

Attleborough Town Council

Grants for the benefit of Attleborough

Please read the Grant Awards Policy before completing this form
 SMALL GRANTS – Up to £999
 LARGE GRANTS – from £1000 to £5000

On completion please send this form to: The Town Clerk, Attleborough Town Council,
 Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF
 For further information please contact the Town Clerk on 01953 456194

Section 1: Organisation

Name of Organisation:	Attleborough Town FC		
Primary contact name:	Patrick Snowsell		
Position (within organization)	Club Secretary		
Contact Address:	Station Road, Attleborough, NR17 2AS		
Telephone Daytime:	[REDACTED]		
E-mail address:	[REDACTED]		
Date of Application:	27 / 02 / 2024		

Section 2: Details of Organisation

Brief description of your organisation's aims:			
Our aim is to provide football activities for as many groups and individuals as possible within the Attleborough area. We currently have players from the age of five right through to adult football, both boys and girls and mixed teams. We currently have over 400 players registered and that will rise next season			
Year Formed:	1890	Run by committee (Y/N)?	Yes
Is membership open to all (Y/N)? If No, what are the restrictions?	Yes		
How often do you meet and where are meetings held?	Monthly, at our clubhouse on Station Road		
How many members are there?	Over 400 players, coaches and officials		
Approximately how many (%) members live/work in Attleborough?	95%		

Section 3: Purpose of Organisation


Please give a summary of the activities of your organisation during the last year. If you are a new organisation please give an idea of activities you plan to undertake:

Our activities are ongoing almost daily. ALL our age groups and teams have training sessions every week (during the season, July to May) These are designed to be enjoyable but also to enable players to develop their football skills and techniques and their general physical and mental well being. It can also help them develop their social skills. We also hold non-football events for all our members enabling them to have fun and entertainment outside of football

Describe how the local community, in particular the residents of Attleborough, benefit from your organisation

We give football to all those that want it. Benefitting local players and coaches. This not only keeps them physically fit but can also help with social skills and mental well being. It is a well known fact that being physically active can help massively with mental health

Section 4: Grant Request

I/We are requesting a	Small Grant		Large Grant	
Amount requested from the Town Council:		£5000		
Please give details of what you wish to use the proposed grant award for: How does your grant application align with the priorities listed within the Grant Policy?				
<p>The clubhouse at The Recreation Ground is our headquarters and the epicenter of our operation. The roof needs some urgent repairs and we have had quotes ranging from £21000 to £40000 which unfortunately we cannot afford. Given that in the worst case scenario we'd have to vacate the building, this seriously jeopardizes the future of the club which, at a time when the town is growing exponentially, risks leaving the town woefully short of sports facilities. We expect the number of players to rise beyond 400 as early as next season</p>				
Have you received or applied for funding from any other source for this project/purpose? If so, give details:				
<p>Yes. We're in the process of app,using for grants through the Attleborough Lands Charity and also the Football Foundation. We've had some success with the FF previously for equipment and goals etc We don't anticipate any of these grants individually will cover the cost but our hope is we can pool them together</p>				


Section 5: Financial Details

Do you receive funding from other sources and if so where?
We are a totally self funding club and raise money to cover our operating costs through sponsorship, membership fees and fund raising events As mentioned we have received grants from the Football Foundation for new equipment but these are on an ad-hoc basis
If you have previously received a grant from Attleborough Town Council in the past three years please give details:
N/A

Section 6: Supporting Information

Please tick the following	
I have read and agreed your policy and terms of grant awards	✓
I have enclosed the following supporting documentation:	
Club Code of Conduct	✓
England Football Accredited club development plan	✓
Recent set of accounts	✓
Two quotes	✓

Section 7: Policy & Declaration

I declare that to the best of my knowledge and belief, the information given on this application and in any supporting information is true and correct. I understand that you may ask for additional information at any stage of the application process.	
Signature. 	Name of Signatory Patrick Snowsell
Position in organisation: Club Secretary.	Date: 20 / 02 / 2024
Whoever signs this declaration and takes overall responsibility for this funding on behalf of the group must be 18 years or over. Please note that completion of this form does not necessarily mean that a grant application will be successful in part or whole. All applications will be considered by Full Council.	



New roofs to re-roofs, pitched and flat roofs

122 Besthorpe rd
Attleborough
NR17 2NJ
andrew.royden@btinternet.com
07747614482
VAT Reg N°: 876524685

Quote

Quote No: 220
Date: 19/09/2023

For: Attleborough Football Club
jason.barber@ljbfiresafety.co.uk

Description	Quantity	Rate	Amount
To strip and re-slate the main roof. New fibre cement slates and ridge to suit. New breathable felt, 25x50 treated timber battens,eaves trays and verge trims,copper nails and disc rivets. Scaffolding and waste removal included. After sorting through original slates these will be sold on and any monies gained will be the football clubs. I'm more than happy to meet and bring samples of the slates suggested and answer any further questions you may have.	1	£17,500.00	£17,500.00
	Subtotal		£17,500.00
	VAT 20%		£3,500.00
	Total		£21,000.00
	CIS 20%		£0.00
	Total		£21,000.00



Cortex roofing LTD

6 Oaklands Close
Attleborough
Norfolk
NR172LT
07780916282
cortexroofingltd@gmail.com
VAT Registration No.: 376769531

Estimate

ADDRESS
Emma Football Club

ESTIMATE 1037
DATE 09/02/2024

DATE	ACTIVITY	DESCRIPTION	VAT	QTY	RATE	AMOUNT
	Services	Scaffold	20.0% S	1	5,500.00	5,500.00
	Services	Materials to replace with Calderdale concrete tiles	20.0% S	1	3,930.24	3,930.24
	Services	Labour	20.0% S	1	16,100.00	16,100.00
SUBTOTAL						25,530.24
VAT TOTAL						5,106.05
TOTAL						£30,636.29

Accepted By

Accepted Date

9b)

Grant Application – Attleborough Town Council

Dated 05/04/2024

Many thanks for your grant donation last year – we were lucky to have the last of your budget £1000

We would love to be considered for a large grant of £5000 this year and have made good progress in our fundraising and what we would like to do with the club

As you are aware Ladies & Gaymers Bowls club was formed in 1936 and the purpose of our Lawn Bowls Club is to create a welcoming and inclusive community hub that promotes physical activity, social interaction, and a sense of belonging among residents of all ages.

