



Please ask for Rachel Appleyard  
Direct Line: 01246 34 5277  
Email [committee.services@chesterfield.gov.uk](mailto:committee.services@chesterfield.gov.uk)

The Chair and Members of Cabinet

2 September 2019

Dear Councillor,

Please attend a meeting of the CABINET to be held on TUESDAY, 10 SEPTEMBER 2019 at 10.30 am in Committee Room 1, Town Hall, Rose Hill, Chesterfield, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declarations of Members' and Officers' Interests relating to items on the Agenda
2. Apologies for Absence
3. Minutes (Pages 3 - 6)

To approve as a correct record the Minutes of the Cabinet meeting held on 16 July, 2019.

4. Forward Plan

Please follow the link below to view the latest Forward Plan.

[Forward Plan](#)

5. Delegation Report (Pages 7 - 10)

6. Minutes of the Sheffield City Region Mayoral Combined Authority Board (Pages 11 - 28)

To note the Minutes of the meetings of the Sheffield City Region Mayoral Combined Authority Board held on 3 June, 2019 and 29 July, 2019.

Items Recommended to Cabinet via Cabinet Members

Cabinet Member for Economic Growth

7. Community Infrastructure Levy - Expenditure and Instalments Policy (Pages 29 - 38)

Cabinet Member for Housing

8. Housing Strategy - Permission to Consult (Pages 39 - 70)

Yours sincerely,

A handwritten signature in black ink, appearing to be 'S. Smith', written in a cursive style.

Local Government and Regulatory Law Manager and Monitoring Officer

## CABINET

Tuesday, 16th July, 2019

Present:-

Councillor P Gilby (Chair)

Councillors Serjeant  
Blank  
T Gilby  
Ludlow

Councillors Holmes  
J Innes  
Mannion-Brunt

\*Matters dealt with under the Delegation Scheme

20 **DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS  
RELATING TO ITEMS ON THE AGENDA**

No declarations of interest were received.

21 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Sarvent.

22 **MINUTES**

**RESOLVED –**

That the minutes of the meeting of Cabinet held on 25 June, 2019 be approved as a correct record and signed by the Chair.

23 **FORWARD PLAN**

The Forward Plan for the four month period August to November, 2019 was reported for information.

**\*RESOLVED –**

That the Forward Plan be noted.

24 **QUARTER 1 BUDGET MONITORING 2019/20 & UPDATED MEDIUM**

## **TERM FINANCIAL FORECAST**

The Acting Chief Finance Officer submitted a report to update members on the council's budget position for 2019/20, covering the General Fund Revenue Budget, General Fund Capital Programme and Housing Revenue Account.

An updated General Fund Revenue Budget forecast as at the end of quarter 1 of the financial year 2019/20 was included within section 4 of the officer's report. This showed that there was now forecast a small increase in the deficit for 2019/20 from £202k to £203k as a consequence of variances to income and expenditure.

Detailed information on the council's reserves and the medium term outlook was provided in sections 5 and 6 of the officer's report.

### **RESOLVED –**

That Cabinet recommend to Full Council that:

1. The financial performance in the first quarter of the financial year 2019/20, as set out in section 4 of the officer's report, be noted.
2. The new medium term forecast, as detailed in section 6 of the officer's report, be noted.
3. The proposed changes to the medium term forecast, as outlined in section 6 of the officer's report, be approved.
4. The growth request, as outlined in paragraph 4.3 of the officer's report, be approved.
5. The reserves position, as outlined in section 5 of the officer's report, be noted.
6. The updated capital programme, as outlined in section 7 of the officer's report, be noted.
7. The additions to the capital programme detailed in paragraph 7.2 of the officer's report, be approved.

8. The proposed financing arrangements for the capital programme, as detailed in paragraph 7.3 of the officer's report, be approved.
9. The position of the Housing Revenue Account budgets, included in section 8 of the officer's report, be noted.

## **REASON FOR DECISIONS**

To actively manage the council's finances in the current financial year, and forecast forward the emerging budget position to future financial years.

## **25 EQUALITY AND DIVERSITY ANNUAL REPORT 2018/19**

The Policy Officer presented the Equality and Diversity Annual Report 2018/19 to update members on the improvements and achievements made in delivering equality and diversity across all the council's services.

Members were advised that local authorities are required, under the Equality Act 2010, to publish an annual report that summarises equalities progress during the previous year and future plans.

The Equality and Diversity Annual Report 2018/19 was attached at Appendix A to the officer's report and included information on:

- progress made against the council's Equality and Diversity Strategy Action Plan;
- the success of the Chesterfield Equality and Diversity Forum;
- the different events and activities carried out to promote equality and diversity through the council's services and across the borough; and
- planned activities for 2019/20.

### **\*RESOLVED –**

1. That the Equality and Diversity Annual Report 2018/19 be supported.
2. That the Equality and Diversity Annual Report 2018/19 be published on the Council's website and circulated to partners.

3. That the Equality and Diversity Annual Report 2018/19 be presented to Full Council at the earliest opportunity and that future Annual Reports be presented to Full Council.

## **REASON FOR DECISIONS**

To provide the community and relevant organisations with an update of the council's progress in delivering equalities outcomes.

## **26 EQUALITY AND DIVERSITY STRATEGY AND ACTION PLAN 2019-2023**

The Policy Officer submitted a report on a new Chesterfield Borough Council Equality and Diversity Strategy and Action Plan for 2019-2023.

The current strategy, which had been in place from 2017 to 2019, required updating to reflect the current needs of the local communities and priorities within the Council Plan 2019-2023. In addition, the updated strategy was proposed to cover the next four years which would bring it in line with the Council Plan.

The strategy had been developed in consultation with the Equality and Diversity Forum and outlined the council's corporate equality objectives for the next four years and how it planned to achieve them. The strategy also included the organisation's approach to discharging its responsibilities under the Equality Act 2010 (including the Public Sector Duty) as a service commissioner, service provider and employer, including a new requirement to carry out gender pay gap reporting.

## **RESOLVED –**

That it be recommended to Full Council that the Equality and Diversity Strategy and Action Plan 2019-2023 be approved and implemented.

## **REASON FOR DECISION**

The strategy provides a framework for the council to continue to ensure that the services it provides are fair and meet the needs of the local community, and that the council discharges its responsibilities under the Equality Act 2010.

## CABINET MEETING

10 September 2019

## DELEGATION REPORT

### DECISIONS TAKEN BY LEAD MEMBERS

#### Leader

Decision Record No.	Subject	Delegation Reference	Date of Decision
<b>3/19/20</b>	<b>Strengthened Local Enterprise Partnerships</b>	<b>R000L</b>	<b>5 July 2019</b>
<p>Decision</p> <ol style="list-style-type: none"> <li>(1) That Chesterfield Borough Council remains a member of D2N2 LEP and relinquishes its membership of SCR LEP.</li> <li>(2) That Chesterfield Borough Council remains a non-constituent member of SCR Mayoral Combined Authority (MCA).</li> <li>(3) That the Leader of the Council notifies the Secretary of State for Housing, Communities and Local Government, and the Chairs of D2N2 and SCR LEPs of Chesterfield Borough Council's decisions.</li> <li>(4) That the change to Chesterfield Borough Council's membership status at SCR LEP takes effect from 1 April, 2020.</li> <li>(5) That the Leader of the Council advises full Council on 17 July, 2019 of the reasons behind the decisions made.</li> </ol>			
<p>Reason for Decision</p> <p>To provide clarity on Chesterfield Borough Council's position with regards HM Government's LEP review and enable D2N2 LEP and SCR LEP to finalise their individual and collective submissions in terms of demonstrating compliance with the review's requirements for overlapping geographies to be removed.</p>			

**Deputy Leader**

Decision Record No.	Subject	Delegation Reference	Date of Decision
<b>4/19/20</b>	<b>Updated Council Plan 2019-2023</b>	<b>J040</b>	<b>16 August 2019</b>
<p>Decision</p> <p>That the revised Council Plan 2019 - 2023 and the Delivery Plan 2019/20 be approved.</p>			
<p>Reason for Decision</p> <p>To provide the Council with a clear statement of its strategic priorities for 2019 - 2023 and to approve the year 1 delivery plan.</p>			

### Cabinet Member for Economic Growth

Decision Record No.	Subject	Delegation Reference	Date of Decision
<b>5/19/20</b>	<b>Land Purchase in Spire Neighbourhood</b>	<b>EG210</b>	<b>19 June 2019</b>
<p>Decision</p> <p>(1) That the proposed purchase of land in Spire neighbourhood be approved.</p> <p>(2) That the officers have the objective of securing the land at the lowest purchase price possible and that officers be mandated to make offers in the range identified in the report.</p>			
<p>Reason for Decision</p> <p>To enable the Council to negotiate the purchase of land in the Spire neighbourhood.</p>			
<b>6/19/20</b>	<b>Catherine Street Garage Site</b>	<b>G260L</b>	<b>10 July 2019</b>
<p>Decision</p> <p>(1) That the proposed sale of land and premises at Catherine Street Garage Site, Brampton, Chesterfield be approved.</p> <p>(2) That the Property Procurement and Contracts Law Manager be granted delegated authority to agree late amendments to the sale and to revert to underbidders in the event the applicant withdraws.</p>			
<p>Reason for Decision</p> <p>To secure regeneration of the site for residential purposes and secure a capital receipt for the Council. To enable the conclusion of the sale contract in a timely and efficient manner.</p>			

**Cabinet Member for Health and Wellbeing**

Decision Record No.	Subject	Delegation Reference	Date of Decision
<b>7/19/20</b>	<b>Land at Whitebank Close, Hasland</b>	<b>G260L</b>	<b>29 July 2019</b>
<p>Decision</p> <p>(1) That the land at Whitebank Close, Hasland, as shown in Appendix 1 of the officer's report, be confirmed as no longer required for athletic purposes.</p> <p>(2) That the land shown in Appendix 1 of the officer's report be appropriated for planning purposes, pursuant to Section 122 of the Local Government Act 1972, following completion of the advertising and public consultation process.</p>			
<p>Reason for Decision</p> <p>1. That the land at Whitebank Close, Hasland, as shown in Appendix 1 of the officer's report, be confirmed as no longer required for athletic purposes.</p> <p>2. That the land shown in Appendix 1 of the officer's report be appropriated for planning purposes, pursuant to Section 122 of the Local Government Act 1972, following completion of the advertising and public consultation process.</p>			

## SCR - MAYORAL COMBINED AUTHORITY BOARD

### MINUTES OF THE MEETING HELD ON:

MONDAY, 3 JUNE 2019 AT 11.00 AM

SHEFFIELD CITY REGION, 11 BROAD STREET WEST,  
SHEFFIELD S1 2BQ



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### Present:

Mayor Dan Jarvis (Chair)	Sheffield City Region Mayoral Combined Authority
Councillor Chris Read (Vice-Chair)	Rotherham Metropolitan Borough Council
Councillor Julie Dore	Sheffield City Council
Councillor Garry Purdy	Derbyshire Dales District Council
Councillor Sir Steve Houghton CBE	Barnsley Metropolitan Borough Council
Councillor Tricia Gilby	Chesterfield Borough Council
Andrew Frosdick	Sheffield City Region
Dr Dave Smith	Sheffield City Region
Eugene Walker	Sheffield City Region Executive Team

### Officers in Attendance:

Dr Ruth Adams	Deputy Chief Executive	Sheffield City Region Combined Authority
Steve Davenport	Principal Solicitor & Secretary to the Executive	
Stephen Edwards	Executive Director	SYPTE
Damian Allen	Interim Chief Executive, Doncaster MBC	
Justin Homer		BEIS
Fiona Boden	Policy Adviser - Mayor	Sheffield City Region Executive Team
Melanie Dei-Rossi	Assistant Director - Programme	Sheffield City Region Executive Team
Sharon Kemp	Chief Executive of Rotherham Metropolitan Borough Council	Rotherham Metropolitan Borough Council
Mark Lynam	Director of Programme Commissioning	Sheffield City Region Executive Team
Christine Marriott	Scrutiny Officer	Sheffield City Region
John Mothersole	Chief Executive of Sheffield City Council	Sheffield City Council
Mike Thomas	Senior Finance Manager	Sheffield City Region Executive Team

### Apologies:

Councillor Ann Syrett	Bolsover District Council
Councillor Martin Thacker MBE	North East Derbyshire District Council

Councillor Simon Greaves  
Claire James  
Rachel Clark  
Neil Taylor

Bassetlaw District Council  
Sheffield City Region  
Sheffield City Region Executive Team  
Bassetlaw District Council

## 1 **Welcome**

The Mayor updated Members on general progress in respect of a number of matters since the last meeting.

