

# Neighbourhood Plan

## Introduction

The Parish Council has been considering whether or not to undertake a neighbourhood plan. The purpose of this document is to help the council to decide whether to proceed and if so whether to allocate any funds from the 2026/27 budget.

## More on what a Neighbourhood Plan is

More information regarding Neighbourhood Plans can be found here -

<https://www.southnorfolkandbroadland.gov.uk/planning/future-development/local-plans/neighbourhood-plans>

## Funding

Up until the summer of 2025, Locality provided funding for Neighbourhood Plans – this has now stopped.

There are still grants available from South Norfolk Council:

Neighbourhood Planning grant of £6,000

Transitional Fund – there are five grants of £10,000 each available on a first come first served basis.

In order to apply for either scheme, we would need to have designated a neighbourhood area with South Norfolk Council and have formed a working steering group. In order to complete the forms, we will also need a breakdown of costs.

## Consultant Costs

I have approached one consultant for an indication of costs and have included their quote. If the Council decides to proceed then we would want to obtain additional quotes.

Julie King  
January 2026

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22<sup>nd</sup> December 2025

Dear Saxlingham Nethergate Parish Council

**Saxlingham Nethergate Neighbourhood Plan outline proposal for consultancy support**

Please find an outline proposal for support to the Saxlingham Nethergate Neighbourhood Plan below.

**About us**

The proposal is made on behalf of 3 separate consultants working together as 'Rachel Leggett & associates' and 'Compass Point Planning and Rural Consultants'.

We are highly experienced in Neighbourhood Planning and collectively have been involved in the project management or technical input to over 40+ Plans to date:

- *Norfolk*: Acle review; Blofield; Brundall review; Castle Acre; Croxton, Brettenham & Kilverstone; Dersingham; Dickleburgh; Hingham; Horsford; Mattishall; Newton Flotman; Rackheath and Rackheath review; Redenhall with Harleston; Salhouse review; Sprowston review with Beeston St Andrew; Starston; Stoke Ferry; Strumpshaw review; Swaffham and Swaffham review; Swainsthorpe; Tasburgh; Taverham; Thorpe St Andrews; Tivetshall; Upwell; Watton; Wells-next-the-Sea; Wroxham.
- *Suffolk*: Acton; Badwell Ash and Long Thurlow; Boxford; Edwardstone; East Bergholt review; Easton; Framlingham review; Fressingfield and Fressingfield review; Hitcham; Leavenheath; Needham Market; Onehouse; Redgrave; Saxmundham and Saxmundham review; Thurston review; Ufford; Walsham le Willows; Wetheringsett cum Brockford; Whatfield.

Examples can be found here:

[www.rachelleggett.co.uk/neighbourhoodplanning](http://www.rachelleggett.co.uk/neighbourhoodplanning)

The consultancy time will be split amongst 3 consultants, each with distinct but complimentary skill sets, with the added advantage of providing additional resilience by being able to cover for one another should one consultant be unavailable at any time:

- **Rachel Leggett** (marked RL below) from Rachel Leggett & associates is trained in Urban Design and an experienced community facilitator. Rachel will design and guide consultation, guide the Design Code, lead on the layout of the Neighbourhood Plan, draw up maps and undertake graphic design work required for events, publicity and publication. Rachel will act as overall Project Manager.

- **Andrea Long** (marked AL below) from Compass Point Planning and Rural Consultants is an experienced Chartered Town Planner and will lead on the development of policy ideas and policy development, writing the Neighbourhood Plan and the Basic Conditions Statement. She will also be involved in guidance on modifications and the Examination.
- **Emma Harrison** (marked EH below) is an associate environmental consultant and experienced in desk research for Neighbourhood Plans. She will write a data profile paper that will be incorporated into the Neighbourhood Plan and will form part of the evidence base for the policies.

As a multi-disciplinary and personable team we provide the following:

- A technically sound Neighbourhood Plan that will be successful at Examination.
- Project management of your Plan, guiding the process in a timely way.
- Data profiling and analysis.
- Design and delivery of all community consultation and stakeholder engagement.
- Policy drafting and writing the Neighbourhood Plan.
- Graphic design and document layout.
- Writing of submission support documents.
- Guidance through independent Examination and Referendum.

