Cabinet Agenda

Vale of White Horse District Council

Contact: Steve Culliford, Democratic Services Officer
Telephone 01235 422522
Email: steve.culliford@southandvale.gov.uk
Date: 27 July 2017
Website: www.whitehorsedc.gov.uk

A meeting of the

Cabinet

will be held on **Friday 4 August 2017 at 10.30 am**
Meeting Room 1, 135 Eastern Avenue, Milton Park, Milton, OX14 4SB

Cabinet Members:

Councillors

Matthew Barber (Chairman)	Mike Murray
Roger Cox (Vice-Chairman)	Robert Sharp
Eric Batts	Elaine Ware
Charlotte Dickson	

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Margaret Reed
Head of Legal and Democratic Services

Agenda

Open to the Public including the Press

Council's vision

The council's vision is to take care of your interests across the Vale with enterprise, energy and efficiency.

1. Apologies for absence

To record apologies for absence.

2. Minutes

To adopt and sign as a correct record the minutes of the Cabinet meeting held on 30 June 2017.

3. Declarations of interest

To receive any declarations of disclosable pecuniary interests in respect of items on the agenda for this meeting.

4. Urgent business and chairman's announcements

To receive notification of any matters which the chairman determines should be considered as urgent business and the special circumstances which have made the matters urgent, and to receive any announcements from the chairman.

5. Public participation

To receive any questions or statements from members of the public that have registered to speak.

6. Corporate delivery plan

To consider the head of corporate strategy's report.

7. Temporary accommodation provision 2017-2022

To consider the report of the interim head of development, regeneration and housing.

8. Exclusion of the public, including the press

To consider whether to exclude members of the press and public from the meeting for the following item of business under Part 1 of Schedule 12A Section 100A(4) of the Local Government Act 1972 and as amended by the Local Government (Access to Information) (Variation) Order 2006 on the grounds that:
(i)   it involves the likely disclosure of exempt information as defined in paragraphs 1-7 Part 1 of Schedule 12A of the Act, and
(ii)   the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Exempt information under section 100A(4) of the Local Government Act 1972

The council hereby gives notice that it intends to hold part of this Cabinet meeting in private to consider the following items for the reasons set out in the 'exclusion of the public, including the press' item above.

9. Abbey Meadows outdoor pool, Abingdon - to award a contract for building works to refurbish the pool
(Wards Affected: Abingdon Abbey Northcourt)
(Pages 41 - 44)

To consider the chief executive's report.

Minutes

of a meeting of the

Cabinet

held on Friday 30 June 2017 at 10.30 am
at 135 Eastern Avenue, Milton Park, Milton, OX14 4SB

**Vale
of White Horse**
District Council

Open to the public, including the press

Present:

Members: Councillors Matthew Barber (Chairman), Roger Cox (Vice-Chairman), Eric Batts, Mike Murray and Robert Sharp

Officers: Gerry Brough, Pat Connell, Steve Culliford, Katharine Doherty, Phil Ealey, Dylan Evans, Liz Hayden, William Jacobs, Joy Kellaway, Ian Matten, Mark Stone and Chris Webb

Also present: Councillors Yvonne Constance, Debby Hallett and Reg Waite

Number of members of the public: Nil

Ca.1 Apologies for absence

Councillors Charlotte Dickson and Elaine Ware had sent their apologies for absence.

Ca.2 Minutes

RESOLVED: to adopt and sign as a correct record the Cabinet minutes from the meeting held on 7 April 2017 and agree that the chairman signs them as such.

Ca.3 Declarations of interest

None

Ca.4 Urgent business and chairman's announcements

None

Ca.5 Public participation

Councillor Debby Hallett had requested to address Cabinet on the waste policy review (minute Ca.6 refers), the community infrastructure levy (minute Ca.7), the flexible homelessness support grant (minute Ca.8), and the Science Vale marketing campaign (minute Ca.9).

Ca.6 Waste policy review

Cabinet considered the chief executive's report that sought approval of a revised waste collection policy. The changes included the new clear sacks policy, some legislative changes, and a proposal for households of five or more people to be able to apply for an additional food caddy to encourage more recycling of food waste.

Councillor Debby Hallett asked why the revised policy had not been considered by Scrutiny Committee, asked whether the proposed additional food waste caddy was a change in policy, and asked whether the council could waive collection charges for schools?

In response, Cabinet agreed that the revised policy could have benefitted from Scrutiny Committee's input. The additional food waste caddy for larger households was a new element to the policy and would increase the council's recycling rates and reduce the amount of waste sent for incineration. Finally, Cabinet noted the policy allowed the council to charge new schools for recycling and waste collection.

Cabinet also considered an objection from a local resident that the policy did not allow garden waste to be placed in grey bins. Cabinet noted that there was no planned change to the policy in this respect; garden waste had never been accepted in grey bins. Cabinet was content with the existing policy.

Cabinet supported the revised policy and supported the proposal to charge for delivery of additional food waste caddies for households of five or more people. Cabinet asked officers to inform residents of the policy changes.

RESOLVED: to approve the new waste collection policy attached at appendix one to the chief executive's report, subject to amending paragraph 33 of the policy to read:
> "The council's preference is for residents to put their recycling loose into the green bin. If sacks are used, they must be clear so the crew can confirm that the correct items have been put in the bin. If the green bin contains recycling in anything other than in clear sacks or loose it will not be emptied. Our contractor will leave a note explaining the reason for non-collection."

Ca.7 Community infrastructure levy charging schedule and planning obligations supplementary planning document

Cabinet considered the head of planning's report on the community infrastructure levy and on the planning obligations supplementary planning document. Following consultation on the draft community infrastructure levy charging schedule, the examination in public had been held in April. The planning inspector found the charging schedule to be sound, subject to minor changes, which had been incorporated in the draft before Cabinet. The council had also conducted a consultation on a draft planning obligations supplementary planning document and had made changes following the consultation. Cabinet was asked to recommend the community infrastructure levy charging schedule to Council for adoption. Cabinet was also asked to adopt the supplementary planning document.

Councillor Debby Hallett reported that the planning obligations supplementary planning document had not been considered by the Scrutiny Committee. Cabinet noted this.

Cabinet considered that it was essential that new development was supported by infrastructure. This should be done through the community infrastructure levy to contribute funding for strategic, 'non-site' specific requirements, and through planning obligations in a section 106 agreement for infrastructure provision on a particular application site. Cabinet considered that the Community Infrastructure Levy Charging Schedule should be recommended to Council for adoption. Cabinet also agreed to adopt the planning obligations supplementary planning document as appended to the report. Cabinet thanked officers for their work on this.

RECOMMENDED to Council:

(a)   to adopt the Community Infrastructure Levy Charging Schedule, the Regulation123 List and the Instalment Policy, with an implementation date (subject to variation by the Cabinet member for planning) of 1 September 2017;

RESOLVED: to

(b)   adopt the planning obligations document, as set out in appendix 6 of the head of planning's report, as a supplementary planning document, which becomes effective on the same day as the Community Infrastructure Levy Charging Schedule; and

(c)   authorise the head of planning, following consultation with the Cabinet member for planning, to make any minor changes/corrections.

Ca.8 Flexible homelessness support grant

Cabinet considered the report of the interim head of development, regeneration and housing on the use of the new flexible homelessness support grant. This grant replaced the temporary accommodation management fee and was ring-fenced for two years to help councils prevent or deal with homelessness. The report set out a proposal to spend the grant in accordance with the government's conditions.

Councillor Debby Hallett congratulated the officers for their work on this. Cabinet concurred.

Cabinet agreed to the proposed spend, believing this would bring significant benefits to tackling homelessness in the district. The alternative option of returning the ring-fenced grant was rejected.

RESOLVED: to approve the proposed expenditure of the flexible homelessness support grant as set out in paragraph 12 of the interim head of development, regeneration and housing's report.

Ca.9 Science Vale marketing campaign

Cabinet considered the report of the interim head of development, regeneration and housing. This proposed Vale of White Horse and South Oxfordshire district councils together spending £183,000 on a campaign to market the Science Vale UK and Enterprise Zone in 2017/18. The funding had been provided by a government grant for this purpose. The main aim was to secure inward investment. In turn, this would also generate additional business rates, which would help pay for additional infrastructure projects.

Councillor Debby Hallett asked how the success of the marketing campaign would be monitored. In response, it was reported that Cabinet at both the Vale and South Oxfordshire, as well as the Oxfordshire Local Enterprise Partnership, would all monitor this. Cabinet suggested that Scrutiny Committee might wish to call for a regular monitoring report, possibly annually.

Cabinet supported the marketing plan and the proposed spend, noting that the £183,000 would be shared between the Vale and South Oxfordshire, equating to £91,500 for each council.

RESOLVED: to

(a)   agree to spend £91,500 for the Enterprise Zone 2017/18 marketing campaign production and advertising placement, from the previously approved Department for Communities and Local Government grant funds budget, to implement the Science Vale and Enterprise Zone marketing plan; and

(b)   submit the marketing plan to the Oxfordshire Local Enterprise Partnership and the Department for Communities and Local Government, in accordance with the Enterprise Zone Implementation Plan previously agreed by all Enterprise Zone partners.

Ca.10   Faringdon Leisure Centre artificial turf pitch

Councillor Roger Cox declared a non-pecuniary interest in this item as he was a Faringdon Education Activities Trustee. He took no part in the voting on this item.

