



Uttlesford District Council

Chief Executive: Dawn French

Housing Board

Date: Tuesday, 07 June 2016
Time: 10:00
Venue: Committee Room

Members: Councillors H Asker, A Dean, T Farthing, M Felton (Chairman), J Loughlin, A Mills, S Morris, V Ranger, J Redfern, H Ryles.

Other attendees:- A Hutton (Tenants' Forum representative)

AGENDA

1	Apologies for absence and declarations of interest	
2	Minutes of the meeting held on 8 March 2016	5 - 8
3	Matters arising	
4	Homelessness Update	9 - 12
5	Affordable Housing Update	13 - 16
6	Development Programme Update 2015-16	17 - 20
7	Development Programme updates (Council sites)	

7i	Mead Court - verbal update	
7ii	Catons Lane - verbal update	
7iii	Reynolds Court - verbal update	
7iv	Sheds Lane	21 - 30
7v	Newton Grove	31 - 36
7vi	Station Road	37 - 40
8	Private Sector Housing - progress report	41 - 46
9	Any other items which the Chairman considers to be urgent	
10	Date of next meeting	

For information about this meeting please contact Democratic Services

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HOUSING BOARD held at COUNCIL OFFICES LONDON ROAD SAFFRON WALDEN at 10am on 8 MARCH 2016

Present: Councillor M Felton (Chairman)
Councillors T Farthing, S Morris, A Mills, V Ranger, J Redfern and H Ryles

Also present: Mrs Angela Hutton and Mrs Carol Mandy (Tenant Forum representatives)

Officers in attendance: D Malins (Housing Development Manager), R Millership (Assistant Director Housing and Environmental Services), M Cox (Democratic Services Officer), J Snares (Housing Needs and Landlord Services Manager) and S Wood (Housing and Planning Policy Manager).

HB32 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Councillors A Dean and J Loughlin.

HB33 MINUTES

The minutes of the meeting on 9 December 2015 were signed by the Chairman as a correct record.

HB34 INTRODUCTION

The Chairman introduced Angela Hutton, the new Chairman of the Tenant Forum and Carole Mandy a member of the Tenant Forum. Mrs Hutton said that the new forum was aiming to have better interaction with tenants and to find out what they wanted from the housing service. There had been many recent changes to legislation that affected housing and it was important that tenants were aware of these and were offered assistance if required.

HB35 AFFORDABLE HOUSING UPDATE

The Housing and Planning Policy Manager updated the Board on affordable housing schemes, rural exception sites, viability and potential home owner schemes.

She informed the group that there was now some doubt about the availability of the ECC grant for the developer led affordable scheme at Everett Road, Saffron Walden. The council was lobbying ECC and the local MP but it might need to look at alternative sources of funding. Cllr Redfern said this matter had been raised at the Locality Board and Cllr Barker was pursuing this with the County Council.

Under rural housing, it was noted that the HCA had withdrawn grant funding on all affordable rented schemes, which meant that some of the rural exception sites were no longer viable and the council would have to look at different forms of funding for future years. Members were informed that it was now 25 years since the 1st rural exception site had been built in Ashdon. Events were being planned around this, which would also provide an opportunity to highlight the impact of the recent Government changes.

The recent budget changes and in particular the reduction in rent levels had affected the viability of developments. As a result, for a number of schemes developers had requested a change to the housing mix to a larger percentage of shared ownership over affordable rent. Viability assessments had been requested, but this trend was concerning as the council needed to maintain the supply of affordable rented properties.

Members were informed about the Rent Plus model for the delivery of affordable housing. This was a new scheme, aimed at people in the district who worked and aspired to own their own property. Officers were concerned about how this scheme could work and also that it wouldn't meet the needs of residents on the waiting list, on low income or benefits. Details of the scheme would be circulated to Members.

It was understood that Hastoe Housing Association was proposing to sell properties in Saffron Walden on land that had originally been gifted from UDC. This was due to the 1% rent reduction, and the need to sell older properties in order to maintain its development programme. However, these were social rented properties, to which the the council had nomination rights. Members were concerned at this situation, particularly as UDC had recently granted money to Hastoe to enable it to complete the rural exception site at Chrishall.

The Board agreed the following action

- To clarify the legal position with the HCA
- Establish the extent of the covenants on the land
- Arrange a meeting with Hastoe Housing Association

Cllr Redfern said that following an item at a recent Cabinet meeting, she was now in discussion about the level of contribution for off site affordable housing. She would report back the outcome to a future meeting.

HB36

DEVELOPMENT UPDATE

The Housing Development Manager gave a verbal update on current development schemes.

The Mead Court 2nd phase was progressing well and was expected to be completed by early June. The Board was pleased to note that the final overspend on this scheme was very small despite many issues with this site.

The Catons Lane development was scheduled to be completed at the end of May.

It was hoped that a fixed price for the scheme at Reynolds Court would be agreed by the end of April, in line with the timetable dictated by the HCA grant. The costs were expected to be higher than originally planned, due to the cost of subcontractors and to deal with asbestos that had been found on the site.

The schemes at Hatherley Court, Sheds Lane and Walden Place were in the early stages but progressing.

The twelve bungalows at The Mead, Little Dunmow had been found to have subsidence and were beyond economic repair. There was potential to redevelop this site for general needs accommodations once the units became void.

HB37

TRANSFER OF LAND AT NEWTON GROVE GREAT DUNMOW

The Board was informed that in 2013 the council had agreed to transfer land at Newton Grove, Great Dunmow to the domestic abuse charity, Safer Places for the provision of a domestic violence refuge. Safer Places had now informed the council that under its new model of working the site was no longer required. The site would now be considered for delivering affordable council housing funded by capital receipts.

It was RECOMMENDED to Cabinet that the land proposed for the project at Newton Grove, Great Dunmow be used by the housing department to deliver new affordable housing.

HB38

SALE OF LAND AT STATION ROAD WENDENS AMBO

The Board considered the proposed sale of a development plot at Station Road Wendens Ambo. The site had been identified following garden reductions and had outline planning permission for a single 2 -bedroom bungalow. Officers felt that it would not be financially viable to develop this plot for affordable housing but due to its location it would be a good option to sell as a private dwelling and the proceeds to be ring fenced within the HRA.

Councillor Redfern was disappointed with the suggested guide price of £100k. She was advised that the property would be subject to a tender process, which was likely to increase interest, but if members were concerned it would be possible to put on a reserve price.

The Board discussed whether there were alternative options that could maximise the amount achieved from this asset. One suggestion was to look at the garage area and whether there was potential to achieve a larger site in the longer term. Officers said there were limitations in terms of access and existing rights on the site, but members asked if this could be explored further before a decision was made.

It was AGREED to defer this item to the next meeting to receive information about existing rights of way on the site and the potential for further development.

HB39

SALE OF PROPERTY AT ST JOHNS CLOSE SAFFRON WALDEN

Members considered the proposed sale of a void property at 19 St Johns Close, Saffron Walden. The property was in a poor state of repair, and officers considered that the extent of the work required to bring it back to a habitable state was not value for money. It had been hoped that the property could be demolished to give access to the development site at the rear but due to other right to buy dwellings this was no longer an option. It was suggested that the property should be sold on the open market, with the possibility of selling separately part of its large garden to maximise the sale.

Members discussed this proposal and put forward various suggestion on how to gain access to the potential development site. The Development Manager said that due to constraints the site would only be able accommodate four affordable houses and felt that there were other potential development projects in the district where it would be easier to achieve results.

Cllr Redfern suggested that the council should consider retaining the property so as not to lose an affordable dwelling for rent, and also to maintain an interest in the future development potential of the site.

It was AGREED to carry out a full survey of the property to establish the cost of repair and report to the next meeting.

HB40

HRA DEVELOPMENT TASK GROUP

The Board felt it would be useful for members to discuss potential development proposals in more detail with the Development Manager before they were considered at the quarterly Board meeting. This would avoid possible deferment and delays in the process

It was AGREED to set up a task and finish group in the following terms

HRA Development Task Group

Terms of reference: To consider the feasibility of development schemes concerning the council's assets and report any proposals to the Housing Board

Members: Cllrs Dean, Felton, Morris, Mills, Redfern, Ryles
Lead officer: Doug Malins

Time scale: To be reviewed by the end of March 2017

The meeting ended at 11.45am.

