

**TOWN CLERK'S REPORT TO A MEETING OF FAVERSHAM TOWN
COUNCIL held on 9th September 2019**

To report on correspondence received or forwarded.

1. NEIGHBOURHOOD PLANNING FEABILITY WORKSHOP

To consider the proposal by Urban Vision to provide a feasibility workshop

2. LIVE STREAMING OF COUNCIL MEETINGS

Faversham Community Radio has provided a quotation of £30 a meeting to facilitate the live streaming of Full Council Meetings on a monthly basis. Members are asked to consider this.

Faversham Town Council
Feasibility Workshop
Professional Planning Support
August 2019

Introduction

This is a proposal to provide professional planning support to Faversham Town Council to explore through a feasibility workshop the opportunities for Faversham in terms of land-use and identify the most suitable method of delivery such as a neighbourhood development plan, masterplan, town deal etc..

The details of the proposed work can be found in the Methodology outlined on the following page.

Urban Vision Enterprise CIC provides creative consultancy services in planning, land and development, and housing. We add value to the planning and development process (financial, economic and qualitative). We have very extensive experience across all sectors.

Our team includes professionals with extensive experience in community engagement, urban design, planning, surveying, housing development, land economics, regeneration and funding, major infrastructure projects, feasibility studies, planning consents, planning policy, urban regeneration and economic development.

Support Methodology

The following methodology is based upon indicative discussions and can be modified to best meet the clients need, two options are set dependent on the budget and scale of event:

Option 1

Activity	Description	Days
Feasibility Workshop	Preparation and delivery of an interactive community workshop. This would include a pop-up event that would be delivered in 3 different locations across the town and from late morning into early evening to try and encourage the greatest number of participants. (NB the events could be spread over 2 days with an evening event on one day and a morning and lunchtime event the following day, this could also include a weekend to encourage a greater turnout).	2.5
Options Report	A short report based upon the findings from the community engagement workshops that sets out clear options for how Faversham Town Council could meet the identified issues and needs of the community in land-use planning.	2.5
Total		5.0

Option 2

Activity	Description	Days
Feasibility Workshop	Preparation and delivery of an interactive workshop for stakeholders and Town Councillors invited by the Town Council. This would be a structure workshop where the Town Council could invite interested parties and Councillors to identify the land-use issues and explore the options for how best to address these.	1.5
Options Report	A letter to report the findings from the workshop and suggest a number of approaches that could be taken by the Town Council.	1.0
Total		2.5

Clarification

The support proposal does not include any costs for workshop materials, any mapping that may be required, or refreshments. A budget for these could be agreed if commissioned.

Fee and Expenses

Fee

Urban Vision Enterprise CIC is a social enterprise. The fee level is set at a fixed level, this is substantially lower than the fees charged by larger consultancies for senior level people with comparable skills and experience. The day rate is an inclusive fee for the work listed in the methodology (email, phone, letters etc..), however reasonable expenses are an additional charge. These are set out below.

Fee level is £525 + VAT per day.

Expenses

Travel expenses will be incurred for the visit to the area for the community workshop etc.. (travel and accommodation). Off-peak travel would be sought, where possible. This is likely to be between £250-£350 throughout the delivery of the proposed methodology.

Experience

Overview

Urban Vision Enterprise is a social enterprise providing professional services in planning, regeneration, economic development and third sector organisational development.

UVE specialisms include:

- neighbourhood planning
- heritage-led regeneration and conservation
- urban design, including design review
- community engagement and consultation
- housing needs assessment
- feasibility studies
- project business plans
- community-led projects and development
- training, continuing professional development (CPD) and education
- third sector (not-for-profit) organisational development.

Clients include government and funding bodies, UK and national professional bodies and membership organisations, local authorities, parish councils, neighbourhood forums, third sector bodies and local community groups. These include the Heritage Lottery Fund, Locality and the National Trust. Urban Vision Enterprise directors have extensive experience of dealing with urban and rural areas, including city and town centres and villages all around the country.

Urban Vision Enterprise is ISO 9001 Registered and an IHBC recognised historic environment service provider (HESPR).

The following is a sample of projects and contracts that have been undertaken by Urban Vision Enterprise:

Heritage Lottery Fund Housing Model (2017): Developing a financial and delivery model for a new programme for the Heritage Lottery Fund, based on using heritage assets to provide new housing development.

Heritage Strategies: Preparation of a district-wide heritage strategy for Swale, including actions for protection and management of heritage and action plans for delivering heritage projects and heritage-led regeneration and economic development. Also preparation of a city-wide heritage strategy for Gloucester, dealing with designations, management and regeneration of historic areas and buildings.

Local Plan Evidence: Support in developing Local Plan evidence, such as preparing the heritage evidence base for the Swale Local Plan. This included analysis of heritage assets, identification of heritage issues and assessment of the economic viability for the main towns and rural settlements.

Feasibility Studies: Feasibility studies in Hadlow Down, Sussex and Loggerheads, Staffordshire for new community and sports buildings and, in the case of the former, development of housing as enabling development. This included consideration of traffic, sustainability, funding, design options and the planning context. Also, feasibility study for reusing Fenton Town Hall and Library as an enterprise, creative and community hub. This included negotiations on asset transfers and preparation of a business plan, working with local residents and other stakeholders.

Local Heritage Reviews: Compiling and updating local lists, working for the London Borough of Barnet (2017), London Borough of Enfield (2015) and jointly for Staffordshire Moorlands District Council and High Peak Borough Council (2012). The projects included recruiting and training volunteers, developing and delivering monitoring strategies, reviewing nominations, and undertaking public consultation.

Policy and Evidence: Preparing policy papers, responses to national consultations and advising on or helping to prepare Parliamentary Select Committee evidence for Locality and a range of other national bodies.