Cabinet considered the chief executive's report on a proposal to build an artificial turf pitch and car park at Faringdon Leisure Centre.

A study had explored options for the type of and location for the new pitch. The proposal involved the construction of a multi-use surface suitable for both hockey and football. This would allow Faringdon Community College to expand its curriculum and allow community use also, improving the leisure facility offering in the district.

Cabinet supported the proposal, believing it would act as a catalyst to develop new sports activities.

RESOLVED: that subject to ensuring the council has a lease of the site at Faringdon Community College campus for a period of at least 25 years:

(a)   £75,000 be vired from existing capital budgets into the artificial turf pitch and car park budget to allow completion of the project at Faringdon Leisure Centre; and

(ii)   O'Brien's be appointed as the main contractor to build the new artificial turf pitch and car park at Faringdon Leisure Centre.

Ca.11   Abingdon Public Spaces Protection Order

Councillor Matthew Barber declared a non-pecuniary interest in this item due to his role as Deputy Police and Crime Commissioner for the Thames Valley. He did not take part in the voting on this item.

Cabinet considered the report of the head of legal and democratic services on a proposal to introduce a public spaces protection order for Abingdon.

Abingdon was covered by a designated public places order that had been introduced to tackle alcohol-related anti-social behaviour. Under the Anti-Social Behaviour, Crime and Policing Act 2014, this order would automatically convert to a public spaces protection order in October 2017. The draft order had received support during a public consultation.

The report set out four options:
1. To approve the order as set out in appendix A to the report.
2. To amend the order and conduct further consultation.
3. To reject the order and allow the automatic conversion of the existing designated public places order in October.
4. To reject the order and when the existing designated public places order automatically converted into a public spaces protection order in October, reject the converted order also.

Cabinet supported option 1 as the new order would allow the police to address a wider range of offences to tackle other local anti-social behaviour issues that were persistent and had a significant, detrimental impact on the community.

RESOLVED: to

(a)   approve the making of the proposed Public Spaces Protection Order under section 59 of the Anti-Social Behaviour, Crime and Policing Act 2014 for the area of Abingdon as set out in appendix A to the head of legal and democratic services' report, to come into effect on 1 August 2017;

(b)   authorise the head of legal and democratic services to do all things necessary to give effect to the order; and

(c)   authorise the head of legal and democratic services, following consultation with the Cabinet member for community safety, to finalise the briefing note to Thames Valley Police on the enforcement of the order.

Ca.12   Exclusion of the public, including the press

RESOLVED: to exclude members of the press and public from the meeting for the following item of business under Part 1 of Schedule 12A Section 100A(4) of the Local Government Act 1972 and as amended by the Local Government (Access to Information) (Variation) Order 2006 on the grounds that:
(i)   it involves the likely disclosure of exempt information as defined in paragraphs 1-7 Part 1 of Schedule 12A of the Act, and
(ii)   the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Ca.13   Corporate services

Cabinet approved a deed of variation to lot 1 of the corporate services contract.

Cabinet report

Vale of White Horse
District Council

Report of Head of HR, IT and Technical Services

Author: Debbie Adams

Telephone: 01235 422142

Textphone: 18001 01235 422142

E-mail: debbie.adams@southandvale.gov.uk

Wards affected: All

Cabinet member responsible: Mathew Barber

Tel: 01235 422422

E-mail: matthew.barber@whitehorsedc.gov.uk

To: CABINET

Date: 5 August 2017

Corporate delivery plan

Recommendation

To approve the corporate delivery plan.

Purpose of Report

1. To seek Cabinet's approval of the council's corporate delivery plan attached, taking into account any views from Scrutiny Committee (meeting on 27 July 2017).

Corporate Objectives

2. The Corporate Plan sets out the council's corporate objectives and priorities for the period 2016 – 2020. The corporate delivery plan sets out in greater detail what actions the council will take to deliver these. We are committed to providing reports on performance against the corporate plan to Cabinet and Scrutiny Committee on a six-monthly basis. To enable us to do that Cabinet is recommended to agree the plan attached as the basis for those reports.

Background

3. The Council agreed its new Corporate Plan in 2016.

4. Since then officers, with relevant Cabinet members have been working on detailed planning and implementation of the plan. The corporate delivery plan sets out key actions under each corporate priority which provide a link between the high-level plan, team and individual work plans.

5. The corporate delivery plan is attached as Appendix 1. It includes timescales for delivery and the head of service or strategic management board member responsible for each of the actions.

6. The plan once agreed will form the basis of six-monthly progress reports to Scrutiny Committee and Cabinet. The plan will be a rolling one and the actions within it will be reviewed annually, with any actions not completed in year being rolled forward.

7. The first progress report is scheduled for November 2017.

Options

8. None

Financial Implications

9. There are no financial implications arising from monitoring and reporting on the corporate delivery plan. Delivery plan actions occurring in the 2017/18 financial year are budgeted for. Delivery plan actions scheduled for future years will be dependent on budget being approved.

Legal Implications

10. None for this paper however any legal implications associated with the individual actions will be dealt with at the appropriate time.

Risks

11. Should Cabinet decide not to approve the corporate delivery plan there is a risk that it will not be in place for the progress reporting to both Cabinet and Scrutiny Committee due in November 2017. As we are already a significant way through the lifetime of the plan this could lead to reputation damage or missed opportunities to manage performance against our priorities effectively.

Other implications

12. None

Conclusion

13. To fulfil obligations to report progress on the Corporate Plan twice a year, it is necessary to have an approved mechanism to facilitate this. The attached corporate delivery plan provides the link between the high level plan and team work plans.

14. The actions detailed in the attached corporate delivery plan have been agreed with individual heads of service and represent actions they intend to take to achieve the council's objectives as set out on the Corporate Plan 2016 – 2020.

Background Papers

None

Vale Corporate delivery plan 2016/2020

Strategic objective	South and/or Vale	control	Actions	Person responsible	Service	Team	Planned start quarter	Planned end quarter	Comments/explanation	Task RAG status
13 - The council's equality objectives	SV - South and Vale	Continue to improve physical access to council owned or leased buildings or land	Refurbish and redesign Abingdon Charter car park public conveniences	Andrew Down	HRITTS	Policy & Partnerships	Q1	Q4		
13 - The council's equality objectives	SV - South and Vale		Implement agreed access audit recommendations for South Oxfordshire leisure centres	Andrew Down	HRITTS	Policy & Partnerships	Q1	Q4		
13 - The council's equality objectives	SV - South and Vale		Implement agreed access audit recommendations for Faringdon, Wantage and White Horse Tennis and Leisure centre	Andrew Down	HRITTS	Policy & Partnerships	Q1	Q4		
13 - The council's equality objectives	SV - South and Vale	Ensure new projects, policies or strategies, changes to services, and communication take account of the needs of all users	Support service teams to complete equality impact assessments on service changes, new policies and strategies to ensure that the councils comply with their duties under the Equality Act	Andrew Down	HRITTS	Policy & Partnerships	Q1	Q4		
13 - The council's equality objectives	SV - South and Vale		Equality considerations included in service team projects, procurement and committee reports, to advance equal opportunities / pay due regard to public sector equality duties.	Andrew Down	HRITTS	Policy & Partnerships	Q1	Q4		
13 - The council's equality objectives	SV - South and Vale		Assess the equality implications of any budget savings proposals under consideration and report to SMB, Scrutiny and Cabinet members so that these can be considered in decision on the 2017/18 budget.	Andrew Down	HRITTS	Policy & Partnerships	Q3	Q4		
13 - The council's equality objectives	SV - South and Vale	Increase our understanding of the communities we serve, through consultation, engagement and using existing evidence (e.g. census data) to inform the decisions we make	Represent the councils on the countywide strategic data group and support teams to obtain relevant local or national data to help inform decisions	Andrew Down	HRITTS	Policy & Partnerships	Q1	Q4		
13 - The council's equality objectives	SV - South and Vale		Where possible consult residents, user groups and voluntary organisations on new projects, policies, strategies, and changes to services that may impact on them	Andrew Down	HRITTS	Policy & Partnerships	Q1	Q4		
13 - The council's equality objectives	SV - South and Vale	Continue to monitor the impact of our employment policies and practices to ensure all groups have access to employment opportunities	Produce and publish annual equality in employment indicator reports	Andrew Down	HRITTS	Policy & Partnerships				
13 - The council's equality objectives	SV - South and Vale		Equality impact assess any changes to HR policies and practices or other changes as a result of the Corporate Services Project	Andrew Down	HRITTS	Policy & Partnerships	Q1	Q4		
13 - The council's equality objectives	SV - South and Vale		Carry out an annual equal pay review	Andrew Down	HRITTS	Policy & Partnerships				
13 - The council's equality objectives	SV - South and Vale	Support communities to deliver better outcomes for disadvantaged groups and encourage community cohesion	Coordinate multiagency building resilience project – to support vulnerable young people, those displaying risky behaviour and disadvantaged to help prevent child sexual exploitation, drug and alcohol abuse and promote healthy relationships.	Andrew Down	HRITTS	Policy & Partnerships	Q1	Q4		
13 - The council's equality objectives	SV - South and Vale		Attend Channel Panel meetings to support those who may be vulnerable to radicalisation and comply with the Prevent duty outlined in the Counter Terrorism and Security Act April 2015	Andrew Down	HRITTS	Policy & Partnerships	Q1	Q4		
13 - The council's equality objectives	SV - South and Vale		Respond to requests from Age UK to increase access to information about council services through information fairs, providing council information to Age UK, attending the Community Information Network (CIN) meetings and supporting electric blanket testing	Andrew Down	HRITTS	Policy & Partnerships	Q1	Q4		
13 - The council's equality objectives	SV - South and Vale	o Seek to improve access to major new developments and town centres in South Oxfordshire for people with disabilities, carers and older people	Support Didcot access group (DAG) to improve access for people with disabilities living in Didcot by chairing and supporting projects carried out by DAG and consulting on relevant council projects/planning applications	Andrew Down	HRITTS	Policy & Partnerships	Q1	Q4		
13 - The council's equality objectives	SV - South and Vale		Facilitate and support projects carried out by Vale disability access group to improve access to people with disabilities in the Vale and ensure council services meet their needs	Andrew Down	HRITTS	Policy & Partnerships	Q1	Q4		

