



Consultants' Brief and Invitation to Tender

To provide services to assist and support the community in the preparation and delivery of the

Julianstown Village Design Statement (VDS)

A 'Pilot' for the National Village Design Programme II

June 2009



Irish small towns and villages “are a central component of the history of this island¹ and have for a long time created a sense of regional and often very local ‘character’ and sense of place, based on the natural, built and cultural heritage. Put simply, each Irish village is ‘distinctive’ in its own way. The Heritage Council introduced the National Village Design Statement Programme in 2000 to promote the management and enhancement of village distinctiveness and character, with a particular emphasis on ‘local heritage’.

In 2006, the Heritage Council updated the national programme by designing and introducing a more participative process that was first adopted by the Lucan (*Leamhcáin*) Village Design Statement². The Lucan VDS was awarded the *Certificate of Merit for Participatory Planning* from the Irish Planning Institute (IPI) in February 2008.

1.1 National Village Design Programme II and Evolution of National Planning Policy

Following an in-depth national evaluation of the National Village Design Programme in 2008 and publication of the booklet – *Enhancing Local Distinctiveness in Irish Villages – Village Design Statements – The Way Forward?*³ in January 2009, the Heritage Council continues to be committed to the delivery of a collaborative and participative national village design programme, which is community-led, and enhances local character and distinctiveness in Irish villages in the short, medium and long-term. The Heritage Council has worked closely with the Department of the Environment, Heritage and Local Government in this regard (DoEHLG).

The Heritage Council’s booklet *Enhancing Local Distinctiveness in Irish Villages – Village Design Statements – The Way Forward?* states that Village Design Statements (VDSs) are a way of enhancing, celebrating and managing local character and distinctiveness in a village. A VDS includes an expression and description of what a local community believes to be the key factors and local features that make their particular village or small town unique. VDSs use this cultural base/asset to outline the spatial principles and planning and design guidelines, that should be used by all parties when considering development within a village. A useful VDS focuses not just on whether or where a development might or should take place, but specifically on *how* development might best happen in terms of design to achieve the stated goals of the community.

The booklet stresses that good Village Design Statements can:

- *Raise community awareness about their surrounding landscape, environment and heritage assets;*
- *Provide the community with a useful ‘tool’ to ensure that future developments and changes add to the local distinctiveness and character;*
- *Link into the planning system so that planners can use it to improve the local distinctiveness of design proposals;*
- *Assist developers, local authority planners, architects and others by giving them local guidance up-front; and*
- *Generate and develop overall community confidence and capacity building.*

The Heritage Council announced at its National Village Design Conference in Slane Castle in October 2008, that the National Village Design Programme II (2009 onwards) would have a collaborative and participative approach at its core and that a ‘pilot’ village design statement would be undertaken in 2009, which would be community-led.

¹ Source: Atlas of the Rural Irish Landscape, Cork University Press 1997 as cited in the booklet - *Enhancing Local Distinctiveness in Irish Villages – Village Design Statements – The Way Forward?*

² http://www.sdcc.ie/index.php?option=com_content&task=view&id=214&Itemid=54

³ <http://www.heritagecouncil.ie/planning/publications/>



It should be noted that the national policy context for village planning and design has also evolved in recent years. For example, the Department of the Environment, Heritage and Local Government (DoEHLG) published the *Guidelines for Sustainable Development in Urban Areas* in December 2008 (with accompanying Urban Design Manual). The Guidelines make specific reference to the preparation of village design statements and the importance of involving the local community. For example, paragraphs 6.4 and 6.5 of the Guidelines for Sustainable Development in Urban Areas (pages 43/44) state the following:

Paragraph 6.4: Smaller towns and villages, particularly heritage towns and villages in coastal or other attractive inland locations often find themselves under considerable pressure for tourism driven and/or second home type development. The unique urban design and built heritage attributes of such locations suggest the need to put in place mechanisms such as Village Design Statements (see below), that either elaborate LAPs or act as supplementary local development frameworks and that accurately profile the key attributes of the town or village concerns, offering advice on how to successfully integrate new development.

Paragraph 6.5: Village Design Statements are an example of non-statutory local development frameworks. Such statements are a useful non-statutory innovation in:

- ***Describing what is distinctive*** about the character of the small town or village in terms of its shape and buildings and its setting in the surrounding countryside;
- ***Drawing up design principles*** based on conserving distinctive local character and adapting it to, and integrating it within new development;
- ***Ensuring the new development is effectively managed not prevented***, including innovative building and design solutions; and
- ***Acting as a focus for local communities*** to research and analyse their town or village and input into statutory development plans and local area plans.

