Office for Place

Office for Place: Pathfinders Programme (Cohort 4) Support Grant Prospectus

Rev A_25 June 2024

1. Summary

1.1.   In this prospectus we will briefly outline the role of the Office for Place, the Pathfinders programme, the purpose of the Pathfinders Programme (Cohort 4) Support Grant and the expert support for which we are seeking applications. This prospectus also provides the information needed to both complete an application and successfully apply.

1.2.   The information is set out in the following parts:

- **Part 1:** Background
- **Part 2:** Tender requirements.
- **Part 3:** How to apply.
- **Part 4:** Timelines and processes.
- **Part 5:** Scoring processes.
- **Part 6:** Guidance for completing an application

1.3.   If you have any questions, please get in touch by emailing the Pathfinders Project Team at: *Contact@officeforplace.gov.uk*.

Part 1: Background

2. The Office for Place

2.1.   The Office for Place is a new arms-length body, sponsored by the Ministry of Housing, Communities and Local Government (MHCLG), which will help neighbourhoods to create beautiful, successful, and enduring places that foster a sense of community, local pride and belonging.

2.2.   The Office for Place was formally established in July 2023 and is based out of Stoke-on-Trent.

2.3.   The Office for Place vision is to:

- **Catalyse a fundamental change** within and across all levels of government, communities, and the development, planning and design industries, to support the creation and stewardship of popular, healthy, beautiful, and sustainable places.

- **Help neighbourhoods, communities and public servants** working on their behalf, to ask for and deliver new places, and manage existing places, to be popular, healthy, beautiful, and sustainable.

- **Support public sector planners and the British design and development industries** to be the best place makers in the world

aided by improving UK and international data on happiness, health, popularity, and sustainability.

2.4. The Office for Place will achieve its vision and objectives through the following five activities:

- **Research**, we create and signpost tools that local planning authorities and others can use to create design codes and associated delivery tools and will establish an accreditation process to ensure design codes are effective.

- **Supporting and Accrediting**, we provide evidence of what people like and value, helping to make the case for good placemaking.

- **Training and Events**, we are boosting placemaking skills of local councils and communities, through a series of training sessions and events.

- **Advocating and Celebrating**, we will bring together government, councils, communities and the sector to recognise and share good practice.

- **Advising**, we advise government on legislation, policy and guidance that relate the design of new homes and placemaking, based on feedback and evidence from councils, communities and the wider sector.

2.5. The Pathfinders Programme is a core component of the above work, underpinning multiple activities from research through to advocating and celebrating.

3. The Design Code Pathfinder Programme

3.1. The Design Code Pathfinder Programme, launched in 2021, provides learning and insights for all local councils and neighbourhood planning groups, based on the exemplar design standards developed by the pathfinder authorities, using the National Model Design Code.

3.2. Cohorts 1 to 3 (2021 through to the conclusion of Cohort 3 in Autumn 2024) of the Pathfinder Programme have been led by MHCLG, with support from Office for Place. For Cohort 4 (from Spring 2024) the programme transitioned to being led by Office for Place, working closely with MHCLG and adopting the same collaborative approach.

3.3. The focus of this new round of the Design Code Pathfinder Programme is two-fold; firstly, to evaluate the effectiveness and expand existing local authority design standards, in line with the National Model Design Code; and secondly, to generate new 'theme-based' design codes to demonstrate the range of potential uses and benefits.

3.4. In April 2024 the Office for Place announced that it had selected 12 local authorities who submitted Expressions of Interest (with one EOI submitted by three local authorities who will work together to deliver one design code) to become design code pathfinders in 2024-25. These areas will receive a share of £1 million to produce 10 exemplar design codes.

