



**QUOTATION: OXENHOPE PARISH COUNCIL**  
**NEIGHBOURHOOD PLAN PROPOSAL**  
**Developing the Plan Structure,**  
**Discussing Issues & Generating Ideas**  
**10/05/16**



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copyright Mick Melvin

## INTRODUCTION

Thank you for inviting IntegreatPlus to submit a quote to assist Oxenhope Parish Council in the production of a Neighbourhood Plan. IntegreatPlus is the trading name of CIQ Agency.

## PREVIOUS EXPERIENCE AND EXPERTISE

In partnership with The Planning Cooperative, we have been closely involved with a number of Neighbourhood Plans, community consultations and early stage pre-Neighbourhood Planning processes.

Our combined skills in Planning, Design and Economic Development will, I trust, help to deliver your ambitions.

## CLARIFYING THE BRIEF

Based on the information provided, you wish us to:

- Help develop questions and methods for public consultation events
- Attend and facilitate consultation events
- Analyse the results of a public consultation
- Support with the analysis of the outcomes of

consultation

- Attend steering group meetings
- Assist with writing policies and proposals
- Help with analysis of the evidence base and identification of issues and aims for the plan
- Assist with site allocations (if required), and
- Ensure the Neighbourhood Plan is compliant with the Bradford Local Plan
- Draft a Neighbourhood Plan.

As a regional design and place making focused social enterprise, IntegreatPlus is keen to encourage a strong design-based approach as a positive way of developing and sustaining an area's distinctive character through Neighbourhood Planning.

This will complement and add value to the strategic context set out in the Bradford Local Plan, as well as offering an exciting and innovative approach to local site development which will capture the imagination of local residents and interest groups.

By focusing community attention and appropriate resources we will engage with local residents and interest groups in detailed, inclusive, and positive discussions on the form, scale and character of new development within the neighbourhood plan boundary.



## METHODOLOGY & APPROACH

### OUTLINING KEY PROCESSES

In order to ascertain local community aspirations, a number of public consultation exercises will be required. We would propose that the main form of community engagement should be a series of site / topic based workshops, designed and led by ourselves and open to all, from which we will draw up the aims and objectives of the Neighbourhood Plan. We would tailor the workshops with an aim to attract a wide diversity of ages and demographics to aspire towards full representation.

From these discussions, we could then produce a series of reports or concept statements, discussing key aspirations and objectives which will then form the heart of the new Neighbourhood Plan.

In addition to addressing design and policy issues, the reports and Concept Statements would also address - in some detail - issues relating to the local economy, sustainability and infrastructure and discuss needs relating to each of the areas allocated for new development in the Neighbourhood Plan.

The work undertaken will thus become a mechanism for community involvement and participation and for improving the quality of new development. It will also provide an effective means of ensuring that new development can be successfully integrated into existing physical and community networks. We would anticipate regular meetings with a Neighbourhood Plan Steering Group, in order to ensure that the various tasks and timescales are adhered to as far as possible.

In addition, if required, we will also initiate consultation and discussion forums via various social media networks, such as Twitter, and via the Parish Council's website acting in a partnering role with joint administration of platforms.

We will also establish and maintain regular contact with Bradford Council's designated Neighbourhood

Plan Officer, thereby ensuring that

there is no conflict with the strategic aims set out in the Local Plan.

Subject to Steering Group agreement, we will be encouraging officers from various Bradford Council departments to attend the workshop / discussion sessions held in the local community to forge and strengthen links with the Council as lead Planning Authority.

The Neighbourhood Planning Regulations also require that we consult with various other statutory bodies, such as Natural England and The Environment Agency where their interests may be affected.

We will help seek the views of all those individuals and organisations who may have commented upon the designation of the Neighbourhood Plan Area, including major landowners and employers.

Should we notice any appetite for future community projects which lie outside the parameters of the Neighbourhood Plan but impact on the aspirations of the Neighbourhood plan area, we will also offer to tender our services and expertise in place based economic regeneration to partner with the you and the Council on future projects.

The possibility of creating a design guidance document for future development in Oxenhope could also be discussed if deemed necessary. The creation of a guidance document has been included in the process diagram on page 9 for reference.



