

Greater Norwich Local Plan - Examination

Dear Inspectors,

Thank you for your [letter](#) concerning the **Written Ministerial Statement on Nutrient Levels in River Basin Catchments** (WMS). This response sets out the Partnership's proposed approach to dealing with this issue so that the Greater Norwich Local Plan (GNLP) can be progressed.

From initial discussions with Natural England (NE), the Partnership is satisfied that the issues raised by the WMS and NE's recent advice are capable of being addressed in a manner which secures compliance with the Conservation of Habitats and Species Regulations 2017 by appropriate amendments to the strategic policies of the GNLP.

The precise wording of the resulting main modifications to the GNLP will be informed by consultants who are shortly to be engaged on behalf of all eight Norfolk local planning authorities, given that they are each affected by this issue.

The key output milestones for the consultants require advice to support the GNLP by 1 June 2022. This will allow for the proposed policy amendments to be available for the hearings on the GNLP, with appropriate Statements of Common Ground entered into with NE, as well as with others if required.

The Partnership expects the policy amendments to tie the delivery of housing growth more tightly to nutrient levels impacting on internationally protected habitats, including as appropriate, a county-wide mitigation strategy. The availability of a mitigation strategy will affect the timing of the delivery of sites as opposed to the principle of their development.

In this context it is important to note that the geographical area covered by the nutrient neutrality issue affects the majority of the plan area including the Norwich urban area and the strategic growth area. The only areas of Greater Norwich not covered are around Diss, Harleston and the Waveney Valley, Loddon and Acle. An alternative strategy to accommodate the growth needs within the latter area would be neither feasible nor credible having regard to the principles of sustainable development.

The Partnership does not consider that it is necessary to have a county-wide mitigation strategy in place prior to the adoption of the GNLP, although the timescale allows for that. It will suffice that the means to mitigate the impacts of the planned growth have been identified and that the occupation of development is tied to mitigation first being in place.

The procurement information to employ consultants to provide phased advice and to produce a Nutrient Neutrality Mitigation Strategy for the River Wensum and the Broads SACs is on the Norwich City Council [website](#) . The project brief is in appendix 1 to this letter.

Natural England will be represented on the project steering group, along with senior officers from all of the LPAs, Anglian Water, the Environment Agency and other stakeholders as appropriate.

The brief's key output milestones are:

- Consultants appointed – 18 May 2022
- Advice to support the Greater Norwich Local Plan – 1 June 2022
- Short-term Mitigation Strategy and related Action Plan identified – 31 August 2022
- Medium- and Long-term Mitigation Strategy and related Action Plan identified – November 2022
- Consultation December 2022 / January 2023
- Adoption by February 2023.

The Partnership recognise that the main impact of the Written Ministerial Statement in relation to the GNLP is likely to be on the housing trajectory.

We are currently updating the trajectory, including a site-by-site assessment of the implications of nutrient neutrality. Having established the effect of this strategic issue on the trajectory, the Partnership will give consideration as to whether there is a need for the trajectory to be stepped to take account of the implementation of nutrient neutrality mitigation measures. We aim to have a draft trajectory by the end of May 2022.

The Partnership will also update the Habitats Regulation Assessment (HRA), the Water Cycle Study (WCS) and the Sustainability Appraisal (SA) and keep any viability implications under review.

I would be very happy to correspond further on the timing of examination hearings, if required, on the nutrient neutrality issue.

Regards,

Mike Burrell,

Greater Norwich Planning Policy Team Manager

29th April 2022

Appendix 1 Norfolk-wide River Wensum SAC and Broads SAC Nitrate and Phosphate Mitigation Strategy (Nutrient Neutrality) – Project Brief

INVITATION TO QUOTE



Borough Council of
King's Lynn &
West Norfolk



NORWICH
City Council



VERSION 1.1

APRIL 2022

PROCUREMENT OF SERVICES

Norfolk-wide River Wensum SAC and Broads SAC Nitrate and Phosphate Mitigation Strategy (Nutrient Neutrality)

