



**Brighton & Hove
City Council**

Housing & New Homes Committee

Title:	Housing & New Homes Committee
Date:	14 November 2018
Time:	4.00pm
Venue	Council Chamber - Hove Town Hall, Norton Road, Hove, BN3 3BQ
Councillors:	Meadows (Chair), Hill (Deputy Chair), Mears (Opposition Spokesperson), Gibson (Group Spokesperson), Atkinson, Barnett, Bell, Druitt, Lewry and Moonan
Contact:	Caroline De Marco Democratic Services Officer 01273 291063 caroline.demarco@brighton-hove.gov.uk
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AGENDA

PART ONE

Page

34 PROCEDURAL BUSINESS

(a) Declaration of Substitutes: Where Councillors are unable to attend a meeting, a substitute Member from the same Political Group may attend, speak and vote in their place for that meeting.

(b) Declarations of Interest:

- (a) Disclosable pecuniary interests;
- (b) Any other interests required to be registered under the local code;
- (c) Any other general interest as a result of which a decision on the matter might reasonably be regarded as affecting you or a partner more than a majority of other people or businesses in the ward/s affected by the decision.

In each case, you need to declare

- (i) the item on the agenda the interest relates to;
- (ii) the nature of the interest; and
- (iii) whether it is a disclosable pecuniary interest or some other interest.

If unsure, Members should seek advice from the committee lawyer or administrator preferably before the meeting.

(c) Exclusion of Press and Public - To consider whether, in view of the nature of the business to be transacted, or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

NOTE: Any item appearing in Part Two of the Agenda states in its heading the category under which the information disclosed in the report is exempt from disclosure and therefore not available to the public.

A list and description of the exempt categories is available for public inspection at Brighton and Hove Town Halls.

35 MINUTES OF THE PREVIOUS MEETING

7 - 56

To consider the minutes of the meetings held on 19 September 2018 & 26 September 2018 (copies attached).

36 CHAIRS COMMUNICATIONS

37 CALL OVER

HOUSING & NEW HOMES COMMITTEE

- (a) Items 40 to 46 will be read out at the meeting and Members invited to reserve the items for consideration.
- (b) Those items not reserved will be taken as having been received and the reports' recommendations agreed.

38 PUBLIC INVOLVEMENT

To consider the following matters raised by members of the public:

- (a) **Petitions:** to receive any petitions presented to the full council or at the meeting itself;
- (b) **Written Questions:** to receive any questions submitted by the due date of 12 noon on the 8 November 2018;
- (c) **Deputations:** to receive any deputations submitted by the due date of 12 noon on the 8 November 2018.

39 ISSUES RAISED BY MEMBERS

57 - 64

To consider the following matters raised by councillors:

- (a) **Petitions:** to receive any petitions submitted to the full Council or at the meeting itself;
- (b) **Written Questions:** to consider any written questions;
- (c) **Letters:** to consider any letters;
- (d) **Notices of Motion:** to consider any Notices of Motion referred from Council or submitted directly to the Committee.

40 SUPPORT NEEDS OF PEOPLE IN KENDAL COURT

65 - 118

Report of Executive Director for Neighbourhoods, Communities & Housing (copy attached).

Contact Officer: Jerry Aldous
Ward Affected: All Wards

Tel: 01273 296949

41 NEW HOMES FOR NEIGHBOURHOODS: BUCKLEY CLOSE

119 - 144

Report of the Executive Director for Economy, Environment & Culture (copy attached).

Contact Officer: Sam Smith
Ward Affected: Hangleton & Knoll

Tel: 01273 291383

42 NEW HOMES FOR NEIGHBOURHOODS - SCHEME APPROVAL VICTORIA ROAD

145 - 194

Report of the Executive Director for Economy, Environment & Culture

HOUSING & NEW HOMES COMMITTEE

(copy attached).

Contact Officer: Jo Thompson
Ward Affected: South Portslade

Tel: 01273 291466

43 PROPOSAL FOR ENVIRONMENTAL IMPROVEMENT BUDGET - HOUSING REVENUE ACCOUNT 195 - 198

Report of Executive Director for Neighbourhoods, Communities & Housing (copy attached).

Contact Officer: Ododo Dafe
Ward Affected: All Wards

Tel: 01273 293201

44 HOUSING SUPPLY UPDATE 199 - 206

Report of Executive Director for Neighbourhoods, Communities & Housing (copy attached).

Contact Officer: Diane Hughes, Martin Reid
Ward Affected: All Wards

Tel: 01273 293159, Tel:
01273 293321

45 REVIEW OF SENIORS HOUSING 207 - 216

Report of Executive Director for Neighbourhoods, Communities & Housing (copy attached).

Contact Officer: Peter Huntbach, Martin Reid
Ward Affected: All Wards

Tel: 01273 293248, Tel:
01273 293321

46 ITEMS REFERRED FOR FULL COUNCIL

To consider items to be submitted to the 13 December 2018 Council meeting for information.

In accordance with Procedure Rule 24.3a, the Committee may determine that any item is to be included in its report to Council. In addition, any Group may specify one further item to be included by notifying the Chief Executive no later than 10am on the eighth working day before the Council meeting at which the report is to be made, or if the Committee meeting take place after this deadline, immediately at the conclusion of the Committee meeting

HOUSING & NEW HOMES COMMITTEE

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For further details and general enquiries about this meeting contact Caroline De Marco, (01273 291063, email caroline.demarco@brighton-hove.gov.uk) or email democratic.services@brighton-hove.gov.uk

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Date of Publication - Tuesday, 6 November 2018

BRIGHTON & HOVE CITY COUNCIL**HOUSING & NEW HOMES COMMITTEE****4.00pm 19 SEPTEMBER 2018****HOVE TOWN HALL, COUNCIL CHAMBER****MINUTES**

Present: Councillor Meadows (Chair) Councillor Hill (Deputy Chair), Councillor Mears (Opposition Spokesperson), Councillor Gibson (Group Spokesperson), Councillors Barnett, Bell, Cattell, Druitt, Lewry, and Moonan.

PART ONE**17 PROCEDURAL BUSINESS****17a) Declarations of Substitutes**

- 17.1 Councillor Cattell substituted for Councillor Atkinson. Councillor Mears reported that Councillor Lewry would arrive late for the meeting due to an appointment.

17b) Declarations of Interests

- 17.2 There were no declarations of interests.

17c) Exclusion of the Press and Public

- 17.3 In accordance with section 100A(4) of the Local Government Act 1972, it was considered whether the press and public should be excluded from the meeting during the consideration of any items contained in the agenda, having regard to the nature of the business to be transacted and the nature of the proceedings and the likelihood as to whether, if members of the press and public were present, there would be disclosure to them of confidential or exempt information as defined in section 100I (1) of the said Act.
- 17.4 **RESOLVED** - That the press and public not be excluded from the meeting during consideration any items on the agenda.

18 MINUTES OF THE PREVIOUS MEETING

- 18.1 **RESOLVED** - That the minutes of the Housing and New Homes Committee meeting held on 13 June 2018 are agreed and signed as a correct record.

19 CHAIRS COMMUNICATIONS

- 19.1 The Chair stated the following:

“We have had a busy summer in housing. After much work, a new ‘Selective Licensing Scheme’ for private rented homes in 12 central and coastal wards in the city has been agreed by the Secretary of State for Housing, Communities and Local Government.

The Selective Licensing Scheme will be introduced for all private rented homes not currently covered by mandatory or additional licensing for houses in multiple occupation. Members will remember that this scheme was approved by committee in November 2017 following an in-depth consultation. I am also pleased that we have received 1627 applications for our additional licensing scheme which, with Selective Licensing, will raise the standard of Private Sector Housing in the city. A full update on Private Sector Housing will be brought to committee in due course.

I am pleased that we are continuing to deliver our ambition to increase the number of new homes in the city. A positive planning decision for Selsfield Drive will enable us to build thirty new flats. This in addition to the homes purchased under our buy back policy, which members will see has been reviewed, the scope widened and is on the agenda this evening.

I would finally like to remind you that we are holding a special Housing and New Homes Committee next Wednesday at Brighton Town Hall at 4pm. The purpose of this meeting is to discuss and agree the new arrangements for the delivery of our responsive repairs and capital works programmes currently provided by Mears. I have attended Area Panel meetings to discuss this and have been impressed with the engagement of tenants and leaseholders in this process.

I will be moving item 28 forward on the agenda as there are young people in the audience supported by officers.”

20 CALL OVER

20.1 It was agreed that all items be reserved for discussion.

21 PUBLIC INVOLVEMENT

Petitions

21.1 There were no petitions.

Questions

21.2 David Croydon asked the following question:

“The council is taking 40+ leaseholders to tribunal. Some of them disputed the Major works bills for necessity and quality. The disputes process was not followed and mediation was refused.

The council’s Housing Department has a budget of some £60m+ pa. It is defending the interests of a company with some £800m+ pa income.

Sadly, the leaseholders do not have this order of resources.

Are the councillors aware of this and do they know how much is being spent on this project?"

21.3 The Chair replied as follows:

"Thank you for your question – a similar question has been asked before. To clarify, the council is not taking leaseholders to tribunal but are taking a case to tribunal - a major works project at 5 buildings on the Bristol estate. The determination of the tribunal will affect leaseholders in terms of how much they will have to pay for the works. The cost can't be increased. The tribunal may of course reduce the costs if they see fit. The outcome will affect all leaseholders whether they are part of the case or not.

The council incurred costs of around £3 million in carrying out these external refurbishment works and leaseholders were invoiced their lease share of the costs on 30 September 2015 – the total amount billed to leaseholders was around £1 million.

Whilst the many leaseholders have paid, a number of leaseholders have withheld payment of their service charge. The council has dealt with disputes as best it could over a period of 18 months but our responses were not accepted. We decided that in order to resolve the dispute it would need to be finally decided legally. The leases of course are legal contracts.

The important point is not the council's Housing budget, or Mears turnover. The important point is that in March 2017, £400,000 of service charge was being withheld and the council very much has a duty to resolve the matter.

The council does not believe it is possible to resolve a major works dispute of this nature by mediation where the council believes the costs to have been reasonably incurred and the works carried out to a reasonable standard while some leaseholders do not believe they should contribute at all. That is not something that can be mediated. It requires a competent body to hear the structural surveying and legal facts on each side and determine the matter.

There were two approaches the council could have taken. One was to issue proceedings against leaseholders withholding their service charge in the County Court for debt. The other was to have the matter heard at the First-tier tribunal who have been set up to determine cases of disputed service charge such as this.

The leaseholders have an expert witness to present their evidence. Their statement of case was written by a barrister. The council is duty bound to present its case in full supported by all its evidence. You asked if the councillors know of this. Yes we have been sent a couple of emails regarding this matter over the period of the last 18 months."

21.4 As a supplementary question Mr Croydon circulated a paper to members which he stated was the start of the bundle sent from the barrister acting for the council. Mr Croydon stated that he found that mediation was something that could have been

done, and would have been infinitely cheaper for everyone, and was absolutely refused after tribunal was taken. He asked if the councillors were aware of this? Did they all support this behaviour? The Chair replied that councillors were very aware of the procedures that the council as a corporate body have to follow in all legal matters. She thanked Mr Croydon for his question and did not permit him to ask individual councillors on the committee if they supported the process.

21.5 **RESOLVED-** That the Public question be noted.

Deputations

21.6 There were no deputations.

22 ISSUES RAISED BY MEMBERS

(a) Petitions

Improve Our Estates Now

22.1 The Committee considered the following petition signed by 153 people and submitted by Councillor Janio:

“The Estates Development Budget (EDB) is a resident led project that improves council-housing-owned-buildings, community facilities, land or local environment - or that benefits the community and the quality of life of the tenants. The Labour Administration left £407,000 in the EDB Budget Reserve last year, and this year the budget was cut to £348,000 leaving £237,000 unspent.

We are requesting the Labour Administration spend a minimum of £100,000 of this reserve on improving the Estates across Hangleton and Knoll immediately.”

22.2 The Chair responded as follows:

“EDB reserves were £407,000, as mentioned in your petition, as at 1 April 2018. The HRA 2018/19 budget assumes a total spend on EDB of £348,000; £178,000 from this year’s budget resources and £170,000 from EDB reserves. This leaves estimated reserves of £237,000 at 31 March 2019. The current plan is to spend the reserves over a few years to temporarily boost the annual budget for EDB rather than spend it all in one year. By doing this we have been able to make it easier for residents to plan and submit their bids by gradually reducing the budget rather than have a dramatic drop between years.

The annual EDB budget is divided between the four area panels, according to the number of properties in each area. Resident associations, and other groups of residents, can make bids for funding to carry out work that fit the criteria of the budget. Residents make decisions on which bids to support at special meetings of the four area panels in April each year. To spend an additional £100,000 in Hangleton and Knoll would undermine the established process for allocating the budget and making decisions on how it is spent and may be considered unfair to those in other parts of the City.

There is still time for residents in Hangleton & Knoll to submit a bid for the 2019/20 programme and I have asked officers to contact representatives in these areas to offer their assistance.”

22.3 RESOLVED:

That the petition be noted.

(b) Questions

22.4 There were no questions submitted by councillors.

(c) Letters

22.5 There were no letters submitted by councillors.

(d) Notices of Motion

(i) Truly Affordable Housing at Brighton General Site

22.6 The Committee considered the following Notice of Motion agreed at full council as follows.

“This Council notes that the Brighton General Hospital site is a public asset, and as such should be used for public good; prioritising NHS use first and foremost with any spare land used for truly affordable housing.

This Council therefore requests:

1. A report to be provided to Housing and New Homes Committee, detailing the availability of land at the site and the most appropriate ways in which to develop it for truly affordable housing, including options for development by the Joint Venture, B&H Community Land Trust, directly by the Council, or a combination.
2. That the Chief Executive writes to partners at Sussex Community NHS Trust, to communicate the will of the Council expressed in this Notice of Motion, so that all parties can conduct negotiations with this in mind”.

22.7 Councillor Moonan welcomed the Green Notice of Motion and noted that this was one of the few brownfield sites in the city. This was an NHS owned site and the NHS were interested in working with the council. Key worker housing had been discussed in detail as nurses, physios and doctors were all struggling to live in the city. A report would be brought to the Committee regarding this ongoing work. Councillor Moonan stressed that affordable housing was an aspiration. She assured the Committee that the Chief Executive was having conversations with the NHS.

22.8 Councillor Gibson welcomed the action taken to date. A key point was this was a precious site that was publically owned and should be used for public use.

22.9 Councillor Mears pointed out that the NHS would have aspirations for the site but housing could have an impact. She supported the work to help key workers and stressed that this should be made a priority. She would welcome a report to the Housing & New Homes Committee.

22.10 Councillor Druitt concurred with previous comments. He asked if the Chief Executive had already written to the NHS. Councillor Moonan explained that there had been a great deal of discussion between the council and the NHS. The Executive Director, Neighbourhoods, Communities & Housing stated that she and the Executive Director, Economy, Environment & Culture had met with the NHS three weeks ago and had discussed the Notice in Motion.

22.11 RESOLVED:

- (1) That the Notice of Motion be noted.
- (2) That a report be brought to the Housing & New Homes Committee as outlined in the Notice of Motion.

(ii) Deaths in Temporary Accommodation

22.12 The Board considered the following Notice of Motion:

“This Committee notes that as a matter of urgency, a report is due to come to the next Housing & New Homes Committee regarding issues at Kendal Court, Newhaven and requests that it should provide:

- Information on the numbers of deaths in all the different forms of temporary and emergency accommodation over the last 2 years.
- Information of the support services that residents can access in Newhaven and a comparison with those available to residents in Brighton and Hove (including rough sleepers). Including any changes to the support provided over the last 2 years.
- A review of the support needs of the 54 residents of Kendal court, analysis of how well they are being met and what steps may need to be taken should more support be needed.
- Information about management in regard to managing the block and an assessment of the effectiveness.
- An independent survey of residents to identify their issues and concerns that we may seek to address.”

22.13 Councillor Gibson stressed that it was important that this was a joint Notice of Motion agreed by all parties. It was very worrying that there had been 7 deaths in 2 years. This meant that people were more likely to die in Kendal Court than on the streets. There needed to be a careful investigation with the support of the council. Councillor Gibson welcomed the fact that there would be a full report to the next Committee. He commended the motion.

22.14 Councillor Mears remarked that she was pleased to see the joint Notice of Motion which reflected councillors' concerns. She stressed that councillors took this matter very

seriously. The report to the next meeting would provide more information on why there were a higher percentage of deaths in this accommodation.

22.15 Councillor Moonan informed members that the council took any death of a person under its care very seriously. The Safeguarding Board had looked at rough sleeping deaths and had started to look at deaths in different forms of accommodation in the city. A great many clients were very vulnerable and the Board was looking to see if there was something over and above that fact that was leading to deaths. The council tried to commission accommodation very carefully and were robustly managing contracts.

22.16 The Chair confirmed that there would be one joint report for the Health & Wellbeing Board and Housing & New Homes Committee as joint action needed to be taken. This was agreed as the best course of action by the committee.

22.17 **RESOLVED:**

- (1) That the Notice of Motion be noted.
- (2) That a joint report be brought to the Housing & New Homes Committee and the Health & Wellbeing Board as outlined in the Notice of Motion.

23 **HOME PURCHASE POLICY UPDATE**

23.1 The Committee considered a report of the Executive Director, Neighbourhoods, Communities & Housing which sought to provide an update on the pilot to purchase properties that have previously been sold under the right to buy and that the council had first refusal to buy back. The report was presented by the Housing Strategy & Enabling Manager who outlined an amendment to the report. At the Estate Regeneration Member's Board a correction was made to the criteria. The report stated that the properties (Section 106 sites) should be amongst Brighton & Hove City Council housing stock. It should read **nearby** Brighton & Hove City Council stock.

23.2 Councillor Gibson welcomed the report and the progress made and paid tribute to the Chair for wanting to see the Home Purchase Policy developed. Councillor Gibson welcomed the detail in appendix 1 and stated that he would like to see this updated in a year. He set out the following amendment:

"To amend the recommendations, as shown below in ***bold italics***:

2.2

Agrees the revised Home Purchase Policy attached at Appendix 2 which broadens the range of properties which the council can purchase beyond just those which were formerly owned by the council, ***with the following amendments as shown in the box below***,

3 Criteria

3.1 The decision to purchase properties will be dependent on a business case on a property by property basis which would be determined by the following factors:

- The purchase price (up to £250,000) and availability of capital funds
- The viability of the purchase against rent levels as set out in the council's rent policy.
- The cost of any refurbishment work required to bring the property up to the Brighton & Hove Standard ~~(maximum of 10% of purchase price)~~
- Whether on going maintenance costs are considered to be excessive ~~(or greater than average stock levels)~~
- The property is situated amongst, **or near to**, existing Brighton & Hove City Council housing stock
- There is a specific housing need for the type of property that is being offered, as established by the Housing Register
- Whether a purchase of a property would free up land or enable access to a site suitable for development of affordable housing
- Savings to the council through reduced need for temporary accommodation or specialist accommodation
- ~~The impact of a subsidy in addition to the rental income on the viability of the purchase (to a maximum of £10,000)~~ **The impact of net subsidy provided to the overall programme**

8 Other opportunities

8.1 Alongside the purchase of homes, other opportunities may become available to purchase properties or land for housing including securing affordable housing units as part of new housing developments in the city (S106 sites). The viability of each potential purchase would need to be completed taking account of:

- The purchase price and nature of the property/land
 - The cost of any conversion and refurbishment work to bring it into use
 - The viability of the purchase against rent levels as set out in the council's rent policy
 - Grant funding opportunities to support delivery of new housing
 - Planning considerations
 - There is a specific housing need for the type of property that is being offered, as established by the Housing Register
 - The property/land is situated amongst existing Brighton & Hove City Council housing stock
- 8.2 The viability of each potential S106 site would need to be completed taking account of:

- The number of units and purchase price proposed
- Management viability e.g. would the units need to be in a separate block
- Financial viability of the property
- The viability of the purchase against rent levels as set out in the council's rent policy
- Timing of the purchase. An early discussion with developers would be essential, particularly if we propose to take forward affordable rented only units
- Planning considerations as we would only be seeking affordable rented properties at present
- There is a specific housing need for the type of property that is being offered, as established by the Housing Register
- ~~***The property/land is situated amongst existing Brighton & Hove City Council housing stock. The proximity of the property or land to existing Brighton and Hove Council housing stock;***~~

8.2 The viability of each potential S106 site would need to be completed taking account of:

- The number of units and purchase price proposed
- Management viability e.g. would the units need to be in a separate block
- Financial viability of the property
- The viability of the purchase against rent levels as set out in the council's rent policy
- Timing of the purchase. An early discussion with developers would be essential, particularly if we propose to take forward affordable rented only units
- Planning considerations as we would only be seeking affordable rented properties at present
- There is a specific housing need for the type of property that is being offered, as established by the Housing Register
- ~~***The property/land is situated amongst existing Brighton & Hove City Council housing stock. The proximity of the property or land to existing Brighton and Hove Council housing stock;***~~

and to add recommendation 2.3, to read as shown in bold italics:

2.3

For Committee to receive a report in a year's time on the updated version of Appendix 1, with such a report to provide estimates of the subsidy modelled for 27.5% living wage rents as well as an assessment of the estimated saving to the council as a whole, should the property assessed be let as temporary accommodation."

- 23.3 The amendment was seconded by Councillor Druitt.
- 23.4 Councillor Mears stated that she was not sure if the amendment was adding anything to an already very detailed policy and she and her group would support the recommendations in the report. Members had already been told that a decision on every purchase would be made on a business case.
- 23.5 Councillor Cattell remarked that many housing associations and registered providers were pulling back from their main purpose of providing affordable housing. The recommendation would give the council opportunities in the future. The council could step in when registered providers could not.
- 23.6 Councillor Bell welcomed the report and stressed that the business case for each property would be submitted to Housing & New Homes Committee, Planning Committee and Policy, Resources & Growth Committee. This was an excellent start. The amendment was not needed.
- 23.7 Councillor Hill stated that the amendment did not make a difference to the policy but would enable the council to do more of what was already being done.
- 23.8 Councillor Moonan praised the policy. She stressed that should the amendments be agreed, officers would still be asked to look at purchases on a case by case basis.
- 23.9 Councillor Druitt considered the report to be good and a very positive step forward. The Green Group amendments were simply minor adjustments to improve it. The concerns that had been raised were that the amendments might move away from a case by case basis to a more holistic policy basis. He assured members that was not the case. The amendments still made it clear that this was a case by case policy and each purchase would only be undertaken if there was a business case.
- 23.10 Councillor Druitt drew attention to the original recommendation "the cost of any refurbishment work required to bring the property up to the Brighton & Hove Standard (Maximum of 10% purchase price). He stressed that if the purchase price was 10.01% that property would be eliminated from the list. Councillor Druitt referred to the recommendation "whether ongoing maintenance costs are considered to be excessive or greater than average stock levels." He asked what would happen if there were really good value ongoing maintenance costs but they happened to be 1% more than the average. Finally, he referred to the recommendation, "The impact of a subsidy in addition to the rental income on the viability of the purchase (to a maximum of £10,000)." He asked what would happen if this was £10,001? He considered that these were arbitrary numbers that were ruling out potentially good properties. The Green

amendments took out arbitrary targets and looked at each property on a case by case basis. The amendments added a report on the whole scheme in a year's time. Finally, Councillor Druitt asked whether each business case for each individual property would be reported to the committee.

(Councillor Lewry arrived at the meeting at this point – 5.13pm).

- 23.11 In answer to questions the Housing Strategy & Enabling Manager confirmed that in relation to the right to buy back a property the Executive Director, Neighbourhoods, Communities and Housing had delegated authority up to £250,000 to purchase those properties. That was how the council had been operating under the pilot. In terms of the expansion of other opportunities and Section 106 sites; all of those would be subject to a business case and come back through the Committee.
- 23.12 Councillor Bell referred to Councillor Druitt's comments. He had confidence that officers would still build a business case if a property was slightly over the percentage purchase price as stated in the report.
- 23.13 In answer to further queries the Housing Strategy & Enabling Manager clarified that individual properties that were purchased back, (where there was a right of first refusal), were purchased under delegated authority. The bigger sites such as the Section 106 sites would come back through committee. The Executive Director further clarified that if the council had best opportunity, but one of the sections of the policy was not met such as the 10% or if it was £12,000 instead of £10,000, within the policy she did not have delegated powers to make an exception. However she did have the authority, after consultation with the Chair to bring any report to committee. In addition, the Chief Executive and Leader of the Council in consultation with the Chair had urgency powers.
- 23.14 Councillor Gibson stressed that a key point was that the second part of the amendment asked for a report back to Committee. The amendment was making the policy smoother and easier. The key factor was whether the business modelling stacked up and whether the programme required a subsidy.
- 23.15 At this point the Committee voted on the amendments outlined in paragraph 23.2 as amended. Before voting it was agreed to remove the Green amendment to the fifth bullet point of Section 3.1, the last bullet point of 8.1 and the last bullet point of 8.2 as these had already been amended by officers. Amendment 2.3 was further amended to read "for committee to receive a report in a year's time on the updated version of Appendix 1, with such report to **include** estimates of the subsidy modelled for 27.5% living wage rents as well as an assessment of the estimated saving to the council as a whole, should the property assessed be let as temporary accommodation."
- 23.16 Members voted for the amendments as follows. 2.2 (3 Criteria) third bullet point (agreed by 6 votes in favour with 4 abstentions). 2.2 (3 Criteria) - fourth bullet point (agreed by 6 votes in favour with 4 abstentions). 2.2 (3 Criteria) Last bullet point (agreed by 6 votes in favour with 4 abstentions).
- 23.17 Members voted on the officer's amendment. The report stated that the properties (Section 106 sites) should be amongst Brighton & Hove City Council housing stock. It

should now read ***nearby*** Brighton & Hove City Council stock. This change was unanimously agreed.

23.18 Members voted on amendment 2.3 as further amended (see paragraph 23.16 above). This was agreed unanimously.

23.19 Members voted on the substantive recommendations as amended which were agreed unanimously.

23.20 **RESOLVED:-**

That the Housing & New Homes Committee:

- (1) Notes the outcomes of the Home Purchase Policy pilot to date.
- (2) Agrees the revised Home Purchase Policy attached at Appendix 2 which broadens the range of properties which the council can purchase beyond just those which were formerly owned by the council, ***with the following amendments***

(All references to property being situated amongst existing Brighton & Hove City Council housing stock be amended to read '**situated near by Brighton & Hove City Council stock.**' as amended by officers.

To amend the recommendations, as shown below in ***bold italics***:

3 Criteria

3.1 The decision to purchase properties will be dependent on a business case on a property by property basis which would be determined by the following factors:

- The purchase price (up to £250,000) and availability of capital funds
- The viability of the purchase against rent levels as set out in the council's rent policy.
- The cost of any refurbishment work required to bring the property up to the Brighton & Hove Standard (~~***maximum of 10% of purchase price***~~)
- Whether ongoing maintenance costs are considered to be excessive (~~***or greater than average stock levels***~~)
- The property is situated nearby existing Brighton & Hove City Council housing stock
- There is a specific housing need for the type of property that is being offered, as established by the Housing Register
- Whether a purchase of a property would free up land or enable access to a site suitable for development of affordable housing

- Savings to the council through reduced need for temporary accommodation or specialist accommodation
- ~~***The impact of a subsidy in addition to the rental income on the viability of the purchase (to a maximum of £10,000) The impact of net subsidy provided to the overall programme***~~

8 Other opportunities

8.1 Alongside the purchase of homes, other opportunities may become available to purchase properties or land for housing including securing affordable housing units as part of new housing developments in the city (S106 sites). The viability of each potential purchase would need to be completed taking account of:

- The purchase price and nature of the property/land
- The cost of any conversion and refurbishment work to bring it into use
- The viability of the purchase against rent levels as set out in the council's rent policy
- Grant funding opportunities to support delivery of new housing
- Planning considerations
- There is a specific housing need for the type of property that is being offered, as established by the Housing Register
- The property/land is situated nearby existing Brighton & Hove City Council housing stock

8.2

The viability of each potential S106 site would need to be completed taking account of:

- The number of units and purchase price proposed
- Management viability e.g. would the units need to be in a separate block
- Financial viability of the property
- The viability of the purchase against rent levels as set out in the council's rent policy
- Timing of the purchase. An early discussion with developers would be essential, particularly if we propose to take forward affordable rented only units
- Planning considerations as we would only be seeking affordable rented properties at present

- There is a specific housing need for the type of property that is being offered, as established by the Housing Register
- The property/land is situated nearby existing Brighton & Hove City Council housing stock.

8.2 The viability of each potential S106 site would need to be completed taking account of:

- The number of units and purchase price proposed
 - Management viability e.g. would the units need to be in a separate block
 - Financial viability of the property
 - The viability of the purchase against rent levels as set out in the council's rent policy
 - Timing of the purchase. An early discussion with developers would be essential, particularly if we propose to take forward affordable rented only units
 - Planning considerations as we would only be seeking affordable rented properties at present
 - There is a specific housing need for the type of property that is being offered, as established by the Housing Register
 - The property/land is situated nearby existing Brighton & Hove City Council housing stock.
- (3) For Committee to receive a report in a year's time on the updated version of Appendix 1, with such a report to include estimates of the subsidy modelled for 27.5% living wage rents as well as an assessment of the estimated saving to the council as a whole, should the property assessed be let as temporary accommodation.

24 NEW HOME FOR NEIGHBOURHOODS - ROTHERFIELD CRESCENT – SCHEME APPROVAL

- 24.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture which presented five options for consideration by members. It identified a preferred option (Option 1) and recommended that this was taken forward to the detailed design stage. The report was presented by the Project Manager, Estate Regeneration who explained that the report presented the architect's amended scheme which had been value engineered in response to the points raised by members at the Housing & New Homes Committee in November 2017. Paragraph 3.4 provided a summary of the main items where savings had been made. The value engineering exercise had realised a saving of 15% (£178,000) on total scheme costs from £1.215M to £1.037M inclusive of professional fees. A detailed breakdown of the headline savings was contained in Table 2 of the report.

- 24.2 An independent review of the costs had been carried out by the council's cost consultants Potter Raper under its city build partnership. They found that the revised scheme costs appeared to be accurate and robust. Sufficient budget had been set aside for the value engineering scheme at Rotherfield Crescent in the current HRA Capital Investment programme. Current forecasts for the use of Right to Buy receipts in 2019/20 included the development of Rotherfield Crescent. Any delay to the scheme would have a negative impact on their use and would increase the risk of not achieving the required expenditure. Members were asked to approve the value engineering scheme and agree rent levels based on the new homes rent policy. If approval was granted then it was anticipated that a planning application would be submitted later this year.
- 24.3 Councillor Gibson set out the following amendment:
- “To amend the recommendation 2.2 (iii) to read as shown below in bold italics:
- iii. The scheme rent levels at 37.5% of Living Wage **rents for 3 bed properties and 27.5% living wage rents for the 2 bed property**, in line with the New Homes Rent Policy.”
- 24.4 Councillor Gibson welcomed the savings that had been made. There had been a better use of resources and this had enabled the council to charge lower rents. Councillor Gibson raised the question about financial viability. He asked for it to be confirmed that the option that was being proposed in the amendment for rent levels (27.5% Living Wage rents for the 2 bed property and 37.5% of Living Wage rents for the 3 bed properties) would produce a subsidy in the modelling of £42,000 with a payback period of 51.9 years. The Principal Accountant confirmed that amendment did mean that the scheme with the mix of rents produced a surplus of £42,000 with a payback period of 51.9 years. As amended the scheme would be viable.
- 24.5 At this point in the proceedings the Chair stated that she would like to see the paperwork to support what had been confirmed by the Principal Accountant. It was confirmed that Table 3 on page 66 was going to be amended and circulated to councillors. The Committee would consider other items on the agenda whilst the paperwork was prepared.
- 24.6 When the consideration of the report was resumed, the Chair reported that councillors had now received paperwork relating to the financial implications of the Green Group amendment.
- 24.7 Councillor Bell welcomed the report. He had had great reservations about the costs, overdesign and specification when the report was first presented at committee. He questioned why the current proposals had not been presented previously. This made him concerned that other schemes were not being engineered for the value of residents. The Lead City Regeneration Programme Manager reassured Councillor Bell that officers were taking a value engineered approach for all schemes in the programme and were trying to build in value and learning from the programme to date. The scheme under consideration was different in that it had been submitted through a design competition. Officers had learnt from the process.

- 24.8 Councillor Cattell asked the Senior Lawyer to advise if she should abstain from voting on this item as she was Chair of the Planning Committee. Councillor Moonan stated that she was also a member of the Planning Committee. The Senior Lawyer confirmed that it would be safer to abstain. If Councillors Cattell and Moonan voted and expressed a view, they could be said to have pre-determined their decision at the Planning Committee. Both councillors could remain in the Council Chamber.
- 24.9 Councillor Gibson stated that the amendment was straightforward. What was being recommended was in line with the new homes rent policies, that the council should achieve a mix of rent levels on schemes. The new table produced by the Principal Accountant could replace the one in the report should the amendment be agreed. Councillor Gibson stated that there was a problem with affordability in the city. By lowering the rents as proposed in the amendment, they potentially would be affordable for a household on an income of £20,000. Councillor Gibson commended the amendment which was seconded by Councillor Druitt.
- 24.10 The Chair thanked officers who had carried out an enormous amount of work on the scheme.
- 24.11 Members voted on the amendment as set out in paragraph 24.3 above. Members voted in favour of the amendment by 8 votes with 2 abstentions.
- 24.12 Members then voted on the substantive recommendations as amended above. Members voted in favour by 8 votes with 2 abstentions.
- 24.13 **RESOLVED:-**
- (1) That the Housing & New Homes Committee note the options and associated risks presented in paras 4.1-4.2. of this report.
 - (2) That the Housing & New Homes Committee agrees Option 1 as amended and approves:
 - i. The proposed scheme of four new council homes at Rotherfield Crescent, Brighton under the New Homes for Neighbourhoods programme;
 - ii The procurement of a development partner and professional services for the delivery of the project and give delegated authority to the Executive Director, Environment, Economy and Culture in consultation with the Executive Director, Finance and Resources to award the contract following completion of the procurement process;
 - iii The scheme rent levels at 37.5% of Living Wage **rents for 3 bed properties and 27.5% living wage rents for the 2 bed property**, in line with the New Homes Rent Policy;
 - (3) That the Housing and New Homes Committee recommend to Policy, Resources & Growth Committee to:
 - iv Appropriate the Rotherfield Crescent former garages site for planning purposes and delegate authority to the Executive Director of Environment, Economy and Culture to appropriate for housing once the development is complete.

25 OPERATIONAL REVIEW OF ALLOCATIONS PLAN

- 25.1 The Committee considered a report of the Executive Director, Neighbourhoods, Communities & Housing which informed members that a new Housing Allocations Policy for the city had been adopted in December 2016. The new policy contained a provision of an allocations plan. The current report looked at the performance of the allocations plan since it was adopted and introduced in January 2017. The report also gave an update on the implementation of the new allocations policy and recommendations for a new allocations plan for approval as required under the allocations policy. The allocations Policy provided that a new Allocations Plan would be approved by the Housing & New homes Committee on an annual basis. In addition, any deviation of more than 5% of each allocation queue was reported to committee. The report was presented by the Head of Housing Needs.
- 25.2 Councillor Gibson referred to table 14.1 on page 117 of the report and asked for confirmation that with regard to the council's interest queue over the period that had been monitored, there were 37 allocations in the council's interest queue out of 948. The Head of Housing Needs confirmed that in relation to the council's interest queue from January 2017 to March 2018, there were 37 properties that went to the council interest queue which was about 4%, which was less than the 10% target.
- 25.3 Councillor Gibson stated that there were 37 allocations whereby it ideally would have been 95 allocations if the 10% target had been met. His understanding of the allocations plan was that the council aimed to be within 5% of the target allocations. The council were therefore not within the 5% range on the 95 the council would be seeking to achieve from the council interest queue. The Head of Housing Needs confirmed this was correct.
- 25.4 Councillor Gibson praised the report and appreciated a great deal of work had gone into it. There were many helpful proposals. His concern, which related to the amendment, was that there was underachievement particularly with regard to council interest. The Green Group amendment would ensure that the council would get back on track for the allocations queue. The amendment deleted the reporting period for the allocations plan. The amendment further recommended that the committee should receive a report in a year's time setting out the performance against the allocations plan. The amendment was set out as follows:

"To amend the recommendations 2.3.12 and renumber the recommendations accordingly, adding a further recommendation 2.3.14, as shown below in bold italics:

2.3.12 Change the reporting period of the allocations plan from one year to three years.

2.3.13

2.3.12 Amend Band D Applicants, required to be on the Housing Register of the purpose of obtaining shared ownership. These applicants may only be assessed for the above purpose and will not receive an allocation of social housing or be nominated to a

Housing Association, to include the following. Different financial caps may be applied for applications for shared ownership than those used for social /housing applications. All applications for this band will remain suspended whilst in this Band.

~~2.3.14~~

2.3.13 Change the method of increasing the income and savings from the Consumer Prices Index to the increase in average rents in the city allowing applicants 50% of income for the purpose of rent.

2.3.14 That the committee receive a report, in a years time, setting out the performance against the allocations plan, for the period January 2017 – March 2019”

- 25.5 The amendment was seconded by Councillor Druitt.
- 25.6 Councillor Moonan thanked officers for the report. As council lead for Adult Social Care she was particularly interested in the council's interest queue as she was concerned that the council were not achieving the 10% that had being allocated. She had been doing some work between Adult Social Care & Housing Services to look at the barriers for the council not allocating those properties. These were a vulnerable group of people and there were barriers around people being able to maintain their tenancy. Many of these barriers had been overcome and she was confident that allocations would go up, all within the criteria set out in the allocations policy. With regard to the amendment, Councillor Moonan stressed that important action was already being taken to overcome barriers. However, in principal, Councillor Moonan did not have a problem with the amendments.
- 25.7 Councillor Mears noted Councillor Moonan's comments but stressed that that there was not an Adult Social Care Committee, so there was no way of looking at the detail. Councillor Mears had recently substituted on the Health & Wellbeing Board on 11 September. There was a presentation from Adult Social Care about expanding Housing First and officers showed a slide which clearly showed how clients reached the stage where they could receive housing. The slide showed social housing as well as private rented social housing. Councillor Mears had asked what criteria was used for the local connection and had not received an answer. Housing Services clearly had a local connection of five years as agreed by the council housing policy. In the past there had been issues about Adult Social Care running their own allocation policy. It was concerning that through the Health and Wellbeing Board, Adult Social Care was using another system. They needed to report to Housing & New Homes Committee on what local connection was being used on expanding Housing First.
- 25.8 Councillor Mears stated that the Allocations report was excellent and officers had carried out a great deal of work. With regard to transfers, she asked that it was ensured that all transfers criteria was checked to allow rebranding to homeless people if their criteria was not a transfer.
- 25.9 With regard to the amendment, Councillor Mears referred to the original 2.3.12 which stated "Change the reporting period of the allocations plan from one year to three years". She also referred to the proposed amendment to 2.3.14 which called the committee to receive a report in a year's time setting out the performance against the allocations plan, for the period January 2017 to March 2019. Councillor Mears had no

problem with a report coming back to committee in a year, but stressed that 2.3.14 would override 2.3.12. Councillor Gibson clarified that the Green amendment would delete the original 2.3.12.

- 25.10 The Head of Housing Needs responded to questions put by Councillor Mears. With regard to the comments on transfers, officers would pick up the issue regarding homeless people. The Executive Director, Neighbourhoods, Communities and Housing confirmed that anyone housed in council stock from Adult Social Care had to meet the council's allocations criteria in respect of the local connection policy which was five years.
- 25.11 Councillor Mears asked for reassurance that Adult Social Care were adhering to the housing allocation policy and were not using their own discretion around local connection. Councillor Mears asked for a response in writing. The Executive Director, Neighbourhoods, Communities and Housing gave her assurance. She stressed that the most important thing to remember was that Adult Social Care did not allocate properties. The allocations were carried out by the housing allocation staff, who abided by the rules.
- 25.12 Councillor Bell asked about the financial implications of the proposed amended new 2.3.14. Was there any benefit to the amendment. The Head of Housing Needs confirmed that there were resource implications. Bringing a report back in one year would take up officers' resources. Staff worked at full capacity and would have to shift other jobs around.
- 25.13 Councillor Moonan remarked that the Housing First model was presented to the Health & Wellbeing Board and sought approval for the wrap around support that is part of the Housing First model. This effective support was for highly vulnerable homeless people and rough sleepers. They were housed first and the support was built around them. The Health and Wellbeing Board approved the wrap around support and the accommodation would be submitted to the Strategic Accommodation Board. If any were accommodated in housing stock they would meet the rest of the allocations criteria. This could be a perfect solution to a number of complex clients.
- 25.14 Councillor Gibson drew attention to an issue that some residents had raised with him. When they were downsizing, for example from 3 beds to 2 beds or from 4 bed to 2 beds but only needed one bedroom, they found that they were not able to downsize advantageously through the policy. He stressed that the council wanted to encourage people to downsize. The Head of Housing Needs agreed that the council did want to encourage people to downsize but stressed that 2 bedroom accommodation was the most sought after in the city. Officers tried to allocate accommodation according to need. The council did not have an allocation policy currently that allowed people to have an extra bedroom. The Chair stressed that there were flexibilities in the policy around disabilities.
- 25.15 Councillor Hill referred to the amendment and asked if there was any scope to compromise and change 2.3.14 to "That the Committee receive a report in **two** years' time..." instead of a year's time. Councillor Gibson stated that he would be prepared to compromise and amend the amendment to report back in two years.
- 25.16 After some discussion it was clarified that by the Executive Director that what the amendment was saying was that although the committee would have the report in two

years' time, it would not just report on performance from today to two years' time. It would report from 2017 (the beginning of the allocations policy) to 2020.

- 25.17 Councillor Druitt seconded the amended amendment. He stated that Housing & New Homes Committee in 2016 passed an amendment that changed the number of refusals from one to two. He understood at the time that the amendment covered all queues. Correspondence received today suggested that that was not the case and that the homeless queue was not included. The Head of Housing Needs explained that the homeless queue was not included as the homeless legislation was very clear that one offer of suitable accommodation discharges the homelessness duty.
- 25.18 Councillor Druitt referred to people who were removed from the waiting list at the time and asked how many had appealed the decision and whether any appeals had been upheld. The Head of Housing Needs referred to table on page 113 of the report which set out all the reviews. There was a column that showed the numbers that had been removed from the register. They were all the people who had requested a review based on being removed from the register. There was a total of 513 reviews. Only 31 were upheld. Some were still outstanding. She would circulate to members the reason why some were upheld as requested by Councillor Druitt.
- 25.19 Members voted on the amended amendment which was agreed unanimously. Members then voted on the substantive recommendations which were agreed unanimously as amended.

25.20 **RESOLVED:-**

That the Housing & New Homes Committee:

- (1) Notes the performance monitoring report at appendix one of the report
- (2) Agrees that the percentage of properties advertised under the Allocations Plan remains as follows:
 - Homeless 40%
 - Transfers 30%
 - Homeseekers 20%
 - Council's Interest (Social Services) 10%
- (3) Agrees to the following minor amendments to the Allocations Policy as set out
 - (i) Band C Sheltered no other housing need – update to restrict this band reason to bids only on sheltered accommodation and not general needs.
 - (ii) Point of clarification – award of extra bedroom as contained in appendix two paras 3.3 to 3.7
 - (iii) 3 bedroom properties with a dining room – increase minimum number of occupants to maximise occupancy level to large properties

- (iv) Decrease total household income in policy to
 - One bed £22,000
 - Two bed £32,000
 - Three bed and above £36,000
- (v) Increase savings cap to four months average rent
 - One bed £5,000
 - Two bed £7,000
 - Three bed and above £8,200
- (vi) Increase savings cap for sheltered applicants only to £16,000
- (vii) Waive savings cap on extra care applications. Waiver cases can only be offered accommodation if there are no other non-waiver case waiting for extra care
- (viii) Remove sheltered Panel from the sheltered assessment process
- (ix) Introduce new Band A – sheltered applicant with need to move under the allocations policy within the same scheme
- (x) Affordability of accommodation due to the welfare benefit cap – Ability to by-pass applicant who is not able to afford accommodation.
- (xi) Removal of over 50s requirement in seven blocks of flats. (not over 55 for sheltered)
- (xii) Amend Band D Applicants, required to be on the Housing Register of the purpose of obtaining shared ownership. These applicants may only be assessed for the above purpose and will not receive an allocation of social housing or be nominated to a Housing Association, to include the following. Different financial caps may be applied for applications for shared ownership than those used for social /housing applications. All applications for this band will remain suspended whilst in this Band.
- (xiii) Change the method of increasing the income and savings from the Consumer Prices Index to the increase in average rents in the city allowing applicants 50% of income for the purpose of rent.
- (xiv) That the Committee receive a report, in two years' time, setting out the performance against the allocations plan, for the period January 2017- March 2020.

26 HOUSING FIRE HEALTH & SAFETY UPDATE

- 26.1 The Committee considered a report of the Executive Director, Neighbourhoods, Communities & Housing which updated members on the continued joint work with East Sussex Fire & Rescue Service (ESFRS) in response to housing fire health & safety matters arising following the Grenfell Tower tragedy. The Committee were informed of

developments and oversight of fire doors, consultation on installation of sprinkler systems and other actions taken, and developments post the Grenfell Tower tragedy. The report was presented by the Lead Consultant, Health & Safety, accompanied by Andrew Gausden, Head of Business Safety, East Sussex Fire & Rescue Service.

