

## Invitation to Tender

### Enabling Affordable Community Led Housing in North Yorkshire and East Riding



## Invitation to Tender - Enabling Affordable Community Led Housing in North Yorkshire and East Riding

### Introduction & background

The Enabling Affordable Community Led Housing in North Yorkshire and East Riding project (the project) is being led by Rural Action Yorkshire in partnership with the North and East Yorkshire Rural Housing Enabler Network (RHE Network).

Supported by the Nationwide Foundation, and match funded by the UK Cohousing Network, the RHE Network and North Star Housing Group, the project will identify the opportunities and potential for community led affordable housing development in rural North Yorkshire and East Riding. The aim is for this to be a catalyst to community led housing being a greater part of the solutions to meet rural housing need by making the links between national studies and policy context, local/sub regional capacity and community aspirations. Importantly, the project will produce a suite of resources that will encourage and support communities across England to take forward community led housing projects.

The project team are seeking a consultant who can support the delivery of the project.

### Information on the Project

Key sections of the successful bid which was submitted to the Nationwide Foundation can be found at **Annex 1**. The theory of change will be reviewed and updated in the coming weeks. A list of potential people or groups to be consulted during the project is shown Appendix 2 of Annex 1 - this is not an exhaustive list and will be developed with the project steering group. Further information on the work of the Rural Housing Enablers can be found here <http://www.nycyerhousing.co.uk/rural-affordable-housing/>

The project will commence in May 2016 and we hope to complete by the end of December 2016.

We are happy to accept tender responses from individuals or companies based across England. However, the consultant will be required to attend three project steering groups in person and will also need to be in North and East Yorkshire for some of the elements of project delivery. There is also an RHE Network conference planned for 29<sup>th</sup> September 2016 and the consultant should be available to present at this. Your costs should include all anticipated travel and other expenses – we will not pay additional costs.

### Activities being tendered

The consultant will work alongside the project steering group and closely with the Rural Housing Enablers (RHEs) to deliver the project. We would like to shape the project approach and deliverables based on the tender responses we receive and with the advice of the successful consultant. We expect the consultant would want to consider inclusion of the majority of the activities listed below, but welcome other suggestions and ideas:

- Complete desk top research on Community Led Housing (CLH) and produce a status report.
- Talk to Rural Housing Enablers (RHEs) in North and East Yorkshire to find out about their current approach, gaps, potential land owners and communities who are interested in CLH.
- With the RHEs, follow up leads to discuss with land owners and communities their housing needs, possible solutions, barriers to CLH etc.

- Develop additional rural case studies of existing CLH projects to complement those on the Building and Social Housing Foundation (BSHF) website - <https://www.bshf.org/publications/community-led-housing-case-studies/>
- Talk to other networks, bodies and organisations to find out about existing CLH guidance and support available and identify gaps or areas for improvement.
- Interview planning and housing staff at local Authorities and Housing Associations to find out knowledge levels, gaps, advice, suggestions etc.
- Talk to parish councillors and local elected members to gain an understanding of their levels of knowledge of and support for CLH and what it entails, understand potential training needs and possible ways of addressing those needs.
- Investigate funding options for CLH (capital and revenue).
- Support the RHEs to identify 5 pilot communities for CLH.
- Work with and deliver focus group outcomes on the demand for community led housing, and its various forms including co-housing.
- Contribute ideas for the final resources i.e. leaflet, toolkit and video and where requested draft content.

The consultant will be required to complete a weekly project checkpoint report and monthly report with their invoice. Deadlines and deliverables will be agreed at the project start up meeting with the successful consultant, but would need to align with the aim of completing the full project by the end of December 2016.

