



Agenda

Meeting: **Overview and Scrutiny Committee**
Date: **12 September 2017**
Time: **7.00 pm**
Place: **Council Chamber - Civic Centre, Folkestone**

To: **All members of the Overview and Scrutiny Committee**

The committee will consider the matters, listed below, at the date, time and place shown above. The meeting will be open to the press and public.

Members of the committee, who wish to have information on any matter arising on the agenda, which is not fully covered in these papers, are requested to give notice, prior to the meeting, to the Chairman or appropriate officer.

1. **Apologies for Absence**
2. **Declarations of Interest**

Members of the committee should declare any interests which fall under the following categories*:

- a) disclosable pecuniary interests (DPI);
- b) other significant interests (OSI);
- c) voluntary announcements of other interests.

3. **Minutes (Pages 3 - 44)**

To consider and approve, as a correct record, the minutes of the meetings held on 11 and 20 July 2017.

4. **Homelessness reduction act overview (Pages 45 - 72)**

Report OS/17/04 details the proposed changes to homelessness legislation and includes an overview of the implications and risks of these proposed changes to the Council.

Queries about the agenda? Need a different format?

Contact **Sue Lewis** – Tel: **01303 853265**
Email: committee@shepway.gov.uk or download from our website
www.shepway.gov.uk

5. Safeguarding Activity - Annual Report 16-17 (Pages 73 - 82)

Report OS/17/03 The Council has a statutory safeguarding role within the wider public sector, with responsibilities to children, young people and vulnerable adults. A review of safeguarding activity is presented with detail in Appendix 1. An updated safeguarding policy of the Council has been approved by CMT and will be considered by Cabinet on 13th September 2017.

6. Varne, The Green, Coast Drive; Development Proposal (Pages 83 - 134)

Outline planning permission was granted last year for 4 large dwellings on this Council owned site. Report C/17/33 comprises an options appraisal to assess how best to meet Council objectives and maximise value for money from the asset.

*Explanations as to different levels of interest

(a) A member with a disclosable pecuniary interest (DPI) must declare the nature as well as the existence of any such interest and the agenda item(s) to which it relates must be stated. A member who declares a DPI in relation to any item must leave the meeting for that item (unless a relevant dispensation has been granted).

(b) A member with an other significant interest (OSI) under the local code of conduct relating to items on this agenda must declare the nature as well as the existence of any such interest and the agenda item(s) to which it relates must be stated. A member who declares an OSI in relation to any item will need to remove him/herself to the public gallery before the debate and not vote on that item (unless a relevant dispensation has been granted). However, prior to leaving, the member may address the meeting in the same way that a member of the public may do so.

(c) Members may make voluntary announcements of other interests which are not required to be disclosed under (a) and (b). These are announcements made for transparency reasons alone, such as:

- membership of outside bodies that have made representations on agenda items, or
- where a member knows a person involved, but does not have a close association with that person, or
- where an item would affect the well-being of a member, relative, close associate, employer, etc. but not his/her financial position.

Voluntary announcements do not prevent the member from participating or voting on the relevant item

Folkestone

Hythe & Romney Marsh
Shepway District Council



Minutes

Overview and Scrutiny Committee

Held at:	Council Chamber - Civic Centre, Folkestone
Date	Tuesday, 11 July 2017
Present	Councillors Miss Susan Carey, Peter Gane, Clive Goddard, Mrs Claire Jeffrey, Frank McKenna, Ian Meyers and Mrs Rodica Wheeler
Apologies for Absence	Councillor Michael Lyons
Officers Present:	Andy Blaszkowicz (Head of Commercial and Technical Services), Leigh Hall (Group Accountant), Tim Madden (Corporate Director - Organisational Change), Pat Main (Head of Finance), Fred Miller (Transportation Manager), Suzy Tigwell (Leadership Support Manager) and Jemma West (Senior Committee Services Officer)
Others Present:	Councillors Ewart-James, Dearden and Pascoe.

16. Variation of business

It was proposed by Councillor Meyers,
Seconded by Councillor McKenna; and

RESOLVED

That the agenda items 1 -7 be heard but items 8 – 17 be deferred on the basis that the agenda was large, and the Committee Members did not feel they could give items due diligence.

(Voting figures: 5 for, 2 against, 0 abstentions).

17. Declarations of Interest

There were no declarations of interest.

18. Minutes

The minutes of the meeting held on 20 June 2017 were submitted, approved and signed by the Chairman.

19. **Housing Revenue Account Revenue and Capital Budget Monitoring - 1st Quarter 2017/18 and 2016/17 Outturn**

Report C/17/20 provides a projection of the end of year financial position for the Housing Revenue Account (HRA) revenue expenditure and HRA capital programme based on net expenditure to 31 May 2017. The report also summarises the 2016/17 final outturn position (subject to audit) for the HRA revenue expenditure and HRA capital programme compared to both the latest approved budget.

This matter was not formally considered by the Committee. An informal discussion took place in the presence of Deborah Upton and Mark Anderson from East Kent Housing

20. **Quarter 4 Performance report 2016/17**

Report C/17/12 provided an update on the Council's performance for the final quarter of 2016/17, covering 1st January 2017 to 31st March 2017. The report enables the Council to assess progress against the approved performance indicators for each service area. The report included the full list of performance indicators and key performance indicators that will be monitored during 2017/18 and reported to CMT and Members quarterly and also included an overview of the complaints and compliments the Council had received from 1st April 2016 to 31st March 2017.

Suzy Tigwell, Leadership Support Manager, presented the report. Suzy Tigwell and Andrew Blaszkowicz, Head of Commercial and Technical Services then responded to queries raised by the Committee Members, and made the following points:

- The number of present lifeline users was around 5,000. The table set out on page 46 of the agenda referred to the number of calls rather than the number of users.
- With regard to the table on page 51 of the agenda relating to waste, Quarter 4 referred to the period 1 January to 31 March 2017.

Proposed by Councillor Mrs Jeffrey,
Seconded by Councillor Mrs Carey; and

RESOLVED

That report C/17/12 be received and noted.

(Voting figures: 7 for, 0 against, 0 abstentions).

21. **Performance Management Framework**

Report C/17/11: The Performance Management Framework was originally created and approved in 2014. On 24th February 2016, Cabinet approved the council's new approach to performance management. The Performance

Management Framework had been revised to reflect the new procedures and ensure that it is up to date and reflected current working practices.

Suzy Tigwell, Leadership Support Manager, presented the report.

Proposed by Councillor Mrs Carey,
Seconded by Councillor Gane; and

RESOLVED:

That Report C/17/11 be received and noted.

(Voting figures: 7 for, 0 against, 0 abstentions).

22. Asset Management Framework

Report C/17/21: The Council will adopt a new Asset Management Framework from 2017 which is intended to last through the next 5 years. This new framework replaces the previous Corporate Property Strategy 2013-2018 and the Asset Management Plan 2013-2018. The new framework will provide Officers with clear direction for managing the corporate property portfolio whilst closely linking in with the strategic objectives set out in the Council's Corporate Plan.

Andrew Blaszkowicz, Head of Commercial and Technical Services, presented the report.

Tim Madden, Corporate Director – Organisational Change, then responded to points raised by the Committee Members and made points including the following:

- The figures on page 106 of the agenda pack showed a budget shortfall over the medium term. These had been considered as part of the Medium Term Financial Strategy calculations at Cabinet in May 2017 and the Council would be going through its annual budget process to address and resolve future deficits.

Proposed by Councillor Meyers,
Seconded by Councillor Mrs Wheeler; and

RESOLVED

That report C/17/21 be received and noted.

(Voting figures: 6 for, 0 against, 1 abstention).

23. Parking Proposals for Princes Parade, Hythe and Sandgate Esplanade

Andrew Blaszkowicz, Head of Commercial and Technical Services, gave a presentation which set out proposals to introduce parking restrictions along the seafront from Sandgate Esplanade including all of Princes Parade due to the

strain on limited parking stock along the seafront in summer months, and the fact that the on-street parking account was operating in deficit.

He responded to queries raised by the Committee Members, and made points including the following:

- The parking study from 2009 had not been significantly updated and it was perhaps more relevant now than in 2009, as the charges had been lower at that time.
- The Pay and Display machines would be dual use, for coins and card payments, the same as other machines in the district. They would operate on a pay in advance basis, rather than per usage.
- The scheme would cover the whole of the seafront from Sandgate Esplanade including all of Princes Parade. This would include shared use bays at Sandgate Esplanade, for use by resident and business permit holders, as well as pay and display. Princess Parade would be solely Pay and Display.
- The controlled parking zone at Sandgate was discussed.
- The scheme was designed to control visitor and business use parking, to enable residents to park.
- The percentages set out in the income modelling were based on existing schemes within Shepway.

Proposed by Councillor Gane,
Seconded by Councillor Mrs Wheeler; and

RESOLVED:

1. That the results from the formal consultation be brought back to a future meeting of the Overview and Scrutiny Committee for Members to consider.
2. That the presentation be received and noted.

(Voting figures: 7 for, 0 against, 0 abstentions).



Overview and Scrutiny Committee

Held at:	Council Chamber - Civic Centre, Folkestone
Date	Thursday, 20 July 2017
Present	Councillors Peter Gane, Mrs Claire Jeffrey, Mrs Mary Lawes (In place of Frank McKenna), Michael Lyons, Ian Meyers and Mrs Rodica Wheeler
Apologies for Absence	Councillor Miss Susan Carey, Councillor Clive Goddard, Councillor Ms Janet Holben and Councillor Frank McKenna
Officers Present:	Andy Jarrett (Head of Strategic Development Project), Sue Lewis (Committee Services Officer), Pat Main (Head of Finance), Dave Shore (Strategic Development Projects Manager), Adrian Tofts (Planning Policy Manager) and David Whittington (Planning Policy Team Leader)
Others Present:	Councillor Dick Pascoe, Cabinet Member for Property Management and Environmental Health

24. **Declarations of Interest**

There were no declarations of interest.

25. **Princes Parade Project Development Strategy**

Report C/17/25 provides details of the key elements of the future work programme for the Princes Parade project.

Implementation of the work streams identified in this report will allow a detailed and comprehensive Business Plan to be prepared that will allow Cabinet to take a decision on whether to proceed with the implementation of the project, later in the year, after the planning application has been determined.

This report was considered at Cabinet on 19 July 2017.

David Shore, Strategic Developments Project Manager highlighted the key areas of work that will form the business plan and these are listed at 2.12 in the

report. This will allow for a detailed business plan to be reported to Cabinet in due course.

Members paid particular attention to the following:

- Play areas – members were informed that the proposed long term development of the public open space at Princes Parade will be informed by the emerging Open Space Strategy and Play Area Review.
- Examples of leisure centres – it is anticipated that members of the Princes Parade Working Group, Overview and Scrutiny Committee and officers will visit the Hart Leisure Centre in Hampshire which is of a similar size to the proposed development.
- Business Plan – members were informed that the business plan will provide the necessary detail to allow Cabinet to take a decision as to whether to proceed with the project.
- Existing pool – members noted that although a decision had not yet been made it is hoped that the existing pool will be kept open whilst work is undertaken on the new facility in order to provide continued service. The development of the business case for the leisure centre will be informed by usage and income figures for the existing pool.
- Members are aware that the existing pool has had numerous issues over the past couple of years resulting in repairs to the pool lining and roof therefore officers are taking a realistic view as to how long it can remain open.
- Finance – the business plan will set out the detailed financial information for the scheme.

Proposed by Councillor Peter Gane
Seconded by Councillor Mrs Claire Jeffrey and

Resolved:

- 1. To receive and note report C/17/25.**
- 2. That the business plan is brought to the Overview and Scrutiny Committee as soon as possible.**

(Voting: For 6; Against 0; Abstentions 0)

26. Shepway Places and Policies Local Plan - submission draft

Report C/17/27: On 14 September 2016 Cabinet agreed report C/16/35, which sought approval to publish the Preferred Options Shepway Places and Policies Local Plan for public engagement and to agree the consultation arrangements.

The Preferred Options draft was subsequently published for consultation for six weeks in October to November 2016 and the Council received over 2,000 representations from more than 600 individuals, community groups and organisations. The representations have now been considered and

the Plan has been amended to reflect these and other considerations.

The new version of the plan, called the Submission Draft Places and Policies Local Plan, is attached at Appendix 1.

The next stage in the process is to publish the Submission Draft Places and Policies Local Plan and undertake public consultation for a minimum six week period in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012. Following this, the Places and Policies Local Plan will be submitted to the Secretary of State and an examination in public will be held.

This report was considered at Cabinet on 19 July 2017.

David Whittington and Adrian Tofts presented members with an update following the first consultation and the next stage in the process. A copy of the presentation is attached for information.

Particular attention was paid to the following:

Preferred options consultation – there was an increase in people responding from previous consultations and this is partly due to the success of the communications team and the use of social media (such as Twitter and Facebook) in generating interest.

The main areas in the “places” section that received the most interest were Princes Parade, Land adjacent to the Battle of Britain Museum – Hawkinge, Greatstone car park and Land south of New Romney. In respect of the “policies” section particular attention was paid to the transport and local green spaces.

17 new sites were submitted and it is intended to take 3 forward to allocate in the Submission plan; Cherry Gardens, New Romney, Rhee Wall Road, Brenzett and Rye Road, Brookland.

As well as new sites some sites will be deleted and this is due to uncertainty over delivery, lack of adequate highways access, objections to loss of playing fields and where development on site is advanced. The sites deleted are shown in the attached papers. The Council will still meet the development requirements set out in the 2013 Core Strategy, particularly the numbers of homes that need to be built.

The main proposed changes on the sites being kept are in respect of Princes Parade, Hythe, Land adjacent to the Kent Battle of Britain Museum, which is to be a mixed-use development including land for the expansion of the adjoining museum, and Land adjoining The Marsh Academy, which is to help with the provision of health facilities.

Members noted the additional proposed changes listed in the attached papers with their attention drawn to the need to get correct and proper clarification on

requirements for S106 and CIL contributions and the changes in relation to parking standards.

Officers informed members to finalise the submission draft will mean map changes to reflect the plan, final discussions with Highways England, further sustainability work along with monitoring and evidence base work.

Once all the above has been finalised then the next stage can begin, this will include a six week consultation followed by submission of the plan to the Planning Inspectorate (PINS). PINS will appoint an independent Planning Inspector who will conduct a public examination into the plan and who will then write a report into the plan, setting out any changes that need to be made.

Following these changes, the amended plan will be taken back to Cabinet and Council, with the recommendation that it is adopted. This will enable the plan to be used to decide planning applications.

Members asked a number of questions paying particular attention to the following:

- Health provision –it is clear that there is a need to look at and allocate site provision throughout the district not just the Marsh area and the recruitment of doctors is a particular problem.
- Leisure facilities – looking at existing policies and adding to them.
- Broadband provision – officers want to improve the facilities for this provision and the previous policy has been redrafted, drawing on best practice elsewhere, to improve the policy and get the best service for residents a priority, members were keen also for this to be achieved using the correct infrastructure at the start.
- Local green space/open spaces – the former local green space policy has been deleted as few of the candidate sites put forward would meet the criteria in national policy (the National Planning Policy Framework or NPPF). However, these spaces can still be proposed through neighbourhood plans as parish and town councils have the local knowledge. Sites could also be put forward by people as part of the next round of consultation.
- Affinity Water site, Shearway – residents have expressed concern in respect of drainage and officers were able to confirm that the number of dwellings had reduced, it might be better suited to business development.
- Parking – more homes means more vehicles and this can be an issue for residents.
- Consultation responses – the full text of responses can be found on the council's website with the document summarising the main points raised.

