

Uppingham Town Council
Town Hall,
High Street East,
Uppingham,
Rutland
LE15 9PY

FAO Peter Leppard - Town Clerk (townclerk@uppinghamtowncouncil.co.uk)

1st October 2020

Dear Peter

Fee proposal: support for Uppingham Town Council on the Review of the Neighbourhood Plan

Uppingham Town Council (UTC), working through a Neighbourhood Plan Advisory Group (NPAG) is committed to reviewing the Uppingham Neighbourhood Plan (UNP). The review is timely because Rutland County Council (RCC) is currently at the Pre-Submission Consultation stage for a new Rutland Local Plan (RLP) which will look forward to 2036. This will enable the UNP to run in parallel with the new RLP, with a greater degree of certainty in achieving the requisite conformity between the two plans. In that document, the allocation of new housing sites in Uppingham is specified to be achieved through the UNP, provided that it is completed within three years.

Building on work completed in 2018 (undertaken by Clive Keble Consulting for Opun), this quotation focuses on the work which will be necessary to make substantive progress on the UNP up to March 31st 2021, based on the anticipated submission and approval of a first tranche of the Neighbourhood Plan Grant. Indicative scoping and fees for possible future work to support later stages of the UNP that might be undertaken by Design: Midlands (Opun's new trading name).

Proposed Support (with time and fees – 6 days £3,300)

Based on a telephone conversation with Peter Leppard of UTC and experience of similar support on other NPs, it is proposed that the following tasks should be undertaken.

- 1** Review the existing UNP and consider the policies in the emerging Local Plan to recommend which policies need to be replaced/added through the review of the UNP. Also audit the extent to which the existing UNP policies have influenced planning decision by RCC. **(1.5 days)**
- 2** Consider the evidence base for the UNP review, e.g. existing housing stock, the mix in recent developments, population data, employment data, the state of retailing/town centre and the extent to which new development has met design expectations. **(2.5 days)**

3 Suggest a list of policies for inclusion in the revised UNP, with advice on scope/wording, cross referenced to the UNP Vision and Objectives and the fit with Local Plan policies. **(1.5 days)**

4 Advice on external consultees (who and when) to be engaged in the UNP review. **(0.5 days)**

Possible Future Work (12 - 14 days)

Depending upon progress over the next 6 months, Design: Midlands could support the following stages of the UNP review.

- (a) Housing; Call for Sites, Sites Assessment/Selection, including consultation with landowners, outside agencies and local residents. (4 days)
- (b) Design support for selected housing sites (2 days) drafting of diagrams (2 days)
- (c) Health check of UNP Policies (1 day)
- (d) Strategic Environmental Assessment (SEA) screening report (2 days)
- (e) Submission documents, including the Consultation Statement and Basic Conditions Statement (2 days).
- (f) Post examination support/advice (1 day).

Terms - Design Midlands will quote a daily rate of £550.00. Clive Keble Consulting would not expect to be involved in elements (b) or (d) of the possible future work, Design :Midlands would bring in a suitably qualified Architect/Urban Designer to deliver that work alongside Clive Keble.

Payment

Uppingham Town Council will issue a Purchase Order marked for the attention of Julie Tanner and Angus Walker (Angus@designmidlands.org) to ensure commencement of work.

Building for a Healthy Life – Peter we discussed this housing framework document – please review online and if any queries do come back to me. <https://www.designmidlands.org/wp-content/uploads/2020/07/Building-for-a-Healthy-Life-July-2020.pdf>

Please contact me with any queries.

Yours sincerely

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