**Integreat Plus** works throughout Yorkshire & the Humber. Our remit is to help drive forward the best in quality place making.

## OUR COMBINED OFFER

One particular unique advantage we can offer in respect of this submission is access to a regionally based pool of expert professional advisers via the Yorkshire and Humber Design Review Panel administered by IntegreatPlus.

This body of experts offers a wide range of high quality professional advice and experience including urban design, architecture, planning, traffic engineering, flooding, and economic development and regeneration skills (to name just a few) all of whom would be potentially available to this project, if required.

Thus, whilst we acknowledge the need for any recommendations to be viable, realistic, reasonable and deliverable, we are confident that there will not be a need to employ the services of specialist technical consultants, (outside the Design Review Panel)

Another advantage of the methodology we recommend is that it will be possible to carry out the work and produce a draft Neighbourhood Plan within a sensible timescale.



**The Planning Cooperative** an award-winning town planning practice, specialising in community planning, training, research and consultancy.

However, the process of independent examination, and, (if that is successful), a subsequent referendum, are controlled by the local planning authority and subject to various statutory timescales that are outside our control.

Consequently, we would undertake to produce a draft Neighbourhood Plan, together with an appropriate Sustainability Appraisal, for submission to independent examination within a suitable time frame agreed with yourselves.

A more detailed (but not definitive) breakdown of proposed tasks and a draft time-frame is indicated in the accompanying diagram on page 9.

## OUR TEAM



### Elizabeth Motley

#### Head of Architecture & Urbanism

RIBA, BA [Hons] Architecture, DipArch

Elizabeth will be Project Director and your day-to-day contact on this project. Her role will be to oversee the project and she will contribute her considerable experience of urbanism, place making and community engagement.

Whilst at Integreat Plus, Elizabeth has provided design support to a number of voluntary and charity organisations across the region. She successfully guided them through complicated design, funding and procurement processes as well as helping develop their aspirations into clear project visions.

Prior to Integreat Plus she was Head of Urbanism at Yorkshire Forward. Her work in this role secured the exceptional quality which maximised the economic benefit of the RDA's investments.

She has a very wide range of cross-disciplinary expertise including extensive practice experience as an architect and urbanist, plus considerable knowledge in planning, conservation and heritage, regeneration, masterplanning, highways and transportation – covering a wide and diverse range of projects across all sectors, from £20,000 temporary interventions to £100m mixed use sustainable neighbourhoods.

Elizabeth also worked as Renaissance Manager in Barnsley MDC to develop the Strategic Development Framework with Will Alsop, and his team. She went on to ensure its adoption and co-ordination via projects on the ground and within the planning framework.

Whilst at Sheffield City Council, Elizabeth designed an award winning range of social housing typologies. She also worked as an Urban Design Manager in the design and conversation team. She led on initiation, implementation, design and project management of the new public realm strategy for the city. She also worked as a key member of the Leopold Square Development Team, which involved the conversion of key listed buildings into new uses.



“Working with Integreat was the best thing we ever did... They just knew where we were coming from and made our day really flow. Great professionalism bundled up in flexibility and affability really got the best out of our disparate bunch. And we had fun too!”

Melvin Coleman  
Treasurer  
Incredible Edible Todmorden

### Dave Hickling

#### Chartered Town Planner & Panel Member

MRTPI

Dave will use his extensive experience to support and facilitate the community consultation workshops. He will take a leading role as a neighbourhood planning expert

Dave has played a significant role in a number of Integreat Plus projects. This included supporting a Sheffield based community group in taking their first steps towards producing a neighbourhood plan. His ability to readily share his expert knowledge in an easy to digest way was indispensable.

Dave is a chartered town planner with over 30 years' experience in both the public and private sectors. He is a director of The Planning Cooperative and a partner in Hickling-Gray Associates, based in Beverley, East Yorkshire.

Dave's work is divided between training and research activities for local authorities and government agencies, and planning consultancy, mainly to the private sector.

Elizabeth and Dave will take the lead roles on this project but we will take advantage of the following members of the Integreat Plus team to ensure the success of this project.



