



## **Breckland District Council Invitation to Tender**

### **Integrated Assessment of the Breckland Local Plan Review**

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## Introduction

### Summary of Requirement

Breckland Council requires an Integrated Assessment (IA) for the Full Update of the Local Plan. To be effective, an IA must be an integral part of plan preparation. It comprises a Sustainability Appraisal (including the requirements of Strategic Environmental Assessment), a Health Impact Assessment (HIA) and an Equalities Impact Assessment (EqIA) of the plan. An IA should also be an iterative process by which elements of the plan, including policies and site allocations, are assessed against agreed IA objectives, relevant alternative options considered, and necessary revisions made.

## Specification

The Council seeks to commission a consultant to carry out all the work required to deliver completed appraisals that have the approval of the relevant statutory agencies, in respect of Sustainability Appraisal / Strategic Environmental Assessment, to accompany the Submission version of the Local Plan. The IA must be produced in accordance with the guidance on the Strategic Environment Assessment and Sustainability Appraisal as set out in the PPG.

The phasing of the appraisals and reporting will need to be coordinated with the timetable for preparing the Local Plan, such that the final output is a report on the plan as it will be submitted to the Secretary of State. This will entail a phased commission. It is anticipated that the majority of the work will be conducted in the initial phase as the plan is being developed, with the subsequent phase focusing on drawing together conclusions on the final plan.

The IA must include:

- Sustainability Appraisal (SA)
- Health Impact Assessment (HIA)
- Equalities Impact Assessment (EqIA)

Reports produced during each stage of the process will need to address each of these in turn.

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The IA will ensure that the likely social, economic, and environmental effects of the Local Plan are identified, described, and appraised. This should be done using the process set out under the European Directive 2001/42/EC and The Environmental Assessment of Plans and Programmes Regulations 2004.

The HIA can help support decision-making by predicting health consequences of proposals so that the Local Plan can look to maximise positive health impacts and minimise or avoid negative ones.

The EqlA is a way of ensuring that local authorities comply with their duty under the Equality Act 2010 to have due regard to equality considerations and how the Local Plan may affect the characteristics protected under the Act.

The Council seeks to commission the preparation of the Integrated Assessment reports that are required to underpin its Local Plan Full Update 2021-2046.

Further context and information can be found in **Appendix C**.

### **Key Tasks**

The key tasks in relation to Integrated Assessment/SEA are as follows:

1. Prepare, consult, and agree an IA Scoping Report for the Local Plan Full Update (21 July 2023)
2. Prepare the IA Report for consultation based on the published Issues and Options Report (20 August 2023)
3. Prepare the IA Report for the Regulation 18 Draft Plan (17 November 2023). This will include new allocations for development that will require assessment. This will include:
  - Testing the Local Plan objectives against the IA framework.
  - Testing the identified Local Plan options, including reasonable alternatives.
  - Evaluating the likely effects of the Local Plan and alternatives.
  - Considering ways of mitigating adverse effects and maximising beneficial effects.
  - Proposing measures to monitor the significant effects of implementing the Local Plan.

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4. Review and revise the IA based on consultation responses for the Submission Draft of the Local Plan (01 December 2024)
5. Acquire the relevant baseline data to inform the appraisal. Much of this data will be available from the Council but there may be a need for this to be supplemented by original interrogation of datasets by the consultant.
6. Carry out all the required stages of the appraisal including the identification of positive and negative effects including “in combination” effects, the identification of mitigation measures and consideration of “with-mitigation” effects, the identification of uncertainties, and the articulation of reasonable alternatives. The Council has no absolute preference for any specific method for scoring positive and negative effects; however, any method that departed significantly from the “strongly positive – positive – neutral – negative – strongly negative” method used in the appraisal of the Core Strategy would need to be clearly justified;
7. Record the appraisal in a draft Integrated Appraisal Report. This should incorporate all the requirements for an Environmental Report as required by the SEA Directive.
8. Liaise with all relevant Statutory Consultees throughout the process to confirm as far as possible that they are content with the appraisal itself (even if at that stage they have issues with the Local Plan);
9. In a later phase, review the proposed Submission Plan and incorporate a final section into the Sustainability Appraisal / SEA Report drawing together definitive conclusions as to the social, economic and environmental impacts of the plan and any required mitigation.
10. Prepare material for and attend the Public Examination into the Plan at a date in the future in order to deal with any issues arising from the appraisal work.

All reports and other material are to be provided in an appropriate electronic format (MS Word for the main reports; MapInfo compatible for any map data; pdf, jpeg etc. for other material as appropriate). Additionally, three paper copies of each report shall be provided.

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## **Provision of Information**

Breckland Council will provide the appointed consultants with access to a range of existing information and background documents, including key local evidence base documents that have been and will be published in the future. A full list will be provided on appointment and will include:

- The consultant will have access to all the previous work undertaken by the Council on Sustainability Appraisal for the current Local Plan (2019) and that prepared for the Partial Update of the Plan.
- The most up to date Strategic Housing Land Availability Assessment (SHLAA) data (currently being updated by a new Housing and Economic Development Needs Assessment).
- The most up to date flood risk data to assist with the undertaking of the Sequential Test and, where necessary, Exception Test.

The appointed consultants will also be expected to be aware of any new national and regional policy documents and update the Scoping Report accordingly.

## **Project Management Arrangements**

The commission will be managed by an officer in the Council's Planning Policy Team. The review of the proposal submitted by consultants will be made by Senior Officers from the Planning Team prior to any work being commissioned.

## **Timescales**

Regular Implementation Status Review Meetings will be conducted on a fortnightly basis.

There will be an agreed regular liaison between the overall project manager and the consultant team. This will consist of a combination of phone conversations every two weeks followed up by a written summary of progress/ action sheet.

Indicative Key milestones: -

- Start of commission: June 2023
- Review and updating / expanding of the existing IA Scoping Report: June 2023. First assessment of vision, strategic objectives, policies, and site allocations for the draft Breckland Local Plan Full Update regulation 18 consultation: To commence by end of Summer.