- 26.2 Councillor Druitt thanked officers for the report and stated that he appreciated the level of consultation. He referred to paragraph 3.9 in relation to the risk assessment. This stated that “We have looked specifically at the potential impacts of the doors failing within 30 minutes and the assessments have confirmed that the risk remains low.” Councillor Druitt asked what was the potential impact of the doors failing. Paragraph 3.14 referred to the proposal to identify suitable funds for the future replacement of Manse Masterdor and review the similar situation that had arisen with IG Doors. Councillor Druitt asked how much this would cost. Councillor Druitt referred to Paragraph 3.21 in relation to action being taken in relation to sprinkler installation. He considered this to be a reasonable compromise, and still took into account people’s wishes. However, he expressed concern that if a person refused sprinkler installation, it might adversely affect the household above and below that person. Were officers confident this was a safe compromise?
- 26.3 The Lead Consultant, Health & Safety explained that in relation to paragraph 3.9, a door failing prematurely was not necessarily a problem if other fire safety measures were in place and to the satisfaction of the Fire Service. Fire safety involved layers of precaution. The main principle was that if a door was closed it would contribute 15 to 20 minutes of protection regardless of the type of door, which was a good time for first fire service attendance and for any escape for neighbours. The door would be protecting the people immediately next to it and not the floors above or below.
- 26.4 Councillor Druitt expressed concern that before the Grenfell disaster, it had not been anticipated that a fire would go through the block so quickly. The Lead Consultant, Health & Safety replied that safety work was carried out in the city after Grenfell. No combustible cladding was found. Grenfell was an unusual fire and a wakeup call. Officers had inspected all the housing stock in the city and were happy to give reassurance.
- 26.5 Councillor Mears thanked officers for the report and thanked East Sussex Fire & Rescue Service. Officers had come to the East Area Panel and given a presentation which had gone down well with the tenants and provided reassurance.
- 26.6 The Lead Consultant, Health & Safety confirmed that all fire safety risk assessments on tall blocks had been completed. This could be seen on the council website and was an ongoing process.
- 26.7 Councillor Hill referred to work carried out in the private sector. HMO licensing would help prevent fire risk. The Lead Consultant, Health & Safety stated that there had been 128 surveys on blocks in the private sector. The last couple of blocks had just been completed. He stated that most fires took place in HMOs.
- 26.8 Councillor Bell remarked that it should not be forgotten that the council had been carrying out fire safety work before Grenfell, including the installation of a sprinkler system. He referred to paragraph 3.10 and asked why the supply of new IG Doors had

been suspended. Councillor Bell referred to paragraph 7.2 and asked if East Sussex Fire & Rescue Service would match fund the council's expenditure for sprinkler costs of both St James' House and Essex Place. Mr Gausden, confirmed that East Sussex Fire & Rescue Service had agreed to fulfil the match funding offer for sprinkler systems.

26.9 The Lead Consultant, Health & Safety informed members that because of the test failing of Manse Masterdoor, further testing was carried out on four other manufacturers which failed in a similar way. Because this was part of a legal investigation those reports were not being released. The Ministry of Housing, Communities & Local Government advised local authorities that they suspend any further production until they came back with further recommendations as to what could be done to improve the standard of these doors. IG was not one of the doors that failed but it was part of the general industry pause that had come about. As a result the council were suspending the rolling programme of fire door replacement. However doors that became damaged were being replaced with timber fire doors as a temporary arrangement.

26.10 The Head of Housing Strategy, Property & Investment reported that the council had increased funding for fire safety measures following Grenfell. The council welcomed East Sussex Fire & Rescue's funding for sprinkler systems and had also increased its funding. A budget report would be brought to committee on door costs in due course.

26.11 The Chair thanked officers and stressed that it was necessary to do the best for the residents in the city.

26.12 **RESOLVED:-**

- (1) That the Committee agree the proposed approach in response to the latest Government advice on fire doors as outlined in paragraphs 3.13 & 3.14 of the report.
- (2) That the Committee agree resident consultation on the adoption of a hybrid sprinkler scheme be offered to residents at St James's House and Essex Place as outlined in paragraph 3.21 and commencement of consultation with residents of additional blocks as outlined in paragraph 3.23.
- (3) That Committee note the ongoing joint work with ESFRS and actions following the Grenfell Tower tragedy.

27 DISABLED FACILITIES GRANT (DFG) HOUSING POLICY UPDATE 2018

27.1 The Committee considered a report of the Executive Director, Neighbourhoods, Communities & Housing which reported that the Disabled Facilities Grant (DFG) Housing Policy provided greater flexibility in how the DFG was spent. The report provided an update on the outcomes of the new housing interventions delivered in partnership and sought the Committee's approval to make some changes to the eligibility criteria and amount available under some forms of assistance being offered to improve the delivery and make the best use of the resources available. The report was presented by the Operational Manager, Housing Adaptations.

27.2 Councillor Moonan remarked that she was sure all members would welcome this work which was about supporting people in their own homes. It was also supporting hospital discharge and making people's homes appropriate for them to move back to. Councillor

Moonan was pleased to see the Community Link Worker post. Councillor Moonan asked about means testing and said she would like reassurance that the money was targeted appropriately i.e people on low incomes who needed help and not people who could do this work for themselves.

- 27.3 The Operational Manager, Housing Adaptations reassured Councillor Moonan that these referrals would come through Health or Social Care for through other housing professionals. People who had the means were generally unlikely to come through this route and were more likely to resolve their own housing issues. Officers could monitor the take up of discretionary forms of assistance.
- 27.4 Councillor Mears welcomed the report and thanked officers. She stressed the importance of people being able to stay in their homes for longer and for people to be discharged from hospital and go back to their homes. Councillor Mears stressed that unless something was in place there would more call on Adult Social Care, hospitals and nursing homes. Councillor Mears referred to paragraph 3.11 and remarked that she was interested to read that Ashford Borough Council had increased their grant to £10,000. There was a need to be mindful that to keep more people in their own homes the council might need to be looking at extending the grant funding. It should also be recognised that tradesmen were often difficult to find and costs would increase.
- 27.5 Councillor Mears referred to paragraph 7.3 of the report which stated that the Housing & New Homes Committee had delegated powers to discharge the Council's functions as a housing authority. Bearing in mind that these proposals would go to the Health & Wellbeing Board under the Better Care Fund, it should be recognised that the funding would come from the Housing & New Homes Committee. She was concerned that the council was becoming less joined up whereas local authorities should be more streamlined. She stressed the need to see reports being submitted to the Health & Wellbeing Board on this subject.
- 27.6 Councillor Cattell commented that this was a fantastic project. Something small could make a huge difference to someone's life, particularly if they had just come out of hospital and they had had a life changing procedure. This was about being able to act very quickly and be responsive. It was about saving money across the board, helping the council's overall budget and making people's lives better.
- 27.7 The Chair thanked the Operational Manager, Housing Adaptations for the detailed report. Members voted on the recommendations in the report and a new recommendation requesting a report to the committee in a year's time outlining how grant money had been spent. This was unanimously agreed.
- 27.8 **RESOLVED:-**
- (1) That Committee notes the work done under the policy to date, the outturn to date and difference it has made to people's lives from the customer feedback received.
 - (2) That Committee approves a variation to the *hospital discharge grant* eligibility to include any older person or disabled person being discharged from intermediate care (such as Craven Vale & Knowle House)

- (3) That Committee approves the proposal to fund a dedicated Community Link Specialist within the Link Back Service to co-ordinate a small pool of early intervention volunteers to deliver the hospital discharge grant assisted support.
- (4) That Committee approves a variation to the *dispensing with the means test* from dispensing with the means test altogether for works costing up to £5,000, to making a contribution of up to £5,000 toward the cost of works where the disabled person has an assessed contribution to pay.
- (5) That Committee approves an increase to the maximum amount of assistance available under the *warm, safe homes assistance* from £5,000 to £7,500.
- (6) That a report be submitted to the Committee in a year's time outlining how the grant money had been spent.

28 YOUTH SERVICE UPDATE AND USE OF HOUSING REVENUE ACCOUNT FUNDING

- 28.1 The Committee considered a report of the Executive Director of Families, Children and Learning which provided members with an update on youth services including the use of the Housing Revenue Account's (HRA) annual £250,000 contribution to the budget. The report included information on performance from October 2017 to March 2018 including outcomes for Council tenants and their families. The report was considered by the Children, Young People and Skills Committee on 18 June. The report was presented by the Head of Early Years, Youth and Family Support. She was accompanied by Adam Muirhead, from the Trust for Developing Communities and Georgina and Hayden, two young people involved with the Coldean Youth Centre.
- 28.2 Mr Muirhead explained that he was one of the project managers from the Trust for Developing Communities who were one of the external organisations who looked after contracts for youth work. They worked in a complementary model across the city with other partners. He explained that four overarching outcomes were being worked on from funding from the HRA. Those were community cohesion, greater self-awareness, raised and positive aspirations and skills development.
- 28.3 Mr Muirhead stated that the two young people present came from Coldean Youth Centre which was one of the Youth Clubs being supported. In the last six months there had been 25 young people through the door. 56% of those were council tenants.
- 28.4 Georgina and Hayden introduced themselves to the Committee. Hayden lived in council housing; Georgina did not live in council housing, but her grandmother did live in a council house. Both young people had taken part in the Coldean Youth Club over the last year. Georgina informed the committee that they had painted the youth club over the summer, using their own paint and having chosen the colours. They had brought cushions and other items to the club. Mr Muirhead asked what the young people had got out of the different types of youth work. Hayden stated that he had learnt to socialise and talk to people who were able to help him. Georgina stated that the people who ran the youth centre believed in them and respected them. They were treated as equals.

- 28.5 Councillor Mears congratulated the young people and remarked that they had come across really well. She referred to page 179 and pointed out that the Saltdean Youth Centre had closed. Councillor Mears welcomed the report which was very informative. The fact that the Youth Participation Team was involved in bringing it forward was very positive.
- 28.6 Councillor Gibson welcomed the report and the beginning of a process. He was pleased that more outcomes would be developed in future and looked forward to seeing more detail on how the goals were achieved and good measures for outcomes. Councillor Gibson noted that the report detailed antisocial behaviour in East & North but there was not similar information for Central and West. He would appreciate if this could be circulated in future.
- 28.7 The Head of Early Years, Youth and Family Support explained that each monitoring report was carried out by the lead partner in the area. She would look at how this was done for the next report and bring it up to date. It was important that the council tracked interventions.
- 26.8 Councillor Druitt stated that hearing the young people speak had been one of the most moving five minutes on the committee. He thanked the officers present for all the work they carried out.
- 26.9 Councillor Bell thanked Adam and the youth workers. He informed the young people that they had been very honest and he reassured them that they were worthwhile and respected.
- 26.10 Councillor Cattell thanked the young people and told them they could watch the webcast.
- 26.11 The Chair thanked officers and the young people for coming to the committee and hoped they could come back in a year.

28.12 **RESOLVED:-**

- (1) That the report be noted.
- (2) That a progress report is considered by the Committee in June 2019.

29 HOUSING MANAGEMENT PERFORMANCE REPORT QUARTER 1 2018/19

- 29.1 The Committee considered a report of the Executive Director, Neighbourhoods, Communities & Housing which covered Quarter 1 of the financial year 2018/19. Notable results were covered in appendix 1 and were summarised in paragraph 1.1. The report was presented by the Head of Income, Involvement and Improvement.
- 29.2 Councillor Barnett referred to a house in Hangleton & Knoll Ward which had been empty for 526 days. New turf had been placed in the front garden which had been ruined by the hot weather. She asked why a three bed house had been empty. The Head of Income, Involvement and Improvement stated that the property had been visited by an

officer and a person had been identified for the property. She would provide more detail to Councillor Barnett and circulate the answer to all members of the committee.

- 29.3 Councillor Druitt thanked officers for the report and asked for an explanation regarding rechargeable debt. He referred to paragraph 4.16 of Appendix One in relation to Lifts – average time to restore service when not within 24 hours. This was 2 days in quarter 4 in 2017/18 and was 12 days in quarter 4 of 2018/19. He further asked about stage 1 complaints on page 234. It was explained that in relation to rechargeable debt, officers were reviewing policy and procedures. They were currently working on an old policy which was being reviewed. With regard to the recovery rate there were several staff vacancies. Staff were concentrating on working on Universal Credit. With regard to lifts it was stressed that the target was not 2 days. Information was given on those that had taken more than 24 hours. A couple of faults had not been diagnosed properly and other reasons were due to a question of parts. However, some blocks had a second lift. Complaints were essentially around not responding to someone as fully as possible. Officers had been asked to talk to residents to understand what the issues were. Councillor Druitt stated that this was an honest and comprehensive reply.
- 29.4 Councillor Gibson referred to page 231 relating to Universal Credit. Tenant's arrears were increasing. He asked how much worse it was likely to become. Councillor Gibson questioned why responsive repairs post inspection were below target. He referred to page 247 regarding bulk waste removal. Performance was 81% last quarter and 80% now. Councillor Gibson asked if the target would be reached by the New Year.
- 29.5 The Head of Income, Involvement and Improvement explained that tenants' arrears were likely to get worse but would plateau out in time. More people would be moving on to Universal Credit. The arrears would not be as bad as last year as the government had made some changes to the roll out of Universal Credit. Post inspection responsive repairs had got slightly worse. Officers were hopeful it would get better. Inspections were being carried out and issues taken up. It was explained that there should be an improvement in post inspections in the next quarter. There should also be an improvement in bulk waste removal.
- 29.6 Councillor Moonan referred to Universal Credit. Arrears had increased and resulted in evictions. There was a cumulative effect of the debt tenants experienced. The Head of Income, Involvement and Improvement explained that although arrears had increased for individual people, there had been much work to mitigate these problems, such as Money Advice Plus. The service was making sure that all officers were aware of this problem and were able to provide support. The bulk of the arrears had resulted from a gap of 6 to 7 weeks before Universal Credit was paid. This had now lessened. The council had not evicted anyone on the basis of Universal Credit arrears. However, there were many cases where people had received Universal Credit and had still not paid arrears.
- 29.7 The Chair referred to page 225 – Tenancy Management. This stated that five properties had returned to stock due to housing fraud. She asked if this was part of an amnesty and this was confirmed to be correct. The Chair asked about the number of properties the council was investigating due to intelligence. The Head of Income, Involvement and Improvement replied that she would report back on that matter.

29.8 RESOLVED:-

- (1) That the report along with the comments of the Committee be noted.

30 ITEMS REFERRED FOR FULL COUNCIL

- 30.1 No items were referred to full Council.

The meeting concluded at 7.43pm

Signed

Chair

Dated this

day of

BRIGHTON & HOVE CITY COUNCIL**HOUSING & NEW HOMES COMMITTEE****4.00pm 26 SEPTEMBER 2018****COUNCIL CHAMBER - BRIGHTON TOWN HALL****MINUTES**

Present: Councillor Meadows (Chair) Councillor Hill (Deputy Chair), Councillor Mears (Opposition Spokesperson), Councillor Gibson (Group Spokesperson), Councillors Atkinson, Barnett, Cattell, Druitt, Lewry and Miller

PART ONE**31 PROCEDURAL BUSINESS****31a) Declarations of Substitutes**

31.1 Councillor Cattell substituted for Councillor Moonan. Councillor Miller substituted for Councillor Bell.

31b) Declarations of Interests

31.2 There were no declarations of interests.

31c) Exclusion of the Press and Public

31.3 In accordance with section 100A(4) of the Local Government Act 1972, it was considered whether the press and public should be excluded from the meeting during the consideration of any items contained in the agenda, having regard to the nature of the business to be transacted and the nature of the proceedings and the likelihood as to whether, if members of the press and public were present, there would be disclosure to them of confidential or exempt information as defined in section 100I (1) of the said Act.

31.4 **RESOLVED** - That the press and public not be excluded from the meeting during consideration any items on the agenda.

32 PUBLIC INVOLVEMENT**Petitions**

32.1 There were no petitions.

Questions

32.2 Barry Hughes asked the following question:

“The recommendations of the report indicate a minimum of £20m per annum being spent on procurement from private contractors with a further £1.8m of the “in-house” budget being used to pay for sub-contractors.

- Could the Committee explain how this justifies any claim that the Future Delivery of Housing Repairs, Planned Maintenance and Capital Works is to be brought “in-house?”

32.3 The Chair replied as follows:

“Thank you for your question. The report sets out a series of recommendations for the future delivery of responsive repairs and empty property refurbishments, planned maintenance and improvement programmes and major projects to council housing stock.

The report does not claim to bring all services in house. However the recommendations are to bring customer service, quality assurance, responsive repairs and empty property refurbishments in house following the end of the current contract.

This is a significant change in the delivery of the service and represents over 30,000 repair jobs per year and 3,000 repair calls every month and covers the main front line service that residents receive. The report also sets out that this in house delivery will need to be supported by sub-contractors to manage the peaks and troughs that naturally exist when delivering a repairs service and that this would make up 20% of responsive repairs and 50% of empty properties works. This is similar to the level of sub-contacting on the current contract arrangements and reflects that this is the level of staff that would have the right to transfer to the council if this recommendation is agreed.

The report also states that it may be possible to reduce the level of sub-contracting over time.

The report sets out the benefits and risks of an option for the delivery of some planned maintenance and improvement programmes through an in house team, however this is not a recommended option as many planned maintenance and large capital works are specialist and involve spend for items such as scaffolding which would be unsuitable to deliver in-house.”

32.4 Mr Hughes asked the following supplementary question:

“I see that making up that £1.8M are sub-contractor costs for empty properties of 50%. Whilst this is a reduction on the current level, I would ask if the Committee requires that all empty properties are inspected by a

housing officer prior to being released as this will ensure that usable contents can be recycled by estate services for tenants in need.”

32.5 The Chair stated that the Committee agreed with Mr Hughes statement.

32.6 **RESOLVED-** That the Public question be noted.

32.7 Nichole Brennan asked the following question on behalf of David Thomas:

“Paragraph 1.7 states that “Feedback from numerous stakeholders has enabled the council’s programme team to develop a set of clear strategic objectives for the future delivery of the services” including; “Increased transparency, control and accountability around cost, programme information and quality assurance”

- Could the Committee please explain how increased transparency and accountability is to be achieved? This is particularly important given the press statements issued around the report and the refusal of the Chairperson to receive a deputation on this issue at the last Committee meeting?”

32.8 The Chair replied as follows:

“Thank you for your question. The council has consulted extensively with stakeholders ahead of developing these options for the future delivery of services and works.

As you have set out some of the key feedback was around transparency and accountability. Stakeholders wanted to see a more transparent demonstration of competitive tendering on a project by project basis for major capital projects – something that setting up our own framework for these works will be able to deliver because of the opportunities to get quotes from different contractors at the time of starting individual projects.

The report also sets out that the council will be responsible for customer service, quality assurance, contract management, procurement processes and quantity surveying giving much greater accountability to the council for the successful delivery of projects. This will be a change to the current service and increase the resource level to the council in checking the quality of works delivered.

I also note your comments around the deputation submitted to the last Housing & New Homes committee and would reiterate that the subject of this deputation was not a matter for this committee. As the council has advised, that deputation could be submitted for the next full Council meeting on the 18th October; the deadline for which is Friday 12th October at 12 noon.”

32.9 **RESOLVED-** That the Public question be noted.

32.10 Daniel Harris asked the following question:

“Paragraph 2.4 recommends approving “the procurement of at least one contract for the provision of planned maintenance and improvement programmes to council housing stock with a term of five years with the option to extend for up to a further two years”

Paragraph 2.5 recommends approving “the procurement of a multi-contractor framework agreement for major capital projects with a term of four years”

- Other than the time period of 5/7 or 4 years in what way can this recommendation be seen as a break with shoddy, over-priced, and sometimes unnecessary work under the present contract and as the issue of potential fraud and lessons from actual fraud are not referred to in the report how to the Committee intend to deal with this problem to ensure this never happens again?”

32.11 The Chair replied as follows:

“This report is clear that whilst there have been challenges with the current contract there have also been successes. Bringing all of the council housing stock up to the government’s decent homes standard was a key objective of the contract and has been successfully achieved and maintained.

The report also reflects the recommendations of the independent review of the contract that was discussed by this committee in June this year.

The report recommendations also set out that moving forward the council will be responsible for customer service, quality assurance, contract management, procurement processes and quantity surveying giving much greater accountability to the council for the successful delivery of projects as residents have requested.

The framework proposed for major capital projects will bring further competition into the process for each project and the report sets out that planned works will be let in a series of lots that may be attractive to small and medium local businesses.

There will also be separate procurement processes for the framework as well as planned maintenance and improvement contracts. These will be run in line with EU procurement law.”

32.12 Mr Harris noted that about a third would come in-house, when it was thought that it would all come in-house which was unsatisfactory. He challenged the Chair on the decent homes standards that were stated as a success. Mr Harris informed the Committee that his mother and her partner lived in a council home. It was like looking at two separate flats. One flat had been brought into the new century and the other flat was 30 or 40 years old. Mr Harris stated that there had been issues with the Mears contract for years. They had said that things would be done and people did come out but work

did not actually take place. Mr Harris asked the Chair to comment on the fact that only 1% of Seaside Community Homes tenants took part in the survey. He would like to have seen that they would have had more of a say within the consultation.

32.13 The Chair thanked Mr Harris for his supplementary question. She stated that the government guidelines on decent home standards were being achieved by the council. There were issues around different works that are being done. Some works needed to be carried out on a health and safety basis, so they might be carried forward ahead of the planned maintenance and improvement programme. That was why sometimes there could be two different assessments in the quality of the home. The Council are working to that and if Mr Harris' mother or her partner wished to ask for something new then they would need to go through the channels and ask the council.

32.14 **RESOLVED-** That the Public question be noted.

32.15 David Croydon asked the following question:

“Paragraph 3.49 states that the “in-house” contract will require 58 workers and 34 managers

- Does the Committee believe this to be a realistic ratio of workers to managers or is it one of the arguments to be used against even a small percentage of the work/budget for the Delivery of Housing Repairs, Planned Maintenance and Capital Works being withdrawn from private companies?”

32.16 The Chair replied as follows:

“Thank you for your question. The report sets out at 3.47 that the estimated staffing levels would be 58 operatives and 34 “management and administrative support staff” for the delivery of responsive repairs and empty properties. The majority of the estimated 34 staff are not managers at all. In fact in the estimates in the report there are only 10 managers in the 92 staff working on the in house service. This is in line with the council’s desired management spans of control on 1 to 7”

32.17 Mr Croydon asked the following supplementary question:

“Was that the ratio that Mears had, and if it was, does that explain some of the costs that they have passed on to us?”

32.18 The Chair explained that it was an estimate of the spans of control on 1 to 7.

32.19 **RESOLVED-** That the Public question be noted.

32.20 Maria Garrett-Gotch asked the following question:

““Paragraph 2.6 “Notes that the specialist works will continue to be delivered through individual contracts, with reports coming back to committee for

authority to procure and award such contracts if required in accordance with the council's Constitution”

- As this process has been shown to be at best controversial and at worst against the interests of residents and an unnecessary burden on Council finances why have lessons learnt not been applied? Even at the current time residents are expressing deep concern over the “Fire Alarm System Servicing, Maintenance, Design, and Installation” long term contract.”

32.21 The Chair replied as follows:

“Thank you for your question. You are correct that the report recommends that specialist services will continue to be delivered through individual contracts. However I don’t recognise your comments about the services being an unnecessary burden on the council. For example our specialist Gas contractor has ensured that we have been 100% compliant on gas safety for a number of years and our service contract for legionella testing has operated successfully for a number of years.

The report is not seeking to make any changes to the process as this is separate to the current arrangements that are being considered. Committee will have the chance to review the strategy for each specialist contract in the same way as it does now, with reports for each contract requiring sign off coming to this committee.”

32.22 Ms Garrett-Gotch stated that she would like to challenge what the Chair said about gas safety works in council properties. She was a Whitehawk resident of 10 years and had had a faulty boiler for three years which was not put in place properly and had been seen as dangerous. The Chair asked Ms Garrett-Gotch if she had reported the fault and Ms Garrett-Gotch confirmed that she had reported the fault numerous times

32.23 **RESOLVED-** That the Public question be noted.

32.24 John Hadman asked the following question:

“Paragraph 4.3 of the ‘trowers & hamlin’s’ report provides an option of a “Wholly-Owned Subsidiary (and Managed Service)” and claims that “This is an innovative option where employees are engaged by BHCC but treated as part of contractor’s supply-chain and managed by the contractor” and of the 268 pages that comprise the report as a whole at least 200 are provided by “consultants” from the private sector

- Does the Committee regard a “wholly-owned subsidiary” as just another way of forcing through privatisation and does the Committee accept the domination of “consultants” as undue influence by those who profit from the proposals they support?”

32.25 The Chair replied as follows:

“Thank you for your question. Officers and Councillors through the Procurement Advisory Board have looked at a wide range of delivery options for these services in great detail. One of the options we looked at was a Wholly Owned Subsidiary, however this was discounted for the reasons set out in paragraph 4.57 of the report. We have committed to being transparent throughout this process and that is why all of the options are set out in so much detail here and why we have shared the work that consultants have done to support officers and members in this process.

As part of the information gathering process and research for the programme council officers have also visited other local authority housing departments to share best practice and information. Many of these other authorities have also engaged consultants and industry experts to support in similar circumstances to the council.

Consultants have been helpful in providing detailed options and costs of models using their wide industry knowledge. Members fed back how helpful this has been in developing understanding of the different models available. I would be clear though that these are the council's reports and recommendations not the consultants.”

32.26 Mr Hadman asked the following supplementary question:

“Is it a back door privatisation”.

32.27 The Chair confirmed that it was not back door privatisation.

32.28 **RESOLVED-** That the Public question be noted.

32.29 Jim Deans asked the following question:

“We are facing a housing crisis in the city yet we see many properties, council owned lying empty for many months. How many council homes are "empty"...whether it is waiting for refurbishment or otherwise? These properties are under the control and timescale of Mears and the current contract with them.... How many are more than 3 months empty? What has been the turn round times in empty properties?”

32.30 The Chair replied as follows:

“Thank you for your question. The committee receives a regular performance update which gives detail on the management of our empty properties and how quickly these are being refurbished and re-let.

At this time there are 67 council properties that are empty, our total stock is 11,550. These properties will be at different points in the re-letting cycle. Some will be under refurbishment and some will be ready to let.

Of the 67 properties, 17 have been empty for longer than three months. This is made up of:

- 9 Seniors housing properties
- 5 undergoing major works
- 3 undergoing normal refurbishment work

On average our regular properties are empty for 21 calendar days, our key to key empty period including properties which have major works or extensions is 56 days. This information was reported to committee on the 19th September and is available on our website.”

32.31 Mr Deans asked the following supplementary question:

“Would this committee consider the following suggestions. Allow a taskforce to be created which would be a mixture of professionals, volunteers and the homeless themselves for a project driven by a local charity with no financial axe to grind but the sole purpose of reducing the homeless crisis. This force would turn around empty properties to the agreed living standard moving between properties just like private landlords do in the city. Does this Committee agree that we now have to think outside the box when it comes to tackling the housing crisis”?

32.32 The Chair thanked Mr Deans for his ideas and suggestions. They would be taken back for discussion.

32.33 **RESOLVED-** That the Public question be noted.

Deputations

32.34 There were no deputations.

33 THE FUTURE DELIVERY OF RESPONSIVE REPAIRS AND EMPTY PROPERTY REFURBISHMENTS, PLANNED MAINTENANCE AND IMPROVEMENT PROGRAMMES AND MAJOR CAPITAL PROJECTS TO COUNCIL HOUSING STOCK

33.1 The Committee considered a report of the Executive Director, Neighbourhoods, Communities & Housing which set out the recommendations for the future delivery of responsive repairs and empty property refurbishments, planned maintenance and improvement programmes and major capital projects to council housing stock following the expiry of the current contractual arrangements in March 2020. The report was presented by the Head of Housing Strategy, Property and Investment, accompanied by the Business & Performance Manager, and the Business and Performance Project Manager.

33.2 The Chair stated that all councillors had been offered briefings on the report, including substitute members. An addendum with officer’s amendments to the report had been circulated and published.

33.3 The Head of Housing Strategy, Property and Investment explained the structure of the report and highlighted the main elements. Officers had engaged with members through the Members' Procurement Advisory Board. There had also been a dedicated Members' workshop. There had been a series of workshops for tenants and leaseholders as detailed in Appendix 10 & 11 of the report and an independent door to door survey across the city as set out in Appendix 12. The feedback from stakeholders had enabled the council's programme team to develop a set of clear strategic objectives for the future delivery of the services and works as set out in paragraph 1.7 of the report. The recommendations in the report were based on this feedback. The report also set out the risks and benefits of the proposals. An independent report from Savills detailing the breakdown, methodology and requirements for setting up an in-house service was detailed in Appendix 9. Alternative options were set out in Section 4 of the report.

33.4 The Chair stated that she would hear all the amendments first and then have a general discussion.

33.5 Councillor Mears set out the Conservative amendment as follows:

"That the Housing & New Homes Committee recommends to Policy, Resources & Growth Committee that it:

Customer service and quality assurance

2.1 Agrees that the customer service and quality assurance services are brought in-house and delivered by the council following the expiry of the current contractual arrangements;

Responsive repairs and empty property refurbishments

2.2 ~~Agrees that responsive repairs and empty property refurbishments works to council housing stock are brought in-house and delivered by the council following the expiry of the current contractual arrangements;~~
Approves the procurement of one contract for the provision of responsive repairs and empty property refurbishment works to council housing stock with a term of five years and the option to extend for up to a further two years.

2.3 ~~Approves a 'set-up and mobilisation' budget of £0.112m for 2018/19 funded by an in-year virement transferring this budget from the capital financing costs budget in the Housing Revenue Account (HRA) and the creation of an earmarked 'set up and mobilisation' reserve of £0.982m for use in 2019/20 funded from HRA general reserves; That the agreed allocation of funding as shown in Appendices 3 and 4 be approved for inclusion within the council's Capital Investment Programme 2018/19;~~
That funds (£1.094m) previously earmarked for set up and mobilisation of an in-house service are spent on purchasing or developing additional council housing stock to be rented at social or living rent levels in the financial year 2019/20. And that the

ongoing revenue savings of £0.618m by taking the decision at 2.2 are spent year on year on increasing the Estates Development Budget and the proposed in-house clerk of works and surveyor service so the team has sufficient capacity to check the work undertaken.”

33.6 The amendment was seconded by Councillor Barnett, who stated that the amendment showed commitment to local residents and tenants.

33.7 Councillor Druitt set out the following Green amendment:

“To amend the recommendation 2.4 as shown below in ***bold italics***

Planned maintenance and improvement programmes

2.4 Approves the procurement of at least one contract for the provision of planned maintenance and improvement programmes (***excluding kitchen and bathroom replacement programmes***) to council housing stock with a term of five years with the option to extend for up to a further two years;

Approves the procurement of one contract for kitchen and bathroom replacement programmes to council housing stock with a term of three years;

Notes that a report considering the business case for the in-house delivery of bathroom and kitchen replacement programmes to council housing stock will be brought back to committee for a decision prior to the end of the three year contract.”

33.8 The amendment was seconded by Councillor Gibson.

33.9 Councillor Druitt stated that the Green Group believed that the amendment would improve the contracts as it allowed the council to take a more long term view. An in-house service for kitchen and bathroom replacement would provide greater value, greater flexibility and take the profit margin out of the process. Councillors had correspondence from residents who had had work carried out by Mears. Some of the short term decisions around materials had demonstrated why taking the service in-house was a good idea. The report stated why the repairs service should be taken in house. He believed that the same argument applied to bathrooms and kitchens.

33.10 Councillor Gibson set out the following Green amendment:

“To add recommendation 2.8, as shown below in ***bold italics***

2.8 Affirms its intention to review whether further elements of the services and works may be brought in-house in such a way that any timescales would ensure thorough preparation and a smooth transition.”

33.11 The amendment was seconded by Councillor Druitt.

33.12 Councillor Gibson stated that the reason for the amendment was to demonstrate the intention of bringing more services in-house. Councillor Gibson made the following points to support his view that the council was more likely to get a better contract if it was an in house service.

- There was no contractual profit funded by rents.
- The social value benefits were greater (Reference was made to page 31 of the report showing social value framework principles).
- Better working conditions for staff. Valuing staff was likely to lead to a better service.
- Greater flexibility. In a contractual arrangement there was a danger that it could become more adversarial. If the council managed its own workforce, it was easier to monitor.
- It was more accountable. There would only be one body to deal with responsive repairs.

33.13 At this point in the proceedings members moved to questions and debate on the report's recommendations and the amendments.

33.14 Councillor Miller raised the following comments/questions:

- Quality Assurance: Reference was made to the number of quantity surveyors, mentioned in the current recommendations. Councillor Miller could not find an explanation of how many would monitor the in-house service and those who would be monitoring both the planned and specialist work. Councillor Miller would not like to see all the quantity surveyor working on the external works and the council not quality assuring its internal work.
- Officers were asked to provide clarity with regard to the wording of the planned works recommendation and why it was not a framework.
- Officers were asked to outline the financial implications of the Green Group amendment proposed by Councillor Druitt, to bring more services in-house.
- Officers were asked to outline whether there was likely to be some pension implications as a result of increased pension liabilities.
- There was a need to understand the risks of TUPE for management and workers.
- The financial implications outlined that the estimated costs from Savills could be as low as 7.1M if the council contracted out and the upper limit for the in-house was 7.866M. On the estimates presented Councillor Miller asked for clarification that the maximum potential cost of bringing the service in-house would be £868,000 a year x 5 which was £4.3M. plus the £1.1M additional mobilisation costs which was closer to £5.4M than the £4.2M set out in the report. He stressed that the cost could be closer to £7M if the council had a 5 plus 2 contract that would be closer to £8M over the course of the contract by bringing the service in-house.

33.15 The Business & Performance Manager replied as follows:

- Quality assurance: The best comparative was the current service for monitoring the contracted element. That was made up of 1 general building manager, 3 surveying contract manager staff and 3 quantity surveyors. There was also a Major Projects Manager and a temporary quality assurance member of staff. They would be deployed around the contracted works. In terms of the in-house service there were approximately 17 staff that were responsible for supervising works. (quality assurance on the in-house repairs and empty properties service). This was a combination of supervisors and quality assurance staff.
- Planned works: The recommendation set out that there would be at least one contract for planned works. The lotting and number of contracts was set out in more detail on page 23 of the report. The report recommended that the contract was split into smaller lots based on work type. This would mean that small to medium contractors would be able to bid for individual lots. Paragraph 3.80 sets out that it would be possible for contractors to win multiple lots if they submitted a winning bid when they bid for each of those lots. That might open the opportunity for the council to benefit from reduced prices due to the economies of scale and deliver some efficiencies through managing a fewer number of contractors.

33.16 The Executive Director, Finance & Resources referred to the financial implications of Councillor Druitt's amendment. The implications were set out in the body of the report at paragraph 4.19, with potential benefits and risks at 4.25 & 4.26. There was a potential impact that the amendment might reduce the number of bidders and/or increase the costs as a three year contract would not be as attractive as the original proposal for five plus two, but that was speculation. There could be additional expense.

33.17 Councillor Miller asked if members could make a sound recommendation on that amendment without having the full financial implications. The Senior Lawyer stressed that the Executive Director had stated that it was not possible to provide the Committee with the full financial implications. It was only possible to make a guess. The Committee could make a decision in the knowledge that it would never have the full information.

33.18 The Executive Director, Finance & Resources referred to the question about pensions. The pension calculations were built into the calculations set out in table 2 on page 16 of the report. This was not an exact science as officers did not know the exact pension arrangements of the current staff members. It was assumed that they would end up receiving the employer contributions based on what Brighton & Hove paid as a council. However, the future lump sum payments for new joiners of the scheme could in theory be smaller.

33.19 The Principal Accountant referred to the question about the difference between the in house proposal and the contracted out service for responsive repairs and empty properties. Officers had taken the higher estimate from

Savills of that contracted price and compared it with the higher estimate of the council's cost. It was felt that this was a good reflection of the difference. If the council were to take the lower estimate that would add another 250 for each of the years (£250,000). For five years that would be £1.25M extra difference between the two. The Executive Director, Finance & Resources stated that in the final two years (the plus 2) it was hoped that the council would be in a position to deliver efficiencies.

33.19 The Executive Director, Neighbourhoods, Communities and Housing agreed that there was a risk around TUPE, however she stressed that that was not only a risk for transferring to an in-house service. There was a risk in doing anything other than keeping the current contractor.

33.20 Councillor Atkinson thanked officers for the comprehensive report and made the following points.

- He agreed with all the recommendations in the report, but did have some concern about timescales which were ambitious. He noted in some of the examples from other authorities that a three year lead in period was needed to ensure safe processes were in place.
- He supported bringing customer service, quality assurance services back in-house. He further supported bringing responsive repairs and empty property refurbishment back in house. This received the lowest satisfaction rate in the ARP report and in the survey.
- There needed to be experienced and competent managers in place to make the in-house service effective and to monitor all the other contracts.
- Planned maintenance should go to external contractors but using the Preston model, using local firms and staff. It was not realistic to expect council managers to take on such a huge piece of work. The same approach could apply to major capital projects.
- Value for money needed to be demonstrated for leaseholders. The first report from Savill in April 2018 had noted this concern.
- There appeared to have been widespread engagement with tenants, leaseholders, staff and the unions. This was to be applauded. Hopefully the extensive feedback set out on pages 201 and 219 of the report from tenants and leaseholders could help inform the drawing up of all services and contracts.
- The importance of quality assurance was stressed for both in-house and contracted work.
- The apprenticeship scheme was an absolute priority and Councillor Atkinson had a question around Savill's recommended BHCC training agency. Was this the action referred to under paragraph 3.70 on page 21. It was important to grow the council's own work staff.

33.21 The Business & Performance Manager referred to mobilisation and timescales. Extensive site visits and research had seen examples of authorities mobilising similar services within 12 months or less. The resourcing and mobilisation set up budgets indicated in the report reflected the importance of mobilising the new service in an effective way. That

included funding within the 2018/19 year. The planned works lotting and the frameworks options would provide opportunities for smaller contractors to bid and enable the council to engage with a wider range of providers. In terms of the apprentices, paragraph 3.70 did relate to the observations in the Savill's report. Elsewhere in the report it was identified that for the in-house service the council would seek to deliver apprenticeships to the same ratio as the current arrangement with Mears. The apprenticeship scheme co-ordinator post set out in Paragraph 3.70 would facilitate apprenticeship placements across the diverse range of contractors.

33.22 Councillor Mears made observations and raised questions as follows:

- Reference was made to granting delegation to the Executive Director Neighbourhoods, Communities & Housing as stated in recommendation 2.7 (iv). This could not be supported until there was a clear report as to what this meant.
- Reference was made to the poor management of the Mears contract by the council. She stressed the importance of good management in the future.
- The Conservative Group were listening to tenants. They did support customer service and quality assurance being brought in-house.
- Councillor Mears stressed that she was not in any way connected to Mears Ltd.
- The Conservative Group did not support the figure for set up costs as set out in the report. Councillor Mears believed it would be nearer to £5M plus. Management costs would reach £1.5M yearly. This was to manage 58 staff.
- There was little detail regarding the number of small businesses in the city. Local businesses employed local people and supported the local economy. By having an in-house contract, local people could lose their jobs as small businesses closed. Unfortunately some small businesses would not fit into the procurement framework.
- Reference was made to the Green amendments. There was no way of knowing what Councillor Druitt's amendment entailed financially. The Conservative Group could not support Councillor Gibson's amendment as reviews were already in place.
- Breaking down contracts into smaller and smaller lots would make them more expensive.
- Tenants would be paying for all these recommendations through the HRA, when all they wanted was a good service and their homes kept to a good standard. The whole report was about spending millions of pounds of tenant's money.
- Mention was made of a serious fraud in the old Brighton Borough Council.
- Councillor Mears was concerned that the council would be paying more and would receive far less.
- The council should be looking to achieve best value for money.

33.23 Councillor Gibson raised the following points/questions:

- The Conservative amendment referred to funds of £1.094m. How many homes was that estimated to achieve? In terms of the £0.618m, how much was earmarked for the Estate Development Budget.
- Officers were questioned about the satisfaction with repairs as reported in the last Star Survey.
- A question was raised about the estimated annual value of kitchens and bathrooms planned maintenance.
- A question was raised about the value of a training agency. Officers were asked to confirm that Islington Council had set up their own workshops.
- Officers were thanked for their work on the report.

33.24 The Business & Performance Manager replied as follows:

- The distribution of the £1.094M would depend on the method of delivery.
- It was confirmed that Islington had joinery on their site.
- Officers would come back to Councillor Gibson on the level of satisfaction with repairs in the Star Survey.
- The spend on kitchen and bathrooms was £1.5M a year at the moment. Kitchens were more expensive than bathrooms but the council gave residents a choice between kitchens and bathrooms and residents tended to choose a kitchen.

33.25 The Executive Director Neighbourhoods, Communities and Housing confirmed that the question relating to the breakdown of the £0.618m was not for officers to answer.

33.26 Councillor Druitt thanked officers for the report. He was generally in favour of the direction of travel. He also thanked staff who worked for Mears. The main concern had related to management and not the quality of work. Councillor Druitt made the following points:

- With regard to the Conservative amendment, the Green Group could not support the amended 2.2. Councillor Druitt found amendment 2.3 to be interesting and its intention commendable and something he would like to support. However, as it could not be tied with 2.2, he suggested bringing it back to a future Housing & New Homes Committee and Budget Council.
- The report gave good opportunities for small businesses wanting to tender for work. Councillor Druitt was in favour of the small lots approach to procurement which did enable smaller businesses in the city to bid for work.
- Councillor Druitt's amendment would create greater social value.
- It was clear in the officers' briefing that after five years there was the potential of financial savings in the future. For example, there was no profit requirement, there was greater ability to plan longer term, and use more durable materials, and there was no incentive to carry out unnecessary work. There were incentives to do the whole job the first time. It would not be necessary for two organisations to carry out quality assurance. There was the potential in the long term for the council to save money.

33.27 The Business & Performance Manager replied as follows:

- The Savill's report on pages 198 to 199 set out some of the potential efficiencies that could be delivered over the longer term.
- The report itself compared costs on a five year basis for comparison with contractual lengths.
- When the last Star Survey was completed in 2016, 77% of residents were satisfied with the repairs service overall. 81% were satisfied with the last repair they received. 93% were satisfied with the process for reporting a repair and 81% were satisfied with the planned maintenance service.

33.28 Councillor Miller made the following points:

- With regard to small businesses, by bringing the service in-house the council would reduce the number of sub-contractors that it would be able to use. A framework arrangement for one large contract would help that as it would have smaller lots within lots which would help small businesses.
- Councillor Miller thanked officers for their work on the report.
- It was important to write into the contracts and the council's plan going forward that element of quality assurance.
- Concern was raised at the financial implications of the Green amendments.
- The proposals if agreed would mean the council was paying significantly more for less.
- The Conservative Group were happy with Customer Service and quality assurance services being brought in-house.
- Tenants were happy with the repairs service. The problem was with planned and major works.
- Reference was made to page 21 & 22 of the report (paragraphs 3.72 and 3.73). Councillor Miller had never seen officers recommending a course of action with so many risks. Significantly fewer risks were listed on page 36 (paragraph 4.8) under possible options that are not recommended.
- Estimated costs were not a reflection of reality. The private sector costs would be at the lower end and the council costs would be at the upper end. The cost of the post of Assistant Director (£102,000) had not been set out in the ongoing costs in the report. This was now set out in the addendum. This would be £510,000 more expenditure over the five years than it would have been.
- The estimated costs in the officer's report would be £4.184 higher but Councillor Miller considered that it could be closer to £8M. It would be higher if the 5 plus 2 model was chosen. There were exceptional costs with IT, risks with TUPE and operational risks.
- Concerns were raised that the HRA would be used as a 'cash cow', and that apprenticeships would not be as good as in the individual contract.
- The proposals would lead to a City Clean service with tenants paying more for less. The service would cost £1M more for less of a service and tenants would have less value for money.

33.29 The Executive Director stressed that the recommendations were her recommendations and she & her officers had not been put under any political pressure. The methodology for the recommendations was i) Across the housing world more and more councils and associations were beginning to bring services in-house. ii) Tenants were saying that they wanted more from a repairs contract than just repairs (e.g drying areas) An in-house service would provide flexibility. iii) The recommendations were about flexibility to put resources where they were needed. iv There was broadly cross party support when officers had spoken to individual councillors around the idea of some services coming in-house. The Executive Director agreed that staffing costs would be increased. However, Mears and any other contractor would have a Director, an Assistant Director and managers that ran each of the individual parts. Whatever decision the council took there would management costs. The staff costs had all been discussed and looked at by finance colleagues, legal colleagues and procurement colleagues and had been deemed to be reasonable for the services the council would be providing.

33.30 Councillor Mears stated for clarity that she was saying that the council had a procurement framework and some small businesses within the city would not fit into that criteria and would not be able to bid for contracts. Meanwhile, Mears Ltd now had a contract for Lewes District Council and Eastbourne Borough Council which could mean skills could be lost for the city.

33.31 Councillor Hill made the following points:

- There had been dissatisfaction with Mears and this was partly due to the size and length of the contract Mears was given. This had led to the perception that the contract was not very competitive. It made sense to break up the contract and deal with the types of work in different ways and to decrease the length of the contract.
- There were risks associated with the proposals and these were outlined in the report. There was a perception that if a service was brought in-house it would automatically save money because the cost of what was being done was going to be exactly the same as the cost the contractor had but without their profit margin. That was a simplistic way of looking at things and this was borne out in the report.
- The benefits of the proposals outweighed the risks and the views of tenants were being acknowledged when it came to the proposal.
- The properties belonged to the council and the council should be able to manage them. There was a need for good managers in place for the proposals to be a success.
- The Labour Group would not support the Conservative Amendment. Although it was accepted that the proposals could cost more money Councillor Hill did not know how the Conservative Group had reached the figure of £8M and 40 units. Councillor Hill stressed that most of the figures in the report were estimates.
- Councillor Hill was minded not to support the Green amendment relating to kitchens and bathrooms. The council would be reviewing the situation after three years.

