



# THE SHAPLEY HEATH GARDEN COMMUNITY OPPORTUNITY BOARD

## MEMBERSHIP:

Cabinet Member for Place (Chairman):

Cabinet Member for Housing:

Group Leaders:

A Ward Councillor representing:

Hartley Wintney

Hook

Strategic Lead for Hampshire County Council:

M3 Local Enterprise Partnership representative:

Homes England representative:

2 representatives from the Landowner Forum:

2 representatives from the Stakeholder Forum:

Cllr Cockarill

Cllr Bailey

Cllr Neighbour (Liberal Democrats)

Cllr Radley (Community Campaign Hart)

Cllr Crampton (Conservative)

Cllr Farmer

Cllr Smith

Stuart Jarvis

Kathy Slack

Ian Collinson

TBC

TBC

## MEETING:

17 February 2020 (19.00)

Council Chamber, Civic Offices, Fleet

Distributed: 10 February 2020

# AGENDA:

- 1. INTRODUCTION TO ALL ATTENDEES AND APOLOGIES FOR ABSENCE**
- 2. SHORT PRESENTATION ON THE GARDEN VILLAGE OPPORTUNITY**
- 3. ADOPT BOARD GOVERNANCE**

Item 3 sets out the Terms of Reference and Membership for the Shapley Heath Garden Community Opportunity Board (as agreed by Cabinet in January 2020) for adoption.

- 4. HOMES ENGLAND INTRODUCTION**
- 5. AGREE THE TERMS OF REFERENCE, MEMBERSHIP AND TIMETABLING FOR THE LAND OWNERS FORUM AND THE STAKEHOLDER FORUM**

Item 5 sets out draft Terms of Reference and Membership for the Shapley Heath Garden Community Landowners and Stakeholders Forum for adoption.

- 6. ENDORSE THE SHAPLEY HEATH PROSPECTUS**

Item 6 presents the Shapley Heath Garden Community Prospectus for endorsement.

- 7. AGREE THE FUNDING/PROCUREMENT OF THE EVIDENCE BASE**

Item 7 seeks to obtain board approval to procure and fund an evidence base required in order to explore the opportunity for a new garden community as part of the MHCLG Garden Community Programme.

- 8. ENDORCE THE STRATEGIC PROJECT PLAN AND ASSOCIATED COSTS**

Item 8 presents the high level project plan and the associated cost plan for endorsement.

- 9. AGREE PROCEDURES INCLUDING USE OF THE RAG SYSTEM FOR INFORMATION (UNRESTRICTED TO CONFIDENTIAL)**

Item 9 seeks to obtain board approval to use the RAG (Red, Amber, Green) system to identify confidential/commercially sensitive information.

- 10. AOB**

- 11. DATES OF NEXT MEETINGS**

Potential dates scheduled:

18 May 2020

17 August 2020

16 November 2020

# THE SHAPLEY HEATH GARDEN COMMUNITY OPPORTUNITY BOARD



**DATE OF MEETING:** 17 FEBRUARY 2020

**AGENDA ITEM:** 3

**TITLE OF REPORT:** SHAPLEY HEATH GARDEN COMMUNITY OPPORTUNITY BOARD GOVERNANCE

## **I PURPOSE OF REPORT**

1.1 This Report sets out the Terms of Reference and Membership of the Shapley Heath Garden Community Opportunity Board (the Opportunity Board) for adoption.

## **2 RECOMMENDATION**

2.1 That subject to any additional comments from Members of the Opportunity Board, the Membership and Terms of Reference set out in Appendix I be adopted.

## **3 BACKGROUND**

3.1 Hart District Council Cabinet agreed the Governance arrangements for the Shapley Heath Garden Community opportunity at its meeting on [2 January 2020](#). This included the establishment of a Garden Community Opportunity Board as well as a Landowner Forum and a Stakeholder Forum, both of which are discussed in more detail in Item 4 on this agenda.

3.2 The relationship of these groups and the wider decision making process is set out in Appendix 2. The Opportunity Board is accountable to the Council's Cabinet.

## **4 ROLE AND PURPOSE OF THE OPPORTUNITY BOARD**

4.1 The purpose and principles of the Opportunity Board, as agreed by Cabinet, are for the Opportunity Board to lead the evaluation of the Garden Community opportunity. Containing representatives from key stakeholders and chaired by Hart District Council it will:

- Be accountable for the project's expenditure and overall work of the project;
- Develop a project plan to evaluate the opportunity with clearly defined milestones and outcomes, including risks and risk mitigation;
- Bring together the evidence, expertise and views of all work streams to provide a holistic view of the Garden Community and the opportunities it might bring whilst also recognising potential constraints – providing guidance, support and finding solutions where obstacles occur;
- Encourage and strengthen links between the evaluation project and other relevant communities and stakeholders including agreement to an Engagement Strategy;

- Review and agree procurement for reports, studies, expertise and services related to progressing the project.

4.2 Membership of the Board is proposed as follows and in the attached ToR:

- HDC Cabinet Member for Place (Chairman)
- HDC Cabinet Member for Housing
- HDC Group Leaders
- Strategic Lead for Hampshire County Council
- A Ward Councillor representing
  - Hartley Wintney
  - Hook
- M3 Local Enterprise Partnership representative
- Homes England representative
- 2 representatives from the Landowner Forum
- 2 representatives from the Stakeholder Forum

4.3 Representatives from the Landowner Forum and Stakeholder Forum will be appointed at the first meetings of those Forums. The Opportunity Board will be supported by the Hart District Council Shapley Heath Project Team, however, all Board Members are expected to be able to allocate sufficient time and resource from their organisation to have an effective input into the evaluation of the project.

## **5 ACTION**

5.1 Once agreed, the Opportunity Board ToR will be placed on the Council's website.

## **APPENDICES**

**Appendix 1** Shapley Heath Garden Community Opportunity Board Terms of Reference

**Appendix 2** Summary of Shapley Heath Governance arrangements.

# Shapley Heath Garden Community Opportunity Board - Terms of Reference to be adopted at the first meeting

## PURPOSE OF THE SHAPLEY HEATH GARDEN COMMUNITY OPPORTUNITY BOARD

- The Shapley Heath Garden Community Opportunity Board (the Board) will have overall responsibility for steering the evaluation of the Shapley Heath Garden Community opportunity (the Opportunity); the project is to establish a vision for a Garden Community and evidence whether such a vision is both viable and deliverable. In due course, the overarching description of the project will be further defined through an agreed Vision and set of place shaping outputs.
- The Board will be accountable for the success of the project in meeting its objectives and programme.
- The Board will lead the evaluation of the Opportunity and will be a key forum to manage overall engagement, issues resolution and progress of the viability of the project.

