



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

18 August 2019

Dear John Fullbrook,

STEYPNING NEIGHBOURHOOD PLAN

Thank you for asking Squires Planning to provide a fee proposal to continue supporting the preparation of the Steypning 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 Steypning 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