33.32 Councillor Druitt made the following points:

- All the figures in the report were officer's best guess with the information that was available
- Apprenticeships were one of the social value reasons why it was better to carry out as much work in-house as was possible. The Council could run as many apprenticeship schemes as it wanted, whereas the opportunity for apprenticeships was limited if the contracts were outside the council
- Financially it was likely that an in-house service in the long term would be cheaper to deliver and offer better value to residents.

33.33 Councillor Cattell made the following points:

- Staff were thanked the staff for the astonishing amount of work carried out.
- Councillor Cattell thought the proposals were the right course of action, particularly as many local authorities were moving towards bringing services back in-house. The proposal was a mix of having a DLO and something that would benefit many small to medium size businesses.
- It was noted that one of the local authorities visited was Preston. The Preston Model was being held up as a near ideal way of placing money in the local economy and making sure that smaller businesses would benefit.
- Councillor Cattell stated that it was time to bring back civic pride to workers in local government and she supported every recommendation in the report.
- Councillor Cattell did not support the Conservative and Green amendments.

33.34 Councillor Gibson responded to points made in the debate as follows:

- There was a debate around cost versus quality. The Green Group argued that an in-house service had a greater potential for quality and that the cheapest was not always the best.
- The first part of the Conservative amendment could not be supported and the second part of the amendment depended on supporting the first part. However, there was something admirable within the second part of the amendment, which could be separated from the first part. Councillor Gibson looked forward to discussing further how the council could extend the principles contained in that amendment. This was saying if the council could find resources and savings they could be used to subsidise rents. That principle was interesting and Councillor Gibson suggested that the council should look to see how this could be achieved in a way which did not jeopardise bringing the responsive repairs and empty properties service in-house. Councillor Gibson suggested that the best way to achieve this was to use the existing and significant programme. Savings identified could be used to lower rents as many people in the city could not afford the so called affordable rents and LHA rents. There was a need for social rents and living rents.
- The other admirable element of the second part of the Conservative amendment was to ensure sufficient resources for the Estate Development Budget. He stressed that the Green Group had proposed an increase in the

Estate Development Budget at Budget Council and received no support. The tenants were saying that the cuts were too severe. There was a need for everyone to work together with the tenants to identify what was needed and then look to identify the resources and prevent the erosion of the Estate Development Budget.

- In terms of satisfaction it was clear a better service was possible in-house if it was well managed. An in-house service would allow more control and flexibility to improve.
- The Green amendments would allow the work to move more quickly. The amendments had been discussed with the officers and the same action had been taken in Islington and other councils. The amendments would provide benefit in terms of social value and make a difference in terms of having control and accountability.

33.35 At this point in the proceedings members voted on the amendments as follows:

Members voted on the Conservative amendment. The amendment was not carried (4 votes in favour and 6 votes against).

Members voted on the Green amendment 2.4. The amendment was not carried (2 votes in favour and 8 votes against).

Members voted on the Green amendment 2.8. The amendment was not carried (2 votes in favour, 4 votes against and 4 abstentions).

33.36 Members voted on the substantive recommendations as follow:

- 2.1 was unanimously agreed.
- 2.2 and 2.3 and were carried (6 votes in favour and 4 votes against).
- 2.4 was unanimously agreed.
- 2.5 was unanimously agreed.
- 2.6 was unanimously agreed.
- 2.7 (i, ii, iii, & iv) was carried (6 votes in favour and 4 abstentions).

33.37 **RESOLVED:-**

That Housing & New Homes Committee recommends to Policy, Resources & Growth Committee that it:

Customer service and quality assurance

- (1) Agrees that the customer service and quality assurance services are brought in-house and delivered by the council following the expiry of the current contractual arrangements;

Responsive repairs and empty property refurbishments

- (2) Agrees that responsive repairs and empty property refurbishments works to council housing stock are brought in-house and delivered by the council following the expiry of the current contractual arrangements;
- (3) Approves a 'set-up and mobilisation' budget of £0.112m for 2018/19 funded by an in-year virement transferring this budget from the capital financing costs budget in the Housing Revenue Account (HRA) and the creation of an earmarked 'set up and mobilisation' reserve of £0.982m for use in 2019/20 funded from HRA general reserves;

Planned maintenance and improvement programmes

- (4) Approves the procurement of at least one contract for the provision of planned maintenance and improvement programmes to council housing stock with a term of five years with the option to extend for up to a further two years;

Major capital projects

- (5) Approves the procurement of a multi- contractor framework agreement for major capital projects with a term of four years;

Specialist works

- (6) Notes that the specialist works will continue to be delivered through individual contracts, with reports coming back to committee for authority to procure and award such contracts if required in accordance with the council's Constitution;

Delegation

- (7) Grants delegated authority to the Executive Director Neighbourhoods, Communities & Housing to:
 - (i) commence the procurements and award the contracts required to implement the recommendations;
 - (ii) use the 'set-up and mobilisation' budget to create and appoint to new roles to enable these recommendations to be delivered;
 - (iii) award call-off contracts under the major capital projects framework agreement; and
 - (iv) take any other steps necessary to implement the recommendations in this report.

The meeting concluded at 6.06pm

Signed

Chair

Dated this

day of

WRITTEN QUESTIONS FROM MEMBERS

The following questions have been received from Councillors and will be responded to by the Chair, Councillor Meadows. A Member who asked a question may ask one relevant supplementary question which shall be put and answered without discussion.

(1) Councillor Gibson

As of 1st of October 2018, how much HRA borrowing had been undertaken and how much was still available underneath the borrowing cap in force at that time?

(2) Councillor Gibson

For 2015/16, 2016/17, 2017/18 and 2018/19 up until 1st of November:

- (a) How many council homes have been sold under the right to buy?
- (b) How many sheltered units have been decommissioned?

And for the same period (above) what is the total number of:

- (a) New council homes built
- (b) "Hidden council homes" created
- (c) Homes bought under the home purchase policy
- (d) Temporary accommodation units provided by conversion of decommissioned sheltered housing

(3) Councillor Gibson

Can the new homes schemes modelled (in answer to question 8 to full council on April 19th 2018) as estimates using estimates of borrowing and build costs be modelled inputting the actual build cost and the actual capital charges (or if this is not easy to establish using the weighted average capital charge on actual borrowing taken out since 2015) of the loans used to fund the schemes over a 60 year period to establish the projected surplus/deficit based on more accurate inputs?

(4) Councillor Gibson

Please provide the total legal costs to the HRA incurred in all activities incurred taking 40+ leaseholders on the Bristol estate to tribunal and break these costs down between the total external payment and internal recharges from the council's own legal services?

(5) Councillor Gibson

- (a) For the written question to full council on July 19th 2018 headed "net costs of spot purchase and short term accommodation" a table was provided which excluded the cost of council staff time managing and operating the service.

Please can the cost of staff operating and managing the service be provided for each of the years from 2013/14 to 2017/18 (for which it is known)?

- (b) Information requested in the question about the number of places provided for individuals/households was not answered, so can the total number of accommodation units provided by the different providers be given for each year along with the average cost per person/household per night that is charged?

(6) Councillor Gibson

- (a) For the written question to full council on July 19th 2018 asking for a breakdown of net costs surpluses (i.e. net of HB income) for different categories a table was provided which excluded the cost of council staff time managing and operating the service. Please can this cost be provided for each of the years from 2013/14 to 2017/18 (for which it is known) for each of the 4 categories?
- (b) Information requested in the question about the number of places provided by each category over each of the years was not answered, so can the total number of accommodation units provided in each category be given for each year along with the average cost per person/household per night that is charged within each category?



**Cllr. Lee Wares, Cllr. Geoffrey Theobald &
Cllr. Carol Theobald**
Conservative Party Members for Patcham Ward
C/o Hove Town Hall
Norton Road
Hove
BN3 3BQ

The Chief Executive
Brighton & Hove City Council
Hove Town Hall

Date: 1st November 2018
Phone: 01273 291996
e-mail: lee.wares@brighton-hove.gov.uk

By email

Dear Chief Executive,

ESTATES DEVELOPMENT BUDGET – BIRCHGROVE CRESCENT FLATS

We are submitting this letter under Council Procedure Rule 23.3 to be included on the agenda for the Housing & New Homes Committee meeting of 14th November 2018.

The Estates Development Budget (EDB) is a resident led project that improves council housing owned buildings, community facilities, and the local environment. It is understood that there is currently circa £230k of the budget unspent.

Birchgrove Crescent flats do not presently have a Resident/ Tenant Association and as such, the area is not benefiting from the EDB. We respectfully request that Birchgrove Crescent flats be awarded sums from the EDB for the following:-

1. To provide new refuse and recycling bins with lockable lids in sufficient numbers to serve all residents together with better signage and the installation of CCTV to deter fly-tipping that blights the area.
2. To provide covered bin storage areas in appropriate locations.
3. To provide and plant flower bulbs to create planting schemes and beds across the grassed area to brighten and improve the area.
4. To fund a Traffic Regulation Order to provide double yellow lines on the "service road" that is public highway to prevent vehicles parking adjacent to windows of ground floor flats and blocking access for refuse/ recycling collection vehicles and emergency vehicles.

We would hope that you agree these items are reasonable requests and that they will all bring significant social benefit to hundreds of residents. We would be more than happy to meet with officers to progress this.

Yours sincerely

Cllrs. Lee Wares, Geoffrey Theobald and Carol Theobald

Cc: Cllr. Anne Meadows
Chair Housing & New Homes Committee



**Cllr. Lee Wares, Cllr. Geoffrey Theobald &
Cllr. Carol Theobald**
Conservative Party Members for Patcham Ward
C/o Hove Town Hall
Norton Road
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BN3 3BQ

The Chief Executive
Brighton & Hove City Council
Hove Town Hall

Date: 1st November 2018
Phone: 01273 291996
e-mail: lee.wares@brighton-hove.gov.uk

By email

Dear Chief Executive,

ESTATES DEVELOPMENT BUDGET – STANMER HEIGHTS

We are submitting this letter under Council Procedure Rule 23.3 to be included on the agenda for the Housing & New Homes Committee meeting of 14th November 2018.

The Estates Development Budget (EDB) is a resident led project that improves council housing owned buildings, community facilities, and the local environment. It is understood that there is currently circa £230k of the budget unspent.

In areas such as Stanmer Heights there presently isn't a Resident/ Tenant Association and as such, the area is not benefiting from the EDB. We respectfully request that Stanmer Heights be awarded sums from the EDB for the following:-

1. To repair and upgrade the popular and heavily used children's play areas including for example, resurfacing the areas, installing goal posts, basketball hoops and installing more young children's play equipment.
2. To make available the disused "sheds" and utility buildings for residents to use to store items that for example might include gardening equipment such that residents can be more involved with caring for and improving the grounds and gardens for everybody's benefit.
3. To provide new refuse and recycling bins with lockable lids in sufficient numbers to serve all residents together with better signage and the installation of CCTV to deter fly-tipping that blights the area.
4. To provide and plant flower bulbs to create planting schemes and beds across the grassed area to brighten and improve the area.

We would hope that you agree these items are reasonable requests and that they will all bring significant social benefit to hundreds of residents. We would be more than happy to meet with officers to progress this.

Yours sincerely

Cllrs. Lee Wares, Geoffrey Theobald and Carol Theobald

Cc: Cllr. Anne Meadows
Chair Housing & New Homes Committee

NOTICE OF MOTION

GREEN GROUP

LIVING WAGE / SOCIAL RENT HOUSING FOR THE CITY

That Housing & New Homes Committee receives a report for consideration at the committee meeting in January 2019:

- (1) Exploring the options available for the creation of a ring fenced reserve as part of the current HRA reserve, to support the building of 27.5% living wage rent or social rent housing in the city; and
- (2) Setting out options for the proposed size of this reserve for 2019/20.

Proposed by: Cllr Gibson

Seconded by: Cllr Druitt

Additional information:

- It is estimated that 15,000 households in the city can only afford social rents. Since discounts were increased, on average, around 50 social rented properties are sold each year through the 'Right to Buy.'
- "Affordable" rents at local housing allowance - or at 37.5% Living wage rates for a 2 bed property - are typically more than double social rents.
- For a 2 bed property, 27.5% Living wage rents are typically around 50% more than social rents.
- Pressures on the HRA reserves have reduced due to a recent national government decision to scrap the demand on local authorities to sell high value homes in council ownership.
- A meeting of PR&G Committee on October 11th received an amendment on the use of HRA reserves to support living wage rents. Members of this committee raised the need for this issue to be discussed by Housing and New Homes Committee:

<http://present.brighton-hove.gov.uk/mgconvert2pdf.aspx?id=132960>

Subject:	Support needs of people in Kendal Court		
Date of Meeting:	14 November 2018		
Report of:	Executive Director for Neighbourhoods, Communities & Housing		
Contact Officer:	Name:	Jerry Aldous	Tel: 01273 296949
	Email:	jerry.aldous@brighton-hove.gcsx.gov.uk	
Ward(s) affected:	(All Wards);		

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 Housing & New Homes Committee along with the Health and Wellbeing Board submitted a Notice of Motion requesting information about the support for people in Kendal Court to be brought to the November Committee and this report to be also presented to the Health & Wellbeing Board. It has not been possible to provide all of the information requested for this report in the timescale and so this report contains the information we have been able to collate and a more comprehensive report will be provided to the committee in June 2019.

2. RECOMMENDATIONS:

- 2.1 That the Committee notes the contents of the report.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 Kendal Court is a block of emergency short term accommodation utilised by Housing for homeless people. Each unit is self-contained and the accommodation itself is good quality. There are 50 self-contained studio flats in 5 blocks. Four of the blocks are set up for males only and 1 block of 9 rooms is female only where currently two of the residents are accommodated with a dependent child.
- 3.2 Over the summer, there was a spate of deaths from residents residing in Kendal Court. Whilst there is nothing to indicate the deaths are related to the accommodation, members were concerned and a cross party Notice of Motion was submitted at September Housing & New Homes Committee and Health and Wellbeing Board, requesting that information around the support needs and provision for people placed at Kendal Court is collated and brought back to both Housing & New Homes Committee and the Health & Wellbeing board in November. It has not been possible to provide as much information as we would have liked in the time period and so a further report will be brought to June Housing and New Homes Committee.
- 3.3 We have a total of 2093 households in temporary accommodation. Of these, 1600 households are in longer term temporary accommodation which comprises self-contained flats and houses scattered throughout the city. 493 are in

emergency accommodation for homeless households, with 365 households being within the city and 128 households outside the city.

3.4 The information requested is as follows:

- Information on the number of deaths in all the different forms of temporary and emergency accommodation over the last 2 years.
- Information of the support services that residents can access in Newhaven and a comparison with those available to residents in Brighton & Hove (including rough sleepers). Including any changes to the support provided over the last 2 years.
- A review of the support needs of the 54 Kendal Ct residents, analysis of how well they are being met and what steps may need to be taken should more support be needed.
- An independent survey of residents to identify their issues and concerns that we may seek to address.
- Information about the role of the caretaker in regards to managing the block and an assessment of the effectiveness.

3.5 We have addressed each point in turn below.

3.6 **Information on the number of deaths in all the different forms of temporary and emergency accommodation over the last 2 years:**

3.6.1 12 people have died whilst resident in what is classified as 'Emergency Accommodation' and 19 in long-term 'Temporary Accommodation'.

Of these the cause of death is reported as being due to:

- Natural causes-14
- Multiple health problems: 6
- Drug related: 3
- Suicide: 2
- Not known: 6

3.7 **Information of the support services that residents can access in Newhaven and a comparison with those available to residents in Brighton & Hove (including rough sleepers). Including any changes to the support provided over the last 2 years.**

3.7.1 Attached as Appendix 1 is a summary of the main support services available in the city. These services support a range of people across the city and not just those in temporary accommodation. It is also likely that those people accessing these services would be accessing them regardless of whether or not they were in temporary accommodation. Appendix 2 is a list of services available to those accommodated in Newhaven.

3.7.2 Over the last two years there have been further changes to support for those in emergency and temporary accommodation:

- In January 2018, Housing introduced 2 x Welfare Officers to provide support for emergency accommodation residents. The Welfare Officers check on people to see how they are managing and can act as an

intermediary between the provider and resident to resolve any issues where communication is an issue; they also refer people to other support where necessary. This has reduced the number of evictions from emergency accommodation. This is funded from the Flexible Homeless Support Grant and so is for a fixed temporary period until April 2020.

- Southdown Housing have recently been commissioned to employ a support worker for people who are at risk of rough sleeping accommodated in emergency accommodation. This post is funded by Ministry of Housing Communities and Local Government until the end of March 2019.
- In 2015 Justlife were funded by the CCG to take referrals from the hospital pathway team and provide support to people moving into emergency accommodation. The service is now part of Arch contract commissioned by the CCG which includes health engagement workers who work with people in emergency accommodation.

3.7.3 Adult Social Care are recruiting a permanent full time social worker to work with people who have been accommodated in emergency accommodation under the Care Act to support people to find more secure accommodation solutions for themselves. This will be coming on line in mid-December 2018.

3.7.4 Prior to 2015, the council had developed a Housing Support Service for people in emergency and temporary accommodation. The team identified and signposted residents to appropriate support. When the Supporting People commissioning team transferred to ASC, the team and funding remained with Housing. However, when further budget savings were required, this function was cut as it was not statutory and at the time there was other support available. Two posts were retained that were to be focused on ensuring those in emergency accommodation were able to access benefits so as to be able to pay their rent and retain accommodation provided and were renamed Credit Control Support Officers.

3.7.5 In June 2018 Homeworks, an East Sussex County Council commissioned service, ceased providing support to people in emergency accommodation outside of the city due to funding cuts and refocus of their work.

3.8 **A review of the support needs of the 54 Kendal Ct residents, analysis of how well they are being met and what steps may need to be taken should more support be needed.**

3.8.1 At the time of writing, of those accommodated at Kendal Court, 13 have been assessed as requiring supported accommodation with a further 11 requiring further assessment by the supported accommodation panel. It is likely that a majority of those who are waiting for an assessment are also likely to require supported accommodation. The remainder have been assessed as being suitable for general needs accommodation. See table below

Requiring supported accommodation	13
Requiring further assessment	11
Requiring general needs accommodation	30

Total	54
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- 3.8.2 The waiting time for supported accommodation is dependent on a number of factors including what level of support is required and what type of supported accommodation is deemed to be most suitable. Typically, it takes 6 months to a year before suitable supported accommodation becomes available
- 3.8.3 In total there are currently 215 persons on the waiting lists for supported accommodation, including those requiring mental health accommodation and young people's accommodation. Of those, 51 are in emergency accommodation of which 38 are accommodated within the city and 13 outside.
- 3.8.4 Due to the shortage of emergency accommodation and the high costs associated with the housing market within the city, the council had to look outside of the city for additional units of emergency accommodation.
- 3.8.5 The Temporary Accommodation Allocation Policy determines how households who have been placed out of area are prioritised for accommodation within the city when it becomes available. The relevant section from the policy is attached as Appendix 3.
- 3.8.6 As soon as we identify that a household is homeless and potentially in priority need then we are under a duty to provide accommodation. Due to the demand for emergency accommodation, invariably there is no availability in the city. We will therefore have to place households out of area initially.
- 3.8.7 Some individuals have been banned from emergency accommodation within the city due to serious breaches of their licence agreement, which means that the only option for accommodation is outside of the city.
- 3.8.8 For those who are placed under a housing duty some may also have support needs under the Care Act as assessed by Adult Social Care.
- 3.8.9 People who are provided with emergency accommodation under the Care Act which is outside the city will have the continuing support from the BHCC social worker or care manager.
- 3.9 **Information about the role of the caretaker in regards to managing the block and an assessment of the effectiveness.**
- 3.9.1 The accommodation provider is contracted to provide a caretaker/manager who has the responsibility for the day-to-day running and good management of the property. The responsibility is to ensure the safety and welfare of all residents and to control acts of any misbehaviour or ASB committed by the occupants or their associates. Other main responsibilities include inspecting rooms regularly to check on occupancy, ensure residents are managing their accommodation in a tenant-like manner and to ascertain any breaches of the licence agreement.
- 3.9.2 The caretaker does not provide support and the accommodation is not supported. The caretaker role was specified to ensure the property is well

managed e.g. repairs are undertaken and interacts with residents to book them into their accommodation.

3.9.3 On occasion, issues are raised about the management, and these are dealt with as part of regular contract management to ensure the terms of the contract are adhered to.

3.10 **An independent survey of residents to identify their issues and concerns that we may seek to address.**

3.10.1 We have commissioned Healthwatch to undertake this survey. They will be interviewing all the residents at Kendal Court but have reported difficulties with engaging residents. It therefore hasn't been possible to complete this in the timescale and so it will come back to a future Committee. The report will help identify what gaps exist in the support of households accommodated outside of the city. The questionnaire being used for the survey is attached as Appendix 4.

4 ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

4.1 Housing requires access to emergency accommodation in order to fulfil its statutory duty. Accommodation is increasingly required out of area due the demand and the lack of in city accommodation.

5 COMMUNITY ENGAGEMENT & CONSULTATION

5.1 East Sussex Community Voice-*delivering Healthwatch East Sussex* are carrying out consultation with Kendal Court residents.

5.2 The Temporary Accommodation Action Group includes residents of temporary accommodation, emergency accommodation providers, a range of homeless support services and council officers.

6. CONCLUSION

6.1 Further work will be carried out by officers to provide a more comprehensive report in June 2019

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

7.1 The survey of Kendal Court residents has been commissioned with Healthwatch at a cost of approximately £4,500. This cost will be shared between Housing (general fund), Public Health and Adult Social Care and will be managed within current budget resources for 2018/19.

Finance Officer Consulted: Monica Brooks

Date: 23/10/18

Legal Implications:

- 7.2 The council's duties in relation to homeless applicants are as set out in the report. There are no other significant legal implications to draw to Members' attention arising from the report which is for noting.

Lawyer Consulted: Liz Woodley

Date: 24/10/18

Equalities Implications:

- 7.3 An Equality Impact Assessment was completed in February 2018 and is attached as Appendix 5.

Sustainability Implications:

- 7.4 None

Any Other Significant Implications:

- 7.5 None

Housing Advice

Anti freeze : Life saving support for the homeless. Outreach teams are on the streets in the evenings seeking to meet the basic needs of those who are homeless and sleeping rough. Drop in centre 4 days a week providing specific care, including help with housing, benefits and addiction issues.

BHT's Brighton Advice Centre : works throughout Brighton & Hove and provides Specialist Housing Advice, Court Duty Scheme, Webcam Advice Service and Immigration Legal Service for those entitled to legal aid.

Btn UNEMPLOYED CENTRE:we provide practical support, education and services for the unemployed, pensioners, unwaged & those in poor housing or on low income.

BRIGHTON WOMEN'S CENTRE: Supporting women with multiple and complex needs in the Criminal Justice Service and working with women who are Homeless and insecurely housed.

First Base Day Centre : offers a range of services to support people who are sleeping rough or insecurely housed in the city, to get off the streets, start realising their aspirations through work, learning and leisure and find a place they can call home.

HOME GROUP: Brighton and Hove Young Peoples Outreach service is a floating support service that helps 16-25 year olds who have become homeless and have been given independent accommodation through the council or through children services. Referral required.

JUSTLIFE: Supporting people in emergency and temporary accommodation.

HEALTH

Arch Health CIC :is social enterprise, set up by clinicians and professionals of Brighton & Hove to address the health needs of vulnerable and homeless people in the city. It runs the Morley Street Surgery and the homeless health engagement service for Brighton & Hove.

There is no need to be a registered patient with **Brighton Station Health Centre** to use our walk-in service, it is available to everyone in Brighton and Hove. Our walk-in service offers treatment, information and advice for a range of minor illnesses and injuries. It's open every day 8am-8pm, including bank holidays.

ST JOHNS AMBULANCE FIRST BASE: Every Monday 9am – 11.30am for First aid, basic primary health care, hot drinks and a friendly ear.

SWAT Homeless Project :operates once a week in Brighton to support homeless people in various ways including provision of hot food, clean clothing, advice and support. See website for further details.

MENTAL HEALTH

COMMUNITY LINKS: Provides short-term, flexible support for people with mental health challenges in Brighton and Hove, supporting you to find out about, and access, activities in your local community that you're interested in.

MHHT: Located in the East Brighton Community Mental Health Centre. A Specialist service for people with mental health problems who are homeless or insecurely housed. Offers specialist advice and treatment and support on a range of issues and links people into services they would otherwise have difficulty accessing. Referral required.

Available 24/7, Brighton & Hove CCG's Mental Health Rapid Response Service offers support from a mental health professional anytime, day or night, as well as face-to-face appointments. REAPID RESPONSE TEAM

SUBSTANCE MISUSE

EQUINOX:The Drug and Alcohol Outreach Team operates as part of the Pavilions integrated Adult Drug & Alcohol Service for Brighton & Hove. The service provides assertive outreach and engagement, working with the street community to address substance use related issues.

Brighton Oasis Project (BOP) is a substance misuse service for women and families in the heart of Brighton. We exist to support and empower women who have difficulties with drink or drugs to make positive changes in their lives as part of the Pavilions service.

Pavilions for information and advice You can also use that number to book an appointment, or organise a referral. If you would prefer to come in and talk to us in person, then you can pop into our drop-in sessions at Richmond House

Agencies in Newhaven offering support

Sussex Community Development Association	<p>SCDA offer a drop in information service and signpost onto other services, They also run the food bank which is currently open 4 days a week and they hope to extend to 5.</p> <p>SCDA also run other services locally , such as Lets get working and Aspirations which are both services moving people closer to employment, volunteering or training through helping them address barriers to employment.</p>	The Information and Advice Hub is based at 31a High Street, Newhaven and is open between 10am -1.30pm Monday to Friday
East Sussex drug and alcohol recovery service (STAR) - Eastbourne & Hastings	<p>Drug and alcohol recovery service 18 upwards.</p> <ul style="list-style-type: none"> -Specialist prescribing services -GP shared care -Community detox from drugs and alcohol -Group work programmes -Housing and benefits advice -Drug and alcohol counselling 	<p>0300 3038 160</p> <p>Hastings Thrift House, 13 Wellington Place, Hastings, TN34 1NY</p> <p>Eastbourne Lift House, 6 St Leonards Road, Eastbourne, BN21 3UH</p> <p>Professional referral and self referral service.</p>
Newhaven Advice Hub and Information Centre	<p>The Information and Advice Hub is based in Newhaven and is open between 10am -1.30pm Monday to Friday.</p> <p>The Newhaven Advice Services team can:</p> <p>Help you to access information</p>	<p>Unit 8-10 The Hub, 3 Drove Road Newhaven, East Sussex, BN9 0AD</p> <p>01273 517375</p>

	<p>Refer you to generalist and specialist advice about benefits, debt and housing</p> <p>Community Navigators help link you with the right local services to solve any problems you may face, get involved in the community or improve your health and wellbeing</p>	
Employability and volunteering advice	<p>Employment and volunteering advice and support.</p> <p>Offering additional support to;</p> <ul style="list-style-type: none"> -Lone parent -Lacking in confidence -50+ -Isolated -Experiencing problems - stopping you from leading a fulfilled life <p>1:1 and Small Group support</p> <p>Access services and training</p> <p>Help to develop your skills</p> <p>Employability support</p> <p>Work based experience / volunteering</p>	<p>CONTACT EMPLOYABILITY</p> <p>Unit 7 The Hub, 3 Drove Road, Newhaven, East Sussex, BN9 0AD</p> <p>Rachel on 01273 516347.</p>
Newhaven Food Bank	<p>They offer food parcels, additional advice and support, exercise and cookery classes, country walks and gardening</p>	<p>Advice Hub at Unit 9, the Hub, Drove Road, Newhaven (located above Lidl's) between 10am and 1.30 pm Monday to Friday for an assessment an additional help</p>

Section from Allocation of Temporary Accommodation Policy

The policy separates households requiring temporary accommodation into three main groups. There will be circumstances when it is appropriate to allocate outside of these categories and each case will be considered on its own merits.

2.2 The category guidelines are:

Group A, where possible, offered accommodation in Brighton & Hove. The group consists of households who include:

- a child in secondary school within the city in their final year of key stage 4 (generally year 11)
- a child who has a Statement of Special Educational Needs and or an Educational health Care Plan and is at school in the city
- a child who is the subject of Child Protection Order Plan from BHCC
- someone who is officially caring for another person in the city as part of a care plan agreed with the relevant social care department.
- someone in permanent or settled employment who works anti-social hours within the city and would risk losing their employment (unless they can be transferred by their employer)
- someone who is receiving medical treatment that can only be provided by a specific medical facility within the city and that treatment requires a high volume of attendance at that medical facility (a minimum of 2 – 3 times per week).

Group B are prioritised for temporary accommodation in adjacent districts within the broad market rental area, or neighbouring districts in the Sussex sub-region which is approximately one hours travelling distance on public transport from the city. The group consists of households who include:

- An applicant who has their own transport to enable them to travel into the city
- a child in secondary school either in the city or neighbouring boroughs
- someone who is receiving medical treatment that can only be provided by a specific medical facility only available within the city
- someone who is receiving NHS treatment for mental health problems other than from their GP and/or is on the Care Programme Approach.

Group C all other homeless households would be offered temporary accommodation wherever the borough is able to procure it, provided that it is suitable for the household's needs. In all cases the council will seek to find accommodation as close to the city as possible. This group can include a household where there is no local connection with the city.

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- a child who is the subject of Child Protection Order Plan from BHCC
- someone who is officially caring for another person in the city as part of a care plan agreed with the relevant social care department.
- someone in permanent or settled employment who works anti-social hours within the city and would risk losing their employment (unless they can be transferred by their employer)
- someone who is receiving medical treatment that can only be provided by a specific medical facility within the city and that treatment requires a high volume of attendance at that medical facility (a minimum of 2 – 3 times per week).

Group B are prioritised for temporary accommodation in adjacent districts within the broad market rental area, or neighbouring districts in the Sussex sub-region which is approximately one hours travelling distance on public transport from the city. The group consists of households who include:

- An applicant who has their own transport to enable them to travel into the city
- a child in secondary school either in the city or neighbouring boroughs
- someone who is receiving medical treatment that can only be provided by a specific medical facility only available within the city
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Title for survey and logo(s)

East Sussex Community Voice (ESCV) is an independent community engagement company delivering Healthwatch in East Sussex. We have been commissioned by Brighton and Hove City Council (BHCC) to ask residents about their experience of living at Kendal Court. We want to know about your experience of local health and social care services that you need to access. The reason why we are doing this independent survey is because we want to help improve local services based upon what you tell us.

We would like to interview you at Kendal Court between ***(insert dates)*** in October. If you prefer, we can arrange a telephone interview, give you a paper survey to return by post or email you a survey. Please note that all the information that you provide will be treated in the strictest confidence, none of your personal information will be shared with BHCC or any other third parties.

We will combine the results of what you tell us into a report that will be shared with you and BHCC by the end of October. This report will not identify the individual views of any Kendal Court resident. Please ask your interviewer if you have any questions on the above and thank you for your co-operation.

You can also attend a small focus group on (**date**) if you would like to tell us more about your experiences. You can let us know at the end of this survey.

We look forward to hearing from you

John Routledge, Director
East Sussex Community Voice delivering Healthwatch East Sussex.

If you would like to find out more about Healthwatch East Sussex you can visit us at: www.healthwatcheastsussex.co.uk

Your support services

Q1 **Have you used health, care or housing support service in the last 6 months?**

Yes..... ☐

No ☐

If you answered 'Other' please could you tell us here?

Q2 **Are you registered with a GP practice?**

Yes..... ☐

No ☐

If you answered Q3 'Yes' please tell us which one:

Q3 **Are you registered with a Dental surgery?**

Yes..... ☐

No ☐

If you answered Q4 'Yes' please tell us which one:

Q4 **Please could you tell us about your services.** (You can tick more than one)

	I have used	I am using
Housing Support	<input type="checkbox"/>	<input type="checkbox"/>
Hospital	<input type="checkbox"/>	<input type="checkbox"/>
GP	<input type="checkbox"/>	<input type="checkbox"/>
Dentist	<input type="checkbox"/>	<input type="checkbox"/>
Mental Health support	<input type="checkbox"/>	<input type="checkbox"/>
Adult Social Care	<input type="checkbox"/>	<input type="checkbox"/>
Other Community support (e.g. District Nurse)	<input type="checkbox"/>	<input type="checkbox"/>
Drug and Alcohol support	<input type="checkbox"/>	<input type="checkbox"/>
Childrens Service	<input type="checkbox"/>	<input type="checkbox"/>
Voluntary or Charity care / support	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

Q5 **Which is the main service that you use?**

Q6 **Are there any other services you use which aren't available to you at the moment?**

Yes..... ☐

No ☐

If you answered Q6 'No', do you know why this is?

Q7 **How satisfied are you overall with your main service?**

Very Satisfied..... ☐

Satisfied..... ☐

Neither satisfied nor unsatisfied ☐

Unsatisfied..... ☐

Very unsatisfied ☐

Where and how do you get there

Q8 **Where do you go to receive your main support service from Kendal Court?**

Newhaven..... ☐

Lewes ☐

Peacehaven..... ☐

Brighton and Hove..... ☐

Other ☐

If you said 'Other' please tell us where you go

Q9 **How do you normally travel to your main support service from Kendal Court?** (Please tick one)

Walk ☐

Bus ☐

Car..... ☐

Train ☐

Other ☐

If you said 'Other' please tell us here:

Q10 **Does access to transport affect your ability to get to the services you need?**

Not at all ☐

A little bit ☐

Not really ☐

Quite a lot ☐

It's a problem ☐

Q11 **Are there any other reasons why you cannot get to a service that you need?**

Yes..... ☐

No ☐

If you answered 'Yes' please tell us why here

Access and Information

We would like to understand a little more about your experiences at Kendal Court compared to those you may have had before you came here. Please look at the following statements and let us know if you agree or disagree.

Q12 At Kendal Court, compared to my previous experiences where I have lived before;

	Strongly Agree	Agree	Disagree	Strongly Disagree
I can access the right care and support when I need it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is easy to access information about my main service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I understand the information I am given	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have a choice about where I receive my service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I feel safe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I feel lonely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q13 If you disagreed with any of the above statements, why is this?

Q14 Have you encountered any barriers to receiving services since you have been at Kendal Court

Yes.....☐

No.....☐

If you answered Q14 'Yes' please tell us why here

Kendal Court - thinking about your stay here

Q15 What has worked well and why?

Q16 What could be made better?

Q17 Finally, please tell us how long you have lived at Kendal Court

Your opportunity to help

Thank you for taking part in our survey.

We would like to invite you to take part in a small face to face group discussion with other residents of Kendal Court, to talk about your experiences further on **DATE**, at **LOCATION**.

This group will help inform further those who manage and maintain Kendal Court and how it impacts on your daily life while you are here.

For taking part we would like to offer you a small recognition payment of **xxx** for your time.

If you would like to take part please tick the box below and leave your contact details in the box provided.

Q18 **I would like to take part in the focus group**

Yes..... ☐

No..... ☐

Name:

Contact Details:

Equal Opportunity Monitoring

To help us ensure that we are seeking the views of everyone and understand the makeup of communities, we would like to ask you some questions about yourself. All of your responses are treated confidentially and will not be used to identify you in any way. You do not have to answer any of these questions if you do not want to.

Q21 Are you?

- Male..... ☐
- Female ☐
- Transgender ☐
- Prefer not to say ☐

Q22 How old are you?

- Under 18..... ☐
- 18-24 ☐
- 25-34 ☐
- 35-44 ☐
- 45-54 ☐
- 55-64 ☐
- 65-74 ☐
- 75 and over..... ☐
- Prefer not to say ☐

Q23 What best describes your ethnic background?

- White British / White Irish ☐
- Black African / Caribbean ☐
- Any other Black background ☐
- Chinese ☐
- Bangladeshi..... ☐
- Indian..... ☐
- Pakistani..... ☐
- Any other mixed background..... ☐
- Gypsy / Traveller..... ☐
- Any other ethnic group ☐
- Prefer not to say ☐

The Equality Act 2010 describes a person as disabled if they have a longstanding physical condition or mental condition that has lasted or is likely to last at least 12 months and this condition has a substantial adverse effect on their ability to carry out normal day to day activities. People with some conditions - cancer, multiple sclerosis and HIV/AIDS, for example, are considered to be disabled from the point of diagnosis.

Q24 Do you consider yourself to be disabled?

- Yes..... ☐
- No ☐
- Prefer not to say ☐

Equality Impact and Outcome Assessment (EIA) Template - 2015

EIAs make services better for everyone and support value for money by getting services right first time.

EIAs enable us to consider all the information about a service, policy or strategy from an equalities perspective and then action plan to get the best outcomes for staff and service-users¹. They analyse how all our work as a council might impact differently on different groups². They help us make good decisions and evidence how we have reached these decisions³.

See end notes for full guidance. Either hover the mouse over the end note link (eg: Age¹⁹) or use the hyperlinks ('Ctrl' key and left click).

For further support or advice please contact the Communities, Equality and Third Sector Team on ext 2301.

1. Equality Impact and Outcomes Assessment (EIA) Template

First, consider whether you need to complete an EIA, or if there is another way to evidence assessment of impacts, or that an EIA is not needed⁴.

Title of EIA⁵	Allocation of temporary accommodation out of area	ID No.⁶	H61
Team/Department⁷	Housing Options Team/Emergency Placement Team		
Focus of EIA⁸	<p>The purpose of this EIA is to examine whether the council's use of temporary accommodation located outside of the city impacts disproportionately on households who have any identified 'protected characteristics' as defined by the Equality Act 2010.</p> <p>There is a legal requirement for councils to have an 'allocation of temporary accommodation' policy (referred to as 'the policy' in this document). The council has a legal duty to provide accommodation for certain groups of households who become homeless. This means that homeless households considered to be in 'priority need', such as those with dependent children or persons who are vulnerable as a result of a mental health problem or physical disability will be provided with emergency accommodation while enquiries are made into the homeless application in order to assess whether the council has a duty to provide accommodation on a long term basis.</p> <p>To fulfil this duty the council has a contract with a number of accommodation providers who provide 'block-booked' accommodation which is mainly located within the city.</p> <p>Due to the very high demand on the council's homeless service it is commonly the case that this contracted block-booked accommodation is full. This means that the council has to book 'spot purchase' accommodation with providers with whom the council does not have a contract with. This type of accommodation is more likely to be located outside of the city .</p> <p>The policy requires that all households that the council has a duty to accommodate are assigned with a banding which</p>		

	<p>reflects the priority of the household being accommodated within the city.</p> <p>In the event that a household is placed into the priority banding but has still had to be placed outside of the city on the day that the accommodation is required then the emergency placement team will move the household back into the city as soon as a suitable property becomes available. A list of those households requiring to be moved back into the city is maintained by the team and updated daily. Because of the high demand on the service it is still the case that households who are prioritised for a move back into the city may have to wait some time before this can happen.</p> <p>Concerns have been raised that being accommodated outside of the city adversely affects some households. A range of both internal and external departments and agencies, including Adult Social Care, Children's services, Just Life, mental health team for homeless people, St. Mungo's, the Temporary Accommodation Action Group and others who provide support for particular client groups have raised concerns about individuals and households being placed outside of the city due to the difficulties that may be experienced regarding such matters as access to schools, medical services etc Most of the support groups that provide help for those in emergency accommodation are not able to effectively offer help for those placed outside the city. This is because their services are restricted or commissioned to work with households only within the city limits.</p> <p>This EIA is for the purpose of identifying whether it is the case that certain households are adversely affected by being placed into accommodation outside of the city and how this can be mitigated.</p>
--	--

2. Update on previous EIA and outcomes of previous actions

What actions did you plan last time? (List them from the previous EIA)	What improved as a result? What outcomes have these actions achieved?	What further actions do you need to take? (add these to the Action plan below)
N/A		

3. Review of information, equality analysis and potential actions

Protected characteristics groups from the Equality Act 2010	What do you know ⁹ ? Summary of data about your service-users and/or staff	What do people tell you ¹⁰ ? Summary of service-user and/or staff feedback	What does this mean ¹¹ ? Impacts identified from data and feedback (actual and potential)	What can you do ¹² ? All potential actions to: <ul style="list-style-type: none">• advance equality of opportunity,• eliminate discrimination, and• foster good relations																																	
Age .a) dependent children	<table><thead><tr><th></th><th>Number</th><th>% age of placements into all temporary accommodation which are out of area</th></tr></thead><tbody><tr><td>Dependant children</td><td></td><td></td></tr><tr><td>1 dependent child</td><td>62</td><td>13.1%</td></tr><tr><td>1 dependent child + expecting baby</td><td>8</td><td>16.0%</td></tr><tr><td>2 dependent children</td><td>48</td><td>17.0%</td></tr><tr><td>2 dependent children + expecting baby</td><td>6</td><td>28.6%</td></tr><tr><td>3 dependent children</td><td>32</td><td>25.2%</td></tr><tr><td>3 dependent children + expecting baby</td><td>2</td><td>50.0%</td></tr><tr><td>4 or more dependent children</td><td>19</td><td>28.8%</td></tr><tr><td>Couple expecting a baby</td><td>6</td><td>23.1%</td></tr><tr><td>Female expecting a baby</td><td>2</td><td>7.4%</td></tr></tbody></table>		Number	% age of placements into all temporary accommodation which are out of area	Dependant children			1 dependent child	62	13.1%	1 dependent child + expecting baby	8	16.0%	2 dependent children	48	17.0%	2 dependent children + expecting baby	6	28.6%	3 dependent children	32	25.2%	3 dependent children + expecting baby	2	50.0%	4 or more dependent children	19	28.8%	Couple expecting a baby	6	23.1%	Female expecting a baby	2	7.4%	<p>Contact with children's services and other relevant agencies reveal that there is concern that families are unable to easily transfer schools from one area to another.</p> <p>Due to the uncertainty about how long the household may be living out of area this makes for difficult decisions about whether to keep children at the same school in the city or transfer to a school in the area the household is living in.</p> <p>There are concerns that travel costs are prohibitively expensive if the decision is made to keep the children at the same school and disruptive for the children if moved.</p> <p>When discussing</p>	<p>Those households with dependent children face having to make difficult decisions regarding whether to change school or not. Children are potentially more likely to find it difficult to re-locate and suffer consequences of disrupted schooling/moving away from friends, family and other support networks.</p> <p>There is the potential for the child's education to be disrupted, multiple moves are generally considered to be bad for development and uncertainty about the future can be unsettling.</p> <p>There is the risk for increased levels of absenteeism</p> <p>Social services have stated that placing children who are on Child Protection plans out of area impacts on their ability to make the CP plans work. There is the issue outlined above about schools, often</p>	<p>The 'allocation of temporary accommodation' policy acknowledges the potential impact that being placed outside of the city may have on those households containing vulnerable children and states that any household containing the following should be in the priority group to be moved back into the city as soon as possible:</p> <ul style="list-style-type: none">• a child in secondary school within the city in their final year of key stage 4 (generally year 11)• a child who has a Statement of Special Educational Needs and or an Educational health Care Plan and is at school in the city• a child who is the subject of Child Protection Order Plan from BHCC <p>Further practical help should be provided:</p>
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		these matters directly with parents of children placed out of area the same concerns weren't generally raised and most stated that it was straightforward to move their child's school or if deciding to keep their children at the same school in the city that travelling to do this was not overly expensive or difficult.	family/friends and other support networks are part of plans. A change of health visitors may impact on isolation and in some case on parental mental health, substance misuse issues and social work time. Social Workers are required to do CP visits every ten working days and if a social worker is having to use public transport to get to Eastbourne such a visit can take the best part of a day.	<ul style="list-style-type: none"> • Advice and information on how to change schools, GPs etc. • Signpost to money advice agencies to assist with h any additional travel costs incurred. • Ensure that all households are referred for support to relevant agencies who work outside of the city (e.g.'Homework's) • ensure that existing support providers in the city are advised if their clients have been placed outside of the city. <p>The council has a 'Temporary Accommodation reduction plan' that will reduce the use of out of area placements to the extent that we should only have to use out of area placements in very rare circumstances- normally if the person has been evicted from block booked</p>

Protected characteristics groups from the Equality Act 2010	What do you know ⁹ ? Summary of data about your service-users and/or staff	What do people tell you ¹⁰ ? Summary of service-user and/or staff feedback	What does this mean ¹¹ ? Impacts identified from data and feedback (actual and potential)	What can you do ¹² ? All potential actions to: <ul style="list-style-type: none">• advance equality of opportunity,• eliminate discrimination, and• foster good relations
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		<p>who are most likely to find it difficult to relocate outside of the city because they find it harder to cope with change, lose contact with support networks and find it harder to transfer support packages.</p> <p>Discussions held with a number of persons who are vulnerable as a result of a mental illness and/or substance misuse issues who have been placed outside of the city did not on the whole cite the same problems-most stated that it was quick and easy to register with a different GP and transfer other services. Some stated that being moved out of the city had been beneficial because it was 'quieter' and removed them from former associates who may have had a bad influence on</p>	<p>something their clients do not have</p> <p>Clients need money to travel to Brighton, often something they do not have</p> <p>There is a reported significant drug dealing issue at Kendal Court, Newhaven – leading to incidences of relapse as a consequence.</p>	<p>. Meetings have been held with the main out of area support group 'Homeworks' as well as SCDA to improve information giving and referral routes to increase support for those placed outside of the city.</p> <p>Adult Social Care state this is being looked at by the Commissioner to have some sort of Pan Sussex agreement as in some areas they may say they do not have a problem therefore do not require to</p>

Protected characteristics groups from the Equality Act 2010	What do you know⁹? Summary of data about your service-users and/or staff	What do people tell you¹⁰? Summary of service-user and/or staff feedback	What does this mean¹¹? Impacts identified from data and feedback (actual and potential)	What can you do¹²? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
		<p>them.</p> <p>Adult Social Care state that substance misuse services outside of the city are 'patchy' and that this is why some substance misusers come to Brighton in the first place.</p>		<p>commission service but we know they is a problem as people come to Brighton for the Services!</p>

Protected characteristics groups from the Equality Act 2010	What do you know ⁹ ? Summary of data about your service-users and/or staff				What do people tell you ¹⁰ ? Summary of service-user and/or staff feedback	What does this mean ¹¹ ? Impacts identified from data and feedback (actual and potential)	What can you do ¹² ? All potential actions to: • advance equality of opportunity, • eliminate discrimination, and • foster good relations
Gender reassignment ¹³	During the time period in which the information for this EIA was gathered, 01/04/17-12/07/17 no one identifying as transgender was placed out of area				It is anecdotally reported by persons identifying as transgender that they need to be near support services in the city which are well developed and which are not available outside of the city. The Trans Scrutiny work undertaken by the council and partners identified that Trans people are more likely to be face discrimination and therefore likely to find it difficult to find appropriate housing.	If placed out of area some individuals may choose not to go because of concerns over transphobia thereby placing the individual at risk if choosing to remain in the city even if street homeless.	Provide info on where to access support around transgender issues, groups etc
Pregnancy and maternity		Pregnant no other child		<div> <div>%age of placements into all temporary accommodation which are out of area</div> <div> <div>Numbers</div> <div>17</div> </div> <div>10.8%</div> </div>	Following discussions with a number of households with children placed out of area it was generally reported that it had been straightforward in	There is the potential for there to be disruption to pregnancy and maternity care leading to anxiety to parents. There is the potential for disruption to support provided from family / friends and other support	Notifications are made to health visitors based outside of the city when placing pregnant women out of area. A meeting has been held with the 'Healthy Futures' team regarding this.