Members were informed that when the plan goes out for the next stage of consultation (the Submission consultation) a schedule of people's comments will be published with the Council's response to each comment, highlighting any changes made.

Proposed by Councillor Peter Gane
Seconded by Councillor Michael Lyons and

Resolved:

1. To receive and note report C/17/27.

(Voting: For 5; Against 0; Abstentions 1)

27. Treasury Management Annual Report 2016/17

Report C/17/22 reviews the council's treasury management activities for 2016/17, including the actual treasury management indicators. The report meets the requirements of both the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities. The Council is required to comply with both Codes through Regulations issued under the Local Government Act 2003.

This report was considered at Cabinet on 19 July 2017.

Members were informed that all treasury management regulations and standards are being complied with. They noted that longer term investments were being used rather than shorter term options. This has helped to reduce risks.

Members asked for more background information about why the council's credit rating reduced and when the change happened. This information will be circulated to the committee after this meeting along with further information about the council's investments with BNP Paribas.

It was noted that an investments advisory company, Arlingclose, helps the finance team to monitor the strategy and provides advice on investment risks and opportunities.

Proposed by Councillor Peter Gane
Seconded by Councillor Michael Lyons and

Resolved:

1. To receive and note Report C/17/22.

(Voting: For 6; Against 0; Abstentions 0)

28. General Fund Revenue Budget Monitoring - 1st Quarter 2017/18 and 2016/17 Financial Outturn

Report C/17/26 provides a projection of the end of year financial position for the General Fund revenue expenditure based on net expenditure to 31 May 2017. The report also summarises the 2016/17 final outturn position (subject to audit) for the General Fund revenue expenditure compared to

both the latest approved budget.

This report was considered at Cabinet on 19 July 2017.

Members noted that this report summarises 2016/17 final outturn position and provides an indication of how the budget is being managed in the current financial year. A number of budget allocations have been carried forward from 2016/17 to 2017/18 to progress activities that span the two financial years, including funds that have been set aside for the Otterpool Park development.

Proposed by Councillor Mrs Claire Jeffrey
Seconded by Councillor Mrs Rodica Wheeler and

Resolved:

1. To receive and note Report C/17/26.

(Voting: For 5; Against 0; Abstentions 1)

29. General Fund Capital Budget Monitoring - 1st Quarter 2017/18 and 2016/17 Outturn

Report C/17/23 This monitoring report provides a projection of the latest financial position for the General Fund capital programme, based on expenditure to 31 May 2017. The report identifies variances on planned capital expenditure for the General Fund in 2017/18. The report also summarises the 2016/17 final outturn position (subject to audit) for the General Fund capital programme compared to both the latest approved budget and the quarter 4 budget monitoring position reported to Cabinet in April 2017. Finally the report also summarises the outturn position for the approved prudential indicators for capital expenditure in 2016/17.

This report was considered at Cabinet on 19 July 2017.

Members were informed that there are no unforeseen capital issues arising.

Proposed by Councillor Michael Lyons
Seconded by Councillor Ian Meyers and

Resolved:

1. To receive and note Report C/17/23.

(Voting: For 6; Against 0; Abstentions 0)

30. Housing Revenue Account Revenue and Capital Budget Monitoring - 1st Quarter 2017/18 and 2016/17 Outturn

Report C/17/20 provides a projection of the end of year financial position for the Housing Revenue Account (HRA) revenue expenditure and HRA capital programme based on net expenditure to 31 May 2017. The report

also summarises the 2016/17 final outturn position (subject to audit) for the HRA revenue expenditure and HRA capital programme compared to both the latest approved budget.

This report was considered at Cabinet on 19 July 2017.

Proposed by Councillor Peter Gane
Seconded by Councillor Mrs Claire Jeffrey and

Resolved:

1. To receive and note Report C/17/20.

(Voting: For 5; Against 0; Abstentions 1)

31. Otterpool Park

A presentation by Andy Jarrett, Head of Strategic Development Projects was given and this is attached to the minutes for information.

The presentation updates members on the Landowner progress since March 2017 and officers are now moving forward in respect of detailed technical studies some of which are already part-way through: transport; ecology; landscape and water supply, with no real issues coming out of these.

The Framework masterplan must be viable and deliverable as it will form part of the planning application. A study of employment is underway which will attract new economic development into the site, this study will look at what will work, which can be reliable and deliverable.

Discussions are in progress with network rail to develop Westenhanger Station and on-going discussions are now taking place with the 4 potential operators for the line.

Members were informed that the collaboration agreement has been extended to 31 March 2018. Preparation of a 2nd Collaboration Agreement and working towards a future Development Agreement has begun.

Mr Jarrett informed members that following initial consultations it was clear that the younger generation had not responded and it is this area that officers will work hard to connect with as progress is made. More public events, working with schools and colleges to show what Otterpool can offer in terms of business opportunities, open space and housing.

It was agreed that this is a long term plan which will evolve over time with more detail being added along as it progresses.

Members paid particular attention to the following:

Overview and Scrutiny Committee - 20 July 2017

- Funding – members were informed that significant government funding has been provided for consultant fees and local planning authority.
- Schools – it is anticipated that 2 primary schools will be built at the start of works and this is based on initial housing figures of upto 12,000. The masterplan may eventually include 7 primary schools and 2 secondary.
- Consultations – more work is needed to reach the younger generation and it is hoped that communication can be made not only through public consultations but by using twitter, facebook and other social media outlets as well as direct contact through schools and the local college..
- Housing – members requested that more detail be provided at the earliest opportunity in respect of numbers and affordable housing.

At the end of the presentation as members did not have any questions relating to the financial position in respect of Otterpool there was no need to take the meeting into a private session.

Places and Policies Local Plan Submission Draft 2017

- Preferred Options Consultation Summary
- Changes Proposed
- Additional Changes
- Next Stages

Preferred Options Consultation Summary

- Consultation was undertaken from the 7th October until 19th November 2016
- Over 2,000 comments were received from 619 residents, community groups, businesses and other organisations
- Increased number of people responding from previous consultation stage (up from 234 in 2015)
- Increased number of people commenting online rather than by letter (up by +345% from 2015)
- The 'Places' section of the Plan received more comments than the 'Policies' section

Main Areas of Comment

- The main policy areas in the 'Places' section that received the most interest were:
 - Princes Parade, Hythe (nearly 500 comments)
 - The Battle of Britain Museum, Hawkinge (50 comments)
 - Greatstone Car Park (26 comments)
 - Land to the south of New Romney (21 comments)
- 17 new sites were submitted for consideration
- Each of the 'Policies' chapters received representations but the Transport section received the most overall (33)
- Local Green Spaces received support, including two new sites (one included a petition).

Changes within the submission draft

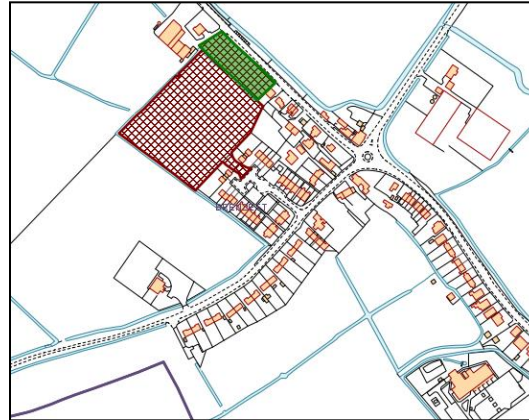
- Amended version of the Places and Policies Local Plan (Submission Draft) was considered by 19 July Cabinet
- Proposed changes cover:
 - Site allocations proposed for deletion
 - New sites proposed for allocation
 - New development management policies added, including new Chapter on Retail and Leisure
 - Reordering of policies for clarity
 - Updates to text and policies to reflect recently completed evidence and new Government proposals (e.g. Housing White Paper) since 2016 Preferred Options Local Plan

Proposed Changes – Site Allocations

- Three **new sites** are proposed at New Romney, Brenzett and Brookland.



**Cherry Gardens,
New Romney**



**Rhee Wall Road
Brenzett**



Rye Road Brookland

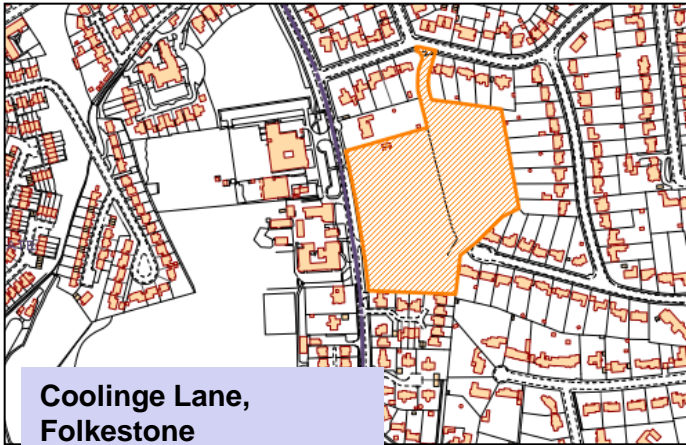
- Other proposed changes are relatively minor, for example, KCC and Southern Water suggested standard text for a number of policies.

Proposed Changes – Site Allocations

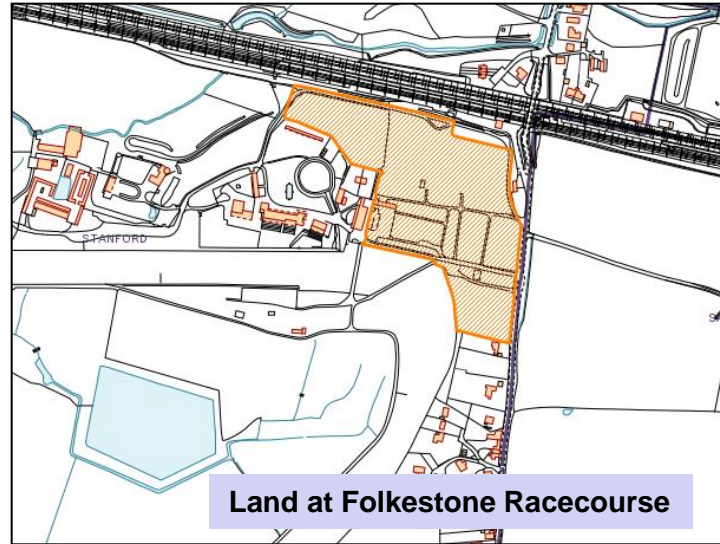
- Sites are proposed for **deletion** – resulting from issues including:
 - Uncertainty over delivery
 - Lack of adequate highways access
 - Objections to loss of playing fields, including from Sport England
 - Where development on site is advanced

Even with deletions, the minimum development targets for the Urban Area, Romney Marsh Area and North Downs Area would still be met

