



Public Document Pack

Uttlesford District Council

Chief Executive: Dawn French

Cabinet

Date: Thursday, 9th January, 2020

Time: 7.00 pm

Venue: Council Chamber - Council Offices, London Road, Saffron Walden, CB11 4ER

Leader and Chair: Councillor J Lodge

Members: Councillors A Armstrong, H Asker, D Eke, J Evans, N Hargreaves, P Lees and L Pepper

Other attendees: Councillors S Barker (Conservative Party Group Leader), A Dean (Liberal Democrat Party Group Leader), P Fairhurst (Green Party Group Leader), N Gregory (Chair of Scrutiny Committee), E Oliver (Chair of Governance, Audit and Performance Committee) and R Pavitt (Uttlesford Independent Party Group Leader).

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

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To consider the minutes of the meetings held on 26 November and 4 December.

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 by the Scrutiny Committee or by the Council (standing item)

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

5 Consideration of reports from overview and scrutiny committees (standing item)

To consider any reports from Scrutiny Committee.

6 Report of Delegated Decisions taken by Cabinet Members (standing item)

To receive for information any delegated decisions taken by Cabinet Members since the previous Cabinet meeting.

7 Report on assets of community value determined by the Assets of Community Value and Local Heritage List Committee (standing item)

To receive for information any decisions made by the Assets of Community Value and Local Heritage List Committee since the previous Cabinet meeting.

8 Draft Corporate Plan 2020-24 17 - 26

To consider the Draft Corporate Plan 2020-24.

9 Homelessness and Rough Sleeper Strategy 27 - 68

To consider the Homelessness and Rough Sleeper Strategy.

10 Garden Communities Delivery Member Governance Board Update June 2019 – December 2019 69 - 78

To receive an update regarding the Garden Communities Delivery Member Governance Board.

11 Nomination of The Queen's Head as an Asset of Community Value 79 - 88

To consider the nomination of the Queen's Head as an Asset of Community Value.

12 Change of Representative on the Local Strategic Partnership 89 - 90

To consider appointing Councillor Lees as the Council's representative on the Local Strategic Partnership in place of Councillor Lodge.

MEETINGS AND THE PUBLIC

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The agenda is split into two parts. Most of the business is dealt with in Part I which is open to the public. Part II includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. You will be asked to leave the meeting before Part II items are discussed.

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Agenda Item 2

CABINET held at FOAKES HALL, GREAT DUNMOW, on TUESDAY, 26 NOVEMBER 2019 at 7.00 pm

Present: Councillor J Lodge (Chair)
Councillors H Asker, J Evans, N Hargreaves, P Lees and L Pepper

Officers in attendance: D French (Chief Executive), A Bochel (Democratic Services Officer), A Knight (Assistant Director - Resources), R Millership (Assistant Director - Housing, Health and Communities), S Pugh (Assistant Director - Governance and Legal), A Webb (Director - Finance and Corporate Services) and N Wittman (Assistant Director - ICT and Facilities)

Also present: Councillors S Barker (Leader of the Conservative Group), C Day (Cabinet Deputy for Community Safety – Police and Emergency Services), A Dean (Leader of the Liberal Democrat Group), N Gregory (Chair of Scrutiny Committee), B Light (Representing the Green Party Group) and R Pavitt (Leader of the Uttlesford Independent Group)
Councillors M Caton, P Fairhurst and A Gerard

CAB45 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies were received from Councillors Armstrong and Eke and the Director – Public Services.

CAB46 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 26 September were approved and signed as a correct record, subject to Councillors Gregory and Sell being listed as present.

CAB46 QUESTIONS OR STATEMENTS FROM NON-EXECUTIVE MEMBERS OF THE COUNCIL (STANDING ITEM)

In response to a question from Councillor Light, the Leader said he would get back to her about whether the strategy board for the Corporate Plan had been convened.

In response to a question from Councillor Caton, the Portfolio Holder for Finance and the Budget said a deliberate decision had been made not to carry out a detailed consultation regarding the Council's priorities in Uttlesford Life this year.

In response to a question from Councillor Caton, the Leader of the Council said the Council was planning to honour its commitment to providing a community information service in Stansted Mountfitchet, and it was in the budget for the upcoming year.

CAB47 CONSIDERATION OF REPORTS FROM OVERVIEW AND SCRUTINY COMMITTEES (STANDING ITEM)

The Chair of the Scrutiny Committee said a notice of general exception had been published relating to a potential investment opportunity.

The last Scrutiny Committee meeting had been very fruitful, and the Committee continued to make good progress. Ongoing work included task and finish groups examining airport-related parking, planning obligations and conditions and major planning applications. The Committee had also examined the draft forward plan and had concluded the plan needed much further work.

The Chair of the Scrutiny Committee noted that the Committee was there to make a positive effect on the way the Council functioned and its proceedings should not be seen as a “Punch and Judy” opportunity.

CAB48 BUDGET OUTTURN 2019/20 - QTR. 2 FORECAST

The Portfolio Holder – Finance and the Budget gave a summary of the report which detailed financial performance relating to the General Fund, Housing Revenue Account, Capital Programme and Treasury Management. It was based upon actual expenditure and income from April to September and predicted a forecast for the end of the 2019/20 financial year.

In response to a question from Councillor Barker, the Portfolio Holder – Finance and the Budget said that the rush of planning appeals would not keep continuing and that there would be more investments to fill the gap that was being created in the Council’s finances by the discontinuation of government funding.

In response to a question from Councillor Dean, the Director – Finance and Corporate Services said an overspend in the capital programme was caused by the work on the application for a new depot at Dunmow and the work on installing superfast broadband throughout Uttlesford. The Leader of the Council said these were projects that needed to be done and the Council was ready to do them,

RESOLVED to approve the General Fund, Housing Revenue Account and Capital programme outturn forecast position and the updated use of reserves.

CAB49 TREASURY MANAGEMENT MID-YEAR REVIEW

The Portfolio Holder – Finance and the Budget gave a summary of the report which gave members an update on the current Treasury Activities and other factors that may influence or affect the financial market.

The Leader of the Council said that the Council would be looking to make better use of reserves and income capabilities.

CAB50 LOCAL COUNCIL TAX SUPPORT SCHEME 2020/21 CONSULTATION RESPONSES

The Portfolio Holder – Finance and the Budget gave a summary of the report which noted there was a requirement to annually review the Local Council Tax Support (LCTS) Scheme and then to consult upon it before a decision is taken at Full Council in December on the final scheme. The consultation responses report was included in the report.

The Chair of the Scrutiny Committee noted that while the report had never come to the Scrutiny Committee, he had been given a briefing on it and had concluded since there was no substantial change then there was no need for the committee to examine it.

The Director – Finance and Corporate Services said the recommendation to Cabinet should read 'the Cabinet is recommended to approve the following proposals to inform the Local Council Tax Scheme for 2020/21' removing the words 'draft' and 'consultation'.

In response to Member questions, the Portfolio Holder – Finance and the Budget said that in previous years, consultants had been paid to carry out and analyse the results of the consultation, and that these results had not been useful for setting priorities. Around 7000 people had actively clicked on the link to the consultation, 2500 people had received the email notifying them of the consultation and the consultation had also been advertised in local newspapers. It was worth noting that those people who had been sampled by phone constituted a biased sample.

RESOLVED to approve the following proposals to inform the Local Council Tax Support Scheme for 2020/21:

- i) The 2020/21 LCTS scheme is set on the same basis as the 2019/20 scheme and therefore the contribution rate is frozen for the fifth consecutive year.
- ii) The Council continues to protect Vulnerable and Disabled Residents and Carer's on a low income.

CAB51 FELSTED NEIGHBOURHOOD PLAN

The Portfolio Holder for Planning and the Local Plan gave a summary of the report which noted that the examiner's report into the examination of the Felsted Neighbourhood Plan had been received. The Examiner had recommended proceeding to referendum if recommended modifications are made to the Plan.

RESOLVED

- i) to accept the Independent Examiner's recommended changes to the Felsted Neighbourhood Plan in full as set out in the Schedule at Appendix 2 and notes the recommendation that the amended Felsted Neighbourhood Plan should proceed to a Referendum of voters within the Parish of Felsted to establish whether the plan should form part of the Development Plan for Uttlesford District Council.
- ii) approve the holding of a referendum relating to the Felsted Neighbourhood Plan on 30 January 2020 that will include all the registered electors in Felsted Parish.

Councillor Barker left the meeting.

CAB52 NORTH ESSEX ECONOMIC STRATEGY

The Leader of the Council gave a summary of the report, which examined the North Essex Economic Strategy 2040 which had been developed through a partnership of Braintree District, Colchester Borough, Essex County, Tendring District and Uttlesford District Councils.

Councillor Pavitt said the strategy was very Colchester-centric, and that much of Uttlesford District's future was keyed to Cambridgeshire. It was important to talk more with South Cambridgeshire District and Cambridge City Councils.

The Chief Executive said Uttlesford District Council needed a strong voice in the Local Enterprise Partnership Structure in order to gain funding. The councils of North Essex were seeking to work on their strengths together because it would not be advantageous to be a loan voice in the partnership structure.

RESOLVED to:

- i) approve the North Essex Economic Strategy (see Appendix);
- ii) note that strategy's priorities will contribute to the Essex Prosperity Prospectus and the SELEP Local Industrial Strategy;
- iii) note the partnership structures which are in place to facilitate the strategy;
- iv) note that an Action Plan will developed to guide delivery of key actions;
- v) and note that a process for reporting progress will be established by the partners.

CAB53 CORPORATE PLAN DELIVERY PLAN 2019/20 QUARTER 2 PROGRESS UPDATE

The Leader of the Council gave a summary of the report, which set out progress against the Corporate Plan Delivery Plan between July and September (Q2); although it provided more recent update where progress since the end of September had been significant.

Councillor Dean declared a non-pecuniary personal interest as his wife was the Chair of the Stansted Day Centre Management Committee.

In response to a question from Councillor Dean, the Portfolio Holder for Council and Public Services said she would look into the lack of response from the District Council to the Stansted Day Centre.

In response to a question from Councillor Dean, the Leader of the Council said the Council was committed to the continuation and enhancement of the day centre service.

In response to a question from Councillor Dean, the Portfolio Holder for Housing; Communities, Youth and Health confirmed she intended to look into borrowing money and being innovative with it.

In response to a question from Councillor Dean, the Chief Executive said that bids had been submitted to the North Essex Parking Partnership for funding for improvements to car parks in Stansted Mountfitchet and would be discussed by their board in December 2019, as opposed to December 2020 as stated on page 11 of the agenda pack.

The Leader confirmed that portfolio holders' priorities had been finalised and supplied to officers.

CAB54 REPORT FROM SCRUTINY COMMITTEE REGARDING AECOM ENGAGEMENT

The Chair of the Scrutiny Committee gave a summary of the report, which discussed a matter that Cabinet had referred to the Committee relating to the engagement of AECOM to review the Local Plan Sustainability Appraisal. The matter had since been discussed at Scrutiny Committee on 24 September 2019 and it had been agreed that a note prepared by the Chair of Scrutiny should be taken back to Cabinet.

The timeline included in the report showed officers had worked diligently and effectively, and there was nothing to be found in supporting documents. However there had been a failure to inform the public of the challenges to the Sustainability Appraisal. This was an uncharacteristic oversight by an officer. At some stage, relevant committees had been misled about the timing of certain events, and it was to be assumed that this was inadvertent. The Sustainability Appraisal was at the heart of the local plan process, and this could cause concern to some residents. Misleading statements were unhelpful to the overall status of the Council. The original complainant was happy that the matter had been dealt with robustly.

The Leader of the Council thanked the Chair of Scrutiny for the detailed investigation and report.

CAB55 MUSEUM COLLECTIONS CARE AND ACCESS POLICIES

Councillor Evans gave a summary of the report which noted that Saffron Walden Museum was to undergo its next Accreditation review in January to July 2020. In

preparation for this, the Museum's key policy documents and forward plan had to be reviewed and formally approved.

RESOLVED to approve the Collections Care and Conservation Policy and Access Policy.

CAB56 PROPOSED CHANGES TO CABINET COMMITTEES AND WORKING GROUPS AND OUTSIDE BODIES

Members noted that Councillor Fairhurst had since resigned from the Investment Board, and so the membership as listed in the report would need amending.

RESOLVED to approve the changes to the membership of the Assets of Community Value and Local Heritage List Committee, the Investment Board, the Planning Policy Working Group and the representatives on various outside bodies as set out in the report, with the amendment that Councillor Fairhurst is no longer a member of the Investment Board.

CAB57 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED that under section 100I of the Local Government Act 1972 the public be excluded for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 part 1 of Schedule 12A of the Act.

CAB58 REVIEW OF THE HOUSING REPAIRS AND FACILITIES SERVICES

The Portfolio Holder for Council and Public Services gave a summary of the report which set out a proposal to enter into a joint venture arrangement with Norse Group, a wholly owned subsidiary of Norfolk County Council, for the provision of Housing Revenue Account (HRA) planned and responsive repairs, along with stewarding and cleaning services. The aim of the proposal was to provide a more sustainable model for the affected services and strive for the delivery of even higher quality for our tenants. The partnership would also support the local economy and help to protect and create local jobs.

In response to a Member question asking for feedback from the affected officers, the Director – Finance and Corporate Services said the matter had been developed for quite some time and three months of due diligence had been done. The Chief Executive said meetings had been held with the affected staff and a formal consultation would take place. She said this was a mechanism which was advantageous to staff.

Councillor Dean said he was critical of how this had been handled, as it was a substantial piece of work that the rest of the Council did not know about and which had not been passed through the Scrutiny Committee.

The Chief Executive said officers had had to work at great speed to ensure there was no loss in service, and therefore there had been no time to send the report to Scrutiny Committee. The Committee could however observe how the partnership performed.

The Portfolio Holder – Council and Public Services said the Tenants' Forum and Housing Board had given their support in the matter.

In response to a question from the Chair of Scrutiny Committee asking whether the Committee might be able to oversee the process, the Leader said this was acceptable.