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- Preparation of initial IA Report for the draft Breckland Local Plan Full Update: To commence in Summer 2023.
- Completion of draft IA report for the Preferred Options and Draft Breckland Local Plan Full Update: September/December 2023.
- Regulation 18<sup>1</sup> consultation on the Preferred Options and Draft Breckland Local Plan: To commence in December 2023.
- Regulation 19 Submission Draft Local Plan IA Report to be completed by: November / December 2024
- Regulation 19 consultation on the draft Breckland Local Plan: December 2024
- Review and update to the IA as required prior to submission of the draft Breckland Local Plan for examination: Spring 2025
- Prepare material for and attend the Public Examination into the Plan at a date in the future in order to deal with any issues arising from the appraisal work.

### **Resources and Personnel**

Consultants bidding for the work must specify how their project team will be set up, who will lead it and the roles each member of the team will play. Curricula vitae of the Project Director, Project Manager, and other appropriate staff should be provided. Breckland Council expects these staff members to be employed on this study for its duration.

### **Fee Proposal**

Consultants bidding for the work should set out clearly the fees involved, including a total figure for the project, breakdown of costs for each stage and the number of hours and rates for each member of the team.

The fee for the work will be up to £70,000 and will be fixed in advance and include all expenses excluding VAT. The cost of attending meetings should be included in the submitted bid.

The contract fee shall be payable to the contractor as follows: -

- On completion of Scoping report and initial IA Report: 35% of project cost.
- On completion of draft IA Report for Regulation 18 consultation (November 2023): 35% of project cost.

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<sup>1</sup> The Town and Country Planning (Local Planning) (England) Regulations 2012, as amended.

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- On completion of draft IA Report for Regulation 19 consultation (December 2024) 20% of project cost.
- On completion of examination into the Local Plan (2025) 10% of project cost.

## Mandatory Requirements / Constraints

As part of your tender response, you must confirm that you meet the mandatory requirements / constraints, specification forming part of this ITT. A failure to comply with one or more mandatory requirements or constraints shall either contracting Authority to reject a tender response in full.

## Contractual Requirements

The Contract awarded will be for a duration of up to 36 months.

The contracting and commercial approach in respect of the required goods and/or services is set out in **Appendix A** (Breckland District Council's Terms and Conditions).

Payment Terms – Payment will be made on receipt of the satisfactory delivery of the goods, services, or completion of consultancy work. Where milestone payments are preferred by a supplier, this must be made clear in the tender response. **Please note, final agreement of any milestone payments is with the Council.**

## Tender Instructions and Conditions

### Instructions for Responding

To view this contract opportunity, prospective suppliers must first register on the Council's electronic tendering portal <https://in-tendhost.co.uk/brecklandcouncil.aspx/Home>.

From here you will be able to find full instructions on how to view and upload all associated tender documentation as well as ask clarification questions. All tender returns must be sent via the In-Tend system.

The following requirements should be complied with when submitting your response to this ITT:

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- Please ensure that you send your submission in good time to prevent issues with technology – late tender responses may be rejected by the Contracting Authority.
- Please ensure that information provided as part of its response is of sufficient quality and detail that an informed assessment of it can be made by the Contracting Authority. Responses should be concise, unambiguous, and should directly address the requirement stated.
- If you submit a generic policy / document you must indicate the page and paragraph reference that is relevant to a particular part of your tender response.
- All attachments/supporting documentation should be provided separately to your main tender response and clearly labelled to make it clear as to which part of your tender response it relates. PDF, JPG, PPT, Word and Excel formats can be used for any additional supporting documentation (other formats should not be used without the prior written approval of the Contracting Authority).
- Any deliberate alteration of a Contracting Authority requirement as part of your tender response will invalidate your tender response to that requirement and for evaluation purposes you shall be deemed not to have responded to that particular requirement.
- Your tender responses to the tender requirements and pricing will be incorporated into the Contract, as appropriate.

### **Clarification Requests**

All clarification requests should be submitted through the Council's **In-Tend portal** (<https://in-tendhost.co.uk/brecklandcouncil/aspx/Home>) by the Clarification Deadline, as set out in the Timescales section of this ITT. The Contracting Authority is under no obligation to respond to clarification requests received after the Clarification Deadline.

Any clarification requests should clearly reference the appropriate paragraph in the ITT documentation and, to the extent possible, should be aggregated rather than sent individually.

The Contracting Authority reserves the right to issue any clarification request made by you, and the response, to all potential suppliers unless you expressly require it to be kept confidential at the time the request is made. If the Contracting Authority considers the contents of the request not to be confidential, it will inform you and you will have the



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opportunity to withdraw the clarification query prior to the Contracting Authority responding to all potential suppliers.

The Contracting Authority may at any time request further information from potential suppliers to verify or clarify any aspects of their tender response or other information they may have provided. Should you not provide supplementary information or clarifications to the Contracting Authority by any deadline notified to you, your tender response may be rejected in full and you could be disqualified from this procurement process.

### **General Tender Conditions**

Application of these Tender Conditions – In participating in this Procurement Process and/or by submitting a tender response it will be implied that you accept and will be bound by all the provisions of this ITT and its Annexes. Accordingly, tender responses should be on the basis of and strictly in accordance with the requirements of this ITT.

Third party verifications – Your tender response is submitted on the basis that you consent to the Contracting Authority carrying out all necessary actions to verify the information that you have provided, and the analysis of your tender response being undertaken by one or more third parties commissioned by the Contracting Authority for such purposes.

Information provided to potential suppliers – Information that is supplied to potential suppliers as part of this Procurement Process is supplied in good faith. The information contained in the ITT and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue but the Contracting Authority will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the Contracting Authority.

Potential suppliers to make their own enquires – You are responsible for analysing and reviewing all information provided to you as part of this Procurement Process and for forming your own opinions and seeking advice as you consider appropriate. You should notify the Contracting Authority promptly of any perceived ambiguity, inconsistency or omission in this ITT and/or any in of its associated documents and/or in any information provided to you as part of this Procurement Process.

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Amendments to the ITT – At any time prior to the Tender Response Deadline, the Contracting Authority may amend the ITT. Any such amendment shall be issued to all potential suppliers, and if appropriate to ensure potential suppliers have reasonable time in which to take such amendment into account, the Tender Response Deadline shall, at the discretion of the Contracting Authority, be extended. Your tender response must comply with any amendment made by the Contracting Authority in accordance with this paragraph or it may be rejected.

