

## GARDEN TOWN FUNDING 2017/18

### BIDDING PRO FORMA

If you wish to bid for garden town capacity funding, please use the following format. It is expected that responses and information provided will be brief & focussed on addressing the questions raised. Please limit the submission to a maximum of 6 pages plus copies of housing trajectories, governance structure, project plan & additional information relating to likely capacity funding requirements beyond 2017/18 as specified below where available.

<b>1</b>	<b>Name of local authority &amp; key contact details in relation to this bid</b>
	<p>East Herts District Council – Claire Sime, Planning Policy Manager (<a href="mailto:claire.sime@eastherts.gov.uk">claire.sime@eastherts.gov.uk</a>, 01992 531626)</p> <p>Epping Forest District Council - Alison Blom-Cooper, Assistant Director, Planning Policy (<a href="mailto:ablomcooper@eppingforestdc.gov.uk">ablomcooper@eppingforestdc.gov.uk</a>, 01992 564066)</p> <p>Harlow District Council – Graeme Bloomer, Head of Place (<a href="mailto:Graeme.bloomer@harlow.gov.uk">Graeme.bloomer@harlow.gov.uk</a>, 01279 446270).</p>
<b>2</b>	<b>Name of garden town project</b>
	Harlow and Gilston Garden Town
<b>3</b>	<b>Original milestones for delivery of the garden town set out in the original Expression of Interest submission for garden town status (this should include as a minimum key local plan &amp; planning application milestones; anticipated start on site; anticipated first housing completions)</b>
	<p><b>East Herts District Council:</b> Regulation 19 Publication stage – Autumn/Winter 2016. Submission to Planning Inspectorate – March 2017. The Gilston Area (a proposed allocation of 10,000 homes to the north of Harlow) was anticipated to deliver approximately 3,050 homes by 2033 with the remainder coming forward after that date. First completions assumed as being delivered in 2022/2023.</p> <p><b>Epping Forest District Council:</b> Regulation 18 draft local plan consultation – Autumn 2016. Regulation 19 Publication stage – January/February 2018. Submission to Planning Inspectorate – summer 2018. The Epping Forest District will contribute 3,900 homes to the Garden Town through 4 strategic sites around Harlow. The first planning applications are expected late-2018, and the current trajectory indicates the first completions will occur in 2019/20. It is anticipated that there will be a consistent rate of delivery from that point onwards across the plan-period to 2032/33. Since the original milestones were set out in the original Expression of Interest, the Council has committed to undertaking strategic masterplans for each of its sites around Harlow and these will support the Garden Town principles going forward.</p> <p><b>Harlow District Council:</b> Regulation 19 Publication stage – January 2018. Submission to Planning Inspectorate – March 2018. Harlow District is proposing to contribute a total of 9,200 homes to the Garden Town through a series of redevelopment and regeneration opportunities including the delivery of 2,600 homes on a strategic site to the east of the town. The current trajectory indicates that development on this strategic site will begin in 2020 and a consistent rate of delivery will occur thereafter.</p>
<b>4</b>	<b>Current milestones for delivery of garden town to implementation stage. If there has been slippage of more than 6 months from the original milestones, please explain the reasons why?</b>
	<p><b>East Herts District Council:</b> The Regulation 19 Publication stage took place between November and December 2016, following which, the District Plan was Submitted to the Planning Inspectorate on 31 March 2017. It is currently assumed that Hearing sessions will commence in September 2017 although this is not yet confirmed.</p> <p>The Submission version of the Plan still includes an assumption that the Gilston Area will start delivering completions in 2022/2023. However, the Council and site promoters are currently</p>

