



Helen Metcalfe's Quote: Hemswell Cliff

Training/assistance to support steering group:

Description	Cost £500 per day excluding VAT and reasonable expenses Numbers shown are in days
Supporting steering group to mould aspirations into planning policy 2 meetings (plus prep)	2 meetings with the Steering Group one is an inception meeting and will include site visits to establish relationships and tasks the second meeting with Steering Group is after the Plan has been drafted to review comments. Mileage is £43 per visit and is also included below £1086

Preparation of draft Neighbourhood Plan:

Description	Cost £500 per day excluding VAT and reasonable expenses Numbers shown are in days
Work associated with assisting with vision/objectives and policy and getting the Plan Regulation 14 compliant 10 days	Includes editing the Plan and policies and making amends to draft plan based on SG comments Also includes phone calls e-mails with the SG and the Local Planning Authority £5000

Description	Cost £500 per day excluding VAT and reasonable expenses Numbers shown are in days
Work associated with supporting group post 6 week consultation 4 days	2 days to write Basic Conditions Statement 1 day to meet SG and provide comment on consultee responses 1 day amending plan mileage is £43 £2086

Total £8129

Notes

The division of time in the boxes above is somewhat arbitrary and depends on the skill of the SG, the evidence base and analysis you are able to supply to me. There are also some unknowns e.g. the level and nature of the consultation responses at the 6-week consultation stage. I have included 1 day in the post 6-week consultation box but this is obviously an estimate and assumes that there have been no significant comments that require a substantial rewrite.

In general terms I would work with the group to agree each stage and the cost associated with it in advance.

My day rate excludes VAT. At the moment I am not VAT registered so no VAT will be charged. If, however, I become VAT registered then VAT will have to be charged at that point. You may wish to refer to the Locality Technical Guidance on grants for Neighborhood Planning http://mycommunity.org.uk/wp-content/uploads/2015/02/Guidance-notes-for-applicants_Neighbourhood-Planning_090216.pdf to consider this matter further.

Mileage is charged at 0.45p per mile; the format above assumes 3 visits to the parish. However, occasionally NP groups have come to my house (east of Nottingham) where more meetings have been required. This allows you to keep this cost contained but provides a mechanism for dealing with any complexities that may be more easily resolved by a small group meeting.

The inception meeting is instrumental in agreeing a way of working and the scope and content of the Plan is tailored to the agreed budget (which is best established at the outset).

Locality only want bids for the funding for 6 months: on this basis I advise you to bid for the costs in the first 2 boxes i.e. £6086 (includes mileage costs for 2 visits.)

Consultation Statement

This is something that I have assumed will be done by the SG; it requires you to show the extent of your consultation throughout the process.

The tricky part is when you have to annotate all the comments received from the 6-week consultation stage and say if you changed the Plan and why. I have included a day in my costs to help with this but not to do your CS.

Other costs to think about

Mapping

I don't know what arrangement you have with your local planning authority but I would expect you to require some paper and electronic maps for consultation and illustration.

Helen Metcalfe MRTPI 11.9.16.