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Date: 10<sup>th</sup> September 2012

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**To: All Members of the Housing and Major Projects Policy Development and Scrutiny Panel**

Councillor Eleanor Jackson

Councillor Steve Hedges

Councillor Les Kew

Councillor Brian Simmons

Councillor Will Sandry

Councillor Paul Fox

Councillor June Player

Cabinet Member for Homes & Planning: Councillor Tim Ball

Cabinet Member for Sustainable Development: Councillor Cherry Beath

Chief Executive and other appropriate officers

Press and Public

Dear Member

**Housing and Major Projects Policy Development and Scrutiny Panel: Tuesday, 18th September, 2012**

You are invited to attend a meeting of the **Housing and Major Projects Policy Development and Scrutiny Panel**, to be held on **Tuesday, 18th September, 2012 at 5.30 pm** in the **Council Chamber - Guildhall, Bath**.

The agenda is set out overleaf.

Yours sincerely



Mark Durnford  
for Chief Executive

**If you need to access this agenda or any of the supporting reports in an alternative accessible format please contact Democratic Services or the relevant report author whose details are listed at the end of each report.**

*This Agenda and all accompanying reports are printed on recycled paper*

## NOTES:

- 1. Inspection of Papers:** Any person wishing to inspect minutes, reports, or a list of the background papers relating to any item on this Agenda should contact Mark Durnford who is available by telephoning Bath 01225 394458 or by calling at The Guildhall, Bath (during normal office hours).
- 2. Public Speaking at Meetings:** The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group. Advance notice is required not less than two full working days before the meeting (this means that for meetings held on Wednesdays notice must be received in Democratic Services by 4.30pm the previous Friday)

The public may also ask a question to which a written answer will be given. Questions must be submitted in writing to Democratic Services at least two full working days in advance of the meeting (this means that for meetings held on Wednesdays, notice must be received in Democratic Services by 4.30pm the previous Friday). If an answer cannot be prepared in time for the meeting it will be sent out within five days afterwards. Further details of the scheme can be obtained by contacting Mark Durnford as above.

- 3. Details of Decisions taken at this meeting** can be found in the minutes which will be published as soon as possible after the meeting, and also circulated with the agenda for the next meeting. In the meantime details can be obtained by contacting Mark Durnford as above.

Appendices to reports are available for inspection as follows:-

**Public Access points** - Riverside - Keynsham, Guildhall - Bath, Hollies - Midsomer Norton, and Bath Central, Keynsham and Midsomer Norton public libraries.

**For Councillors and Officers** papers may be inspected via Political Group Research Assistants and Group Rooms/Members' Rooms.

- 4. Attendance Register:** Members should sign the Register which will be circulated at the meeting.
- 5. THE APPENDED SUPPORTING DOCUMENTS ARE IDENTIFIED BY AGENDA ITEM NUMBER.**
- 6. Emergency Evacuation Procedure**

When the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to the named assembly point. The designated exits are sign-posted.

Arrangements are in place for the safe evacuation of disabled people.

**Housing and Major Projects Policy Development and Scrutiny Panel - Tuesday, 18th  
September, 2012**

**at 5.30 pm in the Council Chamber - Guildhall, Bath**

**A G E N D A**

1. WELCOME AND INTRODUCTIONS

2. EMERGENCY EVACUATION PROCEDURE

The Chair will draw attention to the emergency evacuation procedure as set out under Note 6.

3. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

4. DECLARATIONS OF INTEREST

At this point in the meeting declarations of interest are received from Members in any of the agenda items under consideration at the meeting. Members are asked to indicate:

(a) The agenda item number in which they have an interest to declare.

(b) The nature of their interest.

(c) Whether their interest is **a disclosable pecuniary interest** or **an other interest**,  
(as defined in Part 2, A and B of the Code of Conduct and Rules for Registration of Interests)

Any Member who needs to clarify any matters relating to the declaration of interests is recommended to seek advice from the Council's Monitoring Officer before the meeting to expedite dealing with the item during the meeting.

5. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

6. ITEMS FROM THE PUBLIC OR COUNCILLORS - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS RELATING TO THE BUSINESS OF THIS MEETING

At the time of publication no notifications had been received.

7. MINUTES - 24TH JULY 2012 (Pages 7 - 18)

8. CABINET MEMBER UPDATE

This item gives the Panel an opportunity to ask questions to the Cabinet Member(s) and for them to update the Panel on any current issues.

9. HOUSING ADAPTATIONS UPDATE (HOME ADAPTATIONS TO ASSIST INDEPENDENT LIVING) (Pages 19 - 26)

B&NES Housing Services and Sirona jointly deliver the mandatory Disabled Facilities Grant (DFG) service. In 2011, a project was undertaken to cut the waiting times for a DFG adaptation to be completed. The aim is to reduce waiting times by improving the processes, staff capacity and resources associated with the delivery of this service. Specifically, the objective of the project was to reduce the waiting time for the majority of adaptations (80th percentile) significantly. This report provides an update on the project to date.

10. BATH AND NORTH EAST SOMERSET HOUSE CONDITION SURVEY 2011 (Pages 27 - 44)

A Private Sector House Condition Survey was carried out in during the autumn of 2011 in order to meet the legislative requirement for all Local Authorities to regularly assess the condition of housing within their areas. Four surveys were commissioned jointly across the West of England Local Authorities by Bath and North East Somerset Council, Bristol City Council, North Somerset Council and South Gloucestershire Council to reduce the cost of the survey by achieving economies of scale. This report describes the key findings of the survey and how they are being used.

11. HOUSING & MAJOR PROJECTS UPDATE (Pages 45 - 72)

This report provides an update in respect of housing delivery and the projects currently managed by the Development & Major Projects Directorate.

12. PANEL WORKPLAN (Pages 73 - 82)

This report presents the latest workplan for the Panel (Appendix 1).

The Committee Administrator for this meeting is Mark Durnford who can be contacted on 01225 394458.

**BATH AND NORTH EAST SOMERSET COUNCIL**

**HOUSING AND MAJOR PROJECTS POLICY DEVELOPMENT AND SCRUTINY PANEL**

Tuesday 24th July, 2012

**Present:-** Councillors Eleanor Jackson (Chair), Steve Hedges (Vice-Chair), Les Kew, Will Sandry, Ian Gilchrist (In place of Paul Fox) and June Player

**Also in attendance:** Graham Sabourn (Associate Director for Housing), Jeremy Smalley (Divisional Director for Skills and Employability) and Marie Percival (Senior Development Officer)

**Cabinet Member for Homes & Planning:** Councillor Tim Ball

**15 WELCOME AND INTRODUCTIONS**

The Chair welcomed everyone to the meeting.

**16 EMERGENCY EVACUATION PROCEDURE**

The Chair drew attention to the emergency evacuation procedure.

**17 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Councillors Paul Fox and Cherry Beath (Cabinet Member for Sustainable Development) had sent their apologies to the Panel. Councillor Ian Gilchrist was in attendance for the duration of the meeting as a substitute for Councillor Paul Fox.

Councillor Will Sandry had advised the Panel that he would probably arrive shortly after the meeting had commenced.

**18 DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT ACT 1972**

Councillors Eleanor Jackson and Les Kew both declared an interest as current members of the Development Control Committee.

**19 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN**

The Chair announced that she had agreed to Victor da Cunha, Group Chief Executive and Louise Swain, Executive Director for Customer Services of Curo addressing the Panel regarding their proposed structure and constitutional changes.

Mr da Cunha gave a presentation to the Panel, a summary is set out below.

## Integrating our Housing Associations

To bring together our three asset owning landlord functions to:

- Harmonise and improve our landlord service offer;
- Reduce complexity, costs and duplication and allow us to secure £3.8m savings over the next five years;
- Simplify the regulatory burden.

## Resident Scrutiny and Accountability

1. New HCA regulatory framework published April;
2. Emphasis on “co-regulation” and greater role for independent resident scrutiny;
3. Curo’s Resident Scrutiny Panel in place;
4. New Resident Involvement Framework approved in June;
5. Increasing focus on local accountability; and

## Constitutional changes needed

- Independent review of governance in 2011;
- Outstanding constitutional recommendations;
- Move to industry normal rules;
- Industrial and Provident Society standard;
- Review B&NES right to nominate onto the Board; and
- B&NES class voting rights.

## Observing good governance

The Board must ensure:

- It has the right mix of skills and experience necessary to enable it to achieve its objectives and plans.
- All Board members have the same legal status and equal responsibility for decision making.
- Each member acts only in the best interests of the organisation and not on behalf of any constituency or interest group.
- That Board members are appraised, assessed and demonstrably fulfil their duties and code of conduct.
- No more than 12 members and no less than 5 members.

## Tension in current arrangements

- Once appointed, the successful Cllr has the same fiduciary duty as all the other board members and:
  - is not able to exercise influence on behalf of any external party;
  - cannot divulge any sensitive information; and
  - must always act in the best interest of Curo.
- Current B&NES nominee is not given the “same legal status” as other Board members, as they are not able to receive a share or vote at AGM’s.
- Once appointed, the nominee is not legally able to represent B&NES

### Key constitutional proposals

- Adopt standard I&P rules;
- “Closed” advertising to Residents for 2 Board positions
- “Closed” advertising to all 65 eligible B&NES Cllrs for 1 Board position;
- Once appointed to serve their three year term;
- No longer referred to as “nominee”;
- Open advertisement if closed process does not lead to appointment;
- Adjust the constitution to move from “Class Voting Rights” to “one shareholder, one vote” system.
- Arrangements enshrined in Standing Orders

### Strengthening our strategic partnership

- Strengthen the role and scope of the current “Strategic Partnership Meeting”;
- Include housing, employment, health and regeneration;
- Membership of the Strategic Partnership Meeting is senior members of each political party and Executive Team members from B&NES and Curo.
- Minutes of meetings shared with other Cllrs to increase transparency.
- Curo to continue to attend Policy Development and Scrutiny committees and to play an active role in other community initiatives.

The Chair thanked Mr da Cunha for his presentation.

Councillor Les Kew asked what would happen at the conclusion of the three year term for B&NES appointed members of the Board.

Mr da Cunha replied that it would be possible for the member to serve up to nine years in total on the Board and that he would generally expect a continuation of service if all parties were in agreement.

Councillor Les Kew commented that he felt that proposal would be out of step with the Council’s election process as the nominee could lose their seat at an election and yet still remain on the Board.

Mr da Cunha replied that the link to the Council should technically end with their appointment to the Board.

Councillor Les Kew commented that he felt this proposal was unsuitable because as Councillors they have a duty to represent the public.

Mr da Cunha commented that the appointed member would need to show the appropriate skills to take on the role and would therefore be chosen against specific recruitment criteria.

The Chair commented that she was uncomfortable with the use of words such as ‘suitability’ and ‘criteria’ as they hold their current roles by being elected by the public. She asked how the other nine directors would be appointed.

Mr da Cunha replied that an advert would be published and then a very similar recruitment process would take place.

Councillor Steve Hedges commented that he felt that the appointed Council member would surely find it difficult not to represent the public. He asked how the Chair of the Board would be appointed.

Mr da Cunha replied that the role of Chairman is appointed in an entirely separate process and is advertised on that basis. He wished to add that a few pilot schemes were on-going with regard to Local Accountability and that they were being charged with creating Local Plans that would have clear outcomes and timescales.

Councillor Steve Hedges suggested that Councillors should be made aware of these pilots.

Louise Swain replied that Curo were thinking about how they could provide better support to Councillors and a clearer view of their processes.

The Chair advocated the involvement of Town and Parish Councillors also.

Councillor Ian Gilchrist asked if it would be an easy task to find residents who would be willing to sit on the board.

Mr da Cunha replied that they needed to improve communications on this matter to show the worth of the Board and to explain the role they would have on the Board.

Councillor Will Sandry commented that he was not sure if the current objectives of Curo were being met as their latest accounts showed that they have a surplus of £6.6m. He also questioned whether the group was going to be privatised.

Mr da Cunha replied that the group were simply adopting nationally recognised arrangements following the advice given at the conclusion of an independent review. He added that the group remained a Housing Association at heart and was not considering privatisation.

Councillor Will Sandry asked why salaries in excess of £100,000 were not shown in the latest set of accounts.

Mr da Cunha replied that those figures would be shown in this year's account. He added that membership of the Board had been reduced from 48 members to 12 and that Executive Members had been reduced from 6 to 4. This has resulted in a reduction in the budget of £200,000.

Councillor Will Sandry commented that he had been informed by a local resident of a problem with the contract to the company that fits the kitchens for Somer / Curo. He said that this had resulted in her kitchen not being replaced during the last round of upgrades.

Louise Swain replied by saying that this had occurred as a consequence of their governance procedures. She added that the contract had been terminated as it was unsuitable for the customers of Curo. She wished to however reassure the Panel



that the feedback they have had from the public on the new suppliers was positive and asked for Councillor Sandry to inform her of the resident he mentioned in his comments.

Councillor Barry Macrae addressed the Panel. He said that as a member of the Corporate Audit Committee he would welcome a discussion on the matter there as he was worried of the potential ramifications. He also proposed that a legal view be sought.

Councillor Les Kew asked if a resident nominee moves away from the area could they still retain their role on the Board.

Mr da Cunha replied that there would be nothing legally to stop them. He added that they would have to fulfil their obligations as a member of the Board.