Village Design Statements and other supplementary local development frameworks are usually best progressed by way of a partnership between technical resources of the relevant planning authority and the local knowledge of local communities and elected members and use of external facilitators.

It should be noted that the DoEHLG intends to publish further national guidance on LAPs, which will address the issue of supplementary local development frameworks and their relationship to city and county development plans and local area plans in the autumn of 2009. It is intended that this ‘pilot’ project will inform the formulation of these draft guidelines.

1.3 ‘National Pilot’ for Village Design Programme II

In late March 2009 The Heritage Council announced that Julianstown, a former estate village located in East Meath, had been chosen as the national pilot for the National Village Design Programme II.

The ‘Pilot’ VDS for Julianstown will be the first to be prepared under the post-evaluation programme, i.e. National Village Design Programme II. The Heritage Council, in partnership with Julianstown and District Resident’s Association (JDRA), Meath County Council and the Urban Forum, is now seeking to engage consultants/facilitators to assist and support the community in the preparation and delivery of a Village Design Statement (VDS) for Julianstown Village.

1.4 Background

Julianstown Village

Julianstown is a village in County Meath located in the east of Ireland near the town of Drogheda. Julianstown is situated on the River Nanny, which flows into the sea at Laytown, about 3 km to the east. The village has a strong community with both Roman Catholic and Church of Ireland churches, a National Primary school and a



form was established in the 19th century by Colonel Charles Pepper of the nearby Ballygarth Estate, who owned the land on which the village stands.

After completing a grand tour of Europe at the end of the 19th century, Colonel Pepper was so impressed by the continental villages that he built seven houses in Julianstown in the Swiss Cottage style accompanied by a police barracks and courthouse. Up until the 1980s the village catered for a diversity of uses: residential, administrative and commercial. However, although the centre of the village remains virtually unchanged to this day the buildings are now primarily residential. Since the turn of the century Julianstown has seen the development of suburban type housing at the outskirts of the village while at the same time opportunities to shop and socialise in the village have diminished with the closing of the village shop and post office as well as the closure and dereliction of the local hotel.

Julianstown suffers from a severe and unplanned volume of through-traffic⁴ due to being located on the main access route to the M1 motorway for the population of Drogheda and East Meath, a population, which is planned to be in the region of 90,000 by 2024^{5,6}. JDRA was established in 1974 and has a long and distinguished record of advocacy on behalf of villagers and secured such benefits as a municipal sewerage connection, public lighting and a reduction in the speed limit. More recently JDRA has funded and developed a community garden and has participated in several programmes such as Pride of Place and Tidy Towns.

JDRA

JDRA engaged with the Heritage Council initially in 2007, when it submitted a request for funding to carry out a VDS for the village. The Association was subsequently invited to take part in the Heritage Council’s National Village Design Conference in Slane Castle in October 2008. The Group developed a creative presentation for the National Conference, which was subsequently made into a DVD with the Heritage Council’s support. The DVD, which is entitled ‘*Designing Our Future*’ is available to view on the Heritage Council’s planning webpage.

As noted above, in early 2009, Julianstown was selected as a national pilot for the new Village Design Programme II.

The selection of the ‘pilot’ was announced at the JDRA AGM on the 30th March 2009, when the Julianstown Village DVD was formally launched by Meath County Manager, Tom Dowling and an initial community consultation exercise took place to set up a local Village Design Sub-group. The AGM also included a presentation by the Heritage Council on the aims and objectives of the VDS ‘pilot’ (Alison Harvey, Planning and Development Officer).

Urban Forum

The Urban Forum was established in 2005 and consists of representatives of the Royal Institute of the Architects of Ireland (RIAI), the Irish Planning Institute (IPI), Engineers Ireland (EI), The Society of Chartered Surveyors (SCS) and the Irish Landscape Institute (ILI). The four primary aims of the Forum are to:

- Promote the discipline of urban design in the public and private sectors;
- Develop continuing education courses for their members to improve the level of Urban Design knowledge and skills within the professions;
- Promote the benefits of good urban design to the public; and
- Strengthen the Forum’s credentials as a “think tank”.

