

City of York Council  
Housing Delivery Programme (HDP)

**Programme-wide Engagement Strategy**

Produced by ImaginePlaces for Mikhail Riches Architects  
in partnership with  
CYC Housing Delivery Programme Team and CYC Communications Team



February 2020



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# 01 Purpose of this document

The City of York Council's Executive have set out clear and bold ambitions to make the city fairer and more affordable for everyone while addressing the climate emergency and making York carbon neutral by 2030.

The successful delivery of the City of York Council's Housing Delivery Programme (HDP) demands a series of approved planning applications before much of the positive change on the ground can be felt. The Housing Delivery Programme is committed to providing best practice for how York can grow sustainably and hopes to pave the way for much innovation in beautiful 21st century homes and neighbourhoods.

The ambitious Carbon Neutral City 2030 target constitutes an enormous design and innovation challenge that goes beyond a commitment to the 'One Planet Council', the Climate Change Action Plan, 'Health York's Joint Health and Wellbeing Strategy' or individual New Local Plan policies. In so far as the HDP is concerned, it involves creating new homes, streets and neighbourhoods that can be shaped to a greater degree as the land is under the City Council's direct control. The York Housing Design Manual, September 2019, outlines the council's commitments across the full 21st century healthy place-making agenda and will support the design and delivery process. It will also act as a monitoring schedule at key design stages in the programme.

In August 2019, CYC teamed up with Mikhail Riches Architects and their interdisciplinary Design Team in order to design and deliver the HDP sites in full partnership with local residents, organisations and other key stakeholders. The lived experiences of local people are an integral part of the approach the team is taking in designing places. The HDP programme's engagement strategy and practical work in the neighbourhoods across the city marks a step change in public and wider stakeholder engagement during the pre-application consultation phase. This will be achieved by exploring, delivering and establishing best practice in the early phases of the programme with the explicit aim of delivering the best new housing in the city and inspiring other private landowners and developers to follow suit and perhaps do even better than the HDP.

The backbone of this programme-wide engagement strategy is the ambition to enable collective learning about creating carbon neutral, healthy, affordable and sociable living and working environments through proactively inviting neighbours, the wider community, stakeholders as well as the technical design team and officers into a shared design challenge and delivery process.

It is worth highlighting that not all sites in the programme are allocated in the emerging New Local Plan for York nor are the prescribed densities in the emerging Local Plan considered through the lens and scale of the very recently presented carbon neutral York target. It constitutes a major shift in the design and delivery challenge for the sites in question with opportunities for learning from the early sites across the programme.

**The HDP Programme-wide engagement strategy supports:**

- + more clarity on the City's approach and principles to engagement with neighbours, the communities in the wider neighbourhood and all other stakeholders, and
- + greater consistency in approaching and understanding the neighbourhoods we work in by listing the expected topics and sources for analysis regarding the nature and health of the fabric in the neighbourhood, and
- + more transparency on what sort of information needs to be shared by whom and when to deliver a good co-design process, and
- + more trusted, meaningful and impactful conversations between all involved during the design and delivery process through co-creative engagement methods and partnership working.

# 02 Background HDP

## 2.1 HCP Programme | Overview (September 2019)

In July 2018, the CYC Executive agreed to take a strategic lead to reduce pressures on the city's housing market by investing in the development of 550 new homes on council-owned sites. In January 2019, the CYC Executive agreed to accelerate and expand the housing delivery ambitions to some 600 homes.

Average house prices in York are about nine times local average wages. The Housing Delivery Programme will help tackle this by developing at least twice as many affordable homes as current planning requirements for brownfield land.

The programme will deliver new beautiful streets and houses for a mix of tenures with 60% of the homes for market sale and 40% affordable, including for shared ownership and social rent.

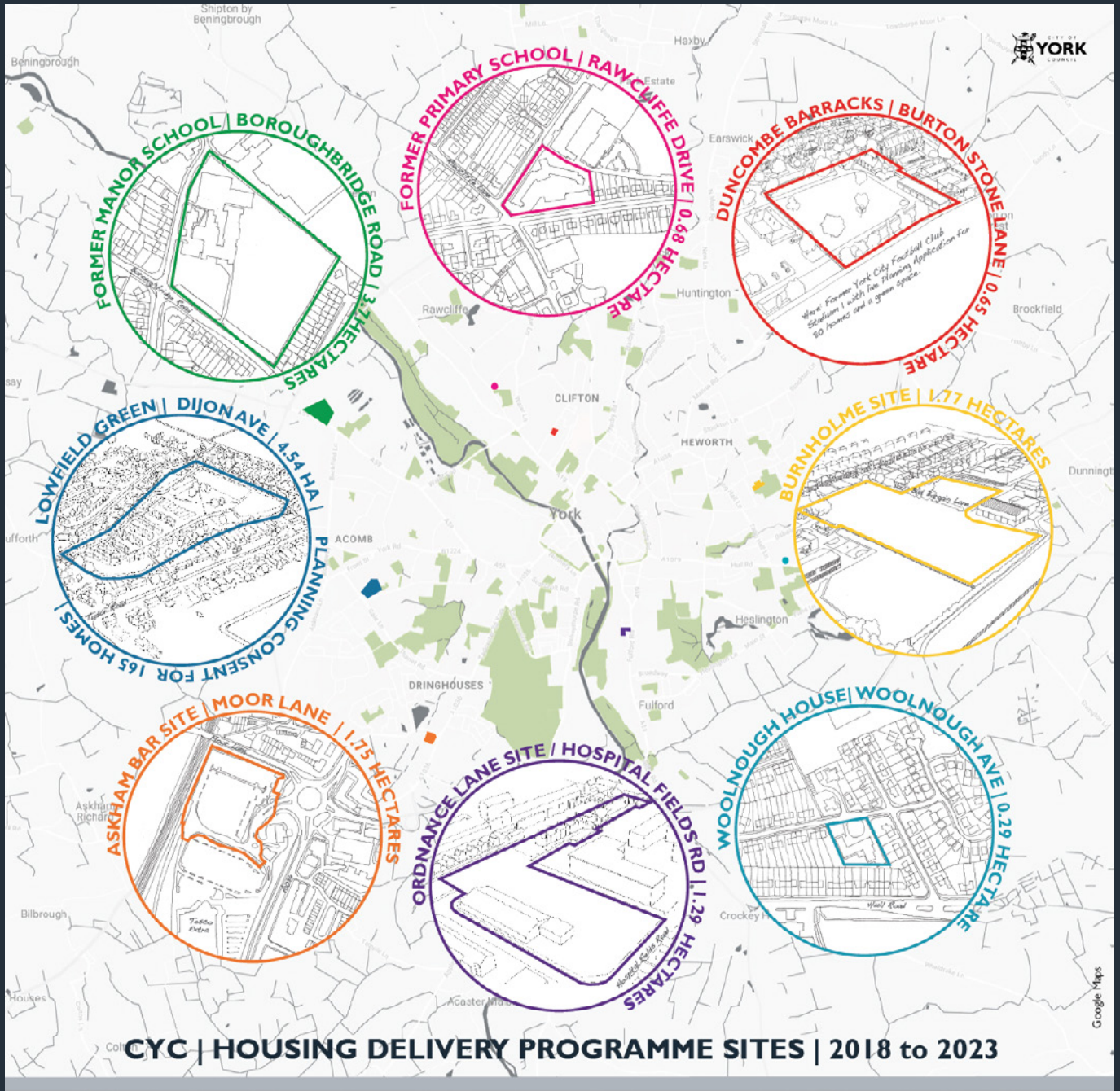
These new homes will be made available to those who currently struggle to get on the housing market, and will meet the needs of a wide range of residents, including key workers and first time buyers. The market sale of 60% of the homes is needed to cross-fund the development costs of the affordable homes and the provision of community and open space on sites or investment in improving local facilities. Details of how to buy the homes for sale will be announced in 2020.