The Chair commented that she felt a Board meeting attendance quota should be set. She then summed up the discussion by asking for a report back from the Corporate Audit Committee at the September meeting of the Panel and asked for representatives from Curo to attend to give a further update on the matter and inform them if an Equalities Impact Assessment (EIA) had been carried out regarding the structure and constitutional changes.

The Panel **RESOLVED** to accept these proposals.

## **20 ITEMS FROM THE PUBLIC OR COUNCILLORS - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS RELATING TO THE BUSINESS OF THIS MEETING**

David Redgewell, South West Transport Network had made a request to speak at the meeting but was unable to attend.

## **21 MINUTES - 29TH MAY 2012**

The Chair asked for one amendment to be made to the minutes on page eight. She asked for the location of the Alcan site to be listed as Westfield rather than Radstock. The Panel agreed to this amendment and confirmed the minutes of the previous meeting as a true record and they were duly signed by the Chair.

## **22 CABINET MEMBER UPDATE**

Councillor Tim Ball, Cabinet Member for Homes & Planning addressed the Panel. He asked if they would consider reviewing the process of the recent decommissioning of John Slessor Court, an extra care facility.

Councillor Steve Hedges replied that he felt the best course of action would be for officers to supply the Panel with a report on the process and then they could decide if any further action was required.

Councillor Tim Ball replied that he was happy to proceed on that basis.

Councillor Steve Hedges asked for an update on the Empty Properties budget process.

The Associate Director for Housing replied that the service has been appointed with a capital budget and that the Council's Resources officers have advised us that certain elements of the process can't be carried out as they are revenue services.

Councillor Les Kew asked what is hoped to be achieved by the process.

Councillor Steve Hedges replied that it is hoped that the empty homes can be brought back into use on a cost neutral basis and provide families with a home.

Councillor Tim Ball added that it would also raise the profile of the local areas and stop the properties becoming a drain on community resources. He stated that he felt some revenue funds would be required in the completion of the process.

The Chair, on behalf of the Panel, thanked him for his update.

## **23 HOUSING SERVICES ENFORCEMENT POLICY**

The Associate Director for Housing introduced this item to the Panel. He explained that having recently reviewed the existing policy a number of enhancements are proposed.

He stated that one of these would be to replace the existing initial "straight to informal" approach with a short consultation period for engagement with landlords, tenants and interested parties. After this period a decision would then be made on the most appropriate approach which could be either formal or informal action. This would prevent unnecessary delay created by informal action in the cases where Housing Services do not believe that the landlord will undertake repairs promptly. It would also ensure that we act in accordance with guidance that discourages enforcement authorities from taking inappropriate enforcement action.

The Chair commented that she hoped a decision on the Policy would be by the Cabinet as soon as possible.

Councillor June Player asked how long does an HMO licence last for and how are the properties inspected?

The Associate Director for Housing replied that the licences last for five years and that an inspection is carried out prior to the licence being granted. He added that random checks are then carried out twice over those five years.

Councillor Les Kew asked what actions can be taken if a property is deemed to be dangerous.

The Associate Director for Housing replied that when there is an imminent risk to health and safety appropriate action is taken immediately.

The Panel **RESOLVED** to note with approval the proposed policy.

## 24 REFORMING THE RIGHT TO BUY SCHEME

The Associate Director for Housing introduced this item to the Panel. He informed them that since being introduced over 2 million properties have been sold under Right to Buy (RTB), nearly 50% of the then total. The recession, tighter rules on discounts and the fact that the most desirable properties have been sold has caused the volume of right to buy sales to fall away considerably in recent years. In 2010/11 just 2,730 sales were completed nationally compared to 92,858 in 2003.

The Government's Housing Strategy for England, Laying the Foundations (November 2011), included a commitment to "reinvigorate the Right to Buy". The change was formally implemented by the Housing (Right to Buy) (Limit on Discount) (England) Order 2012 and in March 2012 the DCLG published guidance for local authorities, referred to as Reinvigorating Right to Buy and One for One Replacement, Information for Local Authorities. The changes can be usefully grouped into three: increasing the discount cap to £75,000; a new affordable home for each one sold statement; and a range of technical changes to how stock owning Councils calculate admin costs and apportion the proceeds between the Treasury and local Councils. As Bath & North East Somerset does not own stock it is only the first point, the raising of the cap that is relevant.

The potential implications of these changes are two-fold for this Council. Firstly, if the RTB scheme is reinvigorated there will be a further and increased loss of properties within the social housing stock. However, even the DCLG predicted 250% increase in sales it is unlikely to have a significant impact on the existing stock. For example over the last 5 years there have been 57 RTB sales. An increase of 250% to 142 sales would equate to a loss of around 1.2% of the entire Bath & North East Somerset social housing stock over 5 years. It should also be noted that over the last 5 years the Council has secured an additional 556 new affordable housing units for rent.

The second implication for the Council relates to capital receipts, which are received from RTB sales. Given the high value of properties locally, the discount cap of £50,000 has been the limiting factor in all recent sales. With the cap being increased to £75,000 the effective discount has been enhanced, thus reducing the capital receipt per unit. By making some reasonable assumptions, such as all RTB sales being eligible for the maximum discount and using average sales figures it is possible to do some broad financial modelling on the effects of the increased cap. These show that if the DCLG is correct and RTB sales are increased by 250% the capital receipt, based upon the past 6 years of data, would be increased by between 55% and 80%. The exact figure is dependent upon the type & value of properties sold within that year. Conversely should RTB sales remain unchanged then the capital receipt would be reduced by 30% and 38%. On historic data RTB sales would need to increase by between 44% and 61% for capital receipts to be unaffected by the increase in discounts.

Councillor June Player asked why is Right to Buy necessary.

The Associate Director for Housing replied that it improves the sustainability of the estates that they are built upon and that it generates additional affordable properties.

The Chair on behalf of the Panel thanked him for the report.

The Panel **RESOLVED** to note the contents of the report.

## **25 DEVELOPMENT & REGENERATION OPPORTUNITIES IN THE SOMER VALLEY**

The Senior Development Officer gave a presentation to the Panel regarding this item, a full copy of which can be found on the Panel's Minute Book. A summary is set out below.

### Strategic Policy & Context

- In the past there has been an over dependence on the manufacturing sector
- Housing & population expansion has not been matched by employment growth
- Increased out-commuting
- Loss of older industrial areas:
  - Polestar
  - Alcan
  - Welton Bibby Baron

### The Future

#### Manage economic re-structuring

- Limit manufacturing job losses
- Facilitate new service sector employment
- Build on previous employment growth
  - Bath Business Park
  - Westfield Industrial Estate
- Create 1900 jobs by 2026
- Protect employment land and / or
- Seek local employment benefits
- Regenerate town centres
- Bring forward new strategic employment locations

### Employment Sites

**Polestar** – 17.5ha 425 jobs

Planning permission; on site re-provision of employment

Light industrial & office space on site up to 226 jobs

Pub restaurant – up to 50 jobs

Retirement Care Community – up to 160 jobs

**Alcan** – 4.4ha 218 jobs

Some on-site provision

£445,000 s106 monies for off-site employment provision

**Welton Bibby Baron – 5ha site 330 jobs**

Workforce will be transported to new premises in early 2013

Draft Core Strategy allocates site for employment & housing

Major Projects Delivery

- Aligning regeneration & development in the Somer Valley Centres and at Old Mills with the draft Core Strategy:
  - “Existing business land will be protected and alternative uses are only allowed where there is employment benefit or which contributes to improvements to the town centres.” (Draft Core Strategy)
- Will work with land owners and businesses in a bid to retain employment or to create new employment
- Will seek to stimulate new employment opportunities across the Somer Valley

Councillor Barry Macrae commented that he welcomed the presentation and was pleased to see that the wishes of the community had been taken on board. He added that the work now needed to begin on the ground and that the Council needed to give the go ahead to certain projects. He also called for a section on the Major Projects update report to relate to the Somer Valley.

The Chair commented that premises for small and intermediate operators were required in the area.

Councillor Les Kew commented that the employment space on the Polestar site needed to be questioned and stated he felt that Paulton would not be able to sustain another pub franchise.

The Senior Development Officer replied that she appreciated the need for flexible work units.

Councillor Barry Macrae commented that he wished to see the retention of employment space over housing units.

The Chair on behalf of the Panel thanked her for the presentation and asked that projects in the Somer Valley be highlighted in future Major Projects update reports.

## **26 HOUSING & MAJOR PROJECTS UPDATE**

The Divisional Director for Development, Skills & Regeneration introduced this item to the Panel. He wished to highlight the following points from within the report.

The Core Strategy identifies a requirement for 11,500 homes between 2006 -2026. About 3,000 of these can be secured as affordable housing. The vast majority of development (about 90%) will take place on brownfield sites. To date 2600 units have been delivered (an average of c430 per annum) with a further 8900 (an average of 635 per annum) required by 2026 to achieve our targets. This requires a 47% increase in annual delivery rates to achieve our targets. The Council is working

to achieve no less than 25% of the total new housing supply being affordable housing.

Work continues on Planning and Financing the Future programme (PaFF). This is being carried out to establish the impact of development upon viability and corporate financing. The project is a response to the new and emerging income streams available to local authorities such as New Homes Bonus (NHB), Tax Increment Finance (TIF), Community Infrastructure Levy (CIL) and the potential for retention of Business Rates which are linked to the delivery of housing and employment growth.

### Somerdale

- Deliver new housing – 650-700 new homes, with 35% affordable housing that is pepper-potted throughout the housing development.
- Deliver employment land / premises to create 1000 new jobs be unmistakably and identifiable as Somerdale, but be integrated with the existing town.

### Enterprise Area

Work continues to articulate the scope of the Bath Enterprise Area. Key activities are:

- A study has been commissioned to identify options for the delivery of up-stream flood storage as part of a Strategic Flood Risk Management Strategy for the river corridor in Bath.
- Work has started to develop a policy basis which will help to ensure speedy delivery of sites within a target framework
- Progression of discussions with interested development parties.
- Work is progressing to produce 'Development Values' for Bath Quays South.

### London Road

- The future of Caroline House is still being discussed between PfP and the Council and an update will follow in due course
- London Road budget to deliver physical regeneration £750k for 2012/13 was approved by Cabinet 13th June 2012 for delegated officer decision on individual budget elements.
- A new community group 'The Gateway Group' has been formed to make recommendations to the Sponsoring Cabinet Member of projects to be tested and assessed against agreed criterion. If and when approved, projects will be delivered by a delivery team headed by Development & Major Projects.

### MOD Sites

For sites such as these, the Council would normally prepare formal planning policy through a Development Plan Document (DPD) but because there is insufficient time in the disposal timescale to complete this statutory process, the Concept Statements are being prepared instead. However, the Concept Statements are the first stage in the preparation of the Council's Placemaking Plan (Site Allocations DPD) and their preparation will be subject to the initial stages of statutory Plan preparation, including

public consultation. This will provide sufficient planning weight to provide a basis for on-going discussions with developers.

The concept statements set out in a concise manner:

- The aspirations for each site,
- The key planning priorities and requirements for new development,
- The process setting out how developers (once the sites have been sold) should engage with local communities.

A project plan was agreed with the M.O.D that enabled the three Concept Statements to be prepared and by the Council to meet with MoD's disposal timescales. The Concept Statements have undergone a period of public consultation ahead of being submitted for approval by Cabinet in September 2012.

The Chair commented that she would like the Panel to be shown a more holistic approach for the projects associated within Keynsham and Radstock. She also asked if any funds had been allocated to the Flood Mitigation project.

The Divisional Director for Development, Skills & Regeneration replied that the Council would be seeking to gain funding from the Revolving Infrastructure Fund and to draw back funds from either Section 106 agreements or the Community Infrastructure Levy from city centre properties.

The Chair asked if the Flood Mitigation works were in respect of Bath only.

The Divisional Director for Development, Skills & Regeneration replied that the initial study was district wide and that he would enquire as to whether the current proposals were for the district.

Councillor Will Sandry commented that he was concerned over the lack of a Council role / lead officer on the matter of the future electrification of the Great Western rail line.

The Divisional Director for Development, Skills & Regeneration replied that he did not know the detail of that matter, but would seek an answer from colleagues within Planning & Transport for the Panel.

Councillor Les Kew commented that he felt that the Ward Councillors should also be invited to events such as the 'Somerdale – Officers and relevant Cabinet Members workshop'.

Councillor Geoff Ward commented that he felt if any of the proposals involved planning permission within Bathavon North that the local residents would be against them. He also asked if an officer could comment on a rumour he had heard regarding the MOD site of Ensleigh. He had read in the local paper that plans for the site may attempt to spread onto the land of Kingswood School.

The Divisional Director for Development, Skills & Regeneration replied that he was not familiar with the site and would ask colleagues to respond in due course.

Councillor Patrick Anketell-Jones asked if the budget for the Public Realm in 2013 was known yet.

The Divisional Director for Development, Skills & Regeneration replied that he would pass on that question to the Divisional Director for Project Management and ask him to respond to the Panel.

The Panel **RESOLVED** to note the report.

## **27 PANEL WORKPLAN**

The Chair introduced this item to the Panel. She suggested that they receive an update at their September meeting on how the Cabinet decision relating to Gypsies & Travellers will affect local housing matters. She also suggested they receive a report on the numbers of people who live on boats but may be making homeless claims.

Councillor Will Sandry commented that he had checked the future dates of the Corporate Audit Committee in relation to the issue raised earlier in the meeting concerning Curo. He informed the Panel that their next meeting was due to be held after the September meeting of this Panel. He also asked if the issue should be placed on the Corporate Risk Register.

