



Uttlesford District Council

Chief Executive: Dawn French

Housing Board

Date: Thursday, 5th July, 2018

Time: 10.00 am

Venue: Committee Room - Council Offices, London Road, Saffron Walden,
Essex CB11 4ER

Chairman: Councillor M Felton

Members: Councillors A Dean, T Farthing (Vice-Chair), J Freeman, A Gerard,
P Lees, J Loughlin, A Mills, V Ranger and J Redfern

Tenant Forum Representatives: Carole Mandy and Simon Trimnell

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 - 8

To consider the minutes of the previous meeting.

3 Presentation: Dementia Specialist Housing Schemes

To receive a presentation on dementia specialist housing schemes.

4 Development Update (verbal)

To receive a verbal update regarding ongoing development.

5 Affordable Housing Programme - End of Year Report

9 - 16

To consider the Affordable Housing Programme end of year report.

6 Section 106 Affordable Housing Contributions 17 - 20

To consider the report on Section 106 affordable housing contributions.

7 Homelessness Update 21 - 24

To consider the homelessness update report.

8 Private Sector Housing Update (verbal)

To receive a verbal update on private sector housing.

For information about this meeting please contact Democratic Services

Telephone: 01799 510369 or 510548

Email: Committee@uttlesford.gov.uk

General Enquiries

Council Offices, London Road, Saffron Walden, CB11 4ER

Telephone: 01799 510510

Fax: 01799 510550

Email: uconnect@uttlesford.gov.uk

Website: www.uttlesford.gov.uk

Agenda Item 2

**HOUSING BOARD held at COMMITTEE ROOM - COUNCIL OFFICES,
LONDON ROAD, SAFFRON WALDEN, ESSEX CB11 4ER, on THURSDAY,
22 MARCH 2018 at 10.00 am**

Present: Councillor M Felton (Chairman)
Councillors A Dean, T Farthing, A Gerard, P Lees, A Mills,
V Ranger and J Redfern

Officers in attendance: B Ferguson (Democratic Services Officer), R Millership
(Assistant Director - Housing, Health and Communities) and
J Snares (Housing Strategy and Operations Manager)

HB22 **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence were received from Councillor Loughlin.

HB23 **MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 7 December 2017 were received and signed by the Chairman as a correct record.

HB24 **HOUSING ENABLING UPDATE Q3 2017-18**

The Housing Strategy and Operations Manager presented her Housing Enabling update report for Quarter 3 2017-18.

The Housing Strategy and Operations Manager said the Affordable Housing programme for 2017/18 had been progressing well and the Council were expected to exceed the target of delivering 100 homes for 2017/18. She said seventeen affordable homes had been delivered between 1st October 2017 and 31st December 2017.

Members discussed the new developments in Newport and Little Hallingbury and agreed that the feedback had been extremely positive.

In response to a Member question, the Housing Strategy and Operations Manager said she estimated that 170 affordable homes would be delivered in 2017/18, weather permitting, but a definitive figure would be published in April.

The Housing Strategy and Operations Manager said there was still a significant amount of Section 106 money to be allocated and the housing team were discussing how the money could be spent. The situation was complicated by the time pressures in which an authority had to spend 'buy-back receipts' before having to send the money to central government. She said a report would be brought to the next meeting setting out the options.

In response to a Member question regarding the Community Led Housing Fund, the Housing Strategy and Operations Manager said the steering group were looking at the report provided by PLEione Consultants in the wider context of the Local Plan process.

HB25 **HOUSING STRATEGY UPDATE Q3 2017-18**

The Housing Strategy and Operations Manager presented the Housing Strategy Update report for Quarter 3 2017/18.

In response to a question from the Chairman relating to the independent living scheme with the Home Farm Trust, the Housing Strategy and Operations Manager said discussions were still ongoing but no suitable sites had yet been identified.

The Assistant Director – Housing & Environmental Services said no funding was required from the Housing Revenue Account for the insulation works carried out on council properties, as the scheme had been funded through grants. She said a solar panel scheme had been dropped as it was not good value for money.

