

Individual Project Support Requirement ATLAS Multidisciplinary Support (HCAP16049)

Reference Name			
Reference Number			
Issued to		Date	

Part 1: Project Overview

Project Name	East Wisbech Urban Extension
Local Authority	Fenland District Council and Kings Lynn & West Norfolk District Council
Key Stakeholders	<p>The project is being led by a Steering Group facilitated by a project officer from Fenland District Council. The client for the purposes of this instruction is ATLAS.</p> <p>The key stakeholders involved are:</p> <ul style="list-style-type: none"> • Planning Policy and Development Management Officers from KL&WNDC and FDC • Landowner interests, represented by two agents who attend the Steering Group – no developers involved at this stage • Cambridgeshire County Council/Norfolk County Council (primarily education and transport departments)
Summary Project Background	<p>The Councils are working to prepare a Broad Concept Plan (BCP) for the site which is supported by local communities, developers/landowners and by other technical stakeholders and can be recommended for approval by Planning Committee at FDC and KLWNBC.</p> <p>The majority of the urban extension is allocated, in the Fenland Local Plan (Adopted 2014) (FLP), for some 900 homes. The remaining 25.3ha of the site is allocated for 550 units (Policy F3.1: Wisbech Fringe), within KLWN's Site Allocations and Development Management Policies Local Plan (SADMP Local Plan), pre-submission draft. This is the subject of an Inspector's examination which closed on the 19th November.</p> <p>The Steering Group has been formed to progress these allocations by demonstrating the site can be delivered. The Broad Concept Plan is the basis for bringing forward a comprehensive approach to development for the area. A staged approach to masterplanning is therefore being followed in order to provide sufficient opportunities for community engagement and to enable design and layout options to come forward in the context of a full assessment of the site, its technical constraints and opportunities.</p> <p>As part of this approach the Councils and ATLAS have identified the need to test emerging proposals in the light of deliverability and viability constraints.</p>

Overall Project Objectives/Outcome	<ol style="list-style-type: none"> 1. The Partners wish to commission early viability and commercial advice, including an early viability appraisal, to help inform the implementation and delivery aspects of the Broad Concept Plan. The Councils are keen to ensure that the BCP sets out a viable and deliverable framework for the phased delivery of appropriate infrastructure and services for the new development. 2. In the context of the viability and infrastructure delivery challenges outlined above Fenland District Council wish to up-skill in-house planning teams to better understand the economics of development and how to deal with viability issues in the context of national planning and best practice guidance. Therefore, the Council has identified the need for bespoke training package to be delivered to policy and development management staff.
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Key Stakeholders

Organisation	Individual	Role
Fenland District Council	██████████	Project Manager – East of Wisbech
King's Lynn and West Norfolk DC	██████████	Planning Policy Officer with lead responsibility for East Wisbech
Fenland District Council	██████████	Planning Policy Officer for East Wisbech

Key ATLAS Team Members

Individual	Role
██████████	ATLAS project lead
██████████	Providing planning and viability support to the project
██████████	Providing planning and design support to the project

Part 2: Work Specification

Support Expectations & objectives	<p>The following objectives are anticipated as part of this brief:</p> <ul style="list-style-type: none"> • Increasing the knowledge and expertise within the Local Authorities to handle large-scale housing applications and deal with viability appraisals; • Helping the local planning authorities to better understand the principles underpinning development economics in the context of the East Wisbech project; • Provide early commercial advice and develop initial delivery ideas and suggestions that will assist in the timely delivery of the Broad Concept Plan; • Provide multi-coloured concept drawings that can be used in the preparation of a wider framework document being prepared by the Councils.
Tasks / Nature of Support required	<p>The following key tasks are envisaged, split into two key areas, subject to final discussion and confirmation with the selected team:</p> <p>1. Initial Assessment of Deliverability & Housing Delivery</p>

	<p>Options</p> <ul style="list-style-type: none"> • Provide a commentary on the overall deliverability of emerging development proposals for East Wisbech in the light of local and sub-regional market conditions, emerging layout/design and land use mix and based on an understanding of the local property market, likely developer interest and other commercial considerations; • Following the initial high-level viability appraisal, provide a set of initial delivery options for the Councils & partners to consider; where specific viability/deliverability obstacles are identified or where conventional delivery options are not thought to be appropriate suggest alternative approaches to secure timely housing delivery - this should also include an assessment of alternative housing delivery options such as self-build/serviced land and/or other community-led housing models that may assist timely delivery; make an initial recommendation regarding the most appropriate delivery option for the partners and identify clear next steps to progress the options; advise and/or formulate an indicative and logical phasing plan based on the above assessment. • Critical friend review of early list of infrastructure requirements; provide an initial assessment of likely costs, timing and delivery options to assist in the overall viability and deliverability of the project <p>2. High-level viability appraisal and review infrastructure list</p> <ul style="list-style-type: none"> • Develop an initial high-level viability spreadsheet appraisal of emerging proposals for East Wisbech project using the HCA Development Appraisal Tool so that it is capable of being manipulated by the local planning authorities; <p>Provide a commentary that accompanies the appraisal to cover the following items although consultants would be expected to use their own judgement as to items not covered in this list:</p> <ul style="list-style-type: none"> • <i>Sales Values</i> - advise on residential sales values taking into account the local and sub-regional market and long term market trends in values. • <i>Commercial Values</i> - advise on commercial values for a new local centre taking into account of the local and sub-regional market and long term market trends in values. • <i>Finance Costs</i> – make general assumptions around the borrowing/finance rate and period of any borrowing. • <i>Affordable Housing</i> - confirm the assumptions on the provision of affordable housing across the site. • <i>Density</i> – make reasonable assumptions to calculate the gross site area, net developable area and dwelling density. • <i>Build costs</i> – make reasonable assumptions applying industry standards • <i>Planning Obligations</i> - Confirm that the Section 106 costs been correctly cash flowed based on indicative trigger dates provided. Provide any general comments on the Section 106 items/levels and/or suggestions for ways in which cashflow could be improved. • <i>Land Owners Return/profit</i> - confirm the estimated return from the project is reasonable and in line with market aspirations. • <i>Indexation and Growth</i> – confirm the assumptions on growth
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	<p>and discuss the level used is in line with market aspirations.</p> <p>3. Viability Training</p> <ul style="list-style-type: none"> • Provide a bespoke package of viability training sessions and materials tailored to meet the current needs of Fenland District Council (predominantly local authority planners and related professionals); the training will be held at a training room (8 IT training workstations are available for use if needed) at Fenland District Council and is likely to involve 10-15 professionals. • The training seminar(s) will consist of one full day training event and include: an overview of the national planning context, best practice guidance, recent appeal decisions and case studies combined with hands-on use of the HCA DAT tool evaluating the East Wisbech project as a relevant case study. The training should also cover tools and techniques for planning officers dealing with development proposals which present viability issues.
Skills required	<ul style="list-style-type: none"> • Collaborative skills and awareness of innovative housing delivery options; dealing with challenging market conditions; • Surveyors with experience of dealing with viability issues and negotiating affordable housing and other s106 matters; • Planners with a good understanding of the interface between viability issues and the planning system;
Interactions	<ul style="list-style-type: none"> • A scoping meeting with ATLAS and both Council lead officers will be required to refine the outputs and tailor the needs of the training package to local requirements. • Consultants should be made aware that there is no lead developer involved at this stage and there is limited viability and/or design information available at this stage so a number of reasonable assumptions will need to be made. A number of early concept options are emerging through community engagement work. The agents representing landowners are also prepared to share early viability work. • Liaison with partners, particularly County Council and Highways England in relation to costing of junction improvements and primary/secondary school education provision.
Deliverables	<p>The key outputs should include:</p> <ul style="list-style-type: none"> • A high-level viability appraisal for East Wisbech using the HCA DAT tool with supporting commentary/notes capable of being manipulated and adapted by the local planning authorities; • A deliverability review and assessment report which sets out: commercial and local property advice/commentary on emerging layout ideas and suggestions to improve deliverability; early review of infrastructure requirements and suggestions regarding timing and delivery; early assessment and recommendation regarding housing delivery options • A tailored package of viability training support and materials, including: powerpoint presentations and handouts; example



	appraisal case study/exercise using East of Wisbech project
Programme / Milestones	<ul style="list-style-type: none">• Viability training mid-March• Draft deliverability review and viability appraisal late February• Final reports mid-late March



Part 3: Resource Allocation & Budget

Service Delivery

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Other Support

Staff Name	Grade	Day Rate	Days	Total

Management & Quality Assurance

Staff Name	Grade	Day Rate	Days	Total

TOTAL BUDGETARY ALLOWANCE

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Agreed by

On behalf of	ATLAS
Name	
Role	ATLAS Project Manager/Lead
Dated	
Signature	

On behalf of	
Name	
Role	Consultant Project Manager / Lead
Date	
Signature	