

**Appendix 1:  
Housing Strategy Action Plan –Review**

**Strategic Objective 1: Increasing the supply of high quality, sustainable homes**

Action	Outputs	Target Date	Outcomes	Resources	Task Manager
Commission a joint Strategic Housing Market Assessment (SHMA) with Bolsover and Bassetlaw	Sub-regional and local housing market assessment	December 2013	Understanding of local housing market to inform delivery Local Plan	Housing Revenue Account (HRA) Planning Housing Market Area (HMA)	Business Planning and Strategy Manager
<b>Update:</b> SHMA completed March 2014 and evidence to be used for early review of Local Plan by December 2015.					
Make best use of public sector assets to deliver new housing	Conversion of 4 communal rooms into bungalows and Bacons Lane into three family houses Redevelopment of former Newbold School site	April 2014  April 2014 onwards	Increased access to affordable housing  Increased housing supply in Chesterfield	HRA  Derbyshire County Council (DCC)/ General Fund (GF)	Business Planning and Strategy Manager  Development and Growth Manager
<b>Update:</b> Conversions and Bacons Lane completed. Newbold School site originally sold through Homes and Communities Agency (HCA) developer panel to Barratts though no planning application was submitted and deal fell through. CBC to carry out own site investigations of the site and market the site in 2015 <b>New:</b> Former Saltergate Medical Centre also being disposed of through HRA developer panel Autumn 2014. Planning brief completed and available for this site <b>New:</b> Land at Linacre Road. Mix of GF and HRA. Council approved funding for site investigations to bring site forward in phases over next 3-5 years <b>New:</b> Conversion of Grange Court into three one bedroom homes.					
Plan for appropriate mix of houses to meet future housing needs	Local Plan Core Strategy Local Plan sites and Boundaries Staveley and Rother	October 2013 April 2014  April 2014	Appropriate Mix of properties developed in Chesterfield to meet community need	GF	Development and Growth Manager

## Strategic Objective 1: Increasing the supply of high quality, sustainable homes

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	Valley Area Action Plan				
<p><b>Update:</b> Core Strategy adopted 24<sup>th</sup> July 2013</p> <p>Local Sites and Boundaries work started with Issue and Options document consultation in 2013. The Council is in the process of preparing a preferred option for public consultation.</p> <p>An early review of the Local Plan is currently proposed in response to updated evidence, particularly on the objectively assessed need for housing. The Council is currently proposing a new Local Development Scheme that would see a draft Local Plan published by December 2015, this will include site allocations (replacing the need for a separate Site Allocations DPD) and replace the current Core Strategy.</p>					
Ensure the needs of vulnerable groups are considered in the development of new build	Affordable and Special Needs Housing Supplementary Planning Document revised and updated	March 2015	Improved accessibility and adaptability of new homes developed in Chesterfield.	GF	Development and Growth Manager
<p><b>Update:</b> Work Commenced August 2014 on new Affordable and Special Needs Housing Supplementary Planning Document. External scoping consultation took place through November 2014 - February 2015 Further public consultation due to take place over Summer 2015 with a completed SPD published by December 2015</p>					
Work with Registered Providers and HCA to secure funding to deliver affordable housing	Increased development on key housing sites from 2012/13 Derby Road Frecheville Street Waterside Harris House	December 2015	Increased Access to affordable housing	Commuted Sums New Homes Bonus Sheffield City Region (SCR) Registered Providers	Business Planning and Strategy Manager
<p><b>Update:</b> Derby Road Site all AH units delivered by February 2014 – 29 units Frecheville Street completed March 2014 – 20 units Harris House completed March 2014 – 12 units Waterside developers on site – originally scheduled for completion by December 2014 – 19 units. Completed March 2015.</p>					

