

1st June 2021

Dear Carol,

**Cholmondeley and Chorley Neighbourhood Development Plan – fee proposal for providing Neighbourhood Plan Support July 2021- March 2022**

Thank you for asking us to provide a quote for support on the Neighbourhood Plan, based on the attached draft project plan.

I propose a fee of £3420 for CCA Officer time, based on a fee rate of £342 day (we don't charge VAT). This includes a discount of 10% as Cholmondeley and Chorley are members of CCA. The fee is based on the following items:

**Support with the Neighbourhood Plan in relation to the attached Project Plan – including support with preparing the NP for Regulation 14, post Reg14 work, preparation of Consultation Statement and Basic Conditions Statement ready for submission.**

**10 days @ £342/day) £ 3420.00**

**TOTAL 3420**

If you have any questions, please do not hesitate to get in touch.

Yours sincerely

*Lucy Hughes*

**Lucy Hughes  
Community Led Planning Officer**



Registered Charity: 1074676 | Company No: 3555199 |  
Reg. in England and Wales  
Registered office: Queens House Annexe, Queens Road,  
Chester, CH1 3BQ  
Registered name: Cheshire Community Council

Task	Possible Timescale	Group	CCA
Write a short section on the background to the Plan and the demographics of Cholmondeley and Chorley	July 2021	1 day	1 day
Draft the planning policies and justification	July-September	4 days (with CCA help)	3 days
Ask Cheshire East to determine if the plan needs a formal Strategic Environmental Assessment – Cheshire East will prepare a screening proposal and consult for six weeks with Natural England, English Heritage and the Environment Agency	September	1 hour	
Consider how the plan is to be promoted	September	1 hour	
Hold a publicity event where people can view the Plan and make comments – Covid 19 regs permitting – have the plan in public places if possible	October	0.5 days	
Print the Plan and do the ‘pre-submission’ six week consultation (reg 14) - the plan must be submitted to Cheshire East. Cheshire East will give you a list of people who must be consulted as well as the local community.	October-November	0.5 days	
Consider the representations following on from the consultation. Prepare a short report highlighting what comments were made, what changes are going to be made as a result and why	December		2 day
Amend the Plan following responses – check that the Plan is still in general conformity with National guidance and the Local plan	December	1 day	
Prepare a Basic Conditions Statement, highlighting how the Plan meets the Basic Conditions	December		2 days
Finalise your consultation statement	December		2 days
Submit the Plan to Cheshire East – this must include a map, consultation statement, Basic Conditions Statement, conformation that it meets legal obligations and a short environmental statement	January 2022	0.5 days	
Cheshire East review the Plan, and if it meets the regulations they then publicise it for a further six week consultation	January-February 2022		
Cheshire East submit the Plan for independent examination	March		
The Plan may need to be modified after the examination, and details publicised	May	1 day	
The Council organises the referendum	June		
Referendum	July		
The Plan is Made by Cheshire East (if the referendum gives a yes vote)	July		
Decide how to implement/ monitor the Plan	July - ongoing		