The Mayor noted he hosted the region's first Transport Strategy event recently and was pleased how the excellent turnout had come together to discuss how we can build a transport system that is fit for the 21st century and one that has active travel right at its heart.

It was noted Clive Betts has now formally launched the Bus Review with his appointed expert panel of commissioners having held their first meeting and called for evidence. The Mayor encouraged stakeholder partners and residents to engage with the review by submitting evidence, completing the Bus Survey and working with Clive and his team. It was suggested we should make sure we leave no stone unturned in understanding how we can deliver a bus service that best meets the needs of our communities.

Members were informed of the Mayor's support for the expansion of the Children's University in the region. It was noted that, led by Sheffield Hallam University, but working in partnership with local councils, this initiative shows that we're a region in the vanguard of early years policy, both in the 'thinking' but also the 'doing'.

The Mayor informed Members he had continued to make sure our region has a voice in Westminster, noting he had led a Parliamentary debate, supported by many Members of Parliament from across South Yorkshire, making the case to the Government for clarity on how the UK Shared Prosperity Fund, the replacement fund for both European and Local Growth funding, will be allocated and how it will work.

The Mayor thanked the Directors of Public Health for their support in joining a discussion here about how we can work together to tackle the Excess Winter Deaths issue.

The Mayor noted he had pressed for but was yet to receive a response from the Government to our request for the release of funds to enable us to deliver the Early Intervention Support Pilot.

The Mayor noted Brexit continues to create uncertainty which is damaging for our region and was due to meet with the Brexit Minister in the near future.

Finally, on the issue of devolution, it was noted that following James Brokenshires' response to our letter, he is working with colleagues around the table on the next steps and will update stakeholders as soon as we have further clarity.

2        **Voting Rights for Non-constituent Members**

It was agreed there were no agenda items for which the non-Constituent district Members should not have full voting rights.

3        **Appointment of Vice Chair**

RESOLVED, that Cllr Chris Read be appointed Vice Chair to the SCR Mayoral Combined Authority.

4        **Appointment of Rotational Members for 2018/19**

RESOLVED, that Cllrs Bob Johnson (Sheffield CC), and Alan Gardiner (Barnsley MBC), be appointed rotational Members of the SCR Mayoral Combined Authority for the forthcoming municipal year.

5        **Appointment of Audit & Standards Committee Members**

A report was received confirming the membership of the SCR Audit and Standards Committee for the forthcoming municipal year. It was confirmed the membership is politically proportional.

RESOLVED, that the SCR Mayoral Combined Authority:

1. Notes the Members appointed to-date and notes that vacancies are in the process of being addressed by the districts
2. Notes the reappointment of Rhys Marshall and Angela Bingham as the 2 independent Members of the Committee

6        **Appointment of Overview and Scrutiny Committee Members**

A report was received confirming the membership of the SCR Overview and Scrutiny Committee for the forthcoming municipal year. It was confirmed the membership is politically proportional.

RESOLVED, that the SCR Mayoral Combined Authority

1. Reasserts its preference for the appointment of an 'appropriate' Chair of the Committee (to be appointed by the Committee itself).
2. Notes the Members appointed to-date and notes that vacancies are in the process of being addressed by the districts

7        **Appointment of Thematic Board Members**

A report was received confirming the appointment to the SCR Thematic Boards.

It was noted the information is correct at the time of publication and vacancies are in the process of being addressed.

**8 Appointment to Outside Bodies - Transport for the North**

A report was received recommending the re-appointment of the Sheffield City Region (SCR) Mayor as our representative on the Transport for the North (TfN) Board and to formally appoint Cllr Chris Read as substitute member.

RESOLVED, that the SCR Mayoral Combined Authority:

1. Reappoints the Sheffield City Region Mayor to the position of TfN Board member for the Sheffield City Region.
2. Appoints Cllr Chris Read as substitute representative.
3. Agrees that appointments to the two seats on the TfN Scrutiny Committee may be sought from either Sheffield, Barnsley or Doncaster

**9 Apologies**

Members' apologies were noted as above.

**10 Announcements**

None.

**11 Urgent Items**

None.

**12 Items to be Considered in the Absence of Public and Press**

None.

**13 Declarations of Interest by individual Members in relation to any item of business on the agenda**

Cllr Dore declared a non-pecuniary interest at item 23 (LGF Investment Approvals) by virtue of being Leader of Sheffield CC, which has an interest in the Sheffield Housing Company.

**14 Reports from and questions by Members**

None.

**15 Receipt of Petitions**

Members were advised of the receipt of 3 petitions.

- A 320 signature petition requesting the reinstatement of the Chapeltown to Meadowhall direct bus service.

- A 250 signature petition registering dismay and disapproval at the recently announced bus service changes for routes serving Maltby
- A 168 signature petition on behalf of the Burngreave Clean Air Campaign calling for better public transport links to the Northern General Hospital.

The Mayor thanked the petitioners for attending and delivering their petitions, and commented on the importance of sustainable transport.

The Mayor urged the petitioners to engage directly with the recently commissioned review of bus services to ensure their comments are appropriately captured by the consultation process.

The Mayor also actioned officers of SYPTE to respond to the petitioners direct to look at the matters raised in more detail.

RESOLVED, that the petitions be received.

## 16 **Public Questions**

A question was received from Mr Nigel Slack, and delivered as follows:

*“Having noted the proposed changes to the ‘Code of Corporate Governance’, I was prompted to check the ‘Members Code of Conduct’ over concerns recently experienced with such issues within my own local council. Are there any checks made, with respect to proposed members of committees that ensure they meet the requirements of the Code of Conduct? In particular are checks made against evidence of breaches of the Nolan Principles or of failing to declare interests correctly?”*

The Mayor welcomed this question and actioned the Monitoring Officer to discuss the matters raised outside of the meeting. The Mayor also confirmed he would be happy to then discuss the matter further if required.

## 17 **Minutes of the meeting held on 25th March 2019**

RESOLVED, that the minutes of the meeting held on 25<sup>th</sup> March are agreed to be an accurate record of the meeting.

## 18 **Tackling discrimination and prejudice: MCA adoption of antisemitism and Islamophobia**

A report was received asking the Mayoral Combined Authority as a body to adopt an agreed definition of antisemitism and agree its intention to do so in relation to Islamophobia to help ensure there is clarity about what antisemitism is and what Islamophobia is as part of the MCA and LEP’s general equal opportunities policy.

It was agreed to receive a follow up report in 6 months to review how the statements had been implemented.

Members expressed support for the adoption of similar definitions in respect of

transphobia, homophobia and sexism.

RESOLVED, that the Mayoral Combined Authority

1. Adopts the International Holocaust Remembrance Alliance (IHRA) working definition of antisemitism
2. Agrees its intention to adopt a working definition of Islamophobia when there is greater clarity and a shared understanding of the term

## 19 **Transforming Cities Fund**

A report was received to provide an update on the progress in developing the draft business case for Sheffield City Region's Transforming Cities Fund (TCF) submission due on the 20th June 2019.

RESOLVED, that the Mayoral Combined Authority

1. Delegates authority to finalise the submission of the TCF business case to the Chief Executive and Chief Financial Officer of the Mayoral Combined Authority, in consultation with the Mayor, based upon the framework set out in this report.
2. Notes the submission of an outline proposal for the TCF Future Mobility Zones (FMZ) was made prior to the deadline on the 24th May 2019.

## 20 **Active Travel Update**

A report was received to set out the work done to date on active travel and to seek agreement to award a contract for the Active Travel Project Director role.

The Mayor commented further on the importance of the active travel agenda and its potential for having a significant, positive impact on a number of other themes and agendas.

RESOLVED, that the Mayoral Combined Authority:

1. Notes the work that has taken place to date on active travel
2. Notes the intention to produce an Active Travel Plan
3. Approves the award of a contract with Mr Zanzottera for the services of an Active Travel Project Director to the value of £123,200 for up to 2 years.

## 21 **SCR Assurance & Appraisal Process**

Further to the approval of new governance arrangements, a report was received to provide details of the current principles and approach to LGF scheme appraisal, to review the strengths and weaknesses of the current approach, and make a recommendation for strengthening current arrangements whilst ensuring no compliance requirements are compromised.

Members were advised the proposed options for consideration, suggested in light of the review of the current strengths and weaknesses of the appraisal process are; the appointment of an independent Chair of the Appraisal Panel (suggested as the LEP Board Vice Chair with the programme portfolio lead), to ensure there is no loss of banking, commercial financial or investment expertise within the appraisal process for Business Investment Fund grants and loans by expanding the current CIAT approach to include business financial expertise, to produce, for decision makers, of a more detailed scheme overview and appraisal summary in addition to a clear assurance opinion and enable access to full business cases and appraisal recommendations (noting the need to balance commercially confidential information with transparency requirements for publication of papers) and to formalise and publish dates for assurance panels to be at least monthly or maintain the current 2 weekly approach.

Alternate approaches were noted within the report.

RESOLVED, that the Mayoral Combined Authority approves the proposed options to strengthen the appraisal, assurance and decision-making processes.

## 22 **MCA Revenue Budget, Capital Programme and Treasury Outturn Report**

A report was received to present the outturn position for the revenue budgets and capital programme of the Sheffield City Region (SCR) Mayoral Combined Authority (MCA) for the financial year 2018/19.

It was noted this position will help to inform the process of business planning for 2020/21 and beyond.

RESOLVED, that the Mayoral Combined Authority:

1. Notes the 2018/19 outturn position (which is subject to external audit) for the Mayoral Combined Authority's revenue budget and capital programme, including the reserves statement.
2. Approves in principle the proposal supported by the LEP Board to reinvest some or all of the income accrued from LGF to support resourcing the development of business cases, subject to further work being undertaken to develop the proposition in detail
3. Approves the revenue programme variations.
4. Notes that the level and accounting for reserves (including the PTE revaluation reserve) will be reviewed as part of the MTFS refresh
5. Approves the carry forward of £10.6m of underspend on the South Yorkshire transport capital programme.
6. Approves the continuation of the Key Account Manager revenue programme, and delegates authority to the SCR Head of Paid Service and Section 73 Officer to extend the contract of the Investment Manager and to accept the grant

23 **LGF Capital Programme 2018/19 Outturn Position**

A report was received to provide an update on the 2018/19 LGF outturn position and the impact on the 2019/20 LGF programme.

The report also sought approval to accept the 2019/20 LHG grant funding.

RESOLVED, that the Mayoral Combined Authority:

1. Note the 2018/19 LGF outturn position and the impact on the 2019/20 LGF programme.
2. Approve accepting the LGF grant of £29.9m for 2019/20

25 **Delegated Authority Report**

RESOLVED, that the contents of the report are noted.

26 **Risk Policy & Process**

A report was received to present the reviewed Risk Management Policy and Risk Management Process.

RESOLVED, that the Mayoral Combined Authority approves the revised Risk Policy and the Risk Management Process.

27 **Code of Corporate Governance**

A report was received to present the revised Code of Corporate Governance.

RESOLVED, that the Mayoral Combined Authority approves the revised Code of Corporate Governance.

28 **Statutory Officers**

A report was received to detail the proposed changes to the statutory officers of the Mayoral Combined Authority required to meet the MCA's statutory duties.

The Mayor led Members in thanking Eugene and Andrew for all their work undertaken in support of the Combined Authority.

