Re-Imagining the Garden City

Design Ideas Competition

Competition Brief
October 2018
RE-IMAGINING THE GARDEN CITY - DESIGN IDEAS COMPETITION

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Competition Brief
17 October 2018
1. INTRODUCTION & INVITATION
This design ideas competition aims to discover new designs for a modern garden city to meet the needs of the 21st century, whilst recapturing the pioneering spirit that led to the development of the world’s first garden city at Letchworth.

The competition is seeking master planning concepts for the proposed residential development of a 45 Hectare site to the north of Letchworth, which will be the first expansion of the Garden City in a generation.

The design competition is being managed by RIBA Competitions on behalf of the Letchworth Garden City Heritage Foundation (the Foundation) in partnership with the Town and Country Planning Association, Homes England, Anglian/Affinity Water, Building Research Establishment and the University of Hertfordshire.

Letchworth Garden City was the brainchild of Ebenezer Howard, a social reformer who sought to address issues of deprivation, squalid living conditions and the inequity of high rents, by reforming land ownership and combining the best of living and working in the town and country, through a series of planned settlements, known as Garden Cities. Howard’s principles, set out in his 1898 publication, ‘To-Morrow a Peaceful Path to Real Reform’, sought a social, community and economic model, where value is captured from land and reinvested back into the local community. This included detailed funding and expenditure projections, community governance and stewardship.

Letchworth Garden City Heritage Foundation
The Foundation is successor to First Garden City Limited. It is a community benefit society, owning the freehold of the Letchworth Estate. The Heritage Foundation reinvests surplus from the estate back into the local community through a series of charitable services and grant giving. It also applies a management scheme which seeks to preserve the character and quality of the world’s first garden city. More information on the Foundation can be found at www.letchworth.com

Competition Format
The competition is open internationally to architect-led design teams, with inter-disciplinary collaboration encouraged, as is collaboration between practices of different size, expertise and experience. The competition will be run in two phases:

Phase One: Submission of initial design proposals which will be assessed anonymously with up to four schemes selected to proceed to the second phase of the competition.

Phase Two: Anonymity will be lifted at the second phase, with short-listed teams invited to develop their ideas in response to general and scheme-specific feedback on the phase one design submissions.

For further details please refer to Sections 13 to 16 of the Competition Conditions.
An open briefing session will be held to give short-listed teams an opportunity to visit the site and meet key representatives from the Foundation and its partners, to learn more about their aspirations for the project, and the hope is that ideas generated might stimulate global discussion about the development of exemplar garden cities in the 21st Century.

The developed design concepts of the short-listed teams will be subject to anonymous public display in Letchworth and an online community engagement exercise, with comments made available to the Judging Panel. The selection process will conclude with a debate about modern Garden City design and the short-listed design teams will be invited to present their proposals to the Judging Panel. The presentations are scheduled to take place in Letchworth in early-April 2019.

2. REGISTRATION AND SUPPORTING INFORMATION

Applicants may only submit an entry to the competition if they are officially registered through RIBA Competitions and in possession of a Unique Registration Number (URN). The competition is subject to a non-refundable registration and administration fee of £50.00 (+VAT). Please visit www.architecture.com/competitions/ and follow the appropriate link under ‘Live Competitions’ to make an on-line payment. Once payment has been processed, registered applicants will be provided with access to:

- The Unique Registration Number (URN) to be used on each element of the submission to maintain anonymity
- DWG version of Ordnance Survey extract and topographic survey, together with PDF versions of historic master plans
- Editable version of Declaration of Authorship form

3. BACKGROUND

**Letchworth Garden City**

Letchworth Garden City commenced development in 1903 as an experiment, with the hope that this would lay the platform for the government to create a series of new settlements, using Ebenezer Howard’s social city model. Welwyn Garden City would follow, with development commencing in the early 1920s. These early garden city schemes have influenced new settlements across the world, from Hampstead Garden Suburb, to the New Deal towns in the America, post war UK new towns, a series of settlements across Europe and Australia and today in China, where these principles are valued. In the UK we are for the first time in a generation seeking new settlements based on garden city values and principles, which is also included in national planning policy.

Howard did not advocate a particular architectural approach, he sought beautiful places, where people would like to live and work, with high quality and decent homes. In his book, he described tree lined roads and excellently built homes. He also advocated embracing modernism, stating that that the garden city should be planned, ‘with a view to the very latest of modern requirements’.
Howard needed architects and designers who shared this vision and for Letchworth Barry Parker and Raymond Unwin were appointed, who were leading arts and crafts architects of their time, and Louis de Soissons who was responsible for the Welwyn Garden City master plan and its lead architect.

