



Andrea Pellegram Ltd.

Salford Priors Parish Council

Fee quote ref. (544.A)

Date of Quote: 27 March 2026

Commercial in Confidence

Dear Donna,

Salford Seven NDP Review

Thank you for the opportunity to provide a fee proposal for planning support to Salford Priors Parish Council in connection with the review of the Salford Seven Neighbourhood Development Plan, 2015-2031 (NDP). I understand that the Parish Council wishes to ensure its NDP remains relevant and aligned with strategic policies in the NPPF and the Stratford on Avon Local Plan. At the outset, we address the options available for NDP Review.

NDP Review Options and Recommendations

Option A Minor (non-material modifications) is not feasible. The level of change associated with this type of review is typos and corrections only. The NDP Review would require more change than this process would allow.

Option B would be a tidy-up approach associated with seeking to avoid any substantive changes to the Vision, Objectives or Policies (you can delete a site allocation policy) other than to ensure conformity with the NPPF, Local Plan and other national policy changes. New evidence could be introduced to support existing policies, but there would be no new policy requirements or brand-new policies. Since the Made Plan period is nearing its end in 2031, this approach would only result in a temporary fix and so is not recommended.

Option C is the recommended option. Essentially this would involve carrying forward policies and evidence where appropriate but refreshing the objectives and adding new policies and material as required. It could be thought of as a new plan for a lengthy forward period. It would involve a full process including a referendum.

Local Context and requirements

The NDP Review will be focused on the need to ensure that new/updated policies are effective in the current national and local planning policy environment and a pro-development context which may result in planned and unplanned proposals for housing development around the parish.



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If not allocating sites, we recommend a targeted and swift approach to ask the community about its priorities and concerns and then further informal consultation on the emerging NDP framework to demonstrate how this is being actioned. Regular parish communications alongside through the process should demonstrate engagement in the development of the NDP Review.

The NDP should be policy-led in that it should demonstrate the constraints, infrastructure matters and local community priorities that should be considered in the formulation of the local plan and in the determination of planning applications.

An approach to provide evidence to support local policy priorities and concerns, is in line with the draft NPPF (December 2025) which emphasises the requirement for locally detailed and specific NDP policies underpinned by evidence to justify them.

The result of the above approach will be a concentrated process to prepare a draft plan for consultation, of around 8 months, which is quick for this type of exercise (it can be extended if this is considered too quick).

Once Regulation 14 Consultation begins, there will be around 11 months of process steps to go through which are unavoidable and cannot be shortened. The minimum time period set out is therefore 19 months. I have provided a timeline to show the steps, indicate what is involved and outline delay-risks. As a side note, a plan created inside 2 years would be considered very quick.

On the suggested timetable, the key risks of delay in the preparation of the plan prior to Regulation 14 will arise from local resource issues to carry out agreed tasks to timetable i.e. it's in our hands. Once the draft is prepared, the risks of delay switch to SADC, who will need to respond to submissions, carry out their own activities and so on. We can mitigate risks prior to the preparation of the NDP by setting clear timescale and then acting quickly if these are missed, to avoid drift. In relation to post-Regulation 14 processes, a good on-going dialogue with SADC officers may mitigate risks of delay by signposting forthcoming submissions and milestones as much as possible.

New Site Allocations?

It is noted that the adopted development plan did not allocate sites for development in the parish. There are significant site promotions in the parish into the emerging South Warwickshire Local Plan through call for sites. Most of these were not assessed as undeliverable. The preferred options consultation did not identify the parish as a location for significant development. Even so, SADC can demonstrate only a 2.74 years housing land supply, which provides scope for speculative proposals to come forward.

The Made NDP included site allocations for housing development. Two of these sites were consented for development. One appears not to have progressed. The NDP Review will need to address the remaining undelivered site (carry it forward or delete it if not progressing) and has the option to propose further site allocations. The scope to do this (to fully meet the local housing requirement and so derive NPPF protections) will depend on what the new Local Housing Requirement is in numbers and how clear it is.



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It is important to establish likely housing requirements in the new NDP period. A request should be made to SADC for a 'Local Housing Requirement' (LHR) for Salford Priors Parish. This may be an indicative requirement in the context of the emerging local plan with a significantly higher housing need identified for the District.