3.5. The 10 authority areas and the split between which areas will be delivering a new code, and which will be evaluating and expanding an existing design standard or code, are in table 1 below:

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Table 1: List of local authorities in cohort 4 of the Pathfinders Programme

	Local Authority	New code	Evaluating existing
1	**Blackpool Council**	✓	
2	**Dacorum Borough Council**		✓
3	**Hartlepool Borough Council**	✓	
4	**London Borough of Waltham Forest**		✓
5	**South Kesteven District Council**		✓
6	**Stockport Council**	✓	
7	**Stoke-on-Trent City Council**	✓	
8	**Tewkesbury Borough Council, Cheltenham Borough Council & Gloucester City Council**	✓	
9	**Thurrock Council**		✓
10	**Wakefield Council**		✓

3.6.   A more detailed overview of each Pathfinder and their strategic objectives for participating in the programme can be found in **Annex A**.

3.7.   The design codes produced will be used as examples that communities across the country can draw on, and the insights gained from the programme will be shared by the Office for Place to support local councils in producing their own design codes.

3.8.   As well as direct grant funding to either produce a new code or evaluate an existing standard, the Pathfinder authorities will all have access to a support package, which has been designed and will be overseen by the Pathfinders Project Team in the Office for Place.

3.9.   The details of this support package, and the specific elements for which we are seeking applications from partner organisations to support delivery, is the following sections of this prospectus.

Part 2: Tender Requirements

4.   The Pathfinders Programme (Cohort 4) Support Package

4.1.   The breakdown of the support package, and an explanation of each of the different elements and the delivery approach, can be found in **Annex B**.

4.2.   The 1:1 sessions, group workshops and group roundtables will be managed in-house by Office for Place officials.

4.3.   For the expert-led informal and formal elements the project team is seeking a partner organisation to support the delivery of those sessions in collaboration with the Office for Place. This will be funded via the Pathfinders Programme Support Grant.

5. Pathfinders Programme Support Grant Summary

5.1. The Pathfinder Support Grant will fund an organisation to partner with Office for Place to deliver an expert advice and review function for Pathfinder authorities.

5.2. Through the Pathfinder Support Grant, we want the following **outcomes** to be delivered:

- Strengthened decision-making by pathfinder authorities through access to experienced, theme-specific advice.

- Identification and mitigation of potential risks associated with code development.

- Implementation of best practice approaches within code development by pathfinders, including around consultation with local communities to understand what is locally popular and thereby acceptable.

- Pathfinder authorities will develop a strong foundation of knowledge and practical skills in critical themes relevant to the Office for Place to be used as exemplars to support the wider adoption of design codes.

- A portfolio of design codes that are digitised or can be easily digitised, thereby continuing to build the evidence-base for promoting the use of digital design codes and the benefits of those like efficiencies within the planning and development control process for applicants.

- Help the local authorities produce exemplar design codes across the strategic themes of Pathfinders cohort 4, which are:
  - Street design.
  - Coding for non-residential uses.
  - Development viability in areas of low land value.
  - Effective community engagement to bring democracy forward.
  - Cross-authority wide codes.
  - Design codes linked to a delivery mechanism.
  - Sustainability, Retrofit and climate adaption.
  - To increase planning certainty around a clear locally-popular 'quality ask'.

- The support should also help the Office for Place to distil learning around design coding at the local authority level, in particular any interdependencies or impact on the strategic themes listed above.

5.3. The expert-led sessions provided by the partner organisation should bring together the outcomes listed above. Table 2 below provides a guide for applicants to consider how that could be achieved:

Table 2: Guide for applicants on expert-led advice support approach

Type of support	Suggested approach	Anticipated frequency

Informal sessions with each of the Pathfinders tailored to their specific needs and strategic theme.	Support tailored to the specific aims, objectives and issues of each Pathfinder authority.	A minimum of 2x sessions designed to facilitate collaborative working between the experts and authority officials.
Formal sessions with each of the Pathfinders to reviews codes and provide feedback.	Sessions with a wider number of experts, focused on the codes themselves and providing feedback on how the code meets the strategic themes and addresses any complexities or issues.	A minimum of 1x session per authority with clear feedback outputs for the Pathfinder authorities.
Feedback loops with the Office for Place Project Team	Ensure that learning is captured and shared with the project team.	Ongoing exercise throughout the lifetime of the Grant.