<table>
<thead>
<tr>
<th>Sir Ebenezer Howard OBE</th>
<th>Barry Parker</th>
<th>Sir Raymond Unwin</th>
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<tbody>
<tr>
<td>Social Reformer</td>
<td>Architect &amp; Urban Planner</td>
<td>Engineer, Architect, Town Planner</td>
</tr>
<tr>
<td>1850 - 1928</td>
<td>1867 - 1947</td>
<td>1863 - 1940</td>
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Today Letchworth Garden City is a town of over 33,000 people, with 15,000 jobs. It has a strong and vibrant local community and continues to apply the stewardship, governance and reinvestment models sought by Howard.

**What is Garden City Design?**

This is a question that is often asked of the Foundation and there is not a simple answer. There is not a single type of garden city architecture and it is not correct to assume that the beautiful designs produced by Parker and Unwin in Letchworth, Unwin and Lutyens in Hampstead Garden Suburb or De Soissons in Welwyn Garden City should necessarily be replicated. Garden cities across the world have taken various different approaches, such as modernist schemes in some UK new towns and examples such as Zlin in the Czech Republic, Le Corbusier’s Le Citie Jardin at Weissenhof, more traditional arts and crafts design between the First and Second World Wars in mainland Europe and today’s new urbanism settlements, more reflective of Unwin’s principles, in the United States.

The Town and Country Planning Association highlight as part of their current garden city principles with respect to design: *Beautifully and imaginatively designed homes with gardens, combining the best of town and country to create healthy communities, and including opportunities to grow food.* For further details please visit: [https://www.tcpa.org.uk/garden-city-principles](https://www.tcpa.org.uk/garden-city-principles)

The Foundation believes this to be an excellent starting point when investigating design approaches for new garden city development.

The Foundation is presently celebrating the work of Barry Parker, who was lead master planner with his partner Raymond Unwin for Letchworth, a fantastically talented architect and master planner in his own right, a Past President of the Royal Town Planning Institute, a founder of the Landscape Institute and Fellow of the RIBA. He designed the master plan for Wythenshawe, including the
original parkway; Porto; and the suburbs of Sau Paulo in his own right. He worked on New Earswick and Hampstead Garden Suburb with Unwin. He was also responsible for countless individual schemes and smaller master plans.

Parker’s core values of simplicity and beauty, with functional and well thought out spaces, making effective use of land, are valid today, as are the core principles extolled by arts and crafts advocates. Parker’s approach is best summarised by his own words:

*In building a man’s shell for him we certainly can influence very largely the life he will live within it...* - Barry Parker - The Art of Building a Home

4. DESIGN CHALLENGE AND REQUIREMENTS
The Foundation believes that there is an opportunity to evaluate the core values and principles outlined above and formulate a modern design approach fit for a 21st Century garden city. In order to develop this debate, the Foundation and its partner organisations, are pleased to launch an ideas competition, which will examine today’s garden city living and design.

To facilitate this competition the Foundation has a live case study, which is the first expansion of Letchworth Garden City in a generation. This site lies to the north of the existing town and is approximately 45 hectares in area. (It is included in the North Herts Local Plan 2011-2031, which has completed its Public Examination phase and is due to be adopted Spring 2019.)

The site is located to the north of an existing post WW2 housing development, known as the Grange Estate. The layout for this estate was designed by Sir Geoffrey Jellicoe, who was responsible for the Hemel Hempstead master plan, following the compulsory purchase of the land by the local authority.

The site is presently predominantly open arable farm land, owned by the Foundation, with a series of hedgerows which run through it and the Greenway (a 13.5-mile route which runs around the whole of the Letchworth Estate) to the south. Adjacent to the site to the south is an existing recreation ground owned by the local authority.
The land slopes gently to the north and will be visible from a range of viewpoints. A topographical survey has been prepared and will be provided as part of the supporting information to registered competitors and is also shown below:

One of the key challenges to the development of this land is vehicular access and to avoid the impression of a ‘bolt on’ estate. Discussions are ongoing with the Highways Authority, but in principle and subject to further detailed assessment, two vehicular access points are proposed. To
the north via Norton Road and via Western Way from the Grange Estate, with further pedestrian and cycling access through the existing recreation ground which will be retained.

Various background studies continue to be undertaken. Of significance to date is the ecological assessment. This confirms the importance of the retention of existing hedgerows and where possible to add to the existing provision. The Foundation is also committed to additional bio diverse planting and a further 2,000 trees across the site. The initial illustrative plan includes this.

The relevant policy in the Local Plan (Policy SP9) allocates the land (known as LG1 in the Plan) for 900 homes, 40% of which will be affordable. A detailed housing need survey will be taking place in Autumn 2018, which will be solely linked to Letchworth’s needs. However, from the larger North Herts and Stevenage study a need for 5400 affordable homes across North Hertfordshire is required. In Letchworth we understand that there is a need for all property types, but a particular requirement for accommodation for smaller 1- or 2-person households, as well as family homes. The Council policy requires the greater proportion (65%) of affordable homes to be socially rented, however we will seek to ensure that the provision responds to the survey results.

Affordable homes should be pepper potted and designed to be tenure blind.

In terms of the private housing, there is also a need across all types. Our research shows that there is a lack of smaller household accommodation (1 to 3 bedrooms) and accommodation for older people.

