



Public Document Pack

Uttlesford District Council

Chief Executive: Dawn French

Cabinet

Date: Wednesday, 4th April, 2018

Time: 7.00 pm

Venue: Foakes Hall, Great Dunmow

Leader and Chairman: Councillor H Rolfe

Members: Councillors S Barker, S Howell, V Ranger, J Redfern and H Ryles

Other attendees: Councillors A Dean (Liberal Democrat Group Leader and Chairman of Scrutiny Committee), J Lodge (Residents for Uttlesford Group Leader) and E Oliver (Chairman of Governance, Audit and Performance Committee)

Public Speaking

At the start of the meeting there will be an opportunity of up to 15 minutes for members of the public to ask questions and make statements subject to having given notice by 12 noon two working days before the meeting.

AGENDA PART 1

Open to Public and Press

1 Apologies for Absence and Declarations of Interest

To receive any apologies for absence and declarations of interest.

2 Minutes of the Previous Meeting

5 - 16

To consider the minutes of the meeting held on 15 February 2018.

3 Questions or Statements from Non-Executive Members of the Council (standing item)

To receive questions or statements from non-executive members on matters included on the agenda.

4 Matters Referred to the Executive (standing item)

To consider matters referred to the Executive in accordance with the provisions of the Overview and Scrutiny Procedure Rules or the Budget and Policy Framework Rules.

5 Reports from Governance, Audit and Performance and Scrutiny Committees (standing item)

To consider any reports from the Governance, Audit and Performance and Scrutiny committees.

6 Refugee Working Group (standing item)

To receive a report from the Refugee Working Group.

7 Corporate Plan Delivery Plan 2018/19 17 - 32

To consider the Corporate Plan Delivery Plan 2018/19.

8 Final Progress report on the Corporate Plan Delivery Plan 2017/18 33 - 48

To consider the Final Progress Report on the Corporate Plan Delivery Plan 2017/18.

9 Voluntary Support Grants Committee 49 - 52

To receive a report on the review process undertaken by the Voluntary Support Grants Committee.

10 Amendments to Housing Allocations Policy and Homelessness Strategy 53 - 136

To consider amendments to housing allocations policy and homelessness strategy.

11 HRA Land Asset Management 137 - 144

To consider the recommendations regarding the assets identified in the report.

12 S106, Priors Green, Takeley 145 - 148

To consider whether to release Section 106 funding for the refurbishment of the Old School House, Takeley.

13 POW Camp 116, Hatfield Heath: Nomination as an Asset of Community Value 149 - 172

To consider listing POW Camp 116, Hatfield Heath as an asset of community value.

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Agenda Item 2

CABINET held at COUNCIL CHAMBER - COUNCIL OFFICES, LONDON ROAD, SAFFRON WALDEN, CB11 4ER, on THURSDAY, 15 FEBRUARY 2018 at 7.00 pm

Present: Councillor H Rolfe (Chairman)
Councillors S Barker, S Howell, V Ranger, J Redfern and H Ryles

Officers in attendance: D French (Chief Executive), R Dobson (Principal Democratic Services Officer), R Harborough (Director - Public Services), A Knight (Assistant Director - Resources), S Pugh (Assistant Director - Governance and Legal) and A Webb (Director - Finance and Corporate Services)

CA85 **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence were received from Councillor Lodge. Councillor Light was in attendance as his deputy.

CA86 **MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 11 January 2018 were received and signed by the Chairman as an accurate record of the meeting.

CA87 **QUESTIONS OR STATEMENTS FROM NON-EXECUTIVE MEMBERS OF THE COUNCIL (STANDING ITEM)**

No questions or statements from non-executive members were received.

CA88 **CONSIDERATION OF REPORTS FROM OVERVIEW AND SCRUTINY COMMITTEES (STANDING ITEM)**

No reports from the Scrutiny Committee had been referred for consideration.

CA89 **REFUGEE WORKING GROUP (STANDING ITEM)**

Councillor Redfern said there were no new substantive issues to report

CA90 **BUDGET MONITORING 2017/18 - QUARTER 3 OUTTURN**

Members considered a budget monitoring report on the outturn for the third quarter of 2017/18.

Councillor Howell highlighted the underspend forecasted in the General Fund, which was due mainly to the income from the in-year purchase of the 50% share in Chesterford Research Park. The Capital Programme was forecast to underspend by £10,343,000, including slippage brought forward from 2016/17 and slippage of £10,050,000 to be carried forward to 2018/19. Regarding the Housing Revenue Account, this was forecasting an operating surplus of £134,000 and an overall underspend of £2,994,000, which was directly linked to slippage in the Capital Programme.

RESOLVED to approve the outturn forecast and reserves position in relation to the General Fund, Housing Revenue Account, Capital Programme and Treasury Management.

CA91 **BUDGET COVERING REPORT 2018/19**

Members considered a covering report, relating to the budget reports and recommendations listed.

Councillor Howell said members were asked to note that each report was presented individually for approval. The reports listed in the covering report were: the Equalities Impact Assessment; the Robustness of Estimates and Adequacy of Reserves report; the Reserves Strategy; the Medium Term Financial Strategy, the Treasury Management Strategy; the Capital Programme; the General Fund Budget and Council Tax, and the Housing Revenue Account Budget together with an accompanying Equalities Impact Assessment.

Councillor S Barker suggested the budget reports could in future years be taken as appendices to one report.

Councillor Howell said he would take each report at a time for Cabinet to consider each recommendation.

RESOLVED to note the budget reports would be presented individually for approval of the recommendation to Council, the reports listed being the following:

the Equalities Impact Assessment; the Robustness of Estimates and Adequacy of Reserves report; the Reserves Strategy; the Medium Term Financial Strategy, the Treasury Management Strategy; the Capital Programme; the General Fund Budget and Council Tax, and the Housing Revenue Account Budget together with an accompanying Equalities Impact Assessment.

CA92 **ROBUSTNESS OF ESTIMATES AND ADEQUACY OF RESERVES**

Members considered a report on the Robustness of Estimates and Adequacy of Reserves.

Councillor Howell said this report was a statutory report, from the section 151 Officer which set out the robustness of estimates and the adequacy of reserves, so that members could set a budget with full awareness of risks and uncertainties, and ensure that adequate contingency reserved existed. In highlighting various points for the attention of members, Councillor Howell said no budget could ever be entirely free from risk, and assumptions had to be made which meant the budget would inevitably include a degree of uncertainty.

Councillor Dean said the Scrutiny Committee had considered the budget proposals, and would be likely to include in its next work programme a review of recycling.

Councillor Light asked whether a reference (at page 67 paragraph (e) of the report) to putting some Council services onto a more commercial footing meant the Council would be outsourcing services.

Councillor Howell said this reference did not mean outsourcing, and that it was important to ensure the services which the Council provided were competitive, in relation to any services where the Council compete with commercial operators. An example of such services included commercial waste services provided to businesses.

The Director of Public Services said another commercial service operated by the Council was Building Control, as the service could also be accessed from approved inspectors.

RESOLVED to recommend, for approval by Full Council:

- a. that the Council take account of the advice in the report when determining the 2018/19 General Fund budget and Council Tax;
- b. that the Council approve the risk assessment relating to the robustness of estimates as detailed in the report;
- c. that the Council set the minimum safe contingency level for 2018/19 at £1.402 million in line with the specified calculation detailed in the report and this to be held in the Working Balance Reserve;
- d. that the Council agree that no transfers to or from the Working Balance should be built into the 2018/19 budget outside of maintaining the minimum safe contingency level; and
- e. that the Reserves Strategy attached to the report be adopted.

CA93 **MEDIUM TERM FINANCIAL STRATEGY 2018/19**

Members considered a report on the Medium Term Financial Strategy. Councillor Howell, presenting the report, said the strategy aimed to ensure the ongoing financial health and stability of the Council, and the strategy looked ahead in order to anticipate any issues which might arise in the Council's finances. He drew to Members' attention the main points of the report including the assumptions made.

Councillor Howell highlighted the fact that overall Government funding had fallen by a third. He said he trusted the investment in Chesterford Research Park should make a significant contribution to reducing the shortfall, as without this investment the budget would look very different.

Councillor Dean asked why the investment strategy was not among the papers for the meeting; whether monitoring of the operation of Universal Credit would be carried out; and whether pictorial representation of the budget papers could be implemented in the reports next year, to assist with interpretation of information.

Councillor Howell noted the points raised and said the investment strategy was a decision for Council rather than Cabinet.

The Director of Finance and Corporate Services said the five year forecast for the General Fund showed a small surplus for each year, but required £150,000 by 2019/20, and after that would require the Council to find small efficiencies.

The Assistant Director - Resources said £700,000 had been achieved in savings, without affecting services.

RESOLVED to recommend for approval by Full Council the
Medium Term Financial Strategy 2018/19.

CA94 **TREASURY MANAGEMENT STRATEGY 2018/19**

Members considered the recommendation for approval by Full Council of the Treasury Management Strategy.

Councillor Howell said the Strategy was prudent and transparent, and had been prepared with the Council's advisors, Arlingclose.

RESOLVED to recommend for approval by Full Council the
Treasury Management Strategy.

CA95 **CAPITAL PROGRAMME 2018/19 TO 2022/23**

Members considered the Capital Programme 2018/19 – 2022/23. The report set out planned capital expenditure on the Council's buildings, vehicles and ICT assets, and included capital grants to other organisations and individuals.

In reply to a question as to whether car parking machinery replacement would be carried out, Councillor Howell said funding for the upgrade of such equipment had been in the budget for last year, and it was a slippage into this year's budget.

It was noted a correction to the report was necessary regarding the figures for electric car chargers which officers would review for the report to Council.

Councillor Barker declared an interest as the Essex County Council Cabinet member for Culture, Communities and Customer, in relation to the item of the Guildhall at Thaxted. She asked a question about the agreement under which it was funded and whether the parish council had been approached to fund it.

The Director of Finance and Corporate Services said the Guildhall was funded under a long-term rental agreement with Essex County Council, the terms of which did not permit the funding to be undertaken by the parish council.

Councillor Dean said in relation to street cleaning vehicle replacement he supported looking at this area very carefully to tackle mud on streets. He asked whether the energy efficiency improvement scheme referred to housing, and noted it ceased in the present year. He understood the reason for this was that funding was not available.

Councillor Howell said investment in energy efficiency had been carried out across the Council's properties where possible, but the availability of Government grants was also a factor.

Councillor Redfern said the Council aimed to make its housing stock more efficient, but no scheme was progressing at present, as it had not been possible to continue the solar panels scheme.

The Director of Public Services said the solar panels had been funded through Government support which was no longer available, and work continued to look for other funding schemes.

Councillor Rolfe suggested this area could be one which the Scrutiny Committee could examine.

RESOLVED to recommend for approval by Full Council the five year Capital Programme for 2018/19 to 2022/23, as corrected by officers following identification of errors in formulae from page 117.

CA96 **GENERAL FUND BUDGET AND COUNCIL TAX 2018/19**

Members considered a report presenting the 2018/19 General Fund budget for consideration before final determination of the budget by Full Council.

Councillor Howell drew members' attention to the residents' and businesses' responses to consultation, showing the first priority for key services was emptying of bins and running the recycling service, and that the first priority for other services was working with the police and other organisations to keep Uttlesford safe. He referred members to the resources available, in terms of taxbase and said indicative figures were set out in the report for District Council Tax for 2018/19 assuming an increase of 2.99%, against each Council Tax band.

He referred to the use of reserves, summarised at paragraph 40 of the report, which included the use of the sum of £105,000 to support the delivery of the Garden Communities project. Additional money was to be allocated to

enforcement such as tackling fly-tipping. New money would also be spent on new PCSOs. Support would continue to be given to voluntary groups.

Councillor Dean said asked that the entry relating to the Police Community Support Officer (“PCSO”) be clarified to show that it was meant to be in the plural rather than the singular.

Councillor Rolfe said that at the Local Councils’ Liaison Forum the possibility of jointly funding a PCSO was raised and expressions of interest had been received from Saffron Walden Town Council, Stansted Mountfitchet Parish Council and Great Dunmow Town Council. The PCSO resource would not be solely for those councils but would also serve the surrounding areas. The District Council had put in an additional £37,000, and if half the funding for three posts were secured, it was possible an extra post could be funded.

Councillor Ranger said, subject to approval at Council, a report on how the money was spent would be brought to Cabinet.

Councillor Light said Saffron Walden Town Council was concerned that the PCSO resource would not be sufficient given the size of Saffron Walden. She welcomed the fact that there could be three or more PCSOs.

Councillor Light queried a difference in figures for business rates retention in two references in the report.

The Assistant Director – Resources said one figure was the total of all the amounts relating to business rates, but that in the appendix every line of the detailed budget was set out.

RESOLVED to recommend to Full Council for approval, as amended by an additional comment relating to the final settlement confirmation; removal of outstanding issues referring to precepts and final settlement, these having been finalised and added to the report;

- i) The General Fund Council Tax requirement of £5,330,374 summarised in the report;
- ii) The schedule of fees and charges in Appendix F of the report.

CA97 **HOUSING REVENUE ACCOUNT BUDGET 2018/19**

Members considered a report setting out a proposed Housing Revenue Account budget and reserves position for 2018/19, and a proposed five year financial forecast for the period from 2018/19 to 2022/23.

The report summarised the requirements of The Welfare Reform and Work Act 2016, in that it required registered providers of social housing in England to reduce social housing rents by 1% a year for four years from a frozen 2015-16 baseline and to comply with maximum rent requirements for new tenancies. This year was the third year of rent decrease to general needs properties and the second year for supported accommodation. The report then set out other income and service charges for 2018/19.

Councillor Howell highlighted further main points, including the fact that the surplus would fund projects as noted in the report, and the fact that this was the second year of the repayment of principal capital of the self-financing loans. He said as capital receipts reserves were no longer available, the remainder would be funded from the revenue budget. The five year financial forecast included proposed investments and possible ways of reconfiguring the loan.

Councillor Redfern summarised the status of development projects at the Council's sheltered housing schemes and expressed frustration that the Council could keep only 30% of the proceeds of right to buy sales.

Councillor Rolfe asked that the report show the number of housing association homes, as well as the number of right to buy homes.

RESOLVED to recommend, for approval by Full Council, the Housing Revenue Account budget 2018/19, as amended following correction of corrupted information carried over from the report on the capital programme table.

CA98 **PROCUREMENT STRATEGY 2018/19**

Members considered the Procurement Strategy for 2018/19, which outlined the approach the Council would take to the procurement of goods, services and works during the financial year. The strategy set out the proposal to adopt four principles in selecting providers, procuring contracts and with respect to competition and standards of integrity, including compliance with the Council's code of conduct. The strategy summarised the governance framework applicable; provided for acquisition planning; due diligence in award of contracts; reporting requirements, including for decisions made under general delegated powers to award contracts or incur expenditure in excess of £50,000; and continuous developments arising from forthcoming changes in legislation.

Councillor Howell thanked officers for their hard work in preparing the strategy.

Councillor Dean asked whether the strategy included all ethical and environmental matters.

Councillor Rolfe said the authority was bound by the legislation set out in the report, and it aimed to achieve best value, both locally as far as possible, as well as ethically.

Councillor Light asked for clarification of the reference to "sustainability" in relation to principles to be applied in considering new contracts, and asked how the Council would measure its compliance with equalities and diversity requirements.

Councillor Rolfe said in this context a sustainable contract was one which stood the test of time.

The Assistant Director – Resources said in response to the question on equalities and diversity measurement, the Procurement Manager included clauses in all contracts which adhered to legislation but a more detailed response would be given.

In response to a question from Councillor Rolfe as to how the implementation of the Procurement Strategy would be monitored, the Director of Finance and Corporate Services said the Procurement Manager would report to the Governance, Audit and Performance Committee.

RESOLVED to recommend for approval by Full Council the Procurement Strategy 2018/19.

CA99 **CORPORATE PLAN DELIVERY PLAN 2017/18 - QUARTER 3 PROGRESS UPDATE**

Members considered a report setting out progress against the Corporate Plan Delivery Plan for Quarter 3 of 2017/18. The Corporate Plan 2017 – 21 had been adopted by the Council at its meeting in February 2017, which set out the Council's vision and priorities. The Cabinet had in March 2017 adopted a Corporate Plan Delivery Plan which set out specific outputs and the way in which performance would be measured. The appendix to the report set out the progress against Quarter 3, and also included reference to any subsequent significant progress in order to give the most up to date information.

Councillor Dean asked it to be noted that the Corporate Plan had not been considered by the Scrutiny Committee as its meeting on 6 February, although had been to the previous meeting. It would be helpful to include this item on future Scrutiny Committee agendas.

RESOLVED to note the progress against the Corporate Plan Delivery Plan.

CA100 **CORPORATE PLAN 2018/22**

Members considered the draft Corporate Plan for 2018-22, and a recommendation to recommend the draft Plan to Council for approval.

Councillor Rolfe said it was important to recognise that the Corporate Plan included establishing local economic strategies for the proposed garden communities. Uttlesford had a local plan in order to work out where new homes should be. Context was important, Uttlesford was considered to be a beautiful area with many listed buildings, and had an airport in the countryside. Part of positive planning was to strike a balance.

Councillor Light asked what "positive planning" meant and said heritage and character should not be swamped by excessive growth.

Councillor Rolfe said in reply that positive planning included developing brownfield sites, ensuring barn conversions were done sympathetically and recognising the need to provide housing.

The Director of Public Services said in making proposals to address housing needs and realise the economic potential of this area, planning policy identified ways to safeguard its heritage and environmental assets.

Councillor Light said the budget for street cleaning needed to be increased commensurately with increased housing provision.

Councillor Rolfe said the budget did reflect extra rounds of houses. He said the Council was investing in new street cleansing vehicles and bin replacement. It was important to keep on top of littering, and he suggested Scrutiny Committee explore how to tackle that problem.

RESOLVED to recommend to Council the draft Corporate Plan 2018-22 for approval.

CA101 **CORPORATE ECONOMIC DEVELOPMENT STRATEGY 2018/21**

Members considered the corporate Economic Development Strategy and Action Plan 2018-21. Councillor Ryles said the Strategy and Action Plan would maintain and strengthen delivery against the corporate priority of supporting sustainable business growth. He referred members to the key themes of the Strategy and Action Plan, and highlighted each recommendation to Cabinet for revenue expenditure allocations, and points for noting, as set out in the report.

Councillor Barker welcomed investment in broadband coverage, as there were areas which still lacked broadband and telephone coverage, particularly in the South of the district.

Councillor Dean said the Scrutiny Committee had not had the opportunity to consider this report in advance of this meeting, so he would review it with Councillor Ryles to explore the objectives set out. He asked a question regarding the maximisation of opportunities at Stansted Airport.

Councillor Ryles said the opposition of the Council to a second runway at the Airport did not preclude looking at business opportunities.

Councillor Dean said he was aware of reference by BT to a trial of "ultrafast" broadband.

Councillor Howell said it was important to put money where it would make the greatest contribution to the district. It was critical for new properties to have access to broadband. He was pleased there were clear objectives. He had one concern, regarding the marketing potential at Stansted Airport, which could be misunderstood, as he would not wish to dilute the Council's position that this was an airport in the countryside.

Councillor Rolfe said a minor change to the word “maximise” could be made.

Councillor Redfern said that she was frequently asked by members of the community about superfast broadband, as the smaller villages and hamlets often did not have sufficient coverage and lack of it was a hindrance to business. She asked for regular updates on this matter.

Councillor Ryles said he recognised the challenge, and would put in place additional resource for addressing gaps in broadband and telephony. He would be happy to provide regular updates. In response to a further comment that the Council seek information about gaps in the area, via *Uttlesford Life*, he said the challenge in doing that would be collate the numbers of responses. He would prefer to communicate with parish clerks.

Councillor Light said she welcomed the strategy, and asked a number of questions.

In replying, Councillor Ryles said examples of local and regional opportunities included the new college at Stansted Airport, as well as encouraging people travelling via the Airport to spend time in Saffron Walden; with reference to the meaning of “sustainable” this meant robust long-term development.

RESOLVED to adopt the Uttlesford Economic Development Strategy and Action Plan 2018-21:

- a. To approve the actions and associated revenue expenditure allocations for the period 2018–19 as follows:
 - i. Types of growth - £5k
 - ii. Key Sectors - Visitor economy - £50k
 - iii. Key Sectors - Rural economy - £10k
 - iv. Key sectors - Life Sciences, research and Innovation - £5k
 - v. Key sectors – Provision of Business Support £10k
 - vi. London Stansted Airport Location - £5k
 - vii. Proposed garden communities - £5k
 - viii. Connectivity - £10k
 - ix. Business rates relief development scheme - £60k
- b. To note the estimated that the MTFs assumes that the Economic Development actions revenue budget will remain at £160K from 2019–21.
- c. To note the provision in the proposed capital programme for £500K in 2018/19 for Superfast Essex Phase III and slippage of £100k from 2017/18 to 2020/21 for closing the 2% gap.

CA102 THE LOCAL DEVELOPMENT SCHEME (LDS)

Members considered a report on the updated Local Development Scheme, which was the project plan for the Uttlesford Local Plan. It had become

necessary to update the timetable, which had last been approved in July 2017. A revised timetable was set out.

Councillor Dean said he was concerned that the Inspector's report was not forecast to be received until Summer 2019, with the Plan's adoption not being until Autumn 2019. Turnover of councillors at the local elections could impact on this timetable.

Councillor Barker said the timetable was as stated.

Councillor Rolfe said there was no intention to relax the timetable.

RESOLVED to adopt the revised Local Development Scheme.

CA103 **LONDON, BRENTWOOD AND CHELMSFORD LOCAL PLAN CONSULTATIONS**

Members considered a report on various consultations that were ongoing. These were the Mayor of London's consultation on a new draft London Plan; Brentwood Borough Council's draft Local Plan Preferred Site Allocations; and Chelmsford City Council's pre-submission Local Plan (regulation 19).

RESOLVED that Cabinet delegate authority to the Director of Public Services in consultation with the Deputy Leader to respond formally to current consultations on :

The Draft London Plan;
Brentwood Local Plan; and
Chelmsford Local Plan

CA104 **STREET NAME AND NUMBERING POLICY**

Members considered a report setting out representations received, officer comments and recommendations following a consultation on the Street Name and Numbering Policy.

The policy gave operational guidance, including encouraging parishes to contact developers, and set out guidance on naming conventions, property numbering legislation, renaming and renumbering guidance, as well as charges.

Councillor Light asked a question regarding who was the creator of a street.

The Assistant Director Legal and Governance said in the event of dispute, a determination would be made by the Magistrates' Court.

Councillor Fairhurst referred to the legislation, and thanked officers for the advice given, but felt there was room for confusion, as the developer did not have a right, only a say, over naming of streets. There was a lack of clarity.

The Assistant Director Legal and Governance said the creator was the person with property rights, who could put forward a name. The Council could object, and the developer could go to the Magistrates' Court. If the Council failed to have a good basis for rejection of a proposed name, it would undermine its position.

RESOLVED to adopt the Street Name and Numbering Policy.

CA105 **ANY OTHER ITEMS THE CHAIRMAN CONSIDERS URGENT**

Councillor Rolfe said a decision was required under this item, as there were a number of possible re-nominations of assets of community value which might require determination before the end of March 2018.

Councillor Redfern asked that ward members be made aware of such nominations.

RESOLVED to delegate to the Assets of Community Value Committee comprising the Leader, the Portfolio Holder for Environmental Services and the Portfolio Holder for Communities and Partnerships the determination of all assets of community value nominations that would require determination prior to the meeting of Cabinet on 4 April 2018.

The meeting ended at 9.25pm.

Agenda Item 7

Committee:	Cabinet	Date:	Wednesday, 4 April 2018
Title:	Corporate Plan Delivery Plan 2018/19		
Portfolio Holder:	Leader of the Council, Lead for Strategy, Strategic Partnerships and the Local Plan		
Report Author:	Dawn French, Chief Executive dfrench@uttlesford.gov.uk Tel: 01799 510400	Key decision:	N

Summary

1. The Corporate Plan was agreed by Council at its meeting on 22 February 2018. This reports sets out the detailed delivery plan for 2018/19.

Recommendations

2. To approve the Corporate Plan Delivery Plan 2018/19, attached at Appendix B.

Financial Implications

3. All financial implications arising for the delivery plan are reflected in the budget for 2018/19, as approved by Full Council on 22 February 2018.

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.

None

Impact

- 5.

Communication/Consultation	Consultation specific to projects within the delivery plan will be undertaken as necessary.
Community Safety	Community safety projects are identified within the delivery plan.
Equalities	Equality impact assessments will be undertaken in relation to specific projects, as necessary.

Health and Safety	Any health and safety implications resulting from actions or projects in the delivery plan will be the subject of appropriate risk assessments, where necessary.
Human Rights/Legal Implications	Any human rights or legal implications arising from individual projects within the delivery plan will be assessed and addressed.
Sustainability	Any sustainability implications arising from individual projects within the delivery plan will be assessed and addressed.
Ward-specific impacts	Any ward specific issues arising from individual projects within the delivery plan will be identified.
Workforce/Workplace	The Corporate Plan Delivery Plan will enable staff to be more confident in delivery of services and to be clear about the performance expectations of them. Any workforce implications arising from individual projects within the delivery plan will be assessed and addressed.

Situation

6. The Corporate Plan 2018-2022 was adopted by Full Council at its meeting on 22 February and is attached at Appendix A. The corporate plan priorities are:
 - Promote thriving, safe and healthy communities
 - Protect and enhance heritage and character
 - Support sustainable business growth
 - Maintain a financially sound and effective Council

7. The Delivery Plan, attached at Appendix B, sets out the more significant actions/projects (outputs), expected outcomes and performance measures by which success will be measured. It should be recognised that all of the Council's activities should be contributing to one or more of the priorities and it is not desirable or practicable to set out in the delivery plan all operational activities that contribute to the priorities. However, the performance indicators for the relevant service areas will be mapped to the priorities to enable Members, the public and staff to recognise the role and importance of these operational activities.

The Delivery Plan actions are categorised by Corporate Plan priority, so it is easy to see how each action or project contributes towards the Council's key aims. Under the Delivery Plan will sit Service Plans; these are documents for staff to use which set out the key focus of each service area and how their

work will contribute towards meeting the Delivery Plan, and so Corporate Plan priorities.

8. Through the Council's appraisal system, individual employees are given performance objectives relating to their area's Service Plan. Therefore staff will be able to see a clear link from their individual role and contribution through their Service Plan, to the Delivery Plan and to the Corporate Plan.
9. It is intended that progress on the Delivery Plan will be discussed by Cabinet quarterly in 2018/19.
10. In addition to supporting the Corporate Plan, the delivery plan also demonstrates the Council's contribution to the Future of Essex, which was produced by a wide range of Essex partners from the public and voluntary sectors. The Council indicated its support for this document and the principles contained within it as its meeting on 7 December 2017.
11. The Future of Essex sets out seven ambitions to guide the county's evolution to 2035:
 - Unite behind a sense of identity
 - Enjoy life long into old age
 - Provide an equal foundation for every child
 - Strengthen communities through participation
 - Develop our county sustainably
 - Connect us to each other and the world
 - Share prosperity with everyone
12. All of the actions under the Council's priority to Promote thriving, safe and healthy communities also contribute to the Future of Essex ambitions, as does the Council's plans for enabling 98% of homes and businesses in the District to access fibre superfast broadband by the end of 2019.
13. It is intended for the Delivery Plan that it is a dynamic document, which is updated to reflect changes in response to opportunities and challenges. However it is important that the Plan is adhered to as closely as possible as only these projects have been resourced through the 2018/19 budget; in addition, in order to achieve the impact intended and for the evaluation to be completed as to the impact on outcomes, these projects need to be concluded, wherever possible.

Risk Analysis

14.

Risk	Likelihood	Impact	Mitigating actions
The Delivery Plan cannot be delivered	2	4	Resources have been allocated to the delivery plan and it will

			be monitored regularly by Cabinet
The Delivery Plan actions do not further the Council's priorities as intended	1	4	Actions have been selected that are considered most appropriate to support the Councils priorities; evaluation will be ongoing to reflect on whether the outputs achieve the outcomes expected

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.