Committee: Housing Board

Agenda Item

Date: 07 June 2016

4

Title: Homelessness Update

Author: Judith Snares – Housing and Wellbeing Manager Ext 671 Item for information

Summary

1. This report is to brief members on:-
 - The homelessness figures for the year 2015/16

Recommendations

2. That the Housing Board notes this report

Financial Implications

3. None

Background Papers

4. None

Impact

- 5.

Communication/Consultation	N/A
Community Safety	N/A
Equalities	N/A
Health and Safety	N/A
Human Rights/Legal Implications	N/A
Sustainability	N/A
Ward-specific impacts	N/A
Workforce/Workplace	N/A

Situation

Homelessness Figures

6. The table below shows the comparative homelessness statistics for 2015/16 and 2014/15.

	2013/14	2014/15	2015/16
Homelessness Presentations	97	112	116
Homelessness Acceptances	57	60	53
Homelessness Preventions	80	45	48
Number of Temporary Accommodation placements made in the year	76	81	87
Average time spent in Bed and Breakfast by accepted homeless families	3.71 weeks	1.73 weeks	2.4 weeks
Customers receiving in-depth housing advice	433	859	770

7. As can be seen the significant increase in the levels of homelessness that were seen in 2014/15 compared to 2013/14 have remained at this increased level in 2015/16.
8. The main reasons for homelessness last year were parental/friend evictions, relationship breakdowns and the ending of private rented tenancies.
9. There was an increased need to accommodate clients in temporary accommodation which made it more difficult to manage the through flow from bed and breakfast into our own self-contained accommodation. This led to a slight increase in the length of time on average that families have had to spend in bed and breakfast. Bed and breakfast continues to be used only as a last resort in emergencies.
10. The number of clients the housing options team saw for in-depth housing advice fell slightly in the 2015/16 but within these figures there has been an increase in clients with complex needs.

11. Although the team have continued to prevent homelessness, the figures show that it remains difficult. Where possible the housing options team negotiate with current landlords and families but realistically the only option available to many of the people they see facing homelessness is social housing, as it is the only option that is affordable for them. It is still difficult to identify private landlords willing to consider applicants on benefits and who have properties with rents within the Local Housing Allowance rates.
12. The picture for this coming year is that the situation is likely to remain difficult, with further welfare reform changes having an increased effect on people's incomes and relationships and the continued lack of affordable properties within the private rented sector.

Risk Analysis

13.

Risk	Likelihood	Impact	Mitigating actions
2.Cost of dealing with homelessness increases	2. The PI's show that homelessness still is on an upward trend	2. There will continue to be a need to have the funds available to meet the council's statutory homelessness duties	Careful monitoring of the homelessness budget allows for early notification if an overspend is likely The Housing Options team continue to try to prevent homelessness where ever possible and keep the time that clients have to spend in night let accommodation to a minimum
2 Lack of temporary accommodation	2 There has been an increase in use of temporary accommodation over the past year due to increase in homelessness	3 If there is no other suitable temporary accommodation available then the use of bed and breakfast might increase. Legislation says that bed	Continue to monitor the availability of temporary accommodation and if necessary make provision from council stock for the use of existing properties as temporary accommodation

		and breakfast should not be used for families, there is a risk of legal challenge if placements run over 6 weeks	
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1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

Committee: **Housing Board**

Agenda Item

Date: **7th June 2016**

5

Title: **Affordable Housing Update**

Author: **Suzanna Wood, Planning and Housing Policy Manager, Ext 543** Item for Information

Summary

This report provides an update on developer led affordable housing schemes, developer contributions on small sites under 10 units and the rural housing celebration.

Recommendations

1. That the Housing Board notes the report

Financial Implications

2. Affordable housing schemes and the financial implications of them are detailed in the Housing Strategy 2016-21.

Background Papers

3. None

Impact

4. None

Communication/Consultation	N/A
Community Safety	N/A
Equalities	The schemes listed will meet the needs of older people, those with a learning disability along with those who have a general need for affordable housing
Health and Safety	N/A
Human Rights/Legal Implications	None
Sustainability	N/A
Ward-specific impacts	Whole District
Workforce/Workplace	N/A

Situation

5. This report provides an update on developer led affordable housing schemes in partnership with a registered provider.
 - 115 affordable homes have been delivered during 2015/16, these include schemes with our housing association partners and the Council's house building programme.
 - Radwinter Road Independent living scheme, Saffron Walden is starting to progress with an anticipated start on site scheduled for June 2016. The scheme will deliver 40 rented and 33 shared ownership for those aged over 55 who require a minimum of 6 hours a week of assessed care.
 - Smiths Farm Independent living scheme, Great Dunmow is also progressing and a start on site is planned in January 2017. This will provide 60 affordable rented extra care units and a 10 unit learning disability scheme.
 - Everitt Road learning disability scheme, Saffron Walden, Essex County Council are pulling together a business case for decision later in the Summer. This will provide 7 self-contained flats for those with a learning disability.
 - Home Farm Trust Autism scheme, 8 specialist apartments for those with severe autism, progressing towards a planning application in September 2016.

6. Developer Contributions

Following the Court of Appeal decision (West Berkshire District Council and Reading Borough Council v. Secretary of State for Communities and Local Government [2016] EWCA Civ 441) on 12th May 2016. the National Planning Practice Guidance (NPPG) has now been amended so as to prohibit Local Planning Authorities from enforcing levies on certain development schemes

This amendment now means that affordable housing or tariff contributions will no longer be imposed on development schemes of 10 or less dwellings. An update will be provided to Cabinet and our Developer Contributions Guidance updated (along with the Housing Strategy 2016-21 and Affordable Housing Guide for Developers)

This funding had been used for specialist housing schemes over the last couple of years; it has contributed towards one of our extra care schemes, the learning disability scheme in Everitt Road and a small contribution to a rural scheme in Chrishall.

7. Rural Housing

During 2016, the Council will celebrate 25 years of delivering rural housing on exception sites and a week-long celebration is planned during rural housing week.

The first event will be held on 11th July in Ashdon where the first scheme was built 25 years ago and subsequent schemes have followed.

Further events will be held in Hatfield Heath, Wimbish and Newport throughout the week ending with a reception at the Council offices on Friday 15th July from 5.30 to 7.30pm. Key partners, Councillors and Parish Councils will be invited to the relevant events in the next couple of weeks.

Risk Analysis

8.

Risk	Likelihood	Impact	Mitigating actions
Schemes are delayed/do not go ahead due to lack of funding	1 – little risk, Officers will work with partners to ensure the schemes can be delivered	3 – schemes not available to meet housing need	Close partnership working will ensure that schemes progress.
Lack of affordable housing on small sites due to the change in Government policy	2 – Some risk, although we have a good development programme moving forward on S106 sites	3 – schemes not available to meet housing need	UDC to continue developing on its own small sites across the District
Reduced funding pot for specialist schemes	2 – Some risk, new specialist schemes will not be funded by the Council.	3 – schemes not available to meet housing need	Other funding opportunities will need to be sought.

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

Committee: **Housing Board**

Agenda Item

Date: 7th June 2016

6

Title: **Development Programme Update (2015/16)**

Author: **Stephanie Baxter – Housing Enabling Officer** Item for decision

Summary

This report sets out the following.

- The number of affordable homes delivered under the 2015/6 affordable housing programme by size and tenure.

Recommendations

- To accept the update as a true record of the number of affordable homes delivered as part of the 2015/6 programme.

Financial Implications

1. Affordable housing schemes and the financial implications of them are detailed in the Housing Strategy 2016-21.

Background Papers

Affordable Housing Programme, 2015/16 report.

Impact

1.

