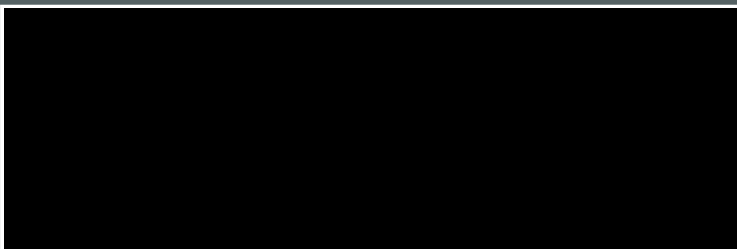


COMPANY C

Saltash Town Council
Saltash
Settlement
Spatial Plan

Fee proposal : Master Planning/ Urban Design & Landscape Planning

May 19th 2026



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Introduction



Introduction

Thank you for inviting
[REDACTED] to
submit a fee proposal for
Saltash Settlement Spatial
Plan.



[REDACTED] is well placed to help deliver this project through our integrated, multi-disciplinary approach, encompassing spatial planning, landscape architecture, masterplanning, and urban design.

We have over 25 years' experience delivering spatial planning projects for towns within Cornwall, and are recognised for our collaborative way of working, close client relationships, and consistently high-quality outcomes. A significant proportion of our work is secured through repeat commissions, reflecting the trust we build with our clients.

We would be delighted to work with Saltash Town Council and produce a quality Settlement Spatial Plan for Saltash to direct future development in the parish. This would be produced in a format that aligns with Cornwall Council's emerging NPS (Neighbourhood Priorities Statement) requirements and is suitable to inform the Local Plan, planning applications and neighbourhood planning.

We know Saltash, and the team that will assist in the work are all based in our Truro office.

An understanding of spatial planning, landscape sensitivity and capacity analysis and masterplanning are key to this project. We have worked on a number of comparable projects, including masterplanning and spatial capacity studies for Redruth, Pool, Launceston, Penzance and Hayle and Truro.

Why Us?

We know this sector well.

Between us, we have decades of experience in rigorous research and spatial planning to create well-considered, sustainable places, with considerable experience of working with clients to deliver projects from inception to completion.

We have the ideal skill set.

Across our team we have a powerful combination of creative and strategic minds- both essential for successful visioning, place making, and practical implementation. Our team includes master-planners, landscape architects and designers who work holistically in an integrated way to ensure robust, workable and creative solutions.



We thrive on working collaboratively.

Successful planning is a team process. Our team have worked together on many similar projects and we believe that working collaboratively throughout the project, together with you, the client, and the key stakeholders is critical. Some of our larger projects take years to complete due to their scale and complexity, so we must be able to work hand in hand with our clients. Many of our projects come from repeat orders.

We want places to be the best they can be.

For their clients, residents, visitors, and businesses- and this passion is carried across everything that we do- whether advocating for quality in spatial growth; championing the importance of landscape and culture, or helping to shape viable, inclusive places.

We are motivated to deliver social and environmental value in all that we do.