The Chair proposed that the Panel therefore request the Corporate Audit Committee to meet prior to the next meeting of this Panel and report back its comments on the matter.

The Panel **RESOLVED** to agree with all of the above proposals.

The meeting ended at 8.25 pm

Chair(person) .....

Date Confirmed and Signed .....

**Prepared by Democratic Services**



<b>Bath &amp; North East Somerset Council</b>	
MEETING:	Housing & Major Projects Policy Development and Scrutiny Panel
MEETING DATE:	18 September 2012
TITLE:	<b>Housing Adaptations Update</b> (Home adaptations to assist independent living)
WARD:	ALL
<b>AN OPEN PUBLIC ITEM</b>	
<p><b>List of attachments to this report:</b></p> <p><b>Appendix A</b> Disabled Facilities Grant (DFG) benchmarking information for 2010/11</p> <p><b>Appendix B</b> DFG Project milestones and action plan</p>	

## 1 THE ISSUE

1.1 B&NES Housing Services and Sirona jointly deliver the mandatory Disabled Facilities Grant (DFG) service. The DFG service provides financial assistance for home adaptations to assist independent living for eligible applicants. In 2011, a project was undertaken to cut the waiting times for a DFG adaptation to be completed. The aim is to reduce waiting times by improving the processes, staff capacity and resources associated with the delivery of this service. Specifically, the objective of the project was to reduce the waiting time for the majority of adaptations (80<sup>th</sup> percentile) significantly.

1.2 This report provides an update on the project to date.

## 2 RECOMMENDATION

The Housing & Major Projects Policy Development and Scrutiny Panel is asked to:

2.1 Note and comment on the report.

### 3 FINANCIAL IMPLICATIONS

3.1 There are no financial implications arising from this report.

### 4 THE REPORT

4.1 The service. Disabled Facility Grants are means tested grants to fund or part fund building works and/or equipment which will allow access to the applicant's home and improve independent living within it. The need and type of adaptation, is assessed by the Councils Occupational Therapy Service. The means test, practicality assessment and administration of the grant process is carried out by Housing Services.

4.2 Case for change. Recent national benchmarking on Disabled Facilities Grant performance produced at Appendix 1 shows B&NES as performing well compared with other authorities in relation to customer waiting times and value for money. However, two neighbouring West of England Authorities are now reporting faster total process times as measured from the point of initial enquiry. Further, during 2010/11 the B&NES service delivered 80% of all DFG completions within 52 weeks of the initial enquiry compared to around 30 weeks achieved by at some other high performing Local Authorities. From a customer service perspective, when a client is assessed by an Occupational Therapist as being eligible for a DFG funded home adaptation at the start of the process, the need is already present.

4.3 Process review. The use of LEAN improvement principles to improve DFG process times was discussed with the Councils Business Improvement Team and subsequently applied to parts of the DFG service. This was carried out through discussion at project meetings and at a joint OT/Housing process review workshop and involved all staff who deliver and manage the service. The quality standard agreed for improvement was the time taken from initial enquiry to practical completion of work.

4.4 An action plan was agreed following the process review which is currently being implemented. A summary of the plan is attached at Appendix 2.

4.5 The Adaptation protocol has been agreed with Curo which includes joint working to improve process times and cost sharing on DFG adaptation costs.

4.6 Performance. The time taken for the fastest 80% of the cases completed during the year has improved from 52 weeks during 2010/11 to 43 weeks for the year to July during 2012/13. The average time has also improved from 36 weeks to 30 weeks over the same time period.

Initial enquiry to completion of DFG funded works	80 <sup>th</sup> percentile in weeks (time for 80% of cases)	Average in weeks
2010/11	52	36
2011/12	51	35
2012/13 to July 2012	43	30

4.7 Next steps. There is still a lot of work to do to implement fully the changed process. However the 2012/13 results to date are encouraging. The initial enquiries about Disabled Facilities Grants made after the 1<sup>st</sup> of April 2012 which resulted in a grant being approved are now being converted into complete equipment installations or adaptations. The time taken for the various stages of the process is being monitored and the information used to identify the reasons why target timescales for specific process stages are not met. This analysis will inform continuous improvement. There is also further work to be carried out with Curo to improve the customer journey their tenants who make up a large proportion of the Disabled Facilities Grant cases.

## **5 RISK MANAGEMENT**

5.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

## **6 EQUALITIES**

a) An Equality Impact Assessment (EqIA) has been completed. The adverse impact identified was a lack of awareness of the Disabled Facilities Grant service. This has been mitigated by promotion through the Blue Badge parking service and improving the paper and website information available to prospective DFG applicants.

## **7 CONSULTATION**

7.1 Staff; Other B&NES Services; Service Users.

7.2 Consultation was carried out with Housing Services staff and Sirona staff at a joint teams review meeting. All those present shared the project aims made constructive comments and suggestions to inform the action plan. Service users were consulted through customer satisfaction surveys and in general were happy with the service overall although less satisfied with the time taken to approve their application for financial assistance.

## **8 ISSUES TO CONSIDER IN REACHING THE DECISION**

8.1 Customer Focus; the anticipated reduction in waiting times for DFG funded adaptations will greatly improve the independence and quality of life of the applicants more quickly. The provision of a suitable adaptation within a reasonable timescale is very important.

8.2 Health & Safety; the adaptations often greatly improve the safety with which applicants use their homes and reduce the likelihood of accidents and associated health and wellbeing issues.

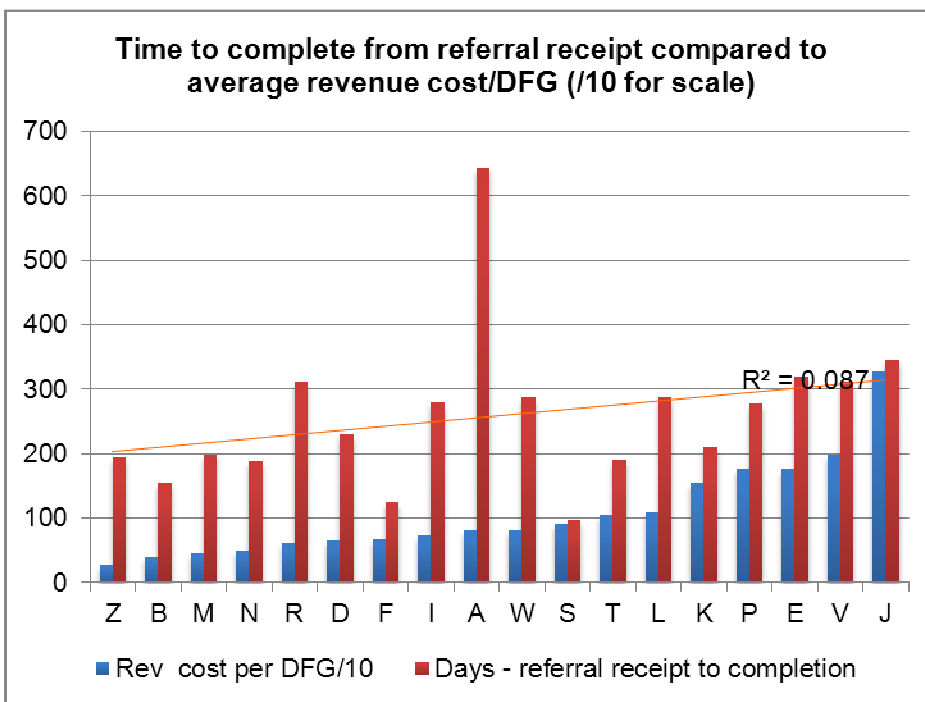
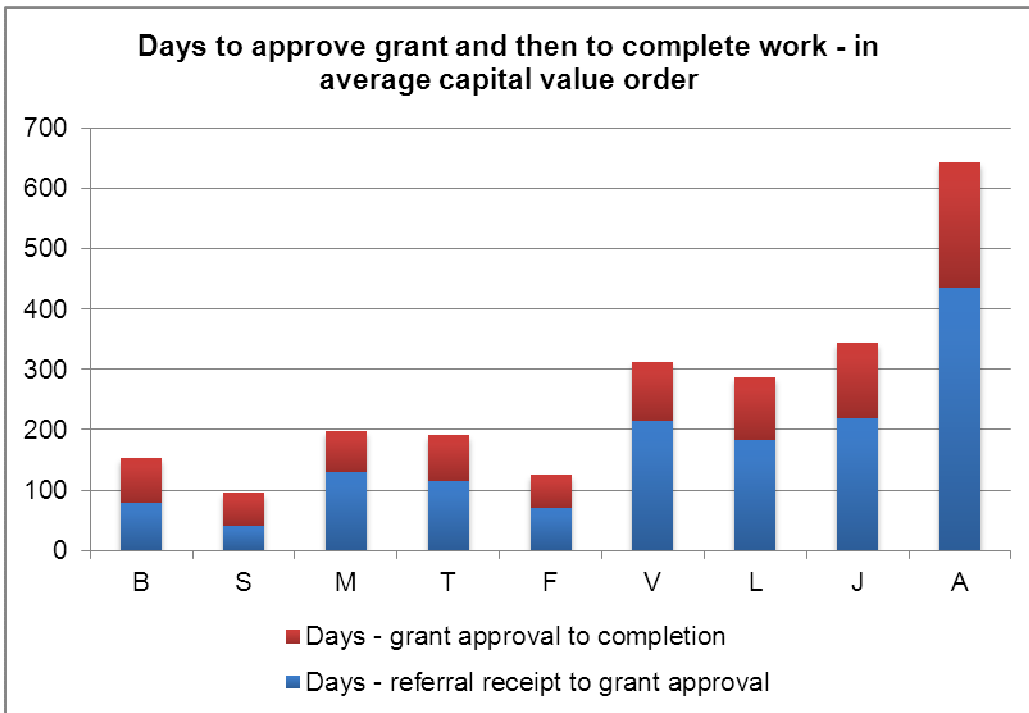
## **9 ADVICE SOUGHT**

9.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

<b>Contact person</b>	Chris Mordaunt 01225 396282
<b>Background papers</b>	None
<b>Please contact the report author if you need to access this report in an alternative format</b>	

## Appendix 1 – DFG benchmarking information for 2010/11

Recent national benchmarking exercise carried out with the Housing Quality Network (Bath and North East Somerset labelled B).



## Appendix 2 - DFG Project milestones and action plan

### Action plan summary

	<b>Process actions</b>	<b>Effect</b>	<b>Progress</b>
1.	Agree measures with Curo to improve consent process for works and equipment the rented homes that they own	Reduce need for detailed response in consent process	Standard specification for adaptations to Curo homes agreed
2.	Streamline procedures for Occupational Therapists (OTs) to communicate applicant requirement for works and equipment	Reduce customer visits and reduce time required to obtain quotes	Complete
4.	Adjust timing of process steps to improve efficiency	Potential applicants can receive an early test of resources	Complete
5.	Email communication from OT direct to Housing	Timely communication to the DFG Team at Housing	New procedures in place and in use including dedicated email in box.
6.	Agree procurement method that meets Council, legal and applicant requirements	Good quality work carried out at a reasonable cost within acceptable timescales	Completed and to be kept under review
7.	Improved communication with applicants and their contractors	Similar process for all adaptations that is less confusing	Survey of contractors underway
	<b>People actions</b>	<b>Effect</b>	<b>Progress</b>
8.	Improve consistency within DFG service	Effective implementation of actions	Procedure manual complete
9.	Address any issues about staff competency to deliver the DFG service and work with partners to do the same	Speed up process times and avoid repeated visits to applicant	Housing and Occupational Therapy Teams have required skills and knowledge
10.	Contractor workshop to discuss DFG service requirements	Reduce time taken to start and complete building works without compromising quality or value for money	Preliminary survey of contractors underway
	<b>Environment and resources actions</b>	<b>Effect</b>	<b>Progress</b>
11.	Increase prioritise DFG work within Housing Standards and Improvement Team	Sufficient staff to assess and approve applications within a reasonable timescale	Resource is in place allowing applications to be processed faster

12.	Agree Adaptations Protocol with Curo	Set out agree principles for cost sharing and service improvement	Draft protocol agreed and formal sign off expected.
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### DFG project milestones

1	Project launch meeting of Housing and Occupational Therapy Service	
2	Process workshop – Housing / OTs and agree action plan	
3	Implement and embed all agreed actions	
4	Process workshop – Housing / Curo and agree action plan	Not started
5	Implement and embed all agreed actions	Not complete

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<b>Bath &amp; North East Somerset Council</b>	
MEETING:	Housing & Major Projects Policy Development and Scrutiny Panel
MEETING DATE:	18 September 2012
TITLE:	Bath and North East Somerset House Condition Survey 2011
WARD:	ALL
<b>AN OPEN PUBLIC ITEM</b>	
<b>List of attachments to this report:</b>	
Appendix 1 Executive summary - B&NES House Condition Survey Report	
Appendix 2 Relative rates of hazards identified in B&NES homes	
Appendix 3 Data comparison table	
Appendix 4 The Decent Home Standard and Category 1 Hazards	

## **1 THE ISSUE**

- 1.1 A Private Sector House Condition Survey was carried out in during the autumn of 2011 in order to meet the legislative requirement for all Local Authorities to regularly assess the condition of housing within their areas. Four surveys were commissioned jointly across the West of England Local Authorities by Bath and North East Somerset Council, Bristol City Council, North Somerset Council and South Gloucestershire Council to reduce the cost of the survey by achieving economies of scale. This report describes the key findings of the survey and how they are being used. Further information on the results of the survey and the full report is available from Housing Services.
- 1.2 The survey highlights the challenge of the need to improve energy efficiency of older housing stock across the authority occupied by vulnerable households to achieve affordable warmth and improved health and wellbeing. Significantly improving the energy efficiency of residential property is also required if the Council is to meet its Carbon reduction targets for 2027. It also identified falls hazards as the most common hazard within homes after cold.