RESOLVED to

- i. Authorise the establishment of a joint venture partnership with Norse Group in accordance with the proposal appended to this report;
- ii. Agree to the formation of Uttlesford Norse Ltd (UNL) to provide cleaning, stewarding and HRA property services currently provided by inhouse teams and other commercial services;
- iii. Appoint Councillor Evans as a lead member to be consulted by officers on the development of the joint venture proposals, including the creation of the legal framework;
- iv. Authorise the Director of Finance and Corporate Services in consultation with the Leader and nominated member as set out in iii) above to settle the final form of the joint venture, including the transfer of services, subject to approval by the Council of the budget implications, and to take all such steps as he considers to be necessary, incidental or conducive to the implementation of the joint venture proposal.
- v. Invite the Chair of Scrutiny to nominate two members of the Scrutiny Committee to oversee the process.

The meeting ended at 21.15.

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CABINET held at COMMITTEE ROOM - COUNCIL OFFICES, LONDON ROAD, SAFFRON WALDEN, ESSEX CB11 4ER, on WEDNESDAY, 4 DECEMBER 2019 at 5.00 pm

Present: Councillor J Lodge (Chair)
Councillors H Asker, D Eke, N Hargreaves, P Lees, L Pepper and J Evans

Officers in attendance: D French (Chief Executive), B Ferguson (Acting Principal Democratic Services Officer), S Pugh (Assistant Director – Governance and Legal Services), A Webb (Director – Finance and Corporate Services) and N Wittman (Assistant Director – Facilities and ICT).

Also present: Councillor B Light (Representing the Green Group); Councillor N Gregory (Chair of the Scrutiny Committee).

CAB59 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Councillor Armstrong and Councillor Dean as Leader of the Liberal Democrat Group.

CAB60 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED that under section 100I of the Local Government Act 1972 the public be excluded for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 part 1 of Schedule 12A of the Act.

CAB61 INVESTMENT OPPORTUNITY

Councillor Lodge, Leader of the Council and Lead for Strategy, Economy and Investment, presented the report outlining the investment opportunity before Cabinet. He said the item had been considered at the Investment Board where the unanimous decision was taken to recommend the investment to Cabinet for approval.

Members discussed the report and were invited to ask questions relating to the investment opportunity.

In response to a question relating to the funding of the purchase, the Leader said the Investment Board had reached a consensus to fund the direct investment with 80% interest only borrowing and 20% on a repayment basis, in agreement with the S151 Officer's recommendation.

Councillor Evans raised a number of risks relating to the parent company. He said whilst the business was successful, it was a family business and therefore was open to risks relating to succession. The Director – Finance and Corporate Services said discussions were ongoing regarding step-in rights during Phase One of the project in the event the company should fold, and it would be for Members to decide at a future point in time as to whether they would proceed with Phase Two.

Questions were asked regarding the development and maintenance of the site and the various costs that would be involved. The Director - Finance and Corporate Services said the Council would be responsible for maintaining the site but costs had been built into the business model included in the report. He added that there was tolerance in the budget for the project due to the surplus generated by the investment.

In response to a question relating to Phase Two, the Director – Finance and Corporate Services said the Investment Board were likely to recommend acquiring Phase Two but this would be a decision for Members to take at a future stage in the project.

In response to a question relating to the environmentally friendly nature of the units, the Director Finance and Corporate Services said the site already had planning permission and the buildings had not been designed to allow for solar panels. The Chief Executive said the units had been designed to a high level and environmentally friendly practices would be implemented through the facilities management arm of the project. Ten electric charging points would also be available on the site, with infrastructure available for 10 more in the future.

Councillor Light said the recommendation from the Investment Board was invalid as no Independent Members sat on the Board and the election of the Chair at the previous meeting was not procedurally correct. She added that the investment itself was outmoded and this presented a risk, and questioned the Local Plan process in the proposed locality of the site.

The Leader said legal advice had been sought and the Investment Board's decision to recommend the investment was valid. In reference to the Local Plan process, he said the relevant local authority was in a similar stage of the process as UDC but the area in question had one of the fastest growing populations in the country, as well as good transport links.

In response to a question relating to the Council making a direct investment, the Director – Finance and Corporate services said independent advice had been obtained that supported the principle of the acquisition being made by the

Council rather than through an Aspire company. The main benefit to this approach was that the Council would not pay corporation tax.

The Director – Finance and Corporate Services outlined the “get out” strategy for Members. He said Officers had been working on a model to identify the best point at which to sell the asset. The model had identified that sales at any year after year 12 would see a surplus for the Council on the investment. Indicative returns for sale at year 15 and year 30 were included in the report. The longer the Council retained the asset, up to year 30, the greater the surplus.

The Leader said the decision before Members was one of investment or the prospect of cutting council services and staff in light of reduced central government funding. He said he had 45 years’ of professional experience with similar developments and he was very comfortable with this opportunity.

Cabinet RESOLVED:

- i) To adopt the Investment Board recommendations;
 - (a) That the purchase as set out in the report is agreed; and
 - (b) That the purchase is to be funded 80% interest only and 20% on a repayment basis.
 - (c) That the Cabinet expresses an intention to recommend that the Council exercise the pre-emption option, subject to due diligence.
 - (d) That the purchase is made as a direct investment by Uttlesford District Council.
 - (e) That the purchase costs are capitalised.
- ii) To authorise the Director of Finance and Corporate Services in consultation with the Leader and Portfolio Holder for Finance and Budget to conclude the acquisition; subject to iii)
- iii) To request Council to endorse the purchase and to authorise the necessary borrowing.

The meeting was closed at 6.00pm.

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Agenda Item 8

Committee:	Cabinet	Date:	Thursday, 9 January 2020
Title:	Draft Corporate Plan 2020-24		
Portfolio Holder:	Leader of the Council, Lead for Planning and the Local Plan		
Report Author:	Dawn French, Chief Executive dfrench@uttlesford.gov.uk Tel: 01799 510400	Key decision:	No

Summary

1. The Corporate Plan is a key document that sets out the Council's vision and priorities for the next four years and forms part of a wider strategic planning framework which directs how and where Council resources are allocated.
2. Scrutiny Committee reviewed the first (skeleton) of the draft corporate plan on 5 November 2019.
3. The latest draft, updated with more detail and outcomes, is provided for members' consideration.

Recommendations

4. Members are requested to note the progress on the draft corporate plan and to provide final comments on this draft in order that work on the delivery plan can continue to progress.

Financial Implications

5. There are none at this stage but actions that may arise from the adoption of the new corporate plan and delivery plan will need to be reflected in the budget and medium term financial strategy (MTFS).

Background Papers

6. None.

Impact

- 7.

Communication/Consultation	The plan is derived from consultation within the R4U party, R4U stakeholder events and issues raised during canvassing for the local elections. There is an intention for the
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	council to undertake fuller engagement in 2020, when the council's long term financial position is better understood.
Community Safety	Community safety continues to be featured in the draft corporate plan.
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	The draft plan makes clear reference to issues of sustainability.
Ward-specific impacts	None
Workforce/Workplace	A strong vision that creates a sense of purpose is key to engaging staff effectively in their work.

Situation

8. Members of the Scrutiny Committee considered the first (skeleton) draft of the corporate plan at their meeting on 5 November 2019. No comments were made regarding the vision or themes. However, members were keen to see the measures of success and specific actions, rather than general commitments.
9. The document attached at Appendix A provides the next draft of the corporate plan, which now includes statements relating to the outcomes.
10. The proposed corporate plan continues to prioritise the council's community leadership role. This includes focusing on bringing partners together, joining up local services, exercising influence in developing a shared local agenda, engaging with citizens and creating a vision for our locality. This is in addition to the council's more traditional role of meeting its statutory requirements and as a provider of good quality services.
11. Once members' comments and feedback are received, further work can be undertaken on the draft delivery plan; its purpose is to set out the more significant actions/projects (outputs) required to progress towards achieving the outcomes in the corporate plan, that will be implemented in 2020-2021, together with the resource implications.
12. It should be recognised that all of the Council's activities should be contributing to one or more of the priorities but it is not desirable or practicable to set out in

the delivery plan all operational activities that contribute to the themes. 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.

13. The draft delivery plan is currently being prepared alongside the budget preparations, to ensure that resources follow priorities, although many actions will not have direct financial implications but a requirement to allocate officer time.
14. The intention is to submit a further worked up draft of the corporate plan to the Scrutiny Committee in February, for further comments, ahead of the final work on the corporate plan to be considered by Cabinet and final adoption by Council in February alongside the budget and medium term financial strategy (MTFS).
15. At that time it is intended that the final draft delivery plan is also made available to council to understand how the strategic ambitions translate in to actions.
16. Residents will have the opportunity to comment on the corporate priorities next summer, when the council's long term financial position is better understood. It is possible that while the priorities may not change, the actions may need to be reshaped to align with the resources available.

Risk Analysis

17.

Risk	Likelihood	Impact	Mitigating actions
The Council fails to deliver on its priorities	1 – The Delivery Plan will set out an achievable programme of work for 2020/21	3 – If staff are not sufficiently focused on the priorities, some projects bringing benefit to the community may not be delivered	Greater clarity and explanatory narrative enables staff to understand the priorities more clearly; the Delivery Plan alongside the budget will ensure that adequate resources are allocated; activities will feature in service and individual performance plans

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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Our Vision: Making Uttlesford the best place to live, work and play

Theme:	Putting Residents First
<p>Why this is important:</p> <p>We are elected by residents. Their needs and welfare are our first and highest priority.</p> <p>They expect us to be open, honest and responsible. They deserve high standards of governance and trustworthiness.</p> <p>They want good levels of service and expect their council taxes to be used efficiently and wisely.</p> <p>The result will be: Residents will know their views have been listened to; they will feel they have the opportunity to influence the decision making; they will understand why decisions have been made even if they disagree with them. They will report increased levels of trust and confidence in the way the Council conducts its business and manages its resources.</p>	<p>We will:</p> <ol style="list-style-type: none"> 1) Be a council that listens to and acts for residents <ol style="list-style-type: none"> a. Increase the voice and influence of residents in planning and other Council matters b. Administer public consultations that are effective, accessible, timely and high quality c. Increase the reach of the Youth Council d. Improve the council’s use of the web and social media to increase communication with residents e. Actively and positively engage with and listen to our town and parish councils f. Encourage town and parish councils to better represent their communities 2) Deliver local government with outstanding levels of transparency and accountability <ol style="list-style-type: none"> a. Implement a corporate change programme to increase accountability, transparency and democracy at the Council b. Seek external review of and recognition for positive change achieved by the Council c. Deliver a comprehensive continuing member development programme 3) Be responsible with your money and mitigate the impact of government cuts. <ol style="list-style-type: none"> a. Be a self-sufficient Council that generates its own resources from local taxation (Business Rates and Council Tax) and commercial investments thereby removing the reliance on Central Government grants b. Deliver cost-effective and efficient services that live within the Council’s means c. Constantly seek to improve the quality of contracted out services d. Actively apply for all relevant grants e. Set a Medium Term Financial Strategy (MTFS) that uses the right mix of investment, reserves and capital f. Follow best-practices for investment risk management and board composition

Theme: Active Place-Maker For Our Towns And Villages	
<p>Why this is important:</p> <p>A focus on strategic master-planning in partnership with towns and villages will create better resident-centred places to live.</p> <p>Our unique connectivity, location, and character can be used to drive a local economy that creates local jobs and prosperity.</p> <p>Taking an active role in providing homes and services for in need will safeguard the health and welfare of all our residents.</p> <p>The result will be:</p> <p>District, town and parish councillors will feel they have participated in decision making that positively shapes the communities they represent.</p> <p>New policies and plans will be implemented that give our towns and villages a strong sense of purpose and place.</p> <p>Residents will see that their council is working hard for them and their families to create great places for them to live, work and play.</p>	<p>We will:</p> <ol style="list-style-type: none"> 1) Masterplan our new communities for and with residents <ol style="list-style-type: none"> a. Use locally led Development Corporations to deliver sustainable new settlements b. Provide the greatest level of influence and protection for communities adjacent to new settlements 2) Support our towns and villages to plan their neighbourhoods <ol style="list-style-type: none"> a. Deliver an outstanding planning and place-making capability with the right capacity to create quality outcomes with and for all our communities b. Facilitate Neighbourhood Planning across the district through strong engagement with and support of all town and parish councils c. Implement policies which create better homes and neighbourhoods that meet or exceed national standards d. Work with partners and stakeholders to deliver new sports, play and community facilities 3) Secure greater benefits for our community from new development <ol style="list-style-type: none"> a. Implement the Community Infrastructure Levy along with s106 to deliver strategic community projects and greater local benefit from development b. Increase the transparency of the Section-106 Agreement process and councillor engagement in it c. Ensure that strong Planning Enforcement holds developers to account d. Require developers to be considerate of the communities in which they build 4) Work with the airport on issues of concern to communities <ol style="list-style-type: none"> a. Seek a reduction in night flights b. Implement programmes to reduce airport related village fly-parking c. Work to secure investment in sustainable transport to and from airport, including for local workers 5) Nurture employment and retail areas to create jobs and retain businesses <ol style="list-style-type: none"> a. Protect and grow our town centres as economic hubs b. Increase tourist spend c. Support the creation of amenities that stimulate and facilitates local businesses, such as enterprise zones, business parks, office blocks, industrial areas, and start-up hubs d. Support the expansion and promotion of key relevant employment sectors for the district e. Work with partners to promote the economic opportunities of the Innovation Corridor, Stansted Airport and our main transport corridors f. Work with the airport to increase local airport-based employment opportunities

6) Enforce good business standards in our district

- a. Make sure that businesses and trades in our district meet the national standards and licensing required of them

7) Deliver more affordable homes and protect those in need in our district

- a. Increase the number of affordable homes delivered and different tenure options including social renting
- b. Refurbish our existing council homes to sustainable standards when required
- c. Reduce the number of empty homes
- d. Ensure that landlords maintain high quality private sector housing conditions
- e. Ensure that services to protect vulnerable women and men who live in our district are accessible and appropriate

