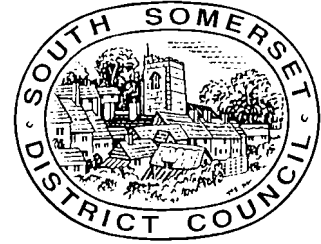


South Somerset District Council

Notice of Meeting



District Executive

Making a difference where it counts

Thursday 4th September 2014

9.30 am

**Council Chamber
Council Offices
Brympton Way
Yeovil
Somerset BA20 2HT**

Disabled Access is available at this meeting venue.



Members listed on the following page are requested to attend the meeting.

The public and press are welcome to attend.

If you would like any further information on the items to be discussed, please ring the Agenda Co-ordinator, **Angela Cox 01935 462148**, website: www.southsomerset.gov.uk

This Agenda was issued on Wednesday 27 August 2014.

Ian Clarke, Assistant Director (Legal & Corporate Services)

This information is also available on our website
www.southsomerset.gov.uk



INVESTORS IN PEOPLE

District Executive Membership

Ric Pallister
Tim Carroll
Peter Gubbins
Henry Hobhouse
Shane Pledger
Jo Roundell Greene
Sylvia Seal
Peter Seib
Angie Singleton
Nick Weeks

Information for the Public

The District Executive co-ordinates the policy objectives of the Council and gives the Area Committees strategic direction. It carries out all of the local authority's functions which are not the responsibility of any other part of the Council. It delegates some of its responsibilities to Area Committees, officers and individual portfolio holders within limits set by the Council's Constitution. When major decisions are to be discussed or made, these are published in the Executive Forward Plan in so far as they can be anticipated.

Members of the Public are able to:-

- attend meetings of the Council and its committees such as Area Committees, District Executive, except where, for example, personal or confidential matters are being discussed;
- speak at Area Committees, District Executive and Council meetings;
- see reports and background papers, and any record of decisions made by the Council and Executive;
- find out, from the Executive Forward Plan, what major decisions are to be decided by the District Executive.

Meetings of the District Executive are held monthly at 9.30 a.m. on the first Thursday of the month in the Council Offices, Brympton Way.

The Executive Forward Plan and copies of executive reports and decisions are published on the Council's web site - www.southsomerset.gov.uk.

The Council's Constitution is also on the web site and available for inspection in Council offices.

The Council's corporate priorities which guide the work and decisions of the Executive are set out below.

Further information can be obtained by contacting the agenda co-ordinator named on the front page.

South Somerset District Council – Corporate Aims

Our key aims are: (all equal)

- **Jobs** - We want a strong economy which has low unemployment and thriving businesses
- **Environment** - We want an attractive environment to live in with increased recycling and lower energy use
- **Homes** - We want decent housing for our residents that matches their income
- **Health and Communities** - We want communities that are healthy, self-reliant, and have individuals who are willing to help each other

District Executive

Thursday 4 SEPTEMBER 2014

Agenda

1. Minutes of Previous Meeting

To approve as a correct record the minutes of the District Executive meeting held on 7th August 2014.

2. Apologies for Absence

3. Declarations of Interest

4. Public Question Time

5. Chairman's Announcements

6. Quarterly Performance and Complaints Monitoring Report - 1st Quarter 2014/15 (Pages 1 - 11)

7. Affordable Housing Development Programme (Pages 12 - 35)

8. Update on the creation of a Day Centre and related accommodation at 80 South Street, Yeovil (Pages 36 - 39)

9. Community Right to Bid - Nominations Received for Assets of Community Value (Pages 40 - 44)

10. District Executive Forward Plan (Pages 45 - 49)

11. Date of Next Meeting

Members are asked to note that the next scheduled meeting of the District Executive will take place on Thursday, 2nd October 2014 in the Council Chamber, Council Offices, Brympton Way, Yeovil commencing at 9.30 a.m.

12. Exclusion of the Press and Public (Page 50)

13. Confidential - Lease of Floor at Churchfield, Wincanton (Pages 51 - 61)

Agenda Item 6

Quarterly Performance and Complaints Monitoring Report – 1st Quarter 2014/15

Executive Portfolio Holder: Ric Pallister, Strategy and Policy
Strategic Director: Rina Singh, Place and Performance
Lead Officer: Andrew Gillespie/Charlotte Jones, Performance Managers
Contact Details: Andrew.gillespie@southsomerset.gov.uk or 01935 462364
charlotte.jones@southsomerset.gov.uk or 01935 462565

1. Purpose of the Report

To present the corporate performance monitoring report covering the period from 1st April – 30th June 2014 (Q1).

2. Forward Plan

This report appeared on the District Executive Forward Plan with an expected date of September 2014.

3. Public Interest

The Council is accountable for its performance to the local community and we publish performance data to enable us to demonstrate achievements against targets.

4. Recommendations

The District Executive is asked to:

- 1) Note and comment on the corporate performance monitoring report;
- 2) Note the additional information concerning the 2013/14 Annual Corporate Performance Report.

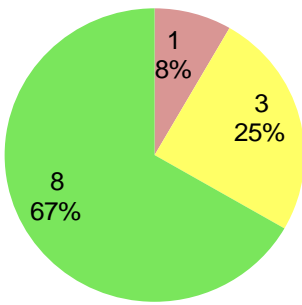
5. Background

The 20 performance indicators used in this report were selected and approved by members on 3rd May 2012.

6. Performance

A summary of performance from 1st April – 30th June 2014 (Q1) is shown below with full details provided at Appendix A.

Where appropriate, this information is colour coded, using red, amber, or green to indicate performance against target.


Performance Summary:		Quarterly Breakdown:							
		Q1		Q2		Q3		Q4	
		1	8%	0	0%	0	0%	0	0%
		3	25%	0	0%	0	0%	0	0%
		8	67%	0	0%	0	0%	0	0%
Commentary:									
12 performance indicators can be compared against target for Q1. 8 indicators monitor trends and are not target driven. Percentages are rounded to the nearest whole number.									
>10% Below Target	1								
Within 10% of Target	3								
On or Above Target	8								

7. Performance Exceptions:



Indicators with performance below target are classed as exceptions. In these cases Appendix A also includes a comment from the Service Manager, detailing reasons why the indicator is an exception, together with any corrective action being taken.

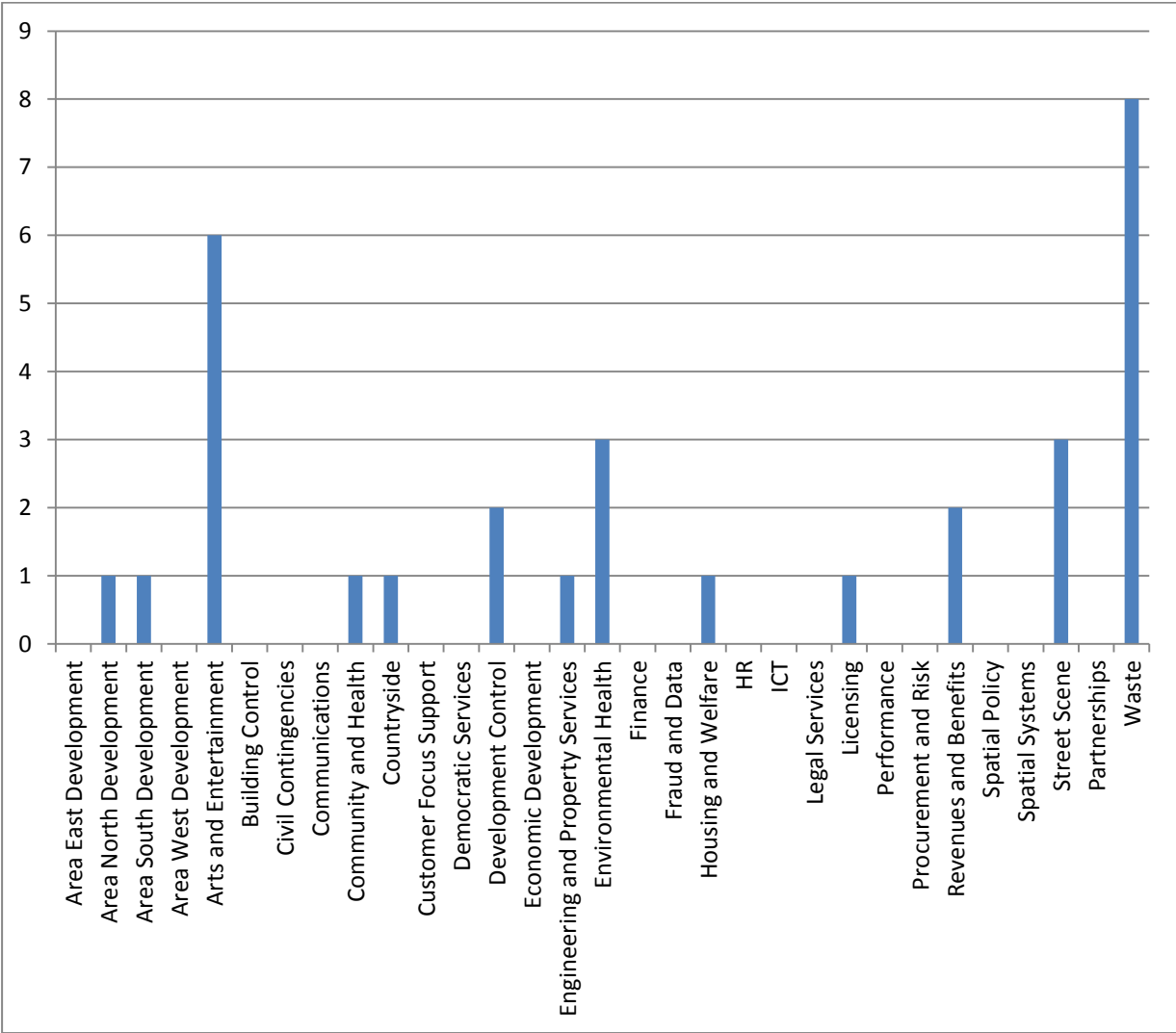
The exception for quarter 1 is as follows:

Measure	Focus	Q1 Status
PI003 – % of planning appeal decisions allowed against the authority's decision to refuse	2	

8. Complaints

During the period 1st April – 30th June 2014, SSDC received 31 complaints, which is a 9% decrease on the quarter 1 2013/14 figure of 34.

The chart and table below provide a summary of complaints received, with a detailed breakdown by service at Appendix B.



9. 2013/14 Annual Performance Report

The 2013/14 Annual Performance report was presented to full Council in July 2014.

A number of specific queries were raised that required further investigation.

PI 032 – Working days lost due to sickness absence per full time employee.

HR manager comments indicated that there may be a correlation between teams undergoing major change and relatively high absence rates and the matter was under investigation as part of action to reduce absence levels.

Members were concerned that the management of change may be the cause of high levels of absence.

Further investigation has shown that there is no strong correlation. Where applicable, dealing with major change is found to be only one of a number of influential factors rather than the sole or main cause.

PI 034 - % of complaints resolved at Stage 1 of the complaints procedure.

The 2012/13 headline outturn figure was not compatible with the accompanying table. Investigation confirmed that the table was correct and therefore the headline figure of 94.5% was incorrect. It should have read 92.18%. When compared to the 2013/14 figure of 94.12%, the trend was marginally better, not marginally worse as the report indicated.

PI 037(a) - Number of FTE's employed by SSSC Annual Snapshot

This figure fell from 440 to 424 and the trend was described as “improved”, but there was no explanatory commentary in the report to justify this.

Although there is no target figure for a reduction of staffing levels, and in the absence of contra indicators such as a failure to recruit staff to key positions, a lower number of FTEs is regarded as an indicator of lower costs and/or improved efficiency.

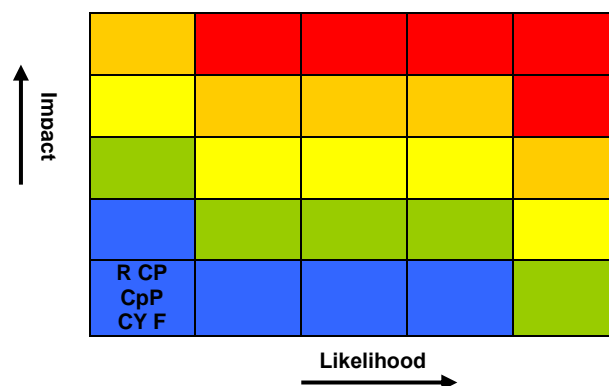
Suitable commentary will be included in future reports.

10. Financial Implications

There are no direct financial implications related to this report other than any compensation that has been paid out. However, financial implications may need to be considered for possible actions necessary to address performance in failing areas.

11. Risk Matrix

This matrix only identifies the risk associated with taking the decision as set out in the report as the recommendation(s). Should there be any proposal to amend the recommendation(s) by either members or officers at the meeting then the impact on the matrix and the risks it identifies must be considered prior to the vote on the recommendation(s) taking place.



Key

Categories	Colours <i>(for further detail please refer to Risk management strategy)</i>
R = Reputation	Red = High impact and high probability
CpP = Corporate Plan Priorities	Orange = Major impact and major probability
CP = Community Priorities	Yellow = Moderate impact and moderate probability
CY = Capacity	Green = Minor impact and minor probability
F = Financial	Blue = Insignificant impact and insignificant probability

12. Council Plan Implications

The Corporate Performance Management contributes towards the delivery of the SSDC Council Plan through effective monitoring and smart target setting that help to deliver a continuous improvement.

13. Carbon Emissions and Climate Change Implications

None

14. Equality and Diversity Implications

None

15. Privacy Impact Assessment

No issues.

16. Background Papers

Refreshed Council Plan 2012-15

(<http://www.southsomerset.gov.uk/about-us/our-vision/council-plan-2012---2015/>)

SSDC Complaints Procedure

([http://www.southsomerset.gov.uk/contact-us/making-a-complaint-\(1\)/](http://www.southsomerset.gov.uk/contact-us/making-a-complaint-(1)/))

DX report- refresh of corporate Indicators – DX May 2012

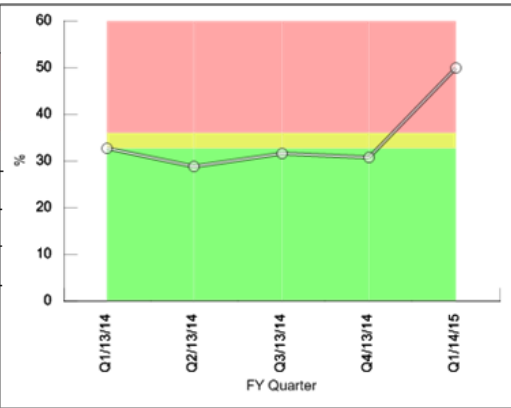
Annual Performance Report 2013/14 – DX July 2014

Appendix A - Quarterly Performance Monitoring Report

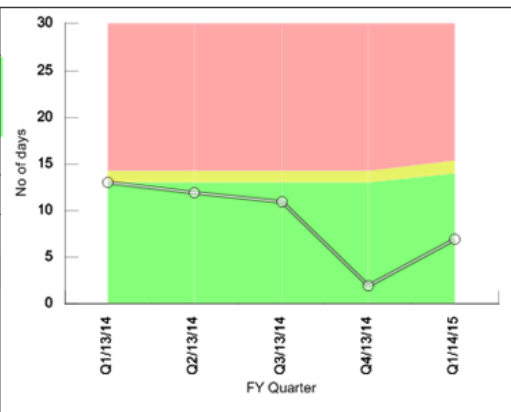
Key:	Red (More than 10% below target)	Amber (Within 10% of target)	Green (On or above target)
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Performance Measures with Targets:

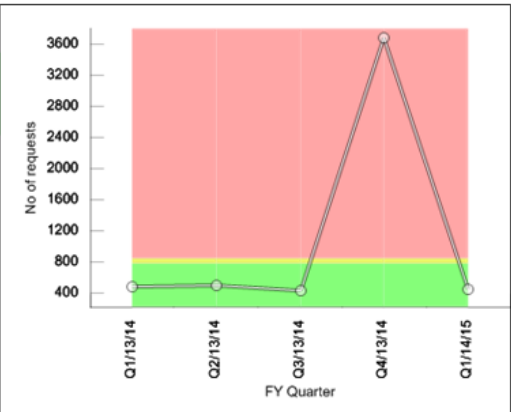
Indicator:	PI 003 - % of planning appeal decisions allowed against the authority's decision to refuse								
Quarter Target:	33.0%				Perf to Date:				
Annual Target:	33.0%								
2013/14:				2014/15:					
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
33.0% G	29.0% G	31.8% G	31.0% G	50.0% R					
Latest Comments including any necessary action:									
This is disappointing but not considered a trend. Analysis of 6 appeals allowed in Q1 shows the Inspector did not agree with the view of the highway authority (2) ; did not consider the committee's reasons for refusal to be reasonable (2) and; did not agree with the officers assessment of design and impact upon historic assets (2).. Briefings will continue to take place with officers and members to discuss what we can learn from appeal decisions.									