## **2 RECOMMENDATION**

The Housing & Major Projects Policy Development and Scrutiny Panel is asked to:

- 2.1 Note and comment on the report.

### 3 FINANCIAL IMPLICATIONS

3.1 The information provided by the survey indicates that the current resources allocated to maintaining and improving the condition of the existing housing stock, with the associated health and social benefits, will continue to be fully utilised. However there are no new financial implications anticipated at this time.

### 4 THE REPORT

4.1 Information on the housing conditions in Bath and North East Somerset was obtained by carrying out a property survey and householder social survey of 1000 randomly selected private sector homes. Social housing was not included in the survey, however, published data reported by Registered Providers has been included in the report. The collected data was then analysed in order to provide a survey report and data set for the Council. This work was carried out across the West of England by a jointly procured contractor known as Opinion Research Services (ORS).

4.2 Overall the survey identified the condition of the B&NES housing stock and the most common hazards present in the home in relation to the type of dwelling and the circumstances of the occupants. The survey also provided a snapshot of the size of the stock and mix of tenures. A summary table of key statistics is contained within the House Condition Survey 2011 Executive Summary at Appendix 1.

#### 4.3 Key findings:

##### 4.3.1 Number of privately rented dwellings has increase rapidly in recent years

	Owner occupied	Private rented	Social Housing	Total
Number of dwellings	52,700 (68%)	13,730 (17.7%)	11,100 (14.3%)	77,530

The number and percentage of private rented property has doubled since the last survey in 2004 and the number of owner occupied has also increased by 2,400. Overall the total number private sector homes has increased by around 9,000.

4.3.2. Nearly 10% of private buildings in Bath and North East Somerset are Houses in Multiple Occupation (HMO) which is over three times that found in England overall. These are shared houses, bedsits and converted flats which share facilities or some common areas of which the majority are shared houses.

##### 4.3.3. A quarter of homes fail to meet decent home (DH) standard

	Owner occupied homes	Private rented homes	All private sector homes
Proportion of homes failing DH standard	23%	29%	24%

The condition of private rented homes has improved since B&NES 2004 survey and the condition of owner occupied homes has stayed about the same. The overall

condition is similar to the West of England average and better than the England Average. Further details are provided in Appendix 3.

4.3.4. Most common housing condition problem causing decent homes failure is serious cold and falls hazards (Category 1 hazards) followed by poor thermal comfort. Both of these hazards are present in over 50% of homes containing Category 1 hazards and are shown in relation to other hazards in Appendix 2.

4.4.5. A third of vulnerable residents are living in homes which do not meet the decent home standard.

	Owner occupied homes	Private rented homes	All private sector homes
Vulnerable households in homes failing DH	33%	34%	33%

This is similar to the findings of the 2004 House Condition Survey and lower than the England average of 39%. Vulnerable households in this context represent those on income related benefits. Residents with a disability, those receiving any benefits and owner occupier lone parents with dependent children are also more likely to live in homes which fail the decent home standard. This is significant because these residents are less likely to be able to take action themselves to improve their housing conditions.

4.3.6. The average energy efficiency performance or SAP rating (Standard Assessment Procedure rating)\* of private housing in the authority is 53 compared to and England average of 52. It is also significantly better than the equivalent average SAP rating of 44 obtained during the 2004 survey. However, is well below the average SAP rating of 69 reported for social housing homes. There is high potential for improving energy efficiency of the stock with the associated health, wellbeing and social benefits. This is reflected in the fact that 25% of private sector homes fail the Decent Home Standard with the majority of failures related to cold hazards or poor thermal comfort.

	Owner occupied	Private rented	All Private sector	Social housing
Mean SAP rating for energy efficiency	53	56	53	69

\*The Standard Assessment Procedure (SAP) is a methodology for assessing and comparing the energy and environmental performance of dwellings. Its purpose is to provide accurate and reliable assessments of dwelling energy performances that are needed to underpin energy and environmental policy initiatives (Department of energy and climate change).

The number of dwellings that could benefit from common energy efficiency measures is summarised below and given with estimated cost per dwelling in the full report.

Number of dwellings which could benefit from measures	Owner occupied homes	Private rented homes	All private sector homes
Solid wall insulation			21,200
Loft insulation to 270mm	3,980 (7%)	940 (6%)	
Cavity wall insulation	16,490 (31%)	2,920 (21%)	
Hot water cylinder insulation	21,650 (41%)	5,050 (36%)	
Condensing boiler	10,310 (19%)	1,440 (10%)	
Double glazing	5,050 (9%)	4,560 (33%)	

4.3.7. There is a perceived need for 6,320 home adaptations distributed across 4,740 dwellings with a resident with a disability. The total cost of these adaptations is £15.4m which represents the maximum demand and level of adaptations that could be fitted to maximise independent living. Of these the Council would be expected to fund only those adaptations which are eligible for a mandatory Disabled Facilities Grant, likely to be considerable less than 6,320.

4.4 The survey has implications for Council policy on maintaining and improving the condition of the existing private sector housing stock. Key policy areas in this regard are energy efficiency, HMO licensing, housing standards enforcement, financial assistance for essential repairs and disabled facilities grants to promote independent living.

4.5 There are a number of actions completed or underway which are informed by the results of the survey:

- The Home Health and Safety Policy has been revised following the survey to better target vulnerable households occupying non decent housing and make low cost loans for energy efficiency measures available to households in Fuel Poverty;
- The Green Deal scoping study is using the results of the survey to inform options to maximise the opportunities to improve energy efficiency across our housing stock presented by this initiative. Council funding could continue to be used to assist vulnerable low income households with energy efficiency measures;
- Carbon targets will be set with regard to the identified potential for energy efficiency measures;
- Housing Services are preparing a case for increased regulation of parts of the private rented sector through discretionary HMO licensing in three wards; and
- Improved joint working with health and social care colleagues to tackle cold and falls hazards.

## 5 RISK MANAGEMENT

5.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

## **6 EQUALITIES**

- 6.1 An equalities impact assessment has not been completed as the report contains information about housing conditions rather than proposals for policy or action. However the actions at 4.5 will help to reduce known inequalities in housing conditions. Further, the survey included equalities questions as part of a socio economic survey of householders. The report briefly discusses an observed association between several ethnic groups and housing conditions although this finding should be interpreted with care because it represents a relatively small number of surveys. No other associations have been reported because the limited data at this level of detail does not permit a sufficiently robust analysis.

## **7 CONSULTATION**

- 7.1 The report contains factual information to inform decision making and therefore no consultation on the results of this survey is anticipated. However the full survey report will be available to the public.

## **8 ISSUES TO CONSIDER IN REACHING THE DECISION**

- 8.1 Legal considerations – The survey provides information that will assist the prioritisation of Housing Services resources for enforcement and regulatory purposes. In particular the prevalence of cold and falls hazards likely to rate as Category 1 hazards under the Housing Act 2004 and on which the Council has a duty to take formal action.
- 8.2 Health & Safety - The information will inform revisions of the Housing and Wellbeing Strategy to improve the health, safety and wellbeing of vulnerable households in B&NES. Good quality housing assists with the maintenance of good health and comfort and should help reduce the demands on NHS B&NES.
- 8.3 Social Inclusion – The survey has identified certain vulnerable groups are more likely to suffer by poor housing conditions. This information will be used to inform targeting of resources for enforcement and financial assistance for essential repairs. Good quality, suitable housing increases social inclusion, particularly for children, the disabled and older people on low income.
- 8.4 Sustainability – The survey provides a snapshot of the energy efficiency status of the stock and shows the high potential for energy efficiency improvements. These improvements will reduce B&NES domestic carbon dioxide emissions and improve the health and wellbeing of residents.
- 8.5 Young People – the survey highlights the significant proportion of young people living in B&NES. A decent and warm home will assist children and young people to achieve in their full potential.

## **9 ADVICE SOUGHT**

- 9.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

<b>Contact person</b>	Chris Mordaunt 01225 396282
<b>Background papers</b>	None
<b>Please contact the report author if you need to access this report in an alternative format</b>	

**Appendix 1**

# B&NES House Condition Survey 2011 (Executive Summary)

# Executive Summary

## Key findings from the survey

The 2011 Bath & North East Somerset Private Sector Housing Stock Condition Survey (HCS) was conducted to gain an understanding of housing conditions in owner occupied and privately rented dwellings. This report provides detail on the findings of the survey and, wherever possible, compares these results to established figures relating to social housing.

The survey was a sample survey of 1,000 dwellings which have been weighted to represent the private sector housing stock as a whole.

Key findings from the survey are:

- There are 77,530 domestic residential dwellings in Bath & North East Somerset of which 86% are owned privately and either occupied or rented to tenants.
- A higher proportion of dwellings are rented privately than is the case for England and this tenure has expanded extremely rapidly over the past ten years to now encompass more nearly 18% of dwellings in the district.
- There are more old dwellings in the district than the national average, more converted flats and more Houses in Multiple Occupation.
- Residents are, on average, younger than is the case for England overall, reflecting large working and student populations. There are more households consisting of adults sharing with no children and a large proportion of these are students sharing.
- Average household incomes are slightly lower than for England as a whole and a slightly above average proportion of households have a resident in receipt of a benefit.
- There are a slightly below average proportion of residents with some form of disability. In addition to asking residents whether anyone in the household has a disability, residents were also asked if anyone has a health issue. Overall, 7,900 (12.1%) of dwellings have at least one resident with a health issue.
- Just under 4.6% households in the district classify themselves as being from a Black or Minority Ethnic (BME) group.
- Average house prices are above the average value across the UK and well above the average for the South West of England.

A summary of dwellings conditions and issues affecting these are outlined in the following table (Figure E1) which gives a breakdown of key dwelling condition characteristics and compares these to the national average.

Figures presented in Figure E1 for social housing stock are drawn from RSR returns for housing association (RSL) stock (2011). Where figures are not quoted, this is due to the absence of any available data for these tenures. Results from these data sources have, in no way, been tested or verified prior to use in this report.

**Figure E1 Summary of Key Statistics (Source: House Condition Survey 2011, English Housing Survey 2009, RSR Part O 2011)**

Statistic	BNES 2011						England 2009	BNES	
	Owner Occupied		Privately Rented		All Private Sector			Social rented housing <sup>5</sup>	
<b>Dwellings<sup>1</sup></b>	52,700	68.0%	13,730	17.7%	66,430	85.7%	82.0%	11,100	14.3%
<b>Benefit receipt<sup>2 3</sup></b>	12,460	24.0%	22,060	16.7%	14,710	22.5%	21.0%	-	-
<b>Household with resident over 65 years of age<sup>3</sup></b>	17,690	34.1%	840	6.2%	18,530	28.3%	25.0%	-	-
<b>Households with a disabled resident</b>	7,070	13.6%	570	4.2%	7,640	11.7%	13.0%	-	-
<b>Non-Decent</b>	12,190	23.1%	4,060	29.6%	16,250	24.5%	31.5%	6	0.1%
<b>Vulnerable households in Non-Decent Homes<sup>3</sup></b>	3,530	33.1%	770	34.3%	4,300	33.3%	39.0%	-	-
<b>Category 1 hazards</b>	6,040	11.5%	1,860	13.5%	7,900	11.9%	22.0%	6	0.1%
<b>Disrepair</b>	2,520	4.8%	570	4.2%	3,090	4.7%	6.3%	0	0%
<b>Thermal Comfort Failure</b>	4,990	9.5%	2,010	14.6%	7,000	10.5%	10.9%	0	0%
<b>Mean SAP<sup>4</sup></b>	53		56		53		52	69	
<b>Fuel Poverty</b>	9,490	18.3%	1,830	13.5%	11,350	17.3%	21.0%	-	-

1. Percentages given as a proportion of total housing stock, the remaining 20% is all social housing, which was not surveyed as part of this study
2. Refers to households in receipt of an income or disability benefit, as defined under former Public Service Agreement 7 objectives
3. As a total and percentage of occupied dwellings
4. SAP is the government's Standard Assessment Procedure for rating energy efficiency on a scale of 1 (poor) to 100 (excellent)



5. *Figures for social rented housing come from the National Register of Social Housing (NROSH) and were up-to-date as of July 2011. These figures are self-reported by social landlords and are in no way verified or quality assured by any outside agencies.*

Figure E2 provides a breakdown of the key figures in Figure E1 giving the potential error range of each figure. Standard Deviation and sampling error are described in the introduction and Appendix B to this report. Error ranges are given as (+/-) and the figure following this is the maximum amount above or below the stated figure, the true figure is likely to lie. So, for example, the rate of non-decency for owner occupied dwellings is given as 24.5% (+/- 2.6%), which means a true figure somewhere between 21.9% and 27.1%. The most likely true figure is 24.5% and as one moves away from this figure, above or below, figures become increasingly less likely, thus the error margins given are near to the extreme limit of how far out the 24.5% figure might be from the true result, on the ground, for Bath & North East Somerset (i.e. the true number of non-decent owner occupied dwellings).