Proposals are now sought from suitably qualified professionals to assist and support the community in the preparation and delivery of a Village Design Statement for Julianstown. The person(s) selected for the project will be expected to co-ordinate the relevant expertise to assist in fulfilling the brief as outlined in the sections below.

⁴ See <http://www.nra.ie/NetworkManagement/TrafficCounts/TrafficCounterData/html/R132-1.htm>

⁵ Planning Strategy for the Greater Drogheda Area 2007

⁶ Meath County Development Plan 2007-2013



2. KEY AIMS AND OBJECTIVES OF THE JULIANSTOWN VDS

The Objectives of the VDS for Julianstown village are to:

1. Assess and describe what is distinctive and unique about Julianstown village and to ensure that these features are enhanced through the local planning system (and other relevant socio-economic development programmes);
2. Draw up design principles to guide for the future development within and surrounding of the village in accordance with published national planning guidelines and the European Landscape Convention (ELC);
3. Effectively manage new development (including infill) and to provide advice to all decision makers, developers and their agents; and
4. Act as a focus for local communities to participate and collaborate effectively in the local planning process (and other relevant socio-economic development programmes).

The Julianstown Village Design Statement will inform the review of the Local Area Plan, which is due to commence in 2010.

The VDS for Julianstown must fulfil four key requirements, namely:

1. The VDS will provide the spatial principles that are the basis for the development of Julianstown as a sustainable village community and which will deliver an enhanced quality of life for the people who live in Julianstown. These principles will include parameters such as: design, density, rural/urban distinction, settlement size and historic morphology/shape, character and local distinctiveness, transport, implementation, etc;
2. The VDS must be practical and delivered in a format that facilitates implementation within the Irish planning system. The statement must elaborate and inform the relevant statutory plans and socio-economic development programmes for Julianstown and act as a supplementary local development framework that accurately profiles the distinctiveness and key attributes of the village and guides the design of future development;
3. It must be a statement that has the agreement and confidence of the local community in Julianstown. It is essential that the local community believes and trusts in the ability of the statement to deliver a sustainable settlement/community moving forward; and
4. The VDS must raise awareness through training and there must be evidence of capacity building in the local community (within all age groups), which will remain long after the consultants/facilitators have departed.

Spatial Principles

These principles should be such that we ensure that Julianstown develops in a socially and economically sustainable manner. The VDS should also address issues of the size and settlement pattern of Julianstown and should allow for its sustainable development.

Diversity

How can we ensure that there is true diversity in Julianstown through spatial principles and design? For a socially sustainable community we need to have a diversity of young and old, families, single people who want to and are able to make their home in Julianstown. We also need to have diversity in the use of buildings in Julianstown so that there are people in Julianstown throughout the day to ensure security and economic sustainability.



The plan should be accompanied by a carbon impact assessment and should be designed to be carbon neutral. Issues such as transport patterns, commuting patterns, building design and location, and other major energy issues need to be considered. The spatial design principles should seek to minimize private car usage and maximize walking and cycling.

Climate Change

There is a requirement to consider the impact of climate change, e.g. the need for quality design of housing that deals adequately with the anticipated effects of climate change.

Urban Design

The design and layout pattern of Julianstown should be based around streets and public spaces and activity should flow from these areas as key starting points. We should aim to create truly rewarding spaces that people want to visit and explore. The relationships between new/old and urban/rural are also important – please refer to the Urban Design Manual (Parts 1 & 2) that accompany the Department of the Environment’s December Guidelines⁷. A boundary should be established for Julianstown.

Capacity Building

An objective of the VDS process is that the knowledge generated will be harnessed in a form by which it can be used effectively by the local community in the future. The knowledge is not only a product of the VDS since much of it is already present in the community.

Following the completion of the VDS, the local community will be better able to seek to ensure implementation and achieve their needs through consultation, lobbying, direct action, etc.

3. METHODOLOGY

To be effective, the VDS will require the extensive participation of relevant interested parties and organisations, and in particular, the local community in Julianstown (engaging all age groups). The strength, long-term relevance and effectiveness of the VDS will be directly related to the amount of support this process has generated and embraced from the initial conception phase through to the implementation and monitoring phase.

It is therefore envisaged that the methodology used will be as follows:

- Be widely inclusive of the community and key stakeholders;
- Promote the principles and practice of collaborative and participative planning; and
- Have an action-learning or action-research approach, which incorporates training and capacity-building into the process and prioritises implementation and monitoring (engaging all age groups).