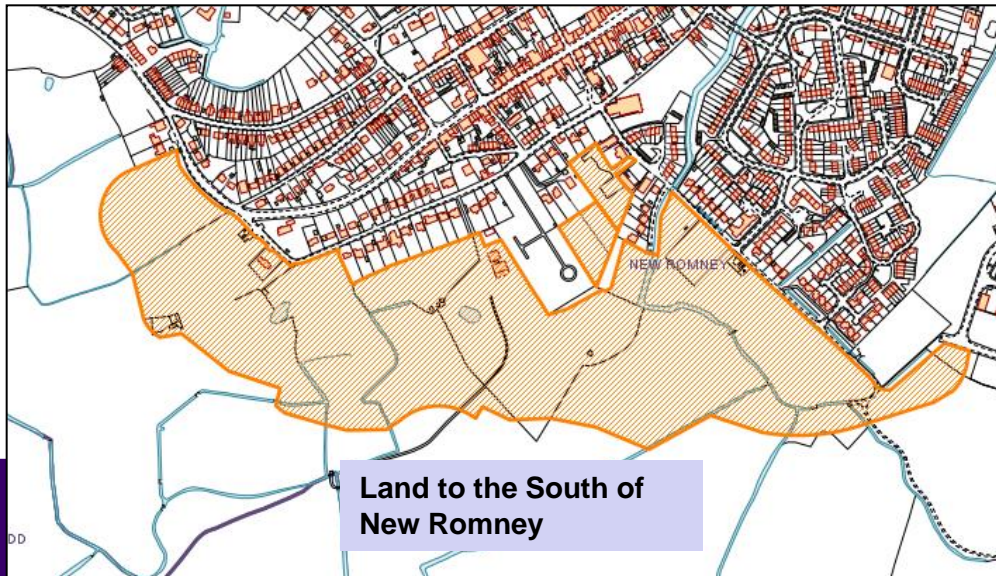
- Seven sites to be deleted



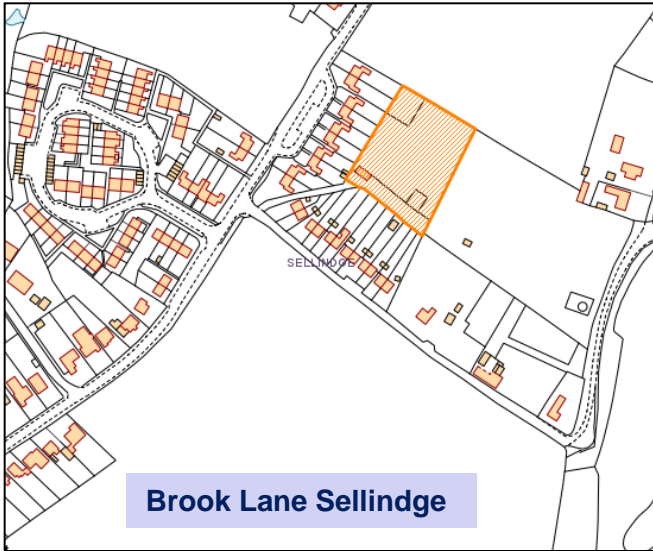
**Coolinge Lane,
Folkestone**



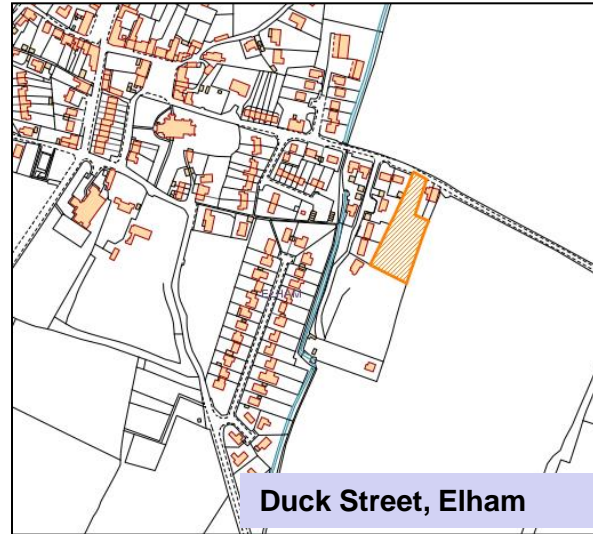
Land at Folkestone Racecourse



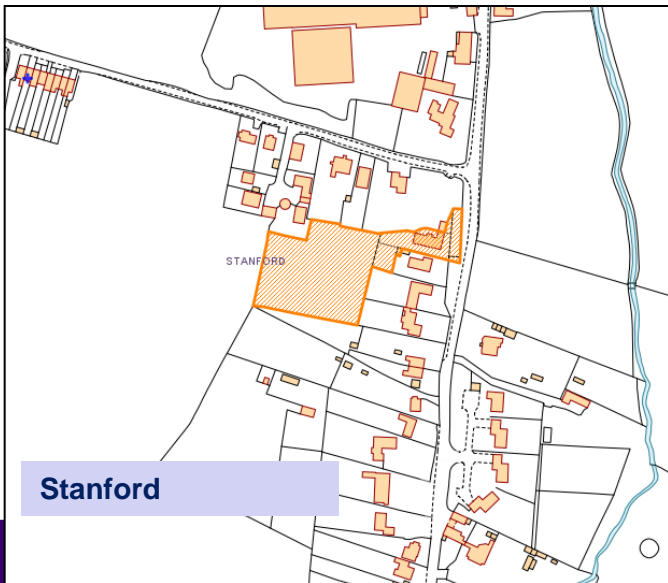
**Land to the South of
New Romney**



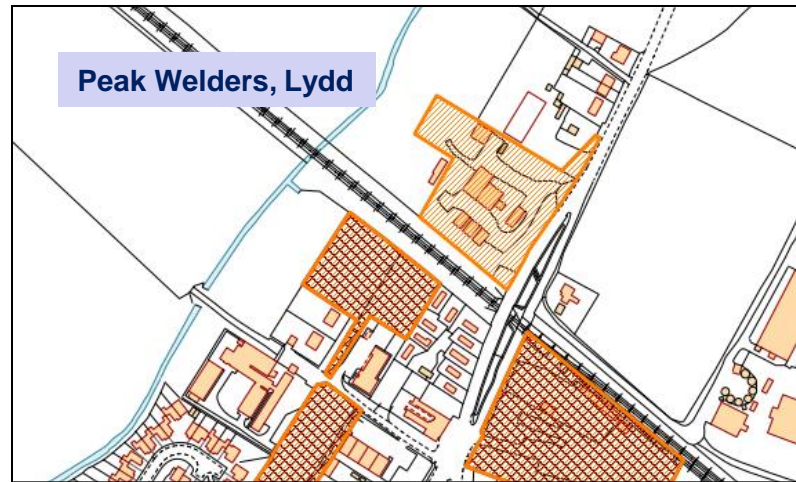
Brook Lane Sellindge



Duck Street, Elham



Stanford



Peak Welders, Lydd

Proposed Changes – Site Allocations

- Princes Parade, Hythe: Further supporting text on the justification for the scheme and further guidance on historic assets, access links and crossings
- Land adjacent to the Kent Battle of Britain Museum, Hawkinge: To enable mixed development including the expansion of the Museum
- Land adjoining The Marsh Academy, Station Road, New Romney: Provision of health facilities as part of the allocation
- Changes made to wording throughout for consistency and clarity

Proposed Changes – Development Management Policies

- New Retail and Leisure Chapter, incorporating existing and new policies.
- New policies for:
 - Development Outside Town Centres
 - District and Local Centres
 - Advertisements
 - Shopfronts

Proposed Changes – Development Management Policies

- New housing policies for:
 - Dwellings to Support a Rural-based Enterprise
 - Houses in Multiple Occupation (HMOs)
 - Annex Accommodation
- Redraft of Policy on broadband provision.
- Local Green Spaces: No policy but text to support identification through Neighbourhood Plans.

Additional Proposed Changes – finalising the submission draft

- Housing Land Supply Position to finalise
- Updates relating to KCC/CCG information
- Updates relating to ongoing discussions with developers – UA2, RM5, RL11 for example
- Clarification on requirements for S106 and CIL contributions
- Diagrams to be updated

Additional Proposed Changes – finalising the submission draft

- Further changes in relation to Parking Standards – EV charging and parking survey requirements within policy T2 to be finalised
- Aspiration for more than 20% of homes to meet former lifetime home standards (CS policy requirement)
- Finalising climate change policy requirement to meet legislation within Deregulation Act 2015
- Other minor amendments to Policy Text

Additional Proposed Changes – finalising the submission draft

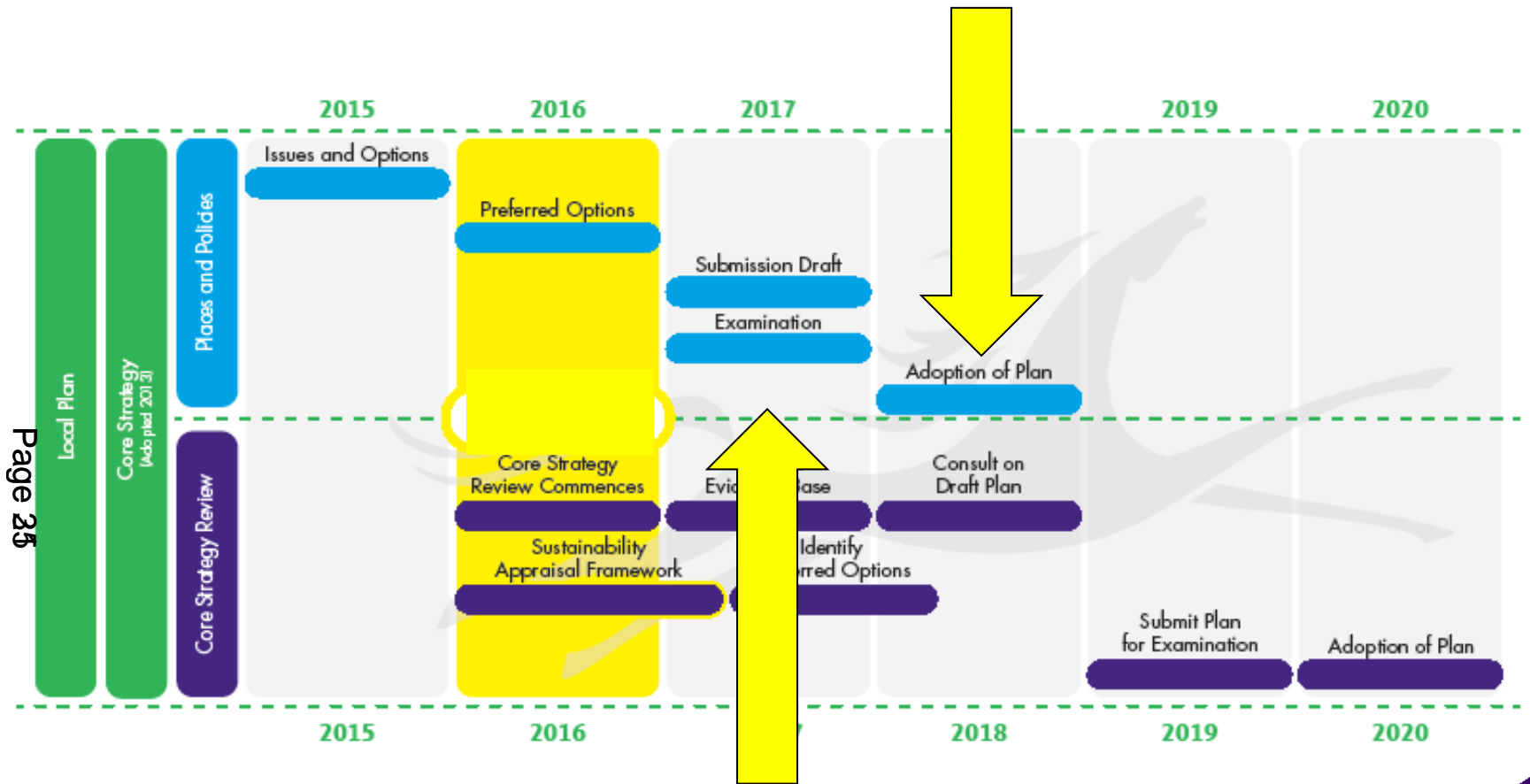
- Policies Map changes to reflect plan
- Final discussions with Highways England
- Sustainability Appraisal work
- Habitat Regulations Assessment and recent Case Law
- Monitoring chapter
- Evidence Base

Next Stages

- Cabinet recommendation for delegated authority to Head of Planning and Portfolio holder to finalise the submission plan and incorporate broad changes discussed agreed 19 July 2017
- Regulation 19 consultation for six weeks – formal consultation stage covering legal compliance and ‘tests of soundness’
- Following consultation – submission of the Plan, together with all representations and supporting documents, to the Secretary of State (Planning Inspectorate or PINS)
- PINS organise an Examination in Public (usually around 10 weeks after submission)

Places and Policies Local Plan: Preferred Options
Development Plan Timeline

Final stages – Inspector’s Report,
 Main Modification and Adoption



Page 35

Current stage – Submission
 then Examination

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Overview & Scrutiny Committee – 11th July, 2017

Otterpool Park

Landowner Progress since March 2017

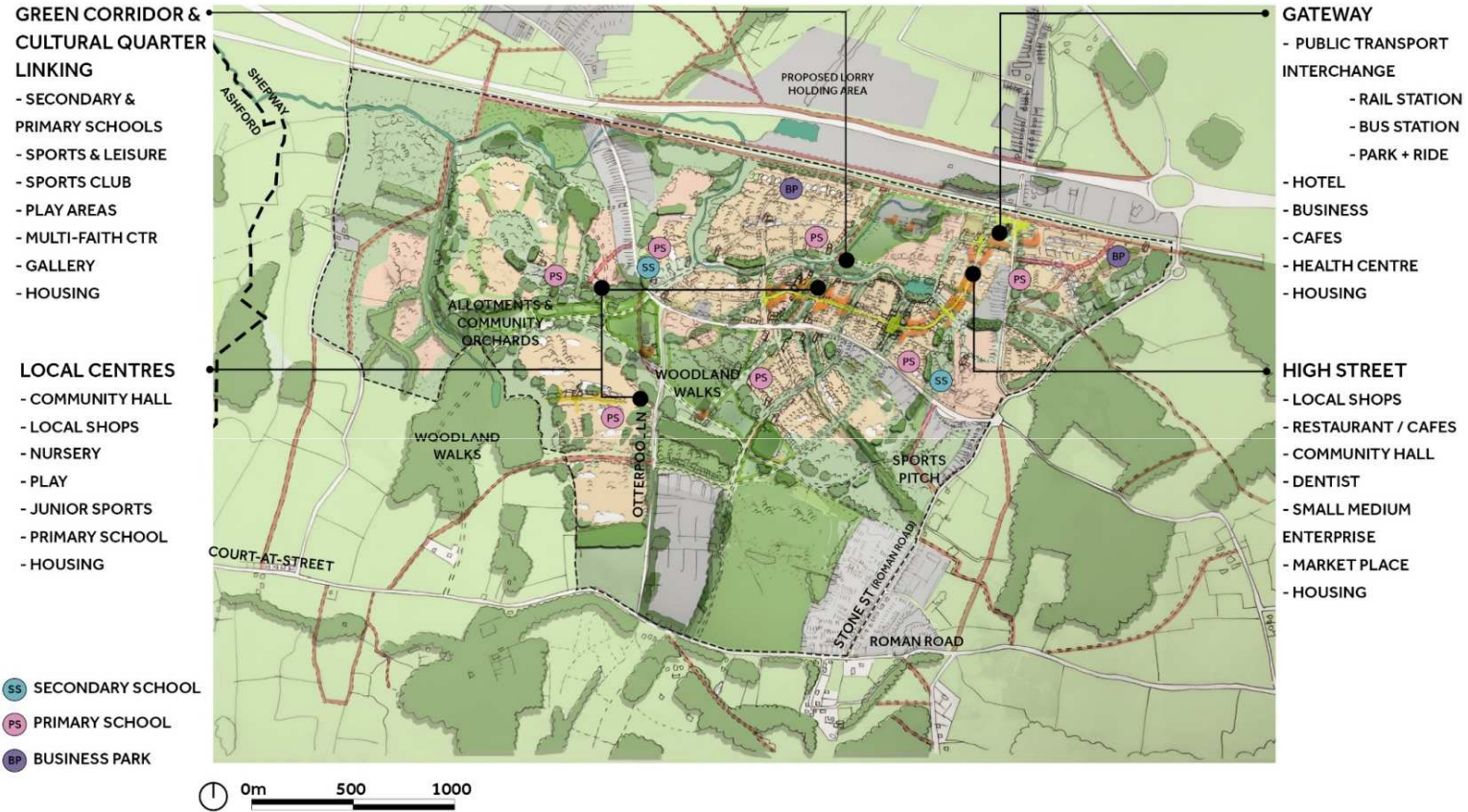
- Preparing the Framework Masterplan
 - Working with partners Cozumel Estates Ltd.
 - Project Plan
 - Public Engagement
- and
- DTI
 - Development Finance and Land Acquisition

The Framework Masterplan

- Stage 1 Feasibility and Capacity Study reported to Cabinet in March 2017
- Framework masterplan to be submitted as part of CSLP evidence base
- Plan must be viable and deliverable
- Work underway on employment study and liaison with Network Rail



The Framework Masterplan



2nd Collaboration Agreement and Development Agreement

- **Second Collaboration Agreement** greater detail on the principles set out in the first agreement. This will cover the period up to grant of planning permission and selection of development partner(s).
- **Full development agreement** be entered into with future partner(s) by end of 2019. This will include detailed documents and strategies including a business plan. The scope of this agreement will be brought back to Cabinet in autumn 2019.
- **The current agreement** will be extended to a longstop date of 31 March 2018.

Project Programme

- submitting a framework masterplan to the LPA in September 2017;
- submitting a planning application in March/April 2018 that includes a full masterplan;
- achieving resolution to grant planning permission by end of 2018 subject to S106 and adoption of the CSLP;
- providing evidence to support the allocation of Otterpool Park in the CSLP review; and
- starting on site in 2020

Public Engagement

Early Learning

- Workshops worked well
- Within the public drop-in events theatre style presentations worked less well, although discussions with individuals and smaller groups has been more useful
- The demographic at the events has not been representative of the community as a whole with the majority of attendees being over 50. There has been a real lack of attendance by younger people and as the project is being delivered over at least a 30 year timescale this is obviously problematic.
- Need for clarity on Council roles

Public Engagement

Early Learning

Key points raised included;

- the ability to supply sufficient water
- the impact of traffic on existing highway infrastructure
- impact on health and education provision
- support for affordable housing in a range of forms
- support for local housing
- support for need to provide employment land for jobs

Department of International Trade and MIPIM

- In its corporate role the Council has been liaising with Department for International Trade (DIT)
DIT can help to promote major infrastructure and development projects to an international audience where they are looking for investment or development partners
- MIPIM - Attendance at MIPIM in 2018, working with Locate in Kent to promote Otterpool Park to its best advantage.

Next Steps

- Finalisation of the framework masterplan, drawing on the inputs from Montagu Evans, the views of members and feedback from the engagement events.
- Preparation of a report on the June engagement events.
- Signing options agreements with landowners.
- Working with Cozumel on the Second Collaboration Agreement.
- Corporate Liaising with DCLG and the HCA over its potential role in providing advice and support to Otterpool Park.
- A further report to Cabinet in September 2017 will provide an update on the masterplan work and land acquisition, and seek decisions on:
 - The content of the second collaboration agreement, and
 - Principles of the approach to long term stewardship.

