



Andrea Pellegram Ltd.

Wroughton Parish Council

Fee quote ref. (Last one 543.A)

Date of Quote: 19 February 2026

Commercial in Confidence

Dear Emma,

Wroughton NDP

Following our useful meeting on 17th February, I write to provide a proposal for professional planning support in the preparation of an updated/new Wroughton NDP.

Our discussion of the approach to be taken in the preparation of the NDP was focused on the need to ensure that new/updated policies are effective in the current national and local planning policy environment and a pro-development context which may result in further planned and unplanned proposals for housing development around the parish.

There was a discussion about the need for a sensitive approach to engagement on the NDP given the level of unwanted development that has taken place and which is coming down the line. This calls for a targeted and swift approach to ask the community about its priorities and concerns and then further informal consultation on the emerging NDP framework to demonstrate how this is being actioned. Regular parish communications alongside through the process should demonstrate engagement in the development of the NDP.

The new NDP plan period the 'Local Housing Requirement' (LHR) for Wroughton Parish will be discussed with Swindon BC (the LHR is likely to include the proposed allocations).

In view of the local context, it is assumed for now that further site allocations will not be sought given the level of housing allocations being considered for Wroughton. The NDP will be policy-led in that it will demonstrate the constraints, infrastructure matters and local community priorities that should be considered in the formulation of the local plan and in the determination of planning applications. This will bring attention to the position of Wroughton which until now is treated as a rural outlier to the main part of Swindon. The level of development proposed warrants a closer examination of assumptions about local capacity to take development.

An approach to provide evidence to support local policy priorities and concerns, is in line with the draft NPPF current out for consultation which emphasises the requirement for locally detailed and specific NDP policies underpinned by evidence to justify them.



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The result of the above approach will be a concentrated process to prepare a draft plan for consultation, of around 8 months, which is quick for this type of exercise (it can be extended if this is considered too quick). Once Regulation 14 Consultation begins, there will be around 11 months of process steps to go through which are unavoidable and cannot be shortened. The minimum time period set out is therefore 19 months. I have provided a timeline to show the steps, indicate what is involved and outline delay-risks. As a side note, a plan created inside 2 years would be considered very quick.

On the suggested timetable, the key risks of delay in the preparation of the plan prior to Regulation 14 will arise from local resource issues to carry out agreed tasks to timetable i.e. it's in our hands. Once the draft is prepared, the risks of delay switch to Swindon Borough Council, who will need to respond to submissions, carry out their own activities and so on. We can mitigate risks prior to the preparation of the NDP by setting clear timescale and then acting quickly if these are missed, to avoid drift. In relation to post-Regulation 14 processes, a good on-going dialogue with Swindon Borough Council officers may mitigate risks of delay by signposting forthcoming submissions and milestones as much as possible.

Our Services

Our support to NDP working groups and parish councils is tailored to the needs of each parish, as there are different ways of working. Some features are set out below:

Survey Tools/Methods/Techniques – If you have local volunteers working on the NDP, we can provide resources to assist them to collect good quality information that will be useful to support the plan. This can cover the full range of topics that are addressed in NDPs.

Engagement methods and resources – Many parishes are fully able to progress local engagement on their own. We can provide support with materials and surveys, and event facilitation to meet local needs, as required. (We have not included time for this at present).

Strategy advice and guidance – We will support the Parish Council and NDP working group with strategic decision making on NDP Strategy and policies. We will interface with Swindon BC as required to explore issues and resolve them.

Work directly with the Steering Group – We are used to working directly with working groups and can manage work arising and maintain good working relationships with all involved.

Assist in negotiations – We can help with negotiations on sensitive matters.

Support with evidence – Often, further work is required to augment local efforts to gather evidence and we can do this through online research or onsite surveys as required.

Regulation 14 Plan Writing – We will take the lead on writing the updated plan as a single author works best for coherence. We would draft all policies so that they are worded appropriately and effectively. We work with the working group to discuss and finalise documents.

Regulation 14 Consultation support – Parish Councils take the lead on this. We can support with materials and surveys as required. We have not included time for this at present.



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Regulation 15 submission work – We will take the lead to produce all required documents for Regulation 15 submission. We will organise and review all consultation responses, document consultation undertaken, and respond to comments. We will highlight issues for discussion with the NDP working group and resolve them. We prepare an amended plan for submission and produce a Basic Conditions Statement other required documents.

Examination assistance and changes – we would provide responses as required to Examiner questions and would review the draft examination report. We would take the lead in amending the plan as instructed by the Examiner, working with Swindon BC and Wroughton PC.

Meetings – in view of our proximity (around 30 minutes away) we are happy to attend meetings in person as required, or online (whichever suits you), day or evening.

Indicative Support Costs

Owing to the nature of the process and changes that can occur locally, with the local plan or nationally, we cannot provide fixed fee quotes for this work. Instead, we provide indicative estimates for our work and an hourly rate.

I have provided an indicative time budget based on experience. We would work in accordance with your instructions. We would not exceed the budget without obtaining clearance and you would be free to stop work at any point.

