



MASTER

LAND & PLANNING

Neighbourhood Plan – Consultancy Services

**LYDIARD MILLICENT
NEIGHBOURHOOD PLAN**

24/09/2026

MASTERLP.CO.UK

REGISTERED ADDRESS: Master Land & Planning Limited, Director Generals House, 15 Rockstone Place, Southampton, SO15 2EP
EMAIL: welcome@masterlp.co.uk | COMPANY NUMBER: 136605608 | VAT: 394065184

Project Brief

This proposal is prepared for Lydiard Millicent Parish Council in respect of our Neighbourhood Development Plan (NDP) consultancy services. The scope of this proposal relates to MLP providing a Strategic Environmental Assessment of your draft modification NDP.

Fixed fees are provided where possible. Other fees are defined by a day rate with an estimate, charged depending on the amount of work involved in review / site visits of proposed designations, review of representations and amendment of final documents. Our equivalent day rate is £606. All fees stated are exclusive of VAT, reasonable expenses and disbursements.

Stage 3A - SEA

In order for the neighbourhood plan to be made, it must meet certain Basic Conditions. These include that the making of the plan *"not breach, and be otherwise compatible with assimilated EU obligations"*. One of these obligations relates to Directive 2001/42/EC 'on the assessment of the effects of certain plans and programmes on the environment', otherwise known as the Strategic Environmental Assessment (SEA) Directive.

The SEA focuses on the likely significant environmental effects that your neighbourhood plan might have on the local environmental assets, together with possible mitigation measures. A prescribed process for the SEA process is set out by the SEA regulations and PPG that offers specific guidance on SEA for neighbourhood plans¹.

The SEA should only focus on what is needed to assess the likely significant effects of the neighbourhood plan. It should focus on the environmental impacts which are likely to be significant. It does not need to be done in any more detail, or using more resources, than is considered to be appropriate for the content and level of detail in the neighbourhood plan.

Step A - Screening

The screening will determine whether the neighbourhood plan is likely to have significant environmental effects.

The Wiltshire Council email concludes that an SEA is required as four of the policies have potential for likely significant effects on the North Meadow and Clattinger Farm SAC and allocations in a conservation area.

Step A will be concluded on receipt of the Screening Determination.

Step B - Setting the context and objectives, establishing the baseline and deciding on the scope

The second Step establishes the baseline characterisation, identifies the key issues and opportunities, and proposes the basis against which the emerging elements of the plan will be assessed - what, when and how. We would consider relevant published information, including drawing upon the evidence base for both the Local Plan² and the neighbourhood plan. A Scoping Report will be prepared comprising the following:

- Context
- Baseline Characterisation

¹ <https://www.gov.uk/guidance/strategic-environmental-assessment-and-sustainability-appraisal#strategic-environmental-assessment-requirements-for-neighbourhood-plans>

² Which is being examined and has been subject to wide consultation with statutory environmental bodies

- Plans & Programmes Review
- Issues & Opportunities
- Proposed Approach & Methods, including SA/SEA Framework of Objectives
- Suggested Contents for SA/SEA Report & Non-Technical Summary

Following preparation of the final Scoping Report, this would be sent to the statutory environmental bodies and Wiltshire Council for a 5-week consultation. We will then review the comments and make modifications to the Scoping Report.

Step C - Developing and refining alternatives and assessing effects

When developing the SEA it is important to:

- Test the neighbourhood plan objectives against the SEA framework
- Develop the neighbourhood plan options including reasonable alternatives
- Evaluate the likely effects of the neighbourhood plan and alternatives
- Consider ways of mitigating adverse effects and maximising beneficial effects
- Propose measures to monitor the significant effects of implementing the neighbourhood plan

Step D - Prepare the Environmental Report

Conclusion of Step C enables the final draft of the SEA to be prepared.

The SEA would then be published and subject to statutory consultation with consultation bodies and the public through the Pre-Submission draft plan (Regulation 14 consultation).

The SEA may need to be amended if modifications to the neighbourhood plan are proposed at Submission and thereafter at examination.

Step E - Post making reporting and monitoring

Following making of the neighbourhood plan, the conclusion of the SEA process requires:

- Prepare and publish post-adoption statement
- Monitor significant effects of implementing the neighbourhood plan
- Responding to adverse effects

Stage 3A - MLP will provide the following outputs:		Fixed	Indicative Timescale
B.	Preparation of SEA Scoping Report including the assessment criteria for review with the SG. Undertake the 5-week consultation with statutory bodies on behalf of the Steering Group. Finalise Scoping Report following consultation.	4.5 days	4-6 weeks for the Scoping Report. Further 5 weeks for consultation.
C and D	Develop and refine alternatives and assessing effects. Preparation of the final SEA, including assessment of reasonable alternatives and assessment of objectives and policies. Advise the Steering Group of outcomes and recommendations on modifications to the draft plan (if necessary) to mitigate any adverse environmental effects and maximise beneficial effects.	5 days	5 to 6 weeks of the statutory bodies consultation ending

E.	Prepare and publish post-adoption statement	1 day	Post made NDP
Budget		£6,363.00	-

General

- All fees and rates are excluding VAT, disbursements, meetings and reasonable expenses.
- All reasonable expenses will be charged at cost, including mileage charged in line with standard HMRC rates.
- Disbursements such as data purchase, hire or mapping will be agreed prior to being incurred and will be charged additionally at cost.
- Exceeding an estimate for instruction by hourly rates will be with your prior agreement.
- Instruction and payment is subject to the Master Land & Planning Limited Standard Terms and Conditions as enclosed.
- Invoices will be submitted for payment on a monthly basis.
- Quoted fees are valid for six months from the date of the letter.
- The client should allow for other costs for their project including third party specialists to address validation requirements, policy requirements, and legal requirements.
- Submissions of NDP documents to the Steering Group and the LPA and the release of final versions of relevant documents will take place within three working days of payment being received.

Instruction and payment is in accordance with our terms and conditions, which are enclosed. A copy of the project team CV can be provided on request. A copy of our PI Insurance can be provided on request.

If you would like to proceed, we would be grateful if you could complete and return the acceptance form at the end of the terms and conditions, or provide written confirmation. This is in line with the Royal Town Planning Institute's Code of Conduct, and will enable MLP to act on your behalf.

If you would like to proceed, we would be grateful if you could provide written confirmation, or complete and return the acceptance form at the end of the terms and conditions. This is in line with the Royal Town Planning Institute's Code of Conduct, and will enable MLP to act on your behalf.