Recommendations

1. To receive and note report
2. That Cabinet approves the following principles for the development of the Otterpool Park Framework Masterplan to provide a basis for a submission to the Local Planning Authority to support the Core Strategy Local Plan Review and also a basis for preparing an outline planning application:

- a) The indicative layout set out in the spatial plan (Appendix A) showing broad location for development, strategic landscaping, housing, and employment and community facilities, subject to responding to comments from the recent community engagement events.
- b) A review of the total number of homes in line with feedback from public events and viability advice.

The Otterpool Park Framework Masterplan will then be refined for final agreement by a future Cabinet meeting.

Recommendations

3. That Cabinet authorises the Head of Strategic Development Projects, in consultation with the Leader of Council, to enter into a second collaboration agreement with Cozumel Estates.
4. To approve ongoing liaison with DIT over Otterpool Park as a pilot in the promotion of garden towns to international investors, and delegate authority to the Corporate Director Strategic Development to make a submission of further information to DIT, upon consultation with the Leader.
5. To endorse SDC's attendance at MIPIM Cannes in 2018 and for officers to work on the detail with Locate in Kent and potentially also with DIT on this event.
6. To note the budget requirement for land acquisition and the need to build in the sums set out in paragraph 1.2 and 1.3 of the confidential annexe into the capital programme £75k for 17/18; £600k for 18/19 and £3m for 19/20 to fund the costs of taking the land options.

This Report will be made public on 4 September 2017

Folkestone

Hythe & Romney Marsh
Shepway District Council



Report No: **OS/17/04**

To: Overview and Scrutiny Committee
Date: 12 September 2017
Status: Non-Key Decision
Head of service: Sarah Robson, Head of Communities
Cabinet Member: Councillor Alan Ewart-James, Cabinet Member for Housing

SUBJECT: HOMELESSNESS REDUCTION ACT OVERVIEW

SUMMARY: This report details the proposed changes to homelessness legislation and includes an overview of the implications and risks of these proposed changes to the Council.

RECOMMENDATIONS:

1. To receive and note Report OS/17/04.

REASON FOR RECOMMENDATIONS:

CMT considered an update on the Homelessness Reduction Act on 8 August 2017 and recommended that a report be presented to OSC for information and background.

1. BACKGROUND

- 1.1 The Homelessness Reduction Act (HRA) sets out a framework for the biggest changes to homelessness legislation since the enactment of the Housing (Homeless Persons) Act 1977 was introduced, proposing several new duties, many of which will require a change in working practices and additional resources.
- 1.2 A matrix detailing the proposed changes compared against current practice, including implications and associated risks of these proposals, is set out in Appendix 1.
- 1.3 As both Houses (House of Commons and House of Lords) have agreed on the text of the Bill it has now received Royal Assent and became an Act of Parliament on 27 April 2017, but is not likely to be enacted until 1 April 2018.
- 1.4 The HRA amends Part 7 of the Housing Act 1996. There are 13 clauses that amend many of the existing duties and bring in a substantial number of new duties.
- 1.5 Homelessness applications are likely to rise by up to 50%. Appendix 2 sets out an estimate of the rise in demand for the Council.
- 1.6 However, the government is making funds available for local authorities to be able to introduce the new act, which are detailed in this report.

2. THE HOMELESSNESS REDUCTION ACT IN BRIEF

- 2.1 The HRA introduces requirements for local housing authorities to carry out homelessness prevention work with all those who are eligible for help and threatened with homelessness.
- 2.2 **Definition of homelessness and threatened with homelessness:** this clause extends the period during which a local housing authority (LHA) should treat someone as threatened with homelessness from 28 to 56 days, and sets out the action LHAs should take when someone applies for housing assistance, having been served with a notice to end an assured shorthold tenancy.
- 2.3 **Duty of Local Housing Authority to provide advice:** this clause strengthens and extends the general advice duty, requiring the LHA to design a service that meets the needs of certain groups at risk of homelessness. These include;
 - Persons released from prison or youth detention
 - Care leavers
 - 16/17 year old homeless cases
 - Former members of the regular armed forces
 - Persons leaving hospital
 - Victims of domestic abuse
 - Persons suffering mental illness
 - And any other groups identified as a particular risk of homelessness within the district.

- 2.4 **Mandatory code of practice:** this clause stipulates that the Secretary of State *must* provide a code of practice for LHAs, to be approved by a resolution by each House of Parliament, on the services they provide which are aimed at reducing homelessness.
- 2.5 **Homelessness prevention duties:** this clause includes new duties to those who are homeless or threatened with homelessness, to:
- carry out an assessment;
 - agree a personal housing plan;
 - help prevent homelessness; and
 - help to secure accommodation for all eligible applicants, regardless of priority need.
- 2.6 **Duty owed to those who are homeless:** this clause further amends the 1996 Act), placing a duty on LHAs to relieve homeless for 56 days by helping applicants to secure accommodation regardless of priority need. LHAs will be required to take reasonable steps that are likely to help the applicant to secure accommodation. Reasonable steps could include, for example, providing a rent deposit or access to mediation to keep households together
- 2.7 **Deliberate and unreasonable refusal to cooperate:** this clause also amends the 1996 Act to introduce the provision for the LHA to serve a notice on the applicant where it is considered they have deliberately and unreasonably refused to cooperate with the authority to help prevent their homelessness.
- 2.8 **Local connection of a care leaver:** this clause amends the 1996 act to clarify the circumstances under which care leavers should be treated as having a local connection with the LHA.
- 2.9 **Review of decisions:** this clause proposes additional rights of review in relation to new duties in the HRA.
- 2.10 **Co-operation between authorities and others:** this new duty applies to all public authorities specified in the regulations to refer cases to the LHA if they consider that a person in England, to whom they exercise functions, may be homeless or is at risk of homelessness.

3. GENERAL RISKS

- 3.1 The following general risks will impact all LHAs to a greater or lesser extent. Specific risks relating to each new duty are detailed at Appendix 1.
- (i) New Burdens - funding is not adequate to meet the burdens associated with the new duties.
 - (ii) Upcoming welfare reforms - exacerbating the difficulties associated with homelessness and housing advice provision.
 - (iii) Predicted national shortage of experienced, qualified Housing Advice/ Options officers at every level.
 - (iv) Potentially onerous requirement for Housing Options officers to be qualified, with training updated annually.
 - (v) Comprehensive changes required to Housing ICT systems.
 - (vi) Potential additional usage requirements for ground floor and other front line provision.

(vii) Housing Allocations Policy will require amendment to accommodate any new provisions.

4. LOCAL IMPACT

- 4.1 As a Council we have a good track record in preventing homelessness. However, there will be a significant impact on service delivery arising from the proposed HRA.
- 4.2 The Housing Options team current receives around 1,109 housing advice approaches each year. In 2016/17 309 homelessness applications were determined, with 444 cases being prevented.
- 4.3 Indications suggest that once in force the changes will increase the workload of the Housing Options team by at least 50%, which is unachievable with the current staffing resource. This is due to the additional steps to be undertaken, including more detailed discussions, personalised housing plans, case management and reviews that will need to take place with each customer.
- 4.4 As a result, there will be an increase in the use and cost of temporary accommodation as the length of time customers stay in temporary accommodation is likely to be longer, for example, the length of time which intentionally homeless households, but in priority need will have to be accommodated will double.
- 4.5 There is already a shortage of temporary accommodation available in the area due to the rising numbers of households who are in temporary accommodation and the lack of move on accommodation available.
- 4.6 With the levels of homelessness continuing to rise the number of cases owed the new duties will increase. The district is already faced with a critical shortage of affordable housing options in the private rented sector and social housing.
- 4.7 As at 31 March 2017, the Council had 70 households in temporary accommodation, 7 of these were in self-contained (paid nightly), 57 in bed and breakfast and 6 in council owned stock. A high proportion of these households require 1 and 2 bedroom accommodation. Officers are also seeing a rise in families that require 3 and 4 bedroom approaching.
- 4.8 The current waiting time for the varying types of accommodation are set out as follows;

Type of Accommodation	Current average waiting time
1 bedroom	15 months
2 bedroom flat or maisonette	13 months
2 bedroom house	20 months
3 bedroom flat or maisonette	15 months
3 bedroom house	14 months
4 bedroom house	6 years

Out of London Placements

- 4.9 A growing issue for Kent authorities is the increase in the placement of homeless families in Kent by London Boroughs. Out of area placements are increasing: national research by Shelter shows that almost half (49%) of all homeless households placed in temporary accommodation by a London borough in the last 12

months were sent out of area. The Council does not have access to precise data on the number of families placed in Kent, because London Boroughs do not always notify the relevant Authority when they place families, but it is clear that numbers are rising fast.

- 4.10 The transfer of homeless households from London into Kent impacts the local accommodation market (in terms of cost) and the availability of housing for local district and boroughs. With much higher temporary housing budgets, London Boroughs are able to significantly outbid local areas, raising local temporary accommodation prices and causing a ripple effect as local homeless families then also have to be housed further afield.
- 4.11 A briefing note setting out the issues was produced by Kent Housing Group and Kent County Council on behalf of the Kent Leaders. This was presented to Kent MPs at a meeting in January 2017. At the meeting it was agreed that Helen Grant MP would meet with the then Housing & Planning Minister, Gavin Barwell, on behalf of Kent MPs, to make representations and raise the highlighted concerns. (Please refer to Appendix 3)

5. OTHER IMPACTS ON HOMELESSNESS IN THE DISTRICT

- 5.1 Further cuts to welfare are being imposed by Government, which will see the benefit cap reduced to £20,000 from November 2017. Given the high level of private sector rents in the district this will have a significant impact on families with 2 or more children who are in accommodation or seeking accommodation and are not exempted from the cap.
- 5.2 The Council has seen a year on year increase of 10% in the number of homeless approaches between 2015/16 and 2016/17. This will increase further when the HRA is implemented.
- 5.3 The Government is pressing ahead with implementing Universal Credit (UC) including direct payments for housing costs. This increases the risk that more landlords will refuse to take households on benefits due to the housing element of UC being paid directly to the tenant. The tenant will now be responsible for ensuring their rent is paid.
- 5.4 It is becoming increasingly difficult both nationally and locally to house accepted homeless households into Housing Association properties. Housing Associations are becoming risk adverse setting restrictions on non-working households due to the impact and risks associated with UC and welfare reform. Many family size affordable rent properties will not be affordable to people on benefits once the benefit cap is reduced. The Housing Strategy team is working with Housing Association partners to ensure that wherever possible, rents for new affordable homes fall within the local housing allowance (LHA) rate. It should be noted that the current LHA in Shepway is £500.01 per month for accommodation with two bedrooms and this has been frozen by government until 2020.
- 5.5 The biggest impact is likely to come from further cuts to housing benefit through welfare reform. Accepted homeless cases due to the loss of rented accommodation has now risen nationally to 40% of all cases owed a full homelessness duty by local authorities. Locally the loss of an assured shorthold tenancy accounts for 33% of accepted homeless cases.

- 5.6 This figure is likely to increase further as the impact of welfare reform is felt. More households will become homeless as a result of landlords refusing to accept a lower rent. In addition, a large number of households have been prevented from being homeless by accessing the private rented sector through the Housing Options team and Discretionary Housing Payment (DHP)
- 5.7 A DHP payment is an extra payment customers may be able to get on top of their housing benefit. Customers can only apply for DHP if they are already in receipt of Housing Benefit or Universal Credit with a housing element.
- 5.8 DHP's can be made to cover immediate housing costs that the customer is unable to meet for example; a shortfall in rent, a deposit or moving costs. Customers who are not eligible for DHP may be assisted by the Housing Options team with a Rent Deposit Bond or Rent in Advance. Locally, more than 200 cases have accessed the DHP fund to secure accommodation in the private rented sector in 2016/17 at a cost of £148,100.
- 5.9 In 2016/17 there were only 211 general needs lettings (which does not include sheltered and semi sheltered accommodation). The Council's Housing List has approximately 1500 households, of which 1232 were registered as requiring general needs properties. Given the level of resources available for the delivery of new affordable housing, the Council and its partners are at most able to deliver on average 50 – 60 new affordable homes for rent each year.

6. OUR APPROACH AND RECOMMENDATIONS

Preparation

- 6.1 The homelessness demand on the Council's housing options team is already increasing year on year. The introduction of the HRA will only increase this demand further.
- 6.2 Officers have been exploring options to prepare for the Act and enhance our homelessness advice and prevention offer.
- 6.3 It is essential for the Housing Options team to be in a strong position by the time the Act goes live. Preparation will be key. Two temporary agency staff have recently been recruited over to clear a backlog of housing cases, but have been hindered by staff member sickness absence and performance issues, the latter is currently being dealt with via the capability process.
- 6.4 Joint working will be another essential element of the HRA. External funding has recently been secured to pilot new ways of working within the team alongside partner organisations. This includes the recruitment of a Prevention Plus Officer, a 12 month post funded by DCLG. The post holder will develop personalised housing and support plans to an identified cohort of complex housing customers and will aim to address homelessness, encourage employment, training and/ or volunteering and to promote good physical and mental health, healthy relationships and lifestyles.
- 6.5 A Family Housing Solutions Officer has also been funded for 12 months by the Kent Troubled Families programme and will address housing and other needs amongst complex families facing a host of social issues. The post will provide an early intervention/prevention service to support families in housing need including a full family assessment promoting holistic intervention planning, linking to Early Help teams and voluntary and community sector partners. The officer will help reduce

duplicate assessments, ensuring 'every contact contacts' where there is a need for additional agency involvement.

- 6.6 In partnership with Kent Housing Group, housing staff training days have been organised outlining the impact and requirements of the HRA. A further internal training day has been scheduled to include staff from Customer Services, Customer Contact and Business Support. The Shepway Homeless Forum and Shepway Voluntary agency forum have been informed and a more detailed briefing and training is planned for Autumn 2017.

Funding

- 6.7 From April 2017, additional funding has also been allocated from Government to local housing authorities to support the emerging new legislation,

- 6.8 The Flexible Homelessness Support Grant (FHSG) replaces the Temporary Accommodation Management Fee (TAMF), providing local councils with an increase in funding compared to the previous TAMF. The Department of Communities and Local Government (DCLG) published the funding allocations for the grant over two years. In Shepway, this has been confirmed as:

£128,068.50 for 2017/18

£147,355.24 for 2018/19

- 6.9 DCLG has made a commitment to announce future allocations for the FHSG 2019/20 during 2017/18. The FHSG funding has been allocated according to a formula which reflects homeless pressures, whilst at the same time aiming to protect local authorities which currently have high levels of temporary accommodation where their management costs were part funded by the TAMF.

- 6.10 The FHSG empower councils with the freedom to support a full range of homelessness prevention services, including projects and additional staffing. It is suggested that any unspent FHSG monies are carried forward year on year.

- 6.11 Transitional Funding from DCLG will also be awarded to recognise the new burden the HRA places on local authorities. It is estimated to be between £50,000 to £70,000 per annum over 2 years, commencing 2018/19. The exact figure will not be confirmed until later in 2017.

Housing Benefit

- 6.12 In terms of the Housing Benefit subsidy, officers estimate a total claim (for short-term lease or self-contained licensed accommodation where the local authority is landlord) of £28,000 for 2016/17. From this, a manual calculation has been carried out. Based on each individual case the administration element of this is approximately £6,480. This is the amount that the Council would lose from Housing benefit subsidy if this was scenario is repeated next year.

- 6.13 It is recommended to retain £10,000 from the FHSG to cover any loss of the Housing benefit subsidy to cover the gap between Housing Benefit (HB) paid and subsidy received. For example:

HB paid:	£324.73 per week
Subsidy paid:	£115.46 per week (made up of 90% LHA rate (£55.46) and admin costs (£60.00) – the admin costs will not be covered next year).

