

REQUEST FOR QUOTATION

TENDRING DISTRICT COUNCIL

SPECIFICATION OF REQUIREMENTS: TENDRING STRATEGIC HOUSING MARKET ASSESSMENT

MAY 2024

INTRODUCTION

Tendring District Council is looking to commission specialist consultants to carry out a review of the Strategic Housing Market Assessment (SHMA) in the Tendring District to inform the mandatory five-year review of the Council's Local Plan.

As part of this, consultants should have consideration of:

- the intended roll-forward of the Local Plan time-frame over an extended period from the current end-date of 2033 to 2041;
- the additional housing (approximately 4,000) and employment development likely to be planned for over the extended period to meet projected needs;
- the designation of, and opportunities associated with Freeport East (which came about after the current Local Plan was submitted to the Secretary of State and while still in the latter stages of the examination process)
- the progress of the Tendring Colchester Borders Garden Community and associated infrastructure through the planning process and the emerging understanding of the potential for economic growth emerging through more detailed planning and economic work.
- The rejuvenation of Jaywick Sands which is identified as a Priority Area for Regeneration under Policy PP14 of the adopted Tendring Local Plan. Jaywick Sands includes the very lowest ranked area in the English Index of Multiple Deprivation (2019), and two areas which are within the lowest 10% of all areas in England. The Council has produced a Place Plan to provide a development framework for the physical regeneration of Jaywick Sands.

The study will primarily form part of the Council's evidence base to inform the Local Plan review but will also assist in the development of strategies for investment and funding across North Essex and the Freeport East area. The Study will also form part of the evidence base for the implementation of CIL.

STUDY AREA

The study area for this commission is principally the administrative District of Tendring. Consultants will however need to consider the wider strategic context.

BACKGROUND

Planning Law and National Planning Policy

The Council is proposing to undertake a mandatory five-year review of its adopted Local Plan – as required under Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012.

As advised in paragraph 22 of the National Planning Policy Framework (NPPF) (September 2023), a Local Plan's 'strategic policies' should look ahead over a minimum 15 year period from adoption to anticipate and respond to long-term requirements and opportunities.

Paragraph 31 of the NPPF says that the preparation and review of all policies should be underpinned by relevant and up-to-date evidence that is adequate and proportionate, focused tightly on supporting and justifying the policies concerned; taking into account relevant market signals.

Paragraph 33 of the NPPF says that the review of the Local Plan should take into account changing circumstances affecting the area, or any relevant changes in national policy.

In 2012, the Government released the initial National Policy Planning Framework (NPPF). This was subsequently revised and published in July 2018, with further updates in February 2019, July 2021, and December 2023 to include several detailed modifications.

The latest NPPF included a wide ranging interpretation of affordable housing. While the Original NPPF stated that affordable housing should cater to households "whose needs are not met by the market", the latest NPPF contains an expanded definition to include "housing that offers a subsidised path to home ownership and/or is for essential local workers". Consequently, households that can afford market rent but are unable to achieve homeownership are now considered in this context. The latest NPPF also introduced the following:

- **Retirement Housing Need Assessment:** The revised NPPF has added a new paragraph (63) that requires local authorities to assess and reflect the local need for retirement and care housing provision in their policies. This change is in response to the government's priority of ensuring sufficient housing supply for an ageing population.
- **Support for Small Sites:** Paragraph 70(b) of the revised NPPF requires local authorities to support small sites for community-led development for housing, and self-build and custom-build housing. This is aimed at providing greater

confidence and certainty to small and medium-sized builders, thereby diversifying the housing market.

- **Support for Community-led Development:** The revised NPPF encourages local authorities to support the development of exception sites for community-led development on sites that would not typically be suitable as rural exception sites. This is in line with the government's ambition to emphasise the role of community-led development and support locally-led housing.

The National Planning Practice Guidance (NPPG) and Government guidance provides additional information on assessing housing needs.

Current Planning Policy Position

The current Local Plan for Tendring was adopted in two parts in January 2021 and January 2022 respectively. Section 1 of the Local Plan was prepared in partnership with, and is common to, the three North Essex Councils of Tendring, Colchester and Braintree but was adopted by the three Councils separately. It contains the context of new Market Area. Section 2 of the Local Plan sets out the vision and objectives for Tendring as well as Tendring specific policies including the allocation of sites and development control policies. Tendring District Council, Colchester City Council and Essex County Council are also preparing the cross-border Tendring Colchester Borders Garden Community (TCBGC) Development Plan Document (DPD) which is currently in the process of being examined. This replaces the Part 2 Plans for both Councils within the boundaries of the DPD. However, the growth projections, housing mix and policies within the TCBGC will need to be taken into account, in particular GC Policy 4: Meeting Housing Needs.

The Local Plan's Strategic policies for meeting housing need are contained in Local Plan Policy SP4 (Part 1) and Objective 1 (Part 2); however these will be significantly revised as part of the review of the Local Plan.

The policies in the Local Plan that pertain directly to the SHMA revision are located in Chapter 5, titled "Living Places", of the Part 2 Local Plan:

Policy LP1 covers housing supply within the current plan period to 2033.

Policy LP2 encourages the provision of a choice of housing and directly refers to the latest SHMA as the primary evidence.

Policy LP3 provides guidance in terms of acceptable housing density standards as well as the provision of adaptable, accessible and wheelchair-user standard homes for new residential and mixed use development.

Policy LP4 prescribes the design and layout of new residential development.

Policy LP5 Affordable Housing requires for development outside of the Tendring Colchester Borders Garden Community, involving the creation of 11 or more (net) homes, 30% of new dwellings (including conversions) to be affordable housing. The

Policy also states that the 'size and type of affordable housing will be specified by the Council on a case-by-case basis having regard to the latest Strategic Housing Market Assessment and housing needs register and will be the subject of negotiation between the Council and developer or applicant.'

Policy LP6 covers rural exception sites to meet the needs of local people.

Policy LP7 supports self-build on new development sites subject to certain criteria.

Policy LP9 provides a criteria based approach for the provision of additional land for Gypsy accommodation.

Policy LP10 states that the Council supports the construction of high quality care homes and extra-care housing in sustainable locations. This is also in-line with the Economic Development Strategy.

Policy LP 11 sets the amenity standards and controls the proliferation of Houses in Multiple Occupation and bedsits.

Scope and Study Objectives

The SHMA should provide a comprehensive analysis of housing needs across the district and each parish/town council area. This includes market, affordable, and specialist housing, considering the diverse range of housing issues such as affordability.

The study should evaluate the need for different types of housing, broken down by tenure, type, and size. This includes:

- an examination of the existing housing stock,
- dwelling completions,
- issues of under/over-supply of housing sizes,
- types, and tenures,
- the needs of homeless households, concealed households, overcrowded households, or those living in unsuitable housing.

The above should meet the requirements of the NPPF, Planning Practice Guidance and Government Guidance on assessing the needs of different groups.

Existing Local Plan policies that outline the preferred housing mix should be reviewed, and recommendations for updates should be made as necessary. This review should consider the mix for the district, parish/town council areas, and sub-areas.

The studies should also assess the type of affordable housing needed, considering the incomes of households in need and the expected costs.

This includes

- a review of the existing tenure mix,
- the national First Homes scheme and whether it is an appropriate form of affordable housing in the district.

The studies should identify housing affordability across all parts of the district and household income requirements for both market and affordable housing. They should also identify poor housing conditions and those in fuel poverty.

Engagement with key partners and stakeholders is expected to inform the analysis. This includes housing and planning staff, neighbouring local authorities, elected members, local housing providers, town and parish councils, lead commissioners (Essex County Council and the NHS), third sector organisations supporting vulnerable groups, Homes England, Essex University, Police, other statutory agencies, and developers. The Council will agree on relevant partners and questions for each partner prior to engagement.

Finally, the study should aim to pinpoint the requirements for specialised housing, which includes, but is not limited to:

- a. Housing for the elderly, including retirement homes, assisted living facilities, and nursing homes.
- b. Accommodation for individuals with disabilities and vulnerable groups. This encompasses a variety of needs, including homeless individuals and those at risk of homelessness, individuals with a history of substance abuse, victims of domestic violence, young adults with eligible care needs due to learning and/or physical disabilities, mental health conditions, autism, children in foster care, those transitioning out of foster care, and refugees and asylum seekers.
- c. Temporary accommodation needs for those who are homeless.
- d. Accommodation for individuals who rent privately.
- e. The need for shared and self-contained housing.
- f. Housing for families.
- g. Accommodation for essential workers.
- h. Housing for members of Her Majesty's Armed Forces.
- i. The demand for self-build, custom build, and community-led housing, using the methodology endorsed by the National Custom and Self Build Association.
- j. Student accommodation (both purpose-built and Houses in Multiple Occupation). This should be informed and preferably aligned with the Colchester Housing Needs Assessment which is currently being undertaken.