In addition to the new homes, there will be a 2 Form Entry Primary School on 2ha of land, a community facility (the details of which are presently not fully defined, but most likely a multi user hall) and 900 sq. m of retail space. There will be a self-build element and although the Council’s policy states 9 units, we believe that there is an opportunity to increase this level of provision, along
with community land trust housing. An area on the illustrative uses plan marked HSG07 has been set aside for this purpose. There are presently 94 people on the Council’s self-build register seeking plots in Letchworth.

More information on the local plan can be found at: www.north-herts.gov.uk/home/planning/planning-policy/local-plan/

On registration, competitors will be provided with an indicative uses plan showing the anticipated points of access to the development site, the adjoining residential estate and the area set aside for self-build and community housing. A topographic survey of the site will also be made available. The Foundation is the sole owner of the land and will be working with a yet-to-be identified partner to bring forward the development of the land in line with a series of core values and principles:

- The development to the North of Letchworth Garden City will be built consistent with Garden City principles with the aim to deliver a high-quality development of which the whole town can be truly proud.
- The Heritage Foundation will retain control throughout the design and implementation of this development and ensure that any appointed joint development partner shares its values and vision for the town.
- The new residential units will be efficient and sustainable and include a mix of tenures ensuring homes are available for local people of all backgrounds and needs.
- The Foundation will actively involve the community in its planning so that they have the opportunity to engage both prior to the development of detailed plans, right through to forums as the development is being constructed.
- The development will take into account local infrastructure needs and seek to ensure that it will bring benefit to the whole town.

4.1 Design Approach

The Foundation wants to reflect the best of garden city design, ensuring that there is the highest quality of place making and homes that meet modern sustainable living requirements. In particular, the Heritage Foundation would expect to see the following at the heart of the design composition:

- A demonstration of an understanding of the original core values and principles applied by Barry Parker and Raymond Unwin, interpreted to meet modern requirements.
- An overall sustainable approach to design that is respectful of the surrounding area and existing landscape attributes.
- Strong place making principles demonstrating an effective use of space, which can be incorporated into other development schemes.
- A co-ordinated landscape strategy with tree lined corridors, strong structural planting and homes with gardens, including front garden space and applying urban agriculture principles.
- Walkable neighbourhoods with easy access to open space, local food growing, cycle and pedestrian routes, with positive alternatives to the private car.
4.2. Design Principles
The Foundation believes that there remain many positive and relevant attributes to the principles incorporated in the Parker and Unwin layout included in their master plan - a detailed scan of which will be made available to registered competitors. There is a great opportunity for a modern reflection of these layout principles, in order to meet modern living and place making aspirations for a 21st century garden city.

There are a number of early references, of interest. For example, in his 1909 book, ‘Town Planning in Practice’, Raymond Unwin stated that using ‘the main building lines and masses, placing any important features in his design, such as terminal feature at the end of a road, or any buildings required to limit the size and give a sense of frame to the street picture’.

In this book Unwin recognises the difficulty with predominately semi-detached and detached houses and the risk of monotony.

Letchworth was sold via a series of leases, with different architects producing schemes for approval initially by Barry Parker and Raymond Unwin and then Parker alone, who sought to ensure that development met their original principles. They emphasised that the use of an informal design approach should not be at the expense of purposeful design of spaces framed by buildings, highlighting the importance of the space around buildings as much as the building design.
In terms of the original Letchworth Garden City master plan, there are several aspects that stand out:

- **The tree lined corridor** plays an important role in creating strong boulevards as can be seen by Parker’s double verge on Broadway Gardens and Sollershott East and West, repeated in his schemes across the world. A **co-ordinated approach to landscaping**, incorporating tree lined streets, hedging and trees defining the property frontages, groups of housing addressing a traditional village green, such as those found at Westholm and Ridge Road, enabled a park like character for the whole of the town and is a core principle.

- **Accents** were often created by variations in the building line. An example of this is the splayed arrangement of the three blocks of Silver Birch Cottages in Station Road.

- The **principle of closure** represents the breaking down of the street scene into sequences by means of closing the view at key points, particularly at road junctions. This is highlighted by the view southwards into Rushby Mead from Hillshott and demonstrated more formally in Jackmans Place around the triple road junction, where a focal block is set across the view line.

- **Group design** can be used as a means of giving identity to the various roads within the Garden City. For example, a residential cul-de-sac or the linking together of blocks to form street corners, as at the junction of Lytton Avenue and South View. Occasionally, **corners would be treated as blocks of striking design**, for example the twin ‘L’ blocks which frame the North side of the junction between Sollershott East and Field Lane, or the block boldly set diagonally across the acute angled junction between Sollershott East and South View. The **identity of roads was also emphasised by street trees**, with different species used for each road.
Aerial photograph looking approximately SSE across Broadway Gardens to the tree-lined corridors and double verges of the Broadway

Looking approximately NE across Broadway Gardens towards Letchworth Town Hall

Sollershott East

Silver Birch Cottages, Station Road

Village green style grouping of housing at Westholm

Representative examples of the design principles executed in the original Letchworth Garden City masterplan
Materials and Detailing

Barry Parker in his role as Chief Architect for First Garden City Limited was responsible for a series of regulations. This included reference to materials, where it states ‘the high standard of beauty which we desire to attain in the Garden City can only result from simple, straight-forward building, and from the use of good and harmonious materials. They desire as far as possible to discourage useless ornamentation and secure that buildings shall be suitably designed for their purpose and position’. This also reflects the influence of the Arts and Crafts on these pioneer architects.

The rough cast render utilised for the greater proportion of early homes, supported Parker and Unwin’s design approach and added cohesion to a design which involved a number of different architects and clients. This also helped address the availability of materials, as well as their dislike for the local bricks!

Design features such as dormer windows and gables were accented with tile-hanging or dark stained boarding and steep pitched roofs, with gables, hips and dormers creating variety in the street scene.

Unwin urged architects to ‘apportion materials with a view to some colour scheme….. avoid monotony, but not by an irregular jumble of materials and colours, but by a sufficient though unobtrusive variation in the different buildings, leading up to some more definite breaks in colour in certain parts; treating differently different roads or parts of roads, and so producing interest and variety on his estate, which will be greatly helped by the sense of unity maintained in each individual part, and of harmony over the whole’.

None of these core elements suggest that there should be a uniform design for all garden city schemes or the need to only develop a pastiche of early Garden City homes, which can be a disappointment on new developments, which claim a garden city influence.
4.3. **Other General Design Considerations**

In developing their proposals, competitors will also need to give due consideration to the following:

**Building Efficiency**

One of the partners for this competition is the Building Research Establishment (BRE). It is important that the homes take a fabric first approach to ensure that there is minimal environmental impact, whilst utilising natural resources such as sunlight in the most positive manner. Accommodation should be flexible and be suitable for the whole lifecycle and meet a range of needs. This should be acknowledged in entries.

**Landscape Strategy**

As set out previously, landscaping is one of the core assets in the overall garden city design approach. Details should therefore be provided of the proposed approach towards landscaping including a representation of the type of landscape strategy structure as part of a site master plan.

It is the Heritage Foundation’s aspiration to retain existing and provide additional hedgerow, create additional natural habitats which will support biodiversity and ensure that open space is safe and usable for all and plant at least 2,000 new trees.

**Urban Agriculture**

One of the garden city principles which is as relevant today as it was a hundred years ago, relates to the incorporation of local food production into the creation of new settlements. This has become even more prevalent as we face challenges to supply increasing population and climate change.

The University of Hertfordshire is also a partner in the competition, which has expertise in this area particularly through Dr Susan Parham, author of ‘Food & Urbanism’. Susan will be a member of the Judging Panel and is a specialist in the incorporation of food focussed place-making, food production, processing, distribution and consumption, as part of the garden city model.

Ideas for the inclusion of urban agriculture incorporating continuous productive urban landscapes should be proposed in the master planning proposals, to ensure that the new community has the best opportunity to grow and source local food, which will also be linked to the management of open spaces and the opportunity for exercise and healthy living.

**Water & Sustainable Urban Drainage Systems (SUDS)**

A positive approach to the minimisation of water use and the management of surface water should be adopted, and this should be used as a positive component of a master planned approach, in terms of habitat creation and amenity. Anglian/Affinity Water will be part of the judging panel and will be interested in solutions that help support water management with positive landscaping solutions.

SUDS should therefore be treated as an opportunity to enhance the scheme.
**Access & Highways**

The Foundation is working with the highways authority to agree the most appropriate access solution to serve the site. A plan indicating the proposed access points will be made available to registered competitors. The access points have been agreed in principle by the highways authority but will be the subject of detailed modelling and assessment. For the purposes of this competition, competitors should assume that the access solution will be implemented.

The site wraps around an existing area of open space, the Grange Recreation Ground. This is outside the development site, however the local authority, which owns the land, is agreeable in principle to a pedestrian and cycling access route to go through the recreation ground to assist with access and permeability.

**Commerciality**

In Phase 2 of the competition entries will also be appraised in terms of their potential viability and deliverability, to ensure that proposals represent a positive proposition to a commercial developer, but also the Foundation, who will be reinvesting receipts from the development of Site LG1 back into the local community by way of its charitable commitments.
COMPETITION CONDITIONS

5. COMPETITION PROMOTER
The Promoter of the Competition is the Letchworth Garden City Heritage Foundation.

6. COMPETITION ORGANISATION & ENQUIRIES
The Competition is being managed and administered by RIBA Competitions. All queries relating to the competition should be directed in the first instance to:
RIBA Competitions
No. 1 Aire Street
Leeds
LS1 4PR

++44 (0) 113 203 1490
riba.competitions@riba.org

The Promoters, the RIBA Architect Adviser, nor any other member of the Judging Panel should be solicited for information, as this may lead to disqualification from the competition.

