

18th May 2021
Revised 23rd July 2021

Dear Walsham Le Willows Parish Council

Walsham Le Willows Neighbourhood Plan outline proposal for consultancy support

Further to a recent telephone conversation with the Parish Clerk, it is good to hear that you are keen to progress your Neighbourhood Plan. Please find an outline proposal for support to the Neighbourhood Plan below.

About us

The proposal is made on behalf of 3 separate consultants working together as 'Compass Point Planning and Rural Consultants' and Rachel Leggett & associates'.

We are highly experienced in Neighbourhood Planning and collectively have been involved in the project management or technical input to 30 Plans to date across Norfolk and Suffolk. Some examples include: Redgrave; Wetheringsett cum Brockford; Wilby, Fressingfield; Haughley; Leavenheath; Whatfield; Boxford; Edwardstone; Needham Market; Swaffham; Taverham; Blofield; Rackheath; Mattishall; Upwell, Horsford; Wroxham; Blakeney; Starston; Stoke Ferry; Tivetshall; Redenhall with Harleston; Saxmundham; Well-next-the-Sea; Croxton, Brettenham & Kilverstone; Castle Acre; and Stradbroke.

As a multi-disciplinary and personable team, we provide the following:

- A technically sound Neighbourhood Plan that will be successful at Examination.
- Project management of your Plan, guiding the process in a timely way.
- Data profiling and analysis.
- Design and delivery of all community consultation and stakeholder engagement.
- Policy drafting and writing the Neighbourhood Plan.
- Graphic design and document layout.
- Writing of submission support documents.
- Guidance through independent Examination and Referendum.

The consultancy time will be split amongst 3 consultants, each with distinct but complimentary skill sets, with the added advantage of providing additional resilience by being able to cover for one another should one consultant be unavailable at any time.

- **Andrea Long** (marked AL below) from Compass Point Planning and Rural Consultants is an experienced Town Planner and will lead on the development of policy ideas and policy writing, writing the Neighbourhood Plan (with Rachel) and writing the Basic Conditions Statement. She will also be involved in guidance on modifications and the Examination and will be your main point of contact for the project.
- **Rachel Leggett** (marked RL below) from Rachel Leggett & associates is an Urban Designer and experienced community facilitator. Rachel will design and guide consultation, lead on the layout of the Neighbourhood Plan, draw up maps and undertake graphical work required for events and the publication.
- **Emma Harrison** (marked EH below) is an associate environmental consultant and experienced in desk research for Neighbourhood Plans. She will write a data profile paper that will be incorporated into the Neighbourhood Plan and will form part of the evidence base for the policies.

Our collective approach to Neighbourhood Plan preparation is a participatory one, involving and developing the Steering Group as the process progresses.

Timescales and fees

Timescales within the outline proposal below are in draft and depend on the progress made in the previous stages, decision time frames by Mid Suffolk District Council, funding coming in and community willingness. We recommend a timescale of 18 months as a minimum to complete the Neighbourhood Plan process.

Fees are based on a rate of £360 per day (£45 per hour, 8 hours per day). Each consultant will invoice for her work separately. There is flexibility within the proposal to react to changes and charge no more than the proposal outlined below. However, should the work deviate substantially through a requirement of the Steering Group, the proposal will need reviewing.

Travel expenses

Travel expenses are charged at 45p per mile (as recommended by the Inland Revenue). It is a 48-mile round trip from Andrea's office in Weeting to Walsham le Willows, therefore costing £21.60 per journey; a 62-mile round trip from Rachel's office in Norwich to Walsham Le Willows therefore costing £27.70 per journey; and a 10-mile round trip from Emma's office in Gislingham, therefore costing £10.80.

Production costs

There are a range of production costs envisaged: hiring of community buildings and meeting spaces, refreshments, display materials, consultation materials, publicity, printing, postage, subscriptions to online survey software and Parish Online (mapping software) etc. Based on other Neighbourhood Plans, it is suggested that a budget of approximately £2000 is put aside, although details will need to be worked up for the funding bids.

Steering Group meetings and workshops

Some time is built in for support at regular Steering Group meetings. This can be successfully achieved via ZOOM which helps to keep travel costs to a minimum. There are Steering Group workshops where Rachel Leggett or Andrea Long will be there to help make significant progress on development of the Plan. This is an approach that has worked well on many previous projects and is dependent on the COVID-19 situation, in order for it to take place in person.