Appendix A Corporate Plan 2018 - 2022

Appendix B – Corporate Plan Delivery Plan 2018/19

Our Vision: Working together for the well being of our community and to protect and enhance the unique character of the District

Promote thriving, safe and healthy communities	
<p><u>Why is this important:</u> Uttlesford is one of the most affluent areas in the country with a strong sense of community and low levels of crime, where most residents enjoy generally good health. But in some communities and for some residents, there are signs of a reversal of these positive trends, as evidenced by the comparison of Indices of Multiple Deprivation (IMD) trends 2010 - 2015. In addition, whilst Uttlesford may compare well to other areas, the absolute figures give cause for concern such as 62% of adults are overweight. The council, with its partners, wants to act early to support communities and individuals to live well; a specific concern is loneliness and isolation, recognised as a significant contributing factor to a number of physical and mental health conditions. Housing is also essential to enabling our residents to live well but there is recognised to be issues of affordability, availability and suitability. The council will continue to strive to ensure everyone has access to safe, secure, warm and affordable homes.</p>	<p><u>We will do this by:</u> Working with the Health and Wellbeing Partnership, to promote healthy lifestyles Working with the Community Safety Partnership, to improve community safety Working with partners, including the voluntary sector, to reduce social isolation Delivering affordable housing Preventing homelessness Improving private sector housing conditions Improving community engagement Promoting garden communities</p>
Protect and enhance heritage and character	
<p><u>Why is this important:</u> The combination of over 3800 listed buildings, historic towns, traditional villages and open countryside make Uttlesford a great place to live, work and visit. It is also growing at pace due to its location, which presents opportunities and challenges to protect and enhance its essential character for present and future generations. Too often our beautiful place is blighted by fly tipping, litter and untidy open space. Together with residents, communities and businesses, we want to ensure that Uttlesford always looks its best to encourage more people and businesses to visit or locate here.</p>	<p><u>We will do this by:</u> Producing and adopting a Local Plan Increasing the resources in street cleaning and promoting awareness of environmental crime Working with others to increase access to the heritage and history of the District Encouraging positive planning that values heritage and promotes growth Opposing a 2nd runway at Stansted airport</p>
Support sustainable business growth	
<p><u>Why is this important:</u> Uttlesford benefits from very low levels of unemployment but key to this is a diverse and growing economy. Located between London and Cambridge and with Stansted airport in our district, we want to attract and retain businesses that provide good jobs for local people. Digital connectivity is essential for businesses and their customers, which is why we are investing directly to improve broadband access. The retail sector everywhere faces particular challenges but our town centres provide local services for our residents and are important to our tourism offer; we all need to do what we can to maintain and improve their vitality. The proposed garden communities provide the opportunity for a range of businesses, jobs and skills to complement and enhance the District's economic offer.</p>	<p><u>We will do this by:</u> Supporting the expansion of and promotion of key sectors Supporting the delivery of superfast broadband Promoting town centres and visitor economy Promoting the local and regional economic benefits of Stansted Airport Working with the Employment, Economy, Skills, Environment and Transport Group (EESSET) and London, Stansted, Cambridge Consortium to promote economic opportunities Establishing local economic strategies for the proposed garden communities</p>
Maintain a financially sound and effective Council	
<p><u>Why is this important:</u> The way in which the council funds its activities has and continues to undergo significant change. UDC has lost £2.5m in funding from government comparing 2016/17 to 2018/19 and, for the first time in 2018/19, the council will receive no revenue support grant. Whilst needed to maximise all streams of income, it is also essential that we spend wisely and ensure our services are as effective as possible. Good customer service is essential to enable us to get it right first time. We also need our residents to help us for example, by recycling as much waste material as possible and paying their bills online to reduce transaction costs.</p>	<p><u>We will do this by:</u> Setting a MTFS that balances prudent use of investment, reserves and capital Continuing to develop and invest in Chesterford Research Park and investing in other suitable opportunities as they arise Reviewing all services to ensure efficiency and effectiveness Enabling enhanced citizen access through the council's website Developing a new depot to co-locate three existing depots</p>

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Corporate Plan Delivery Plan 2018/19 – Appendix B – Cabinet 4 April 2018

Corporate Plan Commitment: Promote thriving, safe and healthy communities					
Programme/Project/ Activity Title	Outcomes	Activities for 2018/19	Output measures/milestones	Resources	Officer Responsible/ Cabinet Member
Day Centres	Day centres that are efficient and effective and that promote activities to reduce social isolation and improve health and wellbeing	<p>Establish new operating agreements for all five day centres</p> <p>Transfer staff to direct employment of the council where appropriate</p> <p>Assist management committees' transition to new ways of working</p> <p>Work with management committees to develop the centres as places for activities to improve health and wellbeing</p>	<p>Operating agreements in place – staggered throughout year. First agreement in place by end of April 2018</p> <p>Staff transferred – staggered throughout year. First staff to transfer in April 2018</p> <p>New ways of working implemented - staggered throughout year. First day centre operating on new ways of working from April 2018</p>	<p>Approved budget for new Day Centre Management post</p> <p>Transferred staff posts</p>	Richard Auty / Cllr Ranger
Local Plan	A sound Local Plan that guides development to 2033, to address needs and opportunities whilst protecting and enhancing heritage and character	Consult on Reg 19 Plan, Submit to DCLG and prepare for and participate in its examination in public	June 2018 – Consultation Sept/Oct – Submission January 2019 – Examination and hearings	Approved budget for a range of resources	Gordon Glenday/ Cllr Susan Barker
Promote healthy lifestyles	Residents are active and optimise their health and well being	<p>Working with partners to increase the levels of participation in sports, leisure and cultural activities</p> <p>Raise awareness of local health and wellbeing activities for all residents</p>	Success will be measured by key performance indicators and the delivery of targets for each of the priorities as set out within the Health and Wellbeing delivery plan	Within existing budget and Public Health grant	Fiona Gardiner/Cllr Vic Ranger

		<p>Increase residents awareness and skills to improve their health and wellbeing</p> <p>Maintain independent living through Disabled Facilities Grants</p>			
<p>Improve community safety</p>	<p>Communities that feel safe and secure</p>	<p>Further develop the activities of the Community Hub</p> <p>Deliver identified actions of the new Strategic Assessment</p> <p>Work with partner agencies within the Community Safety Partnership to reduce and prevent crime and anti-social behaviour</p> <p>Ensure partnership working with town councils, parish councils and the PCSOs to address the fear of crime</p> <p>Make greater use of Restorative Justice (RJ) to help put right the harm caused by anti-social behaviour, enhancing public reassurance and confidence</p>	<p>Success will be measured through annual surveys of residents, key performance indicators and the delivery of targets for each of the priorities as set out within the new Strategic Assessment</p> <p>Quarterly feedback from Towns and Parishes</p> <p>Monthly updates from PCSOs</p> <p>Quarterly update from RJ as to number of referrals and outcomes</p>	<p>Within existing budget (including funding for 2 PCSOs)</p> <p>Match funding in approved budget for a further PCSO</p> <p>Partner agencies</p>	<p>Fiona Gardiner/Cllr Vic Ranger</p>
<p>Reduce social isolation</p>	<p>Communities that are strong, self-sufficient, resilient and supportive</p>	<p>Continue to work with local stakeholders to support the people and projects identified through the council's work with the Young Foundation, contributing to community wellbeing and reducing</p>	<p>The number of new Community groups that are self-sustaining after receiving support to promote and market their service</p> <p>Quarterly feedback from those groups regarding membership numbers and</p>	<p>Partnership project – funded through Essex CC</p>	<p>Fiona Gardiner/Cllr Vic Ranger</p>

		<p>social isolation. Projects include Suspended Cafes, Community Allotments, seated exercise classes and anxiety and stress management</p> <p>Work in collaboration with the CVSU to establish a Community Builder role in South Uttlesford to help relieve the pressure on GPs</p>	<p>frequency of activities</p> <p>Quarterly feedback from group members to measure the outcomes of the project and to identify further need or appropriate changes</p>		
Prevent homelessness	Increase in the prevention and the relief of homelessness within the district	<p>Review Homelessness Strategy and Housing Allocation Policy to ensure compliance with new duties required under the Homelessness Reduction Act</p> <p>Prevent Homelessness through early intervention methods</p>	<p>Success will be measured by key performance indicators and the delivery of targets for each of the priorities as set out within the updated Homelessness Strategy that will be in place by June 2018.</p> <p>Performance monitoring of quarterly statistical reports including the number of homelessness cases; average time spent by home-seekers in temporary accommodation</p>	Within existing resources	Judith Snares/Cllr Julie Redfern
Deliver affordable housing	Good quality affordable homes for local people	<p>Contribute to the provision of affordable housing supply by delivering/acquiring further new council homes</p> <p>Work with developers and Registered Social Landlords to ensure delivery of required numbers of affordable housing on development sites</p>	<p>Deliver 40 new council homes or acquisitions through the Housing Revenue Account development programme</p> <p>Deliver required affordable housing targets in line with planned timescales</p>	Within existing resources	Judith Snares/Cllr Julie Redfern

		Continue to deliver the Housing Strategy particularly focussed on ensuring the right tenures and quality of homes for vulnerable groups in the district			
Improve private sector housing conditions	Private sector housing that is healthy and safe to live in	<p>Introduce a range of measures to tackle rogue landlords under the new powers available to the Council in the Housing & Planning Act 2016</p> <p>Review options for discretionary licensing of private rented homes, including Houses in Multiple Occupation</p>	<p>Success will be measured by key performance indicators</p> <p>A new policy in place outlining the appropriate level of action and civil penalties for Housing Act offences</p>	Within existing resources	Marcus Watts/Cllr Julie Redfern

Corporate Plan Delivery Plan 2018/19 – Appendix B – Cabinet 4 April 2018

Corporate Plan Commitment: Protect and enhance heritage and character					
Programme/Project/ Activity Title	Outcomes	Activities for 2018/19	Output measures/milestones	Resources	Officer Responsible/ Cabinet Member
Walden Castle	Castle opened up for public access and suitable events	Installation of electricity, lighting and security Establish an events programme	Work completed and access available to all – by end of August 2018 Events programme to be developed by December 2018	Within existing resources	Nicola Wittman / Cllr Howell
Museum Development Lottery Bid	The lottery grant will lay the foundations for a larger grant application to extend the museum by providing funding for feasibility and options appraisals and an audience development study with public consultation. In addition it will enhance the fundraising capabilities of the Saffron Walden Museum Society through training.	Bid to Resilient Heritage Lottery Fund for approximately £70,000	Application made July 2018 Grant confirmed October 2018, subject to HLF grant award meeting timetable Work commenced on feasibility and options appraisal stages along with public consultation in preparedness for a bid to the HLF for an extension to the Museum building	Within existing resources	Richard Auty / Cllr Ranger
Article 4 Direction (A4D) for Local Heritage List (LHL)	Development related to locally listed properties across the district managed positively	Mid 2018 – Draft A4D order to go out to public consultation. Mid -Late 2018 – Final report to go to Cabinet and final order to be served.	Final Article 4 Direction order confirmed	Within existing resources	Gordon Glenday/ Cllr Susan Barker

Corporate Plan Delivery Plan 2018/19 – Appendix B – Cabinet 4 April 2018

Shop Front Design Guide and Management Plan	Good practice guidance to protect and enhance the character of town centres	Mid to late 2018 – Draft document to be compiled and ready for public consultation Late 2018/ Early 2019 – Finished document to go to Cabinet for approval. Early 2019 – Document to be adopted formally.	Comprehensive document to inform the treatment of shop frontages in the district, and help facilitate good practice in relation to signage, colour, detail and illumination by Mar 2019	Within existing resources	Gordon Glenday/ Cllr Susan Barker
Reviews of Conservation Area Appraisals and Management Plans	Managed growth and development in Conservation Areas.	Continue with a rolling programme of resurveys of the existing 37 Conservation Areas	Mid 2018 – Draft Conservation Area Appraisal(s) to be ready for public consultation. Mid to Late 2018 – final reports to go for publication, or cabinet approval, as appropriate.	Within existing resources	Gordon Glenday/ Cllr Susan Barker
Litter in place	A fair and consistent approach to enforcement	Deliver a programme of public educational events to tackle environmental issues eg responsible dog ownership Clearing fly tipped materials Provide targeted enforcement action campaigns to address litter, trade waste abuses and fly tipping	Success will be measured by pre and post campaign surveys	Within existing resources and approved budget to provide more capacity within street services team	Marcus Watts/Cllr Susan Barker

Corporate Plan Commitment: Support sustainable business growth					
Programme/Project/ Activity Title	Outcomes	Activities for 2018/19	Output measures/milestones	Resources	Officer Responsible/ Cabinet Member
Economic Development Strategy	Positive interventions that support business growth	Delivery of the strategy including engagement in a joint digital infrastructure strategy across West Essex and East Herts, research the extent of lack of poor mobile communications and options for resolution, participation in the Stansted Airport College Advisory Group and progress local economic strategies for each new garden community.	Key measures and milestones detailed in the economic development strategy	Approved budget for a range of activities	Gordon Glenday/ Cllr Howard Ryles

Corporate Plan Commitment: Maintain a financially sound and effective Council					
Programme/Project/ Activity Title	Outcomes	Activities for 2018/19	Output measures/milestones	Resources	Officer Responsible/ Cabinet Member
Page 30 Medium Term Financial Strategy (MTFS)	To ensure that the council maintains a budget that is financially viable and continues to provide services at an affordable level	Budget monitoring, to include a programme of identifying the savings target of £150k To continue the rollout of Zero Based Budgeting for 2019/20 budget preparation To prepare the MTFS and all supporting budget reports for 2019/20	Monthly Budget monitoring with quarterly reports prepared for Cabinet Zero Based Budgeting for 2019/20 to begin in September to ensure approval process is complete to meet annual budget deadlines To identify areas of savings for 2019/20 (if this has not already been identified as part of the budget monitoring process) 2019/20 budget papers and MTFS to be presented to Members in February 2019.	Finance Team CMT and SMT All budget managers	Angela Knight/Cllr Howell
Chesterford Research Park	Significant contribution to the council's revenue budget	Evaluation and delivery of most affordable method of financing for new unit(s) Agreement to fund, if required, the building of an additional unit for a new tenant on the park Economic Development	At least one new request, if required, for funding for a new build unit received in 2018/19	Within existing resources (subject to approval for additional funding as required)	Angela Knight / Cllr Howell

Corporate Plan Delivery Plan 2018/19 – Appendix B – Cabinet 4 April 2018

		team work to promote the Park			
Uttlesford South Depot	Efficient and effective use of assets	Explore options for commencement of phase 1 prior to purchase of land Acquisition of land Operational planning activities associated with new site	Options for delivery evaluated and preferred solution agreed Land purchased – by end of March 2019	Within existing resources	Nicola Wittman / Cllr Howell
Workforce Development	An engaged and flexible workforce that is able to react to the changing local government environment	Develop a people plan Bring on stream apprenticeships through the apprenticeship levy	An assessment of the skills gaps and shortages along with a remediation plan – end of December 2018 More apprentices – throughout 2018/19	Within existing resources	Richard Auty / Cllr Howell
Citizens Access	Enhanced self-service for council customers	Develop a new website Installation of online access to Council Tax, Rents, Housing Benefits and Business Rates	A modern website capable of meeting current and future customer needs – end of July 2018 Online account access for customers is available – Ready for use by end of December 2018 but promoted through 2019/20 annual billing	Approved budget for IT investment and backfilling project team, if required	Richard Auty / Cllr Howell
Planning Performance Agreements (PPAs)	Delivery of a high quality Planning Service	Promotion of PPA's for all major development proposals	Number and value of PPA's	PPA's identify and fund additional resources associated with the application (net nil impact)	Gordon Glenday/Angela Knight/ Cllr Howell

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Agenda Item 8

Committee:	Cabinet	Date:	Wednesday, 4 April 2018
Title:	Final Progress report on the Corporate Plan Delivery Plan 2017/18		
Portfolio Holder:	Leader of the Council, Lead for Strategy, Strategic Partnerships and the Local Plan		
Report Author:	Dawn French, Chief Executive dfrench@uttlesford.gov.uk Tel: 01799 510400	Key decision:	N

Summary

1. The Corporate Plan 2017-21 was agreed by Council at its meeting on 23 February 2017 and the delivery plan for 2017/18 was agreed by Cabinet at its meeting on 30 March 2017.
2. This report provides the final end of year progress against the Corporate Plan Delivery Plan 2017/18.

Recommendations

3. To note the final progress report against the Corporate Plan Delivery plan 2017/18, attached at Appendix A.

Financial Implications

4. All financial implications arising from the delivery plan were reflected in the budget for 2017/18, as approved by Full Council on 23 February 2017.

Background Papers

5. 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.

None

Impact

- 6.

Communication/Consultation	Consultation specific to projects within the delivery plan is undertaken as necessary.
Community Safety	Progress on community safety projects is included within the report.

Equalities	Equality impact assessments are undertaken in relation to specific projects, as necessary.
Health and Safety	Any health and safety implications resulting from actions or projects in the delivery plan are the subject of appropriate risk assessments, where necessary.
Human Rights/Legal Implications	Any human rights or legal implications arising from individual projects within the delivery plan are assessed and addressed.
Sustainability	Any sustainability implications arising from individual projects within the delivery plan are assessed and addressed.
Ward-specific impacts	Any ward specific issues arising from individual projects within the delivery plan are identified.
Workforce/Workplace	Any workforce implications arising from individual projects within the delivery plan are assessed and addressed.

Situation

7. The Corporate Plan 2017 – 2021 was adopted by Full Council at its meeting on 23 February 2017. This included a new vision and four priorities:
 - Promote thriving, safe and healthy communities
 - Protect and enhance heritage and character
 - Support sustainable business growth
 - Maintain a financially sound and effective Council
8. The Corporate Plan Delivery Plan (CPDP) for 2017/18, adopted by Cabinet at its meeting on 30 March, set out the more significant actions/projects (outputs), expected outcomes and performance measures by which success will be measured.
9. Appendix A sets out the final progress against each element of the CPDP at the end of quarter four of 2017/18.
10. It was recognised when the CPDP was adopted that it should be treated as a dynamic document that is updated to reflect changes in response to opportunities and challenges but that the Plan should be adhered to as closely as possible as only these projects have been resourced through the 2017/18 budget. No changes have been made to the CPDP since it was adopted.

11. Good progress has been made across all the priorities and some will carry over into the 2018/19 delivery plan, requiring more than one year in which to deliver them.

12. Highlights from those projects concluded in 2017/18 include:

- a. The Uttlesford Youth Council was formally adopted in October;
- b. Crucial Crew was delivered by various agencies to 28 primary schools from across the District reaching 826 pupils with key safety messages.
- c. The Health and Wellbeing Strategy has been completed and endorsed by Cabinet; a very successful 'Stay well this winter' campaign was run in the late Autumn. The formal launch of Livewell, a new online platform helping people in Uttlesford and Essex to live healthier lifestyles, was launched in March, with a range of free activities for residents to try;
- d. With partners, UDC has delivered an innovative project looking at social isolation project which has resulted in the development of new and existing initiatives which promote social connectedness and challenge isolation and loneliness;
- e. Work has progressed on a number of redevelopments including Reynolds Court and Hatherley Court, with new properties developed at Sheds Lane and the The Moors together with 8 new build properties purchased at Radwinter. In addition, the district's first Independent Living Scheme is under construction at Radwinter Road in Saffron Walden;
- f. UDC ran a successful 'Crime not to Care' campaign utilising space on vehicles to promote the message across the district;
- g. Cabinet approved a grant of up to £300k towards the cost of providing a new college at Stansted airport and construction work has commenced with a view to completion in time for September 2018
- h. The first Business Awards were held for Uttlesford businesses, sponsored by the Council;
- i. The council completed its purchase of a 50% of Chesterford Resreach Park; it also maximised income from its assets by letting space in London Road and at the museum, as well as selling land at DeVigier Avenue.

Risk Analysis

13.

Risk	Likelihood	Impact	Mitigating actions
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The Delivery Plan cannot be delivered	2	4	Resources have been allocated to the delivery plan and it will be monitored regularly by Cabinet
The Delivery Plan actions do not further the Council's priorities as intended	1	4	Actions have been selected that are considered most appropriate to support the Council's priorities; evaluation will be ongoing to reflect on whether the outputs achieve the outcomes expected

1 = Little or no risk or impact

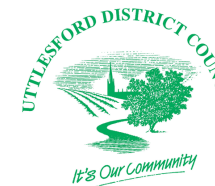
2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

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

Appendix A: Q3 Corporate Plan Delivery Plan Actions Report 2017-18

Corporate Plan Delivery Plan Actions Report 2017-18



CP Priority 1 Promote thriving, safe and healthy communities

Action Code & Title	Description	Due Date	Desired Outcome	Resources	Latest Status Update
17-CPDP Corporate Plan Delivery Plan 2017/18		31-Mar-2018			
17-CPDP-01 Encouraging the production of neighbourhood plans	Support nine parish and town councils currently developing their neighbourhood plans; establish a neighbourhood plan network.	31-Mar-2018	Communities fully engaged in positively planning for sustainable development to deliver growth. Output measures/milestones: Key stages reached by each neighbourhood plan Neighbourhood plan workshops for neighbourhood plan groups in March and September 2017 Neighbourhood Plan network established	Support for Rural Community Council of Essex. £10K budget for 2017/18. £15K budget provision for consultancy to support neighbourhood plan groups. £35K grant in 2017/18 from Department for Communities and Local Government for community led housing delivery. Planning Policy Manager and Local Plan Team.	MARCH 2018 Neighbourhood Planning is progressing well and a number of expressions of interest have been received from PCs re taking forward their own plans. Possible issue for the Council is the officer resource/priority that can be committed to this while dealing with the Local Plan Thaxted and Felsted plans progressing well, and officer resource being provided concurrently with the local plan progression. This action is planned to continue in 18/19.
17-CPDP-02 Encouraging young people to live well	Develop and deliver a campaign to raise awareness and participation in volunteering targeted at young people.	31-Mar-2018	a) Volunteering, engagement in civic life and being active. b) Young people feeling more informed and connected Output measures/milestones: Decision as to whether to establish an Uttlesford Youth Council	Youth Initiatives Working Group budget Community Development Officer	MARCH 2018 The Uttlesford Youth Council constitution was formally adopted at the 10th October 2017 full Council meeting. Officially recognised in the Uttlesford District Council constitution the Youth Council will have access to speak at Council meetings on agenda items on at least two occasions a year. £2,000 annual funding through the Youth Initiatives working Group and Officer support has been approved. The Youth Council has also established close working links with the Communities and Democratic Services teams at the council.

Action Code & Title	Description	Due Date	Desired Outcome	Resources	Latest Status Update
					A number of Youth Councillors have also met with Mind in West Essex to engage with a pilot project being developed to promote positive Mental Health within Uttlesford.
17-CPDP-03 Engaging with Communities Page 38	Develop a model for increasing community engagement (including information and consultation). Establish a Local Councils Liaison Forum.	31-Mar-2018	Residents' satisfaction with opportunities to be involved. Output measures/milestones: New mechanisms for increasing engagement determined and timetable for implementation established	Support to member working group; further resources dependent on recommendations	MARCH 2018 The Public Engagement Working Group has now held its first formal meeting, in which members received a presentation from the author of the LGA's New Conversations engagement guide. A second meeting, in which the group will start to formulate ideas about where they can make a positive difference to engagement with the community, takes place in March. Work on this area will continue into 2018/19. As it is now being carried out by a working group of the council and monitoring will be carried out through that, the action has not been included in the 2018/19 Corporate Plan Delivery Plan. In other areas of engagement work the Local Council Liaison Forum held a second meeting in February, at which attendees considered the implications of the General Data Protection Regulations. The Youth Council continues to meet and be supported by officers from the council. COMPLETED
17-CPDP-04 Working through the LSP and with partners to promote and address health and wellbeing priorities and activities through Livewell	Develop a Health and Wellbeing Strategy that takes account of local and national priorities, including physical activity and access to sport. Contribute to the work of the Uttlesford and West Essex Health and Wellbeing boards to deliver programmes that promote living well.	31-Mar-2018	More effective collaboration and greater impact on health and wellbeing in Uttlesford Delivery of evidence-based programmes that contribute to improved Health and Wellbeing. Output measures/milestones: Health and Wellbeing Strategy is developed to respond to identified needs Health and Wellbeing data	Budget provision for health and wellbeing team including Senior Health Improvement Officer. £26.5k pa - Public Health budget until Mar 2018.	MARCH 2018 New Health and Wellbeing Strategy completed and endorsed by Cabinet - the action plan is now being worked on and delivered in partnership with members of the board. A lead for each priority area has been identified. UDC is leading on one of the five priorities – obesity. A healthy eating event is being planned to tackle this topic and schools have been contacted to discuss the aims and outcomes of the event. Working with partners to address inactivity levels in the district.

Action Code & Title	Description	Due Date	Desired Outcome	Resources	Latest Status Update
			collection – and analysis. Indicators will be measured against the Public Health Outcomes framework		The Active Uttlesford Board (a subsidiary group of Uttlesford H&W Board) has been established and is working well. The aims of the board have been identified and numerous projects have been developed.
17-CPDP-05 Working with partners to tackle loneliness and isolation	To be determined as part of the Essex Strengthening Communities pilot	31-Mar-2018	Reduction in loneliness and associated health impacts Output measures/milestones: To be determined as part of the Essex Strengthening Communities pilot	To be determined as part of the Essex Strengthening Communities pilot	MARCH 2018 The council worked with partners on a sustainable community project around social isolation. Research findings have been shared with residents at three events that have taken place in Little Bardfield, Saffron Walden and Takeley. The events were very well attended and further information was shared at the LSP conference in November. Projects and initiatives that were established are being reviewed for outcomes and an evaluation report will be produced which may lead to a further action plan for partners.
17-CPDP-06 Working with partners to improve Community Safety	All specific actions detailed in the Uttlesford Community Safety Partnership (CSP) action plan	31-Mar-2018	Reduction in fear of crime and incidents of crime and antisocial behaviour Output measures/milestones: Detailed in the Uttlesford Community Safety Partnership (CSP) action plan	Within existing resources of community safety officer and all departments of the council	MARCH 2018 Work continues with the police analyst to produce the new CSP Strategic Assessment by 31 March. Key priorities have been identified and agreed on. The Community Hub is continuing to work well with positive outcomes. A series of events and initiatives have been planned, funded and delivered through partnership working eg Keep Safe Week, Reach Every Generation, Firebreak, Esafety training, ASB youth projects.
17-CPDP-07 Delivering a new build council homes programme	Carry out development appraisals of identified sites and review business plan capacity to develop further sites	31-Mar-2018	Well designed and affordable new homes built to replace those lost through Right To Buy sales. Making a contribution to meeting local housing needs. Output	£6.89m – development budget within the Housing Revenue Account -Housing and Communities Manager -Development Manager	MARCH 2018 The 2017/18 development programme is progressing well and work has commenced on two sites at Sheds Lane in Saffron Walden. Planning permission obtained on sites at Frambury Lane in Newport and Newton Grove

Action Code & Title	Description	Due Date	Desired Outcome	Resources	Latest Status Update
			measures/milestones: Delivery of approximately 6 - 10 properties per year		in Great Dunmow and contractor procurement has commenced. Cabinet approval given to progress with appraisal for a scheme at The Moors in Little Dunmow. 8 new build properties purchased at Radwinter to ensure RTB receipts were not lost to the authority. Further sites earmarked for spending all RTB receipts as required
17-CPDP-08 Promoting high standards in private rented housing	Develop a Private Sector Housing Strategy Develop a Private Sector Housing Renewal Strategy	31-Mar-2018	Strengthened relationships with private sector landlords. Safe homes, free from category 1 hazards for those living in the private rented sector. Output measures/milestones: New strategies developed	£50k pa - private sector renewal grant -Principal Environmental Health Officer	MARCH 2018 The Private Sector Housing (PSH) Strategy and Homes Repairs Assistance Policy were approved by Cabinet in May 2017. Work has commenced to deliver on the key priorities of the strategy as outlined within the action plan.
17-CPDP-09 Supporting people to remain living at home	Improve/Increase the scope of the Disabled Facilities Grant service. Enable more sustainable homes by increasing energy efficiency and reducing fuel poverty.	31-Mar-2018	Reduction in the time people have to wait for adaptations Reduction in cold homes and fuel poverty Output measures/milestones: Updates to Corporate Management Team BRE data analysis Uttlesford's Energy Switch Scheme (3 times/year) for cheaper energy tariffs Deliver the targeted campaign in partnership with the Citizens Advice Bureau	£260k pa - capital /Disabled Facilities Grant funding £50k pa - private sector renewal grant -Principal Environmental Health Officer -Energy Officer	MARCH 2018 Winter resilience project successfully delivered with partners. The new Tenancy Sustainment Strategy Action plan is being delivered with some successes recorded in preventing homelessness within the district. Officers are working with the Essex Trailblazer project worker on sustaining tenancies of the districts most vulnerable residents. Exploring options with partners on how work can continue once government funding has run out. A new Well Homes initiative, focusing on vulnerable residents, has been developed to improve housing conditions and the health and wellbeing of residents living in private properties. Disabled Facilities Grant (DFG) services are now delivered in house resulting in

Action Code & Title	Description	Due Date	Desired Outcome	Resources	Latest Status Update
					streamlined processes and much improved delivery times. Working with Essex County Council to seek additional funding and explore how the service can be adapted and improved further.
<p>CPDP-10 Delivering supported housing units for vulnerable/older people</p>	<p>Complete Phase I of the redevelopment of Reynolds Court and commence phase 2; remodel Hatherley Court sheltered accommodation; explore options to remodel Walden Place sheltered scheme and refurbish the listed main house for private sector flats Deliver extra care accommodation across the District.</p>	<p>31-Mar-2018</p>	<p>Provision of well designed, more suitable accommodation to meet vulnerable/older residents' needs, enabling moves from less appropriate housing, enabling older people to live independently.</p> <p>Output measures/milestones: Handover of Reynolds Court Phase I Start on site of Reynolds Court Phase 2 Start on site of Hatherley Court remodelling scheme Completion of Radwinter Road extra care independent living scheme Start on site of Chelmsford Road Dunmow extra care independent living scheme Start on site of Everett Road scheme providing accommodation for people with learning disabilities</p>	<p>-£11.5m - development budget within the Housing Revenue Account -Housing and Communities Manager, Development Manager</p>	<p>MARCH 2018 The 2017/18 development programme has delivered 15 new high quality supported homes at Reynolds Court Phase I in Newport. Phase II, delivering a further 26 properties (due to complete September 2018) has now commenced and a new project timetable has been approved and grant funding secured by the Home and Communities Agency (HCA).</p> <p>Re-modelling of Hatherley Court in Saffron Walden has commenced and is progressing well. 26 properties are being remodelled and 1 new build flat and new communal areas will be delivered as part of the project (Phase I due to complete August 2018).</p> <p>The districts first Independent Living Scheme is under construction at Radwinter Road in Saffron Walden (due to complete October 2018).</p> <p>Currently in discussion with ECC, Housing Association partner and developer to progress delivery of a second scheme in Great Dunmow.</p> <p>The Everett Road scheme that will provide 6 units of accommodation for people with learning disabilities is progressing well (due to complete July 2018)</p>

CP Priority 2 Protect and enhance heritage and character

Action Code & Title	Description	Due Date	Desired Outcome	Resources	Latest Status Update
<p>17-CPDP-11 Producing and adopting a Local Plan</p>	<p>Complete preparation of local plan.</p>	<p>31-Mar-2018</p>	<p>Growth accommodated in a sustainable manner Output measures/milestones: Local Development Scheme will set out milestones</p>	<p>-Planning Policy Manager -Local plan team -Consultancy provision in budget</p>	<p>MARCH 2018 Local Development Scheme now approved by Cabinet to take Reg 19 Local Plan to Committee for approval in June 2018. Action to be carried over in part to 18/19 under the revised LDS.</p>
<p>17-CPDP-12 Promoting Pride in Uttlesford</p>	<p>Address non-managed areas of estates, supplementary litter picking of roadside verges and urban roads and maintaining roundabouts.</p>	<p>31-Mar-2018</p>	<p>Improved public realm Output measures/milestones: Public realm agreement with Essex County Council Love Essex campaign 2017</p>	<p>Additional resource for Street Services team led by Street Services Operations Manager in budget Sponsorship income from roundabouts.</p>	<p>MARCH 2018 Grounds maintenance has now fully integrated Priors Green estate into the maintenance schedule. The Crime Not To Care campaign which was run in partnership with the Cleaner Essex Group provided over 1 million opportunities for residents around the county to see the messages about householder duty of care and fly tipping.</p>
<p>17-CPDP-13 Working with others to increase access to the heritage and history of the District</p>	<p>Work with providers to increase access to the heritage</p>	<p>31-Mar-2018</p>	<p>Greater access to the Museum collections through digitisation and outreach programmes. Better access for the general public to Museum collections. Output measures/milestones: Successful HLF bid for 2-year project 'Stories of NW Essex' to run 2017-19 Temporary co-location of Fry Art Gallery on museum site Measures in 2017-18: % of collections at Shirehill Store to be digitised at inventory level No. of schools and communities around Uttlesford engaged or</p>	<p>Museum Learning & Outreach Officer f/t Bid to HLF for Project-funded Collections Access Officer for 2 years with budget for digitisation and outreach Curatorial staff- and volunteer- time from Museum</p>	<p>MARCH 2018 The Museum Management Working Group has considered the timetable for submission of Heritage Lottery Fund bids and a revision of the museum service's forward plan. A good deal of ground work has been laid in 2017/18 and this action is being carried forward on the 2018/19 Corporate Plan Delivery Plan. During the forthcoming year an application will be made for a Resilient Heritage Grant, which, if approved, will provide funding for feasibility and option appraisals plus an audience development study and public consultation to lay the foundations for a larger lottery bid to extend the museum and the services it offers. C/F</p>