The Housing Strategy and Operations Manager gave details related to the Independent Living scheme which was on target for completion in October. She said a learning difficulties housing scheme would be run by Family Mosaic, who would find and support tenants in those properties.

HB26 **DEVELOPMENT UPDATE (VERBAL)**

The Housing Strategy and Operations Manager left the meeting.

The Housing Strategy Manager provided a verbal update on ongoing developments across the district.

Reynolds Court

Phase one had been completed in July last year; phase two was progressing well and the developer had not lost much time delivering the 26 units considering the adverse weather conditions. He said the brickwork was almost finished and the roof work would begin next week. The development was due to be completed in October 2018.

Hatherly Court

There were issues with the development, such as uneven floors and the diversion of the mains water, but phase one was due to be completed by the end of April. Costs had risen due to structural problems with the building and an update would be provided following the completion of the first phase.

Walden Place

A specialist developer was required due to the complicated nature of the development and tenders were currently in process. The Housing Strategy Manager said this would go to Members before a decision on a developer was made.

Sheds Lane

Time had been lost onsite due to inactivity caused by the adverse weather conditions since December. The Board would be updated with a schedule of works in due course.

Walden Road, Radwinter

Eight dwellings had been procured with S106 money. The final two flats were due to be completed in April 2018.

Frambury Lane, Newport

Only two contractors had responded when the site had gone out for tender but both options were unsuitable. The site was problematic, primarily due to access, and therefore unattractive to potential developers.

In response to a Member question, the Housing Strategy manager said whilst the site was problematic, it was one of the better sites the council had left and he was reluctant to sell it. He said building on this garage site could make good use of right to buy receipts which would be lost if not spent within a specific timeframe.

The Assistant Director - Housing & Environmental Services said the site was still good value for money.

The Moors, Little Dunmow

The site, which currently consisted of twelve bungalows, would be redesigned with a mixed number of dwellings but would retain the current layout. The Japanese knotweed which had been identified onsite had now been removed.

HB27

HRA BUSINESS PLAN ACTION PLAN UPDATE Q3 2017-18

The Assistant Director – Housing & Environmental Services updated Members on the HRA business plan action plan for Quarter 3 2017/18.

Members discussed the available neighbourhood initiatives for improving existing estates in the district, such as the Pride of Place scheme, with a particular focus on Stansted Mountfitchet.

The Assistant Director – Housing & Environmental Services said trailer events were touring the district to promote neighbourhood initiatives and a programme of improvement had been implemented on an estate in Leaden Roding.

Carole Mandy said the Tenants' Forum held events which encouraged tenants to form action groups that would develop schemes to maintain and improve their own estates. She said a three day event had been organised in Thaxted and she would bring back any relevant feedback to the Board at its next meeting.

HB28 DATE OF NEXT MEETING

The Assistant Director – Housing & Environmental Services proposed that three Housing Board meetings, instead of four, be held in 2018/19. She said if there was any urgent business to attend which could not be accommodated in the three scheduled meetings, an extraordinary meeting would be called.

The 28th June at 10.00am was proposed as the date of the next meeting.

The meeting ended at 11.25am.

Committee: Housing Board **Date:**
Title: Affordable Housing Programme Update 5 July 2018
Report Author: Stephanie Baxter – Housing Enabling Officer - 01799 510201 **Item for decision:** No

Summary

1. This report sets out the number of affordable homes delivered under the 2017/18 affordable housing programme by size and tenure and those projected to be delivered as part of the 2018/19 programme.

Recommendations

2. That the Housing Board notes this report

Financial Implications

3. None – information only item

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:
 - Affordable Housing Programme, 2017/18 report

Impact

5.

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

Situation

6. The number of affordable homes delivered between 1st April, 2017 and 31st March, 201 amounted to 153. 100 of these units were for affordable rent and

53 were for shared ownership. This includes a mixture of 1 & 2 bed bungalows and flats as well as 2, 3 and 4 bedroom houses for both tenures.