CYC is excited to offer individuals and community groups opportunities to self-build as part of the programme.

By keeping public control over the development, the council is on the whole better able to deliver the homes residents need, in terms of tenure, size, running costs, accessibility and quality of place.

CYC wants to build on the city's rich history as a pioneer in housing, to create healthy, lasting communities where present and future generations will benefit from high quality homes with low energy costs.

CYC has developed a Housing Design Manual to support all partners involved in delivering the new homes. It gives a better understanding of how the city's housing needs can be met and our vision achieved. To date, the City of York Council has committed to develop some 600 new homes across council-owned sites. Through its Housing Delivery Programme, high-quality homes, streets and open spaces will be built for a wide range of households at the following locations:



**HDP Sites (current | February 2020):**

- Lowfield Green | Dijon Ave (under construction)
- Burnholme Site | Mossdale Ave
- Duncombe Barracks | Burton Stone Lane
- Ordnance Lane | Hospital Fields Rd
- Askham Bar | Moor Lane
- Former Manor School | Boroughbridge Rd
- Former Primary School Rawcliffe Drive
- Woolnough House | Woolnough Ave



*Goldsmith Street, Norwich  
by Mikhail Riches Architects  
with Cathy Hawley.  
105 homes are built to  
PassivHaus standard.*





## 2.2 HDP Programme progress

Since the vision was outlined in July 2018, the following progress has been made:

- + CYC has been granted planning permission to build 165 new homes at Lowfield Green. This site includes 40% affordable housing, self- and community-built homes, over an acre of public open space, a health and public service building, and a care home. Construction work started in autumn 2019.
- + £1,466,800 of Homes England (HE) funding has been secured for Lowfield under the Local Authority Accelerated Construction fund for new homes
- + + Enabling works funded by the HE grant have started at Lowfield and a house building contractor has been procured.
- + Construction work has begun to create eight new football pitches near Askham Bar Park&Ride. They will support a growing local children's football club and replace the three temporary pitches previously used at Lowfield.
- + A new external support team has been procured, including a multidisciplinary design team led by Mikhail Riches Architects, our new primary framework architect.
- + The Duncombe Barracks has been purchased for £1.942m, with part of this acquisition funded from Right to Buy receipts.

# LOWFIELD GREEN



## 03 Planning policy context | Pre-application engagement

The engagement with residents and other key stakeholders taking place as part of the HDP will inform and shape the planning applications for land owned by the City of York. Our Pre-application engagement work will be informed by the City's Statement of Community Involvement (2007) and National Planning Policy Framework and Planning Policy Practice Guidance. In addition, and recently, the CYC has set new standards for public engagement on its other regeneration projects. CYC is in the process of developing tools to apply the principles of the successful My Castle Gateway process – a jointly-developed approach to public engagement – across the council. These principles and practices are outlined in Section 3.2.

### 3.1 National Planning Policy Framework (NPPF)

The NPPF 2019 Section 4 §39 under the heading 'Pre-application engagement and front-loading' reads as follows:

**39.** Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community.

In §128 of the NPPF 2019, Section 12 'Achieving well-designed places' further details are given on how important it is to take account of the views of local communities in the development of planning applications:

**128.** Design quality should be considered throughout the evolution and assessment of individual proposals. Early discussion between applicants, the local planning authority and local community about the design and style of emerging schemes is important for clarifying expectations and reconciling local and commercial interests. Applicants should work closely with those affected by their proposals to evolve designs that take account of the views of the community. Applications that can demonstrate early, proactive and effective engagement with the community should be looked on more favourably than those that cannot.

The Ministry for Housing, Communities and Local Government (MHCLG) published in July 2019 an ambitious mission statement: 'By deeds and their results: How we will strengthen our communities and nation' ([shorturl.at/cEHZ](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/811117/mhclg_mission_statement.pdf))



“It helps to reflect on what makes a strong community and states the following: Our local communities are the places where we live, learn, work, and socialise together. These everyday relationships are the glue that binds us, uniting people with different backgrounds and interests and building shared local identity, tradition and belonging. Strong communities are built on a combination of people, place and local pride. There are mutually reinforcing factors that help communities to thrive:

**People:** In strong communities, people know their neighbours and have the skills and opportunity to take part in local life. Trust between residents helps to create a shared stake in their local area, and strong partnerships are built to work together on shared priorities. People from different backgrounds meet locally, and the diversity of voices in a community is heard and reflected in local decisions.

**Place:** The quality of the environment, local amenities, and the strength of local institutions make some- where an attractive and safe place to live and to do business. Accessible community spaces are available where people can come together, including community centres, parks and libraries. A strong community also has strong organisational capacity and a vibrant local civil society, with groups, networks, and organisations which represent the diverse needs and priorities of local people. This helps to build the skills, connections and capacity – or ‘social capital’ – for people to organise themselves and act effectively together over the long-term.

**Local pride:** Local pride comes from this connection between people and place and generates a shared sense of belonging and local identity. This sense of local identity around a village, neighbourhood, town or county in turn helps to motivate people to become more involved in their community and improve their local environment.“

In October 2019, MHCLG published the ‘National Design Guide’ which establishes design principles and guidance for the planning of new homes and places. It puts design quality developed with communities at its heart. The new guidance is material consideration in decisions on Planning Applications.

This renewed impetus at the national level is encouraging and it will augment the pioneering engagement and co-design approach of the HDP Programme. The HDP team will lead by example with the expectation that other landowners and developers will strengthen their approaches to designing with communities and stakeholders in a more open, transparent, creative and effective way.

# Landscape & Public Spaces for Community

OUTDOOR  
EATING IN  
CORNERS!  
NEEDS COUNCIL  
PERMISSION!

WHAT  
WILL WE NEED  
IN 10 YEARS  
TIME?  
(ALL AGES!)

More Green  
Space +  
Biodiversity  
COLAR

MAKE  
NEW RADCLIFFE  
A "DESTINATION"  
NOT JUST A  
ROUTE.