Our collective approach to Neighbourhood Plan preparation is a participatory one, involving and developing the Steering Group as the process progresses. We have recently worked together on the Ufford Neighbourhood Plan (adopted July 2025). Judi Hallett (Parish Clerk) has provided the following reference:

*Working with Rachel and Andrea was a real pleasure. Their professional, knowledgeable approach was extremely reassuring as we navigated the labyrinth that is the neighbourhood plan process. Both have great communication and listening skills and they pay inordinate attention to detail in their work. It was their goal-oriented approach that gave them the edge over others, but we soon found them to be reassuring and empathetic. We very much look forward to working with them in five years' time to refresh our plan (July 2025).*

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### **Timescales and fees**

Timescales within the outline proposal below are in draft and depend on the progress made in the previous stages, decision time frames by South Norfolk Council, availability of funding and community willingness. We recommend a timescale of 18 months (as a minimum) to complete the Neighbourhood Plan process.

Fees are based on a rate of £400 per day (£50 per hour, 8 hours per day). Each consultant will invoice for her work separately and the end of stages. There is flexibility within the proposal to react to changes and charge no more

than the proposal outlined below. However, should the work deviate substantially through a requirement of the Steering Group, the proposal will need reviewing.

### **Travel expenses**

Travel expenses are charged at 45p per mile (as recommended by the Inland Revenue). Rachel's office is in Norwich (Norfolk), Andrea's office is in Euston (Suffolk) and Emma's office is in Gislingham (Suffolk). Mileage and travel time will be charged from the office.

### **Production costs**

There are a range of production costs envisaged: hiring of a community building/meeting space, printing of display materials, consultation materials, publicity, document printing, and Parish Online (mapping software) etc. Based on other Neighbourhood Plans, it is suggested that a budget of approximately £1500 is put aside.

### **Steering Group meetings and workshops**

Some time is built in for support at regular Steering Group meetings, where Rachel Leggett or Andrea Long will be there to help make significant progress on development of the Plan.

PLEASE NOTE: we envisage the majority of meetings will take place on Zoom as we have found online meetings a very efficient way of working and a cost saving for the project.

### **Funding**

It is the responsibility of the Parish Council to ensure that funding for the Neighbourhood Plan is in place before support is given and will manage the finances of the Neighbourhood Plan. The outline proposal below does not take account of any additional pieces of work or evidence that the Steering Group may wish to undertake.

### **Data Protection**

Any personal data collected as part of the Neighbourhood Plan process by the consultants will be passed immediately to the Parish Council and will be the responsibility of the Parish Council. The consultants will not store on their systems or maintain any contact details or other personal details either electronically or in hard copy.

### **Public Liability Insurance (PLI)**

Where public exhibitions or consultation events open to the members of the public are taking place it is expected that these would be covered by the Parish Council's Public Liability Insurance as the Neighbourhood Plan and the consultants are commissioned by them. Rachel Leggett has her own Public Liability Insurance.

### **Conflict of Interests**

No potential conflicts of interest have been identified.

## OUTLINE PROPOSAL

Below is an outline proposal for consideration by the Steering Group. As a group of associates, we pride ourselves on developing strong evidence to back policy formation. This is critical to a successful Neighbourhood Plan. This may differ from other consultants but will ensure that the community is truly behind the Plan, and it will be successful at referendum. **Please treat the proposal as a menu from which you can choose a package of support.**

Programme of work	Consultant days	Estimated timescale
<b>STAGE 1: GETTING STARTED</b>		
<b>Inception meeting</b> to cover practicalities of the project (on Zoom) and preparatory work (including liaison with the Parish Clerk and site visit).	0.5 RL 0.5 AL 0.5 EH	April 2026
<b>Project workshop with Steering Group</b> Design and delivery of a full day workshop covering: <ul style="list-style-type: none"> <li>• Neighbourhood Planning, process, approach and delivery.</li> <li>• Getting the Steering Group ready.</li> <li>• Introduction to Design Codes and site visit.</li> <li>• Introduction to planning policies.</li> <li>• Establish next steps.</li> </ul>	1.5 RL 1 AL	April 2026
<b>TOTAL for Stage 1</b>	<b>2 RL 1.5 AL 0.5 EH</b>	<b>4 days = £1600</b>