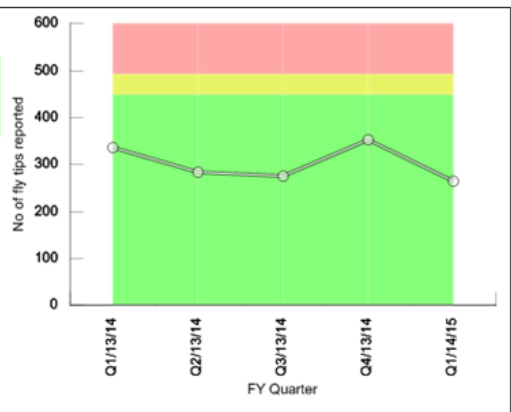
Indicator:	PI 004 - Number of days taken to process Housing Benefit/ Council Tax Benefit new claims and change events								
Quarter Target:	14.00				Perf to Date:	7			
Annual Target:	13.00								
2013/14:				2014/15:					
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
13.00 G	12.00 G	11.00 G	2.00 G	7.00 G					
Latest Comments including any necessary action:									



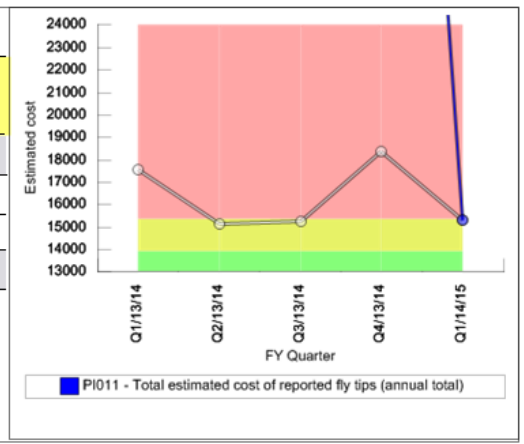
Indicator:	PI 008 - Requests for action from the Streetscene team								
Quarter Target:	775				Perf to Date:				
Annual Target:	3100								
2013/14:				2014/15:					
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
473 G	488 G	429 G	3,684 R	445 G					
Latest Comments including any necessary action:									



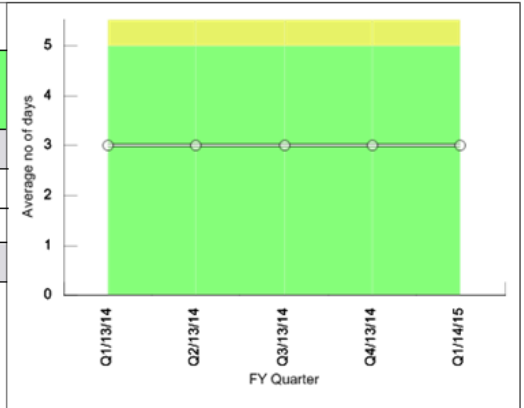
Indicator:	PI 010 - Total number of fly tips reported								
Quarter Target:					Perf to Date:				
Annual Target:	1800								
2013/14:				2014/15:					
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
338 G	284 G	277 G	354 G	266 G					
Latest Comments including any necessary action:									



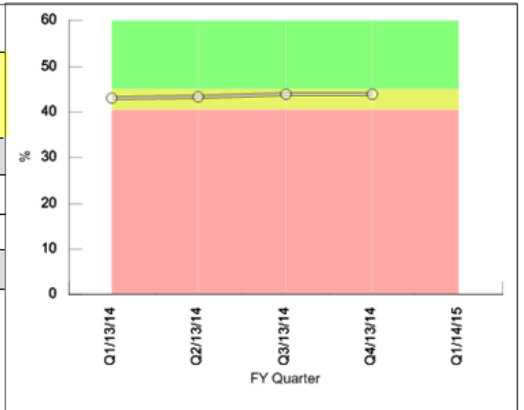
Indicator:	PI 011 - Total estimated cost of clearing reported fly tips							
Quarter Target:	13,965				Perf to Date:			
Annual Target:	55,860							
2013/14:				2014/15:				
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
17,589 🚫	15,151 🟡	15,298 🟡	18,369 🚫	15,332 🟡				
Latest Comments including any necessary action:								



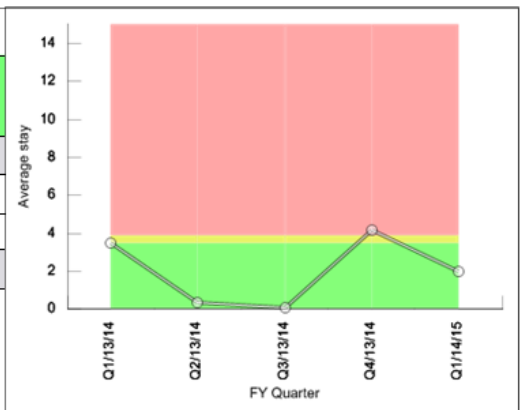
Indicator:	PI 012 - Average number of days to respond to a reported fly tip							
Quarter Target:					Perf to Date:			
Annual Target:								
2013/14:				2014/15:				
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
3.0 🟢	3.0 🟢	3.0 🟢	3.0 🟢	3.0 🟢				
Latest Comments including any necessary action:								



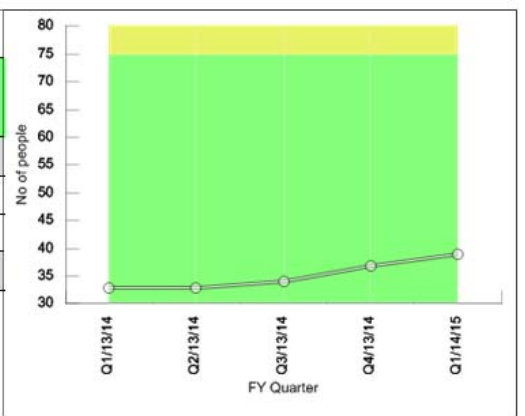
Indicator:	PI 013 - % of household waste sent for reuse, recycling and composting							
Quarter Target:	45.0%				Perf to Date:			
Annual Target:	45.0%							
2013/14:				2014/15:				
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
43.1% 🟡	43.4% 🟡	43.9% 🟡	44.1% 🟡					
Latest Comments including any necessary action:								
Data not available within timeframe of this report. Q1 will be reported in the next report.								



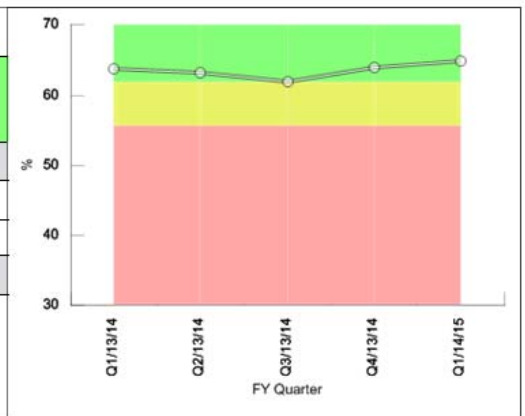
Indicator:	PI 019 - Average length of stay in Temporary Accommodation (Bed & Breakfast)							
Quarter Target:	3.5				Perf to Date:			
Annual Target:	4.5							
2013/14:				2014/15:				
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
3.5 🟢	0.4 🟢	0.1 🟢	4.2 🚫	2.0 🟢				
Latest Comments including any necessary action:								



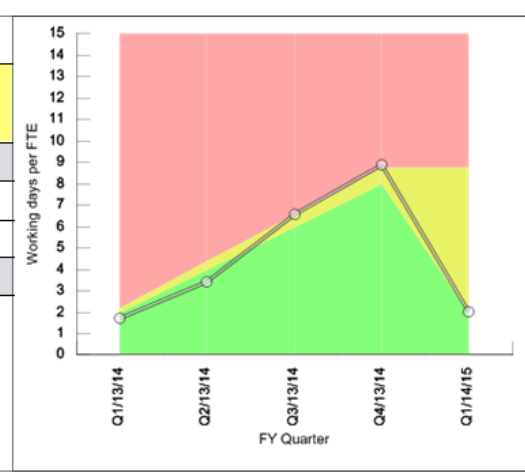
Indicator:	PI 020 - Total number of people in Temporary Accommodation (all types)								
Quarter Target:	75				Perf to Date:	39			
Annual Target:	75								
2013/14:				2014/15:					
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
33 G	33 G	34 G	37 G	39 G					
Latest Comments including any necessary action:									



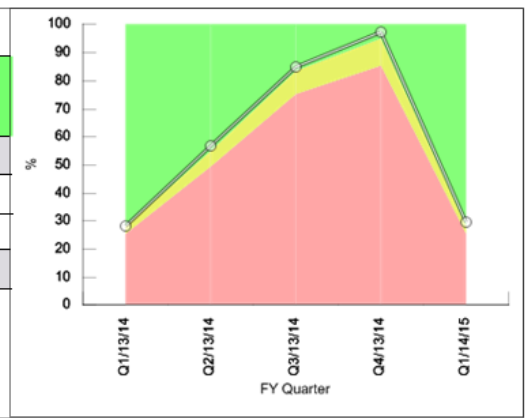
Indicator:	PI 031 - % of calls to contact centre resolved in the contact centre								
Quarter Target:	62.0%				Perf to Date:	63.3			
Annual Target:	62.0%								
2013/14:				2014/15:					
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
63.0% G	63.3% G	61.9% A	64.0% G	65.0% G					
Latest Comments including any necessary action:									



Indicator:	PI 032 - Working days lost due to sickness absence per Full Time Employee (FTE)								
Quarter Target:	2.00 ⬇				Perf to Date:				
Annual Target:	8.00								
2013/14:				2014/15:					
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
1.73 G	3.44 G	6.61 R	8.87 R	2.03 A					
Latest Comments including any necessary action:									
The current breakdown is 51% long term sickness absence and 49% short term absence NB. 10% of total absence is from phased returns to work.									

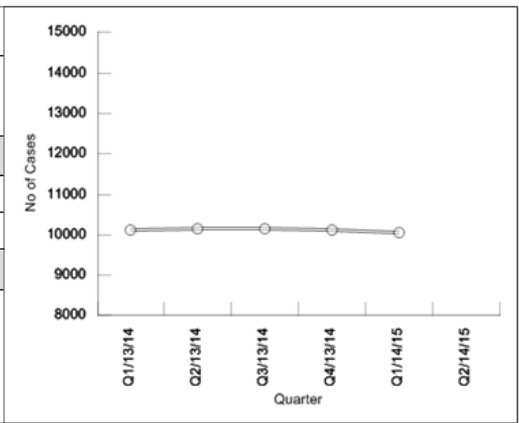


Indicator:	PI 035 - Percentage of Council Tax Collected								
Quarter Target:	28.5%				Perf to Date:	29.64%			
Annual Target:	97%								
2013/14:				2014/15:					
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
28.3% A	56.8% G	84.9% G	97.4% G	29.6% G					
Latest Comments including any necessary action:									

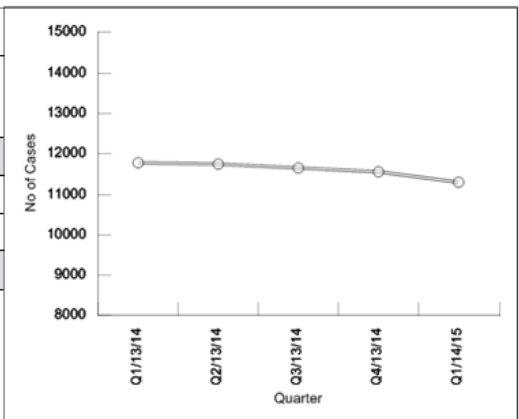


Performance Measures of Trend (no targets set as SSDC do not directly influence):

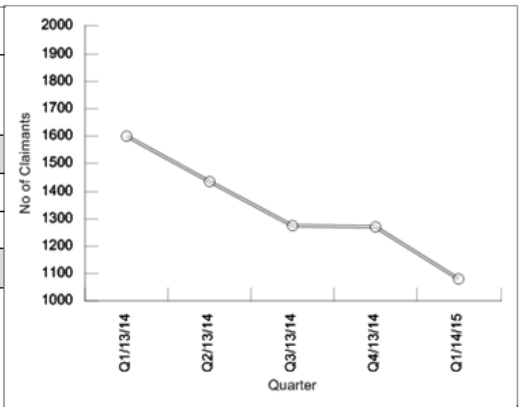
Indicator: PI 001a - Number of Housing Benefit cases received		Perf to Date:					
Quarter Target:	N/A						
Annual Target:	N/A						
2013/14:				2014/15:			
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
10,120	10,158	10,170	10,122	10,075			
Latest Comments including any necessary action:							



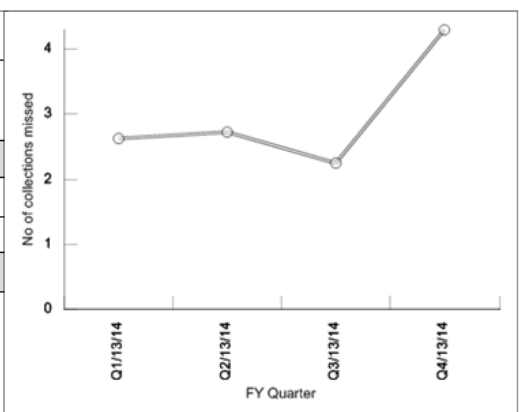
Indicator: PI 001b - Number of Council Tax cases received		Perf to Date:					
Quarter Target:	N/A						
Annual Target:	N/A						
2013/14:				2014/15:			
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
11,802	11,761	11,670	11,568	11,320			
Latest Comments including any necessary action:							



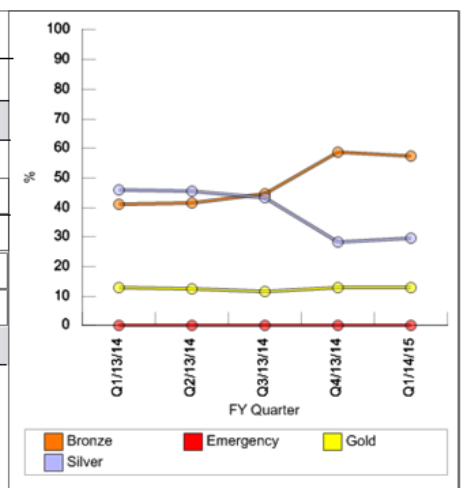
Indicator: PI 002 - Total number of JSA claimants in South Somerset		Perf to Date: 1082					
Quarter Target:	N/A						
Annual Target:	N/A						
2013/14:				2014/15:			
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1,601	1,438	1,275	1,272	1,082			
Latest Comments including any necessary action:							
April 1272, May 1034, June 940							