Our normal commercial rate is £120+VAT per hour which we discount to £85+VAT per hour (637.50+VAT per day) for Neighbourhood Plan support (will apply for programme duration). Our working day is based on 7.5 hours. Travel would be charged at £0.45 per mile. Our terms and conditions are attached.

On this basis, we have allowed for 21 days of support (£13,387.50+VAT). We can provide consultation survey design and consultation material drafting support as an optional extra if required and would be happy to discuss this if required.

An indicative distribution of support is set out below. If you want to stop support at a certain point, then this can be accommodated. If appointed, we would provide a monthly budget/programme sheet so that we can monitor use of resources against task headings and address any requirements arising from that.

External Costs

The parish council is responsible for all work and costs to develop the plan up to submission of the plan at Regulation 15. After that WDC will take the lead, organising and paying for subsequent stages including Regulation 16 Consultation, Examination and Referendum. The Parish Council funds any support it needs during that part of the process. Swindon Borough Council should not charge the Parish Council for any work it does on the plan at any stage.

[illegible]

NDP TASKS	CONSULTANCY DAYS (INDICATIVE ESTIMATE)
Work prior to Regulation 14 Draft - Review NDP policies - Co-ordination, Advice and information provision to volunteers/steering group on plan development - Prepare 3-4 page framework of NDP for informal consultation - Evidence and Drafting of Reg 14 Plan - Based on topics for inclusion in the plan, to come out of engagement and review of plan - Modification Statement - Liaison with Swindon BC	15 days (£9,562.50+VAT)
SEA/HRA Screening Opinion	<i>Not included. Hope SBC will do this. (otherwise, additional 2.5 days for SEA Assessment and consult with agencies – SBC must do HRA)</i>
Regulation 14 Assume no support required to carry out the consultation, but can be provided as required as an optional extra	0
Regulation 15 - Consideration of consultation responses and amendments to NDP. Resource has been identified to respond to landowner/developer representations of a more complex nature - Preparation of Consultation Statement - Preparation of Basic Conditions Statement - Amended draft NDP for Regulation 15 - Updated Modification Statement - Submission under Regulation 15	4 days (£2,550+VAT) (depends on complexity of responses rather than the volume)
Regulation 16 Consultation No work anticipated	0
Regulation 17 Examination - Assistance with selection of Examiner - Assistance with Examiner's questions - Review Draft Examination Report (Reg 17) - Make Changes to NDP in accordance with Examiner's findings and in agreement with Wroughton PC and Swindon BC	2 days (£1,275+VAT)
Indicative Estimate Total	21 days (£13,387.50+VAT)

Way forward

Thank you for considering Andrea Pellegram Ltd. for this important project. I am happy to clarify any points or answer any questions you may have.

Our terms and conditions are attached.



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Yours sincerely

Lee Searles, MRTPI



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STANDARD TERMS AND CONDITIONS

Services

- The “Client” is the person or organisation referred to in the fee quote.
- “The fee quote” is the cost quotation and details which describe the service, addressed to the client.
- Client agreement with the proposal instructs Andrea Pellegram Ltd. to proceed to provide the outlined services.
- These terms cannot be considered varied or waived unless agreed in writing between the client and Andrea Pellegram Ltd.

Charges

- Any subsequent variation in the terms set out in the proposal leading to additional or alternative work, including for matters arising outside the control of Andrea Pellegram Ltd. will be subject to additional or alternative charges at the standard hourly rate.
- Additional work will be charged at a rate of £85 an hour.
- Expenses for travel (excluding mileage), accommodation, subsistence and other sundry costs where charged will be charged at cost.
- External costs to be incurred on behalf of the client, such as planning application, pre-application, or other fees such as room bookings, are payable in advance and Andrea Pellegram Ltd. reserves the right not to proceed until such time as payment is made in full.

Invoicing and payment

- An itemised invoice will be submitted monthly for work undertaken in the previous month where a fixed fee has not been agreed in advance.
- Payment must be made within 30 days of the date of the invoice.
- Payments should be
 - by cheque payable to Andrea Pellegram Ltd
 - or BACS payment 09-01-28 68218433

Intellectual rights

- The client will retain the intellectual rights to all materials produced specifically as part of the proposed service unless written permission is given for Andrea Pellegram Ltd. to use the material.
- Andrea Pellegram Ltd. will retain the intellectual rights to all material produced outside the proposal, for instance materials prepared by Andrea Pellegram Ltd. with the intention of wider use as training or development material.
- The client must first obtain permission to distribute or copy intellectual material retained by Andrea Pellegram Ltd.
- In the event of a potential conflict of interest between the client and other clients and contacts, Andrea Pellegram Ltd. will seek advice from the client before proceeding.

Quality

- Andrea Pellegram Ltd. will in all matters seek to ensure that work produced is of highest quality and is accurate, but it remains the client’s responsibility to satisfy him or herself that all details and statements are acceptable.
- Andrea Pellegram Ltd. accepts no liability whatsoever to any third party for any loss or damage arising from any interpretation or use of the services, views or information provided.
- Andrea Pellegram Ltd. has professional indemnity of £2,000,000 for any one claim; Public Liability of £2,000,000 any one claim and Products Liability for £2,000,000 any one claim and in the aggregate.