<b>(OPTIONAL) STAGE 2(a): DEVELOPING AN EVIDENCE BASE</b>		
<b>OPTIONAL Consultation 1: Establish key themes</b> <ul style="list-style-type: none"> <li>• An in-person consultation event to establish key ideas and launch the Neighbourhood Plan. To be held on a Saturday or evening during the week, in a community location. RL to design display material and help with the event.</li> <li>• Zoom meetings with Steering Group.</li> </ul>	3 RL	Spring 2026
<b>OPTIONAL: Site allocations work, including site assessments</b> <ul style="list-style-type: none"> <li>• Call for sites.</li> <li>• Site assessments.</li> <li>• Zoom meetings with Steering Group.</li> </ul>	3 AL	Summer 2026
<b>TOTAL for Stage 2(a)</b>	<b>3 RL 3 AL</b>	<b>6 days = £2400</b>
<b>NOTE: THIS IS NOT INCLUDED IN THE TOTAL BELOW</b>		

<b>STAGE 2(b): DEVELOPING AN EVIDENCE BASE FURTHER</b>		
<b>Consultation 2: Household survey to feed into policy development</b>	3 RL	Spring 2026 (if going straight into stage 2(b))

<ul style="list-style-type: none"> <li>RL to design an online household survey covering key aspects of the Neighbourhood Plan. Steering Group Zoom meeting for designing the questions.</li> <li>Steering group to deliver flyers to all households and undertake further publicity.</li> <li>RL to produce findings report.</li> </ul>		
<b>Data profile</b> <ul style="list-style-type: none"> <li>RL to produce maps for the parish.</li> <li>EH to produce document containing statistics, maps and planning policy context for Saxlingham Nethergate (will form a critical part of the content of the Neighbourhood Plan and evidence base).</li> </ul>	1 RL 2.5 EH	Autumn 2026
<b>Design Code<sup>1</sup> preparation</b> <ul style="list-style-type: none"> <li>Half day Design Code steering group workshop (in person) including site visit.</li> <li>RL to draft a Design Code to sit alongside the Neighbourhood Plan.</li> </ul> Steering Group meetings for drafting work (on Zoom).	4 RL	Summer/ Autumn 2026
<b>TOTAL for Stage 2</b>	<b>8 RL 2.5 EH</b>	<b>10.5 days = £4200</b>

<b>STAGE 3: DRAFTING THE NEIGHBOURHOOD PLAN</b>		
Write pre-submission draft of the Neighbourhood Plan. <ul style="list-style-type: none"> <li>Draft Neighbourhood Plan with Steering Group by AL.</li> <li>Graphics, mapping and layout by RL.</li> <li>Zoom and in-person meetings with Steering Group.</li> <li>Liaison with South Norfolk Council.</li> </ul>	2 RL 6 AL	Autumn/ Winter 2026
Environmental screenings (undertaken by South Norfolk Council) <ul style="list-style-type: none"> <li>EH to undertake Strategic Environmental Assessment (SEA) Screening</li> <li>Habitat Regulation Assessment (HRA) Screening – undertaken by South Norfolk Council</li> </ul>	1 EH	Winter 2026
<b>Consultation 2: pre-submission draft consultation (Regulation 14)</b> <ul style="list-style-type: none"> <li>Design of consultation response form and publicity for 6-week consultation process.</li> <li>Zoom meetings with Steering Group.</li> <li>Design and delivery of consultation exhibition.</li> <li>Consult statutory bodies and community on draft Neighbourhood Plan.</li> <li>RL to collate responses.</li> </ul> <i>NOTE: an exhibition is not a requirement at this stage, however it is good practice. An exhibition enables the community to ask questions, and our experience is that a higher response rate is achieved. This is highly recommended.</i>	3 RL 1 AL	Early 2027 (for 6 weeks)

<sup>1</sup> A **design code** for a Neighbourhood Plan is a clear, illustrated set of rules and guidance that shows what good development should look like in a specific place. It translates local character, community priorities, and planning policy into practical requirements for things like building layout, materials, heights, green space, streets, and sustainability features.

