**Communication between SDC and WNPG**

**From:** Roger Harrison

**Sent:** 06 May 2014 21:50  
**To:** Alan Griffith  
**Subject:** Consultants

Hi Alan,

As discussed this evening, here are the relevant letters from the Planning Consultants and the email from Simon Purfield at Stratford DC, plus some other village questionnaires.

Best regards,

Roger

Hi Roger

Nice to speak to you earlier in the week.

In terms of contacts I have spoken to Fiona and it is the Locality website that offers the best source of contacts. On the planning consultancy side, we as a Council cannot really recommend. You are looking at about a £50 an hour charge. However here is a link to the RTPI website which should provide you with information on possible planning consultants - <http://www.rtpi.org.uk/planning-aid/neighbourhood-planning/>

Fiona feels that speaking with other Councils that have completed the form or are about to may be beneficial.

Long Compton are down the line with it – Parish clerk is Janet Blackwell on 01608 684740

Bidford Parish Clerk – Elisabeth Uggerlose 01789 778653 they are in the formation of various plan groups and are using Urban Vision to help them through the process. Hannah Barter is the contact and she is very knowledgeable on the subject. Her number is 01782 790595.

Welford – they are well into the process and are a good example – the contact is Peter.

Salford Priors – Kim James 07546 370469 or email [clerk@salfordpriors.gov.uk](mailto:clerk@salfordpriors.gov.uk)

In terms of consultation, I can give you a ball park figure for costs. This is to confirm the elements of the consultation process we could help you with. I have made the following assumptions which will be affected by the response rate you achieve and the number of questions actually in the final survey (more open ended questions requiring comment puts the price up) - a response of 400 returns from 525 households in the parish is what you feel you may get.

The services we can provide with the estimated costs are broken down thus:

- Assist the development of your questionnaire and design into our market research software - £120. We have a lot of questionnaire examples we can provide so not to re-invent the wheel (I have attached 3 that are parish plans but give you an idea)

- Printing the questionnaire. We suggest using a local printer, put can give you a formal quote. Again assumptions have to be made – so if it is 12 pages plus 2 pages for introduction/instructions it may be in the region of £300

- Data processing of 400 questionnaires at approx. £2 a questionnaire - £800

- Produce the top line results in the form of a marked up questionnaire - £50

- A full report containing commentary, charts and tables (price affected by the number of questions asked as determines the length of the report) - £650 to £750

As you can see I have made a few assumptions, so an estimate at this point is "best guess", the amount would be £1970 plus VAT.

To gather the initial views of parishioners, it is recommended to have an open meeting / morning where residents go along and generate the issues that should be consulted on in the questionnaire.

With the size of your parish then the "foot soldier" approach is recommended where you split the village up and hand deliver the questionnaires, returning 2 to 3 weeks later to collect them - this is the best way to maximise response rates. I recommend a prize draw administered on a separate sheet of paper, with the prize donated by a local business.

I attach an electronic version of our Consultation leaflet if you need to forward to anyone and explains things a little more.

I hope we will be working with each other in the future.

Regards

Simon

**Simon Purfield**  
**Consultation & Customer Insight Manager**

**Chief Executive's Unit**