Communication/Consultation	None
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	Yes. Affordable housing supports the long term sustainability of Uttlesford.
Ward-specific impacts	Yes. Delivers much needed affordable homes to residents unable to meet their need through the market within the District.
Workforce/Workplace	None

Situation

2. The number of affordable homes delivered between 1st April, 2015 and 31st March, 2016 amounted to 115. 78 of these units were for affordable rent and 37 were for shared ownership. This includes a mixture of 1 & 2 bed bungalows and flats as well as 2, 3 and 4 bedroom houses for both tenures.
3. The Council's target is 100 affordable homes per annum. For 2014/15, 80 homes were delivered compared to 115 for 2015/16.
4. Planning permission during 2015/16 was given for 193 affordable homes which will be delivered as 145 affordable rent and 48 shared ownership. These will include a mixture of 1 & 2 bed bungalows and flats as well as 2, 3 & 4 bed houses for local people.
5. The number of affordable housing units projected for the 2016/17 programme amounts to 250 homes. These are projected to be delivered as 191 affordable rent and 59 shared ownership. However this breakdown may change in light of the Housing and Planning Act 2016. This Act has changed the definition of affordable housing and requires the Council to provide up to 20% of affordable housing provision as Starter Homes. However we are waiting for further guidance, before we redraft our policy.
6. Starter Homes is a new low cost home ownership product capped at £250,000 including a discount of 20% for first time buyers under the age of 40 years.

7. Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Not enough affordable homes delivered to meet high demand across the District.	2. Some risk due to external delays	2. Increase in the numbers of households on UDC housing waiting list	Will continue to work closely with developers and Parish Councils to ensure we meet our target of 100 affordable homes per annum.

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

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2015-2016 Affordable Housing Development Programme

Scheme Name	Area	RSL	Total Affordable Units	AR	SO	total units on site	% whole scheme	PP ref no.	Type
Stanley Road policy area 2	Chesterford - Great	Colne Housing Association	20	14	6	50	40	UTT/13/3444/DFO	S106
Jubilee Works	Clavering	CHP	9	6	3	23	39	UTT/13/3357/DFO	S106
Land South of Chickney RD/Blossom Hill Farm	Henham	Circle	8	6	2	21	38	UTT/14/2655/FUL	S106
Land West of Lodge Cottage. Chickney Rd	Henham	CHP	6	4	2	16	38	UTT/14/0065/FUL	S106
Windmill Works	Roding - Athorpe	Circle	2		2	11	18*	UTT/14/0779/FUL	S106
Brewers End (small site) policy area 2	Takeley	Moat	22	15	7	41	54	UTT/14/3295/DFO	S106
Ersamine Land south of B1256, between Olivias and New Cambridge House. Policy area 3	Takeley	CHP	3	2	1	15	20	UTT/14/0122/FUL	S106
Land off Wedow Road policy area 3 land East of Weaverhead Close	Thaxted	Moat	22	15	7	55	40	UTT/13/1153/DFO	S106
South of Sampford Rd Phase 1	Thaxted	Greenfields	14	7	7	30	47	UTT/12/5754/FUL	S106
South of Sampford Rd Phase 2	Thaxted	Greenfields	9	9		30	30	UTT/12/5754/FUL	S106
Totals			115	78	37	292	325		0

*Viability issues due to contamination of site.

Mead Court phase 1 omitted as units are re-provision.

Projected Affordable Housing Programme 2016/17*

Scheme Name	Area	RSL	End	Affordable Units	AR	SO	% whole scheme	PP ref no.	Type
Brick Kiln Farm phase 1	Dunmow - Great	CHP	Sep-16	26	18	8	40	UTT/14/0265/DFO	S106
Land adj to Hailies Wood policy area 6	Elsenham	CHP	Jul-16	14	9	5	44	UTT/13/2971/FUL	S106
Land East of Hailies Wood phase 2) and North of the Crown PH.	Elsenham	CHP	Jul-16	1	1		100	UTT/15/1121/FUL	S106
Land West of Station road. Policy area 1 /North Stansted Rd (Crown Estates)	Elsenham	Greenfields	Dec-16	62	45	17	40	UTT/14/3279/DFO	S106
Braintree Rd. Watch House Green policy area 2	Felsted	CHP	Jun-15	10	7	3	40	UTT/14/2591/DFO	S106
Carnation Nurseries	Newport	Iceni Homes	Mar-17	9	6	3	39	UTT/14/2234/DFO	S106
Land west of Cambridge Road	Newport	Hastoe	Mar-17	34	28	6	34	UTT/15/2364/FUL	RES
Reynolds Court - Sheltered Housing	Newport	UDC	Mar-17	10	10	0	100	UTT/14/3655/FUL	UDC
Foxley House. Green Rd policy area 1	Quendon	CHP	Sep-16	5	5		100	UTT/14/3662/FUL	RES
Catons Lane	Saffron Walden	UDC	May-16	6	6			UTT/14/2514/FUL	UDC
Mead Court ph2	Stansted Mountfitchet	UDC	Jun-16	15	15		100	UTT/13/0749/FUL	UDC
3 North View & The Warren policy area 2	Takeley	CHP	Sep-16	18	13	5	39	UTT/13/1779/FUL	S106
Brewers End (big site) policy area 5	Takeley	CHP	Dec-16	40	28	12	40	UTT/14/3295/DFO	S106
Totals				250	191	59			

*Subject to Starter Homes regulations

Committee: **Housing Board**

Agenda Item

Date: **7th June 2016**

7iv

Title: **Development Site – Sheds Lane, Saffron Walden**

Portfolio Holder: **Doug Malins, Housing Development Manager**

Key decision: **Yes**

Summary

1. This report provides the Housing Board with detail relating to the proposed development of the site at Sheds Lane, Saffron Walden.
2. This site has been identified as having potential for the development of council owned homes, as part of the council's on-going development programme.

Recommendations

3. That the Housing Board:
 - a. Recommends to Cabinet that the site is progressed through the planning application stage, having regard to the estimated costs associated with this work, as detailed in this report.

Financial Implications

4. Financial provision for the development of new Council owned homes is included within the Housing Revenue Account. The development of this site will also enable the use of Right to Buy capital receipts.
5. The Indicative cost for the scheme has been calculated by our consultant Quantity Surveyor having regard to site constraints and the prevailing market conditions. These indicative costs should be regarded as an estimate at this stage, and could be subject to change as further survey work is carried out, and the detailed designs are finalised. The final cost will only be known following the tender process for the selection of a building contractor.

Background Papers

6. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

Richard Utting Associates Outline Elemental Cost Plan – 27th May 2016

7.

Communication/Consultation	Existing tenants, local residents, Town Council and external agencies
Community Safety	Appropriate precautions would be taken

	during works
Equalities	Equality and diversity is a key issue for the Council with regards to housing provision
Health and Safety	During the management of the project all risks will be constantly reviewed, revised and managed
Human Rights/Legal Implications	Legal team have been consulted
Sustainability	An opportunity to construct new thermally efficient homes for people in housing need.
Ward-specific impacts	Saffron Walden
Workforce/Workplace	There are sufficient resources in the housing team to manage the project

Situation

8. The site is made up of two separate garage areas located on Sheds Lane in Saffron Walden. The land is currently used as a parking court comprising 50 garages in total which are constructed with concrete bases, concrete panel walls and a corrugated asbestos roof. However many are in a poor condition and at the time of starting this process, 12 of the garages were not in use.
9. Of the 38 garages in use, 24 were rented by owner-occupiers, with 14 rented by Council tenants. Garages of this age are generally too small for modern cars, and as such the majority of the usage was for storage. Notice to Quit has been served on all of the tenants, and alternative garages have been offered to those who want them.
10. The sites have excellent access directly onto Sheds Lane.
11. Saunders Boston architects have been appointed to undertake sketch schemes for the sites. For the Northern site (site B on the attached plan), they are proposing 2 x 2 bedroom 4 person houses. For the Southern site (site A on the attached plan), they are proposing 3 bedroom 5 person fully wheelchair compliant bungalow. Indicative unit type layouts are also attached to this report.
12. The 3 bedroom wheelchair compliant bungalow is being proposed to meet the specific needs of a particular family, where it is not possible to adapt their Council home to meet their needs, both now and for the future.
13. A Planning Pre-Application has been made and a favourable response received. The key issues that need to be considered are access, overlooking of adjacent dwellings and the loss of car parking. This will all be dealt with as part of the Design and Access Statement.