<b>TOTAL</b>	<b>5 RL 7 AL 1 EH</b>	<b>13 days = £5,200</b>
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**(OPTIONAL – IF NEEDED) STAGE 4a: SUBMISSION**

**OPTIONAL: Full Strategic Environmental Assessment work**

- Will be required if sites are being allocated (see stage 2). The outcome of screenings will determine whether this is needed.
- Zoom meetings with Steering Group.

3 AL

Spring 2027

**TOTAL**

**3 AL**

**3 days  
= £1200**

**NOTE: THIS IS NOT INCLUDED IN THE TOTAL BELOW**

**STAGE 4b: SUBMISSION**

**Consider all Regulation 14 responses**

- Guide and collate decisions on consultation responses from pre-submission consultation.
- Zoom meetings with Steering Group.
- Make amendments to the Neighbourhood Plan and issue Submission version of the Plan.

1 RL  
2 AL

Spring 2027

**Preparation of Basic Conditions Statement** (submission document).

1 AL

Spring 2027

**Preparation of Consultation Statement** (submission document).

1 RL

Spring 2027

**TOTAL**

**2 RL  
3 AL**

**5 days  
= £2000**

**STAGE 5: EXAMINATION, REFERENDUM, ADOPTION**

**Guide Steering Group through examination and make any amendments required.**

- Amendments to the Neighbourhood Plan.
- Zoom meetings with Steering Group.
- Liaison with South Norfolk Council.

*NOTE: further planning advice on examiner's comments available from AL, if required.*

1 RL  
3 AL

Summer  
2027

**Referendum**

- Guide Steering Group. Zoom meetings with Steering Group.
- Design of summary document of the Neighbourhood Plan and further publicity requirements.

1 RL

Autumn  
2027

**2 RL  
3 AL**

**5 days  
= £2000**

**TOTAL**

**NOTE: THIS IS DOES NOT INCLUDE  
OPTIONAL STAGES 2(a) and 4(a)**

**19 RL  
14.5 AL  
4 EH**

**37.5 days  
= £15,000**

Please do not hesitate to contact us with any points of clarification,  
info@rachelleggett.co.uk, 07947 615335. We are happy to talk through the  
proposal further.

We look forward to hearing from you.

Yours sincerely



**Rachel Leggett**  
Rachel Leggett &  
associates



**Emma Harrison**  
Rachel Leggett &  
associates



**Andrea Long**  
Compass Point  
Planning & Rural  
Consultants

Enc. CVs



# Rachel Leggett

**Rachel Leggett & associates**, Community-led design: working with communities to make great places.  
www.rachelleggett.co.uk | 07947 615335 | info@rachelleggett.co.uk | Norwich, UK

2008 to 2009 **Post Graduate Certificate Urban Design**, University of Westminster  
1999 to 2000 **MA Rural Development**, University of East Anglia  
1996 to 1999 **BA (Hons) Geography**, University of Leeds