Project brief

1. Requirement overview

- 1.1 The Norfolk Local Planning Authorities (LPAs), comprising of Broadland District Council, Breckland District Council, Great Yarmouth Borough Council, The Borough Council of King's Lynn & West Norfolk, North Norfolk District Council, Norwich City Council, South Norfolk Council and the Broads Authority, are seeking to appoint a suitably qualified consultant team to prepare a "Nitrate and Phosphate Mitigation Strategy" for the River Wensum Special Area of Conservation (SAC) and the Broads SAC. This is required as a result of the effects of excessive nitrates and phosphates, resulting predominantly from agricultural practices and wastewater from built development, entering the watercourses.
- 1.2 Natural England (NE) wrote to all the Norfolk LPAs on 16 March 2022 in relation to planning matters that may affect the River Wensum SAC and the Broads SAC internationally protected sites, recommending that development which provides for overnight stays should provide for "nutrient neutrality". The letter is available [here](#).
- 1.3 NE considers that the conservation status of the protected natural habitats of the River Wensum and the Broads SACs are unfavourable due to excessive phosphates in the Wensum SAC and nitrates and phosphates in the Broads SAC. Furthermore, NE's view is that the possibility of authorising activities including new overnight accommodation which may subsequently compromise the ability to restore the site to favourable condition and achieve the conservation objectives is "necessarily limited".
- 1.4 Each of the Norfolk LPAs, as the "Competent Authority" for each local planning authority area under the Habitat Regulations 2017, is required to consider the implications of these matters on the River Wensum SAC and the Broads SAC before permitting any further development which has the potential to result in additional nutrient loads entering the catchments. Consequently, local plans and planning applications leading to new overnight stays (see below for further detail) in the affected areas can only now be progressed if further assessment provides each LPA with certainty that the resulting development will not have an adverse impact on the integrity of the protected habitats.
- 1.5 Taking account of the above, the Norfolk LPAs have applied the precautionary principle and placed a temporary pause on the determination of most types of planning applications within the River Wensum SAC catchment area (as defined on the map shown in Figure 1) and the Broads SAC catchment area (as shown in Figure 2).

1.6 The LPAs are seeking technical consultancy support to work with the councils, the Broads Authority and stakeholders towards resolving this complex issue.

2. The River Wensum SAC and its catchment area

- 2.1 The River Wensum SAC is designated under the [Habitat Regulations 2017](#). The Wensum is an internationally significant naturally enriched, calcareous lowland river. The upper reaches are fed by springs that rise from the chalk and by run-off from calcareous soils rich in plant nutrients. This gives rise to beds of submerged and emergent vegetation characteristic of a chalk stream. Lower down, the chalk is overlain with boulder clay and river gravels, resulting in aquatic plant communities more typical of a slow-flowing river on mixed substrate.
- 2.2 The River Wensum SAC is designated for the following features:
- H3260 Water courses of plain to montane levels with *R. fluitantis*
 - S1016 Desmoulin's whorl snail, *Vertigo moulinsiana*
 - S1092 Freshwater crayfish, *Austropotamobius pallipes*
 - S1096 Brook lamprey, *Lampetra planeri*
 - S1163 Bullhead, *Cottus gobio*
- 2.3 The River Wensum SAC catchment is in mid-Norfolk. It covers a predominantly rural area, but also includes parts of the north-west fringe of the Norwich urban area, the main towns of Dereham and Fakenham, as well as smaller service centres including Reepham. The area extends over 6 local authority boundaries. It will therefore have a significant impact on a number of planning applications.



European protected sites requiring nutrient neutrality strategic solutions

Scale: 1:190,000

Component SSSIs of River Wensum SAC

- Local Authorities
- SSSI subject to nutrient neutrality strategy
- Nutrient neutrality SSSI catchment
- National Parks

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Figure 1 Map of the River Wensum SAC catchment area