14. Topographical, Asbestos and Ecology surveys have already been undertaken. Services enquiries have also been made. Ground condition, demolition and structural surveys are due to be undertaken, along with a drainage strategy.
15. The construction costs for this development have been estimated at **£518,000 (£173,000 per dwelling)**. Whilst this sum does appear higher than expected, given the ‘Abnormal Costs’ attributed to this scheme, it is not perceived to be unreasonable. If the abnormal costs are stripped out, the estimate falls to **£464,000** or **£155,000 per dwelling**, which does not seem unreasonable under current market conditions.
16. The abnormal costs include the track hoist (including addition joists) and carport to the bungalow, demolition of the garages, breaking out of the whole concrete slab and additional works to the access “bell mouths”. A 10% contingency has also been included because of the early stage of this scheme. The estimate will therefore be updated as more detailed information is available, and the designs developed in more detail.

Risk Analysis

17.

Risk	Likelihood	Impact	Mitigating actions
Not achieving planning permission	1 Planners supportive	4 Development not possible	Pre-planning discussions with planners
Underground services identified	2 Investigations to be carried out	3 Diversions possible but cost implications	Investigations to be undertaken at the earliest stage
Further “abnormal costs” identified.	2. Surveys being undertaken	3 Potential cost implications	Contingency already included with cost estimate

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.



No. Note
 1 All dimensions to be verified on site by GENERAL CONTRACTOR and any work or setting out or preparing shop drawings.
 2 Drawings not to be scaled. Work to figured dimensions only.
 3 © copyright SAUNDERS BOSTON LIMITED. All rights reserved.
 This drawing remains the property of SAUNDERS BOSTON LIMITED at all times and may not be reproduced or copied in whole or in part without their prior written consent.
 4 This drawing and related specifications are for use only in the stated location.
 5 This drawing is to be read in conjunction with all other Consultants drawings and specifications.
 6 Drainage has not been surveyed and all pipe locations and below ground drainage runs are indicative.

PRE-APPLICATION

Chartered Architects		119 Newmarket Road Cambridge CB1 8HJ Tel: (01223) 367733
		E-mail office@saunderston.co.uk
Saunders Boston		
Client	Uttlesford District Council	
Job	Sheds Lane, Saffron Walden	
Drawing	Proposed Site Plan	
Scales	1 : 200 @A1	Date 24/02/2016
Number	1461-SK-505	Chk BR DIH
	Revision C	

Proposed 2 Bedroom 4 Person Houses

Proposed Floor Plans & Elevations

82 Sq M

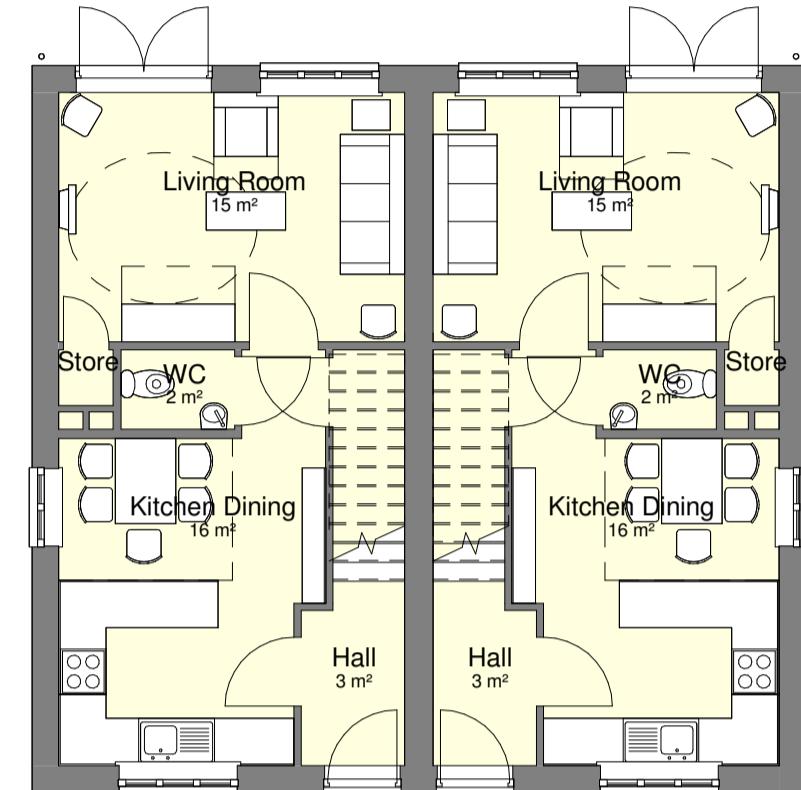
Key Dimensions

Kitchen/Dining - 3.5m x 4.3m
Living Room - 3.3m x 4.6m

Master Bedroom - 4.6m x 3.4m
Bedroom 2 - 2.3m x 5.5m
Bathroom - 2.3m x 2.0m

Scale 1:100
0 1 2 3 5m

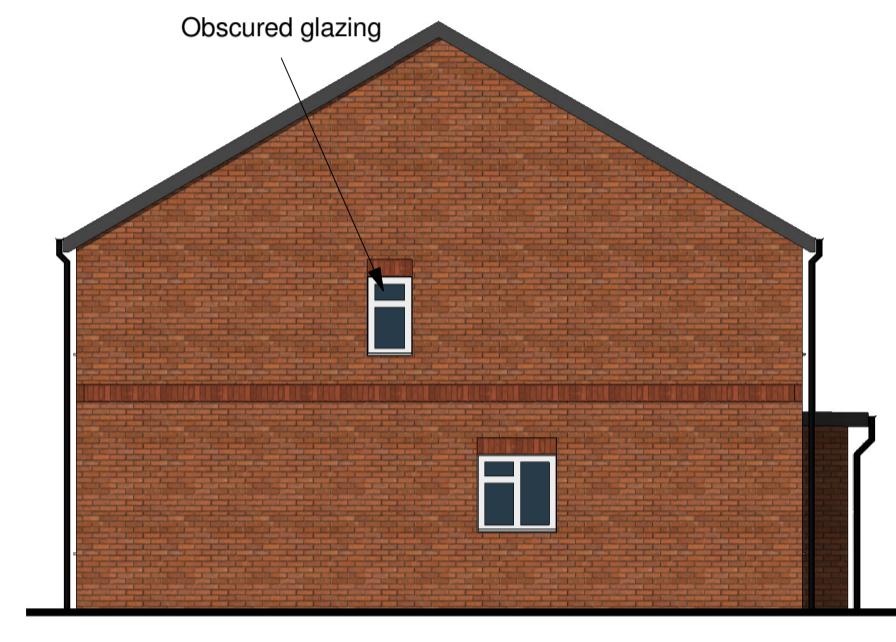
No.	Note
1	All dimensions to be verified on site by GENERAL CONTRACTOR and any work or setting out or preparing shop drawings.
2	Drawings not to be scaled. Work to figured dimensions only.
3	© copyright SAUNDERS BOSTON LIMITED. All rights reserved. This drawing remains the property of SAUNDERS BOSTON LIMITED at all times and may not be reproduced or copied in whole or in part without their prior written consent.
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5	This drawing is to be read in conjunction with all other Consultants drawings and specifications.
6	Drainage has not been surveyed and all pipe locations and below ground drainage runs are indicative.