Action Code & Title	Description	Due Date	Desired Outcome	Resources	Latest Status Update
			consulted by Learning & Outreach Officer		
17-CPDP-14 Encouraging positive planning that values heritage and promotes growth	Review each individual building on the buildings at risk register on an annual basis Monitor the effectiveness of local plan conservation policies for the purposes of determining planning applications on an annual basis	31-Mar-2018	Listed buildings adequately maintained. Output measures/milestones: 1 property at risk safeguarded/ brought back into use per year. Yearly monitoring report Local Plan local development scheme	-Existing budget provision for conservation and local plan -Conservation officers -Planning Policy Manager	MARCH 2018 Annual Reviews of each building on the at risk register and the effectiveness of local plan conservation policies are planned to be an ongoing process and will be included in the plan for 2018-18. An Owners Guide to Listed Buildings has been completed as has the Appraisal of the Saffron Walden Conservation Area in order to engage pro-actively with the community on conservation matters. Work on the Local Heritage List, Buildings at Risk and Article 4 direction approach is ongoing.
17-CPDP-15 Opposing a 2nd runway at Stansted Airport	Maintain regular and positive contact with Manchester Airport Group	31-Mar-2018	Government aviation policy framework review does not support additional runway capacity at Stansted Output measures/milestones: Department for Transport topic papers	Existing budget of £23k and reserves as required	MARCH 2018 The Government's response to its call for evidence on the new aviation strategy, accompanied by a further policy statement on making best use of the capacity which already exists at UK airports is expected imminently

CP Priority 3 Support sustainable business growth

Action Code & Title	Description	Due Date	Desired Outcome	Resources	Latest Status Update
17-CPDP-16 Promoting broadband and mobile telephony to support small businesses and home working	Investment in the Superfast Essex Phase Three programme. Lobbying of Superfast Essex to maximise the level of coverage in Uttlesford. Completion of the wireless superfast broadband project	31-Mar-2018	Create a competitive business location enabling retention of existing businesses, attraction of new businesses and business start-ups. Enhancing home working. Output measures/milestones: 95% premises able to access fibre based superfast broadband by end 2019.	-Up to £500k investment in Superfast Essex Phase Three programme would be required from SIF. £100k budget to support wireless projects. -Economic Development Officer -Economic Development Team	MARCH 2018 The District is forecast to have 98% of its homes and businesses able to access fibre superfast broadband by the end of 2019. The District Council is investing £500k in Superfast Essex's Phase III programme creating a total investment of £5m and enabling an additional 4,600 premises to have access to fibre superfast broadband. Ongoing
17-CPDP-17 Promoting town centres	Resourcing of Town Teams and Economic Development Working Group across the District. Supporting the development of Business Investment Districts (BIDs). Creation of a district wide car parking strategy and action plan.	31-Mar-2018	Sustainable socio-economic hubs providing employment, services, business opportunities and places to meet and socialise. Output measures/milestones: Delivery of action plans resulting in increased footfall. Delivery of potential Saffron Walden Business Improvement District Project Plan.	-Support for Town Teams £40k -Support for BID(s) £30k -Additional capacity to enable creation of car parking strategy, action plan and its implementation.	MARCH 2018 - Progress has been made to take the Saffron Walden BID to the vote in the summer 2018. A questionnaire has been circulated to the local business community to assess if the vote is likely to be favourable. If successful, this will enhance Saffron Walden Town Centre and set a potential model for improvements to others in the District. Ongoing
17-CPDP-18 Promoting Economic Benefits of Stansted Airport	Work with London Stansted Cambridge Corridor, Invest Essex, Meet the Buyer and other partners and initiatives.	31-Mar-2018	Sustaining local businesses through supplying the airport and enabling attraction and retention of businesses. Output measures/milestones: Delivery of Meet the Buyer event New business investment attracted into the airport locality including review of use of airport northside with Manchester Airport Group	£13k contribution to Greater Cambridge Greater Peterborough £10k contribution to London Stansted Cambridge Consortium	MARCH 2018 – The council participated in the Meet the Buyer event. Work continues to promote the opportunities from Stansted. The new Economic Development Strategy flags the importance of the Airport up as a local employer. On going

Action Code & Title	Description	Due Date	Desired Outcome	Resources	Latest Status Update
			Additional Business Rates		
17-CPDP-19 Working through the Local Strategic Partnership to promote economic growth, jobs and prosperity	Contribute to the work of the Employment, Economy, Skills, Environment and Transport Group, West Essex Alliance, Local Enterprise Partnerships, London Stansted Cambridge Corridor and others to deliver programmes that promote economic prosperity	31-Mar-2018	Sustainable local economic growth Output measures/milestones: Delivery of the Employment, Economy, Skills, Environment and Transport Group work plan	Contributions to Greater Cambridge Greater Peterborough Local Enterprise Partnership and London Stansted Cambridge Corridor as above.	MARCH 2018 -Work is ongoing with EESET, GCGPLEP and the LSCC. Engagement at Cabinet member and senior officer level to influence and inform our awareness of what is happening in broader arena. Scope to access opportunities, for example promotion of CRP through LSCC. During the year, development of relationship with the Cambridgeshire Combined Authority and the Greater Cambridge Partnership has become a new theme along with continued focus on the issues for the GCGP LEP. Ongoing
Page 45 17-CPDP-20 Encouraging more people to visit Uttlesford	Support the work of Town Teams and Economic Development Working Group in Stansted Work with the Saffron Walden Marketing Group	31-Mar-2018	Sustaining local businesses in the important visitor economy Output measures/milestones: Promotion events in Dunmow and Stansted Increased visitor numbers at the key attractions in Saffron Walden i.e. Audley End House, Saffron Hall, Saffron Walden Museum, Fry Art Gallery	Support for town teams and Business Improvement District as above Economic Development Officer and economic development team	MARCH 2018 - Saffron Walden Marketing Group, which includes all major visitor attractions in and around the town continues to flourish. A pilot shuttle between Audley End House and the town centre was deemed a success and was followed up by a vintage bus shuttle in December 2017. Visitor numbers at Audley End House and the Miniature Railway have increased significantly. Great Dunmow Town Team have an active facebook page and new website to attract visitors. Christmas promotion events to attract more visitors into the town centre including Christmas Lights event on Saturday 2nd December were held. On going
17-CPDP-21 Supporting business parks and business communities on industrial estates and support for the South Cambridge Science Cluster	Support the work of Stansted Business Forum, Stansted Airport Chamber of Commerce and Shirehill Business Network. Development of the Uttlesford Business Database. Membership of and work with Cambridge Cleantech Network. Support Chesterford Research Park.	31-Mar-2018	Sustaining local businesses growth Enhanced communication with key Uttlesford firms Output measures/milestones: Growth in membership of the local business networks. Grow the Uttlesford Business	£4k Uttlesford Business Database £2k Annual Business Breakfast Economic Development Officer and economic development team	MARCH 2018 - Support work continues with business networks throughout the district. Sponsorship of Uttlesford Business Awards, Check-in@Stansted, and a new network Meet the Town in Saffron Walden. Uttlesford Business Directory continues. Work continues with Invest Essex and the promotion of the life sciences sector in the district and in particular at Chesterford Research Park.

Action Code & Title	Description	Due Date	Desired Outcome	Resources	Latest Status Update
			Database to 2,000 entries. Deliver the Annual Business Breakfast. Additional Business Rates income for the Council		Annual Business Breakfast delivered in September 2017. On going
17-CPDP-22 Encouraging the establishment of a higher education offer in Uttlesford	Work with South East Local Enterprise Partnership, Essex County Council, Harlow College and Manchester Airport Group to deliver a further education facility at Stansted airport.	31-Mar-2018	Fill gap in supply of skilled labour. Support local career path opportunities Output measures/milestones: Delivery plan for further education facility	Economic Development Officer and economic development team	MARCH 2018 - Construction work started on new Stansted Airport College in October 2017, with opening date on September 2018. 500 students expected to study a range of professional and technical courses designed to develop skills for careers at the airport. Economic Development Team working with Harlow College to promote the courses to young people in Uttlesford to ensure that they benefit from this opportunity. The college is attracting a significant level of interest from potential students The council's participation in the Advisory Group will be on going in 2018-19.

CP Priority 4 Maintain a financially sound and effective Council

Action Code & Title	Description	Due Date	Desired Outcome	Resources	Latest Status Update
17-CPDP-23 Setting a Medium Term Financial Strategy that balances prudent use of investment, reserves and capital Page 47	To provide all reports and financial data as per the timetable in measures and milestones. Finance and Revenues and Benefits to continuously monitor the income and expenditure and liaise with relevant managers.	31-Mar-2018	Balanced budget ensuring quality of service Output measures/milestones: Budget setting and Council Tax approval timetable; Scrutiny – 7th February 2017 Cabinet – 16th February 2017 Full Council – 23rd February 2017 Budget monitoring carried out monthly – quarterly reports to Corporate Management Team and Cabinet Quarter 1 – September 2017 Quarter 2 - December 2017 Quarter 3 – February 2018 Quarter 4 – June 2018 Final Accounts (audited) July 2018	-Finance Team -Revenues and Benefits Teams -All managers and staff to ensure that timely and accurate information is provided on all income and expenditure.	MARCH 2018 - The MTFs was presented to Full Council on the 22 February and received approval by all members present. COMPLETED
17-CPDP-24 Maximising the use of our assets, including utilising the available space within the council offices	Rental of office space on ground floor. Apply for planning permission on any General Fund building plots that are not viable for the Council to develop so they can be sold on the open market. Dispose of De Vigier Avenue site.	31-Mar-2018	Use of Assets maximised to bring in income;. Output measures/milestones: Space rented Outline planning permission granted Land disposed of	-Assistant Director, ICT and Facilities -Facilities Manager £50,000 pa income if let £10,000 cost of planning fees Capital receipt	MARCH 2018 - Thaxted Road site pre-application has been submitted to planning. De Vigier Avenue site sale is still progressing. C/F
17-CPDP-25 Reviewing all services to ensure efficiency and effectiveness	Costs benefit analysis of options available.	31-Mar-2018	Decision on sharing a single depot site Output measures/milestones: Decision on whether or not to proceed	Director of Finance and Corporate Services Assistant Director, ICT and Facilities £15,000 cost of options appraisal	MARCH 2018 - A plan for future zero based budgeting is going to CMT in April. C/F
17-CPDP-26 Developing a commercial	Develop commercial strategy Appraisal of options to purchase land for building of commercial units	31-Mar-2018	Additional income to support the Medium Term Financial Strategy	Director of Finance and Corporate Services Assistant Director, ICT and Facilities	MARCH 2018 - The Invest Essex meeting has taken place at the park. The marketing of Chesterford Research park has greatly

Action Code & Title	Description	Due Date	Desired Outcome	Resources	Latest Status Update
strategy for the council, including trading Aspire	Acquisition of suitable land and commence development process		Output measures/milestones: Commercial strategy agreed Option appraisal completed and way forward agreed Acquisition process commenced Additional land purchased for commercial activity	Acquisition and build cost circa £4m	improved and we have expressions of interest from potential new tenants. Commercial strategy approved at Council on 22nd February 2018. C/F
17-CPDP-27 Enabling enhanced self-service through the council website	Procurement of account system. Installation of account system. Launch and publicity for account system.	31-Mar-2018	Customers able to access council tax, business rates, housing benefits and housing rent account information on line and complete transactions/applications. Output measures/milestones: Procurement of system by end 9/17 Launch of facility by end 3/18 Take-up to be measured in 18/19	Project Team comprising staff from; -Web team -Revenues -Benefits -Information Communications Technology	MARCH 2018 Options for a new council website have been considered and a contract is due to be awarded in the next few weeks, with the new site timetabled to go live in the summer. The Citizen's Access project through which customers will be able to access their council tax and housing rent accounts will commence following the annual billing period. This action is being taken forward in the 2018/19 Corporate Plan Delivery Plan. C/F

Committee: Cabinet

Date:

Title: Voluntary Support Grants Committee

Wednesday, 4 April
2018

**Portfolio
Holder:** Cllr Vic Ranger

**Report
Author:** Paula Evans, Leisure and Performance
Manager
pevans@uttlesford.gov.uk

Key decision:
No

Summary

1. This report provides Cabinet members with details of the review process undertaken by the Voluntary Support Grant Committee for all Voluntary Sector Grants for 2017/18 and 2018/19.

Recommendations

2. None

Financial Implications

3. None

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.

None

Impact

- 5.

Communication/Consultation	Voluntary sector organisations are continually consulted in relation to the grant review process
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	None

Sustainability	None
Ward-specific impacts	None
Workforce/Workplace	None

Situation

6. Following the allocation of all 2017/18 voluntary sector grants and the provisional allocation of the 2018/19 grants in December 2016, a further meeting of the Voluntary Support Grants Committee was held on 7 February 2018.
7. The purpose of this meeting was to review the performance of the voluntary sector organisations that had been awarded grants for 2017/18. This involved each organisation being invited to present how the funding from the Council had helped them achieve key objectives which had been identified as part of the application process.
8. A requirement of the 2017/18 funding allocation was for each organisation to submit a quarterly performance report which Officers review. This information was summarised for the committee to use for reference during the meeting.
9. Based on the presentations given, the committee agreed to award the 2018/19 funding allocation to each organisation as per Appendix One attached.

Risk Analysis

10.

Risk	Likelihood	Impact	Mitigating actions
Governance arrangements are not sufficiently robust	1	3	The review process adopted for the 2017/18 awards has ensured improvement in accountability, value for money and transparency
Major grant funding awards do not contribute towards the council's objectives	1	3	The process adopted ensures decision making is robust, transparent and aligned to corporate priorities

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.

Appendix One

VOLUNTARY SECTOR APPROVED GRANT ALLOCATION 2017/18 AND 2018/19					
Organisation	Amount Funded 2016/17	Requested 2017/18	Requested 2018/19	Members Agreed Funding 2017/18	Members Agreed Funding 2018/19
REVENUE BUDGET					
Council for Voluntary Service, Uttlesford	£32,000	£36,000	£38,000	£34,000	£34,000
Uttlesford Community Travel	£38,000	£42,000	£43,000	£42,000	£42,000
Uttlesford Citizen Advice Bureau *	Core generalist & debt advice services	Core generalist & debt advice services			
	£117,487	£144,908	£154,150	£145,000	£145,000
	Money Dr project	Frontline			
	£5,000	£5,000	£5,000	£5,000	£5,000
	Money Advice Project				
	£5,000				
	Debt Advice				
	£25,000				
Volunteer Uttlesford	£14,000	£24,530	£43,145	£16,000	£16,000
Support 4 Sight	£11,000	£20,300	£20,500	£12,000	£12,000
Citizens' Advice East Herts	£11,440	£11,554	£11,670	£11,500	£11,500
Home-Start Uttlesford	£5,000	£5,000	£5,000	£8,250	£8,250
Voluntary Sector Training	£6,000	£6,900	£7,475	£6,000	£6,000
Action for Families	£12,000	£14,493	£14,945	£14,500	£14,500
Hearing Help Essex	0	£2,000	£2,030	£2,000	£2,000
St Clare Hospice	0	£20,000	£20,000	£3,750	£3,750
Uttlesford Buffy Bus Association **	0	£15,000	£15,450	0	0
Dunmow Malting Preservation Trust ***	£4,000	£5,000	£5,000	£4,000	£4,000
Total Spend	£285,927	£352,685	£385,365	£304,000	£304,000
Total Budget – Voluntary Sector Grants	£286,570	£286,570		£286,570	£286,570
+ / - difference	£643	-£66,115		-£17,430	-£17,430
Contingency Budget	£8,700			£57,000	£57,000
CAPITAL BUDGET					
Uttlesford Community Travel ****	£13,000	£15,000	£15,000	£15,000	£15,000
* Uttlesford CAB - 2016/17 allocation includes one-off payment for debt advice					
** No funding offered at this time. Consideration will be given in the future for capital expenditure (replacement of bus).					
*** 2017/18 and 2018/19 funding for Dunmow Maltings Preservation Trust to be set up as standalone grant					
**** Uttlesford Community Travel allocated £15,000 capital budget specifically for vehicle replacement.					

Committee:	Cabinet	Date:	4 April 2017
Title:	Amendments to Housing Allocations Policy and Homelessness Strategy		
Portfolio Holder:	Cllr J Redfern, Cabinet Member for Housing		
Report Author:	Judith Snares, Housing Strategy and Operations Manager, 01799 510671	Key decision:	Yes

Summary

1. The Allocation Policy and Homelessness Strategy have been reviewed and amended to take account of the changes in legislation brought about by the Government's introduction of the Homelessness Reduction Act 2017. The Act comes into force on 3rd April 2018.

Recommendations

2. That the Cabinet approves the adoption of the amended versions of the council's Allocations Policy and Homelessness Strategy for adoption from 3rd April 2018.

Financial Implications

3. From existing resources.

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:
 - a. Homelessness Reduction Act 2017
 - b. New Homelessness Code of Guidance

Impact

- 5.

Communication/Consultation	Consultation has taken place with Members, Tenants Forum, the public and partners
Community Safety	n/a
Equalities	The Equality Impact Assessments for both documents have been reviewed

Health and Safety	n/a
Human Rights/Legal Implications	The council's homelessness service must comply with the new Act and Code of Guidance to avoid legal challenges to the service
Sustainability	n/a
Ward-specific impacts	All wards
Workforce/Workplace	Housing Options Team

Situation

6. The council implemented the current version of the Allocations Policy in January 2015 and the Homelessness Strategy in April 2016.
7. These documents have both been reviewed and amended to take account of the Homelessness Reduction Act 2017 that comes into force on 3rd April 2018.
8. The new Act requires a greater emphasis on homelessness prevention. The council will have new duties to prevent homelessness when someone is threatened with homelessness within 56 days, then if they are unable to do this there will be a duty to relieve homelessness. It is only after this stage that someone may be owed the full homelessness duty that requires the council to find them suitable longer term housing.
9. The Allocation Policy has been amended to take these new duties into account and the priority on the housing register that people who are owed the prevention and relief duties will receive. It also amends the way a final offer of accommodation will be made to those owed the full housing duty.
10. The Homelessness Strategy has also been amended accordingly and the action plan reviewed and updated.

Risk Analysis

11.

Risk	Likelihood	Impact	Mitigating actions
The council fails to act in accordance with the Homelessness Reduction Act 2017 and Homelessness	1 Little or no risk as policy and strategy have been amended in light of the new legislation	1 Little or no impact providing amendments are in place for 3 rd April 2018	Documents have been consulted on and brought before Cabinet so that the council is ready for the implementation date of the Homelessness Reduction Act

Code of Guidance			
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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.

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UTTLESFORD DISTRICT COUNCIL

HOUSING ALLOCATIONS SCHEME (ALLOCATIONS POLICY)

Uttlesford District Council Housing

Allocations Scheme

1. Introduction

- 1.1 The Council is required, by virtue of Section 167 of the Housing Act 1996 to have an allocations scheme for determining priorities and the procedure to be followed in allocating housing accommodation.
- 1.2 We have written and published this policy so everyone can be clear how:
 - i. Council houses are allocated
 - ii. The homes we are offered by our Registered Providers (RP) are allocated
 - iii. Applicants on our housing register have some choice about the home they are offered;
 - iv. We meet the law's requirements about people whose housing needs we should consider.
 - v. We make best use of the available housing stock within the District
 - vi. We give preference to those applicants who have a local connection to the District
- 1.3 This Allocations Scheme has been formulated in accordance with the provisions of
 - The Housing Act 1996, as amended by the Homelessness Act 2002
 - The Localism Act 2011
 - The Allocation of Accommodation: Choice Based Lettings Code of Guidance 2008
 - The Equality Act 2010
 - The Allocation of Accommodation: Guidance for Local Housing Authorities England 2012
 - Providing social housing for local people: Statutory Guidance December 2013
 - Other relevant legislation and Guidance
- 1.4 In operating the Allocations Scheme, the Council will have due regard to legislation which shall take precedence.

2. Choice Based Lettings

- 2.1 The Council allocates accommodation through a Choice Based Lettings Scheme (CBL) called Home Option. The scheme enables applicants to

express an interest in available properties which are advertised in a fortnightly publication and on a website. All applicants are provided with detailed information explaining how the scheme operates.

2.2 Under the CBL Scheme, applicants are able to register their interest in properties which are suitable for their household size and needs in accordance with the terms of this Allocations Policy.

2.3 Direct Lets

2.3.1 Direct Lets will not be part of the choice based lettings scheme.

2.3.2 Direct Lets may apply in the following circumstances:

- i. Extra care properties
- ii. If a property is needed to house someone in council property temporarily
- iii. In cases of where someone has to be moved immediately a direct let may be made
- iv. In the case of a specially adapted property built for a specific person
- v. Decants – Council properties required to be vacated by the Council for a specific purpose
- vi. If a previously joint applicant qualifies to be offered the property of which they were previously a joint tenant we will make them an offer of that property
- vii. Where applicants owed the full homelessness duty by the Council under Section 193 of the Housing Act 1996 as amended who do not meet the Council's Allocation's Policy eligibility criteria.
- viii. In cases where a multi-agency team requests a planned move to resolve a serious management situation a direct let (one offer only to be made) may only be considered if the situation cannot be resolved by any other means and the tenant is either an existing Uttlesford tenant or the tenant of a RP property within Uttlesford and the subsequent vacancy would be allocated through the council's Choice Based Lettings Scheme
- ix. Cases where there is a risk of significant harm to a vulnerable household, who otherwise do not meet the Council's Allocation's Policy eligibility criteria and which is supported by at least one other statutory agency, for

example social care. Cases to be agreed by the Asst. Director

3. The Allocations Scheme

- 3.1 Allocation of accommodation will be through the Housing Register in accordance with the provisions of the Allocations Scheme.
- 3.2 The Council recognises that there may be some exceptional situations not covered by the Allocations Scheme. In such instances, Assistant Director of Housing and Environmental Health will have delegated authority to make decisions, as he/she considers appropriate and these will be fully documented.
- 3.3 The Scheme will apply to vacancies in the Council's own housing stock and to vacancies in accommodation in the District belonging to RPs for which the Council is required to make nominations.
- 3.4 The provisions of this Allocations Scheme will apply to applicants on the Council's Housing Register at the effective date of this Allocations Scheme, as well as those who apply after the effective date.
- 3.5 **The Allocations Scheme will not apply in the following cases;**
 - i. Where a tenant succeeds to a secure tenancy on the death of a tenant
 - ii. Where a tenancy is assigned to a person who would qualify to succeed to the secure tenant
 - iii. Where a tenancy is assigned by way of a mutual exchange to an existing secure tenant or RP assured tenant
 - iv. Where a tenancy is disposed through the courts (under matrimonial and family proceedings)
 - v. Where a priority transfer is agreed in urgent circumstances due to person's safety being at risk.
 - vi. Where a property has been identified as temporary accommodation
 - vii. Where the council needs to provide alternative accommodation for a council tenant in order to carry out repairs or improvements to their property.
 - viii. Where the council needs to provide accommodation to meet its duties under homelessness legislation

- ix. Where the council has a duty to re-house home owners following a compulsory purchase, provide suitable alternative accommodation under the Land Compensation Act 1973, s 39, or under the Rent Agricultural Act 1976. (If it is not possible to provide a permanent tenancy immediately, the applicant will be registered within band A of the scheme).
- x. Where the council grants a secure tenancy to a former owner of a defective home under the Housing Act 1985, s554 or s555

4. The Housing Register

- 4.1 The Council is not legally obliged to maintain a Housing Register but has chosen to do so.
- 4.2 The Housing Register will be maintained by Housing Services at the Council Offices in Saffron Walden.
- 4.3 The Housing Register will be open to all categories of person except those who are ineligible as defined at Paragraph 5.
- 4.4 The Housing Register will be open to;
 - i. homeseekers of 18 years of age and over
 - ii. current council or RP tenants
 - iii. 16 and 17 year olds owed a full housing duty by a local housing authority under homelessness legislation.
 - iv. 17yr 6mth old Care Leavers who were resident in Uttlesford at the time they were placed in Care or who are living in Uttlesford immediately prior to the time of leaving care
 - v. People with the capacity to understand and adhere to a tenancy agreement

5. Eligibility categories

5.1 Eligibility

- 5.1.1 The following categories of applicant may not be eligible for the Housing Register;
 - i. Persons subject to immigration control (except those in classes prescribed by the Secretary of State as being eligible for an allocation of housing)
 - ii. Persons not habitually resident in the Common Travel Area (i.e. the U.K., Channel Islands, Isle of Man and the Irish Republic)

- 5.1.2 Any person making an application who is identified as falling under the Asylum and Immigration Act 1996 will be assessed in accordance with the Act.
- 5.1.3 Eligibility for housing will be determined in accordance with the Allocation of accommodation: guidance for local authorities in England issued by the government under s169 of the Housing Act 1996 Part 6 as amended by the Localism Act 2011.
- 5.1.4 Any other persons the Secretary of State may by regulations prescribe as persons from abroad who are ineligible to be allocated housing by local authorities in England.

5.2 Local Connection Eligibility

- 5.2.1 Any applicant who does not meet one or more of the following local connection eligibility criteria will not be eligible to join the housing register.
- i. Have lived continuously in the Uttlesford District for the last three years (time spent away at University or college will count as living continuously within the district providing the applicant had previously lived in the district immediately prior to the start of their course.)
 - ii. Living outside of Uttlesford but have immediate family members who have lived in Uttlesford for the last 5 years and from whom they are receiving or giving substantial ongoing support.
 - iii. Living outside of Uttlesford but have been permanently employed in the Uttlesford District for a minimum of 3 years and working at least 24 hours per week
 - iv. Applicants who meet the Right to Move criteria as set out in Appendix III.
 - v. Applicants who are owed a full homelessness duty by Uttlesford District Council under s.193 of Part VII of the Housing Act 1996, as amended.
 - vi. Applicants who have been assessed as falling within a reasonable preference category (under 166A (3) of Part 6 of the Housing Act 1996) and where a Senior Officer has agreed exceptional circumstances resulting in the need for access to social housing locally.
 - vii. Applicants who are owed a prevention and/ or relief duty under The Homelessness Reduction Act 2017 and where a Senior

Officer has agreed exceptional circumstances resulting in the need for access to social housing locally

- viii. Care leavers up to the age of 25 who were originally from Uttlesford but were accommodated outside of the district
- ix. Care Leavers who were placed in Uttlesford for at least 2 years including sometime before they reach the age of 16. They will retain a connection to Uttlesford until they reach the age of 21
- x. Other special reasons, to be agreed by a Senior Officer at their discretion, for example where an applicant has no safe connection to another area due to violence

5.2.2 The following categories of person will be exempt from local connection criteria:-

- i. Existing social housing tenants residing in the Uttlesford District
- ii. Applicants who are serving members of the regular forces or who have served in the regular forces or been honourably discharged, if the application is made within five years of their date of discharge.
- iii. Applicants who have recently ceased or will cease to be entitled to reside in accommodation provided by the Ministry of Defence following the death of that person's spouse or civil partner where:-
 - the spouse or civil partner has served in the regular forces; and
 - their death was attributable (wholly or partly) to that service
 - Is serving or has served in the reserve forces and who is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to that service and the application is made within five years of discharge.

5.3 Financial Eligibility

- 5.3.1 Any homeseekers who in the opinion of the Council has sufficient funds including: annual income, residential property equity, savings, or other assets to enable them to meet their own housing costs by open market purchase or open market renting will be ineligible to join the housing register.

- 5.3.2 Any lump sums received as compensation for injury or disability sustained on active service by either, members of the Armed Forces, former Service personnel, bereaved spouses and civil partners of members of the Regular Forces, or serving or former members of the Reserve Forces, will be disregarded from this criterion
- 5.3.3 Owner Occupiers, or other applicants who are financially ineligible to join the housing register, will be eligible to join if they qualify for sheltered housing.

5.4 Housing Related Debt Eligibility

- 5.4.1 Applicants with housing related debt will generally not be eligible to join the housing register if they are not addressing the debt. Housing related debt includes rent arrears to the Council, RP, other local authority or private landlord, also Council Tax and any monies given through the Councils Rent Deposit Guarantee Scheme.
- 5.4.2 When a financial assessment carried out by the Council shows that the debt cannot be cleared immediately then a realistic and affordable repayment arrangement should be agreed to clear the debt.
- 5.4.3 Applicants will become eligible to join the register if they have an agreed repayment plan in place and have made regular payments for at least 12 months or the debt has been cleared in full.
- 5.4.4 Council and RP tenants who have been accepted onto the housing register but have rent arrears on their current property will not be offered another tenancy until all rent arrears have been cleared in full.
- 5.4.5 Accepted homeless applicants who have rent arrears on their current temporary accommodation will not be offered accommodation that would discharge the Council's homelessness duty until the rent arrears are cleared in full.
- 5.4.6 Housing Associations may also hold their own policy on debt.
- 5.4.7 All cases of housing related debt will be considered on an individual basis taking account of all the information provided by all interested parties.

5.5 Exclusions from the Housing Register

- 5.5.1 The Council may exclude someone from the register if it considers it proportionate and reasonable to do so as a result of unacceptable behaviour. The Council will take into account all relevant factors

such as health, dependants and the individual circumstances of the applicant when making these decisions. The decision to exclude someone from the housing register will in the first instance be made by the Housing Needs Team Leader.

5.6 Unacceptable Behaviour

5.6.1 “Unacceptable behaviour” “ is defined as behaviour, which would, if the person was either a secure tenant or a member of a secure tenants household, entitle a landlord to a possession order under any of grounds 1 to 7 of HA 1985 sch 2.”

5.6.2 If an applicant who has previously been refused an application onto the housing register because of unacceptable behaviour and considers that their unacceptable behaviour should no longer be held against them they can complete a new application from.

5.6.3 When making decisions regarding unacceptable behaviour Uttlesford District Council will consider:

- i. If the applicant (or a member of their household) has been guilty of unacceptable behaviour serious enough to make them unsuitable to be a tenant.
- ii. When the unacceptable behaviour took place. Consideration will be given to the length of time that has elapsed, this will be a minimum of two years and whether there has been any change in circumstances.
- iii. What action the landlord would have taken against the perpetrator of the unacceptable behaviour. The behaviour must be serious enough for the landlord to be granted a possession order as detailed above.
- iv. Whether the behaviour is serious enough to make the applicant unsuitable as a tenant.
- v. If the applicant or any member of their household is subject to an Anti-Social Behaviour Order an Acceptable Behaviour Contract or any similar penalty introduced by the ASB and Crime and Policing Act 2014 or any relevant legislation.

5.6.4 The Council may decide to exclude existing applicants from the register where they become aware of unacceptable behaviour that would make them unsuitable to be a tenant.

5.6.5 All decisions made by the Council in relation to excluding applicants from the housing register are subject to review if requested by the applicant (see 16).

5.7 Notifying an ineligible applicant

- 5.7.1 Applications from ineligible applicants will not be registered. The applicant will be notified in writing of the decision and the reasons for the decision will be explained to them.

6. Application to the Housing Register

6.1 Advice and Information

- 6.1.1 The Council will ensure that advice and information is available free of charge to persons in the District about the right to make an application for housing.
- 6.1.2 The advice and information can be provided by the Council on the phone, by letter/e-mail or in person at the Council Offices. Applicants may also seek advice from other agencies such as the Citizens Advice Bureau.
- 6.1.3 Applicants will be required to complete an on-line application form for inclusion on the Housing Register and to provide supporting documentation as the Council deems appropriate to allow an assessment of their entitlement to housing accommodation to be made.

6.2 Joint Applicants

- 6.2.1 Applicants may be a joint applicant with another person although for a joint application, both applicants must be eligible under this policy, except for the local connection criteria where only one of joint applicants needs to meet the criteria.