Funding

It is the responsibility of the Parish Council to ensure that funding for the Neighbourhood Plan is in place before support is given, prepare bids and manage the finances of the Neighbourhood Plan. It is recommended that funding be applied for at least one month in advance of the work beginning. The outline proposal below does not take account of any additional pieces of work or evidence that the Steering Group may wish to undertake. Additional funding will need to be found to accommodate any additional work such as Site Allocations, a Strategic Environmental Assessment or a Habitat Regulation Assessment (should they be required). Technical Support packages are available from [Locality](#) for additional work. We recommend that you take advantage of these.

Locality funding:

Basic Grant - £10,000

Additional Grant: £8,000 – available to groups who meet the eligibility criteria – this includes site allocations work and design code work.

Data Protection

Any personal data collected as part of the Neighbourhood Plan process by the consultants will be passed immediately to the Parish Council and will be the responsibility of the Parish Council. The consultants will not store on their systems or maintain any contact details or other personal details either electronically or in hard copy.

Public Liability Insurance (PLI)

Where public exhibitions or consultation events open to the members of the public are taking place it is expected that these would be covered by the Town Council's Public Liability Insurance as the Neighbourhood Plan and the consultants are commissioned by them. Rachel Leggett has her own Public Liability Insurance.

Conflict of Interests

No potential conflicts of interest have been identified.

REVISED OUTLINE PROPOSAL

Below is an outline proposal for consideration by the Parish Council/Steering Group. As a group of associates, we pride ourselves on developing a strong evidence to back policy formation. This is critical to a successful Neighbourhood Plan. This may differ from other consultants but will ensure that the community is truly behind the Plan and it will be successful at referendum.

Financial Year 2021-2022

Programme of work	Consultant days	Estimated timescale
STAGE 1A: GETTING STARTED/REVIEW OF EVIDENCE BASE		
Steering Group to apply for grant from Locality (£10,000 basic grant) to cover project work. Further grant funding (£8000) from Locality is also available for some technical support. Decision making by Locality is normally a 3-week turn around.	0	May/June 2021 SEPTEMBER 2021
Project inception meeting: meet the team. <ul style="list-style-type: none"> Review of Work to date including community engagement and evidence base/sites put forward. Project Plan/Timetable Review/develop Vision and Objectives. Visit to Walsham Le Willows General liaison with the Parish Council. 	1 RL 1 AL	September/ October 2021
Sites Work—Results of Call for Sites Steering Group to request Locality (who commission AECOM) to undertake site options. AL to guide as required.	1 AL	No longer required as group not to allocate sites
Total for Stage 1	1 AL 1 RL	2 days = £720

STAGE 1B: RECOMMENDED ADDITIONAL EVIDENCE (OPTIONAL WORK)		
Data profile developed containing statistics, maps and planning policy context for area (will form a critical part of the content of the Neighbourhood Plan and evidence base).	2 EH	September 2021
Consultation: Neighbourhood Plan household survey <ul style="list-style-type: none"> Survey to every household in the parish to acquire more detailed evidence and consultation responses. RL to produce survey for review by Steering Group and final version. Steering Group to deliver questionnaires, collect and input data. Data to be analysed by RL. 	3 RL	September- November 2021
Steering Group to undertake a Character Appraisal for the parish. RL to guide.	1 RL	September - November 2021
Steering Group to request Locality (who commission AECOM) to undertake Design Code work for the area. RL to guide.	0.5 RL	September - November 2021
Steering Group to request Locality (who commission AECOM) to undertake Housing Needs Assessment for the area. AL to guide.	0.5 AL	September – November 2021
TOTAL for Stage 1B *Dependent upon evidence options chosen.	4.5 RL* 2 EH* 0.5 AL*	7* days = £2520

STAGE 2: TURNING EVIDENCE INTO POLICY		
<ul style="list-style-type: none"> • Work with Steering Group to develop a set of policy ideas. This could be in the form of a STEERING GROUP WORKSHOP, dependent on COVID-19. • Meeting/liaison with Mid Suffolk District Council to check policy ideas. • General liaison by AL. 	2.5 AL	December 2021/Jan 2022
<p>Consultation: policy ideas</p> <ul style="list-style-type: none"> • Design of consultation material and publicity. • Written briefing for Steering Group. • Steering Group to book venue, publicise and deliver event. • Steering Group to type up all consultation results. 	3 RL	Jan/Feb 2022
TOTAL for Stage 2	3 RL 2.5 AL	5.5 days = £1980