**Figure E2 Standard Deviation (sample survey error) for key survey statistics**

Statistic	Owner Occupied		Privately Rented		All Private Sector	
	Value	Standard Deviation	Value	Standard Deviation	Value	Standard Deviation
<b>Dwellings</b>	68.0%	(+/-) 3.59%	17.7%	(+/-) 4.01%	85.7%	(+/-) 2.18%
<b>Benefit receipt</b>	24.0%	(+/-) 3.22%	16.7%	(+/-) 3.93%	22.5%	(+/-) 2.53%
<b>Household with resident over 65 years of age</b>	34.1%	(+/-) 3.61%	6.2%	(+/-) 1.96%	28.3%	(+/-) 2.74%
<b>Household with a disabled resident</b>	13.6%	(+/-) 2.53%	4.2%	(+/-) 1.33%	11.7%	(+/-) 1.88%
<b>Non-Decent</b>	23.1%	(+/-) 3.18%	29.6%	(+/-) 4.64%	24.5%	(+/-) 2.61%
<b>Vulnerable households in Non-Decent Homes</b>	33.1%	(+/-) 3.29%	34.3%	(+/-) 3.74%	33.3%	(+/-) 2.59%
<b>Category 1 hazards</b>	11.5%	(+/-) 2.34%	13.5%	(+/-) 3.28%	11.9%	(+/-) 1.90%
<b>Disrepair</b>	4.8%	(+/-) 1.43%	4.2%	(+/-) 1.33%	4.7%	(+/-) 1.09%
<b>Thermal Comfort Failure</b>	9.5%	(+/-) 2.12%	14.6%	(+/-) 3.41%	10.5%	(+/-) 1.78%
<b>Fuel Poverty</b>	18.3%	(+/-) 2.89%	13.5%	(+/-) 3.27%	14.0%	(+/-) 2.08%

*No figures are given for variance in the Social Housing figures as these are not based on a sample survey and therefore not subject to statistical variance.*

## The Decent Homes Standard

Around one quarter of the private sector homes are non-decent in Bath and North East Somerset compared to nearly one third non-decent in England as a whole. This is primarily due to lower levels of health and safety hazards due to a more urban housing stock than the national average; investment by more affluent owners and intervention by the Council.

## **Houses in Multiple Occupation (HMOs)**

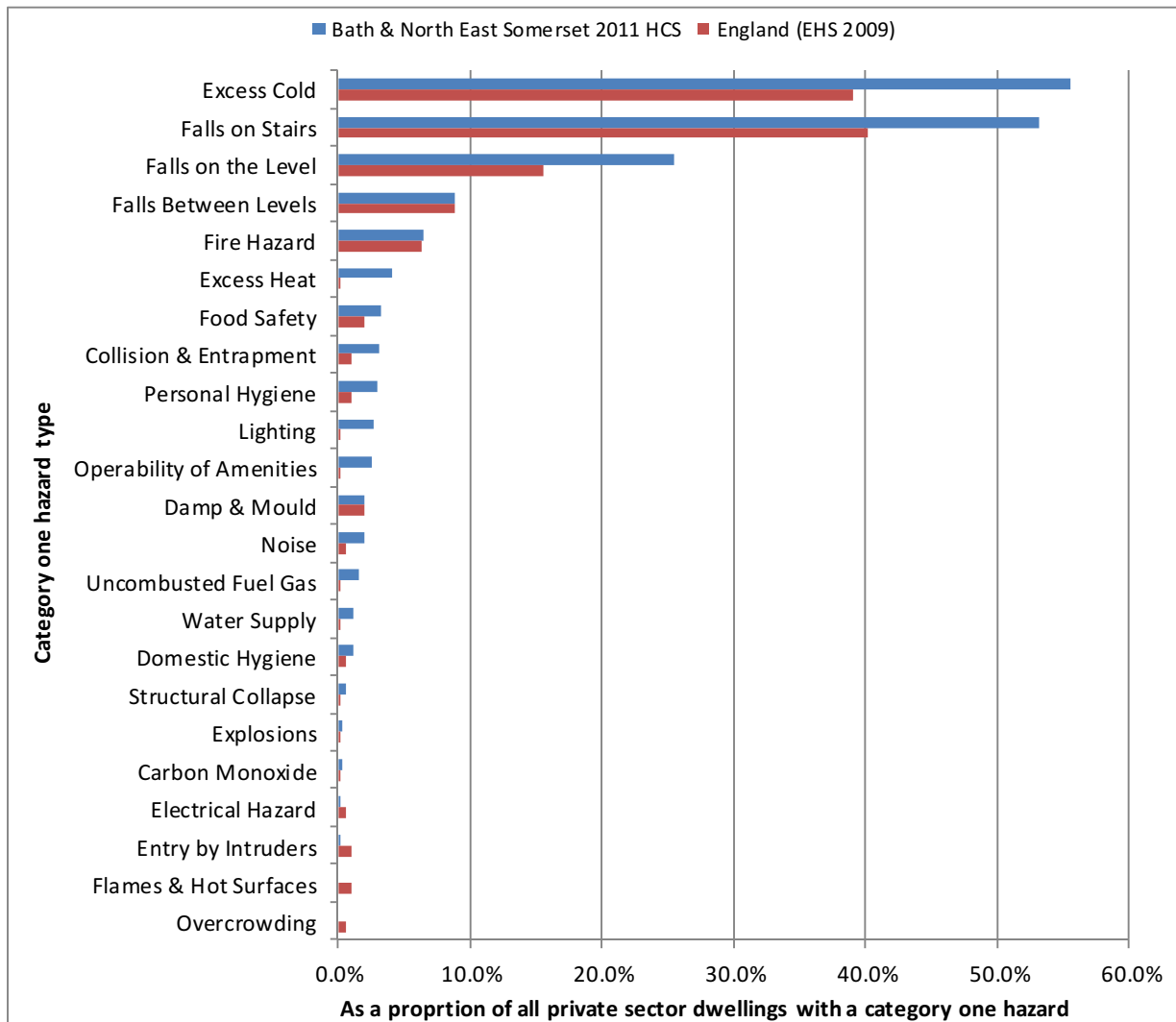
Including S257 buildings approximately 9.5% of private residential buildings in Bath & North East Somerset are HMOs. This is just over three times the rate found in England overall, but is not unusual given the number of large Georgian and Victorian buildings, coupled with a substantial student population and large private rented sector.

## **Vacant Dwellings**

At approximately 520 dwellings, long-term vacant dwellings represent a useful resource in Bath & North East Somerset that needs to continue to be addressed.

## Appendix 2

**Relative rates of hazards identified in B&NES homes (B&NES results are represented by the top bars for each hazard)**



## Appendix 3

### B&NES Private Sector House Condition Survey 2011

Survey findings	2011 survey	2004 survey	West of England 2011	England 2009
<b>Number of dwellings</b>	66,430	57,700	404,900	
Proportion of privately rented homes	18% 13,730	10% 7,400	18%	16%
Proportion of shared house HMOs	6.5% 3,850			
Proportion of all HMOs	10% 6,310			
<b>Private Sector Decent Homes</b>				
Overall non decent	24%	25%	26%	31%
Owner Occupiers	23%			
Private Rented	29%			
Vulnerable households in non-decent housing	33 %	32%		39%
<b>Significant Hazards (HHSRS)</b>				
Private Sector Households living in homes with Cat 1 hazards	12%	6%	14%	22%
Private Rented sector	13%	7%	18%	
Owner occupied sector	11%	5%	n/a	
<b>SAP</b>				
Average SAP across PS	53	44	54	52
Owner occupied	53	n/a	54	
Private Rented	56	n/a	56	
<b>Fuel Poverty</b>				
Overall PS fuel poverty rate	17%	9%	16%	21%
OO	18%	7%		
PR	13%	24%		

## Appendix 4

# The Decent Homes Standard

### Measure of a decent home

A dwelling is defined as non-decent if it fails any one of the following 4 criteria:

Figure D.1 Categories for dwelling decency

<b>A</b>	It meets the current statutory minimum standard for housing – at present that it should not have a Category 1 Hazard under the HHSRS
<b>B</b>	It is in a reasonable state of repair – has to have no old and defective major elements*
<b>C</b>	It has reasonably modern facilities and services – Adequate bathroom, kitchen, common areas of flats and is not subject to undue noise
<b>D</b>	Provides a reasonable degree of thermal comfort

*\* Described in more detail below*

Each of these criteria has a sub-set of criteria, which are used to define such things as ‘providing a reasonable degree of thermal comfort’. The exact details of these requirements are covered in the aforementioned ODPM guidance (see 4.1.2).

### Applying the standard

The standard is specifically designed in order to be compatible with the kind of information collected as standard during a House Condition Survey (HCS). All of the variables required to calculate the standard are contained within a complete data set.

The four criteria used to determine the decent homes standard have specific parameters. The variables from the survey used for the criteria are described below:

## Criterion A:

Criterion A is simply determined as whether or not a dwelling fails the current minimum standard for housing. This is now the Housing Health and Safety Rating System (HHSRS) – specifically Category 1 Hazards. All dwellings surveyed were marked on the basis of the HHSRS and if any one or more Category 1 Hazards was identified the dwelling was deemed to fail under criterion A of the Decent Homes Standard.

## Criterion B:

Criterion B falls into 2 parts: firstly, if any one of a number of key major building elements is both in need of replacement and old, then the dwelling is automatically non-decent. Secondly, if any two of a number of key minor building elements are in need of replacement and old, then the dwelling is automatically non-decent. The elements in question are as follows:

Figure D.2 Major Elements (1 or more)

Element	Age to be considered old
Major Walls (Repair/Replace >10%)	80
Roofs (Replace 50% or more)	50 for houses 30 for flats
Chimney (1 or more needing partial rebuild)	50
Windows (Replace 2 or more windows)	40 for houses 30 for flats
Doors (Replace 1 or more doors)	40 for houses 30 for flats
Gas Boiler (Major Repair)	15
Gas Fire (Major Repair)	10
Electrics (Major Repair)	30

Figure D.3 Minor Elements (2 or more)

Element	Age to be considered old
Kitchen (Major repair or replace 3+ items)	30
Bathroom (Replace 2+ items)	40
Central heating distribution (Major Repair)	40
Other heating (Major Repair)	30

## Criterion C:

Criterion C requires the dwelling to have reasonably modern facilities. These are classified as the following:

Figure D.4 Age categories for amenities

Amenity	Defined as
Reasonably modern kitchen	Less than 20 yrs
Kitchen with adequate space and layout	If too small or missing facilities
Reasonably modern bathroom	Less than 30 yrs
An appropriately located bathroom and W.C.	If unsuitably located etc.
Adequate noise insulation	Where external noise a problem
Adequate size and layout of common parts	Flats

You may notice that the age definition for kitchens and bathrooms differs from criterion B. This is because it was determined that a decent kitchen, for example, should generally be less than 20 years old but may have the odd item older than this. The same idea applies for bathrooms.

## Criterion D:

The dwelling should provide an adequate degree of thermal comfort. It is currently taken that a dwelling, which is in fuel poverty, is considered to be non-decent. A dwelling is in fuel poverty if the occupiers spend more than 10% of their net income (after Tax, N.I and housing cost e.g. mortgage or rent) on heating and hot water.

A number of Local Authorities criticized this approach, as it requires a fully calculated SAP for each dwelling that is being examined. Whilst this is fine for a general statistical approach, such as this study, it does cause problems at the individual dwelling level for determining course of action.

The alternative, laid out in the new guidance, is to examine a dwelling's heating systems and insulation types. The following is an extract from the new guidance:

The revised definition requires a dwelling to have both:

Efficient heating; and

Effective insulation

Efficient heating is defined as any gas or oil programmable central heating or electric storage heaters or programmable LPG/solid fuel central heating or similarly efficient heating systems, which are developed in the future. Heating sources, which provide less efficient options, fail the decent homes standard.

Because of the differences in efficiency between gas/oil heating systems and other heating systems listed, the level of insulation that is appropriate also differs:

For dwellings with gas/oil programmable heating, cavity wall insulation (if there are cavity walls that can be insulated effectively) or at least 50mm loft insulation (if there is loft space) is an effective package of insulation;

For dwellings heated by electric storage radiators/LPG/programmable solid fuel central heating a higher specification of insulation is required: at least 200mm of loft insulation (if there is a loft) and cavity wall insulation (if there are cavities that can be insulated effectively).

For the purposes of this study the above definition will be used in calculating the proportion of dwellings that are considered non-decent.



## Appendix 5

### Category 1 Hazards

The Housing Act 2004 introduced the Housing Health and Safety Rating System.

As described in Appendix 4 above, the Act differentiates between Category 1 and Category 2 Hazards. Local authorities have a duty to take 'the most appropriate course of action' in respect of any hazard scored under the HHSRS as Category 1. Authorities have discretionary power to take action with Category 2 Hazards (which do not score past the threshold for Category 1). Further information on the HHSRS is given in Appendix D and below.

#### Definition of Hazards under the HHSRS and Category level

The Housing Health and Safety Rating System (HHSRS) is a prescribed method of assessing individual hazards. The HHSRS is evidence based – national statistics on the health impacts of hazards encountered in the home are used as a basis for assessing individual hazards.

