

Dear Deb

Thank you for your email requesting further details in order to assess our grant application.

I have had a meeting with our preferred consultants, and they have agreed to reduce the hourly rate to £70 per hour, with a maximum of 7 hours per day. This will reduce our grant application to £3500 calculated as 50 hours total at £70 per hour.

We also went through the projected timetable in more detail as follows:

<b>Helping with the analysis of the public consultation responses arising from our Questionnaire. Developing key objectives, vision and aims.</b>	Period Oct / Nov 2017	Consultant input 6 hours
<b>Additional public consultation about key objectives.</b>	Period Nov 2017	Consultant input 4 hours
<b>Development of draft planning policies and associated maps. Assessment of conformity with NPPF. Liaison with Waveney District Council to assess conformity with emerging Local Plan policy. Development of first draft of Neighbourhood Plan document.</b>	Period Dec 2017 to Feb 2018	Consultant input 30 hours
<b>Completion of draft Neighbourhood Plan document for pre-submission public consultation Environmental screening as required.</b>	Period Mar 2018	Consultant input 10 hours
		Total 50 hours

I hope this information will allow you to process our grant application, but please contact me again if you need any further details

Best regards

Louis Smith  
Chairman, Lound Parish Council

*Dear Louis*

*Thank you for your application for a neighbourhood planning grant which has been allocated to me for assessment.*

*In order to complete the assessment, I will need more details about the scope of the work that you expect to complete through their input. At the moment the quotation only gives an estimate of 40-50 hours support. It would be helpful to have an outline of the tasks that you wish him to complete, and your estimate of when these will be completed (all of which should be prior to 31 March 2018 for this particular grant window).*

*The rate quoted by your consultant (£75 per hour) also exceeds the maximum day rate which has been agreed with DCLG for this programme of £500 per day – depending on the number of hours consultants use in calculating their rates, this usually results in an equivalent hourly rate of £60-£70 per hour. Can I ask you to raise this with your preferred consultant – the usual outcome is that people are willing to discount their rates to comply with the programme framework.*

*I would be happy to follow up by phone or email, and look forward to hearing from you.*

*Best regards Deb Appleby Development Manager*