HOW  
DO YOU  
G  
BIO DIVERSITY

PUSH BACK  
HOMES IN  
BUCKINGHAM  
TO MAKE  
BIGGER  
COUNCIL

COUL  
GARD  
- use  
deter  
by n







### **3.2 CYC's new approach to engagement (provided by CYC Communications Team on 8 August 2019)**

Over the past 12 months, CYC has set new standards for public engagement. CYC is developing tools to apply the principles of the successful My Castle Gateway process. These principles and practices include:

#### **Early engagement**

- + Use public engagement when we have a blank canvas to make sure we understand current use, aspirations and concerns before briefs/designs/decisions have to be made.

#### **Open and ongoing conversations**

- + Make the whole conversation visible – either through Facebook feeds, display boards with room for post-it notes, Flickr groups or blogs/précis of feedback in order to expose stakeholders to one another's views.
- + Reveal and work through conflicts and issues in an open manner – we have to show we can work things out in public.
- + Do not mislead people about the level of influence the consultation will have – if something is always going to have flats built on it, make sure people understand why a maximised capital receipt for that land is important in the context of the rest of that development.
- + Ask questions to start conversations, rather than sell solutions.

#### **Varied styles and channels**

On top of the traditional public exhibition, media coverage and leaflets:

- + Get onto 'their turf' to generate conversations rather than simply invite people onto our spaces to look at our version of events and then reply in a rigid questionnaire. This can be done physically or digitally. Examples of events run thus far include a community barbecue, walking tours, heritage tours of the railway station, Twitter Q&As, cycle tours, and interviewing people in the queue for Jorvik Museum.
- + Utilise the local expertise of the council's communities and engagement team, ward members and others at the planning stage.
- + Create engaging digital content, promoted through existing groups (such as York Mumbl, York Past and Present, local community groups) and through boosted Facebook advertising in order to amplify the messages beyond those already engaged with the council.
- + More creative use of [www.york.gov.uk](http://www.york.gov.uk) to offer a more interactive customer journey.
- + Use different themes to engage different audiences. In this instance, we have health, sports, heritage housing, public space...all of which will attract different demographics to the conversations.

The HDP and Design Team will test the final programme-wide engagement strategy, the individual site specific engagement plans as well as each stage of design and delivery work against these principles and practices.

### 3.3 CYC Statement of Community Involvement

The adopted Statement of Community Involvement (SCI, 2007) outlines the Council's proposals for how the community will be involved in consultations principally and specifically in planning application processes, as required under the provisions of the Planning and Compulsory Purchase Act (2004).

Although the document can be formally deemed out of date, much of the principles are still relevant and have been useful in shaping the foundations of the HDP approach of designing great new and well-integrated places with neighbours, the wider neighbourhood and other key stakeholders.

The Statement of Community Involvement (2007) outlines the following benefits of comprehensive involvement of the community in the planning process benefiting all parties. Some of these benefits include:

- a. greater ownership by the local community;
- b. improved and faster decision-making, as issues can be resolved at an early stage;
- c. development of individuals, groups and community spirit;
- d. building trust within the community as people are involved and therefore better informed;
- e. giving local people a voice and making use of local knowledge; and
- f. limiting misunderstandings.

In the current Statement of Community Involvement (2007), which has relevance for Planning Application processes, CYC states the following nine principles to guide public involvement in planning matters:

- 01 Ensure early and continuous communication and opportunities for public involvement
- 02 Keep the process simple, transparent and accessible to all
- 03 Seek to provide information in an interesting, clear and accessible way
- 04 Ensure ideas and comments are considered
- 05 Ensure involvement is meaningful and effective
- 06 Share information and provide feedback to individuals, groups and the wider community
- 07 Allow for continuous development and improvement
- 08 Co-ordinate consultation effectively and inclusively
- 09 Co-ordinate with other departments to reduce risks of consultation fatigue

The HDP and Design Team will test the final programme-wide engagement strategy, the individual site specific engagement plans as well as each stage of design and delivery work against those two sets of principles. In the context of the identification of 'hard to reach' or 'seldom heard' neighbours and stake-holders, the SCI lists the following principle groups which will assist us in ensuring that information on programme progress and invitations to engage with the planning applications and process are given to the widest of group of interests with local knowledge and needs.

**Specific Consultation Bodies including:**

- + Central, regional and local government
- + Statutory bodies

**General Consultation Bodies including:**

- + Voluntary bodies
- + Racial, ethnic or national bodies
- + Religious groups
- + Disability groups
- + Business groups

**Other Locally Identified Groups including:**

- + General public (including hard to reach groups)
- + Local interest groups
- + Developers/landowners/agents

In light of the relative modest scale of development on the sites promoted through the HDP, the project team will develop a local stakeholder list with a focus on the neighbourhood level during Phase A of each Planning Application process.

# 04 Delivering Better Places with the Community

## 4.1 'Building better places: Housing Design Manual'

The Housing Delivery Programme marks a turning point in the role of City of York Council, as a landowner, in building more and better homes and places.

The 'Building Better Places: Housing Design Manual' has been developed to support all involved with a better understanding of how the city's housing needs can be met, addressing challenges and opportunities faced by urban communities today and in the future. The manual provides both a strong and ambitious design framework to support a progressive building programme and it will ensure our existing communities positively influence the look and feel of new places.

Importantly, the manual forms the basis of the strategic brief for the project manager and design team. It builds on the housing and wider social agenda outlined within 'The Vision' of the Housing Delivery Programme approved by the Council's Executive in July 2018 and will help residents and other stakeholders to learn about 21st century homes, streets and places.

The manual also reflects best practice, guidance and policies at a neighbourhood, city and national level. The manual is the result of cross directorate collaboration, led by the Housing Delivery Team, and is designed to work alongside existing council policies and to add more detail in light of the important carbon neutral agenda.

The CYC Housing Design Manual provides a strong and ambitious design framework for the programme and it will ensure our existing communities are invited to shape the look and feel of the new part of their neighbourhood. The Housing Design Manual sets out five design goals:

- + Delivering the homes our residents need
- + Creating distinctive and beautiful places which bring communities together
- + Building healthy homes and neighbourhoods
- + Reducing our impact on the environment and residents' energy costs
- + Supporting sustainable transport choices and connectivity.

## 4.2 Understanding the neighbourhood by mapping key aspects of its social fabric

The CYC and Design Team recognise that the distinct nature of a neighbourhood goes far beyond its visible and hidden physical conditions. We will review and, where possible, visualise information about the areas around each HDP site and neighbourhood with regards to available people-centred data including socio-economics, health, education, leisure, civic and cultural life and history as well as community amenities and services.

For each site a 'Neighbourhood Social Fabric Profile' will be established and shared on the Council's HDP website.

