

Appendix

A Housing Strategy for the Garden Communities in Uttlesford

Brief for the development of a Garden Communities Housing Strategy

Background information

Uttlesford District Council propose to deliver 18,500 new homes and jobs in three new Garden Communities at North Uttlesford, Easton Park and West of Braintree (the latter proposal is part of a single new settlement of up to 13,500 new homes in partnership with Braintree District Council).

The new communities will be built over the next 25 years and will be designed to support a high quality of life for all and create healthy, safe and vibrant places for living and working. The new communities will be developed in accordance with garden city principles defined by the Town and Country Planning Association. These principles include, creating environmentally sustainable communities of mixed tenure homes and housing types promoting a vibrant local economy with community ownership of land and the long term stewardship of assets.

North Uttlesford Garden Community

This Garden Community is expected to deliver 1,925 homes and jobs by 2033 including affordable homes to create a sustainable and balanced community. Local employment sectors include the internationally renowned Chesterford Research Park, delivering innovative research with links to the University of Cambridge. Other Science Parks with world leading businesses and research are nearby, including the Wellcome Genome Campus, Granta Park and Babraham Research Park.

Easton Park Garden Community

The number of homes and jobs expected to be delivered by 2033 amounts to 1,925. The biggest employer locally is Stansted Airport which provides services to Europe and beyond. The Airport has granted permission to increase the number of passengers it serves annually to 35 million with support for a further increase to a total 43 million per annum. This will require additional personnel and support staff.

West of Braintree Garden Community

This Garden Community is being delivered in partnership with Braintree District Council and the North Essex Garden Communities Company. It is expected that 3,470 new homes will be delivered by 2033 (of which 970 will be within Uttlesford district). Braintree District has higher percentage of people working in construction, manufacturing and professional services, than Essex does as a whole.

Local Plan Preparation

Uttlesford District Council has submitted a Local Plan to the Secretary of State for Examination which is expected to take place in Summer 2019. The Braintree Local Plan has also been submitted and an Examination is due to resume in the Autumn 2019 pending the preparation and consultation of further evidence.

Scope and objectives of the Housing Strategy.

There is often a mismatch between the type of new housing being delivered (in tenure, cost, design and delivery) and objectives of creating mixed and balanced communities which provide residents with the choice to live and work locally and to take an active role in their community.

The importance of this work is not only to ensure there is a mixed and balanced range of people living from the outset in the new communities, but also to ensure that housing provision supports a strong vibrant local economy, reduces the need to travel and supports high quality sustainable lifestyles.

The project will take a different approach to the issue by focussing in on the range and type of job opportunities that will arise in the new communities (for instance in education, social care or neighbourhood business) and then examine the delivery of housing options that will be affordable and attractive to these employees. The approach will be entirely consistent with the Town and Country Planning Association Garden City principles.

In addition, the project will assess the scope for using new technologies to support and encourage remote and homeworking through the provision of measures such as neighbourhood technology hubs. Employment will be defined broadly and include activities that promote enterprise, community development and the creative arts.

Overall aims of the Garden Communities Housing Strategy:

- To prepare a study that explores how decisions on housing types and tenure can help enable economic growth in key local and public sectors as well as reduce poor air quality by commuters in private cars. This will include an analysis of deliverability and will consider how innovations in housing policy might overcome challenges associated with housing affordability.
- To deliver a housing strategy for Uttlesford District Council and across the West Braintree Garden Community that directs and supports the delivery of new homes across the three new Garden Communities to deliver mixed and balanced communities. This Strategy and the evidence provided will then guide and direct discussions with land owners and their agents.

The provision of high quality housing design is an important aspect of the local plans and it is expected that urban design advice and Design Quality Panel will address these issues during all the stages of plan making and development management.

Objectives

1. To provide a framework that delivers the Council's ambition of a mixed and balanced community. Including details of who the homes are for, tenures required and the use of innovative housing models, including community led housing schemes and the need to address affordable housing for workers.
2. The framework should include the size, tenure and densities needed, together with forms of innovative building models, including self-build or modular housing.
3. Details should include how the Garden Communities aims of economic growth and sustainability will be met.
4. The Strategy should also take into account the findings of the Letwin Independent Review of Build Out and in particular the role of different types and tenures of homes in accelerating housing delivery.

The scope of services required is as follows:

1. Provide evidence of housing need based on demographics, health status and special needs for all members of society and reviewing the evidence base of the Strategic Housing Market Assessment that is relevant in relation to the proposed size and tenure of the proposed housing accommodation.
2. Provide analysis of how innovative and community led housing models can deliver housing costs of no more than 35% of net income (including welfare recipients) in partnership with local stakeholders, including housing associations. In addition to consider the scope for self build projects.
3. Provide analysis of how welfare reforms and the removal of Housing Revenue Account borrowing cap can enable the Council's ability to build or be involved in the delivery of new affordable homes.
4. Provide an analysis of public and private employment opportunities currently available and expected in the future through the Garden Communities and in the immediate vicinity of the Garden Communities. The Councils will provide a breakdown of these jobs types, expected numbers and delivery profile/timetable. The consultant will analyse expected income levels to identify affordability levels and profile where this information is available .