For this example, there is a gap of £209.27 per week between HB spend and subsidy. Using current estimates for 2016/17:

HB paid for (short term leased or self-contained licensed accommodation where the Local Authority is the landlord):	£27,100
Subsidy claimed on these cases:	£22,500 (including the administration costs)

6.14 It is recommended a further £7,000 is held aside to help bridge the gap in HB spend and subsidy received. Overall, a total amount of £17,000 should be allocated from the FHSG to support £10,000 for the loss of subsidy and £7,000 to cover the gap in HB spend and subsidy. Although an additional contingency has been considered (in case of unknown variances. The remainder of the FHSG will be allocated towards additional homelessness advice and prevention resource within the Housing Options team.

9. CONCLUSION

9.1 The HRA will bring in significant changes to the way the Council's homelessness service is administered and preparation is key. Our recommended approach and allocation of the FHSG funding should enable the council to prepare and implement the necessary service changes to meet the demands of the HRA. However, this will need to be reviewed very closely to assess the effectiveness of our approach.

9.2 The key areas of focus for the Housing Options team are and will remain to:

- Ensure robust strategies, policies and procedures are in place
- Ensure staff are given the tools and training to be able to deliver their job effectively
- Strengthen the protection given to homeless households
- Consider the wider publicity of the Council's homelessness policies
- Plan for the demand and supply of accommodation more effectively
- Improve transparency and accountability
- Further enhance the customer experience of homeless applicants
- Clarify the service's approach to how it will deliver its objectives
- Work with partners to tackle the issues raised
- Consider commercial opportunities to reduce homelessness.

9.3 Officers have engaged with Kent Housing Group and other district partners to discuss their approach to supporting the HRA. In preparation for the requirements of the HRA, districts are strengthening their local housing options service by increasing their staffing structures to support the identified demand for early intervention and prevention.

9.4 From these conversations, it is clear that Shepway District Council is a leader in responding to the shifting needs of a local housing authority, introducing permanent Preventions Officers and securing temporary posts for a Family Housing Solutions Officer and Preventions Plus Officer to testbed new approaches towards early intervention and prevention, which can then be embedded into the service going forward.

9.5 The Housing Options service demands are changing and the Council needs to be in a position to respond swiftly and robustly.

10. CONTACT OFFICER AND BACKGROUND DOCUMENTS

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The following background documents have been relied upon in the preparation of this report:

None.

Appendices:

Appendix 1: Homelessness Reduction Bill: Impact and Risk Matrix

Appendix 2: HRA impact and homelessness demands

Appendix 3: Briefing note for Out of London Placements

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Appendix 1

Homelessness Reduction Act: Impact and Risk Matrix

Amendment Description	Current provisions	Impact	Risks
<p>Threatened with Homelessness</p> <p>An extension of the period during which an authority should treat someone as threatened with homelessness from 28 to 56 days.</p>	<p>The current period during which an authority should treat someone as threatened with homelessness is 28 days.</p>	<p>It will be very easy to trigger a homeless application given that virtually any applicant with a housing problem that may bring about a risk of homelessness may be at risk of losing their home within 56 days.</p>	<p>Increase in use of temporary accommodation and storage costs, and lengths of stay likely to be longer.</p>
<p>Action on ending of Assured Shorthold Tenancy</p> <p>Clarification of the action an authority should take when someone applies for assistance having been served with a section 8, or section 21 notice of intention to seek possession of an assured shorthold tenancy.</p>	<p>Current advice given to applicants is to remain in the accommodation where it is reasonable and safe to do so, until the notice expires. Some cases go through the court to Possessions Order stage and beyond.</p>	<p>This duty will have a significant financial impact on local authorities if these changes are agreed. The loss of an AST now accounts for nearly 40% of all full duty homeless acceptances in England, and as this will reduce the ability of a LHA to negotiate a solution with the landlord, LHAs will need to place in TA a lot earlier than currently.</p>	<p>Increased length of time for officers to manage cases.</p> <p>Additional temporary accommodation and storage costs as placements made earlier and for longer.</p> <p>Significant risk of serious shortages of TA provision.</p>
<p>Extended Housing Advice Duty</p> <p>New duty requiring services designed to meet the needs of certain groups through, for example developing 'pathway plans'. This duty applies to:</p> <ol style="list-style-type: none"> persons released from prison or youth detention; care leavers; former members of the regular armed forces; persons leaving hospital; 	<p>LHAs are already under a general duty to ensure that advice and information about homelessness, and preventing homelessness, is available to everyone in their district free of charge.</p> <p>For non-priority groups, including some that fall within the adjacent categories, this is often simply details of landlords and agents within the Borough.</p>	<p>Developing pathways requires support from other agencies that are also facing serious resource challenges.</p> <p>This enhanced new duty will require skilled Housing Advisers/ Housing Options officers spending considerably more time with customers until their housing needs are met.</p>	<p>Risk of appropriate support from other agencies not being made available.</p> <p>Lack of additional experienced staff required to manage increased workload.</p> <p>Additional cost not covered by new burdens funding.</p>

<p>e) victims of domestic abuse;</p> <p>f) persons suffering from mental illness; and</p> <p>g) any other groups identified as at particular risk of homelessness within the authority's area.</p>			
<p>New prescribed Homelessness Code of Practice</p> <p>This clause inserts a new section into the 1996 Act that enables the Secretary of State to produce codes of practice dealing with LHAs functions in relation to homelessness or prevention. The clause sets out a list of areas that might be covered by any code of practice.</p>	<p>There is currently no statutory code of practice. There is a Code of Guidance, which sets out the requirements for developing the statutory homelessness strategy and review, and implementation of the 2002 Homelessness Act.</p>	<p>This clause would give the Secretary of State power to issue codes of practice in relation to the performance of LHA homelessness duties, including staff training and monitoring of LHA homelessness functions. The code of practice would sit alongside a new statutory Code of Guidance.</p>	<p>The requirement to reach prescribed service and performance standards may require an investment in staffing and staff training.</p>
<p>Duty to assess all eligible applicants' cases and agree a plan</p> <p>This clause inserts a new duty into the 1996 Act, where if the LHA are satisfied that an applicant is homeless or threatened with homelessness, and eligible for assistance, they are required to carry out an assessment of the applicant's case, looking at the circumstances that caused the applicant's homelessness, their housing needs, and the support they need to be able to have and retain suitable accommodation.</p> <p>The LHA must then work with the applicant to agree, in writing, the</p>	<p>Currently the level of assessment undertaken within this new duty is only applied to a homelessness application as part of the homelessness investigation.</p> <p>Housing plans are currently not routinely carried out.</p>	<p>The duty is very prescriptive, requiring several notifications and introducing a bureaucratic process for keeping Personal Housing Plans, and a requirement to keep each step contained within that PHP under review.</p> <p>The duty is priority-neutral, and therefore <i>all</i> customers approaching LHA as homeless would require an Assessment and PHP, rather than only those in Priority need.</p> <p>This duty would require more time spent with a greater number of customers in agreeing and managing the PHP, and in administering the</p>	<p>As levels of homelessness rise the number of cases owed this duty will increase.</p> <p>Additional staff will be required to meet this increased need.</p>

<p>actions to be taken by both parties.</p> <p>Where a LHA deems an applicant to be intentionally homeless, they will be required to take account of the assessment carried when providing advice and assistance.</p>		<p>documentation to ensure that the process was legally compliant.</p>	
<p>Duty in cases of threatened homelessness</p> <p>This clause requires LHAs to take steps to help prevent homelessness for any eligible household threatened with homelessness. It places LHAs under a duty to take reasonable steps to help the applicant to secure that accommodation does not stop being available for their occupation for a period of 56 days from when the LHA is first satisfied that the applicant is eligible and threatened with homelessness.</p>	<p>While the prevention of homelessness is universal good practice and has been the focus of LHA homelessness services delivery for some years, it is not currently a prescribed duty.</p>	<p>This duty is also priority-neutral, and therefore increases the number of cases to whom a duty is owed, and the length of time required to be spent with each customer on an ongoing basis.</p> <p>This duty would require more time spent with a greater number of customers. We are carrying out further analysis as we believe that this would have a minimum 50% increase in case numbers at current levels.</p> <p>Local connection is not applied to applicants at the prevention duty stage.</p>	<p>As levels of homelessness rise the number of cases owed this duty will increase.</p> <p>Additional staff will be required to meet this increased need.</p> <p>There is a risk of ‘homelessness tourism’ increasing approaches, with applicants seeking advice and accommodation away from their own LHA area.</p>
<p>A new 56 day duty on local housing authorities to take steps to relieve homelessness</p> <p>Help would be provided for households regardless of whether they are in ‘priority need’.</p> <p>LHAs will be required to take reasonable steps that are likely to help the applicant to secure accommodation.</p> <p>Reasonable steps could include, for</p>	<p>Relief of homelessness is undertaken where homelessness cannot be prevented.</p> <p>However, this is currently only in Priority Need cases.</p>	<p>Authorities will have to take steps to assist applicants in securing accommodation for a period of 56 days. There would be no duty on the authority to actually source and secure accommodation itself.</p> <p>This Relief duty will come to an end after 56 days if the applicant is in priority need and not Intentionally Homeless. This is likely to result in many cases remaining open up to and after 56 days.</p>	<p>As levels of homelessness rise the number of cases owed this duty will increase.</p> <p>Additional staff will be required to meet this increased need.</p> <p>Risk of temporary accommodation placements and storage cost increasing to cover non-priority households.</p>

<p>example, providing a rent deposit or access to mediation to keep households together.</p>		<p>Clarity over whether the requirement to 'help the applicant secure accommodation' includes paying for the accommodation is being sought by LGA.</p>	
<p>Requirement for applicants to co-operate with the reasonable steps agreed</p> <p>Where a local authority owes a duty to prevent or relieve homelessness, a notice may be served on the applicant advising that they are considered to have deliberately and unreasonably refused to co-operate with the authority.</p>	<p>There are currently no such requirements on applicants.</p>	<p>This Clause places a duty on councils to offer applicants with priority need that do not cooperate a six-month AST.</p> <p>There would be a continuing duty to applicants in priority need to secure that accommodation is available for their occupation, but these applicants would <i>not</i> be owed a main homelessness duty, and therefore would have to be offered an AST of at least six months as a minimum.</p> <p>Those that are not priority need and do not co-operate with the LHA will not be entitled to this support.</p>	<p>As there is a shortage of private sector tenancies locally, so discharge of this continuing duty will be particularly challenging and resource-intensive.</p>
<p>Clarity of the circumstances under which care leavers should be treated as having a local connection with a local authority.</p> <p>This clause amends 1996 Act to provide that all care leavers who are owed continuing duties under section 23C of the Children Act 1989 are deemed to have a local connection in the area of the local authority that owes them those duties.</p> <p>Where the young person was looked after by a county council they will have</p>	<p>Local Connection of care leavers is currently a grey area often subject to review.</p>	<p>This extends the legal definition for residency rules for local connection.</p> <p>While this gives greater clarity, it will mean that care leavers formerly looked after by KCC can apply to any district within the County, regardless of which district they were placed in for care.</p>	<p>Potential for increased number of care leavers placed in other Kent districts by KCC to approach LHAs for housing assistance.</p> <p>There is currently an acute shortage of appropriate housing for care leavers within LHA areas. Therefore temporary accommodation placements and associated costs could increase.</p>

<p>a local connection to any district in that county.</p> <p>Where a care leaver has lived in a different area to the above for at least two years, some or all of which falls before they turned 16 they also have a local connection with that district until they are 21.</p>			
<p>Additional Rights of Review</p> <p>The clause adds rights of review in relation to new duties in the Bill. An applicant has the right to request a review when a local housing authority makes a decision as to:</p> <ul style="list-style-type: none"> (i) what duty is owed to an applicant under the new initial duty owed to all persons who are homeless; (ii) duties to applicants who have deliberately and unreasonably failed to cooperate; (iii) the steps they are to take to help the applicant secure suitable accommodation; (iv) give notice they will bring the duty to help secure accommodation to an end; (v) give an applicant notice that they have deliberately and unreasonably failed to 	<p>Current rights of review cover only the decisions made regarding the homelessness application and the suitability of accommodation.</p>	<p>This new set of review rights is potentially very onerous.</p>	<p>Significantly increased workload for senior staff.</p> <p>Ongoing legal training will be required at all levels.</p> <p>Potential requirement for housing law specialists to be recruited.</p> <p>Increased risk of challenge by homelessness charities, advocates, and the Ombudsman, as well as increased risk of judicial review.</p>

<p>cooperate;</p> <p>(vi) the steps to be taken where an applicant is threatened with homelessness and the LHA must take reasonable steps to help the applicant prevent homelessness;</p> <p>(vii) give notice they are bringing the above duty to an end; or</p> <p>(viii) the suitability of accommodation offered by way of a final accommodation offer.</p>			
<p>New Duty for public authorities</p> <p>This applies to all public authorities specified in regulations made by the Secretary of State, if they consider that a person in England to whom they exercise functions may be homeless or at risk of becoming homeless.</p> <p>The person may choose which LHA they wish to be referred to.</p>	<p>There is currently no such duty on other public authorities within current homelessness legislation.</p>	<p>As it stands this clause only amounts to a duty for other public agencies to refer to the LHA, and does not require the public authority to take any responsibility themselves for trying to prevent homelessness.</p>	<p>Potential for tension within essential partnership working as a greater number of cases are simply referred to the Housing Options Service.</p> <p>Potential increase in complex cases such as prison release, hospital discharge etc.</p>

Appendix 2: HRA impact and homelessness demands

An estimate for our Council of the number of additional homelessness applications due to the HRA and the methodology used to calculate this figure.

The methodology used to calculate the projected increase in Homelessness demand is to:

1. Take the learning from Wales where there has been a 26% increase in homelessness applications based on similar new duties. The Welsh legislation was introduced in April 2015 so the percentage increase is robust, based on 18 months data.
2. To add on the estimated increase in applications due to a new duty on specified public authorities to refer households to the local authority housing service, if that public body believes that the household may be homeless or at risk of homelessness. This duty is not replicated in Wales therefore the impact needs to be added to the figures. Specified public bodies are likely to be The Police, Prisons, GPs, Hospitals, Schools and Colleges

Taken together, it is estimated that the increase in homelessness applications for Shepway District Council will be up to 50%. Tables 1 and 2 below set out the detail for how the projected increase has been calculated

Table 1: Additional Homelessness Demand as a result of the Homelessness Reduction Act

Description	Numbers/Calculation
Estimated outturn figure for 2017/18 based on the number of homelessness applications in 2016/17	228
Estimated increase in homelessness applications for 2018/19 based on the evidence from Welsh local authorities and the prediction for England	30% = 68 extra homelessness applications
Estimated increase in homelessness applications due to the new duty on specified public authorities to refer	25% = 57 extra homelessness applications
Estimated increase due to the rise in homelessness applications across England and our region based on the rise for 2015/16	10% = 23 extra homelessness applications
Total additional homelessness applications	376
Minus 30% which is the average number of households found to be not homeless following the assessment of their homelessness application in Your council	368 - 108 = 263 households owed either a new prevention duty or new relief of homelessness duty
Estimated Prevention duty caseload at 51%	134
Estimated Relief of homelessness duty at 49%	129
Prevention duty successful outcome cases (based on Welsh figures) is 65% with 23 % helped to remain and 77% helped through alternative accommodation	88 require alternative accommodation to be sourced by the Council
Relief of homelessness successful outcome cases (based on the Welsh figures) is 45% all helped through alternative accommodation	50 require alternative accommodation to be sourced by the Council
Total requiring alternative accommodation to be sourced by the Council	133 – 34% where that accommodation is provided by social housing (based on Welsh figures) = 88 households will require private rented accommodation

Table 2: Estimate of the additional Officer time required to implement the new duties

Description	Detail	Additional hours/costs (over 1 year)
Section 189A assessment and Housing Plans	260 households requiring an additional 2 hours interview	520 hours extra
Prevention and Relief casework	260 households requiring 5 hours casework per case	1300 extra hours
Additional Legal Notification letters required under the new legislation	4 letters per case and 1 hour per letter	1040 hours
Number of weekly PRS lettings required	88 per year	Cost of £102, 520 based on an average 1 months' rent in advance and 1 months' rent deposit of £1,165



Impact of Out-of-Area Homelessness Placements into Kent Briefing for Kent MPs by Kent Council Leaders and the Kent Housing Group

Kent Council Leaders wish to urgently bring forward recommendations to prevent, or better manage, the movement of people who require temporary housing from London Boroughs into Kent. This paper provides the context in Kent and suggests recommendations including the introduction of formal controls to ensure safe and successful transition of households into areas that have the resources and infrastructure to ensure sustainable integration for the households with good outcomes. Leaders also request a more equitable distribution of resources (access to accommodation and financial provision). In this briefing we set out potential actions for Government, and also how we are intending to work with London Councils.