Theme	Area	Objective	Action	Lead	Service	Team	Start	End		
13 - The council's equality objectives	SV - South and Vale		Review major planning applications to encourage accessible development for all and seek to secure S106 or CIL funding for projects to improve access to the public realm	Andrew Down	HRITTS	Policy & Partnerships	Q1	Q4		
9 - Housing and infrastructure	V - Vale	· deliver the right balance of types and tenure of new homes to meet housing need and support economic growth	Progress Local Plan that sets housing policy to adoption by 31 Dec 2018	Adrian Duffield	Planning	Planning Policy	Q1	To next year		
9 - Housing and infrastructure	V - Vale		Per year, secure 75% of applications that include affordable housing to be within 5% of policy requirement (35%)	Adrian Duffield	Planning	Planning Policy	Q1	To next year		
9 - Housing and infrastructure	V - Vale	· develop a range of starter home and low cost home ownership initiatives, that provide entry points to home ownership	Work with HCA and developers to identify two suitable sites for starter homes and low cost home ownership initiatives in the district	Gerry Brough	Housing & Development	Housing Regeneration and Development	Q1	To next year		
9 - Housing and infrastructure	V - Vale	· Ensure a good supply of affordable rented homes for those unable to buy	Achieve affordable housing targets, whereby 75% of affordable housing is for rent	Gerry Brough	Housing & Development	Housing Needs	Q1	To next year		
9 - Housing and infrastructure	V - Vale	· Promote self-build and custom build initiatives, and ensure that land is made available for this purpose	Progress Local Plan that sets a policy on self-build and custom build to adoption by 31 Dec 2018	Adrian Duffield	Planning	Planning Policy	Q3	To next year		
9 - Housing and infrastructure	V - Vale	· promote exemplars of housing design through our planning policies	Review Design Guide and adopt new version by March 2018	Adrian Duffield	Planning	Planning Policy	Q1	Q4		
9 - Housing and infrastructure	V - Vale	· work with developers and other partners to develop a protocol that will ensure high quality, sympathetic design appropriate to all areas of our district	Using the adopted Design Guide to ensure high quality, sympathetic design.	Adrian Duffield	Planning	Planning Policy	Q1	Q3		
9 - Housing and infrastructure	V - Vale	· actively work to bring forward development where we see gaps in provision, using council resources and delivery mechanisms as appropriate	Explore models for direct delivery of affordable rented accomodation	Gerry Brough	Housing & Development	Housing Regeneration and Development	Q2	To next year		
9 - Housing and infrastructure	V - Vale	· assisting households to remain in their homes through mediation and enforcement of their rights to occupy.	Meet agreed targets as set out in the KPIs for provision of advice to people seeking new homes through the Councils' Choice based lettings scheme. Target is to process new applicants through to entry on the register within 20 days	Gerry Brough	Housing & Development	Housing Needs	Q1	Q4		
9 - Housing and infrastructure	V - Vale	· providing a holistic housing advice service, in partnership with other agencies, to maximise the housing options for all households	Meet agreed targets as set out in the KPIs for provision of advice to people seeking new homes through the Councils' Choice based lettings scheme. Target is to process new applicants through to entry on the register within 20 days	Gerry Brough	Housing & Development	Housing Needs	Q1	Q4		
9 - Housing and infrastructure	V - Vale	· helping low income families to access affordable rented accommodation through deposit bonds, rent-in-advance loans and tenancy support	Meet agreed targets for delivery of these various forms of assistance as set out in the Housing service plan. Target is to nominate applicants for a specific property within 3 working days	Gerry Brough	Housing & Development	Housing Needs	Q1	Q4		
9 - Housing and infrastructure	V - Vale	· providing funding towards work on temporary flood barriers in South Hinksey and for the investigation of options to manage flood risks at sites in Abingdon, including Hillview Road on the River Stert; St Helen's Mill on the River Ock and a more comprehensive scheme for the River Ock as well as the major Oxford and Abingdon Flood Alleviation Scheme.	Provide funding for EA scheme at South Hinksey. Completion Q3 16/17	Andrew Down	HRITTS		Q2	Q3		
9 - Housing and infrastructure	V - Vale		Provide funding for EA scheme at St Helen's Mill. Completion Q3 17/18	Andrew Down	HRITTS		Q3	To next year		
9 - Housing and infrastructure	V - Vale		Provide funding and participate in governance for Oxford and Abingdon flood alleviation schemes. Long term projects running to 2021/22	Andrew Down	HRITTS		To next year	To next year		
9 - Housing and infrastructure	V - Vale	· working with infrastructure partners to find solutions to flooding problems across the district	Participate in county-wide multi-agency flood groups to identify smaller priority sites and develop plans to alleviate these	Andrew Down	HRITTS		To next year	To next year		
9 - Housing and infrastructure	V - Vale	· maximising contributions from housing development towards road improvements, public transport, health, education and other infrastructure ensuring that funding is directed towards the most effective schemes	Adopt CIL charging schedule by 31 Dec 2017 maximising funding for infrastructure improvements	Adrian Duffield	Planning	Planning Policy	Q3	To next year		
9 - Housing and infrastructure	V - Vale	· seeking to maximise the amount of business rates income from our two Enterprise Zones towards infrastructure projects in Vale	Adopt a Local Development Order for Didcot Technology Park by 31 Dec 2017 to maximise the amount of business rate income	Adrian Duffield	Planning	Planning Policy	Q4	To next year		
10 - Sustainable communities and wellbeing	V - Vale	· supporting and resourcing the development of Neighbourhood Plans for our towns and villages	Provide a dedicated member of staff to assist town and parish councils to deliver their neighbourhood plans by offering professional expertise	Adrian Duffield	Planning	Planning Policy	Q1	To next year		

10 - Sustainable communities and wellbeing	V - Vale		To continue to offer grant aid to to neighbourhood planning groups in line with current council policy	Adrian Duffield	Planning	Planning Policy	Q1	To next year		
10 - Sustainable communities and wellbeing	V - Vale	· supporting community groups and community events through our grants scheme	Award grants through the capital communities scheme - 85% of grant budget allocated	Mark Stone	Corporate Strategy	Grants	Q1	Q4		
10 - Sustainable communities and wellbeing	V - Vale		Award grants through the festival scheme - at least 10 events funded	Mark Stone	Corporate Strategy	Grants	Q1	Q4		
10 - Sustainable communities and wellbeing	V - Vale		Award grants through the New Homes Bonus scheme, 85% of grant budget allocated	Mark Stone	Corporate Strategy	Grants	Q1	Q4		
10 - Sustainable communities and wellbeing	V - Vale		Award grants through the Partnership scheme - 90% of allocated budget spent	Mark Stone	Corporate Strategy	Grants	Q1	Q4		
10 - Sustainable communities and wellbeing	V - Vale	· assisting voluntary and community groups that provide important services to residents to attract volunteers	Develop a plan to promote volunteering through local businesses, schools and other voluntary sector events by 31/3/18	Andrew Down	HRITTS	Policy & Partnerships	Q1 2017/18	Q4 2017/18		
10 - Sustainable communities and wellbeing	V - Vale	· Working with partners as part of the South and Vale Community Safety Partnership (CSP) to deliver the CSP annual plan aimed at reducing crime, tackling ant-social behaviour and supporting vulnerable people	As part of the South and Vale Community Safety Partnership (CSP), agree its annual plan by 31 July 2017.	Margaret Reed	Legal & Democratic	Community Safety	Q1	Q2		
10 - Sustainable communities and wellbeing	V - Vale		A report on the CSP's performance in 2017/18 will be submitted to the Joint Scrutiny Committee in March 2018.	Margaret Reed	Legal & Democratic	Community Safety	Q4	Q4		
10 - Sustainable communities and wellbeing	V - Vale	· Maintaining the number of people who say they feel safe during the day/at night	Maintain the number of people who say they feel safe walking alone in their community in daytime at a minimum of 99% as measured in the residents' survey	Margaret Reed	Legal & Democratic	Community Safety	Q4	Q4		
10 - Sustainable communities and wellbeing	V - Vale		Maintain the number of people who say they feel safe walking alone in their community at night at a minimum of 86% as measured in the residents' survey	Margaret Reed	Legal & Democratic	Community Safety	Q4	Q4		
10 - Sustainable communities and wellbeing	V - Vale	· continuous improvement programmes for our leisure centres, facilities and schemes	Deliver the identified 17/18 capital improvement works	Mark Stone	Corporate Strategy	Leisure	Q1	Q4		
10 - Sustainable communities and wellbeing	V - Vale		85% of the participation courses we run become self sustaining as participants eventually take on the responsibility for running the classes	Mark Stone	Corporate Strategy	Participation	Q1	Q4		
10 - Sustainable communities and wellbeing	V - Vale	· investing in our parks and gardens across the Vale, including Abbey Gardens and Wantage Park	Complete the refurbishment of the play area at Abbey Meadows	Mark Stone	Corporate Strategy	Leisure	Q2	Q4		
10 - Sustainable communities and wellbeing	V - Vale		Complete the replacement of the toilets at Abbey Meadows	Mark Stone	Corporate Strategy	Leisure	Q2	Q4		