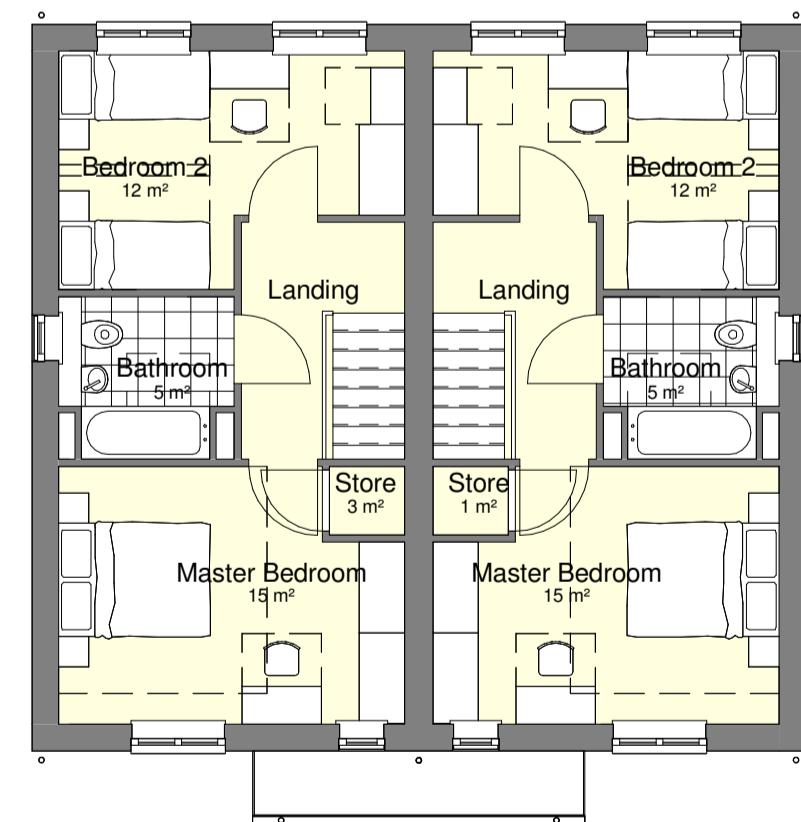
2B4P Ground Floor Plan
1 : 100



Elevation Front
1 : 100



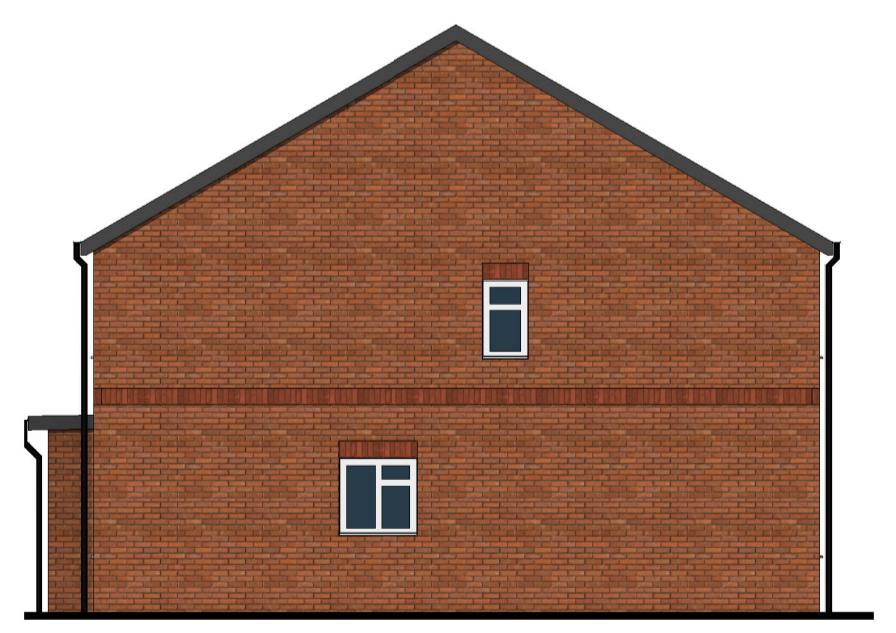
Elevation Side
1 : 100



2B4P First Floor Plan
1 : 100

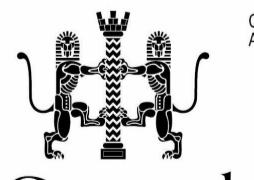


Elevation Back
1 : 100



Elevation Side 2
1 : 100

A	Increase length and minor amendments. Comply with ADP M4(2)	2016.08.21	CE	BR
No.	Revision	Date	Chk	Auh

PRE-APPLICATION				
 Chartered Architects 119 Newmarket Road Cambridge CB1 8HJ Tel: (01223) 367733 E-mail office@saundersboston.co.uk Saunders Boston				
Client	Uttlesford District Council			
Job	Sheds Lane, Saffron Walden			
Drawing	2B4P House Type Plans & Elevations			
Scales	1 : 100 @A1	Date	24/02/2016	
Number	1461-401	Chk	CE	BR
				Revision A