## Current work: Rachel Leggett & associates (consultancy), established 2013

Main work, 2014 onwards (current and ongoing)	<b>Neighbourhood Plans in Norfolk and Suffolk: consultant support</b> Varied work: project management, design and delivery of community consultation and stakeholder engagement, planning policy writing, design codes, data analysis, mapping, graphics, document layout, publicity, guidance through examination and referendum, workshops.  <i>Norfolk:</i> Acle review; Blofield; Brundall review; Castle Acre; Croxton, Brettenham & Kilverstone; Dersingham; Dickleburgh; Hingham; Horsford; Mattishall; Newton Flotman; Rackheath and Rackheath review; Redenhall with Harleston; Salhouse review; Sprowston review with Beeston St Andrew; Starston; Stoke Ferry; Strumpshaw review; Swaffham and Swaffham review; Swainsthorpe; Tasburgh; Taverham; Thorpe St Andrews; Tivetshall; Upwell; Watton; Wells-next-the-Sea; Wroxham.  <i>Suffolk:</i> Acton; Badwell Ash and Long Thurlow; Boxford; Edwardstone; East Bergholt review; Easton; Framlingham review; Fressingfield and Fressingfield review; Hitcham; Leavenheath; Needham Market; Onehouse; Redgrave; Saxmundham and Saxmundham review; Thurston review; Ufford; Walsham le Willows; Wetheringsett cum Brockford; Whatfield.
March to August 2023	<b>Halesworth Community Hub project, Halesworth Town Council, Suffolk</b> 3000 household and business surveys, analysis, facilitated conversations with stakeholder and hard to reach groups, full findings report.
Summer 2022	<b>Lakenheath town centre consultation project, Suffolk</b> Design and delivery of town centre public consultation, online map, stakeholder workshop.
June to July 2021	<b>Swanton Abbott consultant data analyst and action planner, Norfolk</b> Analysis of village survey. Design and delivery of action planning workshop.
2021 onwards (current)	<b>Design Council Expert (specialist)</b> Expert Panel Member on community engagement for Design Codes. Report writer for Brent, Thurrock and Network Rail Design Review Panels.
Summer 2020 onwards (current)	<b>Norfolk Association of Local Councils: associate tutor</b> Training sessions: An introduction to Neighbourhood Planning (online), Engaging your community (online), and bespoke sessions for Parish and Town Councils.
March 2019 to March 2020	<b>Blofield Community Project, Blofield Parish Council, Norfolk</b> Extensive community consultation and options for CIL, S.106 and other funds.
July 2018	<b>Vattenfall UK, offshore wind energy consultation, Norfolk: public meeting facilitator</b> One-off facilitation of two public meetings for Happisburgh and Necton.
November 2014	<b>Participatory Budgeting project in the Dereham area, Norfolk</b>
January 2014	<b>Play areas project, Dereham Town Council, Norfolk</b>

## Previous employment: local and regional government

2010 to 2012 **Broadland District Council, Norfolk: Community Engagement Coordinator**  
2006 to 2010 **East of England Development Agency, Inspire East: Community Manager/coordinator**  
2004 to 2006 **Breckland District Council, Norfolk: Community Development Officer**  
2001 to 2004 **South Norfolk Council, Norfolk: Community Development Officer (Transport)**



## Andrea Long

**Compasspoint Planning & Rural Consultants:** planning consultancy providing professional advice on Neighbourhood Planning, planning policy and planning applications; together with rural land management advice and management plans

07946 445711 | andrea@compasspoint-planning.co.uk | Norfolk, Suffolk, North Yorkshire, UK

1999-2003 **MSc Environmental Assessment and Management**, University of East Anglia

1987-1991 **BSc (Hons) Environmental Planning; Anglia Ruskin University**, Chelmsford

### Current work: Compasspoint Planning & Rural Consultants (consultancy), established 2017

Main work, 2017 onwards (completed and ongoing)	<p><b>Neighbourhood Plans in Norfolk, North Yorkshire and Suffolk: consultant support</b></p> <p>Varied work: policy writing, guidance through statutory process, Strategic Environmental Assessment, Site Assessment, character appraisal, project management, delivery of community consultation and stakeholder engagement, data analysis, publicity, guidance through examination and referendum, workshops.</p> <p>Norfolk: Rackheath, Swaffham, Swainsthorpe, Taverham, Swaffham, Stoke Ferry, Tivetshall, Redenhall with Harleston, Wells-next-the-Sea, Hingham, Tasburgh, Newton Flotman, Strumpshaw, Croxton, Brettenham &amp; Kilverstone, Thorpe St Andrew, Castle Acre, Sprowston, Acle, Salhouse, Brundall</p> <p>Suffolk: Framlingham, Leavenheath, Saxmundham, Walsham le Willows, Hitcham, Ufford, Easton, East Bergholt, Badwell Ash., Fressingfield, Wilby, Redgrave, Edwardstone, Wetheringsett cum Brockford, Acton, Aldringham cum Thorpe, Whatfield, Needham Market, Boxford, Holbrook</p> <p>North Yorkshire: Whitby, Bulmer</p>
November 2023-June 2027 (ongoing)	<p><b>Evaluation of development stage of Thaxted Windmill Heritage Lottery Project</b></p> <p>Contracted by Windmill Trustees to evaluate the development and delivery stages of the HLF Project which seeks to restore the windmill to working use.</p>
August 2022-November 2022	<p><b>Evaluation of Castle Acre Heritage Project funded by Heritage Lottery Fund</b></p> <p>Contracted by Project Manager to produce final evaluation report of the Heritage Project</p>
September 2018 to present (ongoing)	<p><b>Preparation and submission of planning applications for a range of clients .</b></p> <p>Schemes include small and medium residential schemes, conversion to events venue, conversion to nursery, creation of campsite, campsite extension, wetland creation projects, farm shop, outside bar, listed building extensions.</p>
Ongoing	<p><b>Advice to Town and Parish Councils on specific planning applications or local plan representations</b></p> <p>Clients include Wells-next-the-Sea, Redenhall with Harleston, Needham Market, Wilby, Fressingfield, Strumpshaw</p>