10 - Sustainable communities and wellbeing	V - Vale		Complete the refurbishment of the pool area at Abbey Meadows	Mark Stone	Corporate Strategy	Leisure	Q2	Q4		
10 - Sustainable communities and wellbeing	V - Vale		80% of customers satisfied with the design and appearance of our pools following the redevelopment of Abbey Meadows	Mark Stone	Corporate Strategy	Leisure	Q2	Q3		
10 - Sustainable communities and wellbeing	V - Vale		Complete the play area refurbishment at Manor Road, Wantage	Mark Stone	Corporate Strategy	Parks	Q1	Q1		
10 - Sustainable communities and wellbeing	V - Vale		Complete the play area refurbishment at Pye Street, Faringdon	Mark Stone	Corporate Strategy	Parks	Q3	Q3		
10 - Sustainable communities and wellbeing	V - Vale	· building a new leisure centre at Grove	Enter into a project management contract and appoint a design team to build a new leisure centre at Grove	Mark Stone	Corporate Strategy	Leisure	Q3	Q4		
10 - Sustainable communities and wellbeing	V - Vale	· expanding the range and quality of activities at The Beacon in Wantage	Trial 3 new activities at The Beacon in Wantage	Mark Stone	Corporate Strategy	Leisure	Q1	Q4		
10 - Sustainable communities and wellbeing	V - Vale	maintaining our position as a top-performing council on waste collection and recycling	Stay in the top 10 nationally for LA recycling rates	Mark Stone	Corporate Strategy	Waste	Q4	Q4		
10 - Sustainable communities and wellbeing	V - Vale		Stay in the top 5 nationally for LA residual waste measured per kg per household	Mark Stone	Corporate Strategy	Waste	Q1	Q4		
10 - Sustainable communities and wellbeing	V - Vale		Maintain an average annual contamination rate of 7% or below	Mark Stone	Corporate Strategy	Waste	Q2	Q4		
10 - Sustainable communities and wellbeing	V - Vale	improve street cleaning in Vale by carrying out district-wide deep cleans of pavements and public footpaths	Roll out the deep cleanse across the district	Mark Stone	Corporate Strategy	Waste	Q1	Q4		
10 - Sustainable communities and wellbeing	V - Vale		Maintain or improve on 70% of residents indicating satisfaction with cleanliness in the 2015 residents' survey.	Mark Stone	Corporate Strategy	Waste	Q1	Q1		
10 - Sustainable communities and wellbeing	V - Vale	· tackling fly tipping and graffiti by clearing fly tips quickly and taking tough action against the perpetrators	A reduction of number of flytips compared to last year's total of 288	Mark Stone	Corporate Strategy	Environmental Protection	Q1	Q4		
10 - Sustainable communities and wellbeing	V - Vale		Number of reported flytips is below the rural Oxfordshire average	Mark Stone	Corporate Strategy	Environmental Protection	Q1	Q4		
10 - Sustainable communities and wellbeing	V - Vale		Our enforcement performance on flytipping exceeds the rural Oxfordshire average	Mark Stone	Corporate Strategy	Environmental Protection	Q1	Q4		

Theme	Area	Commitment	Action	Lead	Service	Team	Start	End		
10 - Sustainable communities and wellbeing	V - Vale	working positively with developers and applicants through the planning process to minimise breaches of planning control that could otherwise lead to enforcement action	Using 2015/16 baseline data, increase the number of voluntary compliance outcomes by 5% between 1 April 2016 and 31 March 18	Adrian Duffield	Planning	Planning Development	Q1	To next year		
10 - Sustainable communities and wellbeing	V - Vale		Using 2017/18 baseline data, increase the number of voluntary compliance outcomes by 3% between April 2018 and March 2020	Adrian Duffield	Planning	Planning Development	To next year	To next year		
11 - Building an even stronger economy	V - Vale	· We will directly address matters that hold back growth within our control, such as housing supply and provision of affordable housing. We will work with partners to seek to overcome infrastructure bottlenecks that impact adversely on business competitiveness	Work with developers to bring forward new employment sites that help to create 20,000 new jobs across both South and Vale councils over the next 15 years	Gerry Brough	Housing & Development	Housing Regeneration and Development	Q1	To next year		
11 - Building an even stronger economy	V - Vale		Establish Science Vale as an international business location of choice by creating a dedicted website and supporting marketing campaign	Gerry Brough	Housing & Development	Housing Regeneration and Development	Q1	Q1		
11 - Building an even stronger economy	V - Vale		Increase the rate of housebuilding compared to previous year	Gerry Brough	Housing & Development	Housing Regeneration and Development	Q1	To next year		
11 - Building an even stronger economy	V - Vale	· We will support enterprising small and medium sized businesses to grow, ensuring the right package of initiatives is available on demand, including the potential for business rate discounts	Deliver the actions identified in the business and innovation strategy to support SME businesses to grow including the potential for business rate discounts.	Andrew Down	HRITTS	Economic Development	Q1	To next year		
11 - Building an even stronger economy	V - Vale		Working with Procurement to identify suitable data management system to manage business contacts	Andrew Down	HRITTS	Economic Development	Q1	Q3		
11 - Building an even stronger economy	V - Vale	· We will work with UKTI, the Local Enterprise Partnership, business parks and others to ensure inward investment is maximised	Attract new enquiries for investment projects in the Enterprise Zone and other locations throughout the district thatwill create 20,000 jobs across both South and Vale councils over the next 15 years	Gerry Brough	Housing & Development	Housing Regeneration and Development	Q1	To next year		
11 - Building an even stronger economy	V - Vale	· We will take a strong lead on delivery of our two Enterprise Zones in Science Vale, to maximise growth and inward investment and create high value jobs for residents. We will seek to capture the business rates growth from the Enterprise Zones for reinvestment in Vale	Promote the Enterprise Zone to potential investors capable of generating more than £100m in rates uplift	Gerry Brough	Housing & Development	Housing Regeneration and Development	Q1	To next year		
11 - Building an even stronger economy	V - Vale	· We will invest in land and property where appropriate to achieve our corporate objectives	Study the report from Arcadis to ensure the council can use it to achieve the goal of investing in land and property	Andrew Down	HRITTS	Economic Development	Q1	To next year		
11 - Building an even stronger economy	V - Vale	· working with delivery partners to ensure a good supply of appropriate business premises for start-ups and small and medium enterprises	Deliver the actions identified in the business and innovation strategy to ensure a good supply of appropriate business premises for start-ups and SME businesses.	Andrew Down	HRITTS	Economic Development	Q1	to next year		
11 - Building an even stronger economy	V - Vale	· ensuring the skills needs of our employers are identified and that training programmes are in place to provide a skilled labour force	Deliver the actions identified in the business and innovation strategy to ensure that the skills needs of employers are identified and liaise with education providers to find appropriately skilled staff locally or supply the necessary training.	Andrew Down	HRITTS	Economic Development	Q1	To next year		
11 - Building an even stronger economy	V - Vale		Deliver the actions identified in the business and innovation strategy to encourage local apprenticeships and local workforce schemes for young people.	Andrew Down	HRITTS	Economic Development	Q1	To next year		
11 - Building an even stronger economy	V - Vale	· working with developers to introduce local apprenticeship and local workforce schemes that benefit our residents	Progress Adoption of Local Plan Part 2 by 31 Dec 2018 which includes policies to encourage local apprenticeships and local workforce schemes	Adrian Duffield	Planning	Planning Policy	Q1	To next year		
11 - Building an even stronger economy	V - Vale	· looking for opportunities to extend local development orders which simplify and speed up the planning process to encourage business growth in Vale	Adopt Local Development Order for Didcot Technology Park by Dec 2017 to simplify and speed up the planning process	Adrian Duffield	Planning	Planning Policy	Q4	To next year		
11 - Building an even stronger economy	V - Vale		Adopt Local Development Order for Harwell Campus by Dec 2019 to simplify and speed up the planning process	Adrian Duffield	Planning	Planning Policy	To next year	To next year		