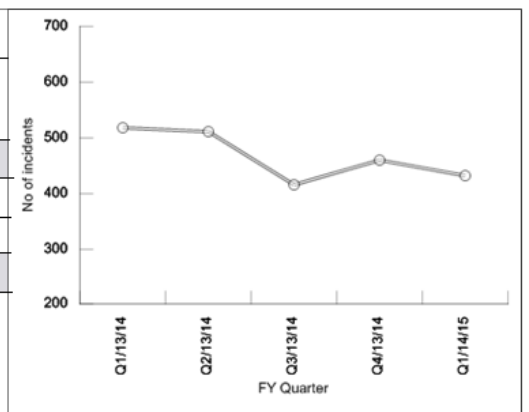
Indicator: PI 009 - Number of bin collections missed per 1000 households (all types - dry recycling and kitchen waste, refuse and garden)		Perf to Date:					
Quarter Target:	N/A						
Annual Target:	N/A						
2013/14:				2014/15:			
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2.63	2.72	2.25	4.28				
Latest Comments including any necessary action:							



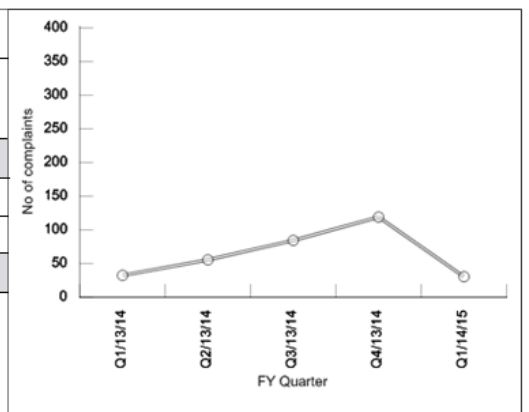
Indicator:	PI 015 - % of households on the Choice Based Letting waiting list (all categories)							
Quarter Target:	N/A				Annual Target:	N/A		
	2013/14:				2014/15:			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Bronze	41.0%	41.8%	44.8%	58.8%	57.3%			
Silver	46.1%	45.4%	43.6%	28.4%	29.8%			
Gold	12.8%	12.6%	11.6%	12.8%	12.9%			
Emergency	0.1%	0.2%	0.1%	0.1%	0.0%			
Latest Comments including any necessary action:								
Bronze	1,599							
Emergency	1							
Gold	359							
Silver	830							



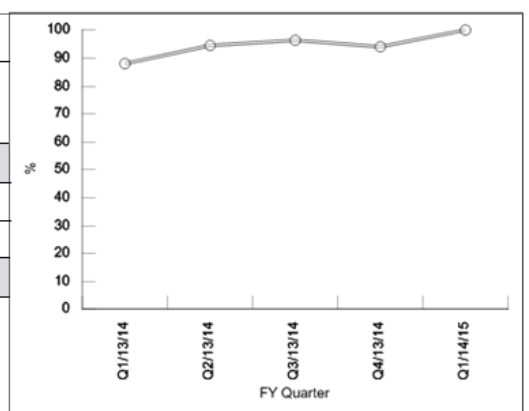
Indicator:	PI029 - Number of incidents of antisocial behaviour reported to SSDC (excluding flytipping and dead animals)							
Quarter Target:	N/A				Perf to Date:	433		
Annual Target:	N/A							
	2013/14:				2014/15:			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	519	511	416	461	433			
Latest Comments including any necessary action:								
This is a marked decrease on the overall number of reports received in the same period last year.								



Indicator:	PI 033 - Total number of complaints received							
Quarter Target:	N/A				Perf to Date:			
Annual Target:	N/A							
	2013/14:				2014/15:			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	34	56	85	119	31			
Latest Comments including any necessary action:								



Indicator:	PI 034 - % of complaints resolved at stage 1 of complaints procedure							
Quarter Target:	N/A				Perf to Date:			
Annual Target:	N/A							
	2013/14:				2014/15:			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	88.2%	94.6%	96.5%	94.1%	100.0%			
Latest Comments including any necessary action:								
Stage 1 - 31 Stage 2 - 0 Stage 3 - 0								



Appendix B
Complaints Monitoring 1st April 2014 - 30th June 2014

Key:
No Complaints

Service	Previous years totals					2014/15 complaints total	Access Method							Type						Stage			Compensation issued? Y/N	Action by SSDC								
	2009/10	2010/11	2011/12	2012/13	2013/14		Email	In Person	Letter	Online	Other	Phone	Via CS	Equality	Failure to deliver	Issue with content/ publication	Issue with Policy/ Decision	Not SSDC	Responsibility	Other Type	Poor Communication	Staff Handling		Stage One (Service Manager)	Stage Two (Assistant Director)	Stage Three (Ombudsman)	NO ACTION REQUIRED	Changes in working practice/ procedure	Improved Communication	Improved Monitoring of Service Delivery	Improved Partnership Working	Problem Rectified
Area East Development	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	No	0	0	0	0	0	0	0
Area North Development	2	2	1	0	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	No	0	0	1	0	0	0	0
Area South Development	8	1	3	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	No	0	0	0	0	0	1	0
Area West Development	0	2	2	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	No	0	0	0	0	0	0	0
Arts and Entertainment	21	31	15	19	13	6	4	0	1	0	0	1	0	1	4	0	0	0	0	0	1	6	0	0	No	1	0	1	0	0	0	0
Building Control	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	No	1	0	0	0	0	0	0
Civil Contingencies	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	No	0	0	0	0	0	0	0
Communications	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	No	0	0	0	0	0	0	0
Community and Health	6	4	4	1	3	1	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	No	1	0	0	0	0	0	0
Countryside	13	9	10	1	1	1	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	No	1	0	0	0	0	0	0
Customer Focus Support	0	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	No	0	0	0	0	0	0	0
Democratic Services	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	No	0	0	0	0	0	0	0
Development Control	88	50	41	21	14	2	2	0	0	0	0	0	0	0	2	0	0	0	0	0	0	2	0	0	No	2	0	0	0	0	0	0
Economic Development	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	No	0	0	0	0	0	0	0
Engineering and Property	2	7	7	2	1	1	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	No	1	0	0	0	0	0	0
Environmental Health	17	14	15	10	17	3	2	0	0	0	0	1	0	0	0	2	0	0	0	0	1	3	0	0	No	1	0	1	0	0	1	0
Finance	2	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	No	0	0	0	0	0	0	0
Fraud and Data	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	No	0	0	0	0	0	0	0
Housing and Welfare	8	5	7	13	8	1	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	No	0	0	0	0	0	0	1
HR	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	No	0	0	0	0	0	0	0
ICT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	No	0	0	0	0	0	0	0
Legal Services	0	0	8	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	No	0	0	0	0	0	0	0
Licensing	4	4	1	0	1	1	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	1	0	0	No	0	0	0	0	0	1	0
Performance	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	No	0	0	0	0	0	0	0
Procurement and Risk	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	No	0	0	0	0	0	0	0
Revenues and Benefits	27	12	20	20	17	2	1	0	1	0	0	0	0	2	0	0	0	0	0	0	0	2	0	0	No	1	0	0	0	0	0	1
Spatial Policy	0	0	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	No	0	0	0	0	0	0	0
Spatial Systems	0	0	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	No	3	0	0	0	0	0	0
Street Scene	86	52	60	59	23	3	2	0	0	0	0	1	0	1	0	0	1	1	0	0	0	3	0	0	No	2	0	0	0	0	1	0
Partnerships	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	No	0	0	0	0	0	0	0
Waste	117	45	20	19	20	8	3	0	4	0	0	1	0	5	0	2	1	0	0	0	0	8	0	0	No	8	0	0	0	0	0	0
Totals =	406	242	237	179	119	31	18	0	8	0	0	3	2	0	9	6	8	2	4	0	2	31	0	0	No	22	0	3	0	0	4	2
							31						31						31			No	31									

Note: A single complaint:

- May be reported using more than one access method.
- May cover more than one type.
- May not always require action or may require more than one action to be taken.

Hence the totals may not always match the total no of complaints in all cases.

Agenda Item 7

Affordable Housing Development Programme

<i>Executive Portfolio Holder:</i>	<i>Councillor Ric Pallister, Strategy and Policy</i>
<i>Strategic Director:</i>	<i>Rina Singh, Place and Performance</i>
<i>Assistant Director</i>	<i>Martin Woods, Economy</i>
<i>Service Manager:</i>	<i>Colin McDonald, Corporate Strategic Housing Manager</i>
<i>Lead Officer:</i>	<i>Colin McDonald, Corporate Strategic Housing Manager</i>
<i>Contact Details:</i>	<i>colin.mcdonald@southsomerset.gov.uk or (01935) 462331</i>

1. Purpose of the Report

1.1 The purpose of this report is to update the Executive on the final position of the Affordable Housing Development Programme for 2013/14 and future prospects in the light of recent confirmations of grant from the Homes and Communities Agency (HCA), in particular taking into account the release of almost £1½m of capital subsidy previously committed by the Council. It further proposes new allocation of funds, including the creation of a mortgage rescue scheme contingency fund and the funding of a new rural scheme at Merriott, and sets out proposals for the review of our Housing Association partners.

2. Recommendation

2.1 The District Executive are asked to:-

- (a) Note the outturn position of the Affordable Housing Development Programme for 2013/14 [*ref section 6*];
- (b) Confirm the de-allocation of funds from Raglan Housing Association, totalling £ 993,000, from the following schemes [*ref paragraphs 9.3 & 9.4*];
 - Great Western Road, Chard Phase 2 (£460,000)
 - Rosebank, Millfield, Chard (£390,000, but leaving £98,000 allocated)
 - Font Villas, West Coker (£143,000)
- (c) Confirm the de-allocation of £180,000 from Knightstone Housing's scheme at Furnham Road (phase II) [*ref paragraph 9.5*];
- (d) Confirm the de-allocation of £80,000 from Yarlington's purchase and repair scheme at Crewkerne, reducing the commitment to £89,000 [*ref paragraph 9.6*];
- (e) Agree the reduction of the remaining Bought not Built allocation for Jephson Housing from £401,000 to £200,000 [*ref section 10*]
- (f) Approve the allocation of £240,000 from the rural contingency fund to Yarlington Housing to underwrite Broadway Farm, Merriott, subject to appropriate planning permission. [*ref section 11*]
- (g) Agree the setting aside of £276,500 to create a mortgage rescue contingency fund [*ref section 12*]
- (h) Confirm that individual allocations for mortgage rescues from this fund be delegated to the Portfolio Holder, subject to a formal report. [*ref section 12*]
- (i) Confirm the allocation of an additional £14,000 to Knightstone Housing in order to make the purchased property in Somerton available on a hybrid rent.) [*ref paragraphs 13.2 & 13.3*];
- (j) Agree the allocation of £65,000 to Yarlington Housing to enable the buying back of a shared ownership property and make it available as a property for rent [*ref paragraph 13.4*];

- (k) Confirm that the Housing Association selection review process be brought forward by one year to be undertaken broadly in the manner described in this report, if possible in collaboration with Sedgemoor and Mendip District Councils, or any other neighbouring local housing authority that may choose to join in. [*ref section 14*];
- (l) Agree that authority to confirm the outcome of that review be delegated to the Portfolio Holder, subject to a formal report [*ref section 14*].

3. Public Interest

- 3.1. This report covers the provision of affordable housing over the past year and anticipates the likely delivery of more affordable homes being constructed during the current financial year. It will be of interest to members of the public concerned about the provision of social housing for those in need in their local area and of particular interest to any member of the public who is seeking to be rehoused themselves or has a friend or relative registered for housing with the Council and it's Housing Association partners.
- 3.2. "Affordable" housing in this report broadly refers to homes that meet the formal definition that appears in national planning policy guidance (the 'National Planning Policy Framework'). In plain English terms it means housing made available to people who cannot otherwise afford housing (owner occupied/mortgage or rented) available on the open market. Typically this includes rented housing (where the rent is below the prevailing market rate for a private sector rented property of similar size and quality) and shared ownership (where the household purchases a share of the property that they can afford and pays rent, also at a below market rate, on the remainder)
- 3.3. This report covers the level of public subsidy secured (which is necessary in order to keep rents at below market rates) and sets out where affordable housing has been completed. It does not cover the letting of the rented housing or the sale of the shared ownership homes; in short, it is concerned with the commissioning and delivery stages only.

4. Background

- 4.1. The overall programme is achieved through mixed funding (Housing Grant [administered by the Homes and Communities Agency - HCA], Local Authority Land, Local Authority Capital, Housing Association reserves and S106 planning obligations) and the careful balancing of several factors. This includes the level of need in an area; the potential for other opportunities in the same settlement; the overall geographical spread; the spread of capacity and risk among our preferred Housing Association partners and the subsidy cost per unit.
- 4.2. A previous report was considered by the District Executive on 1st August 2013 which considered the final outturn for 2012/13 and gave some longer term perspective.
- 4.3. In recent years a significant element of the affordable housing delivery programme has been produced through planning obligations within larger sites being brought forward by private sector developers. However the delivery of these is tied to wider economics, not least the developers view of

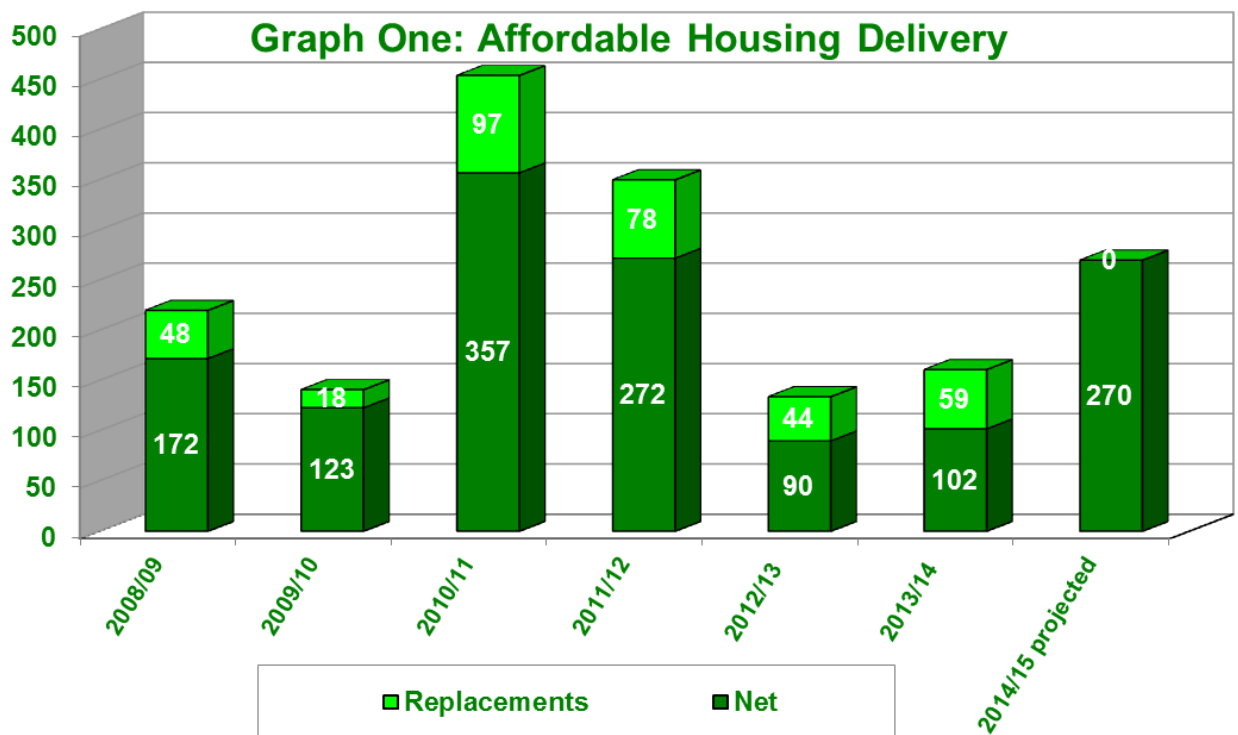
prevailing market conditions and the speed at which they estimate completed properties will sell at acceptable prices. Typically the required affordable housing is agreed at the outset of larger sites, but delivered as the site progresses over a number of years.