RESOLVED, that the Mayoral Combined Authority approves:

1. The recruitment of a permanent Chief Finance Officer
2. The appointment panel for the recruitment of the Chief Finance Officer to be made up of the Mayor, The Vice Chair of the MCA, the Chair of the LEP and the Head of Paid Service as advisor;
3. The transfer of the finance function from SCC in to the MCA

4. The recruitment of an Interim Chief Finance Officer for the period from July 2019 until a permanent post holder is recruited;
5. The appointment of the Principal Solicitor and Secretary of South Yorkshire Passenger Transport Executive as Monitoring Officer of the MCA
6. The deletion of the post of Clerk to the MCA and delegate the functions of the Clerk to the Head of Paid Services and approve the Principal Solicitor making the consequential amendments to the constitution
7. The implementation of a recruitment process for the appointment of the Head of Paid Service to the end of the present Mayoral Term of Office (2022)
8. The appointment panel for the recruitment of the head of Paid Service to be made up of the Mayor, the Vice Chair of the MCA, the Chair of the LEP and a Local Authority Chief Executive as advisor
9. The current contract of the Head of Paid service be extended in the interim until the appointment of a new Head of Paid Service takes effect;
10. The appointment of 2 Non-Executive Directors of SYPTE

In accordance with Combined Authority's Constitution/Terms of Reference for the Board, Board decisions need to be ratified by the Head of Paid Services (or their nominee) in consultation with the Chair of the Board. Accordingly, the undersigned has consulted with the Chair and hereby ratifies the decisions set out in the above minutes.

Signed \_\_\_\_\_  
 Name \_\_\_\_\_  
 Position \_\_\_\_\_  
 Date \_\_\_\_\_

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**SCR - MAYORAL COMBINED AUTHORITY BOARD**

**MINUTES OF THE MEETING HELD ON:**

**MONDAY, 29 JULY 2019 AT 11.00 AM**

**SHEFFIELD CITY REGION, 11 BROAD STREET WEST,  
SHEFFIELD S1 2BQ**



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**Present:**

Mayor Dan Jarvis (Chair)	SCR Mayoral Combined Authority
Councillor Chris Read (Vice-Chair)	Rotherham MBC
Councillor Garry Purdy	Derbyshire Dales
Mayor Ros Jones	Doncaster MBC
Councillor Simon Greaves	Bassetlaw DC
Councillor Sir Steve Houghton CBE	Barnsley MBC
Councillor Tricia Gilby	Chesterfield BC
Councillor Alex Dale (Reserve)	NE Derbyshire DC
Craig Tyler	South Yorkshire Joint Authorities Governance Unit
Stephen Edwards	SYPTTE

**Officers in Attendance:**

Fiona Boden	Policy Adviser - Mayor	SCR Executive Team
Stephen Batey		SCR Mayor's Office
Sarah Norman (LA Chief Executive)		Barnsley MBC
Huw Bowen (LA Chief Executive)		Chesterfield BC
Dan Swaine (LA Chief Executive)		Bolsover DC
Dan Swaine (NE Derbyshire emails) (LA Chief Executive)		Bolsover DC/NE Derbyshire DC
Sharon Kemp (LA Chief Executive)		Rotherham MBC

**Guests in Attendance**

Councillor Chris Furness	Derbyshire Dales DC
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**Apologies:**

Councillor Julie Dore	Sheffield City Council
Councillor Steve Fritchley	Bolsover DC
Sarah Fowler	Chief Executive Peak District National Park
John Mothersole	Sheffield City Council
Neil Taylor	Bassetlaw DC
Paul Wilson	Derbyshire Dales DC
James Muir	Private Sector LEP Board Member
Justin Homer	BEIS
Sarah Want	Sheffield University
Jeni Harvey	SCR Executive Team

**1 Welcome and Apologies**

Mayor Jarvis provided Members with updates on important matters which have arisen since the last MCA meeting.

The Mayor noted last week's appointment of a new Prime Minister and a host of new Ministers and suggested it is important that we build productive working relationships with the PM and his government noting he would be writing to Government Departments setting out his priorities for how the Government must put this region and the North at the top of its agenda.

The Mayor suggested it was good to see the Prime Minister in the North on Saturday and welcomed the commitments to deliver Northern Powerhouse Rail, more powers for Metro Mayors and council leaders offering real devolution for our communities, providing better bus services and committing greater funds to the Stronger Towns Fund.

It was noted the SCR is engaged in further and detailed discussions with senior officials in Government to unlock the devolution deal agreement that Leaders reached earlier this year and also noted that those who support wider Yorkshire devolution arrangements have written to the new Prime Minister to urgently unlock the benefits of devolution to all parts of the region, while creating a pathway to a full One Yorkshire devolution deal in 2022.

The Mayor welcomed the opportunity to confirm the new thematic boards are up and running and suggested that by working together on issues such as skills, housing, infrastructure, business growth and transport we are increasingly well placed to respond to the opportunities and challenges ahead. In respect of transport the Mayor welcomed good progress on the Bus review noting thousands of responses had been received from members of the public and urging those who have not yet get involved to do so by the 31st August.

Finally, the Mayor wished all South Yorkshire colleagues a very happy Yorkshire Day on Thursday!

Members' apologies were noted as above.

**2 Announcements**

None

**3 Urgent Items**

None

**4 Items to be Considered in the Absence of Public and Press**

None.

5 **Voting Rights for Non-constituent Members**

It was agreed that voting rights could not be conferred on the non-Constituent districts in respect of item 6 - Appointment Of SYPTE Non-Executive Director and item 16 - SYPTE Underspend Travel Support For The Unemployed In South Yorkshire as the matters only affect the South Yorkshire area.

It was agreed there were no further matters for which voting rights could not be conferred.

6 **Appointment Of SYPTE Non-Executive Director**

RESOLVED, that Sarah Norman is appointed a Non-Executive Director of the South Yorkshire Passenger Transport Executive.

7 **Declarations of Interest by individual Members in relation to any item of business on the agenda**

None.

8 **Reports from and questions by members**

None.

9 **Receipt of Petitions**

None.

10 **Public Questions**

Members were informed of the receipt of 2 public questions.

A question was received from Mr Kewley and delivered as follows:

*I'd like to see an informal Focus group to consider facilities for public involvement in these statutory meetings and discussing how these could be improved.*

*This would apply to the Statutory Body itself, and the associated Overview & Scrutiny Committee, and include -*

- 1. Prior details published on the internet.*
- 2. Attendance on the public bench.*
- 3. Submitting a public question and considering the reply.*
- 4. Monitoring proceedings on the webcast.*

*I'd like to see a simple feedback form on the public bench at each meeting.*

Mr Kewley presented his thoughts on how public engagement in respect of the above points might be improved.

In response the Mayor commented on progress the SCR has made to date to improve public accessibility, noting the new facilities, greater accessibility to

meetings, webcasting of meetings, protocols to promptly respond to public questions and the publication of all information on the website. It was noted a new set of decision making governance arrangements had been introduced and hopefully the public will not feel daunted in engaging with these arrangements.

The Mayor informed members he would write to Chair of the Scrutiny Committee requesting 'how the SCR meets its expectations around public engagement' forms part of the Committee's work programme

A question was received from Mr Slack and delivered as follows:

*New Zealand have recently produced the first National Budget based not on growth in GDP and fiscal targets for the nation but based on health and wellbeing as a measure of success for the nation.*

*This is a world first and has had immediate impact around the world.*

*Sheffield City Partnership Board recently received a strategy from the local CCG and SCC essentially proposing to try and embed health and wellbeing at the heart of all decision making.*

*It is recognised that health and wellbeing can have very positive impacts on local economies and it also tackles inequality in opportunities and disparity in health measures across divided populations.*

*How will this potential of health and wellbeing, as a measure of economic success, impact on the work of the City Region and the priorities of the Strategic Economic Plan?*

In response the Mayor noted the SCR has some of the poorest health outcomes in the county, and advised members how health and wellbeing, air quality and active travel were all matters that had informed the drafting of the SCR's refreshed Strategic Economic Plan. The Mayor suggested more will be done going forward to recognise the importance of health and wellbeing.

**11 Minutes of the meeting held on 3rd June 2019**

RESOLVED, that the minutes of the meeting held on 3<sup>rd</sup> June 2019 are agreed to be an accurate record.

**12 Annual Governance Statement for 2018/19**

A report was received inviting consideration and approval of the Authority's Annual Governance Statement for 2018/19 which included the Governance Improvement Plan for 2019/20.

RESOLVED, that the MCA approves the Annual Governance Statement (AGS) for 2018/19.

**13 Statutory Accounts for 2018/19**

A report was received requesting the Members' consideration and approval of

the MCA's Annual Statement of Accounts for 2018/19, having first had regard to the External Auditor's audit report (ISA 260).

The Mayor thanks M Thomas and his team for the standard of work undertaken to produce the accounts.

Members were informed that consideration of the draft accounts had progressed through appropriate committees and officer boards ahead of their recommendation for approval.

Members welcomed Dan Spiller to the meeting who on behalf of the External Auditor (EY) advised that the audit was substantially complete pending the receipt of some final information relating to the pension fund (awaited from the SY Pensions Authority's external auditor Deloitte).

Members were advised it was expected the External Auditor would provide a clean opinion.

The Mayor welcomed the suggestion the Auditor's opinion would be unqualified and suggested this is a positive reflection on the work done by officers to strengthen our corporate gov arrangements

It was noted there was to be a late adjustment to the accounts which had been acknowledged and endorsed by the External Auditor.

RESOLVED, that the MCA approves the audited Annual Statement of Accounts for 2018/19, noting that there will be a late adjustment to the accounts which could not be made in time for the MCA paper publication deadline.

#### 14 **LGF Investment Approvals**

A report was received requesting the approval of an LGF grant value to the Sheffield College and to provide an update on investment decisions taken by the Executive Boards.

It was noted an additional scheme which was due to be considered at the meeting had been withdrawn and its case would now be heard at the Skills and Employability Board.

Members were informed the Sheffield College have requested £3.71m LGF grant to support a £4.64m scheme to work in collaboration with the private sector to develop skills training capacity at the College's Olive Grove engineering training centre, the Liberty Speciality Steel engineering training centre and the CTL workplace training facility.

It was reported the refurbishment and new equipment will be required to increase the technical training offer at levels 3 and 4 in the Engineering and Digital Technology sectors to ensure that there is a skilled workforce to fill the increasing number of high value jobs in the Region.

It was reported over a period of 10 years the project is estimated to support 2,051 learners gross additional with an estimated 826 of the net additional

learners moving into employment, subsequently indicating a potential cost equivalent of £4,496 per job, considered good value for money for the SCR.

Members were asked to note the conditions of award including stipulations regarding kit ownership and maintenance.

Members were also asked to note that the decision taken at the Business Growth Executive Board to award four LGF BIF grants totalling £0.488m, to award five Made Smarter LGF BIF grants totalling £0.204m and eight Productivity Challenge LGF BIF grants totalling £0.697m to businesses.

RESOLVED, that the MCA:

1. Approves progression of the Digital Engineering Skills Development Network to full approval and award of up to £3.713m grant to Sheffield College subject to the conditions set out in the Appraisal Panel Summary
2. Gives delegated authority to the Head of Paid of Service, in conjunction with the Section 73 and the Monitoring Officer, to enter into the contractual arrangements required as a result of the above approval.
3. Notes the awards made by the Business Growth executive Board

## 15 **Sheffield City Region Integrated Rail Plan**

A report was received to present the final Integrated Rail Plan (IRP) for formal policy adoption by the Mayoral Combined Authority (MCA).

Introducing the report the Mayor highlighted the importance of this document to the SCR's residents and businesses and proposed it be used to demonstrate to government that the SCR won't stand for less in respect of rail investment.

Cllr Read commented on why the IRP is so important to Rotherham. Cllr Read indicated that Rotherham's position on HS2 hasn't changed but welcomed the opportunity for districts to work together on matters of consensus.

Mayor Jones welcomed the IRP's support for a new East Coast Main Line station at Doncaster Sheffield Airport and investment at other local stations including a new Dearne Valley Parkway Station. Mayor Jones also proposed the importance of delivering the Hickleton-Matt bypass scheme as a pre-requisite for opening up access to new and improved stations. Mayor Jones noted her district's position on HS2 had also not changed with it believed the government's preferred route is wrong.

Cllr Houghton reiterated points made by Mayor Jones in respect of the Dearne Valley Parkway Station and the importance of the Hickleton-Marr bypass. Cllr Houghton also called for longer stations at Barnsley station to facilitate the stopping of an increased number of trains using the Midland Main Line and noted his district would continue to lobby for an additional station on the HS2 main line.

