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**Cllr Peter Spires**

Chair

Mayland NP Committee

25 August 2021

Our Reference: PROP1033

By Email Only: <[peter@maylandsea.plus.com](mailto:peter@maylandsea.plus.com)>

Copy to: <[maylandpc@gmail.com](mailto:maylandpc@gmail.com)>

Dear Peter,

### **Mayland Parish Neighbourhood Plan: Consultancy Support**

#### Introduction

Many thanks for contacting Troy Planning + Design in respect of providing support to the Neighbourhood Plan. Our recent and subsequent receipt of information has been very helpful in understanding the current status of work on the Plan and the implications of the review of the Maldon Local Plan.

We concur with your view that, even though the Local Plan is being reviewed, it is sensible to continue to make progress on the Neighbourhood Plan, drafting this in such a way that it conforms to existing strategic policies but that it has longevity and is cognisant of the direction of travel likely to be established in the new Local Plan. To this end the question of site allocations is pertinent, as is production of locally-specific design guidance such that any new development responds to the best qualities of the natural and built environment, and is distinctively 'Mayland'. This has been given added emphasis in recent months following publication of the new National Model Design Code and updates to the National Planning Policy Framework which support production of local-level design codes and guides.

We note that although there is no requirement in the adopted Local Plan for you to allocate land for housing, such an approach would be proactively supported by the District Council. The letter you have subsequently received from the District in respect of the Local Plan and work on the Neighbourhood Plan suggests that you might request a housing figure from the District so that you can then best consider how to meet this. This would seem sensible. Alongside your aims and objectives for the Parish it would help inform choices as to which site(s) you might allocate in the Neighbourhood Plan. We note that you have undertaken an assessment of sites in the Parish using guidance from the District Council. However, more recently, the District has undertaken a new 'Call for Sites' as part of the new Local Plan. The period for submission closed in early June and may

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result in the identification of additional sites in the Parish that need to be subject to the same assessment.

### Tasks

Until we have a firmer understanding of the quantum of development to be planned for and nature of any policies (and supporting evidence required) to be prepared it is difficult to be certain on key steps and associated costs. We provide an initial view below, which we will refine following a 'Familiarisation' stage. Tasks are scoped out below and run through to submission of the Plan to Maldon District for examination purposes.

#### *>> Task 1: Familiarisation*

This will involve a review of the current and emerging policy framework for Maldon and Mayland, and the implications for the Neighbourhood Plan. It will review the work and outputs prepared to date, and what this might mean for the scope of the Plan. We suggest it also involve discussions with the Neighbourhood Plan group, preferably by way of a workshop, to draw out your key concerns and aspirations for the area, and how these might be influenced in a Plan. It will also involve a visit to the area and discussions with Maldon District Council to better understand housing requirements and potential additional sites to be considered, as well as any constraints that may impact upon this. The output will be a summary paper of agreed actions and broad structure for the Plan, which will help inform a revised scope for the next steps.

We suggest that this Task is undertaken first, at a cost of £1,937.50, accounting for 3.75 days of staff time. Subject to the outcomes the following tasks can be reviewed and costs refined with you, though an indication of these is presented below.

#### *>> Task 2: Evidence and policy idea development*

Subject to the outcomes of the above and agreed actions this stage is likely to involve:

- Review of site assessment and updating this to incorporate additional sites put forward through the Maldon District 'Call for Sites' process.
- Review of deliverability matters in Mayland to inform whether sites might be considered viable to develop within the Plan period. This may involve review of information submitted by site promoters for consideration to the SHELAA, emerging evidence prepared by Maldon District to support their Local Plan, plus, potentially, undertaking a review of local land values and costs in Mayland to understand viability matters.
- Assessment of the character and best qualities of the built and natural environment in Mayland and which can be used to inform policies around the design of new development as well as any other interventions that might be considered, such as opportunities to enhance the quality of public spaces and connections.
- Review of transport networks, social and community infrastructure, to consider what currently exists, what might be needed to support new development, and what the Parish might like to see delivered, whether through new development

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or through the Community Infrastructure Levy, should that be adopted by the District.

