



# Neighbourhood Planning NDP Additional Services Guidance on Costs



The guidance note provides information on the additional support available and the costs involved, from the different Cornwall Council Services in the preparation of a Neighbourhood Development Plan (NDP). The requirements for each plan will be different, therefore the following information is provided as an initial guide.

The detailed costs may vary depending upon the size of each plan and the work involved. You should contact each service using the contact details provided to obtain a quote for the work you require. You can use this information as a guide if you are considering applying for grants towards developing a plan for the parish. The general support provided by the Neighbourhood Planning Team is provided free of charge. You are under no obligation to use any of these paid-for services, which may also be available from external providers.

| <b>Cornwall Council Services – Additional Support</b>  |  |
|--|--|
| <b>Mapping Service</b>   |  |
| <p>A NDP steering group will need maps of the parish showing specific layers or designations when developing a plan. The maps you will need and the stage of the plan proposal development may include:</p> <ul style="list-style-type: none"> <li>• A map of the parish boundary when designating the Neighbourhood area;</li> <li>• When carrying out consultation during the development of the plan proposal e.g attending community events;</li> <li>• Maps to identify information in the final draft plan proposal document to evidence the individual planning policies e.g site allocations, settlement boundaries, historic buildings etc.</li> </ul> <p>Examples of the different layers and designation information that can be shown on the maps are outlined below. Each NDP group can have 5 maps printed free of charge and then the following costs apply. For further information or to request some maps please contact the Neighbourhood Planning Team e-mail <a href="mailto:neighbourhoodplanning@cornwall.gov.uk">neighbourhoodplanning@cornwall.gov.uk</a> or Tel:0300 151 1234.</p> |  |
| <b>Description</b>   | <b>Cost</b>                                  |
| Initial cost for basic map (Size A4 to A0, Ordnance Survey map base with parish boundary).   | No charge<br>(maximum 5 copies)              |
| Further work including addition layers/designation *, plotting, labels, tables, symbols etc.   | £40 per hour + VAT<br>(£50 inclusive of VAT) |
| Electronic copies (PDF) providing all mapping work   | No charge                                    |
| Additional paper copies provided, see information below for costs:   |  |
| <b>Charges per paper copy</b>  | <b>Fee</b>                                   |
| Paper copy (A4)  | £1.25 + VAT (1.50<br>Inclusive of VAT)       |

|                 |                                       |
|-----------------|---------------------------------------|
| Paper copy (A3) | £1.25 + VAT (£1.50 inclusive of VAT)  |
| Paper copy (A2) | £4.00 + VAT (£5.00 inclusive of VAT)  |
| Paper copy (A1) | £6.25 + VAT (£7.50 inclusive of VAT)  |
| Paper copy (A0) | £8.00 + VAT (£10.00 inclusive of VAT) |

**\*Examples of additional layers/designation:**

**Countryside map may include** – Site of Special Scientific Interest (SSSI), Special Protection Areas (SPA), Special Area of Conservation (SAC), National nature reserves (NNR), Cornwall Wildlife Sites (CWT), Heritage Coast (HC).

**Historic map may include** – Listed Buildings (LB), Conservation Areas (CA), Historic Settlements (HS), Areas of Great Historic Value (AGHV), Scheduled Monument (SM).

**Landscape map may include** – Areas of Outstanding Natural Beauty (AONB), Area of Great Landscape Value (AGLV), Landscape Character Area (LCA), Agricultural Land Classifications (AG)

**Other layers** – County Geology Site (CGS) Historic Landscape Character (HLC), Tree Preservation Order (TPO), Public Rights of Way (PROW)

With all above examples there is a limit to the number of layers and designation available or you may wish to create your own (which we can be plotted for you from annotated maps (paper or electronic)

Note: Please be aware the above fees and charges apply only for groups undertaking Neighbourhood Planning map production work through Cornwall Council. For all other charges refer to Council's Fees & Charges Document (Part D).

### Design and Print Services

The design team can help you create and prepare graphic designs, branding and illustrative material for any kinds of marketing and informational material. We also have our own in-house print room and offer a full end-to-end print service. We can provide printing for you, no matter what size, volume, paper, design or project you have. We currently manage all of the external design and printing for Cornwall Council and its family of businesses as well a partner and external organisations.

