



Andrea Pellegram Ltd.

Quote

Additional Support for Wool Neighbourhood Plan

Wool Parish Council

Fee quote ref. (191.B)

Date of Quote: 3 May 2022

Please find enclosed a quote for additional support on the preparation of supporting evidence and information for the Wool Neighbourhood Development Plan. Andrea Pellegram Ltd. is a company jointly owned by Andrea Pellegram and Lee Searles, both of whom are chartered town planners (MRTPI) with over 30 years' professional experience each.

Consultants Fees

The Consultants' fees for neighbourhood planning support are £550 per day (£74 per hour) which is fully covered by the Locality neighbourhood grant. This is a discount from the normal £100 per hour for commercial projects. Additional costs would be expenses based on travel from Cirencester charged at £0.45 per mile, with other expenses identified for agreement in advance.

Work Programme for Wool Parish Neighbourhood Plan

The themes previously identified for individual topics within the Neighbourhood Plan are set out below:

- Green infrastructure strategy and requirements for new housing development including an indication of how biodiversity net gain can be delivered on site and off site. This might include discussion of the SANG and its relationship to green infrastructure within the parish (such as walking and cycling access to the SANG, creation of wildlife corridors, natural management of flooding, etc.).
- Local Green Spaces designation to protect existing important community green assets.
- Design code for new residential development with sustainable development criteria.
- Village centre policy to protect existing Class E uses (village centre uses that were formally Class A and B1) and to allow the centre(s) to expand to meet the needs of the growing community. The policy should also address permitted development change of use from Class E to Class C3 (dwellings).
- Housing mix policy to ensure that new housing meets the needs of the Wool community (this will require a Housing Needs Assessment).



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- Sustainable transport strategy which is an improvement of walking and cycling opportunities linking all parts of the community including Bovington to the centre.
- Community infrastructure policy (protect what is there, identify if there is a shortage of existing capacity and require new development to make new provision).

Request for estimated costs of additional support

The Neighbourhood Plan Steering Group has requested an estimate of additional consultant support costs for a more direct consultant role in the delivery of the work programme. The actions previously indicated for the priorities identified are reproduced below, with additional actions that would be taken by the consultant identified in red. It is suggested that the Steering Group take on the Local Green Space topic directly as this requires local understanding of the importance and value of specific land parcels.

For each task, an estimated amount of days is set out and these are summarised and given a cost estimate. Two further whole-day site visits which would require an overnight stay prior to each has been included to support delivery of all tasks.

Some consultancy support is already covered by the main grant, including 2 days for supporting and troubleshooting plan development. Writing policies is also already covered by the main grant and is not included in the estimates here, though a further 1 day of efficiency savings is identified through having more control over the information ahead of writing the plan. (a total of 3 days has therefore been netted off the total requirement in the table).

Actions on Housing

A request for technical support from Aecom via Locality should enable a Local Housing Needs Assessment for Wool. This would enable evidence housing needs in Wool Parish to be identified to seek to influence housing type, mix and tenure in future housing developments in the Parish. This should be timed so as to enable use of the 2021 Census release, expected in mid-2022.

Follow-on actions:

- *Parish to request support from Locality*
- *Work with findings to compare to indicative allocations in current local plans*
- *Discuss with Dorset Council officers*
- *Develop policies for Neighbourhood Plan*

Estimate of consultant time required – already included

Actions on Community Assets and Social Infrastructure

The Parish Council has already written to key organisations to establish and confirm the adequacy of infrastructure and potential new requirements. The NP should investigate the potential additional requirements on the Parish arising from additional development



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assumed to be funded by 'local' CIL (for example local library provision) or which are currently not defined or recognised (for example local cemetery space).

Follow on Actions:

- *Describe how local community services are provided in the Parish (from Steering Group)*
- *Review information from survey*
- *Compare current provision against adopted standards*
- *Identify requirements arising now and from future development*
- *Indicate how these should be met – development, new sites, financial contributions, timescales, who delivers*
- *Develop policy*

Estimate of consultant time required – 1.5 days

Actions to develop a Green Infrastructure Policy

- *Map/describe current green infrastructure resources*
- *Assign principles governing the purpose of local green infrastructure, for people and for ecology.*
- *Assign roles to local green infrastructure sites*
- *Identify gaps to bridge and opportunities to strengthen Green Infrastructure (including routes to SANG)*
- *Identify how this will be done*
- *Develop Green Infrastructure policy*

Estimate of consultant time required – 2 days

Actions to develop proposals for Local Green Space (LGS)

Suggest this should be undertaken by the steering group

- *Identify open/green spaces that are of value to the local community*
- *Assess potential for LGS designation against NPPG/PPG Criteria*
- *Define boundary and ownership of land parcel on OS plan*
- *Confirm sites suitable for designation*
- *Develop management/development objectives for these sites*
- *Consult with landowners (in advance) and public (at Reg 14)*

Estimate of consultant time required – 0 days

Actions to develop a local centres evidence base and policy

- *Review boundaries of village centres in Wool and in Bovington to confirm revised boundaries as required*
- *Analyse current local hubs in the Parish (not including Dorset Innovation Park) – quantify and map this*
- *Identify local retail and commercial premises needs if any*
- *Identify other actions (parking, comms, public realm, disability access) that would support or improve local centres – in context of future development*
- *Identify potential sites (if any) that could support new development (if needed) – not suggesting that a site is allocated at this stage as this would open-up more work requirements to undertake a call for sites and would require SEA.*
- *Consider best location of 350sqm.m retail that would be provided through new strategic site*
- *Develop policy for Neighbourhood Plan*

Estimate of consultant time required – 3 days

Actions to develop a design and public realm policy

It has been decided not to seek external technical support to prepare a local design code. Instead, a design policy focused on how sites should be developed adjacent to existing developments will be explored.