The output of this section will be a series of policy ideas and supporting 'evidence' documents. The scope of these will be determined and agreed at the outset. We anticipate a cost of around £5,750 for this set of tasks, allowing for 12 days of staff time.

*>> Task 3: Consultation*

It is suggested that consultation be undertaken on emerging ideas, to help test and ratify these prior to the Plan being drafted. Alongside public consultation (which could involve drop-in sessions, production of display material and surveys) it may also need to encompass discussions with site promoters to better understand their intentions and how sites might contribute towards your aims and objectives.

We can help prepare material for use at consultation events, but suggest you organise and advertise these. We can also support discussions with landowners.

The output will be a summary of consultation comments and responses to be reviewed with you and which will be used to help inform the drafting of policies and selection of preferred site(s) for allocation in the parish.

Subject to the scope of our involvement at this stage, including how many discussions with site promoters might be necessary, we anticipate a cost of around £2,500 for this set of tasks, allowing for 5 days of staff time.

*>> Task 4: Prepare draft Plan*

The Plan and policies will be drafted at this stage. This may also include 'projects', being wider aspirations you would like to see delivered in the Parish but which are not necessarily related to development or planning applications.

The draft will include mapping to support the policies, including allocation of preferred sites. Subject to the nature of the Plan you may also wish to include site specific design guidance, which could be illustrated by way of a concept masterplan, indicating key development principles that applicants should respond to.

The draft will be shared with Maldon District Council for comment and amendment, as appropriate, prior to formal consultation (see below) taking place.

We anticipate a cost of around £3,650 for this set of tasks, allowing for 7 days of staff time.

*>> Task 5: Formal Consultation*

The Plan and supporting material will need to be subject to a formal six-week period of consultation, known as the 'Regulation 14' stage. This is an opportunity for the local community as well as wider stakeholders and statutory consultees to respond to the Plan. We can support this process through production of summary material, such as display boards and surveys, and drafting of letters for issuing to statutory consultees. You may wish to hold exhibitions and drop-in events at this stage to help communicate the Plan. We are happy to support, though suggest you organise.

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The output of this stage will be a report of comments for review with you and which will be used as a basis to agree any changes to be made to the Plan prior to submission.

Subject to our level of involvement (e.g.: it might be more if we were to attend drop-in events with you), we anticipate a cost of around £2,500 for this set of tasks, allowing for 5 days of staff time.

#### *>> Task 6: Submission material*

Subject to the comments received during consultation the draft Plan will be updated for submission purposes. Alongside this we will prepare a Basic Conditions Statement, showing how the Plan conforms to higher-level policy and national guidance. A Consultation Statement will also need submitting. We suggest the Neighbourhood Plan group take ownership of this, reflecting knowledge of the various surveys and events organised during earlier stages of the plan-making process. It can include the write-ups of consultation as outlined under Tasks 3 and 5 above.

The scope of submission material will need agreeing with Maldon District Council in advance as some authorities require submission of additional material, such as an Equalities Impact Assessment, before they can begin the examination process.

We anticipate a cost of around £3,887.50 for this set of tasks, allowing for 7.75 days of staff time.

#### *>> Parallel Tasks*

Based on our current understanding that you will be seeking to allocate sites for new housing development in the Parish this will trigger the need for production of Strategic Environmental Assessment (SEA) and, potentially, Habitats Regulation Assessment (HRA). You will be entitled to apply for the Locality Technical Support package which will enable the SEA and HRA to be undertaken for you, at no cost to you. An early application for this should be made so that the content of the assessments can be appropriately scoped and programmed, and potential development sites reviewed through that to help inform choices as to preferred allocation(s). We suggest making allowance for consultancy time to review the outcomes and implications of the assessments.

In addition, we suggest allowance is made for meetings with Maldon District at key stages and with yourselves on a more regular basis, to review and comment on progress.

We anticipate a cost of around £1,762.50 for ongoing meetings with you and the District Council, as well as supporting review of the SEA / HRA process. This allows for 3 days of staff time.

#### *Project Team*

The work would be led by myself with the support of Lauren Ielden, Tom Leigh and Silviu Pirvu. I am a Director with Troy Planning + Design with close to 25 years' experience working in the consultancy sector and having supported on numerous Neighbourhood Plans over the last decade. I also authored best practice research into lessons from the early Neighbourhood Plans on behalf of Defra and DCLG, which had a particular focus on rural based Plans.

