



RTPI

mediation of space · making of place

Baildon

Neighbourhood Plan

Support Package

August 2021

Kirkwells

The Planning People

Introduction

1. Thank you for providing Kirkwells with the opportunity to set out how we could support the preparation of the Baildon Neighbourhood Plan.
2. In preparing neighbourhood plans Kirkwells' approach is one that gives local people more say in the future development of where they live and work, and a greater ability to influence planning decisions.
3. By choosing Kirkwells you will have the backing of Royal Town Planning Institute chartered town planners who are the country's most experienced independent town planning consultants supporting communities in the preparation of neighbourhood plans. This experience includes support and advice over the last five years to over 150 areas preparing neighbourhood plans. This experience covers the whole process from pre-designation through to referendum stage. We have helped over 80 parishes achieve successful referenda votes. We have a number of other plans at earlier stages of preparation and have helped groups with single, task and finish neighbourhood plan projects, see Appendix A for a list of our neighbourhood plan clients.

Our Neighbourhood Plan Approach

4. Our approach to supporting areas involved in neighbourhood planning is to be the Town Council's technical advisors – providing advice, support and assistance, facilitating, questioning and critiquing, but allowing the Town Council to reach informed decisions that lead to a deliverable end product.
5. In this way, the Baildon Neighbourhood Plan becomes truly community-led and owned. Kirkwells' role is a support one, helping you undertake the work you feel comfortable with and equipped to do, and taking a more prominent role when you do not – particularly on the technical things. This not only keeps costs down, but also ensures true community leadership and local ownership of the Neighbourhood Plan.
6. Our support is based on a menu that the Town Council can select from, this is set out below. You can select the full menu – this fee proposal is for a full package of support taking you from where you are now and on to post-examination changes. Alternatively, you can select set elements from the menu: just the elements of support you require at key stages of your neighbourhood plan's preparation.
7. Kirkwells can support you by offering the following:
 - ❑ **Free support to put together an online grant application to Locality for funding should this be required;**
 - ❑ Production of detailed project plan and project management;

- Support to your Neighbourhood Plan Steering Group and attendance at 3 meetings – we can attend additional meetings on request for an additional fee (see para. 13 below);
- Assessing issues of conformity with national and local planning policy;
- Liaison with City of Bradford Metropolitan District Council (CBMDC);
- Support to ensure the plan promotes sustainable development;
- Review of the evidence base;
- Finalising the Draft Neighbourhood for Regulation 14 consultation;
- Advice and support on engagement. This advice will take into account up to date government guidance and restrictions relating to Covid-19;
- Preparation of the Basic Conditions and Consultation Statements and submission of the plan to CBMDC;
- Advice to ensure the Neighbourhood Plan meets the basic conditions of the Town and Country Planning Act and is ready for submission to CBMDC for Regulation 16 consultation;
- Support at any examination into the Baildon NDP – most plans are examined by written representations;
- Post-examination changes to the Baildon NDP ahead of the referendum (the organisation of the latter is the responsibility of CBMDC).

8. Our approach is also based on getting the most from local resources: input from the Neighbourhood Plan Steering Group,

Town Council, volunteers and interested local people. This approach minimises costs to you whilst providing the Town Council with the ability to call on our independent, expert advice, help and support throughout the plan’s preparation. We find this helps move the plan forward at a faster pace and allows you to use neighbourhood planning to its full potential as a tool to get what you want.

9. We also pride ourselves on establishing strong and effective working relationships with your local planning authority, whilst retaining an independent role and representing the interests of the Town Council.
10. To provide Baildon with a full package of support would cost £10,180.00 including expenses but excluding VAT. Kirkwells recognise town and parish council budgets are limited and we offer our services at a substantial discount on our usual fee rate. Our fees per member of staff are £70.00 per hour, this figure *excludes* VAT. This works out at a day rate of £490.00.
11. This figure is broken down in more detail in the following table:

Support to put together application to Locality for grant funding	FREE
Inception meeting by video/telephone conference and preparation	£490.00
Assessing and advising on the evidence base, including questionnaire	£980.00
STAGE 1 PAYMENT	£1,470.00
Preparation of Preferred Option Draft Plan for Consultation	£2,970.00
Strategic Environmental Assessment Screening	£490.00
STAGE 2 PAYMENT	£3,460.00
Analysis of consultation responses on Preferred Option Plan	£980.00

Finalising Draft Plan for Regulation 14 consultation	£980.00
STAGE 3 PAYMENT	£1,960.00
Consultation on Regulation 14 Draft Plan	£980.00
Preparation of Consultation Statement and Basic Condition Statement	£980.00
Revise Draft Plan and Submit to Local Planning Authority	£980.00
STAGE 4 PAYMENT	£2,940.00
Examination and post-examination changes	£980.00
STAGE 5 PAYMENT	£980.00
Total cost	£10,810.00

12. You may feel some of these elements are already in hand. If so, we can happily remove them from our fee proposal. Alternatively, you may wish to “beef up” certain areas, and reduce others based on local knowledge and expertise.
13. These figures include attendance and expenses for three Steering Group meetings. Beyond this we would charge £70.00 per hour plus VAT fee rate and agree a rate for any travel and accommodation expenses.
14. These figures do not include the costs of printing of the final document or any policies map. Kirkwells will supply electronic versions (including mapping), and if required, a limited number of hard copies of documents at key stages, but large print runs, if deemed necessary, say at Regulation 14 Draft Plan stage, are best handled using the services of local printers.
15. Given the primary source of grant funding for neighbourhood plans is the support administered by Locality, we would support Baildon free of charge in putting together their grant application. This would include help with the online application including description of work and cost breakdowns. This is something we have

successfully done with other town and parish councils as part of our work to support their neighbourhood plans.

16. Should additional work be requested beyond the scope of this proposal Kirkwells will be happy to prepare an additional quotation.

17. We could start the work immediately and a suggested timetable is set out in Figure 1.

Figure 1. Baildon Neighbourhood Development Plan Suggested Timetable

Version 1 - August 2021																	MW
Baildon Neighbourhood Plan																	
	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23
Inception meeting	█																
Produce and agree detailed work programme		█															
Agree reporting mechanisms		█															
National and Local Policy Assessment		█	█														
Assessing and advising on the evidence base		█	█														
Preparing the Preferred Option Draft Plan				█	█												
Consultation on Preferred Option Draft Plan						█											
Revised Draft Plan for Regulation 14 Consultation							█	█									
Regulation 14 consultation - six weeks minimum									█	█							
Basic Condition and Consultation Statement											█						
SEA/HRA Screening						█	█										
Submit Plan to CBMDC												█					
CBMDC consultation on Submitted Draft Plan													█	█			
Examination																█	
Referendum																	TBC

Outputs

18. Kirkwells will produce alongside Baildon Town Council and the Steering Group a neighbourhood plan that will give local people more say in the future development of where they live and work, and a greater ability to influence planning decisions.

19. In producing the plan Kirkwells will help the Town Council engage widely with the local community, business and other key stakeholders – raising awareness of the plan and forging strong relationships for the future implementation of the plan.

Concluding Remarks

20. We hope you find our proposal an attractive one. Should you require to discuss any of this in greater detail or feel that this is best done face to face with a meeting we will be happy to answer your queries.

References

Available on request

Brief CVs



MICHAEL WELLOCK – MANAGING DIRECTOR, KIRKWELLS, BSc, Dip TP, DMS, MRTPI

PERSONAL STATEMENT

Michael is a chartered town planner with over 25 years' experience. Michael has worked across the UK with private companies, public bodies and community groups. He has a wide range of town planning skills and knowledge and has delivered multi-million-pound projects taking such projects from plan to delivery. Michael is currently leading our work on a number of Neighbourhood Plans in Herefordshire, Lancashire, Northamptonshire and Yorkshire.

PREVIOUS EXPERIENCE

Managing Director, Kirkwells – 2011-2021

Currently working on a number of neighbourhood planning projects, including three neighbourhood planning frontrunners and housing regeneration work in inner Burnley.