In order to achieve greater consistency in the approach to understanding key aspects of the social fabric of the neighbourhoods where the new residents will settle, as a minimum, the following information covering an area of about 500m around each site (walking distance) will be mapped as part of the first phase of each site development project:

- 01 Age, gender, tenure, ethnicity, economic activity and population profile data from the latest Census, SOA level, Natural Neighbourhoods, etc. and key aspects of published ward profiles (as available on CYC website through the Business Intelligence Unit, Natural Neighbourhoods service)
- 02 Map all dimensions of the Index of Multiple deprivations (IMD), SOA level
- 03 Open Street Maps to provide an overview on uses, routes, facilities, etc.
- 04 Housing market data as published by Mouseprice + meeting with local estate agents to deepen understanding
- 05 Insights from York's housing waiting list and latest Housing Needs Study published by the City of York Council
- 06 Visiting and mapping local facilities, amenities & understanding local community infrastructure capacity through a range of lenses by speaking with service providers, councillors and users throughout the design process
- 07 Map key phases in the settlement history of the neighbourhood, land uses and key local events
- 08 Review community Infrastructure investment and delivery plans as published by the Local Authority where relevant
- 09 Review of previous consultation responses to Local Plan, Neighbourhood Plans where relevant as well as masterplans, larger planning applications and identifying key desires and concerns
- 10 Review social media platforms such as main community Facebook pages and Twitter hashtags
- 11 Meeting 10+ councillors, local organisations, local faith group leaders and businesses to verify/check mapping exercise and deepen understanding
- 12 In addition to a 'Neighbourhood Social Fabric Profile' for each site development project a Data Protection Act 2018 compatible Stakeholder Contacts List will be established from this work during the initial project stage expanding as the project progresses and the engagement process continues.

**Each social fabric report forms part of an individual site engagement plan and summary on engagement activities.**



# 05 Key stages

## 5.1 Key stages

The Housing Delivery Programme will build on the recent success of the My Castle Gateway public engagement strategy by working closely with neighbours, the wider neighbourhood and other stakeholders from the start of the design process. Whilst each site will require a tailored Engagement Plan, three steps will be followed by all sites:

**Phase A | Co-develop and refine the design briefs |  
typical duration up to 12 weeks**

**Phase B | Inspire, understand and resolve shared design challenges |  
typical duration up to 16 weeks**

**Phase C | Make citywide change together|  
typical duration up to 24 weeks**

## **Phase A | Co-develop and refine the design briefs**

We will use a variety of engagement and dialogue tools to explain the Housing Delivery Programme ambitions, design standards and site analysis conditions. We will share best practices in energy efficient and beautiful homes sited in child-friendly streets and neighbourhoods. We will gain an in-depth understanding of a diverse range of local needs, wishes and ideas for each site and how they can be made to fit in well and enhance the neighbourhood. We will make these local needs, ideas and perspectives visible and share them through a site-specific project section on the Council's website, a household newsletter/ infosheet and social media where appropriate.

### **Key dialogue and co-design tools, activities and documentation:**

#### **Digital Media (on-going, Phase A to C)**

- + Programme-wide webpage with sections for each site where up-to-date information is published every month by the HDP Team and HDP news sign-up functionality is provided. (Note: contact data held by the Council under Data Protection Act 2018)
- + Development and use of a family of hashtags | 1x for HDP and 1x for individual sites introduced and actively promoted by CYC Communications Team, HDP Team and Design Team (a combination of #Sitename or #Wardname #Homes #YorkHDP)
- + 1x monthly press release on progress, key dates, good examples from elsewhere from across all sites by CYC Communications Team with support from HDP Team and Design Team

#### **Printed Media**

- + 1x 'Local Newspaper/ Newsletter' up-date
- + Infosheet (2xA3) to households and organisations within the neighbourhood area at initial stage
- + Publication and promotion of Design Manual as strategic brief including a series of presentations focused on explaining its role and ambition
- + Publication of Programme-wide Engagement Strategy and individual Site Engagement Plans for individual sites

#### **Face-to-Face Meetings**

- + 10 face-to-face meetings with local stakeholders in the local area/around the site
- + Public programme-wide launch at West Offices + Design Manual
- + Meet the Design Team/Local Project Start with discussion of work to date, emerging site brief, engagement plan and invitation to take part in Phase B Design Workshop

#### **Co-Design Process Documentation**

- + Summary report from outreach meetings with stakeholders & Meet the Design Team

All residents are invited to join the co-design activities/events. In addition, the Design Team will work closely with the HDP Team in identifying key project stakeholder groups including representatives from the surrounding community, leaders of local organisations, charities and businesses, staff and students from local schools. Due to GDPR rules and the Data protection Act 2018, we will rely heavily on a range of media such as the household newsletter, working with key local stakeholders such as councillors, social media channels and a HDP News sign-up provision on the dedicated website section to allow for compliance while getting news, invitations and updates to a growing number of people with an interest in the planning applications.

**CYC website: [www.york.gov.uk/HousingDeliveryProgramme](http://www.york.gov.uk/HousingDeliveryProgramme)**

## **Phase B | Inspire, understand and resolve shared design challenges**

We will cultivate an open, grown-up debate about tricky design and delivery issues and opportunities. We will share and explore challenges, solutions, compromises and decisions throughout the design and delivery process, including cost and financial aspects of the development ideas and scenarios. We will use the 'Building Better Places Questions' to structure conversations on design quality and assess the progress made in the design quality from Phase B to planning application submission.

We will cultivate an open, grown-up debate about tricky design and delivery issues and opportunities. We will share and explore challenges, solutions, compromises and decisions throughout the design and delivery process, including cost and financial aspects of the development ideas and scenarios. We will use the 'Building Better Places Questions' to structure conversations on design quality and assess the progress made in the design quality from Stage B to planning application submission in Stage C.

Words are a poor facilitator for clarity on design issues, therefore employing collective 3D model building techniques will support a better dialogue and development of shared and better understood design solutions. During Phase B, inspiring and practical examples of homes and streets from York and elsewhere will support a broad range of neighbours, stakeholders and the design team in addressing and resolving tricky design and delivery issues collaboratively and creatively. Efforts in working with local schools and youth groups will be made and supported by the Design and Project Team.

In each site design process, visualising and using local knowledge and insight will be invited to challenge and refine the design brief transparently and openly. Simple 'Visual Minutes', and other photographic recordings and a short video covering key events are produced as part of the documentation and sharing of solutions.

### **Key dialogue and co-design tools, activities and documentation:**

#### **Digital media activity**

- + Programme-wide and site specific webpage update
- + Use social media hashtags to publicise Design Workshop & other publicity as considered helpful
- + Press release on progress, key dates, examples from elsewhere

#### **Face-to-Face Meetings**

- + Full Day Public Design Workshop with design and client team: Everyone is welcome and invited to take an active role including officers and councillors | Young people engagement | Attendees from all walks of local life, officers and other key stakeholders  
Invitations to go out no later than 3 weeks before the workshop
- + Publication of emerging site briefs to clarify landowner's ambitions, challenges, financial position, time table during the Public Design Workshop
- + Ad-hoc public meetings | Midway Design Review as required
- + A two-day long Public Exhibition and on-line survey (RIBA Stage 3)

#### **Co-Design Process Documentation**

- + Summary report from design workshop with recommendations for a refined design brief
- + Summary report from Public Exhibition with recommendations for a refined planning application design
- + A short events video (CYC Communications team to lead, in support of Stage C)

## Phase C | Make citywide change together (Detail to be developed)

Building and strengthening networks through a programme of site visits, talks and practical workshops focused on learning and making good 21st century low carbon homes, healthy streets and sociable places. We envisage this activity being part of a wider citywide initiative to share experience and expertise from the exemplar new HDP homes, streets and neighbourhoods and inspire adaptation and retrofitting of existing buildings and spaces. Done well, this could support the goal of making the HDP sites places of innovation from where good ideas and know-how can spread across the city.