### **Skills, knowledge and experience required to deliver the Project**

- Knowledge of a wide range of community led housing options, and the national policy context.
- Previous experience of carrying out similar housing research and activities, especially with a focus on community led housing.
- Current knowledge of emerging housing and planning policy.
- Ability to bring national examples and perspectives to the project.
- Knowledge and experience of working with rural communities on housing related projects, particularly with Rural Housing Enablers.
- Experience of working with landowners and land agents.
- Experience of working with elected members and Parish Councillors.
- Experience of using research techniques relevant to the project.
- Good communication skills – verbal, written, presentation skills.
- Well developed analytical and report writing skills.
- Well developed time management skills.

### **Selection Criteria**

Proposals will be evaluated in relation to:

- Relevant skills, knowledge and experience 40%
- Appropriateness of methodology 35%
- Value for money 15%
- Appropriateness of timeframe 10%

### **What we require from you**

- A demonstration in your tender document that you have a sound understanding of both CLH and the North and East Yorkshire context.
- A tender response of no more than 10 sides of A4, minimum font 11.
- A methodology for the project
- Details of previous experience on similar projects

- A proposed timeframe for the project
- Full costing for the project
- CVs of the named individuals that will work on the project
- References, including telephone numbers (minimum two that we are able to contact)

### Budget/Price

The price for this work should include all travel costs and expenses. The maximum budget for this work is £17,000 excluding VAT and any tenders above this amount will not be considered. Please state if you are VAT registered in your tender response.

### Submission

Any questions on this tender should be addressed to [leah.swain@ruralyorkshire.org.uk](mailto:leah.swain@ruralyorkshire.org.uk) by 5pm on 18 May 2016 and will be responded to within approximately 3 working days. Where appropriate questions and answers may be circulated to all interested tenderers.

An electronic copy of the tender document should be emailed to: [info@ruralyorkshire.org.uk](mailto:info@ruralyorkshire.org.uk) by the deadline of noon on Tuesday 24<sup>th</sup> May 2016. Any responses received after this time will not be considered.

2 x signed copies of the tender document should also then be sent to:-

TENDER DOCUMENTS – Enabling Affordable Community Led Housing  
Rural Action Yorkshire  
Tower House  
Askham Fields Lane  
Askham Bryan  
York YO23 3NU

The hard copies of your tender document must be received by Tuesday 31<sup>st</sup> May 2016.

**SUBMISSIONS WHICH DO NOT COMPLY WITH THESE REQUIREMENTS WILL NOT BE CONSIDERED**

### Timetable

Issue of Invitation to Tender	<b>09/05/16</b>
Questions submitted	<b>18/05/16</b>
Completion and return of electronic tenders	<b>Noon 24/05/16</b>
Completion and return of hard copy tenders	<b>31/05/16</b>
Interviews for short listed consultants	<b>06/06/16</b>
Assessment of Tenders completed	<b>10/06/16</b>
Notify organisations of outcome	<b>13/06/16</b>
Service commences	<b>20/06/16</b>

<b>Project set-up meeting</b>	<b>w/c 20/06/16</b>
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## Annex 1 – Information from the bid to Nationwide Foundation

### Enabling Affordable Community Led Housing (CLH) in North Yorkshire and East Riding

#### 1. Introduction

The purpose of this study is to identify the opportunities and potential for community led affordable housing development in rural North Yorkshire and East Riding. The aim is for this to be a catalyst so that community led housing can be a greater part of the solutions to meet rural housing needs by making the links between national studies and policy context, local/sub regional capacity and community aspirations. Importantly, the project will produce a suite of resources that will encourage and support communities across England to take forward community led housing projects.

This work is in the context of:

- The general high need for rural affordable homes
- The new and emerging market and policy challenges to the delivery of affordable rural (particularly rented) housing to meet local needs
- A growing interest from communities, parish councils and other local stakeholders in housing which meets community need and is owned and controlled by the community and provided at an affordable cost over the long term.