5.4. The above is meant as a guide, with no final decisions on format or content having been made. We are interested in understanding the detail of how applicants would choose to approach both formats of support.

5.5. We are also interested in how applicants to ensure that the expert led component fits with the wider support programme shown in **Annex B**.

5.6. The indicative programme timetable is shown in **Annex C**.

6. Key objectives of the Pathfinder Support Grant

6.1. The Grant will ensure participating pathfinder organisations are able to produce exemplar design codes, which can serve as best practice to local authorities across England.

6.2. The key objectives of the Grant are:

- To ensure that Pathfinders are provided expert advice to develop exemplar codes responding to key Office for Place priorities which can be used as best practice examples and provide evidence base for Office for Place design code elements.

- To safeguard the delivery of exemplar design codes which can be used as best practice examples and provide evidence base for OfP design code elements.

- To provide the opportunity for the Pathfinder organisations to benefit from a range of technical expertise from built environment professionals with a wide geographical spread.

- To support the pathfinders to follow the coding process set out in the National Model Design Code.

- To enable the pathfinder organisations to set design standards which meet the aspirations of local communities who were appropriately engaged during the design coding process to understand what is locally popular and thereby acceptable.

- To empower the pathfinder organisations to produce design codes which are clearly defined, concise and include well-illustrated design requirements.
- To ensure design codes are sensitive to local context and translate policy themes proposed by the pathfinder organisations into clearly illustrated and explicit parameters.
- To ensure completed design codes are concise, practical, easy to use and consider viability considerations, focusing on spatial and numerical metrics and moving away from verbal.

7. What are we looking for?

7.1.   We would like to hear from applicants who have previously played a role in providing expert enabling support to local authorities across the country, to help them improve design outcomes in their local area.

7.2.   We would like to see evidence demonstrating your experience of working in a partnership with another public sector organisation to deliver expertise.

7.3.   We would like to see evidence of your knowledge of the Office for Place vision, objectives, and other outputs like the 10 Top Tips of Coding, and in particular evidence of the benefits of codes for areas of government priority like promoting housing growth.

7.4.   We would like to see evidence that your organisation has experience in understanding what matters locally. By demonstrating how the views of local stakeholders on what is acceptable and popular has impacted outcomes, and also how local communities were consulted to understand their views.

7.5.   We would like to see evidence demonstrating your organisation has championed the role of good design and has a national reach to be able to draw on a range of expertise including urban design, planning, architecture, masterplanning, street design and the themes of the Grant.

7.6.   We would like to see evidence demonstrating your organisation has specific expertise supporting the development of design codes, with preference for demonstrable experience of coding at an authority-wide scale.

7.7.   We would like to see evidence your organisation has experience in coding using numerical and spatial metrics, thereby understanding the value behind a move away from verbal coding and helping to promote the use of digital design codes.

7.8.   The bidding organisation must be able to demonstrate experience of engaging organisations in issues around climate change and net zero, sustainable travel, community engagement (including diversity and inclusion). We want to see demonstration of addressing these issues in project work as well as research.

7.9.   The expert input must demonstrate skills and experience to test and review different types of design code.

7.10. The expert input must be drawn from across England, and we are particularly interested in applications that can also demonstrated diversity in a range of areas other than geographical location.

7.11. We are also particularly interested in applications that can demonstrate how the expertise will be tailored to the particular focus of each of the Pathfinders (details in **Annex A**).

8. Roles and responsibilities

8.1. This section outlines how the Office for Place will work with the partnership organisation to ensure the Pathfinders Programme (Cohort 4) Support Grant runs smoothly and achieves its goals.

8.2. The Office for Place Pathfinder Project Team will be on hand to address any queries you may have throughout the application process. Team members and their role in the Pathfinders Programme can be found in table 3 below:

Table 3: Office for Place Pathfinder Programme Project Team.

