



Portishead Neighbourhood Development Plan: Building the Evidence Base – Fee Estimate

Thank you for the invitation to provide a quote to support the Steering Group in the preparation of Portishead Neighbourhood Development Plan (NDP), specifically in building the evidence base.

We have already made good progress in working with the Steering Group to scope the NDP and produce a project resource plan and engagement strategy.

Our proposal starts with an overview of progress, followed by a suggested task breakdown, focusing on building the evidence base and also including related aspects of plan preparation for this stage. We also include an introduction to us, our experience and the way we work with communities to get the best possible outcome.

Progressing the Portishead Neighbourhood Plan

Following our initial review of work done to date on Plan preparation this is a proposal to support the Portishead Neighbourhood Plan through a sound and robust process of evidence gathering and related plan preparation activities.

The Stage 1 work, which included a review of the Steering Group's work to date, and the production of a project and resource plan and engagement strategy, is now complete. Stage 1 established the scope of the Neighbourhood Plan and organised the Steering Group's priorities. It is agreed that the Neighbourhood Plan's policy framework will be built around the three sustainable themes identified in Portishead Town Council's Strategy 2020-2024, to include the following themes and suggested policy topics:

A. Wellbeing

- Housing
- Community Facilities
- Local Green Space

B. Prosperity

- Economy
- Transport
- Broadband

C. Environment

- Renewable Energy
- Landscape and Views
- Biodiversity and Green Infrastructure

- Heritage
- Design and Character
- Design and Sustainable Construction

Stage 2 will include evidence gathering on these policy topics, along with policy development, writing the Plan itself and community engagement. It will also include formal consultation on the Plan, through to submission, examination and referendum.

Below is an overview of the tasks that are covered within this fee estimation.

Suggested Task Breakdown

Building the Evidence Base: Wellbeing, Prosperity and Environment

Our Stage 1 Review and Project Plan outlined our approach to building the evidence base to include harnessing the knowledge and capacity of the Steering Group and local community, and drawing on technical expertise from consultants and the Local Authority where appropriate.

Local Community Evidence Collection

As outlined in the Stage 1 workshops, we have a collection of 'toolkits' to enable the Steering Group and local community representatives, or interest groups to collect evidence that will underpin strong deliverable policies. We also recommend the use of other professionally produced toolkits where appropriate. We can also provide training and facilitation where needed. This will maximise the capacity to produce the plan within its budget and ensure policies are enriched and strengthened with local knowledge.

Professional Evidence Collection

This will be analysis and survey undertaken by ourselves, local representatives and technical specialists where appropriate. We will seek to contain this to the absolute necessary to minimise budget demands.

Writing the Plan (Evidence Base) – Drafting and Policy Development

The Steering Group already has a draft Plan structure, which emerged out of Steering Group work and discussions as part of Stage 1. We will work with the Steering Group on the development the Plan document, together with drafting the supporting and explanatory text. Place Studio will lead on the policy and supporting text drafting.

Community Engagement and Consultation

The Town Council has a strong communication and consultation resource. We will work with the Town Council to weave the engagement strategy and programme – as outlined in our Stage 1 work - into the evidence gathering stage through to writing the plan and later stages.

A requirement for submission stage is the completion and submission of a Consultation Statement outlining the informal consultation undertaken on the Neighbourhood Plan as well as the formal Regulation 14 consultation process. We advise that this Statement is

drafted and updated throughout the plan preparation process. We can provide a toolkit and template to enable the supporting officers to undertake this task and we review the draft Statement at key stages.

Project Management

Coordinating our work with work that is being undertaken by the NDP group will be an important element of this stage. Attendance at monthly meetings and ad hoc email / admin is included in this aspect of work. Much of the work can be done remotely, with email and telephone communication. This will also reduce costs.

Estimated Fee Proposal

Overleaf we set out our suggested break down of fees for work focusing on supporting the Steering Group in building the evidence base, but also on the related activities outlined above.

We shared an illustrative outline of costs for consultant support options for Stage 2 as part of our Stage 1 work. These costs can in part be met by the grant funding available from Locality for Neighbourhood Plan groups.

The Basic Grant funding available to Neighbourhood Plan groups through Locality is £10,000, with a further £8,000 available to support the allocation of housing sites in the Plan, or for groups, like Portishead Town Council, who are preparing a Neighbourhood Plan in an area with a population of more than 25,000.

Further grant applications will need to be made to support work to progress through later stages of plan preparation including writing the plan, formal consultation on the NDP, and submission through to referendum.

As per Locality grant rules, the grant funding would need to either be spent or returned to Locality by the end of March 2021.

Our fee proposal for this stage of work totals **£9,987.50***. A breakdown of our fee is set out overleaf.

Our day rate for Neighbourhood Planning work is £450. Support work will be undertaken by our professional team members undertaking a range of technical tasks that vary in complexity and therefore associated fee, but we propose to charge a single day rate to keep the invoicing simple.