Neighbourhoods Manager, Burnley Borough Council - 2009 to 2011

Project Co-ordinator Elevate, Burnley Borough Council - 2003 to 2009

Policy and Environment Manager, Burnley Borough Council - 2000 to 2003



**LOUISE ELAINE KIRKUP - DIRECTOR,
KIRKWELLS, BSc, MCD, Dip. TP, MRTPI**

PERSONAL STATEMENT

Louise is a Chartered Town Planner with over 17 years' experience across a wide range of town planning and neighbourhood regeneration disciplines including development management, sustainable development, neighbourhood planning and regeneration, community participation and engagement, and planning policy. She has had a leading role in developing innovative and creative approaches to community involvement in planning policy documents and has widespread experience of working in partnership with public, private and voluntary sectors to deliver complex regeneration projects on time and within budget. Louise is currently leading our work on Neighbourhood Plans in a number of areas and had our first success at referendum with Chaddesley Corbett.

PREVIOUS EXPERIENCE

Director, Kirkwells – 2011-2021

Currently working on a number of neighbourhood planning projects, including three neighbourhood planning frontrunners, and advising parishes in Warwickshire, Northamptonshire and Worcestershire.

Senior Policy Planner (PT), Copeland Borough Council – 2011 to 2013

Louise assisted with work on the Council's Core Strategy with particular responsibility for policies relating to town centres and retailing and the Localities chapter. She led on the preparation and adoption of 2 SPDs for Whitehaven Town Centre and Harbourside and South Whitehaven and also prepared the Issues and Options

document for West Whitehaven SPD which will set out development guidelines for a highly sensitive area of coastal fringe.

Principal Planner (Neighbourhoods), Burnley Borough Council - 2009 to 2011

Principal Planner (Housing Market Renewal), Burnley Borough Council - 2004 to 2009

Principal Environmental Planner, Burnley Borough Council - 1999 to 2004

Capital Challenge Planner, Burnley Borough Council - 1998 to 1999

Planning Officer (Environment), Salford City Council - 1995 to 1998

Temporary Planning Officer, Development Control, Salford City Council - 1994 to 1995



CLAIRE BRADLEY - DIRECTOR, KIRKWELLS, Dip TP

PERSONAL STATEMENT

Claire is a Town Planner with over 10 years' experience in Development Management. She has experience of producing Supplementary Planning Documents in the form of site specific Development Briefs, project management through the East Lancashire Housing Market Renewal Pathfinder, development management of major applications from pre-application discussion through the development control process to condition and Section 106 agreement monitoring, and project management of public realm improvements. Currently helping prepare Neighbourhood Plans in Herefordshire, Lancashire, Northamptonshire and Warwickshire.

PREVIOUS EXPERIENCE

Director, Kirkwells – 2011-2021

Claire is the team's development management expert, currently working on a number of planning applications, and advising on neighbourhood plan policy.

Principal Planner (Lead Developer Liaison), Burnley Borough Council - 2008 to 2011

Senior Planner (Development Control), Burnley Borough Council - 2006 to 2008

Planning Officer (Development Control), Burnley Borough Council - 2002 to 2006

strong networks with other built environment professionals including; internal departments, statutory consultees and voluntary organisations.

Senior Planner, Blackburn with Darwen Borough Council, 2004 – 2008

Senior Planner, Pendle Borough Council, 2003 –2004

Planner, Hyndburn Borough Council, 2002 –2003



MARTIN COLE, FINANCE MANAGER.

Martin qualified as a Chartered Accountant in London in 1975 and then worked for KPMG London for two years before moving to the North West in 1977 to work for Phillips Electrical 6 years and then FW Woolworths 3 years. He then moved to Post Office Counter Ltd and during his sixteen years with them he undertook various finance and planning roles, finishing as the North West Regional Head of Finance. Martin then became Director of Finance for the East Lancashire Partnership 2 years, and from 2005 to 2011 was Burnley Councils Regenerate Accountant dealing with all the financial aspects of the multi-million-pound Housing Market Renewal programme.

Since 2011 Martin has been Kirkwells Finance Manager.

APPENDIX A – KIRKWELLS NEIGHBOURHOOD PLANNING EXPERIENCE

MADE = plans that have been approved following yes votes at referendum and subsequently made part of the development plan in their local planning authority area.