4.4. The HCA allocated funds in 2011 for the four year period 2011-15, accounting for the bulk of the programme since then. However there have been other allocations from other (smaller) funds administered by the HCA since then, most notably the Community Led fund and, more recently, the Affordable Housing Guarantee Programme. A new three year programme, covering the period 2015/18, was opened earlier this year, with initial allocations confirmed in late July.

5. The Affordable Housing Programme: A seven-year profile

5.1. The graphs below show the overall shape of the programme over the past six financial years and the projected outturn for the current financial year. Further detail on the first five years covered by these graphs can be found in the previous reports to District Executive (4th August 2011, 2nd August 2012 & 1st August 2013) and is not repeated here. The rest of this report considers the outturn for the last complete financial year, 2013/14 and future schemes which now have grant funding confirmed (either from HCA or from this Council), most of which shall be on site during the current financial year.

5.2. Overall Delivery and Net Gain



5.2.1. Graph one (above) shows the overall size of the affordable housing programme over the past six years and the expected size for the current year. 2010/11 & 2011/12 were the two most successful years ever in delivering affordable homes. This was followed by lower delivery than average over the past two complete years. The average delivery over

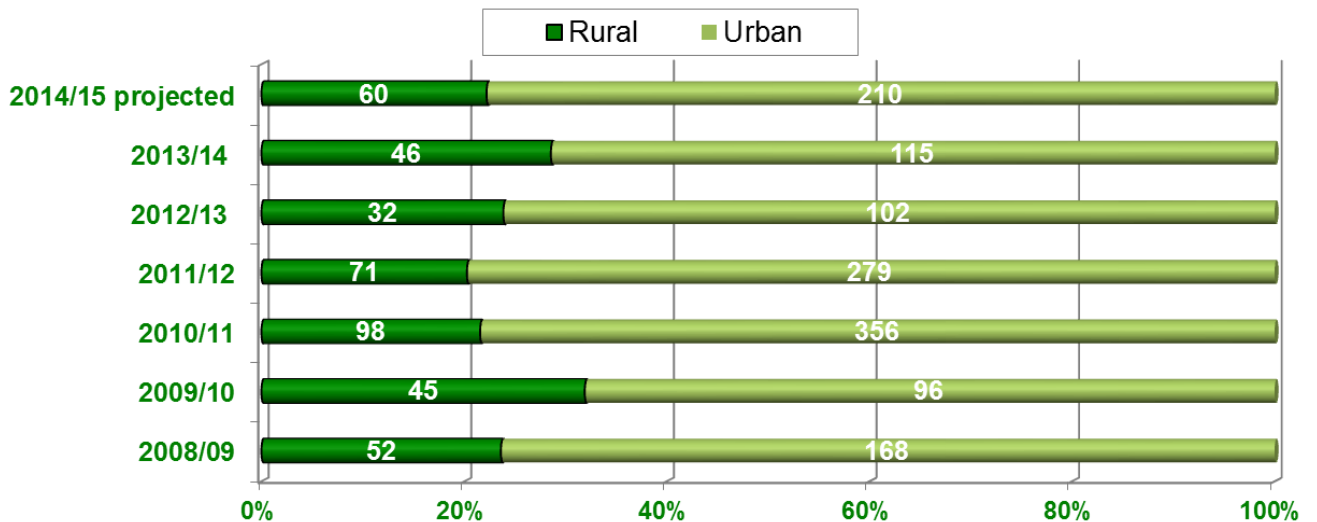
the past six years was 243 (rounded up). The projection for the current financial year is 270.

5.2.2. Graph one clearly shows the contribution to overall numbers made by the replacement properties as Yarlington have worked through the last of the former pre-stressed Reinforced Concrete [PRC] sites inherited from the Council at the time of the stock transfer. However it should also be noted that the redevelopment of these sites has also made a significant contribution to the net gains as additional homes have been developed within each of the affected sites. The last of these redevelopments was completed last year.

5.3. Rural Delivery

Graph two demonstrates that we have consistently delivered around 20-30% of all new affordable homes in settlements of under 3,000 population.

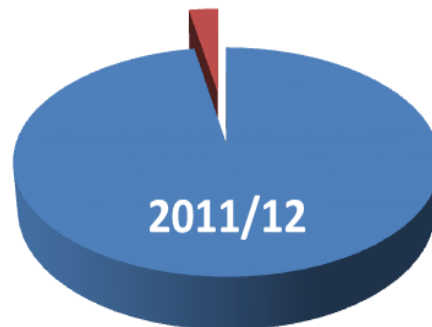
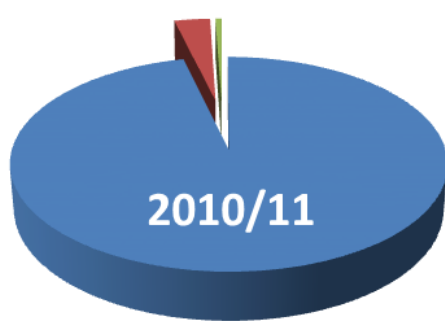
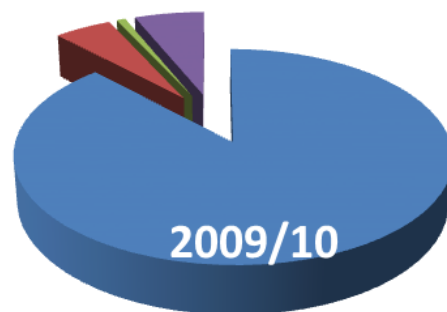
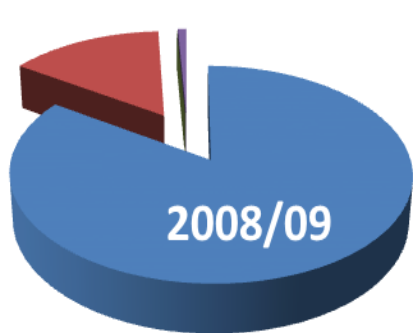
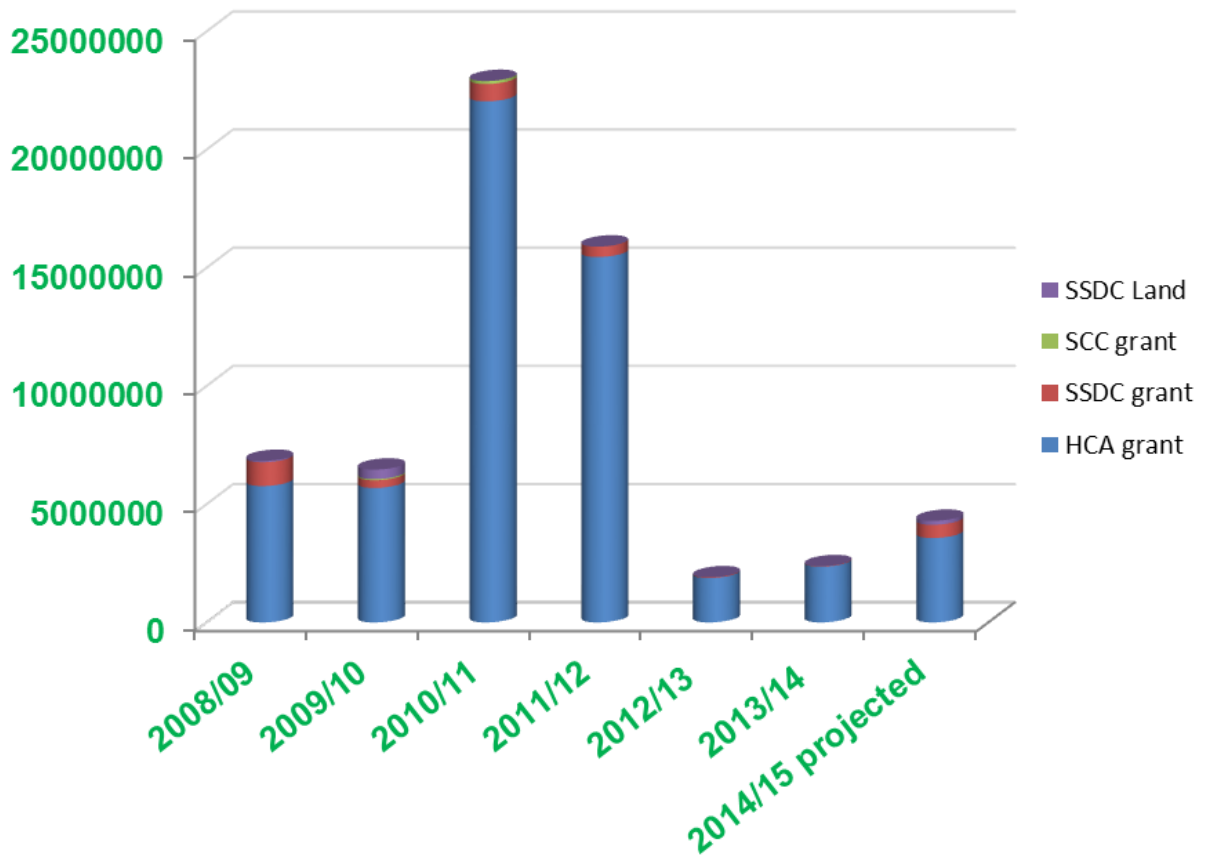
Graph Two: Rural Housing As A Proportion

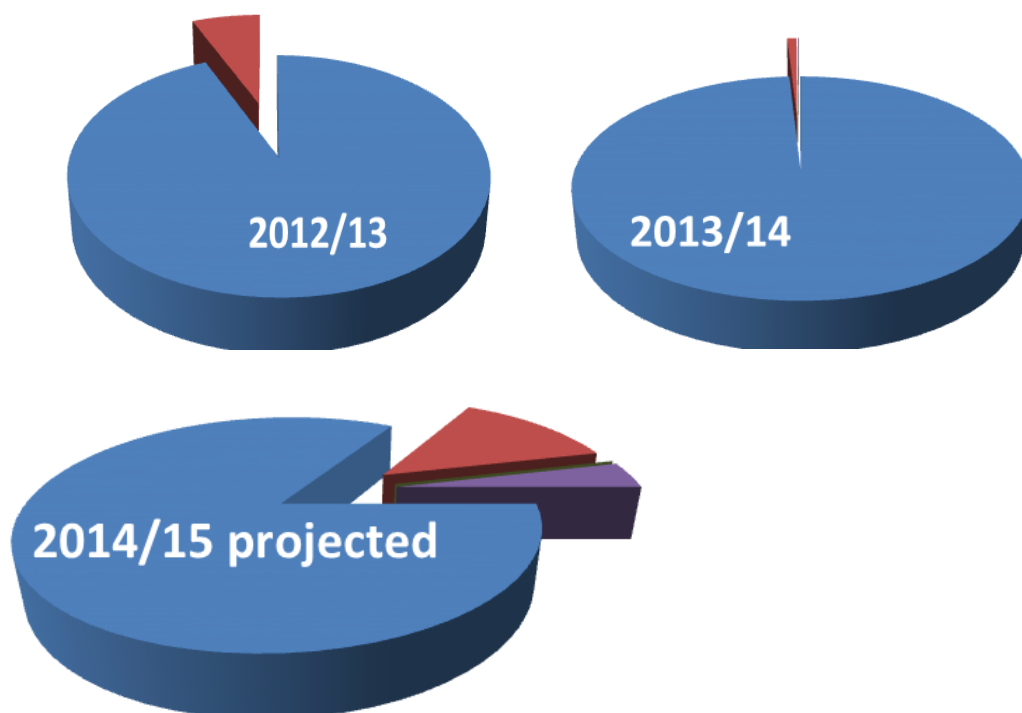


5.4. Public subsidy

5.4.1. Graph three shows the level of public subsidy associated with schemes completing in each financial year. It should be noted that subsidy is paid at various stages and in most cases some proportion of the subsidy will have been paid over in the financial year/s prior to the year of completion, as the development has progressed. Capital subsidy from the Homes and Communities Agency has been (and will continue to be) the dominant feature.

Graph Three: Level of Public Subsidy Associated With Completed Schemes





5.4.2. Over the past six years the total value of public subsidy has been as follows:

Homes & Communities Agency	£ 52,936,077	(94%)
District Council (Capital Grant)	£ 2,559,150	(5%)
District Council (Land Value)	£ 457,000	(1%)
County Council (Capital Grant)	£ 175,000	(<1%)
Total public subsidy	£ 56,127,227	

The pie charts show the relative degree of funding from these sources

5.4.3. Over the same six year period the capital receipts arising from former Council tenants exercising their preserved Right to Buy on Yarlington properties were as follows:

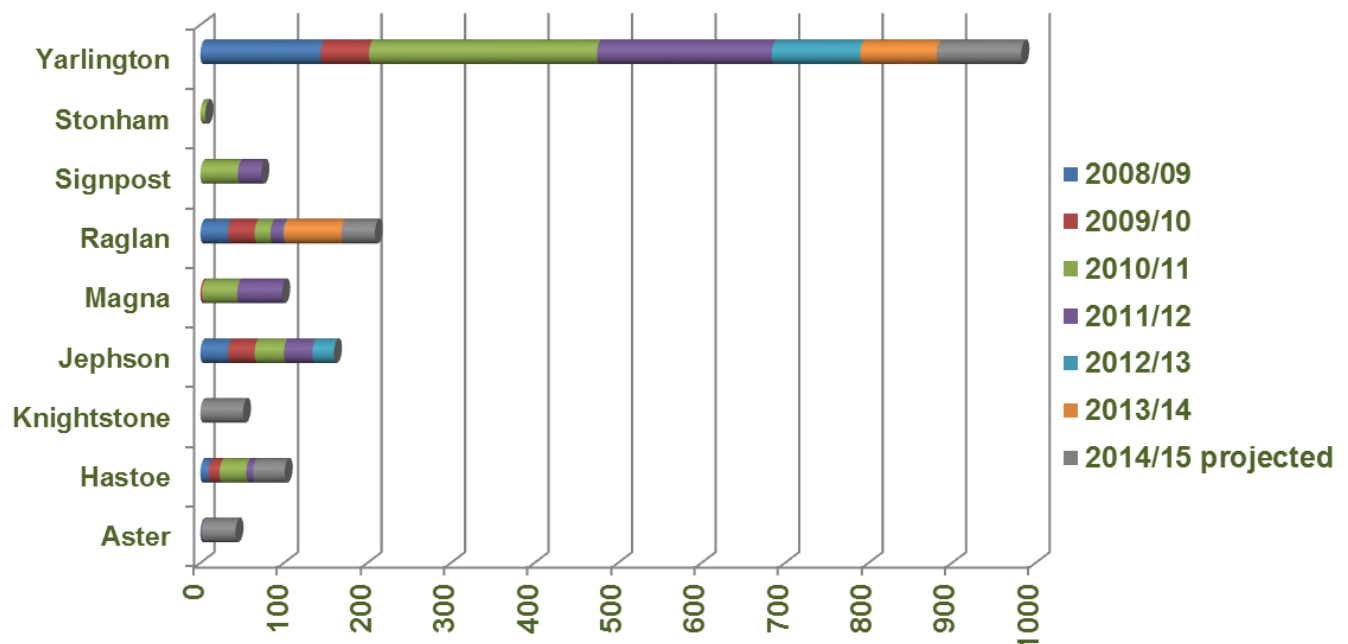
2008/09	£ 260,282
2009/10	£ 373,849
2010/11	£ 322,811
2011/12	£ 750,868
2012/13	£ 981,546
2013/14	<u>£1,429,103</u>
Total	£4,118,459

5.4.4. Graph three and the associated pie charts do not include the historic subsidy (in the form of a 'dowry' derived by the reduced capital receipt at the time of the council's large scale voluntary stock transfer) which has effectively gone into the replacement (but not net gain) properties on the Yarlington PRC estates. Equally these graphs do not show the recycled funds used by Housing Associations arising from 'staircasing' in shared ownership (where the lessee purchases a further tranche of the equity) or the outright disposal of a rented property.

5.5. Delivery by Association

5.5.1. Graph four A shows the delivery over the seven year period (including the projected delivery for the current financial year) broken down by Housing Association. The majority of the programme over the long term has been delivered by Yarlington, which delivered 882 new homes (including the replacement properties) over the past six years and is projected to deliver a further 101 this financial year.