### Previous employment: local government

2009 to 2017	<b>Broads Authority, Director of Planning and Resources</b>
1999 to 2009	<b>Breckland District Council, Norfolk Environmental Planning Manager</b>
1993 to 1998	<b>Breckland District Council, Norfolk, Planning Officer</b>
1992 to 1993	<b>Mid Suffolk District Council, Suffolk. Planning Assistant</b>
1991 to 1992	<b>Suffolk County Council, Planning Assistant</b>

## Emma Harrison

Emma Harrison, Independent Consultant. Mobile: 07779 015562. Email: evlharrison@gmail.com.

1998 to 2001 **BSc (Hons) Environmental Science**, University of East Anglia.  
Dissertation: Rural Transport Needs in South Norfolk. Community consultation.

### Current work: Independent Consultant working with Rachel Leggett & associates (consultancy)

- Main work, 2015 onwards (current and ongoing) **Neighbourhood Plan support in Norfolk and Suffolk: consultant support**  
Sustainability Appraisal, Environmental Screenings and Data Profiles for Neighbourhood Plan groups.  
Norfolk: Rackheath, Horsford, Wroxham, Taverham, Swaffham, Starston, Stoke Ferry, Tivetshall, Redenhall with Harleston, Wells-next-the-Sea, Hingham, Tasburgh, Newton Flotman, Strumpshaw, Swainsthorpe, Acle, Brundall, Sprowston, Beeston St Andrew and Dersingham. Suffolk: Leavenheath, Walsham le Willows, Hitcham, Ufford, East Bergholt, Badwell Ash, Fressingfield, Saxmundham and Framlingham.
- March to August 2023 **Halesworth Community Hub project, Halesworth Town Council, Suffolk**  
3000 household and business surveys, analysis, facilitated conversations with stakeholder and hard to reach groups, full findings report.
- March 2019 to March 2020 **Blofield Community Project, Blofield Parish Council, Norfolk**  
Extensive community consultation and options for CIL, S.106 and other funds.

### Previous employment: Local Government and Organisation.

- 2012 to 2015 **Maternity Leave**
- 2010 to 2012 **Environmental Project Officer, Norfolk County Council.**
- European sustainability projects with partner countries.
  - Project management.
  - Promotion and marketing.
  - Networking and hosting workshops with European partners.
- 2004 to 2010 **Travel Plan Officer, Norfolk County Council.**
- Extensive community engagement, consultation and analysis with school communities and businesses.
  - Working with partner organisations to deliver projects.
  - Behaviour change initiatives.
  - Report writing.
  - Promotion and marketing.
  - Communication.
- 2001 to 2004 **East Norfolk Rural Transport Partnership Officer, Norfolk Rural Community Council.**
- Co-ordinating a Steering Group including parish, town and district councils, Norfolk County Council, voluntary groups and organisations.
  - Assisting community groups to access funding to establish transport schemes to meet rural needs.
  - Communication with communities and stakeholders.
  - Extensive community engagement, consultation and analysis to establish needs and provide evidence for funding bids.