A programme of talks, training sessions and site visits will take place in partnership with local organisations such as universities, local networks and organisations as well as relevant service providers. On a practical level the project aims to provide opportunities for local workers, apprentices and those in formal education to learn and develop knowledge and skills to help support the local construction sector.

The design team will support this initiative creating additional Social Value.

The idea of a 'York Passivhaus Show Home' where technical aspects of the building as well as the quality of the space and build can be reviewed and studied by local trades people and neighbours as well as possible buyers will be explored by CYC.



## 06 Key dialogue and co-design tools

In the following we introduce recommended dialogue and co-design tools to be used during phases A, B and/or C.





# Tool 1 | Measuring progress towards building better places

Inspired by the Building for Life 12 design quality framework, it is expected that the following set of 'Building Better Places Questions' which relate closely to the CYC Design Manual will assist in structuring design conversations at key engagement events/activities during Phase B and C. Such an approach will support measuring design progress more transparently. Each answer to be made more quantifiable by asking 'to what extent does the current design approach meet the following design ambition in your view using a 1 to 10 colour coded scale.

## Building Better Places Questions

- 01 Working with the site and context** | Does the scheme take advantage of existing topography, landscape features, wildlife habitats, existing buildings and addresses privacy and overlooking concerns pro-actively?
- 02 Character** | Does the scheme create a place with locally inspired character? (scale, form, material, landscape, design detail)
- 03 Connections** | Does the scheme integrate into the surrounding streets, footpaths and cycleways and increase the ease of movement around the local area?
- 04 Meeting local need** | Does the development have a mix of housing types and tenures that suit local requirements? Do all homes meet national space standards as a minimum? Are the ground floor layouts flexible and connect well with the outdoors?
- 05 Integration** | Does the development deliver houses for people in different circumstances in an integrated way (e.g. tenure blind, pepper-potted/ no clusters of poor doors or cores)?
- 06 Streets for people of all ages** | Are the streets designed with pedestrians, playing children and cyclists in mind and do they encourage low vehicle speeds? Is it easy to find your way around? Are storage areas for bins and recycling well-integrated with landscape without detracting from the quality of the street?
- 07 Cycling and car parking** | Does the scheme provide well-located, integrated and secure cycle parking storage for every resident? Does the scheme reflect local demand for car parking whilst promoting alternative transport choices? Are there parking spaces for shared cargo-bicycles and electric scooters provided? Has every home access to an electric charging point?
- 08 Neighbourly** | Does the development promote social interaction between residents of all ages?
- 09 Healthy outdoor activity** | Does the development offer opportunities for outdoor play and shared community activities?
- 10 Carbon Neutral Development** | Is the scheme designed to maximise opportunities for zero carbon development? Are 100% of the new buildings designed to PassivHaus Standard?
- 11 Water** | Does the development provide a Sustainable Drainage System? Is grey water used on site to improve biodiverse habitats? Have the homes with gardens been provided with means to collect rainwater? Are the buildings fitted with a grey as well as with a freshwater system?
- 12 Planting** | Does every resident have the opportunity to be involved in community food growing, does the development increase the biodiversity of the site, is this designed to be climate resilient? Are there at least as many fruit bearing trees planted as there are homes provided?

## Tool 2 | Meet the Design Team | 3h

### Typical agenda

#### Pre-event

- + Invitation with short agenda if possible to event which will take place on or near site (distributed at least 2 weeks before the event and via various channels, 5 to 8pm, weekday)

#### Meeting

- + Informal introductions of senior representatives from the Design and Project Team (Architecture, Town Planning, Energy, Landscape, Transport, Delivery, etc.)
- + 2x A1 posters/boards with initial site analysis with opportunity to leave comments on boards
- + A1 posters/board or projection of project examples of Design Team's work elsewhere (or laptop presentation, website, video)
- + A1 posters/board 'Next Steps' and how to stay involved (and/or personal invitation)
- + Interactive, more creative means to gather ideas and design input (see examples to the right)
- + Copy of Housing Design Manual to take home ([www.york.gov.uk/HousingDesignManual](http://www.york.gov.uk/HousingDesignManual))

#### Post-event

- + Publication of summary report via email, website and social media





Expanding the reach of conversations by talking to hundreds of people in the street, shops and stalls |  
 Croydon | Understanding Old Town | ImaginePlaces

Expanding the reach of conversations by talking  
 Talking to people on the street and in shops |  
 Sunnyside Gardens Design Feasibility | ImaginePlaces





*ImaginePlaces' 3D Rapid Model building technique (to scale):  
Example: Wolverton Agora Planning Application Workshop RIBA Stage 1  
for TOWN with Mikhail Riches, Mole, Urbed and Civic Engineers | 2019*









## Tool 3 | Design Workshop | Full Day Typical agenda

### Pre-event

- + Public invitation with short agenda (if possible)
- + Workshop to take place on or near site
- + Invitation to be disseminated at least three weeks before the event and via various channels
- + 10am to 5pm, weekend

### Design Workshop

- + Design project briefings (incl. local speakers where possible)
- + Site walkabout facilitated by Design Team members
- + Themed workshops working with model material working on tricky design issues facilitated by team members
- + Feedback from tables using Building Better Places Questions + ideas for improvements
- + Next steps

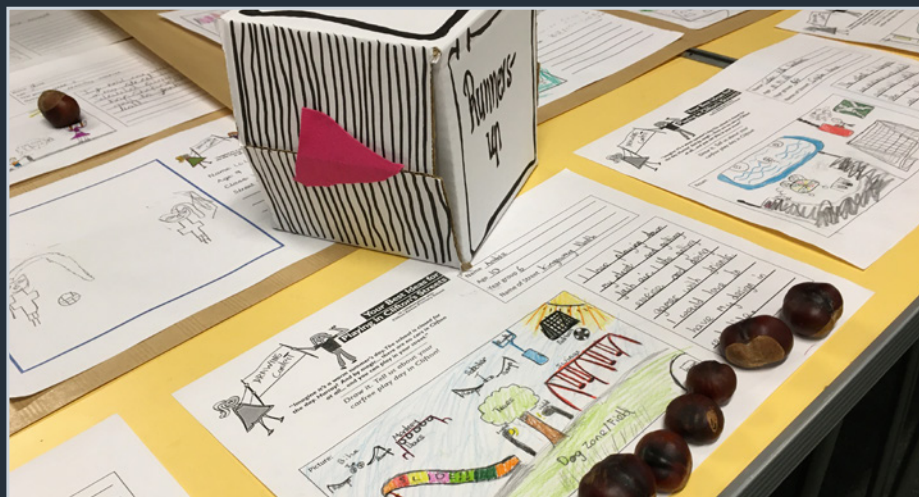
### Post-event

- + Publication of summary report via email, website and social media



*Working with children to inspire better programming of spaces |*

*Example: 223 wonderful submissions by pupils of Clifton Green Primary school as part of a drawing contest for carfree streets in Clifton.*