11 - Building an even stronger economy	V - Vale	·　supporting and encouraging business collaboration through promoting the Vale4Business brand	Review the Vale4Business brand, membership and purpose.	Andrew Down	HRITTS	Economic Development	Q3	To next year		
11 - Building an even stronger economy	V - Vale		Implement findings from the Vale4Business review, establishing ambassadors and relaunching refreshed brand	Andrew Down	HRITTS	Economic Development	Q1	To next year		
11 - Building an even stronger economy	V - Vale	• promoting Vale as a must-see visitor and cultural destination, providing up to date information on amenities and events	Refresh the www.SouthernOxfordshire.com website	Andrew Down	HRITTS	Economic Development	Q1	Q4		
11 - Building an even stronger economy	V - Vale	·　enabling the development of additional hotel accommodation to encourage more overnight visitors	Facilitate contact between potential developers and planning team to promote the development of additional hotel accommodation	Andrew Down	HRITTS	Economic Development	Q1	to next year		
11 - Building an even stronger economy	V - Vale	·　working with providers and partners to improve broadband access, mobile phone reception and public access to wi fi in our town centres	By maintaining a presence on the Board, promote effective delivery of the council's investment in the Better Broadband for Oxfordshire programme	Andrew Down	HRITTS	Economic Development	Q1	To next year		
11 - Building an even stronger economy	V - Vale		Package gaps in broadband coverage across the district and identify alternative solutions to deliver desired coverage	Andrew Down	HRITTS	Economic Development	Q1	To next year		
11 - Building an even stronger economy	V - Vale		Identify key contacts within major mobile phone providers to determine how reception can be improved	Andrew Down	HRITTS	Economic Development	Q1	To next year		
11 - Building an even stronger economy	V - Vale		Review existing wifi coverage in town centres to identify where gaps in wifi coverage have not already been solved by commercial interests such as cafes etc	Andrew Down	HRITTS	Economic Development	Q1	To next year		
11 - Building an even stronger economy	V - Vale	·　securing the redevelopment of the West Way shopping centre area in Botley	Manage effective sale of council owned land to deliver the redevelopment scheme in Botley	Andrew Down	HRITTS	Economic Development	Q3	To next year		
11 - Building an even stronger economy	V - Vale	·　exploring the potential for redevelopment of the Charter area in Abingdon, building on the success of the Bury Street redevelopment	Working with existing and potential tenents to consider options for the redevelopment of the Charter area, in order to improve footfall in the town	Andrew Down	HRITTS	Economic Development	Q1	To next year		
11 - Building an even stronger economy	V - Vale		Refurbish Charter car park.	Andrew Down	HRITTS		Q4	To next year		
11 - Building an even stronger economy	V - Vale	·　expanding our Town Teams to support our thriving town centres of Wantage and Faringdon	Review town team support to Wantage and Farringdon	Andrew Down	HRITTS	Economic Development	Q1	Q4		
11 - Building an even stronger economy	V - Vale	·　supporting the successful operation of the Abingdon Business Improvement District	Working alongside the BID team to support effective operation of the initiative in Abingdon	Andrew Down	HRITTS	Economic Development	Q1	To next year		
12 - Running an efficient council	V - Vale	·　keeping district council tax low	Look to identify additional reveue streams in light of the planned changes to existing funding arrangements	Mark Stone	Senior Management Board	CEO	Q3	To next year		
12 - Running an efficient council	V - Vale		Seek to identify efficiencies through the unitary proposal	Mark Stone	Senior Management Board	CEO	Q3	To next year		
12 - Running an efficient council	V - Vale	·　continuing to work in partnership with South Oxfordshire District Council and others to develop new ideas for improving service delivery, including pursuing a proposal to move to a unitary council covering southern Oxfordshire	Liaise with both council cabinets and county council to develop new ideas for improving service delivery, using the residents' survey results in 2015 as a baseline	Mark Stone	Senior Management Board	CEO	Q3	To next year		
12 - Running an efficient council	V - Vale	·　continuing to reduce our operational costs, particularly energy costs, through efficiency measures	Agree and implement an Energy Plan for the council based on the county-wide target agreed by the OEP to reduce carbon emissions from our own estate by 3 per cent per annum. This will include all council properties.	Andrew Down	HRITTS	Policy & Partnerships	Q4	To next year		

Cabinet Report

Report of Head of Development and Housing

Author: Phil Ealey

Telephone: 01235 422456

Textphone: 18001 01235 422456

E-mail: phil.ealey@southandvale.gov.uk

Wards affected: ALL

Cabinet member responsible: Cllr Elaine Ware

Tel: 01793 783026

E-mail: elaine.ware@whitehorsedc.gov.uk

To: CABINET

Date: 4 August 2017

Temporary accommodation provision 2017-2022

Recommendations

(a) After consideration of comments from Scrutiny Committee, Cabinet approve the approach to temporary accommodation provision.

(b) That Cabinet recommend to Council the deletion of the current capital budget provision of £920,000 for the estimated costs of purchasing 4 two-bedroom houses in Abingdon.

(c) That Cabinet recommend to Council the creation of a capital budget of £885,000 to convert the council's two hostels into self-contained units.

(d) For Cabinet to notify Council that approving recommendation (c) will result in a reduction in the revenue budget of £25,000 per annum.

Purpose of Report

1. To inform Cabinet of the projected demand for temporary accommodation to accommodate homeless households over the next five years.

2. To seek Cabinet approval for the recommended housing option to meet this future demand.

3. For Cabinet to recommend to Council the deletion of the current capital budget provision of £920,000 for the estimated costs of purchasing 4 two-bedroom houses in Abingdon.

4. For Cabinet to recommend to Council the creation of a capital budget of £885,000 to convert the council's two hostels into self-contained units.

5. For Cabinet to notify Council that approving recommendation (c) will result in a reduction in the revenue budget of £25,000 per annum.

Corporate Objectives

6. Actively work to bring forward housing developments where we see gaps in provision.

7. The equality objective to improve physical access to council owned or leased buildings.

Background

8. The council has a statutory duty to assess the housing needs of households who present as homeless to the council. This duty may include the provision of temporary accommodation.

9. The Temporary Accommodation Provision report makes a recommendation on how best to meet the future demand for temporary accommodation in Vale of White Horse.

10. The recommendation follows a review of the current provision of temporary accommodation; a forecast of future demand and an assessment of the available options to meet future demand.

11. This report will be reviewed annually by Officers. The review will identify any variances against forecast and propose any necessary adjustments to temporary accommodation provision.

12. The council owns 19 units of temporary accommodation. There are three houses in Abingdon, a six bed hostel - Tiverton House, Wantage and a ten bed hostel - Elmside, Faringdon.

13. The hostels have shared bathroom and toilet facilities which are not appropriate for housing vulnerable families and individuals. The council has a duty of care towards homeless applicants it places into temporary accommodation.

14. The reconfiguration of the two hostels into self-contained units would result in a reduction of two units at Tiverton House and three units at Elmside.

15. The total number of units available following reconfiguration of the hostels would however remain sufficient to meet current demand. The newly available refurbished houses in Abingdon, together with two rooms at the hostels no longer being used by SODC as part of the strategy, offsets the reduction in units at the hostels.

16. The demand model forecasts that the council will require an additional two units of temporary accommodation to meet newly arising baseline demand over the next five years. This additional demand can be met through increasing the occupancy rates at the hostels.

17. This report considers the options available to meet future demand and makes a recommendation that both hostels are reconfigured into self-contained units, including at least one unit that is wheelchair accessible.

Options

a) Do minimum

18. The council would continue to receive a net rental income of approximately £94,000 from the hostels. This is £25,000 more per annum than achieved by the other options.

19. The hostels would need to be refurbished at an estimated cost of £317,000.

20. The hostels would remain as rooms with shared facilities that are not appropriate for accommodating vulnerable households and would not meet the objectives of the strategy.

21. It is therefore not a viable option for the council to meet its future need for temporary accommodation.

b) Reconfigure only the Wantage hostel into self-contained units. Sell the Faringdon hostel and purchase replacement units.

22. The estimated cost of converting the Wantage hostel into four self-contained units is £322,000.

23. The sale of the Faringdon hostel would generate a capital receipt of approximately £470,000 after the deduction of disposal costs.

24. The estimated cost of purchasing the equivalent seven replacement units in Abingdon, including acquisition costs, would be £1,570,000.

25. The estimated cost of converting the Wantage hostel and replacing the Faringdon hostel units is £1,422,000 and therefore does not represent value for money.

c) Reconfigure only the Faringdon hostel into self-contained units. Sell the Wantage hostel and purchase replacement units.

26. The estimated cost of converting the Faringdon hostel into seven self-contained units is £563,000.

27. The sale of the Wantage hostel would generate a capital receipt of approximately £493,500 after the deduction of disposal costs.

28. The estimated cost of purchasing the equivalent four replacement units in Abingdon, including acquisition costs, would be £940,000.

29. The estimated cost of converting the Faringdon hostel and replacing the Wantage hostel units is £1,009,500 and therefore does not represent value for money.

d) Sell both hostels and purchase equivalent accommodation.

30. The sale of both properties would generate a capital receipt of approximately £963,500 after disposal costs.

31. The estimated cost of purchasing the equivalent number of eleven replacement units in Abingdon, including acquisition costs, would be £2,510,000.

32. The estimated cost of selling both hostels and purchasing an equivalent number of units in Abingdon would be £1,546,500. This would not represent value for money.

e) Reconfigure both hostels into self-contained units.

33. The estimated cost of reconfiguring both hostels into self-contained units would be £885,000. This would include at least one unit that has wheelchair accessibility.

34. Reconfiguration of the hostels is the least expensive option that also meets the council's duty to provide suitable temporary accommodation. It is therefore the recommended option.

35. A transitional plan would be necessary to manage the process of converting the hostels.

Financial Implications

36. The implication for the revenue budget 2017/18 can be met within existing budgets. The implication for 2018/19 from a reduction in the revenue budget resulting from a loss of rental income of £25,000 will come forward as an essential growth bid.

Legal Implications

37. The council will be in an improved position to meet its statutory duties under homelessness legislation to provide suitable temporary accommodation.

Risks

38. A risk is that the forecast demand for two additional units is not realised. This risk is mitigated by using the baseline forecast increase of two units, rather than the upper range forecast of six units. The forecast demand will also be reviewed annually by Officers to make any necessary adjustments in provision.

