

Steyping Parish Council,
The Steyping Centre,
Fletcher's Croft,
Steyping,
BN44 3XZ

18 August 2019

Dear John Fullbrook,

STEYNING NEIGHBOURHOOD PLAN

Thank you for asking Squires Planning to provide a fee proposal to continue supporting the preparation of the Steyping Community Plan.

As set out in my email dated 10th August 2019 to yourself (and the Chairs and Vice-Chairs of the Parish Council and Neighbourhood Plan Steering Group) the spend cap set out in the fee agreement between Squires Planning and Steyping Parish Council dated 10th April 2019 was reached on 10th August 2019. It is unfortunate that this has occurred but has been necessary as those working on the plan have had to respond to several factors which were unforeseen when the scope of the fee proposal was established.

The plan is now at a vital stage as it approaches Regulation 14 Consultation. It is essential that the plan meets the regulatory tests and the evidence prepared is robust and justifies the policies proposed. The plan put forward at Regulation 14 Consultation should be one that the Steering Group and Parish Council would be happy to submit for examination under Regulation 15. If this is achieved only minor changes should hopefully be needed between Regulation 14 Consultation and Submission under Regulation 15.

On this basis we set out below the 'tasks' which will need to be undertaken between now and referendum and the amount of support we believe you are likely to require (and in light of the level of support required up to this point).

Task	Est. Time (days)	Est. Budget
Review and finalise documents for Reg.14 including: • Neighbourhood Plan • Neighbourhood Plan Policies Map • Draft Consultation Statement • Evidence base documents which support the plan (Biodiversity, Character Appraisal, Climate Change, Local Green Space Assessment)	3	£1,800
Regulation 14 Consultation (and HRA Screening) – budget includes ad-hoc assistance preparing for consultation ensuring requirements are met, advice on	2	£1,250

how the consultation should be run, and some liaison with key stakeholders (such as Horsham District Council) if required.		
Regulation 14 Consultation Event – Budget to assist in organising and then attending a one day consultation event to take place over the Reg.14 Consultation period.	3	£2,000
Consider consultation responses and amend Neighbourhood Plan as required. Attendance at 2 meetings budgeted.	4	£2,500
Final check of documents prior to submission under Regulation 15.	1.5	£900
Examination – Assumes no hearings and only minor questions from examiner requiring responses.	1	£650
Referendum – Minor ad-hoc support as required.	0.5	£400

We therefore propose that a total budget of £9,500 including reimbursable expenses but excluding VAT is appropriate to take the plan to referendum. As before, these budgets are based on anticipated time spent and actual time spent may increase or decrease dependant on the level of support required by the Steyning Neighbourhood Plan Steering Group and/or Parish Council.

As before, all work will be undertaken by qualified planning consultants and will be charged at a reduced hourly rate of £75 per hour (excluding reimbursable expenses and VAT).

We look forward to continuing to work with the neighbourhood planning team and delivering a plan which the Steyning community can get behind and support at referendum.

Should you require any further information at this point please do not hesitate to come back to me.

Yours sincerely,

Andrew Metcalfe

Director | MPlan MRTPI

Enclosed

1. Agreement letter dated 10 April 2019



Steypning Parish Council
The Steypning Centre
Fletcher's Croft
Steypning
BN44 3XZ

10 April 2019

Dear Mr Fullbrook,

STEYPNING NEIGHBOURHOOD PLAN – PLANNING CONSULTANCY AGREEMENT

Background

From the 30th April, Andrew Metcalfe MPlan MRTPI will be leaving Enplan and be Director of Squires Planning. Mr Metcalfe has been assisting the Neighbourhood Plan Steering Group, alongside Alison Keech (self-employed planner), prepare the Steypning Community Plan.

As a result of this move, it is proposed that professional support for the preparation of the neighbourhood plan moves to Squires Planning starting on 30th April. This approach is endorsed by Enplan. Subject to Squires Planning being appointed, the professional team working with the Steering Group on the plan will remain the same.

The plan has now reached the stage where key pieces of evidence are expected imminently and as a result the speed of preparation should accelerate.

Scope of Work & Fees

The scope of work and fees previously agreed with Enplan (refer fee proposal dated 3 August 2018) will be honoured by Squires Planning.

For clarity an updated set of budgets are set out below which have been adjusted to account for expenditure and progress on the plan to date:

Stage	Est. Fee Budget
1. Getting Started	-n/a
2. Screening Opinion & SA/SEA	£ 1,500
3. Preparing the evidence base and draft policies	£ 5,000
4. Prepare Pre-Submission Plan & consultation	£ 4,000
5. Pre-Submission Regulation 14 Consultation	£ 1,500
6. Prepare Submission Neighbourhood Plan	£ 2,500
7. Submission, Examination and Referendum	£ 500

As before, these budgets are based on anticipated time spent and actual expenditure may go up or down dependant on the level of support required by the Steyning Neighbourhood Plan Steering Group.

All work undertaken will be charged at the following hourly rates:

Planning Consultant	£ 75 / hour
Landscape Architect	£ 42 / hour

At the time of writing Squires Planning is not VAT registered. Should this change the Parish Council would be notified immediately and VAT would be payable on invoices. The hourly rates may be reviewed from time to time.

Invoicing

Squires Planning will invoice the amount due at the end of each calendar month. The invoice will specify, where possible, the cost incurred in relation to each of the stages set out in the scope of work. Invoiced amounts are due within 21 days of the date of the invoice.

Spend Cap & Review

This agreement has a 'Spend Cap' of £15,000 (excluding VAT but including reimbursable expenses). Squires Planning shall undertake no work beyond this figure without authorisation from Steyning Parish Council.

At the expenditure of £5,000 and £10,000 (excluding VAT but including reimbursable expenses) Squires Planning shall provide an update on the work undertaken with reference to the stages of work set out above.

Termination of Agreement

Should the need to terminate this agreement arise, Squires Planning will cease work on this project and, at the end of the calendar month in which this agreement is terminated an invoice will be generated for the amount due up to the point of termination.

This agreement comes into effect on the date it is signed by a representative of Steyning Parish Council below.

On behalf of Squires Planning Ltd:

Signature:

Date: 11 / 04 / 2019

Andrew Metcalfe
Director

On behalf of Steyning Parish Council:

Signature:

Date: 18 April 2019

John Fullbrook
Clerk to Steyning Parish Council