The Rural Housing Enablers (RHE's) have already identified an emerging interest amongst communities in affordable community led housing schemes and the aim of this study will be to further understand the potential, build capacity and disseminate findings by:

- Developing community's understanding of and capacity to respond to their aspirations around community led housing
- Assessing the level of demand for different types of community-led provision
- Identifying potential development land/opportunities
- Engaging with stakeholders
- Gauging community interest and capacity
- Identifying up to 5 pilot affordable community-led housing schemes
- Creating a suite of transferable resources that will be disseminated through the 38 Rural Community Councils across England.

The RHEs work is currently focussed on working with Housing Associations and communities to bring forward rural affordable homes through Section 106 agreements and on Rural Exception Sites. This work would be the catalyst both for the RHEs and communities in North and East Yorkshire and beyond to be able to support each other to bring forward community led housing, alongside and in addition to more traditional routes.

#### 2. Rural Action Yorkshire

This proposal is submitted by Rural Action Yorkshire (RAY) working in partnership with the North and East Yorkshire Rural Housing Enabler Network. Rural Action Yorkshire is an independent charity working to help improve the quality of life for people living and working in rural areas of Yorkshire since 1937. We provide a voice for rural communities to ensure they receive access to services and provision. We achieve this by working with local communities to understand their needs, both current and future, and representing those views to key decision

makers to influence rural service provision. In addition, we work with local communities to recognise and develop the skills and knowledge that already exist within the community and empowering them to influence how their local area and services are managed. Core services we provide are information and advice to Parish Councils, support to village hall committees and community led planning. One of our priority work streams is affordable rural housing, a subject on which we currently report quarterly to DEFRA. As one of 38 Rural Community Councils (RCC's) working across England (many of whom manage teams of RHE's) we are ideally placed to disseminate the findings of this work through the RCC Network to ensure maximum impact and use of the findings and resources produced on community led housing. RAY is interested in managing this project because we know that rural communities cannot remain viable and vibrant without a mix of housing stock, including affordable housing. Rural villages and market towns need a diverse range of residents to ensure schools, pubs, shops, and post offices can attract custom and stay open. We value the work of the local RHEs and already work closely with housing colleagues across North and East Yorkshire. We are committing to supporting them find new ways to ensure a continuing supply of affordable and new housing across rural Yorkshire. We believe that by the project being led by RAY we have a ready built route to scale through the RCC Network.

### 3. Proposal Summary

The project will be managed by Rural Action Yorkshire and the work will be guided and supported by a steering group including community stakeholders and representatives of the [North Yorkshire & East Riding Rural Housing Enabler Network \(RHE Network\)](#), which reports directly to [Local Government York, North Yorkshire and East Riding Housing Board](#) and the Local Enterprise Partnership. The RHE Network comprises nine local authorities, 14 housing associations and other key stakeholders, including the Homes and Communities Agency and the Country Land and Business Association. The project steering group would report on this project to the RHE Network to ensure findings and recommendations will be fed into, and can influence, the strategic planning work of both Local Government York, North Yorkshire and East Riding Housing Board and the Local Enterprise Partnership.

Each of the Local Authorities contributes £6,000 p.a. and in kind contributions to support the work of the RHE Network and the staffing resource it provides and each Housing Association contributes a retainer of £3,000 p.a. plus a payment per completed rural affordable home (up to a cap of £30,000 per organisation). This funds 4 FTE RHEs (one part time RHE in each North and Each Yorkshire Local Authority Area).

The unique status, existing networks and high profile of both RAY and the RHE Network puts us in an ideal position to consider and respond to the potential for community led affordable housing, but revenue sources are limited. Additional resource would allow us to fully understand the key issues and challenges involved in providing affordable community-led housing (CLH), the appetite in the area and then enable the Network to focus on the practical application of delivery.

RAY is able to provide the link to the Parish Councils and other interested community groups to ensure they are aware and engaged with the project. In addition, RAY will have a role in disseminating the findings and products across England, through the RCC Network.