## Strategic Objective 1: Increasing the supply of high quality, sustainable homes

Action	Outputs	Target Date	Outcomes	Resources	Task Manager
Work with planning to ensure delivery of affordable housing through s106 agreement where viable	Local Plan Policy on minimum levels of Affordable Housing on sites across Chesterfield introduced  Viability assessments of applications for housing sites across Borough carried out	December 2015	Increased access to affordable and intermediate housing to meet community needs	GF Developers	Business Planning and Strategy Manager
<p><b>Update:</b> No suitable sites for s106 opportunities for affordable housing have been submitted to Planning by Autumn of 2014. However, in early 2015 a number of sites have started to come forward for example sites at Dunston, Walton Hospital, Woodthorpe. Negotiations on affordable housing will take place through 2015.</p>					
Develop a programme of new build council house building	40 unit new build programme developed as part of HRA business Plan	December 2015	Increased Access to affordable housing  Increased local economic activity	HRA Right-to-Buy (RTB) receipts HCA	Business Planning and Strategy Manager
<p><b>Update:</b> New older person scheme on site of former Parkside sheltered scheme for 22 units Sector commissioned to draw up business models on opportunities for New Build. Establishment of a Housing Development Company included in the 2015 – 2019 Council Plan and a Full Business Case currently being developed. Four units included in 2015/16 Capital Programme Acquisitions Policy adopted with budget of £300,000 to acquire approximately four properties per annum.</p>					
Work with Derbyshire County Council to develop Extra Care schemes in the Borough	Extra Care scheme completed on former Foolow Court site	February 2014	Increased access to affordable and market housing for older persons  Improved housing offer for older and vulnerable groups	DCC Together Housing Group	Business Planning and Strategy Manager

## Strategic Objective 1: Increasing the supply of high quality, sustainable homes

Action	Outputs	Target Date	Outcomes	Resources	Task Manager
			in all tenures		
<p><b>Update:</b> 'Potters Place' completed August 2014. 55 units – 43 affordable housing, 12 units for outright sale DCC not committing to any future Extra Care developments at current time.</p>					

## Strategic Objective 2: Making better use of existing stock

Action	Outputs	Target Date	Outcomes	Resources	Task Manager
Work to reduce number of long term empty properties in the Borough	120 properties brought back into use by March 2015 (from 2012) Work with Action Housing to deliver HCA backed scheme	March 2015  Ongoing	Increase in supply of houses available to meet local demand Additional Empty Homes bonus money secured	New/ Empty Homes Bonus GF HCA	Business Planning and Strategy Manager
<p><b>Update:</b> As measured by CTB Council tax return dwellings empty for more than 6 months only risen from 513 in 2012 to 553 in March 2015</p> <p>Was a target in the 2012-15 Corporate Plan though not included in new Corporate Plan 2015-2019. Empty Property Officer left post in October 2013 and was filled temporarily until March 2014 and was not replaced. Restructure of Private Sector Housing Team took place during 2014/15 that included empty property work in all private sector housing officers role.</p> <p>When Empty Homes Officer left figure for properties empty for over six months was 490 – the figure had risen to 553 by March 2015. A target to reduce by <b>37</b> is in place for 2015/16.</p>					
Implement changes in response to Localism and Welfare Reform Acts	Revised Choice Based Lettings Allocations and Transfer Policy produced with clear processes and agreed criteria for allocating housing Changed local priorities for housing introduced Changes to tenants incentive scheme implemented Increased promotion of mutual exchanges	April 2013	A lettings scheme that offers greater choice to all those seeking housing and enables people to make well informed decisions about their housing options Increased mobility for tenants seeking transfers Flexibility in managing local waiting list to meet local demand	HRA	Customer Services Manager
<p><b>Update:</b> Both the allocations and transfer policies have been revised and new policies introduced to take into account the welfare reform changes.</p>					