6.3 Definition of a household

- 6.3.1 Applicants should only include persons on their application who will be part of their household and occupying the accommodation as their only principal home.
- 6.3.2 Non- dependent children/step-children or adults previously dependant on the applicant, will only be considered as part of the household where they have had continuous recorded residence with the applicant and have never had their own independent accommodation, unless this was whilst in further education.

6.3.3 Applicants with a shared residence order or staying contact for children are not automatically entitled to bedrooms for their children. The general principle is that a child needs one home of an adequate size, and that the council will not accept responsibility for providing a second home for children. The council will make an assessment based on the individual circumstances.

6.4 Documents

6.4.1 As part of the application process, applicants will be asked to provide documentary proof of certain things such as:

- i. Photographic proof of their identity and that of all those included on their application
- ii. Their current address
- iii. Proof of meeting the local connection residency criteria
- iv. Details of any dependants living with them
- v. Their income
- vi. Their savings
- vii. Details relating to previous accommodation where appropriate

6.4.2 We may require additional information according to an applicant's circumstances and may sometimes need to contact third parties to verify the information that the applicant has given us. By completing the application form applicants, as detailed on the form, are giving consent for us to do this.

6.4.3 If all the required supporting documents are not received within 28 days the application will be cancelled.

6.4.4 If assistance is needed in making an application to the Housing Register help will be available from the Housing Services Department.

6.5 User guide

6.5.1 When an applicant has been found to be eligible to join the Register, we will assess their application and they will receive a letter of confirmation and access to an on-line Scheme User Guide

which will tell them:

- i. Their HomeOption identification number;
- ii. The Band that their application has been placed in and the date from which this takes effect
- iii. The size of home for which they are eligible
- iv. Details of how they can register interest for a home under CBL

6.5.2 If from an application form we have identified that an applicant may need assistance with using the Scheme we will add their name to a database of applicants for whom assistance with making expressions of interest is offered. Applicants can be added to this list at any time upon their request.

6.5.3 A printed version of the User Guide can be provided on request.

6.6 Renewal of applications

6.6.1 In order to keep the Housing Register up to date, applicants will be required to renew their application, this will normally be on the anniversary of their application. Applicants will be prompted to renew their application when they log on to the HomeOption website. They will also be sent an email to the email address supplied on their application or a letter to the address registered on the application.

6.6.2 If an applicant fails to renew their application within 28 days from the date they received a communication to say that renewal is due, they will be deleted from the Housing Register without further notification.

6.7 Cancelling an application

6.7.1 We will only cancel an application if:

- i. The applicant has written to us to ask us to cancel it, or
- ii. The applicant has not responded to the renewal requests (see paragraph 6.6 above) or
- iii. The applicant has accepted an offer of accommodation through HomeOption.

- iv. The applicant has ceased to be eligible (see paragraph 5 above), or
- v. The applicant has made false or deliberately misleading statements in connection with their application (see paragraphs 18 below)
- vi. The applicant has not provided documentary proofs for their application within 28 days of completing the on-line form

7. Access to Information

7.1 Upon written request, an applicant, will be able to;

- i. receive a copy of their details entered on the Housing Register free of charge
- ii. receive copies of documents provided by them
- iii. have access to their file in accordance with the provisions of the Data Protection Act 1998
- iv. ask for a formal review of any decisions about the facts of their case
- v. be informed in writing of any decision about the facts of their case and of their right to request a review of any such decision
- vi. receive general information to enable an applicant to assess;
 - how their application is likely to be treated
 - whether accommodation appropriate to their needs is likely to be available and, if so, when

8. Assessment of Housing Need and Allocation of Properties

8.1 Assessing Housing Need

8.1.1 Applicants housing circumstances are assessed on their individual circumstances and their application placed in one of five Bands. These Bands ensure that we give greatest priority to those in the greatest housing need, so that we make the most effective use of available homes. The law also requires us to give preference to certain categories of housing need, and these have been included within the banding priority criteria.

- 8.1.2 Band A is considered the highest priority of housing need, Band B the next highest etc., with Band E being the lowest priority.
- 8.1.3 Within each Band, the applicant with the greatest priority is the applicant who has spent the longest time in that band.
- 8.1.4 Some allocations will be dealt with outside the scheme; these are explained in paragraphs 2.3 and 3.2.
- 8.1.5 Where an applicant or one of joint applicants is a tenant of the Council at the time of the application then the property subject to that tenancy will be inspected by the Council to ensure compliance with the terms of the tenancy agreement before the application is processed.
- 8.1.6 Further details of how each band has been assessed is provided below:

The Band Criteria

8.1.6.1 BAND A

Applicants meet at least one of the following criteria

- i. Accepted Homeless in severe need
- ii. Critical Medical/Welfare award – to include emergency situations
- iii. Relationship breakdowns in council properties where applicants are under-occupying but have been assessed as having housing need within Uttlesford
- iv. Successor tenants in council properties where applicants are under-occupying
- v. Releasing a property in need (council or RP property that the Council has nominations rights to) or where it prevents the Council making expensive alterations to a property
- vi. Those applicants within Uttlesford required to leave their homes as a result of an emergency prohibition order served in relation to the premises under the Housing Act 2004
- vii. Uttlesford Council tenants, or tenants in RP property where the Council will receive the

nomination, who are currently in accommodation larger than their needs(Uttlesford tenants may be eligible for removal expenses grant see paragraph 9.21 below)

- viii. Multiple needs - If someone has two or more needs in band B they will be moved to band A (accepted homeless cases do not come under this category – if additional preference is needed for homeless cases they will be assessed as accepted homeless in severe need)

8.1.6.2 High welfare and multiple needs in band A would be expected to express an interest within 4 cycles of available properties otherwise priority may be reduced.

8.1.6.3 **BAND B**

Applicants meet at least one of the following criteria

- i. Serious Medical/Welfare award (If after 12 cycles applicants have not expressed interest in all suitable advertised properties this award will be reviewed and applicants may be placed in a lower band)
- ii. Overcrowding in permanent social housing within Uttlesford
- iii. Accepted homeless cases who meet the Allocation's Policy eligibility criteria
- iv. Applicants owed a relief duty under the Homelessness Reduction Act 2017 who are assessed by the council as likely to be in priority need and unintentionally homeless
- v. Nominations from supported housing schemes where the Council has agreed move-on arrangements and the applicant is ready to move on. These applicants will be able to use the CBL scheme for a period of 4 weeks from the date they are placed into this band to express interest in any suitable flatted accommodation. If they have not been successful after the end of this period they will be made one offer of suitable flatted accommodation which may be either in the private or social sectors which if they refuse will result in them being down banded to a band that reflects their housing need.

- vi. A prohibition order or demolition order has been served, or is about to be served in relation to the applicant's dwelling. This indicates that the property contains one or more category 1 hazards that probably cannot be remedied.
- vii. An improvement notice has been, or is about to be, served in relation to the applicant's dwelling and :-
 - a. The remedies that are needed to reduce the hazard will require the property to be vacated for a significant period of time
 - b. The cost of the remedies are beyond the means of the applicant (where applicable)
 - c. The remedies will make the property unsuitable for occupation by the applicant
- viii. Multiple needs – Applicants with four or more needs in band C will move to band B

8.1.6.4 **BAND C**

Applicants meet at least one of the following criteria

- i. Moderate medical/welfare award
- ii. Notice of Seeking Possession
- iii. Assessed as being at risk of homelessness within 56 days
- iv. Applicants who are owed the relief duty under the Homelessness Reduction Act 2017 but who are assessed by the council as likely to not be in priority need
- v. Applicants who are owed the relief duty under the Homelessness Reduction Act 2017 but who are likely to be intentionally homeless
- vi. Applicants who following a homelessness application have been deemed by the council to be in priority need but intentionally homeless
- vii. No fixed abode

- viii. Overcrowded in private rented accommodation or social housing outside Uttlesford
- ix. Fixed term licensees
- x. Shared facilities – not generally applicable for single applicants under 35yrs
- xi. Lacking facilities
- xii. A hazard awareness notice has been served in relation to a category 1 or 2 hazard at the applicant's dwelling

and

the remedies that are needed to reduce the hazard will require the property to be vacated for a significant period of time;

or

the cost of the remedies are beyond the means of the applicant (where applicable);

or

the remedies will make the property unsuitable for occupation by the applicant

8.1.6.5 **BAND D**

- i. Applicants assessed as meeting Right to Move criteria who have been placed in one Band higher than their housing need.
- ii. Any applicant subject to the prevention (s.195 (2) or the relief duty (s189(2): S.193B(1).) under the Homelessness Reduction Act 2017 who fails to co-operate as stated in s193B and 193C of the Act will be placed in Band D.

8.1.6.6 **BAND E**

Applicant meets at least one of the following criteria

- i. Caravan or mobile home but no housing need

- ii. Tied accommodation but no housing need
- iii. Applicants who live in a property that is adequate to meet their needs in terms of property type, size and facilities.
- iv. In prison
- v. A suspended prohibition order or improvement notice has been or will be served by the Environmental Health Department in relation to the applicant's dwelling but the criteria leading to it becoming active are not met by the applicant.
- vi. A hazard awareness notice or improvement notice has been or will be served in relation to the applicant's dwelling but the specified remedies are low cost and straight-forward to achieve.

8.2 Allocation of Properties

8.2.1 With the exception of those allocations dealt with outside the scheme; these are explained in paragraphs 2.3 and 3.2 properties will be allocated to the applicant who expressed interest in the property, who is in the highest Band and with the earliest priority date within that Band.

8.2.2 At the time of the offer of a property applicants will be asked to provide proof that they continue to meet all eligibility criteria to be included on the housing register

8.2.3 Where two applicants have the same priority date in the Band the property will be allocated to the household who it is judged to have the family composition that makes best use of the accommodation. This will be decided by a Senior Manager and the reasons documented

8.2.4 **Houses** – Transfer applicants and homeseekers who are tenants of RP accommodation within Uttlesford, where UDC has the nomination rights, will be given priority for houses with the same number of bedrooms as their current property ahead of other homeseekers, even if they are in a lower Band or have a lower priority date, providing they meet the following criteria:-

- Currently living in a flat
- Have lived in the flat for more than 2 years
- Have conducted their current tenancy in a satisfactory manner

For properties larger than one bedroom this will only apply if there are children under 16 within the household.

9. Housing Priority

9.1 Deciding who has priority on the register

9.1.1 Applicants will be placed in the relevant Band defined by their specific circumstances and as assessed by the Housing Options Team with reference to the banding system set out in this policy

9.2 Overcrowding

9.2.1 Homeless applicants placed in temporary accommodation by the council will not be assessed under the criteria for overcrowding.

9.2.2 Applicants will be placed in Band B if they are overcrowded, i.e. lacking one or more bedrooms and live in Council or Housing Association properties where the Council has nomination rights to the RP.

9.2.3 Applicants will be placed in Band C if they are overcrowded in private rented accommodation or living with relatives or friends.

9.2.4 Overcrowded applicants with a local connection to Uttlesford, but living in Council or Housing Association properties outside the District will be in Band C.

9.2.5 Rooms which do not meet the standards for use as living accommodation for one person (the standards are given in the Housing Act 1985 Part X) will not be counted.

9.2.6 If applicants need an extra room for medical or welfare/hardship reasons they will not be considered overcrowded but will be assessed for medical or welfare priority.

9.2.7 Overcrowding priority will not be given if someone moved into the applicants' household making them overcrowded. This will be looked at on welfare grounds.

9.2.8 Where an applicant is pregnant and the birth of the child will mean that they are entitled to a larger property, the applicant will not receive overcrowding priority until the baby is born.

9.3 Children sharing bedrooms

9.3.1 Two children of the same sex are expected to share a bedroom until one of them reaches the age of 16.

9.3.2 Two children of the opposite sex are expected to share a bedroom until the oldest is 10 years old.

9.4 Applicants without children

9.4.1 Single applicants and couples without children who are living in overcrowded conditions will not be given priority for overcrowding unless they are in self-contained accommodation which is too small, for example a couple in a one person bed-sit. Young adults living with their parents or people temporarily sharing with friends will not get overcrowding priority.

9.5 Disrepair, poor design and lack of facilities

9.5.1 Any complaint about poor repair within Council or RP properties must be reported to the applicant's landlord's Repairs service.

9.5.2 Applicants living in private sector accommodation in poor condition must be referred to the Council's Environmental Health Department who will assess the situation and then make their recommendations according to the Allocations Scheme.

9.5.3 If an applicant lacks facilities such as cooking facilities, washing facilities, toilet facilities or adequate heating they will be placed in Band C.

9.6 Sharing with another household

9.6.1 Applicants will be placed in Band C if they share any of the following facilities with either people they are not related to or their family if they are wishing to live separately from them.

- i. living room
- ii. kitchen
- iii. bathroom or toilet.

9.6.2 Single applicants under the age of 35 who are sharing will generally be considered as adequately housed. Consideration will be given for applicants in special circumstances.

9.7 People living in mobile homes or caravans

- 9.7.1 Applicants living in a caravan, mobile home or houseboat will be placed in band E if there is no other housing need, reflecting parity with other private sector applicants.
- 9.7.2 It does not matter if the caravan is on a site or not or if they own or rent the property.
- 9.7.3 If their accommodation lacks facilities or is in poor repair (see paragraph 9.5) they will be placed in band C.

9.8 Homelessness

- 9.8.1 Accepted homeless households are applicants to whom:
- i. The Council has accepted a duty under Part VII of The Housing Act 1996, as amended by the Homelessness Act 2002 (the duty towards households who are in priority need and unintentionally homeless) **and**
 - ii. the council accepts a duty to provide suitable accommodation.
- 9.8.2 In the first instance the Council will look to discharge its homelessness duty for all accepted homeless applicants within the private rented sector. The Council will ensure that any offer of private rented housing is appropriate to the needs of the household, that the length of any tenancy is a minimum of 12 months and that the property meets the Homelessness (Suitability of Accommodation) (England) Order 2012. An assessment will also be carried out to assess the affordability of the property, including the eligibility to receive Local Housing Allowance/Housing Benefit. The property may be outside the Uttlesford District.
- 9.8.3 When a private rented property becomes available it will be offered to the accepted homeless applicant for whom the property is suitable and if this is more than one applicant, it will be offered to the applicant with the earliest homelessness application date.
- 9.8.4 Any private rented tenancy that discharges the council's homelessness duty will be for a period of not less than 12 months. If within 2 years, beginning with the date on which the applicant accepts a private rented sector offer, the applicant re-applies for accommodation, or for assistance in obtaining accommodation, and if the applicant is found to be homeless (from the date of the expiry of the termination notice) and did not become homeless intentionally from the private rented accommodation, the Council will accept a homelessness duty regardless of whether the applicant has a priority need.

9.8.5 Applicants who meet the Allocation's Policy eligibility criteria will be allowed to make expressions of interest on suitable properties advertised through the CBL system. If after a period of 2 cycles from when the applicant received their S.184 decision letter they have not been suitably accommodated, the Council will express interest on their behalf and make one final offer of suitable flatted accommodation. If this offer is refused, the Council's homelessness duty under the Housing Act 1996 to provide accommodation will be considered to have been discharged.

9.8.6 Homelessness applicants who do not meet the Allocation's Policy eligibility criteria but meet the criteria for a Direct Let will be made one final offer of suitable accommodation. If there is more than one homeless case waiting for a direct let then when a property is available it will be offered to the case for whom it is suitable and with the earliest homelessness application date.

9.9 Accepted homeless households in severe need

9.9.1 These are applicants to whom:

- i. the council has accepted a duty under the Homelessness legislation **and**
- ii. they meet the Councils eligibility criteria
- iii. are elderly and vulnerable due to frailty***or**
- iv. have a terminal or long-term illness **or**
- v. have severe mental health problems, have been unable to cope in temporary accommodation, and have been 'sectioned' or are likely to be admitted under the Mental Health Act **or**
- vi. are permanent wheelchair users **or**
- vii. are council or RSL tenants who have an urgent need to transfer as they are suffering from violence or threats of violence and are considered to be at significant risk

9.9.2 Where the above circumstances apply these applicants will be placed in Band A.

9.9.3 The Council will decide who will be placed in Band A. Recommendations will be made by the Housing Officer dealing with the case because they have the most accurate and up-to-date information on the applicant, due to the investigations carried out before an applicant is accepted as homeless.

9.9.4 *Elderly non-frail applicants may still be placed in Band A, however clear supporting evidence will be required to support their application.

9.11 Failure to Co-operate

9.11.1 Any applicant subject to the prevention (s.195 (2) or the relief duty (s189(2): S.193B(1).) under the Homelessness Reduction Act 2017 who fails to co-operate as stated in s193B and 193C of the will be placed in Band D.

9.12 Assured shorthold tenants under notice

9.12.1 Assured shorthold tenants who have received a 'Notice Requiring Possession'/ Notice to Quit from their landlord will be placed in Band C if there is 56 days or less before the notice expires.

9.12.2 All applicants will be offered advice regarding their housing options.

9.13 Lodger under notice

9.13.1 This applies to applicants living in the same property as their landlord.

9.13.2 They must be renting a room that is for their own use only, and be paying a market rent.

9.13.3 Proof that notice has been served is required.

9.13.4 They will be placed in Band C if there is 56 days or before the notice expires.

9.13.5 The Council will then check to see whether the notice will be enforced.

9.14 Tenants of tied accommodation under notice

9.14.1 Tenants in tied accommodation with no need to move will be placed in Band E.

9.14.2 If they have received a legal notice requiring them to leave their accommodation in 56 days or less will be placed in Band C.

9.15 Protected tenants with a possession order

9.15.1 This applies to a tenant with a 'protected' tenancy (that is a tenancy with protection from eviction, but not an assured shorthold tenancy).

9.12.5 They must have been served with a court order for possession and then will be placed in Band C.

9.16 Fixed-term licensee

9.16.1 This applies to applicants living in supported housing schemes. Applicants in these schemes will be placed in Band C.

9.16.2 Applicants in supported housing schemes where the Council has agreed move-on arrangements will be placed in Band B if they are judged as ready to move on.

9.16.3 Applicants accepted by the Council as being owed the full homeless duty and in a specialist refuge for victims of domestic abuse will be placed in Band B

9.17 Applicants with no fixed address

9.17.1 This applies to applicants who have no fixed address.

9.17.2 They will be placed in Band C.

9.17.3 If they are in prison they will be placed in Band E.

9.18 Medical, welfare, hardship and harassment

9.18.1 Important: priority can only be awarded under **one** heading: medical, welfare, hardship or harassment.

9.18.2 Applicants can be assessed under all headings, but get awarded priority under only one heading.

9.18.3 Any medical or welfare priority can be reassessed if an applicant's circumstances change.

9.19 Medical assessments

9.19.1 This applies if an applicant's present housing is detrimental to their health, or if a move to more suitable accommodation would have a positive effect on their health.

9.19.2 Applicants may also be awarded priority if the applicant is asking to be rehoused so they can receive care or specialist support.

9.19.3 Extra information may be sought from private sector landlords, housing officers, GPs, health visitors and other parties.

9.19.4 The table below is used to act as a guide to priority:

Effect on housing	Medical Problem			
	Very Serious	Serious	Moderate	Low
Very Serious	Band A	Band B	Band C	No award
Serious	Band B	Band B	Band C	No award
Moderate	Band C	Band C	Band C	No award
Low	No award	No award	No award	No award

9.19.5 Assessments of medical priority will be carried out by two senior officers in consultation with any officers with direct knowledge of the applicants and using all information available at the time and using the above guide.

9.19.6 Applicants accepted under Homelessness legislation will not be eligible for medical priority. If a homeless applicant's temporary accommodation is unsuitable on medical grounds the Council will first look to see if alternative temporary accommodation can be found.

9.19.7 Homeless households can be considered through a medical assessment if an extra room is required on medical grounds.

9.20 Welfare/Hardship/Harassment assessments

9.20.1 This applies if at least one person in the household is vulnerable and less able to find settled or suitable accommodation.

9.20.2 These people will have a need to move but may not get medical priority because their present housing may be suitable for their needs.

9.20.3 The table below is used to act as a guide to priority:

Need for settled suitable accommodation	Level of Vulnerability		
	High	Medium	Low
High	Band A	Band B	Band C
Medium	Band B	Band B	Band C
Low	Band C	Band C	Band C

9.20.4 Welfare/Hardship/Harassment priority will be carried out by two senior officers in consultation with any officers with direct knowledge of the applicants and using all information available at the time and using the above guide.

9.20.5 Homeless applicants will not be looked at under welfare issues. If a homeless applicant's temporary accommodation is unsuitable on welfare grounds the Council will first look to see if alternative temporary accommodation can be found.

9.20.6 If a homeless applicant or household is particularly vulnerable and they may be at significant risk in temporary accommodation the Council can consider the category of 'accepted homeless applicants in particular need' to increase them to band A (see paragraph 9.9).

9.21 Tenants with a home that is bigger than they need

9.21.1 This applies to Uttlesford District Council secure tenants or tenants of RPs (where the Council has nomination rights), who are 'under-occupying' their homes and want to move to a smaller property. These applicants are given high priority because it enables a household with high need to move into the freed up larger home.

9.21.2 Applicants who are currently in property larger than their needs will be placed Band A.

9.21.3 Where an Uttlesford District Council tenant is downsizing to a Council or RSL property they may be eligible for a downsizing grant to help with removal costs. For further details please see the Council's Decant Policy.

9.22 Applicants offered housing because of the death of an Uttlesford Council secure tenant

9.22.1 This applies if the applicant qualifies to 'succeed' to a tenancy when the tenant dies.

9.22.2 To be a 'successor tenant' the applicant has to meet certain rules – usually must be related to the tenant, or be their partner, and have lived in the property a certain time. The rules for this are in the tenancy conditions for the property.

9.22.3 If the successor tenant does not need the property because of its size, or the adaptations or services in the property, they may be served a notice seeking possession under Schedule 2, Ground 16 of The Housing Act 1985. This will be served more than six months but less than twelve months after the tenant's death.

9.22.4 Where successor tenants are in a property larger than they need or with major adaptations they do not require they will be placed in band A. They are able to express an interest for suitable properties under the scheme. If they have not expressed an interest within six

months of their application their case will be reviewed and the Council may reserve the right to express an interest for them on suitable properties.

9.23 Uttlesford Council secure tenants offered housing because of a Relationship breakdown

9.23.1 This category applies to Uttlesford secure tenants only.

9.23.2 If a joint tenant ends the tenancy when moving out, the property is not automatically offered to the tenant remaining.

9.23.3 Applicants will be placed in Band A when there is a relationship breakdown and the joint tenant moves out and ends the tenancy and the other tenant qualifies to be offered a smaller property.

9.23.4 They will be able to express an interest for properties under the scheme but if they have not expressed an interest within six months of their application their case will be reviewed. The Council reserves the right to express an interest for them on suitable properties.

9.23.5 If a property is then subsequently refused they will have no right to remain in their current property and therefore action will be taken by the council to gain possession of the property.

9.23.6 If an applicant qualifies to be offered the same property we will make them a direct let offer of that property.

9.24 Transfers which will release a property that is needed

9.24.1 Applicants will be placed in Band A of the scheme if they wish to move **and**

- i. the property they would leave is needed to meet the urgent housing needs of another household on the register which otherwise would not be met within a reasonable time **or**
- ii. where it prevents the Council making expensive alterations to the property **and**
- iii. there is not a serious shortage of the types of home they want to move to.

9.25 Applicants who have deliberately made their housing situation worse

9.25.1 The Council will consider whether an applicant has deliberately made their housing situation worse to increase their housing need, and consequently improve their chances of re-housing through the register.

9.25.2 If it is decided that the applicant has made their housing situation worse, they will remain in the band that reflects their housing need in their previous accommodation.

9.25.3 If the applicant was not registered from their previous address, the assessment of housing need will be based on the accommodation occupied before their accommodation changed.

9.25.4 The assessment will be reviewed after 12 months, on request. If the restriction is removed, the application will be placed in the band that reflects current circumstances. Their effective date will be the date they moved to the new band.

9.26 Owner-occupiers

9.26.1 Applicants who previously owned a property and have sold it will be asked to provide proof of the sale and evidence of any proceeds received.

9.26.2 Owner-occupiers will generally not be eligible to join the housing register unless they are able to demonstrate that they are unable to meet their housing needs through their own resources.

9.26.3 Property owners over 60 will be eligible to join the housing register if they can demonstrate a need for sheltered accommodation.

9.27 Applicants in ‘tied’ accommodation which is suitable for their needs

9.27.1 Applicants are considered to be in tied accommodation if the occupation of their home is essential for the performance of their duties as an employee. This includes applicants who are accommodated by HM Forces.

9.27.2 Applicants in ‘tied’ accommodation will be placed in band E. They will be moved to Band C if:

- i. they are six months away from retirement **or**
- ii. they have received a legally binding notice asking them to leave their accommodation.

9.28 Deciding the effective date

9.28.1 Priority within bands relates to an applicant’s effective date. The effective date is usually the date the application is received, except;

- i. Where an applicant is moved from one band to a higher band. Their new effective date will be the date their circumstances changed.
- ii. Where an applicant receives priority on medical or welfare grounds their effective date will be the date the Council receives the required supporting evidence to make this award.
- iii. Where an applicant has been accepted as Homeless their effective date will be the date they applied as homeless; unless they already qualify for Band B with an earlier date.

9.29 Armed Forces Priority

9.29.1 Members of the Armed Forces, who are in urgent housing need who fall within one or more of the following criteria, will be placed in one Band higher than their housing need.

- i. Is serving in the regular forces and is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to the person's service
- ii. Formerly served in the regular forces or was honourable discharged where the application is made within 5 years of their date of discharge
- iii. Has recently ceased, or will cease to be entitled, to reside in accommodation provided by the Ministry of Defence following the death of that person's spouse or civil partner who has served in the regular forces and whose death was attributable (wholly or partly) to that service or
- iv. Is serving or has served in the reserve forces and is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to the person's service

9.29.2 For this purpose "the regular forces" and the "reserve forces" have the meanings given by section 374 of the Armed Forces Act 2006(4)

9.30 By-passing applications that would otherwise meet eligibility criteria for an offer of accommodation

The Council reserves the right to by-pass an offer of accommodation while shortlisting applicants in the following circumstances

- i. The property is not in accordance with an applicants assessed medical needs

- ii. Applicant has pets and the property is not suitable or pets are not permitted
- iii. Applicant has housing related debt where an agreed repayment plan has been breached (see 5.4)
- iv. Applicant is a Council or RP tenants with rent arrears (see 5.4)
- v. Council tenants where the condition of their current property is considered to be a breach of their Conditions of Tenancy
- vi. If the applicant does not meet the rules relating to age or household size by the RP advertising the property.
- vii. Other reasons where the Council deem that a sensitive allocation is necessary and this has been agreed by a Senior Manager .
- viii. If the applicant has been offered a property and have not yet refused that offer.
- ix. If the applicant is unable to view or accept the property within the required timescale.
- x. Where the applicant has not notified the Council of a change of circumstances material to their application.

9.31 Penalty for refusal of offers of accommodation

Any applicant (except from existing Council or RP tenants who are under-occupying and wishing to move to smaller accommodation) who refuses 2 offers of accommodation, for properties on which they have expressed interest, within a 6 month period, will have their application suspended for 12 months.

10. Types of Tenancies

- 10.1 The type of tenancy an applicant will be offered will be in accordance with the Council's tenancy policy or the tenancy policy of the landlord of the property. Tenancy policies will be set having regard to the West Essex Tenancy Strategy.
- 10.2 The Council will offer joint tenancies to adult partners where there is a need for a long term commitment to a joint home, except where one of the prospective joint tenants is excluded from or ineligible to join the housing register.
- 10.3 Generally, homeless applicants residing at homeless accommodation (including the Council's managed short stay accommodation) or bed and breakfast accommodation, if offered Council accommodation, will be

offered an Introductory Tenancy followed by secure or flexible tenancy in accordance with the Council's Introductory Tenancy Scheme and Tenancy Policy.

11. Tenancy Start Dates

- 11.1 The Council will allow applicants 7 days to reach a decision whether to accept any Council accommodation they are offered, although we may allow longer having regard to personal circumstances.
- 11.2 Where possible the applicant will be given an opportunity to view the property they are being offered before they have to give the Council a decision.
- 11.3 If the applicant is interested in the tenancy they will either be advised by telephone when the property is ready for letting or receive a formal offer of the tenancy by first class post.
- 11.4 Generally, for properties becoming ready for letting on Friday, the tenancy start date will be the following Monday.

12. Redecoration Scheme

Internal decorations to an Council property are the tenant's responsibility. However, if a property (excluding sheltered accommodation) offered to a housing applicant is, in the view of the inspecting officer, in need of redecoration, a voucher for the purchase of an appropriate amount of paint will be provided.

13. Designation of Property Type – Age restrictions

- 13.1 To make best use of housing stock properties are designated as being either general needs or for older persons or people with disabilities.
- 13.2 Older person's properties, such as bungalows, will normally be allocated to the following categories of person:-
- i. Those aged 60 or over (55 for some RP accommodation)
 - ii. Those under 60 with Band B medical assessment for mobility who require this type of accommodation. In these circumstances single people and couples will only be offered 1 bed bungalows and will not be able to express interest in general needs properties.
- 13.3 In areas of lower demand some bungalows may be advertised without an age restriction, however, in the first instance preference will still be given to applicants over 60 expressing interest.
- 13.4 General needs properties such as houses or flats will be allocated to persons under 60 unless there are special circumstances which indicate

that a particular general needs property is suitable for and applicant who is 60 or over.

14. Allocating Sheltered Housing

14.1 When allocating sheltered housing the same general principles as for other property types are followed, apart from the following:

- i. An assessment of the applicants suitability and need for support must be completed before any tenancy is offered. If the applicant is considered unsuitable for sheltered accommodation, they will be advised and given advice on homes more suitable to their needs.
- ii. When assessing suitability for sheltered housing applicants will also be given advice about the allocation scheme and how to bid. If an applicant needs help with the process, this will be noted and appropriate arrangements made.
- iii. Applicants must generally be over 60 years of age to be eligible for sheltered housing (over 55 for some RP accommodation)

15. Properties designed or adapted for people with physical disabilities

15.1 If an applicant needs a home suitable for wheelchair users or needs other specialist adaptations we will usually require an assessment by an Occupational Therapist before an offer can be considered. (Please refer to the Council's Disabled Adaptations Policy)

15.2 Homes particularly designed for, or accessible to, people with disabilities will be advertised as such to help applicants with those needs identify them.

15.3 Properties which have been adapted to a very high standard may not be included in the scheme and may be directly allocated.

16. Reviews

16.1 If an applicant considers they have been unfairly or unreasonably treated having regard to the provisions of the Allocations Scheme they have the right to request a review of their case. (i.e. the band they have been placed in)

16.2 In the first instance, they must appeal in writing to the Housing Needs Team Leader and will receive a written response within 10 working days.

16.3 If, having received this response they wish to make a further appeal they can write to the Housing Needs and Landlord Services Manager who will then review the case.

17. Equal Opportunities

17.1 The Council's allocation scheme will be operated strictly in accordance with Council policy irrespective of an applicant's ethnic origin, race, nationality, colour, religion, gender, sexual orientation, marital status, age or disability.

17.2 The Council will have regard to, and implement, the provisions of the Race Relations Code of Practice in Rented Housing, which it has adopted. The Council will also abide by the Race Relations Act 1976.

17.3 As an aid to ensuring that applicants are not discriminated against on the grounds of race, the Council will monitor the racial origin of:

- i. Applicants on the Housing Register
- ii. Applicants allocated housing
- iii. Applicants offered sheltered accommodation

17.4 The practices and procedures of Housing Services will be monitored by the Head of Service to ensure that they do not discriminate directly or indirectly. Changes will be made if it is established that practices or procedures may be contravening the Equalities Act 2010.

18. False and Withheld Information

18.1 It is an offence for anyone seeking housing assistance from us to give false information or withhold information that may affect their application for housing.

18.2 This could result in:

- i. Criminal prosecution
- ii. Cancelling the applicant's housing register application (see paragraph 6.6 above)
- iii. Possession proceedings for any tenancy an applicant has obtained as a result of giving or withholding false information

18.3 The Council may seek possession of a property under Ground 5 of Schedule 2 of the Housing Act 1985 if a tenant has induced the Council to grant a tenancy by knowingly or recklessly making a false statement. The Council can prosecute and fine up to £5,000 if found guilty.

19. Information on the Allocations Scheme

19.1 The Council will:-

- i. Publish a summary of its Allocations Scheme in a leaflet and provide copies free of charge on request to any member of the public
- ii. Provide copies of the Allocations Scheme free of charge at Housing Services, Council Offices, Saffron Walden
- iii. Enable copies of the Allocations Scheme to be downloaded on the Internet from the Council's web-site: www.uttlesford.gov.uk

19.2 Within a reasonable period of time, the Council will notify applicants on the Housing Register of an alteration to the Allocations Scheme reflecting a major change of policy, explaining in general terms the effect of the change.

20. Review of Allocations Scheme

The Allocations Scheme will be reviewed periodically by the Council's Housing Board and any recommended changes agreed by the Council's Cabinet.

21. Consultation on Changes to the Allocations Scheme

Before adopting a new Allocations Scheme or making an alteration reflecting a major change of policy in an existing Allocations Scheme, the Council will notify every RP with which it has nomination arrangements of the change, and all local Councils affording them a reasonable opportunity to comment on the proposals.

Data Protection Act

The information you provide may be put on a computer system registered under the current Data Protection law. It may be checked with other information or data held by the Council. It may be disclosed for the purposes as described on the Register Entry in the Council's Data Protection Register. We may also share data with other agencies for the prevention and detection of crime.

IF YOU REQUIRE THIS INFORMATION LEAFLET IN AN ALTERNATIVE FORMAT AND OR LANGUAGE PLEASE CONTACT HOUSING SERVICES ON 01799 510510

Housing Services
Uttlesford District Council
Council Offices
London Road
Saffron Walden
CB11 4 ER

Telephone: 01799 510510

Email: uconnect@uttlesford.gov.uk
Website: www.uttlesford.gov.uk

Appendix I

For General Needs Accommodation, the number of bedrooms that working age applicants are eligible to express interest in, will be in line with the prevailing Housing Benefit Regulations on size criteria.

Size of Accommodation Allocated – working age applicants

Household Size	Number of rooms
1 adult	Bedsit/ 1 bedroom
2 adults living together as a couple	1 bedroom
1 adult (2 adults living together as a couple) expecting baby and the pregnancy is over 24 weeks	2 bedrooms
1 adult (or 2 adults living together as a couple) with either: - 1 child* - 2 children* of different sexes where neither child is over 10 years of age - 2 children* of the same sex up until the eldest child is 16 years of age	2 bedrooms
1 adult (or 2 adults living together as a couple) with either: - 2 children* of different sexes where the oldest child is over 10 years of age - 2 children* of the same sex where the eldest child is over 16 years of age - 3 children* - 4 children* regardless of sex up until the eldest child is 16 years of age	3 bedrooms
1 adult (or 2 adults living together as a couple) with either: - 4 children* where 1 child is over 16 years of age - 5 or more children*	4 bedrooms

***Parents with ‘staying access’ to dependent children or shared residence orders** - Applicants with a shared residence order or staying access for children are not automatically entitled to bedrooms for their children. The general principle is that a child needs one home of an adequate size, and that the council will not accept responsibility for providing a second home for children. The council will make an assessment based on the individual circumstances.

Single applicants or couples where one is over 60 years of age will be eligible to express interest in 1 or 2 bedroom designated older persons accommodation.

Appendix II

Local Lettings Plans

A Local Letting Plan is an arrangement for the allocation of properties to meet the specific needs of a locality in response to results of a housing needs survey..

Rural Housing – Exception site

When vacancies arise in properties that have been built in rural localities (rural exception sites) and a planning obligation specifies a local connection requirement, this takes precedence over the local connection eligibility in 5.2. This means that households wishing to apply for housing on an exception site who fulfil the local connection requirement set out in a planning obligation, but not the eligibility criteria in 5.2, will be eligible to join the housing register but **only** for this specific development site.

The local connection criteria for rural exception sites will be as follows and in the following order of priority

1. Persons who have been permanently resident in the specified parish for at least two years
2. Persons who are no longer resident in the specified parish but who have been resident for at least three years during the past five years
3. Persons who meet either of the following criteria
 - i. in permanent employment in the specified parish for a minimum of 2 years and working at least 24 hours per week
 - ii. having close relatives (i.e. parents, grandparents, children, brother or sister) living in the specified parish or parishes who have lived there for at least five years
4. If there are no persons meeting the criteria in 1 to 3 then the cascade above will be applied to any neighbouring parishes identified in relevant clauses in the planning agreement
5. In the event that it is still not possible to allocate a property to applicants who meet criteria 1 to 4 above then the property may be allocated to applicants who meet the local connection requirements who will under-occupy the property, providing that the under-occupancy created does not exceed one bedroom
6. In the event that it is still not possible to allocate a property to applicants who meet criteria 1 to 5 above then the property may be allocated to applicants who meet the Uttlesford eligibility criteria set out in Section 5.2.1

7. In the exceptional event that the council is unable to nominate any persons from its Housing Register who comply with 1 to 6 above, the Registered Provider would offer tenancies to Eligible Persons, the definition of which would be consistent with both the council's local connection criteria and the occupancy requirements. The priority when offering tenancies to Eligible Persons would mirror the council's policies on Allocation of Properties.

The council will select nominations which meet the criteria set out in 1 to 6 in the priority order of their local connection and then on the basis of their housing need and then the date that their housing need priority was awarded.

The age criteria (Section 13) may be waived for suitable properties to allow older people to remain in a village.

Rural Housing – Non exception site

Requiring applicants to have a connection with the locality may also be considered by the Council, on a proportion of the affordable housing provision, on any site subject to the terms of a planning obligation where a local need can be demonstrated through a housing needs survey, no more than three years old at the time of the submission of the planning application.. To be eligible for an allocation on these sites applicants must be assessed as having a housing need by being in Bands A – D of the allocation policy.

Sustainable Communities

In exceptional circumstances, the council may decide to let properties on a slightly different basis from normal, in the interests of building a strong and sustainable community or to deal with particular local issues. The decision to apply such criteria will be jointly made by the landlord of the property and the council.

On new developments, the Council and the landlord may consider widening the eligible bands for home types on first lettings, again taking equal opportunities and legal issues into account

Appendix III

Right to Move Guidance

The Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015 states that local authorities cannot decide that a person does not qualify for an allocation of accommodation on the grounds that the applicant does not have a local connection with the area if the applicant is a tenant of social housing and who needs to move to take up a job or live closer to employment or training (including apprenticeships).

A local connection requirement must **not** be applied to existing social tenants seeking to transfer from another local authority district in England who:

- have reasonable preference under s.166(3)(e) because of a need to move to the local authority's district to avoid hardship, and
- need to move because the tenant works in the district, or
- need to move to take up an offer of work

The applicant must demonstrate that they **need**, rather than wish, to move, for work related reasons. In this regard the following factors will be taken into account:

- the distance and/or time taken to travel between work and home
- the availability and affordability of transport, taking into account level of earnings
- the nature of the work and whether similar opportunities are available closer to home
- other personal factors, such as medical conditions and child care, which would be affected if the tenant could not move
- the length of the work contract
- whether failure to move would result in the loss of an opportunity to improve their employment circumstances or prospects, for example, by taking up a better job, a promotion, or an apprenticeship

This is not an exhaustive list, other local circumstances may be taken into consideration.

The following forms of work are excluded from the Right to Move

Short-term

In determining whether work is short-term the following factors will be taken into consideration

- whether the work is regular or intermittent
- the period of employment and whether or not work was intended to be short-term or long-term at the outset
- A contract of employment that was intended to last for less than 12 months could be considered to be short-term

Marginal

In determining whether work is marginal the following factors will be taken into consideration

- the number of hours worked (employment of less than 16 hours a week could be considered to be marginal in nature)
- the level of earnings

However Uttlesford District Council may take into account, for example, if a tenant only works 15 hours a week but they can demonstrate that the work is regular and the remuneration is substantial.

Ancillary

- If a person works occasionally in the local authority's district, even if the pattern of work is regular, but their main place of work is in a different local authority's district, the work is excluded from the regulations
- If the tenant is expected to return to work in the original local authority district. If a local authority has reason to believe this is the case, they should seek verification from the tenant's employer
- A person who seeks to move into a local authority to be closer to work in a neighbouring authority – for example, where the transport links are better in the first local authority's area – is also excluded from these regulations.

Voluntary Work

- Voluntary work means work where no payment is received or the only payment is in respect of any expenses reasonably incurred

Apprenticeship

- The term 'work' includes an apprenticeship. This is because an apprenticeship normally takes place under an apprenticeship agreement which is an employment contract (specifically a contract of service) *[Why are apprenticeships excluded?]*

Verification and evidence

Uttlesford District Council will require proof that the work or job-offer is genuine and will need to see appropriate documentary evidence, which could include:

- a contract of employment
- wage/salary slips covering a certain period of time, or bank statements (this is likely to be particularly relevant in the case of zero-hours contracts)
- tax and benefits information – e.g. proof that the applicant is in receipt of working tax credit (if eligible)
- a formal offer letter
- additionally, the employer may be contacted to verify the position *[Do we need to write in that applicants may be required to sign an authority to enable the employers to provide information regarding employment?]*

Uttlesford District Council may consider whether an applicant qualifies both at the time of the initial application and when considering making an allocation.

A set quota which the Council feels appropriate for the proportion of properties that it expects to allocate each year to transferring tenants who need to move into their district for work related reasons is 1%. However this will be reviewed and revised as appropriate based upon supply and demand through monitoring channels.

Applicants who meet the criteria for Right to Move will be placed in one and higher than their housing need.

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UTTLESFORD DISTRICT COUNCIL

Homelessness Strategy and Review

2016-2021

(Revised April 2018)

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Foreword by the Housing Portfolio Holder

The development of our new Homelessness Strategy comes at a time of great change within housing, welfare and social policy. There are continual pressures on housing within Uttlesford particularly with regard to the affordability of housing for many local people.

Since the publication of the 2011 Homelessness Strategy, which at that time was amalgamated with the Housing Strategy, significant achievements have been made in the prevention of homelessness in Uttlesford and the reduction in use of emergency bed and breakfast accommodation for all client groups.

We have greatly improved the accommodation that we offer to homeless households whilst they wait for a permanent home to become available. This includes the building of four purpose built units on our new development at Mead Court in Stansted, however one of our priorities remains the further provision of good quality temporary accommodation.

The new Homelessness Strategy has been developed against fresh and bigger challenges that threaten to increase homelessness and make it more difficult for people to meet their housing need. The reasons that people become homeless are many and varied but being without a settled home is usually only one of the issues that people present with. This is why we rely on our partner organisations to help us manage the more complex cases of homelessness that we are now seeing and why we have improving the health and wellbeing of homeless people as one of our priorities.

As an Authority we have increased the supply of available accommodation for people in housing need and continue to work closely with Landlords in the private rented sector to improve access to affordable private rented accommodation. This is not easy in a high value area but another of our priorities will be to increase the availability to homeless people of affordable private rented sector properties.

Through the work of the Uttlesford Homelessness Partnership we will continue to work with partners to meet our first priority which is to prevent homelessness by providing a first class housing advice service to help people sustain their tenancies in whichever tenure they currently reside.

Uttlesford is fortunate not to have the degree of homelessness as seen in other parts Essex but this means we also do not have the access to resources of others, however by working with our partners on the Essex Homelessness Officers Group, we can take ideas of best practice and innovation to help Uttlesford develop services to match the increasing demand and improve the offer that we are able to make to those who find themselves without a home.

Cllr Julie Redfern – Housing Portfolio Holder Uttlesford District Council

Homelessness Strategy and Review 2016 – 2021

Page 3

Introduction

The Homelessness Act 2002 places a statutory obligation on all local authorities to undertake a review of homelessness and then publish a strategy on how they will try to prevent and tackle homelessness in their area. Uttlesford has published three homelessness strategies, the last being integrated into the 2012 - 2015 Housing Strategy.

This Strategy looks at the context of homelessness both nationally and locally, it reviews the levels of homelessness within the district and looks back at the achievements since the last document. The emphasis has been on preventing homelessness and offering advice and support to people to be able to remain in their homes, where this is not possible, the aim has been to provide good quality temporary accommodation and then to help people into stable affordable long term accommodation.

The document and has been developed in consultation with partners and by looking across the country at the work that others are doing within this area, it sets out the council's strategic priorities for tackling homelessness within Uttlesford for the next five years.

Achievements since the Last Homelessness Strategy

There have been many developments in the council's Housing Options/ Homelessness service since the previous strategy was published within the Housing Strategy in 2012. Despite the huge challenges faced due to the economic climate that has prevailed during this time, the council is able to report on a number of important successes that have been achieved these include:-

- Development of the council's Housing Options Team – the council has invested in staff to develop the Housing Options Team who are now able to offer a high quality housing advice service to all clients on a no appointment needed basis and then where appropriate follow this with detailed case working for those who are homeless or threatened with homelessness.
- Development of an appropriate portfolio of temporary accommodation, providing good quality ready to occupy accommodation. This has enabled Uttlesford to have only minimal use of bed and breakfast for families unless in an absolute emergency and greatly reduced use for all other client groups.
- Development of an in-house rent deposit scheme to help clients into private sector accommodation and the employing of a dedicated Empty Homes Officer to bring empty private sector properties back into use. The council also holds an annual Landlords Forum to engage with private sector

Homelessness Strategy and Review 2016 – 2021

landlords as they are an important key to solving the problems of homelessness within the district.

- Working with the West Essex Mental Health Joint Referral Panel to engage with the providers of specialist supported housing to ensure clients with mental health issues are helped into appropriate housing
- Comprehensive review of Allocations Policy to take advantage of freedoms offered by the Localism Act. This has enabled us to rethink the way homeless households can engage with the council's choice based lettings system.
- Developed a comprehensive arrears policy including the appointment of a dedicated officer to work with council tenants who have debt issues or subject to the spare room subsidy to try to prevent the need to take eviction action to recover rent arrears within the council's own stock.
- Development of procedures for housing and the council's housing benefit department to work together on the use of Discretionary Housing Payments to be used to prevent homelessness.
- Worked with Essex County Council on the development of services for victims of Domestic Violence. Uttlesford has signed up to TUTIS a countywide reciprocal agreement to increase the options for tenants in social housing who need to move because of domestic abuse.
- Achieving recognition of the good quality of the homelessness services provided by Uttlesford Council by taking part in the National Practitioner Support Service Diagnostic Peer Review with 4 other neighboring authorities.

Context

This chapter puts the homelessness strategy in perspective by looking at the legal context, the national policy changes since the last strategy and the local context

Homelessness is expensive, not just to the individual or household experiencing it but also to the community and the taxpayer - it has been estimated that on average each homeless person costs the public purse £26,000 per year and the overall costs of homelessness in the UK exceed £1 billion per annum (Homeless Link 2013).

Below are some of the individual costs associated with some of the public services used by homeless people:-

- £387– average cost of each homelessness assessment (Homeless Link 2013)

- £1,668 – average cost of an arrest (research shows homeless people are at significantly greater risk of offending) (Ministry of Justice 2010)
- £147 – average cost of a visit to A&E leading to admission (it is estimated that homeless people use A&E five times more than the general population) (Lesley Curtis – ‘Unit Costs of Health and Social Care’ (2011) and Inclusion Health (March 2010))
- £1,005 average weekly cost of residential care for older people (Lesley Curtis – ‘Unit Costs of Health and Social Care’ (2011))

The Legal Context

Definition of homelessness for the purpose of this strategy

Statutory homeless households as defined by the 1996 Housing Act and Homelessness Act 2002. These are more likely to be families with dependent children, pregnant women and adults who are assessed as vulnerable. (This definition of homelessness is relatively narrow and does not constitute the majority of homelessness cases).

Those households who do not fall into the above categories (sometimes called ‘non-statutory’ homeless) and are more likely to be single or couples (with no dependents) who are either sleeping rough, living in supported accommodation or are deemed as “hidden homeless” and are typically sleeping on friends or family member’s sofas as a temporary stop gap measure.

The Housing Act 1996 as amended by the Homelessness Act 2002

Part 7 of the Housing Act 1996 continues to be the overarching piece of legislation that relates to homelessness and informs the way in which local authorities respond to homelessness.

The Act has since been amended by the Homelessness Act 2002 and the Localism Act 2011. These subsequent pieces of legislation have placed a requirement on Local Authorities to adopt a strategic approach to managing and preventing homelessness.

The Localism Act 2011

Section 153 of the Localism Act 2011 prescribes the relationship between schemes and strategies that local authorities must have regard to in developing or modifying their local preventing homelessness strategies:

‘In formulating or modifying a homelessness strategy, a local housing authority in England shall have regard to—

- (a) its current allocation scheme under section 166A of the Housing Act 1996,*
- (b) its current tenancy strategy under section 150 of the Localism Act 2011*

Homelessness Strategy and Review 2016 – 2021

The National Context

Policy changes since the last strategy

A number of key national policy changes have been introduced since the last strategy in 2012. The following section attempts to draw some of the main policy changes that have had a direct or indirect effect on homelessness in Uttlesford

Localism Act 2011

The purpose of the act was to shift power from the state to local communities by:

- Lifting the burden of bureaucracy
- Empowering communities to do things their way
- Increase local control of public finances
- Diversifying the supply of public services
- Opening up government to public scrutiny
- Strengthening accountability to local people.

Welfare reform Act 2012

Against a background of financial constraints the coalition government introduced a number of changes through the Welfare Reform Act 2012. Some of these changes were the biggest seen since the introduction of the Welfare state in the 1940s, these include:

- Measures to simplify the system
- More stringent rules and eligibility criteria
- Stricter sanctions
- Making work pay
- More frequent benefit entitlement assessments
- Benefit rate freezes
- Caps to some benefits
- Loss of benefit uprating linked to actual costs
- Increase in a range of deductions made to benefits
- New payment methods
- Localisation of the social fund

The Homelessness Reduction Act 2017

Overview

The Homelessness Reduction Act 2017 significantly reformed England's homelessness legislation by placing duties on local authorities to intervene at earlier stages to prevent homelessness in their areas. It also requires housing authorities to

provide homelessness services to all those affected, not just those who have 'priority need'. These include:

- a. an enhanced prevention duty extending the period a household is threatened with homelessness from 28 days to 56 days, meaning that housing authorities are required to work with people to prevent homelessness at an earlier stage;
- b. a new duty for those who are already homeless so that housing authorities will support households for 56 days to relieve their homelessness by helping them to secure accommodation.

The homelessness review and strategy

The strategy must set out the local authority's plans for the prevention of homelessness under the new Act and for ensuring that sufficient accommodation and support are or will be available for people who become homeless or who are at risk of becoming so.

Duty to refer

The Act introduces a duty on certain public authorities to refer service users who they think may be homeless or threatened with homelessness to a housing authority. The service user must give consent, and can choose which authority to be referred to. The housing authority should incorporate the duty to refer into their homelessness strategy and establish effective partnerships and working arrangements with agencies to facilitate appropriate referrals.

Assessments and personalised housing plans

Housing authorities have a duty to carry out an assessment in all cases where an eligible applicant is homeless or threatened with homelessness. This will identify what has caused the homelessness or threat of homelessness, the housing needs of the applicant and any support they need in order to be able to secure and retain accommodation. Following this assessment, the housing authority must work with the person to develop a personalised housing plan which will include actions (or 'reasonable steps') to be taken by the authority and the applicant to try and prevent or relieve homelessness.

Prevention Duty

Housing authorities have a duty to take reasonable steps to help prevent any eligible person (regardless of priority need status, intentionality and whether they have a local connection) who is threatened with homelessness from becoming homeless. This means either helping them to stay in their current accommodation or helping them to find a new place to live before they become actually homeless. The prevention duty continues for 56 days unless it is brought to an end by an event

such as accommodation being secured for the person, or by their becoming homeless.

Relief Duty

If the applicant is already homeless, or becomes homeless despite activity during the prevention stage, the reasonable steps will be focused on helping the applicant to secure accommodation. This relief duty lasts for 56 days unless ended in another way. If the housing authority has reason to believe a homeless applicant may be eligible for assistance and have a priority need they must be provided with interim accommodation.

The Main Housing Duty

If homelessness is not successfully prevented or relieved, a housing authority will owe the main housing duty to applicants who are eligible, have a priority need for accommodation and are not homeless intentionally.

Under the main housing duty housing authorities must ensure that suitable accommodation is available for the applicant and their household until the duty is brought to an end, usually through the offer of a settled home. The duty can also be brought to an end for other reasons, such as the applicant turning down a suitable offer of temporary accommodation or because they are no longer eligible for assistance. A suitable offer of a settled home (whether accepted or refused by the applicant) which would bring the main housing duty to an end includes an offer of a suitable secure or introductory tenancy with a local authority, an offer of accommodation through a private registered provider (also known as a housing association) or the offer of a suitable tenancy for at least 12 months from a private landlord made by arrangement with the local authority.

Suitable Accommodation

Housing authorities have various powers and duties to secure accommodation for homeless applicants, either on an interim basis, to prevent or relieve homelessness, to meet the main housing duty or as a settled home. Accommodation must always be 'suitable' and there are particular standards set when private rented accommodation is secured for households which have priority need.

Under the Homelessness (Suitability of Accommodation) (England) Order 2003, Bed & Breakfast accommodation is not considered suitable for families with children and households that include a pregnant woman, except where there is no other accommodation available, and then only for a maximum of six weeks.

Local Connection and referrals to another Authority

Broadly speaking, for the purpose of the homelessness legislation, people may have a local connection with a district because of residence, employment or family associations in the district, or because of special circumstances. (There are exceptions, for example residence in a district while serving a prison sentence there does not establish a local connection). Where applicants meet the criteria for the relief duty or for the main housing duty, and the authority consider the applicant does not have a local connection with the district but does have one somewhere else, the housing authority dealing with the application can ask the housing authority in that other district to take responsibility for the case. However, applicants cannot be referred to another housing authority if they, or any member of their household, would be at risk of violence in the district of the other authority.

The definition of a 'local connection' for young people leaving care has been amended by the Homelessness Reduction Act 2017 so that a young homeless care leaver has a local connection to the area of the local authority that looked after them. Additional provision is made for care leavers who have been placed in accommodation, under section 22A of the Children Act 1989, in a different district to that of the children's services authority that owes them leaving care duties. If they have lived in the other district for at least 2 years, including some time before they turned 16, they also have a local connection with that district until they are 21

Reviews and Appeals

Housing authorities must provide written notifications to applicants when they reach certain decisions about their case, and the reasons behind any decisions that are against the applicant's interests. Applicants can ask the housing authority to review most aspects of their decisions, and, if still dissatisfied, can appeal to the county court on a point of law.

Reduction in the value of working-age benefits

A significant number of the changes brought about by the Welfare Reform Act 2012 were made to reduce the value of working-age benefits for people who are on low incomes. These measures include:

- Restricting the annual uprating of working age benefits to 1%
- Lowering the rates for Local Housing allowance (LHA)
- Introduction of Universal Credit
- The Benefits Cap
- Means testing Child Benefit
- Limiting contribution-based Employment Support Allowance
- The Social Sector Size Criteria (SSSC)
- Replacing Council Tax Benefit (CTB) with Council Tax Support (CTS)
- Restrictions on Working Tax Credits
- Raising the deduction rate for non-dependents

Some of the above reductions have placed people in Uttlesford at further risk of homelessness. Particularly with the roll out of Universal Credit with its inbuilt delays in payments and the payment of the monies to cover rent being paid directly to the applicant every 4 weeks.

Legal Aid, Sentencing and Punishment Act 2012 - Legal aid changes

In April 2013, the Legal Aid, Sentencing and Punishment Act 2012 was introduced. The main aim of the act was to reduce the legal aid bill by £350m a year in England and Wales. The Act removed funding for a number of areas of civil law including some debt, housing and benefit issues. Legal aid is still available for debt and housing matters where someone's home is at immediate risk but for some people intervention at an earlier stage may have prevented them reaching this stage of threatened homelessness.

The Health and Social Care Act 2012

The Health and Social Care Act 2012 introduced some of the biggest changes to the NHS since its introduction in 1948. The main focuses of the changes were around:

- Structure
- Accountabilities
- Funding arrangements
- Working arrangements

This has led to Local Authorities (Councils) taking a larger role in public health promotion requiring each local authority to undertake a Joint Strategic Needs Assessment (JSNA) and creating Health and Wellbeing Boards. Uttlesford's Health and Wellbeing Group feeds directly into the Essex Board.

The Care Act 2014

The wellbeing of people is at the centre of the new Care Act. Councils now have a duty to think about the physical, mental and emotional wellbeing of people who need care. Councils also have a new duty to provide preventative services to keep people healthy in the first place.

Domestic Abuse

There have been considerable legislative changes between 2010 and 2014 which address the issue of domestic abuse and its negative impacts. This increases awareness of the issue. It is a continual challenge to understand the true level of those affected by domestic abuse, and the impact that this has on homelessness. The introduction of Multi-Agency Risk Assessment Conferencing and the DASH assessment form means that our approach to dealing with customers is more consistent and offers an opportunity for us to do effective action planning with the

individual. This also helps the customer to measure their own risk levels and minimise them.

The introduction of the Social Sector Size Criteria (SSSC)

The introduction of the SSSC was brought about primarily to reduce expenditure on Housing Benefit and to reduce under-occupation in the social sector. The scheme reduces Housing Benefit for social tenants (of working age) with more bedrooms than they are required to have. Those people affected have had their Housing Benefit reduced by 14 per cent for one spare bedroom and 25 per cent for two or more spare bedrooms. As of September 2015 222 households were affected by SSSC in Uttlesford. The council's Allocations Policy in 2013 was amended so that the allocation of housing was in line with SSSC.

Incentivising Right to Buy

In October 2011, the Coalition government announced that they wanted to "raise Right to Buy discounts which will make the scheme attractive again and rejuvenate the housing stock." Since this announcement in April 2012 the government increased the maximum cap on the discount to £70k. This maximum cap is now raised on an annual basis from April 2015 by CPI. It is likely that these rises in discounts will mean that more council houses will continue to be sold in Uttlesford. Over the five year period between 2010 and 2015 38 homes were sold through Right to Buy.

Ending of mortgage rescue

The Mortgage Rescue Scheme was designed to support vulnerable owner-occupiers at risk of repossession to remain in their own home. Since its inception in 2009 there has been 5 successful mortgage rescues in Uttlesford. The Government ended the scheme in 2014.

Interest only mortgages

There is some concern that homeowners who took out interest only mortgages in the late 80s and 90s will struggle to find the necessary funds to repay the capital element of their mortgage when their mortgage term comes to an end. The Financial Conduct Authority estimates around 260,000 homeowners (10% of cases) whose mortgage matures before 2020 do not have a strategy in place to repay their mortgage at the end of their term.

National Strategies and Guidance

Laying the Foundations: A Housing Strategy for England 2011

The national housing strategy published in 2011 set out the government's approach for housing by giving local communities a greater say over decisions on housing in order to provide a stable, long term increase in housing supply.

It also identified addressing homelessness as a key priority for the government to tackle, with greater focus on prevention as well as targeting action for dealing with rough sleeping. The strategy introduced the Ministerial Working Group comprising of representatives from across eight government departments working together to prevent homelessness and crisis. The group published its first report "No Second Night Out nationwide in July 2011, this focused on ending rough sleeping. This report was followed in August 2012 by "Making Every Contact Count", a joint approach to preventing homelessness. The document provided detailed guidance for how councils should work collaboratively with other local authority services to prevent homelessness through early intervention in order to avoid households reaching crisis point.

No Second Night Out nationwide: Vision to End Rough Sleeping (July 2011)

- The report set out 6 joint commitments:
- Helping people off the Streets
- Helping people access healthcare
- Helping people into work
- Reducing bureaucratic burdens
- Increasing local control over investment in services
- Developing responsibility in tackling homelessness

The aim being for the working group to work across government to give local people the tools to tackle rough sleeping and put an end to second nights out on the street

Making Every Contact Count: A Joint Approach to Preventing Homelessness (August 2012).

The aim of the report by the Ministerial Working Group was to make sure that every contact local agencies have with vulnerable people and families has value. It brought together five government commitments to:

- Tackle troubled childhoods and adolescence
- Improve health
- Reduce involvement in crime
- Improve skills, employment and financial advice
- Pioneer social funding for homelessness

The report poses ten local challenges to the sector. The following table shows the current position of the council in relation to each challenge

Making Every Contact Count	Current Uttlesford Position
Adopt a corporate commitment to prevent homelessness which has buy in across all local authority services	In place – see forward to this strategy
Actively work in partnership with voluntary sector and other local partners to address support, education, employment and training needs.	In place – Uttlesford Homelessness Partnership
Offer a Housing Options prevention service including written advice to all clients.	In place
Adopt a 'No Second Night Out' model or effective alternative.	In place
Having housing pathways agreed or in development with each key partner and client group that includes appropriate accommodation and support.	In development
Develop a suitable private rented sector offer for all client groups including advice and support to both clients and landlords.	In place
Actively engage in preventing mortgage repossessions including through the mortgage rescue scheme.	In place
Have a homelessness strategy that sets out a proactive approach to preventing homelessness and is reviewed annually so that it is responsive to emerging needs	In place
Not place any Young Person aged 16 or 17 in Bed and Breakfast accommodation.	In development
Not place any families in Bed & Breakfast accommodation unless in an emergency and then for no longer than 6 weeks.	In development

The Government is also encouraging Local Authorities to take part in the Gold Standard Challenge and in doing so commit to continuous improvement.

Uttlesford has started this process by participating in the Diagnostic Peer Review process with 4 other neighbouring authorities.

Improving outcomes and supporting transparency – A Public Health Outcomes Framework for England 2013 – 2016 Part 1 January 2012

This document sets out the new framework for public health and recognises the factors that influence public health over the course of a lifetime including poverty, education, housing, employment, crime and pollution

The document outlines how the NHS, social care, the voluntary sector and communities will work together to plan and deliver services to improve health inequalities.

The new Public Health Outcomes Framework is in three parts. Part 1 introduces the two overarching outcomes that set the vision for the whole public health system.

These two outcomes are:

- Increased healthy life expectancy
- Reduced differences in life expectancy and healthy life expectancy between communities

The document recognises the important link between health inequality and homelessness

The Local Context

Uttlesford Housing Strategy

The Council's new Housing Strategy draws on a wide ranging consultation with stakeholders as well as building on existing evidence and local knowledge. As the new Local Plan is drafted, the Housing Strategy will form a key part of the evidence base of the Local Plan.

The Council is committed to producing and adopting a sound Local Plan and has set out the programme for completing this work. The Council will continue to work towards the delivery of the Housing Strategy through both Local Planning and Development Management.

The new Strategy also stands alongside the HRA Business Plan, Homelessness Strategy and Developers Guide and sets out how Uttlesford Council plans to deliver the key priorities and objectives outlined in the strategy over for next five years. The key objectives being:-

- Increasing Housing Supply across all tenures
- Helping People to live independently
- Ensuring decent, safe and healthy homes

- Creating sustainable communities

West Essex Tenancy Policy and Uttlesford Tenancy Policy

The Localism Act 2011 requires local authorities to publish a Tenancy Strategy which must set out the matters to which registered providers are to have regard in formulating their policies relating to:

- The kinds of tenancies they grant;
- The circumstances in which they will grant a tenancy of a particular kind;
- Where they grant tenancies for a term certain, the lengths of those terms; and
- The circumstances in which they will grant a further tenancy on the coming to an end of an existing tenancy.

Uttlesford District Council joined with Epping and Harlow Councils to form the West Essex Housing Forum and produced the West Essex Tenancy Strategy the objectives of which are as follows:

- To fulfil the statutory requirement to publish a Tenancy Strategy, following consultation with stakeholders;
- To ensure that affordable housing meets locally, identifiable housing need;
- To provide guidance and direction to RPs regarding their use of social and affordable housing tenancies;
- To set out clearly to partner agencies and others, the expectations of the West Essex Housing Forum in relation to the use of flexible tenure;
- To indicate to home seekers what they can expect from their fixed term tenancy, if one is granted, including arrangements for statutory reviews;
- To provide a framework for working in partnership over flexible tenure, including establishing a joined up approach and joint governance arrangements;
- To ensure that local authorities have regard to the Tenancy Strategy when reviewing its allocations policies and exercising its housing management functions; and
- To keep the Tenancy Strategy under review.

Uttlesford Council then formulated its Tenancy Policy, taking account of the West Essex Tenancy Strategy and the local context within Uttlesford. Uttlesford's Tenancy Policy set out:-

- The type of tenancies we will grant and the circumstances in which we will grant tenancies of a particular type.
- The circumstances in which fixed term tenancies will not be renewed

- The use of Affordable rents

Uttlesford Council's Housing Allocations Scheme

In 2014 Uttlesford Council carried full consultation on a review of its Allocations Policy, this involved staff, elected members, partner agencies as well as public consultation via the Citizens Panel. The review looked at whether Uttlesford, following government guidance, needed to strengthen its local connection criteria for applicants wishing to apply for social housing within the district. The consultation also covered financial eligibility criteria and the offer made to homelessness applicants.

Following adoption by the Council's Cabinet in December 2014 the new policy was implemented in January 2014 with some minor amendments being implemented in August 2015 following a six month review of the new policy.

The local connection criteria is now set at three year residence or three years working within the district (for full details please see the Allocation Policy). This is less than some of our neighboring authorities but members felt that this was the correct degree of connection to satisfy the public desire for local houses going to 'local people' in an area where alternative housing options, other than social housing, can be out of reach for many Uttlesford residents.

To ensure that tenants with young children living in flats, who are otherwise suitably housed but who have conducted their tenancies satisfactorily for a minimum of two years, get the opportunity to move to a house of the same size, the policy was changed to give these tenants priority over higher banded applicants that require the same size of accommodation. It was felt that as accepted homeless applicants were often the highest banded applicants it would be fairer if their offer to discharge the council's full housing duty was to be firstly, if available, a private sector offer or if this was not available then flatted accommodation. The rationale being that this was fairer to existing tenants with young children, who were not getting the opportunity to move to houses.

Further changes have been made to the policy to take account of the Homelessness Reduction Act 2017 these include changes to the local connection eligibility criteria, new reasons that an applicant would be placed in Bands B and C and the ability to make final offers of suitable accommodation outside of the Allocations Policy where the council needs to provide accommodation to meet its duties under homelessness legislation.

The changes to the local connection eligibility criteria are as follows:-

- Applicants who have been assessed as falling within a reasonable preference category (under 166A (3) of Part 6 of the Housing Act 1996) and where a

Senior Officer has agreed exceptional circumstances resulting in the need for access to social housing locally.

- Applicants who are owed a prevention and/ or relief duty under The Homelessness Reduction Act 2017 and where a Senior Officer has agreed exceptional circumstances resulting in the need for access to social housing locally
- Care leavers up to the age of 25 who were originally from Uttlesford but were accommodated outside of the district
- Care Leavers who were placed in Uttlesford for at least 2 years including sometime before they reach the age of 16. They will retain a connection to Uttlesford until they reach the age of 21

Changes to Band reasons are as follows:-

Band B

Applicants owed a relief duty under the Homelessness Reduction Act 2017 who are assessed by the council as likely to be in priority need and unintentionally homeless

Band C

- Applicants who are owed the relief duty under the Homelessness Reduction Act 2017 but who are assessed by the council as likely to not be in priority need
- Applicants who are owed the relief duty under the Homelessness Reduction Act 2017 but who are likely to be intentionally homeless

The offer to accepted homeless applicants of all household types is as follows:-

Accepted homeless households are applicants to whom:

- The Council has accepted a duty under Part VII of The Housing Act 1996, as amended by the Homelessness Act 2002 (the duty towards households who are in priority need and unintentionally homeless) **and**
- the council accepts a duty to provide suitable accommodation.

In the first instance the Council will look to discharge its homelessness duty for all accepted homeless applicants within the private rented sector. The Council will ensure that any offer of private rented housing is appropriate to the needs of the

household, that the length of any tenancy is a minimum of 12 months and that the property meets the Homelessness (Suitability of Accommodation) (England) Order 2012. An assessment will also be carried out to assess the affordability of the property, including the eligibility to receive Local Housing Allowance/Housing Benefit. The property may be outside the Uttlesford District.

When a private rented property becomes available it will be offered to the accepted homeless applicant for whom the property is suitable and if this is more than one applicant, it will be offered to the applicant with the earliest homelessness application date.

Any private rented tenancy that discharges the council's homelessness duty will be for a period of not less than 12 months. If within 2 years, beginning with the date on which the applicant accepts a private rented sector offer, the applicant re-applies for accommodation, or for assistance in obtaining accommodation, and if the applicant is found to be homeless (from the date of the expiry of the termination notice) and did not become homeless intentionally from the private rented accommodation, the Council will accept a homelessness duty regardless of whether the applicant has a priority need.

Applicants who meet the Allocation's Policy eligibility criteria will be allowed to make expressions of interest on suitable properties advertised through the CBL system. If after a period of 2 cycles from when the applicant received their S.184 decision letter they have not been suitably accommodated, the Council will express interest on their behalf and make one final offer of suitable flatted accommodation. If this offer is refused, the Council's homelessness duty under the Housing Act 1996 to provide accommodation will be considered to have been discharged.

Homelessness applicants who do not meet the Allocation's Policy eligibility criteria but meet the criteria for a Direct Let will be made one final offer of suitable accommodation. If there is more than one homeless case waiting for a direct let then when a property is available it will be offered to the case for whom it is suitable and with the earliest homelessness application date.

Failure to Co-operate

This is a concept brought in by the new Homelessness Reduction Act. Clients who are working with housing options staff trying to prevent their homelessness will be given a personalised plan that will require them to take certain actions as well as the actions that the authority will be taking. These will have been mutually agreed but if the client fails to co-operate by taking the actions they have agreed to take then the duty to assist then can be ended. In these circumstances the following wording within the Allocations Policy will apply.

Any applicant subject to the prevention (s.195 (2) or the relief duty (s189(2): S.193B(1).) under the Homelessness Reduction Act 2017 who fails to co-operate as stated in s193B and 193C of the Act will be placed in Band D.

If the council choose to use the failure to co-operate section of the act it will first publish policy and procedure documents outlining how failure to co-operate will be judged, by whom and what the appeal process will be.

Essex Health and Wellbeing Board – Joint Health and Wellbeing Strategy for Essex October 2012

The Health and Wellbeing Strategy has been developed and is being implemented by the Health and Wellbeing Board, which brings together key partners to improve health and wellbeing of communities across Essex.

The main source of evidence for this strategy has been the Joint Strategic Needs Assessment. This has provided information on the health and wellbeing of the population of Essex, the wider determinants of health and the quality of life in the county. The assessment has provided the basis for the key priorities of the strategy, namely

- Starting and developing well
- Living and working well
- Ageing well

The main focus of the strategy is to reduce health inequalities and tackle the wider determinants of health to increase life expectancy and reduce inequalities between areas and groups.

Uttlesford council recognises the significance of the links between health and homelessness particularly amongst single homeless people and the effect it has on families. We also recognise that we need to work together to achieve better outcomes for people who are affected by homelessness and ill-health. We know that if someone becomes homeless they are likely to “suffer significant health inequalities in comparison with people in more secure accommodation, in terms of both their health status and their ability to access health services. We also recognise the direct relationship between an individual’s physical and mental wellbeing can have on their own housing situation if their health needs are not met.

All local authorities (unitary and district) have a general statutory duty to protect and improve health and wellbeing and to tackle inequalities and the ‘social determinants’ of health – that is, those aspects of people’s social and economic condition that impacts on their health. Extending far beyond social care from education to housing, economic development to leisure services, planning to trading standards, they all have a significant impact on people’s health.

In particular District authorities, such as Uttlesford, have a significant function and role in helping improve people's health and wellbeing through the homeless prevention work we do. Examples of this work include:

- The function of the housing options teams in helping vulnerable people find (or keep) safe and secure good quality housing
- Direct provision of permanent and temporary housing
- Joint commissioning of services to help reach out to vulnerable people who are either young, rough sleeping or fleeing domestic abuse
- Helping people stay in their own homes through grants and adaptations to help them live more independently
- Improving the quality of private sector housing for people
- Working with other Essex authorities on protocols for working with Social Care for families and 16 and 17 year olds

Joint Commissioning Strategy for Domestic Abuse 2015 - 2020

This Strategy aims to assist partnerships and agencies across Greater Essex in delivering appropriate joined up responses to those affected by domestic abuse, underpinned by a recognition and an understanding that no single agency can address this complex issue in isolation. The strategy has the aim of ensuring that by working together partners can make the best use of existing collective resources, and draw upon additional resources, to address the issue of domestic abuse.

Domestic abuse impacts on quality of life and can ultimately destroy people's lives. Despite being a significant contributor to crime statistics and the causes of homelessness, it is also a pattern of behaviour that often happens behind closed doors and is grossly under-reported. It is an issue that cuts across all social, geographical and cultural groups. Domestic abuse causes harm to both adults and children, both directly and indirectly, and is of high financial cost to public agencies, the economy, the individuals concerned and wider society. Furthermore it produces patterns of behaviour that are often replicated from generation to generation and these inter-generational cycles must be broken.

Uttlesford District Council has been working with Essex County Council on the wider work that has been undertaken across the county in relation to domestic abuse services. The council has signed up to the countywide reciprocal agreement TUTIS to enable social housing tenants who are the victims of domestic abuse to move more easily across the county.

Uttlesford also takes part in the Multi Agency Risk Assessment Conferences for high risk domestic abuse cases and provides funding for an outreach service for victims within Uttlesford. The council is also currently looking at transferring land at nil cost for the development of a specialist refuge within the district.

Joint Protocol between Essex County Council and Local Authority Housing Services to Address the Needs of Intentionally Homeless Families with Children

This is a joint protocol agreed between Essex County Council Social Care and Essex Housing Authorities. The protocol covers the assessment and provision of services to families with dependent children who are homeless and no longer eligible for assistance from the Homeless Team within Housing Services. The Homelessness Act 2002 states the need for cooperation between Housing authorities and Children's Social Care when dealing with intentionally homeless households with dependent children and this protocol details how Social Care and housing will work together when dealing with intentionally homeless families.

Joint Protocol between Essex County Council and Local Authority Housing Services in Dealing with Homeless 16 and 17 Year Olds

This joint protocol recognises that the welfare of the child is paramount and all parties need to work together to ensure young people are safe and have their needs met. The protocol was developed following the House of Lords judgement in May 2009 in the case of G v LB Southwark and the subsequent statutory guidance issued by the department for Children, Schools and Families and Communities and Local Government department in April 2010. These clarified the legal responsibilities of Children and Young People's Services towards homeless 16 and 17 year olds and the interrelationship between duties under the Children Act 1989 and homelessness legislation.

Essex County Council (ECC) and the twelve district local housing authorities (LHA's) are committed to meeting the social and housing needs of young people who are at risk of homelessness and who are unable to live with their (wider) family or suitable friends.

The protocol details how Essex County Council and the 12 district local authorities work together with supported housing providers to deliver the most effective options for young people, ensuring they have appropriate advice and guidance, and that the young person continues to take responsibility for the decisions they take about their lives and the subsequent consequences of these. Both agencies have responsibilities to ensure young people are safeguarded and that services are jointly planned and secured. These services will include: homelessness prevention services (provision of advice and guidance to young people), supported accommodation schemes, relevant support services and more specialised supported housing provision for more vulnerable young people.

Uttlesford has only one supported housing scheme within the district for single people. This is Bromfield House in Saffron Walden, which is a 17 bed until run by Genesis Housing Association. Although they can take single people from 16 to 65 the majority of referrals are at the younger end of the spectrum. Bromfield House would be the first choice of accommodation for any 16 and 17 year olds that the local authority has a duty to house.

Homelessness Reduction Act 2017 – Implementation date April 2018

The Homelessness Reduction Act 2017, due to be implemented in April 2018, is likely to have a significant impact on the way current services are shaped and delivered in Uttlesford.

There are a number of implications for the homelessness service and also the wider Council to consider in order to ensure that the requirements of the Act are fully met.

Over the past year, the Council has been proactive in preparing for the changes introduced by the Act. Work has already been undertaken to clarify the roles and remits of the housing advice and options officers in readiness for the changes.

Although the housing options team currently gives housing advice to anyone who approaches the council, up until now the assistance given to non-priority cases has been limited. Under the new legislation these cases will be receiving increased assistance, with a personalised plan tailored to their particular circumstances. The council will be investing in an enhancement to their current homelessness prevention module to allow clients to access their personalised plans online at any time.

Funding received from Government to assist with the implementation of this Act will be used alongside other council funding to enhance the preventions measures that the council are able to offer those facing the threat of homelessness. This could include incentivising access to the private rented sector and looking at what assistance is needed to help clients maintain a private sector tenancy. The council will identify key partners, from the voluntary sector, such as CAB, as well as the Essex Trailblazer project and other statutory partners to assist us in preventing homelessness.

The Homelessness partnership will be key to providing the links to agencies that will assist the authority to offer specific and targeted advice to the vulnerable cohorts detailed in the new Act, namely 16 and 17 year olds, Care Leavers aged 18,19 and 20, people who have spent time in the armed forces, prison or custody and those fleeing violence.

Working closely with partners the council has been successful in delivering against actions identified in the current Homelessness Strategy adopted in 2016. It has also developed a Sustainable Tenancies Strategy to ensure tenancy sustainment and homelessness prevention is embedded across all housings services.

The council will work with partners including other Essex Authorities via the Essex Homelessness Officers Group to put in place a system to be used when the duty to refer duty within the new Act is implemented in October 2018

Review of Homelessness in Uttlesford since 2011

The Statistics

Uttlesford District Council is a stock holding council with 2850 properties scattered across 56 parishes in what is the largest geographical district in the county of Essex. The district has a population of around 83,500 (2014 figure).

The average household price across the district is £421,100 (Sept 2014) whilst the average income is £24,575

The Local Housing Allowance for a 2 Bedroom House in Saffron Walden is £609.87 (2015) whilst the average rent for a 2 bedroom house in Saffron Walden is £900.00

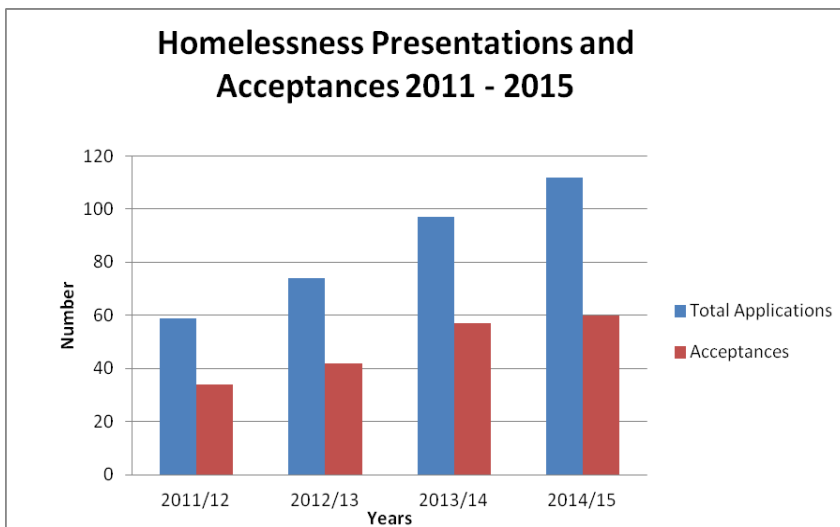
In the last 4 years Uttlesford has delivered 284 new affordable homes across the district

The housing register as at 1 April 2015 had 1193 registered applications with 483 of them within Bands A –D (in recognised need of alternative housing)

The number of social housing allocations from the housing register in Uttlesford in 2014/15 was 252

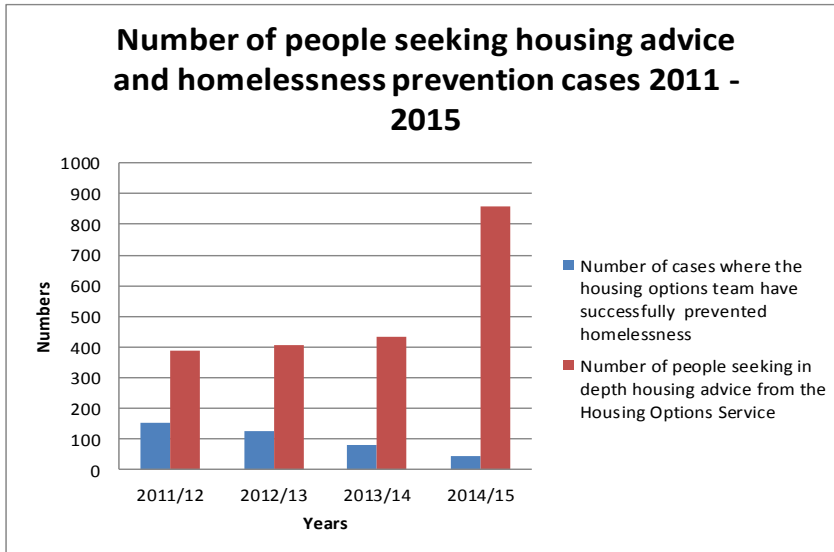
The estimated numbers for rough sleeping in Uttlesford was 2 as at November 2014

Homelessness has increased within Uttlesford, as it has nationally, over the past 4 years. The table below shows the number of homeless applications the council has taken in this time and the number of those applications for which the council has accepted the full homelessness duty – to find them permanent housing.



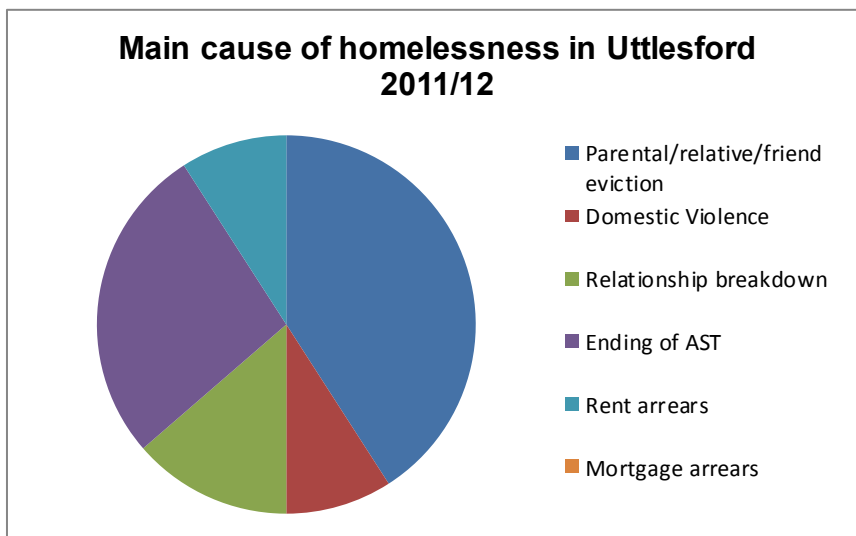
DCLG P1E data

The number of people making homeless applications is only one part of the homelessness picture with Uttlesford. The table below shows the number of clients that have sought in depth housing advice from the council's housing options service. These will be people who are having problems with their current housing and can be across any tenure type. Some of these clients will be people threatened with homelessness and the council will work with these clients and other partner agencies to try to prevent homelessness. The chart clearly demonstrates that as difficult economic climate has prevailed it has become increasingly difficult to prevent homelessness by finding suitable affordable accommodation for clients.

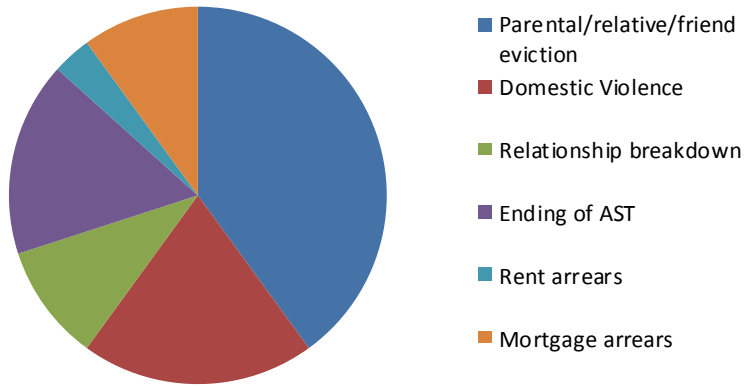


Council and P1E data

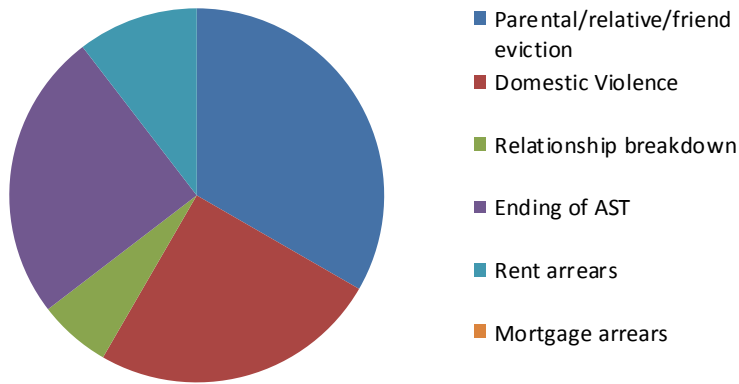
The following charts taken from the council's P1E returns data show the main causes for homelessness within Uttlesford over the past 4 years. They demonstrate how the main cause has changed from parental/relative/friend eviction in 2011/12 to the ending of privately rented Assured Shorthold Tenancies (AST) in 2014/15.



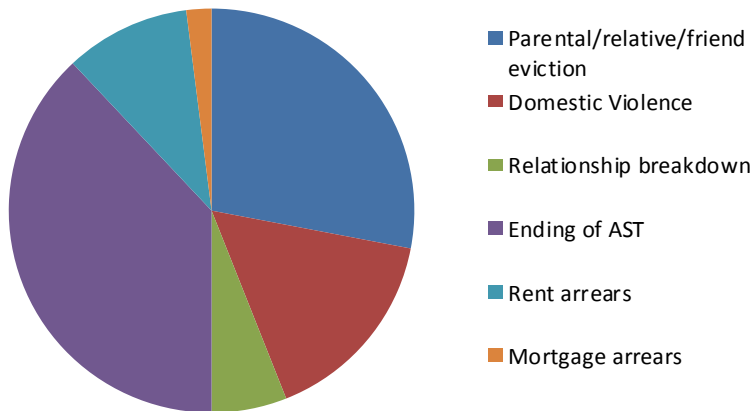
**Main Causes of homelessness in Uttlesford
2012/13**



**Main causes of homelessness in Uttlesford
2013/14**



**Main causes of homelessness in Uttlesford
2014/15**



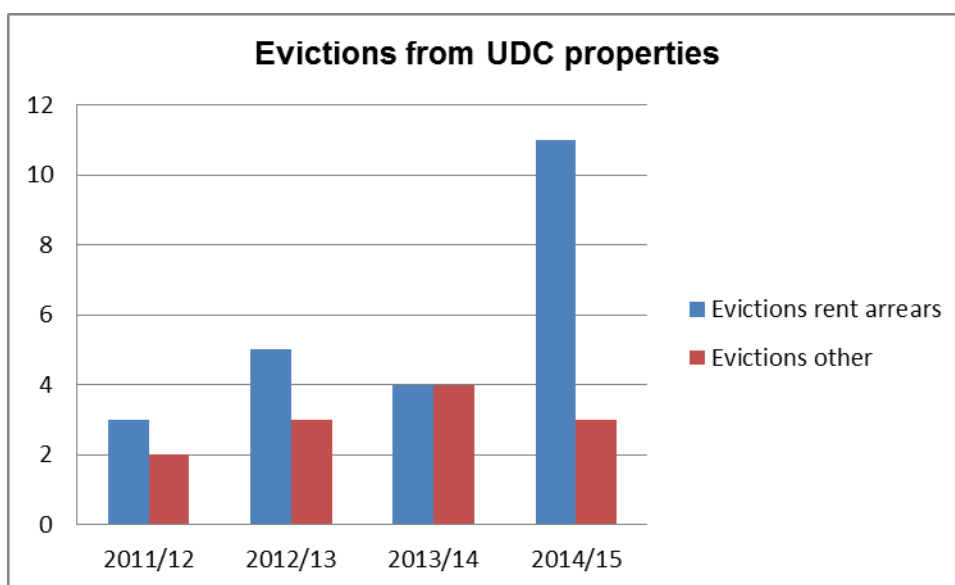
Uttlesford Citizens Advice Bureau (CAB) statistics

Uttlesford CAB are an important partner to the local authority in preventing homelessness, particularly in the work that they do on debt, this is an area for which the council has used government grant money to assist the CAB in training their staff to deal with debt issues. The following statistics show the levels of debt work the CAB has carried out over the past two years and the increase in housing advice that clients have sought from them during the same period.

Debt	Unique clients	
	2013-14	2014-15
Mortgage and secured loan arrears	35	43
Hire purchase arrears	7	7
Fuel debts	38	66
Telephone and broadband arrears	14	40
Rent arrears – LA or ALMOs	28	50
Rent arrears – housing	25	33
Rent arrears – private landlords	16	11
Council tax arrears	70	82
Mag. Ct. – fines and compulsory orders	16	11
Maintenance and child maintenance	3	2
Bank and building society overdrafts	63	89
Credit, store & charge card debts	107	164
Unsecured personal loan debts	58	122
Catalogue and mail order debts	17	32
Water supply and sewerage debts	24	42
Unpaid parking penalty & congestion charge	6	9
Overpayments of WTC and CTC	11	20
Overpayments of IS / JSA / ESA	2	4
Overpayments of housing and council tax	19	15
Social fund debts	5	4
Payday loan debts	7	16
3rd party debt collection	8	-
Private bailiffs	8	-
Debt relief order	28	30
Bankruptcy	33	26
Logbook / bill of sale loan debts	-	2
Loan sharks / illegal lenders	-	1
Arrears of income tax, VAT or NI	-	26
Overpayment of other benefits	-	8
Other legal remedies	5	1
Other	125	130
Total	437	473

Housing	Unique clients	
	2013-14	2014-15
Discrimination	2	-
Actual Homelessness	44	60
Threatened Homelessness	91	132
LA homelessness service	26	23
Access to & provision of accommodation	61	50
Local Housing Authority	96	114
Housing Association property	44	40
Private sector rented property	127	141
Owner occupier property	53	48
Environmental & neighbour issues	35	45
Other housing issues	56	80
Total	468	518

The table below shows the number of evictions carried out by Uttlesford Council, although the numbers are low it can be seen that the trend is increasing particularly on rent arrears. The council works hard to avoid having to resort to court action on arrears and has processes in place for the council's housing management and housing options teams to work together to try to avoid eviction. Referrals are also made to other agencies who can support clients with debt problems such as the Citizens Advice Bureau and the districts floating support provider.



Council data

Strategic Priorities for the Next Five Years

The following priorities have been developed alongside the key priorities within the council's Corporate Plan and the council's Housing Strategy:

1. Prevent homelessness by providing a high quality housing advice service to clients in all housing tenures, by sustaining tenancies and by mitigating the negative effects of welfare reform
2. Provide good quality suitable temporary accommodation and work towards ending the use of bed and breakfast even in an emergency
3. Engage with the private rented sector to improve access to accommodation for people who are homeless or threatened with homelessness
4. Improving the Health and Wellbeing of homeless people

Priority 1: Prevent homelessness by providing a high quality housing advice service to clients in all housing tenures and by sustaining tenancies

The review has highlighted the need for the council and its partner organisations to continue to prevent homelessness and help people to sustain their tenancies by early intervention and providing good quality advice and support services. Analysis of data regarding households who have approached the council as being potentially homeless shows that a significant proportion have accessed assistance from the housing options team more than once.

The Council recognises the importance of multi-agency working to tenancy sustainment and will look for new and innovative ways to prevent homelessness and help tenants remain in their homes

To meet this priority the council will need to:

- Implement the recommendations made to improve the housing options service following the Diagnostic Peer Review
- Develop good quality, easily accessible housing advice materials, including web based material which reflect the diversity of applicants needs and abilities
- Prevent homelessness by helping people sustain their tenancies across all tenure through the increased provision of debt and welfare advice
- Work with partner agencies to mitigate the effects of the introduction of Universal Credit and the Benefit Cap
- Increase prevention of homelessness caused by domestic violence by working with partners to keep victims safe within their current accommodation where this is appropriate

- Flexible use of the Discretionary Housing Payments

Priority 2: Provide good quality suitable temporary accommodation and work towards ending the use of bed and breakfast even in an emergency

The review recognises the need to provide good quality temporary accommodation for those households that are or may become homeless so that the council can work towards ending bed and breakfast for all client groups and even in an emergency. The trend points to the growing need for smaller units of accommodation both as temporary accommodation and permanent housing

To meet this priority the council will need to:

- Ensure that enough ready to access temporary accommodation is available in the right location for homeless households to access support, maintain employment and education
- Ensure through the Council's Housing Strategy that the council is able to deliver sufficient units of social housing to allow the free flow of households from temporary accommodation into permanent housing
- Ensure through the Council's Housing Strategy that the council is able to deliver suitable supported housing for homeless households with complex needs, particularly single homeless households

Priority 3: Engage with the private rented sector to improve access to accommodation for people who are homeless or threatened with homelessness

The review recognises that households made homeless from the private sector has increased and that access to this sector in Uttlesford is extremely limited, especially for clients reliant on local housing allowance to meet their rent payments as the local rates are well below local rent levels. As would be first-time buyers continue to struggle to access mortgages and turn to the private sector to meet their housing needs the sector has even less need to consider the clients of the council's housing options service as potential tenants. However as social housing is never going to be able to fully meet the housing needs of all those who would wish to access it, there is an increasing need to work with the private sector. The Localism Act gave the council the opportunity to discharge its homelessness duty into the private sector subject to certain criteria being met. The Act also allowed councils to end the idea of a tenancy for life with the introduction of Tenancy Strategies, this means that homelessness can no longer be an assumed route into social housing.

To meet this priority the council will need to:

- Promote the council's services to private sector landlords
- Continue to encourage owners of empty properties to bring them back into use

- Refer tenants within the private sector to appropriate support agencies to help them maintain their tenancies when difficulties first arise
- Have closer links between the Housing Options Team and the Housing Benefit Department
- Review the council's Rent Deposit Guarantee Scheme to see if it can provide greater incentives for private sector landlords to work with the scheme
- Continue to hold a Landlords Forum and review other ways to connect with landlords

Priority 4: Improving the Health and Wellbeing of homeless people

The review recognises the impact that homelessness has on peoples' health and wellbeing and the role that the council and its partner agencies can have on improving outcomes for households who have experienced a period of homelessness

To meet this priority the council will need to:

- Work in partnership with other key agencies to prevent individuals and families from getting into a housing crisis
- Work with health partners to ensure that homeless households are linked into appropriate health services
- Work with the West Essex Joint Referral Panel to ensure clients with mental health issues are appropriately housed
- Make appropriate referrals to support agencies to ensure homeless households have access to support that meets all their needs
- Data sharing and data analysis with statutory and voluntary partners
- Review and strengthen existing protocols and implement new ones particularly with mental health, drug and alcohol services and probation

Consultation and Engagement

In preparing this Homelessness Strategy we have worked with a wide range of staff, elected members, partners and stakeholders to ensure that the document is shaped to reflect legislation as well as national and local priorities.

Consultation has been undertaken to get the views of as many people and organisations as possible to inform the development of this strategy. A draft document was circulated for comment and put out for public consultation via the council's website.

This has included work through the Homelessness Partnership and Housing Strategy Conferences.

The final document was agreed by the council's Housing Board and Tenant Forum prior to being recommended to the council's Cabinet for adoption.

Implementing the strategy

How the council will deliver the priorities within this Strategy is contained within the Homelessness Strategy Action Plan which sets out clear tasks and targets within identified areas of work. The Action Plan will be monitored and reviewed annually by the Homelessness Partnership, a multi-agency group, so that it is responsive to emerging needs and achieves the priorities within it.

By adopting the Homelessness Strategy Uttlesford Council is making a firm commitment to tackling and preventing homelessness within the District.

Action Plan – Homelessness Strategy 2016 - 2021

Priority 1: Prevent homelessness by providing a high quality housing advice service to clients in all housing tenures, by sustaining tenancies and by mitigating the negative effects of welfare reform						
How this priority will be achieved	Key Actions	When	Resources	Target	Key Officers	Comments /Progress
Implement the recommendations made to improve the housing options service following the Diagnostic Peer Review	Implement the key actions within the DPR improvement plan document	April 16	Within existing resources	DPR improvement plan fully implemented	Housing Options Team Leader	Completed April 16
Develop good quality, easily accessible housing advice materials, including web based material which reflect the diversity of applicants needs and abilities	Review and revise the information around homelessness on the councils website and leaflets	Start Jan 16 and ongoing	Within existing resources	Information provided to clients up to date, relevant and easily accessible, clients better informed	Housing Options Team Leader	ongoing
Prevent homelessness by helping people sustain their tenancies across all tenures through the increased provision of debt and welfare advice	Utilise staff across housing department to support and advise tenants Make timely referrals to partners agencies	Ongoing	Within existing resources	No tenancy breakdown as a result of lack of ongoing tenancy support and advice	Housing Options and Housing Management team leaders	Dec 2017 – work has begun on training staff and amending procedures etc ready for implementation of the Homelessness Reduction Act 2017 - ongoing
Work with partner agencies to mitigate the effects of the introduction of Universal Credit and the Benefit Cap	Hold regular meetings with HB leads and CAB	Ongoing	Within existing resources	Minimize negative impact of welfare reform	Housing Options and Housing Management	Regular meetings with HB staff. Staff attending MACs - ongoing

					team leaders	
Increase prevention of homelessness caused by domestic violence by working with partners to keep victims safe within their current accommodation where this is appropriate	Work with partner agencies, including police and specialist support services	Ongoing	Within existing resources	Victims able to maintain local support networks	Housing Options team leader	Ongoing
Flexible use of the Discretionary Housing Payments	Work with HB department to review use of DHP	From April 16 and ongoing	Within existing resources	DHP money fully utilized by the authority	Housing Options team leader	Meetings between teams to liaise over case where DHP appropriate - ongoing
Priority 2: Provide good quality suitable temporary accommodation and work towards ending the use of bed and breakfast even in an emergency						
Ensure that enough ready to access temporary accommodation is available in the right location for homeless households to access support, maintain employment and education	Carry out a review of temporary accommodation (usage/location/access) to inform development of portfolio of suitable TA	April 16	Within existing resources	Portfolio of suitable temporary accommodation available	Housing Strategy Manager and Operations Manager	Review carried out June 2017 – sufficient TA at present will need to be reviewed again within 12 months after implementation of HRA
Ensure through the Council's Housing Strategy that the council is able to deliver sufficient units of social housing to allow the free flow of households from temporary accommodation into permanent housing	Regular meetings between housing and planning to identify the right mix of units in the required localities	Ongoing	Within existing resources	Regular supply of new affordable housing	Housing Strategy Manager and Operations Manager	120 units due to be delivered by partners 2017/18, as well as units delivered by councils new build programme - ongoing

Ensure through the Council's Housing Strategy that the council is able to deliver suitable supported housing for homeless households with complex needs	Carry out further work to establish the precise requirements and find a suitable partner to be able to deliver the project	April 18	Within existing resources	New supported housing units delivered	Housing Strategy Manager and Operations Manager	ECC currently undertaking review of services for homeless people, will need to await the outcome of this before further work carried out locally
Priority 3: Engage with the private rented sector to improve access to accommodation for people who are homeless or threatened with homelessness						
Promote the council's services to private sector landlords	Explore ways via different media to encourage private landlords to work with the housing department. Provide a named officer for landlords to deal with	April 16 and ongoing	Within existing resources		Housing Options Team Leaders	Housing Options Staff Attended Private Sector Landlord Forum - ongoing
Continue to encourage owners of empty properties to bring them back into use	Take appropriate enforcement action Investigate potential for additional schemes to bring empty homes back into use	Ongoing	Within existing resources	Decrease in long-term empty homes	Empty Homes and Private Sector Housing Officer	Ongoing
Refer tenants within the private sector to appropriate support agencies to help them maintain their tenancies when difficulties first arise	Work with CAB and floating support provider to make timely referrals	Ongoing	Within existing resources	Increased tenancy sustainment within the private sector	Housing Options Team Leaders	Working with Essex Trailblazer Project, Homelessness Partnership meetings
Have closer links between the Housing Options Team	Regular monthly meetings with HB	Ongoing	Within existing	Increased use of DHP to	Housing Options Team	Regular monthly meetings held -

and the Housing Benefit Department to increase access to DHP	colleagues		resources	prevent homelessness	Leaders	ongoing
Review the council's Rent Deposit Guarantee Scheme to see if it can provide greater incentives for private sector landlords to work with the scheme	Look at whether cash incentives could be used to incentivise landlords to work with the scheme	June 16	Within existing resources	Increase use of private sector to prevent homelessness	Housing Strategy Manager and Operations Manager	Decision made to not offer incentives at this time. Will be reviewed in light of implementation of HRA
Continue to hold a Landlords Forum and review other ways to connect with landlords	Carry out a consultation exercise with private landlords and agents as to what type of forum event they would like to engage with	June 16	Within existing resources	Annual Forum held with increased attendance	Empty Homes and Private Sector Housing Officer	Forum held Nov 2016 and 17
Priority 4: Improving the Health and Wellbeing of homeless people						
Work in partnership with other key agencies to prevent individuals and families from getting into a housing crisis	Work with the council's Homelessness Partnerships Group to identify ways for better partnership working to identify vulnerable clients at the earliest possible stage	Ongoing	Within existing resources	Increased number of sustained tenancies	Housing Options Team Leaders	Revised terms of reference and membership refresh. New partnership meeting Jan 2018
Work with health partners to ensure that homeless households are linked into appropriate health services	Provide clients with details of health services in the areas they are housed and where appropriate make direct referrals	Ongoing	Within existing resources	Homeless households linked in to local health services	Housing Options Team Leaders	ongoing
Work with the West Essex Joint Referral Panel to ensure clients with mental	Attend the West Essex JRP and make referrals where appropriate	Ongoing	Within existing resources	Homeless clients with mental health	Housing Options Team Leaders	Ongoing. System currently under review by ECC

health issues are appropriately housed				issues appropriately housed		
Make appropriate referrals to support agencies to ensure homeless households have access to support that meets all their needs	Review support available for clients moving in to temporary accommodation Identify new sources of provision accommodation. Create referral routes (Uttlesford Frontline)	Ongoing	Within existing resources	No tenancy breakdown or re-occurrence of homelessness due to lack of resettlement support	Housing Options Team Leaders	Working with Essex Trailblazer worker and Tenancy Sustainment Officer
Data sharing and data analysis with statutory and voluntary partners	Through the homelessness partnership use data sharing to identify gaps in service provision	Ongoing	Within existing resources	Gaps in service identified	Housing Strategy Manager and Operations Manager	ongoing
Review and strengthen existing protocols and implement new ones particularly with mental health, drug and alcohol services and probation	Review exiting provision and develop new working arrangements through joint working	April 18 and ongoing	Within existing resources	New protocols in place that better support joint working	Housing Options Team Leaders	ongoing

If you require any further information about the Uttlesford District Council Homelessness Strategy 2015 – 2020, please contact the Housing Needs and Landlord Services Manager on 01799 510671 or email jsnares@uttlesford.gov.uk or write to:-

Housing Strategy and Operations Manager
Uttlesford District Council
Council Offices
London Road
Saffron Walden
Essex
CB11 4ER

Committee:	Cabinet	Date:	
Title:	HRA Land Asset Management		4 April 2018
Portfolio Holder:	Councillor J Refern, Cabinet Member for Housing		
Report Author:	Roz Millership, Assistant Director – Housing Health and Communities, 01799 510516	Key decision:	Yes

Summary

1. This report provides details relating to potential development plots located at The Elms in Duton Hill and Hilltop Lane in Saffron Walden.

Recommendation

2. In line with the HRA Asset Management and Development Strategy and subject to Outline Planning Permission being granted for both sites, Cabinet recommends:
 - a. that the identified sites be sold on the open market by way of sealed bids, with a guide price for offers as advised by the selling agent. The guide price will be set to maximise income to the Housing Revenue Account whilst maintaining competitiveness and interest in the plots.
 - b. that the receipt received is ring-fenced to fund the acquisition/development of new housing.

Financial Implications

3. Detailed in 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:
 - a. HRA Housing Asset Management and Development Strategy.

Impact

- 5.

Communication/Consultation	Parish Councils
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 will be subject to the statutory consultation period, and the applications will be heard by UDC's Planning Committee
Sustainability	N/A
Ward-specific impacts	Duton Hill, Saffron Walden Shire
Workforce/Workplace	Housing Development

Situation

6. One of the strategic objectives in the council's HRA Housing Asset Management and Development Strategy is to optimise use of existing council land via robust options appraisals.
7. As instructed by the Housing Board officers have been examining the use of vacant sites for the building of new homes, the potential redevelopment of existing properties and the potential disposal of assets as a way of helping to fund the acquisition/development of new properties.
8. A number of sites for potential development have been identified and two further sites have been progressed to planning application stage.
9. The first site is The Elms, Duton Hill. This is a detached bungalow on a large plot that forms part of the housing stock. It is located down a quiet lane and is surrounded on all sides by private properties.
10. The property, currently void, is in need of modernisation which will require significant improvement and repair costs. Its location away from other council stock means that it is not ideally located for either ongoing maintenance or allocation as a council property.
11. It is therefore considered that the best use of this asset is to seek detailed planning permission for a 4 bedroom detached house and then sell through a sealed bids process. The size of the plot and its location in a rural private residential area should attract a great deal of interest.
12. The other site is a garden reduction situated to the side and behind 4 Hilltop Lane in Saffron Walden. This is a large plot obtained by dividing off part of the garden of the 3 bed house at No 4. This has still left No 4 with a standard size garden. The plot is in an area where other back land development has already occurred.

13. Development of this single plot for affordable Council housing would be expensive, and not financially viable. However, due to the location of the site, this again should attract a large amount of interest as a development site for a private dwelling.
14. The sales proceeds from the sale of both sites would be ring-fenced within the HRA for the development of further financially viable Council housing development sites, thus achieving best use of housing assets whilst maximising the value derived from the money available for investment.
15. Drawings for both sites are attached to this report.

Risk Analysis

16.

Risk	Likelihood	Impact	Mitigating actions
Not achieving guide price	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

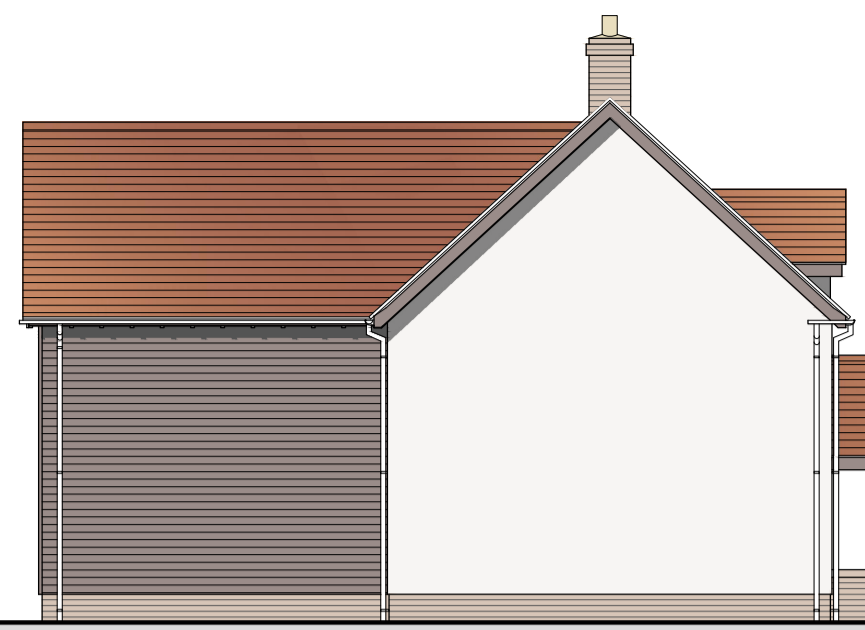
1 = Little or no risk or impact

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.

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Side Elevation ~ North East



Front Elevation ~ North West



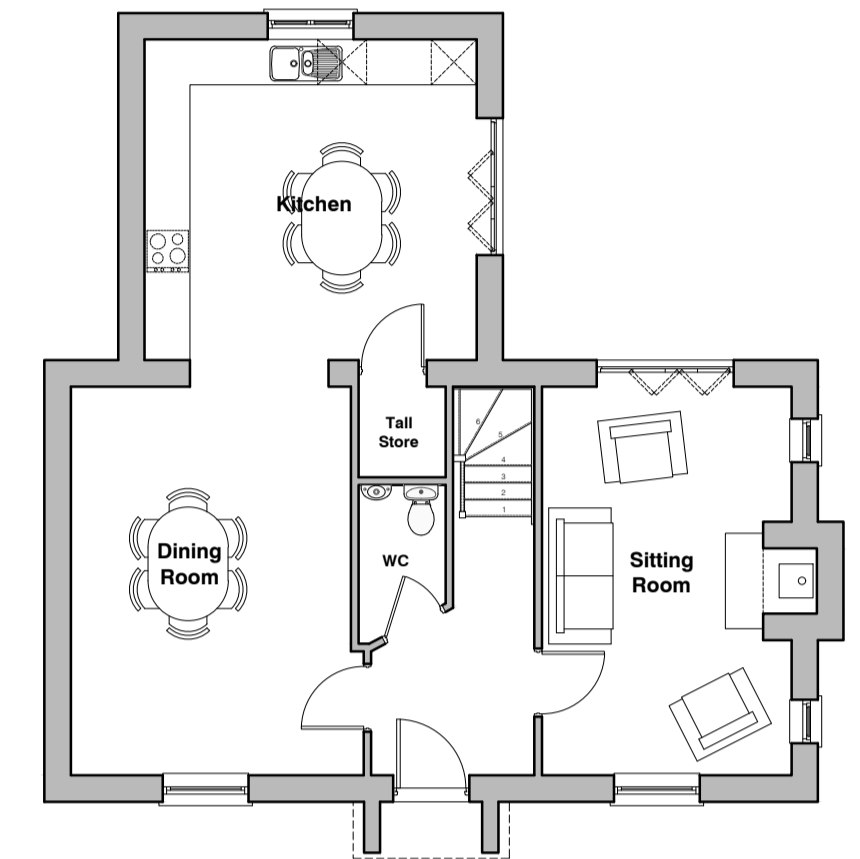
Side Elevation ~ South West



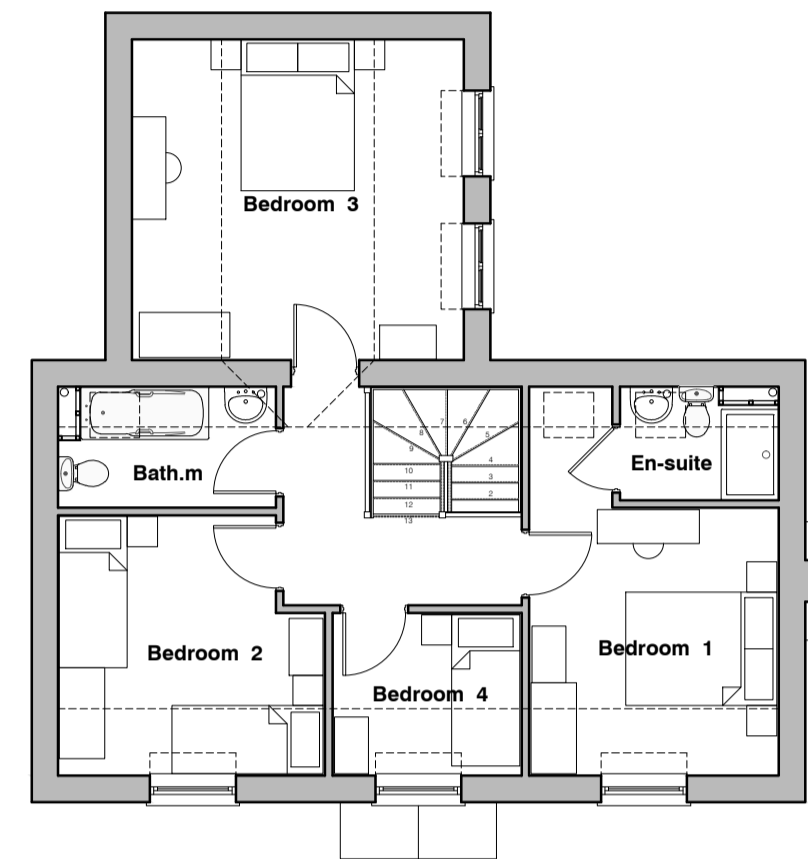
Rear Elevation ~ South East

Clay plain tile roof covering

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.



Ground Floor Plan



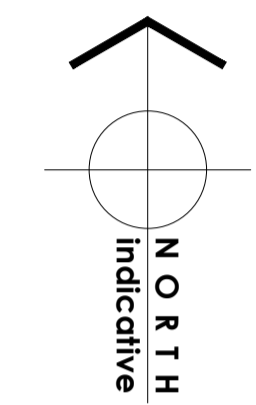
First Floor Plan

Materials

- Roof - Clay Plain tile to approval of local authority.
- Brick - Buff facing brick to approval of local authority to girth.
- Render - Painted render with wood float finish.
- Weather board - Marley Elmrit Cedral or equal to rear wing.
- Windows - Timber with weather board over head.
- Doors - Painted timber.
- Eaves - Painted timber with exposed rafter feet.
- Rainwater goods - black aluminium or cast iron



LOCATION PLAN



KEY

- Bungalow to be demolished
- 1200mm high close boarded fence
- 1800mm high close boarded fence around the site perimeter
- Existing trees (retained) to be protected during the construction process
- Existing hedges retained and protected during the construction process
- Area of front and rear lawn to be turfed with domestic landscaping borders around the edge
- Private drives to be surfaced with block paved setts. All to approval of Local Authority.
- Private paths / patios to approval of Local Authority.



SITE PLAN (As Existing)



SITE PLAN (As Proposed)

The Design Partnership
The Design Partnership (Ely) Ltd
Clarendon House,
10 Station Road,
Chatteris
Cambridgeshire PE16 6AG
Tel: 01354 693111

Job Title
Proposed replacement dwelling
The Elms Glebe Lane Little Easton for
Utlesford District Council

Drawing Title
Plans, Elevations, Site and Location Plans
PLANNING APPLICATION

Date	Scale	Drwn	Dwg. No.	Rev.
OCT 17	As Shown	aw	UDC-xxx P01	

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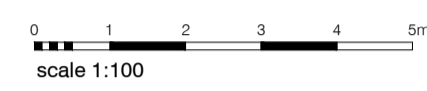


Side Elevation ~ Plot 1

Front Elevation ~ Plot 1

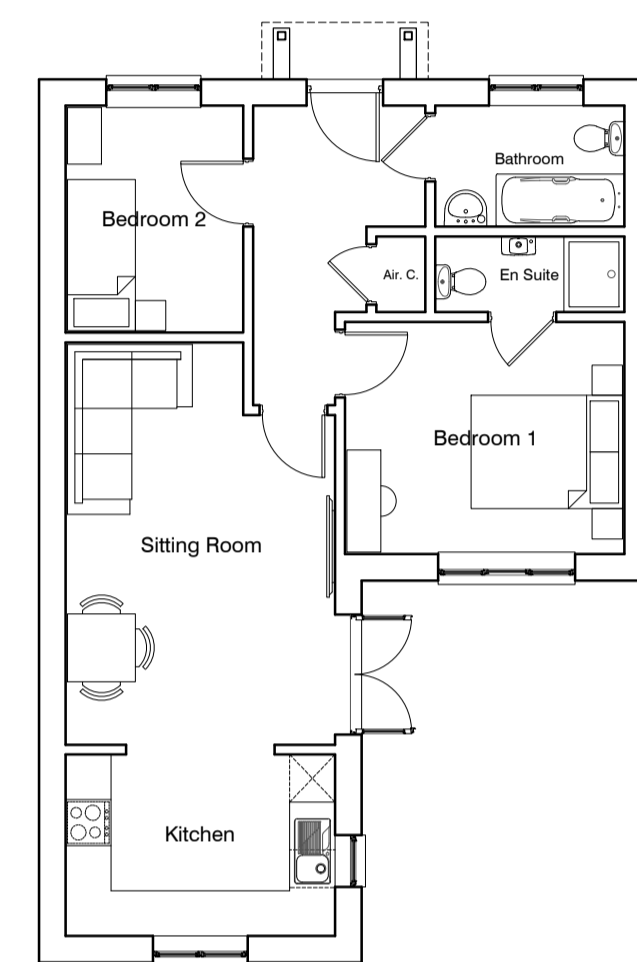
Side Elevation ~ Plot 1

Rear Elevation ~ Plot 1



Materials Plot 1

- Walls: Red facing brick to approval of Local Authority.
- Roof: Brown concrete tile to approval of Local Authority.
- Windows: White uPVC. Glazing bars to be applied to face of glass both sides.
- Facias & Soffits: Black uPVC
- Gutters & RWP: Black uPVC
- Doors: Composite door set with paint finish. Colour TBC.

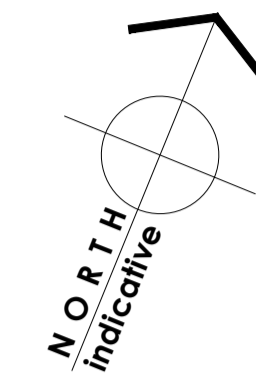
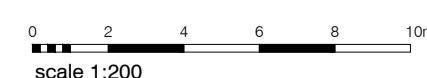


Gross Internal Floor Area 62m²

Floor Plan ~ Plot 1



SITE PLAN - Proposed



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:

SURFACING:

- Private Drive**
3.0-4.4m wide block paved private drive and parking to approval of Local Authority.
- Private Paths**
Private footpaths to be formed with 450 x 450mm slabs to approval of Local Authority.
- Visibility Splay**
1.5 x 30 / 45m visibility splay. Any planting that falls within the splay to be low rise (max. 600mm).
- Demolition**
Existing garages and trees to be removed.

SOFT LANDSCAPING:

- Rear Gardens**
- Front Gardens**
Front gardens to be turfed where shrub planting not shown.
- Proposed New Trees**
Indicative locations of proposed new tree planting.
- Soft Landscaping / Planting**
Location of proposed planting. Planting scheme to be agreed with Local Authority.

BOUNDARY TREATMENTS:

- 1.8m Close Boarded Fence**
1.8m high close boarded timber fence.

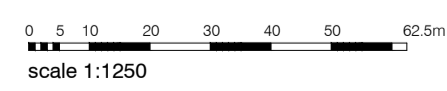
Development Summary:

Bungalow	2 bedroom	3 person	62m ²	1	Plot 1	
					TOTAL	1 Dwelling

Site Area approx. 0.20Ha
 Development density = 25 dwellings per hectare
 4 parking spaces (2 for No.4 and 2 for Plot 1)



LOCATION PLAN



The Design Partnership
 The Design Partnership (Ely) Ltd
 Clarendon House,
 10 Station Road,
 Chatteris
 Cambridgeshire PE16 6AG
 Tel: 01354 693111

Job Title
 Proposed Housing Development
 at Hill Top Lane, Chatteris
 for Uttlesford District Council
 Drawing Title
PLANNING SUBMISSION
 Site Plan, Floor Plan & Elevations

Date	Scale	Drwn	Dwg. No.	Rev.
June 17	Var @ A1	RW	UDC-751-P01	

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Committee:	Cabinet	Date:	Wednesday, 4 April 2018
Title:	S106, Priors Green, Takeley		
Portfolio Holder:	Cllr Susan Barker and Cllr Vic Ranger		
Report Author:	Angela Knight, Assistant Director - Resources aknight@uttlesford.gov.uk	Key decision:	Y

Summary

1. Takeley Parish Council is planning the refurbishment of the Old School House at Brewers End in Takeley.
2. The refurbished buildings once completed will provide a central hub for various community activities.
3. A substantial amount of funding for this project has been secured but there is a current shortfall of £271,838, the Parish is requesting a release of S106 funds to reduce this shortfall.

Recommendations

4. The Cabinet is recommended to approve the release of £86,490.44 from S106 monies for the refurbishment of the Old School House at Takeley.
 - a. £79,830.67 – Community Facilities equipment funding
 - b. £6,659.77 – Community Enhancement Fund, subject to the agreement of the contributing developers

Financial Implications

5. The funding requested will be drawn from ring fenced funds available for this purpose. There are no other financial implications arising from this report.

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.

None

Impact

7.

Communication/Consultation	N/A
Community Safety	N/A
Equalities	N/A
Health and Safety	N/A
Human Rights/Legal Implications	The S106 agreement sets out the council's obligations
Sustainability	N/A
Ward-specific impacts	New community facilities at the Old School House in Takeley
Workforce/Workplace	N/A

Situation

The Old School House

8. Takeley Parish Council bought the Old School House from Essex County Council in 2017.
9. The Old School House will provide a venue for the following activities;
 - a. Community Hub for Uttlesford's satellite food bank
 - b. Community Café (run by volunteers)
 - c. Outreach Citizens Advice Centre
 - d. Mobile Library
 - e. Youth Club
 - f. Office space for the Parish Council
10. The building has stood empty for a number of years and is in need of substantial work to turn it into the desired community facility. The Parish Council tendered the works and received three quotes, which were reviewed by their Quantity Surveyor and a successful bidder was identified.

11. The total cost of the project is £421,838, of which the Parish Council has secured the following funding.

Source of Funding	Amount (£)
Takeley Parish Council Reserves	30,000
Increased Precept in 2018/19	50,000
Fundraising events	5,000
Private Donation (subject to confirmation of remaining funds being secured)	50,000
CIF Funding (unconfirmed)	15,000
Total Local Funding	150,000

12. The cost of the project of £421,838 less the funding as detailed in the table above will leave a shortfall of £271,838. Takeley Parish Council has requested the release of the remaining S106 monies relating to the Priors Green development. The Parish Council will then look into the option of a loan from the Public Works Loan Board to fund the remaining shortfall.

13. The total S106 pot of remaining funds relating to Priors Green is £162,555.31, and is made up of 11 separate contributions.

14. The £162,555.31 is split between Takeley and Little Canfield and the following sums relate to Takeley;

- a. Community Facilities Enhancement Sum of £6,659.77 (to be used solely for furnishing, equipping and fitting out the community hall)
- b. Community Facilities Equipment Sum of £79,830.67 (to be used for local sports and/or community facilities)

15. The Old School House once refurbished will provide a venue for various community functions and facilities and as such would meet the criteria of the S106 conditions as detailed in 14b above.

16. It should be noted that any unexpended sums of the Community Facilities Equipment and Enhancement Sums held by the Council after 10 years from the date of receipt from the Developer, has to be returned to the Developer. The sums cannot be retained indefinitely.

17. It is therefore proposed that the sum of £79,830.67 is released to Takeley Parish Council.

18. The sum of £6,659.77 is considered for release to the Old School House subject to gaining the contributing developers agreement.

Risk Analysis

19.

Risk	Likelihood	Impact	Mitigating actions
Allocation of the funding to the Old School is challenged by the contributing developers	2. The community facilities enhancement sum was provided for specific purposes	2 The contributing developers may not agree to the adjustment in the way the funding is used.	Consult with the contributing developers to seek confirmation of no objections

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:	Cabinet	Date:	Wednesday, 4 April 2018
Title:	POW Camp 116, Hatfield Heath: Nomination as an Asset of Community Value		
Portfolio Holder:	Cllr Susan Barker		
Report Author:	Simon Pugh, Assistant Director - Governance and Legal spugh@uttlesford.gov.uk	Key decision:	N

Summary

- 1) The Localism Act 2011 introduces a concept of an 'Asset of Community Value'. Section 87 of the Localism Act places a duty of Local Authorities to 'maintain a list of land in its area that is land of community value'.
- 2) An Asset is of community value if (in the opinion of the local authority) either:
 - an actual current use of the building or other land that is not an ancillary use furthers the social wellbeing or social interests of the local community, and
 - it is realistic to think that there can continue to be non-ancillary use of the building or other land which will further (whether or not in the same way) the social wellbeing or social interests of the local community.or
 - there is a time in the recent past when an actual use of the building or other land that was not an ancillary use furthered the social wellbeing or interests of the local community, and
 - it is realistic to think that there is a time in the next five years when there could be non-ancillary use of the building or other land that would further (whether or not in the same way as before) the social wellbeing or social interests of the local community.
- 3) The Act states that "social interest" "includes (in particular) each of the following – (a) cultural interest, (b) recreation interest and (c) sporting interests.
- 4) Assets of community value are buildings or land which involve the use by the community and include for example a village shop, pub, community centre, allotment or recreation ground.