We are requesting funding for a project that complements, but does not duplicate, the existing funded work of the RHE's. Currently they typically bring forward schemes with Housing Associations, with the support of communities and Parish Councillors. This project will allow

them to support communities who want to consider community led routes to new housing, using the RHEs knowledge, experience and networks to aid the process, rather than just using traditional routes e.g. exception sites. In addition, the learning and resources developed under this project will also benefit rural communities across England.

We are asking the Nationwide Foundation for funding in 2016/17 to:

- 1. Deepen our knowledge of and buy in to community led affordable housing both within the RHE Network and its partners and by rural communities – we need to further develop our understanding of this model and its practical application to be able to support communities who wish to pursue it.**
- 2. Develop a greater understanding of the appetite for rural communities to lead the delivery of affordable housing across North Yorkshire and East Riding, supported by the Network where they wish – we know there are areas and communities which might be suitable and landowners who may be more likely to engage if this were an option. This would give us the opportunity and resource to understand where these groups are and what stage they are at and where else, with support, this may be of interest.**
- 3. Identify pilot communities on which to focus CLH activity – building on the above, the work would result in the RHE Network having identified up to five communities on which to focus resource and support to enable them to bring CLH to fruition.**
- 4. Create a suite of resources that will encourage and support other communities to take forward CLH – using the findings of the research and pilot communities in Yorkshire we will develop a CLH leaflet, toolkit and video which will be available to all interested parties and proactively disseminated across England through the 38 Rural Community Councils. These will be stand alone resources that communities can use to identify suitable models for CLH and take them through the process of how to achieve CLH in their own community.**

Ultimately, the overall output is to increase the supply of decent, new affordable homes in rural areas which meet the needs of local people.

## **Enabling Community-led Affordable Housing in North Yorkshire and East Riding - A Theory of Change (subject to change)**

### **VISION**

That communities in North Yorkshire and East Riding will play an increased part in determining and controlling local affordable housing solutions.

### **AIM OBJECTIVE**

To increase the number of affordable community led housing schemes in North Yorkshire and East Riding and share learning and resources across England.

### **OUTCOME**

Increased awareness and understanding of affordable community-led housing

An understanding of existing affordable community-led housing and knowledge of successful examples elsewhere

Additional potential social and economic benefits ('collective goods') have been highlighted

### **Indicators**

Increased demand from communities for affordable community-led housing

New schemes promoted and developed by LAs, HAs and stakeholders

Collective goods and added value are identified

### **Outputs**

1. Establish links and experience sharing with schemes/ groups in other areas particularly North East, Cumbria & Cheshire

2. Up to 5 pilot communities identified for the development of community-led affordable housing for the next stage

3. Exploration and decision on a formal North Yorkshire Community led Housing Network

4. Identify up to 10 new or "known" sites which may be more likely to come forward if community led housing were an option

5. Identify sources of revenue and capital finance for capital schemes

6. Produce a leaflet, toolkit and video for interested communities as part of the suite of resources

7. Profile and share the work at N&E Yorkshire RHE annual event, a BSHF Knowledge Exchange event and nationally through RCCS

### **Activity**

Scoping exercise and visits to establish a learning and sharing network

Work with up to 5 communities in more depth to assess readiness for affordable community led housing

Consult with potential members of a North Yorkshire & East Riding affordable Community-led Housing Network

Work with site owners /interests to establish feasibility of sites and development

Initiate discussions with funding sources on the 5 schemes identified

Identify partner/supplier to draft, design and deliver a leaflet, toolkit and video

Organise and participate in 3 events/activities to share and raise the profile of the work regionally and nationally

#### **4. What will change and outcomes**

The **overall vision** of the project is that communities in North Yorkshire and East Riding will play an increasing part in determining and controlling local affordable housing solutions.

The **aim** is to increase the number of affordable community led housing schemes in North Yorkshire and East Riding and share learning and resources across England.

The **objective** is to identify practical and realistic opportunities for affordable community led housing development and raise awareness and understanding of the benefits with a wide range of stakeholders.