The building is a temporary building in compliance with council but is in much need of updating and bringing into this century

We feel the most cost effective way would be to demolish what is currently there as is rotten and to repair it would be extremely costly, and to replace with a flat roof Cabin/temporary building – more modern and appealing to the eye

Previously we were told we needed a pitched roof on the temporary building but we know the view on this may have change as there are other building in the close area – Drs area that are flat rooves cabins – please advise if a flat roof building would be sufficient.

With regards to the sponsorships we will be putting this out to local businesses to help fundraise. Previously we have been advised we can have 6 x board on the club house facing into the green and not outside.

We would like permission to increase this to 12/14 and have removeable signs that we can hang on the fence at match times

We are a voluntary community organization – Constitution included and by applying for this grant, we aim to enhance our facilities, making them accessible and enjoyable for everyone, and thereby contributing to the overall well-being and unity of our local community of Attleborough.

In turn our upgraded building will attract new members who will then bring in the revenue.

Costs to demolish we are looking at around £5-6000 – Estimate given by Anglian Demolition

We have looked at new cabins that range in Price approx. £10k but also exploring a local supplier of something a bit more bespoke

If you need any further info please do contact me [REDACTED]

Photos of the Club externally currently











Ladies & Gaymers Bowls Club

Article I: Name The name of the organization shall be "Ladies & Gaymers Bowls Club," hereinafter referred to as the "Club."

Article II: Purpose The purpose of the Club is to promote and provide opportunities for the sport of lawn bowls and foster a sense of community and sportsmanship among its members.

Article III: Membership

1. Membership in the Club shall be open to all individuals interested in participating in the sport of lawn bowls, regardless of race, gender, age, religion, or nationality.
2. Prospective members shall apply for membership in a manner prescribed by the Club's Board of Directors and pay the requisite membership dues.
3. Members shall adhere to the Club's bylaws, rules, and regulations.

Article IV: Officers

1. The Club shall have the following officers: President, Vice President, Secretary, Treasurer, and any other positions deemed necessary by the Board of Directors.
2. Officers shall be elected by the Club's active members in an annual general meeting (AGM) by a simple majority vote.
3. Officers shall serve a term of 1 year and can be re-elected for additional terms.

Article V: Meetings

1. The Club shall hold an AGM once a year, during which elections, budget approval, and other important matters shall be addressed.
2. Additional meetings may be called by the President or by written request of of the active members.

Article VI: Finances

1. The Club shall maintain a bank account in its name for the purpose of managing its finances.
2. The Treasurer shall be responsible for managing the Club's finances, keeping accurate records, and presenting financial reports at the AGM and other meetings as necessary.
3. The Club's fiscal year shall run from 1st Jan to 31st Dec.

Article VII: Amendments This constitution may be amended by a two-thirds majority vote of the active members present at a regular or special meeting called for that purpose.

Article VIII: Dissolution In the event of dissolution of the Club, any remaining assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Article IX: Adoption This constitution shall be adopted upon approval by a majority vote of the Club's active members present at a meeting called for that purpose.

Bank Signatories The Club's bank account shall require two of the following individuals: Tim Cillinane Barbara Symonds or Eddie Reilly. Changes to bank signatories must be approved by the constitution.

This constitution is as follows

President, Secretary/Treasurer: Eddie Reilly

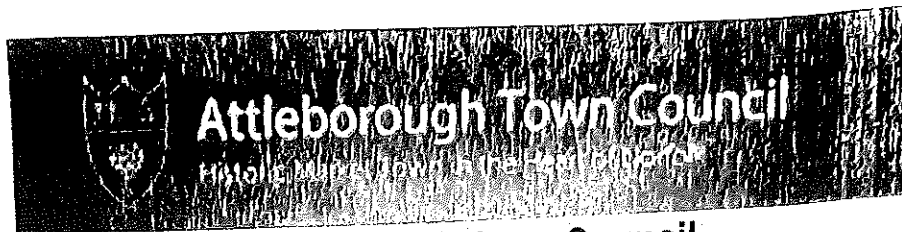
Vice President: Dee Robson

Chairman – Albert Oakley

Captain: Barbara Symonds

Committee: Tim Cullinane, Rosemary Oakley, Mike Wright

Head Grounds person: Roger Betts



Attleborough Town Council

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For further information please contact the Town Clerk on 01953 456194

Section 1: Organisation

Name of Organisation:		Ladies & Gaymers Bowls Club	
Primary contact name:		Claire Bonner	
Position (within organisation):		Officer	
Contact Address:		[REDACTED]	
Telephone	Daytime:	Evening:	[REDACTED]
E-mail address:		gaymersbowls@gmail.com	
Date of Application:		5/4/24	

Section 2: Details of Organisation

Brief description of your organisation's aims:			
To give residents of Attleborough access to a friendly fun outdoor activity of Lawn Bowls, enhancing mental and physical well being.			
Year Formed:	1936	Run by committee (Y/N)?	Y
Is membership open to all (Y/N)? If No, what are the restrictions?		Y	

How often do you meet and where are meetings held?	3 or 4 times weekly Sundays and more opportunities May- Sept
How many members are there?	Currently 16 - looking to grow 30+
Approximately how many (%) members live/work in Attleborough?	88%

Section 3: Purpose of Organisation

Please give a summary of the activities of your organisation during the last year. If you are a new organisation please give an idea of activities you plan to undertake:

We are in 3 leagues and with more players could enter more, offering evening games and a weekend roll up
 We operate May - September and could diversify the use of the club house in the other months to create an income

Describe how the local community, in particular the residents of Attleborough, benefit from your organisation

Keeping active is important - being outdoors too - both very good for mental wellbeing and health
 Then there is the social aspect
 Some members are carers for disabled or elderly so it is great to give them an activity that allows them to be them

Section 4: Grant Request

I/We are requesting a (tick as appropriate)	Small Grant		Large Grant	✓
Amount requested from the Town Council:		£5000		
Please give details of what you wish to use the proposed grant award for: How does your grant application align with the priorities listed within the Grant Policy?				