8) Promote healthy lifestyles in diverse and inclusive communities

- a. Work with partners, including the voluntary sector, to improve the general quality of life for residents, including for residents that experience social isolation, poor mental health, obesity, addiction and dementia
- b. Continue to be an active partner of the Health and Wellbeing Partnership, to promote healthy lifestyles

Theme: Progressive Custodian Of Our Rural Environment	
<p>Why this is important:</p> <p>Residents live here because of our beautiful and historical rural character. We need to protect it for those that live here now.</p> <p>We must act quickly and responsibly to reduce the chances of a climate catastrophe. We have a clear obligation to ensure a clean, healthy and safe future.</p> <p>The result will be:</p> <p>Residents will see that their council is a strong protector of our environment; they will feel that the council is taking affirmative action on combating the effects of climate change locally.</p>	<p>We will:</p> <ol style="list-style-type: none"> 1) Take action on Climate Change <ol style="list-style-type: none"> a. Adopt policies to meet new environmental national guidelines/standards as they emerge b. Drive policies to deliver low carbon homes c. Improve average energy efficiency of council housing stock d. Increase the number of trees in the district e. Oppose a second runway at Stansted Airport f. Set a Net Zero Carbon goal for the Council and implement supporting policies g. Increase walking, cycling and sustainable transport h. Recognise the district’s ‘greenest’ business and developers 2) Conserve our natural resources <ol style="list-style-type: none"> a. Implement and enforce policies that protect water and reduce energy consumption b. Drive programmes that increase biodiversity c. Support local energy production initiatives d. Implement programmes to reduce single-use plastics e. Work to reduce per-capita landfill in the district 3) Protect and enhance our rural character and heritage <ol style="list-style-type: none"> a. Meet or exceed national standards for open and green spaces b. Encourage positive planning that values and protects our heritage c. Work with others to increase access to the heritage and history of our district d. Work with our rural partners and developers to maintain habitat and wildlife corridors e. Target littering and fly-tipping 4) Take strong action on dealing with pollution <ol style="list-style-type: none"> a. Increase air quality monitoring across the district b. Deliver reductions in pollution at identified problem areas

Theme: Champion For Our District	
<p>Why this is important:</p> <p>Residents deserve clear accountability, but they would like us to step in to help solve problems even when others are responsible.</p> <p>In our role as a place-maker we must work with other authorities and organisation to influence, prioritise and coordinate actions to collectively deliver the best for our district and its residents. This will include, when necessary, holding others to account.</p> <p>The result will be:</p> <p>Residents will feel that the council is proactively working on their behalf for the good of the district with other authorities and organisations.</p>	<p>We will:</p> <ol style="list-style-type: none"> 1) Improve Uttlesford’s connectivity <ol style="list-style-type: none"> a. Work to set the agenda for ECC highway maintenance and pothole fixing b. Work with ECC and communities to develop the highway improvement schemes we need c. Hold Essex Highways to account to deliver what they promise d. Promote and support sustainable transport initiatives, such as bus, rapid transport and rail upgrades e. Lobby Highways England to improve the capacity and safety of the M11 f. Work with ECC and hold them to account to deliver rural superfast broadband in our district 2) Support our students, schools and libraries <ol style="list-style-type: none"> a. Conduct a wholesale review of school transport to understand the gap in provision of what ECC provides b. Ensure that developer contributions are collected for ECC to provide our local school and Early Years places c. Create and support new services inside our libraries to increase their viability 3) Work with partners to keep the district safe <ol style="list-style-type: none"> a. Work with the Police and Crime Commissioner to reduce crime on our area b. Continue to be an active partner of the Community Safety Partnership 4) Work to create a better local Health Service for residents <ol style="list-style-type: none"> a. Work with NHS on in-district local healthcare provision b. Work to secure Addenbrookes, The Princess Alexandra Harlow, and Mid-Essex hospitals as our recognised local hospital providers c. Deliver programmes to support our aging population

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Agenda Item 9

Committee:	Cabinet	Date:	
Title:	Homelessness and Rough Sleeper Strategy		Thursday, 9 January 2020
Portfolio Holder:	Portfolio Holder for Housing; Health and Wellbeing		
Report Author:	Judith Snares, Housing Strategy and Operations Manager jsnares@uttlesford.gov.uk	Key decision:	No

Summary

1. This report presents the Council's Homelessness and Rough Sleeper Strategy.
2. The Strategy, which responds to the Homelessness Reduction Act 2017, government guidance on homelessness and rough sleeping and current practice in Uttlesford, replaces the previous Homelessness Strategy 2016-2021.
3. The Strategy has been consulted on with the Housing Board, all members, tenants, stakeholders and the wider public. Any amendments have been made and the strategy is now being placed before Cabinet for approval and adoption.

Recommendations

4. That the Cabinet agrees the adoption of the Homelessness Strategy and Rough Sleeping Strategy 2020-2025.

Financial Implications

5. It is envisaged that the strategy's Action Plan will be delivered from within existing resources.
6. Additional ring-fenced resources have been allocated to the council by the Government for homelessness prevention over the past 3 financial years and various sums have been allocated for use from this funding, such as the provision of an additional Housing Options and Homelessness Officer.

Impact

- 7.

Communication/Consultation	Members, tenants, all partner agencies and public consultation via the website
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Community Safety	N/A
Equalities	Equality impact assessment has been completed
Health and Safety	N/A
Human Rights/Legal Implications	It is a statutory obligation, under the Homelessness Reduction Act 2017 and its Code of Guidance, for housing authorities to produce a Homelessness and Rough Sleeping Strategy by Winter 2019
Sustainability	N/A
Ward-specific impacts	All wards
Workforce/Workplace	Housing, Planning, Environmental Health

Situation

8. In August 2018, the Ministry of Housing, Communities & Local Government (MHCLG) published the Cross-Government Rough Sleeping Strategy, which committed to ensuring that all local authorities have an up to date homelessness strategy available online by winter 2019. They also asked that strategies be rebadged as *homelessness and rough sleeping strategies*.
9. This has given the council the opportunity to revisit the current strategy, which runs until 2021, and update both the detail within the document and the Action Plan attached.
10. The updated Strategy will run from 2020-2025 and details the council's homelessness service's achievements since the last strategy was introduced. It also looks at the legal context for having a Homelessness and Rough Sleeping Strategy, the national and local context of homelessness and other strategies that the document links to.
11. The new Strategy also reflects the considerable changes brought about by the introduction of the Homelessness Reduction Act in April 2018 including:
 - to extend the duty to work with households at risk of homelessness to prevent homelessness to 56 days
 - to work with homeless households to help them relieve their homelessness for 56 days
 - to create a personalised housing plan to help each household find settled accommodation.

12. The strategy has been out for a 1 month period of consultation and a few minor amendments have been made. The document is now ready for approval by Cabinet and adoption.

Risk Analysis

13.

Risk	Likelihood	Impact	Mitigating actions
The council fails to have Homelessness Strategy and Rough Sleeping Strategy in place	1 Little risk – review and draft strategy already prepared within timescales	3 – the council may lose any government funding on offer if it cannot demonstrate it has a homelessness and rough sleeping strategy in place	The document has already been out for consultation and is ready to put before Cabinet for approval in January

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

Homelessness and Rough Sleeping Strategy

2020-2025

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Monitoring and Review

Action Plan

Foreword by the Housing Portfolio Holder

There are few things more important in life than having a roof over your head. This is why your council has a Homelessness and Rough Sleeping Strategy. It sets out our vision for preventing homelessness in the first place and then what we can do to help if it does happen.

This document sets out our key priorities for the district. It also considers the broader context, including the supply of new affordable housing, homes delivered through the councils emerging Local Plan and its Housing Strategy.

We recognise that for some people in Uttlesford access to an affordable home is challenging. For many residents even those homes classified as 'affordable homes' are still unaffordable. This is compounded by continuing austerity, welfare reform and uncertain economic times. We also understand that the reasons aren't always economic, especially for residents who already have complex needs which makes them more vulnerable to losing their accommodation.

Nationally the introduction by Government of the Homelessness Reduction Act 2018 has been an opportunity to look at our homelessness services afresh. We are fully committed to the principles of the Act, we have embraced early intervention to prevent homelessness wherever possible, we provide first class housing advice for people in need and we offer assistance to those in need or who are vulnerable.

We have friendly and supportive communities in Uttlesford. Our district is lucky in that we have never seen the rough sleeping problems experienced by many of our neighbours. However we must not be complacent and so will ensure that we have policies, programmes and solutions in place to keep people in their homes and find new suitable long and short term accommodation when needed.

No one authority has all the answers, we recognise that working together is fundamental. The council has a dedicated and experienced team of housing options officers that work hard for residents. They know that through partnership with other statutory agencies and local organisation they can deliver a strategy that will be successful in the years ahead.

As a team we look forward to continuing to work with all people involved in preventing and tackling homelessness in Uttlesford

Cllr Petrina Lees
Portfolio Holder Housing Health and Communities
Uttlesford District Council

Introduction

The Government's Rough Sleeping Strategy, which set out their vision for halving rough sleeping by 2022 and ending it by 2027, was published by the Ministry Of Housing Communities and Local Government (MHCLG) in August 2018. Uttlesford within the national context has low levels of homelessness and is in the fortunate position of not having a rough sleeping problem, however the council cannot be complacent, homelessness effects lives and life chances and one rough sleeper must be considered one too many.

This strategy looks at the national and local context for homelessness and rough sleeping, the work the council has been doing since the last Homelessness Strategy and sets out the council's strategic priorities for tackling homelessness and rough sleeping over the next 5 years.

National Context

Nationally accepted homelessness applications have increased by 19,000 from the low point in 2009/10 to almost 57,000 by 2017/18.

The main causes of homelessness nationally remains static

- Parents, other relatives or friends no longer willing or able to accommodate (28%)
- Loss of rented or tied accommodation due to termination of assured shorthold tenancy (25%)
- Violent breakdown of relationship involving partner (12%)
- Other reason (e.g. homeless in emergency, sleeping rough or in hostel returned from abroad) (7%)
- Non-violent breakdown of relationship (6%)
- Loss of rented or tied accommodation other than termination of assured shorthold tenancy (6%)

At the end of March 2018 the number of households in temporary accommodation arranged by a local authority under their homelessness duties stood at just under 80,000, an increase of 66% from the low of just over 48,000 in December 2010, with many having been trapped for years in what is often unstable, overcrowded accommodation far from previous support networks

During the same period the estimated number of rough sleepers in England has increased each year since 2010. The autumn 2010 estimated snapshot for a single night was 1,768 while the autumn 2017 total was more than two and a half times as high, at 4,751. This has been recognised by Government, who have committed to halving rough sleeping by 2022 and eliminating it altogether by 2027 and have required all local authorities to have a rough sleeping strategy in place by the end of 2019.

Contributing factors that have led to this national picture of increasing homelessness includes:

- High housing demand and a lack of supply leading to high house prices and private rents with greater shortfalls between rents and Local Housing Allowance
- Shortage of social housing or truly affordable 'affordable housing' to rent
- Increasing household bills
- Cuts and reforms to welfare benefits
- Cuts in funding to statutory and voluntary services which support vulnerable people

It is within this context of rising homelessness and rough sleeping that the Government supported a Private Members Bill in parliament that resulted in a significant change in homelessness legislation. The Homelessness Reduction Act was introduced in England in April 2018.

The major change in the new legislation is the integration of prevention and relief into a local authority's statutory duty. From April 2018 prevention and relief are available to any household vulnerable to homelessness in 56 rather than 28 days' time. This broader definition of homelessness beyond priority need groups means that more information will be available on some households that are currently considered the 'hidden homeless.' In the longer term, it will enable Ministry of Housing Communities and Local Government to report on what prevention activities actually work for those at risk of homelessness.

The Act places new duties on councils to:

- Intervene at earlier stages to prevent homelessness
- Provide homelessness services to everyone threatened with homelessness regardless of whether they have a 'priority need'
- Create and monitor individual Personal Housing Plans for all homeless applicants within the Prevention and Relief duties
- Identify reasonable steps to be taken by the council and the applicant to help them secure accommodation to either prevent or relieve their homelessness
- Not to consider local connection or intentionality until after the council has tried to prevent or relieve homelessness
- Place the current statutory homelessness duty (main duty) at the end of the homeless process following attempts to 'prevent' and 'relieve' homelessness

The Act also places a duty on specified public bodies to refer clients they are working with who are homeless or threatened with homelessness.

The Homelessness Reduction Act is one part of the Governments continuing national agenda to tackle the root causes of homelessness and drive through change in the housing sector. There is recognition within Government that there is

not one single solution to end rough sleeping or tackle the increase in homelessness. A strategic approach to tackling the causes of homelessness and the health and well-being of rough sleepers is as important as the supply of affordable homes and supported housing.

Future regulation, policy change are likely to be driven by:

- Housing White Paper (2017)
- Social Housing Green Paper (2018)
- Licensing of Homes in Multiple Occupation (2018)
- Rough Sleeping Strategy (2018)
- Tenant Fees Act 2019
- Private Landlords (Registration) Bill 2017-19
- Lifting of council borrowing caps to encourage council house building

The Local Context - Policy

The priorities of Uttlesford District Council's corporate plan not only recognises the importance of delivering more affordable homes for the district but the need for the council's actions and influence to contribute to the economic growth of the district, to protect the character of Uttlesford and to be at its most effective when working closely with others.

Sitting alongside the draft Local Plan and its proposals for delivering 3 new garden communities within the district, the council's current Housing Strategy and the new draft one that will be delivered in 2020, contain high level objectives supported by operational policies and related strategies, including this Homelessness and Rough Sleeping Strategy. This is also driving the need to review of the council's Allocations Policy in 2020/21.

The Government announced on the 3 October 2018 the borrowing restrictions on the Housing Revenue Account (HRA) will be removed enabling councils to play a key role in delivering the homes their communities need. In light of this change the council has been looking at the range of initiatives it has to deliver additional housing and how it can respond to the change in legislation to accelerate delivery and increase the amount of housing delivered in the district.