Summary

In summer 2016 the London Boroughs of Redbridge, Newham and Waltham Forest leased a large number of units within Kent to use as temporary housing (Howe Barracks and Star House). While individual placements have been made in Kent for many years this large scale concentrated movement is a significant step change which brings specific challenges.

The transfer of homeless populations from London into Kent impacts the local accommodation market (in terms of cost) and the availability of housing for local authorities. With much higher temporary housing budgets, London Boroughs are able to significantly outbid local areas, raising local temporary accommodation prices and causing a ripple effect as local homeless families then also have to be housed further afield.

The case studies show that the families moving into Kent have above-average vulnerability, as a group, requiring higher than average levels of health, health visitor, social services and police input in addition to the school places and other public services required by any resident family.

We have found that little or no attention is being given by the placing authority to the availability of school places placing substantial strain on local school places and other local services. While notification processes are often, but not always, in place, placing authorities do not give enough information around the vulnerability of the families moving into accommodation, therefore services such as Specialist Children's Services (including social services) and Health Visitors often do not have the family-specific information necessary to meet the families' needs.

We have specific suggestions for Government action which include:

Notification of Placements

- Make it compulsory for placing authorities to notify receiving authorities in advance that they are making a placement and to provide appropriate information about the household, particularly around statutory interventions such as social care, domestic abuse and need for school places.

Financial Support following Placements

- An apportionment of Local Housing Allowance payments should be made by the placing authority to the host authority to mitigate the costs of the 'wrap around' services provided by the host authority, and to level the financial playing field.

Securing a proportion of any large-scale housing development purchased for the host authority

- Where London Boroughs purchase housing developments for homeless families, there should be a requirement for a certain percentage of the units to be allocated to local homeless families.

We also intend to work with the London Councils to make the above suggestions work on a voluntary basis with immediate effect.



Background

In May 2016, London Borough of Redbridge announced that they had secured a lease deal to house 200 homeless households at Howe Army Barracks in Canterbury in accommodation vacated by the Army. Shortly after, London Borough of Newham and London Borough of Waltham Forrest procured Star House, a converted office block consisting of 44 units in the centre of Maidstone, to house homeless households. **The unit price being paid is significantly below unit prices in London**, and in the case of Star House, significantly below unit prices being paid by Maidstone. Canterbury City Council and Maidstone Borough Council would themselves have been interested in securing Howe Barracks and Star House for local residents as both face acute shortages of accommodation, however Canterbury were outbid by Redbridge, and Maidstone were not offered the opportunity to bid for accommodation (although they have subsequently secured the use of 6 units from Newham).

The current market in which local housing authorities operate is not a level playing field. The London authorities have an inherent advantage through the financial support provided by grants from central government e.g. the Homelessness Prevention Fund and the Temporary Accommodation Management Fee. Historically these grants have been disproportionately higher settlements and often include a London weighting to reflect the higher cost of renting in London. This remains the case even when the London authority acquires accommodation in cheaper areas outside of their Borough i.e. Kent. In addition if the London authorities use the inner London Benefit Cap figure of £23k they would be able to charge a higher rent than could be achieved by their Kent equivalents by allowing more benefit to be paid without being 'capped'.

Additionally as a result of amendments to the General Permitted Development Order 1995 in May 2013, there is now no need for developers to apply for change of use when converting office to residential, instead this can be completed under permitted development, as with Star House. With large amounts of vacant office space available across the county, and demand for affordable temporary housing so acute, properties like Star House will inevitably become attractive for conversion either by the owner, by specialist companies, or by Local Authorities themselves. **There is intelligence that multiple London Boroughs are now looking to source similar sites across Kent, setting aside large capital budgets and reserves to apply rapid relief to their steadily growing spend on temporary accommodation**, effectively subsidised by the aforementioned enhanced payments for London authorities even when they are placing outside of the capital. This includes areas of West Kent not previously accustomed to such placements. The trend is definitely on the rise - only last week Westminster City Council sought to 'catalyse this debate', their Cabinet Member for Housing writing an open letter in the press unapologetically concluding that it is 'unsustainable' for Central London Boroughs to continue to house homeless families in their own areas.

This is set against a backdrop of an already **falling supply of private rented dwellings available at the Local Housing Allowance rates for Kent residents**, due to increased demand from private sector tenants resulting in rapidly increasing rents, discrimination by landlords against benefit tenants, and buy-to-let landlords leaving the sector due to changes in tax regulation. Therefore the London Boroughs are squeezing an already diminishing market, and it is becoming impossible for Kent Local Authorities to meet the 6-week maximum stay for families in temporary accommodation in Bed & Breakfast. This in turn could cause a ripple effect, with Kent families being placed further afield and out of county.

Natural migration from London to Kent alongside procurement by agencies of smaller premises has been happening for decades, and although likely to continue, it is part of demographic evolution as London grows and the price differential between London and Kent increases. However the acquisition of large developments such as Howe Barracks and Star House present a **service challenge** and a **strategic risk** over and above the general increase in placements of homeless families which we have been concerned about for some years.



Action for Government

Potential areas to be included in the Homelessness Reduction Bill currently going through Parliament

Notification of Placements

- **Make it compulsory for placing authorities to notify in advance that they are making a placement,** and to provide appropriate information about the household, particularly around statutory interventions such as social care.
- **Placing authorities to liaise and receive confirmation from the area of placement that there is sufficient and appropriate support for the household,** for example school places in the local area, access to appropriate health services, for individuals with care or special educational needs, provision of that support must be available, and for individuals who have jobs, they must have a maximum of 60 minutes commuting time
- **Where placing authorities fail to notify and converse with other areas that there is an appropriate sanction;** for example a system of fines to be introduced or a pathway to allow timely legal action against a non-compliant placing authority.
- **Review and agree a Protocol that clearly sets out all of the above,** including details about placement longevity in an area.

Financial Support following Placements

- **An apportionment of Local Housing Allowance payments to receiving authorities, alongside placing authorities having financial responsibility for any ‘wrap around’ costs associated with a placement, for example children’s services, adult social care or health costs.** The placement of homelessness households in Kent places a disproportionate strain on resources and puts the future funding and revenue streams for these services under question. This is not a sustainable financial situation for Kent County Council and other service providers to operate in. The full cost of necessary ‘wrap around’ services should be allocated upon placement out of area. London Boroughs currently receive ‘enhanced payments’ to assist with the higher cost of housing homeless families in the Capital. If they are then placing those families outside of London, the enhanced rates should be passed onto the receiving Local Authority.

Securing a proportion of any large scale housing development for the host authority

- **When London Boroughs, or other local authorities, purchase large scale housing development for homeless families (15 units or more is suggested), a minimum percentage should be allocated to local homeless households, if there is an acute lack of temporary accommodation locally.** This will ensure that Kent local authorities are able to place households to whom they have a statutory duty to support and house in their local area and at a more affordable cost, avoiding a ripple effect of out-of-area placements as capacity is taken and unit prices rise. This should become a requirement for such situations and not undertaken in an ad-hoc fashion, this would provide more stability and reassurance to Kent local authorities about their ability to accommodate families within their own local areas.

Action for Government: Increase and Promote the Supply of ALL Affordable Housing Tenures

- Although the Government aspiration to promote and provide people to access home-ownership is understood and supported, there is a need to reflect on the growing need for *all* affordable tenures to be in sufficient supply, including affordable rent products. Increasing the supply of affordable tenures that meet the needs of **all** low income households may assist with placements of homeless households within their local communities and provide sufficient move- on accommodation from expensive temporary accommodation.



Kent working with London Councils

Irrespective of potential Government action, we intend to work with London Councils to:

- Develop in partnership an agreed Out of Borough Placement Protocol for homelessness households, including notification of any potential access to resources, and where possible anticipated length of residency.
- Work with those London Boroughs who agree to the principles within the afore mentioned Protocol and who voluntarily contribute to the additional costs of services in the receiving authority, initially on a voluntary basis whilst there is lobbying to make the suggestions compulsory with sanctions for non-compliant authorities.

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(On behalf of the Kent Council Leaders and the Kent Housing Group)



Case Studies:

The placement of a large number of families in the summer of 2016 in Howe Barracks and Star House has given us an opportunity to gather evidence about their needs, and the way in which local services have responded, in a way that has not been possible with the hundreds of families that have been individually placed by London Boroughs in Kent over the last few years. We have therefore used Howe Barracks and Star House as case studies and have collected evidence in partnership with Districts, Kent County Council, CCGs and the Police. This suggests that homeless populations being placed within Kent by London Boroughs include families which require *significant* support by local services. The case studies highlight the following:

- While notification processes are often, but not always, in place, **placing authorities do not give enough information around the vulnerability of the families moving into accommodation.**
- Having a named contact between the placing and receiving authorities (Redbridge have done this in Howe Barracks) is helpful in aiding transparency and information sharing.
- The existing housing market is impacted directly through higher private rents. Local Housing authorities are unable to offer the same rates as London Boroughs which leads to a lack of housing for emerging households.
- Little or no attention is being given by the placing authority to the availability of school places and other local services.
- Local Authorities and Schools are being asked to provide school places at very short notice. This impacts children moving to the area, those already in school, parents and teachers. It also impacts places available for planned future developments. **In one case a primary school was asked to find 100 school places at very little notice.** There is also a cost for the receiving Local Authority:

Howe Barracks	Star House
Primary school (protection funding) £263,627	Primary school (protection funding) £290,000
Transport per year £3210	

- Health visiting teams have been impacted. In the case of Howe Barracks they were not notified of London placements, there was therefore an unexpected sudden increase in the demand for the service. The majority of support needs of families centred on language and school readiness. Demand for the service has now stabilised.
- Again in relation to Howe Barracks, local GP surgeries have had to accommodate the new families and some of the cohort require significant support due to deprivation and previous poor accommodation. This has included basic nutrition.
- Kent Children’s Specialist Services are involved with families across both case studies. While in the case of Howe Barracks some of these cases were flagged by the London Borough, other cases have been referred by local services after the family has moved into Kent.
- Impacts on Community Safety have also been highlighted in relation to anti-social behaviour in Maidstone and community integration within Canterbury. Police have allocated considerable resource to aid community integration.



Case Study 1: Howe Barracks, Canterbury

The London Borough of Redbridge is in the process of housing 208 families at Howe Barracks in Canterbury. Families have been moving in since June 2016 in tranches. Redbridge has employed a Housing and Resettlement Advisor who has worked closely with families to aid the transition from London into Canterbury and worked with local services and the voluntary sector.

Demographics:

The demographics of households arrived to date from London Borough of Redbridge are as follows:

Age	Number
0-5	87
5-10	100
11-17	60
18-24	41
25+	147

Notification processes:

- Notification to the housing authority was given two to four weeks before placement.
- Redbridge has worked closely with Canterbury City Council, and has provided demographic information however this did not include details on issues such as domestic abuse or other vulnerabilities.

Local Housing impact:

- London Boroughs have the financial power to offer higher incentives to landlords than the local authority, this makes it very difficult for local housing authorities to compete in gaining access to local accommodation and therefore house their homeless locally.
- Local Housing Authorities also hold a duty to inspect properties if a complaint is raised.

Education:

The high and concentrated movement of large numbers of people with short notification period has concerning impacts for local schools and places acute pressure on specific schools in the area.

- Due to a shortage of local places 5 children are being bused from Canterbury to Whitstable to attend secondary school at a cost of **£642** per annum for each child
- Most children of primary age have been accommodated locally in 3 primary schools; however Protection Funding has been allocated by KCC to these 3 schools to support the cost of accommodating increased numbers at very short notice.
- One primary school has accommodated approximately 100 additional children. Additional teachers have been employed and more classes added.
- Protection funding has also been given to the local secondary school which has accommodated 28 children from Howe Barracks. Details on cost are included:

School	Cost
School 1 (primary)	£111,708
School 2 (primary)	£67,360
School 3 (primary)	£23,383.00
School 4 (secondary)	£61,176.00



- A development is currently being built close to Howe Barracks. When planning was given the local schools had capacity, now they do not and this will impact the places available for people moving into the area.
- A primary school was recently closed near to Howe Barracks. If more timely information was available then planning could take account of future school place needs.
- A shortage in nursery places has been reported
- Some families are presenting with English language needs, there is a shortage of English language classes in the area

Public health:

- Health Visitors are made aware of children (0-5) moving into the area via GPs, therefore are only notified of children whose families have registered.
- Health Visitors have been made aware of 43 pre-schoolers moving into Howe Barracks: this highlights that some families have not registered with GP surgeries and therefore Health Visitors do not yet have notification that they have moved to the area.
- Many families required some support particularly in relation to speech and language and school readiness. Speech and language services are oversubscribed so many families have joined a waiting list. Common issues also included helping children get out of nappies before starting school. This has involved a high number of additional visits from Health Visitors.
- While Health Visitors have been made aware of families which have had Social Services support they were not made aware of other areas of support or vulnerabilities such as those families experiencing domestic abuse.
- The local Children's Centre has organised special events which were also attended by local schools and school nurses.

Specialist Children's Services (including Social Services):

- 7 - 8 families with a total of 16 -18 children have been referred to KCC Specialist Children's Services. Concern has been raised by Kent County Council around information sharing. Some cases were opened before the family moved to the area, four families currently involve KCC staff.

Impact on Community Safety:

- The Borough Council has raised significant concerns around integration with the local community, with far right protests being held in the area. With longer notification processes, and more control over the timing of placements (avoiding where possible the summer period) the Borough may be able to do more to aid integration processes.
- The Police have allocated 2 PCSO's and a Community Liaison Officer overseen by a vulnerability constable to ensure that people feel welcome and to identify any potential issues. The Police have identified some 'challenging families' but argue that the upfront investment in the PCSO's has prevented any further escalation.
- Some issues around domestic violence have been identified, including a high-risk domestic abuse victim whose data was not shared with Kent Police thereby not affording the opportunity to put in place safeguarding mechanisms.