Protected characteristics groups from the Equality Act 2010	What do you know⁹? Summary of data about your service-users and/or staff	What do people tell you¹⁰? Summary of service-user and/or staff feedback	What does this mean¹¹? Impacts identified from data and feedback (actual and potential)	What can you do¹²? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
	We are only able to report on households with a pregnant member. We are not able to produce a report which shows us households up until the age of 1.	transferring maternity and health visitor support. The health visitor service have similarly stated that they don't consider this to be a particular problem as the local health visitor service will be contacted if accommodated outside of the city and are generally linked in without too much delay.	networks. Those with substance misuse problems who may find it difficult to find similar services out of the city may disengage leading to potential harm to both mother and pregnancy.	Provide information sheets to households about how to transfer support services.

Protected characteristics groups from the Equality Act 2010	What do you know ⁹ ? Summary of data about your service-users and/or staff	What do people tell you ¹⁰ ? Summary of service-user and/or staff feedback	What does this mean ¹¹ ? Impacts identified from data and feedback (actual and potential)	What can you do ¹² ? All potential actions to: <ul style="list-style-type: none">• advance equality of opportunity,• eliminate discrimination, and• foster good relations																								
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Religion / belief	Numbers	%age of placements into all temporary accommodation which are out of area																																			
Buddhist	0	0.0%																																			
Christian	27	19.1%																																			
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Jewish	1	50.0%																																			
Muslim	11	20.0%																																			
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Sex/Gender ¹⁶	<table><thead><tr><th>Sex / gender</th><th>Numbers</th><th>%age of placements into all temporary accommodation which are out of area</th></tr></thead><tbody><tr><td>Female</td><td>175</td><td>15.1%</td></tr><tr><td>Male</td><td>100</td><td>18.8%</td></tr></tbody></table>	Sex / gender	Numbers	%age of placements into all temporary accommodation which are out of area	Female	175	15.1%	Male	100	18.8%	There are no reported issues in regards to this characteristic.																										
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Sexual orientation	Numbers	%age of placements into all temporary accommodation which are out of area																							
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Marriage and civil partnership ¹⁸	We do not hold data for this characteristic	No specific issues have been identified or raised by the community.																							
Community Cohesion ¹⁹	We do not hold data for this characteristic	No specific issues have been identified or raised by the community.																							
Other relevant groups ²⁰	Carers: we do not hold data for this characteristic.	It has been reported that carers who have been accommodated outside of the city that they find it problematic to meet their caring responsibilities for family members still living in Brighton & Hove.	<p>Potential for increased isolation for those being provided with care, negative impact on health and wellbeing.</p> <p>Greater travel costs and time for carers, emotional impact of less ability to provide care. The council can also incur additional costs if care packages have to</p>	<p>The Temporary Accommodation Allocation Policy prioritises this group for transfer back into the city :</p> <p>someone who is officially caring for another person in the city as part of a care plan agreed with the relevant social care department.</p>																					

Protected characteristics groups from the Equality Act 2010	What do you know ⁹ ? Summary of data about your service-users and/or staff	What do people tell you ¹⁰ ? Summary of service-user and/or staff feedback	What does this mean ¹¹ ? Impacts identified from data and feedback (actual and potential)	What can you do ¹² ? All potential actions to: • advance equality of opportunity, • eliminate discrimination, and • foster good relations
			be provided outside of the city.	
Cumulative impact ²¹	Need advice on this			
Assessment of overall impacts and any further recommendations²²				
<p>It is acknowledged that certain groups of persons are likely to be more adversely affected than others by the location of the temporary accommodation that they are provided with for various reasons. To mitigate this the council prioritises the allocation of emergency accommodation in the city for them and this is written into the Allocation of Temporary Accommodation ' policy .</p> <p>Various measures have been put into place to support households including ensuring that all those households who are willing to be are referred to a support agency appropriate to their support needs. This is the case whether the accommodation is in the city itself or outside of the city.</p> <p>The council has also employed two 'Temporary Accommodation Welfare Officers' whose primary remit is to ensure that vulnerable households are linked in with the support that they need.</p> <p>Further work needs to be done on improving the information that is provided to households being accommodated about the services available in the area that they have been placed. This work is being developed by the welfare officers as well as discussions being held with the accommodation providers.</p> <p>Despite the council doing all that it can to accommodate households in the city it is the case that because of the very limited supply of affordable housing in the city the council will probably never be able to do this.</p> <p>It is further noted that the homeless 'code of guidance' and relevant case-law states that although local authorities should make every reasonable effort to accommodate households in its own area it acknowledges that this is not always possible and that it may be necessary to accommodate households outside of its own boundaries.</p> <p>The outcome of the 'Temporary Accommodation Reduction Plan' is that the council will no longer have to rely so heavily on accommodation which is located outside of the city</p>				

4. List detailed data and/or community feedback which informed your EIA

Title (of data, research or engagement)	Date	Gaps in data	Actions to fill these gaps: who else do you need to engage with? (add these to the Action Plan below, with a timeframe)
Emailed response to our request for information from Just Life (support service for homeless persons placed into emergency accommodation)	20/07/17		
Emailed response to our request for information from YMCA Downslink (commissioned young persons' support and mediation services)	18/07/17		
Emailed response to our request for information from Mental Health Team for homeless people	06/07/17		
Emailed response to our request for information from Adult Social Care (social services)	06/07/17		
Emailed response to our request for information from MASH (children's social services)	27/07/17		
Meeting with 'Fulfilling Lives' (working with adults with complex and multiple support needs)			
Telephone calls to households placed into accommodation outside of the city, feedback given by 18 households	4/7/17 5/7/17	Its noted that this is a small representative sample of total numbers of households placed out of area	The recently formulated 'Temporary Accommodation Action Group' which includes service users, accommodation providers, support agencies and others is currently looking at ways of getting feedback from households in emergency accommodation generally. Ensuring that households placed out of area are included will be part of that work.

Visit to emergency accommodation in Eastbourne. 14 households gave feedback on their experiences of being placed out of area	25/7/17	Its noted that this is a small representative sample of total numbers of households placed out of area	See above
Visit to emergency accommodation in Newhaven. 11 households gave feedback on their experience of being placed out of area	29/8/17	Its noted that this is a small representative sample of total numbers of households placed out of area	See above
Emailed response from 'Health Futures' team(health visitors)	18/10/17		

5. Prioritised Action Plan²³

Impact identified and group(s) affected	Action planned	Expected outcome	Measure of success	Timeframe
NB: These actions must now be transferred to service or business plans and monitored to ensure they achieve the outcomes identified.				
PUT INFO FROM 'WHAT YOU CAN DO' INTO THIS SECTION				
Households with children attending school.	<p>The policy acknowledges the potential impact that being placed outside of the city may have on those households containing children with special needs and states that any household containing the following are to be prioritised to be moved back into the city as soon as possible:</p> <ul style="list-style-type: none"> a child in secondary school within the city in their final year of key stage 4 (generally year 11) a child who has a Statement of Special Educational Needs and or an Educational health Care Plan and is at school in the city a child who is the subject of Child Protection Order 	Those households who are identified as requiring accommodation within the city as a priority are either placed straight into accommodation in the city if it is available or will be prioritised for a move back into the city if accommodated outside of the city.	A reduction in the numbers of households with children who fall into this category placed into accommodation outside of the city. A reduction in the overall amount of accommodation outside of the city that is used by the council.	Ongoing.

	<p>Plan from BHCC</p> <p>Whenever a placement is made into emergency accommodation the household is assessed in accordance with the policy and is assigned a banding which reflects the need and priority for the household to be accommodated within the city.</p> <p>This is recorded and the team responsible for the allocation of temporary accommodation monitors the list to ensure that those household who have been identified as needing to be transferred back into the city are prioritised for the next available accommodation in the city.</p> <p>To overall reduce the amount of accommodation used outside of the city in accordance with our 'Reduction of Temporary Accommodation Action Plan'</p>			
<p>All households who are not prioritised within the terms of the policy for a move back into the city.</p>	<ul style="list-style-type: none"> • Advice and information to be provided on location of schools, GPs etc in areas outside of the city. • Ensure that all households are referred for support 	<p>Households placed into accommodation outside of the city will be better informed about available services and there will be greater continuity of support for those who may have to change their support provider.</p>	<p>Fewer concerns raised from support providers about their clients not receiving the support that they require.</p>	<p>Ongoing .</p>

	<p>to relevant agencies who operate outside of the city (e.g. 'Homeworks')</p> <ul style="list-style-type: none"> ensure that any existing support providers in the city are advised when their clients have been placed outside of the city. 			
Households requiring specific medical treatment that is only available within the city.	<p>The policy makes allowance for those who: are receiving medical treatment that can only be provided by a specific medical facility within the city and that treatment requires a high volume of attendance at that medical facility (a minimum of 2 – 3 times per week). Those persons falling into this category will be placed in the priority banding to be placed/moved back to accommodation in the city</p> <p>Comprehensive information sheets need to be provided regarding how to register with GPs and how to access support services out of area. Ensure liaison with existing support to transfer support.</p>			
Pregnancy and Maternity	To continue to notify health visitors when placing pregnant women out of area.	Continuity of pregnancy and maternity services whether accommodated within or outside the city.		

	<p>A meeting has been held with the 'Healthy Futures' team regarding this</p> <p>Provide information sheets to households about how to transfer support services if required.</p>			
Those households who are vulnerable as a result of disability, mental health or for some other reason-particularly those with 'multiple and complex needs'.	<p>As above, those that are covered by the policy are either accommodated within the city when placed or are prioritised for a move back which mitigates against problems arising as there should be a continuity of support from existing support agencies.</p> <p>Those households who are not prioritised within the terms of the policy are linked in with agencies that operate outside of the city and existing support providers are advised of their clients' address in order that they can help facilitate a transfer of support from one area to another if necessary.</p>	Vulnerable persons will be able to sustain their accommodation due to the support being provided, there will be fewer reports of applicants not coping in their accommodation.	Fewer evictions or persons voluntarily leaving accommodation as a result of the person not coping.	ongoing

EIA sign-off: (for the EIA to be final an email must sent from the relevant people agreeing it or this section must be signed)

Lead Equality Impact Assessment officer:

Date:

Directorate Management Team rep or Head of Service:

Date:

Communities, Equality Team and Third Sector officer:

Date:

Guidance end-notes

¹ The following principles, drawn from case law, explain what we must do to fulfil our duties under the Equality Act:

- **Knowledge:** everyone working for the council must be aware of our equality duties and apply them appropriately in their work.
- **Timeliness:** the duty applies at the time of considering policy options and/or before a final decision is taken – not afterwards.
- **Real Consideration:** the duty must be an integral and rigorous part of your decision-making and influence the process.
- **Sufficient Information:** you must assess what information you have and what is needed to give proper consideration.
- **No delegation:** the council is responsible for ensuring that any contracted services which provide services on our behalf can comply with the duty, are required in contracts to comply with it, and do comply in practice. It is a duty that cannot be delegated.
- **Review:** the equality duty is a continuing duty. It applies when a policy is developed/agreed, and when it is implemented/reviewed.
- **Proper Record Keeping:** to show that we have fulfilled our duties we must keep records of the process and the impacts identified.

NB: Filling out this EIA in itself does not meet the requirements of the equality duty. All the requirements above must be fulfilled or the EIA (and any decision based on it) may be open to challenge. Properly used, an EIA can be a tool to help us comply with our equality duty and as a record that to demonstrate that we have done so.

² Our duties in the Equality Act 2010

As a council, we have a legal duty (under the Equality Act 2010) to show that we have identified and considered the impact and potential impact of our activities on all people with 'protected characteristics' (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership).

This applies to policies, services (including commissioned services), and our employees. The level of detail of this consideration will depend on what you are assessing, who it might affect, those groups' vulnerability, and how serious any potential impacts might be. We use this EIA template to complete this process and evidence our consideration.

The following are the duties in the Act. You must give 'due regard' (pay conscious attention) to the need to:

- **avoid, reduce or minimise negative impact** (if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately).
- **promote equality of opportunity.** This means the need to:
 - Remove or minimise disadvantages suffered by equality groups
 - Take steps to meet the needs of equality groups
 - Encourage equality groups to participate in public life or any other activity where participation is disproportionately low
 - Consider if there is a need to treat disabled people differently, including more favourable treatment where necessary
- **foster good relations between people who share a protected characteristic and those who do not.** This means:
 - Tackle prejudice
 - Promote understanding

³ EIAs are always proportionate to:

-
- The size of the service or scope of the policy/strategy
 - The resources involved
 - The numbers of people affected
 - The size of the likely impact
 - The vulnerability of the people affected

The greater the potential adverse impact of the proposed policy on a protected group (e.g. disabled people), the more vulnerable the group in the context being considered, the more thorough and demanding the process required by the Act will be.

⁴ **When to complete an EIA:**

- When planning or developing a new service, policy or strategy
- When reviewing an existing service, policy or strategy
- When ending or substantially changing a service, policy or strategy
- When there is an important change in the service, policy or strategy, or in the city (eg: a change in population), or at a national level (eg: a change of legislation)

Assessment of equality impact can be evidenced as part of the process of reviewing or needs assessment or strategy development or consultation or planning. It does not have to be on this template, but must be documented. Wherever possible, build the EIA into your usual planning/review processes.

Do you need to complete an EIA? Consider:

- Is the policy, decision or service likely to be relevant to any people because of their protected characteristics?
- How many people is it likely to affect?
- How significant are its impacts?
- Does it relate to an area where there are known inequalities?
- How vulnerable are the people (potentially) affected?

If there are potential impacts on people but you decide not to complete an EIA it is usually sensible to document why.

⁵ **Title of EIA:** This should clearly explain what service / policy / strategy / change you are assessing

⁶ **ID no:** The unique reference for this EIA. If in doubt contact Clair ext: 1343

⁷ **Team/Department:** Main team responsible for the policy, practice, service or function being assessed

⁸ **Focus of EIA:** A member of the public should have a good understanding of the policy or service and any proposals after reading this section. Please use plain English and write any acronyms in full first time - eg: 'Equality Impact Assessment (EIA)'

This section should explain what you are assessing:

- What are the main aims or purpose of the policy, practice, service or function?
- Who implements, carries out or delivers the policy, practice, service or function? Please state where this is more than one person/team/body and where other organisations deliver under procurement or partnership arrangements.
- How does it fit with other services?
- Who is affected by the policy, practice, service or function, or by how it is delivered? Who are the external and internal service-users, groups, or communities?
- What outcomes do you want to achieve, why and for whom? Eg: what do you want to provide, what changes or improvements, and what should the benefits be?
- What do existing or previous inspections of the policy, practice, service or function tell you?
- What is the reason for the proposal or change (financial, service, legal etc)? The Act requires us to make these clear.

⁹ **Data:** Make sure you have enough data to inform your EIA.

- What data relevant to the impact on protected groups of the policy/decision/service is available?⁹
- What further evidence is needed and how can you get it? (Eg: further research or engagement with the affected groups).
- What do you already know about needs, access and outcomes? Focus on each of the protected characteristics in turn. Eg: who uses the service? Who doesn't and why? Are there differences in outcomes? Why?
- Have there been any important demographic changes or trends locally? What might they mean for the service or function?
- Does data/monitoring show that any policies or practices create particular problems or difficulties for any groups?
- Do any equality objectives already exist? What is current performance like against them?
- Is the service having a positive or negative effect on particular people in the community, or particular groups or communities?
- Use local sources of data (eg: JSNA: <http://www.bhconnected.org.uk/content/needs-assessments> and Community Insight: <http://brighton-hove.communityinsight.org/#>) and national ones where they are relevant.

¹⁰ **Engagement:** You must engage appropriately with those likely to be affected to fulfil the equality duty.

- What do people tell you about the services?
- Are there patterns or differences in what people from different groups tell you?
- What information or data will you need from communities?
- How should people be consulted? Consider:
 - (a) consult when proposals are still at a formative stage;
 - (b) explain what is proposed and why, to allow intelligent consideration and response;
 - (c) allow enough time for consultation;
 - (d) make sure what people tell you is properly considered in the final decision.
- Try to consult in ways that ensure all perspectives can be considered.
- Identify any gaps in who has been consulted and identify ways to address this.

¹¹ Your EIA must get to grips fully and properly with actual and potential impacts.

- The equality duty does not stop decisions or changes, but means we must conscientiously and deliberately confront the anticipated impacts on people.
- Be realistic: don't exaggerate speculative risks and negative impacts.
- Be detailed and specific so decision-makers have a concrete sense of potential effects. Instead of "the policy is likely to disadvantage older women", say how many or what percentage are likely to be affected, how, and to what extent.
- Questions to ask when assessing impacts depend on the context. Examples:
 - Are one or more protected groups affected differently and/or disadvantaged? How, and to what extent?
 - Is there evidence of higher/lower uptake among different groups? Which, and to what extent?
 - If there are likely to be different impacts on different groups, is that consistent with the overall objective?
 - If there is negative differential impact, how can you minimise that while taking into account your overall aims
 - Do the effects amount to unlawful discrimination? If so the plan must be modified.
 - Does the proposal advance equality of opportunity and/or foster good relations? If not, could it?

¹² Consider all three aims of the Act: removing barriers, and also identifying positive actions we can take.

- Where you have identified impacts you must state what actions will be taken to remove, reduce or avoid any negative impacts and maximise any positive impacts or advance equality of opportunity.
- Be specific and detailed and explain how far these actions are expected to improve the negative impacts.
- If mitigating measures are contemplated, explain clearly what the measures are, and the extent to which they can be expected to reduce / remove the adverse effects identified.
- An EIA which has attempted to airbrush the facts is an EIA that is vulnerable to challenge.

¹³ **Gender Reassignment:** In the Act a transgender person is someone who proposes to, starts or has completed a process to change his or her gender. A person does not need to be under medical supervision to be protected

¹⁴ **Race/Ethnicity:** This includes ethnic or national origins, colour or nationality, and includes refugees and migrants, and Gypsies and Travellers

¹⁵ **Religion and Belief:** Religion includes any religion with a clear structure and belief system. Belief means any religious or philosophical belief. The Act also covers lack of religion or belief.

¹⁶ **Sex/Gender:** Both men and women are covered under the Act.

¹⁷ **Sexual Orientation:** The Act protects bisexual, gay, heterosexual and lesbian people

¹⁸ **Marriage and Civil Partnership:** Only in relation to due regard to the need to eliminate discrimination.

¹⁹ **Community Cohesion:** What must happen in all communities to enable different groups of people to get on well together.

²⁰ **Other relevant groups:** eg: Carers, people experiencing domestic and/or sexual violence, substance misusers, homeless people, looked after children, ex-armed forces personnel, people on the Autistic spectrum etc

²¹ **Cumulative Impact:** This is an impact that appears when you consider services or activities together. A change or activity in one area may create an impact somewhere else

²² **Assessment of overall impacts and any further recommendations**

- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Explain what positive impacts will result from the actions and how you can make the most of these.
- Countervailing considerations: These may include the reasons behind the formulation of the policy, the benefits it is expected to deliver, budget reductions, the need to avert a graver crisis by introducing a policy now and not later, and so on. The weight of these factors in favour of implementing the policy must then be measured against the weight of any evidence as to the potential negative equality impacts of the policy,
- Are there any further recommendations? Is further engagement needed? Is more research or monitoring needed? Does there need to be a change in the proposal itself?

²³ **Action Planning:** The Equality Duty is an ongoing duty: policies must be kept under review, continuing to give 'due regard' to the duty. If an assessment of a broad proposal leads to more specific proposals, then further equality assessment and consultation are needed.

Subject:		New Homes for Neighbourhoods: Buckley Close	
Date of Meeting:		14 November 2018	
Report of:		Executive Director, Economy, Environment & Culture	
Contact Officer:	Name:	Sam Smith	Tel: 01273 291383
	Email:	sam.smith@brighton-hove.gov.uk	
Ward(s) affected:		Hangleton & Knoll	

FOR GENERAL RELEASE**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 Building new homes on council land is a council priority and essential if City Plan housing targets are to be met and the city's housing crisis tackled. The council's New Homes for Neighbourhoods (NHFN) programme addresses this undersupply by identifying suitable vacant land and infill sites to develop new homes across the city. To date 173 council homes have been completed under the New Homes for Neighbourhoods programme, 12 are on site and will be completed in May 2019, with hundreds of more homes in the pipeline.
- 1.2 This project was previously being progressed as part of the Small Sites Strategy Modular Pilot. However, due to the council's proposed partner, Futureform Modular Limited going out of business, the pilot was not able to progress.
- 1.3 This report asks for approval to progress the project into the planning and construction phases to be delivered via the council's Strategic Construction Partnership.

2. RECOMMENDATIONS:

- 2.1 That the Housing & New Homes Committee approves:
- i. The proposed scheme of twelve new council homes at Buckley Close, Hove under the New Homes for Neighbourhoods programme and notes that an HRA budget variation of £2.930m for this scheme will be proposed for approval by Policy, Resources & Growth Committee as part of the month 7 Budget Monitoring Report;
 - ii. The demolition of the existing garages at Buckley Close;
 - iii. The scheme rent levels at 37.5% of Living Wage, in line with the New Homes Rent Policy and delegates authority to the Executive Director of

Neighbourhoods, Communities & Housing after consultation with the Estate Regeneration Member Board to adjust the rent within the Rent Policy should scheme costs change;

- iv. Construction through the council's Strategic Construction partnership with Morgan Sindall;
- 2.2 That the Housing and New Homes Committee recommend to Policy, Resources & Growth Committee to:
- v. Appropriate the Buckley Close former garages site (Buckley Close, Hangleton, Hove BN3 8EU) for planning purposes and delegate authority to the Executive Director of Environment, Economy and Culture to appropriate for housing once the development is complete.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 At their meeting on September 2015 Housing & New Homes Committee approved a New Homes for Neighbourhoods Small Sites Strategy Update Report that included a proposal for a Modular Pilot to invite proposals from potential development partners for modular or system built new homes on small and challenging council housing sites. The Buckley Close garage site was agreed to be part of this pilot and the site was marketed for development by a modular provider who would give the council nomination rights to the homes that were delivered.
- 3.2 A modular developer who had recently established a factory in Shoreham, Futureform Modular Limited, were successful in the bidding process and were consequently asked to progress the project by developing designs and undertaking public consultation. Before the agreement was formalised, the council undertook due diligence checks and at this stage that concerns were raised about Futureform's financial status. Despite several approaches by officers, Futureform were unable to give the council the financial assurances it needed. A report was considered in November 2017 by the council's Estate Regeneration Member Board recommending that the council withdraw from the project and that officers purchase the designs for the development so that they could be progressed in-house. The designs were passed to the council following the payment of a small fee to the architects who had been employed by Futureform. Futureform Modular Limited was liquidated in March 2018.

The site

- 3.3 The site comprises a row of 48 council garages, of which only one is let. The council is able to terminate garage licences and offer alternative garages to current licensees of the affected garages.
- 3.4 Buckley Close is a cul-de-sac with neighbouring blocks of council flats three storeys high directly opposite the garages. The two storey houses and flats in Chichester Close behind the garages, are at a higher level. The retaining wall at the back of the garages increases significantly in height from the south to the north (see appendix 1).

Design and construction

- 3.5 The designs have been reviewed and updated for the council by Miller Bourne architects who have been procured as part of the Strategic Partnership so the homes can be delivered by construction methods other than the Futureform modular system. The design proposals are for a row of three buildings, divided into eight two bedroom, four person flats; and four one bedroom, two person flats (one of which is wheelchair accessible). A design study is included in Appendix 2.
- 3.6 All homes follow the Nationally Described Space Standard as specified in the council's Affordable Housing Brief. All ground floor flats would also achieve the Building Regulations standard for 'accessible and adaptable' housing (Part M4(2)) which replaced the Lifetime Homes Standard. The upper flats are reached by an internal staircase as it is uneconomical to provide a lift for only two flats.
- 3.7 The ground floor wheel chair accessible flat would have a level access shower, adjustable kitchen and storage for electric wheelchairs built in. Eleven off-street parking spaces are provided for the residents use including two disabled bays. There is also unrestricted street parking on the opposite side of the road in Buckley Close.
- 3.8 The team believe they have achieved a design that works well on this constrained site. It will be relatively straightforward and cost effective to build out whilst meeting the council's design standards and maintenance obligations. There are a number of features to highlight:
- The homes will have a brick exterior which is robust and hard wearing
 - External areas will be finished with paving slab and tarmac
 - Internal fixtures and fittings will meet the council's New Homes Design Specification
 - The homes will be fitted with individual Worcester Bosch boilers
 - Windows at the front of the homes are relatively large, this is due to the constrained nature of the site and the need to maximise light through the front elevation
 - The flats will be fitted with a sprinkler system for fire safety

Scheme estimated cost and value for money

- 3.9 In order to progress the projects as quickly as possible the council was keen not to make fundamental changes to the designs. However this process also included a value for money check and comparison against the council's standards and specification requirements to ensure the:
- Designs and layouts are as efficient as possible
 - Proposed materials are robust and would minimise ongoing maintenance costs
 - Flats are designed to ensure maximum efficiency of services and structural walls
 - Circulation space in communal areas are minimised
 - Windows and external fittings are robust

- External finishes are robust and cost effective

3.10 The council's Strategic Construction partner, Morgan Sindall, have looked at a range of construction methods including seeking quotes from three modular providers. Currently timber frame is the most cost effective method of construction. The modular providers costs came in significantly higher. The key reasons given for this include:

- Scale - as some modular providers require sites of 100 units or over; and
- Site constraints – means that the existing design requires significant adaptation of modular systems.

3.11 The construction costs for the scheme have been estimated by the council's Cost Consultants Potter Rapper and are provided in Table 1.

Table 1 – Scheme costs

Cost area	QS Estimate £'000
Base cost	1,434
Demolitions and alterations	49
Renewables	72
External works	340
Preliminaries, overheads and profit	303
Design/ construction contingency	254
Tender price inflation	123
Total build cost	2,575
Fees (Professional, Planning, Building Regs, specialist surveys, Project manager etc.) at 11%	283
S106 Contributions	72
Total Scheme Costs	2,930

3.12 The unit cost and comparison information is provided in Table 2. The total scheme cost per unit for Buckley Close is estimated to be below the average cost of homes delivered through the New Homes for Neighbourhood programme to date.

Table 2 – Unit cost comparison

Cost area	QS Estimate £'000
Base cost of constructing each home	120
Total scheme cost of each home	244
Home Purchase Policy purchase limit per home	250
Average total scheme cost for NHfN per home*	259

Project delivery

- 3.13 If Housing and New Homes Committee agrees to progress this proposed scheme, the construction and development will be undertaken by the design team and the existing corporate City Build strategic construction partnership. The partnership was procured under an OJEU procurement process authorised by Policy, Resources and Growth Committee in October 2016, following three previously successful construction partnerships. The partnership started in September 2017 for a contract term of five years (plus potential to extend for a further 2 years). It is currently delivering the majority of New Homes for Neighbourhoods homes as well as construction projects for various other council client departments and is managed by the council's Property & Design department.
- 3.14 Homes can be delivered by the partnership more quickly than other delivery routes as the constructor, partner surveyors and some sub-contractors are already procured. Building on their expertise and experience from housing schemes already being developed by the partnership, in-house architects have worked with Miller Bourne since the designs were received from Futureform. The early involvement of constructors and electrical, structural and mechanical and engineering partners ensures final design and construction risks are minimised and the new homes will meet Housing's required specification. Throughout the design process prices for each element are obtained and reviewed by the team and if necessary the design is amended to ensure that the budget is met.
- 3.15 The design team, including the Estate Regeneration Project Manager, meet every four weeks and will work together within the assigned budget to set the Agreed Maximum Price, after which the Quantity Surveyor will produce a review document which demonstrates the project has achieved best value. This document benchmarks the square metre rates against previous partnered and non-partnered schemes and also against national construction rates for housing. An independent partnering advisor is employed and a Core Group meets monthly to oversee the arrangements taking a strategic view of each scheme, ensuring key deadlines are met.

Financial modelling and rent policy

- 3.16 Financial modelling of the latest design has been undertaken. The rent levels will need to be decided by Members in line with the New Homes Rent Policy report which was approved by Housing & New Homes Committee in November 2017.
- 3.17 The size and mix of the houses at Buckley Close, Hove is based on the council's Affordable Housing Brief. The modelling includes an allowance for achieving equivalent of Code for Sustainable Homes Level 4 for energy and water, site abnormalities, infrastructure and external works.
- 3.18 The revised development costs modelled have been estimated by Potter Raper Quantity Surveyor and are still subject to planning approval, therefore costs and funding are indicative at this stage. Any significant variations to the proposed

capital scheme and funding will be reported back to Policy, Resources & Growth Committee in accordance with council's standard financial procedures.

- 3.19 Table 3 provides a summary of the viability modelling results for each of the rent options considered for Buckley Close. This demonstrates that a return is provided by the LHA rents and 37.5% of Living Wage rents whilst a significant subsidy would be required if 27.5% Living Wage rents and social rents were to be considered. As the estimated surplus is lower for the living wage rents, the sensitivity to increases in the construction cost, would be greater.

Table 3 – Financial Viability results

Rent Option	LHA	Mixed rents(*)	37.5% Living Wage	27.5% Living Wage	Social
1Bed weekly rent	£146.08	£103.11	£140.60	£103.11	£74.42
2 Bed weekly rent	£191.31	£191.31	£168.72	£123.73	£83.22
Net Present Value (NPV) of cash flows Subsidy / (Surplus)	(£0.346m)	(£0.103m)	(£0.059m)	£0.662m	£1.282m
Pay back period	42 years	53 Years	56 years	60 years+	60 years+

Note: Living Wage hourly rates are assumed to be in line with OBR forecast for 2020; actual rent figures would be set according to the rates or valuation prevailing close to letting of the homes concerned.

(*) 8 x Two-bedroom flats at LHA rent and Four x 1 bedroom flats at 27.5% Living wage rents

Appropriation

- 3.20 Land appropriation in this context means transferring the use of land from one purpose to another. Under S122 of the Local Government Act 1972, the council has the power to appropriate land for planning purposes. Under Section 203 of the Housing and Planning Act 2016 where land is held for planning purposes and work is done in accordance with planning permission, third party rights are overridden. The benefit of appropriating this site for planning purposes is to protect the council from the risk of the development process being stopped once it has started. The rights of third parties whose private interests may be affected by development are protected to the extent that they have a right to compensation against the local authority.
- 3.21 The appropriation for planning will take place immediately if the recommendation at 2.3 v is approved.
- 3.22 Once the site has been developed, the council will need to appropriate the site for housing and it is therefore proposed that authority is granted to the Executive Director Economy, Environment & Culture. That second appropriation will take place when the Executive Director Economy, Environment & Culture executes an "Appropriation Memo". The site will be available for housing use.

Next Steps

- 3.23 If Housing & New Homes Committee agree this project the project is anticipated to progress to the timetable below:

Table 4 – Project timetable

Task	Start	Finish
Planning process	November 18	March 2019
Enabling works	February 2019	April 2019
Planning Conditions & Mobilisation	April 2019	May 2019
Construction	May 2019	January 2020
Handover of homes	February 2020	

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 A number of options were presented in a report to the Estate Regeneration Programme Board when the council decided to end its relationship with Futureform in November 2017. These included re-opening or re-running the marketing exercise and taking the project in-house for delivery through the HRA. Given the advanced stage the project had reached, the Board agreed to the team negotiating to obtain rights to the designs and undertaking the project through the HRA.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The Estate Regeneration Team has engaged and consulted with local ward councillors, council tenants, resident associations and local residents in the vicinity of the site. Several briefings have been held with local ward councillors to keep them up to date on progress in relation to the project. The Estate Regeneration Member Board has also had regular updates on progress with this proposal.
- 5.2 Futureform, together with council officers, held a drop in session for local residents for the proposals. Some residents expressed support for new affordable housing. Other issues which were raised together with officer's responses are detailed in Table 4:

Table 4 – Consultation issues and response

Issue raised	Response
Concern about impact on parking	11 spaces have been included and existing parking retained. Only one garage is currently used.
Impact on local services e.g. schools	If the scheme is granted planning permission then the package of S106 contributions is likely to include Education contributions
Disruption caused by the build process	The contractor is looking at phasing the works to minimise disruption to existing residents and ensure access is maintained throughout the build process
Concerns were raised about	These concerns have been passed to Housing

Issue raised	Response
investment in existing council homes (repairs & maintenance)	teams

6. CONCLUSION

- 6.1 If approved, this proposal will deliver 12 homes for the council to let within affordable rent levels to applicants from the Homemove register. This fits with the council's Housing Strategy 2015 objectives to increase housing supply and prioritise support for new housing development that delivers a housing mix the city needs, with a particular emphasis on family and affordable rented housing. This scheme will also help to achieve the council's aim to deliver at least 500 new homes on council land under the New Homes for Neighbourhoods programme.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications

- 7.1 The financial viability modelling sets out to show whether a given scheme can pay for the initial investment itself by using the new rental stream only (net of service charges, management, maintenance, and major repairs and voids costs) over a 60 year period. It also assumes that 30% of the investment costs are met from retained Right to Buy (RTB) Receipts. Assessing the project viability over a 60 year period not only matches the life of the asset but also reduces the need to use existing tenant's rents to support the project.
- 7.2 The total estimated cost for this scheme is £2.930m; this includes all construction works, allowances for contingency, inflation and professional fees. In accordance with the RTB pooling policy signed in 2012, 30% of the cost of this scheme can be funded from RTB receipts leaving a net investment requirement from the HRA, which at this stage is assumed to be funded by borrowing supported by the new net rental income stream.
- 7.3 Current forecasts for the use of RTB receipts in 2019/20 include the development at Buckley Close; any delay to the scheme would have a negative impact on their use and would increase the risk of not achieving the required expenditure.
- 7.4 In accordance with the new rent policy, four rent levels have been modelled for this scheme. Affordable rents capped at LHA rates, 37.5% of Living Wage rents, 27.5% of Living Wage rents and target social rent. The proposal for the site is to develop 12 flats, therefore an average service charge has been applied to this scheme based on the 2018/19 budget report. A summary table of the viability modelling is shown at 3.18 of the main report.
- 7.5 The impact of using current LHA rates, net of service charges for the assumed rental income results in a surplus of £0.346m at today's value. The payback period, i.e. time taken for the future rental income to repay the initial investment, net of RTB receipts is 42 years. This level of rent therefore supports a viable project over a 60 year period. It would require an increase in construction costs of an estimated 23% before the scheme is no longer viable and so requiring subsidy from existing tenants' rents.

- 7.6 The impact of using the current 37.5% of Living Wage rents results in a surplus of £0.059m at today's value. The payback period for Living Wage rents is 56 years. This level of rent therefore supports a viable project over a 60 year period. It would require an increase in construction costs of an estimated 5%, before the scheme is no longer viable and so requiring subsidy from existing tenants' rents.
- 7.7 In accordance with the rent policy, modelling has been carried out to test whether any other mix of rents would be viable. The scheme is also viable with the 8 x two-bedroom flats at LHA rent and the 4 x one-bedroom flats at 27.5% of living wage rent. This option results in a surplus of £0.103m at today's value with a payback period of 53 years. However, this option would only allow for four flats at below the LHA level albeit at a lower rent and therefore the option recommended is to set all 12 property rents at 37.5% of living wage rent.
- 7.8 The scheme is not viable when modelled using 27.5% of Living Wage Rents or target social rents. The table at paragraph 3.17 shows that setting rents at these levels would result in a subsidy requirement of £0.662m or £1.282m respectively from the HRA at today's value.
- 7.9 The projected surplus from the options modelled would allow the HRA more funds to invest in their current tenant's homes or use to contribute to building much needed affordable housing. The LHA rent option represents the highest surplus to reinvest, with a lower sensitivity risk in relation to the construction costs. However setting rents at 37.5% of the Living Wage rate as per the table in paragraph 3.18 would provide a reasonable balance between the rent charged whilst still resulting in a viable scheme.
- 7.10 There is sufficient budget set aside for the development at Buckley Close in the current HRA capital investment programme. A budget of £5.000m was approved for new schemes yet to be identified at Budget Council as part of the 2018/19 HRA capital budget in February 2018. Of this £5.000m, £2.960m remains available for use for new schemes. A budget variation will be reported to Policy, Resources & Growth Committee (PR&G) in order to vire the required budget to the Buckley Close scheme.
- 7.11 Any significant variations to the costs at Buckley Close will be reported in accordance with the council's standard financial procedures and reported through PR&G.
- 7.12 Any decision around the borrowing requirement for this project will be made in consultation with the council's Treasury Management team to ensure that it is undertaken in accordance with the council's borrowing strategy, authorised borrowing limits and prudential indicators.

Finance Officer Consulted: Craig Garoghan

Date: 19/10/2018

Legal Implications

- 7.13 Under S122 of the Local Government Act 1972 a principal council may appropriate land:

- belonging to that council;
- that is no longer required for the purpose for which it is held; and
- for any other purpose for which it is authorised by statute to acquire land.

The Council is authorised to acquire land by the Town & Country Planning Act 1990 provided that the authority think that the acquisition will facilitate the carrying out of development, re-development or improvement on or in relation to the land but a local authority must not exercise the power unless they think that the development etc. is likely to promote or improve the economic, social or the environmental well-being of their area. The reasons that the re-development is in the economic and social interests of the area are set out in the body of this report. The council has powers under the Housing Act 1985 to purchase land for housing and is therefore able to appropriate for housing once the development is complete.

Lawyer Consulted:

Name Liz Woodley

Date: 23/10/18

Equalities Implications

- 7.14 An increase in housing supply will expand the provision of new, well designed homes to local households registered in need.

Sustainability Implications

- 7.15 The development is intended to be sustainable and comply fully with relevant BHCC planning policies.

Crime & Disorder Implications

- 7.16 The new homes will be designed having heed to the requirements outlined in the police Secured by Design guidance. Disused garage sites, such as the Buckley Close site, are unattractive and often used for anti-social behaviour and fly-tipping etc. If approved, the new housing development will increase surveillance and reduce the opportunity for crime and disorder.

Risk and Opportunity Management Implications

- 7.17 There are a number of risks associated with developing new homes on small, challenging sites of this kind which will be monitored by the Project Manager and Design Team.

Public Health Implications

- 7.18 Energy efficient homes which are easier and cheaper to heat will help support the health of households. The two bedroom house would be suitable for applicants with young children, those with very limited mobility or downsizers.

Corporate / Citywide Implications

- 7.19 The New Homes for Neighbourhoods programme of building new homes on council land supports the council's priorities for the economy, jobs and homes. The development of new housing has a strong economic multiplier impact on the local economy, estimated at over £3 of economic output for every £1 of public investment, creating jobs and supply chain opportunities.
- 7.20 Every new home built on small sites helps meet the city's pressing housing needs and deliver the first priority in the council's Housing Strategy 2015 of improving housing supply. New homes also help bring benefits to the council in the form of new council tax income.

8. SUPPORTING DOCUMENTATION

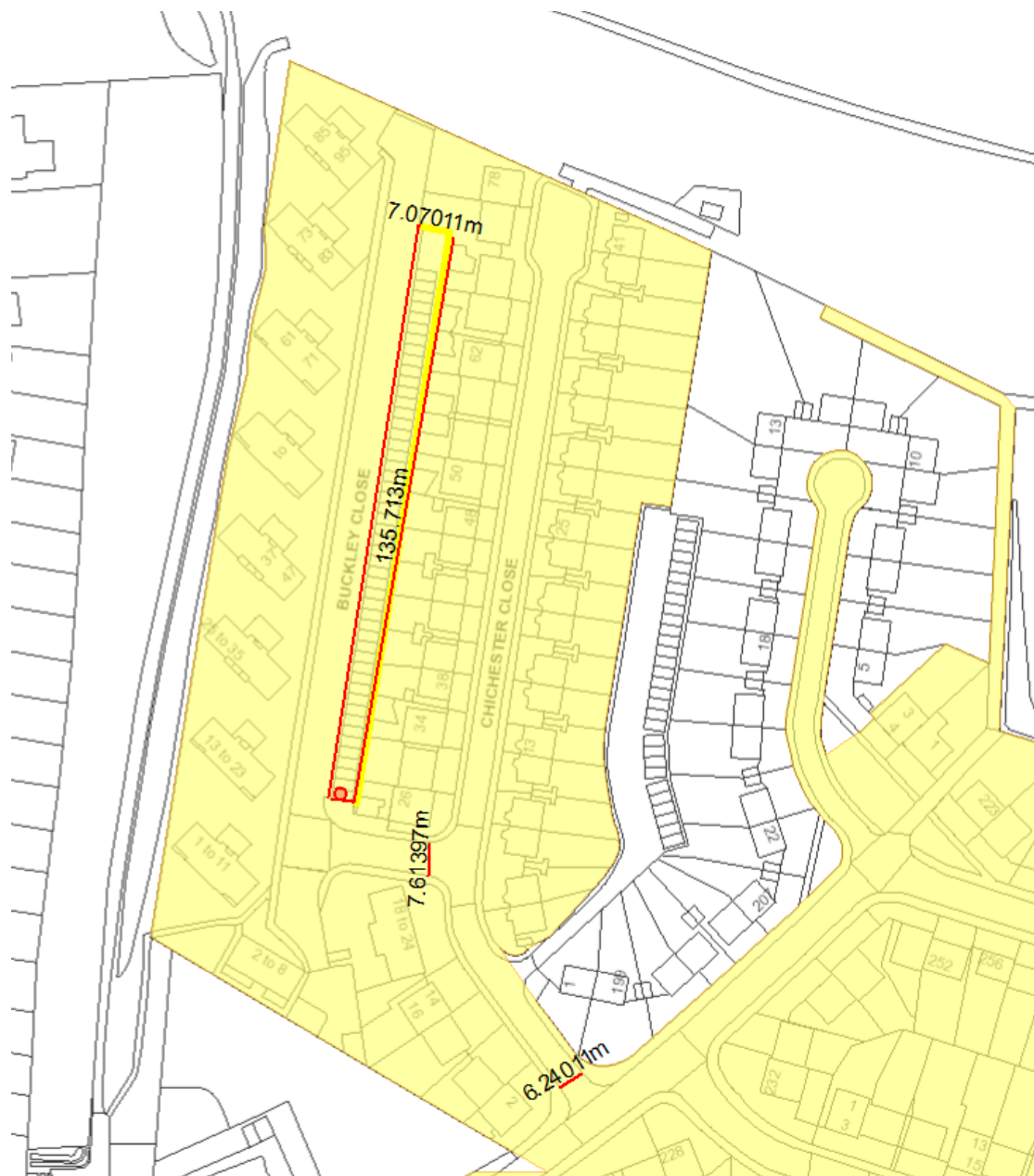
Appendices:

1. Site Plan
2. Design Brief

Buckley Close, Hangleton, Hove BN3 8EU

The site comprises 48 council garages in a row, of which only one is let.

Buckley Close is a cul-de-sac and neighbouring blocks of council flats are three storeys high. Two storey houses and flats in Chichester Close behind the garages are at a higher level. The retaining wall at the back of the garages increases significantly in height from the south to the north.



New Homes in Buckley Close

Housing and New Homes Committee



MILLERBOURNE
ARCHITECTS

Introduction

Opening Statement and Site Photos

The proposed site is located in a cul-de-sac in Hangleton known as Buckley Close.

There are 48 redundant garages currently occupying the site which are in a poor state of repair. The immediate surrounding area is predominantly characterised by either two storey dwellings or low rise residential blocks with gardens to the rear or larger three storey residential blocks set in communal landscaping. These are all brick built with pitched roofs.



1. Existing garages



2. Existing garages and rear of properties in Chichester Close



Aerial view of site



3. Houses in Chichester Close



4. Flats opposite the garages in Buckley Close



5. Southern end of Buckley Close



6. View of existing garages and rear of houses in Chichester Close

The Site and Layout

The site measures 1290m² (0.129 hectares) and is currently occupied by 48 redundant garages in a poor state of repair. It is proposed to demolish the garages and use for the site for 12 new affordable homes, all designed in accordance with the Technical Housing Standards Nationally Described Space Standards. The scheme consists of the following, providing a density of 93dph:

8 No. 2 bedroom 4 person flats

3 No. 1 bedroom 2 person flats

1 No. 1 bedroom 2 person wheelchair accessible flat (designed to comply with Part M4(3))

The accommodation is provided in three two-storey separate blocks, with amenity space located between.

