

Housing Strategy Key Action Plan 2015-16

No	Category	Action	Responsibility	Timescale	Progress Report <i>(To be competed at 6-month intervals)</i>
1	General	Review the Housing Strategy 2009-2012 and produce an updated Housing Strategy for 2014-2017, following a consultation exercise on a Draft Housing Strategy	Director of Communities	Mar 2016	
2	Local Plan	Complete the gathering of information, including the Strategic Housing Market Assessment (SHMA), to form the evidence on which key decisions will be taken as part of the Local Plan.	Asst. Director (Policy Planning & Economic Devt)	Under Review	
3	Local Plan	Agree on objectively assessed Housing and Employment Need for the Local Plan Period.	Asst. Director (Policy Planning & Economic Devt)	Under Review	
4	Local Plan	Complete a District-Wide Viability Assessment on viable levels of affordable housing provision within developments	Asst. Director (Policy Planning & Economic Devt)	Under Review	
5	Local Plan	Agree a Draft Local Plan (Preferred Options) and undertake the appropriate Sustainability Appraisal	Asst. Director (Policy Planning & Economic Devt)	Under Review	
6	Local Plan	Undertake a Consultation Exercise on the Preferred Options	Asst. Director (Policy Planning & Economic Devt)	Under Review	

7	Local Plan	Submit the Final Local Plan to the Planning Inspectorate for an Examination in Public	Asst. Director (Policy Planning & Economic Devt)	Under Review	
8	Housing Market	Consider subscribing to the Hometrack Service to provide ongoing housing market intelligence for planning and housing purposes	Director of Communities / Forward Planning Manager	March 2015	
9	Regeneration	Work in partnership with Essex County Council, Epping Town Council and other partners to commence a sustainable regeneration scheme for the St Johns Area of Epping, in accordance with the adopted Design and Development Brief, which includes an appropriate amount of market and affordable housing	Chief Executive	Dec 2015	
10	Affordable Housing Provision	Work with Moat Housing to commence the development of the Council-owned difficult-to-let garage site at Vere Road, Loughton to provide 15 new affordable rented flats and an additional 14 parking spaces for private development on the adjacent site of the former Sir Winston Churchill PH.	Director of Communities	Dec 2015	
11	Affordable Housing Provision	Work with housing associations and developers to complete the development of 107 new affordable homes for rent and shared ownership by September 2015 at the following non-Council owned sites:	Director of Communities	Sept 2015	

		<p>(a) Jennikings Nursery, Chigwell – 52 new homes</p> <p>(b) Manor Road Garden Centre, Chigwell – 17 new homes</p> <p>(c) St. Johns School – 38 new homes</p>			
12	Affordable Housing Provision	Seek planning permission for residential development at the Council's Pyrles Lane Nursery site, Loughton, including the provision of at least 40% affordable housing, by addressing the issues resulting in the previous planning permission refusal	Chief Executive	April 2015	
13	Affordable Housing Provision	Consider whether to undertake a Phase 3 of the Open Market Home Ownership Scheme with B3Living - to enable first-time buyers in the District to purchase a property of their choice from the open market through shared ownership, funded jointly by the Council, B3Living and the applicants	Director of Communities	April 2015	
14	Affordable Housing Provision	Appoint an affordable housing viability consultant, through a competitive exercise, for a 3-year period in order to provide specialist advice and undertake the validation of viability appraisals submitted by developers who assert that the Council's expected level of affordable housing provision on their site unviable and propose a financial contribution in lieu of the provision of on-site affordable housing	Director of Communities	April 2015	

15	Affordable Housing Provision	Consider the introduction of Supplementary Planning Guidance on the required approach by developers to the undertaking of viability assessments for developments involving affordable housing	Principal Planning Officer / Director of Communities	July 2015	
16	Council Housebuilding Programme	Complete the development of 23 new affordable homes for rent at Waltham Abbey, under Phase 1 of the Council's Housebuilding Programme	Asst. Director (Housing Property & Devt.)	Dec 2015	
17	Council Housebuilding Programme	Complete a major conversion scheme to convert 20 unpopular bedsits at Marden Close and a community hall at Faversham Hall, Marden Close, to provide 12 self-contained one-bedroomed rented flats for Housing Register applicants	Asst. Director (Property & Devt.)	Sept 2015	
18	Council Housebuilding Programme	Obtain planning permission for the development of new affordable homes for rent at Burton Road, Loughton, under Phase 2 of the Council's Housebuilding Programme	Asst. Director (Housing Property & Devt.)	Sept 2015	
19	Council Housebuilding Programme	Seek Development Partner status for the Council with the Homes and Communities Agency, to enable the Council to secure the £0.5 million funding obtained from the HCA for Phase 2 of the Council Housebuilding Programme	Asst. Director (Housing Property & Devt.)	June 2015	
20	Council Housebuilding Programme	Complete the remaining development and financial appraisals for the identified potential development sites and formulate a Pipeline Programme	Asst. Director (Housing Property & Devt.)	Mar 2016	

