



RTPI

mediation of space · making of place

Trawden Forest Neighbourhood Plan

Fee Proposal

March 2025

Kirkwells

The Planning People

Introduction

1. Thank you for your interest in retaining Kirkwells to support the review of the Trawden Forest Neighbourhood Plan. This proposal includes an updated schedule of fees, based on the areas of activity required to complete the work on the NDP review.

NDP Review Process

2. The review can take one of two main routes depending on the changes proposed.
 - Minor (non-material) modifications: this would not require formal consultation, examination or referendum, or
 - Material modifications: this route would require formal consultation, examination and may or may not require referendum.
3. At this stage it is assumed that the route to be followed will be the material modification one.
4. Going forward, the NDP Draft Review process will require the following based on the material modification route. Obviously non-material amendments would have a simpler and less costly process.
 - Review of existing plan policies and mapping, taking into account new factual information, changes to development plan and national planning policy, any new issues the Parish Council wish to address, and effectiveness of the plan when decisions have been made on planning applications;

- Finalisation of the NDP Review plan for formal consultation;
 - Regulation 14 public consultation on this plan,
 - Revision of the NDP Review plan, and preparation of Consultation Statement and Basic Conditions Statement for Submission to Pendle Borough Council (PBC),
 - Consideration of responses following the Regulation 16 consultation, and
 - Support with independent examination and any further revisions in line with the examiner's recommended modifications.
5. To provide Trawden Forest with a full package of support to complete the NDP Review would cost £7,020.00. This figure includes expenses but excludes VAT. Kirkwells recognise town and parish council budgets are limited and we offer our services at a substantial discount on our usual fee rate.
6. This figure is broken down in more detail in the following table:

| Task | No. Days | Material change route |
|---|-----------------|----------------------------------|
| Review of existing plan against emerging local and national planning policy to identify need for policy changes and factual updates. | 3 | £1,620.00 |
| STAGE 1 | 3 | £1,620.00 |
| Preparation of Revised Draft Plan for Consultation | 2 | £1,080.00 |
| Preparation of Statement of Modifications and Table of Changes | 1 | £540.00 |
| Strategic Environmental Assessment Screening | 1 | £540.00 |
| STAGE 2 | 4 | £2,160.00 |
| Preparation of Consultation Statement and Basic Conditions Statement | 2 | £1,080.00 |
| Update Statement of Modifications | 1 | £540.00 |
| Revise Draft Plan and Submit to Local Planning Authority | 2 | £1,080.00 |
| STAGE 3 | 5 | £2,700.00 |
| Examination and post-examination changes | 1 | £540.00 |
| STAGE 4 | 1 | £540.00 |
| Total cost | 13 | £7,020.00 |

7. These figures do not include the costs of printing of the final document or any policies map. Kirkwells will supply electronic versions (including mapping), but large print runs, if deemed necessary, say at Draft Plan stage, are best handled using the services of local printers.

8. Given the primary source of grant funding for neighbourhood plans is the support administered by Locality, we would support Trawden Forest free of charge in putting together their grant application. This would include help with the online application including description of work and cost breakdowns. This is something we have successfully done with other town and parish councils as part of our work to support their neighbourhood plans.

Outputs

9. Kirkwells will produce alongside Trawden Forest Parish Council a review of the existing neighbourhood plan. This plan will continue to give local people more say in the future development of where they live and work, and a greater ability to influence planning decisions.

Concluding Remarks

10. We hope you find our proposal an attractive one. Please note that if appointed Michael Wellock will continue to be your main point of contact. We could start the work immediately.

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