All of the ground floor homes will have private amenity space, and three of the first floor homes will have Juliet balconies.

11 car parking spaces are to be provided including 2 dedicated disabled spaces, one of which will be specifically for the wheelchair accessible home.

The site is predominantly viewed by looking down Buckley Close and from the gardens of the neighbouring houses in Chichester Close which are founded at a higher level. It is for this reason that the proposed new development will generally not be higher than the first floor of the houses in Chichester Close.



Site outlined in red

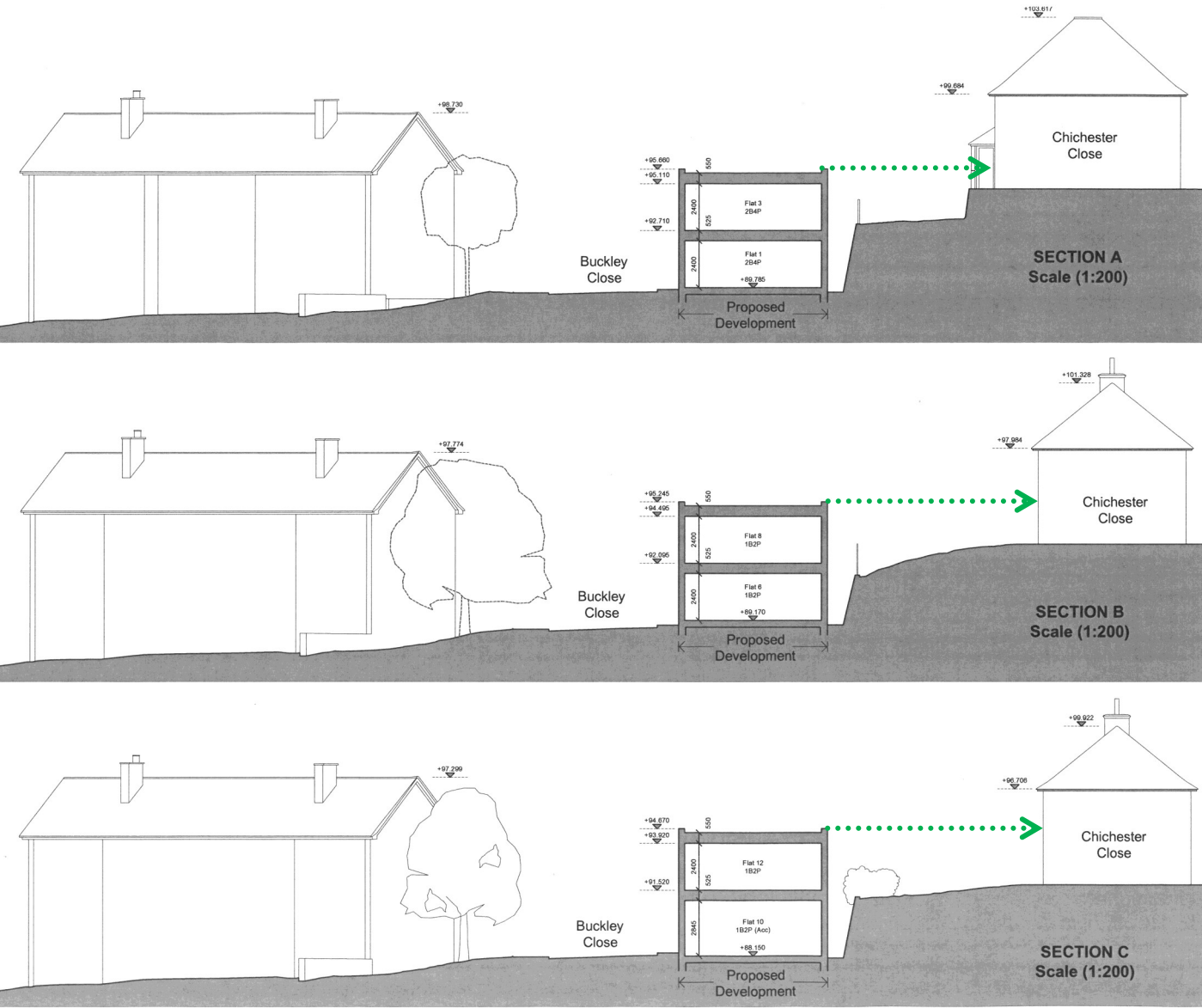
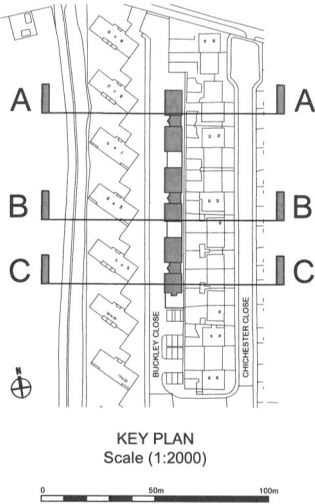


3No blocks with amenity space between and car parking to the south

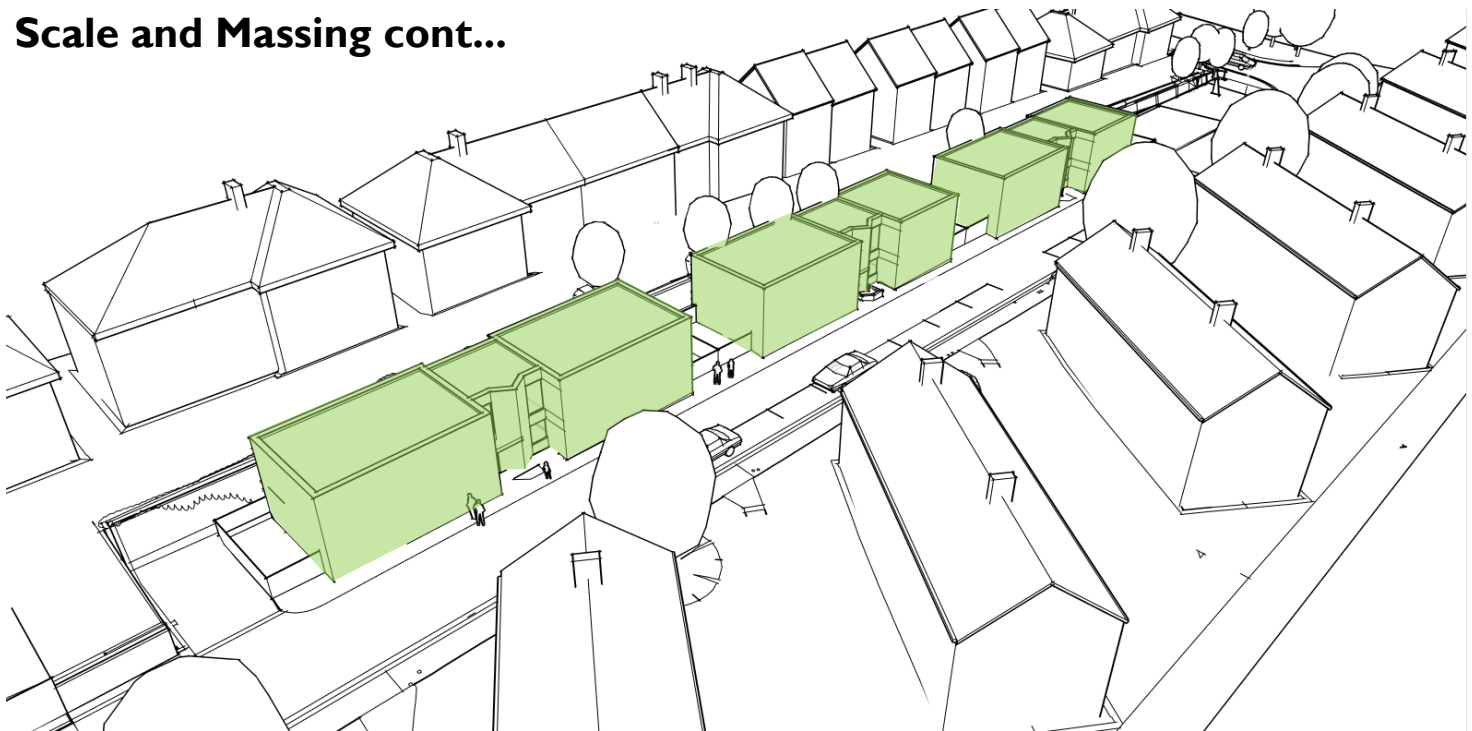
Scale and Massing

The buildings in the immediate vicinity of the site are generally two and three storeys. In order not to be overbearing or to be out of scale with the surrounding buildings, the proposals are for two storey blocks which follow the natural slope of the ground.

The sections opposite demonstrate how the proposed new homes will generally not be higher than a single storey above the ground level at the rear of the gardens on Chichester Close.

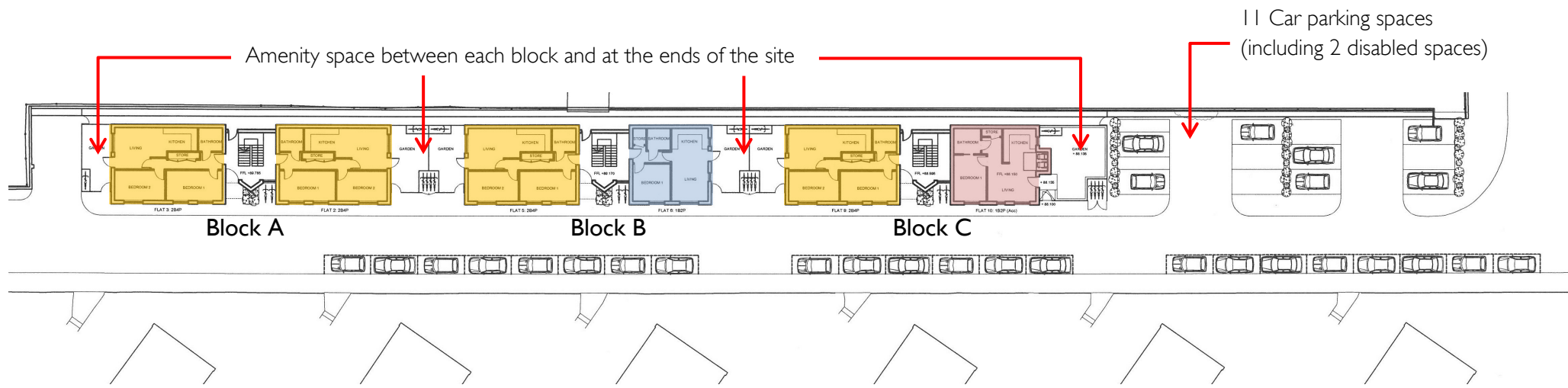


Scale and Massing cont...

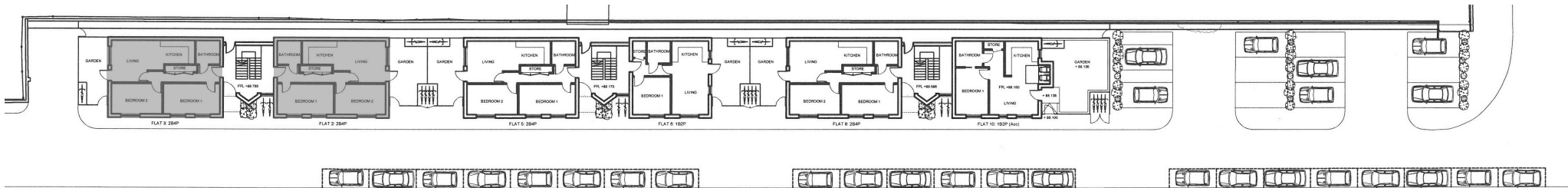


New homes proposed on site of garages

- Block A
 - 4No 2B 4P flats
- Block B
 - 2No 2B4P flats
 - 2No 1B2P flats
- Block C
 - 2No 2B4P flats
 - 1No 1B2P flat
 - 1No 1B2P Wheelchair accessible flat



Overview of the layout



2B4P Flat 71m²



First Floor
Flat 3

Stair core



First Floor
Flat 4

2B4P Flat 71m²

2B4P Flat 71m²



Ground Floor
Flat 1

Stair core

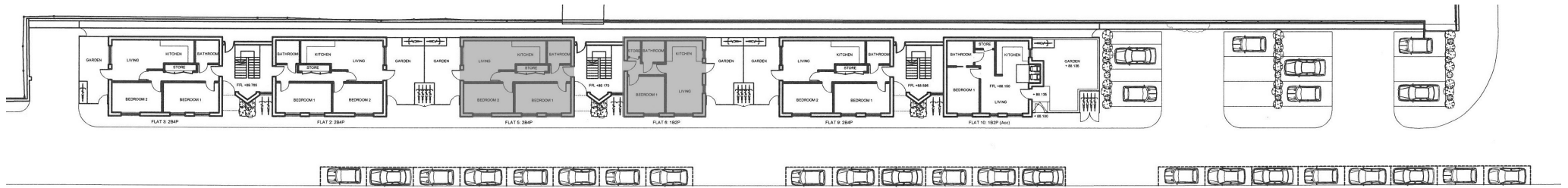


Ground Floor
Flat 2

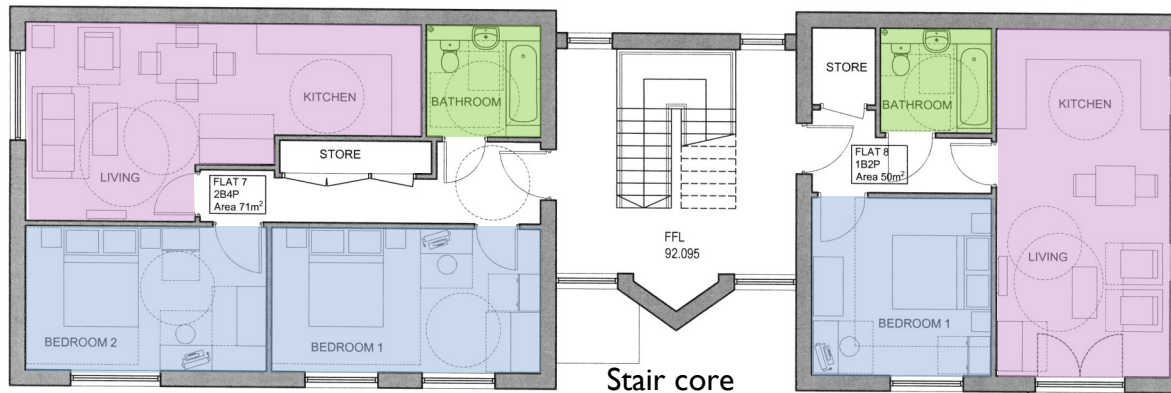
2B4P Flat 71m²

Floor Plans

Block A



2B4P Flat 71m²

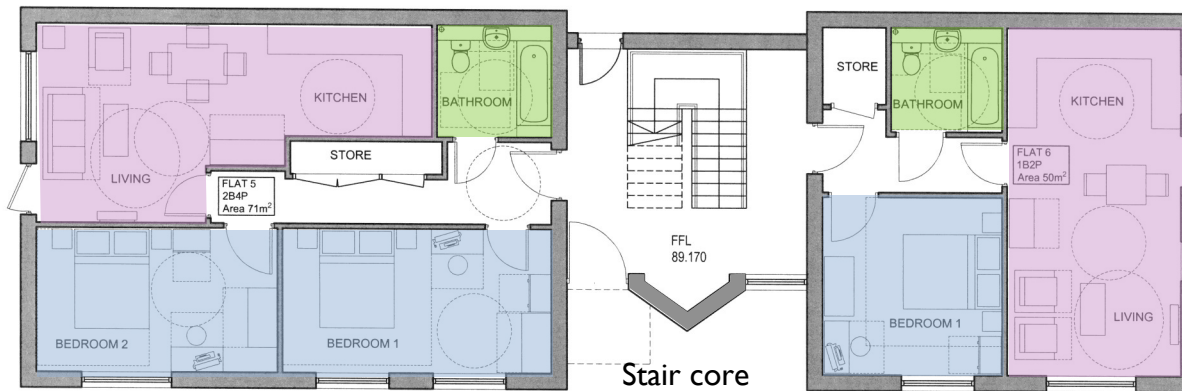


1B2P Flat 50m²

First Floor
Flat 7

First Floor
Flat 8

2B4P Flat 71m²



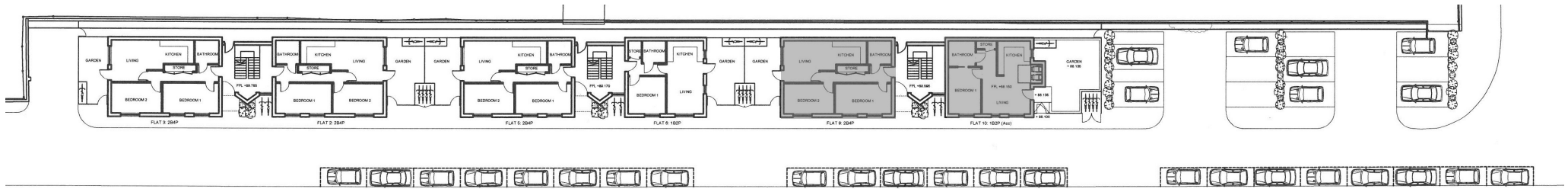
1B2P Flat 50m²

Ground Floor
Flat 5

Ground Floor
Flat 6

Floor Plans

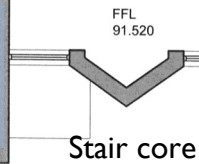
Block B



2B4P Flat 71m²



First Floor
Flat 11



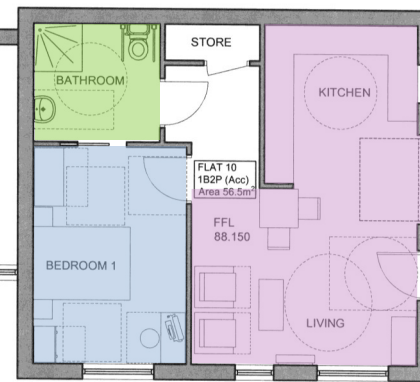
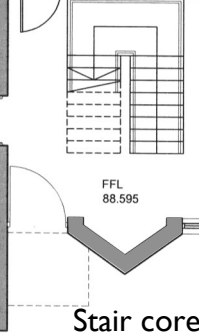
First Floor 1
Flat 12

1B2P Flat 55.4m²

2B4P Flat 71m²



Ground Floor
Flat 9



Ground Floor
Flat 10

1B2P Flat 56.5m²

Floor Plans

Block C

Appearance

The existing buildings around the site are constructed in brickwork in a mixture of buff and red bricks with tiled pitched roofs. To the west, are three storey blocks of flats which due to the topography of the land are founded at a lower level and so appear to be approximately two storeys along Buckley Close. To the east there are two storey houses on Chichester Close which is at a higher level than Buckley Close as the ground naturally rises between the two roads.

At the far north of the site beyond the end of the road, there is a footpath through dense trees which screen the A27 beyond. To the south of the site are more two storey brick houses with tiled pitched roofs.



Appearance cont...

The new development is comprised of 3 new two storey blocks which run the length of Buckley Close. The southern end of the site has been given over to providing new parking. The new blocks have outside amenity space between each block which helps break up the elevation and provides opportunities for views between the blocks from existing properties on Chichester Close. The buildings step down along the length of Buckley Close to respond to the sloping site. The entrances to each of the blocks are set back from the main elevation. Each of the ground floor flats has its own external amenity space in the form of a garden and some flats on the upper floors have Juliet balconies. The new buildings have been deliberately designed with a flat roof to reduce impact on the Chichester Close properties and provide a distinctive modern look. The elevations will be constructed in brickwork which relates to the scale of the existing neighbouring properties.

A buff/grey brick has been selected to contrast with the surrounding buildings and to create a more contemporary feel to the flats. The bricks used in the surrounding buildings are non-descript, and do not merit replicating.

The use of a light coloured brick has also been proposed as the development is in a relatively narrow road and use of a darker brick would only serve to make the space feel narrower and less open. Horizontal bands of stack bonded bricks have been introduced to give relief to the brick elevations, and to give interest to the facades, whilst still maintaining a crisp contemporary feel.



Artist's impression looking north



Artist's impression looking south

Subject:	New Homes For Neighbourhoods - Scheme Approval Victoria Road		
Date of Meeting:	14 November 2018 6 December – Policy, Resources & Growth Committee		
Report of:	Executive Director, Economy, Environment & Culture		
Contact Officer:	Name:	Jo Thompson	Tel: 01273 291466
	Email:	jo.thompson@brighton-hove.gov.uk	
Ward(s) affected:	South Portslade		

FOR GENERAL RELEASE**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 Building new homes on council land is a council priority and essential if City Plan housing targets are to be met and the city's housing crisis tackled. The council's New Homes for Neighbourhoods (NHFN) programme addresses this undersupply by identifying suitable vacant land and infill sites to develop new homes across the city. To date, 173 council homes for affordable rent have been completed under the New Homes for Neighbourhoods programme. Twelve more homes are under construction at Kensington Street and will be completed in May 2019, with hundreds more in the pipeline.
- 1.2 As part of its Corporate Property Strategy and Asset Management process, the council approved the marketing of the Victoria Road Housing Office site, part of the car park and an informal practice green area (adjacent to Portslade Town Hall) for disposal and redevelopment at March 2011 Policy & Resources Committee. Portslade Town Hall was part of the council's Workstyles programme and works to Portslade Town Hall were completed in 2015 to create a neighbourhood and community hub of co-located services. The new hub co-located housing and community police services by providing hot desk areas to encourage flexible working. These services were accommodated within a new two storey extension on the south elevation and converting part of the main building from residential (formerly a caretaker's flat) into office use. This facilitated the relocation of staff from the existing Victoria Road Housing Office into the main town hall building and other council offices across the city. Since then, the former housing office building has remained vacant.
- 1.3 The site was passed over to the council's Estates Regeneration team and in-house architects in September 2016 to explore opportunities to bring forward a viable scheme under the council's New Homes for Neighbourhoods Programme. In order to maximise the development potential of the site, officers proactively engaged with the local ward councillors and Portslade Bowls Club to seek their support for the re-location of the Bowls Club to Victoria Recreation Ground. Whilst this engagement and consultation process has inevitably delayed the

delivery of the project, it has forged a really positive relationship between the council and the Bowls Club as well as increased the number of potential residential units from 15 to 45 units. The extended timeframe also enabled council officers to successfully bid for funding (£340k) from the Government's Land Release Fund which will help towards the costs of re-locating the Bowls Club thereby releasing the entire site for residential development.

- 1.4 This report asks for Members approval to progress development proposals for the site comprising the former Housing Office, Portslade Bowls Club and bowling greens (see Appendix 1), which the New Homes for Neighbourhoods Programme wishes to take through to planning and construction stage.

2. RECOMMENDATIONS:

Housing & New Homes Committee

- 2.1 That the options contained on page 12 of the Stage 2 (Light) Feasibility Study in Appendix 2 of this report be noted;
- 2.2 That Option 3 in the report be agreed and the following be approved:
- (1) The proposed scheme of 45 new council homes at the site comprising the former Housing Office, Portslade Bowls Club and bowling greens (see Appendix 1), under the New Homes for Neighbourhoods programme;
 - (2) The provision of a new Joint Sports Pavilion for Portslade Bowls Club, which includes football facilities for users of Victoria Recreation Ground, to facilitate the release of the development site;
 - (3) The scheme rent levels with one bedroom properties set at 37.5% living wage rent and all other properties at 80% of market rent levels capped at LHA rates in line with the New Homes Rent Policy and delegates authority to the Executive Director of Neighbourhoods, Communities & Housing in consultation with the Estate Regeneration Member Board to adjust the rent within the parameters of the Rent Policy should scheme costs change; and
 - (4) Construction through the council's City Build Construction Partnership with Morgan Sindall.
- 2.3 That the Policy, Resources & Growth Committee be recommended to:
- (5) Approve the site within the redline boundary (see Appendix 1) to be appropriated to the HRA from the General Fund for a capital receipt of £1.436m for planning purposes;
 - (6) Delegate authority to the Executive Director of Environment, Economy and Culture to appropriate for housing purposes once the development is complete; and

- (7) Approve a budget of £12.914m financed by HRA borrowing, right to buy receipts and Government Land Release funding to form part of the HRA capital programme for 2019/20 – 2021/22.

3. CONTEXT/ BACKGROUND INFORMATION

The site

- 3.1 The site is located on Victoria Road adjacent to terraced housing and Portslade Cemetery to the west and a private commercial trading estate to the east. The site is in close proximity to Portslade Town Hall which, although not a statutory listed building is locally listed as a heritage asset. The Town Hall was built in 1927 in the Queen Anne style as Ronuk Hall and Welfare Institute and is a good example of a municipal building in the Portslade area. A bowling green is located to the south of the former Housing Office, which is used by members of the Portslade Bowls Club and other visiting clubs.
- 3.2 The area (see Appendix 1) to be redeveloped into housing comprises the former Victoria Road Housing Office, part of the car park (24 parking spaces), former public toilets, Portslade Bowls Pavilion, bowling green and vacant practice ground. In total, the site area measures 4,850 sq m (0.485 Ha).

Design

- 3.3 An initial high level feasibility study of the former Victoria Road Housing Office site was produced by the council's in-house architects in October 2017. Three options were developed involving a combination of terraced housing and blocks of low-rise flats. The options are contained on page 12 of the Stage 2 Light Feasibility Report attached in Appendix 2 of this report. Taking forward Option 1 (i.e. the redevelopment of the practice Bowling Green and former Housing Office) or Option 2 (i.e. the redevelopment of the car park, practice Bowling Green and former Housing Office site), would have limited the size of the area to be developed thus restricting the number of housing units to 15 and 19 residential units respectively. Option 3 (i.e. the re-location of the Bowls Club to Victoria Road Recreation Ground and redevelopment of the entire site for housing) is the preferred option. This option, which was supported by the Estate Regeneration Members Board at its meeting on 16 October 2017, maximises the delivery of affordable rented homes (45 residential units) while at the same time provides Portslade Bowls Club with a new fit-for-purpose pavilion in a more visible location.
- 3.4 The delivery of Option 3 would entail the demolition of the existing sports pavilion within Victoria Recreation Ground which is in a very poor state of repair. This building currently has changing room facilities for football clubs and other users of Victoria Recreation Ground. The new pavilion building would be constructed on the footprint of the existing building and has been designed to integrate facilities for both the Bowls Club and local football clubs. Early consultation with stakeholders has revealed strong support for Option 3 from the Bowls Club itself, local football clubs, ward councillors, the Chair of Housing & New Homes and the Chair of Environment, Transport & Sustainability as well as the Friends of Victoria Park. It is this option which has been developed to RIBA Stage 2 Light and costed.

3.5 The latest scheme design is contained in Appendix 2. It includes:

- 13 x one bedroom flats;
- 21 x two bedroom flats;
- 5 x three bedroom flats;
- 2 x four bedroom maisonettes;
- 4 x three bedroom houses.

3.6 All homes meet the Nationally Described Space Standard as specified in the council's Affordable Housing Brief. All ground floor units would also achieve the Building Regulations standard for 'accessible and adaptable' housing (Part M4(2)) which replaced the Lifetime Homes Standard. Four units (10%) will be wheelchair accessible in compliance with planning policy requirements.

Scheme review

3.7 The scheme has recently been reviewed at a workshop with representatives from Housing, Property and Investment, Estate Regeneration as well as Property and Design. Officer feedback was positive and supportive of the scheme design, which they felt would work well in the existing context. The workshop identified some of the key areas of focus at the detailed design stage, building on the lessons learnt from the delivery of other new build schemes under the New Homes for Neighbourhoods programme i.e. lifts, solar glazing, ventilation of communal areas etc. The design process will also include a value for money check and comparison against the council's standards and specification requirements. Areas of focus so far have included:

- The development of an efficient circulation strategy, vertical and horizontal – by minimising communal areas;
- The stacking of flats for efficient running of services, party and structural walls etc;
- Repetition of flat layouts;
- Exploring the potential for timber frame and/ or Structural Insulated Panels to speed up the build, thus generating savings on materials and preliminaries etc.

3.8 This value engineering approach will be adopted throughout the design and construction stages of the project.

Scheme costs

3.9 The preferred option has been costed by Potter Raper, the council's QS, under the City Build Construction Partnership (lead by Morgan Sindall). The latest design and costs contained in the Stage 2 Light Feasibility Study (see Appendix 2) were presented to the Estate Regeneration Members Board at their meeting on 22 October 2018. Members were keen for the proposed scheme and costings to be considered at Housing & New Homes Committee on 14 November 2018 but suggested that briefings be offered to each of the political parties to run through the costings in more detail.

3.10 Total scheme costs have been summarised in Table 1.

Table 1 – Scheme Costs	
Cost Area	Cost estimate £'000
Land cost	1,454
Re-provision of Sports Pavilion	781
Base Cost of residential units	6,348
Demolitions and alterations	94
Renewables	323
External works	780
Preliminaries, Overheads & profit	981
Design / Construction contingency	582
Tender Price Inflation	524
Total Build cost	11,867
Fees (Professional, Planning, Building Regs, specialist surveys, Project Management etc)	844
S106 Contributions	203
Total Scheme Costs	12,914

Residential costs

- 3.11 The estimated base cost of delivering the housing scheme is £6,348,000, which works out at a base cost per unit of approximately £141,000 (see Table 2). The total scheme cost per unit for the Victoria Road Housing scheme (i.e. without the land value and re-provision of the Sports Pavilion) is estimated to be below the average cost of homes delivered through the New Homes for Neighbourhood programme to date.

Table 2 – Unit cost Comparison	
Cost area	QS Estimate £'000
Base cost of constructing each home	141
Total scheme cost of each home (excluding land value and re-provision of Sports Pavilion)	237
Home Purchase Policy purchase limit per home	250
Average total scheme cost for NHfN per home	259

- 3.12 If total scheme costs are used (excluding the land value and re-provision of the Sports Pavilion) then the average cost per unit would be approximately £237,000, including professional fees and S106 contributions. This cost includes an allowance for demolition, abnormals and external works i.e. soft landscaping, roads, paths, paving etc. This represents a favourable cost when benchmarked against previous and similar projects. The QS has included a total risk allowance of £582,000 to cover those risks that may be identified throughout the development of the design and construction period, including the potential upgrade of the existing UK Power Networks substation (circa £175,000). Initial ground and environmental surveys have revealed the presence of asbestos, lead and Polycyclic Aromatic Hydrocarbons on the site of the former Housing Office. The risk allowance incorporates sums for the safe removal of asbestos, lead as

well as the remediation of contaminated land. It is not known at this stage, whether these allowances are sufficient to cover all risk items but officers consider that the QS has adopted a sensible approach, given the results of the initial surveys which have been undertaken.

- 3.13 In order to unlock the site and accelerate the delivery of housing, council officers bid for Land Release Funding under the Ministry of Housing, Communities and Local Government's One Public Estate programme. This bid was successful and the project was awarded £340,000 to offset approximately 43% of the estimated costs associated with re-locating and building a new Sports Pavilion. Some of this funding is profiled to be spent in Qtr 4 of 2018/19, with the remainder in 2019/20. The funding will have to be returned to the DCLG if the proposed scheme is not approved by Members. The gap between the cost of re-provision of the sports facility and the funding secured to do this has been deducted from the land value as a cost of the development, in the same manner as if the site was sold on the open market.

Sports pavilion and bowling green costs

- 3.14 The total cost of the Sports Pavilion and bowling green is £781,000, including a risk allowance of £52,000, inflation allowance of £41,000 and professional fees of £61,000. Since Victoria Recreation Ground is built on a former brickworks and rubbish tip, it is necessary to set aside a sufficient sum for land remediation, if further surveys reveal that this is necessary. Without an allowance for risk and inflation, the base cost of the re-provision of the sports pavilion and bowling green is £627,000. This includes an allowance for an artificial bowling green of approximately £158,000, which Portslade Bowls Club are very keen to secure in order to extend their playing season and attract new members. The proposed sports pavilion provides enhanced facilities for the Bowls Club, while also integrating the football changing facilities which would be lost when the demolition of the existing pavilion takes place. Officers consider that the costs of these replacement facilities are proportionate given the fact that the re-location of Portslade Bowls Club to Victoria Recreation Ground, will generate an additional 30 residential units thereby significantly increasing the HRA rental stream to the council.

Project delivery and ensuring value for money

- 3.15 If Housing and New Homes Committee agrees to progress the proposed scheme, the design and development will be undertaken by the council's in-house architects and the council's City Build Construction Partnership. The Partnership was procured under an OJEU procurement process authorised by Policy and Resources Committee in 2016, following three previously successful construction partnerships. The new partnership commenced in September 2017 for a contract term of five years. It is currently delivering the majority of New Homes for Neighbourhoods homes as well as construction projects for various other council client departments and is managed by the council's Property & Design team.
- 3.16 Homes can be delivered by the Partnership more quickly than other delivery routes because the constructor, partner surveyors and sub-contractors are already procured. The early involvement of Morgan Sindall as well as electrical,

structural, mechanical and engineering partners ensures that the final design and construction risks are minimised and that the new homes meet Housing's required specification. Prices for each element are obtained and reviewed by the team, throughout the design process and, if necessary, the design is amended to ensure that the overall scheme budget is met.

- 3.17 Throughout the project cycle, the design team (including the Estate Regeneration Project Manager) meet every four weeks to review the latest designs and associated costs. This process enables the Partnership and council to set the Agreed Maximum Price after which, the Quantity Surveyor will produce a review document to demonstrate that the project has achieved best value. This document benchmarks the square metre rates against previous partnered and non-partnered schemes and also against national construction rates for housing. An independent partnering advisor is employed and a Core Group meets monthly to oversee the arrangements by taking a strategic view on each scheme and ensuring key deadlines are met.

Financial modelling and rent policy

- 3.18 Financial modelling of the latest design has been undertaken by the council's Finance department. The rent levels shown in Table 3 are in accordance with the New Homes Rent Policy report which was approved by Housing & New Homes Committee in November 2017.
- 3.19 The size and mix of units at Victoria Road, Portslade is in conformity with the council's Affordable Housing Brief. The estimated costs include an allowance for achieving the equivalent of Code for Sustainable Homes Level 4 for energy and water, site abnormalities, infrastructure and external works.
- 3.20 The scheme costs have been estimated by Potter Raper (City Build Construction Partnership's Quantity Surveyor) and are still subject to planning approval, therefore costs and funding are indicative at this stage. Any significant variations to the proposed capital scheme and funding will be reported back to Policy, Resources & Growth Committee in accordance with council's standard financial procedures.
- 3.21 Table 3 provides a summary of the viability modelling results for each of the rent options considered for Victoria Road housing scheme. This demonstrates that a return is provided by the LHA rents only, whilst a significant subsidy would be required if the three remaining rent levels were to be considered.

Table 3 – Financial Modelling results					
	LHA/80% mkt Rent	Mixed rents (*)	Living Wage 37.5%	Living Wage 27.5%	Social
1 Bed Weekly rent	£146.08	£140.60	£140.60	£103.11	£74.42
2 Bed Weekly Rent	£191.31	£191.31	£168.72	£123.73	£83.22
3 Bed Weekly Rent	£223.34	£223.34	£196.84	£144.35	£97.37

Table 3 – Financial Modelling results					
	LHA/80% mkt Rent	Mixed rents (*)	Living Wage 37.5%	Living Wage 27.5%	Social
4 Bed Weekly Rent	£332.42	£332.42	£224.96	£164.97	£105.03
60 Year Subsidy / (Surplus)	(£0.589m)	(0.488m)	£0.861m	£3.724m	£6.222m
Payback Period (Years)	51	53	60+	60+	60+

(*) Mixed rents of 1bed flats at 37.5% living wage rent and all others at LHA/ 80% market rent

Land Valuation

- 3.22 The Council's Property and Design Estates team has been offering ongoing advice as to the value of the land and sought an independent valuation of the site from the council's management agents GVA. This valuation assumes a development of 45 units on a planning compliant basis. The site value, without the inclusion of the cost of providing the sports facility and grant funding, is £1,895,000. This assumes that the site is not subject to significant abnormal costs and is developable in the market.
- 3.23 Officers have sought to adjust this for the site specific circumstances, deducting the cost of the reprovision of the sports facility, less the grant funding secured towards this. Accordingly the market value of the site, taking this additional cost into consideration, is £1,454,000. Officers can recommend a transfer at this level which includes an allowance for initial results of the archaeological and environmental surveys. It is recommended that this price be adjusted to take into account actual costs for these abnormals (site contamination, archaeological finds etc.)

Appropriation

- 3.24 Land appropriation in this context means transferring the use of land from one purpose to another. Under S122 of the Local Government Act 1972, the council has the power to appropriate land for planning purposes. Under Section 203 of the Housing and Planning Act 2016 where land is held for planning purposes and work is done in accordance with planning permission, third party rights are overridden. The benefit of appropriating this site for planning purposes is to protect the council from the risk of the development process being stopped once it has started. The rights of third parties whose private interests may be affected by development are protected to the extent that they have a right to compensation against the local authority.
- 3.25 The appropriation for planning will take place immediately if the recommendation at 2.3 (5) is approved.

- 3.26 Once the site has been developed, the council will need to appropriate the site for housing purposes and it is therefore proposed that authority is granted to the Executive Director Economy, Environment & Culture to execute that appropriation. That second appropriation will take place when the Executive Director executes an "Appropriation Memo". The site will be then be held by the council for the purposes of part II of the Housing Act 1985 (provision of housing accommodation). As such, it will be accounted for within the HRA.

4 ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

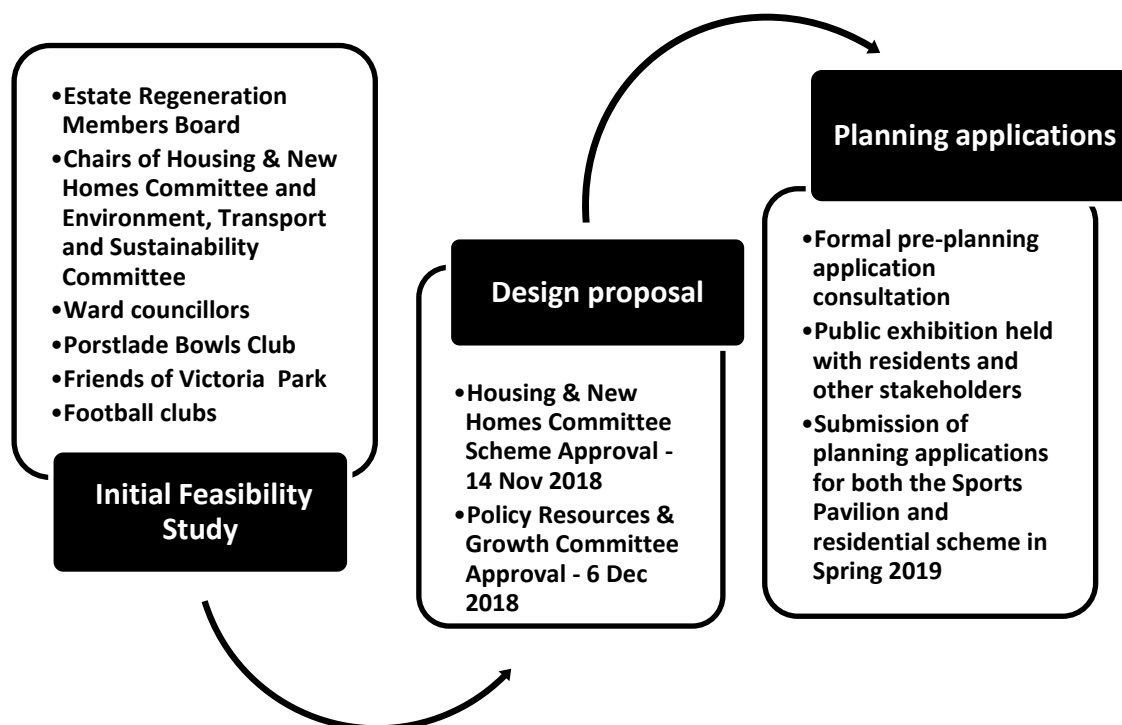
- 4.1 At the feasibility stage, three options were presented to Members of the Estate Regeneration Board for their consideration at the meeting on 16 October 2017 (see page 12 of Appendix 2). After thorough exploration of the options and their associated risks, Members felt that Option 3 (i.e. Bowling green to be relocated and full extent of site to be brought forward for development) would maximise the delivery of housing and should therefore be taken forward for further design development and costing.
- 4.2 As part of the financial modelling process, two other mixed rents options have been tested. Although both are financially viable, they are not recommended. These are shown in Table 4 below. Mixed Rents Option 1 calculates the viability of the 1 bedroom properties and 3 bedroom properties at 37.5% living wage rent while the 2 and 4 bedroom properties are calculated at 80% market rent capped at LHA levels. Although financially viable, there is very little rent differential between the 2 bedroom flats and 3 bedroom houses at £191.31 per week and £196.84 per week respectively. This may cause letting difficulties and be seen to be inequitable given that these properties are in the same location.
- 4.3 Similarly, mixed rents Option 2 calculates the viability of the 1 bedroom properties and 4 bedroom properties at 37.5% living wage rent while the 2 and 3 bedroom properties are at 80% market rent capped at LHA levels. Although financially viable, there is very little rent differential between the 3 bedroom and 4 bedroom properties at £223.34 per week and £224.96 per week respectively. Again, this may result in letting difficulties and inequity. This option is therefore not recommended.

Table 4 - Alternative Financial Modelling Results				
	LHA/80% mkt Rent	Mixed rents Option 1	Mixed rents Option 2	Living Wage 37.5%
1 Bed Weekly rent	£146.08	£140.60	£140.60	£140.60
2 Bed Weekly Rent	£191.31	£191.31	£191.31	£168.72
3 Bed Weekly Rent	£223.34	£196.84	£223.34	£196.84
4 Bed Weekly Rent	£332.42	£332.42	£224.96	£224.96
60 Year Subsidy / (Surplus)	(£0.501m)	(0.120m)	(£0.169m)	£0.948m
Payback Period (Years)	51	58	57	60+

5 COMMUNITY ENGAGEMENT & CONSULTATION

5.1 During the course of the project, there has been extensive engagement with a number of different stakeholders. The consultation process has been summarised in Fig 1, to ease understanding.

Fig 1 – Consultation process



5.2 Given the complexities associated with developing the site for housing, the Estate Regeneration Member Board, and local ward councillors (South Portslade) were consulted at the initial feasibility stage before the viability study was commissioned. Once Member support was obtained, the options outlined in the initial Feasibility Study were presented to the Chair and Secretary of Portslade Bowls Club to obtain their feedback. It was clear, from this early dialogue with Club officials, that the existing Bowls facilities are poor and no longer fit-for-purpose. Of particular concern, is the lack of operational toilets and a meeting space of sufficient size to accommodate Club functions and their AGMs. The Chair and Secretary are also aware that the Club's existing location i.e. tucked behind the former Housing Office, contributes to their lack of visibility from the street and is no doubt having an adverse impact on growing their membership. For all these reasons, Portslade Bowls Club have given their full support for the council's preferred option i.e. the re-location of the Bowls Club to Victoria Road Recreation Ground and redevelopment of the entire site for housing.

5.3 Officers have subsequently met with Club officials to establish their requirements for a replacement Bowls Club facility. The requirements were used to inform the Client Brief for the site. The preferred option meets the minimum requirements of

the Club but also includes an artificial bowling green which is designed to extend the bowling season, thereby boosting the Club's potential to generate additional income. Other facilities i.e, the provision of short mat bowls within the sports pavilion building etc, would only be provided if Portslade Bowls Club could demonstrate that they had a robust Business Case in place or had successfully bid for sports lottery and/ or Bowls England funding.

- 5.4 The realisation of the preferred option will necessitate the demolition of the existing sports pavilion which currently provides football changing room facilities. Officers from City Parks and the Estate Regeneration team have therefore contacted local football clubs who may be interested in a joint sports pavilion with Portslade Bowls Club, to establish their future requirements. During these discussions, the possibility of upgrading the existing ground facilities to meet the Football Association's requirements for a Step 7 facility has also been explored. Whilst this is desirable from the perspective of local football clubs, the upgraded facilities would entail much larger accommodation than that currently proposed by the preferred option. Any enhanced scheme would need to be funded by the football clubs themselves and/ or by a successful funding bid to the FA.
- 5.5 The Feasibility Study was also shared with the Friends of Victoria Park who are, broadly speaking, supportive of the proposal since it could bring about much needed investment in the Recreation Ground through the enhancement of existing facilities. However, they were keen to alert officers to their plans to extend the existing pathway around the entire Recreation Ground to facilitate events such as the 5km runs which take place every week in other parks across the city. Officers gave their commitment to exploring whether S106 contributions, which would have to be made in mitigation for the loss of open space, could be used to fund this initiative.

6. CONCLUSION

- 6.1 If approved, this proposal will deliver 45 new homes for the council to let within affordable rent levels to applicants from the Homemove register. This fits with the council's Housing Strategy 2015 objectives to increase housing supply and prioritise support for new housing development that delivers a housing mix the city needs, with a particular emphasis on family and affordable rented housing. This scheme will also help to achieve the council's aim to deliver at least 500 new homes on council land under the New Homes for Neighbourhoods programme, regenerate the site, improve sports provision and provide a capital receipt to the General Fund.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The financial viability modelling sets out to show whether a given scheme can pay for the initial investment itself by using the new rental stream only (net of service charges, management, maintenance, and major repairs and voids costs) over a 60 year period. It also assumes that 30% of the eligible investment costs are met from retained Right to Buy (RTB) Receipts. Assessing the project

viability over a 60 year period not only matches the life of the asset but also reduces the need to use existing tenant's rents to support the project.