7. COMPETITION FORMAT & ELIGIBILITY
The Competition will be held over two phases as outlined under Introduction and Invitation. Architects must have the right to practise in the country where he/she is qualified or in the country where he/she currently resides or practises. UK-based architects should therefore be registered with the Architects Registration Board (ARB) with overseas-based architects registered with an equivalent regulatory body.

The following parties are excluded from participating in the Competition and may not compete or assist a Competitor in any way:

- Members of the Judging Panel, anyone employed by the Promoter, their Advisers, or any third party who is connected to or supporting the selection process;
- Anyone who is closely related or has any kind of dependence, or close professional relationship to a member of the Judging Panel, their Advisers, or any third party connected to or supporting the selection process.
8. **COMPETITION PROGRAMME**

The anticipated competition programme, which may be subject to variation, is as follows:

<table>
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<tr>
<th>Task</th>
<th>Proposed date</th>
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<tbody>
<tr>
<td>Competition launch</td>
<td>Wed. 17 Oct. 2018</td>
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<tr>
<td>Registration opens with interested parties able to apply for supporting information</td>
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<tr>
<td>Deadline to raise Questions on the Brief</td>
<td>Thurs. 08 Nov. 2018, 17.00 (GMT)</td>
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<tr>
<td>Memorandum issued in response to Questions</td>
<td>Tues. 20 Nov. 2018</td>
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<tr>
<td>Deadline to apply for Unique Registration Number</td>
<td>Tues. 11 Dec. 2018, 17.00 (GMT)</td>
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<tr>
<td>Deadline for receipt of design submissions</td>
<td>Thurs. 13 Dec. 2018, 14.00 (GMT)</td>
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<tr>
<td>Evaluation of design submissions commences</td>
<td>w/c Mon. 17 Dec. 2018</td>
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<tr>
<td>Judging Panel meeting</td>
<td>w/c Mon. 07 Jan. 2019 or w/c Mon. 14 Jan. 2019</td>
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<tr>
<td>Shortlist &amp; unsuccessful competitors notified</td>
<td>w/c Mon. 21 Jan. 2019</td>
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<tr>
<td>Issue of Feedback on Phase 1 schemes to Shortlist</td>
<td>w/c Mon. 28 Jan. 2019</td>
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<tr>
<td>Group site visit &amp; briefing session for Shortlist</td>
<td>Fri. 01 Feb. 2019 (date Tbc)</td>
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<tr>
<td>Deadline to raise Clarification Questions</td>
<td>Fri. 08 Feb. 2019, 17.00 (GMT)</td>
</tr>
<tr>
<td>Memorandum issued in response to Questions</td>
<td>Fri. 15 Feb. 2019</td>
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<tr>
<td>Phase 2 submission deadline</td>
<td>Thurs. 07 March 2019, 14.00 (GMT)</td>
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<tr>
<td>Public exhibition &amp; community engagement events</td>
<td>w/c Mon. 11 March 2019 to w/c Mon. 25 March 2019</td>
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<tr>
<td>Presentations to Judging Panel</td>
<td>w/c Mon. 08 April 2019 (Tbc)</td>
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<td>Public announcement of result</td>
<td>Tbc</td>
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The above Timetable is indicative only and the Heritage Foundation reserves the right to amend the Timetable or extend any period at its discretion. Registered Competitors will be notified by RIBA Competitions of any changes made to the Timetable.
9. JUDGING PANEL
The Judging Panel [which may be subject to change] is expected to comprise:

<table>
<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
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<tbody>
<tr>
<td>Jane Duncan OBE</td>
<td>Director, Jane Duncan Architects + Interiors</td>
</tr>
<tr>
<td></td>
<td>[acting as the RIBA Architect Adviser]</td>
</tr>
<tr>
<td>David Ames</td>
<td>Letchworth Garden City Heritage Foundation</td>
</tr>
<tr>
<td>Member of Board of Trustees (Tbc)</td>
<td>Letchworth Garden City Heritage Foundation</td>
</tr>
<tr>
<td>Katy Lock</td>
<td>Town &amp; Country Planning Association</td>
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<tr>
<td>Gillian Hobbs</td>
<td>Building Research Establishment</td>
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<tr>
<td>Dr Susan Parham</td>
<td>University of Hertfordshire</td>
</tr>
<tr>
<td>Fionnuala Lennon</td>
<td>Homes England</td>
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<tr>
<td>Allan Simpson</td>
<td>Anglian Water</td>
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A representative from RIBA Competitions will attend all assessments to document the selection process and provide procedural support.

The Judging Panel will, subject to later amendment, be provided with advisory assistance from Heritage Foundation representatives and/or consultants employed by them.

In the event of a Judging Panel member being unable to continue to act through illness or any other cause, the Heritage Foundation, in consultation with RIBA Competitions, reserves the right to appoint an alternative Panel member.