Graph Four A: Delivery by Housing Association



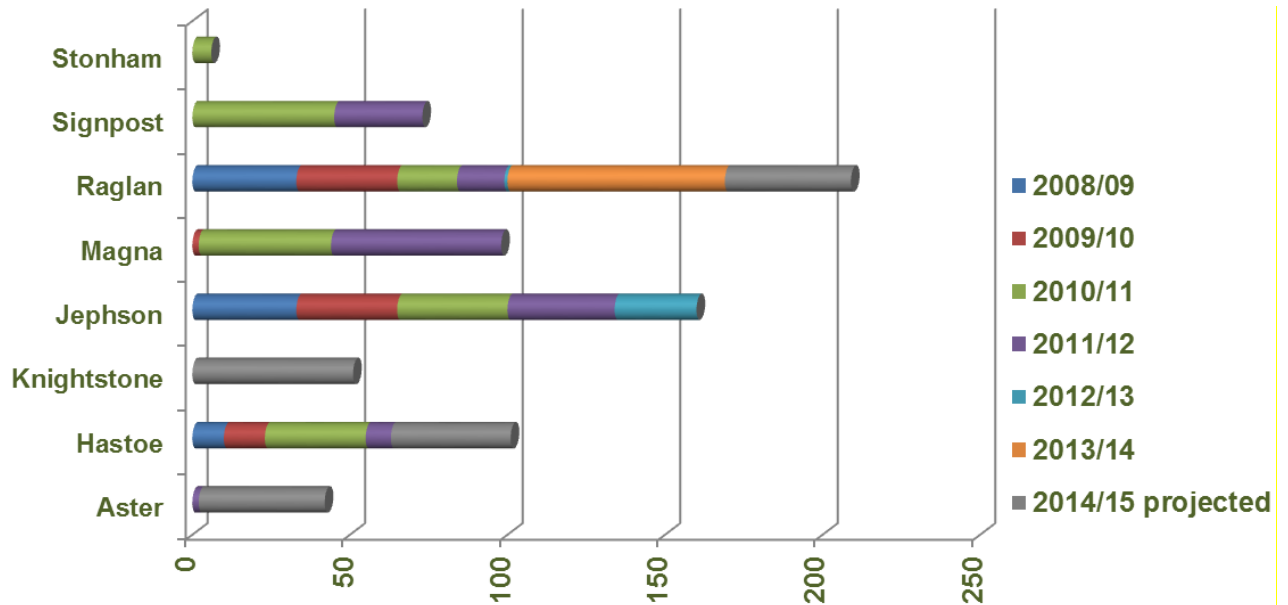
5.5.2. To get a better perspective of relative delivery by the other housing associations we work or have worked with, graph four B repeats the same data but excluding Yarlington.

5.5.3. It should be noted that these graphs do not include a very small number of affordable dwellings delivered directly by private sector developers such as the 'First Buy' homes completed at Maiden Beech in Crewkerne by Persimmon.

5.5.4. The homes produced by Magna and Signpost are all at the Lyde Road key site in Yeovil, although neither association was selected as a main partner with the Council at the time. Since completion as part of a much wider stock swap exercise, the Signpost homes have since transferred to Knightstone Housing Association.

5.5.5. Both Aster and Knightstone were appointed as main partners in January 2011, following an extensive selection exercise undertaken in conjunction with Mendip and Sedgemoor District Councils.

Graph Four B: Delivery by Housing Association, excluding Yarlington



5.6. Outcome rents

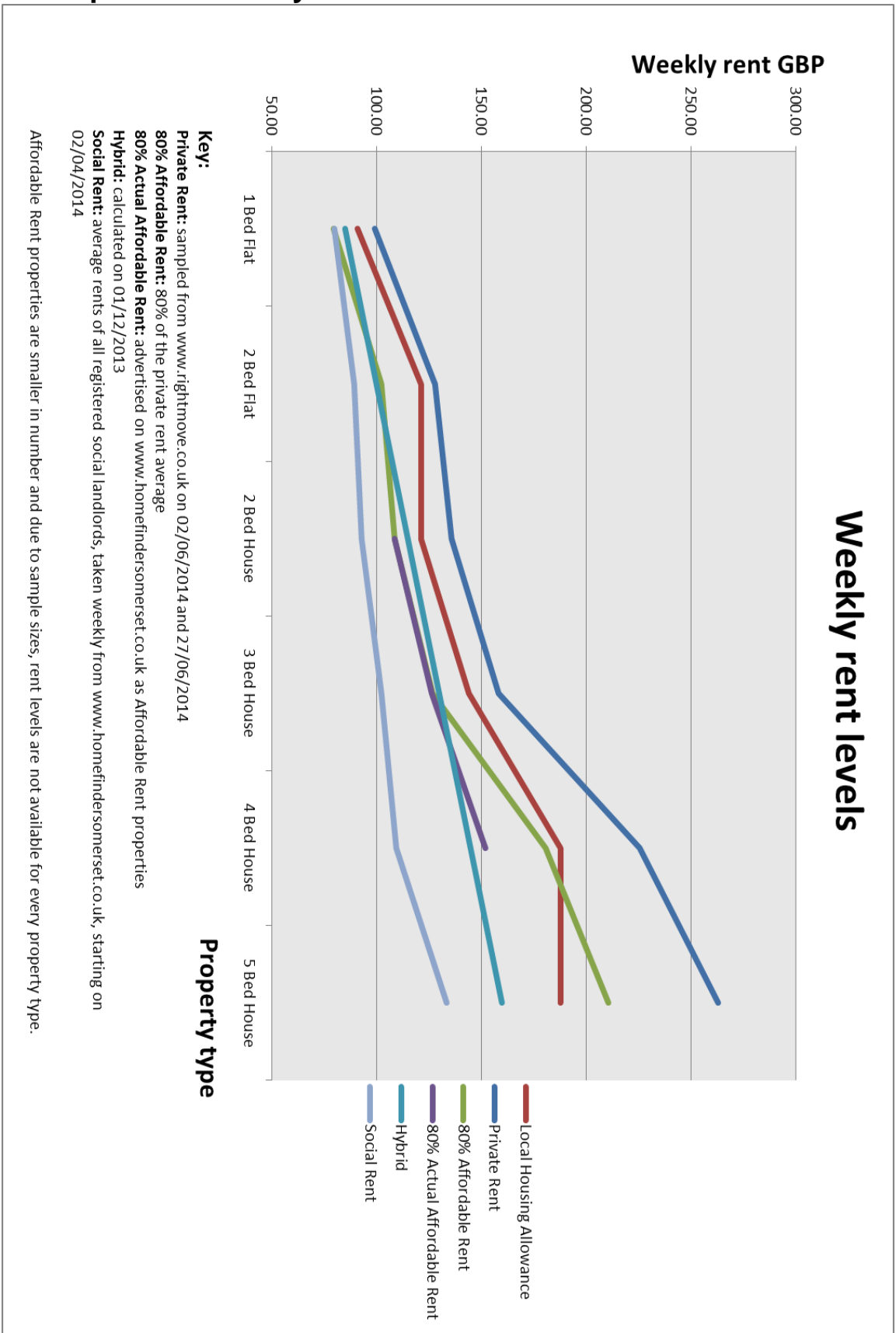
5.6.1. Graph five shows the most recent analysis of weekly rent levels, demonstrating the relationship between market rents, social rents, affordable rents and our own 'hybrid' rent model. The graph shows average rents for properties across the district so should be taken with some caution as there is some geographical variation, particular pronounced in the private rented sector.

5.6.2. The local housing allowance is the maximum payable under Housing Benefit and was originally based on the 30th percentile rent in a broader housing market area (most of South Somerset falling into the Yeovil broad area) although it has been frozen and is now set to rise by 1% annually in future, making it increasingly worth less than the 30th percentile. Note there is no local housing allowance for a five bedroomed property – the highest is for four bedrooms.

5.6.3. The 80% affordable rent, shown here as a green line, is the predicted rental outcomes of the Governments affordable rent model – whereby new housing association properties (and some 'conversions' from existing properties when they become vacant) are charged a rent of 'up to' 80% of the market rent for that property. It is important to note here that this line is the predicted line only and is literally based on 80% of the averages in the private rented sector as sampled.

5.6.4. The 80% actual affordable line, shown here as a purple line, is the actual rents charged on dwellings recently constructed or 'converted' in South Somerset. This is based on a small sample of 2,3 & 4 bedroomed houses, taken from the advertised rents on the Homefinder Somerset website, because there are still a relatively small number of properties on this rent regime. No flats have been taken into account as none have been let on an Affordable rent this financial year.

Graph Five: Weekly Rent Levels 2014/15



5.6.5. The hybrid affordable line, shown here as a bright blue line, is the proposed guidance rents for properties entirely funded by the district council. This line shows rents higher than traditional social rents, embracing the Government's move towards higher rents in order to reduce initial capital subsidy required. This is the only linear line on the graph, with proposed standard differentials, i.e. a set increase per additional bedroom. The hybrid line also ensures that if properties are provided of a mixed rent regime on the same estate, the rent for a larger property will be higher than that of a smaller property on the full 80%. In theory the HCA should embrace the hybrid line as it is funding schemes of 'up to' 80% and, therefore, the hybrid line is an affordable rent. However, in practice, almost all HCA funded affordable rent properties have been at the full 80% (the exception being the four bedroom house at Barton St David). The hybrid line is not a formally adopted policy as such and is being used for guidance only when negotiating the balance between levels of grant and outcome rents on schemes to be funded by the council.

5.6.6. The last line shows social rents, the traditional rent regime for housing association properties and by far the most prevalent (bearing in mind vacancies arising from within the existing stock).

5.6.7. The graph demonstrates the increasing gap between rent regimes the larger the property, with rents for flats generally converging whether on social, affordable or hybrid rents. However the graph fails to show the relationships by location, with all the data being depicted on a district wide average basis. Discussion on some pipeline schemes shows that projected outcome rents on a one bedroom flat in some villages may vary by as much as £8 per week from the social rent for the same property.

5.6.8. For schemes with close to, or lower than, district wide average valuations, there will be little discernible difference between the Affordable Rent and the hybrid rent up to a three bedroomed house, but we may still need to keep rents for larger properties down to hybrid level. For schemes with higher than district wide average valuations, for example in many of our villages, a more careful case by case approach may be needed with rents capped at hybrid level on smaller property sizes, in some cases perhaps on all properties.

5.7. New Homes Bonus

5.7.1. The affordable housing programme has made a significant contribution towards the payment of 'New Homes Bonus' to the Council. Our two most successful years ever coincided with the start of the New Homes Bonus, which is calculated on the overall gain in properties. However for the purposes of New Homes Bonus, the Government look at the gains over a 12-month period ending in October, rather than the delivery over a traditional financial year.

5.7.2. In addition all new affordable homes earn an affordable homes bonus of £350 per property (£280 after 20% has been allocated to the County Council), or £ 2,100 over the full six year period. On this basis the

delivery of affordable homes over the financial year 2014/15 will generate a total additional payment *alone* of over £ ½ million over a six year period (overall affordable housing accounts for roughly half of all monies received through New Homes Bonus).

6. 2013/14 outturn

- 6.1. During 2013/14 a total of 161 new affordable homes were completed, of which 59 were the final replacement properties (i.e. following the demolition of concrete built properties) and the net gain was 102 (just eight dwellings more than the net gain in the previous financial year 2012/13. The full details are shown at Appendix A.
- 6.2. Together Raglan and Yarlington delivered eight schemes in six different settlements, benefitting from just over £2¼ million in public subsidy from the HCA supplemented by £19,500 capital grant from the District Council and a small amount of land valued at just £2,000. This includes four properties acquired by Yarlington under the mortgage rescue programme which the HCA has now closed. Knightstone and Hastoe also had schemes on site, but these were not due to complete until the current financial year. The delivery outcomes for the year splits into rough thirds with one third in Yeovil (55 dwellings), one third in Chard (50 dwellings) and the remaining one third in five more rural settlements (56 dwellings).
- 6.3. With the building of the last 43 replacement homes at St George's Avenue, Yeovil and 16 at Cumnock Crescent, Castle Cary, Yarlington have completed the redevelopment of all concrete homes ahead of schedule.
- 6.4. The Yarlington scheme at Pen Mill, Yeovil and the Raglan scheme at Hayes End, South Petherton have both been completed without recourse to public subsidy, with the affordable housing elements being delivered through planning obligations alone. On a third site, Mitchell Gardens in Chard, Yarlington took possession of the first four dwellings without public subsidy last financial year but the scheme is not due to complete (with a further seventeen dwellings, including the social rent element) until the current financial year.
- 6.5. The Raglan scheme at Great Western Road, Chard also has further properties due to be delivered during the current financial year, but these form a second, separately funded phase. The first 46 dwellings were funded through the HCA under their 2011-2015 programme.
- 6.6. 2013/14 is the first year where the number of new Affordable Rent dwellings delivered is greater than the number delivered as social rent. Given that the HCA will no longer fund schemes on social rent, one might expect this to be the trend for the future. However we still insist on 2/3rds of those dwellings delivered under planning obligations alone as being on social rent, so the proportions will vary over time depending on the timing of peaks and troughs in the different forms of delivery.
- 6.7. The Raglan scheme at Barton St David is our most recently completed rural exception scheme and has been widely seen as one of the most successful in terms of overall design and how it sits within the village environment. The scheme is entirely rented dwellings with twelve properties being let at the 80% Affordable Rent and the largest, the four bedroom house, effectively

being let at a hybrid rent somewhat below the 80%. However the rent here has been accepted by the HCA as within its definition of 'up to 80%' and therefore the entire scheme is classed as being on Affordable Rent.

7. Current Year (2014/15) Programme

- 7.1. During 2014/15 we expect a total of 270 new affordable homes to be completed. The full details are shown at Appendix B. The figure is subject to some fluctuation as sites progress, for example delays due to adverse weather, but it is also possible, albeit less so, that other schemes currently projected to complete in 2015/16 may finish earlier than expected and thus fall into this financial year.
- 7.2. Currently we expect five Associations to deliver eighteen schemes in thirteen different settlements using just over £ 4¼ million in public subsidy (of which just over £ ½ million is allocated by SSDC and just over £ 3½ million is allocated from the HCA). In addition two schemes (both with Raglan) benefit from the use of Council land at a peppercorn. The programme also includes two extensions, both to create a five bedroom house (one of which is already completed by the time of submission of this report), and two acquisitions (known as 'purchase and repair').
- 7.3. Just over a quarter of all expected completions this financial year will be in Chard, more than any other settlement. Three of the four sites due to complete in Chard have arisen from us asking our housing association partners to focus on Chard after several years of relatively low delivery.
- 7.4. Seven sites across the district, accounting for just over half of the total number expected to be delivered, produce affordable housing under a planning obligation, largely without recourse to public subsidy. Perhaps the most significant of these is the Lufton key site in Yeovil where we expect delivery of the first 59 dwellings before the end of the financial year.
- 7.5. There are currently two rural exceptions schemes under construction, both being partnerships between a Community Land Trust (CLT) and a Housing Association. The ten dwellings built by Yarlinton at Norton-sub-Hamden (strictly speaking within the parish of Chisleborough) are due to be handed over ready for occupation later in the month. Another twenty properties are being built by Hastoe at Queen Camel and are due to be completed this financial year, having had some delays in the development process.
- 7.6. The actual outcome for this financial year could be augmented with some additional individual properties such as further mortgage rescues or Bought not Built properties.

8. Projected Programme: 2015/16 onwards

- 8.1. For the remainder of the period 2015-18 we currently expect at least a further 99 new affordable homes, roughly two thirds of these in Yeovil. The full details of confirmed schemes are shown at Appendix C. This does not include some sites where affordable housing should be delivered through planning obligations alone which have been omitted because we cannot be certain of delivery dates and it is even possible that in some cases the private sector developer will never build out the site under the current

planning permission or may seek to vary the s106 agreement to reduce or remove the affordable housing element on grounds of viability.