#### **Outcomes**

- Increased awareness and understanding of affordable community led housing
- An understanding of existing affordable community led housing in the area and knowledge of successful examples elsewhere which can be replicated
- Supporting and enabling communities to engage with the RHE Network
- Additional potential social and economic benefits ('collective goods') have been highlighted.

#### **Outputs**

- Establish links and experience sharing with schemes and groups in other areas, particularly the North East, Cumbria and Cheshire
- Up to 5 pilot communities identified for the development of community led affordable housing for the next stage
- Exploration and decision on a formal North Yorkshire Community Led Development Network (as per the North East model, hosted by the Homes and Communities Agency)
- Identify up to 10 new or existing 'known' sites which may be more likely to come forward if CLH were an option
- Identify sources of finance for capital schemes, revenue and capital
- Production of a leaflet, toolkit and video for interested communities as part of the suite of documents
- Profiling and sharing the work at the North & East Yorkshire RHE annual event, a BSHF Knowledge Exchange events and through the RCC Network nationally

#### **Wider influence of the work**

One of the key roles of the RHE Network is around joint learning and best practice sharing across Yorkshire. There are Network meetings each quarter and a main event/[conference](#) each year as part of this with keynote speakers, workshops and networking. The attendees include Network partners, planning and housing officers, community representatives and interested parties from outside the area. Lord Richard Best has led the panel and presented at the event for the past two years. Last years' event involved over 75 attendees and included a workshop on the topic of Community Led Housing and we would aim to launch the findings of this work at the next Conference. The outputs would also be available to all of our partners and on our websites and where we present at events and meetings, such as through the Rural

Services Network and the national Rural Housing Advisory Group (RHAG). Through Rural Action Yorkshire we are also in a position to disseminate the findings and resources nationally through the England wide network of Rural Community Councils, many of whom employ teams of Rural Housing Enablers. A minimum of two other RCCs will input into the project and quality assure the toolkit and video.

## 5. Project Management

We intend to commission external specialist consultants on a competitive basis to undertake the work on behalf of RAY, RHE Network partners and stakeholders. The consultant would be supported by the Rural Housing Enablers, particularly in relation to consultation and networking. They would also have access to expertise from other parts of England through the Rural Community Councils.

Consultants would be commissioned by RAY who would manage and monitor the budget and provide financial information to the Steering Group. Reports would be provided to RHE Network meetings and the Housing Board. The work will be managed by Leah Swain, Chief Officer at RAY, supported by Sarah Hall, Housing Strategy Manager for York, North Yorkshire & East Riding. The proposed Steering Group Membership is set out in **Appendix 2**.

A programme of milestones and reports will be agreed at the outset of the work, along with the audiences for each of the reporting stages. It is expected that there will be an interim report and that the final report may require presentation to groups such as the Housing Board and RHE Network. The consultant will attend meetings, present and produce a written detailed report of the Scoping Study's findings. This will be produced and presented to steering group, RHE Network members and the Housing Board and include interim findings and final report with recommendations and action plan. All outputs will be shared via the RAY and strategic housing partnership websites and with the RCCs through their national umbrella body, ACRE.

## 6. Timetable

We propose to tender the work through a competitive process during April 2016 (dependent upon a funding decision being received in time). A decision will be made on the preferred provider by the end of May and we anticipate that the work will start in June 2016 and be completed by December 2016.

## 7. Dissemination and Sustainability

The project has been designed to ensure the findings of the research and pilots in Yorkshire are translated into a series of resources that can be transferred to other parts of England. This will be achieved through working with interested Rural Community Councils who have good links to their local RHE network and the Local Authority. The dissemination will be delivered through email, websites, social media and at events where the RCCs come together, for example, the annual Chief Executives conference. We will work with two RCCs who have a strong interest in community led housing to quality assure the resources we produce to ensure they are applicable in other geographic areas.