3. The Broads SAC and its catchment area

- 3.1 The Broads SAC is also designated under the [Habitat Regulations 2017](#). It consists of 5 separate Sites of Special Scientific Interest (SSSIs). These include broads and fens, with some drained marshes. Although artificial, having been created by peat digging in medieval times, the broads, as well as the ditches in areas of fen and the drained marshlands, support relict vegetation of original fenland flora. Consequently, the SAC contains one of the richest assemblages of rare and local aquatic species in the United Kingdom.
- 3.2 The Broads Special Area of Conservation is designated for the following features:
- H3140 Hard oligo-mesotrophic waters with benthic veg of Chara spp.
 - H3150 Natural eutrophic lakes with Magnopotamion or Hydrocharition
 - H6410 Molinia meadows on calcareous, peat or clay-silt soil
 - H7140 Transition mires and quaking bogs
 - H7210 Calcareous fens with C. mariscus and species of C. davallianae
 - H7230 Alkaline fens
 - H91E0 Alluvial woods with A. glutinosa, F. excelsior
 - S1016 Desmoulin's whorl snail, Vertigo moulinsiana
 - S1355 Otter, Lutra lutra
 - S1903 Fen orchid, Liparis loeselii
 - S4056 Little ram's-horn whirlpool snail, Anisus vorti
- 3.3 The Broads SAC catchment area covers much of mid and east Norfolk. All of Norwich is within the catchment, as are substantial parts of Broadland, the Broads Authority area, South Norfolk, North Norfolk and Breckland, along with smaller parts of Great Yarmouth and Kings Lynn & West Norfolk. Consequently, development in the Norwich urban area and the main towns of Dereham, Wymondham, Aylsham, Fakenham, North Walsham and Long Stratton, along with many service villages, will be impacted.



European protected sites requiring nutrient neutrality strategic solutions
**Component SSSIs of
 The Broads SAC**

- Local Authorities
- SSSI subject to nutrient neutrality strategy
- Nutrient neutrality SSSI catchment

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Figure 2. Map of the Broads SAC catchment area

4. Types of application affected

4.1 Nutrient neutrality will impact planning applications already in the system and to be submitted, including, but not limited to:

- new residential units including:
 - new housing development, including purpose-built student accommodation and residential care homes
 - replacement dwellings
 - barn conversions
 - tourist accommodation including hotels, caravans, and camping/glamping sites
 - residential moorings
 - gypsy sites or pitches
- development that supports agricultural intensification
- anaerobic digesters
- prior notifications of:
 - agricultural development
 - changes of use from office to residential
 - change of use of agricultural buildings to dwellings.

5. Background and context

5.1 In light of a court judgement (known as the Dutch Nitrogen Case), NE has advised that the unfavourable condition of the River Wensum and Broads SACs mean that, before determining planning applications that may give rise to additional nutrients within the catchments, each Norfolk LPA as the competent authority should undertake a Habitats Regulations Assessment to ascertain that the project will not have an “adverse effect on the integrity of a European site”. If a “Likely Significant Effect” is found to be present, the project will need to mitigate nutrient impacts to ensure the development reaches nutrient neutrality.

5.2 The advice letter/advice note from NE available from the link in paragraph 1.2 above provides a helpful explanation of the issues and the types of development affected. The maps shown in Figures 1 and 2 show the catchment areas, denoting the broad extent of where development could indirectly increase the nutrients entering the designated sites. In addition, development outside the catchment areas, but discharging to wastewater treatment works within them, will also be affected. The appointed consultants will be required to show to what extent and where this is the case. The LPAs are seeking data from Anglian Water in respect of discharge sites and outflows to aid this work.

5.3 Planning applications within and impacting on the catchments will be affected. There are also implications for both the overall policy approach to nutrient neutrality and site allocations in adopted and emerging local plans. In particular, the Greater Norwich Local Plan (GNLP) is part way through its examination in public, so will be affected by the new advice. The recently submitted King’s Lynn and West Norfolk Local Plan and the emerging local plan in North Norfolk, which is currently close to the submission stage of plan making, will also be affected. The consultants will be required to provide advice on the content of

local plan policies and the content of any Statements of Common Ground with NE in relation to short-, medium- and long-term measures to address nutrient neutrality issues for any of the councils' plans. Further to this, support will be required for any of the Norfolk councils at examinations in public.