- 8.2. Six Housing Associations are set to deliver nine schemes in five different settlements. This will use just over £ 2½ million in public subsidy, of which £148,000 is now required from the district council.
- 8.3. It is entirely possible that additional schemes will come forward under the new HCA three-year programme, as half of all the funds (nationally) have been held back for 'CME' (Continuous Market Engagement), meaning that Housing Associations can submit individual bids at any time.
- 8.4. This report is not making any predictions over the timing of the remaining key sites and the level of affordable housing that this might produce without access to further subsidy.

9. New HCA Funding Allocations

- 9.1. Since the last such report to the District Executive (last August) the HCA has made a number of new funding allocations, chiefly through the new 2015-18 three year programme, for which there was a bid round in the spring (announcement of successful bids made in July), but also some under the interim affordable homes guarantee programme (AGHP). This includes just over £ 2¼ million for the current year's programme and a further just over £ 2¼ million for schemes due to complete next year and beyond.
- 9.2. Under the new programme only half of the budget has been allocated nationally (outside London) with the remainder held back for 'Continuous Market Engagement' (CME). CME basically means that Housing Associations can submit a bid on a particular scheme at any time and it will be assessed on its own merits (rather than as part of an overall package). However, unlike previous funds set aside for CME in the past, none of the money is earmarked geographically (except London), so there is no guarantee that any of the remaining funds will come to the South West. On the other hand when such opportunities have arisen before the South West, and South Somerset in particular, has a good track record of capturing monies not taken up elsewhere.
- 9.3. Three of the schemes currently underway with Raglan (and due to complete this financial year) have received full or partial funding from the HCA when previously the District Council had committed funds to ensure their completion. Two schemes in Chard – Rosebank, Millfield and phase 2 of Great Western Road – have received funding under the interim AGHP programme. The third is the scheme at Font Villas, West Coker which has now been confirmed under the 2015/18 programme. Together these HCA allocations release over £1m of Council capital subsidy.
- 9.4. In the case of Rosebank, Millfield, Chard there remains an assumption of up to £98,000 in subsidy from the District Council, releasing £390,000. In the case of Font Villas, West Coker there remains subsidy from the District Council in the form of the value of the land transferred, but £143,000 is released from being committed under the capital programme. In the case of phase 2 of Great Western Road, the entire subsidy is now coming from the AGHP, releasing £ 460,000 of Council capital subsidy.

- 9.5. Another scheme, the extension of the Furnham Road development in Chard being undertaken by Knightstone, has also been awarded funds from the HCA under the 2015/18 programme. It should be noted that this proposed scheme is still subject to appropriate planning permission. However the District Council had previously underwritten the subsidy required for this scheme and thus a further £ 180,000 can be released.
- 9.6. A further scheme, the purchase and repair of two existing properties in Crewkerne by Yarlington, has been awarded some funds from the HCA under the 2015/18 programme. The original allocation was £169,000 but after the award of £80,000 contribution from the HCA, the District Councils allocation can now be reduced to £89,000.
- 9.7. The total committed funds released from these schemes is £1,253,000, leaving a residual allocation of just £98,000 for Rosebank, Millfield and £89,000 for the Crewkerne purchase & repair properties. The District Executive is recommended to adjust the capital programme accordingly.
- 9.8. It should be noted that the allocations made by the HCA for these schemes, as reported in the appendix, vary from the sums originally committed by the Council. There are two main reasons for this. Firstly, that by being awarded funding by the HCA, the schemes can be further subsidised by using funds raised from disposals and, to a lesser extent, rent conversions (raising the rent from Social Rent to Affordable Rent on an existing property between tenants with no corresponding increase in running costs). Secondly, that the HCA expect Affordable Rents of ('up to') 80% prevailing market rent on such schemes whereas our funding would have capped some of the rents at a slightly lower level (on the 'hybrid' model)

10. Five Bed Needs

- 10.1. There are a small number of households registered on Homefinder Somerset for rehousing in larger properties in South Somerset. During this financial year we expect to achieve at least three new five bedroom houses in Yeovil. One of these has already been acquired by Knightstone as part of a package of a small number of properties acquired at the Lyde Road key site combining both the last remaining properties due without recourse to public subsidy and a small number of additional properties achieved through an HCA allocation. Two more are being created by conversions of existing properties, one with Raglan and one with Yarlington. The Raglan conversion has been completed and allocated to an eligible household. We are also aware of a household who were able to access a five bedroom house in Taunton through the Homefinder Somerset system and another who were able to transfer to a four bedroom property, thus taking them out of gold band.
- 10.2. There is also an outstanding capital allocation (with Jephson Housing) for larger Bought not Built properties. The Bought not Built route can meet identified individual needs but does not compare well (on a purely accountancy basis) in terms of subsidy required when compared with new build developments. Acquiring an existing built property carries the further risk of not being required at a later date, whereas the new build route, and some conversions, can include designs allowing the property to be easily split into two smaller properties at a later date if necessary.

- 10.3. The current position is that we now have two families in gold band, and two in silver band, requiring five bedrooms immediately. Of these four cases, two need to be in Yeovil. Completion of the Yarlington extension will reduce this to three families and we expect a further five bedroom property to come forward as part of the HCA funded programme during 2015/16 (possibly earlier).
- 10.4. It is therefore recommended that the remaining allocation for Bought not Builts is reduced by half, leaving sufficient funds to purchase at least two more properties if necessary.

11. Proposed new Rural Scheme: Merriott

- 11.1. Yarlington submitted a bid to the HCA 2015/18 funding round for a proposed new scheme at Merriott. The bid was initially rejected and Yarlington are reviewing the scheme in an attempt to bring the required grant rate per unit down and then resubmit it when the CME process begins. The scheme will produce six affordable dwellings alongside some market housing and is subject to appropriate planning permission being granted.
- 11.2. It is suggested that the District Council agree to allocate funds from the rural contingency fund in order to give Yarlington the confidence to bring the scheme forward. It is proposed to allocate a maximum of £40,000 in subsidy per dwelling, making a total commitment of no more than £240,000 for the proposed scheme. However Yarlington will still resubmit for HCA funding when the CME process commences with the intention of reducing or removing the need for capital subsidy from the Council.
- 11.3. In the event that HCA funding is made available under CME, or in the event that the scheme is abandoned (for example due to unresolvable planning issues), the unused allocation can be returned to the rural contingency fund.

12. Mortgage Rescue

- 12.1. The HCA funding for mortgage rescue properties was only in place until the end of March 2014 and has now closed to new cases, although it is understood that any cases referred to the Agent before this cut off date will continue to work their way through. As shown in Appendix A, Yarlington completed four mortgage rescues during 2013/14. They also completed four during 2012/13 and Aster completed two during 2011/12, as previously reported to the District Executive. The four completed last financial year received public subsidy of £69,096 on average. The four completed in the previous financial year received an average of £69,119. The two undertaken by Aster during 2011/12 received an average of £69,176.
- 12.2. In order to enable this particular homeless prevention option to continue it is proposed to set aside £276,500 as a contingency sum to subsidise up to four further mortgage rescues (at an assumed average of £69,125). In order to retain flexibility it is not proposed that this allocation be restricted to any particular Housing Association but should, rather, be available for any of our main partner Housing Associations to use. The purchase of individual properties should require specific approval in each

case, but in order to ensure that a timely decision is made it is suggested that this be delegated to the Portfolio Holder, subject to a formal report.

13. Special needs cases

13.1. Two further allocations are sought in order to assist with the programme of rehousing special needs cases, usually where a specific physical disability which cannot be readily met within the existing requires a bespoke solution and no opportunities arise within any pipeline schemes.

13.2. Knightstone Housing have purchased an existing bungalow from the open market in Somerton (included in Appendix B) with the intention of meeting the specific needs of a particular household. Sadly the person that required the particular features this bungalow could offer passed away before being able to take up residency. There are two other households with similar physical needs that could be considered for this property. However the original financial calculations were based on the property being occupied on a shared ownership basis and this will not be possible for either of the alternative households.

13.3. Knightstone have calculated that they would require an additional grant of £ 25,000 to be able to let the property on a social rent. Given the level of grant we have already committed to this property, it is proposed that an additional grant of £14,000 be allocated which will result in a hybrid rent of approximately £116 per week, about £11 per week higher than the social rent for the property but lower than the 80% Affordable Rent and within the Local Housing Allowance.

13.4. In another case an existing Yarlinton shared ownership household with a particular physical need is moving into a bespoke unit with a different Housing Association. As they have not been able yet to sell on their share of the existing property, rather than allow this to remain empty, Yarlinton have calculated a level of grant required to 'buy back' the equity share and convert the property concerned to rent. If the property were to be let at social rent, the total grant required would be £65,000. This reduces to £57,000 if the property were to be let on an Affordable Rent. It is proposed that £65,000 be allocated in order to bring this property into use. It should be noted that this subsidy does not result in any net gain in the overall provision of affordable housing, but simply changes the tenure of an existing dwelling.

14. Review of Selected Partners

14.1. We have operated a system of preferred Housing Associations partners for about twenty years, choosing our main partners on a range of criteria (not just concentrating on the efficiency and effectiveness of their development function but also taking into account their record of housing management, such as their ability to robustly respond to substantiated incidents of antisocial behaviour).

14.2. The system has evolved over that time and been reviewed three times. The most recent review was undertaken in conjunction with Sedgemoor and Mendip District Councils, which had the added advantage of sharing resources to run the process and Housing Associations having to produce one submission rather than three. The process completed early in

2011 with the new partnerships implemented that April for an intended five year period.

14.3. South Somerset and Mendip currently share the same five main partner Associations:

- Aster Housing
- Jephson Housing
- Knightstone Housing
- Raglan Housing
- Yarlington Housing

14.4. Sedgemoor chose four of the same but appointed SHAL rather than Aster as their fifth. Hastoe was not appointed as a main partner but remains an approved partner with recognised specialism in providing rural housing such as on exceptions sites.

14.5. There is currently a proposed merger between Jephson and Raglan, with a joint transition Board already appointed. Assuming this does go ahead, we will be reduced to four main partners, as will Mendip and Sedgemoor. There is a risk (in terms of sector capacity) of 'too many eggs in too few baskets' which could seriously impact on delivery throughout Somerset should anything happen to any one of the remaining main partner Housing Associations (for example a moratorium on new building brought about by a significant failure on a site elsewhere in the country). It is also good practice to give private sector developers a wide enough choice when suggesting potential named Housing Associations to receive the affordable housing in s106 Agreements. As the previous selection exercise was run about four years now, it is not prudent to simply 'promote' the Housing Association that came sixth.

14.6. Instead it is suggested that the review process is brought forward by a year with the intention of having a revised partnership in place by April 2015 (rather than April 2016). An initial discussion between the relevant officers suggests that Mendip and Sedgemoor will wish to act collaboratively again and the current proposal is to follow broadly the same process as last time, which went as follows:

- Expressions of interest, including from the existing preferred partners, were sought at the start of November 2010, followed by a two stage assessment process.
- The first stage consisted of analysis of information requested. Based on a strict scoring schema Housing Associations were awarded partner status if they achieved a minimum acceptable score.
- The highest scoring Housing Associations were then invited to a second stage interview in January 2011. The interview panel consisted of the relevant portfolio holder and a senior officer from each of the three participating Councils. Last time interviews were held over two days at South Somerset's Council Offices.
- The overall scoring was balanced 70% from the first stage assessment and 30% from the second stage interview and each Local Authority appointed five new 'main partners'. (All three Councils had set out to appoint at least four but reserved the right to appoint a fifth in the event of a high degree of overlap in order to ensure a good spread of risk and capacity).

- Approval for the submission and joint assessment process and confirmation of the outcome were both portfolio holder decisions based on a formal report and published in the Executive Bulletin.

14.7. Subject to confirmation from this meeting of the District Executive, it is proposed that the revised process commences immediately, starting with the relevant officers from the participating Councils reviewing the criteria and scoring schema.

15. Financial Implications

Affordable Housing Reserve	£,000 (rounded)
Balance b/f (per DX report August 13)	1,385
Allocation to Larkspur Crescent, Raglan (5 Bed), Yarlinton (5 Bed) & Knightstone Bungalow Conversion (District Executive August 13)	(214)
Allocation to Lyde Road (Portfolio Holder Report October 13)	(30)
Allocation to Furnham Road (District Executive December 13)	(180)
Allocation to 80 South Street (District Executive April 14)	(100)
Allocation to Caravan for Flood Victim (Urgent Decision May 14)	(15)
Allocation to Larkspur Crescent (Portfolio Holder Report June 14)	(56)
Allocation to Crewkerne BNB (Portfolio Holder Report June 14)	(169)
Balance remaining for 2014/15	621

15.1 If the District Executive approves the proposal to de-allocate:

- £850,000 from Raglan Housing Association,
- £180,000 from Knightstone Housing,
- £80,000 from Yarlinton,
- £201,000 from Jephson Housing;

as per the recommendations, this affordable housing reserve will increase to £1,932,000.

15.2 Following this, if the District Executive approves the proposal to allocate:

- £276,500 to a mortgage rescue scheme fund,
- an additional £14,000 to Knightstone Housing,
- £65,000 to Yarlinton;

as per the recommendations, this affordable housing reserve will then decrease to £1,576,500.

15.3 The general contingency funding has traditionally been held back to meet operational requirements, such as "Bought not Builts" for larger families; mortgage

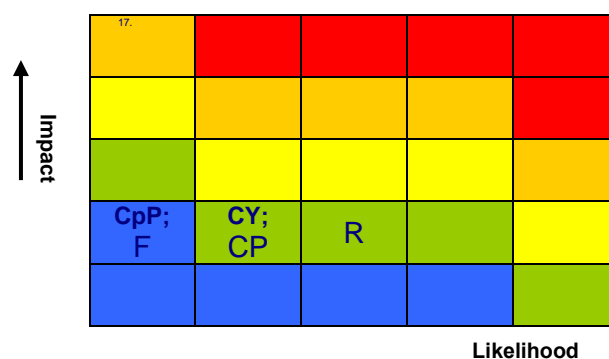
rescue and disabled adaptations specifically designed for clients where opportunities do not exist in the current stock.

Affordable Housing Rural Exception Schemes	£,000 (rounded)
Balance b/f (per DX report August 13)	546
Allocation to Horton (Portfolio Holder Report October 13)	(48)
Allocation to West Coker (Portfolio Holder Report October 13)	(143)
Current balance remaining for 2014/15	355

15.4 If the District Executive approves the proposal to de-allocate £143,000 from Raglan Housing Association, as per the recommendations, this Rural Exceptions Reserve will increase to £498,000.

15.5 Following this, if the District Executive approves the proposal to allocate £240,000 to Yarlinton Housing Association for the proposed scheme at Merriott, this rural exceptions fund will reduce to £258,000.

16. Risk Matrix



Key

Categories	Colours (for further detail please refer to Risk management strategy)
R = Reputation	Red = High impact and high probability
CpP = Corporate Plan Priorities	Orange = Major impact and major probability
CP = Community Priorities	Yellow = Moderate impact and moderate probability
CY = Capacity	Green = Minor impact and minor probability
F = Financial	Blue = Insignificant impact and insignificant probability

17. Carbon Emissions and Climate Change Implications

All affordable housing in receipt of public subsidy, whether through the HCA or from the Council, has to achieve the minimum code three rating within the Code for Sustainable Homes. Both the HCA and the Council's required standards for affordable housing are currently subject to consultation.

18. Equality and Diversity Implications

All affordable housing let by Housing Association partners in South Somerset is allocated through Homefinder Somerset, the county-wide Choice Based Lettings system. Homefinder Somerset has been adopted by all five local housing authorities in the County and is fully compliant with the relevant legislation, chiefly the Housing Act 1996, which sets out the prescribed groups to whom 'reasonable preference' must be shown.