Simon Burnett	Holly Lang	Isabel Gumpert
Sector Support & Funding Manager	**Urban Design Lead**	**Assistant Director, Service Delivery**
Day to day liaison and key point of contact between grantee and the Office for Place	Thematic lead for the Pathfinder Support Grant	Strategic oversight of Pathfinder Support Grant

8.3. This is an opportunity to work jointly and in partnership with the Office for Place to deliver the standards of expertise needed to secure outcomes in line with the Office for Place vision and objectives.

8.4. Within this partnership approach there are commitments and responsibilities that both organisations will be expected to meet, including:

- Negotiate and agree a Grant Funding Agreement that will set out the mechanics of the projects, including the delivery plan timeline, and budget for the project.

- Work collaboratively to review standards, ensure expertise is tailored, appropriate and meets the outcomes for both the Pathfinder authorities and Office for Place as detailed at paragraph 5.2.

- Jointly establish a system to monitor the progress of the grant award and ensure the project is on track to meet its timeline and the objectives at paragraph 6.2.

- Commit to fortnightly meetings to discuss progress and make sure everything is on track, fostering the collaborative approach whilst ensuring that the Pathfinders Programme Support Grant is a genuine partnership opportunity.

- Establish feedback loops that foster open communication and shared learning throughout the lifetime of the project, ensuring that this

opportunity benefits the partnership organisation and Office for Place equally.

8.5. As well as the responsibilities set out in paragraph 8.4, the Office for Place will also:

- Publicise the Grant opportunity to ensure interested organisations have a chance to apply.

- Assess all proposals based on the clear criteria outlined in this document at table 6.

- Undertake due diligence checks to confirm everything aligns with the Grant's goals.

- Should a suitable partnership organisation be chosen through the assessment process, award the Grant and pay it as agreed within the Grant Funding Agreement.

- Keep applicants informed of the outcome of the competitive grant process in a timely manner.

8.6. As well as the responsibilities set out in paragraph 8.4, the partnership organisation will also be expected to:

- Submit clear proposals to make the assessment process efficient. Applications should be in a PDF format, easy to follow and include clear costs, milestones, expected results, and deliverables.

- Cooperate with the Office for Place during the application review and due diligence process.

- Provide workplans, evidence and any other requested information in a timely and open manner.

- Follow the guidelines set out in the PCR 2015 Public Contract Regulations.

9. Governance, monitoring and evaluation

9.1. Grantees must comply with the Design Code Pathfinders Support Programme Grant governance, monitoring, and evaluation requirements, which are as follows:

- Governance:
  - o Grantees will be in regular contact with Office for Place to co-design the programme of support, monitoring and evaluation and to report on expenditure and progress.
  - o The grant outcomes and expenditure will be recorded and monitored monthly. The Head of Urban Design and the Sector Support and Funding Manager will attend these meetings on behalf of the Office for Place, with escalation to the Assistant Director for Service Delivery if necessary.

- Monitoring:
  - o On a fortnightly basis, the grantee will be expected to provide a reporting update to Office for Place.
  - o The grantee will be expected to provide a report based on monthly performance against the agreed outputs, these can be considered

as a part of the evidence submission for payments instalments as per table 4 below.

- Evaluation:
    - Success and impact of the programme will be evaluated against the core outcomes listed in section 5.2 of this prospectus during the fortnightly review meetings.
    - The evaluation process will be comprised of the following methods:
        - The grantee will be expected to complete an evaluation at the end of the delivery period. Office for Place will provide a template for the programme.
        - The grantee will also be asked to produce a statement of Grant usage upon the completion of the Grant period.

10. Payment plan and VAT statement

10.1.   Office for Place intends to award a grant to stimulate this activity.

10.2.   The Pathfinder Support Grant has an indicative grant amount of £80,000. However, we reserve the flexibility to adjust the grant amount depending on the quality and competitiveness of proposals received. The final grant amount will be agreed following selection of the successful applicant.

10.3.   This Grant will be governed by a Grant Funding Agreement.

10.4.   The Office for Place does not intend for there to be a contractual relationship with the grant recipient. It intends to pay the Grant at the following instalments, with payment triggered upon satisfactory receipt of the evidence in table 4 below.