We can design and print a wide range of products including:

- Leaflets
- Brochures
- Posters
- Stationery
- Reports
- Exhibition graphics
- Sign boards and information boards
- Presentation packs
- Folders

- Web page designs
- Mailings

For further information or to obtain a competitive quote please email [designandprint@cornwall.gov.uk](mailto:designandprint@cornwall.gov.uk) or contact Clare Philpott on 01872 322696

### Local Housing Needs Survey

The Affordable Housing Team can provide guidance and support to NDP groups who wish to undertake a survey on local housing needs. The team can support you when carrying out and analysing an online survey. The survey data collected will then complement and be considered alongside the registered housing data and information that the Council can provide. Below is a guide to the costs involved if you are considering carrying out a survey. Please contact the Affordable Housing Team for further information.

Email: [affordablehousing@cornwall.gov.uk](mailto:affordablehousing@cornwall.gov.uk) or Tel: 01872 326253.

| Description  | Cost  |
|--|---|
| Printing, postage and obtaining electoral roll (residential addresses) | £25 + 0.43p per address (final cost depends on the number of households). |

Affordable Housing Officer's time is charged at £65 per hour – based on using standard template and letter, average time charge is 10 hours to liaise, prepare, oversee, analyse and report = £650 (including VAT).

### Environment Service

### Public Open Space Assessment

The National Planning Policy Framework 2018 (para 96) requires that *planning policies should be based on robust & up to date assessments of the needs for open space, sports and recreation facilities and opportunities for new provision*. A Public Space Officer can undertake a study consistent with other areas of Cornwall that evaluates the quantity, accessibility and quality of eight types of open space, which can be used to make comparisons with other similar settlement areas (minimum size: ~50 dwellings), and provide an evidence base for prioritising future projects, or to help secure appropriate contributions from development.

Work offered:

- Preparation of map of all strategic open space categorised into the 8 official types. ArcView10 (GIS) and Pdf.
- List of all sites with areas (Excel 2010)
- Report summarising assessment of provision (4 weeks from commission) (Word doc. 2010)

- Preparation of detailed stakeholder questionnaire tailored to the evaluation of new standards – circulated to parish and CC members (Word doc. 2010)
- Collation of consultations received
- Final report on assessment and recommendations for future standards. (~10 weeks from commission) (Word doc. 2010)
- See [web-page](#) for examples & methodology.

| Description  | Cost          |
|--|---------------|
| 1 or 2 small settlements (>50 dwellings) and up to 10 open spaces in study area. (6 hours)               | ~£300+VAT tbc |
| 3+ settlements (>50 dwellings) and up to 20 open spaces. (8 hours)                                       | ~£400+VAT tbc |
| >20 open spaces in study area. (10 hours)  | ~£500+VAT tbc |
| Attendance of 1 meeting to present initial assessment and introduce consultation questionnaire (3 hours) | ~£150+VAT tbc |

### Local Landscape Character Assessment Support Services

The following information indicates how landscape architects from Cornwall Council can provide support in the preparation of a Local Landscape Character Assessment (LLCA) as an evidence base for a Neighbourhood Development Plan (NDP). The area of land which each NDP covers, and the level of detail needed to support environmental policies will be different for each NDP. For this reason it is not possible to fix a cost for each of the services detailed below. Costs provided below are a minimum, and may increase depending upon the scale of the assessment required.

There will be no charge for a landscape architect from Cornwall Council to attend a NDP Steering Group meeting to introduce the LLCA process, to enable you to decide if you wish to undertake such an assessment.

#### Stage 1 – Local Landscape Character Assessment

In Stage 1 you will assess the character of all of the land within the boundary of the NDP area (excluding the settlements themselves). The assessment process groups the landscape into areas with the same character, referring to these as 'landscape types'. The end product is a character description for each landscape type with guidance for future planning and land management, which can be used to inform policy with the NDP.