Task Breakdown	Time	Fee
Building the evidence base: Wellbeing	5 days	£2,250
Building the evidence base: Prosperity	4 days	£1,800
Building the evidence base: Environment	7 days	£3,150
Writing the Plan (evidence base)	1.25 day	£562.50
Community Engagement & Consultation	2.5 days	£1,125
Project Management	2 days	£900
Expenses*	N/A	£200
Total		£9,987.50

*We understand that the Town Council already subscribes to Parish Online, which is an online mapping software need to allow the production of OS based maps for the Neighbourhood Plan. The fee for this will also need to be covered by the Town Council.

Addressing the Town Centre and Placemaking Strategy

This quote does not include for work relating to the Wyndham Way / town centre Placemaking Plan. Whilst this is a distinct project, it will have a relationship with the NDP. In developing both plans, it may become prudent to address the town centre within a policy.

Attendance at further Wyndham Way coordination meetings and the protection addition of policy can be added to the work schedule and fee at our day rate once the Steering Group has resolved how it would wish the NDP to engage with the Placemaking Plan.

***Notes:**

- *Please note, Place Studio is VAT registered, however, the majority of parishes we work with are able to recoup VAT, and we assume that is the case here. Costs in this quotation exclude VAT.*
- *Invoices will be issued monthly and should be paid within 30 days.*
- *This fee proposal is valid for six months.*

Place Studio Team

We are a small, Bristol-based company, formed just over 10 years ago to work on issues around planning, design and development, but always with a special focus on working closely with communities. Our work has covered national and strategic projects as well as work with developers, managing intense community involvement.

Our team for Portishead include chartered town planners and facilitators who have significant experience of delivering NDPs working with their steering groups.

It is very much because of our focus on working with communities that we are an award winning practice. In 2015 we won the Royal Town Planning Institute's award for "**Small Planning Practice of the Year**", and were shortlisted for the same award this year (and were runners up), as well being shortlisted in the South West and Midlands Royal Town Planning Institute regional awards, two of which were for Neighbourhood Plans.

In terms of Neighbourhood Plans, our approach is rather different. We do not 'do' Neighbourhood Plans for communities; we help, support and enable people, as much as possible, to do their own plans themselves – to deliver a plan that is genuinely locally owned and can be locally delivered.

Vaughan Thompson BA(Hons) MA (Urban Design) MRTPI

Vaughan is a Chartered Town Planner (MRTPI) and qualified urban designer with 25 years' experience, much of which has been focused in the west of England. He has particular skills in working with communities and professionals to agree planning policies and development proposals to enable towns, villages and neighbourhoods to conserve their distinctive characteristics whilst meeting aspirations and needs for growth. This includes more than a decade of experience within Bath and North East Somerset.

Katie Lea (BA PG Cert Landscape Architecture)

Since 2011, Katie's work has focused Neighbourhood Planning, working with a range of organisations on this most local level of plan making from Parish Councils, to Rural Community Councils and Local Authorities. She leads our highly valued collaborative approaches to planning and placeshaping, and has been closely involved with the many communities we have worked with.

Georgina Perry BA(Hons) MSc MRTPI

Georgina is a Chartered Town Planner (MRTPI) providing support to all aspects of Place Studio's services. She plays a lead role in policy evidence gathering and drafting, and works with communities and groups to collect, analyse and present information to help to shape and deliver successful plans and places.

Jeff Bishop (AA Diploma, FAcSS)

Jeff was one of the inventors of Village Design Statements, helped to initiate Parish and Town Plans, invented Concept Statements and played a major role as an advisor to government on the community involvement elements of the 2004 Planning Act. Jeff has written widely and undertaken national training on all aspects of neighbourhood planning.

Relevant recent projects include:

Ross-on-Wye Neighbourhood Plan

Current Stage: Referendum

Ross-on-Wye is a market town in the county of Herefordshire. We have worked with them from the very early stages and are now about to submit to Herefordshire County Council. Feedback from the Regulation 14 Consultation including from Historic England was particularly strong: 'In conclusion, the plan reads overall as a well written, well-considered and fit for purpose document. We consider that an exemplary approach is taken to the historic environment of the Parish and that the Plan constitutes a very good example of community led planning. Those responsible for the compilation of the Plan should be congratulated.'

Dursley Neighbourhood Plan

Current Stage: Made

Dursley is a small town in the district of Stroud in Gloucestershire, surrounded on two sides by the Cotswolds Area of Outstanding Natural Beauty. Over a two and half year period we worked with the Neighbourhood Plan Steering Group, and sub committees to develop the Neighbourhood Plan to which the examiner commented "There has clearly been a lot of care that has gone into the preparation of this document and it will sit well alongside the Stroud Local plan and will be a sound basis for decision making on planning applications in the town." On the 15th November 2018 the plan went to referendum and received an 85.5% 'Yes' vote with a 32% turnout. "The Steering Group and myself really enjoyed working with you...thank you for all your support" Anita Gamble, Dursley Town Council.

Melksham and Melksham Without Neighbourhood Plan Current Stage: Regulation 15 (November 2020)

In June last year we were appointed to work with the Parish of Melksham Without and Melksham Town to assist them in the production of a joint Neighbourhood Plan. The plan had been in the process of preparation for some time before Place Studio was appointed to review work done to date, and subsequently to work with the Steering Group to prepare the Plan and associated evidence base. The Group has undertaken a successful Regulation 14 consultation and submitted the Plan to Wiltshire Council in November 2020.

References are available on request.