10.5.   The rationale behind the instalment payments approach is to underpin the partnership working that will underpin the benefit and the value of the expert-led advice, both to the Pathfinder authorities but also for the Office for Place.

Table 4: Payment instalment plan and evidence requirements

Payment 1	
When	*Evidence*
50% of agreed budget upon signing of the Grant Funding Agreement	- Signed Grant Funding Agreement - Grant claim form.

Payment 2	
When	*Evidence*
25% of agreed budget ahead of first phase of support	- Work plan agreed with the Pathfinders Project Team detailing the approach for the informal advice sessions. - Grant claim form.

Payment 3	
When	*Evidence*

25% of agreed budget ahead of second phase of support	• Agreed completion of the first phase of support • Work plan agreed with the Pathfinders Project Team detailing the approach for the formal advice sessions. • Grant claim form.

10.6. The Office for Place will not pay the Grant on the basis of an invoice.

10.7. Applicants must reassure themselves as to their VAT liability – either to be paid or unable to be recovered.

10.8. Any grant award will not be increased subsequently to meet unforeseen VAT costs. The proposed budget submitted by the applicant should be based net of recoverable VAT costs in line with VAT rules of grant payments.

Part 3: How to apply

14. Where to apply

14.1. To apply, please complete the application form on Find a Grant and submit PDF documents setting out your response to the questions in Table 6 by **5pm on 12 August 2024**, noting the page limits for each question.

14.2. Applicants will be able to raise questions and concerns with the Office for Place Pathfinders Project Team via the email above.

14.3. A list of questions asked by other applicants and responses from the Office for Place can be provided upon request.

15. Eligibility

15.1. An organisation is eligible to apply for grant funding if:

- It is a third sector organisation that falls within the scope of the Charities Act 2006 definition of being a charitable, benevolent or philanthropic institution.

- The total grant received from Government (including this grant application) is less than 50 percent of the organisation's annual income in its accounting year ended in 2024, as demonstrated through its audited annual accounts. This is to ensure that the organisation does not become liable for consideration as an Arm's Length Body.

- It is a corporate body or has a formal constitution if not incorporated.

- It has a proven track record of delivering training and support to local authorities and community groups that will improve their inhouse capacity to produce design codes.

15.2. This list is not exhaustive, please contact the project team to seek advice should you have any queries on the above, e.g., the status of your organisation is not listed.

15.3. An ineligible organisation may wish to involve other partners in a consortium bid. The application should highlight the role envisaged for each body and the skills that they bring.

Part 4: Timelines and process

Table 5: Keys activities and anticipated dates for completion

Event	Date
Competition launch date	15 July 2024
Competition end date	12 August 2024
Application assessments including gateway criteria sift, scoring, clarifications, and interview with preferred applicants as necessary.	12 to 26 August 2024
Approval and confirmation of awards, and grantee mobilisation and completion of grant funding agreement	29 August to 08 September 2024
New Design Code Pathfinder Support grant agreement to commence	09 Sept 2024

Part 5: Scoring process

16. Process for assessing applications

16.1. A gateway criteria assessment will be applied to all applications received by the closing date. This process will involve confirmation of eligibility and completion of due diligence checks using standard government tools and procedures.

16.2. Applications passing the gateway assessment will be evaluated against four specific categories: The Applicant, The Proposal, Outcomes and Cost and Value for Money.

16.3. The assessment criteria are described in table 6 below. The assessment will lead to the identification of a preferred bidder. We will then begin a process of negotiation and refinement of the proposals to assist in the development of the Grant funding award and agreement. The negotiation will include a review of the proposed payment schedule and responses to the application information.

16.4. Bidders should be aware that their application should not be seen as a full and final offer, Office for Place reserves the right to negotiate and amend bids accordingly with successful applicants. Applicants should also be aware that Office for Place reserves the right to invite multiple preferred bidders for negotiation and refinement of any bids made.