39. There is also the risk that the cost of reconfiguring the hostels will exceed the estimated budget. This risk will be mitigated by detailed planning and project management by the Housing Needs Manager with oversight from the Head of Housing.

Other implications

40. The management of the additional units can be absorbed within the current resources of the housing needs team.

Conclusion

41. Reconfiguration of the hostels is the least expensive option to meet the forecast demand for temporary accommodation that also meets the council's duty to provide suitable temporary accommodation.

Background Papers

- South Oxfordshire District Council and Vale of White Horse District Council: A study into future demand for temporary accommodation (Three Dragons)

- Report into the provision of temporary accommodation in South Oxfordshire and Vale of White Horse District Councils (Arcadis)

- Equality Impact Assessment

South Oxfordshire District Council
Vale of White Horse District Council

Temporary Accommodation Provision 2017-2022

May 2017

CONTENTS

Appendices

Appendix 1

South Oxfordshire District Council and Vale of White Horse District Council: A study into future demand for temporary accommodation

Three Dragons

Appendix 2

Report into the provision of temporary accommodation in South Oxfordshire and Vale of White Horse District Councils

Arcadis

EXECUTIVE SUMMARY

1. The councils have a statutory duty to assess the housing needs of households who present as homeless to the authority. This duty may include the provision of temporary accommodation.

2. This provision report makes recommendations on how best to meet the future demand for temporary accommodation in South Oxfordshire and Vale of White Horse.

3. The recommendations follow a review of the current provision of temporary accommodation; a forecast of future demand and an assessment of the available options to meet future demand.

4. This provision report will be reviewed annually by Officers. The review will identify any variances against forecast and propose any necessary adjustments to temporary accommodation provision.

South Oxfordshire District Council

5. South Oxfordshire does not own any temporary accommodation. The duty to provide temporary accommodation is met through either hotels or by using VWHDC units.

6. The demand model forecasts that SODC will need an additional two units of temporary accommodation. This demand can no longer be met by VWHDC, who will require their hostels to meet their own future demand.

7. There is a business case for SODC to invest in two properties to meet future demand. The council would save expenditure on hotel accommodation and generate its own rental income.

8. The most suitable properties to meet the future demand are two-bed properties in Didcot.

9. This report considers the options available and recommends that South Oxfordshire purchases two units of temporary accommodation in Didcot, at least one of which should be wheelchair accessible.
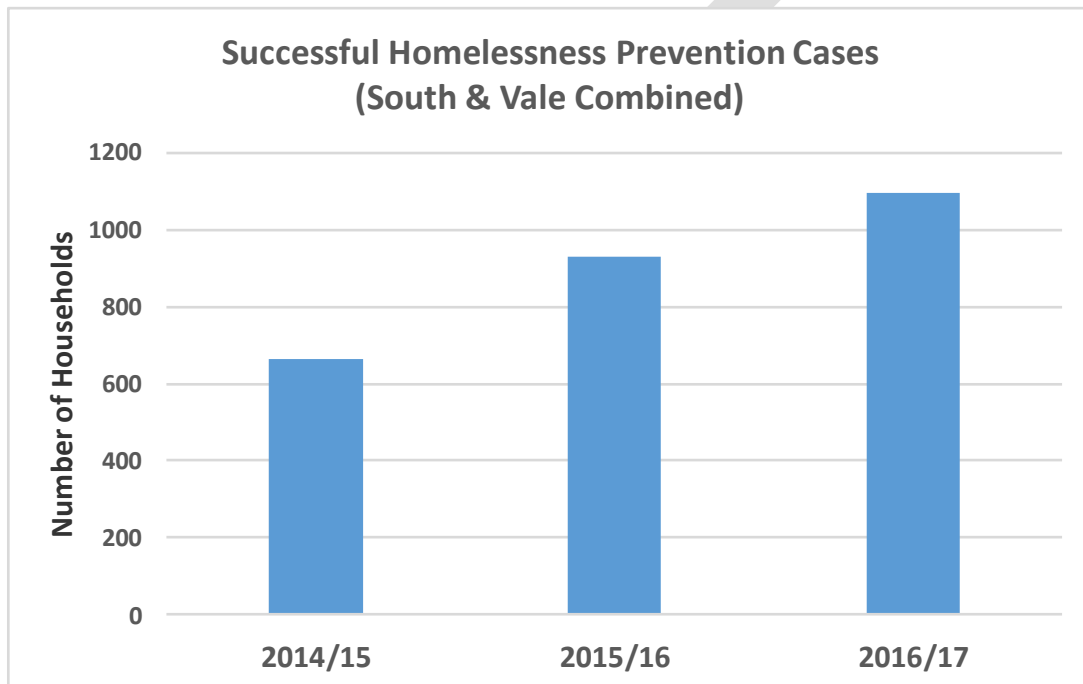
Vale of White Horse District Council

10.   Vale of White Horse District Council owns 19 units of temporary accommodation.   There are three houses in Abingdon, a six bed hostel, Tiverton House, in Wantage and a ten bed hostel, Elmside, in Faringdon.

11.   Both of the hostels have shared bathroom and toilet facilities which are not appropriate for housing vulnerable families and individuals. The council has a duty of care towards homeless applicants it places into temporary accommodation.

12.   The reconfiguration of the two hostels into self-contained units would result in a reduction of two units at Tiverton House and three units at Elmside.

13.   The total number of units available following reconfiguration of the hostels would however remain sufficient to meet current demand. The newly-available three refurbished houses in Abingdon, together with the two units vacated by SODC, will offset the reduced number of units.

14.   The demand model forecasts that VWHDC will require a further two units to meet newly arising demand over the next five years. This additional demand can be met through increasing the occupancy rates at the hostels.

15.   The cost of converting the hostels into self-contained units is more cost effective than selling either or both hostels and purchasing equivalent replacement units.

16.   This report considers the options available and recommends that both hostels are reconfigured into self-contained units, including one wheelchair accessible unit.
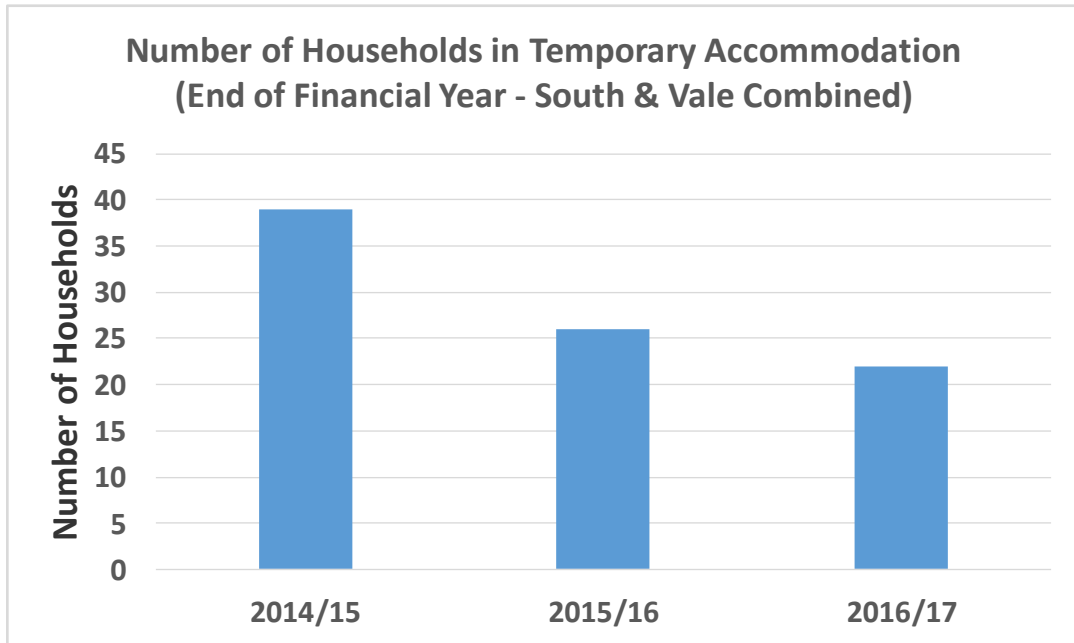
INTRODUCTION

17.   South Oxfordshire and Vale of White Horse District Councils have a strong track record in preventing homelessness. This has been achieved by identifying families and individuals at risk of becoming homeless as early as possible and using a wide range of intervention tools and techniques to overcome this threat. This has led to a steadily increasing number of prevention interventions and a consequent reduction in homelessness.