It is envisaged that the Heritage Council, JDRA, Meath County Council and the Urban Form will work in partnership, based on the structures and processes outlined below:

Process and timescale

Milestones, Time-scale and Role of Consultant(s)/Facilitators are set out below. Key milestones in the process that have been delivered during 2009 are as follows:

- March 2009 - Planning meeting with Heritage Council, Urban Forum and JDRA
- March 2009 - Planning meeting with Heritage Council, JDRA and Meath County Council
- March 2009 - JDRA AGM including public consultation and information evening on VDS, presentation by Heritage Council, launch of DVD by County Manager and selection of Local VDS Sub-group.

⁷ <http://www.environ.ie/en/Publications/DevelopmentandHousing/Planning/>



- April 2009 - First meeting of local VDS sub-group
- May 2009 -Second meeting of local VDS sub-group

The following are key elements envisaged in the process and a draft timescale from July 2009 – April 2010:

Task	Timescale
Regular monthly meetings or conference calls of Project Steering Group	Ongoing
2-3 Meetings of Local VDS Sub- Group to develop vision and analysis and build capacity and start planning for public consultation during Heritage Week in late August	July – August 2009
Ongoing research and analysis of issues, and consultative meetings with specific stakeholder groups, including youth club, sports clubs, businesses, developers etc.	July – December 2009
Organise good communications, web-site and media/PR re. process in partnership with Local VDS Sub-group and Project Steering Group	Ongoing
Public VDS Consultation workshops	September 2009
Update and planning meetings of Local VDS sub-group in preparation for weekend Workshop to develop draft VDS	September / October 2009
Weekend workshop with core members of Local VDS sub-group run by HC, Urban Forum and Consultants to produce draft VDS	October / November 2009
Prepare draft VDS	November/ December 2009
Feed draft VDS into Review of LAP to ensure integration into new LAP	Oct 2009– Feb 2010
Feedback of draft to Local VDS Sub-group / JDRA and plan for a public feedback workshops	December 2009
Public feedback workshops on draft VDS	January / February 2010
Local VDS sub-group and Project Steering Group to finalise and sign off on draft VDS and plan implementation and evaluation structures	March 2010
Final editing of VDS	April 2010
High Profile Launch of VDS. (Should be a minister, ideally Minister for Environment) Set up implementation and evaluation structure	May 2010>



4. PROJECT MANAGEMENT AND ROLE OF CONSULTANTS/FACILITATORS

There will be two structures for the overall management and direction of the process:

1. Julianstown VDS Pilot Project Steering group made up of representatives from:

- JDRA
- Heritage Council (HC)
- Meath County Council (MCC)
- Urban Forum

The role of this group is to ensure and oversee the effective management of the project. The consultants/facilitators will report to the Project Steering Group on a regular basis, e.g. Monthly Progress Reports will be required. In addition, a second group has been established to support the Project Steering Group:

2. Local VDS Sub-group made up of representatives from:

- JRDA Committee Members
- Other community members
- Key stakeholders e.g. local businesses and developers
- Meath County Council – Local Councillors

This sub-group will be co-ordinated by JDRA and facilitated, as required by the project Steering Group. The role of this group is to co-ordinate the project at local level. It will have access to specialist expertise that can be invited for special meetings e.g. MCC planning staff and engineers, Heritage Officer, Transport engineers, etc.

Roles of Consultants/Facilitators

The consultant's role will be to guide and facilitate the local community in producing a VDS that meets the objectives set out above. The consultant should have demonstrable expertise in the relevant area and should indicate where he/she would envisage engaging other experts etc.

It is envisaged that the consultant will have responsibility for at least the following;

- Meeting facilitation;
- Research and training;
- Ensuring stakeholder buy-in and implementation; and
- Project management and documentation.

The consultants will undertake the following tasks:

- Facilitate meetings of the Local VDS sub-group as required and build their capacity to engage and take leadership in the process of collaborative and participative planning;
- Facilitate all public consultation exercises including workshops, etc;
- Conduct research and stakeholder interviews and undertake analysis of responses;
- Provide expertise in key areas such as urban design, participative planning, traffic and transport, green energy, climate change, etc;
- Liaise with the Heritage Council and Meath County Council to encourage integration of VDS process and plan into review of LAP in a way that promotes collaborative and participative planning;
- Prepare notes / reports of all workshops and meetings that they facilitate;
- Write up draft VDS and finalise;
- Work closely at local level with the Co-ordinators of the Local VDS group; and
- Report regularly to the Project Steering Group.



