

Stephanie Bennett  
The Ivers Parish Council

Date 12 August 2021  
Our Ref 4020\_004

Dear Steph,

## **The Ivers Neighbourhood Plan: Scope of Works and Fee Proposal**

I set out below our revised scope of works and fee, based on the requirements to take your Neighbourhood Plan through to its Submission. This scope is based on our standard service offer to neighbourhood planning support tailored to fit your revised project needs.

### Proposed Scope of Works

The Neighbourhood Plan has now completed the Pre-Submission consultation as per the Regulations. You have logged all the representations made during the consultation period. An initial review has shown that it will be necessary to prepare for and attend a meeting with Buckinghamshire Council (Bucks Council), and preparation and attendance at two further meetings with local landowners to discuss some of the crucial policies in your plan. We will make recommendations to you based on the outcome of those meetings for if and how the final version of the Plan should be modified to reflect discussions. We have therefore made provision in our scope anticipating these tasks.

We will also undertake an analysis of other representations you send us from the statutory consultees, landowners and developers and you will analyse the representations made by local people and organisations. We will make recommendations to you based on our analysis for if and how the final version of the Plan should be modified to reflect comments made. We normally attend the Group meeting to consider these recommendations.

We will both prepare the final version of the Plan, making modifications agreed by the Committee. Once finalised, we will prepare the Basic Conditions Statement and you will prepare the Consultation Statement. All of the documents will be approved by the Committee and then recommended to the Parish Council to approve for submission to Bucks Council for it to arrange the examination and referendum. A screening opinion has already confirmed that your plan will not require a Strategic Environmental Assessment (SEA).

## Examination

We are very often retained by clients to assist them with the examination process. It normally entails analysing responses made during the (Regulation 16) pre-examination publicity period and advising clients on addressing any queries raised by the examiner. For all this work, we can propose a separate quotation.

## Fee Proposal

The scope of works assumed above requires a remainder of **10.25 person days**. We have agreed a day rate of £550 + VAT with you, and therefore the total remainder fee of **£5,637.50 + VAT**. In addition, there is a meeting charge of £50 + VAT though we encourage clients to enable us to join meetings remotely rather than in person (for which we make no charge).

You have confirmed that you anticipate that the meetings will be held in September 2021, and we therefore anticipate that we will spend all of the 10.25 days before the end of March 2022.

Kind regards,



Leani Haim

Principal Planner for **oneill homer**