##### 1.1 LLCA Stage 1 - Training Workshop

A landscape architect from Cornwall Council will be able to provide a 3 hour training session to introduce landscape assessment and the process of undertaking a Stage 1 LLCA. The workshop includes guidance in dividing up your NDP area into 'landscape types' (areas of land which have the same character) and completing a fieldwork assessment sheet with a landscape architect there to answer any questions relating to the process. Copies of the NDP map with contours and blank field assessment

sheets are included within the cost of the training and will be provided as paper copies and in a digital format for reproduction. To get maximum benefit from this training it is recommended that the volunteers who will be carrying out the field work assessment all attend the training. For this there will be a set charge of £200+VAT

### **1.1 LLCA Stage 1 – Engaging local school children in the LLCA process**

A simplified assessment has been prepared to introduce primary school children to the process of recording landscape character. A landscape architect will be able to come to the local school and talk to the children in Year 6, and take up to 8 children out into the landscape to complete a simplified field assessment record to combine in your LLCA document.

Based on 2 hours the cost would be £100+VAT

### **1.2 LLCA Stage 1 - Reviewing the draft 'landscape type' descriptions**

Your NDP group may request early in the assessment process, a review and feedback from a landscape architect on the content and level of detail recorded on the fieldwork assessment sheets to provide reassurance that the volunteers have understood the methodology and have recorded an appropriate level of detail.

The time involved will be dependent upon the number and complexity of the 'landscape types', and for this reason a likely charge will be of £200+VAT based on the review of five landscape type descriptions

### **1.3 LLCA Stage 1 - Presenting the draft assessment to the community and assessing the wider community value of the landscape**

Assistance can be provided by a landscape architect to create the material for public consultation to allow the local community to review the completed draft LLCA Stage 1 and gain their views on the value and importance of the local landscape. A landscape architect would be able available to assist in the organisation of display material and to be present at the consultation event.

For this there will be a charge of £680+VAT based on 2 days

### **1.4 LLCA Stage 1 – Report drafting by a landscape architect from Cornwall Council**

A landscape architect from Cornwall Council Can undertake a Stage 1 character assessment on your behalf and include the community and NDP Steering Group in process. However, an NDP is a community led document and therefore it is recommended that local volunteers, who live in the area and therefore have a detailed local knowledge of the landscape undertake the assessment. The cost for a landscape architect to undertake the Stage 1 assessments will vary depending upon the size of the parish and the number of landscape types to be assessed. Should you wish to consider this option, please contact the Environment Service [EnvironmentService@cornwall.gov.uk](mailto:EnvironmentService@cornwall.gov.uk) to discuss this further. By way of a guide based on 4 landscape character types there would be a cost of £3,200+VAT

## LLCA Stage 2 Edge of Settlement Assessment

There are two levels of Edge of Settlement Assessments (Overview or Detailed) which both look at the character and visibility of the landscape which immediately surrounds a settlement. The completed Overview or Detailed assessments, like the Stage 1 landscape assessment form an evidence base which will support policies in your NDP and can also be used as part of the initial assessment process to allocate land for development.

Both assessments can be undertaken by community volunteers after they have completed the Stage 1 assessment. For continuity, before starting either of the LLCA Stage 2 assessments, it is recommended that the volunteers take part in a training workshop.

Alternatively, a landscape architect from Cornwall Council can undertake either an Overview or Detailed LLCA Stage 2 assessment on your behalf and include the community and NDP Steering Group in process. However a NDP is a community led document and therefore it is recommended that local volunteers, who live in the area and therefore have a detailed local knowledge of the landscape undertake the assessment. The cost for a landscape architect to undertake one or other of the Stage 2 assessments will vary depending upon the size and number of settlements to be assessed. The following costs are provided by way of a guide. The level of assessment best for your NDP will need to be discussed with a landscape architect, please contact [environmentservice@cornwall.gov.uk](mailto:environmentservice@cornwall.gov.uk)

### 2.1 Stage 2 – Overview assessment

#### 2.1.1 Introductory training workshop

A landscape architect can provide a three hour training workshop for volunteers on how to undertake the 'Overview' Edge of Settlement Assessment. This training would look specifically at the sensitivity of the current settlement edge to accept future change, and would involve a briefing on the application of the methodology and guidance on how to complete the field assessment sheets. Copies of the blank LLCA Stage 2 assessment sheets and explanatory notes for the method of assessment are included within the cost of the training and will be provided as paper copies and in a digital format for reproduction.