## Strategic Objective 2: Making better use of existing stock

Action	Outputs	Target Date	Outcomes	Resources	Task Manager
Maximising availability of housing across all tenures	Develop approach to discharge homelessness duty into Private Rented Sector Make best use of discretionary housing payments in order to prevent homelessness and sustain households in their local community	Ongoing	Increased choice for households facing homelessness Increased options to prevent homelessness and sustaining households in their community	Homelessness prevention funding Discretionary Housing Payment	Head of Housing
<p><b>Update:</b> To increase housing options for homeless households the discharge of homeless duty into the private rented sector is now utilised for suitable cases. A Discretionary Housing payment scheme has been devised and is in operation.</p>					
Introduce a Local Authority Mortgage Support Scheme (LAMS) with Lloyds Banking Group	£1.25m of Local Authority Indemnity invested in local housing market	April 2013	Increased housing market activity	GF DCC	Head of Housing
<p><b>Update:</b> LAMS scheme introduced in June 2013. Revised scheme increasing the maximum loan size introduced September 2014 due to relatively slow uptake of scheme. Since the change in maximum loan size demand for the product has increased.</p>					
Develop a resident led investment package for Barrow Hill	Firm proposals to deliver investment and environmental improvements into Barrow Hill	April 2014	Identified and cost effective improvements to Barrow Hill village identified	HRA Developers	Business Planning and Strategy Manager
<p><b>Update:</b> Eamonn Byrne Landscape Architects appointed to work with local residents to develop a programme of environmental improvements to London Boroughs estate at Barrow Hill. Appointed May 2014 with a Masterplan developed by December 2014. Proposals presented to Cabinet in March 2015 and authority to procure the works granted. Masterplan will be worked up into detailed design phase throughout 2015 and on site delivery estimate for January 2016.</p>					

Strategic Objective 2: Making better use of existing stock					
Action	Outputs	Target Date	Outcomes	Resources	Task Manager
Develop a selective buy back policy for former RTB properties	Selective RTB buy back policy introduced	December 2013	Council introduced another option to meet waiting list demand Prevention of evictions	HRA	Business Planning and Strategy Manager
<b>Update:</b> Buyback policy prepared as part of a wider Strategic Acquisitions Policy. Policy adopted February 2015.					
Commission a private sector stock condition survey with Bolsover and NEDDC	Private Sector Stock Condition Survey	March 2014	Enable targeted energy and home improvement measures for area with higher levels of disrepair	HMA GF	Business Planning and Strategy Manager
<b>Update:</b> No progress. Not prioritised due to lack of funding from NEDDC and Bolsover DC to contribute towards the survey costs. Exploring options to do work in conjunction with either Sheffield City Region authorities or Derbyshire Local Authority Energy Partnership (LAEP).					
Commission a Council stock condition survey to support ongoing Business Plan	Council Stock Condition Survey	September 2013	Verified information to support business planning and meeting decent homes targets	HRA	Business Planning and Strategy Manager
<b>Update:</b> Savills appointed and carried out a Stock Condition Survey during 2013. Data collated and inputted into Council's Keystone system.					
Commission a full stock condition survey of all council owned non-traditional housing	Survey of every non-traditional property owned by CBC	December 2013	Business Plan developed for future management and maintenance of non-traditional properties	HRA	Business Planning and Strategy Manager
<b>Update:</b> Curtins appointed to carry out survey completed March 2014. Findings integrated into future business planning. Work for BL8 and Cornish property types tendered and due to start on site in May 2015. REEMA work also scheduled for 2015/16. Option appraisal work commissioned on Unity properties.					