At this stage, it is envisaged that the village design statement (VDS) will include relevant sections addressing the evolution of Julianstown Village, information on Forces for Change/Key Issues including Climate Change, Proposed Design Principles and Guidelines, Implementation Plan and Monitoring – Measuring Indicators, etc.

It is expected that the consultants/facilitator will prepare feedback reports for all meetings that they facilitate during the VDS process. The reports will be available to download on the website.

5. RESPONSE TO THE BRIEF

The consultant(s) should provide a written proposal submission in response to this brief (20 pages maximum including appendices), setting out how the Julianstown Village Design Statement (VDS) will be approached, scope of study, method of working, study team members/project director and manager, proposed timescale, and any matters not covered by the brief, which are considered relevant. The submission for the Village Design Statement should include:

- How the consultant will respond to the brief, including method statement, timetable and phasing of the proposal;
- Details on how the participation and consultation process would be designed and managed;
- The range of professional skills which would be brought to bear including CVs for proposed team members;
- A resource plan showing the breakdown of person hours between professions and stages i.e. detailed costings;
- Previous experience of the key personnel proposed;
- Extent of professional indemnity cover; and
- A current tax clearance certificate will be required.

Consultant Skills/Expertise

The consultant will ensure that the relevant expertise and project management skills are available within the proposed Study Team.

Project Budget, Expenses and Fees

No consultant making a submission will be remunerated for any costs incurred in preparing a submission. The budget available for the Julianstown Village Design Statement is **€15,000. This figure excludes VAT but includes expenses.** All materials for the public consultations, room hire and advertising events will be covered by Meath County Council.

Pre-Tender Communication

To ensure equality between applicants, there will not be any correspondence or discussions with the applicants or their agents during the preparation period for submissions and/or prior to a decision on the award of the contract/tender.

Tender Timescale

Submissions must be received in hardcopy (6 no. hardcopies) **not later than 5.00P.M. on July 20th 2009.** Submissions made by email will not be accepted. Submissions should be clearly marked in the top right hand corner **‘Julianstown Village Design Statement (VDS) Tender’** and posted/delivered to:

**The Heritage Council
 Áras na hOidhreachta
 Church Lane
 Kilkenny
 Ireland**

Please note that submissions received after the deadline will not be considered.



Selection Interview

Interviews may be held with short-listed candidates in late July 2009 prior to a final decision and subsequent appointment. The appointment will be made in early August with the completed *Village Design Statement* due within 18 months of the commencement date.

6. CRITERIA FOR SELECTION OF CONSULTANTS/FACILITATORS

The criteria for selecting the consultants/facilitators will be as follows:

- Proposed methodology; (50%)
- Expertise of team and track record (30%);
- Use of resources (20%)

The most economically advantageous tender will be selected according to the above criteria.

Proposed methodology (50%)

Evidence in statement of methodology in submission for:

- Understanding and overall aim and objectives of the assignment
- Any additional insight into issues, which might affect the project
- General approach and overall project management
- Process to be adopted and implemented to achieve aims of the project
- Methods for reporting
- Systems for controlling and monitoring the project
- Communications Plan
- Innovation which will increase quality of output and/or accelerate delivery of outputs.

Expertise and track record (30%)

Please provide CVs for all project team member along with summary paragraphs detailing the expertise in the following areas:

Commissioning of Village Design Statements

- Participative planning and community training
- Urban design
- Any other relevant areas of expertise

Please indicate the anticipated input of each project team member. Also, please indicate areas of expertise, which it is anticipated will be delegated to third parties.

Use of resources (20%)

Contract award will be based on most economically advantageous tender.

A Schedule of Rates and Inputs (exclusive of VAT) must be provided with the names and input of individual personnel involved in the project costed against the relevant key activities. Please also provide a full breakdown of all expenses and incidentals, which will be incurred in delivering this assignment. Interim Payments can be made in accordance with agreed work stages.



7. GENERAL ISSUES

Draft and Final Reports

The consultant(s) will be responsible for the process of the adoption of a Draft and Final Village Design Statement by the Steering Group and the Local Village Design Sub-group, including the attendance at meetings and re-working needed to achieve this, etc. All reports must adhere to the Meath County Council’s requirement for documents, which is attached as *Appendix B*.