10. CLARIFICATION QUESTIONS
Questions relating to the Competition Brief and Conditions should be submitted via e-mail to RIBA Competitions before close of business on 08 November 2018 referencing Re-Imagining the Garden City in the Subject header line, with the body of the text clearly identifying to which section of the Brief the question relates. The intention will be to make advice arising from queries received available to all Competitors (where doing so is in the interest of maintaining transparency and fairness in the procedure and would not constitute a breach of confidentiality).

An explanatory Memorandum in response to all questions raised will be circulated to all Phase 1 registered competitors after 20 November 2018. This Memorandum will form part of the Competition Brief. Oral questions will not be accepted.
11. **ANONYMITY - UNIQUE REGISTRATION NUMBER & DECLARATION OF AUTHORSHIP**

All Phase 1 design submissions will be judged anonymously, via use of the **Unique Registration Number [L#]** and **Declaration of Authorship form** issued at the time of Registration. The URN should be prominently displayed on each element of the design submission and in the digital file names, as per the Submission Requirements.

Any submission that has identifying marks [including logos, text, insignia, or images that could be used to identify the submission's authors] will be automatically disqualified.

The submission must be accompanied by the **Declaration of Authorship form** which should be duly completed with the URN entered in the box provided. Each Competitor must be able to satisfy the Competition organisers that the submitted design is an original piece of work [prepared for the express purposes of the Competition], and that he/she is the bona fide author of the design proposals he/she has submitted.

Submission of the Declaration of Authorship form acknowledges authorship of the design ideas, and by signing it, Competitors accept all conditions pertaining to the competition and agree to abide by the decision of the Judging Panel. The practice name, company details or individuals stated on the Declaration of Authorship form will be used in all press releases so please ensure the accuracy of the information provided.

It is intended that an on-line gallery resource of publicity images will be uploaded to the competition web site on conclusion of the competition. Any competitor who does not wish to be identified as the author of a scheme on the web gallery should indicate accordingly on the submitted Declaration of Authorship form.

12. **DISQUALIFICATION**

Submissions shall be excluded from the Competition:
- If a Competitor shall disclose his or her identity, or improperly attempts to influence the decision;
- If received after the latest time stated under **Section 14 Submission Method**;
- If, in the opinion of the Judging Panel, it does not fulfil the requirements of the Competition Brief;
- If any of the requirements of the Competition Brief and Conditions are disregarded.
13. **PHASE 1 SUBMISSION REQUIREMENTS**

There are three elements to the digital anonymous design submission, each of which should bear the Unique Registration Number [URN] only.

13.1. **A2 Design Sheets**

Submissions should take the form of 2 No. A2 digital sheets, with the Unique Registration Number [L#] prominently displayed in the top right-hand corner of each sheet, together with the sheet number (1 of 2 etc). The layout should be presented such that the proposals can be readily viewed on-screen and also be legible when printed at A3 size.

Phase 1 of the competition is not seeking fully developed designs, but initial responses and strategies to the challenges outlined in the brief. The A2 sheets should be illustrated in a clear and succinct manner to enable Panel members to readily understand the design drivers behind the master plan proposals, the approach towards the project and phasing. Concept sketches, plans and illustrations should be provided to depict the main characteristics of the scheme and convey the atmosphere of the development together with brief explanatory notes.

**Sheet 1** should outline initial master planning concepts and core principles. North should be oriented to point towards the top of the sheet.

**Sheet 2** should depict indicative house type concept/typologies. These do not need to be completed designs, but initial thoughts on the approach to the design of properties on the site.

The digital A2 sheets should be presented in landscape format, as a single PDF file of <25Mb. The file name should consist of the URN and item description, for example:

- URN#.A2 sheets.pdf

13.2. **Representative Publicity Images**

Up to 3 No. images should be provided for potential future media-use purposes, which may include an on-line gallery of all competition entries. The images should be representative of the ideas proposed and be readily identifiable as such. Applicants should bear in mind that plans do not necessarily reproduce well in the printed media and/or on-line.

Each publicity image should be submitted in JPEG format with high (300dpi) and low (72dpi) resolution versions of each image. The file name should consist of the URN and item description, for example:

- URN#.Publicity Image1_LowRes.jpg
- URN#.Publicity Image1_HighRes.jpg

13.3. **Declaration of Authorship and Use of Digital Map Data by Third Parties forms**

A combined PDF version of the duly completed Declaration of Authorship and Use of Ordnance Survey Maps / Digital Map Data by Third Parties forms, with the file name to consist of the URN and item description:

- URN#.Declaration & Use of Digital Data forms.pdf

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Re-Imagining the Garden City Design Ideas Competition (17Oct2018)
14. **PHASE 1 SUBMISSION METHOD**
Items 13.1 to 13.3 of the submission requirements must be submitted via RIBA Competitions' digital submission portal (RIBASubmit). All required elements of the submission must be received by the stated deadline. A unique link for this purpose will have been e-mailed to the contact address provided at the time of registration. Applicants are strongly advised to familiarise themselves with the submission portal and allow sufficient time for their entry to successfully upload prior to the submission deadline. RIBA Competitions and the Letchworth Garden City Heritage Foundation will not be responsible for any files that are delayed, lost or otherwise damaged or corrupted during transmission, however so caused. The portal will not accept any material to upload once the submission deadline has expired.