## CORE FUNCTIONS

1. To lead the Garden Community project against the Garden Community principles and report to the Council's Cabinet (and other respective corporate bodies as appropriate) and elected members to ensure corporate support and buy-in.
2. Be accountable for the project's expenditure and the overall work of the project to include setting the overall direction of the project/programme, its objectives and priorities; to monitor overall progress; and to review and update the objectives and priorities at least annually
3. Develop a project plan to evaluate the opportunity with clearly defined milestones and outcomes
4. Bring together the evidence, expertise and views of all work streams to provide a holistic view of the Opportunity and the opportunities it may bring whilst also recognising potential constraints
5. Encourage and strengthen links between the evaluation project and other relevant communities and stakeholders,
6. Oversee all work streams, providing guidance, support and find solutions where obstacles occur
7. Monitor and ensure implementation of the project engagement and consultation strategy.
8. To ensure that appropriate resources are in place to deliver against the agreed project plan and programme and to coordinate the public-sector contribution to the delivery of key elements of the project in its earlier stages, including the use of available Garden Community capacity funding secured from Ministry of Housing, Communities, and Local Government (MHCLG).

9. To make decisions on strategic issues and seek to resolve any 'showstoppers'
10. To provide a coordinated position/response to consultations and policy announcements that impact or effect the evaluation of the Garden Community project and to co-ordinate and ensure 'upwards' high level liaison into existing and/or emerging sub-regional forums.

## MEMBERSHIP OF THE BOARD

Membership will be:

- Cabinet Member for Place (Chairman) – HDC
- Cabinet Member for Housing - HDC
- Group Leaders - HDC
- Strategic Lead for Hampshire County Council - HCC
- A Ward Councillor representing
  - Hartley Wintney
  - Hook
- M3 Local Enterprise Partnership representative
- Homes England representative
- 2 representatives from the Landowner Forum
- 2 representatives from the Stakeholder Forum

The Board will be supported by the Shapley Heath Project Team

## ROLES AND RESPONSIBILITIES OF MEMBERS

Board members should be able to:

- Implement the Core Functions of the Board;
- Have the responsibility to represent their organisation and to feedback information to other relevant individuals and parties within that organisation;
- Make recommendations on the prioritisation of activities, projects and resources;
- Make every effort to prioritise attendance at scheduled meetings but to ensure that a suitably senior substitute is nominated from the same organisation.

## CHAIRMANSHIP

The Chairman will be the Cabinet Member for Place. In the absence of the Chairman at any meeting, the Board may elect a Vice-Chairman who will preside at that meeting.

## MEETINGS

A minimum of one meeting per quarter will be held throughout the year, with additional meetings to be scheduled as and when required.

Board meetings are constituted under Section 102(4) of the Local Government and Housing Act 1989. They are not public meetings but at the discretion of the Chairman, the intention is that in

the interests of openness and transparency Board meetings should be held wherever possible in public so that the public can observe the meeting. There will however be instances when the Board may need to go into confidential sessions without the public present.

The Quorum for any meeting will be five members of the Board provided that at least three Members represent a different organization.

The agenda for each meeting will be prepared by the Shapley Heath Project Team and circulated to all Board members at least five working days in advance of the meeting. Draft minutes of the meeting will be circulated within two weeks of the meeting, with formal approval taking place at the next subsequent meeting.

## DECISION MAKING AND REPORTING LINES

Whilst the Board has overall responsibility for overseeing the evaluation of the Shapley Heath Opportunity, it has no statutory decision making powers. Formal decision making (for example on planning applications; statutory plan making; funding allocations) will continue to take place through the existing decision making routes and structures of the organisations represented on the Board but with the added benefit of clear reporting and recommendations from the Board.

Board Members will be empowered to make activity and operational decisions on behalf of their respective organisations, subject to each representative organisation's scheme of delegation and management arrangements. The operational decisions of the Board are likely to fall within the following types of activity for the Project:

- Reviewing and agreeing the Project in terms of the:
- Annual milestones and key activities for the next financial year
- Detailed milestones and activities for the 3 months following the Board meeting
- The risk assessment and proposed mitigation for the activities and milestones
- Competitive bidding processes and allocation/prioritisation of funding for that financial year.
- Reviewing and agreeing the Engagement Strategy in terms of non-statutory stand-alone consultation exercises related to the Garden Community.
- Reviewing and agreeing further procurement related to reports, studies, expertise and services related to progressing the project.
- Be accountable for the project's expenditure and the overall work of the project

The Board will seek to make decisions and agree actions on a consensus basis. Where consensus is not achieved, the outcome will be noted and a report provided to Cabinet for decision.

In exceptional circumstances where an urgent decision, response or recommendation is required and it is not possible to convene a Board meeting in time, the Chairman may, in consultation with all other Board members (subject to quoracy requirements outlined above), make all such decisions, responses and recommendations as appear reasonable and necessary in the circumstances, having proper regard to any previous discussions of the Board. Consultation can take the form of virtual meetings, conference calls and email exchanges. All such decisions, responses or representations shall be reported to the next meeting of the Board in accordance with such requirements as the Board may determine.

The Board will receive reports and progress updates from the Project Team which will be focusing on the day to day management and needs of the project. The Board will also work closely with the Stakeholder Forum and Landowner Forum and will draw information from and feed this into their decision-making processes.

## REVIEW DATES

These Terms of Reference will be reviewed annually from the point of their first approval, or as required.

# THE SHAPLEY HEATH GARDEN COMMUNITY OPPORTUNITY: BUILDING A COMMUNITY APPROACH

Hart District Council (“the Council”) recognises the significance of a potential Garden Community at Shapley Heath. Shapley Heath is the working title on a site at the very heart of the district.

The Council wants to ensure:

- The best possible communication between the community and all the organisations in the locality that may have a role to play in this project or be affected by it.
- Accurate information is available, any concerns can be raised, and solutions discussed.

## **Key Considerations:**

As well as the Council’s interest in representing local people and as a custodian of the economic, environmental and social well-being of the District, it is also the local planning authority.

As the decision-maker for applications for the development of the Garden Community, the Council must ensure that applications are considered in accordance with statutory requirements and its own rigorous ethical standards.

Therefore, the governance arrangements set out in this document, for investigating the vision and then exploring the opportunity for a Garden Community is not and cannot be part of any decision making process on matters associated with the Councils role as a Local Planning Authority.

The formal arrangements in this document are necessary to demonstrate a separation in the roles the Council performs.

A Shapley Heath Opportunity Board will be established to ensure the involvement of local communities and other stakeholders in evaluating the opportunity for a Garden Community in accordance with the principles that have been adopted by the Council.

## THE SHAPLEY HEATH GARDEN COMMUNITY OPPORTUNITY BOARD

The Shapley Heath Garden Community Opportunity Board (the Board) will lead the evaluation of the Garden Community Opportunity. Reporting to the Council’s Cabinet, it will:

- Be accountable for the project’s expenditure and the overall work of the project
- Develop a project plan to evaluate the opportunity with clearly defined milestones and outcomes
- Bring together the evidence, expertise and views of all work streams to provide a holistic view of the Garden Community and the opportunities it may bring whilst also recognising potential constraints – providing guidance, support and finding solutions where obstacles occur.