Stretton	MADE	
Branston	MADE	
Chaddeseley Corbett		MADE
Horninglow and Eton		MADE
West Haddon	MADE	
Leominster	MADE	
Whitnash	MADE	
Austrey	MADE	
Peterchurch	MADE	
Hampton Bishop	MADE	
Lower Bullingham	MADE	
Wigmore	MADE	
Tarporley	MADE	
Stretton Sugwas	MADE	
Breinton	MADE	
Brimfield with Little Hereford		MADE
Bryning with Warton	MADE	
Abbeydore	MADE	
Welsh Newton	MADE	
Burley in Wharfedale		MADE
Barford	MADE	
Wellington	MADE	
Salford Priors	MADE	
Bolton by Bowland	Withdrawn	
Callow and Haywood		MADE
Kingstone and Truxtun		MADE
Dinedor	Referendum	
Belmont Rural	MADE	
Raunds	MADE	
Weedon Bec	Examination Fail	
Marden	MADE	
Brilley	MADE	
Eardisland	MADE	
Flore	MADE	
Steeton & Silsden	MADE	
Hartshill	MADE	

Kempsey MADE
Gargrave MADE
Woodford Consultation event held
Churchill and Blakedown MADE
Appleton Thorn MADE
Alderton MADE
Eaton Bishop MADE
Leek Wootton MADE
Kilsby MADE
Welford MADE
Woodford cum Membris MADE
Burghill MADE
Colwall MADE
Harbury MADE
Barby & Onley MADE
Luston Group MADE
Budbrooke MADE
Oxspring MADE
Baginton & Bubbenhall MADE
Longridge MADE
Drakes Broughton MADE
Wilmcote MADE
Cononley Preparing the plan
Clifton upon Teme MADE
Burntwood MADE
Gotherington MADE
Barrowford MADE
Martley Knightwick & Doddenham MADE
Armitage with Handsacre MADE
Tenbury and Burford Preparing Draft Plan
Lower Allithwaite Regulation 14
Coleford Support to Regulation 14
Clehonger MADE
Harpole MADE
Addingham MADE
Stretton Grandison MADE
Caton with Littledale Regulation 14
Lickey MADE
Brampton Abbott MADE
Everton MADE
Holme Valley Regulation 16
Garway MADE
Glaphorn MADE
Mitcheldean MADE

Rawdon Preparing the Plan
Yarkhill MADE
Roade MADE
Penrith Examination
Colne Regulation – Preparing Submission Draft
Ashton MADE
Ilkley Regulation 16
Kilpeck Preparing the plan
Handforth MADE
Lyonsshall MADE
Cawthorne MADE
Bishops Tachbrook Examination
Holmer & Shelwick MADE
Berkswell MADE
Silverstone Preparing the Plan
Wennington MADE
Radford Semele Examination
Bawtry MADE
Allensmore MADE
Warmington MADE
High Lane Examination
Staverton No vote at referendum
Leamington Spa MADE
Hackleton Regulation 16
Cosby Preparing the Plan
Alvington MADE
Sprotborough Referendum
Kemble MADE
Willoughby MADE
Pitsford Regulation 14
Chelmondiston Regulation 16
Ainstable Preparing the Plan
Betley, Balterley and Wrinehill Regulation 14
Stainforth Preparing the plan
Cookley and Caunsall Preparing the plan
Llangarron Regulation 14
Aldcliffe with Stodday Regulation 14
Warburton Preparing the plan
Alderley Edge Preparing the plan
Chaddeseley Corbett Review Preparing the plan
Hallow Preparing the plan
Crosthwaite and Lyth Preparing the plan
Silkstone Preparing the plan
Stoke Lacey Preparing the plan

Pyons Group	Regulation 16
Fazeley	Preparing the plan
Bishops Itchington	Preparing the plan
Kinver	Preparing the plan
Tarporley Review	Preparing the plan
Kilsby Review	Preparing the plan
Hargrave	Preparing the plan
Great Houghton	Preparing the plan
Gaydon	Preparing the plan

Kirkwells

The Planning People

For more information on the contents of this document contact:

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