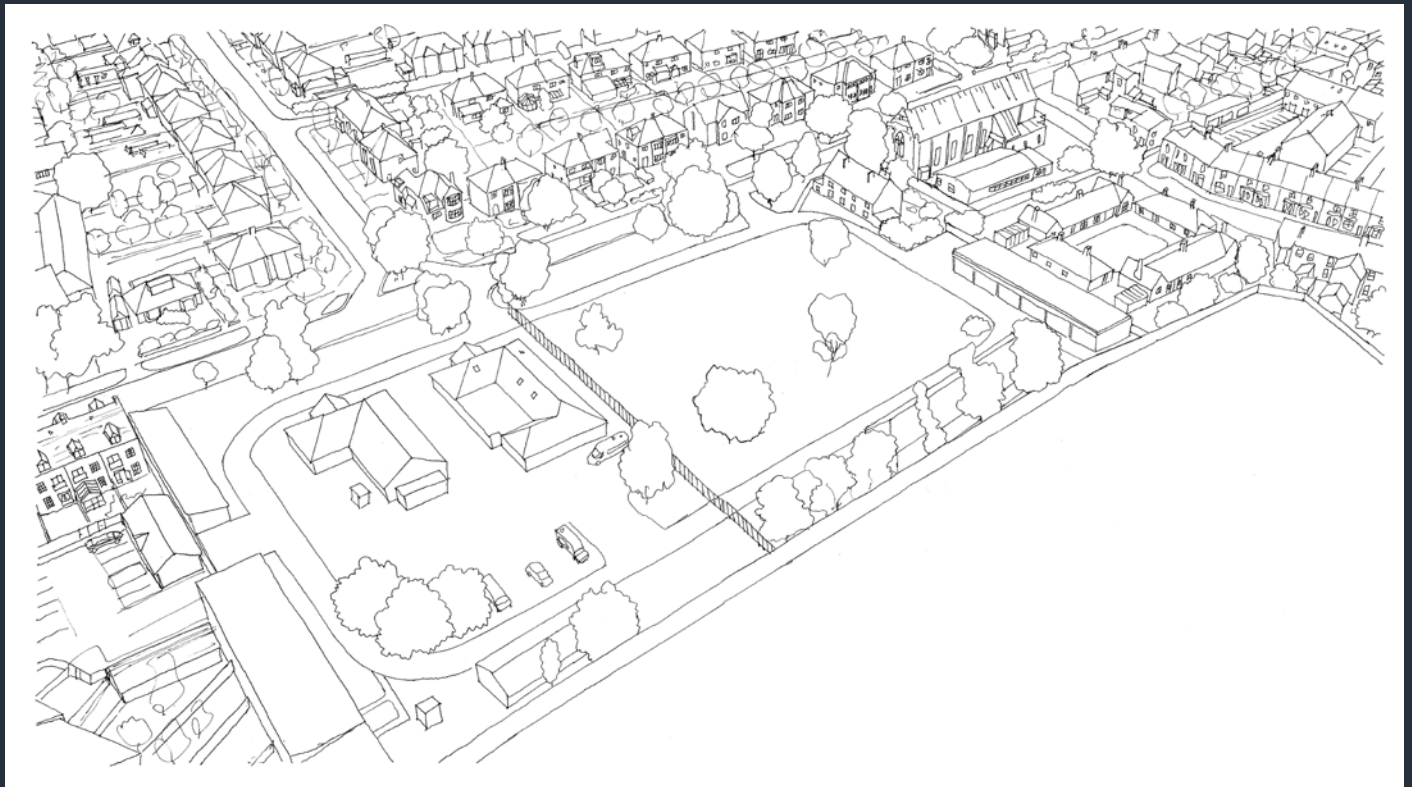


Developing and refining of design work through collective 3D model building | Typical workshop table for larger development site using ImaginePlaces' 3D Rapid Prototyping Model Building Technique (in scale) | Highly interactive | Adaptable to RIBA Plan of work 2013 Stage 1 to 3 |

Working with people of all ages exploring design solutions through to scale model building.





