

Housing Strategy Key Action Plan 2010-11

No	Category	Action	Responsibility	Timescale	Current Position
1	Housing Market	Following the completion and analysis of the Strategic Housing Market Assessment (SHMA), produce with partner local authorities a Viability Assessment for the SHMA's area of coverage, to assess the amount of housing required in the District.	Principal Planning Officer (Forward Planning)	October 2010	
2	Housing Market	Produce a Strategic Housing Land Assessment (SHLA), to provide an assessment of the potential capacity for new house-building in the District	Principal Planning Officer (Forward Planning)	March 2011	
3	Housing Market	Review the target for the number of new homes to be provided within the District between 2011-2031, following the revocation of the East of England Plan	Principal Planning Officer (Forward Planning)	March 2011	
4	Housing Market	Progress the Local Development Framework's Core Strategy to the Issues and Options Stage	Principal Planning Officer (Forward Planning)	April 2011	
5	Regeneration	Undertake a public consultation on a proposed Development and Design Brief for the St Johns Area of Epping, including market and affordable housing	Asst. Director of Planning & Economic Development	March 2011	

6	Affordable Housing	<p>Work with RSLs and developers to provide 319 affordable homes for rent and shared ownership between April 2010 and March 2012, at the following sites with detailed planning permission:</p> <ul style="list-style-type: none"> (a) Epping Forest College, Loughton (b) St Margarets Hospital, Epping (c) White Lodge/The Limes, Waltham Abbey (d) Ongar Station, Ongar (e) Merlin Way, North Weald (f) Jennikings Nursery, Chigwell (g) Acres Avenue, Ongar (h) Theatre Resource, Ongar (i) School Lane, Abbess Roding (j) Manor Road Garden Centre, Chigwell 	Director of Housing	March 2012	
7	Affordable Housing	Provide 6 Home Ownership Grants of £28,000 to existing Council tenants to purchase in the private sector and review the success of the scheme and the take-up to consider whether the scheme should be continued into 2011/12	Housing Resources Manager	March 2011	
8		Introduce an innovative and unique Open Market Home Ownership Scheme with Broxbourne Housing Association (BHA), to enable first time buyers in the District to purchase a	Director of Housing	March 2011	

		property of their choice from the open market through shared ownership, funded jointly by the Council, BHA and the applicant			
9	Affordable Housing	<p>Investigate the feasibility and viability of the Council building social housing for rent itself, including the possible development of the following 6 Council-owned sites:</p> <p>(a) Chequers Rd, Loughton (b) Millfield, High Ongar (c) Thatchers Close, Loughton (d) Kirby Close, Loughton (e) Langley Meadow, Loughton (f) Harveyfields, Waltham Abbey</p>	Director of Housing	March 2011	
10	Affordable Housing	Investigate the development potential of difficult-to-let Council-owned garage sites, where more than 20% of garages are vacant	Director of Housing	March 2011	
11	Affordable Housing	Implement the proposals of the Development and Design Brief for The Broadway, Loughton relating to the Council's land-holdings, to provide significant levels of affordable housing	Director of Housing	December 2011	

12	Affordable Housing	Review the options for the development/conversion of Council-owned Leader Lodge, North Weald and select one of the Council's Preferred RSL Partners through a competitive process to implement the agreed option	Director of Housing	March 2011	
13	Affordable Housing	Work in partnership with one of the Council's Preferred RSL Partners to convert 20 unpopular bedsits for older people at Marden Close, Chigwell Row into 10 self-contained rented flats for families	Director of Housing	Sept 2011	
14	Affordable Housing	<p>Review HomeOption, the Council's Choice Based Lettings Scheme, in partnership with the other local authorities in the Herts and Essex Housing Options Consortium, to consider:</p> <p>(a) Charging housing associations for advertisements of vacant properties, to share the costs;</p> <p>(b) Discontinuing the production of a glossy Freesheet, advertising vacancies, to reduce/redirect costs;</p> <p>(c) Some level of cross-border nominations, to assist mobility</p> <p>(d) Adding a consultation module to the HomeOption Website, to seek the views of users</p>	Asst. Director of Housing (Operations)	Sept 2011	

