



SPOFFORTH WITH STOCKELD NEIGHBOURHOOD DEVELOPMENT PLAN

Memorandum of Understanding between Spofforth with Stockeld Parish Council and Plan Ahead Communities Ltd

Introduction

Plan Ahead Communities Ltd (PAC Ltd) have set out a fee proposal which has been accepted by Spofforth with Stockeld Parish Council. The following statements set out how we expect to work together in delivering the project of a Neighbourhood Development Plan (NDP) for the parish of Spofforth with Stockeld.

Key contacts

The key contacts for the project are June Geddes for the Spofforth with Stockeld NDP steering group and David Gluck for PAC Ltd.

Roles

- a. Spofforth with Stockeld Parish Council have agreed that PAC Ltd will provide 5 key roles for the team:
 - Project manager – to maintain a Project Plan, to act as the key advisor and overseer of work to be done, underway and achieved and to quality assure outputs so they are fit for purpose.
 - Report writer – to undertake to provide drafts of the Plan as it progresses, initially to the pre submission consultation draft and then subsequently to the submission draft. Alongside these to provide summaries of the drafts and associated surveys.
 - To provide advice and guidance as required on NDP regulations, process, best practice and external funding and support.
 - To provide guidance and support on community engagement, consultation and communications.
 - To commission 'design and print' the draft Plan and summaries/surveys.

- b. Spofforth with Stockeld Parish Council have agreed that further inputs to the NDP will be provided either by the Steering Group - for example by way of local surveys and investigations – or by Harrogate Borough Council's planning team. These could include:
 - Advice and development of the evidence base
 - Supporting policy writing
 - Mapping services
 - Housing site assessments/briefs

- c. Where requirements cannot be achieved by these means, PAC Ltd may advise on alternative methods including their own services.

Meetings

- d. PAC Ltd will endeavour to attend all monthly steering group meetings.
- e. In between meetings, contact will ordinarily be via email. David is available for meetings at his Tadcaster office with sufficient notice.

Payment schedule

- f. Invoicing from PAC Ltd will be monthly in arrears. Spofforth with Stockeld PC will endeavour to agree payments at the first Council meeting following submission of a claim and arrange payment at that meeting.
- g. The payments are split as follows:
 - o Stage 1 is a fixed fee of £3400 + £52 travel costs.
 - o Stage 2 work is a fixed fee of £6600 + £78 travel costs.
 - o Stage 3 work is a fixed fee of £2600 + £52 travel costs.
 - o Stage 4 work is a fixed fee of £400
 - o Please note VAT is not charged.
- h. Payments beyond this will only be made if and when a further tranche of work is agreed or if Spofforth with Stockeld Parish Council commission PAC Ltd to undertake additional work over and above the contracted days in support of the Plan.

David Gluck, Director, Plan Ahead Communities Ltd

16/02/2018