Please see attached

Have you received or applied for funding from any other source for this project/purpose? If so, give details:

This is the first application but we are planning to go for other grants including
National Lottery
Sport England

Church have said they will give £5000 if we raise £5000.

2

Section 5: Financial Details

Do you receive funding from other sources and if so where?

Membership fees for the club and match fees
We have set up the Breckland Lottery
Sponsorship
Fundraising events

If you have previously received a grant from Attleborough Town Council in the past three years please give details:

£1000 given 2023.

Section 6: Supporting Information

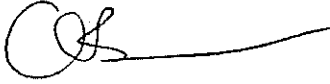
Please tick the following:

I have read and agreed your policy and terms of grant awards.



I have enclosed the following supporting documentation:	
A constitution or set of rules by which my organisation runs	✓
Copies of Organisation Bank Reconciliation	✓
The latest set of current annual accounts	✓
Any other supporting information	✓
If you are a new organisation please include evidence of a planned budget	

Section 7: Policy & Declaration

I declare that to the best of my knowledge and belief, the information given on this application and in any supporting information is true and correct. I understand that you may ask for additional information at any stage of the application process.	
Signature 	Name of Signatory Claire Bonner
Position in organisation: Officer	Date: 5/4/24
Whoever signs this declaration and takes overall responsibility for this funding on behalf of the group must be 18 years or over. Please note that completion of this form does not necessarily mean that a grant application will be successful in part or whole. All applications will be considered by Full Council.	

Gaymer's Bowls Club
Treasurer's Report 21 November 2022
(2022 Season)

Balances brought forward from 31 December 2021

Deposit a/c	Current a/c	Cash in hand	Creditors	TOTAL
£1214.18	4721.61	0.00	(250.00)	£5685.79

INCOME	2022	2021	EXPENDITURE	2022	2021
Club subscriptions	360.00	360.00			
Rink fees	705.00	702.00	Green keeper	900.00	900.00
Club cup/comp	114.00	240.00	Green upkeep	1799.91	1392.04
Fundraising	241.00	0.00	League subs.	25.00	0.00
Sundries:	0.00	3.00	Rent/Electric/Water	273.99	325.54
Donations	0.00	0.00	Repairs/renewals	1919.00	84.92
Bank interest	0.12	0.23	Refreshments	45.00	0.00
			Fundraising	0.00	110.00
			Raffle prizes (cash)	55.00	
			Sundries:	24.00	174.03
			Trophy replica/engraving	0.00	104.00
			Insurance	153.53	139.58
			Car Parking –		
			Connaught Hall	0.00	0.00
	1420.12	1305.23		5195.43	3230.11

Balance for 2022 season = £1420.12 - £5195.43 = (£3775.31) deficit for season

Closing balances: (at 21 November 2022)

Deposit a/c	Current a/c	Cash in hand	Creditors	TOTAL
£1214.30	+ £906.08	+ £0.00	- (£250.00)	= £1870.38

NOTE:

The expenditure on creditors is:

- 1) Rent for 2023 = £110.00
- 2) Insurance = £ 140.00 approx.

Gaymer's Bowls Club
Treasurer's Report 31 December 2020
(2020 Season)

Balances brought forward from 18 November 2019

Deposit a/c	Current a/c	Cash in hand	Creditors	TOTAL
£1211.50	759.19	0.00	200.00	£1770.69

INCOME	2019	2020	EXPENDITURE	2019	2020
Club subscriptions	355.00	0.00			
Rink fees	780.00	0.00	Green keeper	1000.00	1000.00
Club cup/comp	18.00	0.00	Green upkeep	968.64	1529.24
Fundraising	263.50	0.00	League subs.	40.00	40.00
Sundries:	3.00	0.00	Rent/Electric/Water	187.41	400.12
Donations	170.00	550.00	Repairs/renewals	142.86	1566.03
Bank interest	1.02	0.00	Refreshments	0.00	0.00
Balancing donation	884.91	0.00	Fundraising	0.00	0.00
Covid Donation	0.00	10000.00	Sundries:	24.84	0.00
			Cliff's Cup	0.00	0.00
			Trophy replica/engraving	0.00	0.00
			Insurance	111.68	124.63
			Car Parking – Connaught Hall	0.00	0.00
	2475.43	10550.00		2475.43	4660.02

Balance for 2020 season = £10550.00 - £4660.02 = £5889.98 surplus for season

Closing balances:

Deposit a/c	Current a/c	Cash in hand	Creditors	TOTAL
£1211.50	+ £6649.17	+ £0.00	+ (£250.00)	= £7610.67

NOTE:

- 1) Creditors are £110 Rent + £125 Insurance + £15 Electricity to Playgroup.
- 2) Green upkeep much higher due to contractors – Willmott Sports Ground Specialist
- 3) Rent/electricity/water much higher since the meter was read for the first time in 5 years but no electricity money paid to playgroup this year
- 4) Repairs/renewals much higher due to major repairs to Lloyds Paladin mower

Clerks Report - March 2024

New Council Website

The draft website has been issued and after some training by the new provider to the Clerk, Assistant Clerk it will be ready to go live.

Town Hall improvements

Continued advice is being sought on any criteria for improvements on the building (listed building status) from the Heritage Officer. The orders for the motion sensor lighting and front door intercom have been placed.

The Clerk, in conjunction with the caretakers, is seeking quotes for:

- 1) A redesigned kitchen including a new door access from the corridor into the kitchen and a much-needed new back door. To include a design for caretaker cupboard space and hirers cupboard for hoover/cleaning up equipment.
- 2) Improvements to the building front/back façade
- 3) Door into the bar area to be widened for better accessibility for mobility vehicles/wide pushchairs.
- 4) Bar area/Chambers - new carpet and curtains and two small sofas. Caretaker is to look to bringing the bar tables up to a better standard.

Open Spaces Consultation

The public consultation for Open Spaces is underway. The Jubilee Wood draft plans as well as Blackthorn Road/Lomond Road /St Edmunds Close/Birch Drive will be included for residents' input. Two in-person consultations on Queens Square/Town Hall Chambers on 4th April and Facebook posts will be analysed and used towards achieving grant funding, land acquisition and how to develop the land for the good of the Town.