Compliance of tender response submission – Any goods and/or services offered should be on the basis of and strictly in accordance with the ITT (including, without limitation, any specification of the Contracting Authority's requirements, these Tender Conditions and the Contract) and all other documents and any clarifications or updates issued by the Contracting Authority as part of this Procurement Process.

Format of tender response submission – Tender responses must comprise the relevant documents specified by the Contracting Authority completed in all areas and in the format as detailed by the Contracting Authority. Any documents requested by the Contracting Authority must be completed in full. It is, therefore, important that you read the ITT carefully before completing and submitting your tender response.

Rejection of tender responses or other documents – A tender response or any other document requested by the Contracting Authority may be rejected which:

- Contains gaps, omissions, misrepresentations, errors, uncompleted sections, or changes to the format of the tender documentation provided;
- Does not reflect and confirm full and unconditional compliance with all of the documents issued by the Contracting Authority forming part of the ITT;
- Contains any caveats or any other statements or assumptions qualifying the tender response that are not capable of evaluation in accordance with the evaluation model or requiring changes to any documents issued by the Contracting Authority in any way;
- Is not submitted in a manner consistent with the provisions set out in this ITT;
- Contains information which is inconsistent with answers already given in the pre-qualification questionnaire completed as part of this Procurement Process or;
- Is received after the Tender Response Deadline.

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Disqualification – If you breach these Tender Conditions, If there are any errors, omissions or material adverse changes relating to any information supplied by you at any stage in this Procurement Process, if any other circumstances set out in this ITT, and/or in any supporting documents, entitling the Contracting Authority to reject a tender response apply and/or if you or your appointed advisers attempt:

- To inappropriately influence this Procurement Process;
- To fix or set the price for goods or services;
- To enter into an arrangement with any other party that such party shall refrain from submitting a tender response;
- To enter into any arrangement with any other party (other than another party that forms part of your consortium bid or is your proposed sub-contractor) as to the prices submitted;
- To collude in any other way;
- To engage in direct or indirect bribery or canvassing by you or your appointed advisers in relation to this Procurement Process; or
- To obtain information from any of the employees, agents or advisors of the Contracting Authority concerning this Procurement Process (other than as set out in these Tender Conditions) or from another potential supplier or another tender response.

If you breach these Tender Conditions, the Contracting Authority shall be entitled to reject your tender response in full and to disqualify you from this Procurement Process. Subject to the “Liability” Tender Condition below, by participating in this Procurement Process you accept that the Contracting Authority shall have no liability to a disqualified potential supplier in these circumstances.

Tender costs – You are responsible for obtaining all information necessary for preparation of your tender response and for all costs and expenses incurred in preparation of the tender response. Subject to the “Liability” Tender Condition below, you accept by your participation in this procurement, including without limitation the submission of a tender response, that you will not be entitled to claim from the Contracting Authority any costs, expenses or liabilities that you may incur in tendering for this procurement irrespective of whether or not your tender response is successful.

## **Breckland District Council Invitation to Tender: 051-BK-23 - Integrated Assessment of the Breckland Local Plan Review**

Rights to cancel or vary this Procurement Process - By issuing this ITT, entering into clarification communications with potential suppliers or by having any other form of communication with potential suppliers, the Contracting Authority is not bound in any way to enter into any contractual or other arrangement with you or any other potential supplier. It is intended that the remainder of this Procurement Process will take place in accordance with the provisions of this ITT but the Contracting Authority reserves the right to terminate, suspend, amend or vary (to include, without limitation, in relation to any timescales or deadlines) this Procurement Process by notice to all potential supplier in writing. Subject to the "Liability" Tender Condition below, the Contracting Authority will have no liability for any losses, costs or expenses caused to you as a result of such termination, suspension, amendment or variation.

Consortium Members and sub-contractors – It is your responsibility to ensure that any staff, consortium members, sub-contractors and advisers abide by these Tender Conditions and the requirements of this ITT.

Liability – Nothing in these Tender Conditions is intended to exclude or limit the liability of the Contracting Authority in relation to fraud or in other circumstances where the Contracting Authority's liability may not be limited under any applicable law.

Acceptance - the Council is not bound to accept any tender or quotation.

### **Confidentiality and Information Governance**

All information supplied to you by the Contracting Authority, including this ITT and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your tender response) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

You shall not disclose copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a tender response. There must be no publicity by you regarding the Procurement Process or the future award of any contract unless the Contracting Authority has given express written consent to the relevant communication.

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This ITT and its accompanying documents shall remain the property of the Contracting Authority.

The Contracting Authority reserves the right to disclose all documents relating to this Procurement Process, including without limitation your tender response, to any employee, third party agent, adviser or other third party involved in the procurement in support of, and/or in collaboration with, the Contracting Authority. The Contracting Authority further reserves the right to publish the Contract once awarded and/or disclose information in connection with supplier performance under the Contract in accordance with any public sector transparency policies (as referred to below). By participating in this Procurement Process, you agree to such disclosure and/or publication by the Contracting Authority in accordance with such rights reserved by it under this paragraph.

The Freedom of Information Act 2000 ("FOIA"), the Environmental Information Regulations 2004 ("EIR"), and public sector transparency policies, including the placing of contract award notices on the Contracts Finder database, apply to the Contracting Authority (together the "Disclosure Obligations").

You should be aware of the Contracting Authority's obligations and responsibilities under the Disclosure Obligations to disclose information held by the Contracting Authority. Information provided by you in connection with this Procurement Process, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by the Contracting Authority under the Disclosure Obligations, unless the Contracting Authority decides that one of the statutory exemptions under the FOIA or the EIR applies.

If you wish to designate information supplied as part of your tender response or otherwise in connection with this tender exercise as confidential, you must provide clear and specific detail as to;

- The precise elements which are considered confidential and/or commercially sensitive;
- Why you consider an exemption under the FOIA or EIR would apply; and
- The estimated length of time during which the exemption will apply.

The use of blanket protective markings of whole documents such as "commercial in confidence" will not be sufficient. By participating in this Procurement Process you agree that the Contracting Authority should not and will not be bound by any such markings.