7. The Council's target is 100 affordable homes per annum. This target has been met for 2017/18.
8. The number of affordable housing units projected for the 2018/19 programme amounts to 406 homes. These are projected to be delivered as 278 affordable rent and 128 shared ownership. However, these figures should be taken with caution due to economic, resource or environmental issues challenging this projection.
9. Two appendices are included with this report providing a detailed breakdown of S106 and Rural Exception schemes that have contributed to the figure reported and schemes expected to be delivered as part of the 2018/19 programme.

Risk Analysis

10.

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

1 = Little or no risk or impact

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

3 = Significant risk or impact – action required

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

Schemes delivered within 2017/18 Affordable Housing Programme

Scheme Name	Area	RSL	Affordable Units	AR	SO	Total units on site	% whole scheme	PP ref no.	Type
Land West of Station road. Policy area 1 /North Stansted Road*	Elsenham	Greenfields	59	28	31	155	38	UTT/14/3279/DFO	s106
Hallett Road/Webb Road Completed**	Flitch Green	CHP	10	7	3	25	40	UTT/14/3357/FUL	s106
Land Off Tanton Road Flitch Green *	Flitch Green	Greenfields	20	13	7	98	20	UTT/15/2089/DFO	s106
Land off Dell Lane Completed	Little Hallingbury	Hastoe	16	12	4	16	100	UTT/15/1046/FUL	Rural Exception Site
Land west of Cambridge Road Completed	Newport	Hastoe	34	28	6	100	34	UTT/15/2364/FUL	Rural Exception Site

Scheme Name	Area	RSL	Affordable Units	AR	SO	Total units on site	% whole scheme	PP ref no.	Type
Land North of Walden Road policy area 1 *	Radwinter	UDC	8	8	0	35	40	UTT/13/3118/OP	s106
Land North of Walden Road policy area 1 #	Radwinter	CHP	4	0	4	35	40	UTT/13/3118/OP	s107
Land South of Radwinter Road *	Saffron Walden	Homegroup	6	4	2	200	3	UTT/16/1856/DFO	S106
Totals			157	100	57	664			

*40% achieved on whole scheme

** whole mixed tenure scheme delivered by Housing Association

Scheme delivered 12 affordable units, UDC bought 8 affordable rented properties off CHP

Projected Affordable Housing Programme for 2018/19

Scheme Name	Area	RSL	End	Affordable Units	AR	SO	PP ref no.
New World Timber/ Greenhouse site. Policy area 1	Great Chesterford	Iceni Homes	Mar-19	18	16	2	UTT/14/0174/FUL
Brick Kiln Farm	Great Dunmow	CHP	Mar-19	16	14	2	UTT/14/0265/DFO
Land North of Ongar Road. Policy area 8	Greta Dunmow	CHP	Mar-19	24	17	7	UTT/16/1435/FUL
Land South of Ongar Road. Policy area 7	Great Dunmow	CHP	Mar-19	40	28	12	UTT/14/0127/FUL
Land West of Station Road. Policy area 1 /North Stansted Road	Elsenham	Greenfields	Mar-19	3	3	0	UTT/14/3279/DFO
Land south Stansted Road policy area 5 (with the factory in middle) Phase 1	Elsenham	Circle	Mar-19	40	20	20	UTT/15/2632/DFO

Scheme Name	Area	RSL	End	Affordable Units	AR	SO	PP ref no.
Land Off Tanton Road Flitch Green	Flitch Green	Greenfields	Mar-19	12	10	2	UTT/15/2089/DFO
Reynolds Court - Sheltered Housing phase 2 (net gain of 10 units)	Newport	UDC	Mar-19	10	10	0	UTT/14/3655/FUL
Land at Bury Water Lane and Whiteditch. Policy areas 1 - Wicken Lea	Newport	B3 Living	Mar-19	34	24	10	UTT/16/1574/DFO
Land North of Walden Road policy area 1	Radwinter	CHP	Mar-19	2	2	0	UTT/13/3118/OP
Meadow House Nursery (mushroom farm) policy area 1	High Roding	CHP	Mar-19	15	11	4	UTT/13/1767/FUL
121 Radwinter Road extra care	Saffron Walden	East Thames	Mar-19	60	40	20	UTT/14/3182/FUL
Land North of Ashdon Road (Ridgeons) Phase 1	Saffron Walden	Greenfields	Mar-19	34	15	19	UTT/16/2701/DFO