**Sarah Broadstock**  
**Design Review Manager**  
BA (Hons) MArch

Sarah completed her Masters Degree in Architecture from the University of Sheffield in 2013. She will use her experience preparing design review reports to produce succinct write-ups of consultation events. She is also skilled at building close working relationships with local authorities.

As part of Integreat Plus, her role is to work with developers, built environment professionals and local authorities to positively develop emerging construction projects through peer review.

Sarah is a strong advocate for architectural activism, community development, consultation, mapping and visualisation. Sarah also enjoys drawing and was awarded the Stephen Welsch Prize for Draughtsmanship.

**Ellie Shouer**  
**Assistant Urbanist**  
BA (Hons) MArch

Ellie completed her Masters degree in Architecture with a distinction from the Manchester School of Architecture (MSA) in 2015.

She has completed work in Cyprus and the informal peripheries of Latin America, and has been part of a number of projects with a strong engagement agenda which she continues to apply through her work.

Ellie has won a number of awards and honorary mentions both as an individual and as part of a research practice, including the 'Best Alumni' Award for her Masters degree from the MSA.

**Jamie Wilde**  
**Assistant Urbanist / Planner**  
MPlan

Jamie has a Masters Degree in Urban Studies and Planning from the University of Sheffield, a degree which is accredited by the Royal Town Planning Institute.

His experiences range from Neighbourhood Planning; where he was involved in the Senate Award-winning Westfield Action Research Project in 2015, to social housing and regeneration through meanwhile use. He is focussed on instigating positive social change and planning out poverty.

Jamie is also director and co-founder of the Foodhall Project, a pay-as-you-feel community dining facility in Sheffield City centre.

“The Designing Places Team... have been instrumental in enabling a strategic approach to the redevelopment of the Piece Hall. Their sustained work on the project has ensured that it is well grounded within a coordinated and comprehensive strategy for Halifax town centre.”

Robin Tudderham  
Director Safer & Stronger Communities  
Calderdale Council



## Our Expert Panel

We are able to draw upon the considerable experience of the Yorkshire Design Review Panel to support us in this project.

The Panel is made up of 45 experienced and well respected built environment professionals. This includes panellists from the fields of planning, architecture, flooding, regeneration, landscape architecture, conservation, transport, public art and sustainability.

For information on specific expertise we can draw upon to support Oxenhope's Neighbourhood Plan please refer to:

[www.integreatplus.com/panel-members](http://www.integreatplus.com/panel-members)

“I can say directly that Site Gallery’s experience of working with Integreat Plus was one of the best we have had with external consultants. They set up realistic timelines which they consistently met and they guided the Gallery through a complex process. The piece of work ended with the Councillors and CEO backing a major development in the City and civic partners coming on board with match funding.”