- 5.4 The Norfolk LPAs are seeking to marry the twin objectives of protecting the natural environment and habitats of the River Wensum and Broads SACs, whilst also delivering the homes and jobs required for Norfolk.
- 5.5 The catchment areas include substantial areas of rural land. This is mostly agricultural land, with some woodland. Farming and land management activities, alongside sewage, account for the majority of nutrient pollutants entering the water courses and rivers which impact on water quality. Agricultural sources include run-off inputs from livestock, manure and sewage sludge, inorganic fertilisers for arable farming and soil erosion from fields.
- 5.6 The additional information provided to each Norfolk LPA by NE is attached to the email which accompanies this brief. NE has provided a nutrient calculator for each catchment alongside a guidance document, a methodology document and flow chart to aid the authorities. The data the nutrient neutrality requirement is based on was mainly taken in 2019 in the Broads SAC, with more recent readings provided in the Wensum SAC.
- 5.7 Treated wastewater arising from built development, managed by Anglian Water, accounts for a significant proportion of the nutrient pollution. There are 79 Sewage Treatment Works discharging into the SACs (see the lookups tab of the spreadsheet on the Broads SAC sent by NE for a list of the treatment works).
- 5.8 The following recently published documents and links should be of assistance in responding to this brief:
 - [Water Recycling Long-Term Plan](#) (Anglian Water, February 2019)
 - Emerging Norfolk Water Strategy ([link to web site](#))
 - The [Greater Norwich Water Cycle Study](#) (AECOM, March 2021)
 - [Habitats Regulation Assessment](#) of the of published Proposed Submission Greater Norwich Local Plan (Landscape Partnership, July 2021).

6. The commission

- 6.1 To allow future development to take place within the catchments of the River Wensum and Broads SACs without giving rise to additional pollution from nitrates and phosphates, the Norfolk authorities are inviting quotations from suitably qualified and experienced consultants to produce a Nitrates and Phosphates Mitigation Strategy for the River Wensum and the Broads SAC catchment areas which will enable planning decisions to recommence and local plans to be progressed.

6.2 Similar to other authorities dealing with this issue, it is anticipated that as a minimum the strategy will include the following key elements:

- A technical review including existing studies and monitoring, a verification of the impacted areas and an understanding of the extent of the issue for the catchments. This will include the current apportionment of nitrates and phosphates from sewage and agriculture, as well as what is point source, diffuse and what is bound to the sediment. This should enable the authorities to establish a clear overview of the problem, an evidence base and nitrogen and phosphate budgets for the catchments. This assessment will seek to apportion nitrates and phosphates at a water body level, taking account of the five sites which make up the Broads SAC and the different characteristics of the River Wensum SAC, as well as whole catchment assessments to allow cost effective strategic targeting of future mitigatory measures.
- A Phosphate and Nitrate Budget Calculator (phosphates for the Wensum SAC and phosphates and nitrates for The Broads SAC) to be completed by applicants to be submitted with applications. This will need to be developed specifically in the context of the two SACs. NE have provided a calculator, but we would seek assistance with working with NE to prepare a more specific calculator for each catchment taking into consideration area specific issues including occupancy levels, rainfall assumptions, an appropriate and justified buffer, etc.
- Identifying specific and deliverable mitigation at both a site specific and strategic level. In particular, short, medium and long-term solutions are needed for small scale developments and larger brownfield sites which are unlikely to be able to provide on-site mitigation, including both existing and proposed site allocations. Advice is also required for larger greenfield sites which may be able to provide for nutrient neutrality on-site. We are interested in establishing pilot projects, perhaps utilising Community Infrastructure Levy / S106 funds¹ where possible. We anticipate that the first phase of this work will be some 'co-design' with stakeholders in the first instance to understand options.
- Development of county wide policy advice which could be delivered through the Norfolk Strategic Planning Framework (NSPF). This may inform Supplementary Planning Documents (SPDs) and include a tariff system that can be applied to development.
- Advice on the content of emerging local plan policies, in particular for Greater Norwich, Kings Lynn and West Norfolk and North Norfolk.

6.3 We will expect the first part of the commission to establish and agree with us the required elements of a road map and strategy, considering the specific circumstances of each authority and both catchment areas, most likely

¹ NB not all the Norfolk LPAs have adopted CIL. The charging authorities and those using S106 only will be clarified with the consultants.

including site specific solutions for each of the five parts of the Broads SAC. This will also include support with local plan reviews and/or examinations as necessary.

6.4 In addition to the above we will also require:

- Individual Development Management (DM) support for specific planning applications as required in the intervening period until the strategy is adopted, which may include support for Habitats Regulations Assessments of individual DM applications.
- Project Management to oversee the delivery of the strategy including establishing clear governance, programme and critical path, stakeholder and other engagement and implementation.