	<p>working with the local community in order to refine the proposals for this area. This work will continue over the coming months. It is the intention of the site promoters to submit an outline planning application for 10,000 homes in September 2017. Should the District Plan be found 'sound' in a timely manner, and detailed masterplanning work be completed with the support of Garden Town funding, then it is possible that development may commence earlier than expected.</p> <p><b>Epping Forest District Council:</b> Since the submission of the Expression of Interest, the Council has made good progress in developing the Local Plan and consulted on the Draft Local Plan as anticipated in late 2016. Following the conclusion of the consultation in December 2016 the Local Development Scheme has been reviewed in the light of the need to assess additional sites put forward and consultation responses which have led to some additional evidence work . The Local Plan is now scheduled for submission to the Secretary of State for examination, in May 2018. In addition to the consideration of new technical information, the Council has committed to undertake a review of the governance arrangements and an assessment of resources/skills available in order to deliver the future levels of growth and complexity of development proposed in the Draft Local Plan. This will be particularly important in order to help accelerate the delivery of housing and employment growth in line with Garden Town principles, and assist with the front-loading of design and consultation.</p> <p><b>Harlow District Council:</b> Harlow Council is making good progress towards the delivery of its Local Plan. Reflecting the need for a number of additional technical assessments to be undertaken, including a more detailed understanding of the infrastructure requirements required to underpin the Plan, a revised Local Development Scheme will be taken to cabinet in June 2017. This will reaffirm the Council's commitment to delivering the Local Plan as a corporate priority, and will set out and agree the Council's key milestones. With regard to some of the outstanding technical assessments, consultants have been appointed to consider the Local Plan's infrastructure requirements and this study is due to deliver its interim findings in October 2017.</p>
<p><b>5</b></p>	<p><b>Describe how previous garden town capacity funding has been / is being used &amp; the impact it has had on the following. Include information on how the funding has been allocated to specific tasks, resources or commissions &amp; the outcomes/outputs achieved in respect of moving the project towards delivery.</b></p> <ul style="list-style-type: none"> <li><b>(i) achieving original milestones highlighting where it has accelerated delivery in terms of time or housing numbers;</b></li> <li><b>(ii) improving the place-making &amp; design qualities of the garden town;</b></li> <li><b>(iii) developing innovation in the garden town;</b></li> <li><b>(iv) implementing anticipated transformational &amp; distinctive aspects of the garden town identified in the original submission;</b></li> <li><b>(v) delivery of housing units (please attach a copy of the original and current housing delivery trajectories);</b></li> <li><b>(vi) delivering government housing priorities as set out in the 2016 prospectus, e.g. mix of housing such as Custom &amp; self build, use of SME builders</b></li> </ul>
	<p>The Harlow and Gilston Garden Town received Government support in January 2017, and therefore work to support the delivery of new development is still in its early stages.</p> <p>The three local authorities, plus Uttlesford District Council, have each been successful in receiving funding from the Community Housing Fund, totalling approximately £102,000. The Councils have committed to working jointly in order to undertake work that will explore how self-build/custom build homes can be delivered across the Housing Market Area, including setting up Community Land Trusts. The proposal is to undertake a research project looking at all aspects of community led housing including self build and Community Land Trusts to identify existing and new participants for these models of housing delivery. The research will include a series of events and provide information to inform Councillors, Neighbourhood Plan groups, self builders, site promoters / landowners and local residents about the potential for community led schemes. A meeting with officers from East Herts and Uttlesford Councils was held on 26 April 2017 and a project plan, timeline, terms of reference and a brief for this work has been prepared and is currently being procured. The outcomes of this work will directly inform the Garden Town project, helping to provide a basis for the implementation of relevant Garden</p>

