

NDP

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Jenny Hoodless

From: Jon Herbert <jon@troyplanning.com>
Sent: 31 October 2025 09:09
To: Jenny Hoodless
Subject: Re: Hellingly PC Review - Next steps / fee scope

Hi Jenny

Here are some ballpark estimates of time:

Initial review and update - say 1 week from receipt of all comments.

WDC liaison - this is subject to WDC but allow for around 4 weeks for them to respond, meet and comment. The next steps can be run in parallel to this

Informal consultation - this will involve preparing material (say 2 weeks, which can be undertaken in parallel to the WDC liaison), running the consultation (allow say 3 - 4 weeks), and reviewing the feedback (say 2 weeks).

Updating the Plan - say 2 weeks, but this may be more subject to review and comment from the Parish Council

SEA/HRA Screening - this will take around 10-12 weeks and be undertaken by WDC

Formal, Regulation 14 consultation - this will involve preparing material and events, which can be undertaken in parallel to the Screening exercise, running the consultation (for a minimum of 6 weeks, but potentially up to 8 weeks if coinciding with a holiday period), and then review and writing up responses (say 3 weeks).

Submission material - say 4 weeks to prepare the final Plan, the Basic Conditions and Consultation Report

The above comes to around 40 weeks (say around 9 - 10 months). Allowance will need to be made for review and sign-off processes at your end at various stages, so we might want to allow for around a year all in.

Hopefully you are comfortable with that - you'll know from last time that there are some stages that we just can't shorten (eg: Screening and formal Consultation), but hopefully we can make good speed with other tasks.

Kind regards
Jon

Jon Herbert

BSc (Hons), DipTP, MRTPI
Director
TROY PLANNING + DESIGN

E: jon@troyplanning.com

O: 020 7096 1329

M: 07577 744399

W: www.troyplanning.com

Troy Planning + Design is the trading name for
UK: Troy Hayes Planning Limited, 33 Foley Street, London W1W 7TL. Registration: 6533500 VAT: 163258001

Kind Regards

Clerk: Jenny Hoodless

Tel: 01323 449415

Email: clerk@hellingly-pc.org.uk



Hellingly Parish Council
Hellingly Community Hub
The Drive
Hellingly
East Sussex,
BN27 4EP



<https://www.hellingly-pc.org.uk/>

CONFIDENTIALITY NOTICE:

From: Jon Herbert <jon@troyplanning.com>
Sent: 02 October 2025 09:03
To: Jenny Hoodless <clerk@hellingly-pc.gov.uk>
Subject: Re: Hellingly PC Review - Next steps / fee scope

Hi Jenny

Many thanks for the recent meeting. We are very happy to help you through the next steps and get the Plan to a point where it can be submitted to WDC.

In terms of scope and cost for support, we'd suggest the following:

Initial Review and update - We suggest allowing one day of time to review responses and updates, prepare a tracked changes version of the Plan for final review and sign-off, and then a clean version of this. This would cost £750 (plus Vat).

The next steps after this, and their costs, are set out below. You are free to pick and choose from these, as there are some tasks that you may wish to lead on / prepare yourselves (e.g.: leading on consultation preparation etc can be a time and cost saving for you):