Cllr Gilby welcomed the report and its supportive references to electrification for lines serving Chesterfield and North Derbyshire. Cllr Gilby welcomed the proposal that the north would accept nothing less than the best.

RESOLVED, that the MCA endorses the Integrated Rail Plan and notes the next steps for producing the other associated Transport Strategy implementation plans.

16 **SYLTE Underspend Travel Support For The Unemployed In South Yorkshire**

A report was received outlining proposals to utilise a travel concessions budget underspend to provide supported travel to persons on unemployment programmes within South Yorkshire.

It was noted there is an opportunity to make pragmatic and effective use of SYLTE's 2018/19 budget underspend by allocating this to support a limited period of free travel on public transport to participants on current employment support schemes which have, as their aims, enabling access to placements and helping individuals find, secure, and transition into work.

Given the budget available, the proposals have limited ambitions – providing short term travel cost support to those participating in schemes and related placements is expected to improve retention rates and marginally improve the prospects of those (re)entering employment for remaining in work.

An explanation was provided for how the initiative would operate.

RESOLVED, that the MCA approves the provision of supported public transport travel tickets, aligned with the wider package of support and the duration of the other employment programmes operating within the SCR, ensuring this remains within the available budget.

17 **Health Led Employment Trial Extension Approval**

A report was received to seek approval to extend the Health Led Employment Trial by 7 months, extending the delivery window from the 31st March 2020 to 31st October 2020 and accept a further £1,499,206 from the Work and Health Unit who fund the trial.

The Mayor and Members welcomed the proposal to extend the trial.

RESOLVED, that the MCA approves the 7-month delivery extension and accepts the grant of £1,499,206

18 **Acceptance of Careers and Enterprise Company (CEC) Grant for the delivery of the Enterprise Advisor Network (EAN) in the Academic Year 2019/20**

A report was received to recommend the acceptance of the second year of that grant allocation for the academic year 2019/20.

It was noted the Enterprise Adviser Network (EAN) is a national initiative of the

Careers and Enterprise Company (CEC) and that the SCR LEP has been in receipt of funds from the CEC to support this network since becoming a pilot area in 2015 as part of the first growth deal.

It was noted the MCA accepted the 2 year offer of grant from the CEC in their meeting on the 18 September 2018.

RESOLVED, that the MCA accepts the grant subject to the detailed discussion and agreement of the Skills and Employability Thematic Board to determine programme arrangements

19 **Delegated Authority Report**

RESOLVED, that the contents of the report are noted.

20 **Any Other Business**

Cllr Dale commented further on the Integrated Rail Plan highlighting the importance of the document to helping North East Derbyshire DC solve its significant Midland Main Line electrification challenges.

In accordance with Combined Authority's Constitution/Terms of Reference for the Board, Board decisions need to be ratified by the Head of Paid Services (or their nominee) in consultation with the Chair of the Board. Accordingly, the undersigned has consulted with the Chair and hereby ratifies the decisions set out in the above minutes.

Signed \_\_\_\_\_  
Name \_\_\_\_\_  
Position \_\_\_\_\_  
Date \_\_\_\_\_

## For publication

### **Community Infrastructure Levy (CIL) – Review of CIL Instalments Policy (J010R)**

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Meeting: Cabinet

Date: *10<sup>th</sup> September 2019*

Cabinet portfolio: Economic Growth

Report by: Economic Growth Manager

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## **For publication**

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### **1.0 Purpose of report**

1.1 To update members on progress with the Community Infrastructure Levy (CIL) and review the CIL Instalments Policy.

### **2.0 Recommendations**

2.1 That Cabinet approves a revised CIL instalments policy for publication under Regulation 69B of the Community Infrastructure Levy Regulations 2010 (as amended).

### **3.0 Background**

3.1 CIL works as a charge on certain types of new development, with the money raised through the levy helping to fund the infrastructure that is needed to support new development and

growth. The Council began charging CIL on new development approved from 1st April 2016.

#### **4.0 Review of CIL Instalments Policy**

4.1 National Planning Policy Guidance advises that an instalments policy can assist the viability and delivery of development by taking account of financial restrictions, recognising that few if any developments generate value until they are complete either in whole or in phases. A willingness to allow an instalments policy can be a material consideration in assessing the viability of proposed levy rates. The CIL Regulations allow charging authorities the freedom to decide the number of payments, the amount and the time due. Authorities may revise or withdraw the policy when appropriate. CIL Regulation 70 provides for payment by instalment where an instalment policy is in place. The CIL demand notice must explain the payment periods

#### **Chesterfield CIL charging scheme – Instalments Policy**

4.2 To help with developer finance and to try and make sure that development is deliverable the Chesterfield CIL charging scheme currently includes an [Instalments policy](#) (Appendix 1). This allows CIL payments, above a certain amount, to be paid in instalments.

4.3 The current Chesterfield scheme sets a threshold of £50,000 before payment in instalments is allowed. This mirrors schemes from other comparable CIL charging authorities' schemes, although the picture is variable, with other similar authorities' instalments policies setting a lower threshold (between £10,000 (Sheffield), £15,000 (Gedling), and £24,999 (Bradford)).

4.4 Experience of operating the CIL charging scheme during the first three charging years indicates that developments above £50,000 which have triggered the instalments policy have to

date experienced no significant difficulties in meeting instalments payment timescales. However around 15% of those schemes with a CIL liability of under £50,000 (below the current threshold to qualify for the ability to pay in instalments) have reported difficulties in meeting the payment deadline, being unable make the full payment within the required 60 days of the date of commencement, usually due to cash flow problems as a result of the achievable rate of delivery on site. Not only does this create difficulties for developers but it also causes administrative challenges for the borough council in pursuing late payments. This suggests a need to review the threshold for instalments payments towards the lower end of CIL liability in order to ensure that it remains responsive to the ability of developers to meet payments deadlines and does not create a barrier to development coming forward.

4.5 It is important to ensure that payment thresholds continue to be set at an appropriate level. In considering this, there is a balance to be struck between ensuring that developers are able to meet payment deadlines so that development continues to be supported across the borough, whilst also ensuring that CIL revenues are received within a reasonable timescale, and that the management of the Chesterfield CIL scheme remains efficient and cost effective.

4.6 In view of the experience gathered in the first three charging years, it is recommended that the threshold for offering the ability to pay by instalments is lowered and that a new instalments policy is adopted which offers greater flexibility to developers but which does not significantly increase the administrative burden or cost for the charging authority.

4.7 The recommended revision to the thresholds and payment periods of the CIL Instalment Policy is set out in Appendix 1.

## **5.0 Financial considerations**

- 5.1 The financial ramifications of introducing a CIL were originally reported to Cabinet in December 2011 and in subsequent reports. Importantly, the CIL regulations permit financing of initial set-up and ongoing administration costs from up to 5 per cent of CIL receipts. Therefore, over time, it should be possible to recover the costs of preparing the CIL evidence base and Charging Schedule and other on-going administrative costs.
- 5.2 Changes to the instalments policy will make no difference to the overall level of CIL income, only to the timing of some payments. This may result in some payments (of between £5,000 and £25,000) being received no more than 120 days later than they would be under the existing arrangements. 50% of liable CIL on such developments (amounting to between £5,000 and £25,000) would still be due within the 60 days set out in the base regulations.

## 6.0 Risk management

- 6.1 The potential risks of introducing a CIL Charging Schedule were considered by Members in October 2015 and are shown below. The proposed review of the Instalments Policy has been added.

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Developers not assuming liability in timely manner	L	M	Set up robust monitoring including reminders to developers	L	L
Developers not notifying LPA of commencement	M	M	Set up robust monitoring including reminders to developers	L	L
CIL funds not received within	M	M	Set up robust enforcement procedures	L	L

specified time period			including reminders to developers		
Review of Instalments Policy					
Delay in receipt of CIL income as a result of lower thresholds	M	H	Robust application of policy to ensure only used where applicable; Policy should also reduce risk of delays to development	L	M
Resources used to pursue unpaid CIL liabilities if policy not revised	M	M	Implement revised instalments policy	L	L
Development does not proceed due to CIL liability if not revised	H	M	Implement revised instalments policy	L	L
Payments not received in a time – costs of pursuing	M	H	Implement revised instalments policy	L	L

## 7.0 Legal and human rights implications

- 7.1 The preparation of CIL has been in accordance with the statutory requirements of the Planning Act 2008 and CIL regulations 2010 (as amended).
- 7.2 In order to be able to pay CIL by instalments it is a pre-condition that the charging authority has published an instalment policy

on its website (CIL Regulation 69B(1)). This should state when it is possible to pay by instalments, the number and amount of the instalments and when due. The instalment policy cannot take effect before the date it first appears on the website. This process was followed in introducing the current Instalment Policy, Where a charging authority wishes to bring into effect a new instalment policy, the new policy must comply with these same requirements (CIL Reg. 69B(4)).

- 7.3 CIL collecting authorities have the power at any time to issue a revised liability notice (reg. 65(5)), but are only expressly obliged to issue a revised liability notice in specified circumstances. These are if there is a change in the chargeable amount or the availability of a relief or a change in the charging authority's instalment policy (reg. 65(4)). A change to the CIL instalments policy may therefore necessitate reissuing CIL liability notices for each development with a liability over £50,000 where the liability has not yet been settled.

## **8.0 Consultation**

- 8.1 The Planning Act 2008 and CIL Regulations 2010 (as amended) do not require consultation in publishing a revised instalments policy.

## **9.0 Environmental sustainability and bio-diversity**

- 9.1 Local authorities have a duty to have regard to the conservation of biodiversity in exercising their functions in accordance with the Natural Environment and Rural Communities Act which came into force on 1 October 2006.
- 9.2 CIL will provide funds to protect enhance and promote the Borough's existing green infrastructure assets.

## **10. Equalities Impact Assessment (EIA)**

- 10.1 A further preliminary Equalities Impact Assessment (EIA) has been undertaken on the proposed revision of the CIL

Instalments Policy and no negative impacts on protected groups have been identified. On the basis of the original assessment, the Council's Policy & Equalities Team have confirmed that it is not necessary to carry out a full EIA for the proposals as set out.

## **11.0 Alternative options and reasons for Rejection**

11.1 Continue with the current instalments policy. This would mean that a significant number of CIL-liable developments which fall under the current threshold to qualify for payment in instalments would continue to experience difficulties in meeting the payment deadline. This would continue to create difficulties for developers and administrative challenges for the borough council in pursuing late payments.

## **12.0 Recommendations**

12.0 That Cabinet approves a revised CIL instalments policy for publication under Regulation 69B of the Community Infrastructure Levy Regulations 2010 (as amended).

## **13.0 Reasons for recommendations**

13.1 To help facilitate sustainable development growth and Chesterfield's continued vitality through CIL investment.

### Decision information

<b>Key decision number</b>	<b>882</b>
<b>Wards affected</b>	<b>ALL</b>

### Document information

<b>Report author</b>	<b>Contact number/email</b>
<b>Rick Long - Infrastructure Planning Officer</b>	<b>01246 345792 Rick.long@chesterfield.gov.uk</b>
<b>Appendices to the report</b>	
Appendix 1	Existing and Revised CIL Instalments Policy

## Appendix 1: Review of CIL Instalment Policy

<b>Chesterfield Borough Council : Proposed CIL Instalment Policy</b>
<b>Where the chargeable amount is less than £10,000</b> <ul style="list-style-type: none"><li>• Full payment will be required within 60 days of commencement date.</li></ul>
<b>Where the chargeable amount is between £10,000 to £50,000</b> <ul style="list-style-type: none"><li>• First instalment representing 50% of chargeable amount will be required within 60 days of commencement date; and</li><li>• The second instalment representing 50% of chargeable amount will be required within 180 days of commencement date.</li></ul>
<b>Where the chargeable amount is £50,000 to £250,000</b> <ul style="list-style-type: none"><li>• First instalment representing 25% of the chargeable amount will be required within 90 days of the commencement date; and</li><li>• Second instalment representing 75% of the chargeable amount will be required within 270 days of the commencement date.</li></ul>
<b>Where the chargeable amount is over £250,000</b> <ul style="list-style-type: none"><li>• First instalment representing 25% of chargeable amount will be required within 90 days of commencement date;</li><li>• Second instalment representing 25% of chargeable amount will be required within 180 days of the commencement date;</li><li>• Third instalment representing 25% of chargeable amount will be required within 360 days of commencement date; and</li><li>• The fourth and final instalment representing 25% of chargeable amount will be required within 540 days of commencement date.</li></ul>

## **Chesterfield Borough Council : Current CIL Instalment Policy**

### **Where the chargeable amount is less than £50,000**

- Full payment within 60 days of commencement date.

