

Throop and Holdenhurst Village Parish Council

Neighbourhood Plan

Report to Parish Council Members

1. Background:

At the Full Council Meeting (FCM) in July 2022 Councillors resolved to form a working group to create a Parish Neighbourhood plan, to nominate a group leader, undertake training in preparing a neighbourhood plan and provide regular feedback reports to Council on progress.

Cllr N J Corcoran was voted in for the role as leader and stated that it will be an important but long-term project. (minute reference 169/22)

Prior to commencement of the Neighbourhood Plan it has been agreed that all Councillors undertake suitable training to enable a better understanding of the requirements and process of creating a suitable and effective Neighbourhood Plan. The clerk arranged the training with the support of DATPC.

Two training sessions with DATPC were agreed by the council, to understand what was required to efficiently submit a Neighbourhood Plan for the Parish (minute reference 169/22).

The clerk arranged the first session, and for those councillors who were unable to attend, the ability to review the recorded training session afterwards was also arranged. A further session was scheduled, however this has been postponed until further notice.

The initial training session was incredibly valuable, as it helped identify, due to the complexities of producing such a plan, that further consultation would be required before the councillors would be able to get the full value out of the second training session.

Further consideration was needed to be made around the time commitment involved for the councillors and clerk. Further to the initial DATPC training and a subsequent informal meeting, it was agreed that we would postpone the next DATPC training session until we have had time to digest and consider the areas of the Neighbourhood Plan that we need to focus on with our limited budget and time councillors can commit to it.

At the FCM in January 2023 a resolution was agreed ((225/22), to:-

* Obtain three quotes for the engagement of a competent Neighbourhood Plan Consultant for agreement at the next Full Council Meeting.

* Consider the process for creating a Neighbourhood Plan in readiness for submitting an application after engaging a suitable consultant.

The Clerk found that the funding would come from 'Locality' who would offer support of up to £10,000 at time of writing.

At the time of the FCM in March 2023 the three quotes required hadn't been received by the clerk.

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It was noted, in the FCM in March 2023 (240/22), that the Clerk is endeavouring to obtain three quotes as instructed at the last council meeting. The Clerk will submit the results of his enquiries at the next Council meeting in May and seek a suitable resolution which will allow the Council to make further progress on the development of a Neighbourhood Plan if it wishes to do so at that stage.

The Clerk has since received 4 Quotes/proposals ,in time for the Annual Council Meeting, (ACM) from Feria Urbanism, DAC, People and Places Insights and Andrea Pellegram Ltd.

The Clerk studied the proposals, which were in different formats, to help the Councillors decide on which quote to accept (See Appendix 1) and made the following observations-

Feria Urbanism is local but has only quoted for initial setting up and workshops- if we want to continue, we would need to 'discuss a further commission at the time'.

DAC is based in Colchester and the most expensive- though they say their bill depends on the hours they actually do so the price may be lower.(But this could be higher to ?)

People and Places Insights based near Luton, good proposal and timeline and a strong contender. Their quote is nearly £2000 over the £10,000 so there would be a cost to the council, currently unbudgeted for.

Andrea Pellegram Ltd. Based in Cirencester,(Andrea was the person who conducted the training for THVC). Andrea's husband , Lee Searle, would be our consultant and we would be engaging a company recognised by DATPC as they engage Andrea Pellegram Ltd to conduct their Neighbourhood Plan training. The timeline is comprehensive, they offer a full support package at a discounted price to bring the proposal to under the £10,000 funding we would get from Locality for doing the neighbourhood plan, so we wouldn't have excessive unbudgeted costs.

2. Proposal:

The Clerks **recommendation** for best value to our residents is **Lee Searle, Andrea Pellegram Ltd** due to the full support offered, the cost of support will have less impact on budget and the experience the company has will offer the best value to our residents.

3. Actions required:

Councillors to decide that embarking on the process of creating a Neighbourhood Plan is worthwhile and beneficial to the Parish.

Councillors to appoint a consultant that is competent and able to guide the Council through the process of creating and ultimate submission of the Neighbourhood Plan

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4. Recommendations:

Councillors to consider the actions/approach outlined above, and :-

4.1 Agree to create a Neighbourhood Plan for Throop and Holdenhurst Parish with the support of the chosen consultant.

Councillors to consider the actions/approach outlined above, and resolve to delegate authority to the Clerk to:-

4.2 Accept the Clerks recommendation and engage Andrea Pellegram Ltd, the consultant that gives best value to the residents of Throop and Holdenhurst.

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Appendix 1	People and places insight	Feria - Urbanism	Andrea Pellegram Ltd	DAC Planning
Total Cost (Not including VAT, Travel, Expenses)	£11900	£5500 + Reasonable expenses (Further Commission required if want to go ahead after initial stages)	£9900	£16,825
Hours Planned	Unspecified	Unspecified	18	Unspecified
Days Planned	Unspecified	10	Unspecified	32
Based at	Stewkley (Nr Luton)	Bournemouth	Cirencester	Colchester
Neighbourhood plan Experience	8 years	Founded 2007	'Extensive'	8 years
Comprehensive timeline and support	✓	X	✓	✓
Support Statement taken from proposals	Our approach when supporting communities in the delivery of their Neighbourhood Plans is one of collaboration and empowerment to guide you through the process as well as offering a high element of hands-on support.	Should you wish to retain the services of Feria Urbanism to take you through the formal neighbourhood plan consultation, review, examination and referendum processes that follow, we would discuss a further commission at this time	Andrea Pellegram Ltd. will offer a full support package to assist the Clerk and Steering Group to successfully negotiate all the required steps and processes necessary to reach the Referendum stage	The following tasks (<i>listed on proposal document</i>) will support the Village Council to produce a Neighbourhood Plan. Subject to your needs, aims for the Plan, and budget, you may not require us to provide all the proposed tasks. We would therefore be pleased to discuss with you which tasks you may require us to undertake.