Output Format, number of copies, appendices, circulation

The following should be produced by the consultants/facilitators:

- 10 no. bound copies of the Village Design Statements in A4 format;
- One unbound colour copy, capable of being photocopied;
- Text of Village Design Statements on disk in Microsoft Word for PC; and
- One set of original prints and negatives of any photographs taken during the study
- Short article for Heritage Outlook.

Intellectual Property and Confidentiality

The consultant appointed will be required to assign their copyright in the Village Design Statement and any rights to any other intellectual property including design rights which arise during to course of the project to the project partners: JDRA, Meath County Council and The Heritage Council. Copyright for any illustrations or other material used should be cleared by the consultant. The Village Design Statement will be made available for public use by the project partners.

The consultant shall keep confidential all confidential information and information that would reasonably be considered to be confidential and shall only be entitled to use such information for the purpose of the VDS project and for no other purpose.

All communications regarding the project shall be approved by the Steering Group.

Freedom of Information (Fol)

The Heritage Council and Meath County Council operate under the *Freedom of Information Acts, 1997 and 2003*, and all information held by it may be subject to requests under these Acts.

Project Management and Monitoring

As stated above, the VDS project will be managed by a Steering Group consisting of representatives from the Heritage Council, JDRA and Meath County Council.

The Steering Group will meet regularly to review the project, and will meet with the consultant(s) on appointment to agree the work programme and dates for review points and production of monthly progress reports. These project management meetings will take place in Julianstown.



Appendix A: Useful Reference Material and Information

The following would prove useful reference material prior to submission of proposal:

- <http://www.julianstown.com/>
- DVD *Designing Our Future* available from The Heritage Council
- www.meath.ie for Meath County Development Plan, 2007-2013 & East Meath Local Area Plan 2005
- Planning Strategy for Greater Drogheda Area
- NRA traffic statistics
- Sustainable development guidelines:
- <http://www.environ.ie/en/Publications/DevelopmentandHousing/Planning/FileDownload,19164,en.pdf>
- Urban Design Manual :
- <http://www.environ.ie/en/DevelopmentandHousing/PlanningDevelopment/Planning/PublicationsDocuments/FileDownload,19216,en.pdf>
- <http://www.environ.ie/en/DevelopmentandHousing/PlanningDevelopment/Planning/PublicationsDocuments/FileDownload,19217,en.pdf>
- *Village Design-Making Local Character Count in New Development, Countryside Commission 1996*
- *Guidance Notes for the Appraisal of Historic Gardens, Demesnes, Estates and their Settings, Cork County Council*

Appendix B: Format of Documents for Meath County Council

Meath County Council require that any documents produced by Consultants for use in any Plan or for any in house research, be produced in a digital format which is compatible to both our editable software and also suitable for immediate publication on the Meath County Council Web site www.meath.ie. These formats will be required at each individual stage of the process including all Drafts, Amendments and Final Documents. Below is a summary of the formats to be submitted at each stage of the project.

Written Documents:

- All written documents including Drafts, Amendments and Final Documents will be supplied in two formats.
- The completed document is to be supplied in Microsoft Word 2003 or later. There are no file size restrictions and the document should be formatted for A4 layout.
- A copy of the document must also be supplied in PDF (Portable Document Format). The PDF format must have each page bookmarked and also must be broken down so as no individual file should exceed 2mb. This may mean splitting a single document into more than one file.
- It shall be the duty of the consultant to supply all the information in the above formats. The data should be supplied either via e-mail or by disc and additional copies should be made available on request.
- It shall be the duty of the consultant to provide proof of Ordnance Survey Ireland Copyright licence if producing maps using Ordnance survey Ireland base data. This shall be in keeping with the County Councils obligations under the CCMA agreement.
- The Consultant will be obliged to make all alterations to a plan either by Senior Planning staff or by the Members of Meath County Council, and produce a working document fit for publication in a timely manner.

Meath County Council Technicians will make available all logos, title blocks, and other relevant digital data that maybe required to bring a project to fruition. This excludes software and Ordnance Survey Ireland Data, which it is the duty of the Consultant to supply. Meath County Council will not be responsible for, nor will it engage in substantial works on behalf of the Consultant. It is the duty of the consultant to appoint an employee who is competent in IT issues to meet the needs of the County Council. County Council Staff will be available to answer any queries in relation to IT matters, which may arise from time to time.