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In addition, marking any material as “confidential” or “commercially sensitive” or equivalent should not be taken to mean that the Contracting Authority accepts any duty of confidentiality by virtue of such marking. You accept that the decision as to which information will be disclosed is reserved to the Contracting Authority, notwithstanding any consultation with you or any designation of information as confidential or commercially sensitive or equivalent you may have made. You agree, by participating further in this Procurement Process and/or submitting your tender response, that all information is provided to the Contracting Authority on the basis that it may be disclosed under the Disclosure Obligations if the Contracting Authority considers that it is required to do so and/or may be used by the Contracting Authority in accordance with the provisions provision of this ITT.

Tender responses are also submitted on the condition that the appointed supplier will only process personal data (as may be defined under any relevant data protection laws) that it gains access to in performance of this Contract in accordance with the Contracting Authority’s instructions and in line with GDPR and will not use such personal data for any other purpose. The contracted supplier will undertake to process any personal data on the Contracting Authority’s behalf in accordance with the relevant provisions of any relevant data protection laws and to ensure all consents required under such laws are obtained.

## **Evaluation of Quotations**

### **ITT Response**

Quotes received will be awarded on the basis of the most economically advantageous proposal, evaluated by the following criteria;

<b>Section</b>	<b>Award Criteria</b>	<b>Weighting (%)</b>
<b>Quality (60%)</b>		
<b>1.1</b>	Methodology	20%
<b>1.2</b>	Methodology and Experience	30%
<b>1.3</b>	Methodology	10%
<b>Commercial (40%)</b>		
<b>3</b>	Fixed Cost for delivery of the specification.	40%

**Page 20** has full details of price and quality scoring methodology.

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Quotes will be evaluated and responses to each tender sent to within the dates stated in the procurement timetable further below.

Full details and questions are listed in the attached **supplier response form**.

Your tender response must remain open for acceptance by the Contracting Authority for a period of ninety (90) days from the Tender Response Deadline. A tender response not valid for this period may be rejected by the Contracting Authority.

A copy of the Selection Questionnaire (SQ) is available for download and review on the e-tendering portal (Appendix B). **Suppliers are not required to complete this when tendering but should be aware that the winning supplier will be required to complete the SQ once they have been evaluated as the winning supplier and before the contract has been awarded.** Failure to provide an acceptable response to any of the questions may result in the contract not being awarded to the selected supplier.

### **Procurement Timetable**

Listed below are the key dates and milestones throughout the procurement process;

<b>Procurement Timetable</b>	
<b>ITT sent out</b>	Tuesday 25 <sup>th</sup> April 2023
<b>Clarification questions deadline</b>	Wednesday 10 <sup>th</sup> May 2023 17:00
<b>Deadline for return of ITT</b>	Tuesday 23 <sup>rd</sup> May 2023 17:00
<b>Evaluation of ITTs</b>	Monday 15 <sup>th</sup> – Friday 26 <sup>th</sup> May 2023
<b>Moderation</b>	Week commencing Monday 29 <sup>th</sup> May 2023
<b>Results &amp; feedback</b>	Monday 5 <sup>th</sup> June 2023
<b>Standstill period</b>	Tuesday 6 <sup>th</sup> June – Thursday 15 <sup>th</sup> June at midnight 2023
<b>Contract Award</b>	Friday 16 <sup>th</sup> June 2023

## **Evaluation Criteria Methodology**

All tenders will be scored out of 100, split into two main criteria; quality and price. The amount of points available from the price and quality criteria is determined by the importance of these criteria to the goods, services or works being purchased and is dependent on the risk and value of the contract to be awarded.

### **Quality – 60%**

The quality response is broken down into 4 questions which have a total weighting of 60%, so the maximum score would be 60 points. All responses will be marked from 1-5. Scores out of 10 will be adjusted for weighting to give the overall score.

### **Price – 40%**

Price has a total weighting of 40%, therefore the maximum marks available for this part of the RFQ will be 40 and will be awarded to the lowest price submitted by the potential supplier. The remaining suppliers will receive marks on a pro rata basis from the cheapest to the most expensive price.

The calculation used is the following:

Score = ((Lowest Tender Price/Tender Price) x [40]) (Maximum available marks)

For example, if three tender responses are received and Supplier A has quoted £3,000 as their total price, Supplier B has quoted £5,000 and Supplier C has quoted £6,000 then the calculation will be as follows:

Potential Supplier A Score = ((£3000/£3000) x [40]) (Maximum available marks) = [40]

Potential Supplier B Score = ((£3000/£5000) x [40]) (Maximum available marks) = [24.0]

Potential Supplier C Score = ((£3000/£6000) x [40]) (Maximum available marks) = [20.0]



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## Quality Questionnaire

The information supplied in this section will be used to assess how your organisation meets the Specification and will be assessed by the evaluation panel. This Section is worth 60% of the final score.

Methodology																
<b>1.1</b>	Please provide details of how you would approach this project based on the requirements set out under the Key Tasks and how this will be achieved within the required timetable for the work. (1,00 words)	<b>Weighting: 20%</b>														
<p>Evaluation Criteria:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="background-color: #2e8b57; color: white;">Points</th> <th style="background-color: #2e8b57; color: white;">Marking Criteria</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0</td> <td>Nil response – Question has not been answered.</td> </tr> <tr> <td style="text-align: center;">1</td> <td>Unsatisfactory response – Limited information or Respondent would not have ability in delivering any of the required tasks or within the required timescales.</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Poor response – Respondent would only complete some aspects of the tasks within the required timescales.</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Acceptable response – Respondent would be likely to meet each of the required tasks within the required timescales, but further work may be required to ensure standards are met consistently.</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Good response – Respondent has understood each of the required tasks and have demonstrated they can complete all of the requirements of the tasks within the timescales.</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Excellent response – Respondent has comprehensively understood each of the required tasks. The respondent has clearly and concisely demonstrated they can consistently apply and deliver all tasks. These will be delivered within the required timescales, to the required standards and can demonstrate how each will be delivered.</td> </tr> </tbody> </table>			Points	Marking Criteria	0	Nil response – Question has not been answered.	1	Unsatisfactory response – Limited information or Respondent would not have ability in delivering any of the required tasks or within the required timescales.	2	Poor response – Respondent would only complete some aspects of the tasks within the required timescales.	3	Acceptable response – Respondent would be likely to meet each of the required tasks within the required timescales, but further work may be required to ensure standards are met consistently.	4	Good response – Respondent has understood each of the required tasks and have demonstrated they can complete all of the requirements of the tasks within the timescales.	5	Excellent response – Respondent has comprehensively understood each of the required tasks. The respondent has clearly and concisely demonstrated they can consistently apply and deliver all tasks. These will be delivered within the required timescales, to the required standards and can demonstrate how each will be delivered.
Points	Marking Criteria															
0	Nil response – Question has not been answered.															
1	Unsatisfactory response – Limited information or Respondent would not have ability in delivering any of the required tasks or within the required timescales.															
2	Poor response – Respondent would only complete some aspects of the tasks within the required timescales.															
3	Acceptable response – Respondent would be likely to meet each of the required tasks within the required timescales, but further work may be required to ensure standards are met consistently.															
4	Good response – Respondent has understood each of the required tasks and have demonstrated they can complete all of the requirements of the tasks within the timescales.															
5	Excellent response – Respondent has comprehensively understood each of the required tasks. The respondent has clearly and concisely demonstrated they can consistently apply and deliver all tasks. These will be delivered within the required timescales, to the required standards and can demonstrate how each will be delivered.															