Deadline for Return: **14.00hrs (GMT), 13 December 2018.**

15. **PHASE 1 SELECTION CRITERIA AND METHODOLOGY**
The Phase 1 design submissions will be assessed against the following criteria which will have an equal weighting:

<table>
<thead>
<tr>
<th>Phase 1 Selection Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>i  Overall quality of the design approach and the proposals ability to fulfil the project</td>
</tr>
<tr>
<td>aspirations and in particular Garden City design principles</td>
</tr>
<tr>
<td>ii Response to the Brief, site opportunities and constraints</td>
</tr>
<tr>
<td>iii Clear communication of ideas to explain the ethos and approach behind the proposals</td>
</tr>
</tbody>
</table>

The Judging Panel will appraise each submission against the Selection Criteria and assign each to an upper ['A'], middle ['B'], or lower category ['C'] submission according to the Table given below.

<table>
<thead>
<tr>
<th>Upper category submission ['A']</th>
<th>‘A’ grading for all four criteria</th>
<th>Equating to &gt;8/10 against all criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle category submission ['B']</td>
<td>‘B’ grading for majority of criteria</td>
<td>Equating to between 5/10 and 7/10 for each criterion</td>
</tr>
<tr>
<td>Lower category submission ['C']</td>
<td>‘C’ grading for majority of criteria</td>
<td>Equating to between 0/10 and 4/10 for each criterion</td>
</tr>
</tbody>
</table>

The Shortlist will then be selected from the upper category submissions by successive rounds of iterative debate and evaluation against the stated Selection Criteria. A Judging Panel report will identify (by URN) the proposals ranked as ‘Upper’, ‘Middle’ and ‘Lower’ category submissions, and in the case of ‘Upper’ category submissions that are not short-listed, will document when the proposals were eliminated from further consideration. Requests for additional feedback should be received within 1 calendar month of issue of the Phase 1 Judging Panel report.
16. PHASE 2 - DEVELOPMENT OF DESIGN PROPOSALS BY SHORT-LISTED TEAMS

Anonymity will be lifted at Phase 2 and the authors of up to four short-listed schemes will be required to develop their design concepts in more detail in response to generic and scheme specific feedback, seeking advice from consultants from other design disciplines where appropriate. An open briefing session will be held to give short-listed teams an opportunity to visit the site and meet key representatives from the Heritage Foundation and its partners to learn more about their aspirations for the project, and how the ideas generated might influence future exemplar developments in the 21st Century.

Short-listed competitors will be required to develop their design ideas from Phase One in response to feedback provided from the Judging Panel. It is anticipated that this will take the form of the submission of:

- 1 x A2 sheet - proposed indicative master plan for the proposed development site
- 1 x A2 sheet - indicative house type concept/typologies
- Supporting Statement - up to 8 x single sides of A4, developing the design approach, influences and key concepts. This should also make reference to the deliverability of the proposal and a recognition of its commerciality.
- One visual image - this should summarise the proposed concept (this will be used in the online gallery of all entrants). The image should be representative of the ideas proposed and be readily identifiable as such and should be submitted in JPEG format, in a low resolution (72ppi) with an image width of at least 1000px.

This will need to be presented in a format that will be capable of being mounted as part of a physical exhibition and provided as PDFs for an online exhibition.

Further details of the Award Criteria will be issued in the Phase 2 invitations to short-listed teams. However, they are expected to include:

<table>
<thead>
<tr>
<th>Phase 2 Award Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>i</td>
</tr>
<tr>
<td>ii</td>
</tr>
<tr>
<td>iii</td>
</tr>
</tbody>
</table>
17. **PUBLIC EXHIBITION OF DESIGN CONCEPT PROPOSALS**
The developed design concepts by the short-listed teams will be subject to anonymous public display in Letchworth and an online community engagement exercise, with comments made available to the Judging Panel. The selection process will conclude with a debate about modern Garden City design and the short-listed design teams will be invited to present their proposals to the Judging Panel.

18. **CLARIFICATION INTERVIEWS**
Short-listed teams will be invited to present their proposals and answer questions from the Judging Panel at a final interview, leading to identification of the winner. Applicants should note that the interviews are currently scheduled to be held in Letchworth in early April 2019.

19. **COPYRIGHT**
The ownership of Copyright in the work of all applicants will by default remain with the applicant or other author of the work, as per the Copyright, Designs and Patents Act 1988.

20. **ANNOUNCEMENT OF RESULT & PUBLICITY**
The Competition result will be published after notification has been given to all participating Competitors.