16.5. Office for Place reserves the right not to award the Grant.

17. Marking guidance and scoring

17.1. Bids will be assessed by a panel comprised of representatives from Office for Place against the criteria listed in table 6 below.

Table 6: Assessment criteria

1. The Organisation	Scoring

Governance of the organisation including financial resilience	1a	• Provide a charity registration number (if applicable) or company registration (number if applicable). • Detail the governance structure of the organisation and a statement setting out the purpose of the organisation. • Provide an organisation organogram. • Office for Place will conduct its own due diligence as to the financial resilience of the organisation. • Return the insurance proforma in **Annex D**. **The above is the gateway sift, organisations failing these criteria will be disqualified.**	Pass or Fail
Relevant knowledge and experience (5 pages max)	1b	Describe your understanding of the Office for Place, its vision, objectives, and delivery priorities, reflecting on how the Office for Place can help to achieve government priorities like unlocking housing and growth.	Out of 5
	1c	Describe the position of your organisation in relation to the benefits of design coding, reflecting on opportunities within the sector like digital design codes.	Out of 5
	1d	Describe your experience of understanding at the local level what is popular and acceptable within the built environment.	Out of 5
	1e	Describe your recent experience of managing similar projects, specifically projects relating to design coding and local authority support.	Out of 5
	1f	Describe your experience delivering a national support offer, setting out the values, and the outcomes achieved.	Out of 5
	1g	Briefly describe the experience and qualifications of key individuals who will make up the project team. We welcome consortium bids: please briefly describe the experience and qualifications of key individuals in the consortium team, summarise the scope of each partner's work, the proposed roles and responsibilities for each organisation detailing alignment with the themes of the Grant as set out in para 5.2.	Out of 5
			Max score: 30

2. The Proposal	**Scoring**

The proposed activity (5 pages max)	2a	Provide details of the proposed activity including: The type of support to the pathfinder organisations and how this will be delivered, and how this will complement the wider support package offered by the Office for Place	Out of 10
	2b	A description of the range of expertise that will be deployed to respond to different design codes in different locations, setting out how pathfinders benefit from a range of technical expertise from built environment professionals with a wide geographical spread and detailing alignment with the themes of the Grant as set out in para 5.2	Out of 10
	2c	Provide a project programme plan showing the key milestones and how the programme of support will overlap with the rest of the support package (workshops, peer to peer)	Out of 10
			Max score: 30

3. Outcomes			**Scoring**
Outcomes and realisation (2 pages max)	3a	Describe the benefit of the programme for pathfinder authorities. Applicants should describe how they intend to monitor the effectiveness of the programme on the delivery of outcomes. Applicants should also describe how the outcomes are sustainable and long lasting, and how they will impact other local authorities outside of the pathfinder cohort. Applicants should also detail how they will meet the three outcomes detailed.	Out of 10
			Max score: 10

4. Costs and Value for Money			**Scoring**
Cost	4a	Provide a programme budget by quarter which includes a breakdown of the costs of staffing, supplies and services, contribution to overheads, and any irrecoverable VAT. Office for Place will assess this criterion based upon its quoted costs for the work	Out of 10
Value for Money	4b	Office for Place will assess value for money by comparing the anticipated outcomes and outputs with the cost	Out of 10
Risk Assessment (1 page max)	4c	Provide a risk assessment highlighting the key risks, including fraud, to the programme and the way in which they are to be managed. Please list your top three risks and how you intend to mitigate them.	Out of 10
			Max score:30
			Max Total Score: 100

17.2. Scores out of 5 will be assessed as follows:

- **0** Failed to demonstrate an understanding of any of the requirements.
- **3** Met some of the requirements but did not demonstrate a full understanding.
- **5** Demonstrated a full understanding and met all the requirements asked for in the brief.

17.3. Scores out of 10 will be assessed as follows:

- **0** Failed to demonstrate and understanding of any of the requirements.
- **5** Met some of the requirements but did not demonstrate a full understanding.
- **10** Demonstrated a full understanding and met all of the requirements asked for in the brief.