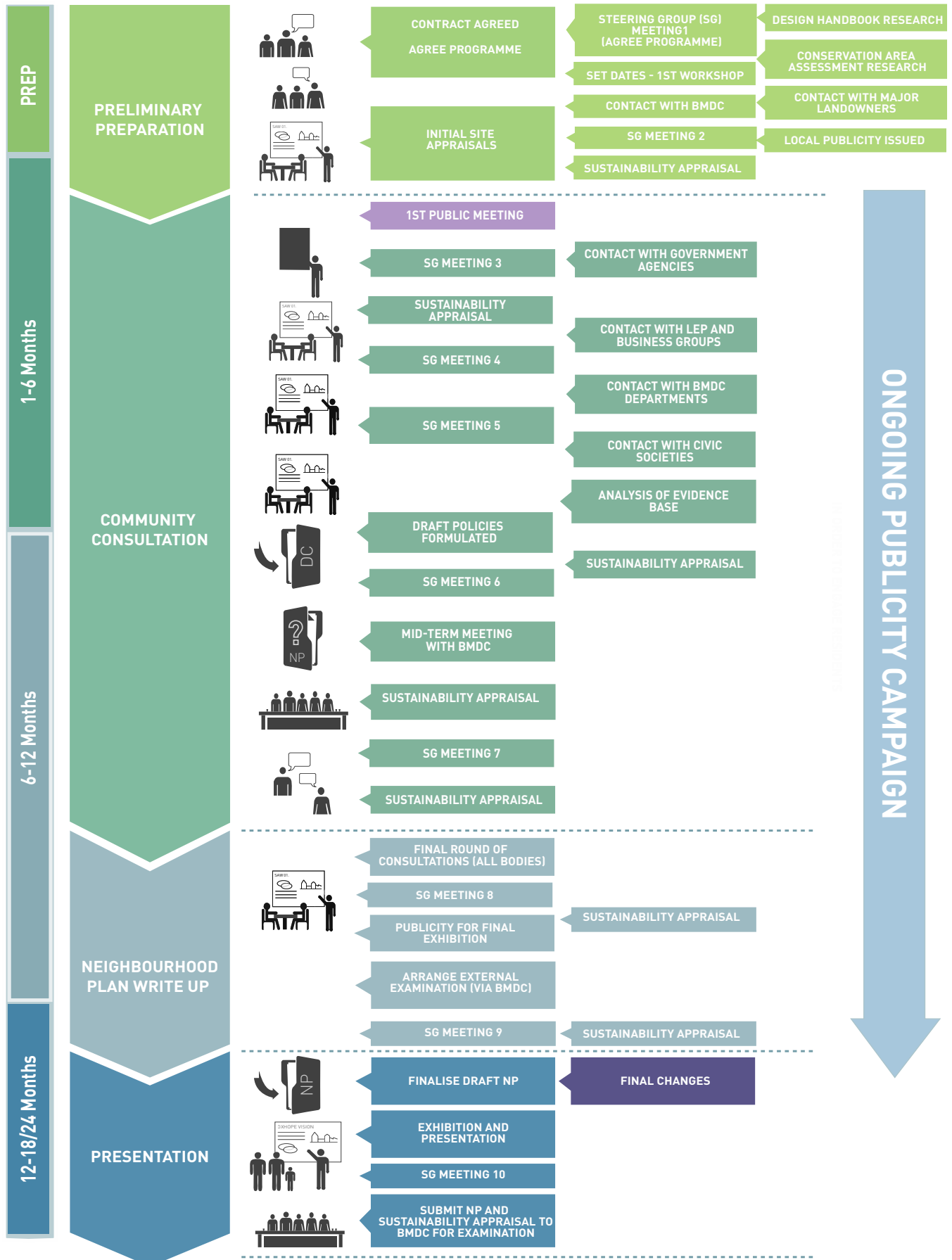
Laura Sillars  
Artistic Director  
Site Gallery, Sheffield



# THE PROCESS - DRAFT OUTLINE

To successfully achieve your objectives we envisage the following process (to be discussed and confirmed with yourselves). We pride ourselves on our flexible approach and would welcome the opportunity to ensure our proposal meets your requirements, and then work to exceed them.

## NEIGHBOURHOOD PLAN CREATION





On the basis of the description of the required work and assuming that no additional or amended requirements are requested during the period the Neighbourhood Plan is being prepared, we undertake to carry out this commission on behalf of Oxenhope Parish Council for the sum of **£9,243.75** plus **£405** expenses (to be confirmed) all plus VAT. See the next page for a detailed breakdown.

**Total figure excluding VAT = £9,648.75**

**Total figure including VAT = £11,578.50**

For clarity, please note that the above figure does not include the following items listed opposite:

1. The cost of independent examination or the community referendum (both being the responsibility of Bradford Council who are funded by Government to carry out these tasks);
2. The cost of room hire and refreshments for workshops, and other meetings approved by the SG;
3. Hard copies of the draft or final plans and sustainability appraisal (other than for our own use);
4. The cost of appointing external consultants (other than those drawn from the Design Review Panel) should they become necessary;
5. The cost of placing advertisements in local publications;
6. Any insurance costs that may occur (though none are envisaged);

