

31st October 2025

Dear Frettenham Parish Council

Frettenham Neighbourhood Plan workshop: proposal for support

Please find a proposal to deliver a Parish Council workshop on undertaking a Neighbourhood Plan. Delivery will be by Rachel Leggett (Rachel Leggett & associates).

	Time
<p>Preparatory work Slides, handouts and context reading</p>	2 hours
<p>Neighbourhood Plan introductory workshop (10am-3pm or 2pm-5pm in Frettenham)</p> <ul style="list-style-type: none"> • What is important to Frettenham? • What is a Neighbourhood Plan (and what is it not)? • The local and national picture • Setting up a Neighbourhood Plan Steering Group • The Neighbourhood Plan process, including developing a strong evidence base • Developing a set of Neighbourhood Plan policies • Next steps 	3 hours
<p>Travel from Norwich office, 30 mins each way mileage, 15 miles round trip, £6.75</p>	1 hour
TOTAL	6 hours £300

Note: Fees are based on a rate of £50 per hour. Travel expenses are charged at 45p per mile (as recommended by the Inland Revenue).

About us

'Rachel Leggett & associates' and 'Compass Point Planning and Rural Consultants' are highly experienced in Neighbourhood Planning and collectively have been involved in the project management or technical input to over 40+ Plans to date:

- o Norfolk: Acle review; Blofield; Brundall review; Castle Acre; Croxton, Brettenham & Kilverstone; Dersingham; Dickleburgh; Hingham; Horsford; Mattishall; Newton Flotman; Old Catton review; 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; Tivetshall; Thorpe St Andrew; Upwell; Watton; Wells-next-the-Sea; Wroxham
- o Suffolk: Acton; Badwell Ash; Boxford; Edwardstone; East Bergholt review; Easton; Framlingham review; Fressingfield and Fressingfield

review; Hitcham; Leavenheath; Needham Market; Onhouse;
Redgrave; Saxmundham and Saxmundham review; Ufford; Walsham le
Willows; Wetheringsett cum Brockford; Whatfield

Examples can be found here:

www.rachelleggett.co.uk/neighbourhoodplanning

Please do not hesitate to get in contact with any points of clarification,
info@rachelleggett.co.uk, 07947 615335. I am happy to talk through the
proposal further.

I look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink that reads "Rachel Leggett". The script is cursive and elegant, with a large initial 'R' and a decorative flourish at the end.

Rachel Leggett
Rachel Leggett & associates