## Breckland District Council Invitation to Tender: 051-BK-23 - Integrated Assessment of the Breckland Local Plan Review

### Supplier Response:

In line with the ITT, the IA will include a SA (including SEA), a HIA and an EqIA. The specification does not include HRA therefore we have not costed for this. Our proposed approach should be read in conjunction with the costing assumptions submitted separately. All outputs will be prepared using our accessible report template, which meets the requirements of relevant regulations for public sector bodies.

The ITT calls for phone conversations every two weeks with a follow-up summary of progress/ actions. Time has been included for this during active periods of work, particularly when we are appraising options, policies and/or sites.

An **inception meeting** would be held to:

- Discuss the background to the Local Plan;
- Discuss the most recent developments and evidence studies;
- review and confirm methodology and programme;
- arrange the transfer of GIS and other data; and,
- review risks to the project timetable.

The **IA Scoping Report** would include:

- baseline information for Breckland (mapped where appropriate);
- review of relevant plans, policies and programmes;
- identification of key sustainability issues;
- IA methodology including the IA framework; and,
- how the HIA and EqIA are being undertaken as part of the IA.

We would provide the draft IA Scoping Report to the Council for comment before finalising for consultation with the statutory bodies. The IA Scoping Report of the Breckland Local Plan Partial Review (June 2022) would be used as a starting point.

After Scoping consultation we would **review the responses** and compile them, providing responses to the main issues raised. We would append this to the Regulation 18 IA Report.

Next, we would **appraise the Local Plan options**. It is important the IA appraises reasonable alternative policy and site options from the outset and that the IA feeds into the selection of preferred options. We would check to make sure that a comprehensive range of 'reasonable alternatives' has been considered, with a focus on the options for the scale of growth, spatial strategy, and site allocations, as these tend to receive most scrutiny and challenges. Once the spatial and quantum options have been agreed, we would prepare IA matrices, summarising the likely effects of each option on the IA objectives using clear coded symbols. A supporting narrative justifying the likely effects would be provided, focussing on those expected

## Breckland District Council Invitation to Tender: 051-BK-23 - Integrated Assessment of the Breckland Local Plan Review

to be significant. We would prepare an IA Report for consultation, based on the published Issues and Options Report.

In terms of **site options**, we would develop a set of spatial criteria with input from the Council to guide a policy-off appraisal of the effects of each site option. We would develop a GIS model that determines the effects for each site option in line with the criteria. This approach provides a consistent and transparent basis for site appraisal that is more robust than a manual approach. We would compile the findings of the GIS analysis into an internal summary note for the Council, to ensure the IA has an opportunity to inform the selection of preferred site allocations. This would also form the basis of one chapter of the full IA report.

Once the Council has prepared the Regulation 18 Draft Local Plan, we would **prepare the Regulation 18 IA Report**. We assume that the consultation document would identify preferred options from the strategic and site options appraised previously, as well as setting out development management-style policies. There are generally fewer reasonable alternatives to consider for those policies; however where they exist we would appraise reasonable alternatives to the preferred options. We would include an audit trail of the Council's decision making in relation to the reasonable alternatives identified and those taken forward as preferred options. We would circulate a draft version of the IA Report to the Council for comment before finalising it for consultation.

Once Regulation 18 consultation is complete, we would ask the Council to compile the **responses relating to the IA**. We would **review these and respond to the main issues** raised, appending the responses to the Regulation 19 Submission Draft IA report.








Once we receive the draft of the Regulation 19 Publication Local Plan, we would **update the IA report** to reflect changes to the policies. If any new site options came forward at this stage, we would appraise them and present the findings alongside the options considered previously. We would use the IA report prepared for the Regulation 18 consultation as a starting point, updating it to reflect the current consultation stage whilst retaining the findings of the IA of alternatives from previous stages. We would circulate a draft version of the IA Report to the Council for comment before finalising the IA Report and providing an **NTS**.

In our experience, Inspectors are only willing to accept the IA report produced at the Pre-Submission stage (Reg. 19), since this was the version subject to public consultation. Therefore, we have assumed that we would not need to amend the IA Report prior to the Council submitting the Local Plan for Examination.

# Breckland District Council Invitation to Tender: 051-BK-23 - Integrated Assessment of the Breckland Local Plan Review

In our experience, the level of **examination support** required varies widely according to the number and nature of issues relating to the IA that are raised via Regulation 19 consultation responses; the Inspector's matters, issues and questions; third party hearing statements; and client counsel. Since the amount of post-submission support is so difficult to predict, we would charge based on the actual number of days required, using our standard daily rates at the time. Similarly, the scope of any other post-submission IA work, such as appraisal of Main Modifications, is difficult to predict and would therefore be agreed with the Council at the time. This costing approach is consistent with the commercial questionnaire's guidance that associated fees will not be included in the commercial evaluation.

We are able to work to the **project timescales**. We note, however, that the timetable indicated in the brief does not allow for completion of the statutory 5 week consultation period on the IA Scoping Report before appraising the Issues and Options and we would wish to discuss this at inception.