- Encourage and strengthen links between the evaluation project and other relevant communities and stakeholders,

## FORUMS

Alongside the Board, it is proposed to establish two engagement forums – a landowner/ developer forum and a Stakeholder forum to enable the circulation and discussion of information and views amongst all of the key stakeholders. The terms of reference for each Forum will be agreed by the Board at its first meeting and will thereafter be annually kept under review by the Board.

### THE STAKEHOLDER FORUM

The Stakeholder Forum will champion community and organisational engagement throughout the investigation of the vision that will underpin the evaluation of the Shapley Heath opportunity including the possibilities for community ownership (i.e. longer-term stewardship of assets).

As part of this, the Stakeholder forum will ensure engagement with the key community stakeholders, including business sector, public sector and third sector organisations.

It will also oversee community wide engagement; ensuring innovative approaches to reach unheard voices and as such, will offer local insight to the Shapley Heath Garden Community Opportunity Board.

Membership of the Stakeholder Forum will include

- Parish Council representatives from the following Parishes; Winchfield, Hook, Hartley Wintney, Dogmersfield, Odiham
- Community Stakeholder Organisation representatives e.g. the Diocese
- Business sector representatives
- Third sector (voluntary sector) representatives e.g. Hart Voluntary Action
- Public sector representatives (e.g. health, education, highways)
- Support from the Council's Shapley Heath Garden Community team
- Housing association representatives

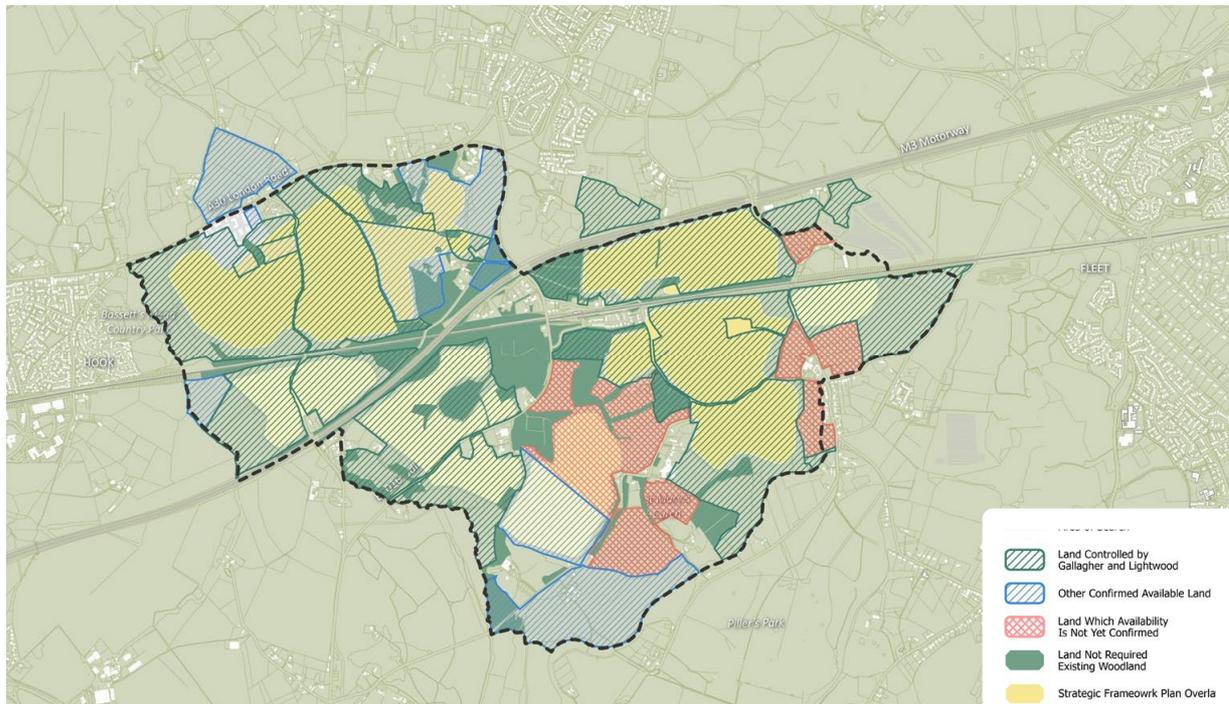
### THE LAND OWNERS' FORUM

The Land Owners' Forum will provide a sounding board for those with significant land ownership (or their nominated representatives) within the area of the proposed Shapley Heath opportunity, whether seeking to take part in the project or not, as any future community will have broader impacts.

This Forum too will look at the future vision for a Shapley Heath Opportunity and how a characterful and distinctive community could be achieved that meets the guiding principles of the project.

It will also be a forum to seek to resolve though consensus landowner project related issues, finding solutions and ensuring an effective exchange of views and information.

Membership will include significant landowners or their representatives, within the area outlined below



## THE DEDICATED SHAPLEY HEATH PROJECT TEAM

A small but dedicated team of professionals will be on hand to support the project; from inception to closure will be known as the Shapley Heath Project Team (the Project Team). Recognising the size of the ambition and the district wide opportunity, the team will be led by the Joint Chief Executive assisted by a small team of committed professionals.

The Project Team will focus on the day-to-day management and needs of the project and will manage and implement the project plan. It will identify and oversee any project Working Groups. It will report directly to the Board. The team's role will evolve as the project develops but will include a range of tasks such as

- Managing and controlling progress against the project plan, including key tasks and milestones.
- Identifying risks, benefits, and issues and reporting these to the Board, Stakeholder Forum or Land Owners Forum as appropriate
- Tracking and supporting all work streams, seeking technical research to enable evidence based decision making
- Analysing feedback from broad community engagement and providing this to all groups for consideration on next steps.
- Liaison, coordination and management of all groups and forums.
- Monitoring and reporting spend against budgets, identifying and applying for funding opportunities
- Appointing/commissioning organisations to deliver outcomes e.g. consultants, advisors etc.