19. Implications for Corporate Priorities

The Affordable Housing development programme clearly provides a major plank in addressing "Focus Three – Homes" and in particular meets the stated aim:

"With partners, enable additional new homes to meet the needs of the district, including mixed housing schemes to buy or rent that are affordable."

and the major statement in the Plan:

"We want decent housing for our residents that matches their income"

20. Privacy Impact Assessment

This report does not directly impact on any data held of a personal nature.

21. Background Papers

Affordable Housing Development Programme - District Executive – 1st August 2013

Affordable Housing Development Programme: Lyde Road Key Site, Yeovil
Executive Bulletin no.s 597 & 598, 18th & 25th October 2013

Affordable Housing Development Programme: Rural Exception Scheme at Horton
Executive Bulletin no.s 597 & 598, 18th & 25th October 2013

Disposal of land at Plot 5, Jarman Way, Chard Business Park (Confidential)
District Executive – 5th December 2013

Creation of a Day Centre and Related Accommodation at 80 South Street, Yeovil
District Executive – 3rd April 2014

Affordable Housing Development Programme: Bought not Built Properties,
Crewkerne
Executive Bulletin no.s 629 & 630, 13th & 20th June 2014

Affordable Housing Development Programme: Larkspur Crescent, Yeovil
Executive Bulletin no.s 630 & 631, 20th & 27th June 2014

Appendix A: Combined HCA & SSDC Programme 2013/14 outturn

	HA	Scheme Name	Social Rent	Affordable Rent	Shared Ownership/ Intermediate	Net Gain New Homes	Total Homes for NI 155 purposes	Total Grant	Level of grant from SSDC	SDC land allocation value	Level of grant from HCA	Planning Obligation	Anticipated completion
Yeovil	Yarlington	St George's Avenue	0	0	0	0	43	£0	£0	£0	£0		Jun-13
	Yarlington	Mortgage Rescues	0	2	0	2	2	£116,724	£0	£0	£116,724		
	Yarlington	Pen Mill	5	0	5	10	10	£0	£0	£0	£0	✓	Dec-13
Chard	Raglan	Great Western Road	0	32	14	46	46	£801,943	£0	£0	£801,943		Jun-13
	Yarlington	Mitchell Gardens*	0	0	4	4	4	£0	£0	£0	£0	✓	
South Petherton	Raglan	Hayes End Road, South Petherton	7	0	3	10	10	£0	£0	£0	£0	✓	Apr-13
Rural (population below 3,000)	Yarlington	Cumnock Crescent, Castle Cary	12	0	12	12	28	£990,800	£0	£0	£990,800		Sep-13
	Yarlington	Parsons Close, Long Sutton	0	1	2	3	3	£99,601	£0	£2,000	£99,601		May-13
	Yarlington	Mortgage Rescues	0	2	0	2	2	£159,661	£0	£0	£159,661		
	Raglan	Mill Lane, Barton St David	0	13	0	13	13	£209,924	£19,500	£0	£190,424		Jul-13
Totals			24	50	40	102	161	£2,378,653	£19,500	£2,000	£2,359,153	24	

Appendix B: Expected Combined HCA & SSDC Programme 2013/14

	HA	Scheme Name	Social Rent	Affordable Rent	Shared Ownership/ Intermediate	Net Gain New Homes	Total Homes for NI 155 purposes	Total Grant	Level of grant from SSDC	SDC land allocation value	Level of grant from HCA	Planning Obligation	Anticipated completion
Yeovil	Raglan	Larkhill Road	1	0	0	1	1	£137,600	£137,600	£70,000	£0		Jul-14
	Yarlington	Lufton Key Site	30	0	29	59	59	£0	£0	£0	£0	✓	Mar-15
	Raglan	Hathermead Gardens*	0	1	0	0	0	£59,000	£59,000	£0	£0		Jun-14
	Yarlington	Westfield Place*	1	0	0	0	0	£70,000	£70,000	£0	£0		Dec-14
	Knightstone	Lyde Road** (Cunningham Rd)	1	8	0	9	9	£180,000	£30,000	£0	£0	✓	Oct-14
Chard	Knightstone	Furnham Road	0	31	10	41	41	£950,000	£0	£0	£950,000		Dec-14
	Raglan	Great Western Road, Phase 2	0	10	0	10	10	£236,579	£0	£0	£236,579		Jun-14
	Raglan	Rosebank, Millfield Road	0	10	0	10	10	£325,786	£88,000	£0	£237,786		Mar-15
	Yarlington	Mitchell Gardens***	14	0	3	17	17	£0	£0	£0	£0	✓	Feb-15
Crewkerne	Yarlington	Purchase & Repair	0	1	1	2	2	£169,000	£89,000	£0	£80,000		Mar-15
	Yarlington	Hardy Court	0	2	0	2	2	£80,090	£0	£0	£80,090		Mar-15
Ilminster	Aster	Canal Way	11	4	8	23	23	£0	£0	£0	£0	✓	Jan-15
Langport (& Huish)	Hastoe	Fern Green, Langport (Huish Episcopi)	0	14	4	18	18	£380,972	£0	£0	£380,972	✓	Nov-14
South Petherton	Aster	St Michael's Gardens	7	4	6	17	17	£0	£0	£0	£0	✓	Nov-14
Somerton	Knightstone	St Cleers Orchard, Somerton	0	0	1	1	1	£85,000	£85,000	£0	£0		May-14

	HA	Scheme Name	Social Rent	Affordable Rent	Shared Ownership/ Intermediate	Net Gain New Homes	Total Homes for NI 155 purposes	Total Grant	Level of grant from SSDC	SDC land allocation value	Level of grant from HCA	Planning Obligation	Anticipated completion
Rural (population below 3,000)	Yarlington	Minchington Close, Norton- Sub-Hamdon (CLT)	0	8	2	10	10	£420,000	£0	£0	£420,000		Sep-14
	Yarlington	Westfield, Curry Rivel	0	0	4	4	4	£40,000	£0	£0	£40,000		Dec-14
	Yarlington	Wheathill Way, Milborne Port	5	0	2	7	7	£0	£0	£0	£0	✓	Mar-15
	Raglan	Sparkford Road, Sparkford	0	7	6	13	13	£179,623	£0	£0	£179,623		Oct-14
	Raglan	Font Villas, West Coker	6	0	0	6	6	£99,200	£0	£100,000	£99,200		Oct-14
	Hastoe	West Camel Road, Queen Camel (CLT)	0	16	4	20	20	£868,000	£0	£0	£868,000		Dec-14
		Totals	76	116	80	270	270	£4,280,850	£558,600	£170,000	£3,572,250	141	

* extensions to create five bedroom properties, but no net gain in overall numbers

** Lyde Road - £150,000 of RCGF

*** Four further properties completed 2013/14

Appendix C: Proposed Combined HCA & SSDC Programme 2015/16 +

	HA	Scheme Name	Social Rent	Affordable Rent	Shared Ownership/ Intermediate	Net Gain New Homes	Total Homes for NI 155 purposes	Total Grant	Level of grant from SSDC	SSDC land allocation value	Level of grant from HCA	Planning Obligation	Anticipated completion
Yeovil	Raglan	Dampier Place	0	22	11	33	33	£648,417	£0	£0	£648,417		Nov-16
	Chapter 1	Christopher House*	0	9	0	0	9	£270,000	£0	£0	£270,000		2015
	BCHA	80, South Street	0	4	0	4	4	£100,000	£100,000	£0	£0		2015
	Raglan	Goldcroft	0	19	0	19	19	£470,402	£0	£0	£470,402		May-16
Chard	Knightstone	Furnham Road, Phase II	0	9	0	9	9	£302,334	£0	£34,000	£268,334		Dec-15
	Yarlington	YHG Land (Millfield)	0	4	2	6	6	£166,000	£0	£0	£166,000		2016
Rural	Hastoe	Shave Lane, Horton	0	6	0	6	6	£177,996	£48,000	£0	£129,996		2016
	Hastoe	Ash	0	6	0	6	6	£190,500	£0	£0	£190,500		2016
	Yarlington	Shepton Beauchamp	0	7	0	7	7	£245,000	£0	£0	£245,000		2016
		Totals	0	86	13	90	99	£2,570,649	£148,000	£34,000	£2,388,649		

*New self contained units created by refurbishment of an existing property, therefore no net gain.

Agenda Item 8

Update on the creation of a Day Centre and related accommodation at 80 South Street, Yeovil

Executive Portfolio Holder: Councillor Ric Pallister, Strategy and Policy
Ward Member(s) Councillors John Chainey, Peter Gubbins & Andy Kendall
Strategic Director: Rina Singh, Place and Performance
Assistant Director: Martin Woods, Economy
Service Manager: Colin McDonald, Corporate Strategic Housing Manager
Lead Officer: Colin McDonald Corporate Strategic Housing Manager
Contact Details: Colin.mcdonald@southsomerset.gov.uk or (01935) 462331

1. Purpose of the Report

The purpose of this report is to update members of the progress of the creation of a Day Centre and Related Accommodation at 80 South Street, Yeovil following resolution to proceed with the project at the District Executive meeting on 3rd April 2014.

2. Public Interest

This report outlines the progress of the agreed scheme to convert the upper floors of the property at 80 South Street, Yeovil into accommodation and create a day centre facility on the ground floor for use by vulnerable clients of various supported housing projects. It will be of interest to any member of the public concerned about the facilities available to support members of vulnerable groups otherwise at risk of becoming homeless or sleeping rough and those members of the public wishing to see a structured programme to help such individuals (as opposed, for example, to some of the individuals concerned having nowhere in particular to go and nothing constructive to do when not occupying the accommodation that has been provided for them). It will also be of some interest to those members of the public wishing to see historic buildings generally preserved and brought back into use.

3. Recommendations

The District Executive are asked to note the progress made thus far in delivering a Day Centre and Related Accommodation at 80 South Street, Yeovil.

4. Background

The council has owned the freehold of 80 South Street since 1971. The property is a grade 2 listed-property and was originally residential, but more recently it has had various uses including as an Art Gallery with associated café and as office accommodation. The growing costs of maintaining a listed property resulted in the Council marketing the property for a commercial tenant in 2012 and in May 2013 the District Executive authorised freehold disposal. However, none of the commercial offers, either for leasing or purchasing the building, came to fruition.

Over a number of years a range of housing related support projects for various vulnerable groups has developed, often with input of capital grant from the District Council. More recently the County Council consolidated the majority of these various support services into two major „pathway“ contracts, known as "P2i" (Pathway to Independence, for young adults) and "P4A" (Pathway for Adults). Both contracts commenced in May 2013 and include

services towards homeless people, whether statutory homeless (within the meaning of the Act) or those who are homeless within the plain English meaning of the word.

However, much of the support under either contract, based around certain properties, is designated and time limited. One common missing factor in trying to help many (but not all) vulnerable people regain confidence and appropriate skills to engage in society, at least to the extent where potential repeat homelessness can be avoided, is the operation of a day centre facility providing a structured approach.

The Government has targeted rough sleeping, and the prevention of rough sleeping, setting aside a specific grant fund and dividing this nationally among several groups of local authorities. Since May 2011 a total of £559,000 has been allocated to a group of eight housing authorities (being the five in Somerset, North Somerset, Bristol and Bath & North East Somerset) and placed in the stewardship of Mendip District Council. A cross authority steering group (including voluntary sector representation) commissioned a thorough gap analysis which identified the lack of a day centre facility in South Somerset as the highest priority.

The District Executive, meeting on 3rd April this year, agreed a plan to lease 80 South Street to Bournemouth Churches Housing Association with the intention of creating the required day centre facility on the ground floor and also agreed the award of £100,000 grant to subsidise the costs of converting the upper floors to create related accommodation. The District Executive asked for a progress report to be submitted.

5. Progress report - what has been achieved so far?

- Officers have secured £70,000 from the Avon & Somerset Rough Sleepers Group toward the refurbishment of the Day Centre provision
- Bournemouth Churches Housing Association (BCHA) have confirmed the setting aside of £30,000 of their reserves (derived from the merger with Barnabas) to bridge the overall capital funding gap.
- Full planning permission has been granted as has listed building consent (a complicated process due to the proposal being for a listed building in our ownership).
- An SSDC Officer has met the Fire Officer at the property and his recommendations have been received.
- BCHA has instructed Welling Partnership to undertake a full condition survey prior to signing of the lease.
- SSDC is investigating the known damp problems at the property, with a view of this being remedied, prior to a lease being signed.
- A building control application has been submitted.
- Regular progress meetings have been arranged between SSDC Officers and BCHA.
- Heads of Terms for the full lease are currently being discussed
- SSDC is a partner in a new county-wide bid which has recently been submitted to Department of Communities and Local Government (DCLG)

“To commission a Transitional Planning Team comprising a Transition Planning Co-ordinator and two frontline Transitions Workers so that relevant services for single homeless people are better co-ordinated reducing the risk of chronic homelessness and rough sleeping.”

The value of the bid is £147,577 and will cover the period December 2014 to March 2016. If successful these posts will play a pivotal role within the Day Centre.

6. Progress report - the next steps

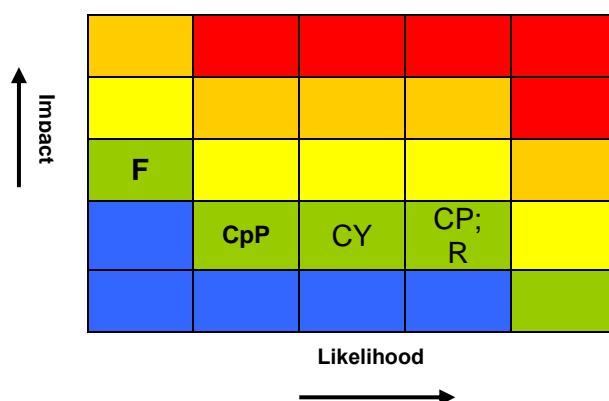
- The damp issues at the property to be resolved.
- The terms of the full lease to be finalised.
- Regular meetings between SSDC and BCHA to continue.
- BCHA to draw up the final specification for the works and undertake a tendering process, with support from SSDC where required.
- Both SSDC and BCHA to source avenues of revenue funding.
- BCHA to draw up the 'business plan' for the operation of the day centre.
- A steering group for the Day Centre element of the project, involving other agencies, to be formalised.

7. Financial Implications

There are no new financial implications arising from this report. The Executive should note that there are potential financial implications from some building related issues, such as resolving the damp and ensuring radon remediation. However these arise from the Councils ownership of the building rather than arising from the intended uses that result from the agreed scheme.

8. Risk Matrix

This matrix only identifies the risk associated with taking the decision as set out in the report as the recommendation(s). Should there be any proposal to amend the recommendation(s) by either members or officers at the meeting then the impact on the matrix and the risks it identifies must be considered prior to the vote on the recommendation(s) taking place.



Key

Categories	Colours (for further detail please refer to Risk management strategy)
R = Reputation	Red = High impact and high probability
CpP = Corporate Plan Priorities	Orange = Major impact and major probability
CP = Community Priorities	Yellow = Moderate impact and moderate probability
CY = Capacity	Green = Minor impact and minor probability
F = Financial	Blue = Insignificant impact and insignificant probability

9. Council Plan Implications

The proposed conversion works clearly assists with a major plank in addressing “Focus Three – Homes” and in particular meets the stated aims:

“With partners, enable additional new homes to meet the needs of the district, including mixed housing schemes to buy or rent that are affordable” and

“Continue to work to bring empty houses back into use”.

and the major statement in the Plan:

“We want decent housing for our residents that matches their income”

The proposal also contributes towards “Focus Four – Health & Communities”, in particular meeting the stated aim:

“Ensure that the strategic priorities of the Somerset Health and Well-Being Board reflect local needs and align council resources to deliver projects to address those needs.”

10. Carbon Emissions and Climate Change Implications

The proposed conversion works, whilst sensitive to the needs of a listed building, will marginally enhance the energy performance of the building and thus contribute towards an overall reduction in carbon emissions.

11. Equality and Diversity Implications

The proposal meets an identified gap in the provision of services for vulnerable clients, in particular those at risk of repeat homelessness. In addition the provision of an accessible access on the ground floor is intended to achieve DDA compliance.