Human Resources

The new HR/H&S adviser has begun its reviews of all Council procedures, and this includes a 24/7 advice hotline for staff wellbeing and three separate portals for information (Policies, letter templates, bite-size training videos, advice, and staff/Councillor training). A safe-check review of the Town Hall premises has been carried out and the report will be issued in due course. New draft policies, a new draft Employee Handbook and a variety of training is now available and will be distributed in due course and presented to the Council/relevant Committees for approval. Interviews for a new Grounds Man is underway.

Upcoming key Council Meetings

The **Annual Town Assembly** will take place at the Town Hall on Monday 15th April 2024 at 7pm. Key Speakers will be the Leader of Breckland District Council and PC Damian Wicks and Reverend Matthew Jackson. This is a meeting for electors to attend, hear the key reports from Speakers and be able to ask questions.

The **Annual Meeting of the Town Council** will take place on Monday 13th May at 7pm in the Town Hall Chambers. This is a meeting to elect the Chairman/Vice Chairman for the year and to select representatives on Committee/outside bodies as well as approve key Council policies and procedural working documents.

Book Sale - Book Sale will be held on 12th to 14th April in the Town Hall. A majority of Councillors have pledged to take part in the rotas.

8th March 2024

Dear Attleborough Council

Attleborough Neighbourhood Plan outline proposal for consultancy support

Thank you for your correspondence requesting a quote. It is good to hear you have decided to review your Plan. Please find an outline proposal for support to the Attleborough Neighbourhood Plan review below.

About us

The proposal is made on behalf of 3 separate consultants working together as 'Rachel Leggett & associates' and 'Compass Point Planning and Rural Consultants'.

We are highly experienced in Neighbourhood Planning and collectively have been involved in the project management or technical input to over 30 Plans to date.

- Norfolk: Blofield; Rackheath; Mattishall; Salhouse; Upwell; Horsford; Wroxham; Blakeney; Starston; Taverham; Swaffham; Stoke Ferry; Tivetshall; Redenhall with Harleston; Croxton, Brettenham & Kilverstone; Castle Acre; Brancaster; Wells-next-the-Sea; Hingham; Tasburgh; Newton Flotman; Rackheath review; Strumpshaw review.
- Suffolk: Haughley; Leavenheath; Wilby; Whatfield; Redgrave; Wetheringsett cum Brockford; Fressingfield; Boxford; Watton; Stradbroke, Saxmundham; Walsham-le-Willows; Edwardstone; Acton; Ufford; Hitcham; Badwell Ash; East Bergholt.

We also deliver training on Neighbourhood Planning for Norfolk Association of Local Councils. Some Neighbourhood Plans can be found here:

www.rachelleggett.co.uk

As a multi-disciplinary and personable team we provide the following:

- A technically sound Neighbourhood Plan that will be successful at Examination.
- Project management of your Plan, guiding the process in a timely way.
- Data profiling and analysis.
- Design and delivery of all community consultation and stakeholder engagement.
- Policy drafting and writing the Neighbourhood Plan.
- Graphic design and document layout.
- Writing of submission support documents.
- Guidance through independent Examination and Referendum.

The consultancy time will be split amongst 3 consultants, each with distinct but complimentary skill sets, with the added advantage of providing additional resilience by being able to cover for one another should one consultant be unavailable at any time.

- **Rachel Leggett** (marked RL below) from Rachel Leggett & associates is trained in Urban Design and an experienced community facilitator. Rachel will design and guide consultation, lead on the layout of the Neighbourhood Plan, draw up maps and undertake graphic design work required for events and publication. She will also support the development of a Design Code should you chose to do one.
- **Andrea Long** (marked AL below) from Compass Point Planning and Rural Consultants is an experienced Chartered Town Planner and will lead on the development of policy ideas and policy writing, writing the Neighbourhood Plan (with Rachel) and writing the Basic Conditions Statement. She will also be involved in guidance on modifications and the Examination.
- **Emma Harrison** (marked EH below) is an associate environmental consultant and experienced in desk research for Neighbourhood Plans. She will write a data profile paper that will be incorporated into the Neighbourhood Plan and will form part of the evidence base for the policies.

Our collective approach to Neighbourhood Plan preparation is a participatory one, involving and developing the Steering Group as the process progresses. We have recently worked together on the Stoke Ferry Neighbourhood Plan (West Norfolk). Sue Linton, Chair of Stoke Ferry Parish Council and Borough Councillor, stated that:

The advice and guidance, always given clearly and patiently, enabled us to produce a Plan which is both thorough and an accurate reflection of the views of Stoke Ferry villagers. Without any reserve I recommend anyone considering developing a Neighbourhood Plan to contact Rachel and Andrea. Both are knowledgeable and focussed whilst being seriously helpful, concerned throughout the whole process to ensure that the Plan is a unique document which genuinely reflects the wishes of Stoke Ferry villagers.

Timescales and fees

Timescales within the outline proposal below are in draft and depend on the progress made in the previous stages, decision time frames by Breckland Council (where appropriate), availability of funding and community willingness. We recommend a timescale of 18 months (as a minimum) to complete the Neighbourhood Plan process.

Fees are based on a rate of £400 per day (£50 per hour, 8 hours per day). Each consultant will invoice for her work separately and the end of stages. There is flexibility within the proposal to react to changes and charge no more than the proposal outlined below. However, should the work deviate substantially through a requirement of the Steering Group, the proposal will need reviewing.

Travel expenses

Travel expenses are charged at 45p per mile (as recommended by the Inland Revenue). Rachel's office is in Norwich, Andrea's office is in Haughley and Emma's office is in Gislingham. Mileage and travel time will be charged from the office.

Production costs

There are a range of production costs envisaged: hiring of a community building/ meeting space, printing of display materials, consultation materials, publicity, document printing, and Parish Online (mapping software) etc. Based on other Neighbourhood Plans, it is suggested that a budget of approximately £1500-£2000 is put aside, although details will need to be worked up for the funding bids.