### Strategic Objective 3: Delivering quality housing and support services

Action	Outputs	Target Date	Outcomes	Resources	Task Manager
Explore the potential to form a consortium in respect of Careline, monitoring services and assistive technology	Bid to Derbyshire County Council Adult Care	March 2014	Customer focused value for money service provided	HRA DCC	Customer Services Manager
<b>Update:</b> Consortium being developed but delays in delivery caused though DCC timescales for contract and tendering being postponed. Tendering now scheduled for 2015.					
Take forward review of adaptation service	Tendering new adaptations contract including architectural provision	April 2014	Value of money/ cost savings to Housing Services	HRA	Customer Services Manager
<b>Update:</b> Adaptations contract reviewed and service brought back in house. Under restructure of Housing Service a second Senior Architectural Assistant was appointed to cover the additional work.					
Deliver new Homelessness Strategy	Completion of Homelessness Review and Strategy	December 2013	Improved targeting of resources to tackle homelessness	GF	Customer Services Manager
<b>Update:</b> Work has started on a joint strategy with NEDDC and BDC new target date of December 2015 to complete the Strategy. An interim Homelessness Strategy Statement has been written and adopted to cover until the new full sub-regional strategy introduced.					
Support Home Housing group in redevelopment of Harris House Hostel	Demolition of existing hostel Development of expanded and improved hostel	December 2013	Improved hostel accommodation in Chesterfield Borough	HCA Home Housing Group	Business Planning and Strategy Manager Homelessness Forum
<b>Update:</b> Harris House Hostel demolished and rebuilt as new 12 unit scheme – completion date March 14.					



### Strategic Objective 3: Delivering quality housing and support services

Action	Outputs	Target Date	Outcomes	Resources	Task Manager
Development of a Tenancy Strategy for the Borough and a Tenancy Policy for the Council's Housing Service	Tenancy Strategy produced	January 2013	Clarity for local housing providers	Internal HMA	Business Planning and Strategy Manager Executive Member for Housing
	Tenancy Policy produced	January 2014	Local tenancies align council priorities with new funding regime and RP's aims		
<b>Update:</b> Tenancy Strategy produced for Chesterfield Borough Council and a Tenancy Policy for the Housing Service.					
Housing Revenue Account Business Plan produced under self financing regulations	HRA Business Plan produced	April 2013	Clear understanding of implications of self financing regime for CBC Housing Stock	HRA	Head of Housing Executive Member for Housing
<b>Update:</b> Business Plan produced and models updated annually, further annual revision due in December 2015.					
Increase proportion of council properties meeting decent homes year-on-year	Proportion of Homes Decent March 13 – 85% March 14 -90% March 15 – 100%	March 2015	Increased satisfaction with council as a landlord	HRA/ HCA	Head of Housing CLG Executive Member for Housing
<b>Update:</b> March 13 – 84.7% decent, March 14 – 88.9% decent (LAHS return to Government). Figure at March 2015 – 100%.					
Respond to impact of Welfare Reforms	Research into impact across the SCR produced	June 2013	Recommendations and initiative identified to mitigate effect of welfare reform Act including homelessness, rent arrears and debt	SCR	Head of Housing
<b>Update:</b> Revised Discretionary Housing Payments Policy introduced October 2013 and New Council Tax Support Scheme Introduced					

## Strategic Objective 4: Encouraging a quality, thriving private sector housing sector

Action	Outputs	Target Date	Outcomes	Resources	Task Manager
Promote responsible landlords and lettings	Continue to support Landlords Accreditation Scheme Annual Landlord forum/network for North Derbyshire held	Ongoing  Annual	Improved standard of management in private rented sector	CBC DCC HMA	Business Planning and Strategy Manager
<p><b>Update:</b> Support for Landlord Accreditation ongoing Annual landlords events held at PROACT stadium.</p>					
Maintain a one stop Home Improvement Agency and Handy van service	Review arrangements for delivering a sustainable Home Improvement Agency (HIA) Service Submit a tender to DCC for continued provision of HIA Service as appropriate Submit a tender to DCC for continued provision of Handy van Service Provide Home Repair and Decent Homes Assistance Boiler Services Scheme Boiler Replacement Service	March 2014	Improved housing conditions in the private sector Continued assistance for vulnerable and elderly residents with small DIY jobs and security measures	GF DCC Fire Service	HIA Advisory Board Business Planning and Strategy Manager
<p><b>Update:</b> Review of HIA completed. Re-launched as Home Improvement Service (HIS) within the Council's Private Sector Housing Function Due to nature of tender it was not possible to submit a tender to DCC for HIA provision Handyvan Service contract extended to March 2016 – future funding depending on ongoing reviews of funding at DCC</p>					