7. Budget

7.1 At the time of writing the tender documents, the budget for this work is anticipated to be around £100,000.

8. Objectives and outputs

8.1 This project has the following objectives and outputs:

A) Strategy roadmap:

Scoping review to establish and agree with the Norfolk LPAs the required elements to develop a strategy, considering each LPAs specific circumstances. As part of this work, we want to ensure that we are not duplicating work being undertaken by other organisations such as Anglian Water Services, Water Resources East (through the Norfolk Water Strategy) or indeed Natural England themselves. This will also include rapid support for the Greater Norwich Local Plan (as it is part way through examination in public) and the Kings Lynn and West Norfolk Local Plan, which has recently been submitted. It will also include support for the North Norfolk Local Plan, which is at the Regulation 19 stage, and support for any other local plan review processes as may be required by the authorities to ensure policies remain up to date.

B) Technical review:

Review the position to ensure each council's initial approach in terms of the extent of the pause on granting permissions is correct and to establish the required evidence base for each catchment to include:

- The identification of the sources, quantities, pathways and receptors for nutrients in the catchments impacted within Norfolk
- A review of existing studies and monitoring, verification of the impacted areas and an understanding of the extent of the issue for each catchment including current apportionment of nitrates and phosphates from sewerage and agriculture

- Modelling the likely nutrient load from the planned development in Norfolk and establish a nitrate and phosphate budget for the catchment highlighting where and how much mitigation is needed to address the additional nutrients
- Creation a Nutrient Calculator for each catchment to be used by local authorities to establish the level of nutrient created for a development
- Identification of which packages of Nature based Solutions (NbS) can best meet the technical needs of the developments' discharges
- Identification of which NbS are best suited to which locations as the Broads and Wensum have quite different catchment characteristics.

The review should also assess the impact / benefit of recent and planned nitrate and phosphate removal schemes towards achieving the nitrate and phosphate targets in the waterbodies, and the remaining gap. This will also include support to each council with any technical evidence to support local plans which have been submitted, are nearing submission or any review which is currently being undertaken or about to be commenced.

C) Solutions:

'Co-designed' with others and fit for purpose i.e., secures a level of permanence as required by NE, establish mitigation measures both site specific and strategic as well as a measure for small-scale proposals i.e., single dwellings to larger sites including site allocations. Our understanding is that this may include, but will not be limited to, the following:

1. Extending existing projects already in place in the catchment area understand existing projects and proposals for NbS particularly where projects are currently not funded or being delivered for other benefits which could also deliver appropriate mitigation
2. Work with local nature bodies, landowners etc to identify further projects in the area that may provide mitigations solutions
3. Changes to agricultural practices and work with the farming community to establish interested parties in helping to deliver solutions
4. Creation of new on-site and off-site habitats (e.g., including tree planting etc)
5. Taking land out of agricultural use
6. Specific consideration of options for an entirely urban environment such as in Norwich or a main town
7. Constructed wetlands
8. Package Treatment Plants - model specifications, P output and options for onsite linked wetland habitats.
9. Agreement with Anglian Water - to fund additional nitrate / phosphate stripping / removal capacity or bring forward proposed projects and work with AW to identify key Water Recycling Centres which can deliver reductions in nutrient outflow
10. Reviewing options for all publicly owned land in each authority area, including farms owned by Norfolk County Council
11. Opportunities to integrate nitrate / phosphate solutions with other obligations and projects that deliver nature-based and green infrastructure outcomes, such

as flood alleviation, public open space/country park provision, carbon off-setting and Bio-diversity Net Gain.

Furthermore, we request that consideration of solutions should be structured around:

1. Short-term/ interim solutions including:
 - A peer review of the current types of development and interim DM solutions and avoidance / mitigation options which could unblock stalled planning applications.
 - A risk-based approach which is able to model the areas/types of development that will have the least or no effect upon the protected areas.
 - Whether there is any headroom and/or whether any headroom can be created in water treatment infrastructure and/or through agricultural interventions.
 - Providing an initial view on the scope for early pilot projects which we may be able to run by using Community Infrastructure Levy / S106 funds.
 - A review of public FAQs prepared by each Norfolk LPA with proposed updates where appropriate.
2. Medium-term (e.g. further improvements to Water Recycling Centres including the next iteration of the water recycling improvement plan, strategic catchment off-setting schemes, on-site and where appropriate dual use mitigation (e.g. community wetlands/ woodlands, flood mitigation schemes).
3. Medium- to Long-term (e.g., strategic long-term solutions / schemes).