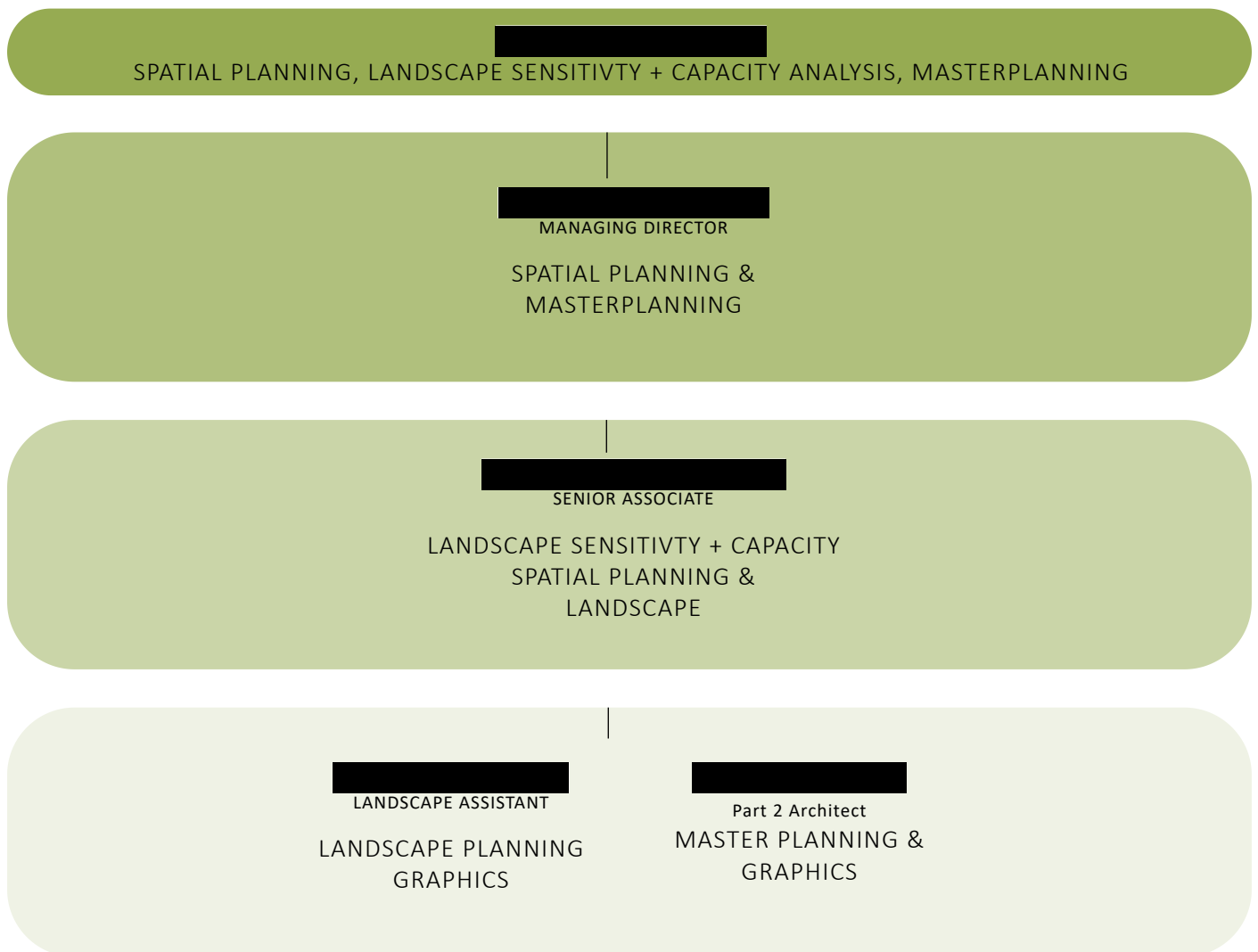
We care about making a difference and improving people's lives and places for the long term, not just a short term output.

We generate buy in.

We take people with us on our vision for projects by leading with knowledge, honesty and never being afraid to challenge ourselves or our clients.

Project Team

We are an interdisciplinary studio and so fully appreciate the process needed to deliver this project. The following organogram illustrates our project team structure and the team members who will be involved.



Brief, Scope + Methodology



Brief, Scope + Methodology

We understand the brief. The client requires ■ to produce a Settlement Spatial Plan that focuses on priorities for Saltash and direct future growth in the parish.

Saltash has an adopted Neighbourhood Development Plan (March 17th, 2022). The Spatial Plan would be a concise document that focuses on priorities for the Parish, including locations suitable for new housing development, local infrastructure investment, design expectations etc. This would be produced in a format that aligns with Cornwall Council's emerging NPS (Neighbourhood Priorities Statement) requirements.

Stage 1 : Inception Meeting + Existing Baseline

Attend an initial Inception Meeting with Saltash TC to align all key stakeholders on the project scope, objectives, time lines, deliverables and roles and responsibilities and address any initial questions.

Initiate collation of the existing baseline. It is important that a holistic understanding of the optimum places for growth is carried out, to ensure future development sits well in the landscape and brings the greatest benefits to Saltash. This would include our own assessment of land within the parish, in addition to an assessment of the 'call for sites' land. The methodology would follow that used for the Cornwall HELAA Call for Sites, which includes RAG (Red, Amber, Green Scoring) and would

also incorporate a landscape sensitivity appraisal, which we are specialists in.