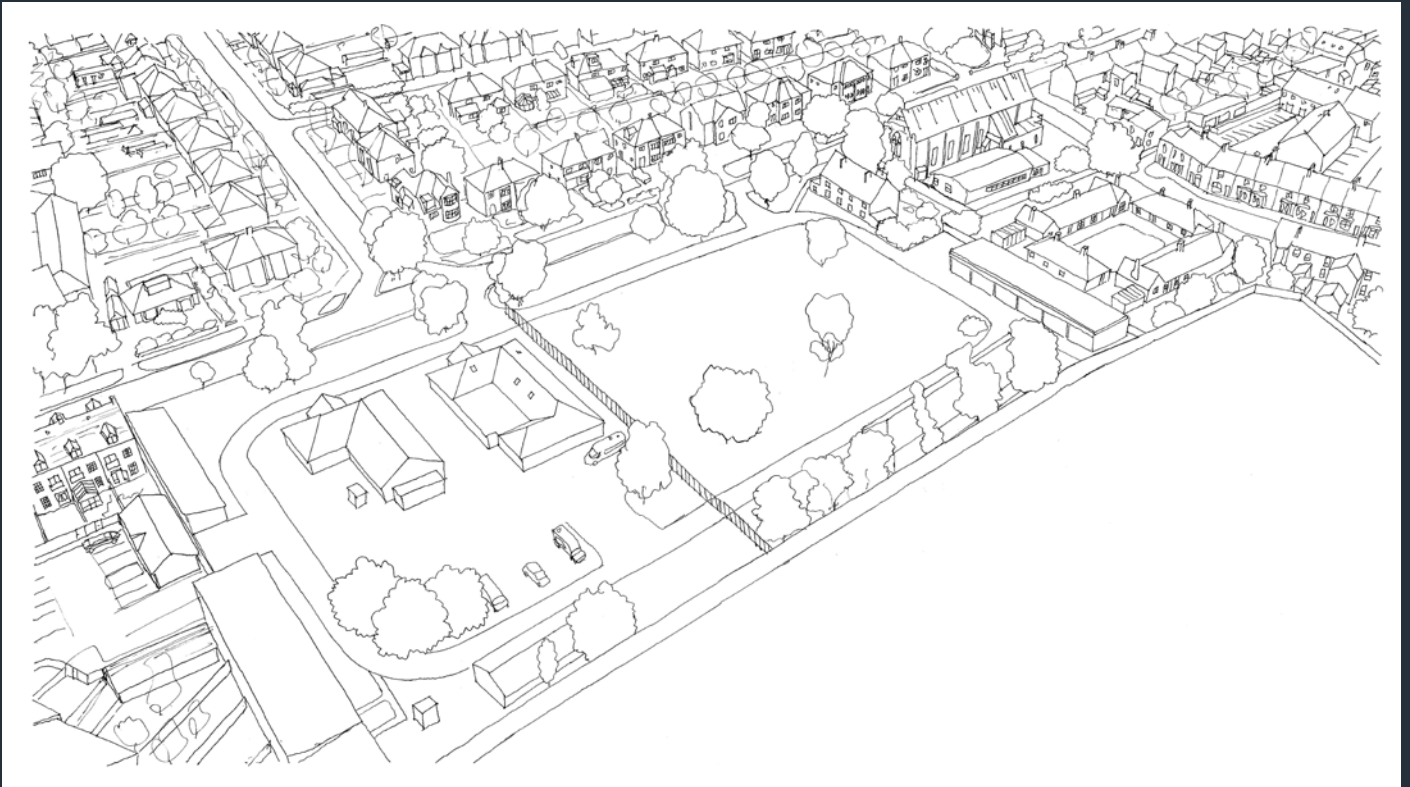


*Synthesising by visualising consensus for a range of options and proposals is an important aspect of creating clarity, impact and momentum.*

*Example 2:*

*Duncombe Barracks Site Application Stage B Design Workshop Outputs |  
Development Scenario 01: Duncome Green*





*Synthesising by visualising consensus for a range of options and proposals is an important aspect of creating clarity, impact and momentum.*