Steering Group meetings and workshops

Some time is built in for support at regular Steering Group meetings. There are Steering Group workshops where Rachel Leggett or Andrea Long will be there to help make significant progress on development of the Plan. Most meetings will take place on Zoom as we have found online meetings a very efficient way of working and a cost saving for the project.

Funding

It is the responsibility of the Parish Council to ensure that funding for the Neighbourhood Plan is in place before support is given, prepare bids and manage the finances of the Neighbourhood Plan. It is recommended that funding be applied for at least one month in advance of the work beginning. The outline proposal below does not take account of any additional pieces of work or evidence that the Steering Group may wish to undertake. Further funding may need to be found to accommodate any additional work such as a Design Code, Housing Need Assessment, a Strategic Environmental Assessment or a Habitat Regulation Assessment (which may well be required as a result of any allocations proposed). Technical Support packages are available from [Locality](#) for additional work.

Data Protection

Any personal data collected as part of the Neighbourhood Plan process by the consultants will be passed immediately to the Town Council and will be the responsibility of the Town Council. The consultants will not store on their systems or maintain any contact details or other personal details either electronically or in hard copy.

Public Liability Insurance (PLI)

Where public exhibitions or consultation events open to the members of the public are taking place it is expected that these would be covered by the Parish Council's Public Liability Insurance as the Neighbourhood Plan and the consultants are commissioned by them. Rachel Leggett has her own Public Liability Insurance.

Conflict of Interests

No potential conflicts of interest have been identified.

OUTLINE PROPOSAL

Below is an outline proposal for consideration by the Steering Group. As a group of associates, we pride ourselves on developing strong evidence to back policy formation. This is critical to a successful Neighbourhood Plan. This may differ from other consultants but will ensure that the community is truly behind the Plan and it will be successful at referendum. **Please treat the proposal as a menu from which you can chose a package of support.**

Programme of work	Consu- ltant days	Estimated timescale
STAGE 1: GETTING STARTED		
Steering Group to apply for grant from Locality (£10,000 basic grant) to cover project work. Further grant funding (£8000) from Locality if you draw down further technical support (allocating sites for housing, Housing Needs Assessment, Design Code work etc). Decision making by Locality is normally a 3-week turn around.	0	April/May 2024
Project inception meeting: meet the team <ul style="list-style-type: none"> Meet the team on Zoom for inception meeting. Draft Terms of Reference and Declaration of Interest forms if required. Liaison with Parish Council regarding funding applications. Review adopted Neighbourhood Plan. 	0.5 RL 0.5 EH 0.5 AL	May 2024
Day workshop with Steering Group: Review of Neighbourhood Plan and scoping <ul style="list-style-type: none"> Re-cap of Neighbourhood Planning, process, approach and delivery. Review of Aims and Vision. Review of policies to establish scope of review. Establish what additional evidence or technical reports may be required e.g. Design Code and Housing Needs Assessment. Together write a project plan, communications plan. Establish next steps. 	2 RL 1 AL	June 2024
TOTAL for Stage 1	2.5 RL 1.5 AL 0.5 EH	4.5 days = £1800

PLEASE NOTE: The following stages will depend on the scope set out in the day workshop with the Steering Group. The following stages should act as a menu from which to choose appropriate work needed.

STAGE 2: DEVELOPING AN EVIDENCE BASE		
Updated data profile to contain the most up to date statistics, maps and planning policy context for Attleborough (will form a critical part of the content of the Neighbourhood Plan and evidence base).	3 EH	September 2024
Steering Group to undertake a Character Appraisal for the parish to feed into the Design Code work. RL to guide.	1RL	September 2024
OPTIONAL: If Steering Group decide to proceed with Design Code. Steering Group to request Locality (who commission AECOM) to undertake Design Code work for the area. RL to guide.	3 RL	September 2024 onwards
OPTIONAL: If Steering Group decide that an updated Housing Needs Assessment is required. Steering Group to request Locality (who commission AECOM) to undertake a Housing Needs Assessment for the area. AL to guide.	1.5 AL	September 2024 onwards
Development of policy ideas and options A series of meetings working up changes to original Neighbourhood Plan policies.	4.5 AL	September 2024 onwards
OPTIONAL*: <i>Site allocations work – undertake ‘call for sites’ (based on need identified through the Housing Needs Assessment).</i> <i>Steering Group to request Locality (who commission AECOM) to undertake site options and Strategic Environmental Assessment (SEA) work. AL to guide as required.</i>	3* AL (not included in total)	Autumn 2025
Consultation 1: developing ideas Drop-in and online consultation on policy development <ul style="list-style-type: none"> Drop-in event to test draft policy ideas and options. Design of material and delivery of event, followed by analysis. OR Household and online survey to feed into policy development. <ul style="list-style-type: none"> Design household survey (by RL), to be delivered in paper form to all households in the parish and available online (by Steering Group). Steering group to input all results of survey. RL to produce a findings report.	3 RL	Autumn/Winter 2024 onwards
NOTE: any additional consultation will be charged at our day rate.		
TOTAL for Stage 2	7 RL	16 days

	6 AL 3 EH	= £6400
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STAGE 3: DRAFTING THE NEIGHBOURHOOD PLAN		
Write pre-submission draft of the Neighbourhood Plan. <ul style="list-style-type: none"> Draft Neighbourhood Plan in liaison with Steering Group by AL. Graphics, mapping and layout by RL. Meeting/liasion with Breckland Council to ensure conformity with Local Plan. 	8 AL 2 RL	December 2024 – February 2025
Consultation 2: pre-submission draft consultation (Regulation 14) <ul style="list-style-type: none"> Design of consultation response form; online response form and publicity for 6-week consultation process. Consult statutory bodies and community on draft Neighbourhood Plan. Design and delivery of exhibition. Steering Group to type up all consultation results. <p><i>NOTE: an exhibition is not a requirement at this stage, however it is good practice. An exhibition enables the community to ask questions and our experience is that a higher response rate is achieved. This is highly recommended.</i></p>	3 RL	March 2025 (for 6 weeks)
TOTAL	5 RL 8 AL	13 days = £5200