- Data mapping - To identify screen-out designations, constraints and land types such as; National Landscapes, SSSI's, Ancient Monuments, Conservation Areas, Flood Risk (FZ3a and 3b), Public Rights of Way, CWS's, Ancient Woodlands, Local Nature Reserves, Open greenspace, land with extant planning permission for wholesale development, etc.
- Data mapping – Landscape Character Areas, Topography etc.
- Evidence Base – Existing housing allocations.
- Review of Call for Sites - (Location, type of development, housing numbers).
- High-level landscape capacity / sensitivity review of all potential areas for growth in Saltash that would include a walkover/drive through site survey of Saltash Parish.
- Categorisation of Sites - Identification of sites that are available (i.e. Call for Sites) and also those that have not been put forward but are identified in our assessment as suitable for housing growth.
- Production of initial mapping and analysis plans including a location RAG score - to determine the potential sustainability of each site and its proximity to existing settlement and active travel opportunities.
- NOTE: We have not allowed for transport planning input to assess the potential impacts of development on the wider highway network. This could be produced as a separate and co-ordinated exercise if required.
- NOTE : We will require Saltash TC to provide the relevant socio-economic data plus existing capacity for social infrastructure e.g. doctors, dentists, schools etc.

Brief, Scope + Methodology

Stage 2 : Stakeholder Workshop

To be arranged and managed by Saltash Town Council.

- Review and discussion with stakeholders of initial mapping and analysis plans.
- Agreement on the preferred growth areas for development.
- Discussion and agreement on any other key planning priorities to be included in the Saltash Spatial Plan.

Stage 3 : Scenario development and testing of baseline and ■ work

- Review of all potential growth area sites.
- Capacity calculations/ projected housing numbers for each site.
- Allowance for public open space (POS) – below 25 units – none; 25-50 units – 15% POS; Over 50 units – 30% POS.
- Adjustments will be made where the proposer on a Call for Sites, has put forward a lower quantum of development (on the basis they know the site better, or the proposer has put the site forward for more development and this is supported by a professional masterplan).
- Adjustments will also be identified where there are specific landscape sensitivity issues that have been identified in Stage 1.
- Availability RAG score – where a site has been put forward in the Call for Sites, it is assumed that the site is available and if there are no availability issues raised these are assessed as Green. Where availability issues are raised (such as problematic legal/ownership issues) and could be phased 10-15 years later, these are assessed as Amber. For those

sites that have not been put forward in the Call for Sites these would be assessed as Red with the requirement to follow up with the landowner.

- NOTE: We will require Saltash TC to provide a threshold maximum number of houses to be provided for i.e. 500 units, 1,000 units, 2,000 units etc.
- NOTE : We will require Saltash TC to confirm the capacity calculations (density and POS provision).
- NOTE : This will not include an assessment of viability however we will identify if any potential sites are brownfield and issues have been raised on contamination, ground conditions etc.

Stage 4 : Solutions Workshop – with Stakeholders and the Steering Group

We recommend this is carried out as 1 day workshop.

- Presentation of the solutions arrived at following the development testing.
- Presentation on the final preferred growth areas for development.
- Presentation on the Final Priorities.

Stage 5 : Production of Final Illustrated NPS Report

We will work up the final options and then arrange a meeting with Saltash TC to get their agreement on these and priorities to be included in the report.

- The report will be set out in a format that aligns with Cornwall Council's NPS.
- The report will include a strategy and action plan.

Fee Proposal



Fee Proposal

Our fee proposal reflects the scale, and collaborative nature of the project.

Stage 1 - Collation of baseline data, site visit and inception meeting

Director	1 day x £750/day	= £750.00
Senior Assoc.	4 days x £650/day	= £2,600.00
Assistant	2 days x £350/day	= £700.00
Sub Total		= £4,050.00

Stage 2 : Stakeholder Workshop

Director	2 days (1 prep/ 1 attend) x £750/day	= £1,500.00
Senior Assoc.	2 days (1 prep/ 1 attend) x £650/day	= £1,300.00
Assistant	2 days (prep) x £350/day	= £700.00
Sub Total		= £3,500.00

Stage 3 : Scenario development and testing

Director	1 day x £750/day	= £750.00
Senior Assoc.	2.5 days x £650/day	= £1,625.00
Assistant	2 days x £350/day	= £700.00
Sub Total		= £3,075.00

Stage 4 : 1 day Workshop with Stakeholders and Steering Group

Director	1 day x £750/day	= £750.00
Senior Assoc.	2 days (1 prep/ 1 attend) x £650/day	= £1,300.00
Assistant	2 days prep x £350/day	= £700.00
Sub Total		= £2,750.00

Stage 5 : Meeting + Production of Final Illustrated NPS Report

Senior Assoc.	2 days x £650/day	= £1,300.00
Assistant	0.5 days x £350/day	= £175.00
Sub Total		= £4,050.00

Total **£14,850.00 + VAT & Expenses**

NOTE : We have the option of including [REDACTED] in the Stage 2 Workshops. This would be at an additional cost (below the bottom line) of £1,870.00.