Business Development Planning Preparation of a 10-year business development plan, including development options, for the Milton Keynes City Discovery Centre and Bradwell Abbey site in Milton Keynes (2017-18).

Guidance and Publications: Preparation of guidance for Locality, including the *Neighbourhood Planning Roadmap Guide*, now in its 2018 edition, and other guidance on Community-led Housing, Neighbourhood Development Orders, Local Green Space Designations, Regeneration, Transport and General Conformity with Strategic Local Policy. In addition, UVE authored *Conservation Professional Practice Principles* for the Institute of Historic Building Conservation, the Historic Towns and Villages Forum and Civic Voice. Also, we participated in the steering group and provided written content for BS7913 (Guide to the Conservation of Historic Buildings).

Character, Planning and Estate Management Study: Preparing a report for the Burwood Park Estate in south London, including assessment of the impact of planning permissions on local character and consideration of planning and estates management tools in the future.

Design Review: Running an independent design review service for North Staffordshire, on Behalf of Urban Vision North Staffordshire, UVE's partner body.

Project Support: Support in gaining funding and setting up projects and sustainable business enterprises. This includes support with stakeholder engagement, business plans, governance and legal structures, and skills development. Projects include Green Door, providing sporting facilities for disabled people in Staffordshire, and the Centre of Refurbishment Excellence (CoRE), which brought a listed pottery complex into use as a community and training facility.

Pugin Bicentenary Celebrations: Delivery of a £240,000 programme of 42 inter-generational community projects, over a 12-month period. The programme of activity included running a heritage community centre, managing exhibits and programmes, a community carnival, volunteer training, and a school education programme. UVE engaged with local civic societies and amenity groups, schools, community organisations, local partners and the wider community. The year of the project saw a 22% increase in trade in Cheadle.

Historical Area Schemes: Support and advice on applications for historic environment area grant schemes and Heritage Action Zones. This includes development of community engagement and education and training programmes in Derby for a successful phase 3 THI programme application.

Conservation Training for Architects: Joint preparation and delivery of training in England and Wales for the Royal Institute of British Architects, for architects seeking RIBA conservation accreditation. This including sessions on heritage and economic development, design, conservation philosophy and heritage protection legislation and policy.

The Team

Our Directors, staff and associates have wider ranging and extensive experience in the public private and third sectors.

The support for this project would be provided by Dave Chetwyn and Hannah Barter. The following pages include brief CVs.

Dave Chetwyn, MA, MRTPI, IHBC, FInstLM, FRSA

Dave Chetwyn is Managing Director and Partner of Urban Vision Enterprise and has 30 years' experience in planning and regeneration in the public, private and third sectors.

Other current roles include:

- Chair of the Board of Directors of the National Planning Forum.
- Associate of the Consultation Institute.
- Design Council CABE Built Environment Expert.

Former roles include:

- Head of Planning Aid England.
- Chair of the Institute of Historic Building Conservation (UK professional body).
- Chair of the Historic Towns Forum (UK membership body).
- Consultant heritage specialist for Crossrail Thames Tunnels Section.
- Team leader in local Government.

Dave has acted as a neighbourhood plan independent examiner and has appeared as a public inquiry expert witness. He is the author of the *Locality Roadmap Guide to Neighbourhood Planning* and other guidance, including guides to regeneration, community-led housing and conservation professional practice. He authored parts of BS7913.

Dave has leadership and management experience with UK, national and local organisations and a strong track record in third-sector organisational development. He has advised various Government departments, groups, reviews and Parliamentary select committees on planning, regeneration, heritage, urban design, economic development, state aid and community empowerment. He has also developed and delivered numerous projects and programmes at national and local levels.

Dave is a Chartered member of the Royal Town Planning Institute, a full member of the Institute of Historic Building Conservation, a Fellow of the Institute of Leadership and Management and a Fellow of the RSA (Royal Society for the encouragement of Arts, Manufactures and Commerce).

Hannah Barter, MAUD, Dip T&CP, MRTPI

Hannah Barter is a Director and Partner of Urban Vision Enterprise CIC and has 16 years' experience in planning and community development, working in the public, private and third sectors. Her experience and expertise includes planning, heritage community projects, land development, arboriculture, urban design, community engagement and environmental education.

Other current roles include:

- Advantage Creative Board Member.
- Staffordshire University Associate.
- MELA Community Partnership Associate.
- Founder Member Urbanistas Birmingham and West Midlands.

Previous roles include:

- Project Development Coordinator with Urban Vision North Staffordshire.
- Building Manager, Mitchell Arts Centre.
- Chair of the RTPI West Midlands Urban Design Forum.
- Planning Officer (development control) with Rutland County Council.
- Planning Officer (development control) with Lichfield District Council.

Hannah was awarded the Chesterton Zoe Dawson Award in 2002-03 for her work on urban green spaces with Birmingham City Council.

Hannah has successfully developed and delivered numerous planning and community projects and is currently providing direct support to various neighbourhood plan groups across England. Some of the most recent projects include:

- Local Heritage Review, Enfield Borough Council;
- Local List Review, Barnet Council;
- Brown Edge Neighbourhood Plan Feasibility Study;
- Linby Masterplan on Safeguarded Land 'Top Wighay Farm';
- Derby City Council THI (Stage 1 and Stage 2 bids and Phase 3).

Hannah is experienced in addressing funders' requirements, including recording outputs and outcomes, project returns and reporting, and producing financial information (including for auditing). Funders she has worked with include ERDF, Heritage Lottery Fund, Arts Council England, Historic England, and The Design Council.

Hannah is a chartered member of the Royal Town Planning Institute.

Contact

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