Stage and Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2023												
<b>Stage 1: Inception and Scoping</b>												
Task 1.1												
Task 1.2												
Task 1.3												
<b>Stage 2: Regulation 18 Draft Local Plan</b>												
Task 2.1												
Task 2.2												
2024												
Task 2.3												
<b>Stage 3: Regulation 19 Draft Local Plan</b>												
Task 3.1												
2025												
Task 3.2												
Task 3.3												
<b>Stage 4: Examination support</b>												
Task 4.1												

# **Breckland District Council Invitation to Tender: 051-BK-23 - Integrated Assessment of the Breckland Local Plan Review**

Methodology																
1.2	Please provide an example of a recent (within the last 5 years) Integrated Assessment you have undertaken for another organisation and how this would be relevant to Breckland. Please provide CVs and further details of the key personnel who will be working on this contract, including their level of experience in relation to this contract.	Weighting: 30%														
	Evaluation Criteria:															
	<table><tr><th>Points</th><th>Marking Criteria</th></tr><tr><td>0</td><td>Nil response – Question has not been answered.</td></tr><tr><td>1</td><td>Unsatisfactory response – Did not provide an example of a completed Integrated Assessment. Relevant experience of the key personnel is not specified for all personnel.</td></tr><tr><td>2</td><td>Poor response – Provided an example of an Integrated Assessment that does not cover a District Local Plan and/or is not recent, nor for an area comparable in type to Breckland. Relevant experience of the key personnel demonstrates limited relevance to the specification.</td></tr><tr><td>3</td><td>Acceptable response – Provided a recent, basic example of an IA that covers a District Local Plan. Relevant experience of the key personnel only meets the minimum requirements of the specification.</td></tr><tr><td>4</td><td>Good response – Provided a recent, good example of an IA that covers a District Local Plan similar to Breckland. Experience of the key personnel meet the adequate requirements of the specification.</td></tr><tr><td>5</td><td>Excellent response – Provided a wholly relevant example of an Integrated Assessment that is both recent, is for a Local Plan and covers a District Council area comparable in type to Breckland. Relevant experience of the key personnel demonstrates extensive recent experience in this field of work in a rural district comparable to Breckland.</td></tr></table>		Points	Marking Criteria	0	Nil response – Question has not been answered.	1	Unsatisfactory response – Did not provide an example of a completed Integrated Assessment. Relevant experience of the key personnel is not specified for all personnel.	2	Poor response – Provided an example of an Integrated Assessment that does not cover a District Local Plan and/or is not recent, nor for an area comparable in type to Breckland. Relevant experience of the key personnel demonstrates limited relevance to the specification.	3	Acceptable response – Provided a recent, basic example of an IA that covers a District Local Plan. Relevant experience of the key personnel only meets the minimum requirements of the specification.	4	Good response – Provided a recent, good example of an IA that covers a District Local Plan similar to Breckland. Experience of the key personnel meet the adequate requirements of the specification.	5	Excellent response – Provided a wholly relevant example of an Integrated Assessment that is both recent, is for a Local Plan and covers a District Council area comparable in type to Breckland. Relevant experience of the key personnel demonstrates extensive recent experience in this field of work in a rural district comparable to Breckland.
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## **Breckland District Council Invitation to Tender: 051-BK-23 - Integrated Assessment of the Breckland Local Plan Review**

### **Supplier Response:**

Our Planning team has carried out well over 100 successful integrated or sustainability appraisals of plans. These include Integrated Appraisals, such as the one being sought via this Commission, that combine Sustainability Appraisal (SA) / Strategic Environmental Assessment (SEA) with Equalities Impact Assessment (EqIA) and Health Impact Assessment (HIA). We have undertaken this work across the UK and have an established reputation. We have developed robust and defensible methodologies and have successfully represented numerous local authorities at their Examinations with no legal challenges to date.

Our involvement has covered all spatial scales, from national policy to localised site work, and has engaged with Local Plans, including sub-regional and Joint Plans, Site Allocation Plans, Development Management Plans, Area Action Plans, Minerals and Waste Plans, and other thematic plans. LUC has been using GIS since 1996 and has an experienced team of trained GIS specialists who also have environmental backgrounds. This blend of skills enables the team to understand the wider project context thereby providing technical input as appropriate to each individual project. Our GIS team regularly inputs into LUC's plan appraisal work, building spatial models to analyse potential development locations in relation to environmental constraints and access to services and facilities; using databases to help analyse data and present findings; and producing high quality maps for inclusion in reports.

### **Example of recent Integrated Assessment experience**

We believe that our recent work for the London Borough of Enfield is an excellent example of our skills and capabilities. Accordingly, we present it below as example of recent Integrated Assessment experience.

Company name	Enfield Council
Address	Place Department, Civic Centre, Silver Street, Enfield, EN1 3XA
Contact name	May Hope
Email	may.hope@enfield.gov.uk

LUC was appointed in March 2021 to carry out Integrated Assessment (IA), comprising Sustainability Appraisal (SA) incorporating Strategic Environmental Assessment (SEA), Health Impact Assessment (HIA), Equalities Impact Assessment (EqIA), Community Safety Impact Assessment (CSIA) and Habitats Regulations Assessment (HRA) of the Enfield Local Plan:

## **Breckland District Council Invitation to Tender: 051-BK-23 - Integrated Assessment of the Breckland Local Plan Review**

Main Issues and Preferred Approaches (Regulation 18). The SA, SEA, HIA, EqlA and CSIA were undertaken together as part of the IIA. The contract has since been extended to also cover the forthcoming Regulation 19 stage of plan-making.

LUC worked closely with the Council to aid the production of the Regulation 18 Draft Local Plan and supported this process through the provision of clear and robust assessments. We defined the key issues and aspirations to be planned for and collected relevant evidence, helping to define and test reasonable options for the Plan with officers, and making recommendations on and reporting the reasoning behind the selection and refinement of preferred policies and site allocations. We also advised on any revisions to policy wording that were found to be necessary through the IA and HRA processes. We carried out our assessment work alongside the plan-making process, ensuring our findings and recommendations fed effectively into the decision-making process.

As part of the IA (Regulation 18), we appraised seven separate growth options and numerous policy approaches from the Council's 2018 Issues and Options document, in addition to the vision, strategic objectives, strategic policies, plan policies, site allocations and reasonable alternative options from the Council's 2021 Main Issues and Preferred Approaches document.

### **Proposed Project Team**

Our proposed team has the appropriate range of skills and capacity in the timescale to complete this work to a high standard.