For this there would be a set charge of £200+VAT

#### 2.1.2 Reviewing the draft assessment

You may need a landscape architect to review and feedback on the content and level of detail recorded as part of the assessment to provide reassurance that the volunteers have understood the methodology and have recorded an appropriate level of detail.

The time involved will be dependent upon the scale of the settlement and for this reason a likely charge will be of £200+VAT based on two settlements

#### 2.1.3 Completion of the Overview Assessment by a Cornwall Council landscape architect

As a guide the following costs are based on two small village/settlements. The assessment would involve a landscape architect from Cornwall Council to:

- a. undertake site visits and create a photographic record, write up the assessments and create a draft LLCA document with introduction £2,000+VAT
  - b. prepare mapping - £150+VAT
  - c. provide digital and printed copies of the completed draft - £50+VAT
- Total - £2,200+VAT

## Stage 2 - Detailed Assessment Using Land Parcels

### 2.2.1 LLCA Stage 2 - Introductory training workshop

A landscape architect can provide a one day training workshop for volunteers on how to undertake the Edge of Settlement Assessment looking specifically at the sensitivity and capacity of the settlement boundary to accept future change. This training would involve a 3hour briefing on the application of the methodology and guidance on how to complete the field assessment. Copies of the blank LLCA Stage 2 assessment sheets and explanatory notes for the method of assessment are included within the cost of the training.

For this there would be a set charge of £480+VAT

### 2.2.2 LLCA Stage 2 - Guidance on creating 'land parcels'

You may need further help in dividing up the land around your settlement into land parcels.

For this there would be a charge of £100+VAT based on two hours

### 2.2.3 LLCA Stage 2 - Guidance on writing 'land parcel' descriptions

It is recommended that a landscape architect review the early drafts of the field assessment sheets to ensure a consistent level of detail is recorded and that the methodology has been understood. To be able to review the land parcel descriptions landscape architect will need to visit the settlement edge in person and then review the prepared assessments. The overall cost would depend upon the number of land parcels within the assessment.

Based on six land parcels there would be a charge of £290+VAT

### 2.2.4 LLCA Stage 2 - Overall review of the completed 'land parcel' descriptions

Once the assessment is completed in draft a landscape architect can review the completed land parcel descriptions to ensure consistency of judgements on sensitivity, value and capacity.

The overall cost of this work would depend upon the number of land parcels within the assessment.

Based on six land parcels there would be a charge of £580+VAT

### 2.2.5 LLCA Stage 2 - Assessment undertaken by a landscape architect

A landscape architect can be commissioned to undertake a settlement edge assessment on behalf of the NDP group. It will however be important for the NDP Steering Group to be involved in the preparation of the assessment, so they are then able to comment on the draft assessment prepared by the landscape architect. A landscape architect will need to meet with the NDP Steering Group to explain the process and the scope of the assessment.

It is not possible to provide an overall cost for this assessment as it will depend upon the size of the settlement and the number of land parcels. The following breakdown is provided by way of a guide:

- A meeting with the NDP group to determine the scope of the assessment  
£145+VAT based on 3 hours
- Determining the land parcel boundaries for the assessment  
£80+VAT - fixed cost
- For each land parcel (previous assessments have had between 8 and 13 land parcels) carry out an assessment on site, complete the assessment sheets and summary, and prepare a photographic record.  
£730+VAT
- For each land parcel prepare mapping  
£120+VAT
- Organise a meeting for the NDP group to explain the process to compile the assessment, and to provide an understanding of the remit of the assessment  
£150+VAT - fixed cost
- Following a meeting with the NDP Group and their examination of the draft assessment carry out any amendments necessary to deliver the completed document  
£240+VAT based on 5 hours.

If you have any questions about the guidance note please contact the Neighbourhood Planning Team e-mail [neighbourhoodplanning@cornwall.gov.uk](mailto:neighbourhoodplanning@cornwall.gov.uk) or Tel:0300 151 1234.