NOTE: We would be more than happy to carry out a 1-day public consultation event post this process, but it is not clear from the brief whether this is required or not.

Programme

Saltash TC need to submit the NPS by January 2027. In terms of carrying out the work, we confirm we would be able to start the work within 4-weeks of appointment. We confirm we would be able to complete the works within 4-months.

Exclusions

Please note our Stage fees specifically exclude the following:

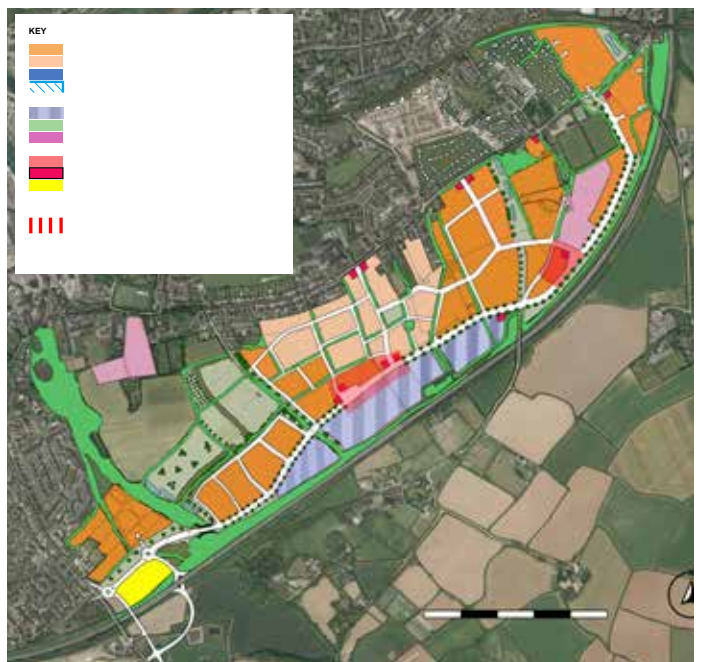
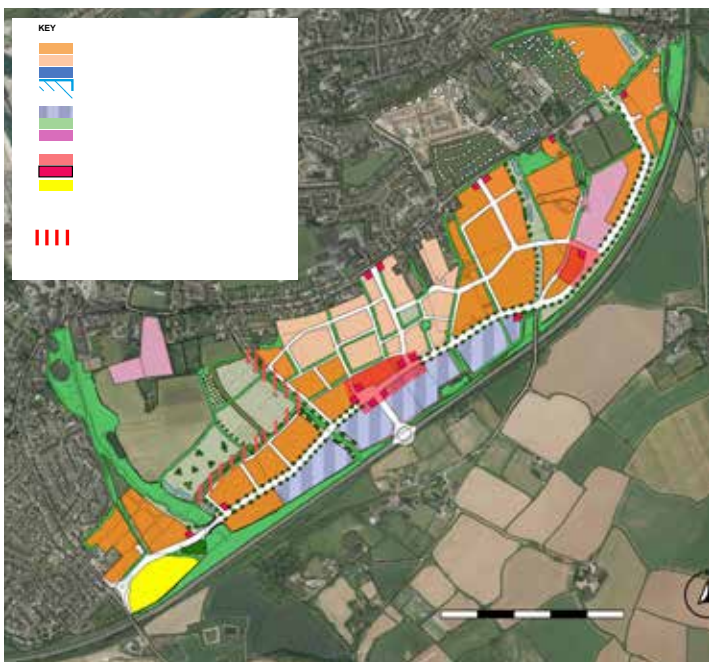
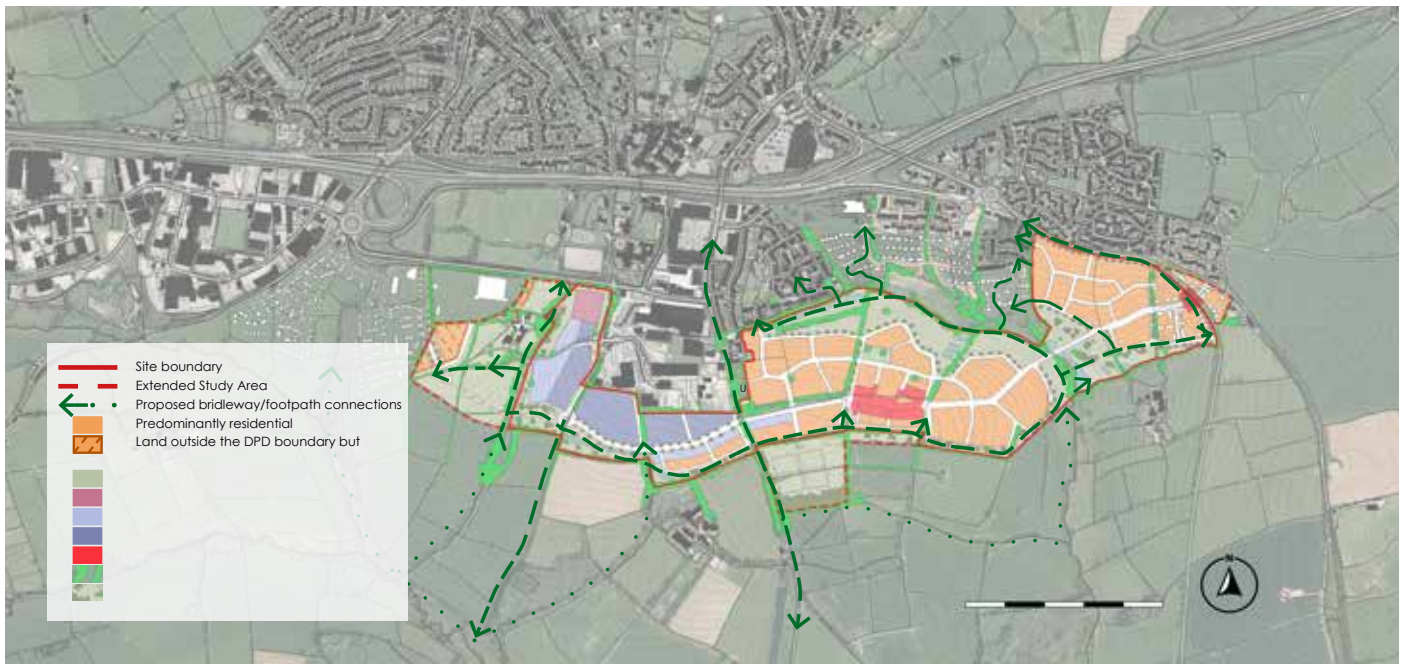
- Pre-application and S73 works
- Construction drawings
- VAT at the current rate
- Statutory fees
- Cost consultancy
- Planning application fees
- Heritage Impact Assessment by others
- Ecology, arboriculture, archaeology by others
- Transport Planning
- Multiple planning applications
- Changes to the scope and post submission changes will be additional.
- Measured existing building or topographical surveys.
- Geotechnical (ground condition) surveys
- EIA or BREAM assessments
- Financial Vetting & costing & multiple iterations following design freeze stages
- All site works, road drainage and main services
- Engineering drawings/advice civil, structural or mechanical (lighting), or catering facilities
- Other works / services carried out by Design Team members / Consultants / Others
- Additional meetings / Design Review Panels/ Public consultations
- Special presentational requirements / materials, i.e., 3D models or additional montages/marketing images
- Disbursements including map purchases & printing