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Lauren is a Senior Planner and will manage work on the Plan on a day-to-day basis. Lauren has supported on production of numerous Neighbourhood Plans over the past few years, including the production of submission material and supporting evidence documents for community groups and local authorities across the East of England, London and the South East.

Tom Leigh is a Graduate Planner who will support the process in terms of collating evidence. Tom is currently supporting on the production of Neighbourhood Plans at Sandon and Danbury in Chelmsford.

Silviu Pirvu is a Graphic Designer and will help prepare any maps, plans or consultation material that might be required.

Proposed Fee

Our proposed cost for the level of support outlined above is £21,987.50, which we suggest is reviewed after the first Familiarisation Task. This is exclusive of Vat and expenses and is broken down below in the table below (and in further detail in the appended table). It is subject to standard Terms and Conditions.

<i>Task</i>	<i>Cost</i>	<i>Staff Days</i>
1/ Familiarisation	£1,937.50	3.75
2/ Evidence and policy idea development	£5,750	12
3/ Consultation	£2,500	5
4/ Prepare draft Plan	£3,650	7
5/ Formal consultation	£2,500	5
6/ Submission material	£3,887.50	7.75
7/ Parallel tasks (e.g.: meetings / review)	£1,762.50	3
<b>Total</b>	<b>£21,987.50</b>	<b>43.5</b>

The costs are based on the following day rates:

Jon Herbert: £750 p/day

Lauren Ielden: £450 p/day

Tom Leigh: £400 p/day

Silviu Pirvu: £450 p/day

We understand that you have already been awarded ‘basic grant’ funding from Locality but that £2,500 of the ‘basic’ £10,000 remains available to you. Given that your Plan is likely to allocate site(s) for development you will also be eligible for the ‘additional’ grant funding from Locality, which is in the sum of £8,000. To help support work on the Plan you will therefore be able to apply for a total grant of £10,500. Under the grant,

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consultant costs up to a rate of £550 per day can be applied for. This covers the majority of the day rate for myself and the total day rate for colleagues. The information outlined in this letter should help support any application you make to Locality for grant funding.

I hope you find this proposal for interest. Please don't hesitate to contact me should you have any queries or questions. We look forward to hearing from you and to the opportunity of working with you on the review of the Neighbourhood Plan.

Yours sincerely,  
for Troy Planning + Design



**Jon Herbert**  
Director



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Breakdown of estimated staff time and costs by Task:

		DAYS				
	Staff member	JH	LI	TL	SP	Total
	Rate	£750	£450	£400	£450	
1	Familiarisation	1.25		2.5		3.75
2	Evidence and policy idea development	2	3	5	2	12
3	Consultation	1.25		2.5	1.25	5
4	Prepare draft Plan	2	2	2	1	7
5	Formal consultation	1.25		2.5	1.25	5
6	Submission material	1.75	2.5	2.5	1	7.75
7	Parrallel tasks (e.g: meetings and review)	1.5	0.75	0.75		3
<b>Total</b>		<b>11</b>	<b>8.25</b>	<b>17.75</b>	<b>6.5</b>	<b>43.5</b>
		COST				
	Staff member	JH	LI	TL	SP	Total
1	Familiarisation	£937.50	£0.00	£1,000.00	£0.00	£1,937.50
2	Evidence and policy idea development	£1,500.00	£1,350.00	£2,000.00	£900.00	£5,750.00
3	Consultation	£937.50	£0.00	£1,000.00	£562.50	£2,500.00
4	Prepare draft Plan	£1,500.00	£900.00	£800.00	£450.00	£3,650.00
5	Formal consultation	£937.50	£0.00	£1,000.00	£562.50	£2,500.00
6	Submission material	£1,312.50	£1,125.00	£1,000.00	£450.00	£3,887.50
7	Parrallel tasks (e.g: meetings and review)	£1,125.00	£337.50	£300.00	£0.00	£1,762.50
<b>Total</b>		<b>£8,250.00</b>	<b>£3,712.50</b>	<b>£7,100.00</b>	<b>£2,925.00</b>	<b>£21,987.50</b>