12. Privacy Impact Assessment

This report does not directly impact on any data held of a personal nature. The future operation of a day centre facility will in all probability involve some storage of personal data, the responsibility for that will fall on BCHA and, potentially, other agencies providing services at the centre. SSDC will not have any responsibility for this but, as part of the steering group, will add to the scrutiny and oversight of the overall scheme and this may include opportunities to review data handling if appropriate.

13. Background Papers

Creation of a Day Centre and related accommodation at 80 South Street, Yeovil
District Executive, 3rd April 2014

Agenda Item 9

Community Right to Bid – Nominations Received for Assets of Community Value

<i>Executive Portfolio Holder:</i>	<i>Cllr Ric Pallister, Leader of the Council</i>
<i>Strategic Director:</i>	<i>Rina Singh, Place & Performance</i>
<i>Assistant Director:</i>	<i>Helen Rutter/Kim Close, Communities</i>
<i>Service Manager:</i>	<i>Helen Rutter, Communities</i>
<i>Lead Officers:</i>	<i>Helen Rutter, Communities</i>
<i>Contact Details:</i>	<i>helen.rutter@southsomerset.gov.uk or (01963) 435012</i>

1. Purpose of the Report

1.1 The purpose of this report is to inform members of the nominations received from community groups in South Somerset using the Community Right to Bid.

2. Forward Plan

2.1 Report on Forward Plan for September 2014.

3. Public Interest

3.1 The Government is trying to provide communities with more opportunities to take control over the ownership and management of local assets. The Community Right to Bid came into effect on 21st September 2012 as part of the Localism Act 2011. It provides opportunities for voluntary and community organisations as well as Parish Councils to identify land and buildings which they believe to be important and which benefit their community. If they qualify, these can be placed on a Register of Assets of Community Value. If the asset then comes up for sale, then in certain circumstances an eligible community group can apply to be given time to make a bid to buy it on the open market.

4. Recommendation

4.1 That Members note the report.

5. Background

5.1 In November 2012, District Executive agreed a process for considering nominations received from communities to place assets onto the SSDC Register of Assets of Community Value. This was based on clear criteria set out in the Localism Act. When nominations are received, SSDC has 8 weeks to consider them and respond to the applicant.

5.2 The assessment of nominations is delegated to the relevant Area Development Manager in conjunction with the Ward Member(s) and Area Chair. The result of the assessment is presented to Area Committees for information. A quarterly report is presented to District Executive for information. Decisions about any SSDC-owned properties will still be presented to District Executive for decision.

5.3 Since the regulations came into force, SSDC has considered 11 nominations. All have been approved and placed onto the Register of Assets of Community Value. Table 1 attached lists all nominations and their status. No nominations are recorded on the Register of Unsuccessful Nominations.

6. Nominated Assets

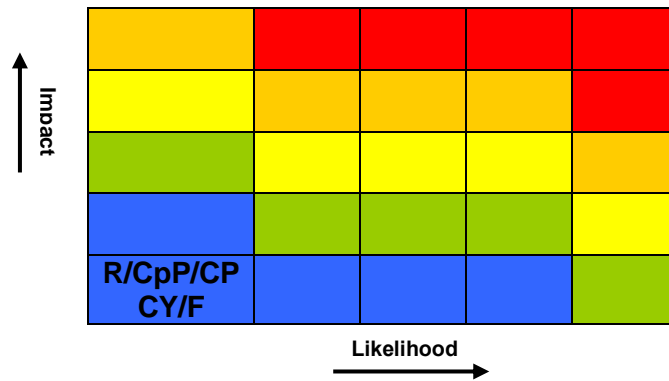
- 6.1 The relevant Parish Council, the owner, the tenant and the Land Registry have all been notified of the successful nominations (as well as the nominating groups) and the assets have been placed on the SSDC Register of Assets of Community Value. Owners can appeal against the decision to place a property on the Register within 8 weeks. Appeals are considered by the Council's Monitoring Officer. At present one appeal has been submitted.
- 6.2 Once an asset has been listed, nothing further will happen until the owner decides to dispose of the asset. This can be either through a freehold sale or the grant of a lease for at least 25 years. At this point they must notify SSDC of their intention to sell. The community is then given 6 weeks to express an interest in the asset and submit a written intention to bid for the property(s).
- 6.3 If any written intentions are received, the Council passes on the request to the owner, at which point the full moratorium period of 6 months (from the date that SSDC is notified of the intention to sell) comes into force. If no written intention(s) to bid are received, the owner is free to sell the asset.
- 6.4 The guidance is clear that there is no role for the local authority in the negotiations between owner and 'bidder'. SSDC Area Development provides support to community groups in considering if the Register will help them to achieve their goals, putting together their business plan, fundraising, etc.
- 6.5 All accepted nominations will normally remain on the Register for 5 years.
- 6.6 As new situations are faced, the process map is improved and guidance to groups/owners is clarified. All details are available on the SSDC website.

7. Financial Implications

- 7.1 None at this stage. The Government provided SSDC with an (un-ring-fenced) sum of £7,902 in 2013/14 as a contribution towards the costs associated with the new duties under the Community Right to Bid. For 2014/15 onwards costs must be absorbed into the Revenue Support Grant.
- 7.2 Property owners who believe they have incurred costs as a result of complying with these procedures can apply for compensation from the Council. SSDC is in the process of designing this compensation scheme. Government recognises this as a potential risk to local authorities and will provide a safety net whereby any verified claims of over £20,000 will be met by Government.

8. Risk Matrix

- 8.1 This matrix only identifies the risk associated with taking the decision as set out in the report as the recommendation(s). Should there be any proposal to amend the recommendation(s) by either members or officers at the meeting then the impact on the matrix and the risks it identifies must be considered prior to the vote on the recommendation(s) taking place.



Key

Categories	Colours (for further detail please refer to Risk management strategy)
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9. Council Plan Implications

9.1 Evaluate the overall requirements of the Government’s Localism legislation and work with communities to develop plans for their community.

10. Carbon Emissions and Climate Change Implications

10.1 None in relation to this report.

11. Equality and Diversity Implications

11.1 None in relation to this report.

12. Background Papers

12.1 Localism Act 2011; District Executive Minutes and Agenda November 2012; Assets of Community Value (England) Regulations 2012 Statutory Instruments 2012 No. 2421; District Executive Agenda and Minutes August 2013; December 2013; Nomination Forms received.

Table 1 Details of Nominations received by SSDC up to and including 14 August 2014

Register of Assets of Community Value

Reference	Nominator (name of group)	Name, address and postcode of Property	Date entered on register	Current use of property/land	Proposed use of property/land	Date agreed by DX	Date SSDC received notification of intention to sell	Date of end of initial moratorium period (auto-fill ie.6 weeks after date of notification to sell is received)	Number of Expressions of Interest received	Date of end of full moratorium period (auto-fill ie.6 months after date of notification to sell is received)	Number of written intentions to bid received	Date for Review	Date to be removed from register (auto-fill i.e. 5 years after listing)
ACV1	Kingsdon Parish Council	Kingsdon Primary School School Lane Kingsdon Somerton TA11 7JX	05/04/2013	Unoccupied	Community café & multi-functional community facility	04/04/2013	15/01/2014	25/02/2014	1	14/07/2014			05/04/2018
ACV2	Kingsdon Parish Council	Former Kingsdon Primary School playing field Mow Barton Road Kingsdon Somerton TA11 7JX	05/04/2013	Closed but used by residents for informal sports	Village consultation underway	04/04/2013							05/04/2018
ACV3	Barrington Parish Council	Barrington Oak Public House Main Street Barrington Ilminster TA19 9JB	10/05/2013	Licensed public house	Licensed public house	09/05/2013	27/01/2014	Current disposal of property is exempt as it is being sold as a going concern					10/05/2018
ACV4	Langport Town Council	Cockle Moor Off Parrett Close Bow Street Langport TA10 9PR	05/07/2013	Recreational space	Recreational space	04/07/2013	01/11/2013	12/12/2013	1	30/04/2014	1		05/07/2018
ACV5	Compton Dundon Parish Council	Former School Playing Field School Lane Compton Dundon Somerton Somerset TA11 6TE	01/08/2013	Not used	Community Allotments	01/08/2013							01/08/2018
ACV6	Dinnington Parish Council	The Dinnington Docks Dinnington Hinton St George Somerset TA17 8SX	21/08/2013	Public House	Not known - would like it to remain as village pub	21/08/2013							21/08/2018
ACV7	Montacute Parish Council	Montacute Working Men's Club & Associated Land The Hall Bishopston Montacute Somerset TA15 6UU	04/11/2013	Working Men's Club	Village Hall	04/11/2013	04/11/2013	Moratorium period ceased on 03/05/2014 with no community interest. Asset is now protected from further nomination for the next 18 months					04/11/2018

Agenda Item 10

District Executive Forward Plan

Executive Portfolio Holder: Ric Pallister, Leader, Strategy and Policy
Assistant Director: Ian Clarke, Legal and Corporate Services
Lead Officer: Ian Clarke, Legal and Corporate Services
Contact Details: ian.clarke@southsomerset.gov.uk or (01935) 462184

1. Purpose of the Report

1.1 This report informs Members of the current Executive Forward Plan, provides information on Portfolio Holder decisions and on consultation documents received by the Council that have been logged on the consultation database.

2. Public Interest

2.1 The District Executive Forward Plan lists the reports due to be discussed and decisions due to be made by the Committee within the next few months. The Consultation Database is a list of topics which the Council's view is currently being consulted upon by various outside organisations.

3. Recommendations

3.1 The District Executive is asked to:-

- I. approve the updated Executive Forward Plan for publication as attached at Appendix A;
- II. note the contents of the Consultation Database as shown at Appendix B.

4. Executive Forward Plan

4.1 The latest Forward Plan is attached at Appendix A. The timings given for reports to come forward are indicative only, and occasionally may be re scheduled and new items added as new circumstances arise.

5. Consultation Database

5.1 The Council has agreed a protocol for processing consultation documents received by the Council. This requires consultation documents received to be logged and the current consultation documents are attached at Appendix B.

6. Background Papers

6.1 None.

Appendix A - SSDC Executive Forward Plan

Date of Decision	Decision	Portfolio	Service Director	Contact	Committees	Approval of Council Required	Date of Council	Consultation
October 2014	Medium Term Financial Strategy & Medium Term Financial Plan for 2015/16 to 2019/20	Finance and Spatial Planning	Assistant Director (Legal & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny and District Executive			
October 2014	Financial System Upgrade	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny, District Executive	No		
October 2014	Asset Management Plan	Strategy and Policy	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny and District Executive	No		
October 2014	Policy on the recording of SSDC meetings	Regulatory and Democratic Services	Assistant Director (Legal & Corporate Services)	Angela Cox, Democratic Services Manager	Scrutiny and District Executive and Council	Yes	Oct/Nov 2014	
October 2014	Loan to Somerset Waste Partnership for Waste Vehicles	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny, District Executive, Council	Yes	Oct/Nov 2014	
October 2014	Purchase of Land for Car Parking in Crewkerne	Property and Climate Change/Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny and District Executive	No		
October 2014	Provision of additional car parking spaces in Somerton	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny and District Executive	No		

Date of Decision	Decision	Portfolio	Service Director	Contact	Committees	Approval of Council Required	Date of Council	Consultation
October 2014	Scrutiny Review of Somerset Civil Contingency Partnership'	Finance and Spatial Planning	Assistant Director (Legal & Corporate Services)	Emily McGuinness, Scrutiny Manager	Scrutiny and District Executive	No		
October 2014	NDR (Non Domestic Rates) Update of Policy	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny, District Executive, Council	Yes	Oct/Nov 2014	
October 2014	Commercial Property Disposals – Winsham Allotments and Band Hut	Finance and Spatial Planning	Assistant Director (Legal & Corporate Services)	Ian Clarke, Assistant Director (Legal and Corporate Services)	Scrutiny and District Executive	No		
October 2014	Securing Future Facilities for Chard (Confidential)	Leisure and Culture	Assistant Director (Health and Well-Being)	Lynda Pincombe, Community Health and Leisure Manager	Scrutiny, District Executive	No		
November 2014	Capital & Revenue Budget monitoring reports for Quarter 2	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny and District Executive	No		
November 2014	Updated Local Development Scheme	Finance and Spatial Planning	Assistant Director (Economy)	Martin Woods, Assistant Director (Economy)	Scrutiny and District Executive	Yes	November 2014	
December 2014	Proposed capital schemes for 2015/16	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny, District Executive, Council	Yes	February 2015	
December 2014	Community Right to Bid Update	Strategy and Policy	Strategic Director (Place and Performance)	Helen Rutter, Assistant Director (Communities)	Scrutiny and District Executive	No		
January 2015	Update on Medium Term Financial Plan and Capital Programme	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny and District Executive			

Date of Decision	Decision	Portfolio	Service Director	Contact	Committees	Approval of Council Required	Date of Council	Consultation
February 2015	Budget for 2015/16 and Capital Programme	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny, District Executive, Council	Yes	February 2015	
February 2015	Capital & Revenue Budget monitoring reports for Quarter 3	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny and District Executive	No		
February 2015	Family Focus Programme Update	Strategy and Policy	Strategic Director (Operations and Customer Focus)	Steve Joel, Assistant Director (Health and Well-Being)	Scrutiny and District Executive	No		
March 2015	Districtwide Grants – approval of funding for SSVCA and SSCAB	Strategy and Policy	Strategic Director (Place and Performance)	Helen Rutter, Assistant Director (Communities)	Scrutiny and District Executive	No		
March 2015	Community Right to Bid Update	Strategy and Policy	Strategic Director (Place and Performance)	Helen Rutter, Assistant Director (Communities)	Scrutiny and District Executive	No		
Feb / March 2015	Member Induction Programme 2015	Regulatory and Democratic Services	Assistant Director (Legal & Corporate Services)	Angela Cox, Democratic Services Manager	Scrutiny and District Executive	No		
April 2015	South Somerset Together LSP Annual Review	Strategy and Policy	Strategic Director (Place and Performance)	Helen Rutter, Assistant Director (Communities)	Scrutiny and District Executive	No		
To be confirmed	Formal Decision on the Somerset Rivers Board	Strategy and Policy	Strategic Director (Operations and Customer Focus)	Vega Sturgess, Strategic Director (Operations and Customer Focus)	Scrutiny and District Executive	No		

APPENDIX B - Current Consultations – September 2014

Purpose of Document	Portfolio	Director	Response to be agreed by	Contact	Deadline for response
<p>Technical Consultation on Planning</p> <p>This consultation puts forward a range of proposals to further improve the planning system and build upon the improvements we have already made.</p> <p>We are seeking views on proposals which will:</p> <ul style="list-style-type: none"> • make it even easier for residents and business to come together to produce a neighbourhood plan, drawing on the experience gained from over 900 neighbourhood areas which have already been designated by local authorities • expand permitted development rights, further reducing red tape, supporting housing and growth; these proposals will help ensure the planning system is proportionate and full planning permission is only required where this is genuinely justified • improve the use of planning conditions and enable development to start more quickly on site after planning permission is granted • improve engagement with statutory consultees so they are consulted in a proportionate way on those developments where their input is most valuable • remove unnecessary bureaucracy and reduce the cost and time taken to get planning permission, by raising the environmental impact assessment screening thresholds for industrial estate and urban development projects which are located outside of defined sensitive areas • expand the number of non-planning consents which can be included within a development consent order. 	Regulatory and Democratic Services	Assistant Director (Economy)	Portfolio Holder in consultation with officers	David Norris	26 th September 2014

Agenda Item 12

Exclusion of Press and Public

The Committee is asked to agree that the following item (agenda item 13) be considered in Closed Session by virtue of the Local Government Act 1972, Schedule 12A under paragraph 3:

“Information relating to the financial or business affairs of any particular person (including the authority holding that information).”

It is considered that the public interest in maintaining the exemption from the Access to Information Rules outweighs the public interest in disclosing the information.

Agenda Item 13

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted