

**Brief for Planning Consultancy Services for a Parish Development Framework / Site  
Assessment Study – June 2026**

**Background**

The emerging Local Plan for WNC identifies a requirement for approximately 126 new dwellings within the parish. Bugbrooke Parish Council recognises that development will take place but wishes to take a proactive and evidence-led approach to influencing where development should be located within the village.

The Parish Council does not wish to prepare a full Neighbourhood Development Plan due to the time and cost involved. Instead, it seeks to prepare a proportionate Parish Development Framework to guide decision-making and inform responses to future planning applications.

Key local concerns include:

- Flood risk and surface water management
- Capacity of the existing sewerage infrastructure
- Highway access and traffic impacts
- Protection of village character and landscape setting

**Purpose of the Commission**

The purpose of this commission is to:

- Identify and assess potential development sites within Bugbrooke
- Provide a clear, evidence-based comparison of sites
- Identify preferred and non-preferred locations for development
- Produce a concise report that can be adopted by the Parish Council and submitted to West Northamptonshire Council as a material planning consideration.

**Scope of Work**

The appointed consultant will be expected to:

- Agree methodology with the Parish Council
- Define site assessment criteria (to include flood risk, infrastructure, accessibility, and environmental considerations)
- Assist in preparing a simple “call for sites” exercise (? TBC)
- Collate and map submitted sites
- Undertake a proportionate assessment of all reasonable site options

- Use a clear and transparent scoring or ranking system
- Identify constraints and opportunities for each site

Review available data relating to:

- Flood risk (including Environment Agency mapping)
- Sewerage and drainage constraints (liaison with Anglian Water or relevant provider where appropriate)
- Highway considerations
- Identify where development may exacerbate existing issues
- Recommend a shortlist of preferred development locations
- Clearly justify why these sites are more suitable than alternatives
- Identify any mitigation or infrastructure requirements

Prepare a concise draft report (anticipated 20–40 pages) including:

- Methodology
- Site assessments
- Constraints analysis
- Preferred site options
- Maps and figures

Support a proportionate local consultation exercise

Attend (in person or remotely) one public or parish council meeting

Finalise the report following feedback

Provide a document suitable for formal adoption by the Parish Council.

### **Summary of Outputs**

The consultant will provide:

- A clearly written Parish Development Framework / Site Assessment Report
- Supporting maps (GIS-based where possible)
- A summary suitable for public consultation

### **Timing**

The Parish Council anticipates that the work can be completed within:

4 to 6 months from appointment.

Consultants should provide a proposed programme with key dates.

## **Budget**

Consultants are invited to propose a **fixed fee**, with a clear breakdown of costs.

## **Consultant Requirements**

Consultants should demonstrate:

- Experience in site assessment and local plan / parish-level work
- Understanding of the UK planning system
- Ability to produce clear, concise and defensible reports
- Experience of working with parish councils

## **Submission Requirements**

Interested consultants are invited to submit:

A brief proposal including:

- Understanding of the brief
- Proposed methodology
- Relevant experience
- Project team
- Schedule and scope of work
- A fixed fee quotation
- Examples of similar work

## **Appointment Process**

The Parish Council will select a consultant based on:

- Relevant experience
- Quality and clarity of approach
- Value for money

Shortlisted consultants may be invited to attend a brief interview.

## **Contact Details**

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