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Nether Wallop Parish Council  
c/o Karen Addison  
Dane Cottage, Five Bells Lane  
Nether Wallop, SO20 8EN

/ our ref: 209\_L\_191018\_KA  
/ 18.10.19  
/ sent by email to < karen@interfacetm.co.uk >

Dear Karen,

## Nether Wallop Neighbourhood Plan

Further to our meeting on Tuesday 15<sup>th</sup> October, and a subsequent exchange of emails, we are pleased to provide a fee quote for work to support you on the preparation of the Nether Wallop Neighbourhood Plan. Our work proposal is based upon the first part of the process chart that we shared with you earlier this week. This work programme will take you to the first statutory consultation milestone, the Pre-Submission (Regulation 14) Consultation. The only stages that remain after this milestone are the revision of the plan prior to submission to Test Valley Borough Council, examination and referendum. So this programme takes you a long way towards completion of the project.

At this stage, we have not suggested any timelines for these tasks — these can be discussed and agreed at any subsequent inception meeting.

We are aware from our discussions that much work has already been undertaken by the various working groups and that a household survey is about to be issued by the steering group. Our work proposal acknowledges these actions and is based around our support being complementary to these existing work streams. We want to work with these results and use local knowledge and expertise in the right places.

If you are happy to proceed on the basis of this proposal, we will need written confirmation from the clerk to the parish council. If you have any questions about this work proposal, do please get in touch.

With kind regards,

A handwritten signature in black ink that reads "Richard Eastham".

Richard Eastham [for and on behalf of Feria Limited]

/ page 1 of 3

Feria Limited is registered in England and Wales  
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Registered Office Partnership House  
84 Lodge Road Southampton SO14 6RG  
Company Director Richard EASTHAM  
BSc(Hons) MA(UD) DipUP(Dist) MRTPI AoU

TASKS		Richard £475/day	Team* £275/day
1/2	<b>Inception Meeting &amp; Site Visits</b> Our team will spend a full day in the village, to include round-table inception meeting to refine scope of work and agree forward programme. This day will also include a full assessment of the village and surroundings, including photography.	1	3
3	<b>Prepare Consultation Materials</b> We shall prepare bespoke materials, incorporating the results of the household survey and the results of the working groups e.g. green spaces, local history etc.	1	3
4	<b>Organise &amp; Run Consultation Events</b> We will organise and run a series of events targeting different demographic groups to help develop the vision and objectives. These events are most likely be held on a weekday evening — exact times and formats to be agreed.	2	5
5	<b>Prepare Interim Report</b> This report will summarise the results of the work so far and present a preferred vision and set of objectives for the parish. To be agreed by the parish council as the basis for the next steps in the process.	2	3
6	<b>Develop Policy Themes &amp; Supporting Vision Text</b> We we lead on the preparation of the first outline draft of the neighbourhood plan, with policy headings and supporting information, plans and illustrations.	2	3
7	<b>Exhibition &amp; Engagement Event</b> Our team will organise and run a “drop-in” style poster exhibition at which the outline plan, policy themes and vision text will be tested with the local community. We shall catalogue the responses and advise on revisions.	2	6
8	<b>Prepare Pre-Submission (Regulation 14) Consultation Version of the Plan</b> We shall prepare the full draft of the plan, ready for its formal six-week consultation with the public, the local planning authority and the various statutory agencies.	4	5
TOTALS		14	28
FEE		<b>£14,350</b> + reasonable expenses + 20% VAT	

\* Team refers to Henrike Johannsen, Anna Freiesleben and/or Amy Speed. One or more of the team will be supporting Richard on this project at various points in the process — the exact arrangements to be confirmed.

NOTE: Reasonable expenses are external to this fee and will car mileage (as appropriate), overnight accommodation (if required), subsistence expenses, venue hire (if required) and printing of materials (e.g. plans, maps, posters, final documents etc.)



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- This agreement shall be construed in accordance with the laws of England.