Proposed 3 Bedroom 4 Person Bungalow

102 Sq M

Key Dimensions

Kitchen - 3.5m x 3.0m

Dining - 3.0m x 2.6m

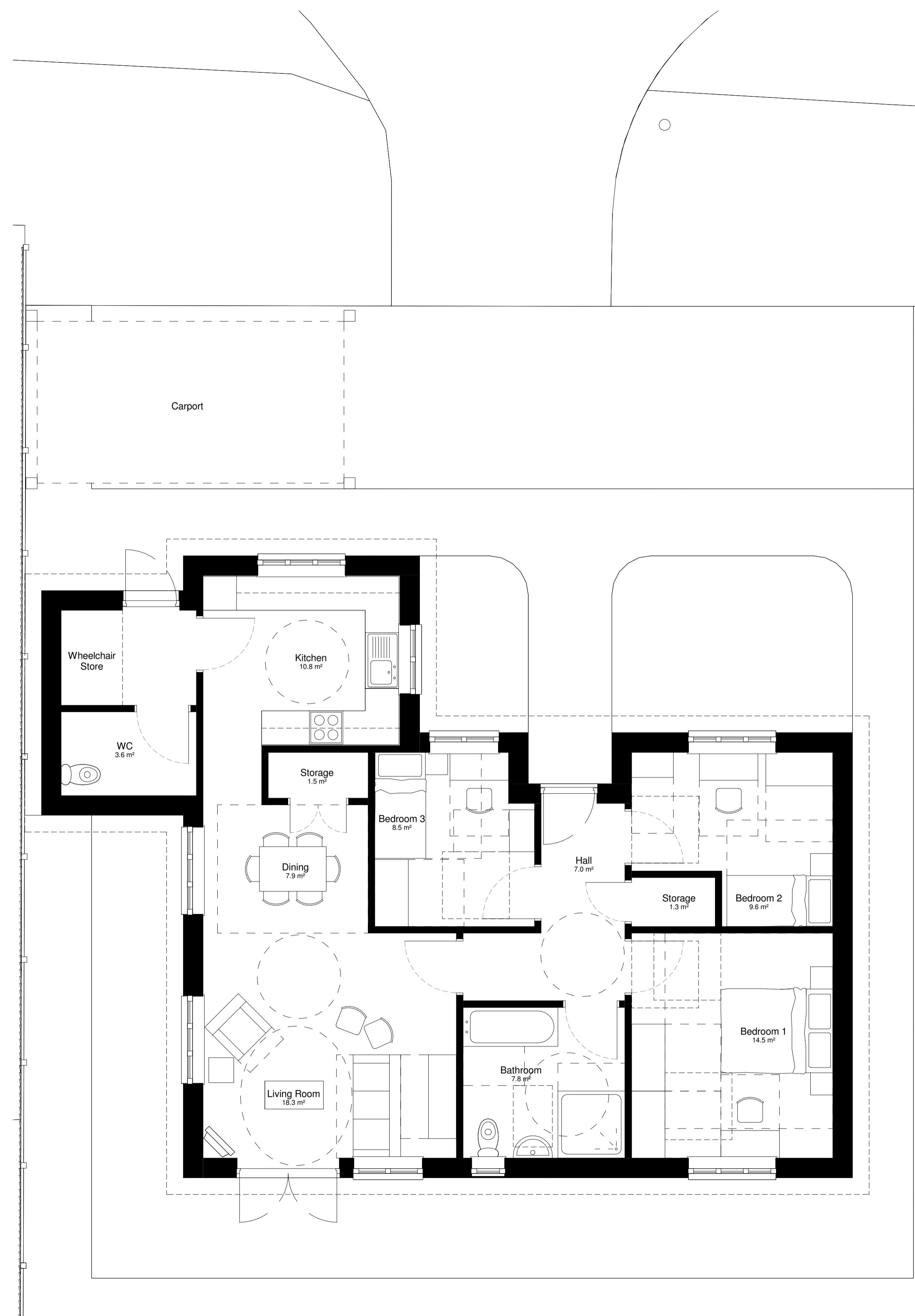
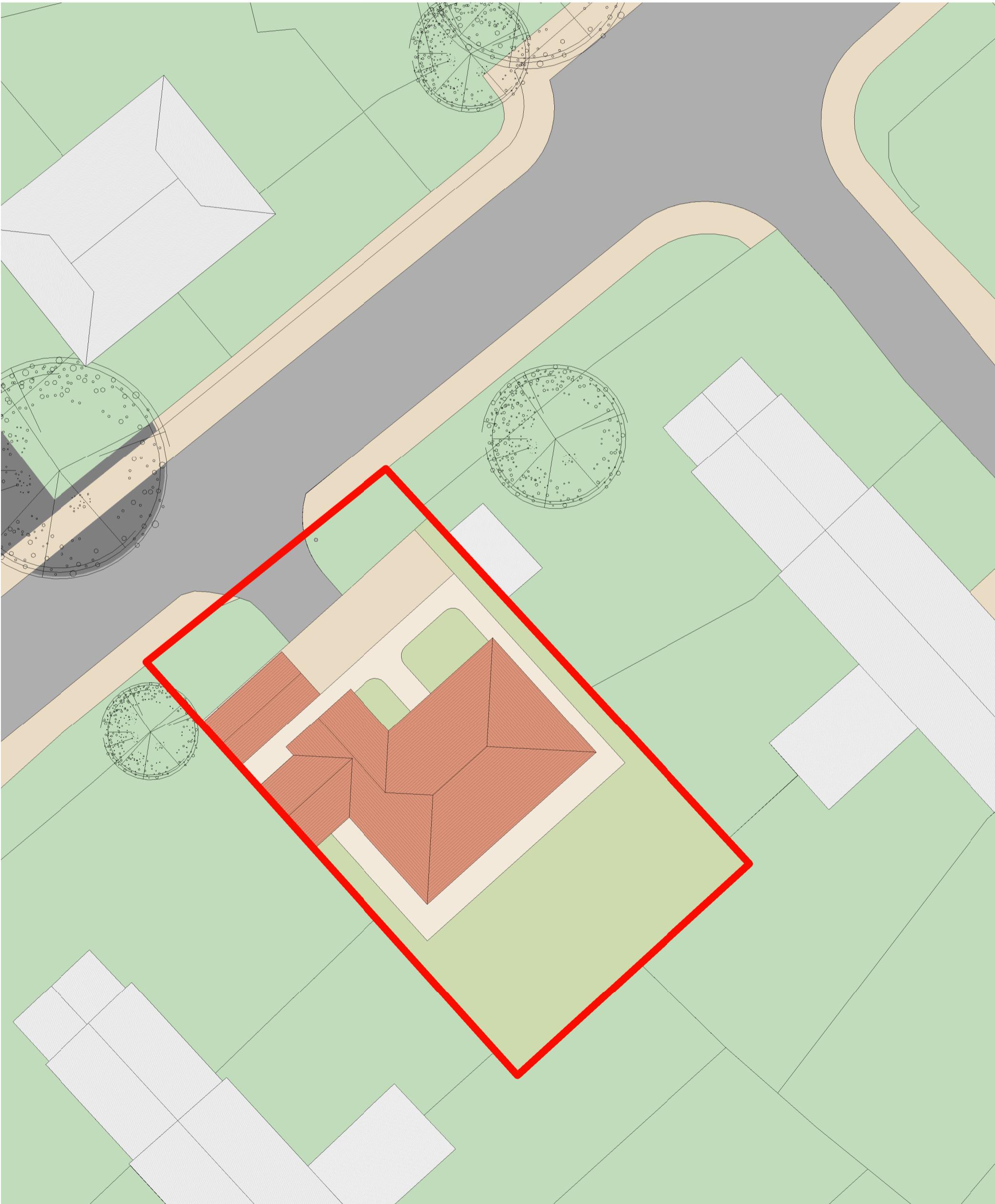
Living Room - 4.5m x 4.0m

Bedroom 1 - 3.5m x 4.0m

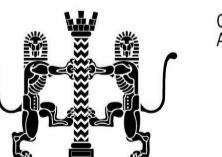
Bedroom 2 - 3.5m x 3.0m

Bedroom 3 - 2.6m x 3.1m

Bathroom - 2.9m x 2.7m



- No. Note
 1 All dimensions to be verified on site by GENERAL CONTRACTOR and any work or setting out or preparing shop drawings.
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 4 This drawing and related specifications are for use only in the stated location.
 5 This drawing is to be read in conjunction with all other Consultants drawings and specifications.
 6 Drainage has not been surveyed and all pipe locations and below ground drainage runs are indicative.

PRE-APPLICATION	
 Chartered Architects 119 Newmarket Road Cambridge CB1 8HJ Tel: (01223) 367733 E-mail office@saundersboston.co.uk	
Client	Uttlesford District Council
Job	Sheds Lane, Saffron Walden - Bungalow
Drawing	Plans
Scales	As indicated @A1
Date	16/03/2016
Chk	CE
Auth	BR
Number	1461-402
Revision	B

Committee:	Housing Board	Agenda Item
Date:	7th June 2016	7v
Title:	Development Site – Newton Grove, Newton Green, Great Dunmow	
Portfolio Holder:	Doug Malins, Housing Development Manager	Key decision: Yes

Summary

1. This report provides the Housing Board with detail relating to the proposed development of the site at Newton Grove, Newton Green, Great Dunmow.
2. This site has been identified as having potential for the development of council owned homes, as part of the council's on-going development programme.

Recommendations

3. That the Housing Board:
 - a. Recommends to Cabinet that the site is progressed through the planning application stage.

Financial Implications

4. Financial provision for the development of new Council owned homes is included within the Housing Revenue Account. The development of this site will also enable the use of Right to Buy capital receipts.
5. The Indicative cost for the scheme has been calculated by our consultant Quantity Surveyor. The scheme is at the very early stage of development, so costs are currently "ball park figures" which will be updated as further detailed information becomes available. They do, however, take account of known site constraints and prevailing market conditions. The final cost will only be known following the tender process for the selection of a building contractor.

Background Papers

6. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

7.

Communication/Consultation	Existing tenants, local residents, Town Council and external agencies
Community Safety	Appropriate precautions would be taken during works
Equalities	Equality and diversity is a key issue for the Council with regards to housing provision
Health and Safety	During the management of the project all risks will be constantly reviewed, revised and managed
Human Rights/Legal Implications	Legal team have been consulted
Sustainability	An opportunity to construct new thermally efficient homes for people in housing need.
Ward-specific impacts	Great Dunmow
Workforce/Workplace	There are sufficient resources in the housing team to manage the project

Situation

8. The site is made up of a licenced garage area located to the rear of dwellings at Newton Grove, Newton Green, Great Dunmow. These are sites where people pay an annual ground rent and erect their own garage. There is currently only one garage in use on this site.
9. At the last Housing Board meeting on the 8th March 2016, it was reported that this site was no longer to be transferred to Safer Places for the construction of a Domestic Violence Refuge, because Essex County Council priorities have changed with regard to Domestic Violence services. Therefore, it was agreed that this site would be developed for General Needs Council Housing.
10. Attached to this report are 3 sketch options for the site, provided by our architects, The Design Partnership. It is proposed that the option that most meets housing need, would be more acceptable to planners and more user friendly for tenants living in the dwellings would be option 1. This option proposes a development of 3 x 2 bedroom 4 person houses.
11. A Planning Pre-Application has already been made when the Domestic Violence Refuge design was being progressed. Therefore, we are already aware of the key planning issues that need to be considered in relation to this site, and these include access, overlooking of adjacent dwellings and the provision of adequate car parking for the new dwellings. This will all be dealt with as part of the Design and Access Statement and scheme drawings.

