

# Bidding Guidance

## Land adjacent to 100 Claude Road E10

## Land adjacent to 73 Kings Road E11

### London Borough of Waltham Forest Community-led Housing Opportunity

### Greater London Authority Small Sites Small Builders Programme

### September 2020

#### Introduction

Waltham Forest Council (the Council) has three strategic priorities informed by local residents – to ensure everyone has a decent roof over their heads; to provide clean and safe streets; and to promote life chances for residents. The Council has an ambitious growth agenda and how we intend to deliver on these is set out in published strategies and plans.

The COVID-19 pandemic has meant that the Council has had to adapt these priorities and how services are delivered to residents and businesses. The Council has published an Economic Recovery Plan that includes supporting and accelerating the delivery of new homes, and will shortly be publishing a Public Service Strategy that will include a priority to support residents to live safe and healthy lives. Supporting and enabling the provision of good quality affordable homes by a range of providers, including community led groups, will continue to be an important part of delivering the priorities for local residents and people looking to make the borough their home.

The Waltham Forest Housing Strategy 2019-24 [Housing Futures: A Decent Roof for All](#) published in March 2019, includes a commitment to work differently with partners and residents to find the best solutions to meeting housing needs. The strategy is the Council's first published commitment to actively support groups looking to deliver community-led housing, and the Council has been engaging with a number of groups actively looking to provide homes in the borough.

The Council recognises the value in, and is supportive of, community-led housing (CLH) as a vehicle to bring forward additional housing supply, particularly where community-led housing groups are able to offer an approach that will enable sites that would otherwise not come forward for development to deliver housing.

In March 2020 the Council's Cabinet approved a [Community-led Housing Policy](#) that provides a framework for how the Council will support community-led housing in the borough. The Cabinet also approved the disposal of two sites, land adjacent

to 100 Claude Road E10 and land adjacent to 73 Kings Road E11, for affordable housing development with preference for community-led housing.

In line with the Cabinet decision referred to above, the Council is now providing the opportunity for community-led housing groups to bid for either or both of the sites for a community-led housing development. This opportunity is being made available through the Greater London Authority's Small Sites Small Builders Programme.

This document provides guidance on the application for community-led housing on these sites, which is an addition to the standard requirements of the Small Sites Small Builders bidding process. Any enquiries in relation to the community-led housing application and selection criteria should be addressed to [communityledhousing@walthamforest.gov.uk](mailto:communityledhousing@walthamforest.gov.uk), the Council will not respond to any requests made directly to council officers.

#### The Bidding Process

We realise that we are asking for a lot of information, but this is necessary to ensure we have a fair and equitable process for selecting a group or groups to develop homes on these sites. The Council's priority for these sites is for community-led housing so we will require bidders to complete the Community-led Housing Application in addition to the GLA proforma. In this bidding round we will not consider proposals that will not be providing community-led housing so all bidders must complete the community-led housing application. If you are bidding for both sites you will need to complete individual bids for each site, but a significant proportion of the community-led housing application will be the same for each site. Please indicate in your community-led housing application for each site whether you are bidding for both sites.

#### Bid Pack

These sites are being made available to developers through the Greater London Authority's (GLA) Small Sites Small Builders Programme. In addition to all the information provided through the Small Sites

programme and the Small Sites Small Builders proforma that bidders are required to complete as part of this GLA programme, the Council has included a **Community-led Housing Application** that bidders are required to complete and return as part of their bid.

### **Community-led Housing Application and Assessment Criteria**

This application has a set of criteria that the Council will use to assess applications for community-led housing. Scoring will be from 5 (Excellent) to 0 (Unacceptable). There is a scoring guide at the end of the **Assessment Criteria and Scoring Guide** document in the bid pack.

#### **Pass/Fail Criteria**

The group will have to be formally constituted community-led housing (CLH) group. This formal constitution should meet the criteria for community-led housing schemes endorsed by alliance of community-led housing organisations, which will enable the group to be eligible for support from the government's Community Housing Fund as administered by the GLA (or similar public support for community-led housing).

Priority will be given to CLH groups with a demonstrable local connection to the borough, which will include the number of households in the group currently living in or with connections to the borough, and CLH groups on the Waltham Forest Self-build Register.

The proposal for the sites should be for 100% affordable housing (not tenure specific) in perpetuity.

#### **Legal Agreements**

The Small Sites Small Builders programme includes a suite of documents to help reduce risk and provide more certainty for smaller organisations that would not normally be able to compete to procure sites through speculative bids. This suite includes template legal agreements that we expect successful bidders to enter into with the Council.

#### **Assessed Criteria**

The assessment criteria for the community-led housing application is based on the Council's [Community-led Housing Policy](#) effective from April 2020. The **Assessment Criteria and Scoring Guide** included in the bidding pack sets out the criteria the Council will use to assess applications to provide community-led housing on the sites advertised.

### **Submission Requirements**

We have tried to make the community-led housing application clear and concise, and while we are not setting limits on submissions and therefore have not included a community-led housing application proforma, we would appreciate clear and concise responses to the assessed criteria. Our preference is for community-led housing applications to be submitted as a PDF document. Should your submission be successful, the Council reserves the right to request more detailed information in terms of evidence supporting your submission.

### **Additional Information**

#### **Site visits**

Both sites are visible from the public highway. The Claude Road site is publicly accessible, while the Kings Road site is not as access is prevented by a locked gate so this site can only be viewed from the public highway. The Council will not be organising guided site visits so any visit to the sites will be at your own risk.

#### **Planning**

While we do not expect bidders to seek pre application planning advice from the local planning authority, we will discuss submissions with the LPA to satisfy ourselves that submissions are deliverable in terms of likelihood of receiving planning permission. Please note that any residential development with fewer than 10 dwellings will not be required to provide affordable housing as a planning obligation, however we are looking for both sites to provide 100% affordable housing as a condition of the land disposal.

#### **Milestones & step-in rights**

The Council will agree with the successful bidder key milestones in the form of a plan of work to include design signoff, planning application, legal agreements, contractor procurement, construction programme, as appropriate. The Council will retain step-in rights to complete the delivery of new homes, should it appear that the successful bidder is unable to meet agreed milestones and/or bring the project back on schedule.

#### **Questions and clarifications**

All questions and requests for clarifications should be sent to **[communityledhousing@walthamforest.gov.uk](mailto:communityledhousing@walthamforest.gov.uk)**. Questions and clarification requests must be submitted no later than 4 weeks before the bidding deadline, any questions and clarification requests submitted after this date will not receive a response.