The HHSRS system deals with a much broader range of issues than the previous fitness standard. It covers a total of 29 hazards in four main groups:

*Physiological Requirements* (e.g. damp & mould growth, excess cold, asbestos, carbon monoxide, radon, etc.)

*Psychological Requirements* (crowding and space, entry by intruders, lighting, noise)

*Protection Against Infection* (domestic hygiene, food safety, personal hygiene, water supply)

*Protection Against Accidents* (e.g. falls on the level, on stairs & steps & between levels, electrics, fire, collision...).

The HHSRS scoring system combines two elements: firstly, the probability that deficiency or circumstances will lead to a harmful occurrence (e.g. an accident or illness) and the spread of likely outcomes (i.e. the nature and severity of the injury or illness). If an accident is very likely to occur and the outcome is likely to be extreme or severe (e.g. death or a major or fatal injury) then the score will be very high.

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**Housing & Major Projects  
Policy, Development & Scrutiny report  
18<sup>th</sup> September 2012**

**Development & Major Projects update- Derek Quilter  
Housing Services Update – Graham Sabourn**

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## Sustainable Development Overview

- Development & Major Projects is now two separate Divisions within the Directorate of Place: Project Management and Regeneration, Skills & Employment. These divisions are responsible for providing a co-ordinated and integrated approach to the provision of Housing, Jobs, Business growth and Economic activity. It is focused on delivering Sustainable Economic Growth as set out in the Economic Strategy of April 2010, the Smart Economic Growth Cabinet paper of November 2010 and Delivering Sustainable Economic Growth in B&NES Cabinet paper of November 2011.
- Work continues on Planning and Financing the Future programme (PaFF). This is being carried out to establish the viability of developments and the impact of development upon corporate financing.
- This work is set against a background of significant Government changes to funding and support, continuing macro-economic challenges and increasing pressure on housing; and the aspiration to progress the B&NES Development Agenda. The ability of the Council to deliver its priorities and aspirations in this area continues to depend on the alignment of policies in Planning, Transport and the ability of the Council to influence and encourage growth and development through its asset base and influence.
- There are significant challenges ahead in bringing forward development but there are also major opportunities through our Enterprise Area -Bath City of Ideas including, Bath Western Riverside and Bath Quays South. Also Norton Radstock Regeneration, MOD Sites, Keynsham, Somerdale and Temple Street. All of which could and should have significant ability to help the economic growth, development agenda and Housing delivery.
- We continue to review our capacity and organisation in order to respond to this agenda.
- We work to ensure that the agenda is rooted in the Administrations requirement to ensure local communities are involved in our work.

# Part 1. Housing

## 1.1 Housing Delivery

### Core Strategy Inspector's Preliminary conclusions

- The examination into the Core Strategy has been suspended in light of the Inspector's preliminary conclusions (refs ID/28 & 29 and BNES/39). The suspension will enable further work to be undertaken to address the concerns raised by the Inspector.
- The most substantive issue set out in ID/28 relates to the housing requirement for the district. For the period 2006-2011 the Core Strategy proposed 11,500 (575pa) homes against a technical requirement of 12,100 (600pa). The Inspector is of the view that the publication of the National Planning Policy Framework (NPPF) during the course of the examination rendered the B&NES methodology for assigning housing need non-compliant with National policy. He therefore states that he could not come to a conclusion on the level of housing. The Inspector states that the concerns he has raised "suggest that the plan should be amended to facilitate more housing than currently planned and/or to enable some of the planned housing to be delivered sooner."

### Further work required on the Core Strategy

The Inspector's key issues in respect of housing land are the need for;

- A National Planning Policy Framework compliant assessment of the housing requirement,
- Inclusion of the shortfall from the B&NES Local Plan in the housing figure;
- A 20% buffer to the 5 year housing land supply;
- Flexibility in the events of delay in bringing forward the complex, brownfield
- Further work on the sequential and exception flood risk tests
- A 15 year time horizon from the eventual date of adoption
- Greater consideration of meeting current and projected affordable housing needs

### Implications for preparation of other LDF Plans

- The suspension of the Core Strategy has logistical implications for the preparation of other Local Development Framework documents, most significantly the Placemaking Plan, Community Infrastructure Levy and the Gypsy & Traveller Sites Plan. These documents can only be progressed in alignment with the Core Strategy and there are resource implications of the extra workload. Therefore the Council's programme for the preparation of planning documents in the Local Development Scheme (LDS) needs to be reviewed.
- There is considerable benefit to continuing the preparation of the Placemaking Plan alongside the Core Strategy. Not only will the Core Strategy work entail a review of the Strategic Housing Land Availability Assessment (SHLAA) but progressing the Placemaking Plan it will provide the evidence that the development sites are deliverable and that there is a robust assessment of capacity, thereby addressing the Inspector's concerns about housing delivery.

### Approach to Core Strategy Review

- A Report to the 12<sup>th</sup> September 2012 Cabinet meeting from Councillor Tim Ball (David Trigwell) sets out the programme for preparing a National Planning Policy Framework compliant assessment of the housing requirement and for developing subsequent changes to the strategy (if required). This is set out below.



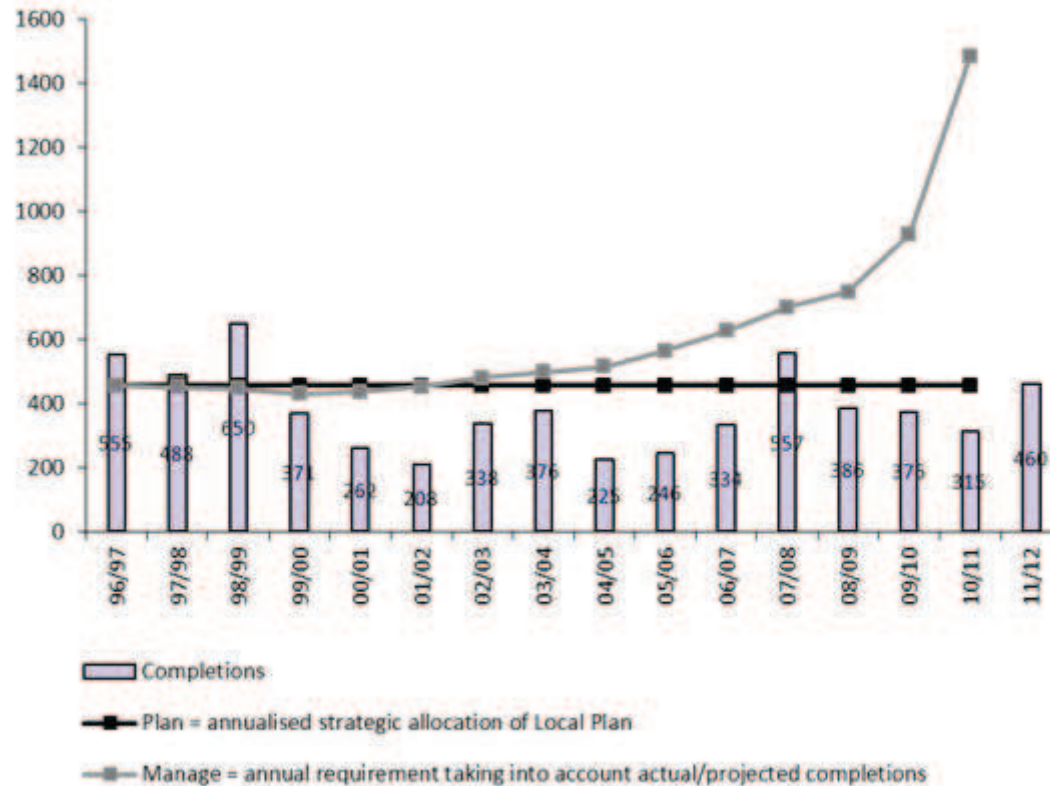
○ **Revised Core Strategy timetable:**

Review evidence (SHMA including market, affordable, older person and student housing matters)	Sept to Jan 2013
Develop changes to strategy (if required)	Now to Jan 2013
Update & clarify other matters in Annex to ID/28 (4 months - overlap with 1&2 above)	Now to Dec 2012
Council agrees changes to Core Strategy	Feb-March 2013
Consult & consider comments	April -May 2013
Resume exam & hearings (Confirm date with Inspectorate)	July 2013
Inspector's Report (Confirm date with Inspectorate)	Oct 2013
Adopt	Dec 2013

**Historic Delivery Performance 1996-2011**

- For the period 1996-2011 the target for housing delivery was 6,855. By 2006 delivery was 850 homes behind schedule and by 2011 the shortfall had increased to 1,167 homes. The Core Strategy Inspector has concluded that these shortfalls should be added to any forward looking target. The Council will need to determine whether the base date of plan should remain at 2006 or be updated to 2011 to reflect the passing of time.
- The following graphs set out (1) actual rates of housing delivery against the average annual rate required by the Local Plan of 457 and (2) how delivery fell increasing behind schedule. The shortfall will need to be added to the new Core Strategy housing requirement.

**Actual rates of Housing Delivery against average annual rate:**



How delivery fell increasing behind schedule:



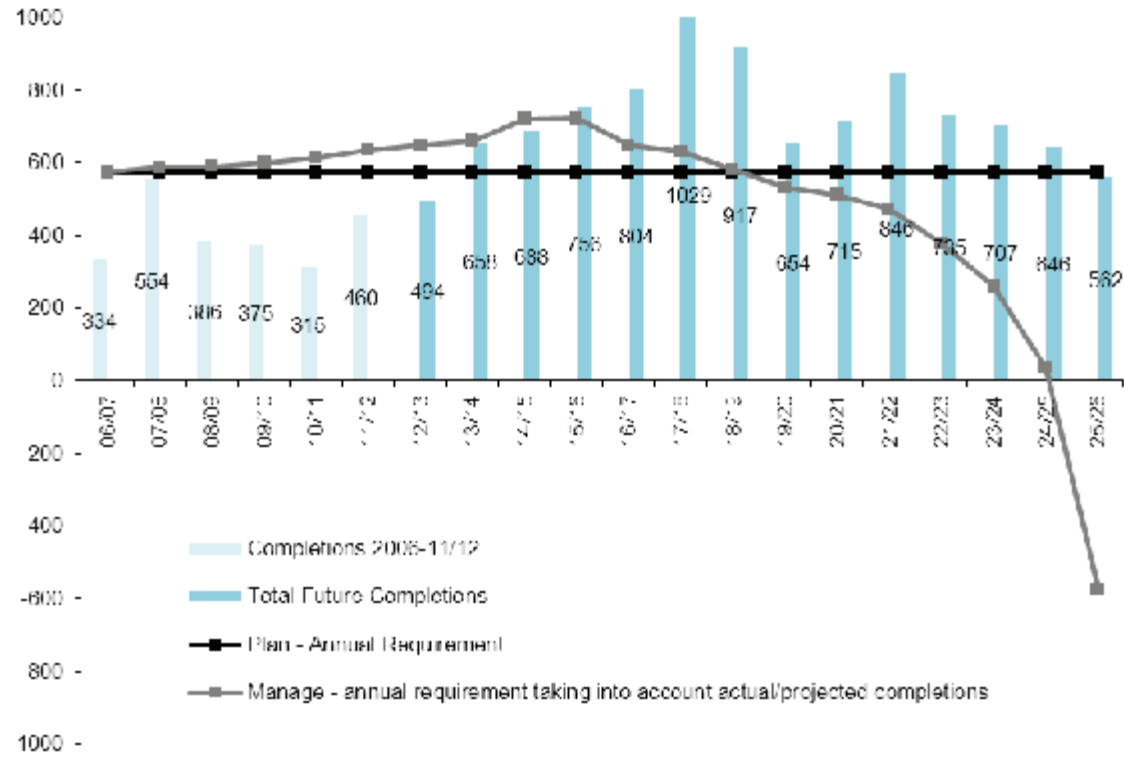
**Housing Delivery Performance for 2012 and 5 year Projection**

- In 2011/12 460 new homes were delivered.
- For the period 2012/13-16/17 the Strategic Housing Land Availability Assessment (SHLAA) identifies that 3,400 could be delivered.
- This is a very substantial uplift in delivery compared to the last 5 and 10 years

- Whether this uplift it is sufficient in relation to the inspectors conclusions will depend on the outcome of the new Strategic Housing Market Assessment SHMA.
- Finally, the need to identify a 20% buffer to the above may signal the need to identify additional land to that already earmarked in the Draft Core Strategy.

### **Performance Management Summary (QPR):**

- Whilst the potential level of housing that could be delivered in 2012/13 is 494, the actual target is for a level of delivery not less than 2011/12 (i.e. 460). This is the NI 154 target.
- It is not possible to calculate the NI 159 target (5 year land supply) until the SHMA has been completed. However, the following observation can be made.
- Against the (defunct) Core Strategy technical requirement of 12,000, a 5 year housing land supply could not be identified. There was a deficit of 10 units. To achieve a 20% surplus, as required by the Inspector, a surplus of 648 would be needed i.e. an additional 700 units.
- This does not take into account the requirement to add on the Local Plan shortfall.
- Even if this were to be redressed over a 20 year period the impact in term of 5 year land supply would be significant, especially in conjunction with the need for a 20% buffer.



**Maintaining the Delivery of Housing**

- The delivery trajectory set out above is challenging and if it is to be delivered requires the Council to stay on top of housing delivery, intervening positively where it can do so. As stated previously, even delivering the above may not be sufficient if the new SHMA does not suggest a significantly reduced demand/need for market and affordable housing.