Essential Outcomes – Core Elements

The main outputs the Council will expect from the assessment are a SHMA covering the district of Tendring encompassing the following elements:

1. A summarised overview;
2. Contextual information including legislation, policy, guidance, and previous assessments;
3. The approach and techniques used;
4. An analysis of the housing market with a specific focus on Tendring's housing market;
5. An evaluation of the need and demand for various types of housing in each parish/sub-area;
6. An assessment of the need for affordable housing in each parish/sub-area;
7. An examination of the need for specialist housing in each parish/sub-area;
8. An investigation into the impact of student housing, Air B&B, and holiday lets in parishes/sub-areas where these have been identified as issues;
9. An assessment of the under occupation of homes and its effects on the housing market;
10. A detailed account of stakeholder consultations, their outcomes, and an analysis of these;
11. A review of the applicable planning policies and suggested amendments; and
12. Conclusions
13. Appendices that provide context and evidence used in the creation of the SHMA.

In addition to the main report above:

14. Prepare a bespoke report that examines challenges related to selling s106 homes to registered providers within Tendring. The council has observed anecdotal evidence indicating this is currently problematic. The report should propose potential solutions, including the option of gifting a reduced number of these homes to the Council. Additionally, provide a robust standard formula for calculating off-site contributions in lieu of affordable housing.

Both the draft and final versions of the main report should be presented in a digital format, utilising digital interactive tools and applications where suitable. The reports should be concise and easily comprehensible to a non-specialist, including a non-technical summary. All advice and recommendations should be clear, as specific as possible, justified, and supported by explained evidence. An interim report regarding the suggested amendments to planning policies will be required by Monday 30th September 2024.

All related data, surveys, findings analysis, mapping, and forecasting data should be submitted to the Council as part of the commission. The data, along with its sources, should be delivered to the council in a digital format.

The digital mapping data which is prepared as part of the commission should be supplied to the Council in a format which can be used within the Council's GIS mapping systems which is ArcGIS in shape file format (shp).

The above reports are required to be compatible with Web Content Accessibility Guidelines 2.2 AA. If required, more information can be provided regarding this.

RELEVANT BACKGROUND STUDIES (with hyperlinks)

Tendring Local Plan Documents:

[Tendring District Local Plan](#)

[Tendring District Council - Call for Sites](#)

[Tendring Monitoring Report and SHLAA](#)

[TDC Strategic Housing Market Assessment Executive Summary 2016](#)

[TDC Strategic Housing Market Assessment December 2015](#)

Tendring Supplementary Planning Documents:

[Jaywick Sands Design Guide SPD](#)

Tendring Additional Documents

[Draft Jaywick Sands Place Plan](#)

Tendring Colchester Garden Community:

[TCBGC Submission Version Plan](#)

[TCBGC DPD Policies Map](#)

[TCBGC Review of University Land Requirements](#)

Regional Documents:

[Freeport East - Felixstowe | Harwich | Gateway 14](#)

[Colchester Local Plan](#)

Government Guidance:

[NPPF](#)

[Government Guidance: Housing Needs of Different Groups](#)

QUOTATION PROCESS

The Council wishes to appoint consultants (**a single firm or consortium headed by a single practice acting as lead consultant**) to undertake a phased/modular commission in which the Council's express approval or instruction will be required before consultants proceed to each successive phase or module of the commission.

Bidders are invited to suggest a phased/modular approach to this commission as part of their proposed methodology. Whilst at this stage the Council fully expects to undertake all of the work identified in each phase/module, consultants should note that if concerns emerge over funding and/or financial viability during the course of the specified work, then the Council may decide to terminate the commission on the satisfactory completion of any one of the modules. **Consultants are therefore asked to clearly cost each module as part of their quotation/tender submission.**

DURATION AND TIMING

The Interim report containing suggested amendments to planning policies will be required by Monday 30th September 2024.

The final report is expected to be delivered by Friday 1st November 2024.

PROJECT MANAGEMENT

The Council's Client Team will be led by Paul Woods. The day to day project management will be led by Anthony Brindley. Consultants should identify their nominated Project Director and Project Manager as part of their submission.

PROGRAMME OF WORK

Consultants should specify the process/methodology to be used in the completion of each of the tasks identified in the Specification of Requirements. Consultants should also identify any anticipated risks and/or constraints in delivering the outputs required and outline their proposed solution(s) to mitigate these factors. Any further general measures identified that may assist in achieving the objectives of this work should be identified separately.

Consultants will need to schedule and accommodate regular meetings with the Council's Client Team against each module as part of their programme of work.

PERFORMANCE AND QUALITY

The Council expects all work it commissions via consultants to be of the highest quality in terms of intellectual content and accuracy, as well as presentation. Consultants should include in their submission a Quality Plan or Statement demonstrating how they will achieve high quality outputs and who will be accountable for the review of outputs prior to their submission to the Council.