The council is already committed to a development programme to build more council housing, to increase the supply of social housing available to those who are homeless and those on the council's housing register, and will be using the new flexibilities to support expansion of this programme. However, any borrowing undertaken will need to be prudent, affordable and sustainable and work is being undertaken on the 30 year HRA financial plan to ensure that the borrowing is affordable for the HRA.

The council, where appropriate, will also look to make use of grant funding from Homes England for the delivery of new social housing. The council has been confirmed as an Investment Partner with Homes England for 2019/20 on the basis of previous delivery performance and good standing.

The links within and between the council’s various policies and strategies that relate to housing, will ensure that a combined approach to housing is taken across the district. This will include the mix of housing tenures and affordability within the new garden communities, the use and expansion of the council’s existing stock, the council’s duties to those who are vulnerable and threatened with homelessness and the council’s future Housing Strategy and Allocations Policy. This strategy will sit alongside these documents to provide maximum benefit and support the overall aims and objectives of the council.

The Local Context - Statistics

Uttlesford District Council is a stock holding council with 2,850 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). As well as the council stock there is Registered Social Landlord (RSL) stock of approximately 2,000 properties.

The average private market 2 bed house price across the district is £316,100 (Hometrack July 2019) whilst 60% of residents earn less than £34,000 and of these 40% earn less than £25,000.

The Local Housing Allowance (LHA) (example below in Table 1) across the district does not match the private sector rents, meaning that many people who rely on benefits to help with their rent have a weekly/monthly shortfall to make up.

Table 1 Local Housing Allowance Rates North Uttlesford

Number of Bedrooms	Category	Weekly Amount	Monthly Amount
Shared Room Rate	A	£80.52	£349.88
1 Bedroom	B	£133.72	£581.05
2 Bedrooms	C	£153.79	£668.25
3 Bedrooms	D	£178.71	£776.54
4 Bedrooms	E	£238.38	£1035.82

LHA rates for North Uttlesford 2019/20

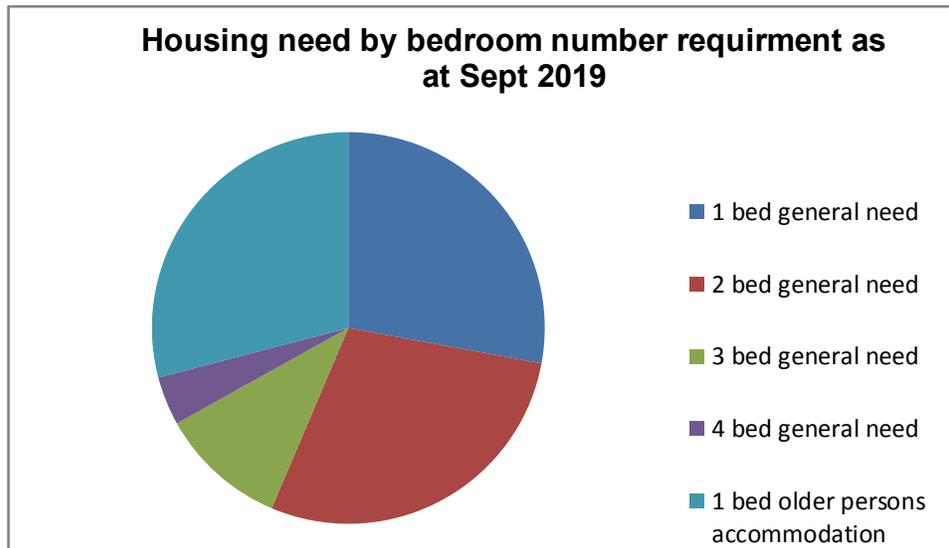
- Single rooms in the Saffron Walden area advertised in July 2019 ranged from £410 per month to £750 per month
- 2 bed flats in the Saffron Walden area advertised in July 2019 ranged from £775 to £1200 per month – well outside LHA

In 2018/19 Uttlesford delivered 515 new affordable homes across the district, 460 through the council’s RSL partners and 55 through the council’s development programme.

In spite of the new housing that has been delivered in the past 2 years and allocating a record 502 void properties in 2018/19, the housing register has remained static. As at 1st September 2019 there were 1,145 applications on the register.

Figure 1 below shows the number of applications on the housing register at a given date and the size of accommodation that is required by bedroom number. It is clear that for general needs accommodation the demand is for smaller units of accommodation. This data is used to determine the councils own development programme and future housing requirements to be delivered by RSL partners through the planning process on new developments within the district.

Figure 1 Housing Need by bedroom number requirement



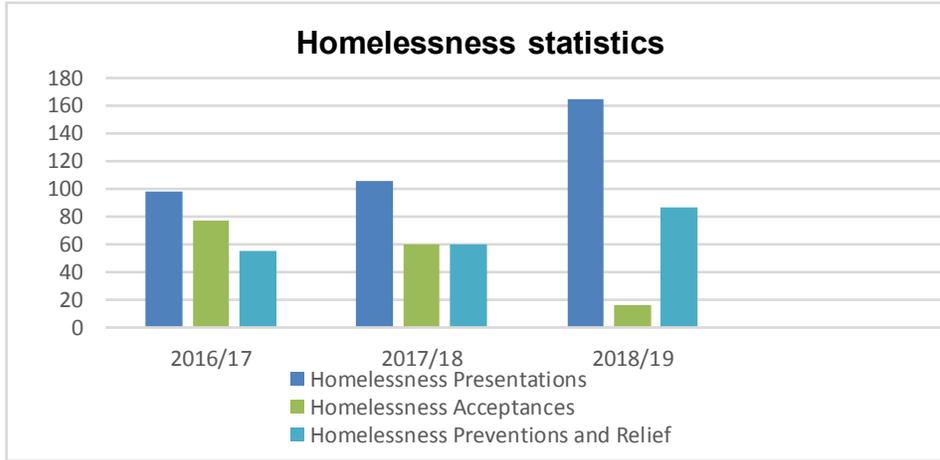
Council Housing Register data Sept 2019

Figure 2 shows the number of homeless applications the council has taken in the past three years and the number of those applications for which the council has accepted the full homelessness duty – to find them permanent housing.

The chart clearly demonstrates that with the introduction of the Homelessness reduction Act the number of homelessness applications has increased, however the number of those accepted as homeless has decreased. The emphasis on

preventing and relieving homelessness sees the council working closely with clients and partner agencies to find affordable housing solutions before applicants become actually homeless and requiring temporary accommodation.

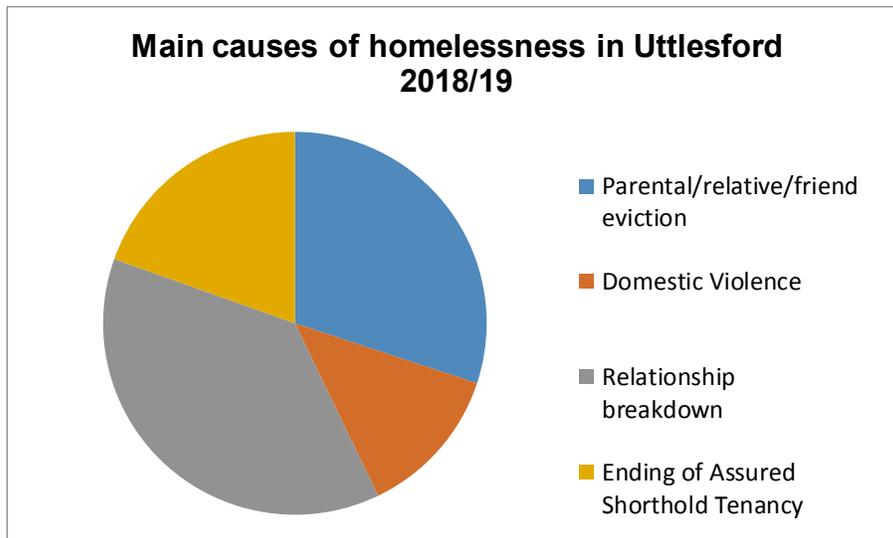
Figure 2 Homelessness Statistics 2016 - 2019



Council KPI data

Figure 3 shows the main causes for homelessness within Uttlesford over the past year. These four main causes have remained static for many years and follow the National trends. The main cause as can be seen is family and friends no longer willing to accommodate other households within their properties. This is indicative of these households struggling to obtain or sustain their own affordable housing in either the private rented or owner occupied sector.

Figure 3 Main Causes of Homelessness



HCLIC data from council system

The ending of Assured Shorthold Tenancies remains another common reason for people approaching the council as threatened with homelessness, with the local levels of LHA being substantially lower than actual private rents in the district, it is

hard for people losing one private rented property to source another at a rent they can afford.

This is why it is also difficult for the council to prevent homelessness by using the private sector. For many of the clients seen by the Housing Options service, an affordable rented property from either the council or partner RSL is their only realistic affordable housing option. Whilst the council's Housing Strategy aims to increase the provision of affordable housing within the district, the council will also continue to work with private landlords and to help tenants who are in precarious housing situations sustain their accommodation.

The numbers of rough sleepers within the district has always been historically low. The estimated numbers for rough sleeping in Uttlesford was 0 as at November 2018 (date of last estimated count) and has fluctuated between 0 and 3 at the estimated counts during the life of the previous strategy. It is however important the council does not become complacent about this situation and acts immediately on any reports of rough sleeping that are received. The council is committed to ensuring that rough sleeping does not become an issue in the district and that the council is ready to work with any rough sleepers to find sustainable long term housing solutions for them.

Local Services

The council has access to services within Uttlesford to assist us in preventing homelessness and rough sleeping the principle ones being:

- Young person homelessness support services from Essex County Council (ECC). This includes working to the Essex wide Joint Protocol on 16/17 year olds
- Floating Support Services from Peabody
- Domestic Abuse services from Next Chapter
- Tenancy management for council and RSL stock
- Housing Benefit Visiting Officer/ Welfare Officer
- DWP support
- Probation/Community Rehabilitation Company – Including Essex Prison Release Housing Protocol
- ECC Adult AND Children Services
- Community Mental Health Services
- Addiction Services – Open Road and ADAS
- Bromfield House Supported Housing Scheme
- Railway Meadow Mother and Baby Unit – nomination rights to 4 bed spaces

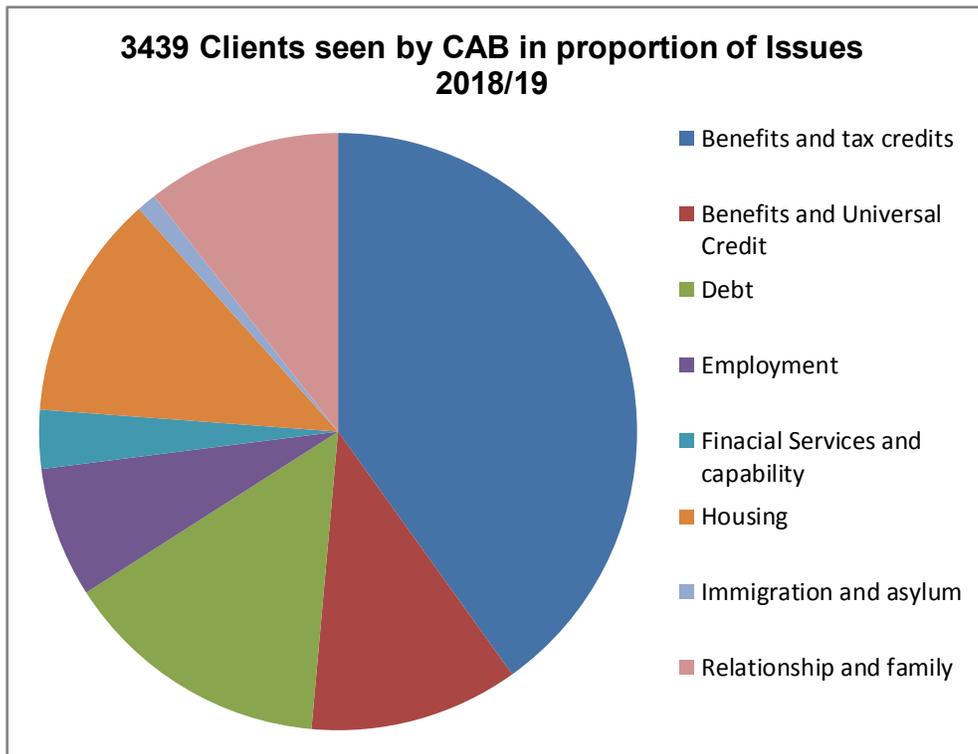
There are also independent voluntary sector services within Uttlesford, some that receive council grant funding that also support council offices in their work on preventing and relieving homelessness.

Voluntary Sector Services include:

- Uttlesford Citizens Advice Bureau
- Uttlesford Food Bank - the foodbank has given out over 3600 parcels in the past 5 years, with over 1000 of these in the past 9 months
- Stansted Food Bank
- Saffron Walden United Charities
- Faith groups

As can be seen by the below data Uttlesford CAB are an important partner for the council in assisting Uttlesford residents with issues that can lead to homelessness, including problems with debt and benefits, as well as more general housing and relationship issues.

Figure 4 Uttlesford Citizens Advice Client Data 2018 -2019



Data from Uttlesford CAB

Service Developments since the Last Strategy

With the introduction of the Homelessness Reduction Act the council recognised that its approach to homelessness would require a new focus to meet the requirements of the Act. There has been corporate support to ensure homelessness funding has been used solely to implement the changes needed to ensure that the council can provide effective homelessness services both now and into the future.