	<p>Town principles.</p> <p>In February 2017 the councils undertook a workshop with ATLAS and key stakeholders to formulate and shape the individual workstreams that the Garden Town programme will need to consider. This included place-making &amp; design qualities, developing innovation and delivery and governance options. Following up from this, the councils have commissioned two projects to build upon and define these areas:</p> <p>Firstly, the councils commissioned consultants to undertake work on spatial visioning for the Garden Town. The work will include:</p> <ul style="list-style-type: none"> <li>• Organising and facilitating a series of stakeholder meetings involving key organisations such as the District and County Councils, the Hertfordshire and South East LEP's, statutory bodies, landowners, large employers and community representatives.</li> <li>• Reviewing local character including form, scale and density</li> <li>• Analysing and making recommendations on place-making and homes, economy and regeneration, landscape and green infrastructure and sustainable transport, health and wellbeing. This work will then inform the preparation of a Visioning Document for the Garden Town which also represents a key part of the commission.</li> <li>• Preparation of a Design Charter including a set of clear design principles and parameters that will help ensure the delivery of high quality places, in accordance with Garden Town principles.</li> <li>• Undertaking community engagement work including engagement with hard to reach groups.</li> </ul> <p>Secondly, in order to drive the Garden Town project forward, the appointment of a Project Director to co-ordinate and lead on delivery has been a high priority. Whilst the initial recruitment process was unsuccessful, the councils have instead jointly procured further consultancy support to undertake this work on an interim basis. This work has now been let and an Inception meeting is scheduled for early June. Principally, the tasks that will be undertaken over the next few months include:</p> <ul style="list-style-type: none"> <li>• A full review of existing governance arrangements for the Garden Town and provision of recommendations for future governance and delivery structures;</li> <li>• Identify the detailed resource requirements to deliver the Garden Town project.</li> <li>• Undertake initial project management of the project including identification and commencement of required workstreams, including community engagement.</li> <li>• Investigating potential sources of funding to assist in the delivery of new homes and supporting infrastructure.</li> <li>• Undertaking initial 'place-making' work, including providing recommendations relating to the establishment of a Quality Review Panel.</li> </ul> <p>This work will play a key role in shaping the Garden Town programme going forward. By further defining the specific tasks and workstreams this will enable the project to progress towards project delivery. By establishing governance structures and the Quality Review Panel early, each will contribute towards embedding Garden Town principles and delivering innovation from the outset.</p> <p>The Project Plan attached to this form identifies how remaining funding received for 2016/2017 is likely to be spent. In addition, it sets out the priorities for 2017/18. This is expanded upon under Question 7 below.</p>
6	<p><b>Describe the role of the local authority in leading the process of delivering the garden town project (please attach a copy of the project governance structure if available). Define what added value this has brought to the delivery process and in securing / embedding good garden town principles/ambitions in the project and with the developers/promoters. Describe what resources the local authority has allocated to this project for 2017/18. Provide details of any other investment secured or applied for to help deliver the project.</b></p>

	<p>The three councils have worked together since October 2014 through the Co-operation for Sustainable Development Board in order to support local plan making. It is through this joint working that the principle of creating a Garden Town at Harlow and Gilston was established. The councils are committed to delivering high quality timely developments that meet the aims and ambitions set out within garden town principles. All three councils have committed staff resource to the Garden Town project since its inception, amounting to 2.5 full time equivalent posts. It is likely that further staff resource will be used to support the Garden Town work over the coming months. In particular, as set out above, an outline planning application for 10,000 homes in the Gilston Area within East Herts is expected in September 2017. East Herts Council will therefore be identifying staff resources to work on the application process.</p> <p>Epping Forest District Council has established a Developer Forum that brings together landowners and promoters and other relevant stakeholders to coordinate the implementation of the Local Plan. Through this route EFDC has proposed to commit to the production of strategic masterplans in conjunction with the use of Planning Performance Agreements to begin the process of Local Plan implementation, and where possible accelerate the delivery of housing and infrastructure in a joined up and coordinated fashion. Through this ambitious process the council has invested and will continue to invest considerable effort in embedding good garden town principles/ambitions. However, further skills and resources will be required to ensure that the Council can deliver, and it is anticipated that this will need to be coordinated through the Garden Town.</p> <p>As noted in the answer to Question 5 above, one of the key tasks to be undertaken through the governance work over the coming months will be to recommend a governance structure including staffing resources. This work will also investigate potential sources of funding to help deliver the Garden Town project.</p>
7	<p><b>Using the current milestones for delivery set out in your response to question 4 above, please itemise how much capacity funding you are seeking to help deliver these milestones, what it will be used on &amp; when it will be used (if helpful, attach a summary of your project plan setting this out). What demonstrable added value will this bring to the project in respect of place-making &amp; quality &amp;/or accelerated delivery? For the purpose of this bid, the emphasis is on project capacity needs for 2017/18, but if you consider there will be a demonstrable need for further capacity funding beyond 2017/18, please provide details on a separate page.</b></p>
	<p>The Project Plan attached identifies the tasks to be undertaken in 2017/2018 and their anticipated costings. These tasks include:</p> <ul style="list-style-type: none"> <li>• Recruitment of direct capacity resource, including a Project Director to build on the governance work currently being undertaken. If the Project Director post can be offered as a longer term contract this will provide longer term certainty for the project and attract a larger pool of candidates for the role. In addition a Support Officer is being recruited to manage the day to day tasks and provide support to the Project including preparation of memorandums of understanding and coordination of the workstreams and service the appropriate officer and member steering groups/sub groups.</li> <li>• Site specific masterplanning</li> <li>• Preparation of a Garden Town wide Infrastructure Delivery Plan including financial viability work.</li> <li>• A re-location study for Princess Alexandra Hospital.</li> <li>• Additional transport modelling and a specific study on the delivery of Sustainable Transport Corridors.</li> <li>• Capacity to lever in external investment and marketing work including branding exercises such as a dedicated website.</li> <li>• A study on wastewater capacity for the Garden Town area including identification of works required to unlock any existing barriers and accelerate housing delivery.</li> <li>• Legal and financial advice on governance structures and other issues such as community stewardship models, to ensure that the Garden Town principles can be appropriately incorporated.</li> <li>• Establishment of a Quality Review Panel and design coding work.</li> </ul>