### Key Sites

- **BWR**

- Phase 1 with 299 units under construction. 60 homes (48 affordable) completed in 2011/12.
- Remaining 240 (including 52 affordable) between 2012/13 and 2014/15.
- 'Strategic Housing Land Availability Assessment' (SHLAA) expects phase 2 to begin to deliver from 2015/16 subject to removal of the gas holders.

- **MOD Sites**

- Draft Concept Statements are due to be reported to Cabinet in September 2012 following a period of public consultation ( see part 2 Major Projects & Development )

- **South West Keynsham (K2)**

- Part private, part Council owned site with the potential to deliver over 500 homes (see Part 2 Major Projects & Development )
- Essential that both parts of the site are contributing to housing delivery within the next couple of years

- **Somerdale**

- Development & Major Projects are working closely with Taylor Wimpey the preferred developer for Somerdale (see Part 2 of report)

- **NRR** – Linden Homes remain intent on progressing the scheme.

- **Polestar Phase 1** – Site (161 units) will be fully complete this year as final flatted units are built/sold.

- **Polestar Phase 2** – Bovis Homes site (400+ units) – first phase comprising 39 dwellings under construction, first handovers (17 affordable homes) took place in December 2011. Two subsequent phases of c35 units permitted and should delivery this year and next year.

- **Alcan Site** – Linden Homes site (169 units) - residential-led mixed use redevelopment comprising of the erection of 169no. dwellings, community facilities, offices, town centre link, formal green space and associated works.

### West of England Housing Delivery Panel (HDP)

- Following an Official Journal of the European Community (OJEC) compliant tender process, initiated in 2010, we have recently signed up to a four year framework of selected housing providers which aims to:
  - Increase jobs and new homes;
  - Develop better engagement and collaboration;
  - Improve quality and innovation;
  - Maximise investment and delivery;
  - Assist “state aid” requirements
- This framework agreement replaces the former “HomesWest Partnership” with Sovereign, Sarsen, Knightstone and Somer Housing Associations that officially ended on 30 September 2011;

### Homes & Communities Agency Investment Framework 2011-15

- National Affordable Housing Programme (NAHP) - 17 investment partners (Registered Providers) have been approved with bids proposing new supply within the West of England. The 17 include 14 housing associations and 3 house-builder developers; nationally there are 146 approved bidders. Detailed contracts are agreed with the 14 HAs and one developer; the other two remain pending.

### Empty Homes Programme

- The 2012-15 programme involves £100m of investment and a further £50m for community groups and social enterprises as well as Registered Providers. West of England bids received some success with allocations secured by Jephson Homes and Knightstone but focussed on Bristol City.
- The Coalition Government published ‘Laying the Foundations: A Housing Strategy for England’ in November 2011. It sets out a package of reforms to:
  - Get the housing market moving again
  - Lay the foundations for a more responsive, effective and stable housing market in the future
  - Support choice and quality for tenants
  - Improve environmental standards and design quality
- Getting the housing market moving includes several initiatives, including:
  - £210m FirstBuy scheme – announced in March 2011 budget to help 10,000 first-time buyers
  - Bringing forward publicly held land to provide up to 100,000 new homes
  - New Build Indemnity Scheme helping 100,000 homebuyers with up to 95% mortgages

- £420m Get Britain Building Fund to bring forward or restart stalled housing development sites, requiring delivery from June 2012 and completion of eligible dwellings by December 2014.

## 1.2. Housing Services Update:

- **Customer Service Excellence Standard**

- Housing Services retained the Customer Service Excellence Standard for public services for the second consecutive year after having taken part in an external assessment in June 2012. This government standard tests in great depth those areas that research has indicated are a priority for customers, with particular focus on delivery, timeliness, information, professionalism and staff attitude.
- For the past year the Housing Services has been utilising an online assessment tool to develop its capacity for continuous service improvement of customer-focused delivery and engagement. The cultural shift towards customer service becoming even more integral within the various teams and our inclusive consultations and customer profiling evidence were given particular recognition of excellence by the assessor.

- **Performance Update (Quarter 1)**

- Housing Services has 27 performance indicators for 2012/13. Performance to date has generally been positive. The table below details the full list of indicators, target, year to date actual and RAG assessment. It can be seen that the number and percentage of green; amber & red RAG assessments were 21 (78%); 3 (11%) & 3 (11%) respectively. In this scenario Amber refers to a narrow miss, that is, achieved in excess of 95% of the target.
- Of the three red indicators Housing Services is primarily concerned with item 5. This target is fully within our control and should be achievable. The performance for item 24 has dropped by 50% due to the recent House Condition Survey revealing that the number of private rented properties has almost doubled since the last survey 5 years ago. Whilst item 13 continues to improve it is significantly below target. This is a demand led indicator which Housing Services can influence but not control. It relates to the bidding habits of clients on Homesearch.



	<u>Performance Indicator</u>		<u>YTD Actual</u>	<u>YTD Previous</u>	<u>YE Target</u>
	<b>Customer focus</b>				
1.	Customer Service Standard: Overall satisfaction with the service % (Q)	↑	92.7%	90.7%	90%
2.	Customer Service Standard: Complaints responded to within 20 working days % (Q)	↑	100%	66.7%	85%
3.	Customer Service Standard: Letters responded to within 20 working days % (Q)	→	100%	100%	85%
4.	Customer Service Standard: Telephone calls answered with 20 seconds % (Q)	↓	87.7%	92%	90%
5.	Undisputed invoices paid within 30 days % (Q)	↓	75.9%	84.5%	90%
6.	Equalities Impact Assessments - % of services covered by current (4yr) EIA (Q)	→	80%	80%	100%
7.	Housing Condition requests from private rented tenants investigated within 5 working days % (Q)	↑	99%	96.8%	90%
8.	Average time for major adaptations to be completed from initial enquiry to B&NES Access Team (weeks) (M)	↓	35	32	46
9.	Housing Multiple Occupation licences issued within 12 weeks of valid application % (M)	→	100%	100%	85%

10.	Homesearch applications entered on the system within 10 working days % (M)	↑	96.2%	95.5%	90.5%
11.	Medical priority decisions made within 30 working days (M)	↑	97%	96.7%	90.5%
	<b>Access to affordable housing</b>				
12.	Client nominations to Registered Providers within 20 working days of property advert deadline (M)	→	100%	100%	95%
13.	General needs properties secured by Group A and B clients (M)	↑	63.6	60%	80%
	<b>Preventing homelessness</b>				
14.	Households in temporary accommodation (M)	↓	26	22	37
15.	Potential homeless cases where our intervention has prevented homelessness and/or the need to secure temporary accommodation (M)	↓	25.4%	28.2%	22%
16.	Homeless applications determined made within 33 working days (M)	↑	96.8%	94.1%	85%
17.	Supported Lodgings clients, whom when moved on, did so in a planned manner % (Q)	↑	100%	87.5%	70%

18.	Homefinder tenancies that are successfully* sustained % (Q) (*Successful = in place for 1 year or more)	↓	79.7%	93.2%	60%
	<b>Delivering new affordable housing</b>				
19.	NI 155 - Affordable homes delivered against the 4 year cumulative target % (Q)	↑	46.7%	40.3%	50%
	<b>Affordable Warmth</b>				
20.	Number of properties in B&NES receiving one or more energy efficiency measures (Q)	↑	61	54	300
21.	Properties receiving one or more energy efficiency measure that are occupied by residents vulnerable to excess cold hazards % (Q)	↓	80.3%	91.8%	80%
	<b>Private sector renewal</b>				
22.	Number of properties made safer and healthier - properties where a health and safety improvement has been made=Community safety measures, enforcement, adaptations, HIA, energy efficiency improvements (Q)	↓	173	175	700
23.	Properties made safer and healthier that are occupied by vulnerable residents (this estimate assumes properties improved by accreditation and enforcement are not vulnerable) % (Q)	↓	74%	77.7%	75%

	Performance Indicator				
24.	Private rented homes accredited with B&NES property accreditation scheme % (Q)	↓	13.3% <sup>1</sup>	24.5%	20%
25.	Empty properties brought back into use *Cumulative over financial year (No.) (Q)	↑	24	0	45
	<b>Staff</b>				
26.	Performance development reviews completed % (Q)	↑	45%	25%	100%
27.	Staff sickness (excluding long term) % (M)	↑	1.8%	2.3%	4%

## Part 2.

# Major Projects & Development

## 2.1 Development & Regeneration

- **South West Keynsham K2B**
  - Planning permission for 285 homes granted on appeal in July 2011.
  - Taylor Wimpey are the developer and are currently undertaking work to satisfy the pre-commencement conditions in the planning consent.
  - Taylor Wimpey are actively marketing new homes on their website.
  
- **South West Keynsham K2A**
  - This is a council-owned site which is earmarked in the SHLAA for 235 homes.
  - Marketing of the K2A housing site, through specialist consultants, has resulted in a number of offers for the K2A site.
  - Detailed discussions are in course with shortlisted firms.
  - The results of the marketing suggest that there is good interest in the market in building the full potential of the site
  
- **Somerdale**
  - Discussions continue with Taylor Wimpey, the preferred developer, and Kraft on the consultation process and planning strategy for the site.
  - Highway modelling work underway.
  - Further public consultation scheduled for October'12 in advance of an anticipated planning application by the end of November 2012.
  
- **Riverside**
  - The Council is moving forward with options and negotiations for the demolition and redevelopment of the Riverside Building.
  - Once determined, the Council will start consulting with the community in the Autumn before any decision on the future of this site.
  - The ideas being considered indicate that there could be a range of uses for the site and particularly housing, including town houses and retirement living for older people.

- **Planning & Financing the Future**

- The Council has commissioned the “Planning & Financing the Future” ( PaFF ) project to gain a better understanding of the issues and constraints surrounding the delivery of development sites linked to a financial model which will assess the impact on the Council’s income and expenditure streams over time.
- The project is a response to the new and emerging income streams available to local authorities such as New Homes Bonus (NHB), Tax Increment Finance (TIF), Community Infrastructure Levy (CIL) and the potential for retention of Business Rates which are linked to the delivery of housing and employment growth
- The PaFF project will initially consist of a pilot study to develop a delivery and funding model based on the Bath City Riverside “City of Ideas” Enterprise Area; the pilot study will establish whether the PAFF model has the potential to be rolledout across the whole of B&NES.
- The regeneration and finance teams are now working through specific development site examples in order to inform decision making ahead of the councils budget making process.

- **Bath City of Ideas - Enterprise Area**

- In November 2011 a paper was passed by the B&NES Cabinet approving the Bath City Riverside Enterprise Area.
- The financial model being developed as proof of concept for the Bath Enterprise Area is being completed and is being reviewed against a series of scenarios and sensitivities.
- Work is continuing on the Competitive Identity project with key members of the local business community to better promote the area, and Bath in particular, as a vibrant and active location for business and lifestyle.
- Bath Riverside, within the Enterprise Area, has already delivered 48 affordable units and 34 private units within the first 12 months. Sales for these are on target and occupations commenced in July 2012.
- Work is continuing to identify further flood alleviation measures to facilitate development of key sites in the Area. In consultation with the Environment Agency the next stage of the Compensatory Flood Storage Study is being prepared which identifies the size of upstream compensatory flood storage area needed.

- Developer interest in the Enterprise Area is increasing and initial discussions regarding various sites as well as more detailed discussions for a few priority sites are being held.
- An interdepartmental officer working group is developing development criteria for priority sites. These will be used to inform the development process and as a basis for planning policy development.
- The LEP's Revolving Infrastructure Fund is being finalised. A Council decision (13<sup>th</sup> Sept 2012) is being sought to agree the process for principles for Revolving Infrastructure Fund together with seeking permission to add the flood alleviation scheme to the Capital programme.
- The bids will allow infrastructure projects to be brought forward to release key development sites within the Enterprise Area.

- **London Road:**

- A decision on the preferred bidder for 3 & 4 Longacre has been made. Property services are negotiating with the preferred bidder and are expected to instruct solicitors within the next few weeks.
- The future of Caroline House is still being discussed between PfP and the Council and an update will follow in due course
- London Road budget to deliver physical regeneration £750k for 2012/13 was approved by Cabinet 13<sup>th</sup> June 2012 for delegated officer decision on individual budget elements once the Project Initiation Document /Capital Strategy Group process has been completed.
- A new community group 'The Gateway Group' has been formed to make recommendations to the Sponsoring Cabinet Member of projects to be tested and assessed against agreed criterion. If and when approved, projects will be delivered by a delivery team headed by Development & Major Projects.
- A landscape architect was appointed in July 2012 to develop proposals for a public realm scheme. The first workshop with the Gateway Group, to gather initial ideas, took place on 13<sup>th</sup> August 2012.

- **MOD Sites:**

- The M.O.D has announced that its sites at Ensleigh, Foxhill, and Warminster Road are surplus to requirements for military use and the relocation of staff to M.O.D Abbey Wood has already commenced. It is intended to dispose of the sites by March



2013, although a portion of the Ensleigh site is anticipated to remain in active M.O.D use until approximately 2018, and the M.O.D intends to start marketing the sites from September 2012.