Since the last Homelessness Strategy the council has:

- Relunched the council's Homelessness Partnership ensuring that representation from all agencies both statutory and non statutory that have a role in helping us tackle homelessness and rough sleeping within the district are around the table
- Used government grant funding to create additional Housing Options/ Homelessness Prevention Officer roles.
- Added additional council stock into the council's portfolio of temporary accommodation to ensure that Bed and Breakfast is used for only the direst emergency situations
- Installed a new homelessness prevention module into the council's Choice Based Lettings IT System to help the Housing Options Team reconfigure the homelessness service in light of the Homelessness Reduction Act. The system allows for the production of effective statistics to meet new statutory reporting requirements. The new module also allows potentially homeless clients to access their personalised housing plan that the council's Housing Options Team creates with them, from an online portal. The plan details the actions that the council will take and actions that they can take to try to prevent or relieve their homelessness
- Continued to accommodate rough sleepers past the provision of the Severe Weather Emergency Protocol (SWEP) in order to co-ordinate work with agencies to end their rough sleeping.
- Increased the council's own housing stock by over 100 properties and enabled the development of 518 new affordable RSL rented homes
- Provided financial assistance to over 20 households to secure or maintain private rented accommodation

The Homelessness Reduction Act has resulted in a culture change for staff as well as clients. Although people can now present to the council within 56 days of potentially being homeless the Housing Options Team are finding that people are still leaving it later than this before they approach us for advice.

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 'is this person in priority need or are they intentionally homeless'.

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 the team are seeing. It is therefore essential that if the council is to effectively tackle homelessness and maintain the low levels of rough sleeping that the council ensures that the supply of affordable housing is maintained.

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. Improve the effectiveness the council's homelessness prevention work by investing in the service to ensure the council is providing high quality housing advice to clients in all housing tenures
2. Aim to end all use of bed and breakfast accommodation by investing in and facilitating the delivery of good quality affordable housing and suitable temporary accommodation
3. Work with partners and other stakeholders to prevent homelessness by intervening at the earliest opportunity
4. Work to maintain Uttlesford as an area without rough sleeping by ensuring that the causes of rough sleeping are not ignored

Priority 1: Improve the effectiveness of the council's homelessness prevention work by investing in the service to ensure the council is providing high quality housing advice to clients in all housing tenures

To meet this priority the council will:

- Ensure that the principles of and ethos behind the Homelessness Reduction Act are fully embedded within the council's housing options service
- Ensure that those who are homeless or threatened with homelessness receive a personal Housing Plan and that reasonable steps are identified to help them resolve their housing situation
- Develop good quality, easily accessible housing advice materials, including web based material which reflect the diversity of applicants needs and abilities and provide for these to be delivered in different formats and at different locations
- Provide regular training opportunities to staff to maintain and enhance their knowledge and skills
- 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 Universal Credit and the Benefit Cap
- Flexible use of the council's homelessness prevention fund
- Flexible use of the Discretionary Housing Payments

Priority 2: Aim to end all use of bed and breakfast accommodation by investing in and facilitating the delivery of good quality affordable housing and suitable temporary accommodation

To meet this priority the council will:

- 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
- Promote the council's incentive scheme which encourages households under-occupying in council stock to downsize to smaller properties
- Identify opportunities for the council to develop new affordable housing on its own land or through working with Registered Providers and private developers

Priority 3: Work with partners and other stakeholders to prevent homelessness by intervening at the earliest opportunity

To meet this priority the council will:

- Continue to build effective working relationships with other agencies through the Homelessness partnership
- Promote the duty to refer under the Homelessness Reduction Act and have a dedicated email address for these referrals
- 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 encourage owners of empty properties to bring them back into use
- Continue to hold a Landlords Forum and review other ways to connect with landlords

Priority 4: Work to maintain Uttlesford as an area without rough sleeping by ensuring that the causes of rough sleeping are not ignored

To meet this priority the council will:

- Respond to reports of rough sleeping within 24hours and ensure that this response engages with the rough sleeper
- Commit to engaging with all rough sleepers to develop a Personalized Housing Plan that seeks to help them find a sustainable solution to end their homelessness
- Accommodate rough sleepers in line with the severe weather emergency protocol
- Develop closer links to voluntary and community agencies such as the foodbank, faith based organisations or local charities to promote an effective local response to anyone found rough sleeping in Uttlesford
- Work through the members of the Homelessness Partnership and other key agencies to prevent individuals and families from getting into a housing crisis
- Work with health partners to ensure that homeless households and linked into appropriate health services
- 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 and Rough Sleeping Strategy the council has 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

The final document will be agreed by the council's Housing Board prior to being recommended to the council's Cabinet for adoption.

Monitoring and review

How the council will deliver the priorities within this Strategy is contained within the Homelessness and Rough Sleeping 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, with regular reports being presented to the council's Housing Board.

As the Housing Options Team, continues to implement the Homelessness Reduction Act new trends and learning will emerge. By regularly reviewing the Action Plan the council can be responsive to these emerging needs and set new actions to ensure strategic priorities are achieved.

The Strategy and Action plan will also be reviewed in light of any changes to national legislation and policy.

By adopting this Homelessness and Rough Sleeping Strategy, Uttlesford Council is making a firm commitment to tackling and preventing homelessness within the district and ensuring that Uttlesford continues to be an area where incidences of rough sleeping are tackled as soon as they are identified.

If you require any further information about the Uttlesford District Council Homelessness and Rough Sleeping Strategy 2020 – 2025, please contact Thee Housing Options/Homelessness Team on 01799 510510 or email housingoptions@uttlesford.gov.uk or write to:-

Housing Options/Homelessness Team
Uttlesford District Council
Council Offices
London Road
Saffron Walden
Essex
CB11 4ER

Action Plan – Homelessness and Rough Sleeping Strategy 2020 – 2025

Priority 1: Improve the effectiveness of the council’s homelessness prevention work by investing in the service to ensure the council is providing high quality housing advice to clients in all housing tenures					
How this priority will be achieved	When	Resources	Target	Key Officer	Comments /Progress
Ensure that the principles of and ethos behind the Homelessness Reduction Act are fully embedded within the housing options service	Dec 2019 and ongoing	Within current resources	Housing Options Team fully compliant with HRAct	Housing Options Team Leader	
Ensure that those who are homeless or threatened with homelessness receive a personal Housing Plan and that reasonable steps are identified to help them resolve their housing situation	Dec 2019 and ongoing	Within current resources	Homelessness prevention numbers increase year on year	Housing Options Team Leader	
Develop good quality, easily accessible housing advice materials, including web based material which reflect the diversity of applicants needs and abilities and provide for these to be delivered in different formats and at different locations	Dec 2020 and ongoing	Within current resources	Up to date and accurate information accessible to clients	Housing Options and Housing Management team leaders	
Provide regular training opportunities to staff to maintain and enhance their knowledge and skills	Ongoing	Within current resources	Staff fully trained to be able to deliver first class service	Housing Options Team Leader	
Prevent homelessness by helping people sustain their tenancies across all tenure through the increased provision of debt and welfare advice	Ongoing	Within current resources	Homelessness prevention numbers increase year on year	Housing Options Team Leader	
Work with partner agencies to mitigate the effects of	Ongoing	Within	Clients	Housing	

Universal Credit and the Benefit Cap		current resources	directed to best available solutions	Options Team Leader	
Flexible use of the council's homelessness prevention fund	Ongoing	Within current resources and use of futures government funding	Clients accessing best available housing solutions	Housing Options Team Leader	
Flexible use of the Discretionary Housing Payments by working with the HB department	Ongoing	Within existing resources and future government funding	DHP money fully utilized by the authority	Housing Options Team Leader and Benefits Manager	
Priority 2: Aim to end all use of bed and breakfast accommodation by investing in and facilitating the delivery of good quality affordable housing and suitable temporary accommodation					
How this priority will be achieved	When	Resources	Target	Key Officer	Comments /Progress
Ensure that enough ready to access temporary accommodation is available in the right location for homeless households to access support, maintain employment and education	Dec 2020 and ongoing	Within current resources	Only exceptional use of B and B required	Housing Strategy/ Operations Manager	
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	Ongoing	Within current resources	Only exceptional use of B and B required	Housing Strategy/ Operations Manager	

Promote the council's incentive scheme which encourages households under-occupying in council stock to downsize to smaller properties	Dec 2020 and ongoing	Within current resources	Tenants housed in suitable sized properties	Housing management team Leader	
Identify opportunities for the council to develop new affordable housing on its own land or through working with Registered Providers and private developers	Ongoing	Within current resources	Year on year development program in place	Housing Strategy/ Operations Manager	
Priority 3: Work with partners and other stakeholders to prevent homelessness by intervening at the earliest opportunity					
How this priority will be achieved	When	Resources	Target	Key Officer	Comments /Progress
Continue to build effective working relationships with other agencies through the Homelessness partnership Work to the joint protocols i.e. 16/17 year joint protocol, Probation etc	Partnership meetings held quarterly. Protocols implemented	Within current resources			
Promote the duty to refer under the Homelessness Reduction Act and have a dedicated email address for these referrals	Dec 2020 and ongoing	Within current resources	Referral being received from all statutory partners in timely manner	Housing Options Team Leader	
Refer tenants within the private sector to appropriate support agencies to help them maintain their tenancies when difficulties first arise	April 2020 and ongoing	Within current resources	Reduced number of applicants presenting as homeless from the private sector	Housing Options Team Leader	

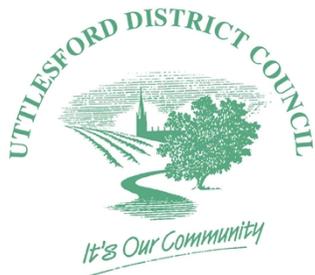
Have closer links between the Housing Options Team and the Housing Benefit Department	Dec 2019 and ongoing	Within current resources	Regular monthly meetings being held between departments	Housing Options Team Leader	
Review the council's Rent Deposit Guarantee Scheme to see if it can provide greater incentives for private sector landlords to work with the scheme	Dec 2020	Within current resources	Increased uptake of Rent Deposit Guarantee Scheme	Housing Options Team Leader	
Continue to encourage owners of empty properties to bring them back into use	Dec 2020	Within existing resources	No empty homes within district where there is not a plan for their future use	Empty Homes and Private Sector Housing Officer	
Continue to hold a Landlords Forum and review other ways to connect with landlords	Annually	Within existing resources	Information easily accessible to Private landlords. Annual Forum held. Increases	Empty Homes and Private Sector Housing Officer Housing Options	

			prevention work within the private sector	Team Leader	
Priority 4: Work to maintain Uttlesford as an area without rough sleeping by ensuring that the causes of rough sleeping are not ignored					
How this priority will be achieved	When	Resources	Target	Key Officer	Comments /Progress
Respond to reports of rough sleeping within 24hours and ensure that this response engages with the rough sleeper	Ongoing	Within existing resources	Rough sleepers within Uttlesford are supported out of rough sleeping	Housing Options Team Leader	
Commit to engaging with all rough sleepers to develop a Personalised Housing Plan that seeks to help them find a sustainable solution to end their homelessness	Dec 2020 and ongoing	Within existing resources	Rough sleepers within Uttlesford are supported out of rough sleeping	Housing Options Team Leader	
Accommodate rough sleepers in line with the severe weather emergency protocol.	Ongoing	Within existing resources	Rough Sleepers accommodated in line with severe weather emergency protocol	Housing Options Team Leader	

Develop closer links to voluntary and community agencies such as the foodbank, faith based organisations or local charities to promote an effective local response to anyone found rough sleeping in Uttlesford	Dec 2020 and ongoing	Within existing resources	Rough sleepers within Uttlesford are supported out of rough sleeping	Housing Options Team Leader	
Work with members of the Homelessness Partnership and other key agencies to prevent individuals and families from getting into a housing crisis	Partnership meetings held quarterly	Within existing resources	Homelessness prevention numbers increase year on year	Housing Options Team Leader	
Work with health partners to ensure that homeless households and linked into appropriate health services	Ongoing	Within existing resources	Homeless applicants have access to health care services	Housing Options Team Leader	
Make appropriate referrals to support agencies to ensure homeless households have access to support that meets all their needs	Ongoing	Within existing resources	Homeless applicants have all necessary support to resolve their homelessness	Housing Options Team Leader	

Data sharing and data analysis with statutory and voluntary partners	Ongoing	Within existing resources	Good flow of statistical information to better focus services	Housing Strategy and Operations Manager	
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Uttlesford District Council

Fast-track equality impact assessment (EqIA) tool

What is this tool for?

This tool will help you to assess the impact of existing or new strategies, policies, projects, contracts or decisions on residents and staff. It will help you to deliver excellent services, by making sure that they reflect the needs of all members of the community and workforce.

What should be equality impact assessed?

You only need to equality impact assess strategies, policies, projects, contracts or decisions that are **relevant** to equality. If you are not sure whether your activity is relevant to equality take the 'relevance test' on Page 9.

How do I use the tool?

This tool is easy to use and you do not need expert knowledge to complete it. It asks you to make judgments based on evidence.

The tool uses a system of red flags  to give you an indication of whether or not your responses are identifying potential issues. Getting a red flag does not necessarily indicate a problem, but it does mean that your assessment is highlighting issues or gaps in data that may require further investigation or action.

If there is insufficient space to answer a question, please use a separate sheet.