1. **WDC Liaison** - we'd suggest sharing the updated draft Plan with WDC, both out of courtesy but also to see whether they have any further comments which might help, particularly in terms of alignment with the emerging Local Plan (at the moment we are of the understanding that the revised Regulation 18 version of the Local Plan is due to be published for consultation later this year / early next). This would cost £375 (plus Vat)
2. **Informal consultation** - we suggest that some form of informal consultation take place with the local community which explains why the Plan is being updated, broadly what changes are proposed, and whether there is any feedback on that. We would be happy to prepare material to support this, including a set of summary display posters that can be hosted online and displayed at drop-in events, an associated survey (online and paper versions) and a leaflet for distribution to households. We suggest allowing around 3.5 days of staff time for this, at a cost of £3,125 (plus Vat).
3. **Facilitating events** - we have not costed for attendance at consultation events. We have assumed that the Parish Council will be able to make arrangements (eg.: dates, venues, printing) and staff these too. We are happy to attend events if this would be of assistance, though it would represent an added cost to you.
4. **Consultation summary** - A write up of the consultation approach and feedback will be prepared. This will eventually form part of the Consultation Statement submitted to WDC alongside the Plan. We suggest allowing around 3 days of staff time to review the feedback, prepare the report and identify actions arising from it. This will cost £2,050 (plus Vat).
5. **Update the Plan** - Based on consultation feedback, and responses from WDC (item 1 above), the Plan will be revised. Given that good progress has already been made on this we don't envisage that extensive change will be needed at this stage, but suggest that around 2 days of staff time is allowed for changes and updates, including amendments to mapping as appropriate. This will cost £1,500 (plus Vat) but may need reviewing subject to the outcomes of the items above).
6. **SEA / HRA Screening** - The Plan will need to be submitted to WDC at this stage so that they can 'screen' it to determine whether it triggers the need for Strategic Environmental Assessment (SEA) of Appropriate Assessment under the Habitats Regulations. This will take around 10 - 12 weeks and involve (a) preparation of initial Screening Opinion by WDC, (b) consultation by WDC with the Environment Agency, Historic England and Natural England, (c) update and issue of final Screening Opinion. Given that the Plan is not seeking to allocate sites it is hoped that it will be 'screened out' (i.e.: that the full assessments are not needed). The cost for liaison with WDC at this stage would be £375 (plus Vat)
7. **Regulation 14 consultation** - In parallel to the Screening exercise, work can commence on preparing for the formal six week consultation period (Regulation 14). As above, we'd suggest preparing consultation material which, at this stage, will also include drafting letters for issuing to statutory consultees and others, and collating all supporting material so it is available for consultation. We suggest allowing around 4 days of staff time at this stage as a cost of £2,400 (plus Vat)
8. **Facilitating events** - as above, we have not costed for support at this stage though would be happy to if that would be of assistance.
9. **Consultation summary** - as above, we will prepare a summary write up of the consultation stage and feedback. This will also need to indicate how we are responding to individual comments and what changes are to be made to the Plan as a result of these (if appropriate). We propose a cost of £2,800 (plus Vat).
10. **Submission material** - The Plan will be updated as appropriate to reflect agreed changes based on the consultation feedback. The Basic COnditions Statement will also be prepared at this stage. Although the need for EA/ HRA is likely to be screened out, it is good practice (and expected) that a light touch analysis of the Plan against sustainability

objectives established in the SEA of the WDC Local Plan is undertaken. This will be included in the Basic Conditions Statement. The final Consultation Statement will also be compiled, and material submitted to WDC on your behalf. Our cost for this stage is £4,375 (plus Vat).

11. **Meetings** - we suggest allowing a small amount of time for ongoing progress meetings with you at key stages. We suggest these take place remotely (saving time and expenses), and that allowance is made for £1,500 (plus Vat) for these.

We have not provided a cost for the Examination stage. The Examiner is likely to pose a series of clarification questions and outline modifications required to the Plan before it can proceed. The level of inputs required at this stage will be subject to the extent of the clarification posed, and we'd be happy to discuss with you at that point.

As an alternative to the above, we could instead provide a 'critical friend' type role, whereby you lead on all stages but we review, comment and provide feedback at key stages. This would reduce the overall cost of the work. We could agree an hourly rate for attendance at meetings and review of documents at key stages if that would be preferred.

I hope the above is of interest. Please let me know how you would like to proceed. As with our previous work, this would be subject to our Standards TS&Cs, which are attached.

Do let me know if there are any questions.

Kind regards

Jon

Jon Herbert

BSc (Hons), DipTP, MRTPI

Director

TROY PLANNING + DESIGN