

Housing Strategy Key Action Plan 2016-17

| No | Category | Action | Responsibility | Timescale | Progress Report <i>(to be completed after 6 and 12 months)</i> |
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| 1 | General | Review the Housing Strategy 2009-2012 and produce an updated Housing Strategy for 2016-2019, following a consultation exercise on a Draft Housing Strategy | Director of Communities | July 2016 | |
| 2 | Local Plan | Agree with the Council's Strategic Housing Market Area (SHMA) partners how much of the Council's Objectively Assessed Housing Need will be provided in neighbouring districts. | Planning Policy Manager | Spring 2016 | |
| 3 | Local Plan | Complete Stage 2 of the District-Wide Viability Assessment to determine viable levels of affordable housing provision within future developments | Planning Policy Manager | Spring 2016 | |
| 4 | Local Plan | Agree a Draft Local Plan (Preferred Approach) and undertake the appropriate Sustainability Appraisal | Planning Policy Manager | Spring 2016 | |
| 5 | Local Plan | Undertake a Consultation Exercise on the Draft Local Plan (Preferred Approach) | Planning Policy Manager | July 2016 | |
| 6 | Local Plan | Submit the Final Local Plan to the Planning Inspectorate for an Examination in Public | Planning Policy Manager | Sept 2017 | |

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| 7 | Local Plan | Include appropriate provision within the Local Plan to meet the Government's requirements to ensure the provision of a set percentage, or number, of starter homes on all development sites over a certain threshold, to meet the proposed requirements of the Housing and Planning Act 2016. | Planning Policy Manager | Spring 2016 | |
| 8 | Local Plan | Include appropriate provision within the Local Plan to meet the Government's requirements to meet the expressed needs for local people wanting to build their own homes registered on the Self-build and Custom-build Register, to meet the proposed requirements of the Housing and Planning Act 2016. | Planning Policy Manager | Spring 2016 | |
| 9 | Regeneration | Work in partnership with Essex County Council, Epping Town Council and a development partner to exchange legal contracts for a regeneration scheme for the St Johns Area of Epping, in accordance with the Design and Development Brief, which includes an appropriate amount of market and affordable housing | Director of Neighbourhoods | Feb 2016 | |
| 10 | Affordable Housing Provision | Consider the possibility of the proposed development of new affordable rented flats at the Council-owned difficult-to-let garage site at Vere Road, Loughton being undertaken by the Council, through the Council Housebuilding Programme, instead of by a housing association | Director of Communities | Mar 2016 | |

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| 11 | Affordable Housing Provision | <p>Work with housing associations and developers to complete the development of 118 new affordable homes, with planning permission, for rent and shared ownership at the following non-Council owned sites:</p> <p>(a) Knollys Nursery, Waltham Abbey – 63 new homes</p> <p>(b) Fyfield Research Park, Ongar – 44 new homes</p> <p>(c) Netherhouse Farm, Sewardstone – 8 new homes</p> <p>(d) Barnfield, Roydon – 3 new homes</p> <p>(e) Esperanza Nursery, Stapleford Abbots – 1 new home</p> | Director of Communities | Dec 2017 | |
| 12 | Affordable Housing Provision | Enter into a development agreement with the developer for the development at Barnfield, Roydon for the Council to purchase the 8 affordable rented homes required to be provided as part of the scheme | Asst. Director (Housing Property & Devt.) | Feb 2016 | |
| 13 | Affordable Housing Provision | Obtain planning permission for residential development at the Council's Pyrles Lane Nursery site, Loughton, including the provision of at least 40% affordable housing | Director of Neighbourhoods | Feb 2016 | |
| 14 | Affordable Housing Provision | Subject to the receipt of planning permission for the proposed development at the Pyrles Lane, Loughton, if the Cabinet decides to sell the site on the open market, sell the land subject to a requirement that the required affordable housing element to be sold to the Council on practical completion, on agreed terms. | Asst. Director (Housing Property & Devt.) | Oct 2016 | |

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| 15 | Affordable Housing Provision | Consider the provision of guidance to planning applicants on the required approach by developers to the undertaking of viability assessments for developments involving affordable housing | Principal Planning Officer / Director of Communities | Apr 2016 | |
| 16 | Affordable Housing Provision | Revise the Council's Shared Ownership Policy, to take account of current requirements and the potential effect of the provision of starter homes as affordable homes on the supply of affordable rented housing | Director of Communities | Feb 2016 | |
| 17 | Council Housebuilding Programme | Complete the development of 23 new affordable homes for rent at Waltham Abbey, under Phase 1 of the Council's Housebuilding Programme | Asst. Director (Housing Property & Devt.) | Apr 2016 | |
| 18 | Council Housebuilding Programme | Start on site with the development of 51 new affordable homes for rent at Burton Road, Loughton, under Phase 2 of the Council's Housebuilding Programme | Asst. Director (Housing Property & Devt.) | April 2016 | |
| 19 | Council Housebuilding Programme | Start on site with the development of 34 new affordable homes for rent at North Weald, Ongar, Epping and Coopersale, under Phase 3 of the Council's Housebuilding Programme | Asst. Director (Housing Property & Devt.) | Sept 2016 | |
| 20 | Council Housebuilding Programme | Seek planning permission for the development of new affordable homes for rent in Loughton, under Phase 4 of the Council's Housebuilding Programme | Asst. Director (Housing Property & Devt.) | March 2016 | |