Successful Homelessness Prevention Cases (South & Vale Combined)

A bar chart titled "Successful Homelessness Prevention Cases (South & Vale Combined)" with the y-axis labelled "Number of Households" ranging from 0 to 1200. The bars show approximately 665 for 2014/15, approximately 930 for 2015/16, and approximately 1095 for 2016/17.
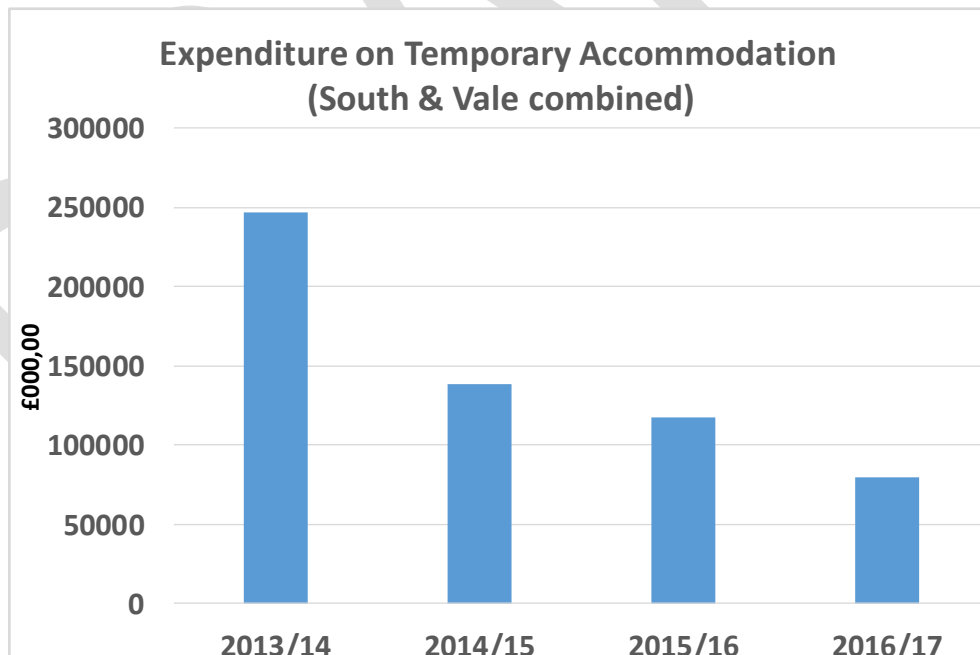
18.   South Oxfordshire and Vale of White Horse District Councils successful prevention strategy has also meant that the use of temporary accommodation has reduced in recent years. This has also been helped by an increased supply of affordable housing in recent years, as new housing developments come on stream and developers comply with the Council's affordable housing policy, which requires that 40% and 35% of all new houses be affordable homes in South and Vale respectively.

5

**Number of Households in Temporary Accommodation
(End of Financial Year - South & Vale Combined)**

Number of Households

	2014/15	2015/16	2016/17

19.   The reduction in the use of temporary accommodation has also led to significant financial savings for the councils overs the last four years.

**Expenditure on Temporary Accommodation
(South & Vale combined)**

£000,00

	2013/14	2014/15	2015/16	2016/17

20.   However, the pressure on housing services however continues to grow, with a year-on-year increase in the number of households at risk of homelessness approaching the councils for assistance. These increasing pressures have led to a nationwide 30% rise households in temporary accommodation since 2013 – which makes South and Vale's success in reducing homelessness even more significant.

6
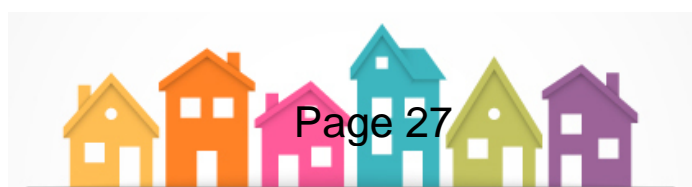
21. Nevertheless, councils cannot take into account their available resources when deciding what housing duties are owed under homelessness legislation. It is therefore a demand-led service which makes forecasting future demand particularly difficult. There is also the difficulties of predicting the impact of future variables, such as legislative changes and welfare reform.

22. It is therefore desirable for councils to produce a forecast of future demand. It enables a proactive, rather than a reactive, approach to planning the future provision of temporary accommodation.

23. This report is divided into three sections. The first section reviews the current provision of temporary accommodation. The second section is a forecast of future demand and the third section assesses the most effective way of meeting this future demand.

7

THE LEGISLATIVE CONTEXT

24. All district councils have a statutory duty to assess the housing needs of homeless households who approach them for assistance. This statutory duty may include the provision of temporary accommodation.

25. The duties owed to homeless households are set out within the provisions of the Housing Act 1996 (as amended by the Homelessness Act 2002).

26. Homelessness legislation is complex, however in its simplest form a homelessness assessment is a series of tests to establish the extent of the housing duty, if any, owed to the applicant.

27. The five tests applied by councils under homelessness legislation are:

    a) Is the applicant eligible for assistance?
    b) Is the applicant homeless?
    c) Does the applicant have a priority need?
    d) Did the applicant become homeless intentionally?
    e) Does the applicant have a local connection?

28. The main categories of priority need are:

    a) Households with dependent children
    b) Households with a member who is pregnant
    c) Households who are vulnerable (eg physically disabled or mental impairment).
    d) Households fleeing domestic abuse

29. The council only has a duty to provide temporary accommodation if an applicant is eligible for assistance, homeless and has a priority need. The council may however also have a duty to provide temporary accommodation pending a decision on the application.

30. An intentionally homeless applicant will normally only be provided temporary accommodation for a short period of time and any applicant without a local connection will be referred to the authority with whom they do have a local connection.

31. The temporary accommodation provided must be suitable for the needs of the applicant in accordance with the Homelessness (Suitability of Accommodation) (England) Order 2012. The council must also take into account homelessness caselaw, in particular Nzolameso v City of Westminster 2015. This caselaw states that a council should provide temporary accommodation within their own district whenever possible.
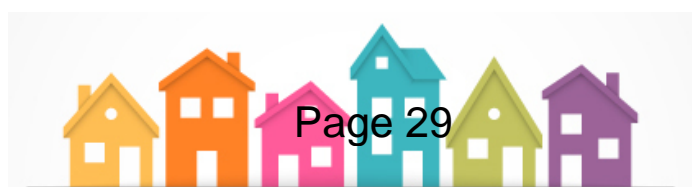
32. There are a number of circumstances in which the council can end its duty to provide temporary accommodation. The most common reasons are that the applicant is re-housed through the housing register or they have secured alternative accommodation.

9

SECTION ONE - A REVIEW OF CURRENT PROVISION

33.   The provision of temporary accommodation is, by its nature, normally for a short period of time. The applicant may not be owed an ongoing housing duty following their assessment; they may be found intentionally homeless or they may be accepted as homeless and moved to accommodation with a Registered Provider.

34.   It is essential that councils can quickly move applicants into and out of temporary accommodation. The council therefore offers temporary accommodation under licence to the occupier. The licence agreement enables the council to terminate accommodation with reasonable notice without the requirement to obtain possession through a lengthy court process.

35.   The exception to offering licences is when the applicant is offered temporary accommodation by a Registered Provider. Both councils have access to a small number of "joint-protocol" properties owned by Registered Providers for the purpose of providing temporary accommodation. However, these properties can only be offered as Assured Shorthold Tenancies that cannot be terminated without a court order and a warrant for eviction.

36.   The provision of temporary accommodation must be sufficiently flexible to allow both emergency placements and emergency evictions.   The joint-protocol properties are therefore only suitable for applicants with an ongoing housing duty.

37.   There will always be a need to spot purchase emergency temporary accommodation, for example when applicants are placed out-of-hours.

38.   Neither council has provision for wheelchair accessible temporary accommodation.

South Oxfordshire District Council

39.   South Oxfordshire District Council does not own any temporary accommodation.

40.   The council has access to 11 joint protocol properties available for homeless households. These are self-contained properties mainly located in Didcot and Wallingford. They are provided and managed by SOHA and A2 Dominion.

41.   The council also uses temporary accommodation owned by Vale of White Horse District Council.

42.   The council uses hotels for emergency temporary accommodation.

Vale of White Horse District Council

43.   Vale of White Horse District Council owns 19 units of temporary accommodation.   There are three houses in Abingdon, a six bed hostel in Wantage and a ten bed hostel in Faringdon.

44.   Both of the hostels have shared bathroom and toilet facilities which are not appropriate for housing vulnerable families and individuals. The council has a duty of care towards homeless applicants placed into its temporary accommodation.

45.   The council has access to nine self-contained units of joint protocol properties for homeless households located in Abingdon. The properties are owned and managed by A2 Dominion.

46.   The council uses hotels for emergency temporary accommodation.

11

SECTION TWO - A FORECAST OF FUTURE DEMAND

47.   The councils have a statutory duty to accommodate certain homeless households. This duty cannot be limited by the council's available resources.

48.   A demand-led service makes forecasting future demand particularly difficult. There are a number of future variables, such as legislative changes and welfare reform, for which it is difficult to assess the impact on homelessness.

49.   It is however beneficial for councils to forecast demand. By adopting a planned approach councils are in a better position to manage resources effectively.

50.   A model of future demand was developed by Three Dragons consultancy in their report: *"South Oxfordshire District Council and Vale of White Horse District Council: A study into future demand for temporary accommodation"* (Appendix 1). The report is a detailed analysis of the projected future demand for temporary accommodation over the next five years.

51.   The model of future demand assesses the potential range and impact of certain defined variables. These variables are related to the effect of:

      a) demographic change
      b) the benefit cap in private rented sector
      c) households excluded from the private sector on affordability grounds
      d) LHA on vulnerable single households in social rented sector
      e) changes to service provision for vulnerable rough sleepers

52.   The report forecasts that temporary accommodation will increase over the lifetime of the strategy despite the council's successful track record in preventing homelessness.

South Oxfordshire District Council

53.   The model of future demand indicates a newly arising **baseline-need of two units** of temporary accommodation across the lifetime of the strategy.

54.   The upper range forecast is for an additional seven units of temporary accommodation needed over the lifetime of the strategy.