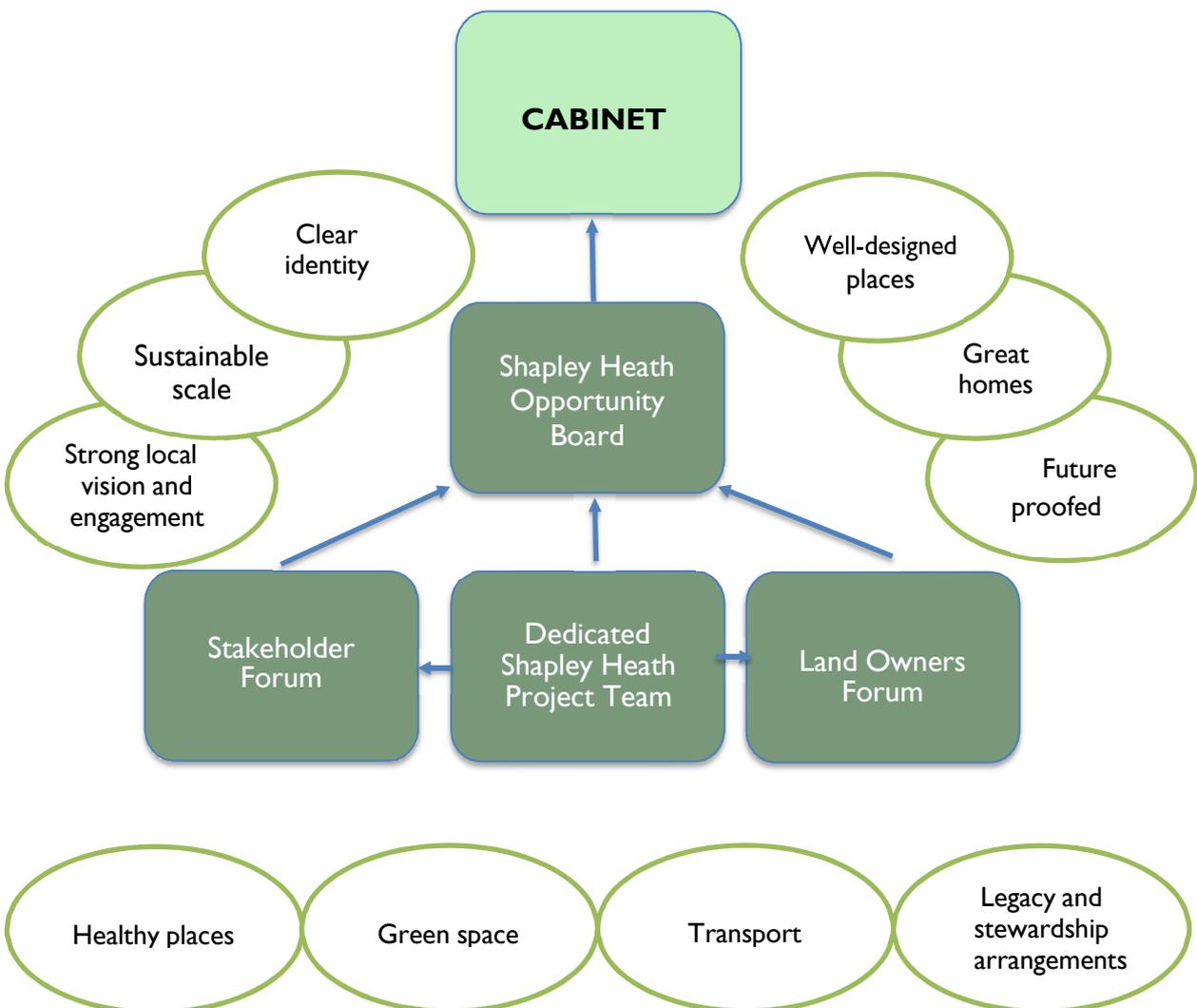
## HOW THE BIGGER PICTURE IS CREATED

Flow of knowledge, expertise and evidence and realistic timescales is fundamental to a successful project.

To achieve this, a transparent and accountable structure which people can understand is required. Visually this can be represented below.

The Landowners' Forum, Stakeholder Forum and the Shapley Heath Project Team will all report to the Board albeit the terms of reference for each group will evolve. The Board itself is accountable to Cabinet who it will regularly report to.

The Board and the Forums will each be established under the provisions of Section 102(4) of the Local Government Act 1972 as advisory boards. As Advisory Boards, the Forum and Boards do not have to comply with the political balance rules in Section 15 of the Local Government and Housing Act 1989.



# THE SHAPLEY HEATH GARDEN COMMUNITY OPPORTUNITY BOARD



**DATE OF MEETING:** 17 FEBRUARY 2020

**AGENDA ITEM:** 4

**TITLE OF REPORT:** LANDOWNER AND STAKEHOLDER FORUM TERMS OF REFERENCE

## **1 PURPOSE OF REPORT**

- 1.1 This Report sets out draft Terms of Reference and Membership of the Shapley Heath Garden Community Landowners and Stakeholders Forum for adoption.

## **2 RECOMMENDATION**

- 2.1 That subject to any additional comments from Members of the Opportunity Board, the Terms of Reference and Membership of the Landowners and the Stakeholders Forums set out in Appendices 1 and 2 be agreed; and
- 2.2 That following consideration of the Terms of the References at each of the Forums, agreement to any minor changes be delegated to the Opportunity Board Chairman.

## **3 BACKGROUND**

- 3.1 As set out in Item 3 on this agenda, Hart District Council Cabinet agreed the Governance arrangements for the Shapley Heath Garden Community opportunity at its meeting on [2 January 2020](#). This included the establishment of a Garden Community Opportunity Board as well as a Landowner Forum and a Stakeholder Forum.
- 3.2 Cabinet agreed the principles of the roles and membership of these Forums with the detailed Terms of Reference to be agreed by the Shapley Heath Garden Community Opportunity Board at its first meeting. The purpose of the Forums is to provide a mechanism for stakeholders to share views and information in considering the Garden Community opportunity.

## **4 LANDOWNER FORUM**

- 4.1 The Landowner Forum will provide a mechanism for landowners in the project area to engage in the evaluation of the Shapley Heath Garden Community opportunity. It will provide an opportunity for landowners to input into the Shapley Heath Garden Community Vision as well as technical evaluations. It will also enable landowner input into the development of masterplanning options.
- 4.2 Cabinet agreed that this Forum would comprise those with land ownership (or their nominated representatives) within the area of the proposed Shapley Heath opportunity.

This would include those who had already indicated an interest in their property being involved in the potential opportunity and those who had not. The views of all land owners should be sought, and all should have the opportunity to be made aware of progress on the project and to have an input.

- 4.3 At the first meeting of the Landowners Forum, two representatives will be nominated to sit on the Shapley Heath Garden Community Opportunity Board.

## **5 STAKEHOLDER FORUM**

- 5.1 The Stakeholder Forum will provide a mechanism for key stakeholders to engage in the evaluation of the Shapley Heath Garden Community opportunity. It will provide an opportunity for stakeholders to input into the Shapley Heath Garden Community Vision as well as technical evaluations. It will also enable stakeholders input into the development of masterplanning options.

- 5.2 Cabinet agreed that this Forum would include:

- Parish Council representatives from the following Parishes; Winchfield, Hook, Hartley Wintney, Dogmersfield, Odiham
- Community Stakeholder Organisation representatives e.g. the Diocese
- Business sector representatives
- Third sector (voluntary sector) representatives e.g. Hart Voluntary Action
- Public sector representatives (e.g. health, education, highways)
- Housing association representatives

- 5.3 At the first meeting of the Stakeholder Forum, two representatives will be nominated to sit on the Shapley Heath Garden Community Opportunity Board.

## **6 ACTION**

- 6.1 It is anticipated that the first meetings of the Forums will be held in March/April. The Terms of Reference will be adopted by the Forums and final versions will be published (Council's website).

## **APPENDICES**

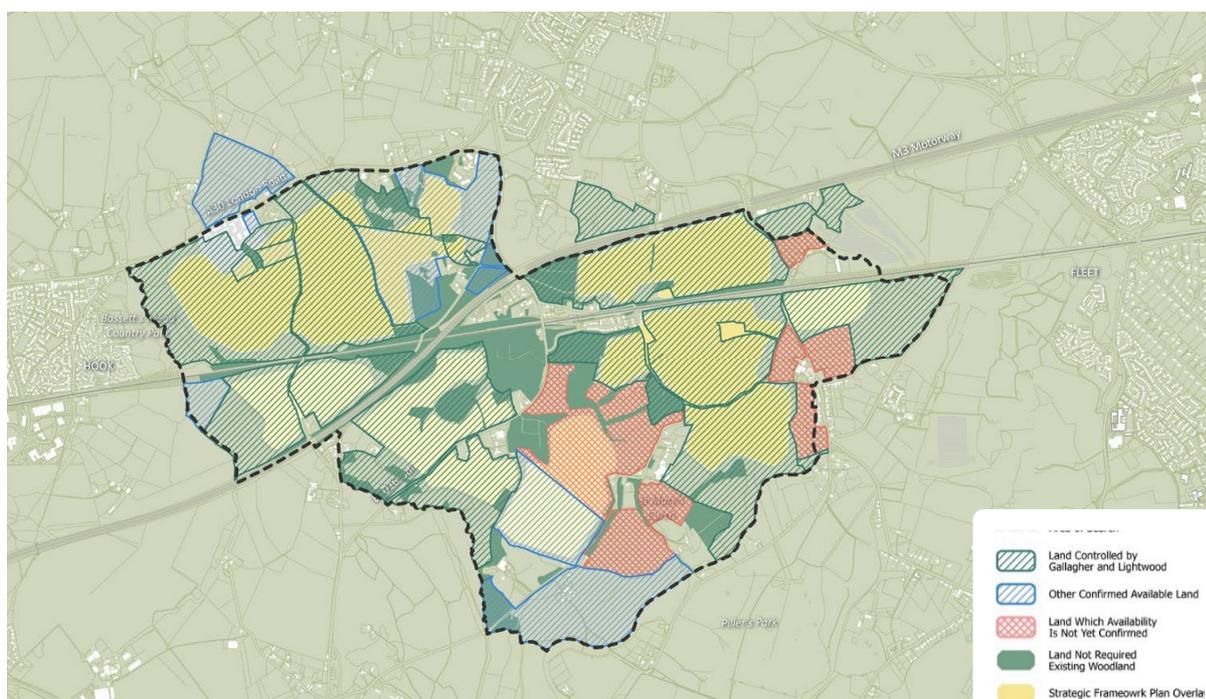
**Appendix 1** Shapley Heath Garden Community Opportunity Landowner Forum - Terms of Reference

**Appendix 2** Shapley Heath Garden Community Opportunity Stakeholder Forum - Terms of Reference

# SHAPLEY HEATH GARDEN COMMUNITY LANDOWNERS FORUM - TERMS OF REFERENCE TO BE ADOPTED AT THE FIRST MEETING

## PURPOSE OF THE SHAPLEY HEATH GARDEN LANDOWNERS FORUM

The purpose of the Landowners Forum is to provide a mechanism for landowners within the area defined below (or their representatives) to engage in the evaluation of the Shapley Heath Garden Community opportunity.



## CORE FUNCTIONS

1. To provide a co-ordinated landowner input into the evaluation of the Shapley Heath Garden Community opportunity;
2. To constructively exchange landowners views and information on different elements of the project;
3. To provide landowner input into a Shapley Heath Garden Community Vision having regard to Garden Community Principles;

4. To provide a direct or indirect input into the technical evaluation of the Shapley Heath opportunity through mechanisms including access to land and information, potential funding opportunities and reviews of technical work as appropriate;
5. To provide commercial information relevant to the delivery of a potential garden community and to discuss options for delivery mechanisms for a potential garden community;
6. To work within the timescales agreed by the Shapley Heath Garden Community Opportunity Board
7. To provide co-ordinated landowner representation on the Shapley Heath Garden Community Opportunity Board.

## MEMBERSHIP

Membership to the Forum will be:

- One representative per land holding (including land agreement/combined land agreements);
- Representatives of landowners defined above including developers and land promoters;
- Hart District Council Garden Community Project Manager (or representative).

The Forum will be supported by members of the Garden Community Project Team as appropriate.

## ROLES AND RESPONSIBILITIES OF MEMBERS

All Members will sign up to these terms of reference and to a non-disclosure agreement in relation to commercially sensitive information.

Representatives of one of more landowners will identify in writing which landowners they are representing.

The Forum will nominate two representatives to sit on the Shapley Heath Garden Community Opportunity Board.

Representatives that sit on the Board will agree to fairly represent the views of the Landowner Forum at Board meetings.

## CHAIRMANSHIP

A Chairman shall be appointed from the landowner representatives at the first meeting. This to be reviewed annually. A Vice Chairman may be appointed at the choice of the Forum to stand in if the Chairman is unavailable.

The responsibilities of the Forum Chair are as follows:

- Makes the purpose of each meeting clear to members and explains the agenda at the beginning of each meeting;
- Clarifies and summarises what is happening throughout each meeting;
- Keeps the meeting moving and aims to limit meetings to two hours or less;
- Encourages broad participation from members in discussion by calling on different people;
- Ends each meeting with a summary of decisions of process and assignments;

## MEETINGS

A minimum of one meeting per quarter will be held with additional meetings to be scheduled as and when required.

The agenda for each meeting will be led by the project plan and evidence base to enable informed decisions to be made. Each forum will take reference in agenda setting from the Shapley Heath Garden Community Opportunity Board. The agenda will be prepared by the Garden Community Team and circulated to all members at least five working days in advance of the meeting.

Minutes will be agreed with the Chairman and circulated within two weeks of the meeting.

This is not a decision-making group and so there is no required quorum for the meeting. Members are urged to attend as frequently as possible (and are welcome to dial in to the meeting by phone if that is the only way attendance is possible). Independent advisors can be invited to attend the stakeholder forum, but they will not be a formal part of the group.

## REVIEW DATES

These Terms of Reference will be reviewed annually from the point of their first approval by the Shapley Heath Opportunity Board, or as required.

# SHAPLEY HEATH GARDEN COMMUNITY STAKEHOLDER FORUM - TERMS OF REFERENCE TO BE ADOPTED AT THE FIRST MEETING

## PURPOSE OF THE SHAPLEY HEATH GARDEN STAKEHOLDER FORUM

The purpose of the Stakeholder Forum is to provide a mechanism for key stakeholders to engage in the evaluation of the Shapley Heath Garden Community opportunity.

## CORE FUNCTIONS

1. To provide a space for the representatives from parishes, community organisations, business sector, third sector (voluntary sector), public sector (e.g. health, education, highways) and housing associations to consider issues raised through the community engagement activities;
2. To provide a steer for continued community engagement to ensure that the wider community's views are fully captured and responded to;
3. To enable more complex issues to be considered in detail and find ways of ensuring wider community engagement in these issues;
4. To share and understand the broad vision for exploring the opportunity of Shapley Heath Garden Community and to provide stakeholder input into a Shapley Heath Garden Community Vision having regard to Garden Community Principles;
5. To provide a direct or indirect input into the technical evaluation of the Shapley Heath opportunity through mechanisms including access to land and information, potential funding opportunities and reviews of technical work as appropriate;
6. To work within the timescales agreed by the Shapley Heath Garden Community Opportunity Board
7. To provide co-ordinated stakeholder representation on the Shapley Heath Garden Community Opportunity Board.

## MEMBERSHIP

The following organisations that should have a standing invitation to membership of the Stakeholder Forum:

- The Environment Agency
- The Highways Agency
- Historic England
- Homes England
- Natural England
- Adjoining Local Planning Authorities
- Hampshire County Council
- Hampshire Police Authority
- NHS Hampshire and Hampshire Community Health Care
- NHS South Central Strategic Health Authority
- Network Rail
- Relevant gas and electricity providers
- Relevant sewerage and water providers
- Relevant telecommunications providers or those who own or control electronic communications apparatus located within Hart District
- Amenity groups (including the Society for the Protection of Ancient Buildings, the Georgian Group, the Victorian Society and the Twentieth Century Society)
- Civic Societies
- Community groups and residents' associations
- Countryside/Conservation groups
- Development and property owning interests (those not in the Landowners' Forum)
- Disability groups
- Ethnic minority groups (to include the National Federation of Gypsy Liaison Groups)
- Health groups and organisations
- Housing interest groups and Housing Associations
- Local business groups
- Older persons groups
- Educational organisations
- Sport and recreation bodies and organisations
- Other groups / individuals (to include the residents of Hart District)
- Parish Plan groups
- Religious groups
- Surrey and Hampshire Canal Society
- The Theatres Trust
- Youth groups
- Enterprise M3 Local Enterprise Partnership
- Hampshire and Isle of Wight Local Nature Partnership
- Hart District Council Garden Community Project Manager (or representative).

The Forum will be supported by members of the Garden Community Project Team as appropriate.

Organisations are expected to restrict attendance to one representative each, the District and County Councils may be represented by both an officer and a member.

The aim is to host quarterly meetings of between 12 and 20 members. The make-up of this core group will be discussed at the first meeting. There will also be additional meetings, such as thematic workshops, which will be open to the whole membership.

## ROLES AND RESPONSIBILITIES OF MEMBERS

All Members will understand the principles of the Shapley Heath Garden Community.

All Members will understand and be able to represent and articulate the views of their organisation. To ensure any substitute is able to do similarly;

All Members will support open discussion and debate, and encourage fellow Stakeholder Forum members to voice their insights.

If items are discussed which need to be kept confidential, this will be noted in advance of the item being discussed, and all parties will respect the need for confidentiality. If confidential information is raised in a meeting, the Chairman will make a note and all parties will respect the need for confidentiality.

The Forum will nominate two representatives to sit on the Shapley Heath Garden Community Opportunity Board.

Representatives that sit on the Board will agree to fairly represent the views of the Stakeholder Forum at Board meetings.

## CHAIRMANSHIP

A Chairman shall be appointed from the stakeholder representatives at the first meeting. This to be reviewed annually. A Vice Chairman may be appointed at the choice of the Forum to stand in if the Chairman is unavailable.

The responsibilities of the Forum Chair are as follows:

- Makes the purpose of each meeting clear to members and explains the agenda at the beginning of each meeting;
- Clarifies and summarises what is happening throughout each meeting;
- Keeps the meeting moving and aims to limit meetings to two hours or less;
- Encourages broad participation from members in discussion by calling on different people;
- Ends each meeting with a summary of decisions of process and assignments.

## MEETINGS

A minimum of one meeting per quarter will be held with additional meetings to be scheduled as and when required, such as thematic workshops, which could explore topics in greater depth. These will be open to all of the membership to attend.

The agenda for each meeting will be led by the project plan and evidence base to enable informed decisions to be made. Each forum will take reference in agenda setting from the Shapley Heath Garden Community Opportunity Board. The agenda will be prepared by the Garden Community Team and circulated to all members at least five working days in advance of the meeting.

Minutes will be agreed with the Chairman and circulated within two weeks of the meeting.

This is not a decision-making group and so there is no required quorum for the meeting. Members are urged to attend as frequently as possible (and are welcome to dial in to the meeting by phone if that is the only way attendance is possible). Independent advisors can be invited to attend the stakeholder forum, but they will not be a formal part of the group.

## REVIEW DATES

These Terms of Reference will be reviewed annually from the point of their first approval by the Shapley Heath Opportunity Board, or as required.

# THE SHAPLEY HEATH GARDEN COMMUNITY OPPORTUNITY BOARD



**DATE OF MEETING:** 17 FEBRUARY 2020

**AGENDA ITEM:** 6

**TITLE OF REPORT:** SHAPLEY HEATH GARDEN COMMUNITY PROSPECTUS

## **I PURPOSE OF THE REPORT**

1.1 To present the Shapley Heath Garden Community Prospectus for endorsement.

## **2 OFFICER RECOMMENDATION**

2.1 The Board endorses the Shapley Heath Garden Community Prospectus.

## **3 THE SHAPLEY HEATH GARDEN COMMUNITY PROSPECTUS**

3.1 The key outputs of this exploration of the opportunity for a new garden community at Shapley Heath will be a library of place making documents known as the Shapley Heath Prospectus. Together these documents will outline how the new Garden Community could be planned, as well as confirm whether this would be viable and deliverable.