### **Where the chargeable amount is £50,000 - £250,000**

- First instalment representing 25% of chargeable amount will be required within 90 days of the commencement date; and
- The second instalment representing 75% of chargeable amount will be required within 270 days of commencement date.

### **Where the chargeable amount is over £250,000**

- First instalment representing 25% of chargeable amount will be required within 90 days of commencement date;
- Second instalment representing 25% of chargeable amount will be required within 180 days of commencement date;
- Third instalment representing 25% of chargeable amount will be required within 360 days of commencement date; and
- The fourth and final instalment representing 25% of the chargeable amount will be required within 540 days of commencement date.

## For publication

### Housing Strategy Consultation (H000)

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Meeting:	Cabinet
Date:	10 <sup>th</sup> September 2019
Cabinet portfolio:	Housing
Report by:	Liz Cook Assistant Director Housing

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### **For publication**

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#### 1.0 **Purpose of report**

- 1.1 To consider and approve the draft Housing Strategy (2019-2023) for wider consultation.

#### 2.0 **Recommendations**

- 2.1 That Cabinet consider the draft housing strategy 2019- 2023 and subject to further comment, approve the document for wider consultation.
- 2.2 That following the completion of the consultation a final Housing Strategy is brought back to Cabinet and full Council for adoption.

#### 3.0 **Background**

- 3.1 The purpose of the Housing Strategy (attached as Appendix A) is to provide a framework for the delivery of housing related programmes and initiatives where the Council can play an active role.

- 3.2 The draft strategy was prepared from April 2019 to July 2019 to cover the same time period as the Council Plan 2019-2023 and demonstrate how housing can deliver towards the Council's priorities.
- 3.3 Prior to adoption the strategy needs a consultation process to ensure engagement in from relevant council departments, tenants and local stakeholders to ensure that all the relevant activity the authority is planning over the next four years is included.
- 3.4 The strategy is set out under three key objectives:
- 3.4.1 **Delivery** - ensuring that increased new housing provision meets the needs of current and future residents of Chesterfield to provide a home for every stage of life
  - 3.4.2 **Quality**– Whilst a lot of Government focus is placed on new build supply the vast majority of the housing stock is already in place. The council will utilise internal and external resources to ensure that as many homes as possible in all tenures are of decent quality
  - 3.4.3 **People** – Ensuring that the needs of all groups to access and sustain housing appropriate for their needs in Chesterfield
- 3.5 The strategy aims to be concise and accessible to a wide audience. It highlights in broad terms what the council considers to be the key issues and what it can do to tackle them. In taking the strategy forward these matters can be explored further with partners and other stakeholders in order to share ideas and ensure a common understanding of expectations and responsibilities.

3.6 The strategy action plan will be fully completed following the consultation process to ensure all appropriate housing activity and work can be included.

3.7 The requirement for a local authority to have a Housing Strategy was removed following deregulation in 2014. Many local authorities have continued to produce housing strategies to set out their housing agendas and priorities for the years ahead. Following deregulation local authorities Housing Strategies have changed from detailed statements of resources and actions to documents setting out their direction of travel and basis for action and intervention.

3.8 The consultation programme is set out in **Appendix B**.

#### 4.0 **Financial Implications**

4.1 The Housing Strategy provides the overall strategic framework for the Council to support the activities relating to new supply, existing homes and providing support to access housing within the Borough. Consequently, the preparation of the Housing Strategy has no direct financial implication for the Council, although new activities brought forward under the framework may require resourcing in the future.

#### 5.0 **Equalities**

5.1 An equalities impact assessment has been completed and is attached as **Appendix C**. Consulting on the draft Housing Strategy will not have a disproportionate impact on any group with a protected characteristic. The equality impact of the strategy will be reviewed alongside and informed by the consultation.

#### 6.0 **Risk Management**

Description of the	Impact	Likelihood	Mitigating Action	Impact	Likelihood
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Risk					
There is a risk that the Council's approach to supporting housing growth and investment in new and existing stock will lack focus and be fragmented in the absence of a Housing Strategy	L	L	The Housing Strategy provides a clear link between housing issues and the Council's policy/action response. The Strategy provides a framework for the development of new programmes and initiatives	L	L
The ability of the Council to make the case for housing investment is reduced in the absence of a Housing Strategy	M	L	The Housing Strategy ensures demonstration of a strategic fit when preparing business cases for funding	L	L

## 7.0 Recommendations

- 7.1 That Cabinet consider the draft housing strategy 2019- 2023 and subject to further comment, approve the document for wider consultation.
- 7.2 That following the completion of the consultation a final Housing Strategy is brought back to Cabinet and full Council for adoption.

## 8.0 Reasons for recommendations

8.1 To progress the adoption of the Housing Strategy 2019-23.

### Decision information

<b>Key decision number</b>	<b>890</b>
<b>Wards affected</b>	<b>All</b>
<b>Links to Council Plan priorities</b>	<p>The Housing Strategy outlines how housing can play a role in delivering the following Council Plan objectives:</p> <p>Making Chesterfield a thriving borough</p> <ul style="list-style-type: none"> <li>• Enabling the completion of 1000 homes</li> <li>• As a partner in Waterside enable 314 apartments</li> <li>• Increase the number of residents living in our town centres</li> </ul> <p>Improving quality of life for local people</p> <ul style="list-style-type: none"> <li>• Build or acquire a minimum of 100 new council homes</li> <li>• Ensure 100% of our council homes continue to meet decency</li> <li>• Identify and reduce the number of poor quality private sector houses</li> <li>• Explore policy changes which could reduce the number of empty homes</li> <li>• Support 1,450 vulnerable people a year to maintain independent living via our Careline and Neighbourhoods Services</li> <li>• Increase homeless prevention</li> </ul> <p>Providing value for money services</p> <p>Work with partners to enable more efficient use of the Council's properties</p>

	and land
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**Document information**

<b>Report author</b>		<b>Contact number/email</b>
<b>James Crouch</b>		<b>345150</b>
<b>Background documents</b>		
These are unpublished works which have been relied on to a material extent when the report was prepared.		
N/A		
<b>Appendices to the report</b>		
Appendix A	Draft Housing Strategy	
Appendix B	Housing Strategy Consultation Plan	
Appendix C	Equalities Impact Assessment	

**Chesterfield Borough Council**

**Housing Strategy 2019-2023**

Logo / photos / design

DRAFT

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## Foreword

The Chesterfield Borough Council Housing Strategy 2019-2023 will play a key role in helping deliver the Chesterfield Borough Council Plan's vision of *'putting our communities first'* and the priorities of *'making Chesterfield a thriving borough'* and *'improving the quality of life for local people'*.

The Council acknowledges housing is more than bricks and mortar and its ability to drive economic growth. The Council supports independent healthy living that enables people to reach their full potential, seeks to support to local residents to make positive housing choices to improve their health and wellbeing as well as providing services to ensure the quality of existing stock. The Council is also committed to working closely with partners including Derbyshire County Council, developers, registered providers, local enterprise partnerships and support providers to shape a positive future for all residents.

The strategy is set out under three key objectives:

- **Delivery** - ensuring that increased new housing provision meets the needs of current and future residents of Chesterfield to provide home for every stage of life
- **Quality**– Whilst a lot of Government focus is placed on new build supply the vast majority of the housing stock is already in place. The council will utilise internal and external resources to ensure that as many homes as possible in all tenures are of decent quality
- **People** – Ensuring that the needs of all groups to be able to access and sustain housing appropriate for their needs in Chesterfield

The strategy aims to be concise and accessible to a wide audience. It highlights in broad terms what the council considers to be the key issues and what it can do to tackle them. In taking the strategy forward these matters can be explored further with partners and other stakeholders in order to share ideas and ensure a common understanding of expectations and responsibilities.

The following pages will set out the objectives in more detail and identify the key actions to deliver them. You can find out more about the strategies and documents referred to in the strategy by following the links provided.

(Photo)

Councillor Chris Ludlow - Cabinet Member for Housing

## Strategic context

The key legislation, strategies and documents that influence housing in Chesterfield are set out below. These documents provide the context for the Council's direct role in providing housing and housing related services and its indirect role enabling the provision of new housing and new housing services locally.

### National

#### Planning policy framework

The [National planning policy framework](#) (NPPF) sets out the Government's planning policies for England and how these should be applied. It provides a framework within which locally-prepared plans for housing and other development can be produced. The revised NPPF introduced a standardised housing needs calculation and a new housing delivery test

#### Housing and planning act (2016)

The [Housing and planning act 2016](#) introduced new measures that will impact on the social rented sector and introduce the Right-to-Buy to the Housing Association sector.

#### Welfare reform act 2012 and welfare reform and work act 2016

The [Welfare reform act 2012](#) introduced Universal Credit, the benefit cap and introduced the 'bedroom tax' amongst a number of changes

The [Welfare reform and work act 2016](#) reduced the maximum amount of benefits that could be paid to a family household to £20,000 and fixed the benefit amounts for four years. These changes to welfare policy will disproportionately affect larger households and could increase housing affordability issues for families claiming benefits.

#### Homeless reduction act 2017

The [Homelessness reduction act](#) made changes to homelessness legislation placing new duties on local authorities to intervene at an earlier stage to prevent homelessness and take reasonable steps to secure accommodation for the household.

#### Fixing our broken housing market

The Government's white paper '[Fixing our broken housing market](#)' (2017) sets out plans to reform the housing market and boost the supply of new homes. The paper seeks to increase the average build rate of 160,000 homes a year to between 225,000 and 275,000 to keep up with population growth and to tackle years of under supply. It includes measures that aim to: plan for the right homes in the right places; build homes faster; diversify the housing market; and help people buy their own homes.

#### Homes fit for human habitation act 2018

This new [act](#) amends the Landlord and Tenant Act 1985 to require that any property let by a landlord (private or social) is fit for human habitation when a tenancy is granted and remains so for its duration. The act came into force from 20 March 2019 and covers all tenancies less than seven years in length in both the social and private rented sectors. The act outlines fitness for habitation by virtue of what constitutes a property unfit for human habitation.

#### A new deal for social housing green paper

On 14 August 2018 the Government published the green paper '[A new deal for social housing – A consultation](#)'. The consultation sought view on making sure that social housing provides safe and secure homes that help people get on with their lives. The consultation was split into five parts:

- Part 1; Ensuring homes are safe and decent
- Part 2: Effective resolution of complaints
- Part 3: Empowering residents and strengthening the regulator
- Part 4: Tackling stigma and celebrating thriving communities
- Part 5: Expanding supply and support home ownership

The areas covered by the green paper indicate the areas the Council as a landlord will have to respond too and ensure services meet any new requirements set out by Government.

## Regional

### Local enterprise partnerships

Chesterfield is a member of – the '[D2N2' \(Derbyshire and Nottinghamshire Local Enterprise Partnership\)](#) and a non-constituent member of the Sheffield City region Mayoral Combined Authority. From April 2020 Chesterfield Borough Council will only be a member of D2N2.

Through these partnerships the Council has been successful in drawing down funding for infrastructure investment for regeneration projects in the Borough. Both LEP's identify Chesterfield and the A61 corridor as a priority for housing and employment growth.