Scheme Name	Area	RSL	End	Affordable Units	AR	SO	PP ref no.
Land South of Radwinter Rd (behind Tesco) Phase 1	Saffron Walden	Homegroup	Mar-19	30	20	10	UTT/16/1856/DFO
Elms Farm, Church Street	Stansted Mountfitchet	CHP	Mar-19	21	15	6	UTT/14/2133/DFO
Walpole Farm Cambridge Road - Martin Grant Homes and Bloor	Stansted Mountfitchet	Iceni Homes	Mar-19	14	10	4	UTT/15/2746/DFO
Walpole Farm, Cambridge Road (Braekman and Whiteford)	Stansted Mountfitchet	Iceni Homes	Mar-19	14	10	4	UTT/15/2746/DFO
Land East of Weaverhead Road	Thaxted	CHP	Mar-19	19	13	6	UTT/16/1572/DFO
Totals				406	278	128	

This page is intentionally left blank

Committee:	Housing Board	Date:	
Title:	Section 106 Affordable Housing Contributions		5 July 2018
Report Author:	Judith Snares – Housing Strategy and Operations Manager - 01799 510671	Item for decision:	Yes

Summary

1. This report details the potential deficit in the Housing Revenue Account (HRA) development programme and how the Section 106 affordable housing contributions can be utilised to reduce the requirement for HRA funding to be used alongside right to buy receipts to maintain the council's own development programme.

Recommendation

2. That the Housing Board:
 - notes the current position regarding funding capacity in the HRA to support the council's HRA new build programme.
 - recommends to Cabinet that the Section 106 affordable housing contributions are utilised within the council's own HRA development programme.

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:
 - HRA Business Plan
 - Housing Asset Management and Development Strategy

Impact

- 5.

Communication/Consultation	Parish Councils
Community Safety	N/A
Equalities	N/A
Health and Safety	N/A
Human Rights/Legal Implications	N/A
Sustainability	N/A
Ward-specific impacts	All

Situation

6. The HRA Business Plan is a part of our medium-term financial planning and is updated after completion of each quarterly Pooling Return submitted to DCLG.

Updated HRA Business Plan Summary

	2018/19	2019/20	2020/21	2021/22	2022/23
	Original	Original	Original	Original	Original
	Budget	Budget	Budget	Budget	Budget
	£'000	£'000	£'000	£'000	£'000
Income	(15,401)	(15,106)	(15,794)	(16,384)	(16,997)
Service Expenditure	4,188	4,188	4,188	4,188	4,188
Other Expenditure	8,551	8,151	8,458	8,288	8,257
Operating (Surplus) / Deficit	(2,662)	(2,767)	(3,148)	(3,908)	(4,552)
HRA Loan	2,000	2,000	2,000	2,000	2,000
From Capital Receipts	(2,000)	(400)	0	0	0
Capital Spend	10,352	7,236	6,410	5,685	5,685
Capital Financing	(7,690)	(6,069)	(4,303)	(3,777)	(3,133)
HRA (Surplus) / Deficit	(0)	0	960	0	0

7. The projected HRA Business Plan is showing a deficit of £960K in 2020/2021; the unexpected increase in number of RTB's in 2017/2018 has contributed towards the deficit as it has increased the required spend on the council's RTB 1-4-1 new build replacements required in the next 3 years.
8. Capital expenditure for the council's development programme is funded from capital receipts, grants and from revenue resources in the HRA which in effect means housing rents.
9. Officers continue to review funding opportunities for the development of new council homes in order to increase the supply of local affordable housing. To date the programme has delivered 71 new council homes for rent. There are a further 43 homes currently under development.
10. One such funding opportunity would be to include the use of S106 monies on the council's own development programme.
11. The council currently holds approximately £1m in Section 106 affordable housing contribution money.