Site allocations process will lengthen the plan preparation period by 6-8 months. There may be scope to rely on existing call for site information with agreement from SADC and provided the criteria are standard (the same as SADC's).

If Site Allocations are proceeded with either now or later as things clarify, then the following additional work to that identified would be required, requiring in the range of 5 days support for the sites and 3-5 days for the SEA/Environment Report:

- Prepare call for sites document to set out site allocation requirements
- Run a call for sites exercise – SPPC would publicise on its website
- Assess sites coming forward through the Call for Sites against the criteria set (depends on how many sites there are to assess)
- Choose your sites (PC Decision with support from consultant)
- Write Site allocation policies, consult informally with landowner and obtain their commitment to make sites available on the terms set.
- Consult informally with the public (Optional but recommended) – SPPC would lead
- Prepare Site Allocations supporting document using the above and adding further material and policy justification
- Liaise with SADC
- Strategic Environmental Assessment Scoping and Environmental Report (Scoping Report, Environmental Report (SEA) - depends on scope set and might require technical consultant inputs in addition.

Our Services

Our support to NDP working groups and parish councils is tailored to the needs of each parish, as there are different ways of working. Some features are set out below:

Survey Tools/Methods/Techniques – If you have local volunteers working on the NDP Review, we can provide resources to assist them to collect good quality information that will be useful to support the plan. This can cover the full range of topics that are addressed in NDPs.

Engagement methods and resources – Many parishes are fully able to progress local engagement on their own. We can provide support with materials and surveys, and event facilitation to meet local needs, as required. (We have not included time for this at present).

Strategy advice and guidance – We will support the Parish Council and NDP working group with strategic decision making on NDP Strategy and policies. We will interface with SADC as required to explore issues and resolve them.



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Work directly with the Steering Group – We are used to working directly with working groups and can manage work arising and maintain good working relationships with all involved.

Assist in negotiations – We can help with negotiations on sensitive matters.

Support with evidence – Often, further work is required to augment local efforts to gather evidence and we can do this through online research or onsite surveys as required.

Site Allocations Support – We can co-ordinate and provide material on Site Criteria, Call for Sites, Site Assessment Reports and Site Selection.

Strategic Environment Assessment – We can prepare SEA Screening Assessments and Environmental Reports.

Regulation 14 Plan Writing – We will take the lead on writing the updated plan as a single author works best for coherence. We would draft all policies so that they are worded appropriately and effectively. We work with the working group to discuss and finalise documents.

Regulation 14 Consultation support – Parish Councils take the lead on this. We can support with materials and surveys as required. We have not included time for this at present.

Regulation 15 submission work – We will take the lead to produce all required documents for Regulation 15 submission. We will organise and review all consultation responses, document consultation undertaken, and respond to comments. We will highlight issues for discussion with the NDP working group and resolve them. We prepare an amended plan for submission and produce a Basic Conditions Statement other required documents.

Examination assistance and changes – We would provide responses as required to Examiner questions and would review the draft examination report. We would take the lead in amending the plan as instructed by the Examiner, working with SADC and Salford Priors PC.

Meetings – We are happy to attend meetings in person as required, or online, day or evening.

Indicative Support Costs

Owing to the nature of the process and changes that can occur locally, with the local plan or nationally, we cannot provide fixed fee quotes for this work. Instead, we provide indicative estimates for our work and an hourly rate.

I have provided an indicative time budget based on experience. We would work in accordance with your instructions. We would not exceed the budget without obtaining clearance and you would be free to stop work at any point.

Our normal commercial rate is £120+VAT per hour which we discount to £85+VAT per hour (£637.50+VAT per day) for Neighbourhood Plan support (will apply for programme duration). Our working day is based on 7.5 hours. Travel would be charged at £0.45 per mile. Our terms and conditions are attached.



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On this basis, we have allowed for 21 days of support (£13,387.50+VAT) for a plan without site allocations.

In the table, we have identified a potential for further support only needed if SADC will not provide the screening assessment for SEA (this sometimes happens).

We have set out support requirements for Site Allocations should it be decided to include them.

We have also set out time/costs for consultation survey design and consultation material drafting support as an optional extra if required and would be happy to discuss this if required.