Impact on Health Services:

- The CCG in Canterbury report that one local GP surgery has been particularly affected in terms of registration numbers with a high number of families from Howe Barracks requiring significant support. The cohort has been affected by high deprivation and previous poor accommodation and the surgery are working with the families on issues such as nutrition. This has taken significant GP time.



Case Study 2: Star House, Maidstone

Newham and Waltham Forest are utilising 34 units in Star House in Maidstone with families moving in through-out the summer period (2016). Star House is converted Office accommodation.

Demographics:

Maidstone Borough Council has received 13 notifications for 34 units of housing. 6 units within Star House are utilised by Maidstone Borough Council.

The received notifications include the following:

Age	Number
0-5	11
5-10	5
10-15	1
15-18	2
18+	17
One not stated	

We know from school place information that there are at least 36 children between 4 and 7 (Reception to year 2).

Notification processes:

- Notification to the housing authority was given one or two days before placement
- Newham have provided the required information to Maidstone Borough Council, and have visited the Council prior to taking the properties, however, nothing has been received from Waltham Forest (who hold 50% of the 34 units).

Local Housing impact:

- London Boroughs have the financial power to offer higher incentives to landlords than the local authority, this makes it very difficult for local housing authorities to compete in gaining access to local accommodation and therefore house their homeless locally.
- The units within Star House are in very good condition, however if future placements are made in units which are not to the same standard and a complaint is made the local housing authority has a duty to inspect at its own cost and resources.

Education:

The movement of large numbers of people into a concentrated space with short notification period has concerning impacts for local schools and places acute pressure on specific schools in the area.

- Two primary schools have been expanded in-year to provide temporary additional infant class places. The total cost of these expansions is estimated as:

Capital	Revenue
£200,000	£90,000

- Had more timely information been available, these expansions could have been implemented as planned and coordinated proposals, at reduced cost and with less disruption to the schools and their pupils, staff and parents.



Specialist Children's Services (including Social Services):

- KCC has 3 cases within Star House. Referrals have come from the Police and from Health Visitors. No information was previously received from London Boroughs on the vulnerability of these families. Therefore the cost of these cases is held by KCC.
- Victims of Domestic Violence who approach their council for housing may be referred on to another London Borough. Specialist Children's Services are aware of families which appear to have come from one borough but have been referred originally from others. More information to Specialist Children's Services when families move into the area would help the service identify vulnerable families quickly.

Antisocial behaviour:

- Incidents of Anti-Social Behaviour have been reported to Maidstone Borough Council.

Impact on health

- GPs are under great pressure in the area.
- Some families are unable to register with GPs. Feedback from services suggests that GP surgeries in the town centre are not always taking patients from Star House as they are being housed temporarily. Maidstone Borough Council and the CCG are working to establish health pathways.

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This report will be made public on 4 September 2017

Folkestone

Hythe & Romney Marsh
Shepway District Council



OS/17/03

Report Number:

To: Overview and Scrutiny
Date: 12 September 2017
Status: Non-executive Decision
Head of Service: Sarah Robson, Head of Communities
Cabinet Member: Councillor Jennifer Hollingsbee, Cabinet Member for Communities

Subject: Safeguarding Activity - Annual Report 16-17

Summary: The Council has a statutory safeguarding role within the wider public sector, with responsibilities to children, young people and vulnerable adults. A review of safeguarding activity is presented with detail in Appendix 1. An updated safeguarding policy of the Council has been approved by CMT and will be considered by Cabinet on 13th September 2017.

REASON FOR RECOMMENDATION:

CMT considered an update on safeguarding activity on 27th June 2017 and recommended that the annual report be presented to OSC for information and background.

RECOMMENDATIONS:

1. To receive and note Report OS/17/03.
2. To receive and note the annual report on activity demonstrating how the council is meeting its obligations to safeguard children and vulnerable adults.
3. To note that the Council has been successfully awarded full compliance on the s11 self – assessment audited by the Kent Safeguarding Children’s Board.

1. BACKGROUND

- 1.1 Section 11 of the Children Act 2004 places a statutory duty on key organisations to ensure that, in discharging their functions, they have regard to the need to safeguard and promote the welfare of children. Similar obligations apply to young people, up to the age of 21, and vulnerable adults.
- 1.2 The Council has a safeguarding policy that covers four key areas:
- (i) The responsibilities of staff and Councillors working with children, young people and vulnerable adults
 - (ii) The responsibilities of staff and Councillors to report any likely abuse of children, young people or vulnerable adults
 - (iii) Child Sexual Exploitation (CSE) and Prevent duties
 - (iv) Third party contract advice

2. INTRODUCTION

- 2.1 Shepway District Council has recently updated its safeguarding policy. There are no fundamental changes to approach and updates made to the new policy are listed below:
- Inclusion of vulnerable adults. Safeguarding duties on the Council have been extended beyond safeguarding children and up – to now include adults with care and support needs.
 - Duties extended to encompass domestic abuse and violence, child sexual exploitation, honour based abuse and forced marriage, female genital mutilation and Prevent (the Government’s Counter Terrorism Strategy).
 - A more detailed overview of the legislative framework covering safeguarding.
 - Definition of roles and responsibilities of key officers and members.
 - An overview of key partnerships and organisations.
 - Links to the Council’s corporate Plan
 - Links to outcomes and priorities.
 - Provision of contact points.
 - Inclusion of a glossary of terms.

3. SAFEGUARDING ARRANGEMENTS

- 3.1 We are required to have a ‘designated person’ with overall strategic responsibility for safeguarding in the Council – this is currently the Head of Communities.
- 3.2 The Designated Safeguarding Lead Officer, providing an operational lead and supported by eight Designated Officers (DOs), representing teams from across the Council, who deal with incidents and referrals to children’s services or social care teams.

3.3 During the financial year 2016/17, 55 safeguarding concerns were raised with the District Council's Designated Safeguarding Officers; 24 related to children and 31 to adults. These included children at risk owing to parental drug abuse, child threatening self-harm, children being left alone and physical abuse. From the above cases, 12 (9 child and 3 adult) referrals were made to the Social Services for investigation.

3.4 The Council has instilled a proactive approach towards safeguarding and the Annual Report (attached at Appendix 1) highlights some of the key activities carried out :

- Staff training has been undertaken in the past year, with all posts in the Council prioritised in line with unsupervised contact with children and young people.
- Our external contractors operate a similar policy to the Council and annual assurances are secured regarding staff checks and training for appropriate contracts, for example, Gillingham Football Club commissioned projects, relevant East Kent Housing contracts etc.
- The Shepway Safeguarding Steering Group (SSSG) is an internal steering group of key officers including DOs and council departments and helps to support activity. The SSSG has agreed a contractor's advice sheet guiding staff in what levels of safeguarding responsibilities contractors need to maintain depending on the type of contract entered into.
- An existing member of staff has been agreed as the council's Children Sexual Exploitation (CSE) Champion, in line with Kent Children's Safeguarding Board (KCSB) requirements.
- Shepway District Councils section 11 self-assessment was awarded full compliance in autumn 2016 after extensive work by the SSSG was carried out with large amounts of evidence including emails, policies, project evidence, and partnership working demonstrated. Action plans and any outstanding work was accurately reflected in the returns submitted to KSCB, which allowed full compliance to be achieved
- Four in-house staff completed training that allows them to deliver Child Protection Level 2 training, PREVENT awareness, WRAP (a Home Office initiative to stop individuals becoming terrorists or supporting terrorism) and Child Sexual Exploitation training. This has reduced external training costs and enables a more efficient and convenient way of delivering training.
- Staff requiring DBS clearance have now been checked to appropriate levels for their roles.
- The SSSG continues to support the HR team in addressing any ongoing issues around DBS checks and training needs for staff and members.
- A safeguarding contacts poster has been introduced within the civic centre to ensure staff are aware of who to refer safeguarding concerns to.

4. CONCLUSION

4.1 The Council is part of the statutory safeguarding role within the wider public sector, with responsibilities to children, young people and vulnerable adults.

4.2 Section 11 of the Children Act 2004 places a statutory duty on key organisations to ensure that, in discharging their functions, they have regard to the need to safeguard and promote the welfare of children. Similar obligations apply to young people, up to the age of 21, and vulnerable adults.

- 4.3 The annual report presented demonstrates that the Council is dealing with safeguarding concerns appropriately and the report provides reassurance that the council is meeting legislative requirements around safeguarding issues.

5. CONTACT OFFICER AND BACKGROUND DOCUMENTS

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The following background documents have been relied upon in the preparation of this report: None

Appendices: Appendix 1: Summary Annual Report

Appendix 1: SUMMARY ANNUAL REPORT (Presented to OSC 12.09.17)

1. Key activities to date

1.1 The Shepway Safeguarding Steering Group (SSSG)

- 1.1.1 The Shepway Safeguarding Steering group (SSSG) continues to meet regularly. Due to staff changes, new Designated Officers (DOs) have been appointed who are trained or are currently undertaking training and the intranet has been updated accordingly. Due to the recent increase in the number of safeguarding concerns received, the SSSG has agreed to increase the number of DOs for the organisation. This provides resilience when staff are on annual leave or otherwise unavailable.
- 1.1.2 The SSSG has a new set of Terms of Reference. The group no longer has a dedicated Kent Safeguarding Steering Group representative attending, due to reorganisation at KCC. However, strong links between the new Kent Safeguarding Children's Board (KSCB) Liaison Officer and Shepway are being maintained. The Council's Corporate Safeguarding Lead also attends a District Leads Safeguarding Meeting (chaired by the Chief Executive of Maidstone Borough Council).
- 1.1.3 The SSSG has also agreed a contractor's advice sheet that guides staff in what levels of safeguarding responsibilities contractors need to maintain depending on the type of contract entered into.

1.2 Training

- 1.2.1 All outstanding training requirements have been addressed and those staff that have returned to the council from long term sickness, maternity leave etc. are in the process of completing e-Learning and Child Protection Level 2 where appropriate. New staff are automatically enrolled onto the appropriate training at induction. All Designated Officers are trained to appropriate levels and additional refresher training is put in place as appropriate. During Autumn / Winter 2017 staff that will have completed their basic child protection e-learning 3 years ago will be required to undertake this again.
- 1.2.2 Since the last CMT report, new requirements to address emerging national issues has meant that staff now need to be trained on aspects of child sexual exploitation (CSE) and Prevent (a strand of the national counter terrorism strategy to tackle radicalisation). These training needs have already been rolled out. On 1st December 2015, all staff were asked to carry out a NCALT (National College e-learning) course on Prevent. CSE training has been offered on a voluntary basis to a range of staff, including DOs In addition there is a requirement to update the policy to reference both CSE and Prevent as safeguarding risks. From October 2015 a new mandatory duty to report Female Genital Mutilation (FGM) to the Police via 101 came into force for professionals in the health sector and for Shepway District Council local safeguarding processes can be used to raise concerns.
- 1.2.3 The KSCB are encouraging District Councils to run with train-the-trainer courses to enable in-house training to be delivered. Shepway District Council (SDC) has three in-house staff that can deliver Child Protection Level 2 training and CSE training. This reduces the training costs and enables a more efficient and convenient way of delivering training.

- 1.2.4 The KSCB have called on all District Councils to nominate a CSE Champion, which Shepway District Council has. In addition there is a requirement for all licensing authorities to consider their taxi licensing functions and raise awareness/ understanding of risks to vulnerable young people around CSE. The licensing manager is engaged with various forums to roll out best practice with taxi drivers (for example, CSE understanding will be addressed within the competency tests for taxi drivers).
- 1.2.5 The Counter Terrorism and Security Act 2015 sets out the need for local authorities to ensure frontline staff have a good understanding of Prevent and are trained to recognise vulnerability to being drawn into terrorism. Locally, Shepway's statutory community safety partnership features raising awareness of Prevent and the KSCB has now included Prevent and risks to radicalisation as part of its key remit covering both vulnerable young people and adults. SDC are meeting training requirements through five staff members that are Home Office trained to deliver the 'Workshop to Raise Awareness of Prevent' (WRAP) by HM Government.
- 1.2.6 Work has begun to develop wider understanding of the safeguarding needs of vulnerable adults and training needs will be picked up as the work develops. At present a combined Children, Young Persons and Vulnerable Adults Policy is considered appropriate but separate procedures are required and this work is ongoing (updated procedures will be placed on the intranet shortly).

1.3 DBS checks

- 1.3.1 Since the last CMT update, a new alternative procedure to a DBS check for short term, casual, agency, temporary or seasonal staff, was initiated. For those staff only employed for short periods of time, the cost of DBS checks are not considered financially viable. A criminal convictions sheet has been devised where new staff declare and sign their status.
- 1.3.2 The Council grades its staff between A to C depending on the amount of contact an officer has with children, young people and vulnerable adults. This helps the Council identify the type of training, checks and monitoring that needs to be undertaken to ensure its safeguarding duties are carried out effectively.
- 1.3.3 As of February 2016 no DBS checks remained outstanding for C staff. However 55 B grade staff who have completed a DBS check had not submitted their certificate numbers to HR and this was followed up. 12 DBS checks remained outstanding for B grade staff (applications were chased). By May 17 only 2 DBS checks were outstanding.
- 1.3.4 The SSSG have considered a number of issues around DBS checks including renewal and staff responsibilities on informing HR of their certificate numbers. In order to ensure staff are storing their certificates safely and returning copies / certificate numbers to HR services, It is recommended that CMT approve that staff who have misplaced or lost their Data Barring Service (DBS) certificates pay for replacements (if they fail to supply their DBS certificate number following a warning letter). Replacement DBS certificates are costly to the Council, a cost of £44.00 for enhanced and £26.00 for a standard check.
- 1.3.5 In terms of renewals good practice suggests DBS checks are carried every 3 years. Many will be due in late 2017 / early 2018 and the SSSG have been considering the

introduction of a continuous renewal service for “C” graded roles (those with highest level of safeguarding contact / issues likely to be incurred). This equates to £13.00 per annum per employee. Additional that the basic DBS checks for other eligible staff are renewed on a 3 yearly basis.

- 1.3.6 A new alternative procedure to a DBS check for short term, casual, agency, temporary or seasonal staff has been initiated. A criminal convictions sheet has been devised where new staff declare and sign their status.
- 1.3.7 Where staff requiring DBS checks are recruited they are able to commence their roles whilst awaiting a clear DBS check as long as SDC’s Risk Assessment in lieu of DBS check is completed by the line manager and close supervision and controls are put in place by the recruiting manager while the DBS check is awaited.
- 1.3.8 With CMT’s support, the SSSG is currently working with the Council’s Human Resources team to consider our approach, feasibility and costs.

1.4 Safeguarding Log

- 1.4.1 There has been a need to develop a more robust recording system for tracking and auditing safeguarding concerns raised by staff. Within a dedicated safeguarding drive all appropriate forms are saved under a uniquely referenced folder containing an audit trail of emails or other relevant information. In addition, the family champions safeguarding work has now been incorporated into the Council’s corporate safeguarding processes and procedures (with own dedicated folder). The table below shows that for this financial year (April 2015 – April 2016) 29 safeguarding concerns have been raised.