- The three M.O.D sites are of significant importance to Bath and North East Somerset in terms of housing delivery. The sites are identified within the Strategic Housing Land Availability Assessment (SHLAA) as providing circa 20% (1,200 homes) of Bath's housing units as set out in the Council's Draft Core Strategy in the period up to 2026. The sites provide a significant opportunity to address housing need issues within Bath, together with having the potential to create strong vibrant communities.
- A Steering Group, includes senior representatives from the M.O.D, Bath & North East Somerset Council and the Homes and Communities Agency, has prepared a Project Delivery Plan which covers :
  - The preparation of Concept Statements including community consultation and stakeholder engagement for each of the MOD sites. These are about to be finalised after a useful consultation period in April and May 2012
  - The marketing and disposal of the MOD sites
  - The relocation programme & procedures for the transfer of Bath based MOD staff
- Draft Concept Statements have been developed and set out in a concise manner:
  - The aspirations for each site,
  - The key planning priorities and requirements for new development,
  - The process setting out how developers (once the sites have been sold) should engage with local communities
- The Concept Statements have undergone a period of public consultation ahead of being submitted for approval by Cabinet in September 2012. Following this the Council will continue to work proactively with the MOD and partners through the Steering Group to implement the Project Delivery Plan.

### **Other Council projects:**

- **River Group**

- A scrutiny inquiry, led by the 'Economic & Community Development' (Policy Development & Scrutiny) Panel is scheduled for the end of October 2012, to look at the River Corridor Group report in detail.
- All stakeholders in relation to the River Corridor will be invited to join the workshop.
- The outcome of the day will be recommendations for the council – and all stakeholders involved – on how the report recommendations should be taken forward.

- **Flood Mitigation**

- Work continues on the hydrological assessment of the proposed site for upstream storage. Work is not due to complete until the end September. The results and recommendations will be the subject of consultation prior to the development of detailed scheme proposals.

## 2.2 Council Direct Projects

- **Keynsham New Build & Regeneration**

- Project remains on budget
- A new Transport Assessment has been submitted and accepted by the Local Highways Authority
- Service disconnections are currently being arranged
- Following the decision by the Development Control Committee to date, the application to allow for design concerns to be reconsidered the project programme is now under review.

- **Southgate**

- Station works are progressing well and open to the public- anticipated in the autumn 2012
- Practical completion under the Development Agreement Act anticipated October 2012
- Land transfer registration is anticipated end of November 2012

- **Public Realm**

- **Preparatory Projects -City Info, Street Furniture & Pattern book**

- All elements are on programme
- Monoliths installation commenced spring 2012 will complete final September 2012
- Printed artwork & maps are completed and have been distributed–talks are taking place with Bath Tourism & Future Bath Plus for leading going forward.
- Street Furniture – Invitation to Tender have been issued - Contractor appointment due 19<sup>th</sup> November 2012
- Pattern Book aim to complete April 2013.

- **High Street**

- Construction works to Northumberland Place completed 19<sup>th</sup> July 2012.
- Works to the High Street commenced 8<sup>th</sup> August 2012 and are on programme and within budget.
- Traffic management by The Abbey will commence to initiate new paving by The Guildhall.
- Traders have been consulted and are continuing to communicate with.
- Planned completion March 2013.

- **Guildhall Tech Hub**

- Scheme agreed and does not require formal approval (planning and listed building) as it does not alter the original structure
- Due to commence works October 2012.
- Occupation scheduled for early December 2012
- Procurement will utilise local construction companies
- Security access will be installed to separate the Hub from Council operations

## Children's Services

- **Ralph Allen School Applied Learning Centre and all weather pitch**

- Project is on programme and within budget
- Construction to start on site 28<sup>th</sup> August 2012
- Construction aim to complete July 2013

- **St Gregory's & St Mark's**
  - Project remains on programme and budget
  - Tenders are due back 23<sup>rd</sup> August 2012
  - Alternative structural frame solutions have been requested from the tenderers
  - Reptile translocation works are nearly complete.
  
- **Wellsway Sports Centre**
  - Project remains on budget
  - Building completion date & Handover anticipated October 2012.
  - Main Contractor will stay present on site after building handover date to ensure turf and tree planting is completed.
  
- **Bath Western Riverside**
  - **Residential occupations**
    - First private residents moved into houses in April 2012
    - Affordable units now fully occupied
    - Shared ownership occupations increasing with strong market interest for the shared ownership product
  
  - **Phase 1b**
    - Residents have taken occupation & sales are all let.
  
  - **Phase 2**
    - Occupation due 2013
  
  - **BWR Main scheme**
    - Crest are progressing terms with Wales and West to decommission the gas holders subject to funding.

- **Victoria Bridge**

- **Temporary works (Phase 2)**

- Temporary crossing will need to be closed again when phase 3 works commence, (early 2013).
- Periodic monitoring of temporary works is ongoing.

- **Permanent works (Phase 3)**

- Approval received from June 2012 Cabinet meeting to deliver phase 3 of project.
- Tender evaluation for phase 3 designer completed and contract package being put together.
- Designer appointment awarded to Aecom -design work commenced August 2012
- Planning application to be submitted March 2013
- Completion June 2014.

- **Bath Transport Package**

- On budget and on programme
- Contractor Alun Griffiths have been appointed to deliver Lot 1 Odd Down park & Ride
- Contractor Balfour Beatty have been appointed to deliver Lot 2 Lansdown Park & Ride

<b>Bath &amp; North East Somerset Council</b>	
<b>MEETING: HOUSING AND MAJOR PROJECTS POLICY DEVELOPMENT &amp; SCRUTINY PANEL</b>	
MEETING DATE:	<b>18<sup>th</sup> September 2012</b>
TITLE:	<b>WORKPLAN FOR 2012/13</b>
WARD:	All
<b>AN OPEN PUBLIC ITEM</b>	
<b>List of attachments to this report:</b>	
Appendix 1 – Panel Workplan	

**1 THE ISSUE**

- 1.1 This report presents the latest workplan for the Panel (Appendix 1).
- 1.2 The Panel is required to set out its thoughts/plans for their future workload, in order to feed into cross-Panel discussions between Chairs and Vice-chairs - to ensure there is no duplication, and to share resources appropriately where required.

**2 RECOMMENDATION**

- 2.1 The Panel is recommended to
  - (a) consider the range of items that could be part of their Workplan for 2012/13

**3 FINANCIAL IMPLICATIONS**

- 3.1 All workplan items, including issues identified for in-depth reviews and investigations, will be managed within the budget and resources available to the Panel (including the designated Policy Development and Scrutiny Team and Panel budgets, as well as resources provided by Cabinet Members/Directorates).

## 4 THE REPORT

4.1 The purpose of the workplan is to ensure that the Panel's work is properly focused on its agreed key areas, within the Panel's remit. It enables planning over the short-to-medium term (ie: 12 – 24 months) so there is appropriate and timely involvement of the Panel in:

- a) Holding the executive (Cabinet) to account
- b) Policy review
- c) Policy development
- d) External scrutiny.

4.2 The workplan helps the Panel

- a) prioritise the wide range of possible work activities they could engage in
- b) retain flexibility to respond to changing circumstances, and issues arising,
- c) ensure that Councillors and officers can plan for and access appropriate resources needed to carry out the work
- d) engage the public and interested organisations, helping them to find out about the Panel's activities, and encouraging their suggestions and involvement.

4.3 The Panel should take into account all suggestions for work plan items in its discussions, and assess these for inclusion into the workplan. Councillors may find it helpful to consider the following criteria to identify items for inclusion in the workplan, or for ruling out items, during their deliberations:-

- (1) public interest/involvement
- (2) time (deadlines and available Panel meeting time)
- (3) resources (Councillor, officer and financial)
- (4) regular items/"must do" requirements (eg: statutory, budget scrutiny, etc)?
- (5) connection to corporate priorities, or vision or values
- (6) has the work already been done/is underway elsewhere?
- (7) does it need to be considered at a formal Panel meeting, or by a different approach?

The key question for the Panel to ask itself is - can we "add value", or make a difference through our involvement?



- 4.4 There are a wide range of people and sources of potential work plan items that Panel members can use. The Panel can also use several different ways of working to deal with the items on the workplan. Some issues may be sufficiently substantial to require a more in-depth form of investigation.
- 4.5 Suggestions for more in-depth types of investigations, such as a project/review or a scrutiny inquiry day, may benefit from being presented to the Panel in more detail.
- 4.6 When considering the workplan on a meeting-by-meeting level, Councillors should also bear in mind the management of the meetings - the issues to be addressed will partially determine the timetabling and format of the meetings, and whether, for example, any contributors or additional information is required.

## 5 RISK MANAGEMENT

- 5.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

## 6 EQUALITIES

- 6.1 Equalities will be considered during the selection of items for the workplan, and in particular, when discussing individual agenda items at future meetings.

## 7 CONSULTATION

- 7.1 The Workplan is reviewed and updated regularly in public at each Panel meeting. Any Councillor, or other local organisation or resident, can suggest items for the Panel to consider via the Chair (both during Panel meeting debates, or outside of Panel meetings).

## 8 ADVICE SOUGHT

- 8.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

<b>Contact person</b>	Michaela Gay, Democratic Services Officer. Tel 01225 394411
<b>Background papers</b>	None
<b>Please contact the report author if you need to access this report in an alternative format</b>	

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**Housing and Major Projects Policy Development & Scrutiny Panel Workplan**

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
<b>2<sup>nd</sup> Aug 2011</b>	Major Projects Routine Report	JB	John Betty	Report		
	Housing Renewal Policy	AA	Graham Sabourn	Report		
	Cabinet Member Update			Verbal		
<b>20<sup>th</sup> Sept 2011</b>						
	Cabinet Member Update			Verbal		
	Housing & Major Projects Update	JB	John Betty / Graham Sabourn	Report		
	Delivering Sustainable Economic Growth in Bath and North East Somerset	JB	John Betty	Report		
<b>15<sup>th</sup> Nov 2011</b>						
	Cabinet Member Update			Verbal		
	Article 4 Direction	GC	Simon de Beer	Verbal		
	Medium Term Service & Resource Plans	JB	John Betty	Report		
	Housing & Major Projects Update	JB	John Betty / Graham Sabourn	Report		

Last updated 14<sup>th</sup> August 2012

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
<b>31<sup>st</sup> Jan 2012</b>						
	Somer CHT Blueprint for the Future	AA	Victor da Cunha (Somer CX)	Verbal / Presentation		
	Cabinet Member Update			Verbal		
	Empty Property Policy Update	AA	Graham Sabourn	Report		
	Adult Social Care & Housing Service Action Plan	AA	Graham Sabourn / Jane Shayler	Report		
	Housing & Major Projects Update	JB	John Betty	Report		
	Development & Major Projects Service Action Plan	JB	Derek Quilter	Report		
<b>27<sup>th</sup> March 2012</b>						
	Cabinet Member Update			Verbal		
	Draft Tenancy Strategy	AA	Graham Sabourn	Report		
	Housing Allocations	AA	Graham Sabourn	Report		
	Additional HMO Licensing (Article 4)	AA	Graham Sabourn	Report		
	Housing & Major Projects Update	JB	John Betty	Report		
<b>29<sup>th</sup> May 2012</b>						
	Cabinet Member Update			Verbal		
	Home Health and Safety Policy (formerly Housing Renewal Policy)	AA	Chris Mordaunt	Report		

Last updated 14<sup>th</sup> August 2012

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
	Community Infrastructure Levy (CIL) – Impact on Development	GC	Simon De Beer	Presentation		
	Emerging Housing Agenda	JB	John Betty	Presentation		
	Development Agenda – Potential Funding Strategies	JB	John Betty	Presentation		
	Housing & Major Projects Update	JB	John Betty	Report		
<b>24<sup>th</sup> July 2012</b>						
	Cabinet Member Update			Verbal		
	Housing Services Enforcement Policy	AA	Chris Mordaunt	Report		
	Right to Buy	AA	Graham Sabourn	Report		
	Development & Regeneration Opportunities in the Somer Valley	GC	Marie Percival	Presentation		
	Housing & Major Projects Update	GC	Derek Quilter	Report		
<b>18<sup>th</sup> Sept 2012</b>						
	Cabinet Member Update			Verbal		
	Housing Adaptations Update	AA	Chris Mordaunt / Graham Sabourn	Report		
	House Condition Surveys (Private Sector Stock / HMO)	AA	Chris Mordaunt / Graham Sabourn	Report		

Last updated 14<sup>th</sup> August 2012

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
	Housing & Major Projects Update	GC	Derek Quilter	Report		
<b>20<sup>th</sup> Nov 2012</b>						
	Cabinet Member Update			Verbal		
	Medium Term Service & Resource Plans	GC	Glen Chipp	Report		
	Gypsies & Travellers Update	AA	Graham Sabourn	Report		
	Boat & Mobile Home Dwellers	AA	Graham Sabourn			
	Regeneration	GC	Jeremy Smalley	Report		
	Housing & Major Projects Update	GC	Derek Quilter	Report		
<b>22<sup>nd</sup> January</b>						
	Cabinet Member Update			Verbal		
	Service Action Plans	GC	Glen Chipp	Report		
	Additional HMO Licensing (Article 4)	AA	Graham Sabourn	Report	Panel May 2012	Prior to Cabinet decision
	Housing & Major Projects Update	GC	Derek Quilter	Report		
<b>19<sup>th</sup> March</b>						
	Cabinet Member Update			Verbal		
	Housing & Major Projects Update	GC	Derek Quilter	Report		

Last updated 14<sup>th</sup> August 2012

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
<b>14<sup>th</sup> May</b>						
	Cabinet Member Update			Verbal		
	Housing & Major Projects Update	GC	Derek Quilter	Report		
<b>Future items</b>						

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