

25th July 2024

Emma,

See attached as promised.

As discussed, we have to make an additional charge of £87/day as the grant capped day rate is too low for us to meet our costs. That means the PC having to pay £2,610 in this financial year (and perhaps another £5,000 in 2025/26 to complete the project).

The PC may wish to see our projects at [Blacon in Chester](#) and at [Woughton in Milton Keynes](#). Both communities have similarities to BBL in terms of their scale, housing stock and community issues. The focus at Blacon is on securing land for a new community hub facility and protecting important open spaces and local shops. Woughton are looking at how redeveloping some poor quality buildings and abused open spaces may deliver new affordable homes.

The BBL plan could decide to cover something similar and/or very different policy ideas, it's up to the community and PC. It will have to be aware of OCC's new Local Plan and commitments made by SODC to the south, but they ought not to be too constraining.

Your next steps are to:

1. Apply to OCC to designate the neighbourhood area ([per the Littlemore example](#))
2. [Apply to Locality](#) for the grant using my proposal (let me know if you need any help filling it in)
3. Set up monthly steering group meeting dates from September to March – the September meeting will be the scoping session referred to as item 1 in my proposal)

We will prepare a slide pack for the session which will act as the agenda.

Kind regards,

Neil Homer

Emma Kearney
Parish Clerk
Blackbird Leys Parish Council

BY EMAIL

Date 24 July 2024
Our Ref 4023_019

Dear Emma,

BLACKBIRD LEYS NEIGHBOURHOOD PLAN: PROPOSAL

Thank you for inviting us to submit a proposal to the Parish Council to support its new neighbourhood plan project. It is my pleasure to set out for you a proposed scope of work and fee to accompany your grant application.

As we have worked with you previously, and we have discussed the context for this project last year I will focus on setting out the scope and fee below. I understand you have applied to the City Council for the designation of the neighbourhood area; given that area coincides with your Parish Council boundary, there will be an automatic approval of the designation, which should enable Locality to process your grant application.

Scope of Work

I propose that we:

Project Set Up & Scoping

1. Prepare for and facilitate a session with the Steering Group and invited others to review local strategic policy and current/emerging development proposals, both within the area and on its doorstep, and to identify potential consequences for how the area will function as development schemes are implemented
2. Produce a note of recommendations for the initial scope of the neighbourhood plan, including an action plan for exploring policy ideas and how the Steering Group should go about collecting the necessary evidence to develop those ideas and for structuring the important community engagement and other stakeholder liaison work

Follow Up Actions

3. Work with you to agree a community engagement strategy based on the agreed initial scope

4. Produce detailed briefs for the different workstreams in the action plan to enable either the Steering Group or themed task teams (say, Environment, Sites and Infrastructure) it sets up for this purpose to complete their actions successfully
5. Work with your group/teams in explaining the tasks and to assist them in carrying out the actions, including site assessments and mapping

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6. Assist you in liaising with the City Council and other stakeholders, e.g. Oxon County Council, housing associations, landowners, schools, health facilities, community organisations etc
7. Liaise with the City Council on screening for strategic environmental assessment (SEA) and habitats regulations assessment (HRA) and overseeing the separate technical support secured to carry out those assessments if required (via the Locality programme)

Pre-Submission Plan

8. Help the Steering Group develop draft policy ideas for further engagement work
9. Produce content for that engagement work using our ArcGIS platform
10. Convert those ideas into proper planning policies together with essential supporting justification
11. Use our online neighbourhood plan document template to publish the draft plan and GIS-based policies map
12. Health check all the draft documentation for the Parish Council to approve to publish for the statutory consultation period.

I estimate the above tasks will require 30 days, including our attendance at most monthly Steering Group meetings. Assuming you can secure the grant by the end of August so items 1 and 2 can be completed in early September, we should be able to reach item 12 by the end of March 2025.

The submission stage will be completed in 2025/26 and may have to be funded by the Parish Council itself. It does not therefore form part of this scope but we can agree a new scope in due course.

Fee Proposal

At a grant day rate of £578 we will therefore require a total fee of £17,340 + VAT for this scope of work. We will also make a meeting charge of £20 + VAT

to cover travel for in-person (not online) meetings and visits. There should be no other expenses.

You will need to apply for the grant in two tranches: the first now for items 1 – 7 for £9,826 (17 days) plus expenses up to the grant limit of £10,000; the second towards the end of the year for items 8 – 12 for £7,514 (the remaining 13 days).

I hope this proposal meets with your approval – please let me know if you have any queries.

I look forward to hearing from you.

Best regards,

Managing Director