Competitors will be expected to honour a confidentiality agreement and must not release their designs for publication or identify the name of the successful or unsuccessful designers to any third parties until after an official announcement has been made and/or anonymity lifted. In this context this includes (but without limitation) radio, television, newspapers, trade and specialist press, the internet and email accessible by the public at large and the representatives of such media. The Letchworth Garden City Heritage Foundation and RIBA Competitions reserve the right to publicise the Competition, any design submission, and the result in any way or medium they consider fit. Illustrations of any design - either separately, or together with other designs, with or without explanatory text - may be used without cost. This may include an on-line gallery of all competition entries and/or a digital/physical exhibition of short-listed submissions.

Once anonymity has been lifted, authors will be credited and recognised in all associated media and publicity.
21. HONORARIA & POST-COMPETITION COMMITMENT
It is intended that four teams will be selected to proceed to the second phase of the competition. Each short-listed team who submits a phase two entry and attends the clarification interview will each receive an honorarium of £6,000 plus VAT, with an additional £6,000 winner’s prize fund.

The honorarium will be paid to the architectural practice leading each design team. Other than the stated honorarium payments, no further expenses will be paid to short-listed teams. Letchworth Garden City Heritage Foundation undertakes to pay the Honoraria within four weeks of the conclusion of the competition. Invoices for payment should be submitted to RIBA Competitions.

The winning team will be commissioned by the Foundation to provide an indicative master plan for Site LG1, which will form part of the Development Brief and will be used as part of the marketing and partner recruitment exercise. This will be a paid for commission, separate from the Design Competition.

The winning team will also be invited by the Foundation to meet its appointed development partner and make a submission for the appointment of lead master planner for Site LG1.
Appendix 1: Declaration of Authorship Form

Form of submission document (Authorship and Partnership Declaration)

Entry for Design Competition: Re-Imagining the Garden City

Please insert Unique Registration Number [L#] below:

L. Name of contact person for purposes of the competition

Company, Practice, or Individual name

E-mail address of contact person

Telephone number (inc. area codes)

Postal address

Name of Qualified Architect leading the design team

Architects Registration Board No.

(UK-based applicants)

Name of equivalent regulatory body and Registration No.

(Overseas-based applicants)

Names of any other collaborating firms or individuals

DECLARATION

Please sign to confirm your acceptance of the below. Strike-through [5] and [6] if not applicable.

1. I/we have complied with and accept the regulations and conditions which apply to this Competition, including acceptance of the decision of the Judging Panel as final

2. I/we declare that the design approach ideas are our intellectual property, prepared by myself/ourselves, or in my office under my/our direct supervision for the express purposes of entering the Re-Imagining the Garden City Design Ideas Competition

3. I/we agree to honour the request for confidentiality, to prevent information being leaked to the press before an official announcement is made

4. I/we agree to permit free publication and exhibition of my/our design proposals in connection with the Re-Imagining the Garden City Design Ideas Competition

5. I/we wish to be identified as the author(s) of my/our design proposals in any publicity associated with the competition, including future creation of an on-line gallery resource of submitted publicity images. [Please strike through if you do not wish to be identified as the author(s) of your submitted design proposals]

6. The design is a result of a team collaboration by those listed above

[Please strike through if not applicable]

Signature:

Date:

The duly completed Declaration of Authorship form must accompany the other elements of the design submission and be received no later than the deadline stated under Section 14.
Appendix 2: Use of Ordnance Survey Maps / Digital Map Data by Third Parties

Third Party Declaration

Provision of Maps / Map Data under Ordnance Survey Copyright Licence, © Crown copyright and database rights (2018) OS Licence 100050351

I............................................................................................................ (please print full name) on behalf of
............................................................................................................. (print Company/Organisation name)
of the following address: .................................................................................................................................
...........................................................................................................................................................................
...........................................................................................................................................................................
confirm that I understand that the maps provided by RIBA Competitions (whether in paper, digital or other formats) are the property of Landmark Information Group Limited, 7 Abbey Court, Eagle Way, Sowton, Exeter. EX2 7HY and are subject to the Copyright, Designs and Patents Act 1988.

I undertake that no paper, electronic or other copies will be taken, other than for use by the Company / Organisation or its representatives in connection with the Re-Imagining the Garden City Competition. This duty and responsibility shall extend to myself, all employees of this company, to all sub-contractors working to this company and / or to all members of this organisation.

I further undertake, that, at the end of the contract or other period specified, any copies made of these maps or of this map data (including test plots) will either be destroyed or handed back to RIBA Competitions together with any original maps / map data supplied, copied, updated and / or derived (certification is required at the end of the contract).

I hereby indemnify RIBA Competitions and Letchworth Garden City Heritage Foundation against any claim or costs arising from breach of O.S. Copyright as a result of non-compliance by myself / my Company / Organisation in respect of the above.

Signed: .............................................................

Date: .............................................................

The duly completed Use of Ordnance Survey Maps / Digital Map Data by Third Parties form must accompany the other elements of the design submission and be received no later than the deadline stated under Section 14.