

Bentley Parish Council Neighbourhood Plan Review Support Revised Fee Proposal

Places4People Planning Consultancy submitted costings to review the Bentley Neighbourhood Plan to the Parish Council in September 2025. The costings provided support for some key stages of preparing the Review.

Since that time, it has become clear that additional work is likely to be required due to Babergh District Council's abandonment of the preparation of Part 2 of the Joint Local Plan and commencement of work on a new Local Plan. We are therefore pleased to be asked to submit a revised fee proposal to cover additional work required to support the preparation of a robust Revised Neighbourhood Plan for Bentley Parish. Elements that are new or revised are highlighted in the schedule of work below.

Element 1: Site Assessment – *revised costings to exclude consultation which is now in Element 2*

It is to be anticipated that the new Joint Local Plan will set a housing requirement for the Neighbourhood Plan Area. It is unlikely that there will be any indication of neighbourhood plan housing requirements until January 2027, when the District Council consults on the proposed Local Plan content and evidence.

Separately, we have provided a fee proposal for the 3 Valleys Alliance of parish councils to calculate an interim housing requirement for the parishes in the Alliance including Bentley. Assuming acceptance of this, approach, we propose carrying out a detailed site assessment of each of the sites proposed for housing development in the parish submitted to Babergh DC through their "call for sites" exercises in 2024 and 2025. The assessment will take into account the information in the Babergh Mid Suffolk "Strategic Housing Land Availability Assessment" report initially published in September 2025 but will use a more site and location specific framework to consider suitability and site capacity. We are aware that a large site has been put forward in Capel St Mary parish that borders Bentley. We will not assess that site as the neighbourhood plan cannot address matters outside the parish.

Output: We will produce a Site Assessment Report which will act as an evidence document in support of the new Neighbourhood Plan.

Sites assessment, including site visit, research and report preparation	£910.00
2 meetings with Parish Council / Working Group	£150.00
	£1,060.00

Element 2: Community Engagement – *revised element*

We recommend carrying out a consultation to identify the preferred site or sites to be included in the new Plan based on the outcomes of the Site Assessment exercise and having regard to the indicative housing requirements.

We will prepare a consultation leaflet to explain the indicative housing requirement and illustrate the site options and the "pros and cons" of each site arising from the Site Assessment report.

We will prepare display boards for a community drop-in event where residents can find out more about the process and view the site assessment.

We will host an online survey for feedback on the consultation and site preferences.

Output: We will produce an outcomes report to inform the Parish Council's decision on which site or sites to allocate in the new Neighbourhood Plan.

Consult community on site options	prepare material	£680.00
Printing	leaflet and 15 x A1 display boards	£330.00
		£1,010.00

Element 3: Site Masterplanning – revised costings

Additionally, as a further option, we can offer the services of an associate urban designer that could prepare a site masterplan for the allocated site to identify how it should be developed. The agreed site masterplans would be included in the draft Neighbourhood Plan and referenced in the allocation policy.

Optional Site masterplanning

c £455.00*

* subject to confirmation of complexity and input required by our urban designer

Element 4: New Neighbourhood Plan – revised element to reflect increased printing costs

We will:

- Write the draft new Plan after agreeing the themes and content with the Working Group / Parish Council. A draft Plan will be produced to an agreed timetable for review. Amendments will be made ahead of the Plan being considered by the Parish Council, where approval to carry out consultation will be sought.
- Manage the consultation stage to ensure that it meets the neighbourhood planning regulations.
- Review the comments received and recommend changes to the Plan to be agreed by the Parish Council.
- Submit the Plan and all necessary supporting documents to the District Council on behalf of the Parish Council.
- Act on behalf of the Parish Council in response to any questions arising from the independent examiner.
- Prepare the Referendum version of the Plan.

1 Write Plan	Includes 2 meetings of Working Group	£1,900.00
2 Public Consultation	Publish plan, 4-page leaflet, display boards, admin	£1,950.00
3 Printing	Leaflet and 18 x A1 display boards (max)	£360.00
4 Comments review and submission preparation	Review comments, Required submission documents preparation	£1,800.00
5 Examination support		£200.00
		£6,210.00

Printing costs have increased since September 2025 quote

Element 5: Strategic Environmental Assessment – Habitats Regulations Assessment – new work

The allocation of a site for housing is likely to trigger the requirements to carry out a full Strategic Environmental Assessment and, given the proximity of the Stour and Orwell Estuaries RAMSAR site and nearby Sites of Special Scientific Interest, possibly a Habitats Regulations Assessment.

While the District Council is expected to “screen” the Plan to determine the requirements for SEA/HRA, it will be the responsibility of the Parish Council to carry out the full assessments. Our Hampshire based associate will carry out this work as a means of assuring separate scrutiny. The draft Plan will be screened ahead of the public consultation stage, and the full Assessments will also be carried out ahead of the neighbourhood plan public consultation stage. They can then be subject to consultation at the same time as the draft Plan.

Strategic Environmental Assessment	£7,500
Habitats Regulations Assessment	£6,400

TOTALS

2026/27 Financial Year	£4,425.00
2027/28 Financial Year	£4,310.00
2027/28 SEA/HRA	£13,900.00

Payment schedule:

Site Assessment

100% on completion and submission of report	£1,060.00
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Community engagement

100% on completion	£1080.00
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Site Masterplanning

100% on completion	£455.00
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New Neighbourhood Plan

<u>Plan Writing (1)</u>	
50% on commencement	£950.00
50% on approval to consult by Parish Council	£950.00
<u>Consultation commencement (2&3)</u>	£2,310.00
<u>Comments Review and Submission (4)</u>	
50% on commencement	£900.00
50% on submission to Babergh	£900.00
<u>Examination completion (5)</u>	£200.00
Strategic Environmental Assessment	
50% on commencement	£3,750.00
50% on completion	£3,750.00
Habitats Regulations Assessment	
50% on commencement	£3,200.00
50% on completion	£3,200.00

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