# FEE PROPOSAL

## DETAIL

	INTEGRAT PLUS					SUB TOTAL	SPECIALISTS	SUB TOTAL	EXPENSES		SUB TOTAL	TOTAL
DAY RATE [€]	Elizabeth Motley: Head of Architecture & Urbanism	Dave Hickling: Chartered Town Planner	Sarah Broadstock: Design Review Manager	Elle Shouer: Assistant Urbanist	Jamie Wilde: Assistant Urbanist		Design Review Panel Members		Travel/Subsistence	Printing		
	300	250	200	175	175		200					
<b>PRELIMINARY PREPARATION</b>												
Agree programme		0.25				€ 62.50						
Initial site allocation discussion and support		0.25				€ 62.50						
Undertake initial issues workshop - gathering thoughts	0.5	0.5		0.5	0.5	€ 450.00			€ 40.00	€ 50.00	€ 90.00	
Advice on main contacts and bodies to be included in process		0.25				€ 62.50						
<b>TOTAL</b>	<b>0.5</b>	<b>1.25</b>	<b>0</b>	<b>0.5</b>	<b>0.5</b>	<b>€ 637.50</b>	<b>€ -</b>	<b>€ -</b>	<b>€ 40.00</b>	<b>€ 50.00</b>	<b>€ 90.00</b>	<b>€ 727.50</b>
<b>STEERING GROUP MEETINGS x3 (suggested when relevant)</b>												
Preparation & presentation of information				0.25		€ 43.75						
General attendance	0.25	0.25				€ 137.50			€ 40.00		€ 40.00	
<b>TOTAL</b>	<b>0.25</b>	<b>0.25</b>	<b>0</b>	<b>0</b>	<b>0.25</b>	<b>€ 181.25</b>	<b>€ -</b>	<b>€ -</b>	<b>€ 40.00</b>	<b>€ -</b>	<b>€ 40.00</b>	<b>€ 221.25</b>
<b>TOTAL x3</b>	<b>0.75</b>	<b>0.75</b>	<b>0</b>	<b>0</b>	<b>0.75</b>	<b>€ 543.75</b>	<b>€ -</b>	<b>€ -</b>	<b>€ 120.00</b>	<b>€ -</b>	<b>€ 120.00</b>	<b>€ 663.75</b>
<b>CONSULTATION WORKSHOPS</b>												
Running general consultation workshop (1 no.)	0.5	0.75		0.5		€ 425.00			€ 40.00	€ 25.00	€ 65.00	
General consultation advice (methods and best practice)	0.25					€ 75.00						
Design Guidance Workshops (1no.)	0.5	0.5		0.5	0.5	€ 450.00			€ 40.00	€ 25.00		
Advice on consultation analysis (methods and presentation)	0.25	0.25				€ 137.50						
Concept Statement Day Workshop and Drawing Up	1	1		1	2	€ 1,075.00			€ 40.00	€ 25.00	€ 65.00	
<b>TOTAL</b>	<b>2.5</b>	<b>2.5</b>	<b>0</b>	<b>2</b>	<b>2.5</b>	<b>€ 2,162.50</b>	<b>€ -</b>	<b>€ -</b>	<b>€ 120.00</b>	<b>€ 75.00</b>	<b>€ 195.00</b>	<b>€ 2,357.50</b>
<b>SUPPORT WITH ANALYSIS OF CONSULTATION OUTCOMES</b>												
Initial workshop analysis - assessing future changes	1	1				€ 550.00					€ -	
Production of written report					1	€ 175.00						
Analysis review	0.5	0.5				€ 275.00						
<b>TOTAL</b>	<b>1.5</b>	<b>1.5</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>€ 1,000.00</b>					€ -	<b>€ 1,000.00</b>
<b>HELP WITH WRITING POLICIES AND PROPOSALS</b>												
Assessment of emerging policies		1				€ 250.00						
Advice on policy clarity/conformity to local and national planning policy		1				€ 250.00						
Advice on technical issues - supply/demand		1				€ 250.00						
<b>TOTAL</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>€ 750.00</b>					€ -	<b>€ 750.00</b>
<b>ADVICE ON ANALYSIS OF THE EVIDENCE BASE AND IDENTIFICATION OF ISSUES AND AIMS FOR THE PLAN</b>												
Advice on production and compliance of evidence base		1				€ 250.00						
Helping to identify the issues and aims for the plan		1				€ 250.00						
Production of written report		1				€ 250.00						
<b>TOTAL</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>€ 750.00</b>					€ -	<b>€ 750.00</b>
<b>SUPPORTING SITE ALLOCATION PROCESS</b>												
Advice on issues relating to each potential site	1	1				€ 550.00						
Help with assessing site based goals against Local Plan		1				€ 250.00						
Advice on consultation methods in relation to allocated sites	1					€ 300.00						
Production of written report				1	1	€ 350.00						
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>€ 1,450.00</b>						<b>€ 1,450.00</b>
<b>REVIEW NEIGHBOURHOOD PLAN AGAINST LOCAL AND NATIONAL PLANNING POLICY</b>												
Preliminary general advice on key issues within local and national planning policy		1				€ 250.00						
Analysis of created policies against local and national planning policy		1				€ 250.00						
Collation of information for inclusion in the Plan	2	1		1	1	€ 1,025.00						
Draft Neighbourhood Plan & submit to BMDC		1			1							
<b>TOTAL</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>€ 1,525.00</b>					€ -	<b>€ 1,525.00</b>
<b>TOTAL DAYS</b>	<b>9.25</b>	<b>18</b>	<b>0</b>	<b>4.5</b>	<b>6.75</b>	<b>38.5</b>						
<b>TOTAL RATES</b>	<b>€2,775.00</b>	<b>€4,500.00</b>	<b>€0.00</b>	<b>€787.50</b>	<b>€1,181.25</b>	<b>€ 9,243.75</b>			<b>€280.00</b>	<b>€125.00</b>	<b>€405.00</b>	<b>€ 9,648.75</b>