To ensure our projects are managed to a high standard and importantly to the client's satisfaction, each project is assigned:

- A Project Director who is responsible for understanding customer needs, ensuring methodologies used are appropriate, and for reviewing outputs to ensure they meet client requirements.
- A Project Manager who is responsible for implementing our quality management procedures and ensuring the success of the project: delivering to time, budget and the client's satisfaction.

**Jon Pearson BSc (Hons) MSc ACMA PIEMA MRTPI** would be the Project Director with overall responsibility for ensuring that the work is completed on time, within budget and to the satisfaction of the client. Jon is an Associate Director of Planning at LUC with 16 years' experience. He is an expert in strategic planning and has led a large number of SA/SEAs and HRAs for local authorities throughout England in relation to a wide range of plans and strategies, often including Health Impact Assessment and Equalities Impact Assessment. Jon is currently leading LUC's Local Plan SA/IIA and HRA work on behalf of Enfield Borough and the City of London, as well as IIA and HRA of an Area Action Plan for Tower Hamlets. Outside of



## Breckland District Council Invitation to Tender: 051-BK-23 - Integrated Assessment of the Breckland Local Plan Review

London, he is currently leading SAs and/or HRAs for Basildon, Cannock Chase, the Colchester & Tendring (Garden Community DPD), Greater Cambridge, Gloucestershire (Waste Local Plan), Isle of Wight, Maidstone, Maldon; South Lakeland, Thanet, Thurrock, and Winchester councils. Jon has previously appeared at Examination hearings on behalf of Braintree District, Eastleigh Borough, Maidstone Borough, New Forest District, North Essex Authorities, and Northampton Borough in relation to LUC's SA and/or HRA work. Jon also regularly provides planning advice to local authorities and has undertaken validation and critical friend reviews for a number of SA/SEAs for local authorities, reviewing the Council's in-house SA/SEA work. Jon has also delivered training on SA/SEA and HRA to Natural England and presented at an RTPI launch event for its advice note on SEA/SA for land use plans. Jon also recently directed a project for the Office for Environmental Protection, looking at how international practice in SEA, EIA and HRA could inform the government's planned reform of these assessment regimes.

**Sarah Temple BSc (Hons) MSc MRTPI** would be the Project Manager, responsible for the day to day management of the project, coordination of the work and the final report. Sarah is a Principal Planner based in LUC's London office. Sarah has considerable experience in Integrated Impact Assessment (IIA) incorporating Sustainability Appraisal (SA) / Strategic Environmental Assessment (SEA), Health Impact Assessment (HIA) and Equalities Impact Assessment (EqIA) – having led these projects across East and South East England for over five years. Sarah is currently managing the SA/SEA for Babergh and Mid Suffolk District Councils, in addition to the IIA for the London Borough of Enfield and the City of London Corporation, and Integrated Assessment (IA) for Central Lancashire covering Preston, South Ribble and Chorley. Sarah is also project manager of the SA/SEA for Tonbridge & Malling Borough Council, Thanet District Council, Welwyn Hatfield Borough Council, Hertsmere Borough Council and West Northamptonshire Council.

In 2019, Sarah provided planning policy support to Breckland Council alongside Melissa Kurihara. In 2022, she provided similar support to Cherwell District Council, helping with the wording of Local Plan policies and the production of technical studies to support development of the Local Plan.

Prior to joining LUC, Sarah completed her Masters in Spatial Planning at Oxford Brookes University, alongside relevant work placements – including a work placement at LUC in 2015. Sarah is a Chartered Member of the Royal Town Planning Institute (RTPI).

**Rhianna Myerscough MA (Hons) GrdIEMA** would be providing IA support. Rhianna is a Consultant Environmental Planner based in Edinburgh who joined LUC in 2021 after having achieved a distinction in Environmental



## Breckland District Council Invitation to Tender: 051-BK-23 - Integrated Assessment of the Breckland Local Plan Review

Sustainability MA at the University of Dundee. Rhianna plays a key role in supporting our environment and climate change research, having conducted in-depth research and collecting and analysing both quantitative and qualitative data relating to a wide variety of environmental topics, such as carbon sequestration and storage of habitat types, alternative fuels in the Scottish agricultural sector and green space accreditation schemes. Rhianna has a strong interest in concepts of ecosystem services and climate change mitigation and is experienced in policy review, having conducted Sustainability Appraisals regarding a wide variety of plans and strategies. Rhianna is a Graduate member of IEMA and is working towards the Practitioner membership.

**Olivia Tugulea BSc (Hons)** would be providing IA support. Olivia is a Consultant Environmental Planner based in Edinburgh who will provide IA support of the Breckland Local Plan Review. She graduated with a degree in Biology at Lancaster University and recently joined LUC in 2023. Since then, she has supported a variety of tenders, SEAs and SAs through research collection and analysis, report writing and addressing consultation responses. She is currently supporting the SEA, AA and SFRA of the Longford Town Local Area Plan. Olivia has particular interest in climate mitigation and policy review. She has previous experience in environmental consulting and data analysis through her sustainability internship and as a volunteer researcher for 'support the goals'.

**Chris Green BSc (Hons)** would lead on GIS inputs, including carrying out spatial analysis to support IA of site options and creating maps to include in the IA and HRA reports. Chris is an Associate GIS Consultant with over ten years' experience with GIS software and methods. He has worked on a wide variety of projects across many sectors and scales and is proficient in many forms of data analysis and visualisation, across all forms of media. Chris has provided GIS mapping, support and analysis for many projects across all scales. These have included Sustainability Appraisals, site finding exercises, religious spaces studies, Green Belt studies and county level waste studies. Chris specialises in undertaking complex analysis quickly and efficiently. He is proficient with a number of programming languages, including Python, JavaScript, C#, PHP, SQL and VBA, and uses these within a variety of contexts, both to produce innovative and unique outputs and to increase the speed and accuracy of data analysis and collection.