- 5) The Council have received a request from Hatfield Heath Parish Council to include the site of a former prisoner of war camp in the parish, The purpose of this report is to enable members to determine:
- a) Whether the nomination is valid;
 - b) Whether, currently or in the recent past, the use of the land furthers or furthered the social wellbeing or social interests of the local community. ;
 - c) Whether it is realistic to think that (a) a current qualifying use will continue or whether, (b) if there has been a recent qualifying use, there could be a time in the next five years when there could be non-ancillary use of the building or other land that would further (whether or not in the same way as before) the social wellbeing or social interests of the local community. In considering these questions, members need to consider principal, rather than ancillary, uses of the building.

If members conclude that the answers to these questions are “yes”, the building should be included in the list of assets of community value.

Recommendation

- 6) That the nomination to list POW Camp 116, Hatfield Heath is rejected on the basis that, the nomination does not identify a current qualifying community use of the land or a qualifying community use in the recent past.

Financial Implications

- 7) There are direct financial implications arising at this stage which relate to the formal process of identifying and contacting asset owners and, if relevant, registering an asset as a Land Charge. These costs can be met from existing budget and staff resources.
- 8) There is also an unquantifiable financial risk to the Council, if there was a claim for compensation. This needs to be kept under review and at an appropriate time consideration should be given to establishing a contingency reserve to mitigate the risk to the Council’s budget. However, the potential liability should not be taken into account in deciding whether or not this is an asset of community value.

Background Papers

- 9) There are no background papers to this report. The application and representations received are appended to the report.

Impact

10)

Communication/Consultation	<ul style="list-style-type: none">▪ In line with paragraph 8 of The Assets of Community Value (England) Regulations 2012 the Council have taken all practicable steps to give information that it is considering listing the land to the owner of the land, freeholder and occupant. This has taken the form of letters.
Community Safety	<ul style="list-style-type: none">▪ No impact.
Equalities	<ul style="list-style-type: none">▪ The duty will affect all equally.
Health and Safety	<ul style="list-style-type: none">▪ No impact.
Human Rights/Legal Implications	<ul style="list-style-type: none">▪ Pursuant to s.19 Human Rights Act 1998 the Secretary of State has certified that in his opinion the Localism Act is compatible with the Convention rights.
Sustainability	<ul style="list-style-type: none">▪ If the land is included on the list of Community Assets it will form a Land Charge.
Ward-specific impacts	<ul style="list-style-type: none">▪ Hatfield Heath
Workforce/Workplace	<ul style="list-style-type: none">▪ No impact

Situation

a. Is this a valid nomination?

11) S89 of the Act states that land in a local authority area which is of community value may be included in its list of assets of community value only in response to a “community nomination”, or where permitted by regulation made by the Secretary of State. A community nomination means a nomination by a parish council in respect of land in the parish council’s area or “by a person that is a voluntary or community body with a local connection”. The nomination is being made by Hatfield Heath Parish Council. The nominated land is within its area. It is therefore a “community nomination”.

12) A nomination must also include:

- a) A description of the nominated land including its proposed boundaries.
- b) Any information the nominator has about the freeholders, leaseholders and current occupants of the site.

- c) The reasons for nominating the asset, explaining why the nominator believes the asset meets the definition in the Act.
- d) The nominator's eligibility to make the nomination.

It meets these requirements and it is therefore a valid nomination under S89(2)(i).

b. Does the use of the building (current or recent past) further the social wellbeing or social interests of the local community?

- 13) Appendix 1 sets out the history of the site and the uses to which it has been put. The nomination says that, prior to a sale of the land in 2009, there had been regular visits by various schools, the History Society, villagers and members of the public. A subsequent email in support (from Ivan Cooper) of the nomination states that a Governor from Hatfield Heath Community Primary School has taken groups from the school for visits over the last 4 years. However a second email (from David Parish) describes strict restrictions on access.
- 14) The test refers to the "local community". It is for the Council to decide what the "relevant community" is in this context. The officers suggest that residents of the Parish should be treated as the local community for this application.
- 15) There is no statutory definition of uses that further the social wellbeing or social interests of the local community. Runnymede BC approaches "social wellbeing" as meaning "those aspects of life that society collectively agrees are important for a person's happiness, quality of life and welfare". Basildon DC states that "social wellbeing" means "things that people value in their life that contribute to their reaching their potential (economic, social or environmental)". The benefit must be for the community and not individuals. An approach taken by Waveney DC was that an asset will promote social wellbeing if it provides for interaction between people, the formation or strengthening of friendships and social networks, particularly within an identifiable community, and supports a sense of local identity, and serves to counter negative factors such as loneliness and social isolation.
- 16) A nomination which is prompted by a desire to retain land or a building which is considered to enhance the character of the local area is not sufficient by itself to show a community benefit. The focus should be on the use to which the building is put rather than the physical appearance of the building which should be dealt with exclusively by building and planning law. Similarly, a desire to preserve a site of historical interest is not enough in itself to justify designation – there needs to be a qualifying community use.
- 17) If members conclude that the use described in the nomination amounts to a qualifying community use, they need to decide whether the use is current or took place in the "recent past". There is no statutory definition for "recent past". DCLG guidance states:

"With regard to 'recent past', our current view is that we will leave it to the local authority to decide, since 'recent' might be viewed differently in different

circumstances. For example, 'recent' might be taken as a longer period for instance for land which was formerly used by the public until the MoD took it over for live ammunition practice, than for a derelict building. Ten or even twenty years might be considered recent for the former but not for the latter."

18) The information before members is that there was access to the land for the community up to 2009, although the extent of this access is unclear – the nomination refers to “regular visits” by schools, the History Society, villagers and other members of the public. Although there is a statement in one of the emails in support of the nomination that the local school has visited the site more recently, access to the site as a community asset has clearly been slight at best.

19) The view of officers is that there is no current qualifying use of the site. If there was a qualifying use, it ceased in 2009. It is for members to decide whether a use ceasing in 2009 is “recent” but officers doubt that, in common sense terms, it should be described as recent.

c. Is it realistic to think that in the future the use of the building could further the social wellbeing or interests of the community.

20) If members consider that there is a current “community use” of the land, they need to ask whether:

it is realistic to think that there can continue to be non-ancillary use of the building or other land which will further (whether or not in the same way) the social wellbeing or social interests of the local community

21) If members consider that there has been a “community use” in the recent past, they need to ask whether:

it is realistic to think that there is a time in the next five years when there could be non-ancillary use of the building or other land that would further (whether or not in the same way as before) the social wellbeing or social interests of the local community

22) In considering this question, the test is whether it is “realistic” to think that the use of the building could further the social wellbeing or interests of the community. It is not a balance of probabilities test – realistic means “more than fanciful”. The use does not have to be the same as that which took place within the recent past.

23) Appendix 1 sets out the evidence submitted by Hatfield Heath Parish Council as to how the community would seek to acquire the land so that the current uses can continue or increase.

24) There is a current planning application to build 26 houses on the site. If it was inevitable or highly likely that a planning consent will be implemented in such a way that precludes future qualifying community use, then members should reject the nomination. However, at this stage, the application has not been approved. There are still the possibilities that consent may not be granted and, if granted, may not be implemented. At this stage, the officer advice is that the

nomination should not be rejected on the basis of the existence of the planning application.

Representations

- 25) Two emails in support of the nomination are appended to this report. Any representations received after publication of the report will be reported to Members at the meeting.

Conclusion

- 26) A valid nomination has been made to the Council.
- 27) Members need to consider whether the evidence provided shows that use of the land, current or in the recent past, furthers the social wellbeing or social interests of the community.
- 28) If Members are satisfied that there is a qualifying “community use”, they need to consider whether it is realistic to think that the property can continue to be used in a manner that furthers the social wellbeing and interests of the local community.
- 29) Consideration of these issues will lead the Cabinet to determine whether the property listed in Appendix 1 should be included in the list of assets of community value.

Risk Analysis

30)

Risk	Likelihood	Impact	Mitigating actions
The nominating body or the owner is unhappy with the decision reached.	High risk that one of the bodies will be unhappy with the decision.	The owner has rights of internal review and appeal and can claim for compensation. The nominating body does not have rights of review or appeal. A new nomination	Carefully scrutinise submissions for inclusion on the Asset List so as to ensure only those which comply with the criteria are included.

		<p>can be made with additional information.</p> <p>If it felt the Council had acted unlawfully, it could seek to challenge by way of judicial review.</p>	
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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

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Community Right to Bid

NOMINATION FORM



Please use this form to nominate an asset of community value.

The form is split into three sections to enable you to give details about: (a) who you are; (b) the asset you wish to nominate and (c) what community value you believe the asset has. We ask for this specific information to help assess whether your nomination meets the requirements of the legislation relating to this community right.

Guidance notes are provided at the end of the form to explain in more detail what is required and we encourage you to read these either before or as you work through this submission.

Note: This form will be published on the Council's website. Personal contact details will be removed.

Your nomination will be considered and responded to 8 weeks from the date that it is received and acknowledged.

Please submit your completed nomination form to the following address:

**Assistant Director Planning and Building Control
Uttlesford District Council
London Road
Saffron Walden
Essex
CB10 1PH**

or alternatively email it to:

planning@uttlesford.gov.uk

Section 1 ABOUT YOUR COMMUNITY ORGANISATION

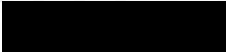

Q1 Name and address of your organisation

Organisation name:	Hatfield Heath Parish Council
Address and postcode:	c/o Parish Clerk, 2, Lea Hall, Dunmow Road, Hatfield Heath CM22 7BL
Registration number (if you are a charity, company, CIC or social enterprise)	

Q2 Please specify what type of organisation you are

Category	Tick ✓
Parish/Town Council	<input checked="" type="checkbox"/>
Unconstituted / unincorporated Community Group whose members include at least 21 individuals who appear on the electoral roll	<input checked="" type="checkbox"/>
Neighbourhood Forum designated as pursuant to section 61F of the Town & Country Planning Act 1990	<input type="checkbox"/>
Industrial & Provident Society which does not distribute any surplus it makes to its members	<input type="checkbox"/>
Company Limited by Guarantee which does not distribute any surplus it makes to its members	<input type="checkbox"/>
Community Interest Company which satisfies the requirements of Part 2 of the Companies (Audit, Investigations and Community Enterprise) Act 2004	<input type="checkbox"/>
Charity	<input type="checkbox"/>

Q3 Who should we contact to discuss this nomination?

Name:	Cllr Mark Lemon
Address and postcode:	Amber Cottage, The Heath, Hatfield Heath, Herts CM22 7D?
Telephone number	
Email address	

Section 2 ABOUT THE PROPERTY TO BE NOMINATED

Q4 Which asset do you wish to nominate?

Name of property:	The WW2 P.O.W. Camp, Mill Lane, Hatfield Heath
Address and postcode:	1. Camp Farm, Mill Lane, Hatfield Heath, CM22 7AA 2. Land formerly part of Little Heath Farm, Mill Lane, CM22 7AA
Name of property owner	1. Simon James Leonard Fish 2. David Richard Sargeant
Address and postcode:	1. [REDACTED] 2. [REDACTED]
Telephone number	1. [REDACTED] 2. [REDACTED]
Email address (if known)	1. Not Known 2. [REDACTED]
Current occupier's name (if different from property owner)	1. Greenways Eggs 2. No occupation
Details of occupier's interest in property	A joint application has been submitted to UDC to demolish the P.O.W. Camp and erect an estate of houses.

Section 3 DEMONSTRATING THE COMMUNITY VALUE OF THE ASSET

Q5a Why do you feel the property is an asset of community value?

Please give as much information as possible about the current use of the asset i.e. what activities take place, what groups use the facility currently or in the recent past etc. Continue on a separate sheet if necessary. Definition of an asset of community value can be found in the guidance notes.

This asset (WW2 P.O.W. Camp No. 116) is unique to Essex and as far as we have been able to establish, the South of England, with the nearest other example being near York.

The Northern half, containing huts previously occupied by prisoners, is presently owned by Greenways Eggs and the Southern half, containing huts previously occupied by the guard contingent is presently owned by Mr D Sargeant.

The southern part of the site was acquired by Mr Sargeant in 2009 out of the estate left by Mr R Denes.

Prior to the acquisition there had been regular visits to the P.O.W. Camp by various schools, the History Society, villagers and other members of the general public. Since then access has been practically impossible. In partial response, recognising the camp had been part of the Regis Heritage since 1941 when it was built to initially house Italian and shortly thereafter a mixture of Italian and German prisoners, a book was researched, written and published in 2013. This history of the camp has been reprinted twice, selling over 230 copies and demonstrating a high level of public interest.

In 2016 Hatfield Regis History Society staged a 4 day exhibition, supported by the Heritage Lottery Fund to showcase modern rural history for local schools, villagers and the wider county. A substantial part of the exhibition centred around the P.O.W 116 Camp, using photographs taken when access was available to bind together all the various aspects of country living during WW2 for inhabitants and prisoners alike. The exhibition also formed the focus for an essay competition with the local school and highlighted its importance as a feature of the Regis Heritage.

The event was supported by the Royal British Legion, Herts at War, Village Magazine, Volunteers and Friends of the History Society and its success demonstrated the feasibility of establishing a Museum Camp along the lines of the Eden Camp located on the outskirts of Malton near York. Indeed as members of the Recorders of Uttlesford which represents over 100 villages, we believe we could derive even greater education benefit from such a project.

We believe resurrection of the camp effectively as a modern history museum, would provide an almost unique opportunity to the community at large and preserve an important social element to help educate younger generations in the realities of both WW1 and WW2 within rural communities, an aspect that is very rarely covered.

History

The camp was established by the MoD in 1941 on land owned by Mr Robarts (Northern end) and Mr Staines (Southern end), initially housing Italian and later both Italian and German prisoners of war. After the war the land was returned to the original owners. Mr Robarts sold his part to Mr David Fish in 1968, who used the buildings as an egg farm and the land for pigs until the early 1990's when Mr Simon Fish took over and received and packed eggs rather than house chickens.

The southern part was run as a farm (Little Heath) by Mr Staines, then his housekeeper Mrs Denes and in turn her son Mr Richard Denes. The huts were used as farm buildings until Mr Denes gave up farming and the land was not used. Mr Denes died in 2008 and the inheritors sold the land to Mr Sargeant. The farmhouse was sold separately.

Village visits to the site took place on a regular basis prior to this, generating a request for a book about the camp (attached). During its research there were major responses from both employers who used the prisoner labour and villagers who worked at the camp. Year 6 of Hatfield Heath Community School also included it as part of their school curriculum. For the past six years the school and the local history society has held a 'Camp/WW2 competition', with visits and presentations by the society and input from the pupils leading to enrichment and enhancement of their understanding of modern history in a rural landscape.

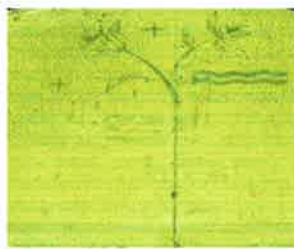
Q5b How could the building or land be acquired and used in future?

If it is listed as an asset of community value, community interest groups (not limited to your organisation) will get the opportunity to bid for it if it comes up for sale. Please set out how you think such a group could fund the purchase of the building or land, and how they could run it for the benefit of the community. Continue on a separate sheet if necessary.

In the event that the P.O.W. camp is listed as an asset of community value and HHPC had the opportunity to bid for the site, we would apply for Heritage Lottery funding, for which we believe we have a very strong case in view of the uniqueness of the site. We would supplement this if necessary from Public appeal and Debenture capital from interested parishioners.

We would reinforce our bid with evidence of wider area support such as the approach in December 2017 by Mr Stuart Leithes of ITV News Anglia, asking permission to do a feature on the history of the site. We have had to refer him to the owners to gain this.

The camp already contains many original examples of 1941 buildings, that have a number of unique features, such as a mural of historical and aesthetic value (below) painted by an Italian prisoner of war. Our intent would be initially to build on the theme of a rural prison camp using two or three of the buildings with examples of how lived and how the prisoners in fact aided the war effort through farm work etc.



Using revenues generated, we would renovate more and more of the buildings and expand the horizon to include tableaux, photographs and scenes from events demonstrating life on the home front compared to the front line.

We would work with local schools to plant and maintain typical wartime crops and open up the surroundings to accommodate a return to the wildlife that it used to support as a further attraction. This would also reinforce the registered wildlife area already run by the Parish Council.

We would eventually renovate the canteen to support the serving of food and hot drinks to visitors.

HHPC would fund the initial running of the enterprise from the precept and provide stewardship over the venture, which would be manned by local volunteers. Once it had reached breakeven we would run it along the same lines as the National Trust, but as a village asset.

The museum would also provide a permanent 'home' for the History Society to organise special events on the wider history of the region.

Q6 What do you consider to be the boundary of the property?

Please give as much detail as you can, including an Ordnance Survey plan outlining the site.

Please find attached a copy of the property boundary as attached to UTT/17/2499/FUL, which is the application by the two owners for the demolition of the camp buildings and erection of 35 houses. The division between what is owned by Mr Fish and what is owned by Mr Sargeant is unfortunately not completely clear to us.

Also please find attached a copy of the original boundaries of the camp itself which sits within these limits.

Attachment checklist

- Copy of group constitution (if applicable) (NOT APPLICABLE)
- Names and home addresses of 21 members registered to vote in nomination area (if group is not constituted)
- Site boundary plan (if possible)
- Evidence of current community use e.g. activity programmes, website links etc

Declaration

I can confirm that to the best of my knowledge the information contained in this nomination form is complete and accurate

Signed: 

Print Name: . . . Mark Lemon REGINALD . . . MARK . . . LEMON

Position in Organisation: .Chairman . HATFIELD . HEATH PARISH . COUNCIL

Date: 14 / 3 / 2018

FOR OFFICE USE ONLY

Date received:

Decision deadline:

GUIDANCE NOTES

These guidance notes are provided to help you complete your Community Right to Bid nomination form.

The guidance is set out question-by-question for ease of use.

Section 1 ABOUT YOUR COMMUNITY ORGANISATION

Q1 Your organisation

Enter the name and address of your organisation in this section.

Q2 Type of organisation

It is important you state which organisation type you are as only those shown here are currently eligible to nominate and all but unconstituted community groups are able to bid. Unfortunately any nomination received from any other body will not be accepted.

- Parish/Town Council
- Neighbourhood Forum – designated as pursuant to section 61F of the Town & Country Planning Act 1990
- Industrial & Provident Society which does not distribute any surplus it makes to its members
- Company Limited by Guarantee which does not distribute any surplus it makes to its members
- Unconstituted/unincorporated Community Group whose members include at least 21 local people who appear on the electoral roll within the local authority, or a neighbouring authority.
- Community Interest Company which satisfies the requirements of Part 2 of the Companies (Audit, Investigations and Community Enterprise) Act 2004
- Charity

If you are a charitable organisation or company you must provide your charity number.

Q3 Who to contact about the nomination

Contact details

The contact name must be the same as the person signing the declaration overleaf. Ideally, this will be a member of the management team (chairperson, secretary or treasurer).

Section 2 ABOUT THE PROPERTY TO BE NOMINATED

Q4 Which asset do you wish to nominate?

Enter the full name and postal and address of the property you wish to nominate.

Owner It is very important that you include the details of the owner of the freehold interest in the property as the Council will need to contact the owner to inform them of the nomination and allow them to comment.

Q4 Which asset do you wish to nominate?

Current occupier The current occupier may not be the same as the property owner so it is important we advise all affected should the property be registered. You should therefore provide details of all tenants/occupants at the property.

It is particularly important that this question is completed as correctly and accurately as possible as this could delay the assessment of your nomination.

Section 3 DEMONSTRATING THE COMMUNITY VALUE OF THE ASSET

Q5 Why do you feel the property is an asset of community value?

In here you need to put why you feel the property currently boosts the social interest and social wellbeing of the local community or if it had in the past why it is realistic to think that it could in the future. If the property is listed as an asset of community value, please set out how you think a community interest group could fund the purchase of the building or land and how they could run it for the benefit of the community.

Definition of an asset of community value

A building or land is deemed to be of community value if, in the opinion of the council:

- its actual current use furthers the social wellbeing and interests of the local community, or a use in the recent past has done so; and
- that use is not an ancillary one; and
- for land in current community use it is realistic to think that there will continue to be a use which furthers social wellbeing and interests, or for land in community use in the recent past it is realistic to think that there will be community use within the next 5 years (in either case, whether or not that use is exactly the same as the present or past); and
- it does not fall within one of the exemptions e.g. residential premises and land held with them.

Social interests include (a) cultural interests; (b) recreational interests; (c) sporting interests.

Social well-being relates to social interaction and engagement. It is a sense of involvement with other people and their communities.

Q6 What do you consider to be the boundary of the property?

We need to know the extent of the property you are nominating; this may include the car park area as an example. However, it should be noted that any area which is in the ownership of a statutory undertaker (i.e. electricity substation) cannot be registered.

If possible please include a plan with the boundary marked on it.

Checklist

What is a constitution?

A constitution sets out what the main aims of the organisation are and how the group will be governed. It details the structure of the group and how members will work together to achieve its aims (including how the management team are elected and how new members can join the group). It should detail the frequency and level of meetings i.e. every quarter and a yearly AGM and how finances will be dealt with. Examples of a constitution can be searched on the internet.

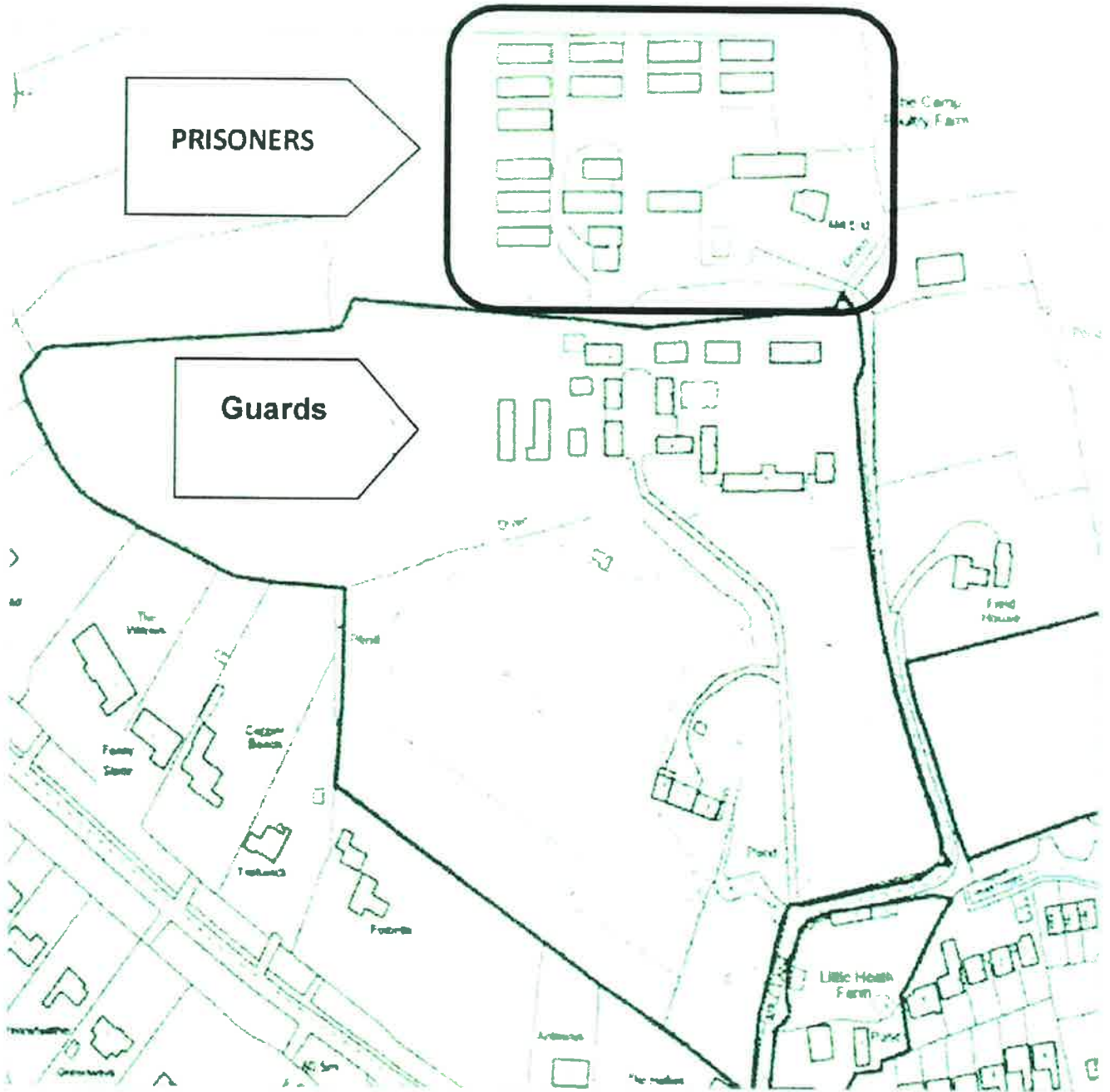



1:1250 Block Plan



1:2500 Site Location

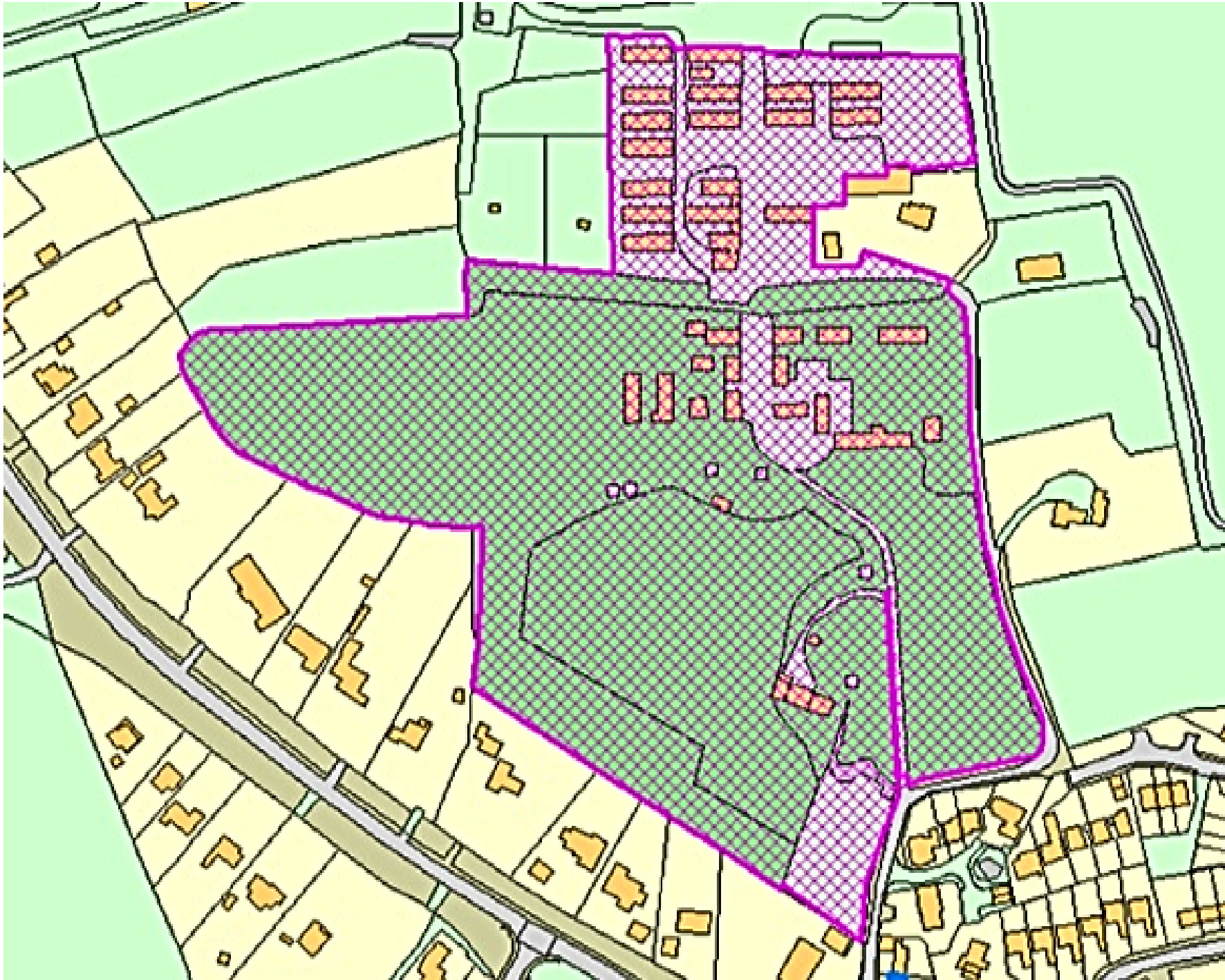
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SCALE	
PROJECT	
DRAWN BY	
CHECKED BY	
APPROVED BY	



Line drawing illustrating the extent of the Camp showing the guards area and inset at top of drawing  (now Greenways) the prisoners huts.

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Asset of Community Value Nomination - WW2 POW Camp Hatfield Heath



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Appendix 3:

Email from David Parish

I am David Neil Parish. Chairman of the Hatfield Regis Local History Society and have lived in Hatfield Heath for over 40 years and have visited the Prisoner of War Camp WW11 number 116. I realise it's not really my place to be involved but as a History Society and me being a photographer I felt I should let you know that many of our members have tried to get in 116 many times over the past 9 years and I being partly disabled have driven up there and asked permission to have a look round and take a few photos but always a man comes out when I get there and tells me to turn round and get out and he is not always polite or willing to listen.... We still want to be allowed in and I shall keep trying.

Email from Ivan Cooper

As Secretary of the Hatfield Regis Local History Society and author of the book on POW Camp 116 I felt that a follow up on David Parish's comment was important. You will note that on page 33 of the book there is an entry from Melissa Craig a Student from Bishop's Stortford College one of a group whose visit took place on Friday 19 February 2011 negates that there was no visits from 2009. Indeed only yesterday I had a conversation with a Governor from Hatfield Heath Community Primary School who has taken groups from the school for visits over the last 4 years. Consequently the statement in your email to Mark Lemon namely 'Looking at your application, there has been no public access to the site since 2009 which would not meet the criteria needs to be addressed. I appreciate that details in the application 'Prior to the acquisition there had been regular visits to the P.O.W. Camp 116 by various schools, the History Society, villagers and other members of the general public. Since then access has been practically impossible' Although this has been the case on numerous occasions there certainly has been opportunities which have been carried out by the History Society and School to reinforce their work for the essay competition on WW 2. I trust this will be taken into consideration when the application is discussed and reviewed by the Council.

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