General information		
1	Name of strategy, policy, project, contract or decision.	Homelessness Strategy and Review 2020 - 2025
2	What is the overall purpose of the strategy, policy, project, contract or decision?	To set out the Councils Strategic position on homelessness and an Action Plan for how it can be implemented
3	Who may be affected by the strategy, policy, project, contract or decision? Anyone who may be homeless or threatened with homelessness within Uttlesford or who wishes to look for assistance from Uttlesford Council	<input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> A specific client group/s e.g. linked by geographical location, social economic factors, age, disabilities, gender, transgender, race, religion or sexual orientation (please state)
4	Responsible department and Head of Division.	Department: Housing Services Head of Service: Roz Millership
5	Are other departments or partners involved in delivery of the strategy, policy, project, contract or decision?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Housing Planning and Policy, Environmental Health, Benefits CAB and other partner agencies
Gathering performance data		
6	Do you (or do you intend to) collect this monitoring data in relation to any of the following <u>diverse groups</u> ? Core monitoring data and tenants surveys	<input checked="" type="checkbox"/> Age <input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Sex <input checked="" type="checkbox"/> Race <input checked="" type="checkbox"/> Gender Reassignment <input checked="" type="checkbox"/> Sexual Orientation <input checked="" type="checkbox"/> Religion & Belief <input checked="" type="checkbox"/> Pregnancy and Maternity <input checked="" type="checkbox"/> Marriage and Civil Partnerships <input checked="" type="checkbox"/> Rural Isolation

7	How do you (or how do you intend to) monitor the impact of the strategy, policy, project, contract or decision?	<input checked="" type="checkbox"/> Performance indicators or targets <input checked="" type="checkbox"/> User satisfaction <input checked="" type="checkbox"/> Uptake <input checked="" type="checkbox"/> Consultation or involvement <input checked="" type="checkbox"/> Workforce monitoring data <input checked="" type="checkbox"/> Complaints <input type="checkbox"/> External verification <input checked="" type="checkbox"/> Eligibility criteria <input type="checkbox"/> Other (please state): <input type="checkbox"/> None 

Analysing performance data

<p>8</p>	<p>Consider the impact the strategy, policy, project, contract or decision has already achieved, measured by the monitoring data you collect. Is the same impact being achieved for diverse groups as is being achieved across the population or workforce as a whole?</p>	<p> <input checked="" type="checkbox"/> Yes * <input type="checkbox"/> No* <input type="checkbox"/> Insufficient  <input type="checkbox"/> Not applicable  </p> <p><i>*Please state your evidence for this, including full document titles and dates of publication for audit purposes. Where applicable please also state the nature of any issues identified:</i></p>
<p>9</p>	<p>Is uptake of any services, benefits or opportunities associated with the strategy, policy, project, contract or decision generally representative of <u>diverse groups</u>?</p>	<p> <input checked="" type="checkbox"/> Yes * <input type="checkbox"/> No* <input type="checkbox"/> Insufficient  <input type="checkbox"/> Not applicable  </p> <p><i>*Please state your evidence for this, including full document titles and dates of publication for audit purposes. Where applicable please also state the nature of any issues identified:</i></p>

Checking delivery arrangements

10 You now need to check the accessibility of your delivery arrangements against the requirements below. Click on the hyperlinks for more detailed guidance about the minimum criteria you should meet.

If assessing a proposed strategy, policy, project, contract or decision, indicate 'Yes' if you anticipate compliance by launch of implementation.

	Yes	No 	N/A
The premises for delivery are accessible to all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Consultation mechanisms are inclusive of all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Participation mechanisms are inclusive of all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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If you answered 'No' to any of the questions above please explain why giving details of any legal justification.

Checking information and communication arrangements

11 You now need to check the accessibility of your information and communication arrangements against the requirements below. Click on the hyperlink for more detailed guidance about the minimum criteria you should meet.

If assessing a proposed strategy policy, project, contract or decision, indicate 'Yes' if you anticipate compliance by launch of implementation.

	Yes	No 	N/A
Customer contact mechanisms are accessible to all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic, web-based and paper information is accessible to all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publicity campaigns are inclusive of all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Images and text in documentation are representative and inclusive of all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you answered 'No' to any of the questions above please explain why, giving details of any legal justification.

Future Impact

12 Think about what your strategy, policy, project, contract or decision is aiming to achieve over the long term and the ways in which it will seek to do this. This is your opportunity to take a step back and consider the practical implementation of your strategy, policy, project, contract or decision in the future. As well as checking that people from diverse groups will not be inadvertently excluded from or disadvantaged by any proposed activities, it is also an opportunity to think about how you can maximize your impact, reach as many people as possible and really make a difference to the lives of everyone in Uttlesford regardless of their background or circumstances.

Is it likely to inadvertently exclude or disadvantage any diverse groups?

- No
- Yes * 
- Insufficient evidence 

*Please state any potential issues Identified.

OVERVIEW
70,000 residents
Demographic make up according to diverse groups.

Improvement actions	
13	<p>If your assessment has highlighted any potential issues or red flags, can these be easily addressed?</p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No*  <input checked="" type="checkbox"/> Not applicable </p> <p><i>*If Yes, please describe your proposed action/s, intended impact, monitoring arrangements implementation date and lead officer:</i></p>

Making a judgement – conclusions and next steps

14	<p>Following this fast-track assessment, please confirm the following:</p> <p> <input checked="" type="checkbox"/> There are no inequalities identified that cannot be easily addressed or legally justified  No further action required. Complete this form and implement any actions you identified in Q13 above </p> <p> <input type="checkbox"/> There is insufficient evidence to make a robust judgement.  Additional evidence gathering required (go to Q17 on Page 7 below). </p> <p> <input type="checkbox"/> Inequalities have been identified which cannot be easily addressed.  Action planning required (go to Q18 on Page 8 below). </p>
15	<p>If you have any additional comments to make, please include here.</p> <p> <input type="checkbox"/> None </p>

Completion

16	Name and job title (Assessment lead officer)	Judith Snares Housing Strategy and Operations Manager
	Name/s of any assisting officers and people consulted during assessment:	
	Date:	16/12/2019
	Date of next review:	16/12/2020
	<i>For new strategies, policies, projects, contracts or decisions this should be one year from implementation.</i>	

When completed, a copy of this form should be saved with the strategy, policy, project, contract or decision's file for audit purposes and in case it is requested under the Freedom of Information Act.

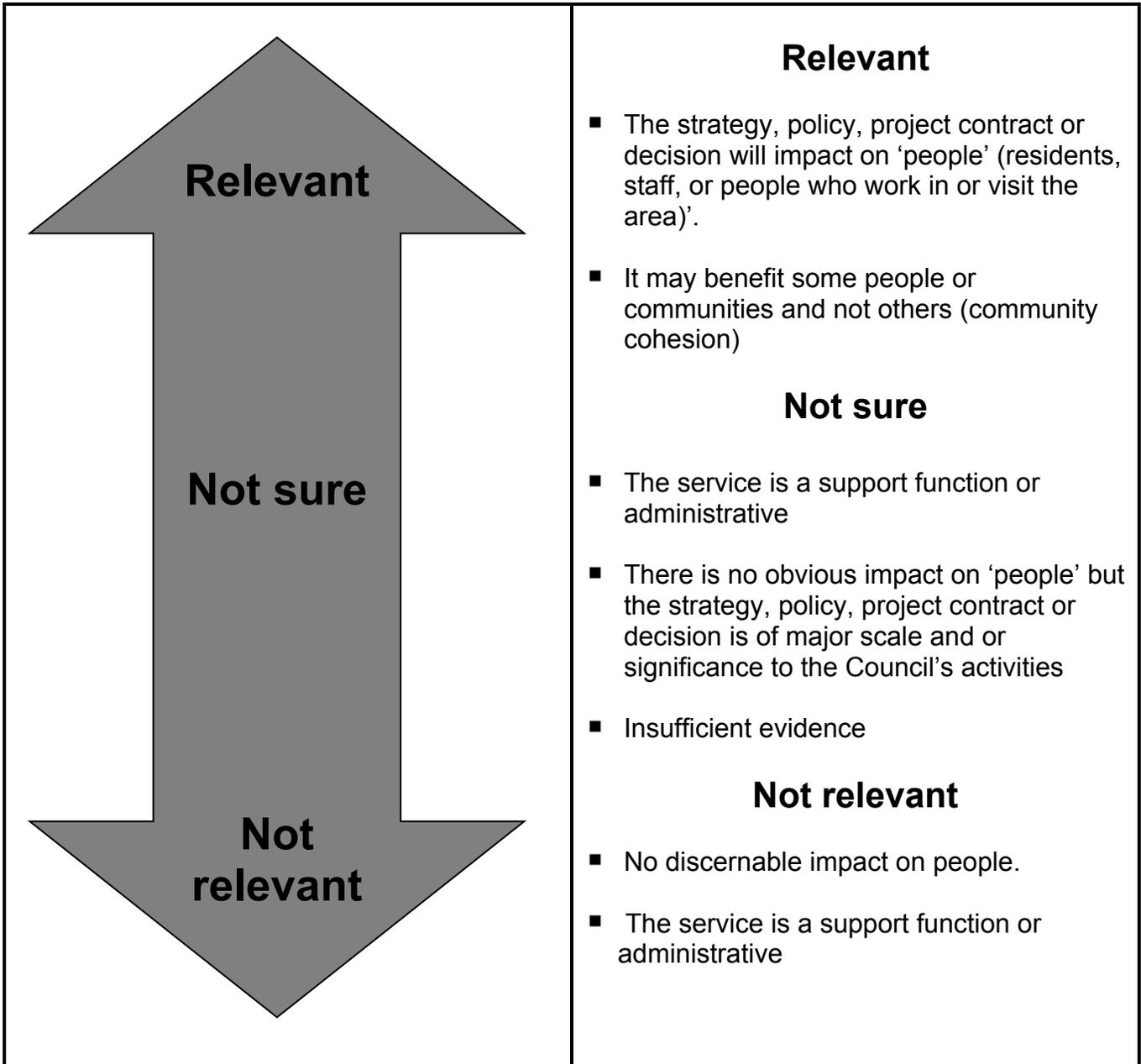
Additional evidence gathering and action planning

- 17 If your fast-track assessment indicated that **complex issues** or **inequalities** were identified which could not be easily addressed, or you had **insufficient evidence** to make a judgement, you need to undertake an additional evidence gathering and action planning process. This is described below:
- (a) Gather and analyse relevant additional evidence (which may include engagement with diverse groups), to address gaps in your knowledge, enhance understanding of the issues and inform options for addressing these. Additional evidence is likely to include any or all of the following:
- Data gathering**
- Demographic profiles of Uttlesford
 - Data about the physical environment, e.g. housing market, workforce, employment, education and learning provision, transport, spatial planning and public spaces
 - Results of local needs analysis
 - Results of staff surveys
 - Research reports on the needs/experience of diverse groups
 - National best practice/guidance
 - Benchmarking with other organisations
- Consultation and involvement**
- Existing consultation findings that may provide insight into the issues
 - New, specially commissioned engagement with diverse groups
 - Expert views of stakeholders/employers organisations representing diverse groups
 - Advice from experts or national organisations
 - Specialist staff/in-house expertise.
- (b) For advice on evidence gathering or engagement with diverse groups please contact your departmental equality lead officer. Discuss any proposed consultation with your departmental equality lead officer to ensure it is coordinated with related exercises across the Council as a whole.
- (c) Use your evidence gathering, analysis and engagement with diverse groups to develop options for addressing inequalities or unmet need, consulting with relevant management teams, Members, strategic groups/partners where necessary to confirm proposed actions and resource issues.
- (d) When options for addressing any issues are agreed, if these cannot be implemented immediately integrate them into the appropriate service plan/strategic plan/multi-agency strategy, so that it is clear how they will be delivered, when they will be delivered, by whom and how this will be monitored.

	<p>(e) Identify how the continuing implementation and impact of the strategy, policy, project, contract or decision on diverse groups in Uttlesford will be monitored.</p> <p>(f) Having gathered evidence re-evaluate this assessment.</p> <p>(g) Following completion of the above, please confirm the following:</p>	
18	<p>The conclusions and agreed proposals: Draft policy has been out for public consultation and has been agreed by the Tenants Forum and the Housing Board</p>	
	<p>Summary of evidence gathered, including any internal and external consultation (please include full document titles and dates of publication and consultation for audit purposes): Nov Tenants Forum minutes, Sep/Dec Housing Board minutes, email from CAB</p>	
	<p>Date proposals to be implemented and lead officer: Jan 2016 – Judith Snares</p>	
	<p>Where implementation is not immediate, please state in which service plan or strategy the proposed actions will be integrated:</p>	
	<p>Monitor arrangements (please include full details for audit purposes): Homelessness Partnership and performance data monitoring via Covalent</p>	
Additional Comments		
19	<p>If you have any additional comments to make, please include here:</p>	<input type="checkbox"/> None
Completion		
20	<p>Name and job title (Lead Officer): Name/s of other assisting officers: Date: Date of next review (if any):</p>	<p>Judith Snares Housing Needs and Landlord Services Manager</p> <p>27/11/2015</p> <p>27/11/2016</p>
<p>When completed, a copy of this form should be saved with the strategy, policy, project, contract or decision's file for audit purposes and in case it is requested under the Freedom of Information Act.</p>		

The relevance test

Use the quick guide below to decide whether or not your strategy, policy, project, contract or decision is relevant to equality:



If you are not sure whether your strategy, project or decision is relevant to equality, ask , a member of the Council's Equality Standard Working Group Officer for advice.
Tel.

Ensuring your premises for delivery are easily accessible

In order to ensure that your premises for delivery are accessible to disabled customers and staff, older people and people with small children you should comply with the principles of accessible design summarised below.

In some cases, and for legitimate reasons, this may not be possible. Where this is the case you can still ensure your premises are accessible if you make appropriate reasonable adjustments. For guidance on reasonable adjustments see the 'Key contacts' section at the foot of this page.

Level access

Is there level access into and inside your premises? This means no steps, steep slopes or lips on doorways.

Ramp or lift

If there are steps, can you fit a ramp or install a lift so disabled customers and staff and parents with pushchairs can get in? To be safe ramps must:

- Have a gradient of 1:20 or less
- Have a handrail
- Be firmly fixed to the ground

Bell or buzzer and alarms

Can you install a bell or buzzer outside and go out to disabled customers or staff when they ring? Do you have a visual as well as audible alarm?

Door handles

Are door handles easy to grip and easy to reach for customers or staff who are wheelchair users?

- Use an easy grip handle in a contrasting colour
- Install a magnetic device to hold doors open
- Are door locks easy to handle (not fiddly)?

Doormats

Are any doormats flush with the floor? Avoid bristle matting – it can be difficult for customers or staffs who are wheelchair users.

Colour contrast

Is there a colour contrast between your floors, walls, ceilings and doors? Use matt paint in contrasting colours or different tones.

Corridors and aisles

Are corridors and aisles clear enough for a wheelchair or pushchair to pass through?

Seating

Is there somewhere to sit down if customers or staffs have to queue or wait?