**Linda Bjerketvedt MA (Hons), MSc, PCIfA** would be providing GIS support. Linda is a GIS Consultant with a background in landscape archaeology. Linda has been using GIS for the last 7 years, both in the workplace and in academia, to create, manage, analyse and visualise data. She is proficient in working with large datasets at multiple scales. Through her varied background, Linda has worked alongside various disciplines at different project stages. Her extensive experience in data capture in the field has

## **Breckland District Council Invitation to Tender: 051-BK-23 - Integrated Assessment of the Breckland Local Plan Review**

	<p>allowed her to develop approaches particularly focused on consistency and standardisation.</p> <p>Linda has previously worked as a data analyst in the historic environment sector and can therefore provide specialised GIS support when dealing with heritage data and assets. She is particularly enthusiastic about delivering online, accessible platforms for sharing, editing and visualising information, as evident in recent projects for Historic England.</p> <p>We have uploaded separately CVs for our proposed project team, which illustrate the skills and experience of team members.</p>
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Methodology																
1.3	Please explain any risks and mitigations you will put in place to meet the expected deadlines. (500 words)	Weighting: 10%														
	Evaluation Criteria:															
	<table><tr><th>Points</th><th>Marking Criteria</th></tr><tr><td>0</td><td>Nil response – Question has not been answered.</td></tr><tr><td>1</td><td>Unsatisfactory response – Very limited generic information on general risks or appropriate mitigation measures</td></tr><tr><td>2</td><td>Poor response – Limited information on risks associated with Integrated Assessment or appropriate mitigation measures</td></tr><tr><td>3</td><td>Acceptable response – Acceptable understanding of the possible risks associated with Integrated Assessment work but limited identification of appropriate mitigation measures.</td></tr><tr><td>4</td><td>Good response – Good understanding of the possible risks associated with Integrated Assessment work and appropriate mitigation measures.</td></tr><tr><td>5</td><td>Excellent response – Comprehensive understanding of the possible risks associated with Integrated Assessment work and appropriate mitigation measures. Includes examples of where this may have happened in previous work.</td></tr></table>		Points	Marking Criteria	0	Nil response – Question has not been answered.	1	Unsatisfactory response – Very limited generic information on general risks or appropriate mitigation measures	2	Poor response – Limited information on risks associated with Integrated Assessment or appropriate mitigation measures	3	Acceptable response – Acceptable understanding of the possible risks associated with Integrated Assessment work but limited identification of appropriate mitigation measures.	4	Good response – Good understanding of the possible risks associated with Integrated Assessment work and appropriate mitigation measures.	5	Excellent response – Comprehensive understanding of the possible risks associated with Integrated Assessment work and appropriate mitigation measures. Includes examples of where this may have happened in previous work.
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## **Breckland District Council Invitation to Tender: 051-BK-23 - Integrated Assessment of the Breckland Local Plan Review**

### **Supplier Response:**

Ongoing assessment of the risks to the successful delivery of the project will be undertaken and updated as the project progresses. Preventative and contingency measures will be identified and resourced where appropriate to help manage risks. A risk logging tool is used for this purpose and utilising this approach to risk assessment benefits LUC and the client by ensuring project risks are known and therefore minimised.

LUC holds professional indemnity insurance of £2 million.

We have identified below what we consider to be the key risks to achieving the project objectives and timeframes and have proposed means of mitigating these risks.

<b>Risk</b>	<b>Mitigation</b>
Staff illness or absence	A pool of 60+ other Planners is available within LUC to provide cover in the unlikely event of extended absence.
Timetable slippage for Local Plan preparation	Regular dialogue between LUC Project Manager and the Council regarding the programme. LUC to apply internal work programming tools to aid forward planning with flexibility.
Lack of time for IA findings to feed into plan-making	LUC Project Manager to work closely with Council officers to agree key dates and milestones at each stage to allow for lead in time for the IA to be undertaken after Local Plan documents are drafted, and time for the IIA findings to be taken into account and any recommendations addressed.
Changes to IA regime	LUC to be flexible to respond to any changes in the requirements for SA/SEA. LUC team will provide advice and guidance to the Council regarding any changes and their implications.

Our approach to managing these risks will largely be centred on regular and effective communication between the project team and the Council, ensuring that time is programmed in when it is needed and that enough time is built into the programme to allow for the required assessment work to be undertaken.

### **Commercial Questionnaire**

Our Tender Price for the provision of the goods/services referred to in the Specification is:

# **Breckland District Council Invitation to Tender: 051-BK-23 - Integrated Assessment of the Breckland Local Plan Review**

**£57,339**

This price does not include any element of Value Added Tax or any costs relating to IA work required after completion of the IA Report to support Regulation 19 consultation.

Additional fee structure for the preparation of material for the attendance of the Public Examination into the Plan:

As mentioned in our response in relation to Question 1.1, we would charge based on the actual number of days required, using our standard daily rates at the time. Our current rates are set out below for guidance and are contained within our costing breakdown which has been provided separately:

<b>Team member</b>	<b>Grade</b>	<b>Current daily fee rate</b>
Jon Pearson	Associate Director	£1,027.50
Sarah Temple	Principle	£720.00

This fee will not be included in the commercial evaluation of the tender submission.

## **Payment Terms**

The contract fee shall be payable to the contractor as follows: -

- On completion of Scoping report and initial IA Report: 35% of project cost.
- On completion of draft IA Report for Regulation 18 consultation (November 2023): 35% of project cost.
- On completion of draft IA Report for Regulation 19 consultation (December 2024) 20% of project cost.
- On completion of examination into the Local Plan (2025) 10% of project cost.

# **Breckland District Council Invitation to Tender: 051-BK-23 - Integrated Assessment of the Breckland Local Plan Review**

## **Supplier Declaration**

- I confirm that this quotation is open for acceptance until Monday 21<sup>st</sup> August 2023.
- I agree that Breckland District Council's Terms and Conditions will apply to any contract formed by acceptance of this quotation.

The Supplier will be bound by the said Terms and Conditions and no variation will be valid unless agreed by both parties in writing.

Supplier's Signature:



For and on behalf of:

Organisation	Land Use Consultants Ltd
Date of Signature	19/05/2023
Address	250 Waterloo Road, London, SE1 8RD
Contact Name/Position	Jon Pearson (Associate Director of Environmental Planning)
Telephone	0207 199 5801
Email	<a href="mailto:Jonathan.pearson@landuse.co.uk">Jonathan.pearson@landuse.co.uk</a>
Small Medium Enterprise	Yes
Voluntary/Community Organisation	No
Where did you find out about this opportunity?	Informed by Breckland District Council