- 7.2 The total estimated cost for this scheme is £12.914m; this includes all construction works, allowances for contingency, inflation and professional fees. In accordance with the RTB pooling policy signed in 2012, only eligible costs are assumed to be funded from RTB receipts. Under this policy the appropriation of land and costs which are being subsidised using grant income are not eligible for the use of RTB receipts. Therefore this means that the cost of land and re-provision of the sports pavilion have been excluded from the use of RTB receipts.
- 7.3 Current forecasts for the use of RTB receipts in 2019/20 include costs for the development at Victoria Road; any delay to the scheme would have a negative impact on their use and would increase the risk of not achieving the required expenditure.
- 7.4 Land release funding of £0.340m has been received from the MHCLG as a contribution towards the re-provision of the sports pavilion. As outlined in paragraph 3.11 of the main report there are restrictions that apply to the timing of expenditure. Failure to meet these requirements could result in the grant having to be returned to the MHCLG, putting significant pressure on the viability on the delivery of the scheme.
- 7.5 In accordance with the new rent policy, four rent levels have been modelled for this scheme. 80% market rents capped at LHA rates, 37.5% of Living Wage rents, 27.5% of Living Wage rents and target social rent. An estimate for service charges has been applied for all homes, based on the 2018/19 budget report. A summary table 2 of the viability modelling is shown at 3.18 of the main report.
- 7.6 The impact of using current LHA rates for the assumed rental income results in a surplus of £0.589m at today's value. The payback period, i.e. time taken for the future rental income to repay the initial investment, net of RTB receipts is estimated to be 51 years. This level of rent therefore supports a viable project over a 60 year period. It would require an increase in construction costs of an estimated 9% before the scheme is no longer viable, so requiring subsidy from existing tenants' rents.
- 7.7 The scheme is not viable when modelled using the three remaining rent options. Table 3 in the report shows that setting rents at these levels would result in a subsidy requirement of between £0.861m and £6.222m from the HRA at today's value. However, the scheme is viable for a number of different mixed rent options. The recommended mixed rent option is shown in Table 3 while two other alternative mixed rent options are shown in Table 4. The report recommends a mixed rent option to set rents at 37.5% living wage rents for the 1 bedroom properties and all other properties at 80% of market rent levels capped at LHA rates. This rent option would result in a £0.488m surplus at today's value and the payback period would be an estimated 53 years. It would require an increase in construction costs of an estimated 7% before the scheme is no longer viable, so requiring subsidy from existing tenants' rents.
- 7.8 The net capital receipt of £1.454m from the appropriation of land to the HRA is to be re-invested as part of the council's medium term financial strategy.

- 7.9 As recommended at paragraph 2.3 (6), if approved a budget of £12.914m will be added to the HRA Capital programme for 2019/20 to 2020/21, funded by HRA borrowing, RTB receipts and Government Land Release Funding. Any significant variations to the costs will be reported in accordance with the council's standard financial procedures and reported through PR&G.
- 7.10 Any decision around the borrowing requirement for this project will be made in consultation with the council's Treasury Management team to ensure that it is undertaken in accordance with the council's borrowing strategy, authorised borrowing limits and prudential indicators.

Finance Officer Consulted: Craig Garoghan

Date: 23/10/2018

Legal Implications:

- 7.11 A local housing authority such as the council has powers under section 9(1) of the Housing Act 1985 to provide housing accommodation by erecting houses on land acquired by it for the purposes of providing accommodation. The proposal to develop the former Victoria Road Housing Office site falls neatly within those powers. In order to develop the site without the risk of the development being threatened by third parties, the land will need to be appropriated for planning purposes. Fuller details about the effect of appropriation are given in paragraphs 3.24 to 3.26.

Lawyer Consulted:

Name Liz Woodley

Date: 23/10/18

Equalities Implications:

- 7.12 An increase in housing supply will expand the provision of new, well designed homes to local households registered in need. The new development of 45 homes will create a safe environment, which is designed to encourage social integration, irrespective of the race, religion, age, disability, gender etc. of tenants who occupy the development.

Sustainability Implications:

- 7.13 The development is intended to be sustainable and comply fully with relevant BHCC planning policies. Simple sustainability strategies have been deployed to reduce the demands on non-renewable energy sources and on the main drainage systems.

Crime & Disorder Implications:

- 7.14 The new homes and Sports Pavilion will be designed having heed to the requirements outlined in the Secured by Design guidance.

Risk and Opportunity Management Implications:

- 7.15 There are a number of risks associated with developing new homes on sites of this kind which will be monitored by the Project Manager and Design Team.

Public Health Implications:

- 7.16 Energy efficient homes which are easier and cheaper to heat will help support the health of households. The provision of a new joint Sports Pavilion at Victoria Recreation Ground will bring much needed investment to the Park as well as encourage greater participation in bowls and football activities. This is likely to have a beneficial impact on the health and wellbeing of local residents and visitors to Portslade.

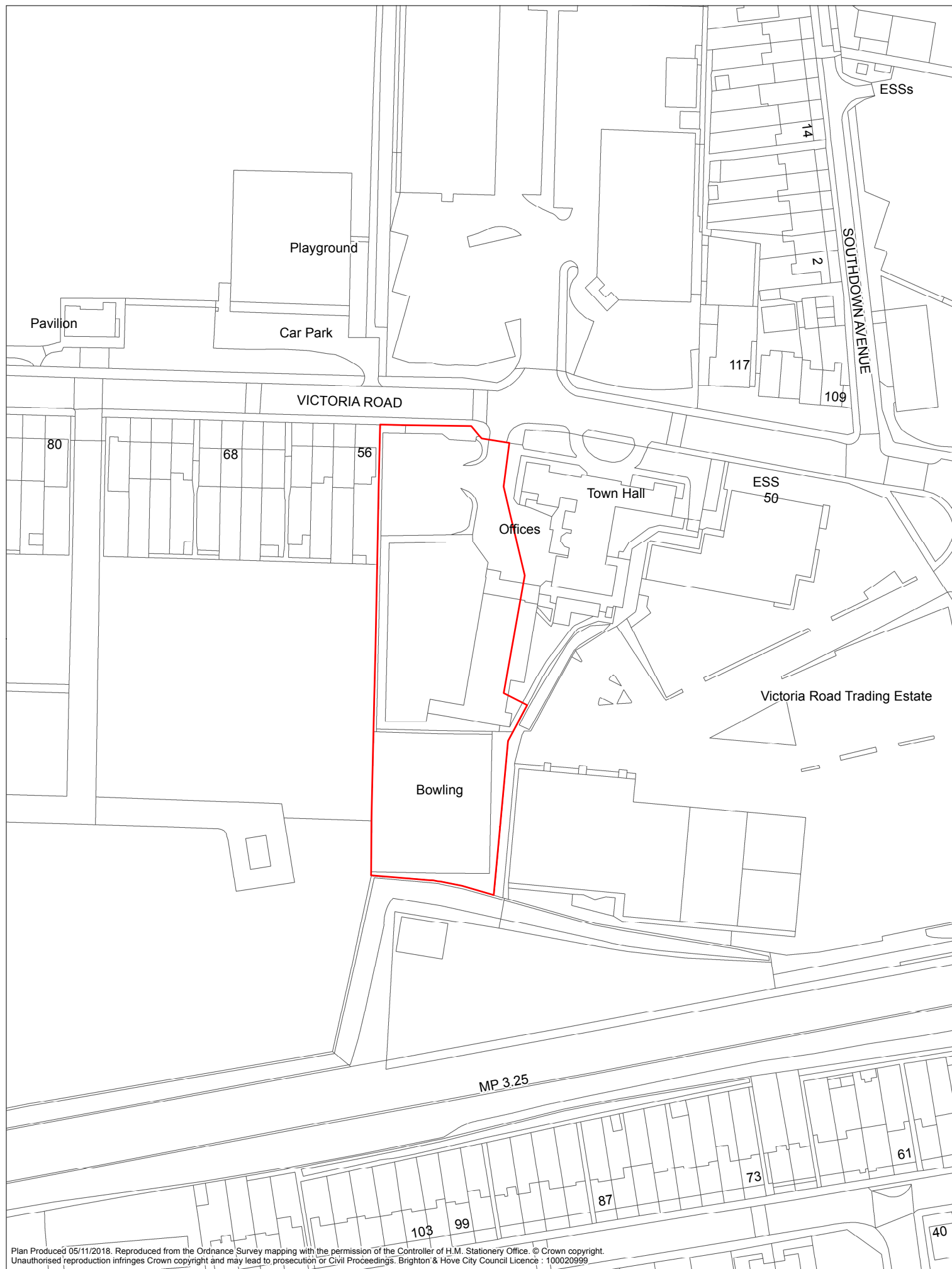
Corporate / Citywide Implications:

- 7.17 The New Homes for Neighbourhoods programme of building new homes on council land supports the council's priorities for the economy, jobs and homes. The development of new housing has a strong economic multiplier impact on the local economy, estimated at over £3 of economic output for every £1 of public investment, creating jobs and supply chain opportunities.
- 7.18 Every new home built on small sites helps meet the city's pressing housing needs and deliver the first priority in the council's Housing Strategy 2015 of improving housing supply. New homes also help bring benefits to the council in the form of new council tax income.

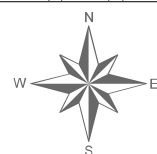
SUPPORTING DOCUMENTATION

Appendices:

1. Site Plan
2. Stage 2 Light Feasibility Study



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Victoria Road Housing

Appendix 2 - RIBA Stage 2 (Light) Feasibility Study RevA

HOU016
Victoria Road Housing,
Portslade
RIBA Stage 2 (Light) Feasibility Study
October 2018



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Client: **BHCC Estate Regeneration Team**
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1.0 Introduction

Opening Statement

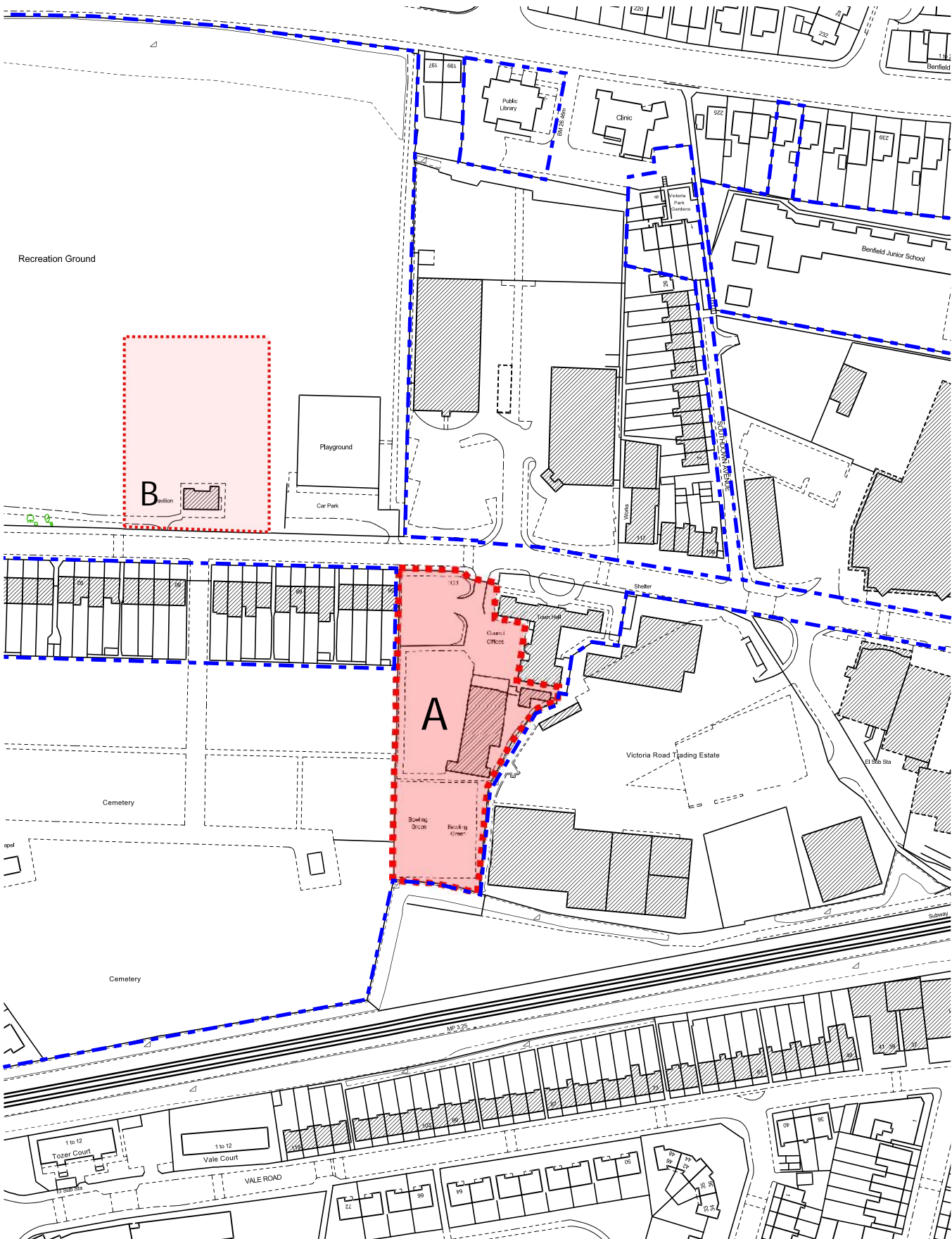
The scope of this phase of work is being defined as a RIBA stage 2 (light) feasibility and concept design with high level budget costs.

The purpose of this report is to develop Option 3 considered in the previous partial RIBA stage 1 feasibility study, (issued in **September 2017**) to develop and record the preferred architectural option and associated costs.

The full extent of the site under review for housing development is shown, right, (Site A) outlined in red and is approximately 0.5 hectares. The site is adjacent to Portslade Town Hall, and the wider area owned by BHCC is shown outlined in blue for information, and in the diagram below.

Work shown within this report is subject to planning, further surveys and may be further developed for a full Stage 2 design and formal pre-application advice.

(This study should be read in conjunction with the initial feasibility study for Victoria Road Recreation Ground sports pavilion which was issued for budget pricing in July 2018. This explores the possibility of relocating Portslade Bowls Club into a purpose built sports pavilion on the recreation ground, (Site B, right) to facilitate the full release of Site A.)



Site Plan



BHCC Ownership

2.0 Project Brief

Client Brief and Objectives

New Homes for Neighbourhoods

Building new affordable homes on council land is a key priority for Brighton & Hove City Council and essential to tackle the city's 'housing crisis' and to wider meet housing targets contained within the Council's City Plan. The new Homes for Neighbourhoods programme has cross party support for new Council homes for all areas of the City.

The City Plan is a key planning document that provides the overall strategic vision for the future of Brighton & Hove to 2030. It sets out how the council will respond to local priorities, meet the challenges of the future and identify the broad locations, scale and types of development needed together with the supporting infrastructure. It also sets out local housing targets for the city to 2030 of 11,300 new homes. This will be achieved by, amongst other things, the efficient use and development of land and sites across the city including small and windfall sites.

The New Homes for Neighbourhoods programme will go some way to meeting these overall requirements and supports already identified locations for development in the City. The City Plan also clearly states that a key objective is to *'provide people with a choice of decent quality housing to meet their needs for a stable home at a cost they can afford'* and that *'the majority (94%) of new residential development will take place on previously developed land or 'brownfield' sites.'* This is because Brighton and Hove is a tightly constrained city between the downs and the sea, meaning that a significant proportion of residential development across the city must take place on smaller development sites (5 or less units)

The council developed a New Homes for Neighbourhoods estate regeneration programme to help tackle the shortage of affordable housing and meet the specific City Plan housing target of 500 new homes on HRA land by 2030.

The programme is split into two main work streams: infill and garage sites and larger scale estate regeneration. Both are necessary to achieve the targets for new homes on council housing land.

There are thousands of households on the Homemove register wanting to rent a council or housing association home in Brighton & Hove. Numbers on the register have been rising, while few council homes become empty. The council already works closely with other social landlords to help them increase the supply of homes across the city. Under the New Homes for Neighbourhoods programme, the council will be providing new homes on our own land.

The council does not have large areas of unused council housing land available to build new estates, so it is looking for small 'infill' sites on council land which could be used to build new homes. For example, empty buildings, vacant land on council estates or former or underused council garages. There is great need for more new affordable homes for local residents and also for existing council tenants who now need to move to an appropriately sized home. New council homes for affordable rent will be advertised and let through Homemove, in the same way as other council properties.

Victoria Road

As part of its Corporate Property Strategy and Asset Management process, the council approved the marketing of the Victoria Road Housing Office site (adjacent to Portslade Town Hall) for disposal and redevelopment. Works were carried out to the town hall to create a new hub for housing services and community policing which facilitated the relocation of staff from the housing office into the main town hall building and other council offices across the city. The housing office on the site has been vacant since 2014.

Initial high level feasibility studies were undertaken in September 2017 and three options were developed involving a combination of terraced housing and blocks of low-rise flats.

Of all these options, Option 3 (i.e. the re-location of the Bowls Club to Victoria Recreation Ground and redevelopment of the entire site for housing) is the most favourable because it maximises the delivery of affordable rented homes while at the same time improves the visibility of Portslade Bowls Club. Early consultation with stakeholders has revealed support for Option 3 from the Bowls Club itself, ward councillors, the Chair of Housing & New Homes and the Chair of Environment, Transport & Sustainability as well as the Friends of Victoria Park. It is this option which the client would like to see developed to RIBA Stage 2 Light.

The client is particularly keen for the costs of development to demonstrate Value For Money (VFM). Cost efficiency should be at the core of the design proposal, with a value engineering approach adopted right from the outset.

The height of proposed development will need to take on board the site context and should also be informed by the topographic survey and comments from the Heritage team in the Informal Planning guidance for the site. However, given that the site slopes towards the railway line, the client is keen to explore the possibility of taller buildings at the lower points of the site.

As far as possible, the client is keen for the architect to meet the unit mix specified in the council's Affordable Housing brief. However, the final mix of the new scheme should be a product of good design and making the most efficient use of the existing site, rather than being constrained by the Affordable Housing brief requirements.

Similarly, the space standards to be achieved are set out in the council's Affordable Housing brief. However, some relaxation of these space standards could be countenanced if it can be demonstrated that the overall scheme costs are likely to be significantly reduced. This could include specifying units which meet the lower end of the space standards i.e. 2 bed 3 person, 3 bed 4 person etc.

Any option being brought forward for development would need to address the need for permanent parking for Portslade Town Hall, and the provision of a new bowling pavilion and green for Portslade Bowls Club.



3.0 The Site

Wider Area Context

Wider Area Context

Portslade is located in the west of Brighton and Hove, and is the boundary 'town' with West Sussex. (Boundary shown red) The A270, (dotted blue, right) bisects Portslade with Portslade Village to the north, and Portslade-by-Sea to the south.

Portslade-by-Sea straddles the small but busy seaport harbour basin of Shoreham harbour and is the industrial centre of Brighton and Hove. The site is within South Portslade Ward.

The railway cuts through Portslade, (shown orange) towards Shoreham and beyond to Southampton. Portslade Station can be found within around 5-7 minutes walk of the site.

The South Downs National Park extends into the City around Portslade Village to the north of the A270. The approximate National Park boundary is shown dotted in green.

The Site is not in an Air Quality Management Area, although the nearest AQMA is relatively close to the site, extending along the harbour basin and up Trafalgar /Church Road and Station / Boundary Road - AQMA shown dotted white. The Site is not within a Smoke Control Zone.

Portslade Cemetery is located immediately to the west of the site. The cemetery is 7 acres in size and was opened in 1872 and includes two Victorian chapels, which are on the local list of Heritage Assets. (starred, right) There are no new graves available.

Also on the local list of Heritage Assets is Portslade Town Hall, (starred, right) which is located immediately to the east of the site.

The northern edge of the site falls within an Archaeological Notification Area, shown shaded pink. There is a historic landfill sit, opposite, shown ringed yellow, right.

The site does not fall within a conservation area, and there are no tree preservation orders on any of the trees within the site, or adjacent to the site.

The bowling green and practice green within the site are currently designated open space. The site is within a nature improvement area, and adjacent to a protected employment site.

The site is within flood zone 1 and therefore has a low probability of flooding.

The site is in an area of moderate risk for unexploded ordinance, and is in reasonably close proximity to an area of high risk which covers Southwick to the west.



3.0 The Site

Site History

Figure 01 [current] - Victoria Road elevation of Portslade Town Hall. Built in 1923 as a recreational hall for the Ronuk Factory it now functions as office accommodation for BHCC and is home to many community groups and clubs.

Figure 02 [current] - Victoria Road Recreation Ground. The area was formerly used as a brickfield from around 1867 but the park was opened in 1902 after landowner J Eardley Hall sold 9 acres to Portslade Council. The recreation ground has since been increased in size and is now 13.4 acres.

Figure 03 [current] - this image illustrates the use around the site. Houses line Victoria Road to the west of the site, (opposite the Rec) with Portslade cemetery situated between the houses and railway line, due west of the site. To the north and east the site is bounded by several car dealerships and other commercial use, many classed as 'sui generis' under planning terms.

Figure 04 [1899] - this map published in 1899 illustrates the area of brickfields prior to the setting out of the recreation ground.

This area, a historical landfill site, is now an archaeological notification site. In around 1876 men were digging for brick earth when they came across several Romano-British cremation burials.

Figure 05 [1912] - this map published in 1912 shows the relatively recently established recreation ground, which became the only public open space in Portslade until the 1930s. In due course Portslade Council purchased a further 5 acres of land adjoining the recreation ground, although it was used as a dump for household waste until around 1931.

Figure 06 [1933] - this map established in 1933 shows the distinctive plan form of the Ronuk Hall, (now Portslade Town Hall) opened in 1928 as a recreational hall for the factory workers. The Ronuk Factory produced polish, and the word 'Ronuk' is an Anglicised form of a word suggested by an ex-Indian Army officer signifying brilliance.



Fig 1: Portslade Town Hall



Fig 2: Victoria Road Recreation Ground



Fig 3: Aerial View Site Use



Fig 4: OS 1899



Fig 5: 1912



Fig 6: Fig 1933

3.0 The Site

Site Photographs



Fig 1: Portslade Town Hall



Fig 2: Vacant housing office



Fig 3: View of housing office from Portslade Cemetry



Fig 4: Bowling Green and bank to the south



Fig 5: Adjacent houses on Victoria Road



Fig 6: Houses on Victoria Road



Fig 7: Entrance to the site, and current recycling point



Fig 8: View of site from Victoria Road -



Fig 9: Site boundary with Portslade Cemetery

3.0 The Site

Site Infrastructure

National Grid - Gas and Electrical Networks - National network maps confirm that there is no National Grid Infrastructure within the vicinity of the site.

Southern Gas Networks - A plan of the site issued by Southern Gas Networks shows that there is a medium pressure gas main and a low pressure gas main running along Victoria Road.

UK Power Networks - A plan of the site issued by UKPN indicates that there is a substation, 'VICTORIA ROAD EAST 523667' located immediately to the east of Portslade Town Hall, on the south side of Victoria Road. A 33kV primary distribution route runs along Victoria Road. A secondary distribution LV underground cable also runs along Victoria Road; the routes appear to cross each other beneath Victoria Road directly to the north of the site. There is a further secondary distribution route which serves the town hall, running between the town hall and substation to serve the now vacant housing office.

Virgin Media - Virgin Media ducts run along Victoria Road. A chamber sits at the front of the site on the southern side of Victoria Road, from which a duct runs to the now vacant housing office.

BT Openreach - BT apparatus runs along Victoria Road, distributed from poles to the residential properties to the town hall and the residential properties to the west of the site. It appears that historically there was a kiosk directly to the north of the site close to the entrance to the car park. From a joint box to the north of Victoria Road underground apparatus serves the now vacant housing office.

Public Sewers / Wastewater - Southern Water maps indicate that there are foul water sewers running along Victoria Road. Due to the topography of the site and constraints of the railway and foul waste water will need to be pumped uphill to Victoria Road

Foul Water - No connections currently indicated on Southern Water maps.

Surface Water Drainage - Surface water on the site appears to drain naturally currently.

Water - Southern Water maps indicate that a 12" cast iron water main and a 4" cast iron water main run along Victoria Road to the north of the Site.



Constraints



Victoria Road is a distributor road, (B2194) which forms a hard boundary to the north of the Site. It is a relatively busy route running between Boundary Road and Trafalgar Road, generating a moderate level of noise and air pollution.

The commercial and industrial premises to the east of the Site may also contribute to noise levels in the area.

The town hall hosts a number of community facilities during the course of a month including various clubs and a blood bank. Consideration should be given to access and parking for building users. Parking for residents is also a consideration and will need to be accommodated on site in line with SPD14.

There is a sharp change in level at the rear of Portslade Town Hall.

There is the possibility of overspill from the cemetery along the western boundary in the form of 'pauper's graves.' (currently being investigated)

All drainage is required to be pumped uphill to the sewers on Victoria Road.

The proximity to the railway and nearby Shoreham Airport may impose restrictions on the use of a crane. (to be investigated)

There is currently a recycling point at the front of the Site along Victoria Road and consideration should be given to it's relocation.

Party Wall agreements should be sought with the closest residential property on the south side of Victoria Road, and the commercial premises immediately adjacent to the east.

4.0 Site Development

Opportunities



Opportunities

The Site is well located for new homes, with the orientation of the Site lending itself well to east-west orientation buildings.

The relatively open aspect of the Site to the south and west enables uninterrupted views over the cemetery and potential longer ranging views to the sea.

The size of the Site is such that it should be possible to develop with density in line with local planning policy whilst enhancing the setting of the town hall. There is potential to create some meaningful amenity space/s and improve the public realm.

The line of mature trees along the western boundary will serve to soften the impact of any development as viewed from the cemetery, whilst also creating a buffer to noise from the residential development.

The Site is in close proximity to good sustainable transport links, with frequent bus services along many surrounding roads including Old Shoreham Road across the park to the north, (within 3-5 minutes walk) and Boundary Road to the east. It is also a short walk from Portslade Train Station.

The railway line which runs beyond the site boundary to the south provides a good open aspect to the south.

The Site is well located for families with Victoria Road Recreation Ground within a minutes walk of the Site to the north. Portslade Cemetery, (also designated open space) is adjacent to the Site.

The local shopping centre of Portslade is within 5-7 minutes walk, and the site is within walking distance of a number of nurseries and primary schools.

The Site has the benefit of established vehicular access from Victoria Road.

Whilst Victoria Road serves a busy commercial / industrial area to the east of the town hall, it is primarily a residential street to the west and has previously been subject to traffic calming measures, (humps) to limit speeds.

The houses close to the site are predominantly 2 storey terraced structures with pitched roofs. There are no properties whose main aspect looks across the site.

The Site, whilst relatively flat, gently slopes away in the direction of the railway by approximately 2m enabling the opportunity to explore increasing the height of any proposed development at the far end of the site away from the town hall.

4.0 Site Development

RIBA Stage 1 Feasibility - Site Option 3



Site Option 3 - Overview

Initial Feasibility Study Options

An initial study of the Site's feasibility for redevelopment was carried out in 2017 where 3 options for the extent of the redevelopment area were considered;

Site Option 1 - extent approximately **0.24** hectares. (2400m²)

Car park to north of site to remain, bowling green to south of site to remain. Existing housing office and small ablutions block to be demolished and site brought forward for development.

Site Option 2 - extent approximately **0.375** hectares. (3750m²)

Bowling green to south of site to remain. Existing housing office and small ablutions block to be demolished and site brought forward for development, including extent of car park.

Site Option 3 - extent approximately **0.485** hectares (4850m²)

Bowling green to be relocated. Full extent of site to be brought forward for development. The site plan, left, illustrates preliminary ideas for the full redevelopment of the site identified as Option 3.

Of all these options, Option 3 is the most favourable because it maximises the delivery of affordable rented homes while at the same time improves the visibility of Portslade Bowls Club. It is this option which the client would like to see developed to RIBA Stage 2 Light.

Site Option 3 - Early Appraisal

4 no. family houses, (4 bedroom, 7 person) and 27 no. Flats. Mix of 1, (2 person) 2 and 3 bedroom homes. Minimum 10% to be wheelchair accessible. Creation of meaningful amenity spaces.

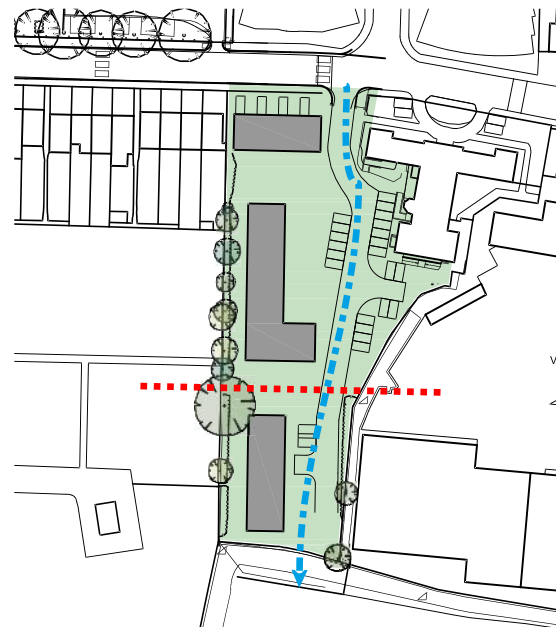
Density 64 homes per hectare.

New access road off Victoria Road. Car parking adjacent Portslade Town Hall to be rationalised and car parking management strategy to be addressed. (Potential parking areas shown hatched blue)

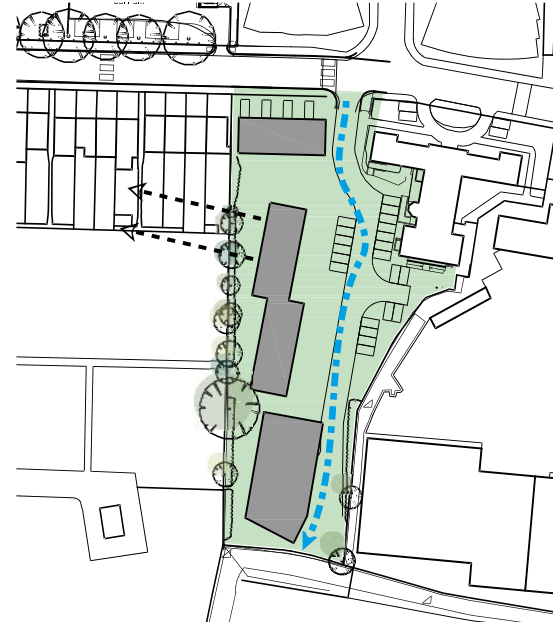
Bowls club to be relocated on Victoria Road Recreation Ground, East Pavilion to be refurbished for use as pavilion. (Approx. 81.5m²) Existing car parking on the recreation ground could be extended towards the East Pavilion, approx. 10 additional spaces.

5.0 Architectural Report

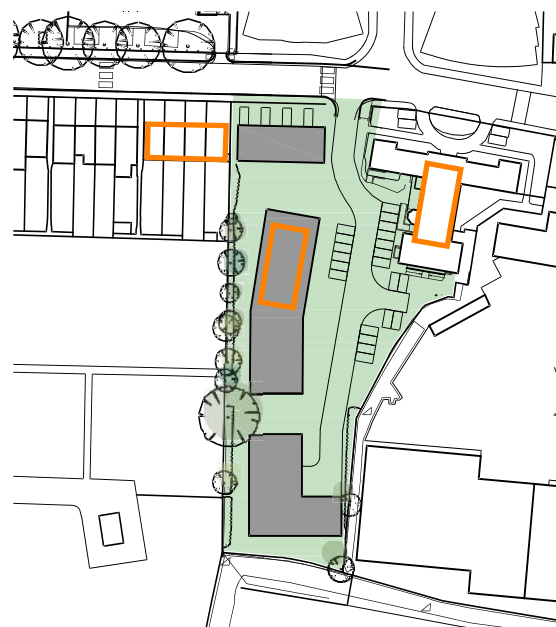
Early Development



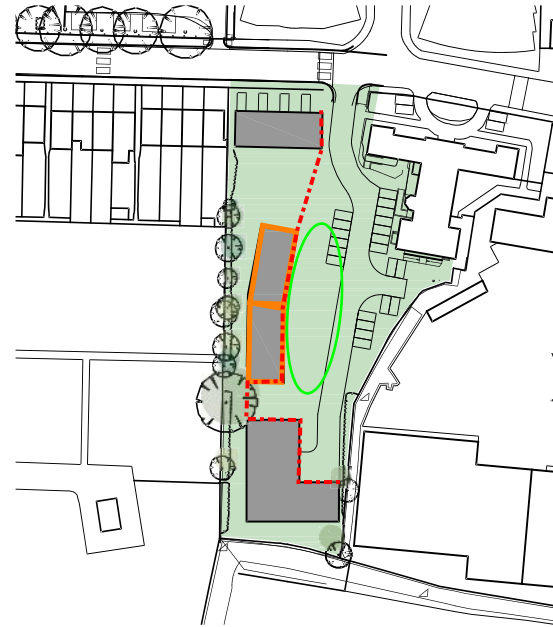
- L shaped front block cuts the site in 2 and isolates the rear block from amenity.
- Potential security issues with access to rear



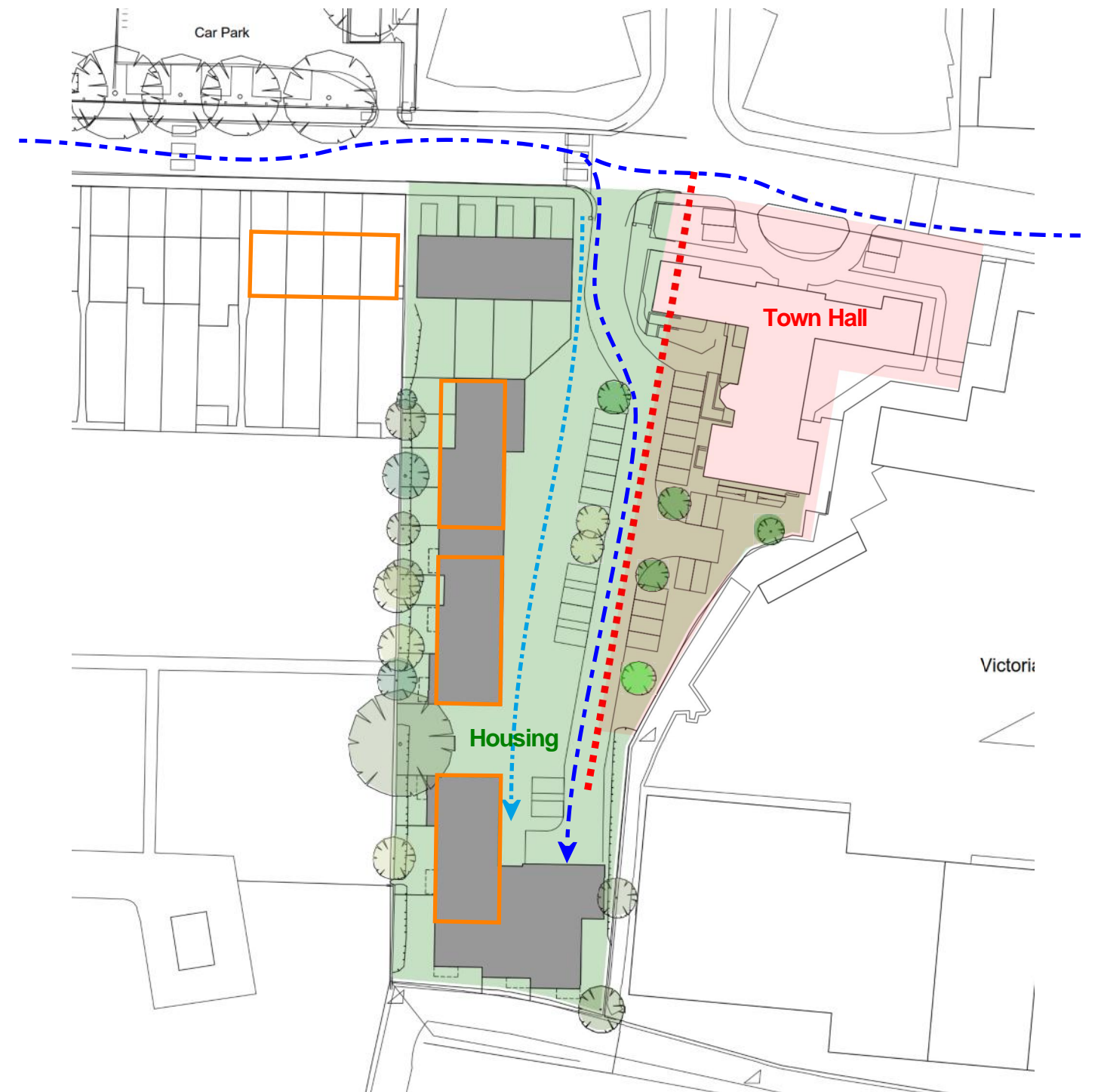
- Orientation in line with town hall creates north-west main aspect for homes - possible overlooking issues.
- Potential security issues with access to rear



- Heavy front block dominates site and is out of scale and proportion with surrounding structures.
- Front block is 2 flat width - half the flats will have a single aspect east over the access / commercial premises.



- Smaller front block provides good central amenity space and sits proportionately on the site.
- Mass of larger rear block is not perceived from town hall / central area. Good secure line can be created.



- The houses at the front of the site continue the established building line on Victoria Road, and improve the setting of Portslade Town Hall. They also help to screen the rest of the development from Victoria Road.
- The smaller front block provides good central amenity space and sits proportionately on the site providing the homes with a good aspect over the cemetery.
- The mass of the larger rear block is not perceived from town hall / central area and a stepped form at the rear creates good private balcony spaces with south / west aspect, and breaks down the scale of the elevation from the railway.

5.0 Architectural Report

Precedent / Development of Building 1 (Houses)



Aerial view of Victoria Road



Houses adjacent on Victoria Road



Rhythm and Scale

The existing houses along the southern side of Victoria Road facing the recreation ground are two storey structures, (some with extensions into the roof) arranged in terraces of 4, creating a rhythm of long thin blocks.

Most have hipped roofs but some have extended into a gable to accommodate a loft extension.

Material

The houses are of brick construction to the underside of the first floor windows with render above, and tile hanging to the rounded bays.

Many have had varying porches added on the front, (north) elevation. The roofs are tiled.

Proposal

The site lends itself perfectly to extending the strong existing building line along the street to the town hall, with a further terrace of 4 homes facing Victoria Recreation Ground.

The proposed terrace would be constructed in brick in keeping with the surrounding area and the strong historical connection to brickwork on the site opposite. We propose that the terrace be carefully detailed to compliment the existing houses while simultaneously tying the terrace to the 2 blocks of flats beyond.

We propose a terrace with a gabled ended roof, creating a 'book end' at the end of the terraces which mirrors the gable of the town hall immediately adjacent, framing crisp views of the development and the amenity space beyond.

This row of terraces will be the street facing element of the development, requiring the relocation of the existing recycling point to a more appropriate position away from the locally listed Town Hall which is the focal point on the street.

The proposed short terrace of homes will improve the setting of this important heritage asset.

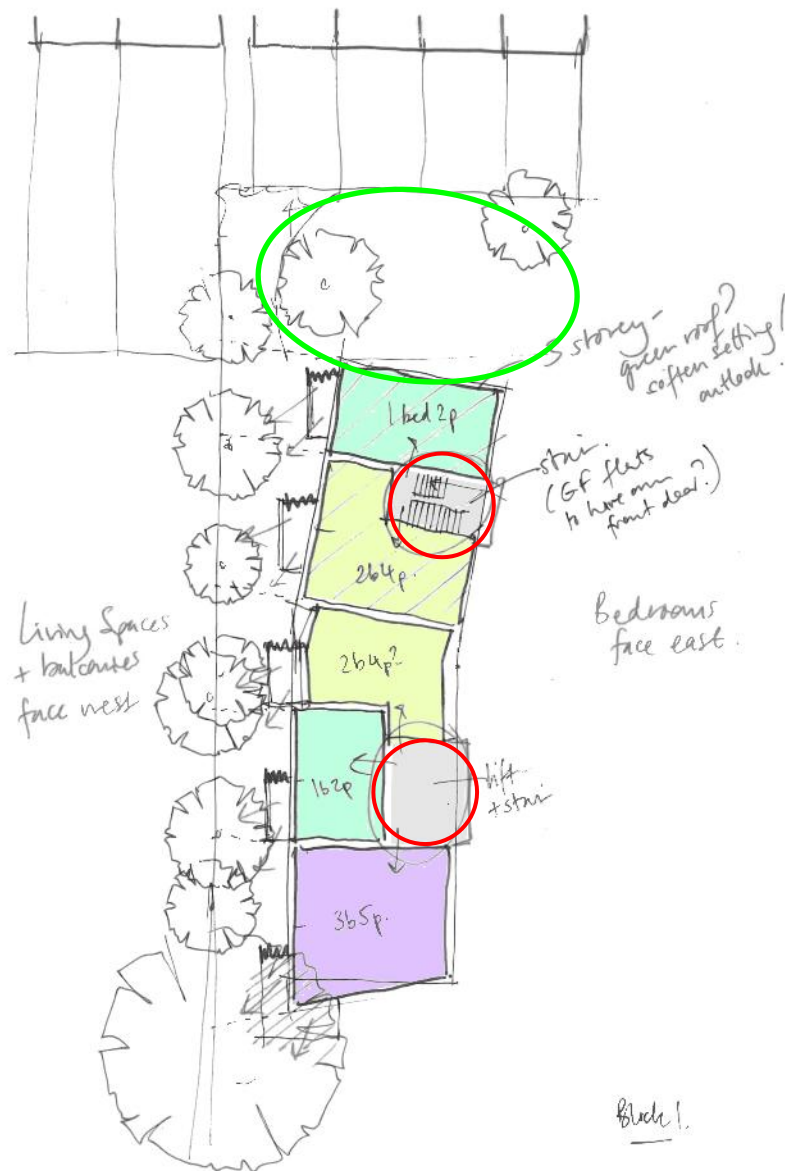


Proposed massing of new terrace

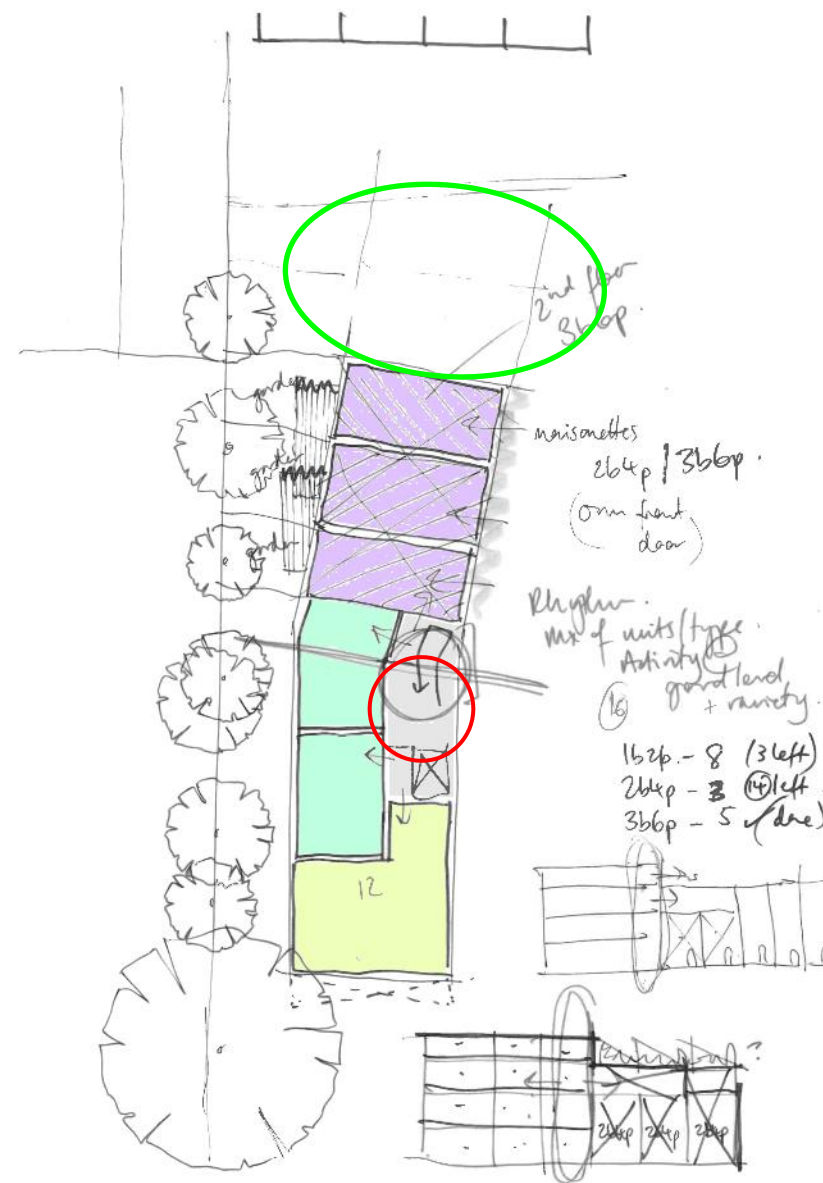


5.0 Architectural Report

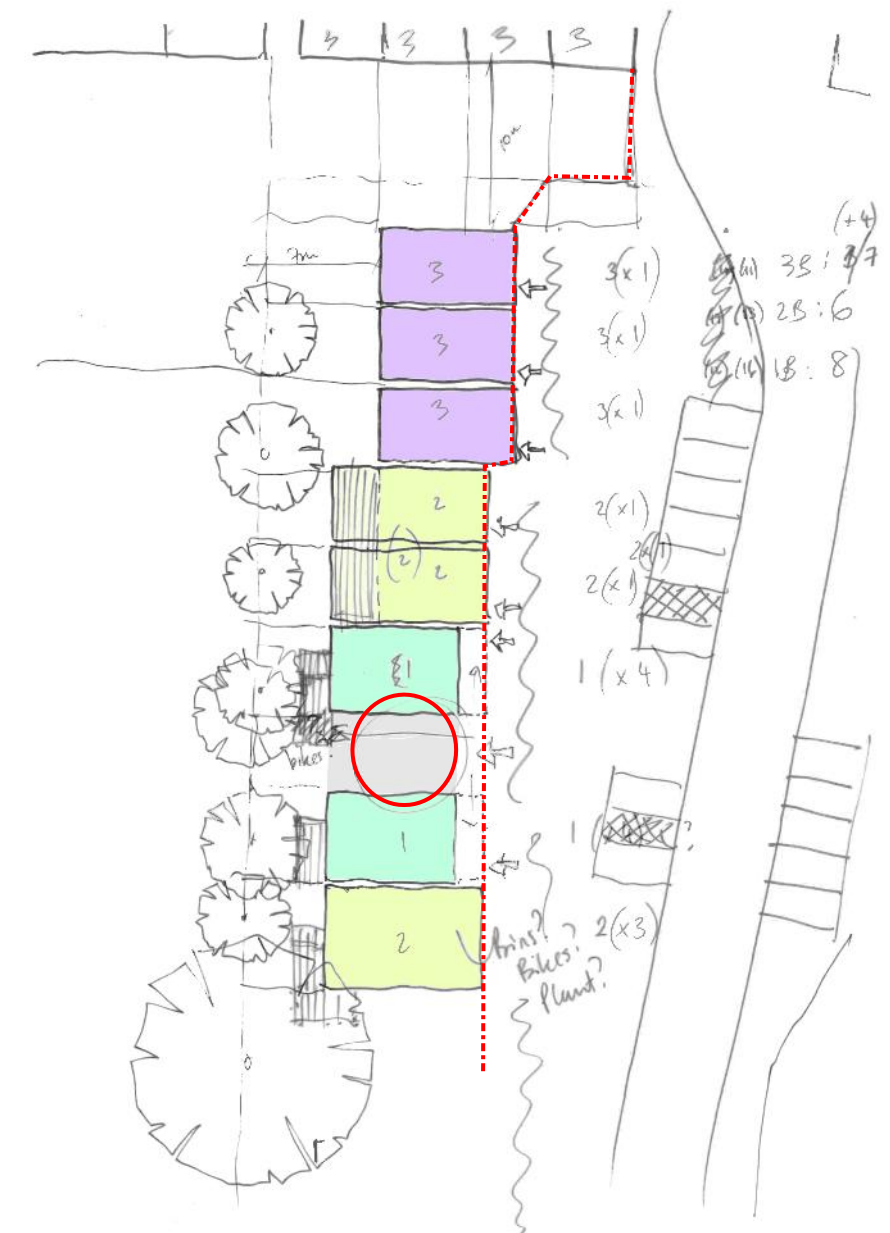
Evolution of Building 2



- Long block requires more than 1 stairs - uneconomical.
- Balconies close to the rear of existing houses on Victoria Road may cause overlooking / privacy issue and potential conflict with established residents.
- Rear garden boundary / public space conflict.