STAGE 4: SUBMISSION		
Steering group meetings – consider all Regulation 14 responses and make amendments to the Neighbourhood Plan. <ul style="list-style-type: none"> Guide and collate decisions on consultation responses from pre-submission stage. Make amendments to the Neighbourhood Plan, and issue Submission version of the Plan. 	1 RL 3 AL	May 2025
Preparation of Basic Conditions Statement , with Sustainability Appraisal (submission document).	1 AL	June 2025
Preparation of Consultation Statement (submission document).	1 RL	June 2025
TOTAL	2 RL 4 AL	6 days = £2400

STAGE 5: EXAMINATION, REFERENDUM, ADOPTION		
Steering group meetings – to guide Steering Group through examination and make any amendments required. <ul style="list-style-type: none"> Amendment to the Neighbourhood Plan. 	3 AL 1 RL	Autumn 2025

<ul style="list-style-type: none"> Liaison with Breckland Council. <p>NOTE: further planning advice on examiner's comments available from AL, if required.</p>		
<p>OPTIONAL: Preparation for referendum, including design of summary document of the Neighbourhood Plan and further publicity requirements.</p>	1 RL	Autumn 2025
	2 RL 3 AL	5 days = £2000

	TOTAL	18.5 RL 22.5 AL 3.5 EH	44.5 days = £17,800
Contingency for extra meetings and costs that are beyond the scope of this proposal.			£500

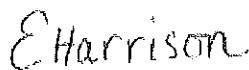
Please do not hesitate to contact us with any points of clarification, info@rachelleggett.co.uk, 07946 615335. We are happy to talk through the proposal further.

We look forward to hearing from you.

Yours sincerely



Rachel Leggett
Rachel Leggett & associates



Emma Harrison
Rachel Leggett & associates



Andrea Long
Compass Point
Planning & Rural
Consultants

Enc. CVs

Attleborough Neighbourhood Plan Tender Proposal

Firstly, we would like to thank the Town Council for giving us the opportunity to help them with the review of the Attleborough Neighbourhood Plan. Below we have prepared a proposal which explains who we are and how we can help, and which we believe answers the brief that was provided.

About Collective Community Planning (CCP)

CCP is a small planning business that specialises in supporting town and parish councils in the preparation of neighbourhood plans. We have guided over 40 neighbourhood plan groups and are currently working with 19 different areas across Norfolk, Suffolk, Cambridgeshire and Essex to develop or review 'made' plans, all at different stages and with different challenges. This includes communities on the edge of an urban area, market towns, multi-parish plans, very small villages, some allocating sites for development, others wanting to plan for a better balance between residents and visitors, others facing significant coastal erosion.

We are planning and strategy specialists with expertise in project management, evidence gathering, consultation, analysis and policy writing. We usually support a community through all stages of plan preparation, working with them from the initial evidence gathering stages to the plan being made. We lead and write all the required technical documents, taking direction and guidance from the working group.

We have received some great feedback on the plans we have written - *"I find Oulton Neighbourhood Plan to be well-researched, well-evidenced and clearly presented. It is of exceptionally high quality, a model for neighbourhood planning"* – Christopher Lockhart-Mummery KC (Independent Examiner for Oulton Neighbourhood Plan).

The people

CCP is a small local planning consultancy based in Norwich/South Norfolk. Mark Thompson will be the lead individual on the project and key contact for the working group. He will oversee input on particular tasks from two others – Louise Cornell and Katie Evans.

Louise Cornell established CCP in 2019. She has 19 years' experience working in strategy and policy development, and plan making. This includes transport planning, spatial planning, corporate services and health and social care services. In recent years Louise has built up significant expertise in supporting communities to develop Neighbourhood Plans, advising on all aspects of policy development, she has a talent for understanding the unique needs of a community and translating this into effective planning policy. Louise is currently a Trustee at Sapientia Education Trust and was previously Chair of Governors for Rockland St Mary and Surlingham Primary Schools, supporting their journey from Requires Improvement to Good.

Mark Thompson has previously worked as a Government Scientist, in road safety and strategic planning for local authorities and consultancies, and was Head of Transport Strategy at Norfolk County Council. He was a founding partner of Small Fish Strategy Consultancy in 2006, providing advice and support for local authorities across the East and South-East of England on transport planning and on local plans, including playing a key role in preparing the Minerals and Waste Local Plan for Norfolk. Since 2014 he has developed invaluable experience in developing Neighbourhood Plans and in 2019 joined CCP. He was a pro-bono advisor to the Druids Heath Regeneration Partnership Board which comprised of residents, Birmingham City Council and stakeholders. Druids Heath is a 1960s council estate, the most deprived neighbourhood in Birmingham and the poorest council estate in England. He has also been a Trustee on the board of a local charity, Chair of Governors at a local primary school in South Norfolk, and he sits on Independent Review Panels in relation to pupil permanent exclusions.

Katie Evans has four years' experience working closely with neighbourhood plans and policy development. Before starting with CCP in February 2022, Katie worked at the Borough Council of King's Lynn and West Norfolk in the planning policy team supporting ten neighbourhood plans in the later stages of their development from Regulation 16 to Referendum/Adoption; and more in their early preparations. Katie has a BSc in Anthropology & Geography and an MA in Chartered Town Planning. She is a member of the RTPI and in the later stages of becoming a Chartered Planner and also sits on the RTPI Young Planners Committee for the East of England. She has a keen interest in sustainable transport and infrastructures and helping communities thrive with engaging and collaborating positively in the planning world.

Added value of using CCP

We're leading consultants on incorporating zero-carbon policies within neighbourhood plans. There are limitations on what can be included within neighbourhood plans in relation to this. It is not currently possible to include technical standards – eg homes must be designed to be 10% above building regulations with respect to energy efficiency, but there are policies that can be incorporated to encourage zero carbon practices and ensure developers justify the decisions they made with respect to design, use of local materials etc. We developed this expertise when working on the Chet NDP, where we worked with a leading national climate expert.

We pride ourselves in having excellent relationships with the planning authority and statutory stakeholders, with these relationships having built up through many years of working on neighbourhood plans and prior to this, having worked in the public sector. This includes stakeholders such as Norfolk County Council, Norfolk Wildlife Trust and Norfolk Constabulary with respect to Secured by Design approaches to planning. We also have a good relationship with key individuals at AECOM, which is particularly useful where technical work such as Design Codes or a Housing Needs Assessment is undertaken by them.