12. This money can be used as a contribution towards the delivery of affordable housing schemes in the district and has in the past been used to help with any shortfall of funding on schemes being delivered by partner Housing Associations.
13. Utilising the S106 contributions to finance the council's own council build development programme will limit the projected deficit in the HRA and reduce the possibility of increased finance costs of sourcing external funding.
14. The HRA funding element required for 2018/2019 RTB 1-4-1 development programme is £1.65m (see table below).

Current RTB 1-4-1 New Build Schemes 2018/2019

Scheme	2018/19 Budget £'000	Capital Receipts £'000	HRA Funding £'000
Sheds Lane	225	68	157
Newton Grove	575	173	402
Frambury Lane	771	231	540
The Moors	787	236	551
Total	2,358	708	1,650

15. It is proposed that Section 106 contributions of £942,200 are utilised by the HRA development programme to replace the HRA funding on the schemes at Newton Grove and Frambury Lane.
16. Other funding opportunities will be explored for financing the scheme at The Moors.

Risk Analysis

9.

Risk	Likelihood	Impact	Mitigating actions
Deficit within the HRA in 2020/21	3 There is currently a projected deficit of 960K in 2020/21	3 To continue the development programme would require funding to be curtailed on planned and responsive maintenance work on the current stock,	By utilising Section 106 affordable housing contributions the development programme can continue with reduced need of funding from HRA, and therefore little or no impact on current programmes of work

		the alternative is to curtail the development programme	
--	--	--	--

1 = Little or no risk or impact

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

3 = Significant risk or impact – action required

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

Committee: Housing Board

Date:

Title: Homelessness Update

5 July 2018

Report Author Judith Snares, Housing Strategy and Operations Manager, 01799 510671

Item for decision:
No

Summary

1. This report is to brief members on:-
 - The homelessness figures for the year 2017/18
 - An update on the implementation of the Homelessness Reduction Act

Recommendations

2. That the Housing Board notes this report

Financial Implications

3. None – information only item

Background Papers

4. None

Impact

- 5.

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

Situation

6. The table below shows the comparative homelessness statistics for 2015/16 and 2017/18.

	2015/16	2016/17	2017/18
Homelessness Presentations	116	98	106
Homelessness Acceptances	53	52	49

Homelessness Preventions	48	55	60
-----------------------------	----	----	----

7. As can be seen the levels of homelessness have stabilised over the past 3 years partially helped by the increase in the homelessness prevention work of the Housing Options Team.
8. The main reasons for homelessness last year were the ending of private rented tenancies, parental/friend evictions and relationship breakdowns.
9. The increase in supply of affordable housing in 17/18 helped to increase the through flow from temporary accommodation and to see more people being housed before they needed to access temporary accommodation.
10. The number of clients with complex needs continues to increase, particularly clients with mental health problems and alcohol and drug addictions.
11. The implementation of the Homelessness Reduction Act has gone smoothly and the new module on the councils Choice Based Lettings system is working well. Potentially homeless clients can now access their personalised housing plan that the team creates with them, from an online portal. The plan details the actions that the council will take and actions that people can take to try to prevent or relieve their homelessness.
12. Although people can now present to the council within 56 days of potentially being homeless we are finding that people are still leaving it later than this before they approach us for advice.
13. The Act has resulted in a culture change for staff as well as clients. The emphasis is much greater now on working alongside the client to prevent homelessness and find a housing solution without the need, initially at least, to decide whether the person is in priority need or intentionally homeless. It is early days but the Housing Options Team have been well trained and are enjoying the challenges that this new way of working brings.
14. The situation remains difficult as far as finding alternative housing for people is concerned, as the private rented sector continues to be unaffordable within this area for most of the people being seen. It is therefore essential that the supply of affordable housing is maintained.

Risk Analysis

15.

Risk	Likelihood	Impact	Mitigating actions
Lack of affordable housing within the district	2	3	Ensuring that 40% affordable housing target is met on all Section 106 sites

- 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.

This page is intentionally left blank