- Have seating with and without armrests, if possible.
- Leave space for a wheelchair user to pull up alongside a seated companion.

Height

Are all key facilities on the main floor? Are popular products on a mid-height shelf, and easy to reach from a wheelchair? Provide a lap tray or clipboard if a lower counter section is not available.

Lighting

Is it easy for visually impaired customers or staff to see everything they need to?

- Make sure your premises are well lit.
- Mark corners, steps and counter edges with high visibility tape so they can be easily seen.
- Keep highly reflective surfaces away from signs to avoid glare.

Guide dogs

If you normally ban animals, you should consider relaxing this for assistance dogs. Remember, it is not just visually impaired people who use assistance dogs.

Signs and labels

Are signs and labels short and easy to read? Are Induction loops available?

- Use large clear text (for example, 24-point text for shelf bar labels)
- Use contrasting colours (for example, black text on a white or yellow background)
- Make sure signs are at a suitable height.

Use visual or picture symbols as well as words, if appropriate.

Key contacts

For further advice or information please contact Sue Locke , a member of the Council's Equality Standard Working Group Officer.

Email: slocke@uttlesford.gov.uk

Telephone: 01799 501510

Text phone: 18001

Alternatively, contact your Equality Lead Officer:

Division/Services	Head of Division/Services	Tel. No.

Ensuring customer contact mechanisms are easily accessible

In order to ensure that customer contact mechanisms are accessible to disabled customers and staff, you should provide a range of alternatives – for example: phone, email, text phone, fax and face-to-face.

In some cases and for legitimate reasons, this may not be possible. Where this is the case you can still ensure customer contact mechanisms are accessible if you make appropriate reasonable adjustments. For guidance on reasonable adjustments see the 'Key contacts' section below.

Key contacts

For further advice or information please contact Sue Locke , a member of the Council's Equality Standard Working Group Officer.

Email: slocke@uttlesford.gov.uk
Telephone: 01799 510510
Text phone: 18001

Alternatively, contact your Divisional Equality Lead Officer:

Services	Head of Services	Tel. No.

Committee:	Cabinet	Date:	Thursday, 9 January 2020
Title:	Garden Communities Delivery Member Governance Board Update June 2019 – December 2019		
Portfolio Holder:	Leader of the Council, Lead for Planning and the Local Plan		
Report Author:	Adrian Webb, Director - Finance and Corporate Services awebb@uttlesford.gov.uk Tel: 01799 510421	Key decision:	No

Summary

1. This report describes the work of the Garden Communities Delivery Member Governance Board, the progress made over the last seven months and identifies the current work programme.

Recommendations

2. To note the update for meetings of the Garden Communities Delivery Member Governance Board between June 2019 and December 2019.

Financial Implications

3. All financial implications arising from the work of the Governance Board are reflected in the approved budgets of the Council

Background Papers

4. No papers were referred to by the author in the preparation of this report

Impact

Communication/Consultation	No impact to date. Future work programme will address consultation and stakeholder programme.
Community Safety	No impact
Equalities	No impact
Health and Safety	No impact
Human Rights/Legal Implications	No impact

Sustainability	Linked directly to the local plan.
Ward-specific impacts	Indirect link to all wards in conjunction with the emerging local plan,
Workforce/Workplace	No impact

Situation

5. The Member Governance Board has been set up as a “reference panel” to give advice and guidance to Cabinet members and Council officers. The objectives of the Board are set out in Appendix 1.
6. There is a rolling work plan in place to manage and co-ordinate the work of the Board and the version for 2019/20 is attached (Appendix 2). Since the last update there have been seven meetings of the Board and two Study Tours.
7. The Member Governance Board includes senior member and officer involvement from Essex County Council. This involvement is especially important given that the new Garden Communities will have a significant impact on public services with investment in public infrastructure totalling many £100 millions.

Overview of Progress

8. It is known that Councils that provide strong vision and corporate leadership are the most successful in creating Garden Communities and this principle is underpinning the whole approach by the District Council and Essex County Council.
9. Work on the planning and delivery of the Garden Communities has taken place in parallel to formal local plan processes. It is vital that this is done to ensure that the Councils remain in full control of the Garden Communities agenda. The alternative would create a ‘delivery vacuum’ with the result that the Councils would relinquish Garden Communities leadership to the private sector alone with the outcome that there would be very limited delivery of the Councils’ objectives in the future.
10. The Inspectors’ letter following the Stage 1 hearings of the draft Uttlesford Local Plan is expected during January 2020 and this will inform the Garden Communities future work plan. In addition it should be noted that the Inspector for the North Essex Local Plans, which includes the proposed West of Braintree Garden Community, will be conducting hearings in January 2020 to consider further evidence and that the Inspector’s letter is likely during March or April 2020.
11. A Government Grant has enabled the Councils to establish a Garden Communities Team comprising eight members of staff dedicated to work wholly on the Uttlesford Garden Communities. The Team includes skilled and

experienced staff that have responsibilities such as sustainable development delivery, transport planning, high quality urban design and infrastructure planning for strategic development.

12. In addition to establishing the dedicated Team the emphasis has been on supporting member oversight through the work on the Delivery Member Governance Board and successfully establishing local Delivery Boards for North Uttlesford and Easton Park Garden Communities. All these Boards are central to successful engagement with the master developers, to promoting best international practice and ensuring full consultation and engagement with the public and stakeholders through an agreed programme.
13. Engagement with the master developers has continued throughout the last seven months and formal Statements of Common Ground have been signed with three master developers. This approach forms the first stage in a 'Quality & Collaboration Partnership' model that seeks to ensure that the Town and Country Planning Association (TCPA) Garden City Principles are fully met.
14. A further consideration is the District Council's declaration of a Climate Emergency and the potential for the Garden Communities to make a significant contribution to supporting the Council's commitment to becoming carbon neutral by 2030. This issue is built into the Garden Communities work plan including examining the potential for a municipal local green energy company given the possibility of micro generation infrastructure to form part of the new Garden Communities.

Key Themes – More Detail

15. There are a range of themes that are being pursued by the Member Governance Board and since the last report the following topics have been discussed:
 - Being part of the national programme – support and resources in Homes England and the Ministry of Housing Communities and Local Government (MHCLG);
 - Securing Agreement with Master Developers on the TCPA Principles;
 - Establishing Locally Led New Town Development Corporations;
 - Progress on the Local Delivery Boards and Community Forums;
 - Stansted Bus Rapid Transit Proposals;
 - North Essex Garden Communities Ltd Board; and
 - Other Issues for Consideration.

Joining the National Programme – Support and Resources from Homes England and MHCLG

16. The three Garden Communities in Uttlesford are now part of the National Garden Communities Programme following a successful joint bid by the District Council and Essex County Council. A grant of £750,000 has been received from Government to support this designation and the Member Governance Board has prioritised the spending of this funding to support the objectives of the two Councils.
17. One of the first priorities has been to use this funding to bring capacity and skills into a Garden Communities Team shared by the District Council and the County Council. The Councils have successfully recruited all the posts identified. The new team comprises a Project Manager, a Principal Infrastructure Planner, a Principal Transport Planner, two Senior Planners, a Principal Urban Designer, a Project Officer and a Communications Officer. These posts are fixed term and a mixture of full time and part time. In the case of the Transport and Infrastructure posts the officers are employed by the County Council working exclusively on the Uttlesford Garden Communities and sharing their time between the County and District Council offices.
18. The National Programme also allows authorities access to advice and a Government sponsored network. In our case this has led to a Homes England representative attending Delivery Boards and also the Head of the Garden Communities programme taking part in the Member Board.

Securing Agreement with Master Developers on the Principles

19. Discussions with the master developers continued throughout the period. Formal Statements of Common Ground were signed with Grosvenor, Landsec and North Essex Garden Communities Limited. These Statements commit the signatories to the TCPA Garden Community principles and Step One in a 'Quality & Collaboration Partnership'. Further steps following over the coming months seek to strengthen and formalise the Partnership with a Memorandum of Understanding, a Planning Performance Agreement and various Legal Agreements (including a Section 106 Agreement).

Establishing Locally Led New Town Development Corporations

20. The Government has announced a new competition to access a £10m capacity fund to generate innovative proposals for new business backed development corporations and similar delivery models. The Member Board is currently investigating making an Expression of Interest to the competition in April 2020. The Locally Led New Town Development Corporation model provides an important option to the Quality & Collaboration Partnership for the Councils to achieve all the TCPA Garden City principles.

Progress on the Local Delivery Boards and Community Forums

21. The first meetings of the North Uttlesford and also the Easton Park Garden Communities Delivery Boards have taken place and received a presentation on

each Garden Community. These Boards support the Member Governance Board and comprise three District Council members, a County Council member, three representatives from the relevant master developer and a representative of Homes England. In the case of Easton Park, a member from East Hertfordshire District Council is involved and in the case of North Uttlesford then a member from South Cambridgeshire District Council and also a member from Cambridgeshire County Council is on the Board.

22. The work of these Local Delivery Boards will be assisted by the establishment of a Community Forum for each Garden Community. The first meetings of these Forums are expected in February 2020 and will be chaired by Angela Dixon who is independent from the two Councils. The Forums will include representatives from Parish Councils, the Youth Council and a range of stakeholders including the voluntary sector and other organisations that can represent the needs of future residents of the Garden Communities.

Stansted Bus Rapid Transit Study

23. The Board has received presentations on the Stansted BRT Study. This work has shown that a BRT system will play a significant role in helping the Councils achieve the objective of 60% of trips at Easton Park and West of Braintree Garden Communities being by sustainable modes. The next step is to undertake further work to prepare an outline business case. The Member Board has also identified the need to consider how a BRT system will assist sustainable transport objectives to the west beyond Stansted Airport.

North Essex Garden Communities Ltd

24. The District Council is not a formal member of North Essex Garden Communities Ltd (NEGC) however during the last few months the Leader has attended formal Board meetings and officers continue to be engaged in operational meetings of sub groups. Future involvement in NEGC will be informed by the outcomes of both the Uttlesford Local Plan and also the North Essex formal Local Plan processes.

Other Issues for Consideration

25. The Member Board has received presentations about the Essex Quality Review Panel, Sport and Physical Activity, Poundbury Model Village and from Essex Police on Secure by Design. Members have also undertaken site visits to sustainable Hastoe Housing Association schemes at Wimbish and Newport; and the development at Beaulieu Park. Best practice identified from these presentations and site visits are being built into the future workplan.
26. Some key points include the opportunities to set up a bespoke Quality Review Panel for each Garden Community that will include independent experts to guide urban and landscape design and also take account of health and wellbeing issues. The Passivhaus scheme at Wimbish highlighted the importance of high quality energy performance which not only benefits residents from very low energy costs but also transforms the potential to reduce the carbon footprint of development. Poundbury demonstrated the benefits of 'new

urbanism' with truly walkable neighbourhoods and innovative approaches to planning for local employment (for instance encouraging small artisan businesses dispersed through the development). Beaulieu Park showed how an effective long term stewardship arrangement can deliver well maintained public spaces and buildings.

Conclusions

27. Over the last seven months the Member Governance Board has had a full and active role in overseeing the emerging Garden Communities Programme. The Board has been very clear on setting out a commitment to best international practice.
28. The work plan for the next six months will be directly informed by the outcome of the formal local plan processes. During this time the role of the local Delivery Boards and associated Community Forums will become increasingly important with the preparation of Development Plan documents for full consultation. The work plan for the next six months includes work on community engagement, climate emergency, innovative delivery methods including Locally Led New Town Development Corporations, wildlife and biodiversity, water supply and drainage, affordable housing strategy, local economic strategies, sustainable transport links, intergenerational living, long term stewardship and overseeing negotiations with the Garden Communities master developers.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
The proposed Garden Communities are not delivered in accordance with the TCPA principles	Medium risk given that not all of these principles are normally secured through the planning process	The impact would be high given that the Council is committed to create Garden Communities that are in accordance with the TCPA principles	Establishment of an effective negotiation strategy and careful monitoring of the progress of the negotiations to inform appropriate delivery arrangements

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 1

UTTLESFORD GARDEN COMMUNITIES DELIVERY MEMBER GOVERNANCE BOARD

OBJECTIVES

- to take a strategic view about the potential delivery of the Garden Communities over and beyond the period of the local plan;
- promote the delivery of Garden Communities that will be provided in compliance with the Town and Country Planning Association garden city principles,
- to promote the new Garden Communities as exemplars of 21st Century living providing well designed and well built homes, high quality employment services; and good quality facilities to meet the needs of residents and business;
- to advocate a high quality of place and high quality of life in both the new and existing communities in the district with long term management and stewardship arrangements; and that community engagement forms a central element in the delivery of the Garden Communities; and
- to help facilitate both environmental and economic sustainability for the new Garden Communities; and to support the economic development objectives of the District Council for the district and the sub region.

APPENDIX 2

GARDEN COMMUNITIES DELIVERY MEMBER GOVERNANCE BOARD

WORK PROGRAMME APRIL 2019 – MARCH 2020

16 April 2019 (am)

- Briefing on Quality & Collaboration Partnership
- Update on work with promoters
- Update on Garden Communities Programme Bid
- Brief for Local Economic Development Strategies
- Presentation on Community Involvement at Gilston Park Estate in Harlow
- Update on Communications and Community Engagement

1 July 2019 (am)

- Update on work with promoters
- Presentation of Garden Communities in Uttlesford
- Report on Garden Communities Programme
- Report on Local Delivery Boards and Community Forums

3 July 2019

- MHCLG/Homes England Garden Communities Induction Event

1st August 2019 (am)

- Establishing Locally Led New Town Development Corporations
- Update on work with promoters
- Feedback from Homes England event – 3 July 2019
- Communications Strategy

20th August 2019 (am)

- Essex Police Briefing on Safe and Secure Issues
- Planning and Delivering West of Braintree Garden Community
- Update on work with promoters
- Establishing Locally Led New Town Development Corporations

20th September 2019 (am)

- Passivhaus Tour of Wimbish and Hatfield Heath with Hastoe.