D) Policy/Appropriate Assessment:

Develop a policy document (which may become an SPD) and process to implement the above to provide for nutrient neutrality (in doing so give consideration and advice on the relationship between policy relating to Biodiversity Net Gain, GIRAMS mitigation, Nature Recovery Networks and Nutrient Neutrality alongside other factors such as flood risk management and climate change mitigation). This will also include updated Appropriate Assessment and, if appropriate, a generic AA that can be used for decision making. This will need to be agreed by all LPAs and partners including the Environment Agency and Natural England. In summary, the strategy should provide the technical work that underpins an agreed method and tariffs for administering, implementing, managing, and monitoring nitrate and phosphate neutral development, that can be taken forward to provide further policy guidance for developers, as appropriate.

E) Project Management assistance:

Provide project management assistance to the Norfolk councils on the nitrate and phosphate strategy work, by working closely with council officers to develop project governance, monitor, and assist updating, when necessary, a project programme (e.g., MS Project) including critical path, stakeholder and other engagement, support with communications and maintaining a project risk register.

F) Provide a day rate for additional support: which may include advising on individual applications if required, and providing advice / training to officers, agents, and applicants. Day-rates should be given for each of the anticipated project team. These will be applied separate to this commission.

8.2 Due to evolving knowledge on elevated levels of nitrates and phosphates, the councils reserve the right to amend the project objectives and provisional timeframe (as set out in section 11 below) and taking into consideration any legislative or guidance changes or outcomes from consultations, e.g. the Green Paper consultation on protected sites and HRAs.

9. Methodology and scope

9.1 In the submission, it should be clear how the consultant proposes to produce the outputs as set out in section 8. Where a consultant considers additional or different outputs are appropriate to successfully deliver a Nitrates and Phosphates Management Strategy this should be clearly explained as part of the submission. It is expected that consultants' proposals will:

- build on current and emerging best practice and technical work undertaken to date
- be linked to Natural England's national guidelines,
- include a document review to understand measures already taken in other LPA areas with similar issues.

9.2 All data and information used should be clearly sourced and justified where appropriate. It is expected that research undertaken for nitrates and phosphates budget and viability assumptions/inputs (such as market information and build costs) should build upon and be informed by the best available evidence and research.

9.3 At the time of writing this brief, we request the tender submission also provide day rate costs to support further work if required (see Section 8 F).

9.4 The various project milestones are set out below. Tenderers will be expected to outline how they would propose to manage, handle and record meetings and workshop events with stakeholders and how they would manage risks to the project effectively.

9.5 The consultants are expected to build in regular time with the Norfolk LPAs Nutrient Neutrality working group which is being established and will include officers for both policy and DM. A wider steering group/board will be established with Directors/heads of service from each council, Natural England, the Environment Agency, Anglian Water, and any other partner organisations considered necessary. The consultant will be expected to attend meetings as required (e.g., bi-weekly or monthly meetings (which will primarily be conducted through Microsoft Teams, with in person meetings when required). The consultant may in time be expected to make presentations to developer forums, member briefings, and answer written questions for which we ask for a day rate

to be included in the price schedule. We would ask that it is clear what briefings are included and what would be additional.

9.6 With regard to determining planning applications and development management activities, there is likely to be a requirement for training and information sessions for officers and planning committees / boards. These elements relate to the requirement to provide for a day rate in the price schedule. This element is not included as part of the initial commission, and as such should clearly be identified as additional.

10. Reporting format and data

10.1 Any assessments / assumptions will be a fully accessible and easy to use allowing the councils to update inputs to undertake future reviews and monitoring. All assumptions, inputs and calculations will be transparent within the spreadsheet. All rights and permissions will be assigned to each authority for it to be able to use the spreadsheet viability model as it sees fit.

10.2 Any supporting data should be in formats fully compatible with each authority's IT and GIS systems (details to be provided). Any use of each authority's Ordnance Survey mapping, or data derived from it, will be subject to appropriate and required Licences.