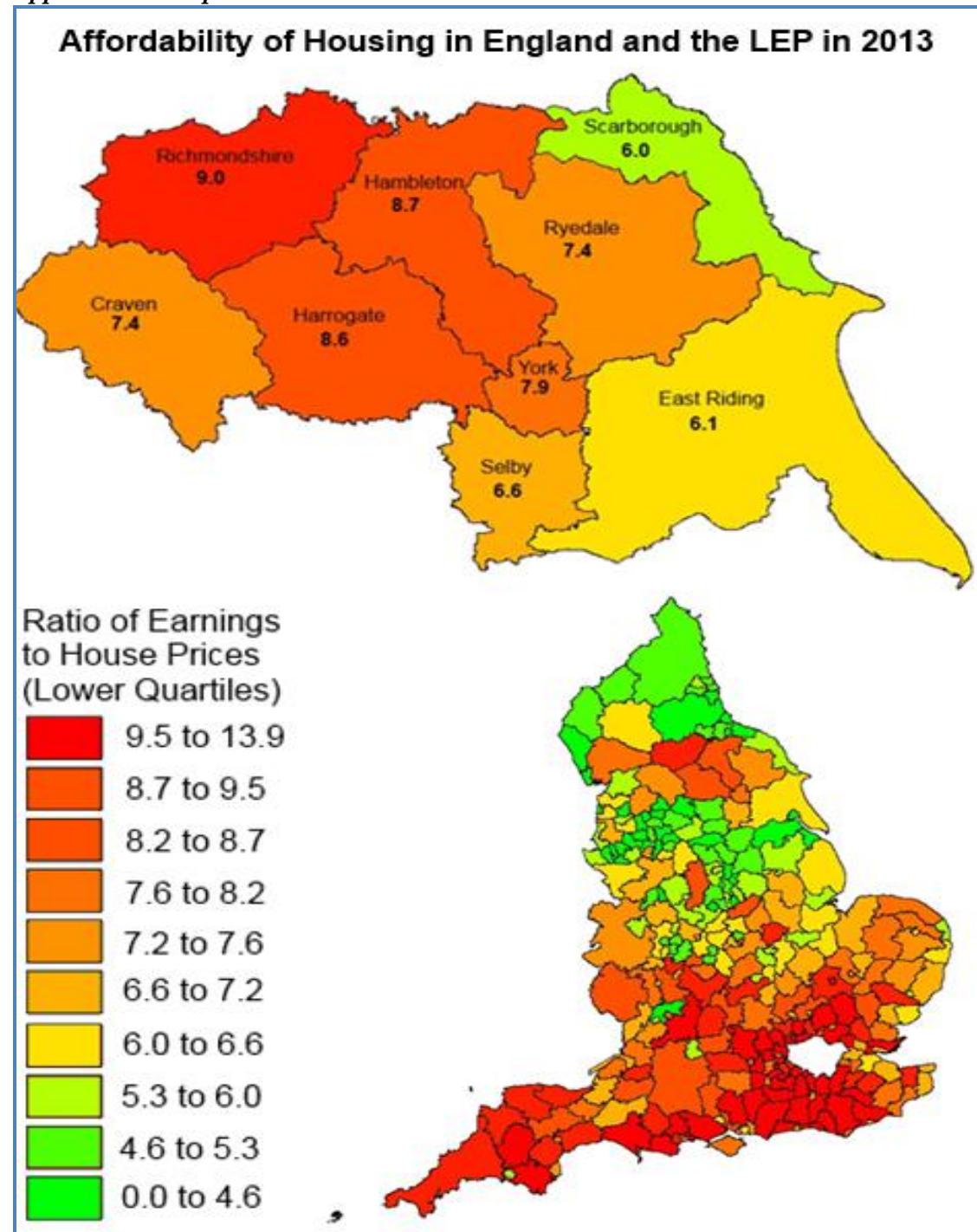
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The learning will be in Yorkshire, but the impact of the work will be England wide. The leaflet, toolkit and videos will be made available to all interested parties and will provide a set of resources that can be used locally by interested parties and communities. This should provide many more people with an understanding of how they might take forward community led housing and the models that might be suitable for their own community. Rural Action Yorkshire also reports to DEFRA quarterly on our housing related activities and we hope that they will also have an interest in disseminating the findings of this project and the related resources.