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| 21 | Council Housebuilding Programme | Seek planning permission for the development of new affordable homes for rent in Ongar and Buckhurst Hill, under Phase 5 of the Council's Housebuilding Programme | Asst. Director (Housing Property & Devt.) | July 2016 | |
| 22 | Council Housebuilding Programme | Consider the creation of a new post of Housing Development Manager, to support the Asst. Director (Housing Property & Devt.) and provide additional capacity in order to deliver the Council Housebuilding Programme | Director of Communities | Feb 2016 | |
| 23 | Council Housebuilding Programme | Complete the 12 remaining development and financial appraisals for the identified potential development sites and formulate a Pipeline Programme of developments for Phases 6 onwards of the Housebuilding Programme | Asst. Director (Housing Property & Devt.) | Feb 2016 | |
| 24 | Council and Housing Association Accommodation | Complete the new District-wide Nominations Agreements with each of the Council's Preferred Housing Association Partners for new rented housing developments - to take account of the new Affordable Rents Framework and to update the provisions for nominations of shared ownership properties. | Director of Communities | Jan 2016 | |

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| 25 | Council Housing Accommodation | Revise the Council's Tenancy Policy to implement the introduction of 5-year fixed term tenancies for all new tenants (including transferring, downsizing and sheltered tenants), to meet the proposed requirements of the Housing and Planning Act 2016. | Asst. Director (Housing Operations) | Nov 2016 | |
| 26 | Council Housing Accommodation | Provide up to 1 x 1 bedroom and 1 x 2 bedroom flats each year for 4 years to Syrian refugees, on non-secure tenancies, to assist the Government's commitment to accommodate 20,000 Syrian refugees in the UK over a 4-year period. | Asst. Director (Housing Operations) | Dec 2015 | |
| 27 | Council Housing Accommodation | Prepare for the introduction of the Government's "Pay to Stay" scheme, to charge higher rents for Council tenants with household incomes above £30,000 p/a, to meet the proposed requirements of the Housing and Planning Act 2016. | Asst. Director (Housing Operations) | Apr 2017 | |
| 28 | Council Housing Accommodation | Prepare for the sale of "high value" Council properties to fund the expected required levy to the Government, to meet the proposed requirements of the Housing and Planning Act 2016. | Asst. Director (Housing Property & Devt.) | Apr 2017 | |
| 29 | Homelessness | Consider the feasibility of replacing the mobile homes in the grounds of the Council's Homeless Persons' Hostel at Norway House, North Weald with new temporary accommodation for homeless families, that will be fit for the future | Asst. Director (Housing Property & Devt.) | Mar 2016 | |

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| 30 | Homelessness | Introduce a new scheme to fund the provision of returnable tenancy deposits, through tenancy deposit agents, to assist potentially homeless applicants to be accommodated in the private rented sector | Asst. Director (Housing Operations) | Apr 2016 | |
| 31 | Homelessness | Consider the provision of rental loans, in addition to the provision of returnable tenancy deposits, to assist potentially homeless families to be accommodated in the private rented sector | Asst. Director (Housing Operations) | Feb 2016 | |
| 32 | Homelessness | Seek to obtain the Government's Gold Standard Award for the provision of homelessness services, following the peer review by other Essex local authorities and the delivery of the resultant Action Plan | Housing Options Manager | April 2017 | |
| 33 | Supported Housing – Older and Other Vulnerable People | Review the Council's sheltered housing assets, and formulate a strategy for the determining the future use of each sheltered housing site (including retention, remodelling, refurbishment, redevelopment and sale), to ensure that the Council's sheltered housing provision is fit for the future. | Director of Communities | July 2016 | |
| 34 | Supported Housing – Older and Other Vulnerable People | Work in partnership with Essex County Council to provide a supported housing scheme at Lindsay House, Epping. | Director of Communities | Mar 2017 | |

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| 35 | Supported Housing – Older and Other Vulnerable People | Include a requirement in the Draft Local Plan that an increased number of homes within new housing developments in the District should meet the Lifetime Homes Standard than presently required | Planning Policy Manager | Spring 2016 | |
| 36 | Affordable Housing Provision | Work with Essex County Council to consider the feasibility and viability of providing a new Independent Living (extra care) scheme for older people, as part of the proposed Leisure and Community Hub at Hillhouse, Waltham Abbey, as part of the Masterplanning Exercise for the area | Director of Communities | June 2016 | |
| 37 | Empty Homes | Review and revise the Council's Housing Service Strategy on Empty Properties | Private Housing Manager (Technical) | Mar 2016 | |
| 38 | Rural Housing | Continue to work with Hastoe Housing Association and Parish Councils to investigate the development potential for rural housing schemes in villages, through the Council's Rural Planning Exceptions Policy | Director of Communities | Mar 2017 | |
| 39 | Decent Homes – Private Sector | Deliver the Action Plan formulated by the Nursery Workers Accommodation Working Party and consider and adopt a corporate protocol for dealing with unsuitable living conditions within agricultural and nursery accommodation, from a housing, planning, legal and economic development perspective | Private Housing Manager (Technical) | Dec 2016 | |

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| 40 | CARE Agency | Prepare for, and meet, the requirements for the new contract with Essex County Council for funding the Council's in-house Caring and Repairing in Epping Forest (CARE) Agency | Private Housing Manager (Grants and CARE) | July 2016 | |
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