In addition to developing neighbourhood plans, CCP coordinates and advises on planning applications – this is an advantage as it gives us a really good understanding of how to establish effective and robust policies that will guide planning proposals and influence planning decisions. We also have a good understanding of current planning law, permitted development rights and use classes, all of which contribute towards determining what policies are required in different areas.

Two of our team have a background in transport planning. Mark Thompson was previously Transport Strategy Manager and Louise Cornell was Principal Transport Planner at Norfolk County Council. This could be useful given the importance of encouraging improved walking/cycling/wheeling networks. We have experience of advising on transport improvement schemes, developing new walking and cycling networks and have good relationships with those still within Norfolk County Council Highways.

Examples of other neighbourhood plans

Each neighbourhood plan is unique with its own challenges and opportunities. Below is a table which shows just a small sample of those we have worked on and which have particular relevance to Attleborough.

Name	Status	Nature of work and relevance to this requirement
Oulton – edge of Lowestoft	Finished and plan 'made'	The settlement of Oulton is part of the built-up area of Lowestoft with considerable growth pressures and large change such as a new country park.
Diss & District (Diss & surrounding 6 parishes)	Finished and plan 'made'	Developed the NP, which included allocating sites for 350 new homes. Similar challenges in respect of infrastructure and development pressures. Complex for many reasons, not least the inclusion of neighbouring parishes.
Hellesdon Neighbourhood Plan	Early stage with evidence and consultation completed.	Reviewing an existing NP with a focus on making the policies more useful and specific.

Name	Status	Nature of work and relevance to this requirement
Chet Neighbourhood Plan, Stalham Neighbourhood Plan, and Mildenhall Neighbourhood Plan	Varies, but Chet has been submitted , and Stalham is approaching Regulation 14	Market towns of different sizes with different issues. Significant growth planned at West Mildenhall.
Sporle with Palgrave Neighbourhood Plan	Just started	In Breckland district

We are currently reviewing the Hellesdon neighbourhood plan. This was adopted in 2017 and so similar to Attleborough. The national policy framework, and the scope of neighbourhood planning, has moved on significantly since this time. Design, including zero carbon principles, and the inclusion of local green spaces and green corridors are now common in the plans we work on. New evidence such as the 2021 Census is also available. Breckland is reviewing its own local plan and this is at a fairly early stage (Regulation 18) and so adoption is likely to be a couple of years away, probably after the neighbourhood plan. The process of reviewing a neighbourhood plan is similar in regulatory stages to developing a new plan, unless only minor modifications are required. A particularly useful exercise we undertook for Hellsdon was to consider how effective the existing policies have been in influencing planning decisions.

There are some other examples of plans we're involved in and feedback we've received from communities on our website – www.collectivecommunityplanning.co.uk

Proposed methodology

Stage 1 – Detailed project planning, agreeing timeline, introduction to the Neighbourhood Plan Working Group and guidance in applying for financial support by way of grant.

Establishing the scope of the review is an important first step and will help determine the exact requirements and level of review that is needed in terms of whether it progresses through all the Regulations to referendum. Part of this includes meeting the working group and understanding more about the aspirations. From this we will determine timescales and establish a detailed project plan. This will incorporate tasks that will be completed by CCP, members of the working group, Breckland District Council and AECOM (assuming technical support is utilised). A discussion with Breckland District Council would be useful at this point also.

In terms of financial support, we assist most groups in securing the full £18k from Locality, with most qualifying through inclusion of Design Codes within their plan, or through pursuing site allocation. We complete the Locality application on behalf of most groups we work with,

although can obviously just offer guidance or check the application if that's the preferred approach.

We have incorporated meetings into this stage of the work, accounting for 15 meetings over the lifespan of the project, which from our experience is about right.

Stage 2 - Consultation, research, evidence gathering including surveys and statistical analysis.

It is essential that the policies within your NP are robustly evidenced, both through analysis of existing objective evidence such as housing data and permissions, assessment of assets to establish new evidence, field surveys – eg of existing infrastructure as well as the views of local residents.

Initially we will develop an objective evidence base report, with statistical analysis of existing data, such as housing data, planning permissions granted, environmental pressures and assets, population data and historical assets. We will use this to draw out potential key planning issues.

We will undertake a review of the effectiveness of the current neighbourhood plan policies. We will do this by looking at a snapshot of applications, reviewing the extent the policies are used to determine decisions based on planning officer reports. We will also review any monitoring the Town Council has undertaken. The review will also consider key changes in local and national policy, identifying any policy areas that are now out of conformity or could do with an update.

Following this we will support the working group to consult the community, including neighbouring parishes, on key issues and their aspirations for how the town develops in the future. We will work with the group to devise a questionnaire that will be effective in drawing out the views of residents, visitors and businesses in relation to key topics such as housing, the environment and transport. Part of this could be testing out the focus of existing policies, aims and objectives, determining whether they still feel right for the community. We would recommend the survey is online and in hardcopy for those who are unable to access technology. We have online survey software, SmartSurvey, which can be used for this purpose. We would also recommend holding consultation events, and will assist the working group in developing materials for this. Following the consultation, we will analyse all of the results and produce a consultation report.

Following consultation we will review the key issues from the evidence base, what people have said in relation to those issues and how they're already addressed in your current neighbourhood plan, local and national plan policy. Our focus will be on identifying policy options or updates for your neighbourhood plan, the gaps and where your plan can add value or further local detail to the existing policy framework. We will seek feedback from the working group on the options/updates you'd like to pursue.

Some of the options will require further evidence gathering, assessment or fieldwork. For example, if you decide to designate Local Green Spaces within your plan, we will need to provide a report setting out how each of the green spaces meets the criteria set out in the NPPF. We have a tried and tested template that can be used for this and will assist the working group to complete it.

Stage 3 - Development of the Regulation 14 version of the neighbourhood plan, screen it for environmental impacts as required in the Regulations and undertake Regulation 14 consultation with the community and stakeholders.