5. Guidance for a revised allocations policy for social, affordable and community led housing that includes provision for workers in permanent employment within the local area taking into account a household income threshold.
6. Provide evidence of how affordable housing can support and attract new employees to support the local economy and the provision of key services within the community in line with the analysis of expected employment opportunities.
7. Guide future allocations policy based on the evidence produced in the research of this study.
8. To provide advice about appropriate delivery models based on the tenures each proposed settlement needs to include alternative home ownership products such as community led housing (eg via a Community Land Trust or co-op housing model).
9. Examine how current and expected future technology can enhance the employment provision for home working employees who those who wish to start their own business. This may include Neighbourhood technology hubs where such provision is relevant to the housing offer.
10. Deliver presentations and reports to officers and members of each authority at agreed points. The topics will include; meeting social and housing need in the new communities; housing and employment strategies working together to support the local economy; and the role of diverse housing tenures and types to deliver new communities at pace.
11. To provide advice about the potential to encourage 'downsizing' of smaller existing households to smaller dwellings thereby increasing the availability of family housing provision in the district.
12. Guidance to take account of the need for revisions to the Housing Strategy to benefit the whole of the district, not only the proposed garden communities.

The following are out of the scope of this project:

1. New evidence
2. Supplementary evidence identified will be commissioned separately.
3. Primary research with stakeholders via interview

Outputs:

- ❖ Clear evidence base with non- technical language
- ❖ Presentations to Officers and Members at agreed points
- ❖ Papers for presentations and discussions
- ❖ Draft Housing Strategy wording to supplement existing district wide strategies and for incorporation in appropriate Garden Community Development Plan Documents (including the jointly prepared West of Braintree Garden Community DPD).
- ❖ Presentation of findings to Member Governance Board.
- ❖ Detailed consultation plan, devised and implemented. Consultation to include master developers as well as key registered social landlords and other housing providers and to take account of the consultation timetable of other local plan related work. Feedback presented as part of work with Member Governance Board.

Draft Housing Strategy with Executive Summary

Provide all primary evidence with Uttlesford District Council and Braintree District Council in an accessible format, clearly labelled and catalogued.

Approach to commission and engagement/consultation.

The consultants shall be appointed in partnership with lead housing and planning officers and members from each local authority.

- ❖ The consultant to work collaboratively with the lead officer (Name) in the provision of this work.
- ❖ Bids are invited from specialists with knowledge of housing, planning and finance, as well as community and stakeholder engagement.
- ❖ Evidence of ability to work with officers and stakeholders at all levels is required, with a focus on delivering complex ideas in non-technical language.
- ❖ Bids need to demonstrate the following:
 - ❖ A thorough and excellent knowledge of current legislation and best practice in the delivery of all forms of housing, including community led housing initiatives.
 - ❖ Experience of delivering Housing Plans and policies with stakeholders and partners.
 - ❖ A thorough understanding of the housing market, both local and regional.

- ❖ Understanding and experience of how innovative housing models can ensure long term sustainability across the length of the Local Plan.
 - ❖ Excellent skills in explaining complex information in an accessible manner, both written and oral.
 - ❖ “A thorough understanding of large and complex residential led growth projects and the various positions/drivers of stakeholder involvement. “
 - ❖ Excellent engagement and negotiation and presentation skills.
 - ❖ A clear understanding of the TCPA Garden City principles.
 - ❖ A clear and strong understanding of the development industry.
 - ❖ Experience of facilitating stakeholder engagement with all sections of the community.
4. Reporting and attendance is required with the Garden Community Delivery Member Governance Board and separate update meetings with the lead officers and members of both authorities as required
 5. The contact details of a named point of contact will be required.

The selected consultants are required to provide training to Members and Officers as required.

Submission of proposals

A fee proposal is required from prospective consultants and should incorporate the following:

- ❖ A detailed plan of work is required that sets out a timeline and key milestones
- ❖ Details of staff working on the project, their skills and experience, together with their daily rates, qualifications and an up to date C.V.
- ❖ Details of how the project will be managed in the event the lead contact changes.
- ❖ A fixed fee should be provided for the whole project, with key stages broken down. Travel, subsistence and other costs should be included. Separate, additional repayments will not be made after the bid is accepted.
- ❖ A daily rate of additional work which may be required in relation to this work should be included.
- ❖ Details of how the project will be checked for quality and accuracy should be included.
- ❖ Full details are required of any work which is expected to be contracted out.

- ❖ Potential conflicts of interest should be identified and a declaration that there are no conflicts of interest with third parties or other studies that would compromise the services provided.
- ❖ Contact details (including phone/email) for two referees from similar commissions and provide details as to how these commissions were successfully achieved.
- ❖ Confirmation that the consultant has public indemnity, public liability and employers liability insurance that meets UDC's required standards.
- ❖ Contact details (email and phone number) for the main contact at the consultancy.

Please note that the Council may require proof of financial standing prior to appointment.

Timetable

Tender submission deadline – XXXXXXXXXXXXXXXX
Potential interview dates – XXXXXXXXXXXXXXXXXXXXXXXX

Payment information

Payment will be made to the consultant on successful completion of the Stages set out in the project timeline and agreed at the inception meeting.

Lead Officer for UDC
Lead Officer for contract (Name)
Lead Officer for oversight of the commission (Name and job title)