Table 1: *SODC: Summary of newly arising demand for temporary accommodation*

	2017/18		2018/19		2019/20		2020/21		2021/22	
	B	UR	B	UR	B	UR	B	UR	B	UR
Households	9	29	6	10	7	23	4	24	4	25
Units	2	7	2	3	2	6	1	6	1	6

B = Base Rate forecast
UR = Upper Rate forecast
The figures are not cumulative– they give the number for additional units in each distinct year.

55. The report states that two-bedroom properties offers the most flexible solution to meet the demand from differing household sizes.

56. The highest demand areas for temporary accommodation are Didcot and then Henley.

57. The report also identifies that there is ongoing unmet demand for the provision of wheelchair accessible accommodation.

Vale of White Horse District Council

58. The model of future demand indicates a newly arising **baseline-need of two units** of temporary accommodation over the next five years.

59. The highest demand areas are Abingdon and then Wantage.

60. The upper range forecast is for an additional six units needed over the lifetime of the strategy.

Table 2: VWHDC: Summary of newly arising demand for temporary accommodation

	2017/18		2018/19		2019/20		2020/21		2021/22	
	B	UR	B	UR	B	UR	B	UR	B	UR
Households	2	9	1	3	9	25	9	25	9	25
Units	1	2	0	1	2	6	2	6	2	6

B = Base Rate forecast
UR = Upper Rate forecast
The figures are not cumulative– they give the number for additional units in each distinct year.

61. The report states that two-bedroom properties offers the most flexible solution to meet the demand from differing household sizes.

62. The report also identifies that there is ongoing unmet demand for the provision of wheelchair accessible accommodation.

13

SECTION THREE - MEETING THE FUTURE DEMAND

63. The forecast of demand produced a baseline and upper range of the additional units of temporary accommodation needed by both councils over the lifetime of the strategy.

64. The procurement of additional units would require significant capital expenditure by the councils. ***The prudent approach adopted in this strategy is therefore to meet the baseline need for additional units, while keeping under annual review the level of demand.***

65. The baseline demand for both councils is two additional units over the lifetime of the strategy.

66. A second report compiled by Arcadis Design and Consultancy was commissioned to consider the options available to meet the identified South and Vale's baseline temporary accommodation requirements and make recommendations to meet the baseline demand for both councils.

67. The report takes into account the specific requirements of temporary accommodation and the management of the properties, and a detailed financial assessment is provided for each viable option appraised in the report.

68. The report also considers the management of temporary accommodation. It recognises that it is a specialist housing function, dealing with vulnerable people in potentially volatile circumstances.

69. The report concludes that the experience and expertise of the temporary accommodation team at the councils are the best option to provide the ongoing management of the properties.

70. The option of leasing accommodation from a Registered Provider is not a viable option. Registered Providers are not in a position to meet the specialist demands of temporary accommodation.

South Oxfordshire District Council – Options appraisal

71. The forecast demand for SODC is that two units of temporary accommodation will be required to meet the baseline demand over the lifetime of the strategy.

72. The options available to SODC are as follows:

14

a) Do nothing

73. If SODC does not make any provision for the baseline increase in demand for temporary accommodation there is a high risk that hotel expenditure will increase significantly over the next five years.

    The net cost of providing the equivalent of two units of temporary accommodation in hotels would be approximately £48,000 per annum.

b) Purchase own temporary accommodation

74. The cost of purchasing and refurbishing two units of temporary accommodation in Didcot would be approximately £520,000. This figure includes the acquisition costs.

75. The council could potentially save approximately £48,000 per annum in hotel accommodation costs. The properties would also generate a rental income of approximately £14,000 per annum after deducting ongoing maintenance costs. This means that purchasing appropriate property would provide a nominal annual benefit of £62,000, which effectively provides a realistic payback on any investment they may make in purchasing and refurbishing two properties in Didcot.

76. The council would also retain a capital asset that may appreciate over the next five years.

77. A detailed financial appraisal of this proposal is included within the Arcadis report.

78. The potential risks of purchasing properties are capital depreciation or a reduction in rental income. The reduction in rental income may result from changes to subsidy levels or welfare reform.

79. These risks are partially mitigated by the historic increase in property values and the necessity of Government to ensure councils are able to meet their legal duty to provide temporary accommodation.

Vale of White Horse District Council – Options appraisal

80. The forecast demand for VWHDC is that two additional units of temporary accommodation are necessary to meet the baseline demand over the next five years.

81. This increase in demand for two additional units can be met by increasing the occupancy of the hostels from 63% in 2016/17 to 80%.

82. There is however an issue concerning the suitability of the hostels. The shared bathroom and toilet facilities are not appropriate for housing vulnerable families and individuals. The council has a duty of

care towards homeless applicants placed into its temporary accommodation.

83. The hostels could be converted into self-contained units to resolve the problems associated with shared facilities. They would also provide a minimum of one wheelchair accessible unit.

84. The optimum use of space when converting the hostels into self-contained units would result in the following configuration:

Wantage hostel – 2 x 1 bedroom units
2 x 2 bedroom units

An overall reduction of two units

Faringdon hostel - 5 x 1 bedroom units
2 x 2 bedroom units

An overall reduction of three units

85. The options available to VWHDC are therefore as follows:

a) Do minimum

86. The demand for temporary accommodation would continue to be met over the lifetime of the strategy. In addition, the council would receive a net income of approximately £94,000 from the hostels. This is £25,000 more per annum than achieved by the other options.

87. The hostels however are in need of refurbishment that would incur an estimated cost of £317,000.

88. The hostels would also remain as rooms with shared facilities that are not appropriate for accommodating vulnerable households and may be subject to legal challenge. Option a) is therefore not a viable option.

b) Reconfigure only the Wantage hostel into self-contained units. Sell the Faringdon hostel and purchase replacement units.

89. The estimated reconfiguration cost for converting the Wantage hostel into four self-contained units is £322,000.

90. The sale of the Faringdon hostel would generate a capital receipt of approximately £470,000 after the deduction of disposal costs.

91. The estimated cost of purchasing the equivalent seven replacement units in Abingdon, including acquisition costs, would be £1,570.000.

16

92. The cost of reconfiguring the Wantage hostel and replacing the Faringdon hostel units would not represent value for money.

c) Reconfigure only the Faringdon hostel into self-contained units. Sell the Wantage hostel and purchase replacement units.

93. The estimated reconfiguration cost for converting the Faringdon hostel into seven self-contained units is £563.000.

94. The sale of the Wantage hostel would generate a capital receipt of approximately £493,500 after disposal costs.

95. The estimated cost of purchasing the equivalent four replacement units in Abingdon, including acquisition costs, would be £940,000.

96. The cost of reconfiguring the Faringdon hostel and replacing the Wantage hostel units would not represent value for money.

d) Sell both hostels and purchase equivalent accommodation.

97. The sale of both properties would generate a capital receipt of approximately £963,500 after disposal costs.

98. The cost of replacing both hostels with an equivalent number of units in Abingdon, including acquisition costs, would be approximately £2,510,000.

99. The cost of selling both hostels and replacing them with an equivalent number of units would not represent value for money.

e) Reconfigure both hostels into self-contained units.

100. The estimated cost of reconfiguring both hostels into self-contained units would be £885,000.

101. The cost of reconfiguring the hostels is £661,500 less than selling the hostels and purchasing the equivalent number of temporary accommodation units.

102. The reconfiguration of the hostels therefore represents the most cost efficient approach to meeting the need for temporary accommodation.

103. However, a transitional plan would be necessary to manage the process of converting the hostel accommodation.

104. A detailed financial appraisal of each proposal is included within the Arcadis report. However the summary figures are present in Table 3.

Table 3: Options Table

	Sales receipt	Reconfiguration cost	Replacement Units cost	**Net Cost**
Option b) Reconfigure Wantage hostel; sell and replace the Faringdon hostel	£470,000	£322,000	£1,570,000	**£1,422.000**
Option c) Reconfigure the Faringdon hostel; sell and replace the Wantage hostel	£493,500	£563,000	£940,000	**£1,009.500**
Option d) Sell and replace both hostels	£963,500	£0	£2,510,000	**£1,546.500**
Option e) Reconfigure both hostels	£0	£885,000	£0	**£ 885,000**

CONCLUSION

105.   The current provision of temporary accommodation will not meet the future demand forecast in both South Oxfordshire and Vale of White Horse.

106.   South Oxfordshire District Council will need to provide a minimum of two additional units of temporary accommodation to meet demand. These units would ideally be two bedroom properties in Didcot with at least one unit having wheelchair accessibility.

107.   An appraisal of the options identified the most cost effective and practical option for South Oxfordshire District Council would be to purchase and self-manage the units.

108.   Vale of White Horse District Council is able to meet future demand for temporary accommodation within its current stock by increasing occupancy rates. This, however, would mean the retention of the hostels that are not appropriate due to their shared facilities.

109.   An appraisal of the options available to Vale of White Horse District Council identifies that the reconfiguration of both hostels is the most cost effective and appropriate option to meet demand. This includes one unit of wheelchair accessible accommodation.

110.   This appraisal also recommends that the management of temporary accommodation should remain in-house due to the specialist skills required.

RECOMMENDATIONS

South Oxfordshire District Council

111.   The council should make provision for a capital allocation of £520,000 for the purchase of two properties in Didcot to meet the forecast demand for temporary accommodation.

Vale of White Horse District Council

112.   The council should make provision for a capital allocation of £885,000 for the reconfiguration of both hostels into self-contained units.

113.   The council should make provision for a revenue allocation of £25,000 per annum to offset the estimated reduction in rental income.

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

Document is Restricted