In relation to the plan's aims and vision, we will start with the existing, considering resident / working group feedback and update or rewrite them as required based on this.

The vision/objectives will naturally lead us to key themes to structure the plan around. We will use the work undertaken at Stage 2 on policy options and evidence gathering to begin to draft / update the existing plan. This working draft will be discussed with the working group and updated accordingly.

Once we have a draft plan the working group and town council are happy with we will screen the policies for environmental impact – this screening report is required by Breckland District Council who will consult the Statutory Environmental Bodies for 5 weeks on whether further environmental impact assessment work is required. This is normally only necessary if the neighbourhood plan allocates sites for development. It is assumed that site allocation is not intended, but we can discuss this further if needed as there are some key advantages to allocating for development.

Whilst Breckland District Council have the SEA/HRA Screening Report we will ask them to provide informal feedback on the draft plan – this enables us to address any issues of conformity prior to consultation on the Regulation 14 draft.

Once we have incorporated feedback from the District Council and ensured the working group / town council are happy with the final draft plan, Regulation 14 consultation will need to be undertaken. There are specific requirements in terms of how this is conducted, in relation to how people are notified, able to access the plan and supporting documents, and how to make representations. The consultation is with the public as well as key stakeholders. There will be local stakeholders who you will want to include, but the District Council will also provide a list of statutory stakeholders for inclusion in the consultation. As with the earlier consultation we will support the working group to undertake this consultation, providing a survey etc and guidance to ensure the regulations are met.

Stage 4 Development of the submission version of the plan and its submission to the district council (Regulation 15)

We will review and summarise all the representations made during the Regulation 14 consultation and make recommendations to the working group on how they should be considered when finalising the plan. We will then meet with the working group to review this. Where a decision is made not to take comments into account, we will help identify a robust case as to why not. This will be recorded in table format and included within the Consultation Statement.

We will write the Consultation Statement and Statement of Basic Conditions that will need to be submitted alongside the plan. The Consultation Statement will summarise engagement activities undertaken throughout the review, key themes that emerged from these and how they helped shape the draft plan. There will be a focus on Regulation 14 Consultation with a section on how the regulations were met as part of this, plus the table summary of how representations were taken into account in finalising the plan, as mentioned above. We will write the Statement of Basic Conditions to demonstrate how the neighbourhood plan meets the five basic conditions, and one prescribed condition. This includes setting out how the plan is in conformity with the local and national planning policy framework.

At this stage we will make all required changes to the neighbourhood plan, including the policies, supporting text, maps etc. ready for submission to Breckland District Council. We will also update the evidence documents – such as Local Green Space Assessment and Objective Evidence Base etc. as required. Then formally submit to Breckland District Council. The plan will be fully accessible.

Stage 5 – Support the working group during examination of the plan in responding to the examiners questions, particularly where further supporting evidence is requested to support policies, or there are technical queries.

Once the examiner’s report and recommendations are published, we would make all the required changes to the neighbourhood plan and supporting documents, readying it for independent referendum.

Indicative timescale and key milestones

It is no longer possible to apply for funding from Locality for 2023/24. The opportunity to apply for a grant will open again in the new fiscal year, but it is difficult to say exactly when this will be. In 2023 it was August, though this appears to be an outlier as it is usually earlier than that. For the purposes of the milestones below, we have assumed May 2024.

Secure funding from Locality & BDC	May 2024
Initial meeting with working group	June 2024
Produce objective evidence base	June 2024

Commission AECOM on technical evidence	July 2024
Community consultation	August/ September 2024
AECOM technical evidence available (estimate)	October 2024
Further evidence to support key areas – eg Local Green Spaces	December 2024
Have a draft plan - aims, objectives, policies and supporting text	January 2025
SEA/HRA Screening determination by BDC	March/ April 2025
Regulation 14 Consultation	May/ June 2025
Finalise and submit neighbourhood plan review & supporting documents	August 2025

Indicative cost/ budget

We tend to think fixed costs work best and so we propose this for the Attleborough NP. This will usually be payable in stages upon completion of each stage. Final costs can be agreed following discussions and agreement of the final scope.

Stage 1 **£4,850**.....

Breakdown of this includes project planning and timeline £175, support to achieve funding £175, meetings throughout development of the plan, assuming 15 at £300 each £4,500.

Stage 2 **£6,475**.....

We have based this on developing an objective evidence base £1,050, initial consultation £1,050, developing further evidence to support future projects for delivery, eg green spaces and cycling/walking infrastructure building on the LCWIP £2,450.

This is based on a review of the current plan and consideration of what could be done to add value to existing policies, as well as new policy areas that could be incorporated. It is recognised that the work required at this stage is subject to change, depending on the scope of the revised plan.

Optional extra (cost not included in above figure) for us to cover the cost of printing consultation materials. £650 for printing of leaflet that can go to every household, 300 printed questionnaires and 5 banners.

Stage 3 £5,075.....

Breakdown for this includes first draft of the aims, objectives, policies and supporting text £3,500, screening for environmental impact £350, seeking feedback from Breckland District Council and finalising the plan for Regulation 14 £875, support to undertake Regulation 14 consultation £350.

Optional extra (cost not included in above figure) for us to cover the cost of printing £750. To cover a leaflet to go to every household, printing of 5 copies of the plan.

Stage 4 £3,150.....

Breakdown for this includes review Regulation 14 responses and finalise the submission version of the plan and evidence documents £2,100, write supporting statements – consultation statement and statement of basic conditions £1,050. Ensure all documents meet accessibility standards.

Stage 5 £700.....

Breakdown for this includes support the group to respond to examiners questions £350, make changes required following examination £350.

Total £20,250.....

Please note these prices are exclusive of VAT.

MAGNUS MAGNUSSON

Town Planner

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Further to our telephone conversation of last week, can I suggest a conference call on Tuesday 9th April at 11am? It will be Jason and myself from our end. We use Teams but I am not sure you do, so please feel free to send us a zoom invite.

We can discuss the brief in more detail and perhaps consider setting some budgets/' ceilings' for various elements of the project. As a starting point and as discussed, Jason's hourly rate is £150.00 + VAT whereas work undertaken by me will be charged at £120.00 + VAT.

Kind regards,

Magnus