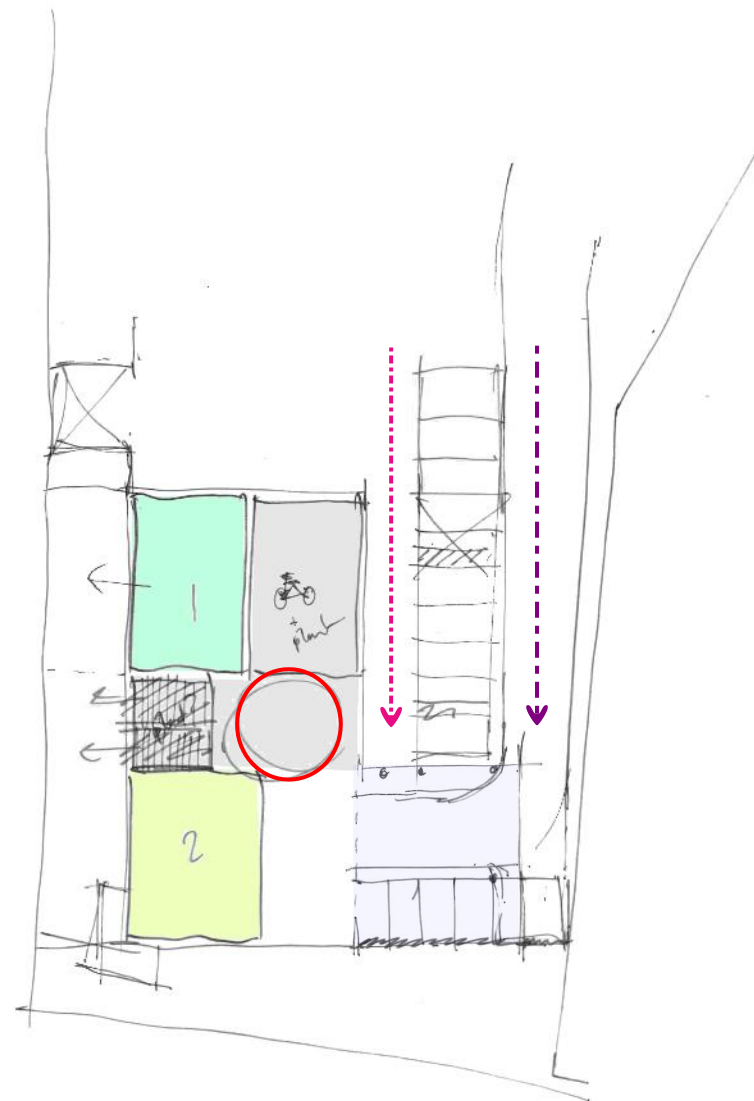
- Simplify to single stair - include maisonettes to the north of the block?
- Potential for individual front entrances opening onto the central amenity space; potential to create a lively, purposeful 'place.'
- Balconies close to the rear of existing houses on Victoria Road may cause overlooking / privacy issue and potential conflict with established residents.
- Rear garden boundary / public space conflict.



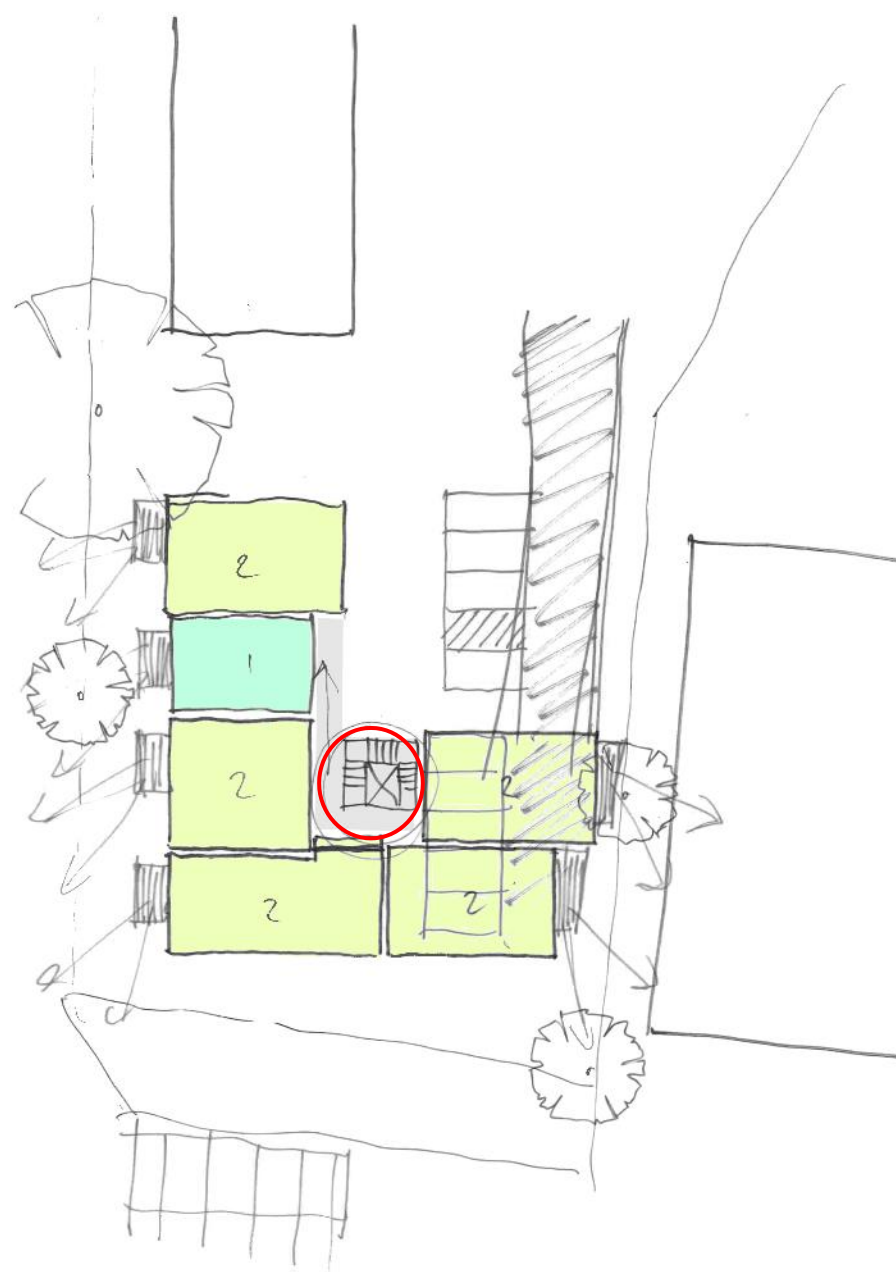
- Simplify to single stair by including houses / maisonettes to north of block.
- Removes requirement for balconies close to rear of existing homes on Victoria Road.
- Mix of unit typology brings a better feel of community to the development.
- Individual front entrances opening onto the central amenity space, including wheelchair accessible homes at GF level . (Easier access)

5.0 Architectural Report

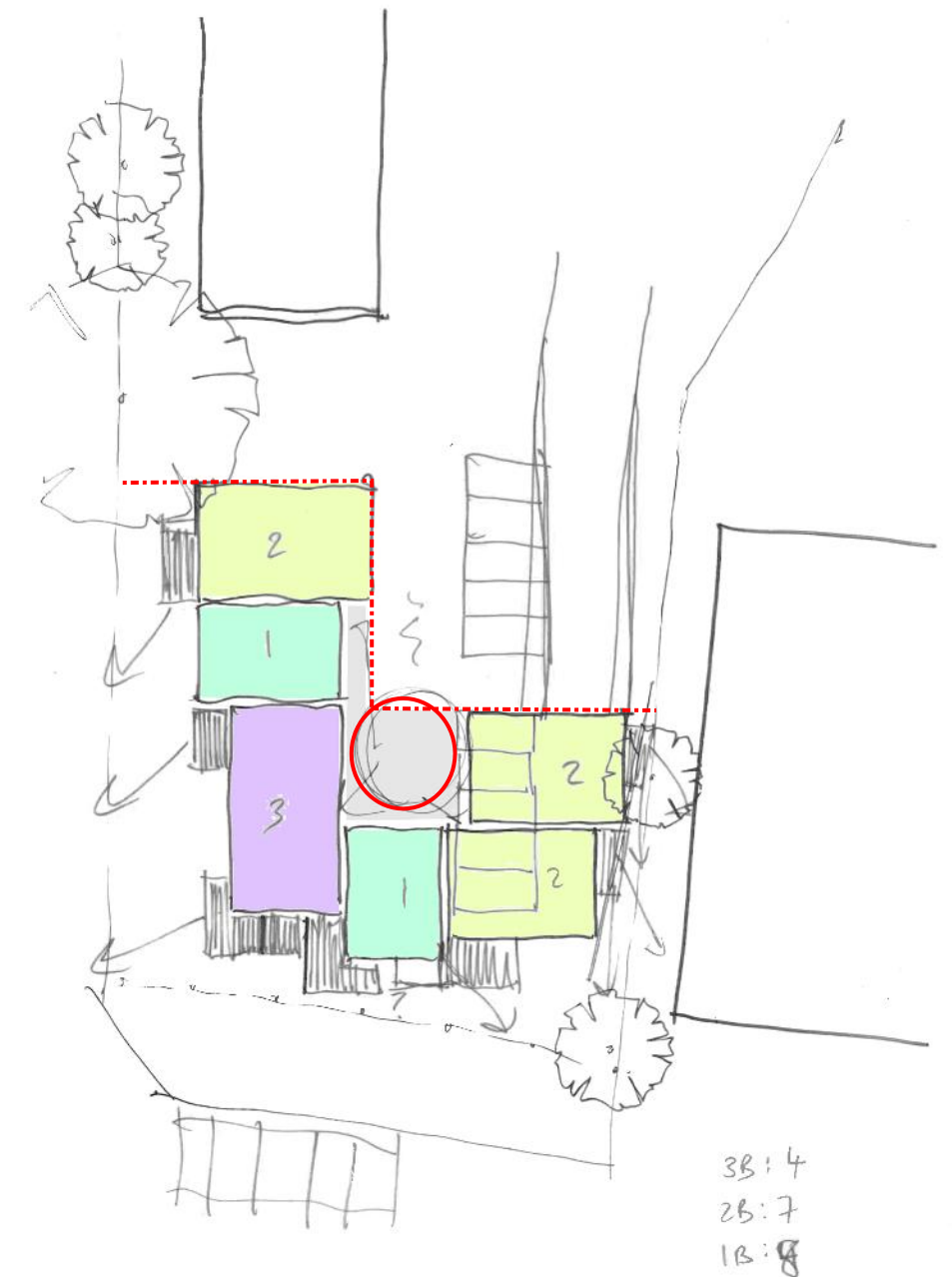
Evolution of Building 3



- Aspiration to include undercroft parking beneath the rear block. Space allowance greatest for cars turning / reversing under building. Desirable to design out if possible whilst retaining some parking.
- Important to retain separation of vehicular route and pedestrian route. (Low car ownership - most residents will be leaving / entering development on foot)
- Creation of predominantly south and west facing homes.



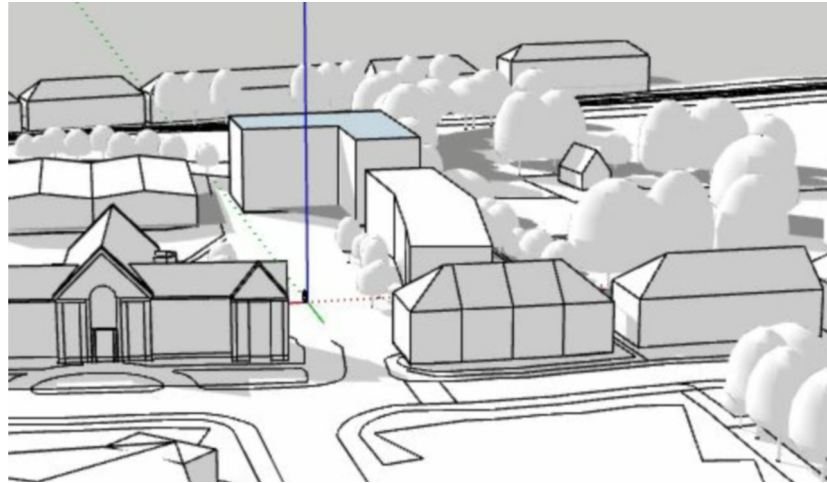
- Economic to arrange flats around a single central core in a 'cluster' arrangement.
- Investigating possibility of efficient undercroft parking.
- Developing plan to ensure south / west aspects, careful positioning of balconies.



- Economic to arrange flats around a single central core in a 'cluster' arrangement.
- Stepped rear form enables private balconies to homes with good aspect / views.
- Rear of building is private gardens to individual homes. No through access.
- Mass of structure concealed from central amenity space / town hall by its orientation and position.

5.0 Architectural Report

Early Massing Studies



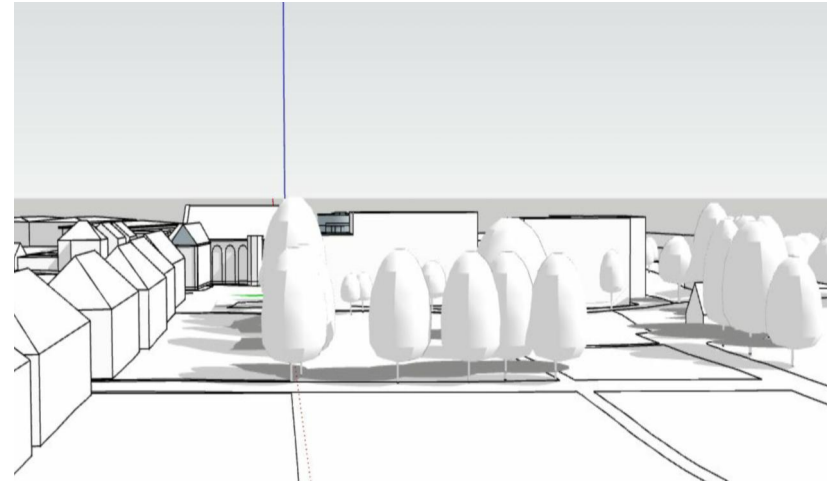
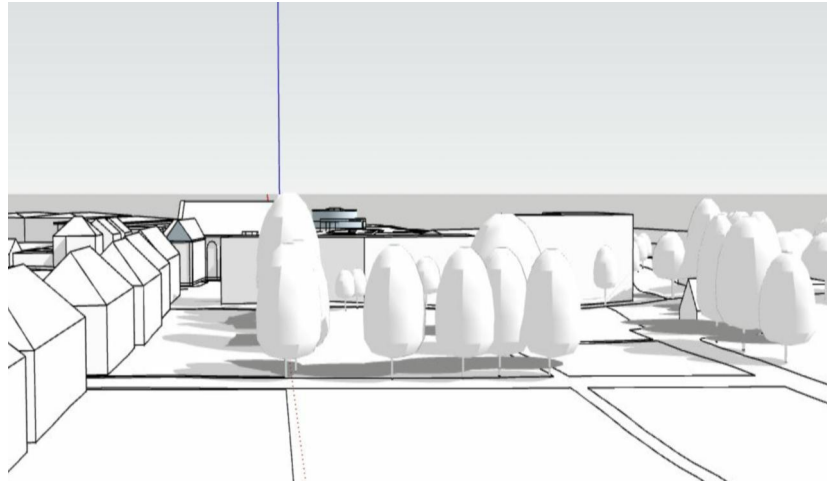
Massing studies considered the following;

- The opportunities / challenges of a long thin site.
- The close relationship between the town hall and all proposed buildings.
- The aspect of the blocks - both are oriented to ensure the flats have predominantly east / west light. No flats have single north aspect. Many flats will have dual aspect.
- Potential loss of amenity to existing properties on Victoria Road.
- Desire for some undercroft parking to minimise parking along the development side of the access road which could dominate the scheme.
- Desire for a strong central amenity space at the heart of the scheme activated by individual and communal entrances.



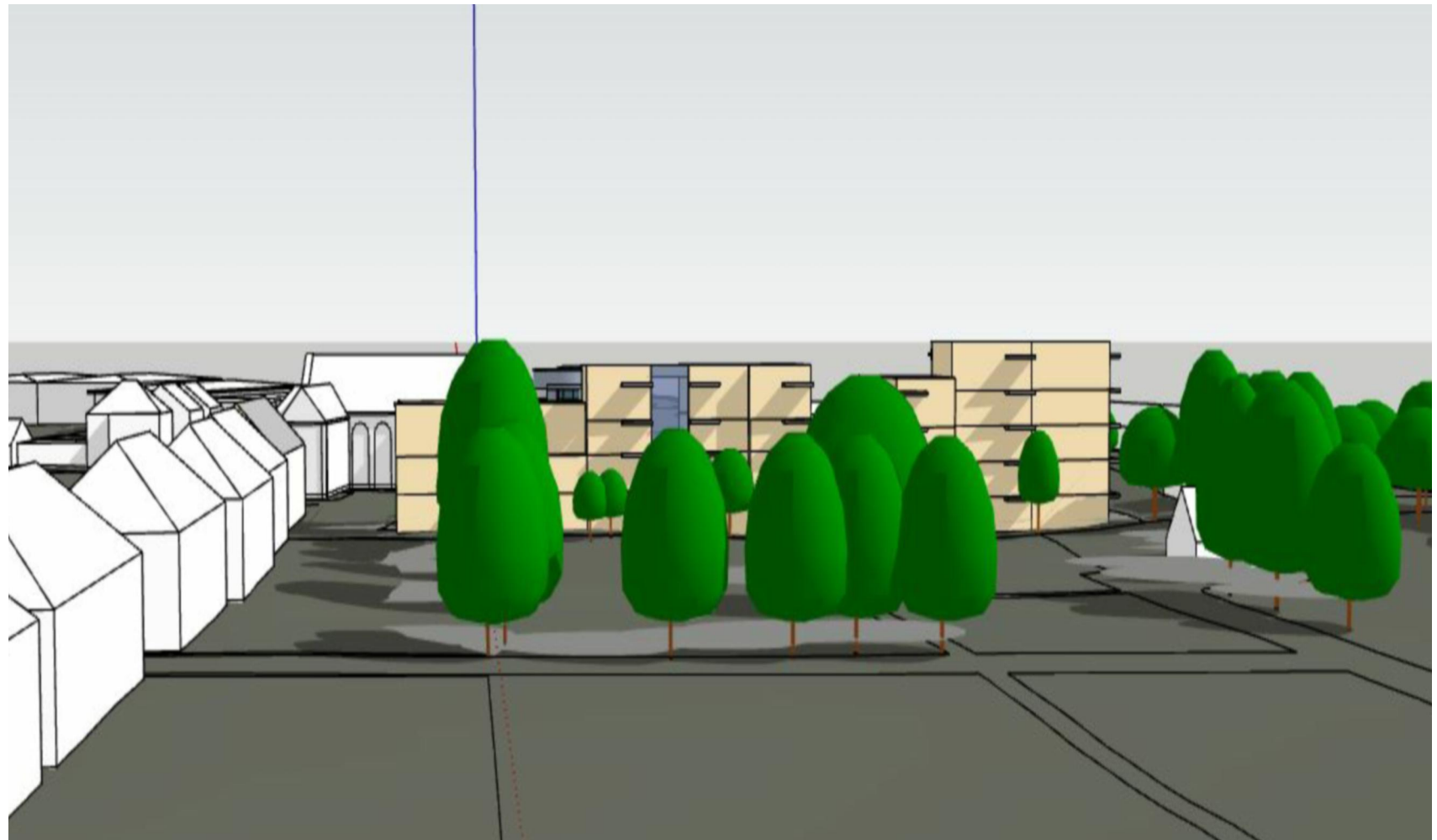
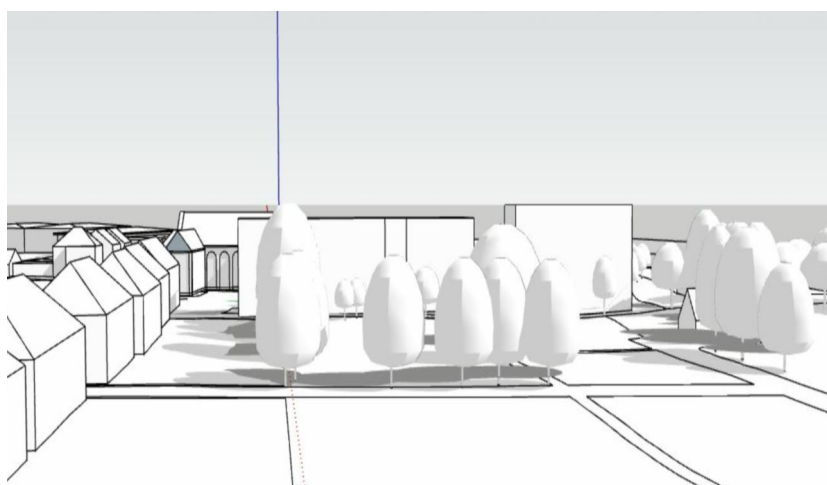
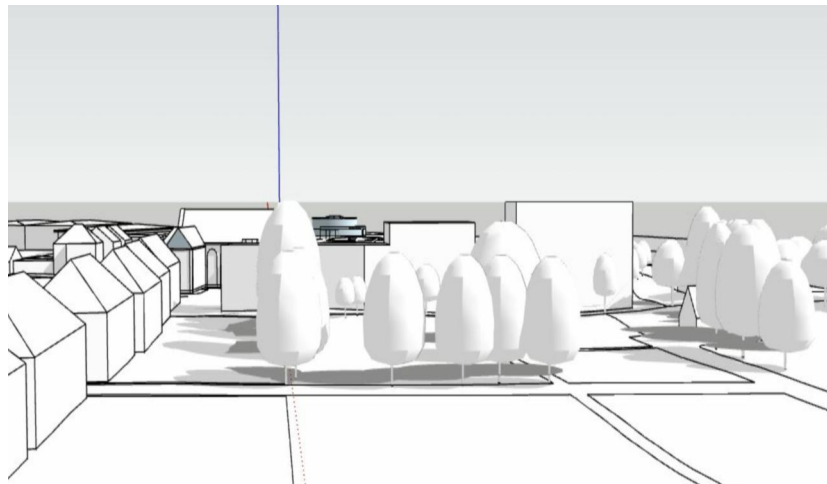
5.0 Architectural Report

Early Massing Studies



Massing studies considered the following;

- An efficient circulation strategy for each block to minimise costs and maximise homes on the site.
- The position of existing trees on site and their benefit in creating a natural break between the two rear blocks.
- Opportunities / challenges created by the topography of the site.
- The blur between 'front' and 'rear' elevation with the balconies all facing away from the central amenity space.
- The scale of the main block, particularly when viewed from Victoria Road and the town hall.



5.0 Architectural Report

Building Footprint in Context



Proposed Ground Floor Plan in Context

5.0 Architectural Report

Ground Floor

The ground floor plan indicates three buildings in a landscaped setting.

An access road is established from the existing vehicular entrance to the site, carving a route down the eastern side of the site where new homes would be less desirable due to the outlook to the east. Alongside the access road to the west is the proposed main amenity space through which a footpath connects buildings 2 and 3 to Victoria Road. The access road and footpath proposed are both visually open, direct and will be well used, reinforcing movement in front of the dwellings and terminating in a cul-de-sac type arrangement allowing no onward movement through the site.

The building to the north of the site, (**Building 1**) is a 2 storey terrace of four 3 bedroom homes. This structure extends the established building line on Victoria Road with a sympathetic block which completes the residential run to the west of the town hall. The building is set a reasonable distance from the nearest adjacent terrace in line with the rhythm and spacing along the street.

The terrace will benefit from a small front garden and off road driveway to match the existing homes on Victoria Road, to provide a buffer zone between the homes and the footpath and to create an active frontage.

Building 2 is a linear block which is set a good distance south of building 1, oriented east - west providing each home with good light and favourable aspect over the cemetery and mature trees to the west. The northern end of the building accommodates 2 houses, with 2 further maisonettes adjacent.

Within building 2 most homes will have their main aspect to the west over the cemetery, with their entrances facing east. All dwellings at ground floor are proposed to have their own individual entrances from the main amenity space, creating a lively and meaningful public landscaped space. (Individual entrances are also of significant benefit to the occupants of the accessible homes who do not have to navigate several heavy doors to reach their home.)

Building 3 is essentially a cluster of homes around a single stair at the rear, (south) of the site. The natural break between Buildings 1 and 2 is generated by an existing Keaki tree on the boundary with the cemetery. The access road extends to building 3 and a small area of undercroft parking is proposed to maximise parking on the site and minimise the requirement for parking along the entire eastern frontage of the development which would dominate the scheme.

It is proposed that every home at ground floor level will benefit from a small private back garden and no rear or side access is proposed to ensure a good secure line around the building.

It is proposed that the parking to the east of the access road will be dedicated for use by those using the town hall and the parking to the south and west of the access road will be designated for use by residents / visitors of the housing development, thus creating a clear distinction between areas. It is proposed that the materials used to execute these areas should clearly identify these 'zones,' defining defensible spaces.



5.0 Architectural Report

Typical Upper Floors

The typical upper floor plan indicates the desirable aspects for the new homes with predominantly west facing homes overlooking the large cemetery and the many mature trees it boasts. The large landscaped central area which forms the main focus for the eastern aspect, softens the impact of the trading estate beyond.

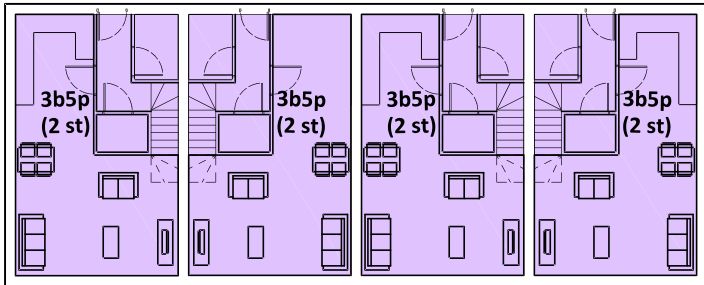
There are no protruding balconies on those homes to the north of building 1, which serves to avoid overlooking / loss of amenity issues with the existing homes adjacent to the site on Victoria Road.

This typical floor plan also highlights the efficient circulation strategy with a single minimal core and limited corridors created in both buildings and 2.

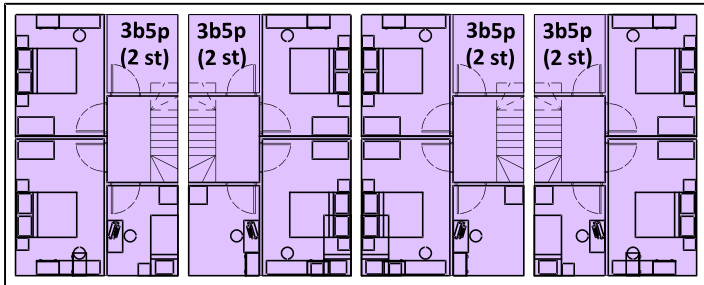


5.0 Architectural Report

Building 1



Building 1 Ground Floor Plan



Building 1 First Floor Plan

Building 1 is oriented north - south in line with the existing residential properties along the southern side of Victoria Road.

The 4 home terrace is in keeping with the existing typology along the street.

The properties have generous rear gardens which face south, and small front gardens and private driveways which face north, adjacent to the public footpath.

The houses will be designed in accordance with Part M4 (2), in line with the client brief.

NB: Should demand be such these houses could be 3 storey 4 bedroom homes with a 'room-in-the-roof' arrangement.

5.0 Architectural Report

Building 2

Building 2 is the long central block on the site oriented east-west.

The single core accommodates a lift and stair, with east-west aspect which could enable cross ventilation of the circulation spaces. The homes have been organised around this single core in a way that minimises the amount of vertical and horizontal circulation required, providing a financially and spatially economic layout.

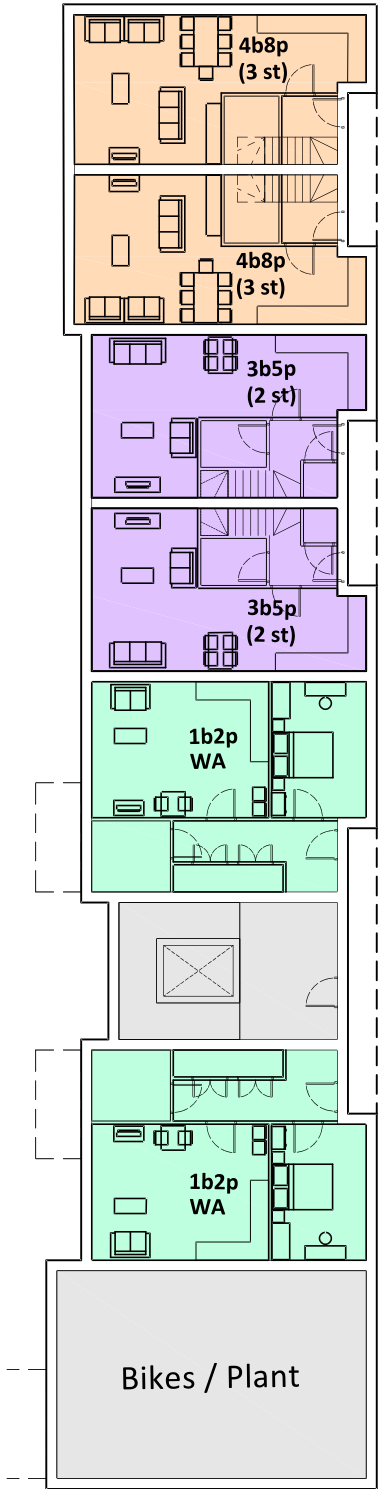
This block enjoys a good mix of 1, 2,3 and 4 bed homes.

At ground floor level at the southern end of the building is an area designated for bikes and plant. The positioning of this space and it's proximity to building 3 may enable the economic shared plant across the 2 larger blocks.

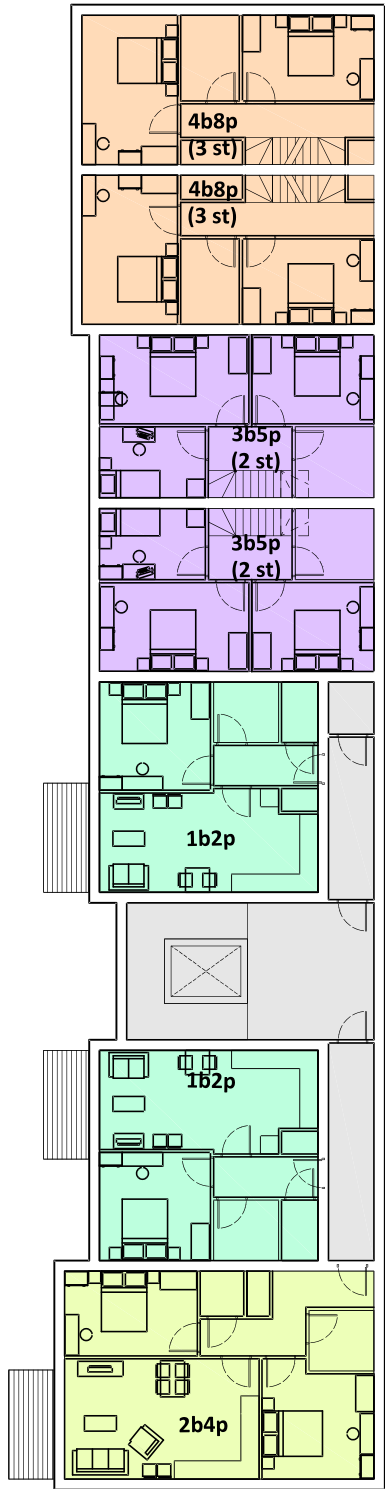
The 4 bed houses and 3 bed maisonettes, (entered at ground floor level) to the north of the block enjoy private rear gardens, as do all other ground floor homes.

All homes entered from the upper floors enjoy west facing balconies overlooking the cemetery.

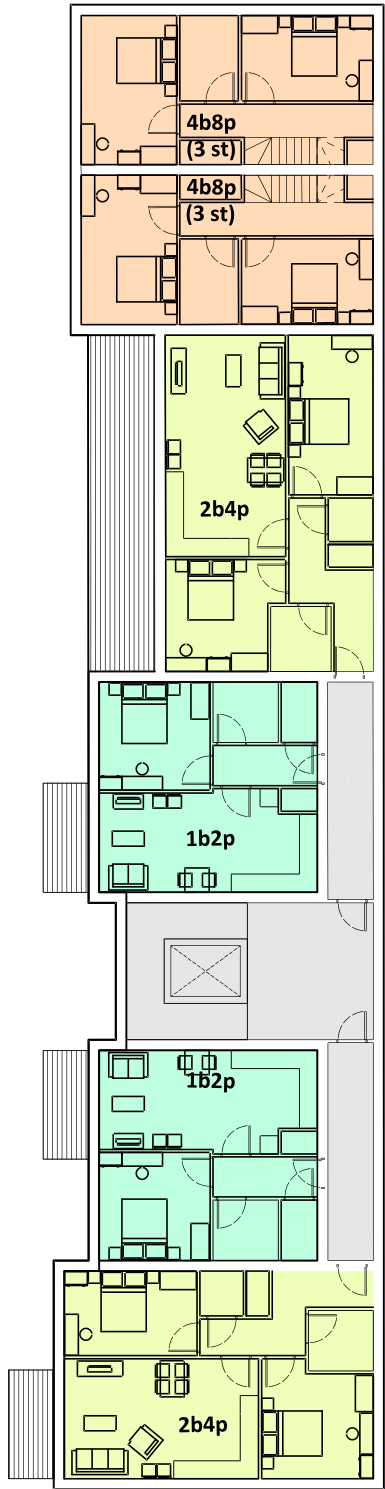
Two wheelchair accessible flats are proposed at ground floor level. All other dwellings will be designed in accordance with Part M4 (2), in line with the client brief.



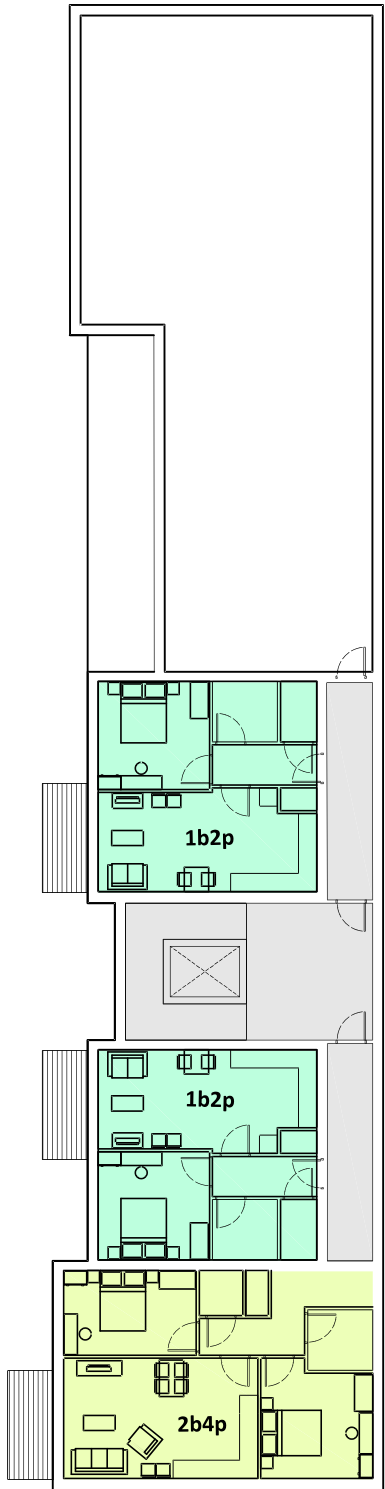
Building 2 Ground Floor Plan



Building 2 First Floor Plan



Building 2 Second Floor Plan



Building 2 Third Floor Plan

5.0 Architectural Report

Building 3

Building 3 is the block at the rear (south) of the site arranged in a 'cluster' around a single stair core.

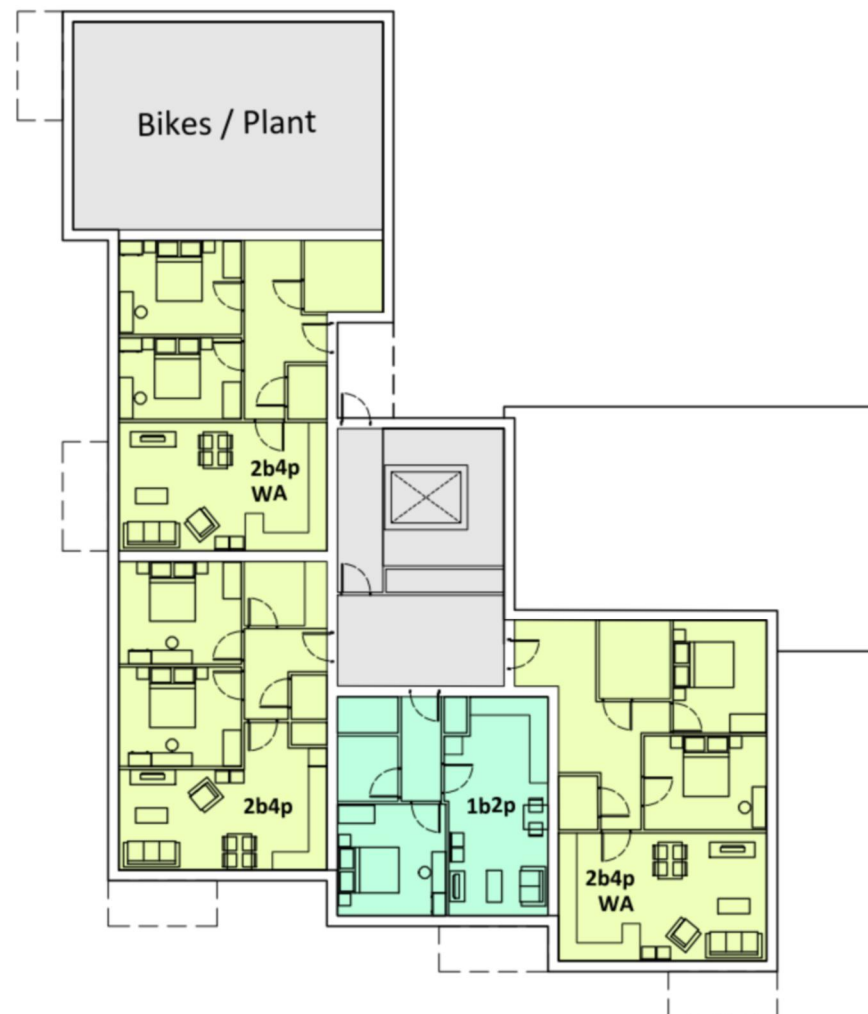
The homes have been organised around this north facing single core in a way that minimises the amount of vertical and horizontal circulation required, providing a financially and spatially economic layout.

The majority of homes in this building are 2 bed flats, with a number of 1 and 3 bed flats also.

At ground floor level at the northern end of the building is an area designated for bikes and plant. The positioning of this space and it's proximity to building 2 may enable the economic shared plant across the 2 larger blocks.

All flats at ground floor level enjoy private rear gardens, and all flats on upper floors enjoy south or west facing balconies overlooking the cemetery and / or beyond to the sea. The balconies have been arranged to provide maximum privacy for each dwelling.

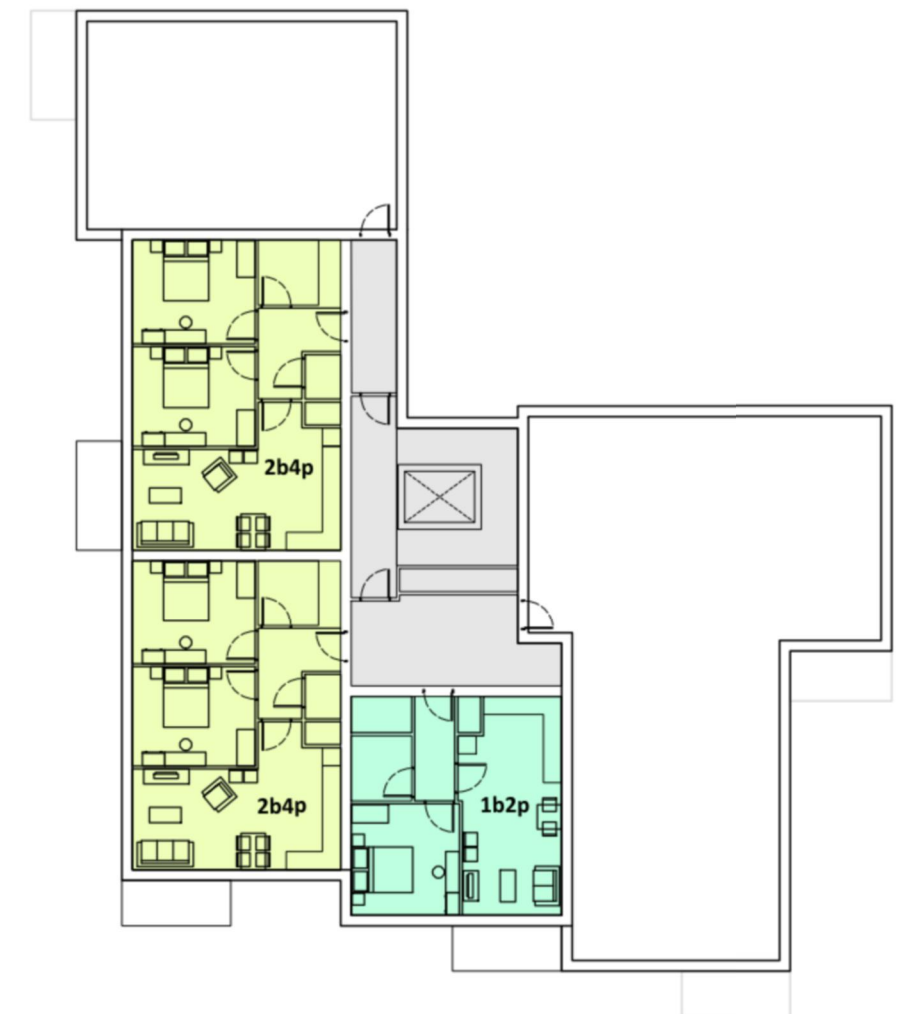
Two wheelchair accessible flats are proposed at ground floor level. All other dwellings will be designed in accordance with Part M4 (2), in line with the client brief.



Building 3 Ground Floor Plan



Building 3 First -Third Floor Plan



Building 3 Fourth Floor Plan

5.0 Architectural Report

Developing the idea...

As we begin to develop the footprint, building and individual home layouts, and relationship to surrounding properties and landscapes we have pushed the two large homes at the northern end of building 2, (4 bed, 8 person) eastwards for the following reasons;

- To provide larger gardens for the homes with the highest number of occupants.
- To create a greater separation between proposed building 2 and the rear of the adjacent properties on Victoria Road, minimising any concerns over loss of privacy / amenity.
- To minimise the length of rear boundary of the proposed houses, (building 1) within the central amenity space.
- To create an increased sense of enclosure, privacy and ownership within the central amenity space.