17.4. The scores for all the criteria will be added to give a total score for the application. The maximum total score is 100. The total score will be used to compare against other applications.

17.5. The score against each criterion will also inform the interview stage. The interview will help to clarify any questions raised by the initial submission and adjustments may be made to the original score. The application with the highest total score will be selected as the grant recipient.

17.6. Office for Place reserves the right to vary these conditions and the right to either withdraw or reduce the funding if reasonably required, in line with the terms and conditions set out within the Grant Funding Agreement.

Part 6: Guidance for completing an application

18. Completing an application

18.1. All applications must be made through the Find a Grant platform including completion of the online application form.

18.2. We will only accept applications from organisations that meet the eligibility criteria as detailed in Part 3 of this prospectus. Please address all eligibility points in a dedicated section entitled 'Eligibility Statement' within your proposal.

18.3. Proposals must be submitted through the Find a Grant platform. Submissions should be made in PDF format in adherence to the maximum page number requirements set out in table 6.

18.4. Proposals submitted are not final documents and Office for Place reserves the right to amend bids accordingly with successful applicants.

19. Freedom of Information

19.1. The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to grant applicants, grant holders, contractors and people making a complaint.

19.2. If information is requested under the Freedom of Information Act 2000 we will release it, subject to exemptions; although we may choose to consult

with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

20. Deadline for applications

20.1.   All applications must be completed in full and received by **5pm on 12 August 2024**.

20.2.   Please ensure you submit:

- The requested information on the governance structure of the organisation, the purpose of the organisation and an organisation organogram.

- Charity registration number (if applicable) or company registration (number if applicable).

- Insurance proforma in **Annex D**.

- Completed application in PDF format

- Project plan Gantt Chart.

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Annex A - Overview table of Pathfinder authorities

Pathfinder Authority	Existing Code / Guidance	Key theme	Crosscutting theme	Description
Blackpool Council	New	viability / reducing opposition to development	Delivery tools or mechanisms attached to a design code	*Area*: authority wide but a specific focus on the most deprived inner area. *Focus*: Site allocations, designated regeneration areas. *Use*: Code to raise quality of new housing development and support, de-risk and expedite process for conversions of poor-quality HMOs to conventional housing
Dacorum Borough Council	Existing	viability / reducing opposition to development		*Area*: authority wide but with a specific focus on the Two Waters masterplan area. *Focus*: Update and replace the two waters masterplan guidance, responding to a number of challenges to delivery including fragmented ownership & viability. *Use*: Code to de-risk development and work to address viability challenges around, in particular, flatted development
Hartlepool Borough Council	New	viability / reducing opposition to development		*Area*: authority wide but with a specific focus on large residential developments *Focus*: Improving design quality of new residential development *Use*: using the design code to enhance the quality of new windfall development in the absence of a new local plan.
South Kesteven District Council	Existing	Street Design		*Area*: authority wide code *Focus*: Improving design quality of new residential development as well as some street design elements *Use*: Increase design quality, particularly at the more affordable end of the market. Street design element to focus on better accommodating street trees.

Stockport Council	New	increasing housing supply / Reducing opposition to development		*Area*: authority wide - focus on town centres *Focus*: Infill and small town centre sites *Use*: Code focussed on bringing forward small residential sites. Coding for densification to complement optimising density policy. Exploring options around delivery mechanisms
Stoke on Trent City Council	New	Non-residential design code		*Area*: authority wide - focus on town centres *Focus*: commercial frontages and car oriented commercial / retail sites, likely include street design element for town centres. *Use*: Improving design quality across town centres and predominantly commercial areas.
Tewksbury, Gloucester & Cheltenham Councils	New	increasing housing supply / Reducing opposition to development		*Area*: authority wide across three boroughs *Focus*: new residential, largely greenfield, developments coming through as a response to lack of 5-year housing land supply *Use*: code to shape and improve the design quality of new residential development across the 3 boroughs.
Thurrock Council	Existing	Energy retrofit		*Area*: authority wide *Focus*: non-pd residential extensions and energy retrofit *Use*: Updating their residential extensions and alterations SPD to create greater certainty for applicants & to encourage retrofit for environmental sustainability
Wakefield Council	Existing	Non-residential design code		*Area*: authority wide *Focus*: strategic housing sites and large logistics sites adjacent to motorways. *Use*: updating their residential design SPG to include coding for non-residential areas with a focus on large logistics sites. Also coding to improve design quality for new residential developments.