Time Period	Number of Safeguarding Concerns Received	Example of a Concern Received
April 15 – June 15 inc.	3	Letting agency concerned about baby in filthy premises. SDC signposted to Social Services.
July 15 – Sept 15 inc.	9	Physical abuse concern including witnessing bruising and maltreatment of children
Oct 15 – Dec 15 inc.	12	Loud music and drugs and alcohol in premises, with young children present
Jan 16 – March 16	5	Family moved to empty property with insufficient funds to move belongings

- 1.4.2 A ‘safeguarding tracker’ has also been introduced for DO’s to fill in summary information on concerns they have dealt with. The tracker asks for a brief overview and outcomes of the concern as well as the child(ren)’s surname and/or the first line of their address. The spreadsheet has been designed so that should a surname or address be entered on more than one occasion, it will appear in red text to alert the DO that a concern about that child(ren) has been raised in the past. This enables the DO to make appropriate decisions, and allows for a more efficient safeguarding process and guards against duplication and tracks that process is being followed.

1.5 Procedure Changes

- 1.5.1 Since the last CMT report on safeguarding, all staff reporting or witnessing a safeguarding concern have been required to fill in an ‘SG1 form’ and contact a DO for advice and information. The DO is required to sign the SG1 form. This ensures that the reporting officer’s observations are accurately recorded and available for audit purposes. The DO then makes the appropriate decisions around referral to

and/or consultation with the appropriate professionals. The DO then fills in an 'SG2 form', outlining the actions taken (including case closed or ongoing referral to social services) and the form is signed off by the Corporate Lead for Safeguarding.

- 1.5.2 From February 2016, a new combined safeguarding concern form (see Appendix 6) will replace the existing SG1 and SG2 forms. SG1 now refers to part one of the form; SG2 refers to part two of the form. A blank copy of the safeguarding concern form has been placed on the intranet for all staff to be able to access. Opportunities to update staff on these changes will be pursued via staff briefings/ middle manager meetings and staff 121s. The form has been designed so that vulnerable adults can also be flagged on the same form.
- 1.5.3 The procedures document has been updated to include two safeguarding procedure flowcharts. These flowcharts will be made available on the intranet. There is a flowchart for any member of staff who has a safeguarding concern, which entails completing the SG1 section of the SG concern form. For DO's there is a 3 stage process that covers the following stages:
- Stage 1 – Receiving a concern and SG concern form (SG1 completed)
 - Stage 2 – Deciding on actions required, requesting consultations and completing referral forms
 - Stage 3 – Completing internal audit trail through SG2
- 1.5.4 The procedures document for adult safeguarding is being developed, however the safeguarding concern form covers both vulnerable adults (VAs) and children and young people (CYP) and an updated version is available the intranet.
- 1.5.5 During the financial year 2016/17, 55 safeguarding concerns were raised with the District Council's Designated Safeguarding Officers; 24 related to children and 31 to adults. These included children at risk owing to parental drug abuse, child threatening self-harm, children being left alone and physical abuse. From the above cases, 12 (9 child and 3 adult) referrals were made to the Social Services for investigation.

1.6 Section 11 Self-Assessment

- 1.6.1 The KSCB require quarterly reports to be submitted to them and this covers both Internal and external practice. Shepway's returns over the last years have reflected all activity carried out by the SSSG including ongoing s11 self-assessment (SA) work and summaries of activity with external partners eg CSP work on safeguarding conference CSE projects, taxi licencing work etc.
- 1.6.2 Shepway District Councils s11 SA was deemed fully compliant in Autumn 16 after extensive work by the SSSG was carried out with large amounts of evidence including emails, policies, project evidence, partnership working demonstrated. Once action plans and outstanding work was accurately reflected in the returns submitted to KSCB, allowing full compliance to be awarded.
- 1.6.3 The KSCB regularly draws on Shepway practice to be taken up as best practice across Kent at the Districts Safeguarding leads meeting which has regular SDC representation

1.7 Communication Needs

- 1.7.1 There is a need to provide ongoing updates to staff and this will be managed through various means including communication with Heads of Service and the communications team. The recent email on Prevent e-learning is an example (sent on 1st December 2016 to Shepway staff).
- 1.7.2 To provide additional support to staff, a designated safeguarding poster has been introduced placed at various locations within the civic centre for internal use.

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This report will become public on 5 September 2017

Folkestone

Hythe & Romney Marsh
Shepway District Council



Report Number **C/17/33**

To: Cabinet
Date: 13 September 2017
Status: Key Decision
Head of Service: Andy Jarrett, Strategic Development Projects.
Cabinet Member: David Monk, Leader of the Council

Subject: Varne, The Green, Coast Drive; Development Proposal.

SUMMARY: Outline planning permission was granted last year for 4 large dwellings on this seafront Council owned site. This report includes an options appraisal to assess how best to meet Council objectives and maximise value for money from the asset.

REASONS FOR RECOMMENDATIONS:

The proposal addresses corporate plan priorities by creating jobs, supporting local businesses, enhancing our tourism offer and generates a future revenue stream for the Council, helping to deliver value for money.

The options appraisal assesses various scenarios and identifies the option of development and holiday letting to be preferred as it creates a future revenue stream which can be used to fund future Council services while allowing for a future capital receipt should a decision be taken in future to dispose of all or part of the asset.

RECOMMENDATIONS:

- 1. To receive and note report C/17/33.**
- 2. To support Option 1, development and holiday lets, as the preferred option. To seek budget approval from Full Council to meet the indicative capital costs outlined in the report and to use Prudential Borrowing to finance the project.**
- 3. Subject to Full Council approval, to progress Reserved Matters, procure the construction of the 4 houses and prepare a detailed plan for the external management, marketing and letting of the houses to holiday makers and visitors to the district.**
- 4. To delegate the management of the project to the Corporate Director (Strategic Development) in consultation with the Leader.**

1 BACKGROUND

- 1.1 The site is adjacent to the Littlestone lifeboat station off Coast Drive, Greatstone (see Appendix A, site location plan). There is outline planning permission for 4 dwellings, reference: Y15/1132/SH (dated 21st January 2016) with “reserved matters” of “details of the appearance and landscaping of the site” yet to be submitted.
- 1.2 An options appraisal has been carried out to investigate how best to maximise benefit from the site which is currently vacant.

2 OBJECTIVES

- 2.1 The purpose for investigating various options for the site is to help meet the Council’s vision:

Investing for the next generation – delivering more of what matters

- 2.2 And to implement proposals to meet key objectives of the Council’s Corporate Plan 2017-2020 particularly:

- *More Jobs - to boost the local economy and increase job opportunities through the development of a major new flexible and quality employment offer;*
- *Appearance Matters - support an attractive and vibrant place to live by enhancing the district’s tourism offer and ensuring an attractive coastline; and*
- *Financial Stability – to deliver value for money and increase the funding available to support corporate initiatives to maximise income and alternative funding schemes.*

3 ASSUMPTIONS AND PROGRESS

- 3.1 The following options were investigated for the site using external specialist advice:
 1. Construct the 4 houses and let as high quality holiday rentals creating an ongoing revenue stream.
 2. Construct the 4 houses and let as market rental creating an ongoing revenue stream.
 3. Construct the 4 houses and sell them to create a capital receipt.
 4. Sale of the undeveloped land to create a capital receipt.

For the three options above involving development activities it has been assumed the same build specification.

Details for each option, below, can be found in Appendix B which can be summarised as:

3.2 Option 1: Development & Holiday Rentals

Development and holiday rental would create a positive revenue stream from the second year which can be used to fund future Council services. This also allows for a future capital receipt should a decision be taken to dispose of all or some of the properties in the future.

3.3 Option 2: Development & Market Residential Rentals

Development for market rental purposes would generate a loss, it is therefore not considered to be a viable option.

3.4 Option 3: Development & Market Sale of Completed Houses

This option creates a positive capital return but is not recommended as other options give a better return to the Council and this option carries with it developer and sales risk to the Council.

3.5 Option 4: Sale of Undeveloped Land

This is a viable option as it creates a positive capital return which exceeds the development model (option 3) and can be achieved with minimal resource input. This would give a capital receipt that would make finance available for other Council funded initiatives.

4 RECOMMENDED OPTION

4.1 There are three options which would give an economically positive outcome and Options 1, 3 and 4 are considered to be viable. However, Option 1, development for the purpose of Holiday Lets is preferred, as it would generate an on-going revenue stream to the Council from year two onwards which will help to support the delivery of Council services in the medium to long term.

4.2 This option is also expected to create significant capital growth in the asset over the medium to long term which could provide a capital receipt from complete or part disposal, should a future decision be made by Cabinet.

4.3 This option will require budget approval from Full Council to be included within the capital programme.

4.4 Subject to Cabinet's decision and budget approval, the next step will be to complete the Reserved Matters, procure the construction of the development with an expectation of being on site in 2018 and contract for external management and promotion of the completed properties for holiday rental programmed for 2019/20.

5 RISK MANAGEMENT ISSUES

5.1 The following risk management areas are highlighted

Risk	Seriousness	Likelihood	Preventative Action
Failure to deliver corporate plan objectives	High	Low	The Council owns the site with outline planning and detailed delivery work is being undertaken.
Detailed analysis shows the site is not financially viable	High	Low	Expert studies and reports demonstrate a range of options and external input will continue to be commissioned through the ongoing development process.
Not achieving holiday rental targets	Medium	Medium	Advice has been sought from external specialists to highlight current market demands and returns. Use well known marketing specialist for management of rentals.
Value for money not realised	Medium	Medium	Detailed financial appraisal has been undertaken to directly support delivery decision.
Expected timescales not met	Medium	Medium	Detailed programme to be developed and monitored with critical dates highlighted. Resources to be secured to deliver the project.

6 LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

6.1 Legal Officer's comments (DK):

There are no legal implications arising directly out of this report although legal advice may be required in the future to implement the Option selected by Cabinet.

6.2 Finance Officer's Comments (LW)

- i) No budget provision currently exists in the approved General Fund capital programme for the works identified in options 1, 2 & 3 of appendix B. If Cabinet support one of these options then budget approval will need to be sought from Full Council.
- ii) Options 1 & 2 have been modelled on the assumption that Prudential Borrowing will be used to finance the capital cost, including providing for

the Minimum Revenue Provision (MRP) charge to the General Fund over the estimated life of the assets.

- iii) The financial assumptions used in the four options have been reviewed by Financial Services and appear reasonable. The modelling clearly shows that the option1, development and rental for holiday purposes, provides a solid and increasing revenue return over time after making a small loss in the first year. Option 2, market residential rents, should be discounted as it is not financially viable. The sale of the undeveloped land provides the best capital receipts return.

7 DIVERSITIES AND EQUALITIES IMPLICATIONS

7.1 There are no diversity or equalities issues arising from this report.

8 CONTACT OFFICERS AND BACKGROUND DOCUMENTS

Councilors with any questions arising out of this report should contact the following officer prior to the meeting

Andy Jarrett, Head of Strategic Development
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The following background documents have been relied upon in the preparation of this report:

Appendices:

Appendix A: Site Location Plan

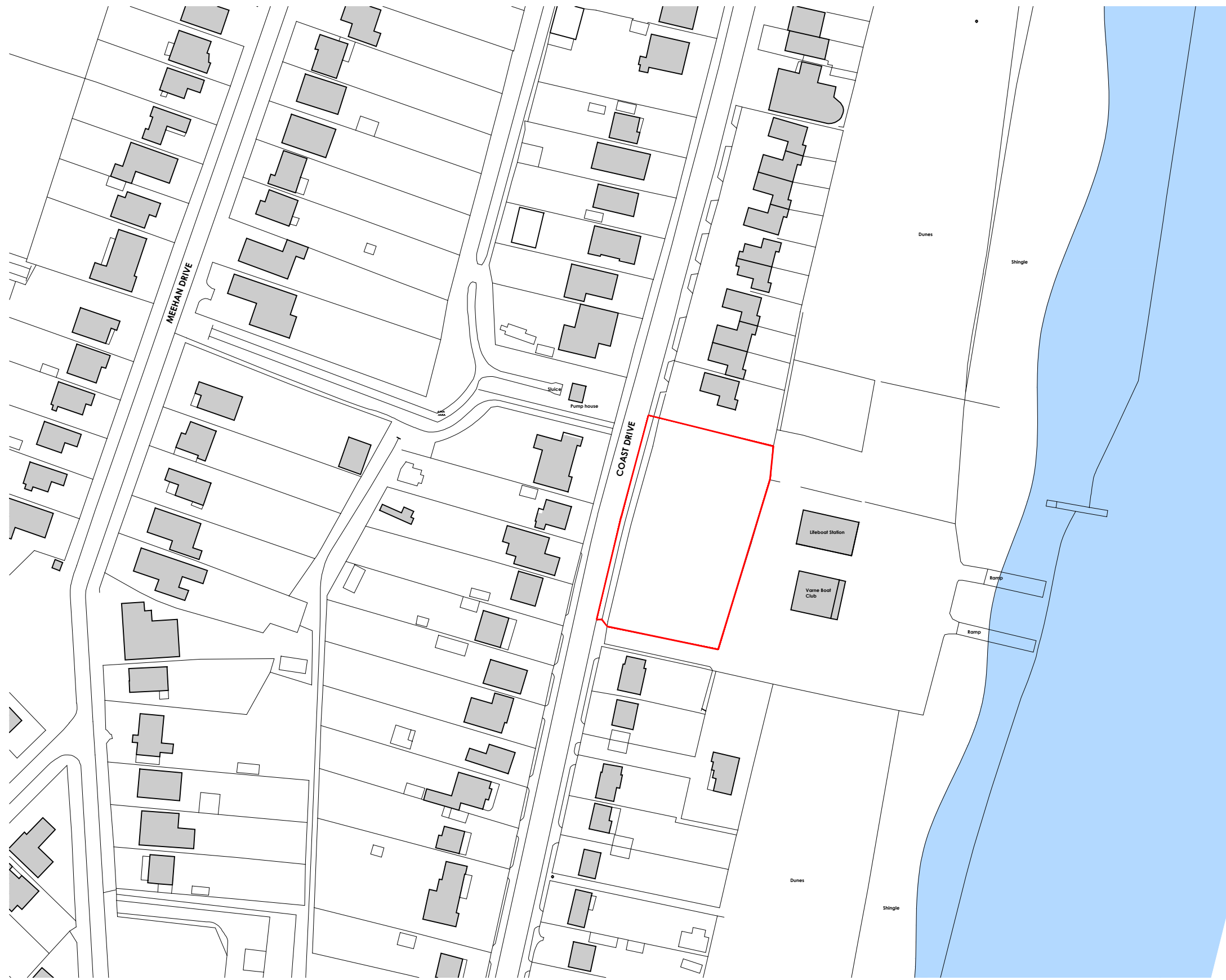
Appendix B: Varne Business Case and Options Appraisal (Restricted report)

Appendix 1: Holiday Rent Detailed Cost Projections (Restricted report)

Appendix 2: Market Rent Detailed Cost Projections (Restricted report)


Appendix 3: Build Cost Plan Report (Restricted report)


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SITE LOCATION PLAN



SITE APPLICATION BOUNDARY 

EXISTING SURROUNDING BUILT CONTEXT 

Drawing / Project Number
PR43.01
Drawing Revision Letter

Revision Note & Date

Project Title
Proposed new build houses at Coast Drive, Greatstone, Kent

Clients Details
Shepway District Council

Drawing Title
Site Location Plan

Drawn
On Architecture
Date
25.08.2015
Scale
1:1250 @ A3



PROPOSED NEW BUILD HOUSES AT COAST DRIVE, GREATSTONE, KENT:
Site Location Plan

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