STAGE 3A: DRAFTING THE NEIGHBOURHOOD PLAN (PART STAGE)		
<p>Write pre-submission draft of the Neighbourhood Plan. STEERING GROUP WORKSHOP – to review results of policy ideas consultation/questionnaire and to draft policies and outline content of the Neighbourhood Plan.</p> <ul style="list-style-type: none"> • Draft Neighbourhood Plan in liaison with Steering Group by AL. • Graphics, mapping and layout by RL. • Meeting/liaison with Mid Suffolk District Council to ensure conformity with Local Plan. 	9 AL 3 RL	February 2022
<p>Mid Suffolk District Council to undertake Strategic Environmental Assessment screening (SEA) and Habitat Regulation Assessment (HRA) screening. Should a full HRA, SEA and Sustainability Appraisal be needed, the Steering Group would need to apply for Technical Support grant funding from Locality (who commission AECOM).</p>	0	March 2022
<p>Consultation 3: pre-submission draft consultation (Regulation 14)</p> <ul style="list-style-type: none"> • Design of consultation response form, online response form and publicity for 6-week consultation process. • Consult statutory bodies and community on draft Neighbourhood Plan. • Design and delivery of exhibition. • Steering Group to type up all consultation results. <p><i>NOTE: an exhibition is not a requirement at this stage, however it is good practice. An exhibition enables the community to ask questions and our experience is that a higher response rate is achieved. This is highly recommended.</i></p>	1 RL	March/April /May 2022
TOTAL	4 RL 9 AL	13 days = £4680
Total Funding Required for 2021-2022	27.5 days	£9,900

Financial Year 2022-2023

STAGE 3B: DRAFTING THE NEIGHBOURHOOD PLAN		
Consultation 3: pre-submission draft consultation (Regulation 14) <ul style="list-style-type: none"> Design of consultation response form, online response form and publicity for 6-week consultation process. Consult statutory bodies and community on draft Neighbourhood Plan. Design and delivery of exhibition. Steering Group to type up all consultation results. <p><i>NOTE: an exhibition is not a requirement at this stage, however it is good practice. An exhibition enables the community to ask questions and our experience is that a higher response rate is achieved. This is highly recommended.</i></p>	2 RL	April /May 2022
TOTAL	2 RL	2 days = £720

STAGE 4: SUBMISSION		
STEERING GROUP WORKSHOP HALF DAY – consider all Regulation 14 responses and make amendments to the Neighbourhood Plan. <ul style="list-style-type: none"> Guide and collate decisions on consultation responses from pre-submission stage. Make amendments to the Neighbourhood Plan (Maps and Text), and issue Submission version of the Plan. 	1 RL 2 AL	June 2022
Preparation of Basic Conditions Statement.	2 AL	July 2022
Preparation of Consultation Statement.	2 RL	July 2022
Liaison with Mid Suffolk Council/Preparation of Regulation 15 statement to submit the Plan for Regulation 16.	1 AL	July/August 2022
TOTAL	3 RL 5 AL	8 days = £2880

STAGE 5: EXAMINATION, REFERENDUM, ADOPTION		
STEERING GROUP WORKSHOP HALF DAY – to guide Steering Group through examination and make any amendments required. <ul style="list-style-type: none"> Amendment to the Neighbourhood Plan. (Maps and text) Liaison with Mid Suffolk District Council. 	2 AL 1 RL	Autumn 2022
TOTAL	1 RL 2 AL	3 days = £1080

TOTAL	18 RL* 2 EH* 20.5 AL	40.5 days = £14,580
Contingency for extra meetings and costs that are beyond the scope of this proposal.		£500

Please do not hesitate to contact us with any points of clarification, andrea@compasspoint-planning.co.uk 07946 445711. We are happy to talk through the proposal further.

We look forward to hearing from you.

Yours sincerely





Andrea Long
Compass Point
Planning & Rural
Consultants

Rachel Leggett
Rachel Leggett &
associates

Emma Harrison
Rachel Leggett &
Associates

Enc. CVs