## Local

### Council Plan 2019-2023

The Council Plan 2019-2023 ([link when published](#)) sets out the Council's priorities. It is set out over three priorities with housing related objectives under each:

Making Chesterfield a thriving borough

- Enabling the completion of 1000 homes
- As a partner in Waterside enable 314 apartments
- Increase the number of residents living in our town centres

Improving quality of life for local people

- Build or acquire a minimum of 100 council homes
- Ensure 100% of our council homes continue to meet decency
- Identify and reduce the number of poor quality private sector houses
- Explore policy changes which could reduce the number of empty homes
- Increase homeless prevention

Providing value for money services

- Work with partners to enable more efficient use of the Council's properties and land

### Revised Chesterfield Local Plan

Planning policy is currently provided by the Chesterfield Borough Local Plan Core Strategy (2013) and saved policies of the Replacement Chesterfield borough Local Plan (2006). These set a target of 380 net new dwellings a year. The Council has consulted on a new [Local Plan \(2018\)](#) which updates and identifies new site allocations for the period 2018 to 2033. In June 2019 the proposed submission Local Plan was submitted for inspection. The submission version of the Local

Plan makes provision for a minimum additional 4,374 homes at an average build rate of 292 homes per year.

### **Strategic housing market assessment update (2017)**

The [Strategic housing market assessment update 2017](#) (SHMA) is a piece of evidence used in the development of the local plan. The updated assessment identified a need for 265 additional properties a year over the local plan period to 2031. A new Local Housing Need (LHN) methodology was subsequently published in the revised NPPF. This methodology gave a LHN figure of 248 for the borough, lower than the SHMA figure of 265. Government concerns that their LHN methodology would not deliver sufficient housing nationally, preparation of the Local Plan continued on the basis of the higher SHMA.

### **Growth strategy (2019-2023)**

The [Growth strategy](#) sets out the role of the Council in supporting the growth and regeneration of Chesterfield borough. A significant part of this is the role of housing in making Chesterfield a great place to live, visit and do business.

### **North Derbyshire homelessness strategy (2016)**

The [North Derbyshire homelessness strategy](#) sets out how we will work with our neighbouring authorities to tackle homelessness locally. Following the introduction of the homelessness reduction act in 2017 the strategy and action plan will be updated to ensure we are meeting the requirements of the Act.

### **Tenancy strategy and tenancy policy (2019)**

Following the Government confirming that a requirement to introduce fixed term tenancies in the Housing and Planning Act 2016 would not be enacted an updated tenancy strategy and tenancy policy will both be produced in 2019/20.

### **Joint strategic needs assessment**

The [Joint strategic needs assessment](#) (JSNA) reports on the health and wellbeing of people in Derbyshire – including those in Chesterfield Borough. This information then guides the future planning and commissioning of health and wellbeing services within Derbyshire. The first JSNA was developed in 2008 and is reviewed and refreshed annually to take into account the latest evidence and data, including work on specific topics or themes.

### **Derbyshire older persons housing vision (2018)**

[Housing and accommodation for an ageing population](#): a strategic vision for Derbyshire to 2035. This Derbyshire County Council document outlines the strategic vision for a range of housing and accommodation choices and support to meet the requirements of an ageing population. The document provides an overarching vision for Derbyshire and more localised objectives for the district and borough councils.

## Housing in Chesterfield - Key facts (as info graphics / James Taylor)

### Increasing numbers of households

104,500 people live in Chesterfield Borough in around 47,500 households

The population is expected to rise to between 110,000 to 113,500 by 2035

The number of households is expected to rise to between 51,800 and 53,400 over the same period.

The number of older persons over 75 in Chesterfield is expected to increase by 57.6%

2018	2020	2025	2030	2035
9,900	10,600	12,800	14,200	15,600

To meet this increasing population the Council has a target in the local plan of an additional 240 properties per annum.

### Cost of housing in Chesterfield:

#### Median house prices (September 2018)

Chesterfield                £150,000 5.3% increase from £142,500 in September 2017

National average        £232,500 3.3% increase from £225,500 in September 2018

Please select this link for up-to-date house price data from the [Office for National Statistics](#).

#### Affordability of owner occupied housing (2018)

	Entry Level house price	Increase in entry level price 2008-2018	Affordability Ratio			Approx Deposit required
			Average Income	Bottom 25% income	Bottom 20% income	
<b>Chesterfield</b>	<b>£113,080</b>	<b>0.2%</b>	<b>3.0</b>	<b>5.1</b>	<b>6.3</b>	<b>£15,928</b>

### Rents

The average rents for different elements of the rental sector and incomes needed to access without using subsidy (local housing allowance) are set out below.

	Private rents			Affordable rents		Social rents	
	Entry level per month	Income needed	%rents at or below Local Housing Allowance	Average per month	Income needed	Average per month	Income needed
<b>Chesterfield</b>	<b>£472</b>	<b>£18,125</b>	<b>6.9%</b>	<b>£444</b>	<b>£16,517</b>	<b>£414</b>	<b>£15,416</b>

### Local housing stock and supply

There are around 49,500 properties in Chesterfield. As shown in the house prices the local housing market is valued significantly lower than national averages and this is reflected in the Council tax banding of properties in the Borough with the vast proportion in the lowest Council Tax Band's A and B.

Council Tax Band	Number (%)	Council Tax Band	Number (%)
<b>A</b>	<b>26,645 (53.8%)</b>	<b>E</b>	<b>1,881 (3.8%)</b>

<b>B</b>	10,227 (20.7%)	<b>F</b>	542 (1.1%)
<b>C</b>	6,192 (12.5%)	<b>G</b>	220 (0.4%)
<b>D</b>	3,757 (7.6%)	<b>H</b>	23 (0.04%)
		<b>Total</b>	49,485 (100%)

Of the 49,500 dwellings around 10,500 (21%) are affordable properties owned either by Chesterfield Borough Council or registered providers.

At any one time there are typically around 500 properties that have been empty over 6 months.

### Stock Condition

78.1% Private Properties meet decency standards compared to 62.5% nationally

100% Council properties meet decent homes

**RTB** - 400% increase in RTB since 2012

Average number per annum 2008-2012 – 14.5 per annum

Average number per annum 2013-2018 – 72 per annum

### Council lettings –

Number of households on housing register 1636

Number of lettings to CBC properties 2018/19 851

### New build housing supply

Chesterfield has been low in recent years and well under the proposed local plan target of 292 dwellings per annum. Completion improved to 212 in 2019/20.

### Net Housing Completions

2014/15 - - 184

2015/16 – 206

2016/17 – 123

2017/18 – 110

2018/19 - 212

### Homelessness

The council accepted as homeless and in priority need 23 households in 2017/18 and 7 in 2018/19

The council worked to prevent homelessness in over 800 instances in both of the past two years.

Homelessness Prevention	2016-17	2017-18	2018-19
Able to remain in existing home	536	848	621
Assisted to obtain alternative accommodation	97	43	201
<b>Total</b>	<b>633</b>	<b>891</b>	<b>822</b>

**Rough sleeper count autumn 2018 – 18**

## Challenges for 2019-2023

Through reviewing the key facts and context in which the local authority operates there are a number of areas where the Council will need to focus its efforts over the four years.

### **New housing supply**

The key challenge remains increasing and sustaining housing delivery within the borough. Despite granting a large number of new planning permissions and being able to demonstrate a five years supply of deliverable housing sites as required by the National Planning Policy Framework, housing delivery remains below target.

The government announced a new Housing Delivery Test in July 2018. Authorities where housing delivery over a three year period is below 95% of the OAN, which will include Chesterfield, are required to prepare and publish an [action plan demonstrating how housing delivery will be increased](#). This is being prepared and put in place by August 2019 as required.

The borough's objectively assessed need (OAN) for housing (calculated using the standard methodology revised in February 2019) is 240 net new dwellings per year. This is lower than the Local Plan target (292) that includes meeting the shortfall of earlier years in its calculation.

A significant amount of new housing is expected to come from large, complex brownfield sites primarily [Chesterfield Waterside](#) and [Staveley Corridor](#) which are expected to deliver the majority of their housing towards the middle, end and beyond the local plan period.

### **Affordable housing supply**

Whilst the council has started to develop its own homes through the Housing Revenue Account - successes so far include a new older person's scheme and beginning to build out the sites of former sheltered housing schemes - the overall supply of new affordable homes has been low. This is linked to the limited new market supply meaning fewer s106 agreements providing new affordable homes. Efforts to drive up supply will be linked to increasing market delivery.

Investment locally through Homes England or its predecessor the Homes and Communities Agency has also been limited. Taking better advantage of the funding streams made available will be crucial in delivery both more homes and more affordable homes.

The council plan has an objective to develop or acquire 100 council homes by 2023 and as overall development numbers increase opportunities for affordable housing delivery through section 106 agreements will increase.

### **Improving quality of homes in the social and private rented sector**

The last private sector stock condition survey identified that the private sector stock in Chesterfield is in better condition than the national average. There is still work to do and some areas of the borough where the prevalence of private renting is highest are linked to poorer housing conditions. Ensuring that the Council plays an active role in standards in the private sector will have benefits for the overall health and wellbeing of the residents.

As the implementation and awareness of the Homes (Fitness for Human Habitation) Act 2018 takes place the Council's role will be to ensure its own stock meets the standards but can also deal with a potentially increase in workload in offering and giving advice to tenants seeking to use the act.

### **Housing and Health**

The links between housing and health are well proven. A home that offers security, safety, is of the right size and connectivity can offer enormous health benefits. Whilst the housing stock in the Borough is of a higher standard than many areas the [indices of deprivation 2015](#) indicated that health deprivation within Chesterfield is amongst the worst in the country. Housing has a critical role in improving local health outcomes.

### **Tackling homelessness including rough sleeping**

In response to the Homelessness Reduction Act 2017 the council reviewed all its homeless policies and working practises and increased resources to meet the new duties. An increase from 12 to 18 in the rough sleeper count indicates a growing issue locally. There is a challenge to ensure services are available to assist those at risk of homelessness or sleeping rough into more permanent and secure accommodation.

### **Housing to meet specialised need**

Whilst there are a number of supported housing schemes for a variety of groups operating within the borough the cuts to adult care budgets may mean that resources for supported housing are tight and could reduce further. To offset the loss of DCC funded provision changes to the intensive housing management element within Housing Benefit has led to a recent increase in speculative enquiries for new supported housing supply. Ensuring that both the existing and new supply of supported housing and supported housing services continues to meet the needs of those in Chesterfield will be crucial to ensure that vulnerable groups can maintain their homes and improve health outcomes.

### **Housing an ageing population**

Derbyshire County Council's 'Derbyshire older persons housing vision' examined the housing requirement of an ageing population Derbyshire. Those aged over 75 will increase from 9,900 to 15,600 within the borough by 2035. The work identified that while there was likely to be adequate provision of rental properties for older persons there was little availability choice in the sale market. For housing with care there is a shortfall in both new rental and sale properties to meet the demand from the increasing older population

### **Implementing social housing reform**

The Government will follow up the social housing green paper with a package of reforms for the social rented sector. Potential changes to the decent homes standard and regulation of the sector will mean the council's housing service has to be ready to implement reform as legislative change is introduced. This will have significant impact on the expected standards of both services to tenants and the properties the council owns.

### **Climate change**

Climate change has risen up the political agenda. The council has declared a [climate emergency](#) and will establish a working group to respond to the emergency with a shared purpose of enabling Chesterfield to become a low carbon, resilient and sustainable borough.

# Objectives 2019-2023

## 1. Delivery

The Council Plan 2019-2023 emphasises the importance of new supply in meeting the council's ambitions. It includes targets to enable both the completion of 1000 homes, and 314 apartments at the Waterside development – of which the council is a partner, to increase the number of residents living in our town centres and build or acquire a minimum of 100 council homes.

### Increasing delivery and making development viable

The supply of new housing has been on a gradual upward trajectory following the collapse in new build activity due to the global financial crisis in 2008. Completions per annum fell to a low of 24 in 2009 but have reached 212 in 2018/19 – still a way below the local plan target of 292. The undersupply of new homes in recent years has been caused by a variety of factors but key has been low local viability levels in comparison to other areas.

As at April 2019 the [Authority Housing Supply Position Statement](#) showed that over the next five years there was potential for 1,982 dwellings to be constructed in the borough. Nearly all these properties had a planning permission for residential development or where housing construction had already started highlighting the council's positive approach to supporting housing development via the planning process.

Despite the council's positive approach to planning permissions many other varied factors can influence the rate of housing delivery at the local level including levels of local employment growth, the delivery strategies of regional housing developers and landowner expectations about the value of potential housing sites in their ownership.

