

From: Kat Salter

Sent: 12 December 2016 09:11

To: Daniel Evans

Subject: Hemswell Cliff NP

Hi Dan,

Many thanks for sending through the additional information on Hemswell Cliff Neighbourhood Plan.

As discussed it is very difficult to provide you with an accurate fee quote at this stage as I do not know how many policies the group are intending to include and how much evidence has been gathered and background work undertaken for the preparation of the plan. I would estimate I will require approximately 12 days work (including attendance at up to 2 meetings in Hemswell Cliff) to prepare the Pre-Submission Plan (reg 14).

With regards to a breakdown of this time-frame I would allow the following:

- 2 days to review the evidence base and survey results in order to develop a draft structure for the Plan and the vision and objectives
- 1 day to attend a meeting in Hemswell Cliff to discuss the above in order to ensure their understand their requirements
- 7 days to write the planning policies and associated text for the neighbourhood plan
- 1 day to answer any queries and respond to emails / phone calls as the plan develops
- 1 to one and a half days to meet to discuss the Pre-Submission Plan and to make any required amendments before submission.

This is based on the assumption that you would like me to draft the entire Plan and that they are not allocating sites for development (except for those already with planning permission) and do not require an SEA. Furthermore, this is based on the assumption that the Parish Council will take a lead role in gathering evidence for the plan including, for example, assessing any proposed Local Green Space designations and developing a Design and Character Assessment to support any design policies they may wish to include. I will obviously provide assistance and guidance for these pieces of work.

Following the Pre-submission consultation I then anticipate a further 6.5 days work to prepare the Publicity Plan, the Basic Conditions Statement and the Consultation Statement. Here is the anticipated breakdown of time:

- 1 day to prepare the basic conditions statement
- 1 day to review comments received on Pre-submission plan and populating schedule of comments
- 1 day to attend meeting to discuss and finalise the plan
- 1.5 days to prepare the publicity plan (to update the Pre-submission plan as a result of the consultation responses)
- 1 day to prepare the consultation statement
- 0.5 days to respond to emails and queries
- 1.5 days to review background information and supporting evidence documents

My fees are £60 / hour which equates to £420 /hour (based on a 7 hour working day).

My working ethos is to work as far as possible (until they get to the detailed policy writing) in a supportive role. I fully believe that the community should retain ownership of the Plan and that a close working relationship is essential in order to ensure that any work and assistance I provide accords with their expectations and direction they wish the Plan to take.

If you would like us to move things forward please could you confirm whether you have secured funding and if you need me to provide a detailed fee quote.

As discussed on the phone if they do wish to appoint me to assist I would like to attend their public meeting in February to discuss their requirements further.

If you have any questions please do not hesitate to contact me,

Kind regards

Kat