Any further meetings or change in the scope of works will need to be agreed and be charged at a time charge rate (plus VAT). Invoices will be issued monthly for the duration of the commission.

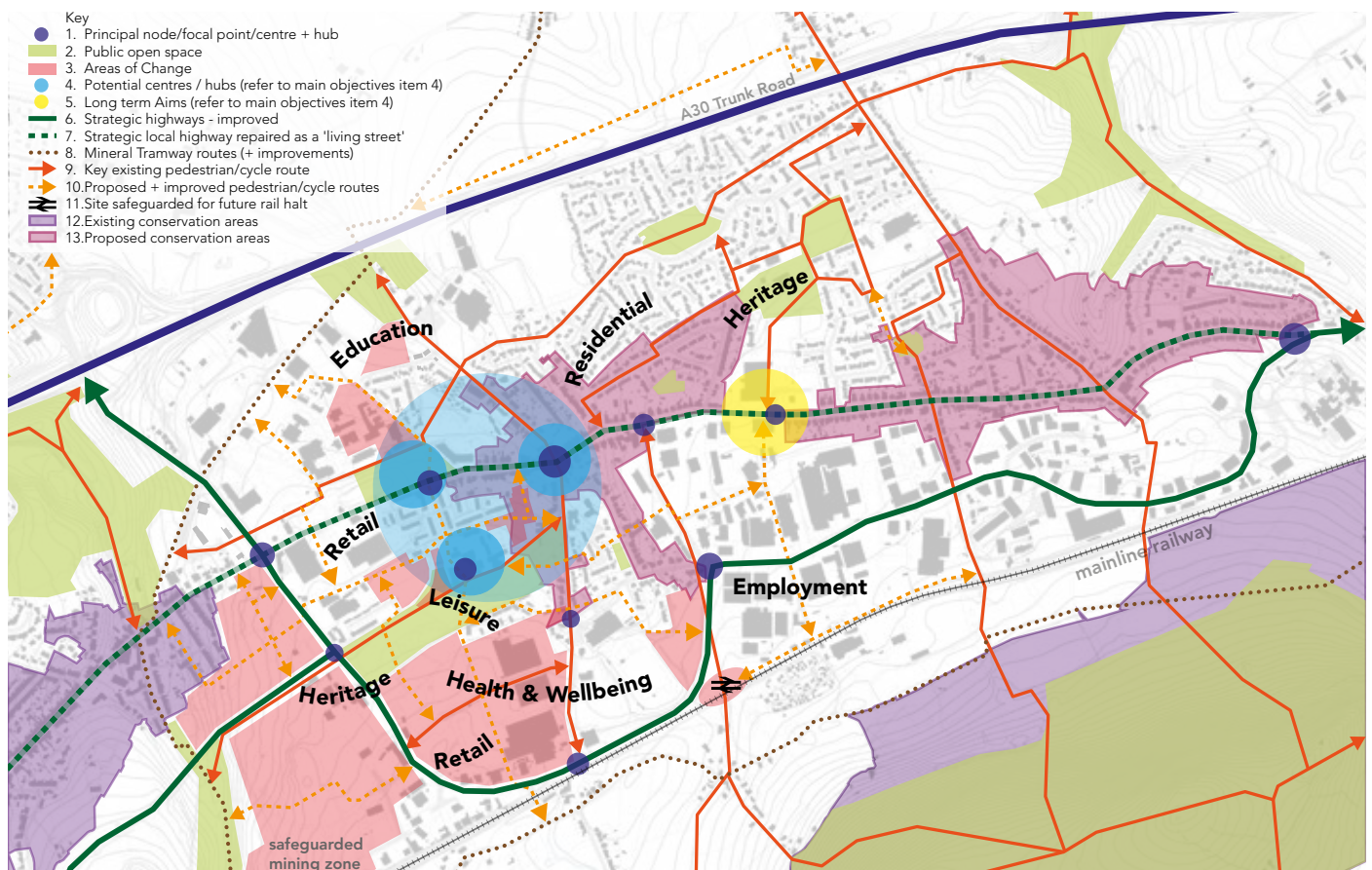
Relevant experience

Cornwall Projects :

Launceston Housing Growth Masterplan - Client: Cornwall Council.



Relevant experience



Penzance Town Centre Spatial Strategy - Client: Cornwall Council and Penzance TC.



Relevant experience

Truro Master Thinking Spatial Plan - Client: Cornwall Council.



Redruth Town Spatial Plan - Client: Cornwall Council and Redruth TC

People

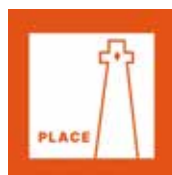
Place

Nature



Good for People

Improving the welfare and well-being of our innovative, independent community
Improving the skills, support, circular economy and prosperity of the businesses and individuals that drive the health and wealth of our town
Celebrating our Cornish culture, language, events + festivals, rugby + sport



Good for Place

Reinforcing Redruth as a special cultural place with our World Heritage Site and 'Capital of Cornish Innovation and Creativity' status
Re-generating + repairing our heritage assets
Re-purposing our spaces + places with more flexible uses, to create an accessible, sustainable and inviting place to live, work and visit



Good for Nature

Living sustainably and being resourceful
Puts nature at the core of the towns local economy, embracing slow retail and second hand - closing the loop on waste and carbon emissions
Re-greening Redruth to provide beautiful, sociable and productive green spaces