### **Appendices**

1. Map of North Yorkshire & East Riding
2. Proposed CLH Steering Group Members
3. Initial Stakeholder Engagement List

*Appendix 1 - Map*



## **Appendix 2 – Potential Project Steering Group Members**

*The work would be overseen by a steering group of stakeholders including:*

- *Leah Swain – Chief officer, Rural Action Yorkshire*
- *Sarah Hall – Housing Strategy Manager, York, North Yorkshire & East Riding*
- *Cllr Richard Foster – Chair of Network and Board, Leader of Craven District Council*
- *Sarah Fawcett - Head of Development , North Star Housing Group*
- *Anna Kear - Executive Director - UK Cohousing Network*
- *Fiona Coleman- Broadacres Housing Association*
- *Helen Fielding - Area Manager, Homes and Communities Agency*
- *Amanda Madden – Rural Housing Enabler, Hambleton and Richmond*
- *Emily Grogan – Rural Housing Enabler, Craven*
- *Jane Harrison – Country Land and Business Association*
- *Claire Shields – North Yorkshire Moors National Park*
- *Sue Walters-Thompson – Housing and Planning Policy Manager, Hambleton District Council*
- *Rodger Tempest - Land Owner/Estate Owner*

**Appendix 3 – Initial Stakeholder List for Consultation and Information**

Community Representatives	Local Planning Authorities (in RHE Network)	Elected Representatives	Housing Associations	Other Stakeholders
<ul style="list-style-type: none"> <li>• Martin Booth – Hudswell Community Pub ltd</li> <li>• Leah Swain - Rural Action Yorkshire</li> <li>• Community interest groups</li> <li>• Existing CLH/CLTs in the region– e.g. SCATA, Gresham, LILAC</li> <li>• Pressure groups</li> <li>• Social Enterprises</li> <li>• Estate owners and managers – Rodger Tempest, Broughton Hall Estate, Jake Duncombe/Ian Saggers – Duncombe Park Estate</li> </ul>	<ul style="list-style-type: none"> <li>• Craven District Council</li> <li>• East Riding of Yorkshire Council</li> <li>• Hambleton District Council</li> <li>• Harrogate District Council</li> <li>• North York Moors National Park Authority</li> <li>• North Yorkshire County Council</li> <li>• Richmondshire District Council</li> <li>• Ryedale district Council</li> <li>• Scarborough Borough Council</li> <li>• Selby Borough Council</li> <li>• Yorkshire Dales National Park Authority</li> <li>• Areas of Outstanding Natural Beauty</li> </ul>	<ul style="list-style-type: none"> <li>• Local Authority elected members/Councillors – Cllr Richard Foster, Cllr Bridget Fortune</li> <li>• Parish Councillors</li> <li>Members of Parliament</li> <li>• National Park representatives/ committee members</li> </ul>	<ul style="list-style-type: none"> <li>RHE Network Members</li> <li>• 13 Group</li> <li>• Accent</li> <li>• Broadacres</li> <li>• Guinness Northern Counties</li> <li>• Harrogate Families</li> <li>• Home</li> <li>• North Star</li> <li>• Sanctuary</li> <li>• Stonewater</li> <li>• Together Group</li> <li>• Wakefield District Housing</li> <li>• York HA</li> <li>• Yorkshire</li> <li>• Yorkshire Coast Homes</li> </ul>	<ul style="list-style-type: none"> <li>• CLH umbrella groups</li> <li>• Country Land and Business Association</li> <li>• Homes and Communities Agency</li> <li>• Landowners</li> <li>• Lenders/Mortgage Providers</li> <li>• National Farmers Union</li> <li>• Rural Community Councils</li> </ul>