		<p>(e) Producing a single housing application form for all HEHOC member authorities, to streamline the application process</p> <p>(f) Providing an on-line housing application registration, to ease and improve access to the Housing Options Service</p> <p>(g) Offering the service to private landlords, to bring additional income and increase the housing options available to applicants</p> <p>(h) Adding a link to the HomeSwapper national mutual exchange scheme on the HomeOption website</p>			
15	Affordable Housing	Introduce a policy of disallowing housing applicants to express interest in vacant properties through the HomeOption Scheme for six months, if they have refused three tenancy offers of vacant Council or housing association homes for which they had expressed an interest	Assistant Director of Housing (Operations)	October 2011	
16	Homelessness	Review the funding for the continuation of the Council's Homelessness Prevention Service, in the light of the homelessness grant funding from Communities and Local Government being channelled through Essex CC's Area Based Grant from April 2011	Assistant Director of Housing (Operations)	February 2011	

17	Homelessness	Investigate with the North Essex Mental Health Foundation Trust the possibility of providing dedicated accommodation for vulnerable homeless adults with mental health problems, supported by community psychiatric nurses.	Housing Options Manager	March 2011	
18	Diversity	Compare the ethnicity of applicants provided with Council accommodation with the ethnicity of Housing Register applicants	Housing Options Manager	July 2011	
19	Diversity	Review all customer satisfaction monitoring conducted by the Council's Housing Service to ensure the diversity of customers is monitored in relation to satisfaction	Principal Housing Officer (Information / Strategy)	July 2011	
20	Diversity	Review and update the Customer (Equality) Impact Assessments of the Housing Strategy & Development, Homelessness, Private Sector Housing functions	Director of Housing	March 2011	
21	Gypsies & Travellers	Consider the appropriate number of new pitches required for gypsies and travellers in the district in future, having regard to the County-wide Gypsies and Travellers Accommodation Assessment	Director of Planning and Economic Development	Sept 2011	

22	Supported Housing – Older People & Other Vulnerables	Undertake a Strategic Review of Older People’s Accommodation within the District, and formulate a resultant strategy for future provision of older people’s accommodation	Asst Director of Housing (Operations)	March 2011	
23	Supported Housing – Older People & Other Vulnerables	Work with Essex CC to submit an Outline Business Case to the Department of Health for funding from the Private Finance Initiative to provide a new Extra Care Scheme within the District	Asst Director of Housing (Operations)	March 2011	
24	Supported Housing – Older People & Other Vulnerables	Obtain TSA accreditation for the Council’s Careline Service	Housing Manager (Older People)	April 2011	
25	Supported Housing – Older People & Other Vulnerables	In partnership with East Thames Housing Group, complete a Young Parents Scheme at Ongar Station, in partnership with Brentwood and Uttlesford Councils, to provide 13 self contained flats with adequate support for young parents	Director of Housing	Nov 2010	
26	Supported Housing – Older People & Other Vulnerables	Work with East Thames Housing Group to complete a development of 9 affordable homes for people with learning disabilities, with associated drama therapy from the Theatre Resource Project, at Gt Stony, Ongar	Director of Housing	May 2011	

27	Supported Housing – Older People & Other Vulnerables	Through the LDF Core Strategy, seek to introduce a requirement that all new housing developments in the District should meet the Lifetime Homes Standard	Principal Planning Officer (Forward Planning)	March 2012	
28	Supported Housing – Older People & Other Vulnerables	Contribute towards the production of the Essex Strategy for Home Improvement Agencies (HIAs), setting out the approach to be taken to HIA's in Essex beyond 2011	Private Housing Manager (Grants & C.A.R.E.)	March 2011	
29	Supported Housing – Older People & Other Vulnerables	Liaise with the North Essex Mental Health NHS Foundation Trust to assess the housing need in the District for people with mental health problems and the level of funding available from mental health sources	Director of Housing	March 2011	
30	Supported Housing – Older People & Other Vulnerables	Work with other councils and housing associations to investigate the feasibility of other councils connecting its emergency alarms into the Council's Careline Control Centre	Asst Director of Housing (Operations)	October 2011	
31	Supported Housing – Older People & Other Vulnerables	Install the latest version of the Careline Control Centre monitoring equipment, to improve the Careline Service further and to enable a partnering arrangement to be introduced with another control centre with compatible equipment for business continuity.	Housing Manager (Older Peoples Services)	March 2011	