		of developments for Phases Years 3-6 of the Programme			
21	Council and Housing Association Accommodation	Implement the Council's revised Housing Allocations Scheme, including a revised Local Eligibility Criteria increasing the requirement for applicants to have lived within the District from 3 – 5 years and lowering the maximum combined income / assets threshold to £76,000.	Asst. Director (Housing Operations)	July 2015	
22	Council and Housing Association Accommodation	Update the existing District-wide Nominations Agreements with each of the Council's Preferred Housing Association Partners for new rented housing developments - to take account of the new Affordable Rents Framework - and formulate new District-wide Nominations Agreements for shared ownership properties with the same partners.	Director of Communities	June 2015	
23	Council and Housing Association Accommodation	Procure a provider for an updated Housing Register Hosting and Choice Based Lettings Agency Service, in partnership with five neighbouring local authorities	Asst. Director (Housing Operations)	Sept 2015	
24	Council and Housing Association Accommodation	Subscribe and contribute information to the new proposed Essex Veterans' Portal, in partnership with other Essex local authorities and Essex agencies, in support of the Community Covenant to assist former members of the Armed Forces.	Policy & Grants Officer	June 2015	

25	Council Housing	Implement the Council's revised Tenancy Policy, to extend the provision of flexible (fixed term) tenancies for 10 year periods (including an introductory tenancy period) to all Council properties (excluding sheltered properties).	Asst. Director (Housing Operations)	July 2015	
26	Council Housing	Bring together all the Council's fraud functions, including social housing fraud into one corporate team, to provide synergy, consistent working practices and shared intelligence	Chief Internal Auditor	April 2015	
27	Homelessness	Update the Council's Homelessness Strategy, to ensure that it is up to date and sets out the most appropriate approach to responding to homelessness over the next 3 years	Asst. Director (Housing Operations)	June 2015	
28	Homelessness	Consider the feasibility of replacing the existing mobile homes in the grounds of the Council's Homeless Persons' Hostel at Norway House, North Weald with new temporary accommodation for homeless families, that will be fit for purpose for the future	Asst. Director (Housing Property & Devt.)	Dec 2015	
29	Homelessness	Undertake improvements to the rooms at Norway House, North Weald, to improve the facilities and decor	Asst. Director (Housing Property & Devt.)	Mar 2016	
30	Supported Housing – Older and Other Vulnerable People	Work in partnership with Essex County Council to provide a supported housing scheme at Lindsay House, Epping.	Director of Communities	Mar 2017	

31	Supported Housing – Older and Other Vulnerable People	Include a requirement in the Draft Local Plan that an increased number of homes within new housing developments in the District should meet the Lifetime Homes Standard than presently required	Asst. Director (Policy Planning & Economic Development)	Under Review	
32	Empty Homes	Bring at least 40 long-term empty properties back into use by Council intervention within any 12-month period, including the continued use of the PLACE Scheme	Private Housing Manager (Technical)	March 2016	
33	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 Communities	Mar 2016	
34	Decent Homes – Private Sector	Introduce new licence conditions for existing holiday park homes sites in the District, following consultation with site owners and statutory agencies	Private Housing Manager (Technical)	Sept 2015	
35	Decent Homes – Private Sector	Consider and adopt a corporate protocol for dealing with unsuitable living conditions within agricultural and nursery accommodation, from a housing, planning, legal and economic development perspective	Private Housing Manager (Technical)	Mar 2016	
36	CARE Agency	Prepare for the retendering of the County Council funding for home improvement agencies within Essex, to ensure the continued viability of the Council's in-house Caring and Repairing in Epping Forest (CARE) Agency	Private Housing Manager (Grants and CARE)	July 2015	