- *Record predominant building styles and street design in areas close to allocation sites.*
- *Identify other prominent sites for design and public realm improvement*
- *Identify preferred approach to housing and garden layout*
- *Identify preferred palette of materials*
- *Identify preferred mix of street furniture*
- *Establish objectives for improvements to prominent sites*
- *Develop policy to require the above*

Estimate of consultant time required – 2 days

Sustainable Transport

- *Identify key destinations for a walkable/cyclable neighbourhood within Wool and other settlements if appropriate – include potential strategic sites in this exercise*
- *Identify current walking and cycling routes*
- *Assess quality of routes*
- *Identify required improvements and other enhancements, also in relation to design/public realm and green infrastructure objectives.*
- *Set out how these could be delivered – by whom and when?*



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- *Establish public transport service routes, service levels and access-locations*
- *Examine useability from disability-access viewpoint*
- *Develop priorities and delivery programme*
- *Develop policies*

Estimate of consultant time required – 3 days

Site Visits

Two further site visit days would be required to support completion of the above tasks, with an allowance for travel time, hotel and miles’ driving.

Budget Estimate Summary

A budget estimate for consultant support to deliver the workstreams is summarised below. The amounts below take into account money available and allocated from the main grant and are additional to main grant funding for the development of the Neighbourhood Plan.

| Work Item | Estimated Days | Estimated Cost (excluding VAT) | Estimated Expenses (excluding VAT) |
|--|-----------------------|---------------------------------------|---|
| Housing | 0 | £0 | |
| Community Assets and Social Infrastructure | 1.5 | £825 | |
| Green Infrastructure | 2.0 | £1,100 | |
| Local Green Space* | 0 | £0 | |
| Local Centres | 3.0 | £1,650 | |
| Design and Public Realm | 2.0 | £1,100 | |
| Sustainable Transport | 3.0 | £1,650 | |



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|---|-------------|---------------|--|
| Additional site visit days plus travel (with overnight stay prior) | 2.5 | £1,375 | £370 (2x £100 for hotel and £85 for driving miles) |
| <i>Resource already budgeted from main grant to support/troubleshoot plan development (2 days), and write policies (1 day saved)</i> | -3.0 | -£1,650 | |
| Net total | 11.0 | £6,050 | £370 |
| <i>*If it is requested that the consultant is to undertake this, then a further 2 days is estimated and a further 1 day of site visit (£1,100 +£550+ £170 expenses (+VAT)</i> | | | |

The above fees are an estimate and not a fixed fee. Potential additional costs would arise if site allocations are sought, or if significant changes in direction are undertaken by the working group following publication of Local Plan proposals, or if APL is asked to undertake specific additional assessments.

Our terms and conditions are attached.

Thank you for continuing to consider Andrea Pellegram Ltd. for this important project.

Lee Searles, MRTPI



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STANDARD TERMS AND CONDITIONS

Services

- The “Client” is the person or organisation referred to in the fee quote.
- “The fee quote” is the cost quotation and details which describe the service, addressed to the client.
- Client agreement with the proposal instructs Andrea Pellegram Ltd. to proceed to provide the outlined services.
- These terms cannot be considered varied or waived unless agreed in writing between the client and Andrea Pellegram Ltd.

Charges

- Any subsequent variation in the terms set out in the proposal leading to additional or alternative work, including for matters arising outside the control of Andrea Pellegram Ltd. will be subject to additional or alternative charges at the standard hourly rate.
- Additional work will be charged at a rate of £100 an hour.
- Expenses for travel (excluding mileage), accommodation, subsistence and other sundry costs where charged will be charged at cost.
- External costs to be incurred on behalf of the client, such as planning application, pre-application, or other fees such as room bookings, are payable in advance and Andrea Pellegram Ltd. reserves the right not to proceed until such time as payment is made in full.

Invoicing and payment

- An itemised invoice will be submitted monthly for work undertaken in the previous month where a fixed fee has not been agreed in advance.
- Payment must be made within 30 days of the date of the invoice.
- Payments should be
 - by cheque payable to Andrea Pellegram Ltd
 - or BACS payment 09-01-28 68218433

Intellectual rights

- The client will retain the intellectual rights to all materials produced specifically as part of the proposed service unless written permission is given for Andrea Pellegram Ltd. to use the material.
- Andrea Pellegram Ltd. will retain the intellectual rights to all material produced outside the proposal, for instance materials prepared by Andrea Pellegram Ltd. with the intention of wider use as training or development material.
- The client must first obtain permission to distribute or copy intellectual material retained by Andrea Pellegram Ltd.
- In the event of a potential conflict of interest between the client and other clients and contacts, Andrea Pellegram Ltd. will seek advice from the client before proceeding.

Quality

- Andrea Pellegram Ltd. will in all matters seek to ensure that work produced is of highest quality and is accurate, but it remains the client’s responsibility to satisfy him or herself that all details and statements are acceptable.
- Andrea Pellegram Ltd. accepts no liability whatsoever to any third party for any loss or damage arising from any interpretation or use of the services, views or information provided.
- Andrea Pellegram Ltd. has professional indemnity of £1,000,000 for any one claim; Public Liability of £1,000,000 any one claim and Products Liability for £1,000,000 any one claim and in the aggregate.