

Proposal for Digital Mapping of Buckden and Diddington Parish

Introduction

A number of councillors have raised the issue of the need to have information about land ownership, rights of way and trees mapped for the use of the Clerk and all Committees and Advisory groups and for use of residents. Research was carried out with the following criteria in mind.

The system needs to:

- Map BPC assets, PC trees, Public rights of Way
- Assist the Clerk and Councillors in identifying land ownership
- Be easy to administer, given that both Councillors and the Clerk have limited time and capacity, it needs to be a system that is managed for us rather than one that has to be set up and run by the Council itself.
- If possible link with and utilise software for the Cemetery mapping that is already in place

In the NALC guidance on mapping they recommend two main suppliers. ParishOnLine and Pear Technology. I attach the NALC guidance document for more detailed information on the providers and the advantages of digital mapping.

<https://www.nalc.gov.uk/library/publications/2813-digital-mapping-toolkit/file>

Possible providers

Three providers were considered

- **ArcGIS and MapInfo**
- **Parish Online**
- **Pear Technology**

Further details of each product is attached.

Recommendation

Both ParishOnLine and Pear Technology would provide the mapping required but given the limited time and capacity that both Councillors and the Clerk have, the recommended option is Pear Technology.

Proposal

Buckden Parish Council commissions Pear Technology to prepare and maintain digital mapping of the village, to include additional data sets.

Provider Information

ArcGIS and MapInfo, provide desktop mapping software packages. These are large mapping systems that require specialised knowledge to use and are very expensive. They are generally used by District and County to manage their mapping requirements. This solution did not meet our criteria and has not been pursued in detail.

ParishOnLine is a self-service software subscription offer that gives you the tools to add assets, land ownership etc onto the map to build up a view of your parish, it is web-based. They have approximately 1,300 subscribers to the software.

Public rights of way and tree preservation orders are layers of information that can be requested from District and County Councils that they can then add into the account. PC's can then add their own information to supplement that.

Parish Online report that it typically takes an hour or so to learn and they have tutorial videos to help. They offer a free trial on our website which is currently free for 2 months.

The company do not actually do the survey for the council, they give you the tools to do the survey yourself. And over time you can keep an accurate view of your parish. ParishOnline offer an email technical support service.

Subscription ranges from £28 per month to £2,800 per month charge based on population size of council.

Pear Technology

This a company that provides the cemetery mapping and links in with the Edge system that the PC currently uses. They provide a managed service.

I have obtained the following quotation

Total cost of set up

A maximum of £2,335 which includes £500 for training rather than the £300 option, the additional data sets offered and the White Board option (See detail below).

Annual maintenance

£140 per annum

Initial parish map cut out and set up - map of the area of land administered by Buckden PC showing parish boundary **£200.00 One-time**

Plotting of fixed assets and infrastructure assets as per the list sent to Pear on 16/08/20 onto the above base map **£300.00 One-time**

Identification of Council owned land and buildings and highlighting on above base parish map **£75.00 One-time**

Importing tree positions from tree survey carried out by others and adding to above map **£85.00 One-time**

Obtaining PROW (Public Rights of Way) info and adding to above base map **£150.00 One-time**

A separate background OS map of the land administered by Buckden PC with the Inspire Land Registry layers added. This will allow the parcels of land owned and registered to Buckden PC to be identified and added to the above base map. The Inspire Land Registry map will also enable you to see at a glance which land is registered and which land is not. It will also enable you to copy the Inspire land parcel ID into the Land Registry website and find out who owns a particular parcel of registered land. **£75.00 One-time**

The above maps will have been prepared by Pear using the Pear map editing software PT- Mapper Pro. The parish council will require their own copy of the PT-Mapper Pro software to enable the digital versions of the maps to be viewed and edited. The software will also enable you to print paper/PDF prints of all or parts of the maps to be printed off at any scale and on any size of paper.

PT-Mapper Pro **£500.00 One-time** (this cost covers any amount of licences to suit your requirements)

Annual Technical support and software updates for PT-Mapper Pro **£140.00 per annum**

Half day training for a maximum of 6 delegates at your premises **£500.00 One-time**

or, two one and a half hour remote training sessions for one person - Total **£300.00 One-time**

Once the assets, owned land and trees etc. have been plotted on a digital map, then information about each asset/land parcel/tree can be linked to the relevant feature using your existing software, MapLink, that was purchased for the administration of your cemetery (links a plot on the map to info in a burial database). Pear will help you complete this task under the annual Tech. support agreement for the MapLink software, which you already subscribe to.

Other points to consider:-

There are other map datasets available which the parish may find useful:-

Additional datasets

Environment layers - **£150.00 One-time**

Flooding layers - **£150.00 One-time**

Pear will 'cut out' the relevant information from the Environment Agency website for Buckden PC and add the appropriate layers to a base map of Buckden PC.

White Board

Display finalised map on a large A0 size White Board. This enables the map to be used at meetings etc. White board pens can be used to draw on the base map and the output of the meeting can be photographed and added to a new digital map using the PT-Mapper Pro software whilst the board can then be wiped clean for use at further meetings. - **£150.00**

One-time

Further information

Interactive map on Parish Website

Any/all of the map features can be displayed in an interactive format on your parish council website for the public to view if required. Please ask for more information about this option if you are interested.

Method of map preparation

Should you choose to go ahead with some/all of the above then Pear would help you sign up to the PGSA if required and send you a large A0 size paper map of your parish for you to mark up the positions of the assets that require mapping. Pear will add the asset information from the paper map to a digital version and send you a paper copy of the first draft for checking and amendment.

Terms and Conditions

The following are our specific terms which are tailored to the local government sector:

- A maximum of 3 drafts of the digital map(s) will be sent after which further drafts will be charged at an hourly rate.
- An invoice for the full amount of the order will be sent after the first draft of the digital map(s) has/have been sent to you.
- Requests for map reprints will be charged for at an hourly rate plus postage and packing.
- The Annual Technical Support Service includes ongoing maintenance of the digital map(s) providing that the work involved in amending the maps does not exceed thirty minutes work at any one time. Any amendments that exceed this time will be charged for at an hourly rate. You will be advised of the cost prior to commencement of the work.

Following the initial quotation I asked for follow up information about additions to the maps and printing off information I received the following information:

The annual Technical Support contract would enable Pear to maintain your map and Pear would make any changes as and when required. A phone call to the technical support team during office hours would enable them to remotely connect to your computer and make the changes to the map as per instructions. New assets could be added, relocated or removed from the map in his way.

Most if not all changes to the map would be covered under the annual technical support agreement. Only when there was a lot of amendments to make would Pear give you a quote for the work involved. Pear charge £85.00 per hour for the map preparation service.

The map editing software, PT-Mapper Pro, enables you to print your own maps at any scale and on any size of paper or create PDF's of the maps.