	Taking into account the amount of funding already awarded, the amount of money sought for 2017/2018 is <b>£550,000</b>
<b>8</b>	<b>Why will the capacity funding sought not be provided by the local authority or developers?</b>
	<p>All three councils, and the site promoters involved in each of the proposed allocations, have undertaken a significant amount of work at considerable cost to support respective local plan making processes. While the councils will continue to commit staff resources as appropriate to the Garden Town project, some of which will be funded by developers through the use of Planning Performance Agreements, additional funding is required in order to co-ordinate proposed developments in the wider Harlow area, and to help accelerate the delivery of high quality and cohesive new development which accords with Garden Town principles in this location.</p> <p>A key principle of the project will be to deliver quality that is over and above many schemes that are typically delivered by developers. To achieve this will require significant investment. Whilst it is envisaged that a significant proportion of the overall funding will be secured by means of a Planning Performance Agreement ('PPA') with the landowners/developers, there will be a need for the councils to invest heavily up-front in order to implement these mechanisms. This is particularly relevant given that planned development at the Garden Town represents a step change in delivery, and a project of a similar scale has not previously been taken forward by any of the three authorities. Further funding from the government will assist in the provision of a solution to this issue and enable the councils to undertake the necessary work required to bring forward, and accelerate, the delivery of development that accords with the Garden Town principles.</p>
<b>9</b>	<b>What impact will an absence of additional capacity funding for 2017/18 have on the project? Please be as specific as possible in terms of impact on key milestones for delivery &amp; qualitative aspects of the garden town</b>
	<p>Given that the Harlow and Gilston Garden Town project is still in its early stages, and the fact that the respective local plans of the three councils are still in preparation, it is difficult to be precise in terms of how a lack of funding would impact upon delivery timescales. The Project Plan clearly sets out the tasks to be undertaken in 2017/18 using Garden Town funding. Completion of these tasks is likely to accelerate delivery of new developments by providing additional resource, and ensuring early preparation of masterplanning and other technical studies which will in turn help to ensure high quality and cohesive development.</p> <p>The councils have sought to be positive and proactive with regards to progressing work on the Garden Town, as reflected in the recent procurement of consultancy support for programme management and design charter. Timescales for delivery of new development in this location will be more clearly identified as this work progresses. However, it is considered that completion of the tasks identified for 2017/18 will be essential in helping to deliver the Garden Town project as early as possible.</p>

## Appendix 1: Enabling & Capacity Ask 2017/18

We include below a breakdown of our garden town capacity funding ask for 2017/18. Illustrating the three authorities' continued commitment to bringing forward the Garden Town, we have considered in detail our existing committed funding and sought to re-profile this across the different workstreams and tasks in the first instance. Having first undertaken this exercise, this has enabled us to fully consider the extent to which additional funding is required for 2017/18. We include a breakdown of this below in Figure A.1