The council is committed to increasing the rate of housing delivery and maintaining a five year land supply of available housing sites. To achieve this:

- We will continue to ensure the provision of a sufficient range of housing sites in the Borough and seek to positively enable growth through the local planning framework
- As a partner in the [Chesterfield Waterside Ltd](#), support the delivery of the first phases of residential and commercial development
- We will work with landowners, developers and [Homes England](#) to accelerate the delivery of housing development of key sites across the Borough such as Chesterfield Waterside, [Staveley Corridor](#), [Northern Gateway](#) and the area the proposed HS2 station and masterplan.
- The council has appointed a housing delivery manager to facilitate and drive new developments in the borough
- Enact commitments made in the Housing Delivery Action Plan such as development briefs and increasing engagement with developers and stakeholders
- We will make best use of public sector land assets to deliver new housing

### Community Infrastructure Levy

The Council has operated a community infrastructure levy (CIL) since April 2016. The aim of this levy will be to support both future employment and housing growth in the borough. Effective use of the CIL will help fund the key infrastructure needed to support further new development in the borough, although for major infrastructure additional funding may need to be levered. The CIL

priorities will be determined in line with Core Strategy (2013) and draft local plan (2018) priorities once adopted.

### **Affordable housing**

[The Council's local plan policy CS11 states](#) that on sites totalling 15 or more dwellings and where there is evidence of need and subject to viability assessment, up to 30% of affordable and, where appropriate, special needs housing, will be sought by negotiation' accepting up to 30% affordable housing on site subject to viability'. The Submission Local Plan adjusts this target that up to 20% of affordable housing and 25% of adaptable and accessible housing on applications of 10 or more dwellings – subject to viability.

Once the revised local plan is adopted preparation for an affordable housing SPD to support emerging local plan policy and expand on the approaches to commuted sums, tenures and delivery will be developed. This will ensure that the Council can continue to actively seek developer contributions on and off site affordable housing.

The council's internal housing service is working to meet the council plan target of a minimum of 100 council properties by 2023. A number of sites already have planning permission granted and start on site has commenced. The council's housing service will set out a new build strategy to sit alongside the housing strategy to facilitate this development.

### **Older persons housing**

Derbyshire County Council's '[Older persons housing vision](#)' document outlines the strategic vision for a range of housing and accommodation choices and support to meet the requirements of an ageing population. In Chesterfield the provision of older person's accommodation for rent will meet demand until 2035 there will be a need to ensure an increase in provision for older person's properties for sale and an increase in care home provision.

Through 2019 Derbyshire County Council is working on developing a specialist accommodation and support strategy for those with a variety of specialist support needs. Chesterfield Borough will need to play an active role in supporting Derbyshire County Council meet the housing requirements of vulnerable groups

### **Custom and self-build housing**

The council maintains a register of individuals and groups with an interest in plots for [Custom and self-build projects](#) within the borough. The Housing Delivery Action Plan seeks to support self and custom build and the Housing Delivery manager will be tasked with looking at ways in which the contribution of custom and self-build to housing delivery in the borough could be increased.

### **Gypsies and Traveller**

The council met the requirements identified in the previous countywide [Gypsy and traveller needs assessment](#) that was published in 2015. This countywide piece of work is due for renewal and will be led by Derbyshire County Council during 2019/20. We will seek to implement any needs outcomes from this study.

### **Housing for students / working with Derby University**

To be completed

## 2. Quality

As the condition of housing has a direct impact on the health of residents in the borough the strategy's second objective aims to make the best use of and increase the quality of Chesterfield's housing stock. The council plan contains objectives that directly link to housing quality: Ensure 100% of our Council Homes continue to meet decency, to identify and reduce the number of poor quality private sector houses and explore policy changes which could reduce the number of empty homes. The council wants to ensure that the use of the housing stock is optimised and housing standards continue to grow.

### **New homes**

In order to ensure that high standard of design and quality are key to the development of new homes the council has an adopted Supplementary Planning Document on Residential Design – [‘Successful Places, a Guide to Sustainable Housing Layout and Design’](#), which is used in assessing planning applications for development. By ensuring quality design is built in upfront there will be less need for future intervention.

The increasing climate change agenda will also mean that the council will need to reflect this agenda in all its activities and policies including those for new housing. Subject to the outcomes of its examination in late 2019, the Council's new Local Plan will contain several policies which seek to ensure that any new housing within the borough is of a high standard of quality, environmentally sustainable and futureproof.

### **Stock condition surveys**

Over the next twelve months extensive work will take place to ensure that information held on the housing stock in the borough – both in the private and council ownership – is up-to-date and accurate. This will help inform how the Council allocates resources to best tackle poor housing conditions in the Borough.

### **Private Sector Homes**

#### **Private sector stock condition survey**

During 2019 a Derbyshire wide private sector stock condition survey (PSSCS) will be undertaken. Being led on Derby City Council it will provide all Derbyshire authorities with up to date detailed information of the standards of the private sector housing stock in their boroughs.

The completion of PSSCS will inform the council's response to housing conditions and consideration of what policy option such as selective licencing could be implemented and where the resources of the council's private sector housing team are focused.

#### **Private sector enforcement policy**

The council launched a 'Private sector housing enforcement policy' in early 2019. This sets out the council's private sector housing teams 'operating guidelines' for relationships with landlords and homeowners. The policy set out the fees and charges that the council will levy in the course of its housing work to drive improvements in housing quality. The policy will be reviewed for effectiveness and to ensure that any new or amended powers are included within its remit. At the current time the council currently only has a small number of licensable houses of multiple occupation (HMO's) but with recent benefit changes this type of housing will need to be identified and monitored to ensure standards are met for the often vulnerable groups that utilise this housing type. Within the policy the charges and fees related to houses of multiple occupation are included.

Moving forward the council will also consider adoption of ‘civil penalties ‘ of up to £30,000 to force landlords to improve the condition of their properties.

### **Empty homes**

The council does not currently have any specialised resource for tackling empty homes. The council’s private sector housing team do spot checks and basic encouragement to tackle empty homes however at present many of the powers available to local authorities of compulsory purchase orders and enforced sale are not utilised. Over the strategy period the approach to empty homes will be considered and reviewed to ensure that work bring them back into use either directly or with partners becomes a core part of the council’s housing role.

### **Energy Efficiency and Fuel poverty**

With the rising priority of climate change within local and national government policy the Council will work locally and wider with Derbyshire County Council to proactively to develop an approach to reduce emissions locally. A key part of this will be to ensure that the existing housing stock is as energy efficient as possible. A revised council approach reducing fuel poverty through maximising incomes, providing access to funding and advice to increase energy efficiency will play a role in this agenda.

The council will continue to utilise schemes available such as those through local authority energy partnership (LAEP) to improve the energy efficiency of properties within the borough and publish its activity on tackling fuel poverty and energy efficiency through the annual Home Energy Conservation Act report. Current work with LAEP targets the remaining ‘free’ coal properties left in the Borough to move them onto more efficient heating systems.

### **Home repair assistance loan funding**

The council will continue to operate its homes repair assistance scheme to fund works to properties of financially vulnerable home owners to ensure essential works to properties are carried out.

### **Council homes and estates**

The council carries out a programme of surveys of its 9,000 properties but every three years an external stock condition survey takes place. This external survey enables the council’s housing service to verify its own data and ensure investment programmes are accurate and effectively targeted to ensure that the Decent Homes standard is maintained – providing warm, safe and affordable properties for our tenants.

A five year plan to improve condition of stock in CBC ownership is already underway and the overall ‘housing business plan’ covering a 30 year period will be written using the information from the stock condition survey during the strategy period. This business plan will need to take into account any changes to the decent homes definition set out in the housing green paper and any improvements required linked to the recent [‘Homes fit for habitation’](#) legislation.

An increasing part of the Housing Services investment in future years will be focused on improvements to estate environments. Multi-million pound projects are underway at Barrow Hill and Grangewood to improve estate environments and further areas will be identified and programmed to deliver improvements to environments around people’s homes.

### 3. People

The relatively low local house prices and rents along with the good supply and type of affordable housing for rent means that the majority of households can satisfy their housing need. The council will play a more active role to ensuring more vulnerable households can access and sustain their homes with a variety of housing related supporting services. The council plan includes objectives to maintain independent living through the continued support of vulnerable people, working with partners to tackle homelessness and to provide advice and support to access benefits.

#### Homelessness

The current homelessness strategy and delivery of its action plan to improve related services locally is overseen by a homelessness forum run in partnership with North East Derbyshire and Bolsover District Councils. The introduction of the homelessness reduction act 2016 and the amended duties placed on local authority's means that a new homelessness strategy and action plan is required and will be in place by December 2019.

A range of homeless prevention services funded by the council are provided by local support agencies. These include funding a post at Derbyshire Law Centre to prevent evictions, a 'call before you serve' phone line through [Decent and Safe Homes](#) to work with and provide advice to landlords.

A 'homelessness hub' run by [Pathways](#) has been operational since November 2018. The three local councils have funded the hub for two years using a number of grants such as [flexible homelessness support funding](#) and [new burdens funding](#). The service provides support options for a variety of client groups such as domestic violence, young persons, older person and those with more complex needs who are at risk of homelessness. The scheme will be monitored and reviewed over the next two years and work to identify further funding opportunities to ensure its continued operation.

Work to identify suitable funding for local homelessness prevention projects both locally and Derbyshire wide will continue.

#### Rough Sleeping

Extensive multi-agency work to tackle the increasing prevalence of rough sleeping locally is underway and ensuring appropriate and timely interventions are available are key to both the housing and revised homelessness strategy. The new homelessness strategy will include a rough sleeping strategy within it to set out the actions the council will undertake to tackle this increasing issue.

Work is already underway to mitigate the increases in rough sleeping number and including:

- Using homeless prevention funding from [MCLG](#) to fund a multiagency panel around the person
- A winter night shelter running from December to March each year
- Working with Derbyshire wide colleagues to secure funding from [rough sleeper initiative fund](#) and [rapid rehousing pathway](#) for 2 rough sleeper co-ordinators and five outreach workers. One of each will be based in Chesterfield
- Using social lettings workers to provide tenancy support for rough sleepers moved in to accommodation

Moving forward we will work with colleagues in neighbouring local authorities and across the County and Sheffield City Region to access and utilising funding to tackle the issue.

## Supported housing

Supported housing has experienced significant reduction due to budget cuts and austerity. Recent changes to the intensive housing management element of housing benefit have seen a renewed interest from providers seeking to increase their provision. CBC will co-ordinate with providers and housing benefit to ensure that new supply is appropriate and affordable.

Derbyshire County Council is currently working on two pieces of work to identify supported housing need. A specialist accommodation and support strategy and a working age adult accommodation strategy for the period 2019 -2024 will be written. We will work with DCC and providers to meet the needs identified within these strategies.

A range of supported housing schemes exist across the borough including Platform for Life run with Action Housing and a hospital discharge scheme 'healthy futures' run by Derwentio. Several schemes have been identified to deliver in the next twelve months including the re-provision of Newbold Court as supported housing for young persons with Action Housing and the development of a housing first scheme.

## Older Persons

There is a good supply of housing suitable for older persons in Chesterfield but as the population ages there will be pressure on resources to ensure that older persons can live in their homes through either support or adaptation will to grow.

The council offers a 24/7 telecare service to residents to aide independent living. The '[Careline](#)' [response service](#) currently benefits 2600 households in Chesterfield and adjoining districts. Residents living within Chesterfield also benefit from a falls recovery service to lift non-injured fallers.

The council will continue to work closely with DCC, the Health Service and East Midlands Ambulance Service in developing services to respond to and prevent falls and to explore and develop support packages and telecare technology to meet local needs. Marketing to increase the number of households benefiting from the service will continue.

Chesterfield Borough also delivers an [Independent Living Service](#) across Chesterfield, North East Derbyshire, and Amber Valley, assisting and supporting residents over the age of 55 to maintain independent living in their own homes. Over 1700 residents currently benefit from this service, mostly through Derbyshire County Council (DCC) funding, and the Council is working with DCC to monitor and plan for this service in the longer term.