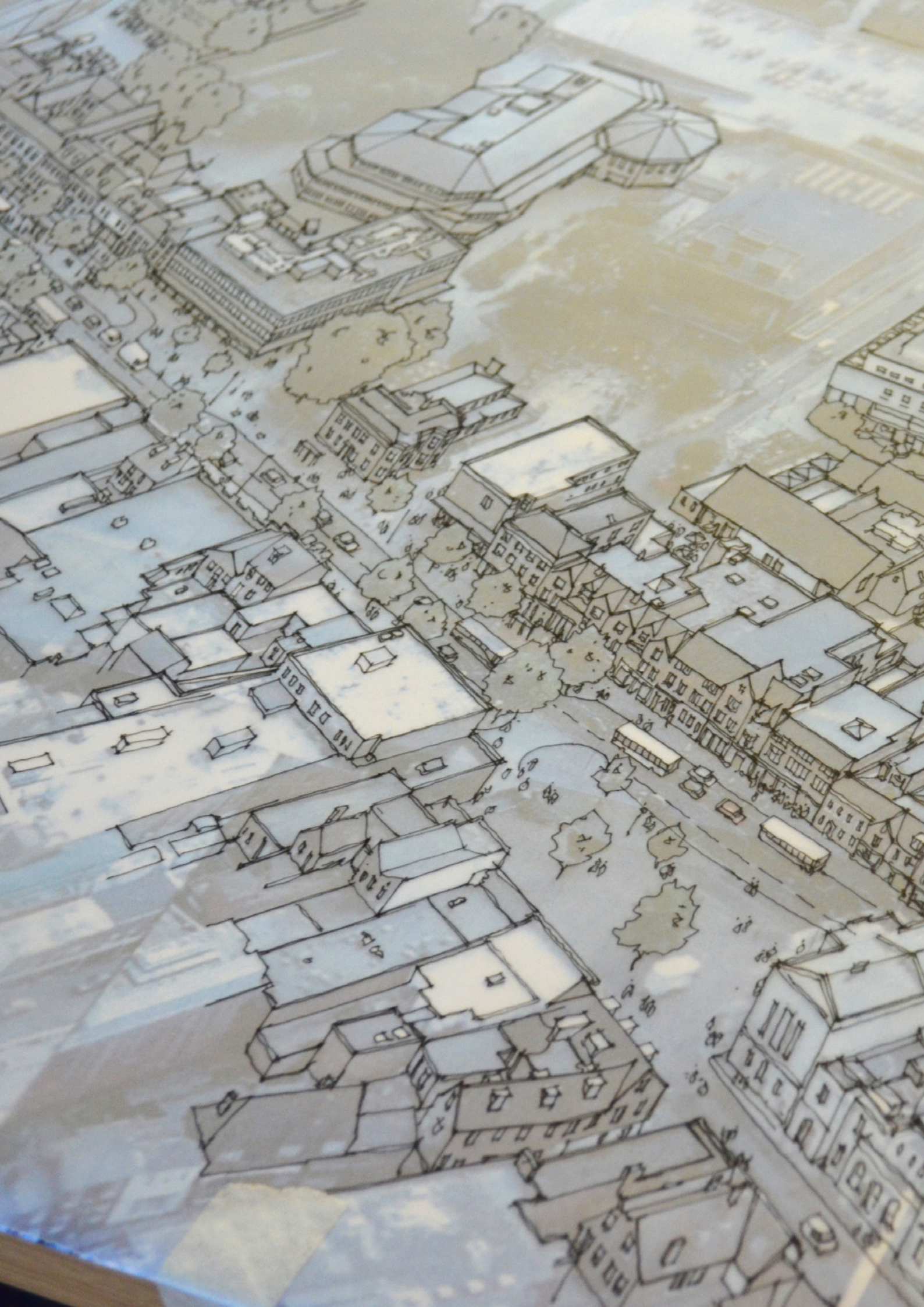
*Example 2:*

*Duncombe Barracks Site Application Stage B Design Workshop Outputs |*

*Development Scenario 02 : Burton Stone Square*



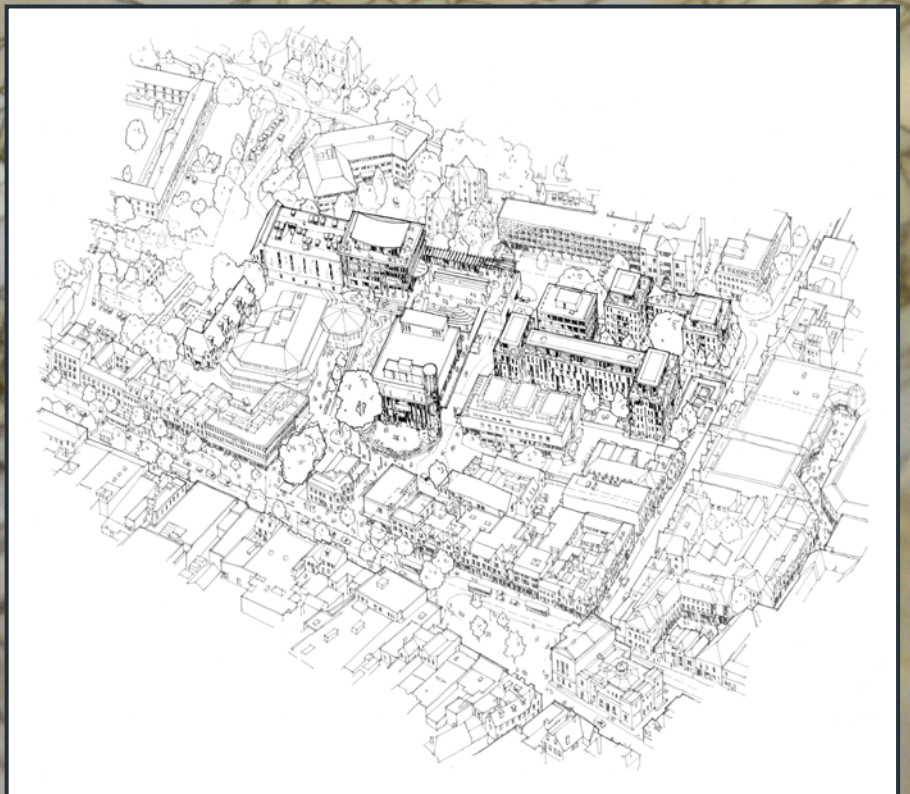
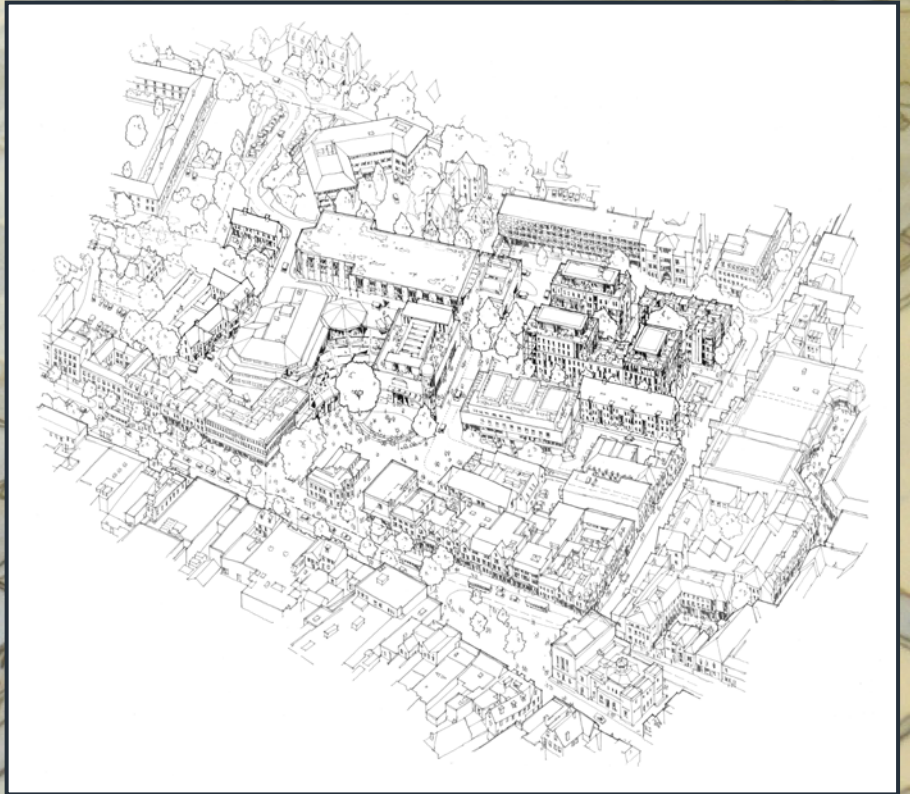






*Synthesising by visualising consensus for a range of options and proposals is an important aspect of creating clarity, impact and momentum.*

*Example 1: City Centre Opportunity Site Design Charrette by ImaginePlaces for St Albans District City Council leading Development Partnership, Look!St Albans, Community Client*



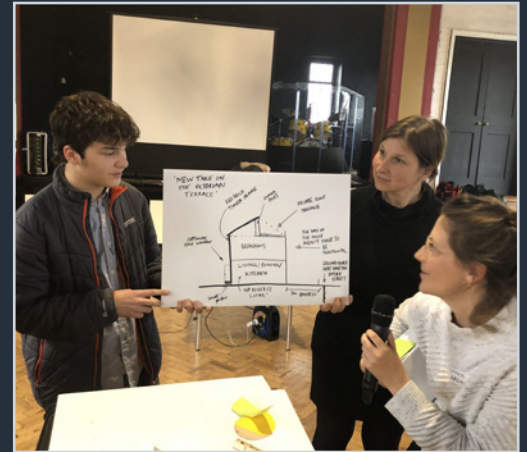


*Birchington Design Day |  
Intergenerational  
exploration of layout,  
landscape and house  
design challenges |  
ImaginePlaces in  
partnership with  
Birchington Parish Council*



*Working with young  
residents as an integral  
part the Design workshop*

*Example: Wolverton Agora  
ImaginePlaces for TOWN  
with Mikhail Riches,  
Mole, Urbed and Civic  
Engineers | 2019*



## Tool 4

### Public Exhibition Boards | On-line Survey |

The following Public Exhibition boards content is expected to facilitate an informed and meaningful engagement and design scrutiny, including, but not limited to:

- 01 A site map showing the location of the site and its context within its immediate neighbourhood – including key site constraints and opportunities
- 02 A statement on how the development proposal contributes to achieving each Housing Design Manual ambition (Building Better Places Questions)
- 03 A Layout and Access Plan that shows how the proposed development could be accommodated on the site
- 04 A plan showing scale, footprint, bulk and height of proposed buildings
- 05 A Landscape Plan and which parts of the site are publicly accessible open space
- 06 A 3D model including landscape and site context (about 200m around the site)
- 07 Mix of proposed dwelling types and tenure
- 08 Design detail including material palette and key sections incl. how the edges interface with the existing context
- 09 A quantitative statement explaining energy efficiency of buildings, biodiversity, water consumption and Sustainable Drainage measures
- 10 Improvements to local infrastructure and facilities
- 11 A plan showing car parking, cycle parking, visitor parking, individual and communal storage, charging points etc.
- 12 A plan showing the pedestrian network and a summary of any traffic and parking impacts
- 13 The location of trees, hedges and living structures and any that may be affected by the development
- 14 Indicative timing and phasing of the proposed development
- 15 Community benefits to be provided and when they occur
- 16 Factual information explaining proposed dwelling and tenure mix, infrastructure provision and community benefits from a financial viability point of view as far as feasible

Public exhibition boards are to be published on the project website with an invitation to provide feedback using as a minimum the 'Building Better Places Questions' | Tool 1



*Making of simple models with Modeling Clay to explore design solutions.*

*Example: Ash Sakula Architects supported by ImaginePlaces*

## Tool 5

### Documentation

### Engagement Summary Report

Planning Applications will be accompanied by a Statement of Community Engagement. It must contain as a minimum the following:

- a. An explanation of how a broad cross section of local people are likely to be affected by the development proposals; and
- b. A record of the views and ideas expressed by residents and other stakeholders on the proposed development; and
- c. An explanation of how the proposals have addressed the views, ideas and any issues or concerns raised by residents and other stakeholders early in the design process.



# Notes