London Borough of Waltham Forest	Existing	Energy retrofit		*Area*: authority wide *Focus*: non-pd residential extensions and energy retrofit *Use*: Updating their residential extensions and alterations SPD to create greater certainty for applicants & to encourage retrofit for environmental sustainability. Opportunity to explore an LDO as large proportion of housing stock is warner flats (ie house type flats with individual front doors) and permitted development rights do not apply.

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Annex B – Pathfinders Support Package

	Pathfinder 1:1s, & peer support	Group workshops & roundtables	Informal expert support	Formal expert support
Proposed delivery route	Office for Place	Office for Place / previous pathfinders / externally commissioned thematic experts	Pathfinder authorities assigned an expert advisor based on specific themes to provide more light touch support.	Formal sessions with an to provide feedback on pathfinder design code.
Description	Fortnightly (existing codes) or Monthly (new codes) meetings to monitor design code progress, identify and address project issues or areas of additional support need	Group workshops and roundtable sessions covering key themes and coding considerations	Informal expert support tailored to the specific aims, objectives and issues of each Pathfinder authority.	Formal review session, involving design experts, with each pathfinder authority at a key stage of code development.
Learning & outputs for OfP	• Design codes produced by pathfinders will be aligned to the thematic objectives of the pathfinder programme.	• Design codes produced by pathfinders will be aligned to the thematic objectives of the pathfinder programme. • Development of a thematic evidence base to inform future research. • OfP emerging tools & products will tried and tested with LPAs to increase effectiveness	• Pathfinders are provided expert advice to develop exemplar codes responding to key OfP priorities which can be used as best practice examples & provide evidence base for OfP design code elements.	• Delivery of exemplar design codes which can be used as best practice examples & provide evidence base for OfP design code elements. • Feedback on OfP support package to inform development of service offer and evaluation criteria through accreditation

Office for Place

Annex C - Indicative programme timetable

	Getting Started					Coding Effectively				Refining, Implementation & Delivery		
Pathfinder Design Code Development timeline *indicative timeframes and activities - pathfinder's design code progress may deviate from this schedule	Identify delivery team / key stakeholders Policy / existing plans & guidance analysis Refine code vision Scope public consultation Develop consultants brief and publish for tender					Undertake initial public consultation Draft design code Digital design code preperation				Testing design code Final consultation Internal & committee approvals Adoption & publication		
Support	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Pathfinder / OfP 1-1 Support - Fortnightly (existing codes) or Monthly (new codes)meetings to monitor design code progress, identify and address project issues or areas of additional support need	Pathfinder / OfP 1-1 Support											
Group roundtables / workshops focussing on themes and support for pathfinders getting started with the coding process	Getting started - Groups sessions											
Group roundtables / workshops focussing on themes and support for pathfinders drafting their design codes						Coding Effectively - Group sessions						
Expert advice & review - Support by a range of built environment experts, with a geographical spread and with specialist expertise, who will work collaboratively with the pathfinders to review and test their authority-wide design codes.						Expert advice & review						
Group roundtables / workshops focussing on themes and support for pathfinders with draft design codes to support testing and preparation for adoption										Refining, Implementation & Delivery - Group sessions		

Office for Place

Annex D – Insurance pro forma to be returned with application.

Policy	Insurer/ Broker	Policy No.	Limit (£m)	Excess (£)	Next Renewal Date
Employers' Liability					
Public Liability					
Professional Indemnity					
Other:					