5.0 Architectural Report

Accommodation Schedule

Proposed Homes					
Type	1 Bed	2 Bed	3 Bed	4 Bed	Totals
Building					
Building 1 (Houses)			4		4
Building 2 (Linear)	8	4	2	2	16
Building 3 (Cluster)	5	17	3		25
Totals	13	21	9	2	45
Percentage	29%	46%	25%		100%

0.485 hectares, 45 dwellings
Density 93 dph

Proposed Accommodation Schedule

Table 1 - Minimum gross internal floor areas and storage (m²)

Number of bedrooms(b)	Number of bed spaces (persons)	1 storey dwellings	2 storey dwellings	3 storey dwellings	Built-in storage
1b	1p	39 (37) *			1.0
	2p	50	58		1.5
2b	3p	61	70		2.0
	4p	70	79		
3b	4p	74	84	90	2.5
	5p	86	93	99	
	6p	95	102	108	
4b	5p	90	97	103	3.0
	6p	99	106	112	
	7p	108	115	121	
	8p	117	124	130	
5b	6p	103	110	116	3.5
	7p	112	119	125	
	8p	121	128	134	
6b	7p	116	123	129	4.0
	8p	125	132	138	

Technical Housing Standards

Housing Type

- 2.9 For the City as a whole the preferred affordable housing mix in terms of unit size and type to be achieved is:
 - 30% one bedroom units;
 - 45% two bedroom units;
 - 25% three + bedrooms.
- 2.10 Whilst up to date assessments of housing needs show that although the greatest need (numerically) is for smaller, one and two bedroom properties there is significant pressure on larger, family sized homes. For this reason, the Council welcomes proposals that include higher proportions of family sized homes.
- 2.11 When the development is completed the City Council will be able to nominate people from the housing register for 100% of the social rented and affordable rented housing units on initial lets with 75% on subsequent lets, in accordance with our Allocations Policy.

Excerpt from BHCC Affordable Housing Brief

5.0 Architectural Report

Approach to the Elevations

The articulation of the proposed buildings is informed by the character and location of the site, (and in particular the town hall adjacent, and historic brick works nearby) by the internal layouts, and by the desire to create a sense of place.

The buildings are perceived as brick structures, with groupings of deep set tall windows emphasising a vertical rhythm along the facades reminiscent of the detailing which can be seen on the town hall.

The projecting balconies of buildings 2 and 3 all face away from the approach, and from the central amenity space achieving a sense of privacy for the occupants and generating a clean, crisp northern and eastern elevation.

We propose that the eastern elevation of building 2 is punctuated with recesses at ground floor level, carving out private entrances from the public space. The main circulation space serving the upper flats is seen as an open circulation space, giving depth and relief to the elevation, whilst also reducing the overall gross internal floor area and thus reducing cost.

The height of the buildings increase steadily as the site slopes away from the town hall, creating a gently stepping development which sits well into the surroundings.

The west elevation will be glimpsed through several areas of mature trees which enclose the cemetery and line the routes within the cemetery, while the eastern and northern elevations will be softened by an extensive landscaping scheme within the main central space.

The southern elevation of building 3 as viewed from the trainline is minimised in its mass by the careful stepping of the facade. This stepping of the building form also provides a good separation between each balcony, creating attractive private external amenity spaces for each flat, with views over the trainline and beyond to the sea.



Fig. 1



Fig. 2



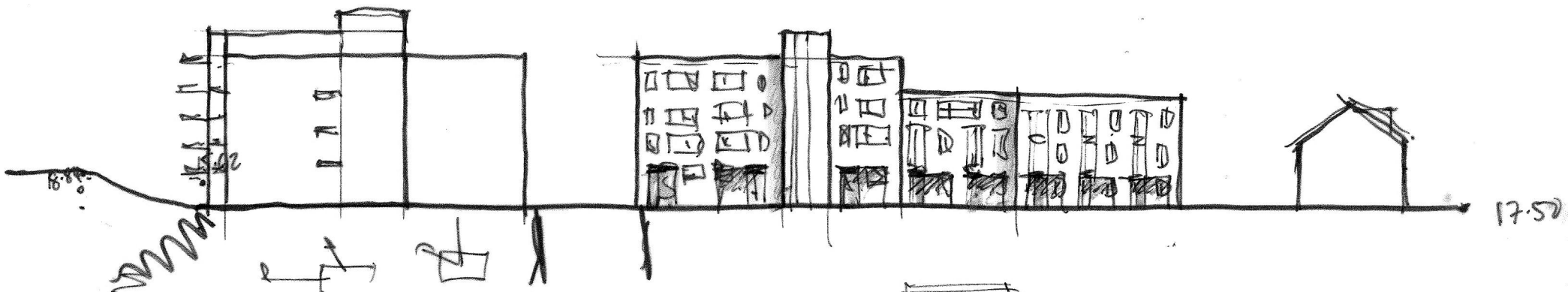
Fig. 3



Fig. 4



Fig. 5



Early Sketch

5.0 Architectural Report

Approach to the Elevations



Fig. 6



Fig. 7



Fig. 8



Fig. 9



Fig. 10



Fig. 11



The images above demonstrate early studies of the elevational treatment as viewed from the approach, exploring vertical and horizontal arrangements and differing concepts for the communal circulation areas.

- Fig. 1: Portslade Town Hall
- Fig. 2: Thames View East - Pollard Thomas Edwards
- Fig. 3: Portslade Cemetery Mural Chapel
- Fig. 4 : New Mildmay, Matthew Lloyd Architects
- Fig. 5: Great Kneighton, Tate Hindle
- Fig. 6: St John's Hill, Hawkins/Brown
- Fig. 7: Portslade Town Hall
- Fig. 8: New Mildmay, Matthew Lloyd Architects
- Fig. 9: Anne Mews, Maccleanor Lavington
- Fig. 10: Le Bon Court, MEPK Architects
- Fig. 11: Housing on Victoria Road

5.0 Architectural Report

Value for Money

This feasibility has been focused on best value and has considered the following to minimise build cost and create an efficient and viable scheme;

- Efficient circulation strategy, vertical and horizontal - minimising communal areas.
- Stacking of flats for efficient running of services / party and structural walls etc.
- Repetition of flat layouts.
- Potential for timber frame for speed of build and savings on preliminaries etc. To be investigated.
- Potential for use of SIPs for speed of build, possible savings on materials / preliminaries etc. To be investigated.
- Modular build was investigated but scheme is too small for this method to be economical.



6.0 Cost Report

Order of Cost Estimate - Summary and Overview

Order of Cost Estimate Rev A
Victoria Road Housing Scheme



QA Sheet

Title	Rev.	Design Stage	Prepared By	Checked By	Date	Estimated Cost
Order of Cost Estimate Nr 1	-	1	AW	PF	10.10.18	£9,640,000.00

Executive Summary	
Based on the information received to date the cost limit realises a figure of	£9,640,000
Based on a Gross Internal Area the cost limit realises an o/a cost/m2 of	£2,594
Based on a there being 45 residential units the average cost per unit is approx'	£215,000
This represents a favourable cost when benchmarked against previous and similar projects	
At this juncture we have included for a preliminaries allocation of 13%.	
We have included the sum of £582,000 as a total risk allowance to cover those risks that may be identified throughout the development of the design and construction period.	
We have allowed inflation assuming a start on site of 1Q2020. No allowance has been made above this.	

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Order of Cost Estimate Rev A
Victoria Road Housing Scheme



A - Cost Summary

Gross Internal Floor Area (m2)	3,716
Nr of units	45
Cost /m2	£2,594
Cost/unit	£214,222

COST CENTRE	GROUP ELEMENT/ELEMENT	COST/M² OF GIFA	TOTAL COST OF ELEMENT (TARGET COST)
		£	£
FACILITATING WORKS AND BUILDING WORKS			
0	Facilitating works - demolitions		94,000
1	Building Works - Residential		
1.1	Residential	1708.34	6,348,203
1.2	Commercial	0.00	Not applicable
1.3	Abnormals	86.92	323,000
1.4	External Works	209.90	780,000
SUB-TOTAL: FACILITATING WORKS AND BUILDING WORKS:			7,545,203
2	Main contractor's preliminaries @13%	263.96	980,876.33
SUB-TOTAL: FACILITATING WORKS AND BUILDING WORKS (including main contractor's preliminaries)			8,526,079
3	Main contractor's overheads & profit (3.85%)		Included
TOTAL: BUILDING WORKS ESTIMATE			8,526,079
PROJECT/DESIGN TEAM FEES AND OTHER DEVELOPMENT/ PROJECT			
4	Project/design team fees (subcontract partnering)		Excluded
5	Other development/project costs		Excluded
TOTAL:PROJECT/DESIGN TEAM FEES AND OTHER DEVELOPMENT/PROJECT COSTS ESTIMATE:			8,526,079
BASE COST ESTIMATE:			8,526,079
6	Total Risk Allowance Estimate (Note Exclusions)	156.62	582,000
COST LIMIT (excluding inflation) :			9,108,079
7	Total Inflation Allowance		523,787
COST LIMIT (excluding VAT assessment) :		say	9,640,000
8	Vat Assessment		Excluded

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6.0 Cost Report

Order of Cost Estimate - External Works / Risk Items

Order of Cost Estimate Rev A
Victoria Road Housing Scheme



A.2 - External Works

COST CENTRE	GROUP ELEMENT/ELEMENT	TOTAL COST OF ELEMENT (TARGET COST)
		£
EXTERNAL WORKS		
1	Site Preparation Works	£ 30,000.00
2	Roads, paths, pavings and surfacings	£ 210,000.00
3	Soft Landscaping - Dense shrubs	£ 50,000.00
4	Fencing, railings and walls	£ 110,000.00
5	External Fixtures	£ 60,000.00
6	External Drainage	£ 110,000.00
7	External Services	£ 190,000.00
8	Minor Building Works	£ 20,000.00
9	Creation of New Bowling Green Victoria Recreation Ground	excluded
10	Extension of car park Victoria Recreation Ground	excluded
11	Allowance for refurbishment of East Pavilion	excluded
TOTAL:		£ 780,000.00

Order of Cost Estimate Rev A
Victoria Road Housing Scheme



A.3 - Risk Items

COST CENTRE	GROUP ELEMENT/ELEMENT	TOTAL COST OF ELEMENT (TARGET COST)
		£
RISK ITEMS		
R.001	Design Development Risks @ 1.5%	£ 128,000.00
R.002	Discharging planning conditions, statutory requirements, basement, delays in procurement and tendering	Incl. in Item 1
R.003	Construction Risks	
	P/SUM 1 Remediation of contaminated land	£ 20,000.00
	P/SUM 2 Ground gases	excluded
	P/SUM 3 Asbestos removal; existing buildings	£ 15,000.00
	P/SUM 4 Asbestos removal; below ground	£ 10,000.00
	P/SUM 5 Diversion of existing sewer service	Excluded
	P/SUM 6 Upgrade of existing Substation	£ 175,000.00
	P/SUM 7 E/O earthworks for mid-site high ground level	£ 15,000.00
	P/SUM 8 Works to existing boundaries (cemetery)	£ 5,000.00
	Decanting existing occupants	Excluded
	Existing services and works by statutory undertakers	Excluded
R.004	Construction contingency @ 3%	£ 214,000.00
R.005	Employer Change Risks	Excluded
R.006	Other Employer Risks - Contingency @ 5%	Excluded
R.007	Client Construction Risk Allowance	Excluded
TOTAL:		£ 582,000.00

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6.0 Cost Report

Order of Cost Estimate - Basis of Estimate / Assumptions

Order of Cost Estimate Rev A
Victoria Road Housing Scheme



B - Basis of Estimate

SCOPE OF WORKS
Demolition of existing Buildings, Housing Office, ablutions block and Bowls pavilion. Construct new residential blocks - 4 storey Linear Block 1 (comprising of 16no. Units), 5 storey Cluster Block 2 (comprising of 25no. units), and 2 storey Houses (comprising of 4no. units). Associated landscaping/external works, and utility connections.
DRAWINGS
The following drawings were used in the preparation of this estimate: B&HCC HOU 017/F-001 B&HCC HOU 017/F-002 B&HCC HOU 017/F-003 B&HCC HOU 017/F-001 BHCC annotation 18 September 2018
OTHER INFORMATION USED
The following information was used in the preparation of this estimate: Victoria Road Housing - Feasibility Study (Work in Progress).
ACCOMMODATION SCHEDULE
Indicative GIFA based on initial feasibility study subject to design development: Block 1 : 16 Flats mix of 1, 2, 3 and 4 bedroom units : including 2 accessible (2 to 8 persons) Houses : 4 nr 3 bedroom, 5 persons Block 2 : 25 Flats of 1, 2 and 3 bedroom units : including 2 accessible (2 to 5 persons)

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Order of Cost Estimate Rev A
Victoria Road Housing Scheme



C - Assumptions

ASSUMPTIONS
1 The following assumptions have been made in the preparation of this estimate:-
a. Cost are current. We have made a provisional allowance for inflation/future price movements until 2020.
b. It has been assumed that the works to the site will be carried out by a single building contractor procured via strategic partnering under a term partnering contract, built over a single phase.
c. In the absence of a detailed specification we have based the fit-out costs on a basic 'general needs' specification where applicable. These costs should be used for guidance only.
e. We have calculated the GIFA based on the initial feasibility study detailed in Section B. All areas are indicative and approximate quantities and subject to confirmation and design development.
f. We have included a number of provisional allowances within this estimate, these are listed in section A.3- Risk Items

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Order of Cost Estimate - Exclusions / Considerations

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EXCLUSIONS	
1	Local authority fees and charges
2	VAT
3	Legal charges
4	Tax Allowances
5	Loose fixtures and fittings
6	Pre Contract Design Fees
7	Diversion of any existing services
8	Section 106, Section 278, Carbon tax and CIL contributions
9	Project/Design Team Fees
10	Parking Bay Suspensions, road closures and licensing
11	Phasing of the works or sectional completions
12	Out of hours working
13	Oversailing licences/costs
14	Artworks
15	Works outside the site boundary
16	Archaeological, noise and vibration monitoring
17	Party wall awards
18	Inflation beyond 2Q2020
19	Fluctuations in material and labour prices
20	Tree Preservation Orders
21	BREEAM, SKA Ratings and SUDS requirements
22	Flood defence works
23	Additional allowance for unknown ground conditions, soft spots, flood or contamination following surveys.
24	Flood Defence measures
25	Carbon Offset Payments
26	Provision for enhanced finishes to Shared Ownership or Private flats
27	Connections to superfast broadband (Sky Q or similar)
28	Allowance for retaining walls (Small allowance included)
29	Photovoltaic installation (allowance included)
30	Tree safety works
31	Pedestrian footpath remedial works

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16 October 2018

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PARTNERSHIP

[illegible]

B8713
16 October 2018

Subject:	Proposal for environmental improvement budget - Housing Revenue Account		
Date of Meeting:	14 November 2018		
Report of:	Executive Director Neighbourhoods, Communities & Housing		
Contact Officer:	Name:	Ododo Dafe	Tel: 01273 293201
	Email:	Ododo.dafe@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 This report proposes that a proportion of the Housing Revenue Account budget is set aside to support early actions to improve public areas of the Council's housing estates. This will enable the Council to respond with greater speed to tenant's satisfaction levels with their neighbourhood as a place to live.
- 1.2 The Estates Development Budget (EDB), set aside for tenant voting, remains separate from this proposal.

2. RECOMMENDATIONS:

- 2.1 That Housing & New Homes Committee agree to receive a full report to the January 2019 committee recommending the sum within the HRA budget to be set aside for enhanced environmental improvements and items on which it will be spent.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The Council's housing estates or 'neighbourhood as a place to live' have been reported by tenants responding to the Survey of Tenants and Residents as the main area of the housing service in which satisfaction has reduced. A project is underway to identify work needed on specific estates to address tenant concerns, however the extent of the work is not yet known and has therefore not yet been costed.
- 3.2 The proposed budget will be spent on work that has been identified through the many different ways the Council engages with residents and gathers their feedback. These include:-
 - the two-yearly Survey of Tenants and Residents' satisfaction survey
 - feedback residents have recently given during consultation on the delivery of repairs and maintenance

- the quarterly customer satisfaction survey
 - tenants views fed back through councillors' community representative roles, residents associations, complaints, Field Officers and other council staff.
- 3.3 The budget will have the potential to fund environmental and communal area improvement work that has already been talked of by tenants - including fencing, enhanced grounds maintenance, public way decorations, estate recycling and rubbish storage areas, soft furnishing and common areas of Seniors schemes, gutter clearance programme, car park resurfacing and clothes drying areas.
- 3.4 The residents' Estates Development Panel has been carrying out a review over the summer to make the EDB bidding process simpler for residents. The outcome of this work will be reported to a future committee.

4. ANALYSIS & CONSIDERATION OF ANY OPTIONS

- 4.1 The option of doing nothing has been considered. However there is a range of improvements needed on council estates.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 An example of consultation carried out with residents is the survey of people newly moving into council housing. Results up to July 2018 show that from their list of 16 items for improvement mentioned, among the top five that residents would like to see are waste and recycling, flooring and decorating of shared areas, and fencing. From a list of 10 items residents mentioned for improving their local neighbourhood, among the most frequently cited were car parking and garages, landscaping, play areas, and traffic calming.
- 5.2 Consultation this summer with over 1,000 residents on the new arrangements for the repairs and maintenance service from 2020, showed that many residents are concerned with the condition of estates, as opposed to individual properties, and would like to see the delivery of improved programmes in this area.
- 5.3 Residents will be invited to focus groups and the results will be detailed in the full report for January committee.

6. CONCLUSION

- 6.1 A full report will come to the January 2019 committee.

7. FINANCIAL & OTHER IMPLICATIONS:

7.1 Financial Implications:

There are no significant financial implications arising from this report which is to note.

The full report to January 2019 committee will set out the specific funding requirement.

Finance Officer Consulted: Michael Bentley Date: 31/10/18

7.2 Legal Implications:

There are no significant legal implications arising from this report which is to note.

Lawyer Consulted: Liz Woodley Date: 04/11/18

7.3 Equalities Implications:

None arising directly from this report. Equalities considerations have informed the specification for the new system, to meet equalities requirements for staff and customer users alike.

7.4 Sustainability Implications:

None arising directly from this report.

7.5 Any Other Significant Implications:

None arising directly from this report.

7.6 Public Health Implications:

None arising directly from this report.

7.7 Crime & Disorder Implications:

None arising directly from this report.

7.8 Risk and Opportunity Management Implications:

None arising directly from this report.

7.9 Corporate / Citywide Implications:

None arising directly from this report.

SUPPORTING DOCUMENTATION

Appendices	None
Documents in Members' Rooms	None
Background Documents	None

Subject:	Housing supply update		
Date of Meeting:	14 November 2018		
Report of:	Executive Director – Neighbourhoods, Communities & Housing		
Contact Officer:	Name:	Martin Reid & Diane Hughes	Tel: 01273 293321
	Email:	Martin.reid@brighton-hove.gov.uk	
Ward(s) affected:	All		

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 This report seeks to provide an update on the delivery of new affordable housing by the council, and future plans to escalate delivery by utilising the recently announced HRA borrowing flexibilities and revenue underspends in the HRA.
- 1.2 This report also incorporates information on the capacity and resources to expand public housing following the Notice of Motion presented and noted at the 13 June 2018 Housing & New Homes Committee.

'This Committee notes that over the last three financial years £10.5m (net) of the HRA's allowable £41m borrowing capacity has been used. This equates to an average of £3.5m a year. This leaves £30.5m of resources available to housing that has not been used.

This Committee further notes it is proposed in the current financial year to borrow over £20m. Yet last year, only £3.2 million was actually borrowed and by month 7 £7.6m spending had been re-profiled into future years' expenditure.

This Committee wishes to maximise the use of existing resources available to expand council housing. It is therefore requested, that as a matter of urgency, a report be brought to Housing & New Homes Committee, which:

- *Investigates obstacles to using available borrowing;*
- *Explores additional capacity needed to achieve spending;*
- *Provides a timetable which sets out how the current borrowing plans can be achieved across the next two years, without re-profiling."*

2. RECOMMENDATIONS:

That the Housing & New Homes Committee:

- 2.1 Notes the work programme to date to increase the supply of affordable housing in the city and proposals to increase cross council resources to support

expansion of the programme to realise the council's ambitions to increase housing supply.

- 2.2 Agrees (subject to government guidance) for the council to utilise HRA borrowing flexibilities to deliver future New Homes for Neighbourhoods Schemes.
- 2.3 Notes that as a result of current forecast underspend in the HRA, the month 7 Budget Monitoring report to Policy Resources & Growth Committee will propose that £1.5m will be used as a revenue contribution to the capital programme to support further housing delivery via the Home Purchase Scheme for 2019/20.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 Brighton & Hove is a city with an acute 'housing crisis', with over 14,000 households on the housing register, 1,800 in temporary accommodation and a serious shortage of affordable homes. The city also has areas of significant deprivation and its population of around 280,000 has significant health needs and inequalities. The HRA Asset Management strategy, aligned to the overall Housing Strategy, has been reviewed (following detailed consultation) and now expressly supports provision of supply of new homes through ongoing stock review and investment as well as improving quality of existing homes.
- 3.2 The Council's Housing Strategy 2015-2019 sets out objectives and action plan addressing identified housing needs in the City which includes policy and investment prioritising 'Improving Housing Supply'. The City Plan also sets out housing targets across all tenures and policies on securing affordable housing through the planning system. The Housing Revenue Account (HRA) Asset Management Strategy is also aligned to Housing Strategy in support of improving housing supply. Greater Brighton partnership working across authorities is aiming to accelerate delivery of new housing supply through freedoms and flexibilities sought as part of the wider Greater Brighton proposals.

The council has to date responded to the housing crisis in a number of ways and supports a wide programme of activity in the city to increase affordable housing supply. This includes affordable housing gained through planning policy, registered provider developments and community led housing. The council has also developed the following programmes to directly deliver new affordable housing supply:

3.3 New Homes for Neighbourhoods

The council has developed an innovative 'New Homes for Neighbourhoods' programme, with an ambition to build at least 500 new homes. The programme has been successful and since summer 2015 has completed 172 new council homes in 11 projects, has another 12 council homes under construction. It has sites currently identified for a total of around 500 homes. In addition, there is potential for redevelopment of some existing council housing.

A pipeline of New Homes for Neighbourhoods projects need to be brought forward to order for the HRA to have the need to borrow. Projects can be delayed for a variety of reasons including issues with site identification and issues faced at the design and development phases. To ensure that all

obstacles to spending available borrowing are minimised the team have been reviewing potential development sites to bring forward more schemes, reviewed the capacity of all relevant teams and looked at potential bottlenecks to ensure speedy delivery of the programme.

3.4 Home for Brighton & Hove (Living Wage Joint Venture)

Working in partnership with Hyde the joint venture will deliver 1,000 new lower cost homes for rent and sale. The first three sites have been identified to deliver up to 570 new homes. These are Coldean Urban Fringe, the former Belgrave Centre, Portslade and Whitehawk Urban Fringe. Public consultation has taken place on all three sites with planning applications due by the end of this year.

3.5 Hidden Homes

The programme to refurbish and convert under used or unused spaces within our existing council stock into new homes continues with nine new homes delivered to date, with a further six due to be delivered in 2018/19. A pipeline of potential sites has been developed to deliver approximately 30 further units. In addition the council have taken advantage of 'one-off' opportunities for adding a new build where existing dwellings have a large footprint e.g. where we have 'split' the garden of an empty property.

3.6 Home Purchase Policy

The scheme so far has allowed the council to buy back nine properties which will now be used for general needs or temporary accommodation. Housing & New Homes Committee agreed to the expansion of the scheme in September 2018 allowing the council the option to look at purchasing affordable housing units supplied as part of new housing developments in the city (typically known as S106 sites).

The scheme can utilise the HRA revenue underspend to support the delivery of housing. It is proposed to allocate the £1.5m to the Home Purchase Scheme for 2019/20, taking the proposed budget for 2019/20 to £3.5m.

3.7 Council owned temporary accommodation

Creating a supply of council owned temporary accommodation allows the council to achieve savings against the costs of procuring more expensive accommodation from the private market either through existing frameworks or spot purchase. The conversion of Stonehurst Court provided ten family units this summer with 12 additional units to be provided at the former Oxford Street Housing Office. The property purchase from Orbit agreed at Housing & New Homes Committee in March 2018 will provide a further 15 units of temporary accommodation.

4. HRA BORROWING CAP

- 4.1 The government announced in July 2018 a process for councils in high cost areas outside of London (including Brighton & Hove) to bid for £0.5bn of

additional borrowing capacity within their Housing Revenue Account (HRA). Bids needed to be submitted by the 30 September 2018.

- 4.2 The council welcomed this announcement as the current borrowing cap is inhibiting the capacity of this council to build more homes. The restrictions on borrowing also mean that in the future the council may have to pay back its retained RTB receipts to the Government because it cannot utilise them without the ability to borrow.
- 4.3 Bid applications were made for the delivery of New Homes for Neighbourhoods schemes for the three years 2019–2022. The bids anticipated delivery of 465 homes with borrowing of £81,252m required.
- 4.4 On the 3 October 2018 the Government announced the borrowing restrictions will be removed enabling councils to play a key role in delivering the homes their communities need. The Minister for Housing, Communities and Local Government has now issued a determination – The Limits on Indebtedness (Revocation) Determination 2018. This came into force on 29th October 2018 and removes the current borrowing cap on the HRA.

Timetable setting out the current borrowing plans

- 4.5 The current capital programme 2018/19 – 2020/21 assumes further borrowing of £29.35m up to the end of 2020/21. However, this will increase when new pipeline schemes are accelerated. The Estates Regeneration Members Board are regularly updated with the new pipeline schemes being proposed in order to approve early feasibility studies and drawings and monitor the use of Right to Buy Receipts.
- 4.6 New Homes for Neighbourhoods Schemes, including those in the bid application, are now being reviewed to determine which schemes may be brought forward following removal of the cap. A detailed project plan with timelines and responsibilities is being drawn up by officers to accelerate the current pipeline schemes including the schemes in the bid application. This will result in escalation of the current programme, increasing the supply of affordable homes in the city.
- 4.7 Whilst the removal of the cap will enable substantial growth in the numbers of homes that can be built or purchased within the HRA, any borrowing undertaken will need to be prudent, affordable and sustainable. Work is being undertaken on the 30 year HRA business plan to provide assurance to the Chief Finance Officer that the borrowing is affordable for the HRA.

5. ADDITIONAL CAPACITY TO ACHIEVE SPENDING

- 5.1 With the removal of the borrowing cap each project within the programme has the potential for expansion. Any enhancement of the programme to realise the council's ambitions to increase housing supply will require additional cross council specialist resources.

- 5.2 We have a strong track record of cross directorate collaboration to deliver new homes. In order to increase the pace of new supply becoming available we have undertaken some analysis into what may be causing any delays, resourcing pressures and potential mitigation to enable us to speed up delivery of new homes. In light of this we propose to increase our existing programme capacity by targeting additional resources into an enhanced cross directorate housing supply team to drive projects forward.
- 5.3 The key additional resource requirements to achieve and escalate delivery of schemes outlined in 3.3 – 3.7 of this report are:
- 3 x Project Managers
 - 1 x Architects
 - 1 x Technical Surveyor
 - Planning support
 - Communications and consultations
 - Customer Liaison
 - Legal support
 - Financial support for viability modelling, wider financial implications and budget management support
- 5.4 This team will identify and address barriers to delivery, working flexibly to unblock anything which may be delaying schemes and reviewing focus and optimisation of resources across different work-streams. For example this could include better batching up of activity such as on smaller difficult sites to make sure this work proceeds as effectively and efficiently as possible but does not delay larger and / or more straightforward schemes. Some resources are required for specific projects, with flexibility built in for support services to provide project support as required across the programme.
- 5.5 Where local authority capital accounting arrangements allow, it is anticipated that the cost of these additional resources will be capitalised and therefore added to each capital project, as required. However, where costs cannot be capitalised, for example, where schemes are worked up but do not progress, then the costs will need to be met from the HRA. The exact revenue cost is difficult to quantify at this time and will depend on the number of schemes each year and whether or not the HRA can manage some of these costs within its current budget resources. However the current estimate for the full year revenue cost is £0.060m. Officers are currently in the process of drafting the HRA revenue budget for 2019/20 and will take account of this possible budget pressure.

6. ANALYSIS & CONSIDERATION OF OPTIONS

Option	Benefits	Risks
Option 1 – Expand delivery of schemes to deliver new housing supply (preferred option)	<p>Increased supply of affordable housing</p> <p>Pressing housing needs are met</p> <p>Right to Buy (RTB) receipts are spent and therefore not returned to government and not incurring interest of 4%</p> <p>The use of Right to Buy receipts will reduce the need for borrowing</p> <p>Further general fund savings can be realised through an increase in the supply of council owned temporary accommodation</p>	<p>Current consultation on use of RTB receipts highlights potential restrictions on the use of RTB receipts where an acquisition costs more than a set level</p> <p>Increased costs through additional resources</p>
Option 2 – Maintain delivery of schemes to deliver new housing supply at current levels	<p>Supply of new affordable housing maintained</p> <p>Pressing housing needs are met</p> <p>Right to Buy (RTB) receipts are spent and therefore not returned to government and not incurring interest of 4%</p> <p>The use of Right to Buy receipts will reduce the need for borrowing</p> <p>Further general fund savings can be realised through an increase in the supply of council owned temporary accommodation</p>	<p>Not utilising all opportunities to spend RTB receipts</p> <p>Not meeting full potential to deliver new affordable homes in the city</p>

- 6.1 Outcomes from current government consultations on use of Right to Buy Receipts and rents for social housing also have the potential to offer more options and certainty, helping the council to realise its ambitions.

7 COMMUNITY ENGAGEMENT & CONSULTATION

8. CONCLUSION

- 8.1 If approved, the proposal to escalate delivery will enable the council to increase the supply of affordable housing in the city, a key aim of the council's Housing Strategy 2015-2019.

9. FINANCIAL & OTHER IMPLICATIONS:

Financial implications

- 9.1 The Minister for Housing, Communities and Local Government has issued a determination - Limits on Indebtedness (Revocation) Determination 2018. This came into force on 29th October 2018 and removes the HRA borrowing cap.
- 9.2 The level of borrowing that can be sustained by the HRA will not be unlimited and this is currently being modelled. However, the removal of the cap will enable substantial growth in the numbers of homes that can be built or purchased within the HRA. The Chief Finance Officer will need to review the HRA 30 year Business Plan to ensure that any borrowing plans are prudent, affordable and sustainable. Each scheme will have to demonstrate need, value for money and that the net costs of borrowing can be met from the HRA.
- 9.3 Expansion of the affordable homes programme will require additional staffing resources as outlined in section 5 of this report. A high proportion of the cost of the officer support required to expand the current programme can be capitalised and so included as part of the overall scheme cost and factored into the viability modelling for each scheme.
- 9.4 However, some costs cannot be capitalised and will have an effect on the HRA revenue budget for 2019/20 and beyond. This is currently estimated as £0.060m for a full year but further calculations are on-going and will inform the budget setting process for 2019/20. The HRA budget will be reported to Housing and New Homes Committee in January 2019 and will incorporate proposals for any service pressure funding for this purpose. A proportion of these costs will be incurred in 2018/19 financial year and can be met from current HRA budget resources.

Finance Officer Consulted: Monica Brooks

Date: 31/10/18

Legal Implications:

- 9.5 One of the main powers of local housing authorities in the Housing Act 1985 is the provision of housing accommodation by the erection of houses or the , conversion of buildings into houses. The expansion of the New Homes for Neighbourhoods programme is compatible with that power.

Lawyer consulted: Liz Woodley

Date: 23/10/18

9.6 Equalities Implications:

All current housing supply programmes support the delivery of the city's Housing Strategy and an increase in housing supply will extend opportunities to accommodate households on the Housing Register who are on housing need.

The New Homes for Neighbourhoods programme builds at least 10% of new council homes to full wheelchair user standard and the rest to accessible and adaptable standard, which can be easily adapted for people with disabilities. An Equalities Impact Assessment has been completed on the programme and is supplemented for individual projects.

9.7 Sustainability Implications:

Homes delivered under the programme are built to high sustainability and energy efficiency standards, including photo voltaic panels on roofs where feasible and communal boilers in larger schemes.

Subject:	Review of Seniors Housing		
Date of Meeting:	14 November 2018		
Report of:	Executive Director for Neighbourhoods, Communities & Housing		
Contact Officer:	Name:	Martin Reid & Peter Huntbach	Tel: 01273 293321
	Email:	martin.reid@brighton-hove.gov.uk	
Ward(s) affected:	(All Wards);		

FOR GENERAL RELEASE**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 This report sets out recommendations to undertake an appraisal of our seniors housing schemes to ensure that we have the right investment plans to maintain and improve our homes and make sure that they meet resident requirements into the future. This review will be undertaken in consultation with residents.
- 1.2 We are particularly concerned our seniors housing 'offer' ensures our schemes remain a positive housing choice for future residents and we do not find ourselves with properties that we cannot let.
- 1.3 The proposed objectives of this review would be to:
 - Review and address the practical barriers older people face when considering a move into seniors housing. We aim to make it easier for people to choose and to move into seniors housing;
 - Assess the quality of the seniors housing stock against standards of good design for older people's housing. This would include the role of design in tackling loneliness;
 - Make recommendations for the future, including any investment opportunities. The recommendation would include both long and short term measures to improve the stock;
 - Make recommendations for improving the communal areas and gardens not only to reduce the risk of these feeling institutional and dowdy but also to set out how these can be transformed to support active ageing;
 - Provide cost analysis and estimates for future works;
 - Liaise with Registered Providers in the city to review the nature, quality and availability of their seniors housing and extra care schemes to make sure we have an overview of all social housing provision and work together to co-ordinate approaches where possible;
 - Liaise with Adult Social Care to consider potential impacts of approaches toward supporting older people to maintain independence in their own home on demand for seniors housing;
 - Report the outcome of the review to a future Housing & New Homes Committee.

2. RECOMMENDATIONS:

- 2.1 That the Committee agrees a review of the sheltered housing stock and service as detailed below, with a report of review recommendations back to a future Committee.

3. CONTEXT/ BACKGROUND INFORMATION

Brighton and Hove – An Ageing Population

- 3.1 85,500 people over 50 currently live in Brighton and Hove with 6500 being aged 85 or over. The city's population is also predicted to get older with the numbers of people aged over 70 predicted to increase by 21% (5,500 people) between 2016 and 2026. In the same period people aged 20 to 29 are predicted to fall by 3% (1,600 people). Although the majority of older people in the city are owner occupiers around a fifth currently lives in social housing.
- 3.2 As is the case generally with an increasingly ageing population, Brighton & Hove's residents will face a number of challenges as they grow older. Health challenges include conditions where Brighton & Hove's outcomes are not as good as those of England including depression and suicide, immunisation, falls, hip fractures, age related macular degeneration, cancer deaths, and NHS Health Checks.
- 3.3 Loneliness is also a key health concern particularly in single person households. The 2016-17, Brighton & Hove Adult Social Care User Survey reported that nearly a quarter of the 441 respondents did not get as much social contact as they would like. A quarter also reported that they did not leave their home.

The Value of Sheltered Housing

- 3.4 The recent parliamentary report 'Housing for Older People' identified that sheltered housing is a valuable asset in the UK and saves £486 million to the national health and social sector in the UK with £17.8 million attributed to reducing loneliness. It identified that such specialist housing for older people remained a popular housing option although there were clear differences between the high-end retirement housing sector and some of the post-war social housing stock which could be in poorer condition and therefore less attractive for many.
- 3.5 The parliamentary report echoes similar findings from the 2017 briefing paper on the value of the sheltered housing sector by the National Housing Federation and the 2010 Frontier Economics Ltd report commissioned by the Homes & Communities Agency which found an investment in specialist housing for older people resulted in a net benefit for the UK, estimated then as £219m.
- 3.6 The recent Green Paper on housing and the new strategy for tackling loneliness highlight the importance of celebrating the positive contribution of social housing tenants and the value of thriving communities. The sheltered housing sector promotes participation and social interaction as recommended within these policy documents.

The Council's Service

- 3.7 The council is the largest provider of sheltered housing in the city, managing 23 schemes including one extra care scheme where on-site carers provide home care (Brooke Mead). The service is named 'seniors' housing' following a recommendation by its residents that the term 'sheltered housing' was too institutional.
- 3.8 The service houses just under 900 older people with 14% of these (125 people) aged 85 and over. Three quarters of residents have identified that they have a disability or long term health condition and a fifth have a social care package.
- 3.9 Echoing the parliamentary report, evaluation undertaken by JB Eventus Ltd in relation to the City Wide Connect programme found the preventative value of the seniors housing service was approximately £8k per person (2014-2016). The service has been an active contributor to the preventative health agenda in the city participating not only in the City Wide Connect programme to address loneliness, but also in campaigns to promote healthy eating, falls prevention and winter flu vaccination. Given Brooke Mead's specialism in dementia care, the service is a member of the local Dementia Action Alliance. Many social activities in the schemes are run in collaboration with local partners such as SE Dance, Fabrica and Open Strings, and are open to older people living in the city. The work of the service in promoting and celebrating active communities and resident participation echoes the positive suggestions for change within the recent Housing Green Paper and strategy for tackling loneliness.
- 3.10 The service remains popular with residents with the 2016 STAR survey finding that for those living in the council's seniors housing satisfaction was 'very high'.
- 3.11 There are approximately 700 older people on the housing register who have expressed an interest in seniors housing and this demand is likely to grow in an ageing population. However, on average it takes twice as long to let a seniors housing property when compared to the general stock. The parliamentary report identifies a number of practical barriers and difficulties older people face when considering moving which may be a factor.
- 3.12 We wish to ascertain how these barriers can be removed or reduced to make moving into seniors housing easier, including consideration of factors such as those outlined below:
- Older people may be confused with the number of terms used to describe the retirement housing sector and that navigating the different housing options can be difficult;
 - The decision about moving and the practicalities of moving for many older people can be a difficult process;
 - The time between someone accepting a property and having to move in is very short, often measured in days or a few weeks. For someone downsizing and/or with physical and mental frailty this will be difficult and put off people from moving. Sometimes it may just be easier for older people to say 'no' even if the property is right for them;
 - The support which is available may appear to be fragmented. Have we a whole systems approach across different teams to effectively coordinate support?;

- Are there approaches we can learn from private sector or registered provider partners to wrap up support into one easy package?
- Feedback from residents, prospective tenants and staff that the poor condition of some empty homes and the stock is also a contributory factor.
- Is the 'feel' of a scheme one of the barriers to letting? Although some internal improvements have been undertaken in some of our schemes, including internal decoration and flooring, others may still feel tired and unappealing. Capital investment programmes may overlook and underplayed the importance of the overall aesthetics of a scheme concentrating on the building infrastructure.
- Communal areas may sometimes be unappealing and the individual flats themselves may also feel undesirable due to the lettable standard. If our seniors housing looks tired and institutional it won't be an attractive housing option.

The Sheltered Housing Stock

- 3.13 All but one of the council's 23 schemes was built between 1967 and 1990. The majority were purpose built as older peoples housing schemes although four were converted from other housing provision. A full list of schemes is enclosed in the appendix.
- 3.14 The majority of schemes are low rise blocks of flats although one is a high-rise with 12 floors (Somerset Point) and two schemes comprise bungalows (Ditchling Gardens and Manor Paddock).
- 3.15 The schemes comprise 900 units of accommodation including studio flats, one bedroom flats, two bedroom flats and bungalows. Over half of schemes have studio flats with the two Whitehawk schemes (Southease and Walter May House) being almost entirely of this type of provision. Some studio flats have been converted into small one bedroom flats including Jasmine Court, Jubilee Court, Hazelholt, Sanders House and Evelyn Court. Shared bathrooms, once a common feature of the council's sheltered stock, have now been phased out.
- 3.16 Four schemes do not have any lifts facilities to the flats above the ground floor and some have steps inside and outside of the building which means that the facilities are not fully accessible. The accessibility standard of homes was revised alongside other standards following the Housing Standards Review by the DCLG (Department of Communities and Local Government) in 2015.
- 3.17 Some communal areas can appear tired and institutional as there has not been a systematic programme to improve or remodel the communal areas including the fixtures and fittings. This contrasts with some newer schemes or schemes in the housing association sector where communal areas appear of a higher and more welcoming standard.
- 3.18 Although the council has invested in some elements of schemes (alarm systems, heating, lighting, lifts and so on) the age of the stock means that there will be a continuing investment need if they are to remain a viable and attractive housing solution for older people, especially where needs of this population become more complex. If the council is to realise the potential savings that the sheltered housing sector can bring, it is essential that we have the right housing for older

people now and in the future. Given the age of the stock some schemes may need fully remodelling or decommissioning in the future.

- 3.19 In addition to the council's stock, there are around 820 units of sheltered accommodation owned by Registered Providers that includes studio flats, one bedroom flats, two bedroom flats and bungalows. Around half of the units are one bedroom accommodation

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 Do not undertake the review – if we do not undertake this review, there is a real chance that our offer will not improve or develop and sheltered housing will become the accommodation of last resort for older people, rather than the vibrant, attractive accommodation of choice. Delaying or deterring a move into sheltered housing has the potential of increasing pressures and cost on the wider health and social care sector. Also, not addressing barriers in letting our sheltered housing is likely to result in poorer lettings performance and avoidable rent loss and council tax liabilities.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The service regularly consults with seniors housing residents via scheme meetings and the active Seniors Housing Action Group (SHAG). The way in which we let our homes and the conditions of the empty homes and the communal areas have all been issues which SHAG have asked us to improve on. The recommendation of the report has therefore been driven by the engagement we have had with our seniors housing residents to date. We will continue to work with SHAG and our seniors housing residents so their views are listened and actively responded to.
- 5.2 We will also engage with prospective seniors housing tenants so we better understand what encourages and support older people choose and move into sheltered housing. The service has undertaken some preparatory work in contacting those applying for seniors housing and on the housing register.
- 5.3 We will also engage with community partners to ensure that our service is an attractive option for the diverse community of Brighton and Hove.

6. CONCLUSION

- 6.1 There is evidence that high quality sheltered accommodation, not only enriches the lives of residents but also contributes to significant financial savings for the NHS and Adult Social care. By undertaking this review, we will be able to maximise the use of our sheltered accommodation and ensure the highest quality of support is given to those in need

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 There are no financial implications arising from this report but when the full review of seniors' housing is complete a report will come back to this committee containing full financial implications.

Finance Officer Consulted: Monica Brooks
Legal Implications:

Date: 31/10/18

- 7.2 There are no legal implications arising from this report. Any implications arising from the review will need to be assessed in due course.

Lawyer Consulted: Name Liz Woodley

Date: 04/11/18

Equalities Implications:

- 7.3 An Equalities Impact Assessment (EIA) will be completed as part of the appraisal process.

Sustainability Implications:

- 7.4 Improving access into seniors housing and removing the barriers and stresses of moving will help contribute to the council's commitment to health and happiness within the City Sustainability Action Plan.

Any Other Significant Implications:

Public Health Implications:

- 7.5 Improving access into seniors housing and removing the barriers and stresses of moving will help maximise the potential of sheltered housing and its contribution to improving the wellbeing of older people living in Brighton & Hove.

SUPPORTING DOCUMENTATION

Appendices:

1. List of sheltered housing schemes with unit numbers and ward.

Documents in Members' Rooms

None

Background Documents

None

Appendix 1.

Name and address	Unit number	Ward
Broadfields Moulsecoomb Way Moulsecoomb, Brighton BN2 4QF	14 flats	Moulsecoombe & Bevendean
Brooke Mead (Extra Care) 40 Albion Street Brighton BN2 9AJ	45 flats	Queens Park
Churchill House (36 flats) Hangleton Road Hangleton, Hove BN3 7SG	36 flats	Hangleton & Knoll
Ditchling Gardens Brighton BN1 6JX	26 bungalows	Hollingdean & Stanmer
Elizabeth Court 65 Wilbury Road Hove BN3 3EX	31 flats	Goldsmid
Elwyn Jones Court South Woodlands Brighton BN1 8WU	72 flats	Patcham
Evelyn Court Windlesham Close Portslade BN41 2AA	22 flats	South Portslade
Hazelholt Chalky Road Portslade BN41 2WF	25 flats	North Portslade
Jasmine Court Patchdean Brighton BN1 8NG	32 flats	Patcham
Jubilee Court The Crescent Moulsecoomb, Brighton BN2 4TS	29 flats	Moulsecoombe & Bevendean
Laburnum Grove Burstead Close Hollingdean Brighton BN1 7HX	59 flats	Hollingdean & Stanmer
Lavender House Lavender Street	25 flats	Queens Park

Kemp Town Brighton BN2 1LG		
Leach Court Park Street Kemp Town Brighton BN2 0DE (1-72) BN2 0DJ (73-108)	107 flats	Queens Park
Lindfield Court The Crestway Hollingdean Brighton BN1 7AY	31 flats	Hollingdean & Stanmer
Manor Paddock Manor Road Kemp Town Brighton BN2 5EY	24 mixed flats and bungalows	East Brighton
Muriel House Ingram Crescent West Hove BN3 5NS	35 flats	Wish
Rose Hill Court Rose Hill Terrace Brighton BN1 4HS	26 flats	St Peters & North Laine
Sanders House Ingram Crescent West Hove BN3 5NW	39 flats	Wish
Sloane Court Park Street Kemp Town Brighton BN2 0DG	40 flats	Queens Park
Somerset Point Somerset Street Kemp Town Brighton BN2 1JS	71 flats	Queens Park
Southeast Whitehawk Road Whitehawk Brighton BN2 5GB	24 flats	East Brighton
Walter May House Whitehawk Road Whitehawk Brighton BN2 5GF	32 flats	East Brighton

Woods House Sackville Road Hove BN3 3HF	26 flats	Westbourne
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