32	Supported Housing – Older People & Other Vulnerables	Update the Council's obsolete Piper Haven speech alarm equipment in its sheltered housing schemes and designated homes for older people, with the newer Piper Communicall equipment	Housing Manager (Older Peoples Services)	March 2012	
33	Supported Housing – Older People & Other Vulnerables	Work with Essex CC and other Essex councils to minimise the effect of the Government's withdrawal of Supporting People Administration Grant and the likely significant reduction in the Supporting People Programme Grant on vulnerable people within Essex in need of supported housing	Director of Housing	March 2011	
34	Supported Housing – Older People & Other Vulnerables	Introduce the "Hub and Spoke" arrangement to extend the provision of support to older people in the community, including owner occupiers, by the Council's Scheme Managers	Housing Manager (Older Peoples Services)	March 2011	
35	Empty Homes	Develop the Council's web-site to provide further information and advice to the owners of empty properties	Private Housing Manager (Technical)	March 2011	
36	Empty Homes	Bring at least 5 long-term empty properties back into use by Council intervention, including the continued use of the PLACE Scheme	Private Housing Manager (Technical)	March 2011	

37	Empty Homes	Enter into an agreement with Pathmeads Housing Association to manage vacant properties in the District served with an Empty Dwelling Management Order by the Council	Private Housing Manager (Technical)	October 2011	
38	Under-occupation	Write to all under-occupying Council tenants, encouraging them to transfer to smaller accommodation	Housing Options Manager	March 2011	
39	Rural Housing	Continue to work with Hastoe Housing Association and Parish Councils to investigate the development potential for rural housing schemes in villages, through the Council's Rural Planning Exceptions Policy	Director of Housing	October 2012	
40	Rural Housing	Work with Hastoe Housing Association to complete the provision of 6 affordable homes at School Lane, Abbess Roding, through the Council's Rural Planning Exceptions Policy	Director of Housing	March 2011	
41	Decent Homes – Public Sector	Undertake programmes of work to ensure that all the Council's homes continue to meet the Decent Homes Standard	Housing Assets Manager	October 2012	
42	Decent Homes – Private Sector	Undertake a Private Sector House Condition Survey, to provide information on the most up-to-date estimate of the number and location of non-decent homes in the private sector.	Assistant Director of Housing (Private Sector and Resources)	March 2011	

43	Decent Homes – Private Sector	After completion of the Private Sector Stock Condition Survey, produce a new Private Sector Housing Strategy	Assistant Director of Housing (Private Sector and Resources)	Dec 2011	
44	Decent Homes – Private Sector	Introduce new licence conditions for new and existing park home sites in the District, following consultation with site owners, representatives of known park home residents association and statutory agencies	Private Housing Manager (Technical)	March 2011	
45	Housing Growth	Reconsider the Council's position with regard to the allocation of land for housing within the Epping Forest District to contribute towards the growth of Harlow, in the light of the revocation of East of England Plan	Director of Planning and Economic Development	March 2011	
46	Housing Growth	In partnership with Harlow DC, Uttlesford DC and the Homes and Communities Agency, produce a West Essex Joint Investment Plan, setting out the proposed approach and resources required for development and regeneration within the three districts	Deputy Chief Executive	Dec 2010	
47	Energy Efficiency	Seek funding for a small pilot scheme using renewable energy sources to a group of Council properties	Housing Assets Manager	Dec 2011	
48	Energy Efficiency	Set up a Fuel Poverty Referral System in the District.	Environmental Co-ordinator	Dec 2011	

49	Energy Efficiency	Investigate with Hastoe Housing Association the feasibility of developing the second (known) affordable housing development in the country constructed from straw bales at Millfield, High Ongar, significantly reducing thermal efficiency and CO2 emissions	Director of Housing	March 2011	
50	Respect & Anti-Social Behaviour	Produce an updated leaflet for the public on the Council's Anti-Social Behaviour Strategy	Asst. Director of Housing (Operations)	Sep 2011	