## Strategic Objective 4: Encouraging a quality, thriving private sector housing sector

Action	Outputs	Target Date	Outcomes	Resources	Task Manager
Boiler Service Scheme no longer continuing – postponed due to changes to ECO funding Boiler Replacement Service still available.					
Deliver quality Disabled Facilities Grant (DFG) service	Review current methods of service delivery including arrangements with Adult Social Care and DCC design tem, taking into account changes to HIA	December 2014	Services revised and enhanced as appropriate to improve customer service	GF DCC	Business Planning and Strategy Manager
<b>Update:</b> Ongoing review process of DFG at DCC taking place New procedure for stairlift installation introduced in July 2014 Home Improvement Service now offering Bathroom Adaptations.					
Promote energy efficiency across private housing sector	Support LAEP partnership activity Deliver DECC Fuel Poverty Target and Green Deal pioneer project with Warm Zone	Ongoing  Ongoing	Targeted energy efficiency schemes for households across Chesterfield	LAEP Warm Zone GF	Business Planning and Strategy
<b>Update:</b> Public Health Project using Health Funding and links to GPs Surgeries to identify hard-to-reach/ at risk households who may experience symptoms related to excess cold.					
Develop partnership to maximise effectiveness of Green Deal and ECO funding to improve energy efficiency and affordable warmth	Develop a local Green Deal partnership Invest and maintain UNO Green Deal database	December 2013  April 2013	Effective targeting of energy efficiency measures locally	GF Energy Companies	Business Planning and Strategy Manager
<b>Update:</b> Council decided against developing a local Green Deal partnership. Green Deal not seen as an effective offer UNO database purchased. Will link to LAEP activities. ECO funding secured for External Wall insulation programmes at Grangewood and Old Whittington					

## Strategic Objective 4: Encouraging a quality, thriving private sector housing sector

Action	Outputs	Target Date	Outcomes	Resources	Task Manager
<b>New:</b> Maximise access to ECO and any other emerging schemes to help households achieve energy efficiency.					
Maintain effective Housing Standards enforcement service for tenants and landlords	Review of enforcement Strategy	March 2014	Improved standards of management in private rented sector Improved housing conditions in the private sector	GF	Business Planning and Strategy Manager
	Statutory notices served as required and work carried out in default/prosecute as required	Ongoing			
	Maintain Houses of Multiple Occupation Licensing Scheme	Ongoing			
<b>Update:</b> Resourcing issues have meant a falling behind in licensing – including non-licensable Houses of Multiple Occupation <b>New:</b> Potential for Mobile Home Licensing and selective licencing being considered.					
Work with DCC and other District Council on Gypsies and Traveller provision	Update Derbyshire wide Gypsy and Traveller Needs Assessment	December 2013	Future need for Gypsy and Traveller site provision in Derbyshire identified	GF Partner Local Authorities	Business Planning and Strategy Manager
<b>Update:</b> Assessment completed but final report delayed due to partner local authorities challenging some of the figures Planning application for site on Council owned land approved October 2014 – heads of terms agreed and lease developed March 2015 Illegal encampments have taken place but numbers remain low.					
Review Private Sector Renewal Policy to reflect Welfare reform changes	Home Repair Assistance and Empty Property Strategy eligibility criteria update as appropriate	December 2013	New Policy better targeting eligible households	GF	Business Planning and Strategy Manager
<b>Update:</b> Lack of national progress with Universal Credit has meant wholesale changes and review not needed at present. Policies have been amended to take into account changes around Council Tax benefit.					