An indicative distribution of support is set out below. If you want to stop support at a certain point, then this can be accommodated. If appointed, we would provide a monthly budget/programme sheet so that we can monitor use of resources against task headings and address any requirements arising from that.

External Costs

The parish council is responsible for all work and costs to develop the plan up to submission of the plan at Regulation 15. After that Stratford on Avon District Council (SADC) will take the lead, organising and paying for subsequent stages including Regulation 16 Consultation, Examination and Referendum. The Parish Council funds any support it needs during that part of the process. SADC should not charge the Parish Council for any work it does on the plan at any stage.

NDP TASKS	CONSULTANCY DAYS (INDICATIVE ESTIMATE)
<p>Work prior to Regulation 14 Draft</p> <ul style="list-style-type: none"> • Review NDP policies • Co-ordination, Advice and information provision to volunteers/ steering group on plan development • Prepare 3-4 page framework of NDP for informal consultation • Evidence and Drafting of Reg 14 Plan • Based on topics for inclusion in the plan, to come out of engagement and review of plan • Modification Statement • Liaison with SADC 	15 days (£9,562.50+VAT)
<p>SEA/HRA Screening Opinion</p>	<p><i>Not included. Hope SADC will do this. (if not, +2.5 days needed for SEA – SADC <u>must</u> do HRA).</i></p>
<p>Community Engagement Plan (optional extra) <i>Prepare plan</i> <i>Draft Leaflets, flyers and info sheets (as required)</i> <i>Community Survey design and publish online (as required)</i> <i>Vision Event (facilitation, presentation and write up) to agree Vision and Objectives for the plan</i> <i>Consultation Report (on engagement)</i> <i>Does not include printing/distribution which we would not provide</i></p>	5 days (£3187)
<p>Regulation 14 Consultation</p> <ul style="list-style-type: none"> • No support required, but can provide surveys, summaries and leaflet text as extra support if wanted. <p>Optional extra <i>Provide draft words for consultation leaflet and design display boards as required.</i> <i>Design Regulation 14 Consultation Survey and publish online as required.</i> <i>Does not include printing/distribution which we would not provide.</i></p>	<p>0</p> <p>2.5 days (£1,594)</p>
<p>Regulation 15</p> <ul style="list-style-type: none"> • Consideration of consultation responses and amendments. • Preparation of Consultation Statement • Preparation of Basic Conditions Statement • Amended draft NDP for Regulation 15 • Updated Modification Statement • Submission under Regulation 15 	<p>4 days (£2,550+VAT) (depends on complexity of responses rather than the volume)</p>
<p>Regulation 16 Consultation</p> <ul style="list-style-type: none"> • No work anticipated 	0



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<p>Regulation 17 Examination</p> <ul style="list-style-type: none"> • Assistance with selection of Examiner • Assistance with Examiner’s questions • Review Draft Examination Report (Reg 17) • Make Changes to NDP in accordance with Examiner’s findings and in agreement with Salford Priors PC and SADC 	<p>2 days (£1,275+VAT)</p>
<p>Site Allocations Support (if allocating sites)</p> <ul style="list-style-type: none"> • Site Criteria • Call for sites • Site Assessment and Selection • Allocation policies • Co-ordination and liaison with SADC and landowners • SEA Scoping and Environmental Report 	<p>Around 10 days (5 for sites and 5 for Environmental Report) £6,375 +VAT</p>
<p style="text-align: right;">Indicative Estimate Total</p> <p style="text-align: right;"><i>SEA Screening Assessment only if required</i></p> <p style="text-align: right;"><i>Site Allocations support if required</i></p> <p style="text-align: right;"><i>Consultation/Engagement optional items</i></p>	<p>21 days (£13,387.50+VAT)</p> <p><i>2.5 days (£1,594+VAT)</i></p> <p><i>10 days (£6,375+VAT)</i></p> <p><i>7.5 days (£4,781+VAT)</i></p>

Way forward

Thank you for considering Andrea Pellegram Ltd. for this important project. I am happy to clarify any points or answer any questions you may have. Our terms and conditions are attached.

Yours sincerely

Lee Searles, MRTPI



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 £85 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 £2,000,000 for any one claim; Public Liability of £2,000,000 any one claim and Products Liability for £2,000,000 any one claim and in the aggregate.