*Figure A.1: Breakdown of 2017/18 Enabling & Capacity Ask*

Workstream	Justification	Funding Spent to date	2017-18	Additional Ask
<b>Strategic Growth &amp; Delivery Team</b>				
Strategic Advice & Scoping, Financial & Legal Advice	It is apparent that if the Garden Town is to achieve its stewardship and community ownership goals there will be a need for detailed financial and legal advice to provide the councils with a detailed understanding of the legal, financial and tax implications of potential options. We have therefore included a provision of £100k to account for the specialist legal and financial advice that the councils will need to obtain.	£37,500	£37,500 <i>(remaining from 2016 - 17)</i>	£100,000
Direct Capacity/Resources	The remaining £40,000 will be utilised to appoint a Garden Town Support Officer. Further staffing resources, including a Project Director will require additional funding and / or the reallocation of existing available funding.	£10,000	£90,000 already committed <i>(remaining from 2016 - 17) – work commissioned to date at a cost of £50,000.</i>	
<b>Evidence Base &amp; Key Consultancy Support</b>				
Additional work to unlock water constraints	Since the 2016 funding bid it has become apparent that there may be wastewater issues that could impair the timely delivery of the Garden Town. Advice has suggested that this could restrict growth prior to 2022. This is a significant issue and one that could also affect the wider region. It is critical that work is undertaken to inform the councils of the existing scale of the issue and the options that they could pursue to ensure that wastewater capacity does not delay delivery.	---	---	£50,000
Capacity to lever in external investment	It is important that consideration is given to the branding and marketing of the Garden Town at an early stage if it is to be successful. This will be important in order to attract private sector investment of the scale and	---	---	£100,000

Workstream	Justification	Funding Spent to date	2017-18	Additional Ask
	magnitude required to deliver the Town's overarching vision. It will be crucially important to raise the profile of the Garden Town and present development in a positive light. We propose to utilise this funding to construct a standalone website for the project. It may also be appropriate to attend events such as MIPIM with the LSCC), however there will need to be a funding stream that is readily available to bring these activities forward. We have therefore requested a provisional allowance of £100k to undertake these activities.			
Quality Review Panel ('QRP')	Establishing a QRP will be a fundamental step in achieving the quality of development that will set the Garden Town apart from other large scale schemes. We have commissioned work to consider the best way to establish a QRP. However we acknowledge that there will be a specific need to attribute funding to its implementation on the most appropriate mechanism to do so.	---	---	£45,000
Garden Town Design Charter/Spatial Visioning	Preparation of a charter/design guide to define and establish design principles to deliver on a local interpretation of TCPA Garden Town principles.  Consideration will need to be given to the spatial implications of the Harlow Sustainable Development Corridor.	---	£75,000 (brought forward from 2016-17)	£5,000 (work commissioned to date totals £80k to incorporate further consultation work)
Coordination & Programme Management of Masterplanning	It is acknowledged that a number of the different elements within the overall Garden Town are advancing at different paces. Illustrating this, the Gilston Village area, for example, is gearing up to submit an outline planning application in September 2017. Specific resource will therefore be required to coordinate and programme-manage the delivery of a number of distinct masterplanning activities across administrative areas and ensure that sufficient skills and resources are available to facilitate the delivery of the Garden Town.	---	£200,000	£100,000
Infrastructure Delivery Planning and Viability Testing	Each Local Authority has advanced its own respective Infrastructure Delivery Plan through the Local Plan process. It will therefore be necessary to undertake further	---	£150,000 (brought forward from 2016-17)	---

Workstream	Justification	Funding Spent to date	2017-18	Additional Ask
	infrastructure and viability work to consider the requirements across the Garden Town and ensure alignment.			
Hospital relocation study	The relocation of the hospital is causing a degree of uncertainty, and a study is required to assess feasible alternatives and agree a way forward. A high quality health campus holds the potential to be a unique selling point for the Garden Town, and should the NHS choose to relocate their site a study to consider the full extent of impacts will be required. This will help to provide greater certainty in relation to the future plans for the hospital and therefore support the delivery of housing and infrastructure.	---	£50,000 <i>(brought forward from 2016-17)</i>	---
Transport Design Work	The project to date has suffered from delays to modelling and associated design work around potential mitigation measures. It will be critically important to consider the sustainable transport network as a whole, and allow a budget to establish design solution strategies and an implementation strategy to bring forward the sustainable transport corridor.	---	£100,000	£150,000
<b>Total additional funding request for 2017/18:</b>				<b>£550,000</b>