Invoices would be issued at monthly stages according to work completed with an initial investment fund of 10 per cent of the total fee and a final reconciliation being due once the plan has been agreed by the community through a local referendum.

Expenses include: Travel costs (45p per mile or 2nd class rail fares); Purchase of essential materials for workshops (not including I.T. equipment); Stationery and postage.

## THE PROOF

We have successfully worked with and supported a number of communities through the neighbourhood planning process.



## COTTINGHAM

Integreat Plus in partnership with the Planning Cooperative lead the production of the east riding of Yorkshire’s first and largest Neighbourhood plan. This plan was made up of concept statements with an accompanying design book. Integreat Plus are now looking to take the aspirations gauged from workshops further by working with the Parish Council on a series of parallel Neighbourhood Projects.

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Judith Macklin  
 Clerk  
 Cottingham Parish Council

## DEWSBURY

Integreat Plus Design Review Panel members worked with the Dewsbury Town Team, Councillors and Local Authority to establish a list of priorities which would help to develop an appropriate connectivity and public realm strategy for the area of Dewsbury known as the Northern Quarter.

“The special working relationship between the local people, councillors and local authority, with on hand expert advice from built environment professionals, provided a forum for a variety of people with a special interest in the town to get together to share ideas and voice their opinions.”

Planning Officer  
 Kirklees Council



## SHALESMOOR, KELHAM ISLAND & NEEPSSEND - SHEFFIELD

Integreat Plus organised a community design review to support the early stages of a neighbourhood plan. The event allowed community members to focus their thinking on the area and develop an action plan for their next steps.

“The review focused on the strategies SKINN should adopt to move the area’s development forward in the right way. The process of hosting the design review definitely helped us to focus our activities more and to get a clear breakdown of goals we need to achieve.”

Ivan Rabodzeenko  
Director

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## TODMORDEN

Integreat Plus helped the Incredible Edible group run a community consultation day. The day was designed to explore ideas around making food the central focus of an alternative town plan for Todmorden. Including how this could attract more visitors to the town.

“Working with Integreat Plus was the best thing we ever did for our design review. They just knew where we were coming from and made our day really flow. Great professionalism bundled up in flexibility and affability really got the best out of our disparate bunch. And we had fun too!”

Melvin Coleman  
Treasurer  
Incredible Edible Todmorden

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# Integreat Plus

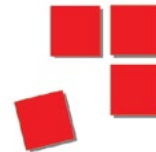
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IntegreatPlus is the trading name of CIQ Agency