The council will look to develop a support strategy for older persons to co-ordinate its resources and respond to the increasing numbers of older persons in the borough

The [Better Care Fund](#) is a partnership programme between the NHS and local authorities that seek to join up health and care services to improve outcomes. During 2019/20 it has provided resources of £1.8m to spend in Chesterfield. This resource funds a [disabled facilities grant](#) programme to adapt properties and a number of other initiative to reduce the burden on the health service such as the hospital discharge scheme, a falls prevention pilot and the healthy homes fund to work with fuel poor and vulnerable owner occupiers to provide new heating systems. The Better Care Fund is a vital resource but as funding is only allocated annually long term decisions and schemes are difficult to support.

The potential of utilising this funding to provide an older persons housing advice worker to support older people in making informed choice about the housing will be considered.

## Appendix Delivery plan

The delivery plan is accurate at the time of publication but will change throughout the strategy period to ensure any changes to national and local policy can be reflected.

### Resources

Housing Services	1	LEP's – D2N2 & Sheffield City Region	4	Private developers	7
Growth Directorate	2	Derbyshire County Council	5	Homes England	8
Health and Wellbeing Directorate	3	Registered Providers	6	Other district council	9

### Delivery Plan

Ref	Requirement	How we will deliver	Resource / Responsibility
<b>1</b>	<b>Delivery of housing in all tenures</b>		
1.1	Adopted and implement revised Local Plan	Plan submitted to SOS for examination in Autumn.	2
1.2	Begin delivery of key regeneration schemes such as Waterside, Staveley Corridor, High speed to housing	Delivery through Chesterfield Waterside Partnership PP granted for 173 homes (Avant Homes) on site constructing new bridge. Application due for 314 private rented apartments.	1,2,4,7,8
1.3	Develop programme of council house building		1,8
1.4	Introduce a revised affordable and special needs housing supplementary planning document once local plan adopted	Development of a SPD will begin following the adoption of the new Local Plan (subject to any amendments made during the examination process).	1,2,6
1.5	Complete a revised gypsy and traveller needs Assessment and implement	The Derbyshire Traveller Issues Working Group (DTIWG) has agreed to commission a full review / refresh of the Gypsy and Traveller Accommodation Assessment in 2019/2020.	2,5

Ref	Requirement	How we will deliver	Resource / Responsibility
1.6	Encourage and enable increased provision of housing locally through utilising external funding and working with developers and housing providers to boost supply		1,2,4,6,7,8
1.7	Work with University to ensure suitable accommodation provision for students		2,7
<b>2</b>	<b>Quality of housing</b>		
2.1	Implement changes as set out in Housing White paper to ensure that the council's own housing stock continues to meet the decent homes standard		1
2.2	Complete stock condition surveys to both private sector and council stock		1,3
2.3	Identify and introduce a method for tackling long term empty properties		3
2.4	Review potential for selective licencing after private sector stock condition survey is completed		3
2.5	Work up a suite of activities to tackle fuel poverty in the Borough linking with climate change agenda		1,2,3
2.6	Develop and implement a strategy for mitigating the impact of housing and housing related activities in climate change		1,2,3,5
2.6	Review and implement fees for houses of multiple occupation		3
2.7	Introduce and implement the housing enforcement policy		3

Ref	Requirement	How we will deliver	Resource / Responsibility
2.8	Implement optional housing standards, accessible/adaptable and water	To be recommended through planning policy comments. Water standards to be required subject to the outcome of the new Local Plan examination.	
<b>3</b>	<b>Meet housing needs in Chesterfield</b>		
3.1	Implement changes in housing white paper to ensure Council Services to tenants meet required regulatory standards		1,6,8
3.2	Implement year two of winter night shelter and consider options for extending into future years		1,9
3.2	Work with supported housing providers and Derbyshire County Council to ensure appropriate supported housing provision is offered within the borough		1,5,6,9
3.4	Revisit and revise the homelessness strategy		1,9
3.5	Revise and update tenancy strategy and tenancy policy	The Derbyshire Traveller Issues Working Group (DTIWG) has agreed to commission a full review / refresh of the Gypsy and Traveller Accommodation Assessment in 2019/2020.	1
3.6	Work to update DCC wide gypsy and traveller housing needs assessment		2,3,5
3.7	Working with NEDDC / BDC and countywide LA's to access homelessness grant funding to tackle issues of rough sleeping and homelessness in the Borough		1,6,8,9

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## Appendix B – Consultation Plan

Project Mandate		
<b>Project Name</b>		<b>Champion &amp; Sponsor</b>
<b>Housing Strategy 2019-2023 consultation and adoption</b>		<b>Liz Cook</b>
<b>Project Reviewer</b>		<b>Project Sponsor (if identified)</b>
<b>Housing Management Team</b>		
<b>Service responsible for delivery</b>		<b>Project Manager (if identified)</b>
<b>Housing Services</b>		<b>James Crouch</b>
<b>Project Background - Why?</b>		
<p>Chesterfield has been without a Housing Strategy since 2017. The statutory requirement to have an in date Housing Strategy is no longer placed on local authorities following deregulation in 2014.</p> <p>Many local authorities have continued to produce housing strategies to set out their housing agenda and priorities for the years ahead. The documents have changed from detailed statements of resources and actions to succinct documents setting out an agenda and basis for action and intervention.</p> <p>The draft strategy was prepared from April 2019 to June 2019 to cover the same time period as the Council Plan 2019-2023. Prior to adoption the strategy needs a consultation process to ensure buy in from relevant council departments to ensure that all the relevant housing actions and activities the authority is planning over the next four years can be encompassed within its remit.</p>		
<b>Project Objectives – What are we trying to achieve?</b>		
<ul style="list-style-type: none"> <li>• The timely adoption of a new housing strategy 2019 -2023 for Chesterfield Borough by November 2019 (Cabinet then full council)</li> <li>• The inclusion of internal and external comments to ensure that the strategy takes into account and addresses the appropriate housing priorities and agenda for Chesterfield Borough over the next four years</li> <li>• The strategy identifies the key actions the authority can take to deliver on its housing priorities and agenda</li> </ul>		
<b>Process / Timeline</b>		
<b>Month</b>	<b>Key actions</b>	

July	<p>Complete Housing Strategy Draft v3 (JC) 5<sup>th</sup> July 2019</p> <p>Infographics designed by Comms – 19<sup>th</sup> July 2019 – still awaiting chased 9<sup>th</sup> August 2019</p> <p>Circulate for comment to: Cllr Ludlow, Regen, SLT / CMT, Private Sector Housing 12<sup>th</sup> July 2019 comments return by 31<sup>st</sup> July</p> <p>Prepare Council website for consultation</p> <p>Online questions developed with Corporate Policy</p> <p>HMT 31<sup>st</sup> July 2019 for discussion</p>
August	<p>Write cabinet report seeking Permission to consult - Modgov</p> <p>Managers Seminar session 15<sup>th</sup> August 2019</p>
September	<p>Corporate management team 3<sup>rd</sup> September 2019</p> <p>Cabinet 10<sup>th</sup> September – Permission to Consult</p> <p>Online consultation to open after Cabinet for one month to 11<sup>th</sup> October 2019</p> <p>Member induction session 18<sup>th</sup> September 2019</p> <p>Consultation event with tenants 24<sup>th</sup> September 2019</p> <p>Direct messaging of Housing Associations and Neighbouring Local Authorities</p>
October	<p>Consultation closes 11<sup>th</sup> October 2019</p> <p>Final version of strategy drafted 18<sup>th</sup> October 2019. Cabinet report written.</p> <p>Finance and Performance Board TBC</p>
November	<p>Cabinet for decision for adoption TBC</p> <p>Full council TBC</p>

**Resourcing estimate**

Internal capital required	No	Total external funds secured	N/A
External grants to be applied for	N/A	Internal revenue required	√
		Total consultancy costs	N/A
<b>Total funding estimate</b>	<b>None</b>		

Officer time only required

**Project Team**

Housing Management Team

**Risks** – List of key risks to the project

**Risk 1 – Housing strategy not meeting aspirations of council and councillors**

Consultation and opportunity to redraft allows chance for feedback

Potentially delay adoption date to allow time for required re-writes to meet aspiration

**Action Log**

Number	Action	Owner	Progress Report
1	Draft v.3 completed and covering note written.	JC	Completed 12 <sup>th</sup> July 2019
2	Infographic designed by Communications teams	JT	Still awaiting 15.7.19
3	Distributed to Cllr Ludlow / HMT and internally within those consulted on strategy development. Deadline for feedback 31 <sup>st</sup> July 2019	JC	Sent out 15 <sup>th</sup> July 2019
4	Circulation and discussion with CMT / SLT	LC / JC	LC circulate via e-mail to CMT / SLT
5	Amend Housing Strategy website pages and online consultation	JC / EM	Amended pages sent to Elaine McGovern 18 <sup>th</sup> July 2019 in preparation Draft online questionnaire to Katy Marshall 18 <sup>th</sup> July 19 for development / inclusion
6	HMT session to finalise draft 31 <sup>st</sup> July 2019	HMT	Done
7	Cabinet 10 <sup>th</sup> September – permission to consult		Report on Modgov 12 <sup>th</sup> August 2019
8	<p>Consultation to include:</p> <ul style="list-style-type: none"> <li>• Member Induction session (18<sup>th</sup> Sept)</li> <li>• Tenants challenge panel (24<sup>th</sup> Sept)</li> <li>• RP's (Online)</li> <li>• Neighbouring local authorities (online)</li> </ul> <p>Deadline 11<sup>th</sup> October 2019</p>	JC	
9	Final draft written – 18 <sup>th</sup> October 2019	JC	
10	Write cabinet report for distribution	JC	
11	Cabinet Meeting	LC/ JC	
12	Full Council	LC/ JC	

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## Chesterfield Borough Council

### Equality Impact Assessment - Preliminary Assessment Form

The preliminary impact assessment is a quick and easy screening process. It should identify those policies, projects, services, functions or strategies which require a full EIA by looking at negative, positive or no impact on any of the equality groups.

Service Area: HOUSING SERVICES  
 Section: ASSISTANT DIRECTOR - HOUSING  
 Lead Officer: LIZ COOK

Title of the policy, project, service, function or strategy the preliminary EIA is being produced for: **HOUSING STRATEGY CONSULTATION**

Is the policy, project, service, function or strategy:

Existing

Changed

New/Proposed

Q1 - What is the aim of your policy or new service?

To consult on the draft Housing Strategy. The Housing Strategy provides a framework for the delivery housing related programmes and initiatives where the Council can play an active role. The Strategy has been developed to deliver actions under three key objectives:

1. Delivery – ensuring new provision meets needs of current and future residents
2. Quality – Using internal and external resources to ensure as many homes as possible are of decent quality
3. People – ensuring that all groups can access and sustain housing appropriate for their needs

Q2 - Who is the policy or service going to benefit?

The Strategy aims to be of benefit for all households in Chesterfield by targeting the available resources to deliver the strategic priorities above. The Strategy covers all tenures and existing and new housing.

Q3 - Thinking about each group below, does, or could the policy, project, service, function or strategy have an impact on protected characteristics

below? You may also need to think about sub groups within each characteristic e.g. older women, younger men, disabled women etc. Please tick the appropriate columns for each group.

<b>Group or Protected Characteristics</b>	<b>Potentially positive impact</b>	<b>Potentially negative impact</b>	<b>No impact</b>
Age – including older people and younger people.			X
Disabled people – physical, mental and sensory including learning disabled people and people living with HIV/Aids and cancer.			X
Gender – men, women and transgender.			X
Marital status including civil partnership.			X
Pregnant women and people on maternity/paternity. Also consider breastfeeding mothers.			X
Sexual Orientation – Heterosexual, Lesbian, gay men and bi-sexual people.			X
Ethnic Groups			X
Religions and Beliefs including those with no religion and/or beliefs.			X
Other groups e.g. those experiencing deprivation and/or health inequalities.			X

If you have answered that the policy, project, service, function or strategy could potentially have a negative impact on any of the above characteristics then a full EIA will be required.

Q4 - Should a full EIA be completed for this policy, project, service, function or strategy?

Yes   
No

Q5 - Reasons for this decision:

Consulting on the strategy will not have a negative impact on any group with a protected characteristic.

Please e-mail this form to the Policy Service before moving this work forward so that we can confirm that either a full EIA is not needed or offer you further advice and support should a full EIA be necessary.