Project management

The Norfolk LPAs will nominate a Programme Manager. The appointed consultant will be required to nominate a Project Leader at a senior staff level to report to the Programme Manager. The Programme Manager will in turn report to the Authorities' Steering Group, comprised of senior officers from each authority, along with officers from Natural England, the Environment Agency, Anglian Water, and any other partner organisations considered necessary. The NN Working Group is accountable to the Norfolk Directors Sponsor Board that in turn reports to the Norfolk Strategic Planning Member Forum

11. Timescales (provisional)

KEY DATES AND MILESTONES - Tender Process (Provisional)	TIMESCALE (subject to confirmation)
Issue of Invitation to Tender	25 April 2022
Deadline for Questions to be Raised	2 May 2022
Answers to Tenderer questions published	4 May 2022
Tender return date	9 May 2022

Notification of invitation to interview (if required)	11 May 2022
Interviews (if required)	13 May 2022
Inform suppliers on outcome of interview process	17 May 2022
Award Contract	18 May 2022

11.1 Below are key output milestones (other interim milestones will be agreed on appointment):

- Consultants appointed – 18 May 2022
- Advice to support Greater Norwich Local Plan strategic policies – 1 June 2022
- Short term Mitigation Strategy and related Action Plan identified – 31 August 2022
- Medium and Long-term Mitigation Strategy and related Action plan identified – November 2022
- NSPF group consultation on the above in December 2022 / January 2023
- Councils adopt the strategy in February 2023

12. Tender Information

12.1 Tenders should be submitted electronically to Norwich City Council as lead authority by 9 May 2022.

12.2 Information to be contained within the tender is set out below, including the scoring criteria and weighting that will be applied when evaluating tenders.

12.3 The Authority reserves the right to amend the above provisional timeframe.

13. Evaluation criteria

A) Quality Evaluation (70 marks)

To enable the authorities to evaluate the proposed quality of service suppliers are required to provide the following method statements. Using their own style, suppliers should submit the following method statements giving detailed responses in the following areas. Suppliers should make their responses specific to this project and its requirements – no generic responses please. Within your method statements please also consider all aspects of the requirements outlined in this brief.

Method statements

Method Statements

1: Team Resources and Capability	The skills and track record of the individuals proposed as core team members, including any sub-consultants if proposed. (25 marks)
2: Approach and Method Proposals	Comprehensiveness of approach proposed to meet the requirements of the tender, including a clear definition of deliverables, timescales and how the consultant intends to work with the partners and engage with stakeholders. (25 marks)
3: Experience	Ability of the consultant to prove that they have successfully carried out similar projects for other organisations. (20 marks)

The evaluation of the method statement above will be made using the following marking scheme. Responses to this section will be assessed and scored using the following methodology.

0 Inadequate	Significant indications that supplier lacks certain requirements in this area to achieve the required standard of service delivery or information provided is totally inadequate.
1 Concerns	Some concerns that supplier may lack certain requirements in this area to achieve the required standard of service delivery.
2 Potential	Information indicating potential to deliver outcomes.
3 Capable	Comprehensive and strong information indicating supplier capable of delivering outcomes to required standard.

If a score of 0 is applied, the tender will be eliminated. If a score of 1 is applied, 1/3 available marks for that question will be awarded. If a score of 2 is applied, 2/3 available marks for that question will be awarded. If a score of 3 is applied, all available marks for that question will be awarded.

B) Price evaluation (30 marks)

Marks will be awarded based on the lowest tender price receiving 100% of the marks available. The other prices submitted will be compared to the lowest price and the

difference between those prices will be expressed as a percentage of the lowest price. For every one percent the price is above the lowest price the supplier will lose 1% of the marks available.

For example:

Tender Price	Difference from lowest	% difference from lowest	Marks awarded out of 30
100	0	0	30
110	10	10%	27
120	20	20%	24
150	50	50%	15
200	100	100%	0

14. Performance management and reporting

14.1 Performance will be assessed against the agreed provisional timeframe above or any variation as agreed by the parties.

14.2 The reporting process will be agreed.

Version control:

Version	Date	Comments
0.1	03/04/2022	SA (NCC) draft version 0.1
0.4	12/04/2022	MB (GNLP team) draft version 0.4
0.5	19/04/2022	SA (NCC) draft version 0.5 incorporating all comments.
1.0	22/04/2022	SA/MB (NCC) Final version for comms
1.2	22/04/2022	SA/Comms (NCC) Final version for issue to tender

End