12. A Topographical survey has already been undertaken. Other surveys such as Ecology, Ground Condition, Arbocultural, Contamination, Flood Risk and service enquiries will be needed and are being arranged. A drainage strategy will also be required.
13. The preliminary construction estimate for this development has been estimated at **£456,000 (£152,000 per dwelling)**. This sum does not appear to be unreasonable given current market conditions, and does allow a 10% contingency. However, this is at the very early stages of development, and therefore the estimate will be updated as more survey information is available, and the designs are developed in more detail.

Risk Analysis

14.

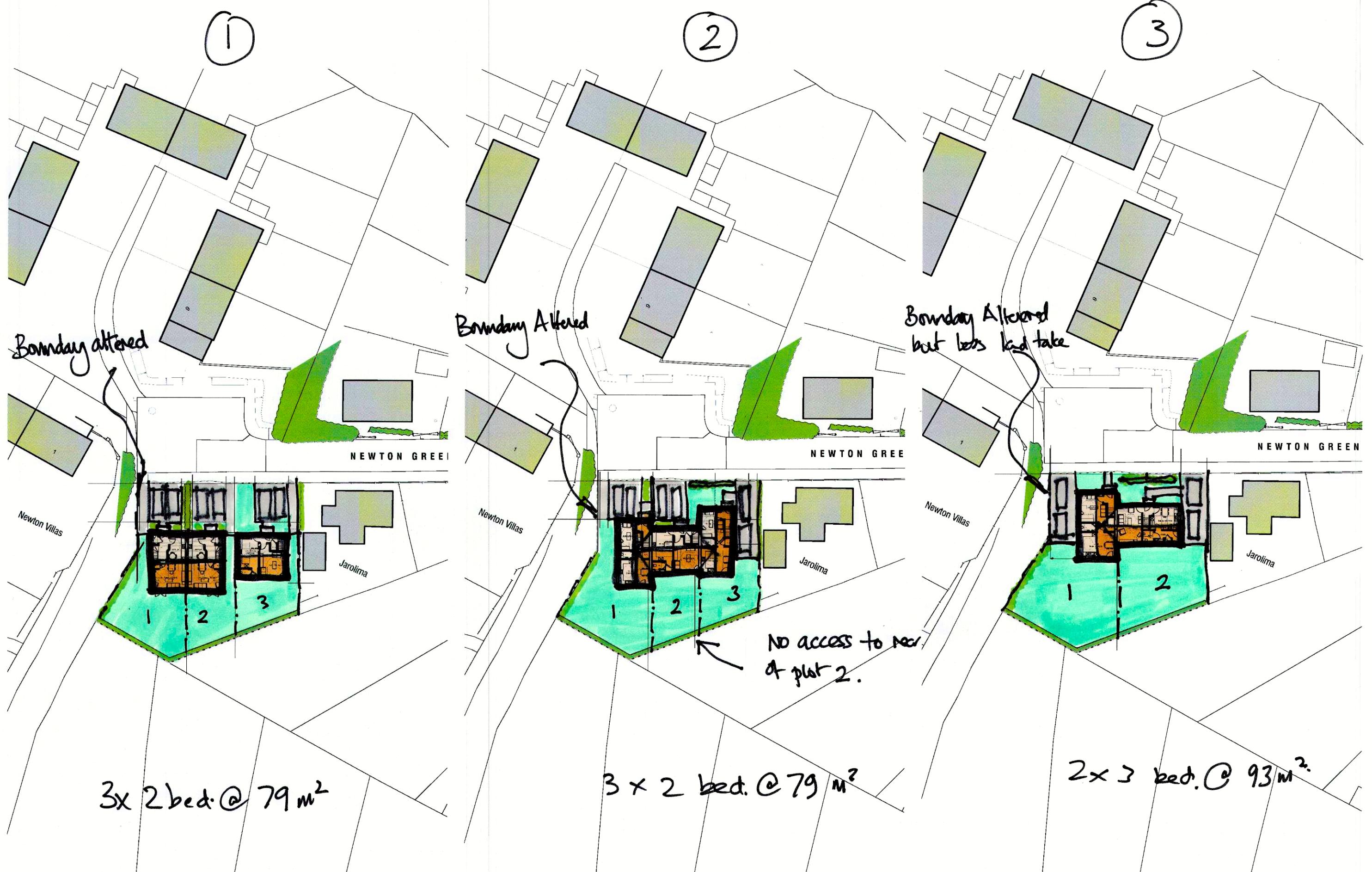
Risk	Likelihood	Impact	Mitigating actions
Not achieving planning permission	1 Planners supportive	4 Development not possible	Pre-planning discussions with planners
Underground services identified	2 Investigations to be carried out	3 Diversions possible but cost implications	Investigations to be undertaken at the earliest stage
Further “abnormal costs” identified.	2. Surveys being undertaken	3 Potential cost implications	Contingency already included with cost estimate

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.



Committee: Housing Board

Agenda Item

Date: 7th June 2016

7vi

Title: Station Road, Wendens Ambo

Portfolio Holder: Doug Malins – Housing Development Manager **Key decision:** Yes

Summary

1. This report provides details relating to the proposed sale of a development plot located at Station Road, Wendens Ambo, which has the benefit of Outline Planning Permission. This was last discussed at the Housing Board of the 8th March 2016, and a decision was deferred pending a Member site visit.

Recommendations

2. That the Housing Board recommends to Cabinet
 - a. That the site is sold on the open market by way of tender and/or sealed bids, with a guide price for offers as advised by the selling agent. The guide price will be set to maximise competitiveness and interest in the plot.

Financial Implications

3. Financial implications are detailed in the report.

Background Papers

4. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

5.

Communication/Consultation	Parish Council.
Community Safety	N/A
Equalities	N/A
Health and Safety	The development will be undertaken with full compliance to Health and Safety Regulations.
Human Rights/Legal Implications	The Planning Application was subject to the statutory consultation period, and the application was heard and approved by UDC's Planning Committee.
Sustainability	N/A

Ward-specific impacts	Wendens Ambo
Workforce/Workplace	Housing Development

Situation

6. The site at Station Road was identified following garden reductions undertaken on two Council tenancies relating to No.'s 2 and 4 Station Road, Wendens Ambo.
7. Outline Planning Permission was granted at Planning Committee on the 10th February 2016 for the construction of a single two bedroom bungalow, including associated external works and parking. Access and layout has is approved with all other matters reserved. The site layout plan is attached to this report for information.
8. Development of this single plot for affordable Council housing would be expensive, and not financially viable. However, due to the location of the site, with its close proximity to Audley End Station, Saffron Walden and other amenities, it should attract a lot of interest as a development site for a private dwelling.
9. The sales proceeds from the sale of the site would be ring-fenced within the HRA for the development of further financially viable Council house development sites.
10. Members visited site on the 10th May 2016 to assess whether there are wider development opportunities for the area by incorporating the garage area to the rear of the existing dwellings.
11. Due to the number of rights of way across the garage area, in favour of the Right to Buy dwellings, further residential development of this site would be impractical.

Risk Analysis

12.

Risk	Likelihood	Impact	Mitigating actions
Not achieving guide price, or above guide	1 Strong demand for housing in the locality	2 Accept a lower offer, or re-advertise to encourage greater competition/demand	Ensure site is widely advertised both in the press and on-line using the usual websites.

1 = Little or no risk or impact

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SOFT LANDSCAPING:



Rear Garden
Rear Gardens to be turfed



Front Garden
Front garden to be turfed.



Soft Landscaping / Planting
Existing hedge planting to remain and cut back with new opening formed with approval of Local Authority.

DO NOT SCALE FROM THIS DRAWING

THE GENERAL CONTRACTOR IS TO CHECK ALL DIMENSIONS ON SITE AND REPORT ANY DISCREPANCIES TO THE SUPERVISING OFFICER.