24th September 2019 (am)

- Noel Farrer giving presentation on Quality Review Panel
- Establishing Locally Led New Town Development Corporations

- Update on work with promoters
- Briefing on Stansted BRT and brief for next stage of work
- Update on WOBGC and NEA progress
- Housing Strategy Study Update

25th October 2019 (am)

- Visit to new development at Beaulieu

29th October 2019 (am)

- Presentation: Fionnuala Lennon - Homes England – Best Practice in Garden Communities
- Establishing Locally Led New Town Development Corporations
- Update on work with promoters
- Local Energy Company
- Garden Communities Team Workplan

26th November 2019 (am)

- Presentation by Roy Warren (Sport England) and Laura Taylor-Green (ECC) on Sport and Physical Activity in the Garden Communities
- Lessons from Poundbury
- Establishing Locally Led New Town Development Corporations
- Notes from the Local Delivery Boards
- Climate Emergency and Local Energy Company
- Update on NEGC

17th December 2019 (am)

- Dr. Annie Gordon and Ruth Angrave from Essex Wildlife Trust presenting achieving net gain for biodiversity in new developments
- Update on work with promoters
- Establishing Locally Led New Town Development Corporations
- Update on Communications and Community Engagement
- Update on WOBGC and NEA progress
- Stewardship Models for the Garden Communities

21st January 2020 (am)

- Presentation on Water Supply
- Smart Garden Communities Project
- Establishing Locally Led New Town Development Corporations
- Update on work with promoters
- Report on Local Plan Inspectors letter

- Report from the Local Delivery Boards and Community Forums
- Update on Communications and Community Engagement
- Update on WOBGC and NEA progress

18th February 2020 (am)

- Presentation on Waste Water
- Establishing Locally Led New Town Development Corporations
- Update on work with promoters
- Report from the Local Delivery Boards and Community Forums
- Update on Communications and Community Engagement
- Update on WOBGC and NEA progress

24th March 2020 (am)

- Presentation on Intergenerational living
- Establishing Locally Led New Town Development Corporations
- Update on work with promoters
- Report from the Local Delivery Boards and Community Forums
- Update on Communications and Community Engagement
- Update on WOBGC and NEA progress

Committee:	Cabinet	Date:
Title:	Nomination of The Queen's Head as an Asset of Community Value	Thursday, 9 January 2020
Portfolio Holder:	Portfolio Holder for Residents and Community Partnerships; Police and Emergency Services	
Report Author:	Joanna Hill, Planning Policy Officer jhill@uttlesford.gov.uk	Key decision: No

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 physical use by the community and include for example a village shop, pub, community centre, allotment or recreation ground.
5. The purpose of this report is to enable members to determine:

- a) Whether there is a valid nomination;
- b) Whether the use of the building (current or recent past) furthers the social wellbeing or interests of the community;
- c) Whether it is realistic to think that in the next 5 years the building could be used to further the social wellbeing or interests of the community.
- d) In considering these questions, members need to consider principal, rather than ancillary, uses of the building.
- e) If members conclude that the answers to these questions are “yes”, the building should be included in the list of assets of community value.

Recommendations

6. Recommended for Listing: On the basis that there is a valid nomination and the current use of, or there is a time in the recent past when ***The Queen’s Head public house*** furthered the interests of the community, and it is realistic to think that in the next 5 years the building/land could further the interest of the community, officers would recommend that the sites be listed as an Asset of Community Value.

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. 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.
10. The nomination form in full, maps and representations can be viewed on the website under [currently nominated assets](#)

Impact

11. Consideration of potential impact:

Communication/Consultation	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	No impact.
Equalities	The duty will affect all equally.
Health and Safety	No impact.
Human Rights/Legal Implications	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	If the land is included on the list of Community Assets it will form a Land Charge.
Ward-specific impacts	Littlebury, Chesterford & Wendon Lofts Saffron Walden
Workforce/Workplace	No impact

Situation

a. Is this a valid nomination?

12. S89 of the Localism 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”.

13. The nomination has been made Littlebury Parish Council, including:

- a. A copy of the Land Registry outlining the site and boundary has been submitted.
- b. Address of the owner of The Queen’s Head as Greene King Retailing Limited.
- c. Reasons for nominating – see point 18.

14. The nominated asset is within the parish.

15. A nomination must also include:

- i. A description of the nominated land including its proposed boundaries.
- ii. Any information the nominator has about the freeholders, leaseholders and current occupants of the site.
- iii. The reasons for nominating the asset, explaining why the nominator believes the asset meets the definition in the Act.
- iv. The nominator's eligibility to make the nomination.

16. If it meets these requirements it is a valid nomination under S89(2)(i). The nomination being considered is validly made.

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

17. The Parish Council believe that The Queen's Head furthers the interests of the community for the following reasons:

- a. The Queen's Head pub is over 400 years old and is a 14th century coaching inn in the heart of Littlebury. The building itself still retains a number of original features
- b. The Queen's Head is a focal point for villagers to meet up, as there is no longer a village shop or other central meeting point in Littlebury
- c. The pub hosts numerous social events in the village and regularly hosts events which draw large numbers of people from the village and from surrounding areas
- d. A number of the village community and cultural groups meet in the pub. The pub also offers venue hire for village functions
- e. The pub serves food and is very child friendly such that many villagers and visitors from Saffron Walden and the surrounding villages regularly dine there
- f. As well as attracting visitors to the restaurant as noted above, the pub brings many visitors to Littlebury, as it offers bed and breakfast accommodation and is the closest tourist accommodation to Audley End House and Garden, as well as being easily accessible from Audley End and Great Chesterford train stations and the M11

c. Is it realistic to think that in the next 5 years the use of The Queen's Head could further the social wellbeing or interests of the community.

18. In the event that The Queen's Head came up for sale, the Parish Council state that the village would explore the availability of grants, community funding, loans etc.

19. There is no recent history of planning applications on the property

Representations

20. No representations have been received. Any received after publication of this report will be reported at the meeting.

Conclusion

21. This is a valid nomination to the Council.

22. Members need to consider whether the evidence provided shows that the property, current or in the recent past, furthers the social wellbeing or interests of the community.

23. Members need to consider whether it is realistic to think that the public house can continue to be used in a manner that furthers the social wellbeing and interests of the local community.

24. Consideration of these issues will lead the Committee to determine whether The Queen's Head should be listed as assets of community value for a period of five years.

Risk Analysis

25.

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.	<p>The owner has rights of internal review and appeal and can claim for compensation.</p> <p>The nominating body does not have rights of review or appeal. A new nomination 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>	Carefully scrutinise submissions for inclusion on the Asset List so as to ensure only those which comply with the criteria are included

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 1: Nomination Form

Section 1 ABOUT YOUR COMMUNITY ORGANISATION

Q1 Name and address of your organisation	
Organisation name:	Littlebury Parish Council
Address and postcode:	c/o Parish Clerk 33 Rivey Way Linton Cambridge CB21 4LH
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	✓
Unconstituted / unincorporated Community Group whose members include at least 21 individuals who appear on the electoral roll	
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	
Community Interest Company which satisfies the requirements of Part 2 of the Companies (Audit, Investigations and Community Enterprise) Act 2004	
Charity	

Q3 Who should we contact to discuss this nomination?	
Name:	Tracy Coston

Address and postcode:	33 Rivey Way Linton Cambridge CB21 4LH
Telephone number	[REDACTED]
Email address	[REDACTED]

Section 2 ABOUT THE PROPERTY TO BE NOMINATED

Q4 Which asset do you wish to nominate?	
Name of property:	The Queen's Head Public House
Address and postcode:	High Street Littlebury Saffron Walden CB11 4TD
Name of property owner	Greene King Retaining L imited (co regn no 5265451)
Address and postcode:	Westgate Brewery Bury St Edmunds IP33 1QT
Telephone number	[REDACTED]
Email address (if known)	[REDACTED]
Current occupier's name (if different from property owner)	
Details of occupier's interest in property	

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.

We believe The Queen's Head public house is an asset of community value for the following reasons:

Historical

The Queen's Head pub is over 400 years old and is a 14th century coaching inn in the heart of Littlebury. The building itself still retains a number of original features.

Community/Social benefit

There is no longer a village shop or other central meeting point in Littlebury and therefore the Queen's Head is a focal point for villagers to meet up.

The pub also hosts numerous for social events in the village and regularly hosts events which draw large numbers of people from the village and from surrounding areas.

A number of the village community and cultural groups meet in the pub. The pub also offers venue hire for village functions.

The pub also serves food and is very child friendly such that many villagers and visitors from Saffron Walden and the surrounding villages regularly dine there.

Tourism

As well as attracting visitors to the restaurant as noted above, the pub brings many visitors to Littlebury as it offers bed and breakfast accommodation and is the closest tourist accommodation to Audley End House and Garden as well as being easily accessible from Audley End and Great Chesterford train stations and the M11.

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 this community asset came up for sale, the Parish Council would work with the village to explore the availability:

- Fund raising activities
- Grants
- Community funds
- Local Precept

Detailed plans would be provided at that time.

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 see red line boundary on the Land Registry title plan attached.

Attachment checklist

- Copy of group constitution (if applicable)
- Names and home addresses of 21 members registered to vote in nomination area (if group is not constituted)
- Site boundary plan
- 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: [Redacted Signature]

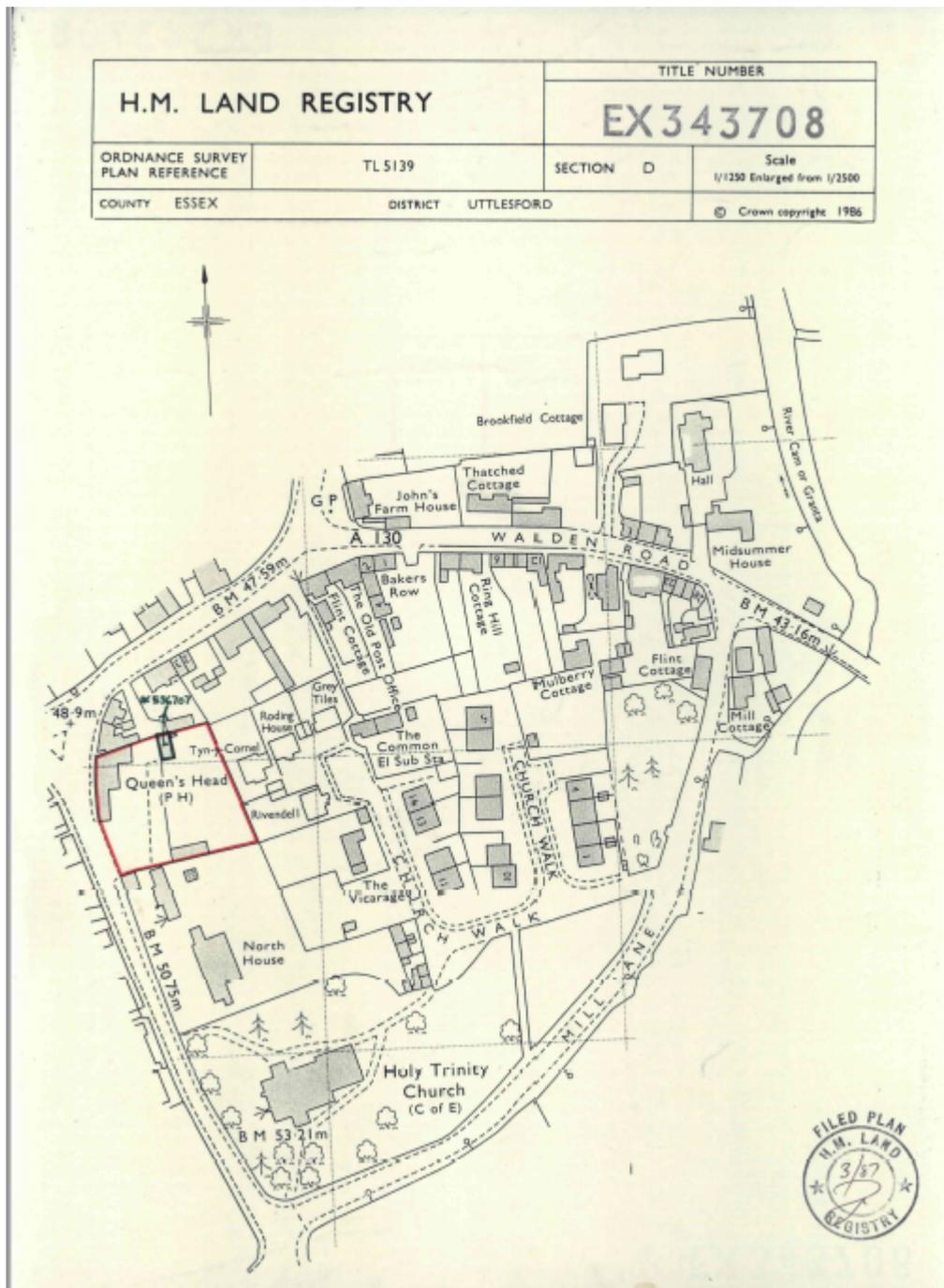
Print Name: *Tracy Austin*

Position in Organisation: *Clerk*

Date: *25/11/19*

FOR OFFICE USE ONLY	
Date received:	Decision deadline:

Appendix 2: Site boundary plan



Committee: Cabinet

Date:

Title: Change of Representative on the Local Strategic Partnership

Thursday, 12
December 2019

Portfolio Holder: Leader of the Council

Report Author: Alistair Bochel, Democratic Services Officer
abochel@uttlesford.gov.uk

Key decision: No

Summary

1. The Leader of the Council has proposed that the Deputy Leader; Lead for Housing; Communities, Youth and Health be appointed to represent the Council on the Local Strategic Partnership.

Recommendations

2. That Cabinet approves the appointment of Councillor Lees to represent the Uttlesford District Council on the Local Strategic Partnership.

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.
5. None

Impact

- 6.

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

Risk Analysis

7.

Risk	Likelihood	Impact	Mitigating actions
None	N/A	N/A	N/A

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.