3.2 The Shapley Heath Prospectus will be underpinned by MHCLG's Garden Community principles and the Homes England Garden Communities toolkit, which will act as a golden thread that run throughout this project:

- a. **Clear identity** – a distinctive local identity as a new garden community, including at its heart an attractive and functioning centre and public realm.
- b. **Sustainable scale** – built at a scale which supports the necessary infrastructure to allow the community to function self-sufficiently on a day to day basis, with the capacity for future growth to meet the evolving housing and economic needs of the local area.
- c. **Well-designed places** – with vibrant mixed use communities that support a range of local employment types and premises, retail opportunities, recreational and community facilities.
- d. **Great homes** – offer a wide range of high quality, distinctive homes. This includes affordable housing and a mix of tenures for all stages of life.
- e. **Strong local vision and engagement** – designed and executed with the engagement and involvement of the existing local community, and future residents and businesses. This should include consideration of how the natural and historic environment of the local area is reflected and respected.
- f. **Transport** –integrated, forward looking and accessible transport options that

support economic prosperity and wellbeing for residents. This should include promotion of public transport, walking, and cycling so that settlements are easy to navigate, and facilitate simple and sustainable access to jobs, education, and services.

- g. **Healthy places** – designed to provide the choices and chances for all to live a healthy life, through taking a whole systems approach to key local health & wellbeing priorities and strategies.
- h. **Green space** – generous, accessible, and good quality green and blue infrastructure that promotes health, wellbeing, and quality of life, and considers opportunities to deliver environmental gains such as biodiversity net gain and enhancements to natural capital.
- i. **Legacy and stewardship arrangements** – should be in place for the care of community assets, infrastructure and public realm, for the benefit of the whole community.
- j. **Future proofed** – designed to be resilient places that allow for changing demographics, future growth, and the impacts of climate change including flood risk and water availability, with durable landscape and building design planned for generations to come. This should include anticipation of the opportunities presented by technological change such as driverless cars and renewable energy measures.
- k. **Land value capture** - to ensure that an appropriate portion of the enhanced land value arising from the development is made available to fund the delivery of infrastructure, facilities, legacy arrangements and other measures needed to support development of a sustainable garden community.

3.3 The prospectus will also be underpinned by a rich and comprehensive evidence base, which identify with the above principles.

### The Shapley Heath Garden Community Prospectus

Documents in the Prospectus	Description
Vision of our place	An articulated clear and unique vision and set of principles to inform and define a new Garden Community.
Masterplan of our place	A spatial layout plan.
Design Coding for our place	Design guidance (in conjunction with the masterplan) to inform the quality of the urban and natural environments, which would make up a new Garden Community.
Getting the right Infrastructure for our place (based on a viability assessment)	Identification of key infrastructure (transport, utilises and renewable energies, educational, social/community, health, green etc) with associated costings and confirmation that this level of infrastructure could be provided.
Ensuring the Long Term Management of	Identification of a community and stewardship scheme or trust and detailed management plan, which would

our place	enhance the community over the 100 years.
Future Proofing our place	Identification of key social and technological advances (and their impact on infrastructure and the built form) which will ensure the village will be fit for purpose not just for 20 years, but for the next 100.
Putting Health into our place	Using best practice from the Healthy New Towns, identification of opportunities to build health into the urban environment with particular focus on walking and cycling, sports and leisure, open green space and play, social interactions and cultural activities, air quality, noise and the natural environment, as well as integrated health and care facilities.
Putting Choice into our place	Working collaboratively with our partners to identify an appropriate mechanism to ensure that 40% of the new community can be provided as affordable homes and a range of housing tenures and types for both affordable and market homes which meet the needs of local communities and the district as a whole.

3.4 How the prospectus will look and feel will depend on the outcomes of the Place Survey and other community and stakeholder engagement work, as it is important that the prospectus is unique to the district, reflecting the local community.

#### 4 ACTION

4.1 The Council will progress with work to prepare the Shapley Heath Prospectus.

# THE SHAPLEY HEATH GARDEN COMMUNITY OPPORTUNITY BOARD



**DATE OF MEETING:** 17 FEBRUARY 2020

**AGENDA ITEM:** 7

**TITLE OF REPORT:** BUILDING AN EVIDENCE BASE

## **I PURPOSE OF THE REPORT**

- 1.1 To obtain board approval to procure and fund an evidence base required in order to explore the opportunity for a new garden community as part of the MHCLG Garden Community Programme.

## **2 OFFICER RECOMMENDATION**

- 2.1 The Board authorises the procurement and funding of the evidence base as set out in Appendix I.

## **3 BACKGROUND**

- 3.1 To explore the opportunity for a new garden community at Shapley Heath, a rich and comprehensive evidence base is required. This evidence base will inform both the first and second stage of this project (concept phase and design phase – See **Item 8**).
- 3.2 This evidence can be split into two types: baseline surveys and strategy reports. Baseline surveys record existing conditions. Strategy reports consider and may recommend options. The list evidence identified to inform the project is attached at **Appendix I**.
- 3.3 There are several primary sources of funding for the technical/background studies:
- a. Council budget/reserves
  - b. MHCLG Garden Community Funding
  - c. Promoter/developer funding (Lightwood and L&Q)
  - d. Other grant funds
- 3.4 The first three funding sources in combination are proposed to be used to achieve a comprehensive and rich level of evidence on which informed decisions can be made. The Council will also monitor any other grant funding opportunities to complement this strategy. This combined approach will spread the costs of the project to the benefit of the tax payer.

## **4 BUILDING UP AN EVIDENCE BASE**

- 4.1 As the promoters/developers with significant land interest, Lightwood Strategic and

L&Q Estates, have confirmed that, subject to Board approval, they will procure and fund all of the baseline surveys. The Council will provide detailed briefs for each of the surveys and the appointed consultants will be required to liaise with the Council to ensure that the requirements and standards stated in the briefs are fulfilled. The board will receive regular updates regarding the status of each of the baseline studies.

- 4.2 The Council and MHCLG Garden Community Funding will fund the strategy reports, a number of which will benefit from resource support from key stakeholders such as Hampshire County Council and the M3 Local Enterprise Partnership. The board will receive regular updates regarding the status of each of the strategy reports.
- 4.3 It is anticipated that the evidence gathering process will be completed by October 2021.
- 4.4 The evidence base will inform both the first and second stage of this project (concept phase and design phase – See **Item 8**).

## **5 ACTION**

- 5.1 The Council will work with the promoters/developers to procure the baseline studies. The Council will start work associated with the procurement of the strategy reports. The Council will start to prepare for the next round of MHCLG Garden Community funding.