ALL DIMENSIONS ARE SHOWN IN 'mm' UNLESS OTHERWISE STATED.

NOTES:



The Design Partnership

The Design Partnership (Ely) Ltd
Clarendon House,
10 Station Road,
Chatteris
Cambridgeshire PE16 6AG

Tel: 01354 693111

Job Title

Proposed New Bungalow
Land rear of 2-4 Station Road Wendens Ambo for
Uttlesford District Council

Drawing Title

Outline Planning Application
Indicative Site Plan

Date	Scale	Drwn	Dwg. No.
Jan 16	as shown	aw	UDC-704-OUT
Rev.			

Committee: **Housing Board**

Agenda Item

Date: **7 June 2016**

8

Title: **Update on UDC's Well Homes Initiative**

Author: **Marcus Watts**

Item for information

Summary

1. The report provides the Housing Board with an update of the Private Sector Housing work.

Recommendations

2. That the Housing Board acknowledges the Private Sector Housing work delivered and its contribution to the health and wellbeing agenda

Financial Implications

3. None

Background Papers

4. Uttlesford District Council Housing Strategy

Published Papers

5. The District Council Contribution to Public Health: A Time Of Challenge And Opportunity – The Kings Fund – 2015

Impact

- 6.

Communication/Consultation	No communication/consultation has taken place
Community Safety	No direct impact on community
Equalities	No impact on equalities
Health and Safety	No impact on employee health and safety
Human Rights/Legal Implications	All intervention work is carried out in accordance with existing legislative framework and the Councils' enforcement policy
Sustainability	Enforcement work undertaken to sustain

	occupation of decent housing stock
Ward-specific impacts	No specific impact - information is available for all wards.
Workforce/Workplace	In house resource

Situation

7. There are 27,355 private sector dwellings (Census, 2011) in Uttlesford. These are made up from 22,746 owner occupied dwellings and 4609 dwellings owned by private landlords.
8. The average house price in Uttlesford is £450,300 compared to a regional average of 299,400. This is approximately 11 times the average income. This places more pressure on the rental market and drives up rental prices. As a consequence, increasing numbers of low income earners are being pushed into the lower end of the property rental market.
9. The Council's Environmental Health Service is responsible for the delivery of a range of services under the heading of 'Private Sector Housing'. These services are explained below along with the achievements delivered by the service in 2015/16.

Private Sector Housing Complaints

10. Under the Housing Act 2004, the Council have powers to control, minimise and prevent poor housing conditions. 29 potential hazards have been identified within the Act that can present a risk to an occupier or visitor to a dwelling these are rated into categories 1 to 5 (5 being the least hazardous).
11. Where category 1 hazards are identified the Council must take action to protect the health, safety and welfare of tenants, homeowners and the public. Typically, in the private rented sector this may result in formal action and works in default to remedy a defect if there is imminent risk to health & safety.
12. In 2015/16 the Environmental Health service investigated 88 complaints relating to poor housing. Of these, action was taken to remove 22 category 1 hazards. The work of the team is now being appraised using a Health Cost Calculator, development by the British Research Establishment (BRE) which to date calculates the savings of these interventions to the NHS and to society of over £40,000.

Houses in Multiple Occupation (HMOs)

13. The definition of HMO is provided in the Housing Act 2004. Large HMOs (3-storey or more with 5 or more occupants & share facilities) require a Mandatory HMO Licence, issued by the Environmental Health Service.
14. Each year the Council receives many complaints from persons living in HMOs regarding poor conditions and mismanagement. Due to the nature of the accommodation, HMOs are considered to be a higher risk and more likely to

present poor housing conditions. The Environmental Health Service has a duty to investigate complaints of poor standards and management and takes appropriate action against landlords to remedy the problem.

15. In 2015/16 the Environmental Health Service identified 7 HMOs requiring mandatory licensing.

Private Sector Landlords Forum

16. Locally and nationally some of the worst housing is in the private rented sector and the Council has recognised the need to work proactively with landlords and letting agents to achieve improvements. The Council organises a private sector landlord forum once a year and seeks to establish contacts through letting agencies and directly with landlords through emails and newsletters.

Disabled Facilities Grants (DFGs)

17. The Council administers and provides DFGs allowing disabled people to live as comfortably and independent as possible in their own home. DFGs are known to reduce falls and reduce the need for additional nursing or social care. They also improve levels of independence, dignity, well-being, control, and autonomy in day-to-day self-management of disabled people.
18. Alongside the social improvements there are strong economic arguments in support of the service that are being increasingly recognised. Studies have shown that an adaptation of £3,000 leads to a saving to society of £16,400. The main savings arise from the reduced need for care home provision, reduced need for social care provision, reductions in hospital admissions and discharge (bed blocking) times.
19. In 2014 the funding allocation for DFGs has passed from central government to Essex County Council (ECC). Recently our funding has increased, although we continue to be one of the lowest funded in the country. We have brought this repeatedly to the attention of ECC, and are engaging with them in their County wide review of DFG delivery with a view to increasing our share proportionately.
20. Currently we operate in partnership with the Papworth Trust on matters relating to DFG delivery. However, we also recognise that the service can be improved and over the next 12 months we will be looking at how to do this. It is important to note, that we are not in isolation and as part of this review we are talking to neighbouring authorities and commissioning services at ECC.
21. In 2015/16 60 referrals were made from Occupational Therapists to Environmental Health DFG applications. Our income from ECC was £98,000, yet our DFG expenditure was £210,000. In 2016/17 our income from ECC will increase to £160,000.

Home Repair Assistance Grants (UHRAs)

22. The Council offers discretionary grant assistance to occupiers of dwellings and mobile homes to carry out essential repairs or improvements. Powers are given to

local authorities to provide this form of assistance under The Regulatory Reform (Housing Assistance)(England and Wales) Order 2002.

23. All applicants need to be on a means tested benefit to receive the grant, which is up to £3,000 or up to £5,000 in the case of mobile homes where thermal insulation or energy efficiency measures are carried out in addition to repairs. For additional work over the grant limit, an interest free loan of up to £7,000 can be given, which becomes repayable once the property is sold or the applicant no longer lives there.
24. In 2015/16, the team received 6 HHRA applications and paid out over £8,000.00 for repairs. We are seeking to review this Policy and attempt to help those in greatest need through projects that will target certain properties through profiling factors such as the age and construction of the property, age, health and income of the occupants etc.

Empty Homes Enforcement

25. The Environmental Health Service plays an active role in creating homes from empty properties and in doing so plays a role in tackling the housing crisis in an environmentally sustainable way.
26. Our enforcement powers include the power to compulsory purchase a property. Other provisions include the application of Empty Dwelling Management Orders (EDMO) that gives the council the right to possession of the dwelling but not ownership.
27. Throughout 2015/16, 246 long-term empty properties have been identified. UDC's Empty Home Officer has returned 149 to occupation following active intervention.

Future work

28. Poor housing has a direct link to poor health, comfort and mental wellbeing. The work undertaken by the Council contributes directly to the health, protection and wellbeing of residents. Evidence shows that the worst housing is in the private rented sector.
29. Much of the work of the Environmental Health service is reactive. However, we recognise that there is a need to be more proactive in identifying poor housing conditions and the landlords responsible. Over the coming year we will be looking at how to do this.
30. We are hopeful of attracting more resources through a growth bid for an additional p/t officer and from partners such as Public Health England.

Risk Analysis

31.

Risk	Likelihood	Impact	Mitigating actions
DFG Grant funding is reduced	1 present advice is that funding will continue at existing level.	3 additional capital budget may be required to satisfy demand - current scheme is already under funded	Seek to ensure grant fund is maintained at current level and/or increased. Participate in ECC review process
Increase in empty homes in the district	1The council is working to bring empty properties back into residential use to help meet housing requirements and raise housing standards	3 Long term empty properties may become targets for anti-social behaviour, vandalism, fly tipping and pose a health and safety risk to the community	Continue to take active intervention where possible

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