however, it is expected that the involvement of CIB (and others) will be acknowledged appropriately. Any statistical data, mapping data or information gathered from professional sources will be appropriately referenced and licensed as appropriate. For example, Community Impact Bucks will provide data sets for use in the project and it is expected that where this information is used, sufficient credit is referenced.</p> <p>It is expected that GIS mapping data will be made available by Aylesbury Vale District Council, as part of this project, for use by CIB, rCOH Ltd. and Great Horwood Parish Council. It is expected that Aylesbury Vale District Council will provide this information as 'in-kind' support as part of their commitment to the parish and the project.</p> <p>CIB and partners will co-operate fully in any Freedom of Information requests that are received by statutory partners.</p>
6	Decision Making and Sign Off:	<p>Part 3 outlines the key stages to this process. Decision making will take place around these stages and will be made by the Project Steering group. There will be expectations that a certain level of decision making will be delegated to partners to aid speedy progress of the project.</p>
7	Other Partners:	<p>The partners involved in this project and their role are:</p>

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		<p>Great Horwood Parish Council Contact: John Gilbey Chairman Great Horwood Parish Council john@gilbey98.freeserve.co.uk 01296 711915 07860 268017</p> <p>Lead commissioner. To oversee progress and provide local detail and engagement on the project. To undertake the local requirements as outlined within section 3. To ultimately sign off the project.</p> <p>Community Impact Bucks Contact: Jean Fox T: 0845 3890389 E: jean@communityimpactbucks.org.uk Role: To project manage the Neighbourhood Development Planning Process for Great Horwood and to lead the community engagement and consultation element of the project.</p> <p>rCOH Ltd. Contact: Neil Homer T: 01608 238368 E: neil.homer@rcoh.co.uk Brendan O’Neill T: 0208 977 2175 E: brendan.oneill@rcoh.co.uk</p> <p>Role: To work to the project timeframe and review evidence and develop a state of the parish report; draft sustainability appraisal and draft the Neighbourhood Development Plan ready for submission to Aylesbury Vale District Council. rCOH Ltd. will be operating as sub contractors to Community Impact Bucks on technical planning aspects.</p>
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		<p>Aylesbury Vale District Council Contact: Charlotte Morris, Planning Policy Officer, AVDC T: 01292 585461 E: cmorris@aylesburyvaledc.gov.uk Role: To provide local mapping data and information to assist the timely submission of the Neighbourhood Development Plan. It is expected that Aylesbury Vale District Council will also assist, where required, in the interpretation of local data and local plan information.</p>
8	<p>Budget / Invoicing:</p>	<p>We propose that payment for our services on this project will be made by Great Horwood Parish Council in four stages as follows:</p> <ul style="list-style-type: none"> • 20% will be payable after the initiation meeting and agreement of the detailed project plan. • 50% will be payable upon completion of the draft Neighbourhood Development Plan. • 30% will be payable upon submission of the Neighbourhood Development Plan to Aylesbury Vale District Council for external verification. <p>At the appropriate stages, Community Impact Bucks will invoice for the required amount. It is expected that the financial relationship is between Great Horwood Parish Council and Community Impact Bucks.</p> <p>Community Impact Bucks propose an overall total cost of £14,050 including VAT to deliver a Neighbourhood Development Plan for Great Horwood suitable to be submitted to the local planning authority for external examination.</p>
9	<p>Resources:</p>	<p>It is expected that local costs, such as room hire, refreshments for meetings etc., will be</p>

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arranged and met by Great Horwood Parish Council. Costs associated with writing the Neighbourhood Development Plan and producing electronic copies of the final document along with associated publication costs are covered by the budget quoted within this proposal. Mapping and demographic data, not readily available to CIB or rCOH Ltd. will be provided by Aylesbury Vale District Council at nil cost to the project partners. It is expected that Aylesbury Vale District Council will provide this information in their role of supporting the community and the Neighbourhood Development Planning process. The project plan in section three outlines how and when this information is likely to be required.