## **APPENDICES**

### **Appendix I Evidence Base for the Shapley Heath Prospectus**

Evidence Base for the Shapley Heath Prospectus

Type of Evidence	Evidence
<b>Baseline Surveys</b>	Topographical Survey and Ground Survey
	Transport
	Landscape
	Agricultural Land Classification
	Heritage
	Flooding
	Drainage
	Water Cycle/Management
	Utilities
	Air Quality
	Noise
	Contamination
	Ecology/Biodiversity
	Woodland, Trees and Hedgerows
<b>Strategy Reports</b>	Homes
	Economy and employment
	Retail
	Education
	Green Infrastructure (including Community Facilities/Sports and Leisure/Play Space)
	Health Needs
	Health Impact
	Active Lifestyles
	Climate Change Mitigation
	Renewable Energy
	Innovation/Future Proofing - Transport
	Innovation/Future Proofing – Technology and Lifestyle
	Urban Design
	Place Stories and Branding

# THE SHAPLEY HEATH GARDEN COMMUNITY OPPORTUNITY BOARD



**DATE OF MEETING:** 17 FEBRUARY 2020

**AGENDA ITEM:** 8

**TITLE OF REPORT:** PROJECT AND COST PLANS

## I PURPOSE OF THE REPORT

1.1 To present the high level project plan and the associated cost plan for endorsement.

## 2 OFFICER RECOMMENDATION

2.1 The Board endorses the high level project plan and the associated cost plan.

## 3 THE PROJECT PLAN (HIGH LEVEL)

3.1 It will take approximately three years to explore the opportunity for a new garden community as part of the MHCLG Garden Community Programme. This is broken down into two phases:

### PHASE ONE: Concept Phase

### PHASE TWO: Design Phase

Phases		Timeframe	Estimated Date
<b>PHASE ONE: Concept Phase</b>	Phase 1a: Consultation and Visioning	24 months	January 2020 – December 2021
	Phase 1b: Evidence Base	22 months	January 2020 – October 2021
	Phase 1c: Viability	22 months	January 2020 – October 2021
	Phase 1d: Evaluation	2 months	November - December 2021
<b>Stage Gate: Decision to progress to Phase Two</b>			
<b>PHASE TWO: Design Phase</b>	Phase 2a: Consultation	12 months	January 2022 – December 2022
	Phase 2b: Prospectus Documents	10 months	January – October 2022
	Phase 2c: Viability	12 months	January – December 2022
	Phase 2d: Evaluation	2 months	January – February 2023
<b>Conclusion of the Project</b>			

- 3.2 Phase one is the concept phase. The vision and objectives of the Shapley Heath Garden Community will be informed by comprehensive public engagement, which will include a Place Survey (a detailed survey of the district's residents to establish the principles of successful and vibrant communities). The vision and objectives will set the parameters in which to explore the opportunity for a new Garden Community and will form the baseline for evaluating the outcomes at the end of phases one and two.
- 3.3 During phase one, a number of technical and background studies will be undertaken. These studies will provide a comprehensive evidence base, which will inform a concept masterplan. The concept masterplan will identify land which could be developed and land which could not. It will also provide a broad indication of where the different land-uses might go. A high-level viability assessment will also be undertaken to determine the affordability of the options proposed. The concept masterplan and viability assessment will test whether in principle a new garden community would be viable and deliverable.
- 3.4 At the end of phase one, based on the vision and objectives and the evidence base, the Opportunity Board will be able to evaluate whether to proceed to phase two.
- 3.5 Phase Two is the design phase. The evidence collected in phase one will inform the prospectus documents. This library of documents will provide a place making toolkit. The Opportunity Board will evaluate whether the prospectus is able to realise the vision and objectives established at the beginning of this project.
- 3.6 Sitting behind this high level project plan is a detailed project plan, which is reviewed regularly by Homes England as part of the MHCLG's Garden Communities Program.
- 3.7 A mid-level project plan will be provided ahead of every board meeting highlighting key activities over the quarter and progress to date.

#### **4 THE SPEND PLAN (HIGH LEVEL)**

- 4.1 There are several primary sources of funding, which could be used to explore the opportunity for a new Garden Community:
- a. Council budget/reserves
  - b. MHCLG Garden Community Funding
  - c. Promoter/developer funding (Lightwood and L&Q)
  - d. Other grant funds
- 4.2 The Council is proposing to allocate £500,000 from its reserves towards the project (draft budget presented to O&S - January 2020). To date, the Council has received £150,000 from MHCLG Garden Community Funding and will be eligible to bid for further revenue funding this year. The Council is in discussions with site promoters to provide funding under a tri-patriate agreement and the Council will also be reviewing other grant funding options.
- 4.3 Funding will mainly support staffing resources and providing a comprehensive evidence base. Based on the funding available, the following spend plan is proposed:

Funding Sources		Spend	
Council Budget	£500,000	Staff - Garden Community Team  Consultants	Project Manager (in post)   TBC
MHCLG GC Fund (2019-2020)	£150,000	Staff - Garden Community Team (3 x full time. Currently recruiting for a Project Support Officer)  Consultants: Community/Engagement Website/IT Viability Land Management	£65,000  £35,000 £10,000 £10,000 £30,000
MHCLG GC Fund (2020+)	TBC	TBC	TBC
Third Party (Developer/Promoter)	TBC	TBC	TBC
Other grant funds	TBC	TBC	TBC

4.4 Having regard to the evidence base along with staff resources, Board Members are also asked whether there is additional support available from their organisations to help progress the project.

4.5 The spend plan will be updated ahead of every board meeting.

## 5 Action

5.1 The Council will progress with the implementation of the project and cost plans.

# THE SHAPLEY HEATH GARDEN COMMUNITY OPPORTUNITY BOARD



**DATE OF MEETING: 17 FEBRUARY 2020**

**AGENDA ITEM: 9**

**TITLE OF REPORT: CONFIDENTIAL REPORTING - RAG SYSTEM**

## **I PURPOSE OF THE REPORT**

- 1.1 To obtain board approval to use the RAG (Red, Amber, Green) system to identify confidential/commercially sensitive information.

## **2 OFFICER RECOMMENDATION**

- 2.1 The Board authorises the use of the RAG (Red, Amber, Green) system as a process to inform members of the Board, Land Owner and Stakeholder Forums and the public of the level confidentially associated with a discussion or report.

## **3 RAG SYSTEM**

- 3.1 It is the Council’s intension to be transparent throughout this project however there will be times when discussion will be subject to confidential information. In these situations the Council proposes to use a system to identify the level of confidentiality involved.
- 3.2 The RAG system seeks to clearly identify the level of confidentiality associated with a discussion or report, which may be reported in the agenda or minutes from the Shapley Heath Garden Community Opportunity Board, the Land Owners Forum or the Stakeholders Forum.
- 3.3 The RAG System proposed is:

	<b>Group Action regarding Information</b>
	Information that is for public, unlimited dissemination, publication, web-posting or broadcast. Any member may publish this information, subject to copyright.
	Information can be shared with other organisation or individuals, but not published or posted on the web.
	Limited disclosure to members and officers (whether direct employees, consultants, contractors or outsourced staff working with the organisation) who have a need to know in order to take action.
	Non-disclosable information, limited to members present at the meetings only and Officers performing functions directly related to that information. Must no disseminate the information outside of the group. Guests and others such as visiting speakers who are not full members will be required to leave before such information is discussed.

## **4 ACTION**

- 4.1 The Council will use the RAG system to identify the level of confidentiality associated with any discussions or reports, which may be reported in the agenda or minutes from the Shapley Heath Garden Community Opportunity Board, the Land Owners Forum or the Stakeholders Forum.